

Request for Qualifications (Architect / Engineer - Dam Rehabilitation)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Spencer Lake Dam Rehabilitation</u>	Response Deadline	<u>July 1, 2020</u>	<u>4:00 PM</u>	local time
Project Location	<u>Spencer Lake Wildlife Area</u>	Project Number	<u>DNR-200103</u>		
City / County	<u>Spencer / Medina</u>	Project Manager	<u>Jacob Bench</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>0</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 engineering@dnr.state.oh.us. 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 being requested to provide soil borings, surveying, final design services, construction bidding documents, and construction administration for the rehabilitation of Spencer Lake Dam. Spencer Lake Dam is comprised of a Class II and a Class III structure, both owned and operated by the ODNR Division of Wildlife in Spencer Lake Wildlife Area, Medina County. The impoundment is used for hunting and fishing. Currently, the structures do not meet established dam safety standards.

Constructed in 1960, Spencer Lake is formed by two embankments and two separate pools which are hydraulically connected via a culvert that spans a causeway. The two separate embankments (North and South) are currently considered separate dams by Dam Safety. Both dams have a concrete riser spillway with stoplogs which drain through the embankment via precast reinforced concrete pipe. The North embankment is 930' long and 15' tall with a top of dam elevation of approximately 855.5. The South embankment is 400' long and 16.5' tall with a top of dam elevation of approximately 857.6.

B. Scope of Services

This project includes a preliminary site investigation (including survey, geotechnical, and environmental), an intermediate risk reduction design and construction phase, and a final design and construction phase. Scope of the project includes abandonment of the North Spillway, stabilization and improvements of the South Spillway, installation of an emergency spillway, and improved hydraulic connectivity between the pools.

The selected firm shall apply for and obtain all necessary regulatory permits, assist with addressing downstream/upstream impacts and environmental issues, maintain current estimates of probable construction costs through the design phase, and assist with bidding and construction administration services. All work shall be performed in compliance with all applicable regulatory requirements, including Ohio Dam Safety rules and regulations.

As required by the Agreement, and as properly authorized, provide the following categories of services: develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Study and Report Verification, Preliminary Design, 50% Design, 90% Design, GMP Proposal and Amendment, 100% Design, Subcontractor Prequalification and Bidding process, Construction Documents, Construction, and Closeout stages.

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

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

Request for Qualifications (Architect / Engineer - Dam Rehabilitation) continued

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. Performance of structural analyses involving the integrity of concrete structures.
2. Performance of hydrologic, hydraulic, and flood routing analyses.
3. Performance of seepage and stability analyses for earthen embankments
4. Performance of geotechnical analyses for earthen embankments
5. Experience with design of dam-related projects.
6. Experience in construction administration for dam rehabilitation projects.
7. Experience with in-water construction and water control phasing.
8. Knowledge of Ohio Dam Safety Laws and Rules and of regulatory and permitting requirements for dam and water resources related projects.
9. Development of Emergency Action Plans and Operation, Maintenance & Inspection manuals, in accordance with OAC 1501:21-21-04.
10. Experience working for state and/or other governmental agencies under professional services contracts.

C. Estimated Budget / Funding

State Funding: \$1,000,000
 Other Funding: \$0
 Construction Cost: \$875,000
 Total Project Cost: \$1,000,000

D. Anticipated Schedule

Professional Services Start: 10 / 20
 Construction Notice to Proceed: 12 / 21
 Substantial Completion of all Work: 09 / 22
 Professional Services Completed: 09 / 23

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) 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: Civil Engineering
 Secondary Geotechnical Engineering
 Disciplines: Hydrologic and Hydraulic Services
Structural Engineering
Construction Administration

H. Additional Service Providers Required

Geotechnical Investigation Services
Surveying
Field Testing / Laboratory Services
Environmental Permitting

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

Previous experience, similar in size and scope to the proposed project, including relevant past work of the prospective firm's proposed staff, sub-consultants and/or other team members; appropriate qualifications of proposed project team members; appropriate size of team for the project; previous working relationship of the team; proximity of prospective firm to the project site; past performance of prospective firm and team for ODNR and others; and dollar value of ODNR and State of Ohio contracts in the previous two years.

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 USB 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.

Architect / Engineer Selection Rating Form (Dam Rehabilitation)

State of Ohio Standard Forms and Documents

Project Name Spencer Lake Dam Rehabilitation Proposer Firm _____
 Project Number DNR-200103 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 75 miles	5
	75 miles to 150 miles	2
	More than 150 miles	0
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$250,000	2
	\$250,000 to \$750,000	1
	More than \$750,000	0
c. Number of licensed professionals	Less than 3 professionals	1
	3 to 7 professionals	2
	More than 7 professionals	3
		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 - 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
		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 2 sample projects	1
	2 to 4 sample projects	2
	More than 4 sample projects	3
		Max = 3
b. Experience with projects subject to Ohio Dam Safety regulations (ORC Section 1521.06 et al)	Less than 2 projects	0 - 1
	2 to 4 projects	2 - 3
	More than 4 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 3 projects	0 - 3
	3 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 3 projects	0 - 1
	3 to 7 projects	2 - 3
	More than 7 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 _____