

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Statewide Fish Hatcheries Assessments and Master Planning</u>	Response Deadline	<u>10/15/2018</u>	<u>4:00 PM</u>	local time
Project Location	<u>Various</u>	Project Number	<u>DNR-190030</u>		
City / County	<u>Various / County</u>	Project Manager	<u>David Kirschner</u>		
Owner	<u>Ohio Department of Natural Resources</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>4</u>	No. of electronic copies requested (PDF)	<u>2</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Julie Endicott a 2045 Morse Road, Building 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 engineering@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.

Project Overview

A. Project Description

ODNR is seeking an Architectural/Engineering firm to conduct facility condition assessments and master planning at all State Fish Hatcheries located at Hebron (Licking County), London (Madison County), Kincaid (Pike County), St. Marys (Auglaize County), Senecaville (Guernsey County), and Castalia (Erie County). Facility condition assessments will include evaluations of the fish hatchery system including water sources and associated filtration systems; Mechanical/Electrical/Plumbing (MEP) equipment, i.e. pumps, plumbing lines, electrical panels and distribution wiring, HVAC systems, and associated controls; fish management structures, i.e. ponds, tanks, raceways; and the support structures such as laboratories, offices, storage buildings, and hatch houses. Assessments will include environmental and water quality analyses for recommendations of potential treatment requirements.

As a priority, the Hebron State Fish Hatchery is a facility that requires immediate renovations including: improving/securing/filtering hatchery water sources, adding production efficiencies to the hatch house, renovating/repairing fish ponds, and improving lab and office space. Therefore, the assessment should include evaluations of these and any other items reported by local field staff as a part of the facility condition investigations. The other five State Fish Hatcheries shall undergo similar assessments, and where common issues, problems or deficiencies exist, they shall be identified and addressed collectively.

Once the assessments are complete, the selected firm will then provide recommendations for necessary improvements/upgrades. The final master plan report should include a Program of Requirements (POR), associated estimates of probable costs of construction, and phasing options.

B. Scope of Services

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the 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, the selected consultant will provide the following categories of services: Master Planning, Facility Condition Assessment, Program Development, Meeting Facilitation, Conceptual Estimating, Phasing and Budgeting, and any Additional Services as agreed upon as provided by the Consultant and their sub-consultants.

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 assessment period, it is expected that the Consultant will conduct site visits to verify existing conditions, conduct assessment progress meetings, provide written reports for each location, and have on-site representation

Request for Qualifications (Architect / Engineer) continued

comprised of the Architect/Engineer (A/E) and consultant staff involved in the project, all having relevant and appropriate types of Architectural/Engineering Assessment 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 Assessments and Master Planning
2. Experience in Fish Hatchery operations and renovation work
3. Experience in building renovations and new installations
4. Experience with electrical system renovations and new installations
5. Experience with Mechanical System Renovations and new installations
6. Experience with water sourcing and performing water quality analyses
7. Experience performing geotechnical analyses
8. Experience performing structural analyses
9. Experience with environmental analyses
10. Experience with State of Ohio and other public-sector construction delivery methods.

C. Estimated Budget / Funding

State Funding: \$450,000.00
 Other Funding: \$0.00
 Construction Cost: \$0.00
 Total Project Cost: \$450,000.00

D. Anticipated Schedule

Professional Services Start: 02 / 19
 Construction Notice to Proceed: mm / yy
 Substantial Completion of all Work: 06 / 19
 Professional Services Completed: 08 / 19

E. Estimated Basic Fee Range (see note below)

6.0% to 8.0%

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: Architecture
 Secondary Structural Engineering
 Disciplines: Civil Engineering
Mechanical-Electrical-Plumbing Eng.
Technology, Communications Security
HVAC Engineering

H. Additional Service Providers Required

Geotechnical Testing
Construction Testing
Aquaculture
Process & Controls Engineering/Commissioning
Environmental Engineering
Fish Hatchery Design and Operation

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.

Request for Qualifications (Architect / Engineer) continued

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

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.

Facsimile copies of the Statement of Qualifications will not be accepted.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Statewide Fish Hatcheries Assessments and Master Planning Proposer Firm _____
 Project Number DNR-190030 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	In state	5	
	Out of State	0	
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 4 professionals	1	Max = 3
	4 to 8 professionals	2	
	More than 8 professionals	3	
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 point for every 2 percent increase in professional services over the 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 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	
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 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* 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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____