Request for Qualifications (Registered Design Professional*)
State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	Dillon State Park & Pymatuning State Park Improvements	Response Deadline	10/23/2026	4:00PM	local time
Project Location	Various	Project Number	DNR270067		
City / County	Various / Various	Project Manager	Kyle Ruha		
Owner	Department of Natural Resources	Contracting Authority	Local Agency		
Delivery Method	General Contracting	Prevailing Wages	State		
Publish Date	**10/1/2026**				

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 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

The Ohio Department of Natural Resources (ODNR), through the Divisions of Parks and Watercraft is responsible for the management of maintenance and operational support facilities located at properties across the State. This Request for Qualifications (RFQ) is being issued to obtain Professional Design (A/E) services for the renovation and/or replacement of existing facilities. The current structures exist in varying degrees of condition and require evaluation and assessment prior to design. Each building design scope will be based on the specific needs of the location to better accommodate staff, equipment and maintenance needs of day-to-day operations.

Dillon State Park-Vinyl Shop, Building renovations/roof replacement
The project involves a comprehensive renovation of the existing building to improve structural integrity, functionality, and overall building performance. Work will include assessment of current conditions, demolition deteriorated or obsolete components, and installation of updated building systems and finishes. A significant portion of the renovation will focus on the replacement of the existing roof system to address aging materials, water infiltration concerns, and energy efficiency requirements. Additional renovation activities may include interior updates, exterior envelope repairs, electrical and mechanical upgrades, accessibility improvements, and site work as required to meet building codes and project goals.

Pymatuning State Park-Custodial Building Improvements
The project involves renovation and modernization of the existing building primarily utilized by custodial staff to support laundry operations. Work will include evaluation existing conditions, removing outdated or deteriorated materials, and upgrading spaces to better accommodate custodial staff operations. Renovations may include improvements to flooring, walls, lighting, ventilation, and plumbing fixtures to ensure durability and ease of maintenance. Upgrades may also address safety and operational improvements such as updated electrical systems, improved accessibility, and optimized circulation for equipment movement. Additional renovation activities may include site work as required to meet building codes and project goals.

These projects are being administered by ODNR pursuant to Ohio Revised Code Section 1501.011(B)(1)(c).
This RFQ includes projects for the design and construction of maintenance/operational support facilities at two individual locations:

Owning Division	Facility	Anticipated Work	Anticipated Budget
#1) Parks and Watercraft	Dillon State Park	Nashport, Muskingum County, Ohio Vinyl Shop Building renovation/roof replacement	$ 1,019,000.00
#2) Parks and Watercraft	Pymatuning State Park	Andover, Ashtabula County, Ohio Custodial/Laundry Building renovation	$ 1,608,000.00
		Total:	**$2,627,000.00**

Through this selection process, ODNR anticipates engaging with one Architectural firm to provide professional services for design, permitting, bidding and construction administration for facilities as outlined and as directed by the ONDR Department of Engineering.

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 development of a Program of Requirements (POR) will be included as part of the Professional Design as an Additional Service. The project scope will be evaluated, prioritized, and defined to align with the project budget. Evaluation of the project construction schedule will also be part of the POR stage. Upon award of the Agreement, the selected firm will commence by developing the Program of Requirements.

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.

The selected firm shall apply for and obtain all necessary regulatory permits, maintain current estimates of probable construction costs through the design phase, and provide construction administration services. Permitting and/or coordination with United States Army Corps of Engineers (USACE), United States Fish and Wildlife Service (USFWS), ODNR Dam Safety Program, ODNR Division of Wildlife, Ohio Environmental Protection Agency (OEPA), State Historic Preservation Office (SHPO), and the local floodplain administrators will be required. The selected firm will provide the engineering analysis and calculations needed to advance the design, including structural, geotechnical, and hydraulics engineering.

All design and construction shall comply with the current editions of all applicable national, state, and local codes, as well as accessibility standards, including ADA, ICC A117.1, and the ABA Outdoor Developed Areas Guidelines. 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 is available at https://ohiodnr.gov/business-and-industry/services-to-business-industry/design-guidelines-all.

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.

It is important to note that this project will require the assembly and coordination of separate bid packages based on the breakdown of the client divisions and locations noted on page one (minimum of three packages).

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 12 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 design and manage phased construction projects with multiple sites under one contract.
2. Experience in condition assessments and rehabilitation of storage, equipment, and maintenance facilities.
3. Ability to design project scope within budget under current market conditions.
4. Experience with mechanical, plumbing and electrical upgrades.
5. Experience with ODNR projects.
6. Experience with park facility design requirements and aesthetics at a State Park level.
7. Experience designing work of similar scopes (i.e. Building Renovations, MEP Systems, Roof Replacement).
8. Experience with cost estimating.
9. Experience with construction administration with similar type projects.
10. Experience managing capital projects utilizing the State of Ohio contract documents and OAKS CI.

C. Estimated Budget / Funding

State Funding:	$2,627,000.00
Other Funding:	$0
Construction Cost:	$2,213,274.50
Total Project Cost:	$2,627,000.00

D. Anticipated Schedule

Professional Services Start:	03 / 27
Construction Notice to Proceed:	10 / 27
Substantial Completion of all Work:	06 / 28
Professional Services Completed:	06 / 29

E. Estimated Basic Fee Range (see note below)

7% 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)		**H. Additional Service Providers Required**
Lead A/E Discipline:	Architecture	Hazardous Material Removal design/inspection
Secondary	Engineering	Environmental Engineering
Disciplines:	Structural Engineering	Geotechnical Services
	HVAC Engineering	Cultural Services
	Mechanical Engineering	QA/QC Testing
	Plumbing Engineering	
	Electrical Engineering	
	Surveying	
	Civil Engineering	
	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".

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 Dillon SP & Pymatuning SP Improvements
Project Number DNR270067
Proposer Firm
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 100 miles	5		
	100 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 5 professionals	3	Max = 3	
	5 to 8 professionals	2		
	More than 8 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 design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	Max = 20	
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		
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 4 sample projects	1	Max = 3	
	4 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 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 8 projects	2 - 3		
	More than 8 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