

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Swan Creek Restoration</u> <u>University of Toledo Health Science</u>	Response Deadline	<u>March 15, 2024</u> <u>2:00 PM</u> local time
Project Location	<u>Campus</u>	Project Number	<u>1140-24-1922</u>
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Tadd Stacy / Tim Niederkorn</u>
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>Federal</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the *Statements of Qualifications* (Form F110-330) directly to Tadd Stacy at [tadd.stacy@utoledo.edu](mailto:tadd.stacy@utoledo.edu). See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tadd Stacy at [tadd.stacy@utoledo.edu](mailto:tadd.stacy@utoledo.edu) 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.

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### Project Overview

#### A. Project Description

The University of Toledo has been awarded funding through the Great Lakes Restoration Initiative (GLRI) Program and is working in partnership with National Oceanic and Atmospheric Administration (NOAA) and Great Lakes Commission (GLC) to effectuate engineering, design, and ecological monitoring for the Restoration of the Swan Creek near the University of Toledo Health Science Campus. Expected subsequent phasing will include restoration implementation.

The project grant period is November 1, 2023 through December 31, 2024 with expected implementation phase extending through December 31, 2025.

In stream restoration at the University of Toledo Swan Creek site seeks to reduce Beneficial Use Impairments (BUI's) including degradation of fish populations (BUI 3a), degradation of benthos (BUI 6) and loss of fish habitat (BUI 14a) by stabilizing 1,700 feet of eroding streambank and improving habitat type and variety.

The project site is located north of the University of Toledo Health Science Campus, along and in Swan Creek, on property owned by the University of Toledo (EXHIBIT A). The proposed restoration area is an approximately 60 acre undeveloped site that contains Swan Creek and is bordered by a steep wooded bank to the south and a wooded riparian corridor and several potential wetland and tributary areas to the north. The project site was identified by Maumee Area of Concern (AOC) professionals as an ideal location to implement a restoration project that would lead to achieving important environmental benefits.

Nearby monitoring of Swan Creek in 2017 by the Ohio Environmental Protection Agency both upstream and downstream of the site found non-attainment with Qualitative Habitat Evaluation Index (QHEI) scores of 66.5 (marginally good) upstream and 44.8 (poor) downstream. Both fish and macroinvertebrate sampling indicated higher quality communities upstream of the project site.

The proposed design work focuses on reducing erosion and increasing both fish and macroinvertebrate habitat. Design work will likely include various bioengineering techniques, longitudinal peaked stone toe protection, locked logs, bendway weirs, hydraulic cover stones and engineered riffle habitat.

A project design concept was created for grant funding and will be provided to the successful Architect / Engineer.

#### B. Scope of Services

The basic scope of services for this project is to assist the University of Toledo in conducting various analyses, surveys, providing engineering services, and preparing plans, as noted below. University of Toledo staff will work together with the design consultant throughout the process.

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

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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>.

### **Basic Services:**

a) General Site Reconnaissance

A site visit will be conducted by the consultant in order to determine the existing site conditions including, but not limited to, surficial conditions, surface water features, Swan Creek streambank conditions, vegetative cover, and any existing infrastructure. The University of Toledo will also provide any existing data, where available, to the consultant such as utility plans or survey data of the creek and floodplain areas. Also, the consultant can determine the best location for soil borings and mark these with GPS for future soil boring activity.

b) Wetland Delineation

The consultant will prepare a wetland delineation and delineation report to include maps, GIS files, determination sheets, and ORAM documentation as necessary for the project site in order to determine any potential impact to existing wetlands on the site and any permitting requirements for the project.

c) Modeling

As required, the consultant will prepare a Hydrologic and Hydraulic model of the watershed in order to determine any hydrologic affects the project may have on Swan Creek and the upstream watershed. Topographical survey and local precipitation data will be used as input into the model.

d) Engineering Design for bidding and construction

An engineering and design plan will be completed for the proposed project area by the consultant, in collaboration with the University of Toledo, using the topographical survey, site reconnaissance, soil boring, and hydraulic modeling data. Engineering design calculations will be used to determine appropriate sizing, grade elevations, and to complete a final plan to be used for construction. A construction stormwater pollution prevention plan (SWP3) will be designed to incorporate the required stormwater best management practices into the construction of the project.

e) Kick off Meeting and Public Meeting

During the 30% design stage the University of Toledo wishes to conduct a public meeting in order to provide a chance for members of the public to review the project design and provide input prior to construction beginning, a second public kickoff meeting will be necessary to involve the community in this project. The consultant is expected to be present at the meetings to lead and assist University of Toledo officials in explaining the project to the public and answering questions, as necessary. Consultant is expected to prepare necessary presentation materials.

f) Project Management Team Meetings

A project management team will meet approximately every month to discuss the progress of the project and any concerns that arise. The project management team will comprise of members from the University of Toledo Department of Environmental Health and Radiation Safety, Facilities and Construction Department, Representatives from other departments, groups and organizations and members of the community. It would be expected that one representative from the design consultant be a part of these meetings.

g) Planting Plan

The consultant, in collaboration with Project Management Team, will prepare a planting plan for the site that will help to meet project goals.

h) Invasive Species Control Plan

With collaboration with the University of Toledo, the consultant will prepare a plan for invasive species control during and following the construction of the project.

i) Permitting

Based on the final design of the project, the consultant will determine any required permits for the proposed work. Any required floodplain and construction permits must be acquired from the City of Toledo prior to construction. Additional requirements may include assistance with any required Ohio EPA and / or Army Corp of Engineers Clean Water Act Permits. Based on the final design of the project, the consultant will determine any required permits for the proposed work. The consultant will assist The University of Toledo with obtaining the required floodplain and construction permits from the City of Toledo prior to construction. It is not anticipated that a Clean Water Act (Section

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404 Dredge or Discharge of Fill Material to Waters of the State or Section 401 Water Quality Certification) permit is required. However, if it is determined that these CWA permits are required, the consultant will prepare any documents necessary for the permit applications and reviews. The University of Toledo understands that Wetland Restoration can be permitted under the United States Army Corp of Engineers Nationwide Permit (NWP) program. A NWP 27 (Aquatic Habitat Restoration, Establishment, and Enhancement Activities) would be sought to authorize the restoration, as required. The consultant will facilitate any site visits by regulatory agencies in order to review the project area and plan.

- j) **Final Bid Plan Set, Project Specifications and As Built Drawings**  
To complete detailed design, the consultant will prepare the bid plan set, specifications, and construction estimate to advertise and competitively bid the construction of the project. The final plan set will include an overall site plan, existing plan, site grading plan, site utility plan, planting plan, SWP3, and any additional information necessary for the bidding and construction of the project. At the end of the construction process, the consultant will prepare or organize the preparation of As Built Drawings and deliver those documents to the University of Toledo.
- k) **Construction Oversight**  
The consultant, in collaboration with the University of Toledo, will assist with construction oversight to clarify questions and assist with necessary plan modifications, if required.  
During the construction period, provide not less than 2 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.

### 1. **Additional Services:**

- a) **Biological Assessment and Protected Species Survey and Relocation Plan**  
The consultant will arrange or conduct a biological assessment and protected species survey and develop a relocation plan which satisfies applicable regulations.
- b) **Subsurface Exploration**  
As required, the consultant will order soil borings in locations as determined by the Site Reconnaissance. Soil boring data will be used by the engineer to determine existing geotechnical information about the site and a description of soil types and soil moisture levels present.
- c) **Topographical Survey**  
The consultant will be responsible for topographically surveying the site at such detail as required for input into Computer Aided Drafting (CAD) software. Other details to be surveyed include trees, utilities, roadway, sidewalk, fences, recreational facilities, property lines, Swan Creek centerline, Swan Creek cross sections, Swan Creek streambanks, and any other surface features as required per scope of work.
- d) **Quality Assurance Project Plan (QAPP) Required Monitoring**  
The consultant, in collaboration with the NOAA, will create an approved QAPP prior to field work taking place.  
Guidance: <https://media.fisheries.noaa.gov/dam-migration/noaa-glri-qapp-guidance-2015.pdf>
- e) **NOAA Tier 1 Monitoring (Pre-Construction and Post-Construction).**  
The consultant will develop a Tier 1 Monitoring Plan in coordination with the project management team in accordance with NOAA Tier 1 Monitoring Guidance.  
Guidance: <https://media.fisheries.noaa.gov/2022-03/Implementation-Monitoring-Guide-2022.pdf>

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:

- Scope: Stream Restoration Projects
- Scope: Experience with Wetland Delineation
- Scope: Project experience with Ohio EPA
- Scope: Experience with Biological Assessments and Surveys
- Scope: Experience with NOAA Tier 1 Monitoring
- Scope: Experience with University of Toledo Projects

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### C. Estimated Budget / Funding

State Funding: \$0  
 Other Funding: \$588,660  
 Construction Cost: \$315,000  
 Total Project Cost: \$588,660

### D. Anticipated Schedule

Professional Services Start: 03 / 24  
 Construction Notice to Proceed: 01 / 25  
 Substantial Completion of all Work: 12 / 25  
 Professional Services Completed: 12 / 25

### E. Estimated Basic Fee Range (see note below)

10% to 12%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5% EDGE plus additional 10% EDGE or Diverse Supplier

**Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions and preparation of cost estimates and design schedules for the project.

**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  
 Disciplines: Landscape Architecture  
Surveying  
Structural Engineering  
Architecture  
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 \_\_\_\_\_  
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### H. Additional Service Providers Required

Biologist  
Ecologist  
Environmental Engineer  
Environmental Scientist  
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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*.

**NOTE:** For capital construction projects at the University of Toledo, the EDGE Participation / Supplier Diversity Goal of the project is 15%. To meet EDGE Participation/Supplier Diversity Goal for this project, A/E's are required to provide not less than 5% of the contract sum with EDGE-certified business(es) AND additional 10% EDGE-certified OR Diverse Supplier vendors including MBE, WBE, VBE, BSVI, SDVOB, and LGBTBE. Please see the Facilities & Construction Supplier Diversity standard operating procedure website at <https://www.utoledo.edu/facilities>.

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 shall 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.

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.

# Architect / Engineer Selection Rating Form

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Project Name Swan Creek Restoration Proposer Firm \_\_\_\_\_  
 Project Number 1140-24-1922 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 professional design services consulting firms and NOT the lead firm - For more information on scoring this and other criteria refer to <a href="#">Document F199-01 - PS Selection Rating Rubric</a> .		<b>Subtotal</b>	
** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.			

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_