

# Request for Qualifications (Criteria Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	Muskingum River Lock and Dam No. 7 McConnelsville Dam Replacement	Response Deadline	11/07/18	4:00PM	local time
Project Location	Muskingum River Parkway	Project Number	DNR-190006		
City / County	McConnelsville / Morgan	Project Manager	James Hilovsky		
Owner	Ohio Department of Natural Resources	Contracting Authority	Local Agency		
Delivery Method	Design-Build	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	4	No. of electronic copies requested (PDF)	1		

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

Submit all questions regarding this RFQ in writing to Julie Endicott at [engineering@dnr.state.oh.us](mailto: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 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 Muskingum River Parkway consists of Lock and Dams No. 2 through No. 11, which are regulated by the ODNR Dam Safety Program as Class II structures. These structures are part of a river navigation system that was constructed in the 1840s. Many of these structures have unique historical characteristics which have been maintained since their original construction.

Criteria Architect/ Engineer (C-A/E) services are being requested to provide criteria documents, construction administration, and testing services for dam replacement and lock repairs at McConnelsville Lock and Dam No. 7. The project is located on the Muskingum River Parkway owned by the Ohio Department of Natural Resources in Morgan County. This project will be carried out under the Design Build delivery method.

Construction would be undertaken to ensure public safety and long-term performance as well as functional and aesthetic improvements. The site of the proposed work is located at McConnelsville Lock and Dam No. 7 and includes full dam replacement and may also include lock improvements. All work shall be performed in compliance with all applicable regulatory requirements including ODNR dam safety and USACE/OEPA 401/404 permitting processes. The C-A/E will need to lead early collaboration efforts and include consideration in the criteria documents for all permitting and regulatory processes associated with this project.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner's policies and procedures.

#### B. Scope of Services

The selected firm shall use recently completed detailed analyses to develop design criteria for improvements at McConnelsville Lock and Dam No. 7 to help bring the dam into compliance with Ohio dam safety laws and rules. These improvements may include a replacement of the existing dam, abutment repairs, lock repairs, and valve replacement. Preliminary assessment of the system has been completed, including recommended alternative remedial measures. The selected firm shall prepare Concept and Design submission outlining project requirements, budget and schedule considering Owner and regulatory requirements, and development of criteria documents. The selected C-A/E shall assist the Owner in development of criteria documents, Design Build Best Value Selection, Preconstruction, GMP Proposals and Amendments, Construction Administration services including quality assurance testing, and Project Closeout services. The selected firm may also be requested to coordinate with entities seeking local initiatives on or around the structure. All work shall be performed in compliance with all applicable regulatory requirements, including Ohio dam safety laws and rules.

**Pursuant to ORC 153.694, professional design firms selected to provide C-A/E services shall not provide any A/E of Record services for the project for which the professional design firm was selected as the C-A/E.**

## Request for Qualifications (Criteria Architect / Engineer) continued

For projects advertised with an appropriately developed Study and Report, upon award of the Agreement, commence with Design. For projects without a Study and Report, upon award of the Agreement, commence by developing the Study and Report document.

The selected C-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 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Concept and Design Criteria, Best Value Selection, Preconstruction, Construction and Closeout, and Additional Services of all types including Preliminary Design and 50% Design if a Design-Builder is not engaged to perform these services.

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. Experience with design of dam and canal related projects, including innovative design alternatives, for low head dams, locks, and gates with a focus on lock structures, cofferdams, and development of dewatering plans.
2. Experience in construction administration for dam rehabilitation projects.
3. Experience with hydrologic, hydraulic and flood routing analyses.
4. Experience in structural, geotechnical, seepage, and stability analyses.
5. Experience in the technical review and oversight of dam construction project design submissions.
6. Knowledge of Ohio Dam Safety Laws and Rules and familiarity with regulatory and permitting agencies having authority over dam and water resources related projects.
7. Direct experience with historic structures, regulatory permitting, and associated mitigation of any impacts.
8. Experience in developing and maintaining a quality assurance testing program for dam construction projects.
9. Experience in professional survey for heavy civil projects including topographic, bathymetric, right of way, and boundary surveys.
10. Experience working under a contractual relationship for state and/or other governmental agencies as a C-A/E.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$7,300,000</u>	State Funding	<u>\$7,300,000</u>
Construction Cost	<u>\$7,000,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>2.0% to 3.0%</u>		

NOTE: The C-A/E fee for this project includes all professional design services, and consultant services necessary for proper completion of the C-A/E Basic Services for the successful completion of the project, including but not limited to: preparation / review and verification of the Program of Requirements, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

### D. Services Required (see note below)

Primary	<u>Civil Engineering</u>
Secondary	<u>Structural Engineering</u>
	<u>Mechanical Engineering</u>
	<u>Geotechnical Engineering</u>
	<u>Professional Surveying</u>
	<u>Construction Administration</u>
	<u>Testing Services</u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start	<u>02 / 18</u>
Construction Notice to Proceed	<u>05 / 20</u>
Substantial Completion of all Work	<u>03 / 21</u>
Professional Services Completed	<u>05 / 21</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL C-A/E Fee	<u>5.0%</u>
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## Request for Qualifications (Criteria Architect / Engineer) continued

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NOTE: The primary C-A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

### G. 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 C-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 C-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 C-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 C-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.

### H. 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.

# Criteria Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Muskingum River Locks and Dam No. 7 Proposer Firm \_\_\_\_\_  
 Project Number DNR-190006 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 125 miles	5	
	125 miles to 150 miles	2	
	More than 150 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 5 professionals	1	Max = 3
	5 to 10 professionals	3	
	More than 10 professionals	2	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project criteria design lead	Experience / creativity of criteria designer to document owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create accurate and complete design criteria	0 - 10	
<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 4 sample projects	0	
	4 to 6 sample projects	2	
	More than 6 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<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 4 projects	0 - 1	
	4 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_