

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Statewide Cabin Improvements FY25-26</u>	Response Deadline	<u>1/31/2025</u>	<u>4:00PM</u>	local time
Project Location	<u>Various</u>	Project Number	<u>DNR-250070</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Patrick Love</u>		
Owner	<u>Owner</u>	Contracting Authority	<u>Local Agency</u>		
Delivery Method	<u>CM at Risk</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>		

* "Registered Design Professional includes any architect holding a certificate issued under section 4703.10 of the Revised Code, any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or any engineer holding a certificate issued under section 4733.14 of the Revised Code." (Ohio Building Code section 4101:1-2-01 Definitions)

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to engineering@dnr.ohio.gov. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to engineering@dnr.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), through the Division of Parks and Watercraft is responsible for the operation and management of Ohio State Parks, eighteen (18) of which offer nightly and weekend rental opportunities of individual one, two, three, and four-bedroom cabins. These cabins were built between 1940 and 1990 with minor renovations completed since they were originally constructed. ODNR has conducted assessments and several rounds of improvements to the cabins over the last several capital biennia.

ODNR is seeking professional design services for the next stage of the statewide cabin improvements. The focus of this project will be a continuation of assessments and renovations of existing cabins throughout the state. The intent of this project is to address the need for improvements and renovations for cabins at Lake Hope, Mohican, and Dillon State Park. Renovations at Lake Hope are planned to include seventeen (17) to twenty (20) cabins and will include kitchenette and bathroom remodels, finish upgrades, FF&E replacements, window replacements, exterior and interior painting, and mechanical system upgrades. ODNR has developed a "full" renovation program for its standard two-bedroom cabins and a "partial" renovation program for the non-standard historic cabins at Lake Hope. The "partial" planned renovations at Mohican include new windows and HVAC systems; new furnaces / air conditioning units are planned for at twenty-five (25) cabins and window replacements at nine (9) cabins. At Dillon, partial renovations include roof replacements at twelve (12) cabins that have not been replaced. Additionally, assessments and design effort will be undertaken at Maumee Bay and Tar Hollow; Tar Hollow, a historically significant location, will have assessments for the four (4) larger group cabins and the twenty-eight (28) standard cabins and are planned to include ADA accommodations in the group lodge and one (1) standard cabin. Maumee Bay scope will include assessments and conceptual designs for all twenty-four (24) 2-bedroom and 4-bedroom cabins for interior renovations including provisions for ADA accommodations. In addition to the renovations and assessments, a decommissioning plan of sixteen (16) previously assessed cabins at Lake Hope (3), Buck Creek (3), Hueston Woods (3), and Pymatuning (7) State Parks cabin sites. While all these locations have been identified as a part of this phase of ODNR's Statewide Cabin Improvement Program, ODNR may elect to include similar scopes of work at additional cabin locations throughout the state should funding allow.

All regulatory and environmental regulations and permitting will be the responsibility of the A/E selected for this project. Archaeological assessments and US Army Corp of Engineers (USACE) coordination may be required depending on property type and location.

While ODNR anticipates centralized services from the selected Consultant at the ODNR Fountain Square complex at 2045 Morse Road, Columbus, Ohio 43229, travel will be necessary to complete the services. For the purposes of scoring proximity to project site, the ODNR Fountain Square complex will be considered the project site.

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B. Scope of Services

The development of a complete Program of Requirements (POR) will also be included as part of the Professional Design as an Additional Service. The proposed project scope will be evaluated and prioritized, relative to each proposed location, to align with the project budget. Evaluation of the project/construction schedule will also be part of the POR stage. The effort may be further developed by utilizing facility and site assessments.

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 A/E Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Diversity, Growth & 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 16 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. Role on Project (AE, CMA, OA, DB, GC, Trade)
2. Experience with facilities assessments and designing renovations of vacation rental facilities (cabins)
3. Experience with developing Project/Site specific Program of Requirements
4. Ability to design project scope within budget in current market conditions
5. Ability to manage design and phased construction projects with multiple sites under one contract
6. Ability to manage design and construction projects in an occupied State Park setting
7. Ability to manage design and construction projects under the CMR delivery model including delivering and negotiating a Guaranteed Maximum Price
8. Experience with coordinating, design and construction administration of structures and sites with historical significance
9. Experience with State of Ohio Capital projects processes including OAKS CI
10. Experience with ODNR capital improvements projects

C. Estimated Budget / Funding

State Funding:	<u>\$7,827,000</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$6,849,400</u>
Total Project Cost:	<u>\$7,827,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>06 / 25</u>
Construction Notice to Proceed:	<u>07 / 26</u>
Substantial Completion of all Work:	<u>05 / 28</u>
Professional Services Completed:	<u>05 / 29</u>

E. Estimated Basic Fee Range (see note below)

8% to 10%

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 registered design professional 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

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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	Structural Engineering
Disciplines:	Civil Engineering
	Mechanical-Electrical-Plumbing Eng.
	Landscape Architecture
	Surveying

H. Additional Service Providers Required

Interior Loose Furnishings Design
Program of Requirements
Hazardous Materials Removal Design / Inspection
Special Inspections (OBC)
Quality Assurance
Geotechnical Analysis
Water / Wastewater
Planning
Cultural Services

NOTE: The lead A/E shall be (1) any architect holding a certificate issued under section 4703.10 of the Revised Code, (2) any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or (3) any engineer holding a certificate issued under section 4733.14 of the Revised Code.

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.

Interested A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

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 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.

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.

Registered Design Professional Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Statewide Cabin Improvements FY25-26 Proposer Firm _____
 Project Number DNR-250070 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 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	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 - 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 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 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	
* Must be comprised of registered professional design 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 . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____