

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>Shawnee Lodge Indoor Pool and Exterior Renovations</u>	Response Deadline	<u>02/03/2015</u>	<u>2 pm</u>	local time
Project Location	<u>Shawnee State Park Lodge</u>	Project Number	<u>DNR-150057</u>		
City / County	<u>West Portsmouth / Scioto</u>	Project Manager	<u>Terrence Banbury</u>		
Owner	<u>ODNR Division of Parks</u>	Contracting Authority	<u>Local Agency</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>2</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jason Kirby at Jason.Kirby@dnr.state.oh.us. 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 Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR) through the Division of Parks and Recreation (P&R) is responsible for the management of the Shawnee State Park Lodge in Scioto County. The lodge provides recreational activities, primarily dining and lodging, with access to outdoor facilities such as a swimming pool, to the park users and the public in general. This facility has served in this manner for several decades and is now in need of renovations.

**Phase 1** consists of addressing building envelope issues such as exposed structural timber member and stone masonry deterioration, replacement of gutters, downspouts, soffit, fascia and eave components, and replacement of balcony decking and structural elements at Shawnee Lodge. In addition, the indoor pool requires evaluation and renovation and/or replacement.

Building Envelope Component Replacement: Evaluate the existing building envelope for structural stability, deterioration of exposed members and stone masonry, and identify required repair and/or replacement. Evaluate potential materials such as wood, steel, composites or any additional alternatives. Building aesthetics shall be considered. Ease of maintenance and long-term operating costs must be a part of the evaluation and the selection of replacement components.

Indoor Pool Renovation and/or Replacement: The existing indoor pool has suffered significant deterioration to finishes and equipment due to long term use. Evaluate existing structure, finishes and equipment and identify required renovations or possible replacement.

In addition to the Phase 1 items above, the intent of this project is to develop a Facility Master Plan for the entire lodge in conjunction with ODNR's strategic facility plans. The facility planning process would include assessments of existing conditions, including foundation systems, building envelope, (i.e. roofing, roof drainage, thermal insulation, windows, doors, etc.), HVAC, plumbing and electrical systems. In the intervening years since the lodge first opened, user needs and expectations have evolved as well as system efficiencies due to new technology. Work through appropriate agencies with permitting and approvals. In addition, existing building systems have reached, and exceeded in some cases, their expected useful, maintainable life which creates issues with public safety. Other items identified as necessary for the function of the park facilities may also be included.

The assessments would include associated cost projections and a coordinated sequence and phasing of needed and desired changes. They then would be used to develop construction documents for the construction needs of the facility, contemplating phased construction as capital funding allows.

Construction would be undertaken to ensure public safety and long-term performance as well as functional and aesthetic improvements as identified in the strategic facility plan. Construction would be phased to ensure the best use of public funds and the least disruption taking into consideration the operation of the overall facility.

## Request for Qualifications (Architect / Engineer) continued

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Through this selection process, ODNR contemplates engaging an Architect/Engineer (A/E) to provide master planning and construction documents for all improvements at the facility, the initial Phase 1 would include approximately \$1.5 million in improvements, to repair/replace the roof and exterior components. All firms submitting a statement of qualifications will be eligible for award of contract for the master planning and Phase 1 work. However, the selected A/E's agreement may be extended and amended to add scope of work as capital appropriations are available in future Capital Bill legislation.

### B. Scope of Services

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the *OFC Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide not less than 16 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a detailed written and illustrated field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

A keen understanding of requirements for contractor work schedules in cooperating with Park personnel, operations and users will be a key factor in performing administration services for this project.

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 with master planning.
2. Indoor pool design and construction.
3. Timber frame design/structural analysis and construction.
4. Building systems engineering including associated disciplines (HVAC, plumbing, electrical, communications, etc.).
5. Experience with public construction.
6. Experience with scheduling.
7. Experience with project estimating.
8. Experience with construction administration.
9. Demonstrated experience in General Contracting (single prime) construction delivery method.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$1,500,000.00</u>	State Funding	<u>\$1,500,000.00</u>
Construction Cost	<u>\$1,200,000.00</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>10.0% to 12.0%</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 limited to: review and verification of the Program of 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).



# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Shawnee Lodge Indoor Pool and Exterior Renovations Proposer Firm \_\_\_\_\_  
 Project Number DNR-150057 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 125 miles	5	
	125 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	2	Max = 3
	5 to 20 professionals	3	
	More than 20 than professionals	1	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 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 = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_