



Request for Qualifications from Design Professionals

Portage Park District requests Statements of Qualifications (SOQ) from individuals and firms interested in providing professional design and/or surveying services where the total fee is estimated to be less than fifty thousand dollars (\$50,000), pursuant to Ohio Revised Code §153.65-73. Professional design services include architecture; landscape architecture; civil, mechanical, or electrical engineering; surveying; and geo-technical investigation.

Potential upcoming park projects include:

- Boundary and topographic surveys
- Park master plans, park and trail feasibility studies, cost estimates, traffic studies
- Architectural and structural engineering evaluations of existing facilities, including bridges
- Construction plans, permitting, bid specifications and construction inspection for multiple park and trail development projects
- Design and engineering of alternative energy systems for park structures

Qualification statements will be accepted at any time, however it is the design firm's/design professional's obligation to keep the SOQ current.

Statements of Qualifications should include the following information:

- List of available professional design services
- Design firm's/design professional's history and office locations
- Resumes of key personnel involved in park projects, including professional registrations
- Proof of professional liability insurance
- List of client references and representative park-related projects, including a brief project description and reference contact information

All questions regarding this RFQ and/or qualification statements shall be submitted in writing to the attention of Christine Craycroft, Executive Director ccraycroft@portageparkdistrict.org. Electronic submissions in PDF format are preferred. Upon receipt, Portage Park District will evaluate each SOQ for inclusion on the prequalified list. Email or send SOQ with cover letters to:

Portage Park District
705 Oakwood St. Ste G-4
Email: admin@portageparkdistrict.org
Phone: 330-297-7728

This RFQ notice and future RFQ notices for projects estimated over \$50,000 shall also be posted at www.portageparkdistrict.org.