

Request for Qualifications (Criteria Architect/Engineer*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Parkwide Development and Improvements</u>	Response Deadline	<u>09/25/2026</u>	<u>4:00 PM</u> local time
Project Location	<u>Salt Fork State Park</u>	Project Number	<u>DNR-270039</u>	
City / County	<u>Lore City / Guernsey</u>	Project Manager	<u>Eric Moser</u>	
Owner	<u>ODNR - Parks & Watercraft</u>	Contracting Authority	<u>Local Agency</u>	
Delivery Method	<u>Design-Build</u>	Prevailing Wages	<u>State</u>	
Publish Date	Entered By Procurement			
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

* Criteria Architect/Engineer 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 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) through the Division of Parks and Watercraft is responsible for the management of all Park assets and facilities located throughout the State. For purposes of this request, all services by the Criteria Architect will be specific to Salt Fork State Park. Capital improvement requests are coordinated through the Division of Engineering on behalf of Parks and Watercraft. This opportunity is intended for the Department of Engineering to partner with a professional architectural firm who will serve as a Criteria Architect for project development of improvements throughout the Park. Areas of consideration include, but are not limited to: utility infrastructure (water/wastewater, electrical, HVAC upgrades); support facilities such as offices housing Park staff, law enforcement and maintenance teams; maintenance and storage facilities; as well as recreational areas such as beach, marinas, boat ramps, kayak launches, golf course, playgrounds, hiking and horse trails in addition to a variety of overnight accommodations (cabins, campgrounds, lodge). Common restroom facilities, shower houses and laundry facilities are distributed throughout the campground areas and trails. Other items identified as necessary for the function of the park facilities may also be included.

The intent of this selection process is to engage with a C-A/E to develop a Park wide master plan in conjunction with ODNR's strategic facility plans, prioritizing facility needs to serve as a roadmap for project prioritization. As ongoing scope is identified across a variety of construction related needs, the C-A/E team will provide a full set of project specific criteria documents for each initiative. The initial phase will include approximately \$2.9 million to service improvements to the wastewater system within the Park, specific to the demolition of the existing treatment plant and addition of lift stations.

All firms submitting a statement of qualifications will be eligible for award of contract for the period beginning approximately December 2026 through December 2032. However, the Criteria-AE agreement can be extended and amended to add Park scope as capital appropriations are available through future Capital Bill legislation.

B. Scope of Services

Pursuant to ORC 153.694, professional design firms selected to provide C-A/E services shall not provide any A/E of Record services for the project for which the professional design firm was selected as the C-A/E.

This planning process will include new assessments and verification of existing conditions across the Park asset inventory. The selected team will develop site specific plans for selected locations beginning with facility and site assessments. Plans will address site utilization needs of various user groups, utility infrastructure needs versus constraints, and vehicular ingress/egress issues. Plans will also include recommended construction projects and appropriate phasing.

Request for Qualifications (Criteria Architect/Engineer) continued

The selected Criteria Architect/Engineer ("C-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: Concept and Design Criteria, Best Value Selection, Preconstruction, Construction and Closeout, and Additional Services of all types including Schematic Design and Design Development if a Design-Builder is not engaged to perform these services.

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 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.

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 with the Design Build construction delivery method
2. Experience as a Criteria Architect for similar types of work
3. Experience with Phased Construction and Occupied Renovations
4. Experience with Construction Administration as a Criteria Architect/Engineer
5. Experience with OAKS CI Systems
6. Experience with Projects related to Parks and Recreation
7. Experience with Project Estimating
8. Experience with Schedule Development and Management
9. Experience with planning & executing a multiphase construction improvement program
10. Experience with Coordination of Multi-Faceted Project Scopes

C. Estimated Budget / Funding

State Funding:	<u>\$9,257,605.00</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$7,683,812.15</u>
Total Project Cost:	<u>\$9,257,605.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>01 / 27</u>
Construction Notice to Proceed:	<u>08 / 27</u>
Substantial Completion of all Work:	<u>01 / 29</u>
Professional Services Completed:	<u>01 / 30</u>

E. Estimated Basic Fee Range (see note below)

2% to 3%

F. EDGE Participation Goal

Percent of initial Total A/E Fee:	<u>5.0%</u>
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NOTE: **Basic Services** include: (1) Concept and Design Criteria, (2) Best Value Selection, (3) Preconstruction, and (4) Construction and 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 Criteria A/E	
Discipline:	<u>Architecture</u>
Secondary	<u>Mechanical-Electrical-Plumbing Eng.</u>
Disciplines:	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u></u>
	<u></u>
	<u></u>
	<u>Select Secondary Discipline</u>
	<u>Select Secondary Discipline</u>

H. Additional Service Providers Required

<u>Commissioning Services</u>
<u>Survey</u>
<u></u>
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Request for Qualifications (Criteria Architect/Engineer) continued

Enter Secondary Discipline

Enter Secondary Discipline

NOTE: The lead Criteria 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 Criteria A/E firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <https://ofcc.ohio.gov>.

Interested Criteria 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 Criteria 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 Criteria 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 Criteria 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*.

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 Criteria 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".

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.

Criteria Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Salt Fork State Park Parkwide Development and Improvements Proposer Firm _____
 Project Number DNR-270039 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 \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	3	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	1	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project criteria 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 accurate and complete design criteria	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 2 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
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 method	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 6 projects	0 - 1	
	6 to 9 projects	2 - 3	
	More than 9 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 .		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____