

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Water & Wastewater Technical Assistance FY 19-20</u>	Response Deadline	<u>01/25/2019</u>	<u>4:00 PM</u>	local time
Project Location	<u>Various</u>	Project Number	<u>DNR-190053</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Tara Lee, P.E.</u>		
Owner	<u>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>2</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 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

Professional engineering services are requested to evaluate the condition and operation of ODNR owned wastewater treatment plants, sewage collection systems and water distribution systems at Pike Lake State Park (Pike County, Ohio) and Cowan Lake State Park (Clinton County, Ohio). The required services will investigate alternatives to lower operational costs and attain compliance with current and upcoming regulatory requirements. Engineering services will also include preliminary investigation, surveying, soil borings, preliminary design services, final design services, construction bidding documents and construction administration.

The contract will consist of multiple projects. Project #1: Pike Lake State Park wastewater treatment facility is a 20,000 gallon per day package plant (NPDES Permit No. 0PP00024). The WWTP serves the cabin area, beach, RV dump station, maintenance center and park office. The collection system consists of clay tile and brick manholes; therefore, inflow and infiltration amounts are significant and impact the WWTP during precipitation events. Project #2: The Cowan Lake State Park wastewater treatment facility is an 80,000 gallon per day package plant (NPDES Permit No. 1PX00029). The WWTP serves the cabin area, campground, north beach, maintenance center and park office. The collection system experiences high inflow and infiltration during precipitation events.

Professional engineering services are also requested to provide technical support, on an as needed basis, for various small improvement projects to be completed at ODNR water and wastewater treatment facilities statewide. The scope of the project includes investigation and design of water treatment plants and distribution systems and wastewater treatment plants and collection systems. Initial projects may include replacing the WWTPs with on-site sewage systems at Hocking Hills State Park Maintenance Center, Shawnee State Park Maintenance Center and Pymatuning State Park Beach.

Anticipated work tasks for each project could include:

- On-site evaluation and meetings with facility staff to assess scope of work for individual projects.
- Preparation of investigation reports with alternative analysis, recommendations and cost estimates.
- Preparation of construction documents for selected rehabilitation or improvement projects.
- Application for and securing applicable permits.
- Provide procurement services.
- Provide construction administration services.

B. Scope of Services

The selected firm shall perform on-site investigations to collect data necessary to determine the overall condition and specific operational deficiencies of each water and/or wastewater treatment facility and associated collection and/or distribution system. The information shall be used to perform preliminary design reports, including but not limited to, preliminary design alternatives with cost estimates, recommendations and operation cost analyses. Upon ODNR approval and authorization, the selected firm shall proceed with final design, regulatory permitting, construction documents, estimates of probable construction costs, bidding and construction administration services.

Request for Qualifications (Architect / Engineer) continued

The selected Architect/Engineer (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. ODNR encourages proposing firms to identify and propose innovative alternative design concepts for the most effective and efficient use of the Department's resources. The selected A/E will 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, Preliminary Design, 50% Design, 90% Design, 100% Design (Construction Document Preparation), Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

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 32 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 in assessing condition of water and wastewater treatment facilities.
2. Experience in incorporating operational knowledge into treatment plant design.
3. Experience in designing water and wastewater treatment facilities under 100,000 gpd and on-site septic type treatment systems.
4. Experience in sewage collection system condition assessment and rehabilitation.
5. Experience in emergency investigation and implementation.
6. Knowledge of Ohio EPA and Ohio Department of Health Laws and Rules and familiarity with regulatory and permitting agencies having authority over water and wastewater related projects.
7. Experience in construction administration for water/wastewater rehabilitation projects.
8. Experience in professional survey for heavy civil projects including topographic, bathymetric, right of way and boundary surveys.
9. Experience working for state and/or other governmental agencies under professional services contracts including alternative contract delivery methods.

C. Estimated Budget / Funding

State Funding: \$1,400,000.00
 Other Funding: \$0.00
 Construction Cost: \$1,250,000.00
 Total Project Cost: \$1,400,000.00

D. Anticipated Schedule

Professional Services Start: 05 / 19
 Construction Notice to Proceed: 03 / 20
 Substantial Completion of all Work: 12 / 20
 Professional Services Completed: 02 / 21

E. Estimated Basic Fee Range (see note below)

10% to 12%

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: Engineering
 Secondary Civil Engineering
 Disciplines: Structural Engineering
Mechanical Engineering
Electrical Engineering

H. Additional Service Providers Required

Geotechnical Engineering
Surveying
Field Testing / Laboratory Services

Request for Qualifications (Architect / Engineer) 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, DVD or memory stick with the project number and firm name if applicable.

Paper copies of the Statement of Qualifications 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. Identify this information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name W/WW Technical Assistance FY 19-20 Proposer Firm _____
 Project Number DNR-190053 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 125 miles	5	
	125 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 10 professionals	3	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	1	
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 - 10	
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 - 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 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 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 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 5 projects	0 - 1	
	5 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
		Subtotal	

* 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 _____