

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Dillon Lake State Park Wastewater Improvements</u>	Response Deadline	<u>7/1/2021</u>	<u>4:00 PM</u> local time
Project Location	<u>Dillon Lake State Park</u>	Project Number	<u>DNR-210085</u>	
City / County	<u>Nashport / Muskingum</u>	Project Manager	<u>Michael Bielenberg</u>	
Owner	<u>Ohio Department of Natural Resources</u>	Contracting Authority	<u>OFCC</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 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) operates two wastewater collection and treatment systems at Dillon Lake State Park located at 5265 Dillon Hills Drive, Nashport, Ohio 43830 in Muskingum County. Dillon Lake State park is a 2,285 acre park offering water sports, marina, beach, camping, and cabin rentals.

The wastewater systems were originally constructed in the early 1970s and are both Class 1 extended aeration wastewater treatment plants (WWTP) with design flows of 100,000 gallons per day (GPD) and are identical in layout. WWTP #1 services flows from two beach restroom areas, park office, service center, and a residence. It has an average daily flow of 5,000 GPD and during the off season, has little to no flow. WWTP #2 has an average daily flow during peak season of 30,000 GPD and treats the majority of the park's wastewater by receiving flow from the campground, cabins, commissary, and laundry facilities.

It is the primary intent of ODNR to abandon both WWTPs and connect into the Muskingum County Sewer Department (MCSD) collection system. MCSD has a connection point at the intersection of State Route 146 and Clay Littick Drive which is approximately 9,500 linear feet from the further WWTP #2. With this alternative, pump stations would be constructed in the approximate locations of WWTP #1 and WWTP #2 with a forcemain to transport wastewater to the MCSD system. It is possible some existing infrastructure may be utilized at each WWTP in conjunction with the proposed pump stations and will be evaluated by the selected A/E. The selected A/E will assist in negotiations with MCSD adhering to ODNR, MCSD, and Ohio EPA design standards.

Should this primary option not be feasible or cost effective or negotiations with MCSD fail, ODNR would anticipate abandoning WWTP #1, constructing a pump station to transport wastewater to WWTP #2, and upgrading treatment equipment at WWTP #2.

All firms submitting a Statement of Qualifications will be eligible for award of contract for the scope of services described above, however, the selected A/E's agreement may be extended and amended to add scope of work as capital appropriations are available in future Capital Bill legislation.

In either case, the selected A/E may be asked to provide a Sanitary Sewer Evaluation Survey (SSES) of the collection systems to identify any potential sources of Inflow/Infiltration in order to design for and make necessary corrections as part of the project.

B. Scope of Services

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. ODNR encourages proposing firms to identify and propose innovative alternative design concepts for the most effective and efficient use of the Department's resources.

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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: 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* 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 <https://ofcc.ohio.gov>.

During the construction period, provide not less than 8 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 General Contracting Delivery Method
2. Experience in sewage collection system condition assessment and rehabilitation
3. Experience in pump station and force main design
4. Experience negotiating sewer/water connection services with public entity
5. Knowledge of Ohio EPA Laws and Rules and familiarity with regulatory and permitting agencies having authority over wastewater related projects
6. Experience in wastewater treatment plant demolition and design experience
7. Construction administration experience with similar type 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
10. Familiarity with State of Ohio Capital Management System (OAKS CI)

C. Estimated Budget / Funding

State Funding: \$3,000,000.00
 Other Funding: \$0
 Construction Cost: \$2,600,000.00
 Total Project Cost: \$3,000,000.00

D. Anticipated Schedule

Professional Services Start: 10 / 21
 Construction Notice to Proceed: 01 / 23
 Substantial Completion of all Work: 08 / 23
 Professional Services Completed: 12 / 23

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

H. Additional Service Providers Required

Geotechnical Engineering
Surveying
Environmental/Hazardous Materials Investigations
Sanitary Sewer Evaluations including Cleaning and
Televising, Flow Monitoring, Smoke Testing
Right-of-way / Property acquisition 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 <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.

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 <https://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 insert the project number and firm name followed by "SOQ" in the email subject line.

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 Dillon State Park Wastewater Improvements Proposer Firm _____
 Project Number DNR-210085 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 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	2	Max = 3
	5 to 10 professionals	3	
	More than 10 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 - 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 LEED v4.0 or v4.1 projects	1	Max = 2
	Certified LEED v4.0 or v4.1 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 firms and NOT the lead firm - For more information on scoring this and other criteria refer to Document F199-01 - PS Selection Rating Rubric.		Subtotal	
** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.			

Notes:

Evaluator:

Name _____

Signature _____ Date _____