

**REQUEST FOR STATEMENTS OF QUALIFICATION
TO ESTABLISH A FILE OF QUALIFIED DESIGN PROFESSIONALS**

The Board of County Commissioners, Richland County, Ohio (the "Board") hereby gives notice of its intent to establish a file with current qualifications from design professionals to use as a resource when the compensation for design services will be less than \$50,000. Services for which qualifications will be included in the file include architects and engineers.

The qualifications file is being established pursuant to the authority in Ohio Revised Code Section 153.68, which permits a public authority to maintain a file of current statements of qualifications for pre-qualified design professionals from which it may select a firm to provide services when the estimated professional design fee will be less than \$50,000.00. All qualifications received will be maintained in the file and will remain current for a period of one-year after receipt; firms are requested to provide updates to the qualifications on an annual basis to remain current. Qualifications to be included in the qualifications file will be accepted at any time.

Statements of qualifications should include the following:

- Firm Name, Location, Contact Information
- Firm Profile and History
- Technical Training, Education and Experience of Key Personnel
- Experience with Government Projects
- Staff availability for Richland County Projects
- Knowledge of and compliance with Richland County Contracting Procedures and Documents
- Demonstrated success working within budgets and completing projects on time
- Demonstrated ability to produce designs requiring minimal change orders
- Experience with Renovation, Repair, Energy Conservation, and Sustainability
- Experience with Interior and Exterior Building Components and Systems
- Construction Administration Experience
- References
- Sample Listing of Projects

The Board's authorized representative(s) will review the qualifications submitted and contact qualified firms for future contracts to request pricing for services. The Board will provide an agreement for services to be provided.

Submit one (1) hard copy and email your statement of qualifications to:

Richland County Board of Commissioners
c/o Stacey Crall, Clerk
50 Park Avenue East
Mansfield, Ohio 44902

Any questions concerning the contracts or the qualifications file should be directed to Stacey Crall, Clerk via e-mail at scrall@richlandcountyoh.gov.