

Request for Qualifications (Architect / Engineer – Boating Access)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Statewide Boating Access FY 19-20</u>	Response Deadline	<u>10/26/2018</u>	<u>4:00 PM</u>	local time
Project Location	<u>Statewide</u>	Project Number	<u>DNR-190034</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Samantha Cothorn / Eric Evanoo</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 at 2045 Morse Road E-3, Columbus, OH 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

The Ohio Department of Natural Resources (ODNR) Division of Wildlife (DOW) is requesting professional services for design and construction of new or renovation of existing boating access facilities at various locations. Professional services will include, but are not limited to, design and construction administration for boat launch ramps, floating or fixed docks, dredge and dredge material relocation, upland parking areas and roadway access, lighting, restrooms, and other site features.

Initial projects have been identified at:

- Pymatuning Reservoir Ramp Renovation in Ashtabula County
- Fox Lake Ramp and Dredge in Athens County
- Zepernick Lake Ramp in Columbiana County
- Dempsey Dredging in Erie County
- Tycoon Lake Courtesy Dock in Gallia County
- Monroe Courtesy Dock, Ramp, and Dredge in Monroe County
- Kelleys Island Dock in Ottawa County
- South Bloomfield (Scioto) in Pickaway County
- Elmon Richards Ramp (Scioto) in Pickaway County
- ODOT Park and Ride at SR32 Ramp (Scioto) in Pike County
- Mosquito Lake Ramp Renovation in Trumbull County
- Killbuck-Walhonding Ramp in Wayne County
- Rupert Courtesy Dock in Vinton County

Through this selection process, ODNR intends to select a minimum of two (2) separate firms to provide design, planning, and construction administration services for the projects listed above. Projects will be assigned based on geographical location and available workload capacity. As scope and associated costs are solidified, projects of similar types, scope, and budget may be added or removed as Division of Wildlife initiatives and funding allow.

These projects may require permitting with USACE, OEPA, County Flood Plain Administrators, Coastal Management, and/or other similar regulatory agencies.

In addition, coordination with governmental entities and other grantors may be required to meet grant criteria.

All renovations will comply with the requirements of the 2010 ADA Standards for Accessible Design and use ODNR Division of Watercraft's Ohio Boating Facilities Standards and Guidelines as a reference for design.

B. Scope of Services

Contracts will be awarded to a minimum of two (2) and a maximum of three (3) of the most qualified firms, as determined through the selection process.

Request for Qualifications (Architect / Engineer – Boating Access) continued

The selected team(s) will develop site-specific designs for the selected locations, that address site utilization needs, utility infrastructure needs versus constraints, and vehicular ingress/egress issues.

For projects advertised with an appropriately developed Study and Report Stage Alternative Evaluations Report (AER), upon award of the Agreement, commence with Design. For projects without such an AER, upon award of the Agreement, commence by completing a Study and Report Stage Alternative Evaluations Report.

The selected A/E(s), 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Study and Report Verification, Preliminary Design, 50% Design Stage, 90% Design Stage, and 100% Design Stage, Construction Administration, Post-Construction, and Additional Services of all types.

During the construction period, provide not less than 8 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 recreational boating facilities (i.e., launch ramps and docks);
2. Experience with roadway and parking lot design;
3. Experience with site lighting design;
4. Experience with evaluation of floating dock systems and anchoring systems, including shop drawing review;
5. Experience working with the Dredging and Dredge Material Relocation Areas;
6. Experience with regulatory permitting related to construction in a marine environment;
7. Experience with construction cost estimating and analysis for similar type projects;
8. Experience with construction administration and on-site observation for similar type projects;
9. Experience working with government entities; and
10. Experience with accessibility design standard requirements and federal grant processes.

C. Estimated Budget / Funding

State Funding:	<u>\$4,025,000.00</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$3,500,000.00</u>
Total Project Cost:	<u>\$4,025,000.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>12 / 18</u>
Construction Notice to Proceed:	<u>04 / 19</u>
Substantial Completion of all Work:	<u>12 / 22</u>
Professional Services Completed:	<u>12 / 23</u>

E. Estimated Basic Fee Range (see note below)

6.0% to 7.0%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: (1) Study and Report Verification, (2) Preliminary Design, (3) 50% Design, (4) 90% Design (5) 100% Design, (6) Bidding and Award OR GMP Proposal and Amendment (as applicable), (7) Construction Administration, and (8) 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:	<u>Engineering</u>
Secondary Disciplines:	<u>Civil Engineering</u>
	<u>Geotechnical Engineering</u>
	<u>Electrical Engineering</u>
	<u>Structural Engineering</u>
	<u>Landscape Architecture</u>
	<u>Architecture</u>

H. Additional Service Providers Required

<u>Survey</u>
<u>Soil Exploration</u>
<u>Special Permitting Services</u>
<u>Construction Testing</u>
<u>Study and Report Services</u>
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Request for Qualifications (Architect / Engineer – Boating Access) continued

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 (Boating Access)

State of Ohio Standard Forms and Documents

Project Name Statewide Boating Access FY 19-20 Proposer Firm _____
 Project Number DNR-19xxxx City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
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 \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 10 professionals	3	
	More than 10 professionals	2	
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 7 sample projects	2	
	More than 7 sample projects	3	
b. Experience with USACE 404 and OEPA 401 permitting process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
c. 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 4 projects	0 - 3	
	4 to 7 projects	4 - 6	
	More than 7 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 8 projects	2 - 3	
	More than 8 projects	4 - 5	

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm

Subtotal

Notes:

Evaluator:

Name _____

Signature _____ Date _____