# Request for Qualifications (Planning Services)
## State of Ohio Standard Forms and Documents

**Administration of Project:** Local Agency

| | | | |
|---|---|---|---|
| Project Name | Statewide Environmental Review FYs 2027-2029 | Response Deadline | November 6, 2026 4:30 P.M. local time |
| Project Location | Statewide | Project Number | DNR-27REALM01 |
| City / County | various / various | Project Manager | Michael Pettegrew |
| Owner | ODNR -Office of Real Estate and Land Management | Contracting Authority | Local Agency |
| Publish Date | **10/23/2026** | Ohio Register Number | **Entered By Procurement** |
| No. of paper copies requested (stapled, not bound) | 0 | No. of electronic copies requested (PDF) | 1 |

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

The Ohio Department of Natural Resources (ODNR), Office of Real Estate & Land Management (REALM), is requesting professional environmental consulting services to supplement existing staff within the Environmental Services Section. The Environmental Services Section is responsible for environmental review and coordination activities supporting permit reviews, transportation projects, conservation initiatives, utility siting projects, and other public and private development projects throughout Ohio. Timely environmental review is critical to project delivery, regulatory compliance, natural resource protection, and coordination among federal, state, and local agencies. The selected consultant will provide technical expertise and staff augmentation to assist ODNR in maintaining review schedules and addressing fluctuating workloads.

Services are expected to support environmental review activities associated with National Environmental Policy Act (NEPA) reviews, transportation projects, environmental permitting, ecological assessments, natural resource compliance reviews, mitigation planning and monitoring, Geographic Information System (GIS) support, and coordination with state and federal agencies. Work may occur remotely, at ODNR's Fountain Square Complex, and at project locations throughout Ohio.
The selected consultant will be expected to work closely with REALM Environmental Services staff to ensure review activities continue to be completed within established program timelines and in accordance with applicable regulations, policies, and interagency agreements. The current workload is approximately 2,000 project reviews per year coordinated with Environmental Review letters produced within a 30 calendar day review timeframe.

The selected firm will be eligible for contract award for the period beginning on or around January 2027 and ending June 2029, with expected contract amendments in June 2027 and June 2028 based on expected available funding.

While ODNR expects centralized support at its Fountain Square complex (2045 Morse Rd., Columbus, OH 43229), statewide travel will be required. For scoring purposes related to proximity, the Fountain Square complex will serve as the project site.

#### B. Scope of Services

Environmental Review Support
- Assist with ODNR Environmental Review Program activities. The workload will be approximately 2,000 reviews per year, all completed within 30 calendar days.
- Conduct quality assurance and quality control reviews of environmental review submissions.
- Coordinate reviews with ODNR divisions and project applicants.
- Assemble departmental Environmental Review letters based on technical review comments provided by Division reviewers.
- Assist with permit reviews and environmental compliance activities.
- Address inquiries from internal and external customers.

- Delivery (by electronic means) timely response of Environmental Review letters to applicants.
- Maintain and operate state issued laptop.

Training and Technical Assistance
- Assist with preparation and updating of technical guidance documents and manuals.
- Develop presentations and training materials.
- Deliver technical training related to environmental review and natural resource management topics.

The selected consultant, 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Environmental Review and any Additional Services as agreed upon as provided by the Consultant and their sub-consultants.

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.

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. Project Delivery Method:Choose an item.
2. Role on Project:OA
3. Experience supporting state or federal environmental review programs.
4. Experience coordinating environmental reviews among multiple regulatory agencies.
5. Experience with NEPA-related environmental review and permitting activities.
6. Experience preparing environmental technical reports and reviewing documentation.
7. Experience utilizing GIS for environmental review, mapping, and resource management.
8. Experience with environmental database management and tracking systems.
9. Experience, training, and knowledge of ecological surveys/methodologies and natural resources regulations.
10. Experience providing technical environmental training and guidance.

**C. Estimated Budget/Funding**

Total Project Cost $50,000.00

State Funding $50,000.00

Other Funding $50,000.00

**D. Services Required** (see note below)

Primary Environmental Review

Secondary

Others

**E. Anticipated Schedule**

Planning Services Start 01 / 27

Planning Services Completed 06 / 29

**F. EDGE Participation Goal**

Percent of *initial* Total Planning Fee 0%

**G. Evaluation Criteria for Selection**

- Demonstrated ability to meet Owner's 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.
- 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.

### H. 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, 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 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.

# Planning Services Selection Rating Form
## State of Ohio Standard Forms and Documents

Project Name Statewide Environmental Review FYs 2027-2029 Proposer Firm Proposer Firm

Project Number DNR-27REALM01 City, State, Zip City, State, Zip

| Selection Criteria | | Value | | Score |
|---|---|---|---|---|
| **1. Firm Location, Workload and Size** (Maximum 15 points) | | | | |
| a. Proximity of firm to project site | Less than 100 miles | 5 | | |
| | 100 to 150 miles | 2 | | |
| | More than 150 miles | 0 | | |
| b. Amount of fees awarded by Contracting Authority | Less than $1,000,000 | 5 | | |
| | $1,000,000 to $2,000,000 | 2 | | |
| | More than $2,000,000 | 0 | | |
| c. Number of relevant professionals | Less than 2 planning professionals | 1 | Max = 5 | |
| | 2 to 4 planning professionals | 2 | | |
| | More than 4 planning professionals | 3 | | |
| **2. Primary Qualifications** (Maximum 30 points) | | | | |
| a. Master planning lead | Experience / ability of lead master planner to manage visioning / capital improvement plans | 0 - 10 | | |
| b. Assessment lead | Experience / ability of lead to manage assessors of various disciplines | 0 - 0 | Max = 20 | |
| c. Planning staff | Experience / ability of planning staff to develop long range master plans | 0 - 0 | | |
| d. Technical staff | Experience / ability of assessors to accurately collect data and evaluate systems and components | 0 - 20 | | |
| **3. Sub-Consultant Qualifications** (Maximum 10 points) | | | | |
| Key discipline leads | Experience / ability of all key discipline leads to effectively perform the services | 0 - 10 | | |
| **4. Project Team Qualifications** (Maximum 15 points) | | | | |
| a. Previous team collaboration | Less than 2 projects (Low) | 0 | Max = 5 | |
| | 2 to 4 projects (Average) | 2 | | |
| | More than 4 projects (High) | 5 | | |
| b. LEED* Registered / Certified consultant participation | No projects | 0 | Max = 0 | 0 |
| | Registered | 0 | | |
| | Certified | 0 | | |
| c. Team Organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 5 | | |
| **5. Overall Project Team Experience** (Maximum 30 points) | | | | |
| a. Criteria development and prioritization | Performance in establishing owner criteria for capital improvement plans | 0 - 10 | | |
| b. Experience with similar planning projects | Less than 2 projects (Low) | 0 - 3 | | |
| | 2 to 4 projects (Average) | 4 - 6 | | |
| | More than 4 projects (High) | 7 - 10 | | |
| c. Past performance | Level of performance as indicated by past evaluations / letters of reference | 0 - 10 | | |
| | | | | |
| * LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council | | **Subtotal** | | |

**Notes:**

**Evaluator:**

Name _____

Signature _____ Date _____