



## **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES**

MetroParks of Butler County requests professional design firms or design professionals interested in providing professional design services for design and/or surveying projects where the total fee for such service is less than fifty thousand dollars (\$50,000) to submit a Request For Qualification (RFQ) response pursuant to Ohio Revised Code §153.65-73. Professional design services refer to services within the scope of practice of a design professional or design firm including services of an architect or landscape architect registered under Chapter 4703 of the Ohio Revised Code or a professional engineer or surveyor registered under Chapter 4733 of the Ohio Revised Code.

Qualification statements will be accepted at any time from any professional design firm or design professional. MetroParks of Butler County will send out an annual request to update qualification statements that are on file; however, it is the design firm's/design professional's obligation to keep the qualifications current by providing annual RFQ updates or to submit an annual statement that nothing has changed from the prior version currently on file with the MetroParks.

RFQ statements should include the following information: design firm's/design professional's history; resumes of key personnel including professional registrations; list of client references and representative park-related projects\*, including a brief description and relative size of each project; proof of professional liability insurance; and contact information for a person knowledgeable and able to provide a reference related to the previous representative work.

Upon receipt, the MetroParks of Butler County will acknowledge receipt of and evaluate each RFQ statement for inclusion on the prequalified list kept by the MetroParks. RFQ statements shall be no more than 40 pages; electronic responses in PDF format are preferred. Email or send to:

**Peter Z. "Zeb" Acuff, Director of Planning**  
**MetroParks of Butler County**  
2051 Timberman Road, Hamilton, OH 45013  
Email: [zacuff@yourmetroparks.net](mailto:zacuff@yourmetroparks.net)  
Phone: 513-867-5835 FAX: 513-867-5954

This RFQ notice is also posted at [www.yourmetroparks.net](http://www.yourmetroparks.net).

All questions regarding this RFQ and/or qualification statements shall be submitted in writing to the attention of Zeb Acuff at [zacuff@yourmetroparks.net](mailto:zacuff@yourmetroparks.net).

\* If no previous park-related projects, then any representative projects.



## REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

### Basic Information Required

Name of Company: \_\_\_\_\_

Name of Representative Responding: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

#### **Service Fields: Check All that Apply**

*Note: Please indicate services provided in-house by your firm only.*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Planning           | <input type="checkbox"/> Engineering Services |
| <input type="checkbox"/> Design        | <input type="checkbox"/> Plumbing           | <input type="checkbox"/> Civil                |
| <input type="checkbox"/> Ecological    | <input type="checkbox"/> Surveying          | <input type="checkbox"/> Electrical           |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Transportation     | <input type="checkbox"/> Landscape            |
| <input type="checkbox"/> Geotech       | <input type="checkbox"/> Urban Design       | <input type="checkbox"/> Mechanical           |
| <input type="checkbox"/> Irrigation    | <input type="checkbox"/> <b>OTHER</b> _____ | <input type="checkbox"/> Structural           |

- ☐ **Renewal:** If your firm has previously submitted an SOQ and the information has not changed since the last submission, please check this box.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Submission

#### **Email or send to:**

#### **MetroParks of Butler County – Planning & Construction**

2051 Timberman Road, Hamilton, OH 45013

Email: [zacuff@yourmetroparks.net](mailto:zacuff@yourmetroparks.net)

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