

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>Statewide Electrical Infrastructure Assessment</u>	Response Deadline	<u>April 19, 2019</u>	<u>12:00 PM</u> local time
Project Location	<u>Various</u>	Project Number	<u>DNR-190067</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Cihangir Calis</u>	
Owner	<u>Ohio Department of Natural Resources</u>	Contracting Authority	<u>Local Agency</u>	
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>None</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 at 2045 Morse Rd., 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

The Ohio Department of Natural Resources (ODNR) is seeking an Electrical Infrastructure Facility Assessment consultant to assist in its efforts to assess current conditions, identify deficiencies, develop design alternatives and associated cost estimates, and prioritize work associated with electrical infrastructure systems at, and high-voltage power service to, State Parks and other ODNR facilities statewide. The consultant will assist the Division of Engineering (DOE) and its client divisions with the development of criteria for the prioritization of work. The consultant will provide a facility condition assessment for existing electrical components including high voltage service to and throughout the Park, transformers, overhead and underground cabling, distribution panels and branch networks for campgrounds, lodges, cabin areas, marinas, day use areas and maintenance facilities. The consultant will evaluate existing conditions, calculate electrical load requirements (both current and future), and provide recommendations for associated system replacements, upgrades and improvements. These recommendations will include priorities based on the established criteria and will include options for scopes of work, opportunities to phase construction if necessary, projected construction schedules and total cost estimates including hard and soft costs with appropriate escalation.

Through feedback received from Park Managers and facility operators, DOE has identified 12 potential locations for a Phase One assessment project. Future phases of work will be identified in conjunction with the Assessment consultant and ODNR contemplates amending and extending the assessment contract to include one to two additional phases of electrical infrastructure assessments. Potential locations identified are as follows:

Buck Creek State Park	Mosquito State Park
Deer Creek State Park	Pike Lake State Park
East Harbor State Park	Punderson State Park
Geneva State Park	Pymatuning State Park
Hocking Hills State Park	Shawnee State Park
Lake Alma State Park	Wolf Run State Park

Additionally, telecommunications systems and infrastructure should be assessed to determine current capacity and service availability as compared to modern requirements for technology and business needs on a facility by facility basis.

#### B. Scope of Services

The assessment scope of services shall include an initial information gathering process, utilizing in-house ODNR resources (i.e. GIS mapping, AutoCAD drawings, and Adobe Acrobat .pdfs) as well as information available through local utility providers in addition to any other avenues required to develop a plan of action to efficiently document the existing electrical infrastructure at selected State Parks.

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The facility condition assessment phase will include meetings with on-site ODNR personnel and/or local utility providers to discuss available service and any service issues, site-visits to document main distribution panels, secondary distribution panels, primary feed cables, distribution cables (above and below ground) and associated wiring, and investigatory testing and equipment inventories for use in load calculations.

Facility condition assessments will be used to conduct an engineering analysis of each location, identifying code compliance issues, equipment and system fatigue, under-sized capacities, and all other areas of deficient infrastructure. The engineering analysis shall provide an Alternative Evaluations Report (AER) which includes recommendations for scopes of work such as repairs, replacements, and increased service connections, etc. with estimates of probable costs of construction and suggested phasing of construction. The AER will also include an A/E's Design Recommendation, which identifies the preferred design direction.

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>.

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 High Voltage Power Distribution Service Overhead and Underground
2. Experience with Electrical Utility Service and Supply
3. Experience with Facility Condition Assessments
4. Experience with Designing Electrical Infrastructure
5. Experience with Developing Prioritization Criteria
6. Experience with Providing Scopes of Work with Estimates
7. Experience with State Park and Campground Use Requirements
8. Experience with NEC and OBC Compliance as it pertains to Parks and Campground Facilities
9. Experience with Cellular and Wireless Communications Design

### C. Estimated Budget / Funding

State Funding: \$200,000  
 Other Funding: \$0  
 Construction Cost: \$0  
 Total Project Cost: \$200,000

### D. Anticipated Schedule

Professional Services Start: 07 / 19  
 Construction Notice to Proceed: \_\_\_\_\_  
 Substantial Completion of all Work: \_\_\_\_\_  
 Professional Services Completed: 07 / 20

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

NA% to NA%

### 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 Electrical Engineering  
 Disciplines: Civil Engineering  
Technology, Communications Security  
Architecture  
Surveying

### H. Additional Service Providers Required

Hazardous Materials Identification  
GeoTechnical/Soil Exploration  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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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 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.

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 Electrical Infrastructure Assessment Proposer Firm \_\_\_\_\_  
 Project Number DNR-190067 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	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	3	
<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 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
<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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 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 \_\_\_\_\_