

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	Ohio Department of Transportation – <u>Wastewater Treatment Assessment Project</u>	Response Deadline	<u>09/08/2025</u> <u>4:00pm</u> local time
Project Location	<u>Various</u>	Project Number	<u>SFC-25P135</u>
City / County	<u>Various</u>	Project Manager	<u>Tyler Palmer</u>
Owner	<u>Ohio Department of Transportation</u>	Contracting Authority	<u>OFCC</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 our procurement department at procurement@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to 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 Transportation (ODOT) is planning to perform updates to the assessment of several of its district wastewater treatment facilities, analyze operations and budget for long term operations/maintenance. They will also require an update to the investigation and analysis of the infrastructure to assess opportunities to connect to an existing public utility system. There are water, well/water supply, wastewater treatment plants, sanitary septic systems, lift stations and trash trap facilities at 147 locations throughout the state of Ohio. **The project can be divided into (2) regions – North and South. Approximate divide marker being I-70 highway. Vendors are encouraged to submit for the North region, the South region or a combination of both.** Previous 10/26/2016 reports and findings will be available to the selected consultant. The selected consultant will perform facility condition assessment validations/updates by appropriately licensed professionals for use in the capital planning of future projects. The project consists of the following:

Deliverables:

- Review collected data from previous ODOT reports conducted 10/26/2016, interview personnel and evaluate historical data to obtain a general understanding of the existing conditions of the ODOT water and wastewater treatment related facilities.
- Visit all ODOT sites to assess existing conditions and perform field observations. Input historical assessment report scope and any additional scope observed onsite into the CMW assessments database for review. Note if any renovations were completed since the previous 2016 report and if scope is no longer required. Provide first assessment as a prototype benchmark in the CMW webtool.
- Identify and list equipment details at each location with type of equipment, model number, serial number, etc
- Review of previous documented high-level observations of the current plant process operations and condition. Update any changes to the process operations from previous reports.
- Identify areas in need of immediate improvement utilizing the CMW assessment rating system to avoid impairment of existing facilities.
- Recommend operational adjustments to extend the useful life of existing assets.
- Propose new and/or replacement process technologies or systems where necessary to meet existing and future performance requirements and/or address poor conditions of existing facilities.
- Identify public sanitary and domestic water systems within reasonable proximity of existing facilities that could provide connection capabilities utilizing county webtools/GIS first. If no online capabilities are found, the selected consultant will reach out to local municipalities to obtain the required information.
- An initial schedule will be submitted for approval which will accommodate ODOT personnel schedules.
- Develop a “planning or program level” capital cost and operational cost metric for each facility based on the above findings and updates.
- Develop a high-level capital improvement budget that will:
 1. Address short-term improvements required (within 5 years) to address deficiencies in the condition of existing facilities.
 2. Estimate long-term capital improvements requirements (5-10 years) to maintain continued operation of existing facilities.
 3. Review current facilities operational costs and efficiencies. (Data provided by ODOT)

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4. Estimate long-term operational changes to cost if connected existing facilities to public sanitary and domestic systems.

- The final report will include all reports and data collected into a binder including summaries of findings and data as stated in the scopes and services below.

Analysis:

- Once all sites have been visited and the vendor has utilized all available webtools to identify potential operationally capable sanitary and domestic systems within reasonable proximity of existing facilities that could provide connection capabilities.
- The vendor will utilize findings from the above review to provide ODOT reports on operational costs on current facilities conditions vs. connection to public municipal system if applicable. Provide a 5- and 10-year forecast to be included in the final report

Site Locations:

District	Site code	Facility Name	County
1	ALL31	RRA 01-31 US 30 EB	Allen
1	ALL32	RRA 01-32 US 30 WB	Allen
1	ALLDG	District 1 HQ Garage	Allen
1	DEF CG	Defiance Full Service	Defiance
1	DEFPSW	Hicksville Outpost	Defiance
1	HAN25	RRA 01-25 I-75 NB	Hancock
1	HAN26	RRA 01-26 I-75 NB	Hancock
1	HARPSW	Roundhead Outpost	Hardin
1	VAN27	RRA 01-27 US 30 EB	Van Wert
1	VAN28	RRA 01-28 US 30 WB	Van Wert
1	VANCG	Van Wert Full Service	Van Wert
1	WYA29	RRA 01-29 US 23 NB	Wyandot
1	WYA30	RRA 01-30 US 23 SB	Wyandot
1	WYA33	RRA 01-33 US 30 EB	Wyandot
1	WYA34	RRA 01-34 US 30 WB	Wyandot
1	WYAPNW	Carey Outpost	Wyandot
2	HENCG	Henry Full Service	Henry
2	OTT04	RRA 2-04 SR 2 WB	Ottawa
2	OTTPEA	Edison Bridge Outpost	Ottawa
2	WOO27	RRA 2-27 I 75 NB	Wood
2	WOO28	RRA 2-28 I 75 SB	Wood
2	WOOCG	Wood Full Service	Wood
2	WOOPS	North Baltimore Outpost	Wood
3	HURCG	Huron Full Service	Huron

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3	LOR44	RRA 3-44 SR 2 WB	Lorain
3	MED40	RRA 3-40 I 71 SB	Medina
3	RIC33	RRA 3-33 SR 30 EB	Richland
3	RIC34	RRA 3-34 SR 30 WB	Richland
3	WAY35	RRA 3-35 I 71 NB	Wayne
3	WAY36	RRA 3-36 I 71 SB	Wayne
4	ATB42	RRA 4-42 SR 11 SB	Ashtabula
4	ATBCG	Ashtabula Full Service	Ashtabula
4	ATBPCT	Dorset Outpost	Ashtabula
4	ATBPNW	Harpersfield Outpost	Ashtabula
4	ATBPSE	Williamsfield Outpost	Ashtabula
4	ATBPSW	Rome Outpost	Ashtabula
4	MAHPSE	North Lima Outpost	Mahoning
4	MAHPWE	Sebring Outpost	Mahoning
4	POR35	RRA 4-35 I 76 EB	Portage
4	POR36	RRA 4-36 I 76 WB	Portage
4	PORPNE	Drakesburg Outpost	Portage
4	PORPSE	Yale Outpost	Portage
4	SUM32	RRA 4-32 I 77 SB	Summit
4	SUM39	RRA 4-39 I 271 NB	Summit
4	SUMPWE	Interchange / Norton Outpost	Summit
4	TRUPEA	West Farmington Outpost	Trumbull
4	TRUPSE	Brookfield Outpost	Trumbull
5	GUE27	RRA 5-27 I 70 EB	Guernsey
5	GUE29	RRA 5-29 I 77 NB	Guernsey
5	GUE30	RRA 5-30 I 77 SB	Guernsey
5	GUEPCT	Old Washington Outpost	Guernsey
5	GUEPNW	North Salem Outpost	Guernsey
5	MUSCG	Muskingum Full Service	Muskingum
5	MUSPSO	Duncan Falls Outpost	Muskingum
6	DEL25	RRA 6-25 I 71 NB	Delaware
6	DEL26	RRA 6-26 I 71 SB	Delaware
6	MAD21	RRA 6-21 I 70 EB	Madison

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6	MAD22	RRA 6-22 I 70 WB	Madison
6	PIC23	RRA 6-23 US 23 SB	Pickaway
6	UNI03	RRA 6-03 US 33 SB	Union
6	UNI04	RRA 6-04 US 33 NB	Union
6	UNIPNE	Richwood Outpost	Union
7	AUG33	RRA 07-33 US 33 EB	Auglaize
7	AUG34	RRA 07-34 US 33 WB	Auglaize
7	AUG25	RRA 07-25 I 75 NB	Auglaize
7	AUG26	RRA 07-26 I 75 SB	Auglaize
7	CHPPEA	Mechanicsburg Outpost	Champaign
7	CHPPWE	Saint Paris Outpost	Champaign
7	CLAPEA	Harmony Outpost	Clark
7	CLAPSW	Enon Outpost	Clark
7	DARPNO	Dawn Outpost	Darke
7	LOG29	RRA 07-29 US 33 EB	Logan
7	LOGPSE	East Liberty Outpost	Logan
7	MERPNO	Mercer Outpost	Mercer
7	MERPSO	Cassella Outpost	Mercer
8	BUTPNE	Middletown Outpost	Butler
8	CLEPNW	Milford Full Service	Clermont
8	CLICG	Clinton Full Service	Clinton
8	HAMPWE	Miamitown Full Service	Hamilton
8	PRE39	RRA 8-39 I 70 EB	Preble
8	PRECG	Preble Full Service	Preble
8	PREPCT	Eaton Full Service	Preble
8	PRESW	Morning Sun Outpost	Preble
8	WAR37	RRA 8-37 I 71 NB	Warren
8	WAR38	RRA 8-38 I 71 SB	Warren
8	WARCG	Warren Full Service	Warren
9	BRO04	RRA 9-04 SR 32 EB	Brown
9	BROPCT	White Oak Outpost	Brown
9	JAC30	RRA 9-30 US 35 WB	Jackson
9	PIK03	RRA 9-03 SR 32 EB	Pike
9	PIKCG	Pike Full Service	Pike

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9	SCI23	RRA 9-23 US 23 SB	Scioto
9	SCICG	Scioto Full Service	Scioto
9	SCIPSE	Wheelersburg Outpost	Scioto
10	ATH34	RRA 10-34 US 50 WB	Athens
10	ATH37	RRA 10-37 US 50 EB	Athens
10	ATHCG	Athens FS Body Shop	Athens
10	ATHPNO	Hollister Outpost	Athens
10	GAL35	RRA 10-35 US 35 EB	Gallia
10	GAL36	RRA 10-36 US 35 WB	Gallia
10	GALCG	Gallia Full Service	Gallia
10	HOC28	RRA 10-28 US 33 WB	Hocking
10	HOCCG	Hocking Full Service	Hocking
10	MEG31	RRA 10-31 US 33 EB	Meigs
10	MEG32	RRA 10-32 US 33 WB	Meigs
10	MEGCG	Meigs Full Service	Meigs
10	MEGPNE	Tuppers Plains Outpost	Meigs
10	MOEPSE	Duffy Outpost	Monroe
10	MRGCG	Morgan Full Service	Morgan
10	NOBPWE	Belle Valley Outpost	Noble
10	VINPWE	Wilkesville Outpost	Vinton
10	WASDG	District 10 HQ Garage	Washington
10	WASPNO	Macksburg Outpost	Washington
10	WASPWE	Bartlett Outpost	Washington
11	BEL25	RRA 11-25 I-70 EB	Belmont
11	BEL26	RRA 11-26 I-70 WB	Belmont
11	BELPCT	Saint Clairsville Outpost	Belmont
11	BELPSW	Barnesville Outpost	Belmont
11	COLFS	Columbiana Full Service	Columbiana
11	COLPEA	Unity Outpost	Columbiana
11	COLPSE	Apples Corner Outpost	Columbiana
11	HASCG	Harrison Full Service	Harrison
11	HOLPWE	Nashville Outpost	Holmes
11	JEF02	RRA 11-02 SR 7 SB	Jefferson
11	JEFPCT	Toronto Outpost	Jefferson

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B. Scope of Services

Assessments:

Inspect and document the condition of the subject facilities including buildings, building components, building systems, system components, exterior site components and utilities.

A building includes the original structure, and any addition attached to it. Building components and/or assemblies are those individual parts that when put together, make up a building system. Included on the exterior are roof systems, gutters, windows, doors, envelope and foundations and structural members. Interior items are ceilings, walls, floors, doors, structural members and appearance items. Systems are those items that provide utilities and services to the building and its occupants. Included are HVAC mechanical system, electrical, plumbing, fire protection and alarms, vertical transportation and specialty items such as ADA and codes. System components and / or parts are those individual items that make up a system such as boilers, chillers, generators, escalators, electrical distribution panels, fire pumps, etc. Exterior site components include roads, walks and railings, paved areas, site lighting, landscaped areas, drainage systems (visible only), and fencing.

Use Construction Cost Estimate Classifications as required by ODOT.

Compile final report and recommendations.

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>.

Schedule of Services:

08/08/2025 – Solicitation Issued
08/22/2025 – Deadline for questions
09/08/2025 – Qualifications due
09/22/2025 – Interviews, in person. Location: Columbus, Ohio
09/26/2025 – Notification
10/10/2025 – Contract signed by consultant
11/10/2025 – Controlling Board
11/24/2025 – Anticipated commencement of services
12/01/2025 – Kick off meeting (ODOT, OFCC and Vendor)
12/15/2025 – First location for initial assessment complete
12/29/2025 – First assessment draft as benchmark complete
01/12/2025 – Revisions back to vendor to be utilized for future assessments
02/09/2026 – All priority sites assessed
03/09/2026 – Initial draft assessments of priority sites submitted
06/22/2026 – Initial draft assessments of all sites submitted
08/03/2026 – Final draft of assessments for all locations submitted
08/24/2026 – Draft Process Evaluation Summary submitted for all locations
09/07/2026 – Draft Operations & Maintenance Budget submitted for all locations
09/28/2026 – Draft long term operational costs for changes to sanitary systems
10/26/2026 – Executive Summary Complete – Obtain OFCC and Owner written approval
12/07/2026 – Contract end

Planning Services Selection Rating Form

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Ohio Department of Transportation –
 Project Name Wastewater Treatment Assessment Project Proposer Firm _____
 Project Number SFC-25P135 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location, Workload and Size (Maximum 15 points)			
a. Proximity of firm to project site	Less than 100 miles	5	
	100 to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$50K	5	
	\$50K to \$250K	2	
	More than \$250K	0	
c. Number of relevant professionals	Less than 3 planning professionals	1	Max = 5
	3 to 10 planning professionals	3	
	More than 10 planning professionals	5	
2. Primary Qualifications (Maximum 30 points)			
a. Master planning lead	Experience / ability of lead master planner to manage visioning / capital improvement plans	0 - 10	
b. Assessment lead	Experience / ability of lead to manage assessors of various disciplines	0 - 5	Max = 20
c. Planning staff	Experience / ability of planning staff to create assessments	0 - 10	
d. Technical staff	Experience / ability of assessors to accurately collect data and evaluate systems and components	0 - 5	
3. Sub-Consultant Qualifications (Maximum 10 points)			
Key discipline leads	Experience / ability of all key discipline leads to effectively perform the services	0 - 10	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 3 projects (Low)	0	Max = 5
	3 to 10 projects (Average)	2	
	More than 10 projects (High)	5	
b. LEED* Registered / Certified consultant participation	No projects	0	Max = 5
	Registered	2	
	Certified	5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Project Team Experience (Maximum 30 points)			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar planning projects	Less than 3 projects (Low)	0 - 3	
	3 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council			Subtotal

Notes:

Evaluator:

Name _____

Signature _____ Date _____