

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Kelleys Island Glacial Grooves Erosion Protection</u>	Response Deadline	<u>June 10, 2020</u>	<u>4:00 PM</u>	<u>local time</u>
Project Location	<u>Kelleys Island State Park</u>	Project Number	<u>DNR200100</u>		
City / County	<u>Kelleys Island / Erie County</u>	Project Manager	<u>Samantha Cothorn</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

A National Natural Landmark, the Glacial Grooves on the north side of Kelleys Island, Ohio are the largest easily accessible such grooves in the world. Of Devonian limestone, the Glacial Grooves Geological Preserve contains marine fossils that are 350 to 400 million years old. They were scoured into the solid limestone bedrock about 18,000 years ago by the great ice sheet which covered part of North America. Over the years, many grooves were uncovered, only to be quarried out. In 1982, a section of quarry land was set aside to preserve one of the last grooves, the visible section of which is 400 feet long, 35 feet wide and up to 10 feet deep. This Ohio History Connection (OHC) site is managed by the Ohio Department of Natural Resources (ODNR) Division of Parks & Watercraft.

ODNR, in partnership with OHC, intends to engage a consultant to investigate and study options to protect the Glacial Grooves formation from erosion and deterioration due to exposure. Since the formation was excavated in the 1970s, cracking, sloughing and weathering of the rock face has occurred. The proposed initial phase of work consists of a Study & Report process which includes conducting site investigations to documentation existing baseline conditions through lidar and aerial photographic scans, analyses of geological conditions, geotechnical properties, the hydraulics and hydrology of the site, seasonal weather conditions, plants and associated root intrusions, and other factors, such as human activities, that may be contributing to on-going weathering and erosion.

Once the causal factors of the erosion are identified, the selected firm will capture those factors in a final report. The selected firm will then provide recommendations for both short and long-term options for the protection of the site. These options will be in alignment with the requirements of performing scopes of work at a National Natural Landmark. Options and methods investigated should include, but not be limited to, routine and preventative maintenance, such as the use of protective coatings and/or the use of various herbicides. Construction alternatives such as rerouting drainage, addressing groundwater penetration, the use of protective structures, and/or any combination of methods should also be investigated. Proposed methods may require an analysis of how suggested materials interact with the natural rock formation. A final Alternatives Evaluation Report (AER) will be used as a planning document that identifies immediate measures (such as maintenance plans) as well as a prioritized list of options, with estimates of probable cost of construction and projected construction durations.

As funding is identified, ODNR intends to amend and extend the agreement with the selected firm to provide full services to design and administer the construction of scopes of work associated with the prioritized list of recommendations. The selected firm may be asked to participate in grant identification and associated application processes.

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B. Scope of Services

The purpose of this project is to investigate and assess the facility through a formal study and report process to determine an appropriate course of action for possible improvements of the facility. The final report shall follow the appropriate guidelines as provided by the State and shall include a condition assessment of the facility and related appurtenances formatted in a rating system that shall include recommendations for prioritization of related construction activities, associated cost estimates for each recommendation, including appropriate escalation percentages, preliminary schedule durations for design and construction of each recommendation, including phasing of work, and any unique permitting, environmental, constructability, or historic preservation requirements.

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.

As required by the Agreement, and as properly authorized, the selected A/E will provide the following categories of services: Study and Report, Preliminary Design, 50% Design, 90% Design, 100% Design (Construction Document Preparation), 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 24 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 large civil site investigations and assessments
2. Experience with geological formation and/or natural stone landmarks
3. Experience with geotechnical site surveys
4. Experience with National Historic Landmark historic preservation requirements
5. Experience with Material Science studies
6. Experience with Hydrology and Hydraulic evaluations/studies
7. Experience with estimating, escalating, and projecting construction costs for long term planning
8. Experience with design and construction administration of historic preservation projects
9. Experience with State of Ohio construction processes and contracts.
10. Experience with coordinating work with the Ohio History Connection and other public and private parties.

C. Estimated Budget / Funding

State Funding: \$50,000
Other Funding: \$0
Construction Cost: \$TBD (est. \$1.3M)
Total Project Cost: \$TBD (est. \$1.5M)

D. Anticipated Schedule

Professional Services Start: 08 / 20
Construction Notice to Proceed: mm / yy
Substantial Completion of all Work: mm / yy
Professional Services Completed: 06 / 21

E. Estimated Basic Fee Range (see note below)

6.0% to 8.0%

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

H. Additional Service Providers Required

Geotechnical and Geologist Services
Environmental Services

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Disciplines:	<u>Architecture</u>	<u>Material Science Analysis</u>
	<u>Structural Engineering</u>	<u>Lidar scanning and drone-powered aerial photography</u>
		<u>Historic Preservation Permitting Services</u>
		<u>Hydrologic and Hydraulic Services</u>
		<u>Surveying</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).
- 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.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Kelleys Island Glacial Grooves Erosion Protection Proposer Firm _____
 Project Number DNR-200100 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 150 miles	5	
	150 miles to 300 miles	2	
	More than 300 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 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	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	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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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 3 projects	0 - 3	
	3 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	
		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 _____