

**QUALIFICATIONS BASED SELECTION  
FOR  
PROFESSIONAL SERVICES**

**2020**

**GUIDELINES FOR QUALIFICATION STATEMENTS**

**Lorain County, OHIO**

## QUALIFICATION STATEMENT

The Lorain County Board of Commissioners requests professional design firms interested in providing professional services for Board directed projects to submit a statement of qualifications pursuant to section 153.65 to 153.71 of the Ohio Revised Code. Notice of this request will be published on the County web site at <http://www.loraincounty.us/information-center/county-public-notice> and will be sent directly to firms known to have a direct interest in providing such services. The qualification statements submitted will be kept on file and evaluated for design requirements when the Lorain County Board of Commissioners is planning to contract for professional design services.

Qualification statements will be accepted at any time from any professional design firm or person legally engaged in rendering professional engineering and surveying services. The County will send out an annual request to update qualification statements which are on file. The list from this issuance shall become active by no later than January 2, 2020 and will continue to be amended as new Qualification statements are received throughout the year.

Qualification statements will contain information requested on the copies of the attached Qualification-Based Selection Statement Criteria Sheet. Two (2) Qualification statements shall be submitted. Any Qualification Statements, submitted without all requested information or not updated upon request will be reason to deem a firm or individual unqualified.

**Lorain County Board of Commissioners**  
**QUALIFICATION-BASED SELECTION**  
**STATEMENT CRITERIA**

1. Provide a brief history of the firm. Include year established, type of organization and information pertaining to major areas of expertise.
2. Provide resumes for key personnel of the firm and list the number of employees by classification. Identify the primary key person in your firm to be contacted regarding qualification-based selection.
3. List clients and representative projects worked on during the last five years with an emphasis on municipal and county work. Provide a brief description and relative size of each project.
4. Provide a copy of a current ODOT technical pre-qualification letter. If not pre-qualified with ODOT, so indicate on the statement.
5. Provide information regarding the type of computer hardware and software.
6. Complete and include the “Statement of Qualifications for Professional Services Summary Sheet.”
7. Provide any further information which may be helpful for the Board to determine the qualifications of the firm.
8. Limit Qualification statements to 30 pages including three summary sheets.
9. Qualifications are to be submitted to:

Lorain County Purchasing Department  
County Administration Building – 4<sup>th</sup> Floor  
226 Middle Ave  
Elyria, OH 44035

**Lorain County  
Board of Commissioners**

**Statement of Qualifications for Professional Services  
Summary Sheet**

Name of Firm: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_ Webpage: \_\_\_\_\_

Please check all the funding types/programs that your firm has experience within a project.

**Funding Types**

	<b>Provided</b>
Federal Highway Administration	<input type="checkbox"/>
Community Development Block Grant	<input type="checkbox"/>
Ohio Water Development Authority	<input type="checkbox"/>
State Infrastructure Bank	<input type="checkbox"/>
US EPA	<input type="checkbox"/>
US Department of Energy	<input type="checkbox"/>
State Roadway Development Account	<input type="checkbox"/>
US Department of Agriculture	<input type="checkbox"/>
US Department of Commerce – Economic Development Administration	<input type="checkbox"/>
State Capital Improvement Funds	<input type="checkbox"/>
State Roadway Development Account	<input type="checkbox"/>
Ohio Public Works Commission	<input type="checkbox"/>
Federal Aviation Administration	<input type="checkbox"/>
Other (list as necessary)	<input type="checkbox"/>

Please check all the services that your firm can provide and check the appropriate box if your firm is ODOT pre-qualified to provide such services.

<b>Engineering Categories</b>	<b>Service Provided</b>	<b>ODOT Pre-qualified</b>
Non-complex Roadway Design	<input type="checkbox"/>	<input type="checkbox"/>
Complex Roadway Design	<input type="checkbox"/>	<input type="checkbox"/>
Safety Studies	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-Way Plan Development	<input type="checkbox"/>	<input type="checkbox"/>
Level 1 Bridge Design	<input type="checkbox"/>	<input type="checkbox"/>
Level 2 Bridge Design	<input type="checkbox"/>	<input type="checkbox"/>
Level 3 Bridge Design Elements	<input type="checkbox"/>	<input type="checkbox"/>
Minor Bridge Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Major Bridge Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Underwater Bridge Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Engineering Services	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Testing Laboratory	<input type="checkbox"/>	<input type="checkbox"/>
Basic Traffic Signal Design	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Signal System Design	<input type="checkbox"/>	<input type="checkbox"/>
Limited Lighting Design	<input type="checkbox"/>	<input type="checkbox"/>
Complex Lighting Design	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Document Preparation – EA/EIS	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Document Preparation – CE	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Document Preparation – 4(f)	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Ecology Survey	<input type="checkbox"/>	<input type="checkbox"/>
Terrestrial Ecology Survey	<input type="checkbox"/>	<input type="checkbox"/>
Wetland Delineation	<input type="checkbox"/>	<input type="checkbox"/>
Wetland Mitigation	<input type="checkbox"/>	<input type="checkbox"/>
Waterway Permits	<input type="checkbox"/>	<input type="checkbox"/>
Air Quality Analyses	<input type="checkbox"/>	<input type="checkbox"/>
Noise Analyses and Abatement Design	<input type="checkbox"/>	<input type="checkbox"/>
Archaeological Investigations	<input type="checkbox"/>	<input type="checkbox"/>
History/Architectural Investigations	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Site Assessment Screening	<input type="checkbox"/>	<input type="checkbox"/>
Phase I Environmental Site Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Phase II Environmental Site Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Site Assessment Remedial Design	<input type="checkbox"/>	<input type="checkbox"/>
Airport Engineering Service	<input type="checkbox"/>	<input type="checkbox"/>

<b>Right-of-Way Categories</b>	<b>Service Provided</b>	<b>ODOT Pre-Qualified</b>
Project Management	<input type="checkbox"/>	<input type="checkbox"/>
Title Search	<input type="checkbox"/>	<input type="checkbox"/>
Value Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal Review	<input type="checkbox"/>	<input type="checkbox"/>
Negotiation	<input type="checkbox"/>	<input type="checkbox"/>
Closing	<input type="checkbox"/>	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	<input type="checkbox"/>
Relocation Review	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction Categories</b>	<b>Service Provided</b>	<b>ODOT Pre-Qualified</b>
Construction Inspection	<input type="checkbox"/>	N/A
Construction Materials Testing	<input type="checkbox"/>	N/A
Construction Administration	<input type="checkbox"/>	N/A
Construction Specification writing Residential	<input type="checkbox"/>	N/A
Construction Specification writing Commercial	<input type="checkbox"/>	N/A
Airport Construction Management	<input type="checkbox"/>	N/A
<b>Miscellaneous Design, Inspection, and Survey Categories</b>	<b>Service Provided</b>	<b>ODOT Pre-Qualified</b>
Roundabouts	<input type="checkbox"/>	N/A
Storm Water Management & Design	<input type="checkbox"/>	N/A
Pavement Condition Assessment	<input type="checkbox"/>	N/A
Field Surveying	<input type="checkbox"/>	N/A
Bridge Load Rating	<input type="checkbox"/>	N/A
Structural Engineering	<input type="checkbox"/>	N/A
Mechanical Engineering	<input type="checkbox"/>	N/A
Electrical Engineering	<input type="checkbox"/>	N/A
Parking Decks	<input type="checkbox"/>	N/A
Land Development/Surveying/Lot splits	<input type="checkbox"/>	N/A
Airport Design Services	<input type="checkbox"/>	N/A
Airport Grant Management	<input type="checkbox"/>	N/A
Other (list as necessary)	<input type="checkbox"/>	N/A

**Architectural Categories**

**Provided**

- Design of Buildings and facilities
- Landscape architectural services
- Facility Planning
- Floor plans and layouts of areas
- Construction Management
- Land Development
- Environmental Design (LEED)
- ADA Compliance
- Plan Review
- Other (list as necessary)