

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>Barlow &amp; Zanesville Facility Renovations</u>	Response Deadline	<u>2/20/2026</u>	<u>4:00PM</u> local time
	<u>ODNR Barlow &amp; Zanesville Support</u>			
Project Location	<u>Facilities</u>	Project Number	<u>DNR-260027</u>	
	<u>Vincent, Zanesville / Washington,</u>			
City / County	<u>Muskingum</u>	Project Manager	<u>David Kirschner</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)	<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](mailto: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](mailto: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.

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR), through its Division of Oil and Gas Resources Management (O&G), is responsible for regulating Ohio's oil and natural gas industry while safeguarding public health, environmental quality, and the state's natural resources.

O&G operates two support facilities located at:

- **Barlow:** 591 Warrior Road, Vincent, OH 45784
- **Zanesville:** 5880 Memory Road, Zanesville, OH 43701

ODNR is issuing this Request for Qualifications (RFQ) to secure professional Architectural and Engineering (A/E) design and construction administration services for renovation and expansion projects at both locations. Each site will be bid as separate construction projects.

#### Barlow Renovations

Originally constructed for the Division of Forestry, the Barlow location now serves as a general office facility for O&G. Planned improvements aim to enhance functionality, efficiency, and comfort. Key objectives include:

- **Space Reconfiguration:** Redesign the layout to create a more collaborative work environment, potentially adding a dedicated conference room.
- **Infrastructure Upgrades:** Modernize the HVAC system and improve insulation to increase energy efficiency and occupant comfort.

#### Zanesville Expansion and Modernization

To accommodate growing operational needs, the Zanesville location will undergo building expansion and targeted upgrades. Project scope includes:

- **Expansion:** Increase the building footprint to provide additional office space and a new conference room for staff collaboration.
- **Building Improvements:** Replace aging roof and windows to address wear and improve energy efficiency.

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### B. Scope of Services

The development of a complete Program of Requirements (POR) will be included as part of the Professional Design as an Additional Service. This POR development will define the anticipated programmatic scope. The POR effort should also accomplish a project scope that is prioritized to align with the project budget. Evaluation of the project construction schedule will also be a part of the POR stage. Upon award of the Agreement, commence by performing the planning study and developing the POR. The Division of Oil & Gas Resources Management would like to further define the goals for the project during the POR.

The selected A/E firm will provide assessments of existing conditions. Some alternative proposals should be presented to allow the best use of development efforts

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 of Requirements, 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 8.0 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. Ability to manage design and construction projects in an occupied office setting.
2. Experience with sustainable building design.
3. Experience with mechanical, plumbing and electrical upgrades.
4. Experience with ODNR's facility design requirements and aesthetics.
5. Experience with construction administration with similar type projects.
6. Ability to design project scope within budget in current market conditions.
7. Experience in condition assessments and rehabilitation.
8. Experience with Stakeholder communications and public information associated with natural resources related projects.
9. Experience with expedited project schedule management.
10. Experience developing project site specific Program of Requirements.

### C. Estimated Budget / Funding

State Funding:	<u>\$2,700,000</u>
Other Funding:	<u>\$0.00</u>
Construction Cost:	<u>\$2,300,000</u>
Total Project Cost:	<u>\$2,700,000</u>

### D. Anticipated Schedule

Professional Services Start:	<u>07 / 26</u>
Construction Notice to Proceed:	<u>06 / 27</u>
Substantial Completion of all Work:	<u>06 / 28</u>
Professional Services Completed:	<u>06 / 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 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)

### H. Additional Service Providers Required

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Lead A/E Discipline:	<u>Architecture</u>	<u>Geotechnical Services</u>
Secondary	<u>Select Primary Discipline</u>	<u>Program of Requirements</u>
Disciplines:	<u>Mechanical-Electrical-Plumbing Eng.</u>	<u>Interior Design</u>
	<u>Structural Engineering</u>	<u>Hazardous Material Testing</u>
	<u>Select Secondary Discipline</u>	<u>Civil Engineering</u>
	<u>Select Secondary Discipline</u>	<u>Surveying</u>
	<u>Select Secondary Discipline</u>	
	<u>Select Secondary Discipline</u>	
	<u>Select Secondary Discipline</u>	
	<u>Select Secondary Discipline</u>	
	<u>Enter Secondary Discipline</u>	
	<u>Enter Secondary Discipline</u>	

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.

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### 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".

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

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Project Name Barlow & Zanesville Facility Renovations Proposer Firm \_\_\_\_\_  
 Project Number DNR-260027 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 75 miles	5	
	75 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 5 professionals	3	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	1	
<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 2 sample projects	1	Max = 3
	2 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 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 4 projects	0 - 1	
	4 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 <a href="#">Document F199-01 - PS Selection Rating Rubric</a> . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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