

Request for Statement of Qualifications Architectural

Overview of Request

The Ida Rupp Public Library (“Library”) issues this Request for Statement of Qualifications (SOQ) to establish a list of Architectural and Design Firms to be used in conjunction with the Project as described below. The Library shall determine that the selected design professional or firm is the most qualified to provide the required professional design services.

- building renovation and restoration

Review and Award

Terms of Statement of Qualifications

The Library reserves the right to award single or multiple contracts for specific services. Qualified firms will be ranked per project at the time when the Library is ready to begin the project. The Library will request firms resubmit an updated Statement of Qualifications every year. The contract shall be subject to cancellation for cause or inconvenience with written notice prior to the date of cancellation at the sole discretion of the Library.

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 City of Port Clinton and local zoning commissions
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.

Submittal Guidelines and Contact

The length of the Qualifications should not exceed twenty (20) double sided pages. Submit by mail two (2) paper copies or by email one (1) digital copy (PDF) of your SOQ to:

Lindsay Faust
Library Director
Ida Rupp Public Library
310 Madison St., Port Clinton, OH 43452
lfaust@seolibraries.org
419-732-3212

Submittal deadline

Wednesday, February 1, 2023, 5:00 pm