

Request for Qualifications (Architect / Engineer - Dam Rehabilitation)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Statewide Dams Master Planning</u>	Response Deadline	<u>11/27/18</u>	<u>4:00 PM</u>	local time
Project Location	<u>Various</u>	Project Number	<u>DNR-190044</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>James Hilovsky</u>		
Owner	<u>Ohio Department of Natural Resources</u>	Contracting Authority	<u>Local Agency</u>		
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested (PDF)	<u>1</u>		

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 J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to 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

Professional engineering services are being requested to provide engineering assessment and master planning services for statewide Class I, II, and III dams owned by the Ohio Department of Natural Resources (ODNR). ODNR owns and maintains 113 classified dams throughout the state. The selected firm will provide master planning services which would include reviewing existing inspection reports and assessments, conducting limited site assessments (if authorized), and documentation of existing conditions specifically noting deficiencies, design alternative analyses with associated cost estimates, and recommendations for prioritizing and phasing construction. In addition, identification of Interim Risk Reduction Measures (IRRM) may be necessary while on-going master planning efforts are underway.

The information accumulated through this process will be utilized as a screening level analysis to review and update ODNR's statewide master plan in order to prioritize dam-related construction throughout the state and most effectively implement comprehensive and interim risk reduction measures over multiple Capital biennium cycles. Prioritizing IRRMs may be considered in order to provide incremental improvements before funding is available for more comprehensive risk reduction measures. The selected A/E will utilize existing reports, assessments, and conduct limited site visits to gather additional information as required to develop a technical means and methodology for prioritizing required improvements. Consideration will be given to public usage of the reservoir, dam and adjacent features during this process.

Construction would be undertaken to ensure public safety and long-term performance as well as functional and aesthetic improvements as identified in the master plan. Familiarity with the latest innovative dam safety design alternatives and construction technologies will be necessary to expedite construction and minimize adverse recreational and economic impacts during rehabilitation projects.

While ODNR anticipates centralized services from the selected Consultant at the ODNR Fountain Square complex at 2045 Morse Road, Columbus, Ohio 43229, travel within the state will likely be necessary to complete the services. For the purposes of scoring proximity to project site, the ODNR Fountain Square complex will be considered the project site.

B. Scope of Services

The assessment scope of services shall include an initial information gathering process, utilizing in-house ODNR resources (i.e. record drawings, reports, etc.) as well as information available through the Dam Safety Program in addition to any other avenues required to develop a plan of action to efficiently document and prioritize required improvements at all classified ODNR owned dams. The scope of services may also include, but is not limited to; conceptual estimating, phasing, budgeting, and final reporting. Site investigations are not anticipated for this assessment, however they may be authorized in limited circumstances. The selected A/E will be required to utilize information technology services to organize and present information in a clear and concise format. All work shall be performed in compliance with Ohio Dam Safety Rules and Regulations.

Final deliverables will include a database and report ranking of ODNR Class I, II, and III dams including detailed methodology and backup documentation.

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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 performing preliminary site investigations on dam and water resource related projects.
2. Experience with master planning services for dams and water resource related projects.
3. Experience with Ohio Dam Safety Laws and Rules and working with regulatory agencies with authority over dam and water resource related projects.
4. Experience with structural assessments.
5. Experience with geotechnical assessments.
6. Experience in hydrologic and hydraulic analyses.
7. Experience in environmental assessments.
8. Experience working for state and/or other governmental agencies.

C. Estimated Budget / Funding

State Funding: \$95,000
 Other Funding: \$N/A
 Construction Cost: \$N/A
 Total Project Cost: \$95,000

D. Anticipated Schedule

Professional Services Start: 03 / 19
 Construction Notice to Proceed: N/A
 Substantial Completion of all Work: N/A
 Professional Services Completed: 09 / 19

E. Estimated Basic Fee Range (see note below)

90% to 95% excluding contingency

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: Engineering
 Secondary Civil Engineering
 Disciplines: Structural Engineering
Hydrologic & Hydraulic Services
Geotechnical Engineering

H. Additional Service Providers Required

Information Technology Services

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.

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- 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.
- Relevant experience with IT services and database development.
- 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 (Dam Rehabilitation)

State of Ohio Standard Forms and Documents

Project Name Statewide Dams Master Planning Proposer Firm _____
 Project Number DNR-190044 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 25 miles	5
	25 miles to 50 miles	2
	More than 50 miles	0
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2
	\$200,000 to \$500,000	1
	More than \$500,000	0
c. Number of licensed professionals	Less than 4 professionals	1
	4 to 6 professionals	3
	More than 6 professionals	2
		Max = 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
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 15
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 - 0
		Max = 20
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 4 sample projects	1
	4 to 6 sample projects	2
	More than 6 sample projects	3
		Max = 3
b. Experience with projects subject to Ohio Dam Safety regulations (ORC Section 1521.06 et al)	Less than 6 projects	0 - 1
	6 to 9 projects	2 - 3
	More than 9 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 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 7 projects	0 - 1
	7 to 9 projects	2 - 3
	More than 9 projects	4 - 5
		Max = 30
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm		Subtotal

Notes:

Evaluator:

Name _____

Signature _____ Date _____