

Request for Qualifications (Criteria Architect/Engineer*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	Statewide Campground Improvements FY 27-28	Response Deadline	7/1/2026	4:00 PM	local time
Project Location	Various	Project Number	DNR-270071		
City / County	Various / Various	Project Manager	Ray Moone		
Owner	Ohio Department of Natural Resources	Contracting Authority	Local Agency		
Delivery Method	Design-Build	Prevailing Wages	State		
Publish Date	Entered By Procurement				
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1		

* 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 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 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

Criteria Architect/Engineer (C-A/E) services are being requested to provide a Program of Requirements (POR), criteria documents, and construction administration for statewide campground improvements at ODNR facilities. Additionally, the selected team will conduct facility assessments and collaborate with Parks and Watercraft staff to identify needs such as change-of-use requirements, operating efficiencies, long-term maintenance and durability concerns, and anticipated customer demands.

The Ohio Department of Natural Resources (ODNR) manages campgrounds at 76 State Parks, encompassing more than 8,970 campsites. The purpose of this project is to continue the statewide campground improvement program initiated in 2015. ODNR aims to expand the availability of “full-service campsites,” which include 50-amp electrical service, potable water, and sanitary sewer hookups at select locations. The project also includes the renovation and replacement of shower houses, restrooms, water and wastewater systems, facility enhancements, and roadway improvements.

The project will include holistic assessments of existing utility and infrastructure conditions (water, sewer, storm drainage, electric, and paving) at each park. This assessment will address material conditions, service sources, capacity, and potential for expansion. The presence of asbestos-containing subgrade piping must be determined through investigation to support a design plan that addresses both immediate and future facility needs, including utility service infrastructure capabilities, wastewater treatment capacity, and existing service connection limitations. Many existing electrical connections do not provide the level of service required by modern RVs. The C-A/E will also evaluate usage and capacity to determine the appropriate size and number of fixtures for each planned wash house. These assessments will be used to develop criteria documents for construction needs at each site, including phased construction strategies for occupied campgrounds.

Construction will be undertaken to create the required number of full-service RV sites, full-service sites with “pull-through” access for large RVs, and partial-service sites (e.g., electrical only or potable water only), as allowed by each site’s physical characteristics. Construction and renovation of wash houses, camp store/check-in buildings, and restroom buildings will be identified in each phase, along with any required site improvements or utility infrastructure upgrades.

Through this selection process, ODNR intends to engage a C-A/E to provide planning and criteria documents for the statewide campground program. ODNR is targeting improvements to full-service sites, additional partial-service sites, camp store/check-in buildings, wash houses, and electrical systems for the campgrounds listed below. ODNR may elect to include similar scopes of work at additional campground locations if funding allows. Renovations may include providing electrical, water, and sewer services to create full-service campsites. Some campsites may require only electrical service.

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Site work may include grading, drainage, and asphalt or concrete repair. The exact number of additional sites may increase or decrease based on design and budget constraints.

Owning Division	Facility	Scope of Work	Budget
Parks & Watercraft	Barkcamp	Camp Building and Roadway Rehabilitation	\$5,000,000.00
Parks and Watercraft	Delaware	Camp Store Check-in Building	\$3,215,000.00
Parks and Watercraft	Geneva	Stormwater Improvements & Sitework	\$2,679,000.00
Parks and Watercraft	Kelleys Island	Shower House (2) Rehabilitation	\$2,590,000.00
Parks and Watercraft	Mohican	Water Distribution Upgrades	\$5,261,000.00
Parks and Watercraft	Wolf Run	Sewer Improvements, Shower House Replacement (2), & upgrade ~25 Electric Sites	\$6,000,000.00

The C-A/E will be engaged to assess existing water and wastewater system conditions at Wolf Run State Park and to develop cost-effective strategies for connecting park facilities to the local water and/or sewer utility provider. Where utility connection is determined to be infeasible whether due to cost, technical constraints, or lack of interest from the local utility the C-A/E will instead be tasked with defining appropriate on-site system remediation or replacement solutions within the project's criteria documents. As part of this effort, the C-A/E will also be responsible for facilitating coordination between ODNR and the local utility provider, including assisting in discussions and negotiations related to user agreements.

Phased construction efforts must be considered throughout the design process to maintain the highest possible occupancy levels.

All regulatory and environmental compliance, including permitting, will be the responsibility of the selected C-A/E. Archaeological assessments may be required depending on property type and location. This project must be completed in accordance with the Clean Air Act and the Federal Water Pollution Control Act. All selected engineering firms will be required to execute a Byrd Anti-Lobbying Certification.

As scope and associated costs are refined, projects of similar type, 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 required to complete the services. For the purposes of scoring proximity to the project site, the ODNR Fountain Square complex will be considered the project location.

B. Scope of Services

The selected team will develop site specific plans to coordinate with existing master plans and [DNR Design Guidelines](#), for selected locations beginning with facility and site assessments. Criteria plans will address the site utilization needs of various user groups, utility infrastructure needs versus constraints, and vehicular ingress/egress issues. Criteria plans will also include recommended construction projects and appropriate phasing.

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.

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 Contracting Authority, the cost breakdown of the Architect/Engineer 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.

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As required by the Agreement, and as properly authorized, provide the following categories of services: Concept and Design Criteria, Best Value Selection, Preconstruction, GMP Phase Services, 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.

The C-AE will obtain and review ODNR Campground Design Guidelines and ensure that the work products through all phases of the agreement are consistent with the intent expressed within. ODNR Campground Design Guidelines will be available to the selected firm.

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. Experience with developing criteria documents similar scope (campgrounds, public use shower-houses and restrooms).
2. Experience with environmental permitting and cultural resources assessment services.
3. Ability to manage design and construction projects in an occupied State Park setting.
4. Experience coordinating with USACE.
5. Experience with subsurface utility and wastewater treatment system assessments.
6. Experience with construction administration as a Criteria Architect/Engineer
7. Experience with construction cost-estimating/analysis for natural resource facilities.
8. Experience managing the State of Ohio contract documents and OAKS CI.
9. Experience with ODNR Capital improvement projects.
10. Ability to manage concurrent multi-site design and construction.

C. Estimated Budget / Funding

State Funding: \$24,745,000.00
 Other Funding: \$0
 Construction Cost: \$24,250,100.00
 Total Project Cost: \$24,745,000.00

D. Anticipated Schedule

Professional Services Start: 10 / 26
 Construction Notice to Proceed: 01 / 28
 Substantial Completion of all Work: 11 / 29
 Professional Services Completed: 11 / 30

E. Estimated Basic Fee Range (see note below)

1% to 2%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

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: Architecture
 Secondary
 Disciplines: Civil Engineering
Mechanical-Electrical-Plumbing Eng.
Structural Engineering
Landscape Architecture
Surveying

H. Additional Service Providers Required

Program of Requirements
Geotechnical Services
Environmental Services
Hazardous Materials
Cultural Services
Special Inspections OBC17

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_____	_____
_____	_____

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 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".

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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 Statewide Campground Improvements Proposer Firm Proposer Firm
 Project Number DNR-270071 City, State, Zip 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 250 miles	2	
	More than 250 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 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	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 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 3 sample projects	0	
	3 to 6 sample projects	2	
	More than 6 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 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 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](#).

Subtotal	
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Notes:

Evaluator:

Name _____

Signature _____ Date _____