

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

|                  |  |                       |              |        |            |
|------------------|--|-----------------------|--------------|--------|------------|
| Project Name     | Cowan Lake State Park Marina, Sailing Club, and Beach Improvements | Response Deadline     | 6/22/2026    | 4:00pm | local time |
| Project Location | Cowan Lake State Park  | Project Number        | DNR-270116   |        |            |
| City / County    | Wilmington / Clinton County  | Project Manager       | Alex Hale    |        |            |
| Owner            | Ohio Department of Natural Resources                               | Contracting Authority | Local Agency |        |            |
| Delivery Method  | CM at Risk   | Prevailing Wages      | State        |        |            |
| Publish Date     | 6/3/2026   |                       |              |        |            |

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 the Division of Engineering at [engineering@dnr.ohio.gov](mailto: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](mailto: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 in the Q&A document.

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR) Division of Parks and Watercraft operates Cowan Lake State Park. Cowan Lake State Park features a 700-acre, 10-horsepower lake popular with boaters and fishermen; recreation on the lake is supported by a marina, several boat ramps, a pavilion at the beach and other facilities. The Cowan Lake Sailing Association facility contains a seawall and dock.

ODNR intends to procure Architectural/Engineering Services for improvements to facilities at Cowan Lake State Park Marina and Beach. Replacement of the three thousand square foot marina retail building, boarding/courtesy/fuel docks and marina seawall are needed as these facilities have reached the end of their useful life. The new marina building should include the following features: retail space, staff support area, storage space, an employee restroom, public restroom facilities accessed from the exterior and consideration for a garage area for boat maintenance. Coordination will be needed to establish a water service connection with the nearby public water supply, and an evaluation of the septic system will be necessary to determine if it has the capacity to handle the needs of the new facility. The above ground fuel storage tank and associated dispensing system will need to be evaluated to determine if it should remain in service or be replaced with new equipment.

Additionally, evaluation of the two-lane boat launch in the marina area will be necessary to determine whether it should be rehabilitated or replaced, and a ramp at the concessionaire marina building will also need to be considered for potential decommissioning.

Scope also includes the design of improvements to the beach area including installation of a new shelter and playground. Additionally, this site will include an expansion to existing site parking and drainage improvements to the area.

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.

#### B. Scope of Services

As required by the Agreement, and as properly authorized, provide the following categories of services: Program of Requirements, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

## Request for Qualifications (Registered Design Professional) continued

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 a proposal, 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, 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.

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.

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. Accordingly, the contract with the selected firm may be extended and amended to meet the goals of ODNR's Capital Improvements Program.

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 project scope within budget in current market conditions
2. Ability to manage design and construction projects in an occupied State Park setting
3. Experience in professional survey for civil projects including topographic, right of way and boundary surveys
4. Experience with designing work for construction below normal lake levels
5. Experience with design, permitting and construction for boating access improvements
6. Experience with designing ADA boating facilities
7. Experience in condition assessments and rehabilitation
8. Experience with building renovation and new installations
9. Ability to manage design and phased construction projects with multiple phases under one contract
10. Ability to manage design and construction projects under the CMR delivery model

### C. Estimated Budget / Funding

|                     |                       |
|---------------------|-----------------------|
| State Funding:      | <u>\$5,264,000.00</u> |
| Other Funding:      | <u>\$0.00</u>         |
| Construction Cost:  | <u>\$4,464,000.00</u> |
| Total Project Cost: | <u>\$5,264,000.00</u> |

### D. Anticipated Schedule

|                                     |                |
|-------------------------------------|----------------|
| Professional Services Start:        | <u>10 / 26</u> |
| Construction Notice to Proceed:     | <u>10 / 27</u> |
| Substantial Completion of all Work: | <u>06 / 29</u> |
| Professional Services Completed:    | <u>06 / 30</u> |

### E. Estimated Basic Fee Range (see note below)

6.0% to 8.0%

### 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

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**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: Architecture

Secondary Engineering

Disciplines: Civil Engineering

Surveying

Structural Engineering

Mechanical-Electrical-Plumbing Eng.

Landscape Architecture

Select Secondary Discipline

Select Secondary Discipline

Enter Secondary Discipline

Enter Secondary Discipline

**H. Additional Service Providers Required**

Geotechnical Testing

Construction Testing

Coastal Engineering

Waterways Permitting

Environmental Engineering

Cultural Resources

Utility Engineering & Coordination

 

 

 

 

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.

Interested A/E firms shall provide a plan outlining how they will integrate design and construction documents with ODNR's GIS database and asset inventory.

**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.

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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

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Project Name Cowan Lake Marina and Beach Improvements Proposer Firm \_\_\_\_\_  
 Project Number DNR-270116 City, State, Zip \_\_\_\_\_

| Selection Criteria   |  | Value           | Score    |
|--|--|-----------------|----------|
| <b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>   |  |                 |          |
| a. Proximity of firm to project site   | Less than 75 miles   | 5               |          |
|  | 75 miles to 150 miles  | 2               |          |
|  | More than 150 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 4 professionals  | 1               | Max = 3  |
|  | 4 to 8 professionals   | 2               |          |
|  | More than 8 professionals  | 3               |          |
| <b>2. Primary Firm Qualifications (Maximum 30 points)</b>  |  |                 |          |
| a. Project management lead   | Experience / ability of project manager to manage scope / budget / schedule / quality            | 0 - 10          | Max = 20 |
| b. Project 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 fully coordinated construction documents       | 0 - 5           |          |
| d. Construction administration staff   | Experience / ability of field representative to identify and solve issues during construction    | 0 - 5           |          |
| <b>3. Key Consultant Qualifications (Maximum 20 points)</b>  |  |                 |          |
| 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           |          |
| <b>4. Overall Team Qualifications (Maximum 10 points)</b>  |  |                 |          |
| 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           |          |
| <b>5. Overall Team Experience (Maximum 30 points)</b>  |  |                 |          |
| 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 8 projects  | 4 - 6           |          |
|  | More than 8 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 6 projects  | 2 - 3           |          |
|  | More than 6 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 <a href="#">Document F199-01 - PS Selection Rating Rubric</a> .<br>** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™ |  | <b>Subtotal</b> |          |

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_