

# 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	Statewide Campgrounds Improvements FY 19-20	Response Deadline	Aug. 24, 2018	1:00 PM	local time
Project Location	Statewide (18 campgrounds)	Project Number	DNR-190071		
City / County	Various / Various	Project Manager	Jeff Kring		
Owner	Ohio Department of Natural Resources	Contracting Authority	OFCC		
Delivery Method	CM at Risk	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1		

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 56 campground facilities located in state parks throughout the State of Ohio. These campgrounds include camping sites for “primitive” tent camping as well as sites with differing levels of service connections for Recreational Vehicles (RVs). Some RV sites have no direct service connections whereas other sites have partial to full-service connections that include electrical service, potable water, and sanitary sewer hook-ups. The campgrounds also include support service facilities such as campground offices for camper check-in/check-out, children’s play areas, access points for fishing and boating, and fish cleaning stations. Common restroom facilities and common washhouses with restrooms, showers, and laundry facilities are distributed around the campground areas.

The intent of this project is to develop site-specific designs for each campground in conjunction with ODNR’s master facility plans. Many of the existing electrical connections do not provide the appropriate level of electrical service required by modern RVs nor the communication (i.e. internet) services expected by many camping customers. Restrooms are outdated and may need to be renovated or completely rebuilt. Washhouses are undersized, out of date, and as campgrounds have expanded over the years, no longer are centralized for easy access by all campsites.

The following indicates the proposed locations and proposed scope for this project:

#### **Approximately 250 Full Service hook-up sites in 15 Parks:**

Alum Creek State Park	Geneva State Park	Maumee Bay State Park
Barkcamp State Park	Grand Lake St. Marys	Mosquito State Park
Burr Oak State Park	Hueston Woods State Park	Pymatuning State Park
Caesar Creek State Park	Lake Hope State Park	Salt Fork State Park
Cowan Lake State Park	Lake Loramie State Park	West Branch State Park

**Campsite Full Service hook-up site Improvements** – Renovations include providing electrical, water and sewer to create full service campsites. Some campsites may only require electrical service. Site work including grading, drainage, and asphalt/concrete repair may be applicable. The exact number of additional sites may increase, or decrease based on design and budget constraints.

#### **Shower House / Restroom Facilities Improvements at:**

Caesar Creek State Park  
East Harbor State Park  
Maumee Bay State Park  
Mohican State Park  
Pymatuning State Park

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**Shower House / Restroom Facilities Improvements** – Scope of work may include any of the following: Demolition and replacement; Renovation; New Build. Scope will be park specific, upon evaluation and recommendation of the selected A/E.

**New Pool at Hocking Hills State Park:**

**Pool** – New in-ground pool including minimal infrastructure to serve the pool and related operational equipment.

### B. Scope of Services

This project will utilize the Construction Manager-at-Risk (CMR) delivery model.

As required by the Agreement, and as properly authorized, the selected A/E will provide the following categories of Basic Services: Program Verification, Schematic Design, Design Development, Construction Documents Preparation, GMP Proposal and Amendment Support, Subcontractor Buyout Support, Construction Administration, Contract Closeout, and any other Additional Services needed to address the Owner's project scope.

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.

Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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 **24 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 similar scope
  - (Campground/ Park and site design, related site Electric, and Water/Waste Water, Pool design).
4. Experience developing Project/Site specific Program of Requirements
5. Ability to manage design and phased construction projects with multiple sites under one contract
6. Ability to manage design and construction projects in an occupied State Park setting
7. Ability to manage design and construction projects under the CMR delivery model
8. Experience delivering and negotiating a Guaranteed Maximum Price
9. Experience with Army Corp of Engineers and Board of Health permitting processes
10. Experience with State of Ohio Capital projects processes including OAKS CI

### C. Estimated Budget / Funding

State Funding:	<u>\$13,253,960.00</u>
Other Funding:	<u>\$0.00</u>
Construction Cost:	<u>\$10,313,304.22</u>
Total Project Cost:	<u>\$13,253,960.00</u>

### D. Anticipated Schedule

Professional Services Start:	<u>12 / 18</u>
Construction Notice to Proceed:	<u>09 / 19</u>
Substantial Completion of all Work:	<u>11 / 20</u>
Professional Services Completed:	<u>01 / 21</u>

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

6.5% 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 Civil Engineering

Disciplines: Structural Engineering

Plumbing Engineering

HVAC Engineering

Electrical Engineering

Landscape Architecture

### H. Additional Service Providers Required

Program of Requirements

Site Surveying

Geotechnical Analysis

Special Inspections Required by OBC Chapter 17

Quality Assurance Testing

Air and Water Testing and Balancing

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

**NOTE: Use furthest project/park location from primary firm location when determining proximity of firm to project site as indicated in the Architect / Engineer Selection Rating Form, Selection Criteria 1.a. (attached)**

- 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 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 Statement of Qualifications. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform document is again required at the Technical/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

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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

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Project Name Statewide Campgrounds Improvements Proposer Firm \_\_\_\_\_  
 Project Number DNR-190071 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 <b>NOTE: Use furthest project/park location from primary firm location (as noted in Section I)</b>	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 \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 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 \_\_\_\_\_