



## Legal Notice

### Lake Metroparks Request for Statement of Qualifications (SOQ) for **Architectural, Engineering, Survey and Landscape Architectural Services** SOQ #2013-001

Public notice is hereby given that SOQ proposals for *Architectural, Engineering, Survey and Landscape Architectural Services, FY 2013* on Tuesday, February 19, 2013 by 4:30PM (close of business) at the Lake Metroparks Administrative Offices, 11211 Spear Road, Concord Twp., Ohio 44077. Each perspective firm shall submit 1 paper copy and 1 digital PDF of their SOQ.

Pursuant to the ORC section 153.65 through 153.80, firms who want to provide Professional Services or Design Services to Lake Metroparks must file a Statement of Qualifications ("SOQ"). "The public authority selects a single design professional or firm from among those that have submitted a current statement of qualifications within the immediately preceding year, as provided under section 153.68 of the Revised Code, based on the public authority's determination that the selected design professional or firm is the most qualified to provide the required professional design services." (ORC 153.71 Administrative Rules).

Firms can download the Request for SOQ FY 2013 at [www.lakemetroparks.com](http://www.lakemetroparks.com), About Us, Bids/Purchasing.

BY THE ORDER OF Lake Metroparks Board of Park Commissioners

Paul B. Palagyi, Lake Metroparks Executive Director

Publish date: January 17, 2013

# **REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ #2013-001)**

**for**

## **PROFESSIONAL SERVICES**

**Architectural, Engineering, Survey and  
Landscape Architectural Services  
FY 2013**



**Issue date: January 17, 1013**

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**Lake Metroparks • 11211 Spear Road, Concord Twp., Ohio 44077**



## Request for Statement of Qualifications Architectural, Engineering, Survey and Landscape Architectural Services

### Overview of Request

Lake Metroparks (the Park) issues this Request for Statement of Qualifications (SOQ) to establish a list of Architectural & Engineering firms (including civil, mechanical or electrical engineering; surveying; architectural and landscape architectural) to be used for future projects as required under ORC 153.68 Instituting Prequalification Requirements. Lake Metroparks may select a single design professional or firm for any project with an estimated professional design fee of less than twenty-five thousand dollars (\$25,000), as provided under Lake Metroparks Purchasing Rules. This amount is subject to change within the limits of ORC 153.71 Administrative Rules at the direction of the Lake Metroparks Board of Park Commissioners. Lake Metroparks shall determine that the selected design professional or firm is the most qualified to provide the required professional design services.

*For a design professional or firm to do business with Lake Metroparks, their Statement of Qualifications must be on file from the current or immediately proceeding year.*

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. Future projects may require professional architectural and engineering services for feasibility studies, design and architectural / engineering contract documents, permitting, surveying, cost estimating, construction observation, and other services. Projects will vary in scope, from large and small building construction to regional trails to the implementation of large scale Master Plans.

The projects may include but are not limited to park master planning, surveying, 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, pedestrian/bike bridge design, repair & inspections, trail under and over passes, playgrounds, fishing and boating amenities, lake and river shoreline restoration and erosion protection, hydrological and drain tile studies, site infrastructure projects such as storm/sanitary sewer, septic systems, wells, sanitary treatment facilities, wetland delineation and consultation, riparian stream bank restoration ecological and hydrologic restoration, geo exchange systems.



Request for Statement of Qualifications  
Architectural, Engineering, Survey and Landscape Architectural Services

## ATTACHMENT A

### Statement of Disciplines

**Include this page in your SOQ as a clearly stated list of disciplines offered by your firm.**

Check off your firms disciplines. (Only include your firms' disciplines; Not those of a partnering firm. Partnering firms may submit a separate SOQ).

Firm: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
Print Name Print Name Date

- |   |  |
|---|--|
| <input type="checkbox"/> Park Master Planning   | <input type="checkbox"/> Civil Engineering                                   |
| <input type="checkbox"/> Surveying  | <input type="checkbox"/> Structural Engineering                              |
| <input type="checkbox"/> Golf Course / Sports Planning                                  | <input type="checkbox"/> Electrical Engineering                              |
| <input type="checkbox"/> Land Design / Site Planning                                    | <input type="checkbox"/> Mechanical Engineering                              |
| <input type="checkbox"/> Environmental Planning & Analysis                              | <input type="checkbox"/> Geotechnical Engineering                            |
| <input type="checkbox"/> Landscape Architecture   | <input type="checkbox"/> Technology / Telecommunications Planning            |
| <input type="checkbox"/> Ecology / Wetlands / Flood Plain / Riparian Stream Restoration | <input type="checkbox"/> Pedestrian / Bike Bridge Design, Repair, Inspection |
| <input type="checkbox"/> Shoreline Erosion Restoration                                  | <input type="checkbox"/> Roof Renovation / Inspection                        |
| <input type="checkbox"/> Soil & Water Conservation                                      | <input type="checkbox"/> Road / Parking Lot Construction                     |
| <input type="checkbox"/> Sustainable, Renewable Energy                                  | <input type="checkbox"/> Fire Safety / Protection                            |
| <input type="checkbox"/> Testing  | <input type="checkbox"/> ODOT Certified / Prequalified                       |
| <input type="checkbox"/> Facility / Site Assessment                                     | Areas of Certification:  |
| <input type="checkbox"/> Architecture   | _____  |
| <input type="checkbox"/> Building Renovation & Upgrades                                 | _____  |
| <input type="checkbox"/> Historic Building Restoration                                  | _____  |
| <input type="checkbox"/> Construction Management  |  |
| <br>  |  |
| <input type="checkbox"/> Other _____  |  |
| <input type="checkbox"/> Other _____  |  |
| <input type="checkbox"/> Other _____  |  |
| <input type="checkbox"/> Other _____  |  |



## Request for Statement of Qualifications Architectural, Engineering, Survey and Landscape Architectural Services

### Review

#### Terms of Statement of Qualifications

Lake Metroparks reserves the right to award single or multiple contracts for specific services. The Park will request Professional Service firms resubmit an updated Statement of Qualifications every year, and will accept SOQs throughout the year by Professional Service firms.

The Park reserves the right to reject any SOQ for failure to comply with the with the Statement of Qualifications Content section.

#### ORC 153.65 Professional design services definitions (abridged)

“Qualifications” means all of the following:

- For a professional design firm, competence 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.

#### ORC 153.691 No fee estimate on contract for professional design services

No public authority planning to contract for professional design services under section 153.69 of the Revised Code shall require any form of fee estimate, fee proposal, or other estimate or measure of compensation prior to selecting and ranking professional design firms, except in instances when firms are selected and ranked by a state agency from a list of prequalified firms created under section 153.68 of the Revised Code and the state agency’s payment of funds for the professional design services has been preapproved by the controlling board.

#### ORC 153.70 Requiring professional liability insurance (abridged)

Any person rendering professional design services to a public authority or to a design-build firm, including a criteria architect or engineer and person performing architect or engineer of record services, shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in amount considered sufficient by the public authority. At the public authority’s discretion, the design-build firm shall carry contractor’s professional liability insurance and any other insurance the public authority considers appropriate.



## Request for Statement of Qualifications Architectural, Engineering, Survey and Landscape Architectural Services

### 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 Lake County Building Department, local zoning commissions, Stormwater Management, Ohio Department of Transportation, and 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. Attachment A – Statement of Disciplines
8. Additional information and comments you believe to be pertinent, but not specifically mentioned elsewhere.
9. A list of firms that are typically used in partnership may be included in the SOQ.

### Submittal Guidelines and Contact

SOQs may be submitted by mail only by **Tuesday, February 19, 2013 at 4:30 PM** close of business; one (1) paper copy and one (1) digital copy (PDF on disc).

### Send to

Michelle Dunay  
SOQ 2013  
Lake Metroparks Administrative Offices  
11211 Spear Road  
Concord Twp., Ohio 4407

### Contact

**Michelle Dunay**  
Contract Administrative Assistant, Department of Park Planning  
Lake Metroparks  
11211 Spear Road, Concord Twp., Ohio 44077  
[mdunay@lakemetroparks.com](mailto:mdunay@lakemetroparks.com)  
ph: 440-639-7275



# Lake Metroparks

Lake County, Ohio

