



**REQUEST FOR STATEMENT OF  
QUALIFICATIONS  
SOQ #2023-011**

**for**

**PROFESSIONAL SERVICES**

Architectural, Landscape Architectural, Appraisal, Title,  
Engineering and Survey Professional Services  
FY 2023

**Issue date: January 12, 2023**



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## 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) as well as appraisers and title companies 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 fifty thousand dollars (\$50,000), 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 preceding 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 & over passes, playgrounds, fishing & boating amenities, lake & river shoreline restoration & erosion protection, hydrological & drain tile studies, site infrastructure projects such as storm/sanitary sewer, septic systems, wells, sanitary treatment facilities, wetland delineation & consultation, riparian stream bank restoration ecological & hydrologic restoration, and geo exchange systems.



## ATTACHMENT A

### Statement of Disciplines

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

Check off all disciplines that apply to your firm. (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"/> Structural Engineering	
<input type="checkbox"/> Surveying	<input type="checkbox"/> Electrical Engineering	
<input type="checkbox"/> Golf Course / Sports Planning	<input type="checkbox"/> Mechanical Engineering	
<input type="checkbox"/> Land Design / Site Planning	<input type="checkbox"/> Geotechnical Engineering	
<input type="checkbox"/> Environmental Planning & Analysis	<input type="checkbox"/> Technology / Telecommunications Planning	
<input type="checkbox"/> Landscape Architecture	<input type="checkbox"/> Pedestrian / Bike Bridge Design, Repair, Inspection	
<input type="checkbox"/> Ecology / Wetlands / Flood Plain / Riparian Stream Restoration	<input type="checkbox"/> Roof Renovation / Inspection	
<input type="checkbox"/> Shoreline Erosion Restoration	<input type="checkbox"/> Road / Parking Lot Construction	
<input type="checkbox"/> Soil & Water Conservation	<input type="checkbox"/> Fire Safety / Protection	
<input type="checkbox"/> Sustainable, Renewable Energy	<input type="checkbox"/> ODOT Certified / Prequalified	
<input type="checkbox"/> Testing	<input type="checkbox"/> Appraisals	
<input type="checkbox"/> Facility / Site Assessment	<input type="checkbox"/> Title Work	
<input type="checkbox"/> Architecture	Areas of Certification:	
<input type="checkbox"/> Building Renovation & Upgrades	_____	
<input type="checkbox"/> Historic Building Restoration	_____	
<input type="checkbox"/> Construction Management	_____	
<input type="checkbox"/> Civil Engineering		
<input type="checkbox"/> Other _____		
<input type="checkbox"/> Other _____		
<input type="checkbox"/> Other _____		
<input type="checkbox"/> Other _____		



## Review

### Terms of Statement of Qualifications

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

Lake Metroparks reserves the right to reject any SOQ for failure to comply 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.



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## 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 **February 24, 2023 by 4:00 p.m.**; one (1) digital copy PDF. Please send digital PDF SOQ to: [swartluft@lakemetroparks.com](mailto:swartluft@lakemetroparks.com).

## Contact

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