

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Facilities Construction Commission

Project Name	<u>Statewide Cabin Projects FY19-20</u>	Response Deadline	<u>Oct. 5, 2018</u>	<u>1:00 PM</u> local time
Project Location	<u>Various</u>	Project Number	<u>DNR-190070</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Jeff Kring</u>	
Owner	<u>Ohio Department of Natural Resources</u>	Contracting Authority	<u>OFCC</u>	
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)		<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to **Jill Hoobler** at [Jill.Hoobler@ofcc.ohio.gov](mailto:Jill.Hoobler@ofcc.ohio.gov).

See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at [Jill.Hoobler@ofcc.ohio.gov](mailto:Jill.Hoobler@ofcc.ohio.gov) 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 Watercraft is responsible for the management of a total of 74 Ohio State Parks, 15 of which offer nightly and weekly rental opportunities of individual one, two and three-bedroom cabins. Of the 15 cabin locations, ODNR manages eight locations and engages a concessionaire to manage the remaining seven locations. The number of cabins varies from site to site, ranging from 24 to 66, however the basic footprint and construction type of the cabins remains fairly consistent throughout the state park system. Cabins were built between 1940-1990. Minor renovations and infrastructure upgrades have occurred at some, but not all, since the cabins were constructed.

The intent of this project is to update the master plan for cabins at the eight locations managed by ODNR and develop a site-specific master plan for the seven cabin locations managed by concessionaires.

The master planning process would include assessments of existing conditions for each cottage and its surroundings, including an inventory and evaluation of structural, electrical, HVAC, interior/exterior furnishings, and technological elements.

The master plan would also include a phased construction strategy to implement new floor plan configurations and to provide modern amenities identified and developed through ODNR's strategic facility plans. This process could result in modest renovations, complete renovations, new industrial units (constructed by OPI and premanufactured manufactures) and/or demolition, depending on the assessment of the existing cabins and the programmatic needs of the specific site. The master plan would then be used to develop design documents for the construction needs at each site, contemplating phased construction to keep a prescribed number of cabins available for rental during the construction process.

Through this selection process, ODNR contemplates engaging an architect of record to provide design documents for:

**An estimated 43 cabin renovations at:**

Burr Oak State Park  
Dillon State Park  
Maumee Park  
Pike Lake State Park  
Pymatuning State Park

**Demolition of 8 cabins at:**

Cowan Lake State Park  
Buck Creek State Park  
Pike Lake State Park  
Geneva State Park

**6 Sherman Cabins at:**

Blue Rock State Park  
John Bryan State Park  
Mosquito Lake State Park

**Master Planning for 194 Concessionaire Cabins**

Burr Oak State Park  
Deer Creek State Park  
Hueston Woods State Park  
Maumee Bay State Park  
Salt Fork State Park  
Shawnee State Park

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Installation of 3 premanufactured cabins at Geneva State Park

Replacement of tanked water heaters with tankless water heaters in 20 cabins at Hocking Hills State Park

### B. Scope of Services

The development of a complete Program of Requirements (POR) will also be included as part of the Professional Design as an Additional Service. The POR stage will include a comprehensive survey/field investigation of each proposed, project location. The proposed project scope will be evaluated and prioritized, relative to each proposed location, to align with the project budget. Evaluation of the project/construction schedule will also be a part of the POR stage. The POR effort may be further developed by utilizing facility and site assessments along with master plans that address site utilization needs of various user groups, utility infrastructure needs versus constraints, and vehicular ingress/egress issues.

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.

Following selection of the AE determined to be most qualified, a representative (fully authorized to negotiate on behalf of the AE Team) shall meet at ODNR Department of Engineering with an OFCC and ODNR representative to the technical proposal process. This meeting is tentatively scheduled for Monday, November 19<sup>th</sup>, 2018.

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 *Ohio Facilities Construction 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 **40 hours (excluding travel time)** on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written 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.

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. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (CMA, OA, CMR, DB, GC, Trade)
3. Experience with designing work of a similar scope
  - (Renovations of vacation rental facilities (Cabins))
4. Experience developing Project/Site specific Program of Requirements, master planning, and facility assessments.
5. Ability to manage design and phased construction projects with multiple sites under one contract
6. Ability to manage design and contraction projects in an occupied State Park setting
7. Ability to manage design and contraction projects under the CMR delivery model
8. Experience delivering and negotiating a Guaranteed Maximum Price
9. Experience with State of Ohio Capital projects processes including OAKS CI
10. Experience with permitting and design of Industrial Units

### C. Estimated Budget / Funding

State Funding:	<u>\$7,752,168.85</u>
Other Funding:	<u>\$0.00</u>
Construction Cost:	<u>\$5,808,950.11</u>
Total Project Cost:	<u>\$7,752,168.85</u>

### D. Anticipated Schedule

Professional Services Start:	<u>01 / 19</u>
Construction Notice to Proceed:	<u>12 / 19</u>
Substantial Completion of all Work:	<u>10 / 20</u>
Professional Services Completed:	<u>12 / 20</u>

### E. Estimated Basic Fee Range (see note below)

7.5% to 8.5%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The

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**Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

### G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture

Secondary Civil Engineering

Disciplines: Structural Engineering

Plumbing Engineering

HVAC Engineering

Electrical Engineering

Landscape Architecture

 

 

 

 

### H. Additional Service Providers Required

Interior Loose Furnishings Design

Assessment

Masterplanning & Program of Requirements

Hazardous Material Inspection

Surveying

Quality Assurance

Geotechnical Analysis

Special Inspections (OBC)

 

 

 

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

### I. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

Interested A/E firms 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 EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

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.

### J. 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>.

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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

**Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.**

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, 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 Form

## State of Ohio Standard Forms and Documents

Project Name Statewide Cabins Renovations FY19-20 Proposer Firm \_\_\_\_\_  
 Project Number DNR-190070 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	In-State	5	
	Out-of-State	1	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	3	
	More than 10 professionals	2	
<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 - 10	
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 - 5	
<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 point for every 2 percent increase in professional services over the 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 4 projects	0 - 3	
	4 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
		<b>Subtotal</b>	

\* Must be comprised of professional design services consulting firm(s) and NOT the lead firm  
 \*\* Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_