

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	Maumee Bay State Park Campground Electric Upgrade	Response Deadline	12/14/18	12:00pm local time
Project Location	Maumee Bay State Park	Project Number	DNR-190045	
City / County	Oregon / Lucas	Project Manager	Steve Davis	
Owner	Ohio Department of Natural Resources	Contracting Authority	OFCC	
Delivery Method	General Contracting	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 Procurement@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 Procurement@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.

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. Maumee Bay campground has a total of 256 campsites in which sites 1 through 29 and 76 through 118 have been electrically upgraded in 2017. That leaves 184 campsites that still need attention.

The intent of this project is to assess and design electrical improvements at these remaining 184 sites, as well as any additional electrical improvements to the entire system to bring the entire campground up to the level of electrical service required by modern RVs and camping equipment.

The electrical improvements should consider current and future trends and usage analysis. The electrical upgrade may include but not be limited to new primary cable, new transformers, new distribution panels, new branch circuiting and new camp site pedestals. The selected design firm will be required to coordinate new equipment installation and new primary cable installation, assist with scheduled outages, and assist with utility company and local authorities having jurisdiction in completion of the project and procurement of permits and certifications.

B. Scope of Services

The selected firm will develop a program of requirements, an estimate of probable cost of construction, and scheduling information to a basic schematic level. The selected firm will move through an abbreviated schematic design stage, moving into design development, construction documents, bidding and construction stages immediately thereafter.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with ODNR and/or OFCC, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program is required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program of Requirements, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services as needed.

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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 16 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
2. Role on Project (CMA, OA, CMR, DB, GC, Trade)
3. Experience with ODNR, OFCC and OAKS CI.
4. Experience with electrical service design, campground/park design
5. Experience with construction project phasing on high traffic, heavily utilized sites.
6. Experience with park facility design requirements at a State Park Level.
7. Experience with construction cost estimating and analysis for parks facilities.
8. Experience with construction administration at parks facilities.
9. Experience with coordination of utility service providers.
10. Experience with commissioning and quality assurance testing.

C. Estimated Budget / Funding

State Funding:	<u>\$3,233,234.00</u>
Other Funding:	<u>\$0.00</u>
Construction Cost:	<u>\$2,551,000.00</u>
Total Project Cost:	<u>\$3,233,234.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>04 / 19</u>
Construction Notice to Proceed:	<u>11 / 19</u>
Substantial Completion of all Work:	<u>11 / 20</u>
Professional Services Completed:	<u>12 / 21</u>

E. Estimated Basic Fee Range (see note below)

6% to 8%

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 **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **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	<u>Electrical Engineering</u>
Disciplines:	<u>Civil Engineering</u>
	<u>Architecture</u>

H. Additional Service Providers Required

<u>Site Survey</u>
<u>Quality Assurance Testing</u>
<u>Geotechnical Analysis</u>

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).
- 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.

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- 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.

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 Maumee Bay State Park Campground Electric Upgrade Proposer Firm _____
 Project Number DNR-190045 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 100 miles	5	
	100 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	3	
	More than 6 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 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
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 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	
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 3 projects	0 - 1	
	3 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 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____