

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

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|------------------|---|-----------------------|---------------------|-------------|------------|
| Project Name | <u>West Branch WWTP/Lift Station Improvements</u> | Response Deadline | <u>2/13/26</u> | <u>4:00</u> | local time |
| Project Location | <u>West Branch State Park</u> | Project Number | <u>DNR-260016</u> | | |
| City / County | <u>Ravenna / Portage</u> | Project Manager | <u>Tim Campbell</u> | | |
| Owner | <u>Ohio Department of Natural Resources</u> | Contracting Authority | <u>Local Agency</u> | | |
| Delivery Method | <u>General Contracting</u> | Prevailing Wages | <u>State</u> | | |

No. of paper copies requested (stapled, not bound) 0 No. of electronic copies requested (PDF) 1

* "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) owns and operates a wastewater treatment and collection system at West Branch State Park located at 5570 Esworthy Road, Ravenna, Ohio 44266. The existing extended aeration wastewater treatment plant has an average daily design flow of 100,000 gallons/day and has outlived its useful life. Professional Engineering services are requested to evaluate the current wastewater flows within the park, provide projected flows based on future needs of the park, and design a new wastewater treatment facility to meet the needs of ODNR and Ohio EPA. Through this project, it is anticipated that a new extended aeration treatment facility capable of treating an average daily flow of 40,000 to 50,000 gallons per day will be constructed adjacent to the existing facility to allow easy connection to the influent sewer and electric power supply. The new plant may include a flow splitter, two treatment trains, equalization basins, aeration tanks, settling tanks, sludge holding tanks, disk filters, ultraviolet disinfection and a mobile sludge dewatering system. A new building to house the disk filter, UV disinfection, blowers, restroom, and laboratory space will be included. Upon completion of the new facility, the existing treatment plant would be demolished.

B. Scope of Services

The selected engineering firm will be responsible for all regulatory requirements, environmental regulations, and permits needed for this project. Archaeological assessments may be required depending on the property type and location. Coordination with the State Historic Preservation Office may be necessary during the design phase.

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. The selected A/E will participate in the Encouraging Diversity, Growth & Equity (EDGE) Program as required by statute and the Agreement.

The Ohio Department of Natural Resources Division of Engineering has created a set of design guidelines for construction projects. All architects, engineers, consultants, and contractors are expected to be familiar with these design guidelines, which will be the preferred standards for all construction projects when creating final project specifications. A complete set of current guidelines is available at [Design Resources | Ohio Department of Natural Resources](#)

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.

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The selected Architect/Engineer (“A/E”) agreement may be extended and amended to add scope of work (if additional funding becomes available.)

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.

The Ohio Department of Natural Resources Division of Engineering has developed a set of design guidelines for construction projects. It is expected that all architects, engineers, consultants, and contractors will be familiar with these design guidelines which will serve as the preference for all construction projects when developing final project specifications. A complete set of current guidelines are available at <https://ohiodnr.gov/business-and-industry/services-tobusiness-industry/design-guidelines-all>.

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 wastewater treatment plant condition assessments and rehabilitation.
2. Experience in wastewater treatment plant design and plant demolition.
3. Experience in wastewater pump station design and rehabilitation.
4. Knowledge of Ohio EPA Laws and Rules and familiarity with regulatory permitting agencies having authority over wastewater related projects.
5. Construction administration and estimating experience with similar types of projects.
6. Experience in professional survey for heavy civil projects including topographic, right-of-way and boundary surveys.
7. Experience working for state and/or other governmental agencies under professional services contracts.
8. Familiarity with ODNR related projects.
9. Ability to design project scope within budget in the current market conditions.
10. Familiarity with the State of Ohio Capital Management System (OAKS CI).

C. Estimated Budget / Funding

| | |
|---------------------|-----------------------|
| State Funding: | <u>\$4,000,000.00</u> |
| Other Funding: | <u>\$0.00</u> |
| Construction Cost: | <u>\$3,600,000.00</u> |
| Total Project Cost: | <u>\$4,000,000.00</u> |

D. Anticipated Schedule

| | |
|-------------------------------------|----------------|
| Professional Services Start: | <u>05 / 26</u> |
| Construction Notice to Proceed: | <u>03 / 27</u> |
| Substantial Completion of all Work: | <u>01 / 28</u> |
| Professional Services Completed: | <u>02 / 29</u> |

E. Estimated Basic Fee Range (see note below)

6% to 8%

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 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: | <u>Engineering</u> |
| Secondary Disciplines: | <u>Select Primary Discipline</u> |
| | <u>Civil Engineering</u> |
| | <u>Mechanical-Electrical-Plumbing Eng.</u> |
| | <u>Structural Engineering</u> |
| | <u>Select Secondary Discipline</u> |
| | <u>Select Secondary Discipline</u> |
| | <u>Select Secondary Discipline</u> |

H. Additional Service Providers Required

| |
|---|
| <u>Geotechnical Engineering</u> |
| <u>Environmental Engineering</u> |
| <u>Archaeological Services</u> |
| <u>QA/QC Testing</u> |
| <u>Surveying</u> |
| <u>Special Testing & Inspections (OBC CH. 17)</u> |
| <u> </u> |
| <u> </u> |

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Select Secondary Discipline

Enter Secondary Discipline

Enter Secondary Discipline

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(es), 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* form signed by both parties with its *Statement of Qualifications*.

For all *Statements of Qualifications*, please identify the EDGE-certified Business(es), 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, if requested, should be combined into one PDF file named with the project number listed on the RFQ and your firm's name, followed by "SOQ". 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. **Electronic submittals are limited to a maximum file size of 25 MB.**

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.

CD/DVD copies of the *Statement of Qualifications*, if requested, should have the sleeve labeled with the project number and firm name, followed by "SOQ".

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Facsimile copies of the *Statement of Qualifications* will not be accepted.

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 West Branch WWTP/Lift Station Improvements Proposer Firm _____
 Project Number DNR-260016 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 50 miles | 5 | |
| | 50 miles to 100 miles | 2 | |
| | More than 100 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 | 1 | Max = 3 |
| | 5 to 10 professionals | 2 | |
| | More than 10 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 - 5 | |
| 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 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 _____