Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Response Deadline</th>
<th>Project Location</th>
<th>Project Number</th>
<th>City / County</th>
<th>Project Manager</th>
<th>Owner</th>
<th>Delivery Method</th>
<th>Prevailing Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facd03 ASD FSMF Salt &amp; Material Building / FACD11 TUS I77 Weigh Station</td>
<td>May 1, 2020 1pm local time</td>
<td>Ohio See below</td>
<td>DOT-200016 / DOT-200020</td>
<td>Ashland / Tuscarawas</td>
<td>Eric Moser</td>
<td>Ohio Department of Transportation</td>
<td>General Contracting</td>
<td>State</td>
</tr>
</tbody>
</table>

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 Marie Cerda at marie.cerda@dot.ohio.gov. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Marie Cerda at marie.cerda@dot.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 Transportation is seeking qualifications from interested design professionals for the design and construction of 2 special projects in the Northeast Ohio counties of Ashland and Tuscarawas. The successful design professional will be awarded 2 separate contracts. The design meetings will be held at ODOT’s Central Office in Columbus Ohio and may be scheduled to run back to back. The design will endeavor to comply with the current version of ODOT Facility Guidelines. Additional services will include hazardous material survey review, site survey, geotechnical investigation, bid advertising, testing and inspection.

FACD03 ASD FSMF Salt, Material and Decant Building

Ashland County FSMF, 946 Clark Ave Ashland, Ohio 44805
- Survey of site
- Geotechnical investigation
- Review/update existing hazardous material survey of buildings to be demolished
- Demolition of existing Salt Buildings
- Need to ensure access to salt from October to April
- New 6,000-ton Salt Storage Structure with adjacent Material Storage and Decanting Station
- Connect Decant bay to Water and Sewerage Oil Water Interceptor, or install new
- LED lighting, fed from adjacent panel
- Provide heavy duty asphalt pavement adjacent to new structure
- Budget is $1,300,000
- Project # DOT-200016

FACD11 TUS I77 Weigh Station Salt yard and Loader Building

Tuscarawas County I77 Old Weigh Station, Mile Marker 92 I77 South Bound Tuscarawas County, Ohio
- Review and confirm/update existing Site Survey
- Geotechnical Investigation
- New Pole type Loader building (Similar to Guernsey County Weigh Station I 70 East Bound)
- New 2,500 Ton Salt Storage
- New loader ramp
- 3 manual swing type vehicle gates
- LED lights and outlet for block heater in loader building
- Provide Heavy Duty Pavement adjacent to new structures
- Budget is $680,000
- Project # DOT-200020
B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of 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, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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 and ODOT Facilities Guidelines for additional information about the type and extent of services required for each.

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 4 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 (MP, GC, CMP, DB)
2. Role on Project (CMA, OA, CMP, DB, GC, Trade)
3. State of Ohio OFCC (Standard documents/ OAKS CI) experience
4. Tension Fabric Storage Buildings (salt and other material)
5. Alternatives such as T-wall construction or similar types
6. Site circulation for tandem trucks and semi
7. Probable Project Cost Estimating/ Project Activity Scheduling

C. Estimated Budget / Funding

State Funding: $1,980,000
Other Funding: $0
Construction Cost: $1,750,000
Total Project Cost: $1,980,000

D. Anticipated Schedule

Professional Services Start: 07/20
Construction Notice to Proceed: 03/21
Substantial Completion of all Work: 10/21
Professional Services Completed: 12/21

E. Estimated Basic Fee Range (see note below)

6.0% to 7.0%

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: Architecture
Secondary Disciplines: Structural Engineering

H. Additional Service Providers Required

Surveying
Geotechnical Engineering
Testing and Inspections
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

Selection Criteria: The AE firm will be selected using qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list. The qualifications-based criteria for the RFQ is included in this announcement.

Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the individuals identified as the candidate’s proposed team for the project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

Request for Proposal: The short-listed firms shall be sent a Request for Proposal (“RFP”) that will invite the firms to submit pricing proposals containing their proposed fees for basic services and additional services. The short-listed candidates will also receive (i) form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent ODOT Statewide Facilities Guidelines (iii) proposed Project schedule.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority / Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm’s capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority / Owner will notify each short-listed firm of their individual time for the interview.

Cancellation and Rejection: The Contracting Authority / Owner reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority / Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority / Owner reserves the right to waive minor variations in the selection process.

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 of 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 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.

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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](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:** FACD03 ASD FSMF Salt & Material Building/
**Project Number:** DOT-200016 / DOT-200020

### Selection Criteria

**Value** | **Score**
--- | ---

### 1. Primary Firm Location, Workload and Size (Maximum 10 points)

<table>
<thead>
<tr>
<th>Selection</th>
<th>Value</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Proximity of firm to project site</td>
<td>Less than 50 miles</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>50 miles to 100 miles</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>More than 100 miles</td>
<td>0</td>
</tr>
<tr>
<td>b. Amount of fees awarded by Contracting Authority in previous 24 months</td>
<td>Less than $50,000</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>$50,000 to $1,000,000</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>More than $1,000,000</td>
<td>0</td>
</tr>
<tr>
<td>c. Number of licensed professionals</td>
<td>Less than 2 professionals</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2 to 4 professionals</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>More than 4 professionals</td>
<td>3</td>
</tr>
</tbody>
</table>

### 2. Primary Firm Qualifications (Maximum 30 points)

<table>
<thead>
<tr>
<th>Selection</th>
<th>Value</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Project management lead</td>
<td>Experience / ability of project manager to manage scope / budget / schedule / quality</td>
<td>0 - 10</td>
</tr>
<tr>
<td>b. Project design lead</td>
<td>Experience / creativity of project designer to achieve owner’s vision and requirements</td>
<td>0 - 5</td>
</tr>
<tr>
<td>c. Technical staff</td>
<td>Experience / ability of technical staff to create fully coordinated construction documents</td>
<td>0 - 5</td>
</tr>
<tr>
<td>d. Construction administration staff</td>
<td>Experience / ability of field representative to identify and solve issues during construction</td>
<td>0 - 10</td>
</tr>
</tbody>
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### 3. Key Consultant Qualifications (Maximum 20 points)

<table>
<thead>
<tr>
<th>Selection</th>
<th>Value</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Key discipline leads</td>
<td>Experience / ability of key consultants to perform effectively and collaboratively</td>
<td>0 - 15</td>
</tr>
<tr>
<td>b. Proposed EDGE-certified Consultant participation*</td>
<td>One point for every 2 percent increase in professional services over the EDGE participation goal</td>
<td>0 - 5</td>
</tr>
</tbody>
</table>

### 4. Overall Team Qualifications (Maximum 10 points)

<table>
<thead>
<tr>
<th>Selection</th>
<th>Value</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Previous team collaboration</td>
<td>Less than 2 sample projects</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2 to 4 sample projects</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>More than 4 sample projects</td>
<td>3</td>
</tr>
<tr>
<td>b. LEED** Registered / Certified project experience</td>
<td>Registered projects</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Certified projects</td>
<td>2</td>
</tr>
<tr>
<td>c. BIM project experience</td>
<td>Training and knowledge</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Direct project experience</td>
<td>3</td>
</tr>
<tr>
<td>d. Team organization</td>
<td>Clarity of responsibility / communication demonstrated by table of organization</td>
<td>0 - 2</td>
</tr>
</tbody>
</table>

### 5. Overall Team Experience (Maximum 30 points)

<table>
<thead>
<tr>
<th>Selection</th>
<th>Value</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Previous team performance</td>
<td>Past performance as indicated by evaluations and letters of reference</td>
<td>0 - 10</td>
</tr>
<tr>
<td>b. Experience with similar projects / delivery methods</td>
<td>Less than 3 projects</td>
<td>0 - 3</td>
</tr>
<tr>
<td></td>
<td>3 to 6 projects</td>
<td>4 - 6</td>
</tr>
<tr>
<td></td>
<td>More than 6 projects</td>
<td>7 - 10</td>
</tr>
<tr>
<td>c. Budget and schedule management</td>
<td>Performance in completing projects within original construction budget and schedule</td>
<td>0 - 5</td>
</tr>
<tr>
<td>d. Knowledge of Ohio Capital Improvements process</td>
<td>Less than 4 projects</td>
<td>0 - 1</td>
</tr>
<tr>
<td></td>
<td>4 to 7 projects</td>
<td>2 - 3</td>
</tr>
<tr>
<td></td>
<td>More than 7 projects</td>
<td>4 - 5</td>
</tr>
</tbody>
</table>

* 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 ____________________________

Subtotal ____________________________