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

Administration of Project: Local Agency

Project Name	Geneva State Park Campground Stormwater & Site Improvements	Response Deadline	10/30/2026	4:00PM	local time
Project Location	Geneva Park Campground 6412 Lake Road, 44041	Project Number	DNR270074		
City / County	Geneva / Ashtabula	Project Manager	Mike Rekstis		
Owner	Department of Natural Resources	Contracting Authority	Local Agency		
Delivery Method	General Contracting	Prevailing Wages	State		
Publish Date	**10/13/2026**				

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) is requesting professional engineering services to provide final design and construction stage services for this project located at Geneva State Park. The Geneva campground is located within an area with poor drainage infrastructure and frequent flooding. The campground was constructed during 1979, with a drainage system consisting primarily of infiltration trenches. Catch basins and additional french drains have been added since construction, however, drainage areas persist. Drainage does not readily flow away from camp areas and often ponds along roadways and within various campsites. Drainage issues exist throughout the entire campground facility, with most issues being located within the camping areas.

A Surface Water Drainage Study was completed during 2022. The purpose of this study was to evaluate the existing surface drainage issues and explore potential solutions. This assessment will be provided to short-listed firms only. The existing drainage system needs to be replaced and is expected to be best located in the approximate location of the existing system. The proposed system is expected to be a combination of a new storm sewers with new underdrains/french drains.

The following should be considered:

- Extension of the system along Road D to shorten the distance to the outlet.
- Additional catch basins on storm sewer extensions.
- Improvement on infiltration trench design to minimize clogging and provide more frequent outlets
- Ditch grading at the outlets to provide adequate fall (expected at 1 location).
- Avoidance of existing (and recently installed) electric and sanitary sewer utilities.

B. Scope of Services

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. All work shall be performed in compliance with all applicable regulatory requirements. Topographic surveying, boundary surveying, geotechnical engineering, ecological assessments, and cultural resources assessments will be required. Permitting and/or coordination with United States Army Corps of Engineers (USACE), United States Fish and Wildlife Service (USFWS), ODNR Division of Wildlife, Ohio Environmental Protection Agency (OEPA), State Historic Preservation Office (SHPO), and the local

floodplain administrators may be required. The selected firm will provide the engineering analysis and calculations needed to advance the design, including all necessary engineering specialties.

Relevant historical reports, assessments, inspections, and as-built drawings will be provided only to short-listed firms. These historical documents include the Surface Water Drainage Study, Electric Utility Infrastructure construction plans and Sanitary System Improvements. Additional documentation will not be provided during the initial RFQ phase of the selection process.

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 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.

As required by the Agreement, and as properly authorized, the selected A/E will provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Documents, Bid and Award Support or GMP Proposal and Amendment (as applicable), Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

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 16 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 preliminary site investigation, drainage master planning, and project assessments.
2. Experience with boundary and topographic survey.
3. Experience with hydrologic, hydraulic and flood routing analyses.
4. Experience with design of drainage improvements and plans preparation for construction.
5. Experience with construction administration with similar type projects.
6. Experience with construction cost estimating.
7. Permitting experience.
8. Experience with working with various utilities.
9. Campground / park setting experience.
10. Experience with public construction and working with state and/or other governmental agencies.

C. Estimated Budget / Funding

State Funding:	$2,679,000
Other Funding:	$0
Construction Cost:	$2,310,000
Total Project Cost:	$2,679,000

D. Anticipated Schedule

Professional Services Start:	02 / 27
Construction Notice to Proceed:	02 / 28
Substantial Completion of all Work:	12 / 28
Professional Services Completed:	11 / 29

E. Estimated Basic Fee Range (see note below)

6% to 10%

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)

Lead A/E Discipline:	Engineering
Secondary Disciplines:	Engineering
	Surveying
	Select Secondary Discipline

H. Additional Service Providers Required

Environmental Permitting
Geotechnical Services
Cultural Services

Select Secondary Discipline	QA/QC Testing
Select Secondary Discipline	
Select Secondary Discipline	
Select Secondary Discipline	
Select Secondary Discipline	
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: Geneva State Park Campground Stormwater & Site Improvements
Project Number: DNR270074
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	1	Max = 3	
	5 to 8 professionals	2		
	More than 8 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 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 _____