



RFQ 13-2017-01

REQUEST FOR QUALIFICATIONS FOR A **CRITERIA ENGINEER** TO PERFORM CERTAIN PROFESSIONAL SERVICES IN THE REPAIR AND/OR REPLACEMENT OF THE LOWER LAKE DAM AND POTENTIAL REPAIRS TO THE UPPER LAKE DAM BY THE DESIGN-BUILD METHOD OF CONSTRUCTION

RICHFIELD JOINT RECREATION DISTRICT

Attn: RFQ 13-2017-01

P.O. BOX 246

Richfield, Ohio 44286

www.rjrd.org

330-888-0511

Submit one (1) original Statement of Qualifications by e-mail to the Office of the RJRD Administrator at administrator@rjrd.org and three (3) identical printed copies to the Richfield Joint Recreation District at the address above.

**STATEMENTS OF QUALIFICATIONS ARE
DUE NO LATER THAN 5:00 P.M. FRIDAY,
JUNE 23, 2017**

Late submissions cannot be considered.

The Richfield Joint Recreation District (the RJRD) is soliciting Statements of Qualifications from qualified design professional firms to provide professional criteria engineering services related to dam repair and replacement at Richfield Heritage Preserve..

THE PROJECT:

The RJRD owns a 336-acre property [Richfield Heritage Preserve] located at 4374 Broadview Road, Richfield, Ohio (hereinafter the “Property”) which is a public park property.

As part of its master plan, the RJRD plans to restore the lower lake dam to Class I status and also maintain its historic character. Work on the upper lake dam is a lesser priority, and non-essential repairs to the upper dam may be performed as time and budget permit. Please refer to the documentation at <http://www.rjrd.org/draft-master-planning-documents.html> for extensive additional details on the two lakes, for studies and bathymetric reports on the condition of both lakes, and for information on the capital planning process in the District.

The focus of RFQ 13-2017-01 is on the restoration work to be performed on the two lakes. Pursuant to Board Resolution 13-2017, the RJRD will perform repair and replacement work on the two dams, with the primary focus on the lower dam, but also potentially performing work on the upper dam as well. The Board has determined that this work will be done utilizing the design-build method. Pursuant to R.C. 153.692 (A), the first step will be the selection of a Criteria Engineer to assist the RJRD in preparing design criteria for specific portions of the dam work.

SCOPE OF SERVICES:

The scope of services to be performed under this contract shall be the typical professional duties of a Criteria Engineer as defined in R.C. Section 153.65 (I), i.e.,

"Criteria architect or engineer" means the architect or engineer retained by a public authority to prepare conceptual plans and specifications, to assist the public authority in connection with the establishment of the design criteria for a design-build project, and, if requested by the public authority, to serve as the representative of the public authority and provide, during the design-build project, other design and construction administration services on behalf of the public authority, including but not limited to, confirming that the design prepared by the design-build firm reflects the original design intent established in the design criteria package.

The scope of services will include but may not be limited to the following:

- Planning and developing written detailed design criteria and specifications to be incorporated by the RJRD into a Request for Proposals for a qualified Design-Build firm to perform the work (“Contractor”);
- Assist the RJRD to estimate reasonable costs and establish completion dates.
- Assist the RJRD’s Selection Committee in analyzing and evaluating proposals received,

- and in the selection of the Contractor;
- Confirm that the design prepared by the Contractor accurately reflects the original intent of the RJRD.
 - Serve as the RJRD's owner's representative in overseeing the work of the Contractor throughout the contract period, including on-site construction administration, documentation, permitting and regulatory compliance, performing and overseeing inspections, attendance at progress meetings and written reports;
 - Advise and assist the RJRD on progress toward completion and mitigation of delays;
 - Advise and assist the RJRD in federal, state and local regulatory, environmental and safety requirements;
 - Perform close-out and other required post-construction duties on behalf of the RJRD;
 - Submit a final report to the RJRD Board, detailing accomplishment contrasted to design and which may also contain detailed dateline recommendations for safe and compliant operation of the dams going forward;
 - Perform any other design and construction administration services on behalf of the public authority, as may be determined during the project, and may be performed within the typical professional responsibilities and duties of a qualified Criteria Engineer.

The selected Criteria Engineer, their firm, or any firm in which the Criteria Engineer has a business interest or that would constitute a real or perceived conflict of interest, is prohibited from participating as Contractor or Subcontractor on the project

STATEMENTS OF QUALIFICATIONS:

The selected individual or firm shall be entirely qualified to perform the professional services of a Criteria Engineer for a public authority in the State of Ohio, and shall possess all requisite training, education, experience, and licenses, and qualified applicants shall submit sufficient documentation in writing to enable the RJRD to make a determination as to the applicant's qualification for the work. Incomplete documentation may be cause to determine that the SOQ is non-responsive. The SOQ shall include the following:

1. The name of the Criteria Engineer who will be the single point of contact for the RJRD, and who will take the lead in performing the anticipated services and managing other personnel, if any, assigned. The Criteria Engineer shall not be changed during the project without prior notice and discussion.
2. The structure of the proposed team, if more than one individual is proposed.
3. The CV of the proposed Criteria Engineer, and also all additional proposed personnel, if any, including all professional licenses and memberships, education, technical training, and experience.
4. The proposed Criteria Engineer's history and experience as a Criteria Engineer, including specific experience on dam restoration, repair or removal contracts, inside and outside the State of Ohio, as well as all other professional experience on substantially similar projects.
5. Information regarding the firm's history, approach and philosophy of service.
6. The firm's specific experience on dam restoration, repair or removal contracts,

- inside and outside the State of Ohio, both as Criteria Engineer and otherwise.
7. Evidence of the firm's ability to provide Criteria Engineering services to public authorities in the State of Ohio.
 8. Evidence of the firm's ability to operate as an Owner's Representative on a design-build project for a public authority in the State of Ohio.
 9. Evidence of the firm's ability to manage design-build projects within proposed timelines and budget constraints.
 10. Evidence of past performance as reflected by the evaluations of previous and current clients with respect to such factors as quality of work and meeting deadlines. The firm should include a list of at least three (3) relevant projects with which the firm has been involved during the past five years. These projects should be the firm's most recent projects. Two (2) projects should involve dams. At least one (1) project should be related to a dam in the State of Ohio. The following information must be included for each project:
 - a. Project owner, name of project and location;
 - b. Brief description and picture of the project;
 - c. Year completed or anticipated completion date;
 - d. Construction cost;
 - e. Proposer's role in the project (i.e. Criteria Engineer, Owner's Representative, etc.)
 - f. Other relevant information about the project and the firm's services;
 - g. Reference contact person and phone number.
 11. Any other information relevant to the Statement of Qualifications in light of the background and scope of services.

EVALUATION:

The RJRD will follow a modified Qualifications Based Selection Process as described herein. RJRD's evaluation of Statements of Qualifications will include consideration of the following factors, weighted in accordance with RJRD's discretionary assessment:

1. Background:
 - a. Company services provided applicable to project requirements.
 - b. Proximity to project site.
 - c. Company history, approach and company philosophy.
2. Criteria Engineer candidate.
 - a. Background, education, licenses, and professional memberships.
 - b. Experience as Criteria Engineer.
 - c. Experience as Owner Representative for public agency.
 - d. Specific experience on dam repair and replacement projects.
 - e. Experience on projects similar in size and scope.
3. Project Team Experience:
 - a. Background, education, licenses, and professional memberships of team members.
 - b. Experience in proposed roles.
 - c. Specific experience on dam repair and replacement projects.

- d. Experience on projects similar in size and scope.
4. Any other factors deemed relevant by RJRD.

Following the close of the time for submittal of Statements of Qualifications, which ends June 23, 2017, the RJRD’s Selection Committee will review the Statements of Qualifications timely submitted, and will identify three (3) finalists except if RJRD determines in writing that fewer than 3 qualified firms are available. Finalists will be notified of such designation in writing, and their names will be posted at the RJRD website <http://www.rjrd.org/capital-projects/RFQ.html>

The Selection Committee will then determine which finalist firm is the *most qualified* to provide the required professional design services, utilizing the published evaluation criteria, and enter into contract negotiations.

Negotiations will be directed toward:

- a. Ensuring that the firm and RJRD have a mutual understanding of the essential requirements involved in providing the required services;
- b. Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time;
- c. Agreeing upon compensation which is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the services.
- d. Acceptable proof of professional liability insurance including errors and omissions coverage to be maintained throughout the contract.

If unable to reach agreement, the RJRD will notify the firm of the cessation of negotiations, and proceed to negotiate with the next most-qualified firm, and so on until a contract is reached. The RJRD may reopen the evaluation process if no original finalist can be selected.

Services will be provided pursuant to a standard form consultant agreement, approved by Resolution of the Board of Trustees, pursuant to RJRD’s contract approval process.

REQUEST FOR QUALIFICATIONS TIMELINE

Issuance Date	Wednesday, May 31, 2017
Deadline for Questions	Friday, June 16, 2017
Statements of Qualifications Due	Friday, June 23, 2017
Finalist(s) selected	Friday, June 27, 2017
Contract negotiation	<u>Week of July 11</u>
Board action: Contract award	July 27, 2017
Contract to commence	July 28, 2017

This process shall not impose any obligation or liability on RJRD until such time as an authorized representative of the Richfield Joint Recreation District formally executes an agreement with the Firm. RJRD expressly reserves the right to accept or reject all or none of the responses received to this Request for Qualifications, and /or to take any other action that is determined by the Board to be in the best interest of the RJRD. By responding to this RFQ, the proposer agrees to abide by the decision of the RJRD, which shall be final.

Questions concerning the RFQ must be submitted in writing through electronic mail, to administrator@rjrd.org. The deadline for questions is Friday, June 16, 2017 at 5:00 PM. RJRD will post written answers to all questions deemed material at <http://www.rjrd.org/capital-projects/RFQ.html> in order that all interested parties receive the exact same information. RJRD reserves the right to respond or not to respond to any individual question asked.

STATEMENTS ARE DUE NO LATER THAN 5:00 P.M., FRIDAY, June 23, 2017

Submit one (1) electronic version to the Office of the RJRD Administrator at administrator@rjrd.org and three identical (3) Statements of Qualifications in writing to:

**Richfield Joint Recreational District
Attn: RFQ 13-2017-01
P.O. Box 246
Richfield, Ohio 44286**

Late submissions cannot be considered.

This Request for Qualifications is authorized by RJRD Resolution No. 13-2017, available for examination at <http://www.rjrd.org/2017-resolutions.html>.