

Request for Qualifications



Ohio Department of Natural Resources
2045 Morse Road
Columbus, Ohio 42229-6693

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Project Name	DMRM - Forfeiture Section	Response Deadline	12/05/2008 4:30 p.m. local time
Project Location	Various Locations in Ohio	SAO Project	N/A
City / County	N/A	Local No.	DNR-090017

Local Administration

Owner / Agency	Division of Engineering Beth Pratt, P.E.	Owner/Agency	Division of Mineral Resources Management
Owner Contact*	Assistant Chief Engineer	Inquiries to	Scott McDiffitt, P.E.
Street	2045 Morse Road, Building F-3	Street	2050 East Wheeling Ave.
City	Columbus Ohio	City	Cambridge Ohio
Zip	43229-6693	Zip	43725
Phone	614-265-6957	Phone	740-439-9079
Fax	614-262-2197	Fax	740-432-7711
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*Mail 2 copies of the Statement of Qualification (SAO Form #F110-330, available via the State Architect's Office web site at <http://www.das.ohio.gov/gsd/sao/documents.htm>) directly to this contact.

Project Overview

A. Project Description

Professional engineering services are required to provide technical services, on an as-needed basis, for design of forfeited coal and industrial minerals reclamation projects at various sites located throughout Ohio.

B. Scope of Services

Upon award of contract, and as properly authorized by ODNR, the selected firms shall provide some or all of the following categories of services:

- Field review of Forfeiture sites that typically include such features as mine openings, landslides, dangerous impoundments, unstable highwalls, buildings, mining equipment, hazardous waste, etc.;
- Land surveying;
- Geotechnical analysis (with potential drilling), including rock and other materials testing;
- Hydrologic and hydraulic analysis of watersheds/sites;
- Development of balanced earthwork grading plans and drainage controls to mitigate un-reclaimed strip mine lands, including evaluation of suitable re-soiling materials to sustain vegetation;
- Preparation of preliminary design reports with estimated construction costs;
- Preparation of bid-ready construction drawings, specifications and final engineer's estimate; and
- AutoCad/SurvCADD services.

Project sites will be identified by ODNR and the scopes of work will be site specific. The selected consultant will be retained through a period not to exceed two years. Projects and deliverables will be determined on an as-needed basis. Fees for each assigned project will be based on a man-hour fee schedule to be negotiated as part of the contract.

Two (2) firms will be selected to enter into contracts for these services.

Request For Qualifications continued

Project Name DMRM – Forfeiture Section Project No. DNR-090017

C. Funding / Estimated Budget

Total Project Cost	<u>To Be Determined</u>	State Funding	<u>Forfeited Performance Securities and Fund 531</u>
Initial Contract Value	<u>\$100,000</u>	Other Funding	<u>N/A</u>
Estimated Fee Percentage	<u>To be determined on a case-by-case basis.</u>		

D. Services Required

Primary	<u>Civil Engineering</u>
	<u>Environmental Engineering</u>
Secondary	<u>Geotechnical Engineering</u>
	<u>Surveying</u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Design Services Start	<u>July 2009</u>
Construction Notice to Proceed	<u>To be determined</u>
Construction Contracts Completed	<u>To be determined</u>
Professional Services Completed	<u>June 2011</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

G. Evaluation Criteria for Selection

Previous experience compatible with the proposed project (e.g., type, size), including relevant past work of the prospective firm's proposed staff, sub-consultants or other team members; past performance of prospective firm and its proposed sub-consultants for ODNR and others; dollar value of ODNR and State of Ohio contracts in the previous three years; and proximity of prospective firms to the project site. **The project team must demonstrate specific experience in the design of Forfeiture and/or Abandoned Mine Land projects.**

Firms must be pre-qualified with ODNR for 2009-2010 to be selected for this project. ODNR is now accepting pre-qualification information (SAO Form #F110-330 Part II and the attached ODNR Supplemental Information) prior to or at the time of the submission of Part I for a particular announcement. Firms who have already submitted a standard pre-qualification information package to ODNR in calendar year 2008 need only submit Part 1 of the SAO Form #F110-330. Please contact Beth Pratt, PE with the ODNR Division of Engineering at 614-265-6957 if you have any questions on your pre-qualification status.

Firms responding to this Request for Qualifications shall include with their SF 330 information on their intent to comply with the EDGE Participation Goal listed above, including proposed certified EDGE business enterprise(s) to be utilized on the project and/or a demonstration of its good faith efforts (with supporting evidence) to contract with and to use certified EDGE business enterprise(s) as a part of the project team. Additional detailed information on EDGE compliance and evidence of affirmative action in employment practices may be required during the technical proposal stage of the selection process.

In accordance with Section 9.24 of the Ohio Revised Code, ODNR is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved. In preparing a short list recommendation for this project, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

Prior to executing a contract, the selected consultant must submit to ODNR a fully completed and signed Declaration Regarding Material Assistance / Non-Assistance to a Terrorist Organization (DMA) form, published by the Ohio Department of Public Safety. All DMA forms and reference information, including a list of licenses subject to DMA and the Terrorist Exclusion List, can be found on the Ohio Homeland Security Web site at www.homelandsecurity.ohio.gov/dma.asp.

Selection of Engineering, Architectural, Landscape Architectural, and Land Surveying Firms

Ohio Department of Natural Resources Division of Engineering Evaluation of Statements of Interest

PROJECT: DMRM – Forfeiture Section

EVALUATOR: _____

PROJECT NUMBER: N/A

EVALUATION DATE: _____

FIRM: _____

CITY, STATE: _____

		Value	Rating	Weight	Score
A. FIRM'S LOCATION Proximity of office where Project Manager will be located to project site. (Cadiz, Ohio) _____ miles (Estimated)	0-50 miles	5		3.0	
	51-100 miles	4			
	101-150 miles	3			
	151-200 miles	2			
	over 200 miles	1			
B. SIZE OF PROJECT TEAM	Score based on size of team, firm, sub-consultants, as compared to project size and scope.	1-5		0.5	
1. Size from Statement of Interest: Firm _____ Sub-consultants _____					
2. Coordination with sub-consultants	Score based on role, location and number of sub-consultants.	1-5		1.5	
C. QUALIFICATIONS OF TEAM	Project Manager	1-5		1.0	
1. Appropriate disciplines and professional registrations provided	Firm's staff and sub-consultants	1-5		1.0	
	Firm	1-5		2.5	
2. Relative project experience	Project Manager	1-5		3.0	
	Team Members (Firm, Staff and Sub-consultants)	1-5		2.5	
D. STATE WORK AWARDED RECENTLY	\$0 - \$100k	5		0.5	
1. ODNR Contracts (fees) awarded in past 3 years: \$ _____	\$100k - \$250k	4			
	\$250k - \$500k	3			
	\$500k - \$750k	2			
	\$750k +	1			
2. Total State of Ohio Contracts (fees) awarded in past 3 years: \$ _____	\$0 - \$250k	5		0.5	
	\$250k - \$500k	4			
	\$500k - \$750k	3			
	\$750k - \$1 mil.	2			
	\$1 mil. +	1			
E. GENERAL IMPRESSIONS OF FIRM		1-5		1.0	
1. Quality of Statement of Interest					
2. Prior performance for ODNR & Others		1-5		3.0	
TOTAL SCORE					

STATE OF OHIO
DEPARTMENT OF NATURAL RESOURCES
SUPPLEMENTAL INFORMATION FOR PREQUALIFICATION
FY 2009 – 2010

FIRM NAME: _____

PRIMARY CORPORATE OFFICE

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

COUNTY: _____

TELEPHONE: _____ FAX: _____

PRIMARY OHIO OFFICE (IF PRIMARY CORPORATE OFFICE IS OUT OF STATE)

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

COUNTY: _____

TELEPHONE: _____ FAX: _____

SUMMARY OF PROFESSIONAL SERVICES FEES RECEIVED IN LAST THREE CALENDAR YEARS (Insert Index Numbers From Table Below):

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Direct State of Ohio Contract Work:	_____	_____	_____
State of Ohio Subcontract Work:	_____	_____	_____
All Other Work:	_____	_____	_____
Total Fees	_____	_____	_____

INDEX:

- | | |
|----------------------------|-------------------------------|
| 1. Less than \$250,000 | 4. \$1 million - \$5 million |
| 2. \$250,000 - \$500,000 | 5. \$5 million - \$10 million |
| 3. \$500,000 - \$1,000,000 | 6. \$10 million or greater |

The following information is supplemental to Standard Form 330 (Architect-Engineer Qualifications, Part II General Qualifications) submitted to the Division of Engineering, Ohio Department of Natural Resources, for prequalification for professional services as defined in Rule 1501-3-01 of the Administrative Code.

1. **OHIO CERTIFICATE(S) OF AUTHORIZATION:** Indicate the certificate number(s) of the appropriate certificate(s) issued to your firm by the Board of Registration (Engineers and Surveyors) or Board of Examiners (Architects and Landscape Architects) in accordance with the indicated sections of the Revised Code:

PLEASE NOTE: THESE ARE NOT REGISTRATION NUMBERS FOR INDIVIDUALS. IF UNCERTAIN OF FIRM'S STATUS, CONTACT THE APPROPRIATE BOARD. THIS INFORMATION MUST BE COMPLETED OR YOUR FIRM WILL NOT BE PREQUALIFIED WITH ODNR FOR PROFESSIONAL SERVICES.

4733.16 Engineering and/or Surveying

4703.18 Architecture

4703.331 Landscape Architecture

OR:

If your firm is exempt from Ohio Revised Code Sections 4733.16, 4703.18 and 4703.331, briefly explain the reason for this exemption:

OR:

If you are a sole proprietor, please list the name and registration number of firm's Registered Professional:

2. **AFFIRMATIVE ACTION POLICY:** Attach a copy of your firm's Equal Employment Opportunity (EEO) policy statement.
3. **SEXUAL HARASSMENT POLICY:** Attach a copy of your firm's Sexual Harassment policy statement.
4. **ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE):** If your firm is a certified EDGE participant attach a copy of your current Official EDGE Certificate.
5. **REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:** Please complete the attached IRS Form W-9.
6. **CERTIFICATE OF INSURANCE:** Please provide evidence of your firm's professional liability insurance coverage as outlined in Section 153.70 of the Ohio Revised Code:

§ 153.70 Professional liability insurance; waiver or substitution.

Text of Statute

(A) Except for any person providing professional design services of a research or training nature, any person rendering professional design services to a public authority shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in amount considered sufficient by the public authority.

(B) The requirement for professional liability insurance set forth in division (A) of this section may be waived by the public authority for good cause, or the public authority may allow the person providing the professional design services to provide other assurances of financial responsibility.

HISTORY: 146 v H 231. Eff 11-24-95.

Not analogous to former RC § [153.70](#), amended and renumbered RC § 153.71 in 146 v H 231, eff 11-24-95.

7. **NOTICE ON FINDINGS FOR RECOVERY:**
In accordance with Section 9.24 of the Ohio Revised Code, The Department of Natural Resources is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the Auditor of State, if the finding for recovery is unresolved. Prior to completion of a short list recommendation for each project for which ODNR is selecting firm(s) to provide professional services, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

8. **COMPOSITION OF FIRM** (Insert number of individuals in appropriate spaces. The number of minority group individuals is to be included in the total as well as Women and Minorities columns, as applicable. Minorities include American Indian, Afro-American, Oriental American and Spanish Surnamed American).

	<u>Total</u>	<u>Women</u>	<u>Minorities</u>
A. <u>Administrative Staff</u>			
Managers	_____	_____	_____
Word Processors, Receptionists, etc.	_____	_____	_____
Accountants, Bookkeepers, etc.	_____	_____	_____
B. <u>Registered Professional Staff</u>			
Professional Engineers	_____	_____	_____
Professional Surveyors	_____	_____	_____
Registered Architects	_____	_____	_____
Registered Landscape Architects	_____	_____	_____
C. <u>Semi-Professional Staff</u>			
Technicians	_____	_____	_____
Drafting Technicians	_____	_____	_____
CADD Operators	_____	_____	_____
D. <u>Other Staff (List Categories)</u>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

SIGNATURE OF PREPARER: _____

TITLE: _____ DATE: _____