



Office of  
Procurement Services  
Service · Support · Solutions

### REQUEST FOR PROPOSAL

RFP NUMBER: CSP906814  
INDEX NUMBER: DNR004  
UNSPSC CATEGORY: 81000000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Natural Resources, Division of Wildlife, is requesting Proposals for:

#### TITLE: BID LEVEL DESIGN PACKAGE FOR A LAKE ERIE WILDLIFE RESEARCH VESSEL

OBJECTIVE: To secure a qualified vendor to provide the services to include naval architectural and marine engineering support for development of 50-55' fisheries research vessel bid level design package. These plans will include engineering and design plans (diagrams) for a number of vessel systems including; speed and power requirements, stability design and testing, hull and outboard profile, machinery arrangement, shaft and rudder arrangement, electrical load analysis, fire and safety plan designs, fuel oil line design, lube oil line design, electrical design, waste and potable water design, bilge and fire suppression design, exhaust, lighting, and sampling equipment design, tank plans, external/internal communications design, outfitting plan, master equipment list, and structural concepts testing. An estimated construction cost must be provided at the end of the design process to assist ODNR during the construction budgeting phase of the project.

|                        |                             |
|------------------------|-----------------------------|
| RFP ISSUED:            | September 9, 2013           |
| INQUIRY PERIOD BEGINS: | September 9, 2013           |
| INQUIRY PERIOD ENDS:   | October 2, 2013 at 8:00 AM  |
| PROPOSAL DUE DATE:     | October 16, 2013 by 1:00 PM |

Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

Submit Sealed Proposals to:

Department of Administrative Services  
Office of Procurement Services  
Attn: Bid Desk  
4200 Surface Road  
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

|   |  |
|---|--|
| <b>Offeror Name and Address:</b><br><br>_____<br><br>_____<br><br>_____<br><br>_____<br><br>E-Mail Address: _____<br><br>Phone Number: (        ) _____-_____, Ext. _____ | <b>Name/Title:</b><br><br>_____<br><br>_____<br><br>Signature: _____<br><br>By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood. |
|---|--|

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RFP GLOSSARY OF TERMS

|             |   |
|-------------|---|
| AA:         | Affirmative Action  |
| Contractor: | Vendor after Award  |
| CSP:        | Competitive Sealed Proposal                                     |
| DAS:        | Department of Administrative Services                           |
| EOD:        | Equal Opportunity Division                                      |
| FEI:        | Federal Employer Identification                                 |
| Mandatory:  | Must, Will, Shall   |
| OAC:        | Ohio Administrative Code  |
| OAKS:       | Ohio Administrative Knowledge System (Ohio's Accounting System) |
| OBG:        | Ohio Business Gateway   |
| Offeror:    | Vendor Submitting Proposal                                      |
| OPS:        | Office of Procurement Services                                  |
| ORC:        | Ohio Revised Code   |
| RFP:        | Request for Proposal  |
| SOS:        | Secretary of State  |
| UNSPSC:     | The United Nations Standard Products and Services Code          |

## 1.0 EXECUTIVE SUMMARY

- 1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Natural Resources (the Agency), is soliciting competitive sealed proposals (Proposals) for Bid Level Design Package for a Lake Erie Wildlife Research Vessel.

If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates on page one, for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

## 1.2 CONTRACT PERIOD

Once awarded, the term of the Contract will be from the award date through October 30, 2014. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed two (2) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

- 1.3 BACKGROUND The Ohio Department of Natural Resources, Division of Wildlife (DOW) has fisheries management responsibilities over 2.3 million acres of the Ohio waters of Lake Erie. These responsibilities include management of the Lake Erie fisheries resources, which generates nearly \$800 million annually for Ohio's economy, through long-term fisheries research and assessment programs, within the context of interagency management. Interagency commitments include collection of long-term assessment data, which is combined with other jurisdictional information from New York, Pennsylvania, Michigan, and Ontario to implement an interagency harvest quota management system for walleye and yellow perch, among other things. This commitment is maintained through the Great Lakes Fishery Commission and the Lake Erie Committee, which is implemented by each jurisdiction under the auspices of the **Joint Strategic Plan for Great Lakes Fisheries Management**. The DOW meets these obligations by maintaining two research stations and fisheries research vessels on Lake Erie, the R/V Explorer in Sandusky, Ohio, and the R/V Grandon in Fairport Harbor, Ohio. These research vessels are the cornerstone of a number of long-term assessment projects which assess the hatch strength of a number of species on Lake Erie, collect information on adult abundance of species of interest in Lake Erie, and collect information on water quality in the lake. Due to the importance of these research vessels to meeting state and international sampling obligations, and aging and other safety related issues with the research vessel fleet, the DOW is proposing to bid out a bid level vessel design plan for the eventual replacement of vessels in the DOW Lake Erie fleet.

- 1.4 SCOPE OF WORK Through the RFP process ODNR expects the naval architect to produce bid level design package for use during the construction bidding phase. This bid level design package should meet the needs of the agency to complete its mission, which consists of assessing Lake Erie fish populations through trawling, gill netting and hydro acoustic surveys. The Ohio Division of Wildlife is seeking the bid level design of a new Lake Erie research vessel. Vessel length will be approximately 50 feet but not to exceed 55 feet. Vessel beam will be approximately 16 feet and the draft should not exceed 4 feet 6 inches. Hull and construction material will be aluminum. The main expectation of this vessel is to be safe and stable in the western basin of Lake Erie, while completing the science mission of ODNR. This body of water has a very short wave period and can increase wave height rapidly. Major vessel duties will consist of bottom trawling, gill netting and hydro acoustic sampling. Bottom trawling requires the vessel to be capable of towing a 34' head rope/ 39' footrope two seam semi-balloon trawl with two 90lbs wooden doors. Trawling speeds will vary between 1.5 – 2.5kts. The vessel will be equipped with a gill net puller for lifting gill nets. The vessel will also be fabricated with through hull tubes for the mounting of hydro acoustic transducers. Main power will be from twin diesel engines capable of propelling the vessel at a cruising speed of 16 knots and a sprint speed of 20knots. A bow thruster will also be required for maneuverability during docking, sample site approaches, and gill net retrieval. For electrical power the vessel will require a 12KW generator. Fuel capacity, with decided upon engines, must ensure a vessel range of 400 nautical miles. A hydraulic system will be required to run dual trawling winches, a net reel, gill net puller, bow thruster, and a minimum of one davit/deck crane. Crew comforts will consist of a head, enclosed shelter area and seating. Other items of weight that will affect stability will be a freezer, refrigerator, wash down sink, processing table. Preferred design will have the captain on the same level as the crew with full vision of the aft deck. An engine room with standing access is preferred, but a working deck close to the water is also preferred.

- \* 1.4.1 **ADDITIONAL CLARIFICATIONS FOR SCOPE OF WORK** No dry lab or wet lab is required, but a workbench area and sample freezer on the port side stern of the pilot house is desired. No true galley is required but the addition of a microwave and refrigerator in the pilot house is desired. No berthing is required. The vessel will be built with safety as the highest priority. USCG and ABS Standard will be met if not exceeded. This will be a state of Ohio vessel so it is not registered and is not an inspected vessel. However, the USCG will inspect the vessel after construction if it is built. The vessel must be able to withstand rapidly building, steep and short wave period (2.3-3.2 sec.) waves. Due to the nature of the work being completed, the vessel is not operated during high wave events, but the vessel must be able to return to port in a building sea and leave port in a falling sea after a blow. Speed and Powering stability is corrected to be "speed and powering and stability" (See 1.4.2, Item C). The fishing gear plan/arrangement/costs are part of the master equipment list (BB). The Structural concept (CC) includes the structural needs to cover the science side of the design (net reels, winches, dive doors, davits), and how they affect the overall performance/design of the vessel.
- \* 1.4.2 **DELIVERABLES:** (List of expected, but not limited to deliverables)
- A. General arrangement
  - B. Specifications
  - C. \*Speed and Powering
  - D. \*Stability
  - E. Hull line/Outboard profile
  - F. Machinery arrangement
  - G. Shafting and Rudder arrangement
  - H. Electrical Load Analysis
  - I. Fire & Safety plan
  - J. Fuel oil one line diagram
  - K. Lube oil one line diagram
  - L. AC L& DC one line diagram
  - M. Waste water one line diagram
  - N. Potable water one line diagram
  - O. Bilge and fire main one line diagram
  - P. Fire suppression one line diagram
  - Q. Hydraulic system one line diagram
  - R. Steering one line diagram
  - S. Cooling water one line diagram
  - T. HVAC one line diagram
  - U. Exhaust one line diagram
  - V. Lighting plan
  - W. Fishing gear
  - X. Tank plan
  - Y. Internal/External communication plans
  - Z. Life saving and fire equipment plan
  - AA. Outfitting plan
  - BB. \*Master Equipment list (see 1.4.1 above)
  - CC. \*Structural concepts (see 1.4.1 above)
  - DD. Projected construction cost estimate to be provided at the end of the design process for budget purposes. Offeror must commit to provide this within the Contract term.
- 1.4.3 **MANDATORY SITE VISIT**  
The Design crew must commit to a site visit to Sandusky, Ohio if awarded the Contract. The Offerors must include the cost of the visit in the proposal. The purpose of the site visit is to give the design team a chance to ride along on the R/V Explorer to further understand the mission critical needs of the agency. The site visit will be scheduled as close to within one month of the Contract being awarded; however, it must be done prior to November 15, 2013.
- 1.5 **CONFIDENTIAL INFORMATION** The process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, Proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract, consistent with Ohio's public records law. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. Further, the DAS will open for public inspection all Proposals provided to the DAS in response to this RFP after award.
- 1.6 **REGISTRY OF OFFERORS** DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.
- 1.7 **INSTRUCTIONS**  
Link to Web site for Instructions is available in Section 5.1.
- \* To indicate clarifications as a result of the Inquiry Process to add Section 1.4.1 and for further explanation of BB and CC.

1.8 REQUIRED REVIEW

Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and four (4) copies for a total of five (5) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS The following Table 1 contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all Mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

| Mandatory Requirements  | Accept | Reject |
|---|--------|--------|
| 1. Offeror must commit to a mandatory site visit to be scheduled (October-November, 2013) with the awarded Contractor only, for the design crew to ride along on the R/ V Explorer to further understand the mission critical needs prior to design work. |        |        |
| 2. Offeror must be a naval architect firm that has proven design implementation for state/federal fisheries research vessels in the 50-65' range within the past five years.  |        |        |
| 3. Proposals must be a bid level design package consisting of a minimum of the listed deliverables.   |        |        |

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.2.1 The selected Contractor to provide the bid level design services will be permitted to subsequently submit a proposal for the construction of the research vessel at a future date and time.

2.3 PROPOSAL EVALUATION CRITERIA If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements; the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

| Criteria                        | Maximum Allowable Points |
|---------------------------------|--------------------------|
| Proposal Technical Requirements | 1000 Points              |
| Proposal Cost                   | 480 Points               |
| Total                           | 1480 Points              |

The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

| DOES NOT MEET<br>0 POINTS | WEAK<br>1 POINT | WEAK TO MEETS<br>2 POINTS | MEETS<br>3 POINTS | MEETS TO STRONG<br>4 POINTS | STRONG<br>5 POINTS |
|---------------------------|-----------------|---------------------------|-------------------|-----------------------------|--------------------|
|---------------------------|-----------------|---------------------------|-------------------|-----------------------------|--------------------|

DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

**DOES NOT MEET (0 pts.):** Response does not comply substantially with requirements or is not provided.

**WEAK (1 pt.):** Response was poor related to meeting the objectives.

**WEAK TO MEETS (2 pts.):** Response indicates the objectives will not be completely met or at a level that will be below average.

**MEETS (3 pts.):** Response generally meets the objectives (or expectations).

**MEETS TO STRONG (4 pts.):** Response indicates the objectives will be exceeded.

**STRONG (5 pts.):** Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

| Criterion   | Weight | Rating<br>(0 to 5) | Extended<br>Score |
|---|--------|--------------------|-------------------|
| <b>Offeror Profile (General Instructions – Company Profile)</b>   |        |                    |                   |
| 1. Company history, years of relevant experience as a naval architect   | 20     |                    |                   |
| 2. Number of years in business, number of employees, financial stability  | 15     |                    |                   |
| 3. Capacity to do the Work  | 10     |                    |                   |
| <b>Offeror Prior Projects</b>   |        |                    |                   |
| 1. Offeror must demonstrate proven design implementation for fisheries research vessels in the 50-65' range within the past five years of similar scope and size            | 30     |                    |                   |
| 2. Offeror provides proof of providing same for state/federal clients   | 15     |                    |                   |
| 3. Offeror meets the mandatory requirement for site visit of design crew  | 15     |                    |                   |
| 4. Naval Architectural firm provides references of vessels provided for state/federal fisheries research in the 50-65' range within the past five years.                    | 15     |                    |                   |
| <b>Staffing Plan (General Instructions – Personnel Profile)</b>   |        |                    |                   |
| 1. Staff Qualifications of proposed design team with experience in the design/construction of state or federal research vessels in the 50-65' range in the past five years. | 15     |                    |                   |
| 2. Formal Education   | 5      |                    |                   |
| <b>Scope of Work (Work Plan)</b>  |        |                    |                   |
| 1. Methodologies proposed   | 5      |                    |                   |
| 2. Plan of Action   | 10     |                    |                   |
| 3. Demonstrates understanding of Project  | 15     |                    |                   |
| 4. Timeline proposed  | 15     |                    |                   |
| 5. Proposed Solution to accomplishing the Work  | 5      |                    |                   |
| 6. Samples of any diagram for similar project(s)  | 10     |                    |                   |

Total Technical Score: \_\_\_\_\_

2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled, to be held in Columbus, Ohio at the vendor's expense.

| Presentations, Interviews, Demonstrations (OPTIONAL) | Weight | Rating<br>(0 to 5) | Extended<br>Score |
|--|--------|--------------------|-------------------|
| 1. Oral Presentation                                 | 50     |                    |                   |
| 2. Product Demonstration                             | 50     |                    |                   |

Total Presentation Score: \_\_\_\_\_

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

- 2.7 COST PROPOSAL POINTS DAS will use the information Offeror gives on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: \_\_\_\_\_

- 2.8 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: \_\_\_\_\_ + Cost Score: \_\_\_\_\_ = Total Score: \_\_\_\_\_

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

- 2.9 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.



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3.0 COST SUMMARY

3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

\* The Offeror's total cost for the entire Work must be represented as the firm, fixed price. All costs for furnishing the services must be included in the Cost Proposal. ~~The Offeror must also include a projected construction cost estimate in the proposed cost summary.~~ (delete)

3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS  
Ohio Department of Natural Resources  
ODNR Division of Wildlife  
305 E. Shoreline Drive  
Sandusky, OH 44870

RFP Title: Bid Level Design Package for a Lake Erie Wildlife Research Vessel  
CSP906814  
UNSPSC CATEGORY CODE: 81000000

OFFEROR: \_\_\_\_\_

| <u>Bid Level Design Package for a Lake Erie Wildlife Research Vessel:</u>   | <b>Cost</b> |
|---|-------------|
| Payment for services to be proposed by the Offeror and agreed upon prior to award of the Contract. Payments will be made quarterly in arrears based on percentage of total work completed; and based on an agreed upon payout schedule between ODNR and the Contractor. There will be no advance payment(s). Offeror to provide a clear and specific cost to perform the Work. All costs must be included in the Cost Summary; including the site visit; the State is not responsible for any costs not identified. | \$ _____    |

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

\* To indicate the Construction Cost estimate is not required with the Cost Summary or submission of the Proposal, nor is it a part of the cost evaluation. An estimated construction cost is to be provided at the end of the design process by the bid level design Contractor.

4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as amended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

## 5.0 LINKS

To be applicable to all Proposals and subsequent award(s), including sections named below:

### 5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

### 5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

### 5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

### 5.4 Additional Resources

|                                 |   |
|---------------------------------|---|
| EOD Reporting                   | <a href="http://eodreporting.oit.ohio.gov/searchEODReporting.aspx">http://eodreporting.oit.ohio.gov/searchEODReporting.aspx</a> |
| Office of Budget and Management | <a href="http://obm.ohio.gov/LandingPages/Vendor/default.aspx">http://obm.ohio.gov/LandingPages/Vendor/default.aspx</a>         |
| Office of Procurement Services  | <a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>                                     |
| Ohio Shared Services            | <a href="http://www.ohiosharedservices.ohio.gov/Home.aspx">http://www.ohiosharedservices.ohio.gov/Home.aspx</a>                 |
| Ohio Business Gateway           | <a href="http://business.ohio.gov/">http://business.ohio.gov/</a>   |
| Ohio Secretary of State         | <a href="http://www.sos.state.oh.us/SOS/Businesses.aspx">http://www.sos.state.oh.us/SOS/Businesses.aspx</a>                     |

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.



6.0 Guide for Proposal Submission.

This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

- 6.1 \_\_\_\_\_ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 \_\_\_\_\_ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 \_\_\_\_\_ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 \_\_\_\_\_ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 \_\_\_\_\_ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 \_\_\_\_\_ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 \_\_\_\_\_ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Secretary of State Certification, Affirmative Action, proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 \_\_\_\_\_ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at [vendor@ohio.gov](mailto:vendor@ohio.gov). See section 5.4, Additional Resources.
- 6.9 \_\_\_\_\_ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 \_\_\_\_\_ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.