

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	Statewide Environmental Technical Assistance FY19-20	Response Deadline	10/19/2018	4:00 p.m. local time
Project Location	Various	Project Number	DNR-190028	
City / County	Various / Various	Project Manager	Troy Psurny	
Owner	Ohio Department of Natural Resources	Contracting Authority	Local Agency	
Delivery Method	General Contracting	Prevailing Wages	State	
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	2	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Julie Endicott at 2045 Morse Road, Bldg. E-3, Columbus, Ohio 43229. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Julie Endicott at [julie.endicott@dnr.state.oh.us](mailto:julie.endicott@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

Professional engineering and administration services are required to provide technical support, on an as needed basis, for various projects or assessments at Ohio Department of Natural Resources (ODNR) facilities statewide. While a specific scope of work has not yet been defined for this contract, it is anticipated that individual projects may involve: investigative analyses and reporting; soil and groundwater sampling; design, bidding, and construction administration for environmental remediation projects; and design and construction administration of replacement fuel storage systems that meet current regulations and code. The selected consultant shall communicate and coordinate with regulatory agencies, in compliance with all applicable laws and rules, obtain all necessary permits, and perform construction administration. Anticipated work tasks for each project may include:

- On-site evaluation and meetings with facility staff to assess scope of work for individual projects.
- Preparation of inspection reports or assessments.
- Provide sampling, surveying, reporting associated with wetlands, streams, terrestrial habitat, threatened/endangered species, and archaeology to support ODNR orphan well program.
- Assessment, design, and construction administration of fuel storage system upgrades or replacement.
- Hazardous Materials assessments, design and construction administration of remediation projects, i.e. asbestos, lead, mold, PCBs, and mercury.

#### B. Scope of Services

While specific projects and scopes of work have not been identified at this time, the selected consultant(s) will be retained through a specific time period (approximately two years); projects and deliverables will be determined on an as needed basis from deficiencies noted by facility managers during maintenance or from prior inspections. Fees for each assigned task will be based on an hourly fee schedule to be negotiated as part of the contract.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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.

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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.

While, ODNR anticipates statewide services from the selected Engineer at the ODNR Fountain Square complex at 2045 Morse Rd. Columbus, OH 43229, travel within the state will be necessary to complete the services. For the purposes of scoring proximity to project site, the ODNR Fountain Square complex will be considered the project site.

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 4 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. Experience with assessment of fuel storage systems
2. Experience with design of fuel storage systems, i.e. marina and maintenance facilities.
3. Experience with state term contracts.
4. Experience performing environmental assessments, i.e. asbestos, lead, mercury, lead, and PCBs.
5. Experience with design, bidding, and administration of environmental remediation projects.
6. Experience with soil and groundwater sampling
7. Experience with communication and reporting to the Ohio EPA.
8. Experience working with the Ohio Department of Natural Resources.
9. Experience with environmental studies, surveying, reporting, sampling, associated with orphan wells.

### C. Estimated Budget / Funding

State Funding: \$1,023,000.00  
 Other Funding: \$  
 Construction Cost: \$838,000.00  
 Total Project Cost: \$1,023,000.00

### D. Anticipated Schedule

Professional Services Start: 02 / 19  
 Construction Notice to Proceed: 04 / 19  
 Substantial Completion of all Work: 07 / 20  
 Professional Services Completed: 10 / 20

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

8.0% to 12%

### 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 **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 Basic Fee excludes any Additional Services required for the project.**

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

Lead A/E Discipline: Engineering  
 Secondary Surveying  
 Disciplines: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### H. Additional Service Providers Required

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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- 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 sites.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected Engineer 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>.

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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

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

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Project Name Statewide Environmental Technical Assistance Proposer Firm \_\_\_\_\_  
 Project Number FY19-20 \_\_\_\_\_  
DNR190028 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 5 professionals	3	Max = 3
	5 to 10 professionals	2	
	More than 10 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 - 10	
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 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 lead firm		<b>Subtotal</b>	
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

Notes:

Evaluator:

Name \_\_\_\_\_

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