

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

The Board of County Commissioners, Coshocton 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 for compensation for design services. Services for which qualifications will be included in the file include architects, engineers, and surveyors.

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. All qualifications received will be maintained in the file and will remain current for a period of five-years 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 Qualification

Statements of qualifications should include the following:

1. Information regarding the firm’s history.
2. Education, technical training, and experience of owners and key personnel.
3. The firm’s experience in designing projects for Boards of County Commissioners and other political subdivisions in Ohio.
4. The firm’s equipment and facilities.
5. Past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of four (4) relevant public projects involving design and construction, which the firm has designed during the past five years. Three of these projects should be the firm's most recent public projects. The following information should be included for each project:
  - a. Project owner, name of project and location;
  - b. Brief description of the project;
  - c. Year completed or anticipated completion date;
  - d. Construction cost;
  - e. Other relevant information about the project and the firm's services;
  - f. Reference contact person and phone number.
6. The firm's past experience with the Board, if any.
7. The ability of the individuals identified by the firm who will be responsible for document production and communication with the Owner during the Project to communicate with the Owner.

Proposal for a Specific Contract

In addition to the qualifications identified above and to the extent the information has not previously been provided, if the firm is submitting a proposal for one of the available contracts, the firm's submittal should include the following:

1. Identification of the principal in charge of the services to be provided, as well as any other personnel assigned to assist with the services, together with the education, training, and experience of these individuals, to the extent it has not been provided in the firm's statement of qualifications.
2. Description of the steps the firm will take to coordinate design and work on the work with the Board's representatives with respect to scheduling the services, maintaining the construction schedule, and close-out of the work.
3. The firm's practices with respect to site visits and oversight of the specified services and related work. What amount of time is spent on average on site during construction for this type of contract? What is the background of the individuals who are visiting the site during construction?
4. Proposed internal timeline for completion of the requested services to be provided by the firm.
5. The firm's practices with respect to front end construction documents, which may be required for the work.
7. The firm's insurance coverage, including errors and omissions.
8. The firm's claims history for the past 10 years.
9. Any statistics kept internally on change order history and project completion, recognizing that each change order is unique as to its causes. The Board is interested in information that will show consideration of budget requirements.

The Coshocton County Board of Commissioners will review the qualifications submitted and contact qualified firms for future contracts to request pricing for services. The Board will provide an agreement for the services to be provided.

Submit one (1) copy of a statement of qualifications by May 19, 2023 to the below address. All submissions will be opened on May 22, 2023.

Coshocton County Board of Commissioners  
Robin Schonauer  
Budget Director  
401 ½ Main Street  
Coshocton, OH 43812