

# REQUEST FOR STATEMENT OF QUALIFICATIONS

**Architectural, Landscape Architectural,  
Professional Engineering and Surveying Services**

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**Columbus and Franklin County Metro Parks  
1069 W. Main Street  
Westerville, Ohio 43081**

January 2016



## **Request for Statement of Qualifications Architectural, Landscape Architectural & Engineering Services**

### **Overview of Request**

The Columbus and Franklin County Metro Parks (“Metro Parks”) issues this Request for Statement of Qualifications (SOQ) to establish a list of Architectural, Landscape Architectural & Engineering firms (including civil, mechanical, electrical, architectural, landscape architectural & surveying) to be used for future projects. Metro Parks may select a single design professional or firm for any project with an estimated professional design fee of less than fifty thousand dollars (\$50,000), as provided under ORC 153.71 Administrative Rules. The Metro Parks shall determine that the selected design professional or firm is the most qualified to provide the required professional design services.

Many of these projects take place within a natural resource based setting in which every effort is made to integrate capital improvement projects into the natural landscape, to protect sensitive areas, and to minimize impacts to high quality natural areas and wildlife habitat. The specific future projects may require professional architectural and engineering services for feasible studies, design and architectural / engineering contract documents, permitting, surveying, cost estimating, construction observation, and other services (including civil, mechanical, electrical, architectural & landscape architectural work). Projects will vary in scope, from large and small building construction to regional trails to the implementation of large scale Master Plan. The projects may include, but are not limited to:

- ❖ building renovation and restoration
- ❖ historic building evaluation and restoration
- ❖ roof renovation projects
- ❖ HVAC upgrades
- ❖ multi-purpose trails, gravel / asphalt
- ❖ new roads and parking lots
- ❖ repaving of roads and parking lots
- ❖ bridge repair or installation
- ❖ bridge inspections
- ❖ trail underpasses
- ❖ playgrounds, fishing and boating amenities
- ❖ lake and river shoreline restoration and erosion protection
- ❖ hydrological and drain tile studies
- ❖ site infrastructure projects: storm/sanitary sewer, septic systems, wells
- ❖ sanitary treatment facilities
- ❖ wetland delineation and consultation
- ❖ riparian stream bank restoration
- ❖ ecological and hydrologic restoration
- ❖ adventure recreation activities
- ❖ site master plans



## **Request for Statement of Qualifications Architectural, Landscape Architectural & Engineering Services**

### **Review and Award**

#### **Terms of Statement of Qualifications**

Metro Parks reserves the right to award single or multiple contracts for specific services. The Park will request firms resubmit an updated Statement of Qualifications every two (2) years.

Contracts may be awarded for a period of one (1) year with an option to extend for two (2) additional years, in the best interest of the Park and agreed upon by the contracted firm. The contract shall be subject to cancellation for cause or inconvenience with written notice prior to the date of cancellation.

#### **ORC 153.65 Professional design services definitions**

“Qualifications” means all of the following:

- Competence of the professional design firm to perform the required professional design services as indicated by the technical training, education, and experience of the firm’s personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services;
- Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously;
- Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines;
- Any other relevant factors as determined by the public authority.

#### **Statement of Qualifications Content**

Your SOQ should include the following information:

1. Name, address And brief history of your firm.
2. Philosophy of your firm.
3. Description of your firm’s related experience and background with specific examples of projects similar in type to those listed in *Overview of Request*.
4. Description of your firm’s experience working with local permit agencies, including Franklin County Building Department, local zoning commissions, Storm water Management, Ohio Department of Transportation, Ohio Department of Natural Resources.
5. Resumes and professional registration information of staff members that may be assigned to the types of projects listed in *Overview of Request*.
6. Three (3) to five (5) professional references for projects that are comparable to those listed in *Overview of Request*.
7. Additional information and comments you believe to be pertinent, but not specifically mentioned elsewhere, including general fee philosophy.



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### **Submittal Guidelines and Contact**

Submit by mail (no faxes or e-mails accepted), two (2) paper copies and one (1) digital copy (PDF on disc) of your SOQ to:

**Steve Studenmund**

Planning Manager

Metro Parks

1069 W. Main Street, Westerville, Ohio 43081

[Studenmund@metroparks.net](mailto:Studenmund@metroparks.net)

614-895-6231

### **Submittal deadline**

Sealed proposals will be opened on **February 19, 2016 at 2:00PM** at the Metro Parks Headquarters Office, 1069 W. Main Street, Westerville, Ohio 43081

