

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Department of Natural Resources, Division of Engineering

Project Name	<u>Statewide Dam Safety Design Services</u>	Response Deadline	<u>1/8/2015</u>	<u>4:00 PM</u>	local time
Project Location	<u>Various</u>	Project Number	<u>DNR-150038</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>James Hilovsky, PE</u>		
Owner	<u>Various</u>	Contracting Authority	<u>ODNR—Division of Engineering</u>		
No. of paper copies requested (stapled, not bound)	<u>1</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>		

Submit the requested number of Statements of Qualifications (OFCC Form F110-330) directly to the Ohio Department of Natural Resources, Division of Engineering, **Attention: Jason Kirby, 2045 Morse Rd., Building E-3, Columbus, Ohio 43239**. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jason Kirby at Jason.kirby@dnr.state.oh.us with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Request for Professional Services page on the ODNR Division of Engineering website at <http://engineering.ohiodnr.gov/capital-improvements> on a regular basis until one week before the response deadline. The names of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

Professional services are requested to provide short-notice, urgent and/or emergency technical assistance, including assessments, design services, construction documents and construction administration for minor repairs and/or rehabilitation of selected dams and their appurtenances owned by the Ohio Department of Natural Resources, located at various facilities statewide. Typical technical assistance requests may include, but not limited to, issues such as excessive seepage, slope instabilities, inoperable lake drains, deteriorated concrete structures, pipe replacements/sliplining, and Emergency Action/Preparedness Plans. ODNR intends to select two (2) firms but may select up to three (3) firms.

B. Scope of Services

While specific project sites and scopes of work have not been identified at this time, the selected consultant will be retained through a specific period (approximately 1.5 years). Projects and deliverables will be determined on an as-needed basis from deficiencies and problems noted by facility managers during routine observations/maintenance or from prior regulatory inspections. To provide these services, ODNR utilizes an indefinite delivery contract format, under which total fees are fixed at a specific amount and fees for each assigned project will be based on a man-hour fee schedule to be negotiated as part of the contract.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience in hydrologic and hydraulic analyses.
2. Experience in performing geotechnical analyses pertaining to embankment stability.
3. Experience in performing structural analyses pertaining to integrity of concrete structures.
4. Experience in performing inspections of lake drain structures and gates.
5. Experience in performing seepage analyses.
6. Experience with Ohio Dam Safety Laws and Rules and working with regulatory agencies with authority over dam and water resources related projects.
7. Experience with design and construction administration of dam-related projects.
8. Experience in applying for and obtaining regulatory permits for dam-related projects.
9. Experience working for state and/or other governmental agencies.
10. Experience dealing with the public and facilitating public meetings.

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C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>100% of project cost</u>
Construction Cost	<u>TBD</u>	Other Funding	<u>0.00</u>
Estimated A/E Fee	<u>10.0% to 14.0% of projects costs, not to exceed \$250,000 total contract</u>		

Note: the A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limit to: review and verification of the Program Requirements provided by the owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	<u>Civil Engineering</u>
	<u>Geotechnical Engineering</u>
Secondary	<u>Hydrologic and Hydraulic Services</u>
	<u>Structural Engineering</u>
	<u>Mechanical Engineering</u>
	<u>Electrical Engineering</u>
	<u>Underwater Inspections</u>
Others	<u>Field Testing/Laboratory Services</u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>02/15</u>
Construction Contracts Start (mm/yy)	<u>N/A</u>
Construction Contracts Completed (mm/yy)	<u>N/A</u>
A/E Services Completed (mm/yy)	<u>06/16</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to O.R.C. Chapter 4733.

G. Evaluation Criteria for Selection

Consultants will be evaluated based on the following criteria:

- Previous experience compatible with proposed project task (e.g., type, size), including relevant work of the prospective firm's proposed staff, sub-consultants or other team members.
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed sub-consultants for ODNR and others.
- Qualifications and experience of individuals directly involved with the project.
- Dollar value of ODNR contracts in the previous two years.
- Proposer's apparent resources and capacity to meet the needs of this project.

Firms responding to this Request for Qualifications are required to submit the Commitment to participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use of EDGE-certified Business Enterprise(s), as a part of the proposed team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation will be required at the Fee Proposal stage. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

In accordance with Section 9.24 of the Ohio Revised Code, ODNR is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved. In preparing a short list recommendation for this project, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

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H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect/Engineer Selection Rating

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Project Name Statewide Dam Safety Design Services Proposer Firm _____
 Project Number DNR-150038 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Out of State	0	
	Ohio Firm	4	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	3	
	\$200,000 - \$500,000	2	
	More than \$500,000	1	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 150 professionals	3	
	More than 150 professionals	2	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 5 sample projects	2	
	More than 5 sample projects	3	
b. LEED** Registered/Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 2
	Direct project experience	2	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 3	
5. Overall Team Experience (Maximum 30 points)			
a. Previous Team Performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects/delivery methods	Less than 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 5 projects	0 - 1	
	5 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
*Must be comprised of professional design services consulting firm(s) and NOT the primary firm		Subtotal	
**Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

Notes:

Evaluator:

Name _____

Signature _____

Date _____