

**PROFESSIONAL (ARCHITECTURAL) DESIGN FIRMS**  
**STATEMENTS OF QUALIFICATIONS:**

**Firms responding to the Request for Statements of Qualifications and Letters Of Interest that have not been previously pre-qualified must also submit a detailed Statement of Qualifications providing all information described in Appendix A.** Pre-qualified parties submitting supplemental statements of qualifications, and parties not previously pre-qualified, must submit three copies of statements of qualifications.

Statements of qualifications should include the following:

1. History of firm and any associated design firm: (2-page limit suggested)
  - a. Name of firm and contact name with phone number.
  - b. Location of principal and branch offices.
  - c. Length of time in business.
  - d. Firm ownership structure.
  - e. Annual design service volume for each of the past five years.
    - (1) Number of projects.
    - (2) Total design service volume.
  - f. List total number of firm's personnel, other than secretarial/clerical, by professional or skill group.
  - g. Describe any professional liability insurance policy or policies provided by any company or companies that are authorized to do business in Ohio and that afford professional liability coverage for the design services proposed to be rendered.
2. Nature of an association with one or more outside design firms:
  - a. Which firm will be the lead contracting party.
  - b. How will the work be apportioned or shared between firms.
  - c. What percentage of the entire work will be apportioned to each firm.
3. Whether firm or associated firm(s) or individual(s) are economically disadvantaged:  
(Note: Economically disadvantaged businesses shall mean (1) a partnership, corporation or joint venture of any kind (2)(a) whose net worth is equal to or less than \$750,000, as determined in accordance with 47 C.F.R. Part 26, or (b) fifty-one percent (51%) of executives, managers and supervisors employed by such firm consists of historically economically disadvantaged individuals, and (3) is ready, willing and able to perform labor or furnish materials or services in connection with the Project.
4. Experience: (10 page limit suggested)
  - a. List five relevant or similar projects, preferably involving primary, secondary, and high schools, which your firm and any associated design firm have served as design service provider during the past five years. The following information should be provided for each completed project:
    - (1) Project name, location, and owner
    - (2) Brief description of project
    - (3) Year completed
    - (4) Construction cost
    - (5) Other relevant information

- b. List three current design service projects, preferably involving primary, secondary, and high schools, of your firm and any associated design firm, including the following information for each project:
    - (1) Project name, location, and owner
    - (2) Brief description of project
    - (3) Anticipated completion date
    - (4) Construction cost
    - (5) Other relevant information
  - c. List five owner references for relevant or comparable projects on which your firm and any associated firm served as design service provider. Include owner name, location, and phone number, and a brief description of the project indicating how it is comparable, or your experience on the project relevant to the services required by the Project.
5. Project Staff: (2-page limit suggested)  
 Identify your firm's and any associated design firm's proposed design service and engineering staff for the Project, including the Partner in charge and Project Architect. For each key staff member, include a resume which summarizes:
- a. Education, including name of institution(s) field(s) of study, degree(s) earned, and year(s) received.
  - b. Professional registration(s) and/or professional society membership(s).
  - c. Design or engineering service project experience.
6. Design and Engineering Services: (3-page limit suggested)
- a. Briefly describe the scope or pre-construction phase services of your firm and any associated firm and detail how they are to be provided.
  - b. Briefly describe the scope of construction phase services of your firm and any associated firm detail how they are to be provided.
  - c. Describe the method of working with the Project engineers, consultants, owners, and other Project team members (e.g. In-house or outside consultant) of your firm and any associated firm.
  - d. Describe any unique or innovative design service techniques you have utilized on past projects and why they have been a benefit to the owner.
  - e. Describe the method of working within a Construction Management Project Delivery System (e.g. estimating, schedule, or engineering, site visits, etc.)
7. Current capacity/workload: (2-page limit)
- a. Capacity to handle project with current workload.
  - b. Capacity to handle project with anticipated workload during the project.
  - c. Ability to work within reasonable length design phase schedules.

Mail Completed Statements To:

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