

Request for Qualifications (Registered Professional – Statewide Canal Improvements)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Statewide Canal Survey</u>	Response Deadline	<u>7/1/2026</u>	<u>4:00pm</u>	<u>local time</u>
Project Location	<u>Statewide</u>	Project Number	<u>DNR-270062</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Nazli Wodzinski</u>		
Owner	<u>Ohio Department of Natural Resources</u>	Contracting Authority	<u>Local Agency</u>		
Delivery Method	<u>N/A</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>		

* “Registered 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 or surveyor 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 the Division of Engineering at 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 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

As part of the Ohio Department of Natural Resources (ODNR) Statewide Canal Improvements, ODNR is requesting professional survey services on the Ohio and Erie (O&E) as well as the Miami and Erie (M&E) canal systems.

Both the O&E and M&E Canals were constructed during the 1820’s and through the mid 1840’s. They provided a hydraulic-based connection from Lake Erie to the north and the Ohio River to the south. The canals flourished from the late 1830’s to the early 1860’s, providing safe passage of goods, material, and people. After the Great Flood of 1913, canal use for transportation came to an end. In 1961 administration of the Canal Lands was given to the Department of Public Works, now the Department of Administrative Services. The Ohio Department of Natural Resources assumed administrative control of the Ohio Canal Lands in 1972. Today, ODNR continues to own and operate the series of canals in coordination with neighboring state parks, specifically Portage Lakes (O&E) and Grand Lake St Mary’s (M&E) State Parks.

The primary objective of this project is to gather complete survey information for various sections of the O&E and M&E canal systems. In many locations, ODNR’s survey information is currently incomplete or not fully developed. The State of Ohio holds title to all canal lands in fee simple. Since title was historically taken by appropriation, no deeds for the transfer to the State of Ohio exist. The State of Ohio commissioned surveys of the canal lands and ownership between 1890 and 1915, but relatively limited survey work has been completed in these areas since this time.

With this project, the selected firm will be required to provide support in various locations on a task-order basis. The selected firm will be expected to coordinate all work with the ODNR Office of Real Estate and Land Management (REALM). Anticipated work includes:

- Provide basemaps for improvement projects and CAD and/or GIS basemaps and data layers for future engineering design.
- Property investigation for currently owned properties and future improvement projects including title research, locate and tie down historical canal property lines.
- Update property mapping to show locations of properties no longer under ODNR ownership. Updated mapping should be completed in a manner that anticipates use in future agreements, acquisitions, appraisals, negotiations, etc.

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As scope and associated costs are solidified, projects of similar types, scope and budget may be added or removed as ODNR initiatives and funding allow.

While ODNR anticipates centralized services from the selected Consultant at the ODNR Fountain Square complex at 2045 Morse Road, Columbus, Ohio 43229, travel will be necessary to complete the services. For the purposes of scoring proximity to project site, the ODNR Fountain Square complex will be considered the project site.

B. Scope of Services

The selected firm, under the direct supervision of a Licensed State of Ohio Professional Surveyor, will complete topographic and boundary retracement surveys, associated mapping, research, and develop related reports that will later be used by ODNR or others to complete property leases, acquisitions, and/or capital improvements. Firm must have the ability to provide expert witness testimony to defend boundary conclusions, if necessary.

Relevant historical reports, assessments, inspections, and as-built drawings will be provided only to short-listed firms. Additional documentation will not be provided during the initial RFQ phase of the selection process.

The selected surveyor, 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 Consultant Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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>.

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-to-business-industry/design-guidelines-all>.

Although no construction administration services will be needed for this project, additional onsite representative time for meetings or technical support may be necessary in coordination with ODNR field staff.

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 providing survey information for preliminary site investigation, master planning, and project assessments.
2. Boundary retracement and topographic survey and property evaluation experience with Ohio canal era infrastructure.
3. Experience with designated property uses and associated ownership agreements type.
4. Experience providing survey information for various types of property acquisitions.
5. Experience with property research and drafting for large scale surveying operations.
6. Experience with ODNR survey guidelines, field codes, and CAD templates.
7. Experience with implementing a large-scale surveying program.
8. Experience with State of Ohio GIS systems and Esri geodatabases.
9. Experience with encroachment identification and reconciliation.
10. Experience in development of control networks with In-house Static GNSS processing.

C. Estimated Budget / Funding

State Funding:	<u>\$1,608,000.00</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$0</u>
Total Project Cost:	<u>\$1,608,000.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>10 / 26</u>
Construction Notice to Proceed:	<u>N/A</u>
Substantial Completion of all Work:	<u>N/A</u>
Professional Services Completed:	<u>12 / 28</u>

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E. Estimated Basic Fee Range (see note below)

N / A

F. EDGE Participation Goal

Percent of initial Total A/E Fee:

5.0%

NOTE: **Basic Services** include: (1) Study and Report, (2) Preliminary Design, (3) 50% Design, (4) 90% Design (5) 100% Design, (6) Bidding and Award OR GMP Proposal and Amendment (as applicable), (7) Construction Administration, and (8) Closeout services. The **Basic Fee** includes all professional design 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: Professional Survey Services

Secondary

Disciplines:

H. Additional Service Providers Required

Real Estate Services

Civil Engineering

GIS Data Management

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 firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.
- The ideal firm will present a project team that is provide a team that is local and / has locally based knowledge and experience with retracement procedures on Canal Lands. Ideal firm would have project teams that are regionally based to cover projects in both canal locations. Miami and Erie, and Ohio and Erie.
- Firm shall have a valid Certificate of Authorization with the State of Ohio.
- Expertise working with other state canal systems is desired.
- Can serve the project with a reasonable timeframe. Ability to respond to urgent or unscheduled field meetings.

Interested 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 Enterprise(s), as a part of the firm'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 <http://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

If the 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*.

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For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

Interested 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 <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. 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.

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.

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.

Architect / Engineer Selection Rating Form (Registered Design Professional – Statewide Canal Improvements)

State of Ohio Standard Forms and Documents

Project Name Statewide Canal Survey Proposer Firm _____
 Project Number DNR - 270062 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 150 miles	5
	150 miles to 200 miles	2
	More than 200 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 10 professionals	3
	10 to 20 professionals	2
	More than 20 professionals	1
		Max = 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
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 15
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 - 0
		Max = 20
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	1
	2 to 4 sample projects	2
	More than 4 sample projects	3
b. Experience with projects subject to Ohio Canal Lands (ORC Section 1520.02 & 1520.03 et al)	Less than 2 projects	0 - 1
	2 to 4 projects	2 - 3
	More than 4 projects	4 - 5
c. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2
		Max = 3
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 2 projects	0 - 3
	2 to 4 projects	4 - 6
	More than 4 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 2 projects	0 - 1
	2 to 4 projects	2 - 3
	More than 4 projects	4 - 5
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm		Subtotal

Notes:

Evaluator:

Name _____

Signature _____ Date _____