

# Request for Qualifications (CM Adviser)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>Owner Agent Services FY27-28</u>	Response Deadline	<u>June 26, 2026</u>	<u>4:00 p.m.</u>	<u>local time</u>
Project Location	<u>Various</u>	Project Number	<u>DNR-2700001</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Troy P surny</u>		
Owner	<u>Ohio Department of Natural Resources</u>	Contracting Authority	<u>Local Agency</u>		
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>None</u>		
Publish Date	<u>6/5/2026</u>				

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

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to the Division of Engineering at [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 the Division of Engineering at [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 in the Q&A document.

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR) intends to select a Construction Manager (CM) / Owner's Agent to provide services supporting ODNR's multi-year Capital Improvement Program. Owner Agent Services will support the Division of Engineering (DOE) in activities including assessments, master planning, strategic planning, design, bidding/procurement, construction administration, and project close-out for construction projects across multiple ODNR divisions, including Parks & Watercraft, Wildlife, Natural Areas & Preserves, and Forestry.

ODNR's Capital Improvement Program encompasses a wide range of engineering and architectural projects, including utility infrastructure upgrades, water and wastewater treatment plant rehabilitations, roadway and parking improvements, dam and canal rehabilitations, shoreline protection, and various building construction and renovation efforts. Projects occur statewide at parks, nature preserves, forests, wildlife areas, and other ODNR facilities. Delivery methods may include General Contracting (GC), Construction Manager at Risk (CMR), and Design-Build (DB).

Program-level services include compiling, tracking, and reporting data using ODNR's Project Manager Hub and OAKS CI systems. Any supplemental platforms must be web-based, compatible with State of Ohio IT and security requirements, and capable of interfacing with commonly used software such as Microsoft Excel, Power BI, and Access. All data generated under this contract remains property of the State and must be provided in accessible, convertible formats at the conclusion of the agreement.

Planning and Design-level services include conducting or reviewing facility condition assessments, reviewing cost estimates, performing constructability reviews, developing project schedules, and supporting DOE project managers through document preparation, meeting attendance, and site visits. The Owner Agent may also support development and management of ODNR design guidelines.

Bidding/Procurement and Construction-level services include assisting with bid package development, reviewing bids and bidders, attending progress meetings, preparing field reports, reviewing contractor pay applications and change orders, coordinating materials and communications among project stakeholders, and supporting project close-out procedures.

Additional project management services include schedule development and monitoring, budget tracking, stakeholder communication, risk management, and documentation activities to help ensure successful project delivery. The Owner Agent will also provide project coordination and administrative services such as file management, contract routing, checklist preparation, pay application processing, fixed-asset reporting, and bid process support.

The selected firm will be eligible for contract award for the period beginning on or around October 2026 and ending June 2029, with potential renewal options. The selected consultant may not be an affiliate of any GC, A/E, CMR, or DB involved

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in ODNR projects during the contract period. ODNR retains the right to evaluate and restrict participation to avoid conflicts of interest.

While ODNR expects centralized support at its Fountain Square complex (2045 Morse Rd., Columbus, OH 43229), statewide travel will be required. For scoring purposes related to proximity, the Fountain Square complex will serve as the project site.

### B. Scope of Services

Primary responsibilities include overall Capital Improvements Program management, support for strategic planning, and identification of best practices for construction processes. Additional tasks may include:

- Program budget and cost accounting for approximately \$300 million in funding per biennium. Financial and contract compliance reporting.
- Programmatic and administrative support.
- Review of criteria and design documents for compliance and constructability.
- Review of AE, CMR, or DB cost estimates and preparation of independent comparative estimates.
- Participation in negotiations, including Guaranteed Maximum Price (GMP) reviews.
- Construction-phase support including pay application review, claim resolution assistance, QA/QC support, and punch-list review.
- Construction Administration, onsite observation and reporting.
- Program schedule development and management.
- Project budget, schedule, and quality management.

The CM will also provide constructability review comments, maintain cost and schedule estimates, and support the Owner throughout the Bid, Award, Construction, and Post-Construction stages, as required by the agreement.

The selected Construction Manager ("CM"), as a portion of its required Scope of Services and prior to submitting its implementation plan and proposal, will discuss and clarify with the Owner and the Contracting Authority the breakdown of the Construction Manager Agreement detailed cost components to address the Owner's project requirements and refine the project schedule. 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: provide constructability review comments on documents produced by the Architect/Engineer during the Pre-design, Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probably construction cost, value engineering, project schedules, and construction schedules; provide support during the Bid and Award Stage, Construction Stage and Post-Construction Stage.

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>.

During the construction period, provide on-site construction management services each week as designated in the CM implementation plan, including (1) attendance at progress meetings, (2) written daily reports, (3) on-site representation comprised of the CM and its consultant staff involved in the project, all having relevant and appropriate types of construction management 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. Large scale Capital Improvements Program management
2. Owner Agent Services
3. Construction & Project Management Expertise
4. Construction Claims Risk Assessment Support
5. Heavy Civil Engineering, including Dams, project support services
6. Project Cost Accounting and Financial Reporting
7. Data Collection/Management/Analysis and Reporting
8. Project Cost Estimating
9. Critical Path Method (CPM) Scheduling
10. Knowledge of State of Ohio Construction delivery methods and associated contracts

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### C. Estimated Budget / Funding

Total Project Cost	<u>\$Varies with each project</u>	State Funding	<u>\$250,000,000</u>
Construction Cost	<u>\$Varies with each project</u>	Other Funding	<u>\$0.00</u>
Estimated CM Fee	<u>.5% to 2.0%</u>		

NOTE: The CM fee percentage for this project includes all professional CM services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner or A/E, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, etc.)

### D. Anticipated Schedule

CM Services Start	<u>10 / 26</u>
Construction Stage Notice to Proceed	<u>10 / 26</u>
Substantial Completion of all Work	<u>06 / 29</u>
CM Services Completed	<u>06 / 29</u>

### E. EDGE Participation Goal

Percent of the initial Total CM Fee	<u>5.0%</u>
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### F. 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.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management tool.
- Experience and capabilities of developing cost estimates.
- 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 CM and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested CM 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 CM'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 CM's Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

**If the CM 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 CM 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.

### G. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

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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.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ or RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

Firms are requested to identify professional registrations, memberships and credentials including: CCCA, CCM, CCS, CDT, CPE, DBIA, LEED AP, 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.

# CM Adviser Selection Rating Form

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Project Name Owner Agent Services FY27-28 Proposer Firm \_\_\_\_\_  
 Project Number DNR-270001 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$2,000,000	2	
	\$2,000,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of relevant 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	
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 10	Max = 20
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 5	
d. Construction administration staff	Experience / ability of superintendent 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 additional point for every 2 percent increase in consulting services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 6 sample projects	1	Max = 3
	6 to 9 sample projects	2	
	More than 9 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4 or v4.1 projects	1	Max = 2
	Certified LEED v4 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 6 projects	0 - 1	
	6 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of consulting firm(s) and NOT the primary 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 the Green Business Certification Institute Inc.		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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