



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

The form to submit qualification statements can be accessed [HERE](#).

You can also access the submission form by entering the following URL into your web browser:  
<https://www.cognitofirms.com/warrencountyparkdistrict/requestforqualificationsforprofessionaldesignservices>

Warren County Park District (WCPD) 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. WCPD 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 WCPD.

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 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 representative work.

Upon receipt, the Warren County Park District will acknowledge receipt of and evaluate each RFQ statement for inclusion on the prequalified list kept by the WCPD. RFQ statements shall be no more than 40 pages; electronic responses in PDF format are preferred.

All questions regarding this RFQ and/or qualification statements shall be submitted in writing to the attention of Matt Latham at [matt.latham@co.warren.oh.us](mailto:matt.latham@co.warren.oh.us).