

# Statement of Qualifications

## State of Ohio Standard Forms and Documents

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State of Ohio agencies and state-supported institutions of higher education use this form to obtain information from Architect/Engineer (“A/E”), Construction Management (“CM”), and Design-Build (“DB”) firms about their professional qualifications. State agencies select firms for A/E contracts on the basis of professional qualifications as required by Sections 153.65 through 153.71 of the Ohio Revised Code. This form may also be used to obtain the qualifications of CM, selected as required by Sections 9.33 through 9.333 of the Ohio Revised Code, or other professional services related to the design or construction of public improvements. This form may also be used in the Qualifications Phase of the Best Value Selection process for CM at Risk contracts as required by Section 9.334 of the Ohio Revised Code and Section 153:1-6-01 of the Ohio Administrative Code, and for Design-Build contracts as required by Section 153.693 of the Ohio Revised Code and Section 153:1-6-02 of the Ohio Administrative Code.

The Ohio Revised Code requires the public announcement of requirements for A/E and CM services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Ohio Revised Code then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm. **(Ohio Revised Code Sections 9.332 and 153.65 through 153.691.)**

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the Contracting Authority, and interviews with the most highly qualified firms and their references.

### GENERAL INSTRUCTIONS

Do not include this instruction pages with your submission. Only include Part I and Part II of the form.

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. Submit Part II with each Statement of Qualifications. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.
2. A public announcement is not required for certain contracts (e.g. the Ohio Facilities Construction Commission consultant list), and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

### INDIVIDUAL CONTRACTING AUTHORITY INSTRUCTIONS

Individual agencies may supplement these instructions in the Request for Qualifications. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any Contracting Authority instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the Contracting Authority.

### DEFINITIONS

**Architect-Engineer Services:** Has the same meaning as Ohio Revised Code 153.65(C) definition for professional design services; “services within the scope of practice of an architect or landscape architect registered under Chapter 4703 of the Revised Code or a professional engineer or surveyor registered under Chapter 4733 of the Revised Code.” This term may also include the services of a Criteria A/E for a Design-Build project.

**Construction Manager:** Has the same meaning as Ohio Revised Code 9.33 definition of Construction Manager; “a person with substantial discretion and authority to plan, coordinate, manage, and direct all phases of a project for the construction, demolition, alteration, repair, or reconstruction of any public building, structure, or other improvement, but does not mean the person who provides the professional design services or who actually performs the construction, demolition, alteration, repair, or reconstruction work on the project.”

**Construction Manager at Risk:** Has the same meaning as Ohio Revised Code 9.33 definition of Construction Manager at Risk; “a person with substantial discretion and authority to plan, coordinate, manage, and direct all phases of a project for the construction, demolition, alteration, repair, or reconstruction of any public building, structure, or other improvement, but does not mean the person who provides the professional design services or who actually performs the construction, demolition, alteration, repair, or reconstruction work on the project.”

**Design-Builder:** Has the same meaning as Ohio Revised Code 153.65 definition of Design-Build firm; “a person capable of providing Design-Build services, which is defined as services that form an integrated delivery system for which a person is responsible to a public authority for both the design and construction, demolition, alteration, repair, or reconstruction of a public improvement.”

**Branch Office:** A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

**Discipline:** Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Firm:** Has the same meaning as Ohio Revised Code 153.65(B) for professional design firm; "any person legally engaged in rendering professional design services." Depending on the nature of the services requested in the announcement, the term may include a Construction Manager, Construction Manager at Risk, Design-Builder, or a specialty consultant for various services.

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

**Contracting Authority:** The Ohio Facilities Construction Commission; or the director of an agency of the State with the approval of the Department for local administration of a specific Project; or the chief executive officer of an Institution of Higher Education certified by the Department to perform local administration; or the legislative body of a political subdivision.

## SPECIFIC INSTRUCTIONS

### Page Footers

1. Project Title / Firm Name. Enter the title of the contract for which this form is being submitted, exactly as shown in the public announcement or Contracting Authority request at center of footer followed by lead firm name. Thumbnail company logo is optional.
2. Page Numbers. Modify the page numbers to correspond with the correct number of total pages in the submission. Integrate all pages including Part II and additional forms (e.g.: statements of insurance, etc) requested by the Contracting Authority.

### Part I - Contract-Specific Qualifications

#### Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or Contracting Authority request.
2. Announcement Date. Enter the posted date of the Contracting Authority's Request for Qualifications on the OHC website, other form of public announcement or Contracting Authority request for this contract.
3. Project Number. Enter the Contracting Authority's project number, if applicable, exactly as shown in the public announcement or Contracting Authority request for this contract.

#### Section B. Firm Point of Contact

- 4-9. Project Representative Name and Title, President/CEO, Name of Firm (Legal Name), Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the lead firm or joint venture that the Contracting Authority can contact for additional information. The representative must be empowered to speak on contractual and policy matters. List the firm's legal name.
- 10-12. Include the county where the Lead Firm or Joint Venture is located, its FTID (Federal Tax Identification) number and Web address.

#### Section C. Proposed Team.

- 13-15. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the lead firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the project manager. Attach an additional sheet in the same format as Section C if needed. Enter the distance of the lead firm from the project site in Block 10. If a joint venture, enter the office of the firm point of contact in the first row. **Identify all EDGE-certified Business Enterprises, by name, that will participate in delivery of the proposed professional services solicited in the RFQ to achieve the advertised participation goal.** If the Proposer intends to receive points for exceeding the EDGE Participation Goal, it must submit completed Certified Statement of Intent To Contract and To Perform forms signed by the Proposer and EDGE-certified Business Enterprises with its Statement of Qualifications.

#### Section D. Organizational Chart of Proposed Team.

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C. Include Owner-Agency and Contracting Authority. Illustrate lines of communication between team members and identify main point of contact for team. Use the following standard titles as appropriate to identify specific roles within project team for agreement. Please refrain from using company titles or roles (e.g.: Project Executive, Project Principal, etc.). The use of thumbnail sized photographs of team members is optional.

**A/E Standard Titles for Specific Roles:**  
Senior Management Lead

Project Management Lead  
Project Design Lead – Discipline Name (e.g. Architecture, Interior Design, Mechanical, Electrical, Plumbing, Technology)  
Project Architect or Project Engineer  
Planning/Programming Lead  
Specification Writer  
Scheduler  
Quality Control Lead – Discipline Name  
Construction Administrator

**CM Standard Titles for Specific Roles:**

Senior Management Lead  
Project Management Lead  
Project Technical Lead (e.g., Project Engineer)  
Project Administration Lead (e.g., Project Clerk)  
Preconstruction Management Lead  
Estimator – Discipline Name  
Scheduler (Preconstruction Phase, Construction Phase)  
Constructability/Design Document Reviewer  
Superintendent – Discipline Name (e.g. General, MEP)  
Safety Lead

**CM at Risk Standard Titles for Specific Roles:**

Use the titles listed above under CM Standard Titles

**DB Standard Titles for Specific Roles:**

Use the titles listed above under CM and A/E Standard Titles

**Section E. Resumes of Key Personnel Proposed for This Contract.**

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the lead firm or joint venture partner firms first. Resumes should align to the greatest extent possible with the example projects in Section G. Maximum of one page in length for each key person. The following blocks must be completed for each resume:

16. Name. Keep the name of each team member consistent throughout all sections. Thumbnail sized photograph of team member is optional.
17. Role in This Contract. Maintain consistency with titles provided in Section D.
18. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).
19. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C. Inserting thumbnail sized company logo is optional.
20. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
21. Current Professional Registration. Provide information on current relevant professional registration(s) in the State of Ohio. Do not list registration from other states here. List registrations from other states in Block 22.
22. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration in other states, publications, organizational memberships (e.g., AIA, CSI, NSPE, CMAA), certifications (e.g. CDT, CCM, CCA, CCS, LEED AP, NCIDQ), training, awards, and foreign language capabilities.\*

\*Abbreviations for organizations and certifications:

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

ACEC: American Council of Engineering Companies

AIA or FAIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

CMAA: Construction Management Association of America

CSI or FCSI: Construction Specifications Institute

DBIA or Associate DBIA: Design-Build Institute of America

(list credentials, not memberships)

NCARB: National Council of Architectural Registration

Boards (list certification only)

NCIDQ: National Council for Interior Design Qualification

NSPE: National Society of Professional Engineers

23. **Relevant Projects.** Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F.

#### **Sample Projects (a – e)**

1. **Title, Client and Location.** Insert the sample project name on the top line of this block. Identify the client(s) name on the second line of this block. Provide the location (city, state) of the project at the bottom.
2. **Building Type, Size and Project Cost / Performance.** Identify the project's building type (e.g.: office, academic, laboratory, hospital, corrections, recreation, housing, maintenance, storage, mixed use, etc.) on the top line of this block. Specify level of building type if appropriate (e.g.: K-12 academic, student housing, minimum security corrections, vehicle maintenance, etc). **NOTE:** for K-12 academic building type, please include specific grade levels served in building within parentheses after the building type. For example, "K-12 Academic (9<sup>th</sup> thru 12<sup>th</sup>)". Provide the building size (if applicable) in square-feet on the second line of this block. If the project was a combination renovation and building addition, include area of building addition in parentheses after the total area (e.g.: 35,000 SF Add.). Include the project cost at the bottom followed by the firm's performance in parenthesis (e.g.: \$100K under budget, \$15K returned, on budget, \$10K over budget, etc). If the firm performed hard-bid construction services, indicate amount of change orders rather than budget performance within the parentheses (e.g.: \$45K in changes, \$0 in changes).
3. **Type of Construction, Delivery Model and Services.** Identify the type of construction on the top line of this block (new construction, addition, renovation, preservation, demolition). Include multiple types of construction if applicable (e.g.: addition/renovation). Provide the delivery method used for the project on the second line (ie: multiple prime, multiple prime with CMA, general contracting, CM at Risk, design-build, public-private partnership). Insert the type of service the firm provided on the project at the bottom of this block (e.g.: full AE services, Criteria AE services, CMR services, DB services, etc).
4. **Dates Completed.** Insert the completion dates (month/year) for the design and construction stage, if applicable, on the top line of the block. Indicate the schedule performance with the number of day's variance from original schedule completion date of stage (e.g.: 15 days ahead, on schedule, 5 days late). If any of the professional services or construction projects is not complete, leave Date Completed blank and indicate the status.
5. **Example Project Key No.** Insert the corresponding key number (1-10) of the project if it is included in Section F as one of the Example Projects. Leave blank if it is not one of the Example Projects.
6. **Specific Role (Benefits / Value to Client).** Briefly describe the individual team member's role on the project and most importantly the benefits and value their specific involvement provided that client. Do not list common job duties and responsibilities of the role or tasks performed. Quantify specific results and accomplishments due to the individual's involvement on the project. Cover the selection scoring criteria provided in the Request for Qualifications when completing these blocks on the resumes of key personnel proposed for this contract. Use the check box provided to indicate if the project was performed with any office of the current firm. Project photos are not necessary.

#### **Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.**

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Specialty consultants that have not worked with the lead firm may submit their own projects in this section. Present no more than ten projects, unless otherwise specified by the Contracting Authority. Limit of one page in length per project. If more projects are submitted or their length exceeds one page, scoring will be based on the first page of the first ten projects only. Complete the following blocks for each project:

24. **Example Project Key Number.** Start with "1" for the first project and number consecutively.
25. **Title and Location.** Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
26. **Year Completed.** Enter the year completed of the design services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 27a. **Project Owner.** Project owner or user, such as a government Contracting Authority or installation, an institution, a corporation or private individual.
- 27b. **Point of Contact Name.** Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 27c. **Point of Contract Telephone Number.** Self-explanatory.
- 27d. **Point of Contact E-mail Address.** Self-explanatory.

28. Brief Description of Project and Relevance to This Contract. Enter any other information requested by the Contracting Authority for each example project. Including the following information:
- Project Description. Provide a short description of the project. Indicate scope, size, cost, principle elements and special features of the project. Identify the type of delivery method used.
  - Scope of Services. Indicate the type and scope of services provided by firm. Indicate if the project utilized Building Information Modeling tools and the extent of its use during each stage of the project.
  - Benefit / Value to Client. Summarize the specific benefits and/or value provided to client in the execution of the work. Include obstacles encountered and how the firm resolved those issues. Tell the "story" of the project.
  - Results Accomplished. Indicate team performance regarding scope, budget, schedule and quality. Provide specificity in reporting results in comparison to baseline figures. Do not just state, "on time and on budget".
  - Relevance of Project. Briefly indicate how this example project is relevant and similar to this contract.
  - Reference. Insert citations from letters of reference or past evaluations attained from project owner or point of contact. Indicate name, title, organization and date reference was made by past project representative.
  - Photographs/Diagrams. Include one or two photos or diagrams/plans that complement and support the other information presented about the project, services, benefits and accomplishments.
  - Awards/Certifications. Indicate any awards the project received and level of LEED Certification achieved.
  - Team Members. List all proposed team members that worked on this example project.
29. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their specific roles (eg: general trades contractor vs. general contractor, etc) and relationship (lead firm/contractor, JV partner, subconsultant/subcontractor). List in the same order as Section C.

#### **Section F. Additional Page: Relevant Project Experience Matrix.**

Enter the relevant scopes of work requested by the Contracting Authority in the Request for Qualifications. Please note, in some instances the Contracting Authority may request firms to summarize specific project elements (e.g.: project delivery method, role on project, LEED Certification) that will require the insertion of abbreviations (e.g.: MP, GC, CMR, DB) rather than the standard "x" within the body of the matrix.

#### **Section G. Key Personnel Participation in Example Projects.**

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

- Names of Key Personnel. List the names of the key personnel in the same order as they appear in Section E.
- Role in This Contract. Insert the proposed role in the contract as indicated in Section E, block 17.
- Example Projects Listed in Section F. In the column under each project key number (see block 24) and for each key person, place an "X" under the project key number for participation in the same or similar role.
- Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

#### **Section H. Additional Information.**

- Use this section to provide additional information specifically requested by the Contracting Authority or to address selection criteria that are not covered by the information provided in Sections A-G. It is recommended that firms provide an outline following the selection criteria as indicated on the rating sheet and briefly summarize the proposed team's qualifications for each criterion. Firms are encouraged to summarize information in tables/charts. Do not include general marketing materials or history of each firm. Only include recent reference letters of past performance.
- Complete and submit the Proposer Affirmation and Disclosure form to indicate the location(s) that services will be provided in accordance with Executive Order 2011-12K.
- Complete and submit the Commitment to Participate in the EDGE Business Assistance Program form to indicate the lead firm's intent to contract with and use EDGE-certified Business Enterprises as a part of the proposed team.
- If the Proposer intends to receive points for exceeding the EDGE Participation Goal, complete and submit Certified Statement of Intent To Contract and To Perform (F110-13) forms signed by the Proposer and EDGE-certified Business Enterprises with its Statement of Qualifications. Do not submit the Bidder's EDGE Affidavit (Form M140-00 45 29).
- Complete the Disclosure of Past Performance for the Lead Firm and all Consultants listed in Section C.

#### **Section I. Authorized Representative**

- Signature of Authorized Representative and Date. An authorized representative of a joint venture or the lead firm must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.
- Name and Title. Self-explanatory.

**SAMPLE ENTRIES FOR SECTION E (BLOCK 23):**

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
			Design	Construction	
<b>North High School</b> Northern LSD & OSFC North City, Ohio	K-12 Academic (9th – 12th) 185,000 SF (100,000 SF Add) \$34,650,000 (\$124K under)	Add. / Reno. & Demo. Multiple Prime Full CMA Services	11/2005 24 days ahead	5/2008 on schedule	<b>3</b>
(6) Role (Benefit / Value to Client) <span style="float: right;"><input type="checkbox"/> Check if project performed with current firm</span> <b>Project Management Lead</b> and <b>Estimator</b> responsible during all stages for managing scope/budget/schedule/quality. Precon. "real-time" estimating eliminated the need for end-of-phase VE and re-designs to maintain budget, saving 24 days in design. Prime contractor bids (7 pkg.) came within 1% of estimate. Constructability reviews resulted in only 4 RFI's during construction stage. Construction completed on time through strong management, despite having one prime contractor default.					

**SAMPLE ENTRIES FOR SECTION F (MATRIX):**

**F. RELEVANT PROJECT EXPERIENCE MATRIX**

		Major Scope of Work requirements as identified in the project advertisement.									
		Scope: Project Delivery Method (MP, GC, CMR, DB)	Scope: Role on Project (AE, C-AE, AOR, CMA/OA, CMR, DB, GC, Trade)	Scope: Academic Facility	Scope: K-12 Facility	Scope: High School (9-12)	Scope: New Construction	Scope: Construction on Occupied Site	Scope: USGBC LEED Certification (Reg, Cert, Silver, Gold, Plat)	Scope: Ohio Capital Improvement Process (State of Ohio Contracts and/or use of OAKS CI)	Scope: Fixed Seat Auditorium
Example Project Name (Place "X" under Project Scope)											
1	<b>Northwest High School</b> , Local School District Hometown, Ohio	MP	CMA	X	X	X	X		Gold	X	
2	<b>Lincoln Hall</b> , University of Ohio Collegetown, Ohio	GC	GC	X			X	X	Plat	X	X

**SAMPLE ENTRIES FOR SECTION G (MATRIX):**

**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

30. NAMES OF KEY PERSONNEL (From Section E, Block 12)	31. ROLE IN THIS CONTRACT (From Section E, Block 13)	32. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Amy Bergman	Project Mgmt. Lead	X	X			X	X				X
Carl Dover	Estimator	X	X	X			X	X	X	X	X
Edward Franks	Superintendent		X		X	X			X		X

## Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices. Submit Part II with each Statement of Qualifications. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

For a specific contract, prepare a separate Part II **for each firm** that will be part of the proposed project team and submit with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

1. Project Number. If Part II is submitted for a specific contract, insert the Contracting Authority's project number, if applicable, exactly as shown in the request for qualifications.
- 2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory. List the firm's legal name as shown on the Secretary of State's records.
3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.
4. FTID Number. Insert the Federal Tax Identification number issued by the Internal Revenue Service.
5. Ownership.
  - a. Type. Enter the ownership or legal structure (sole proprietor, partnership, corporation, joint venture, etc.).
  - b. EDGE-certified Business Enterprise Status. Refer to the Equal Opportunity Division (EOD) in the Ohio Department of Administrative Services for the Encouraging Diversity, Growth and Equity (EDGE) business development program at <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/Default.aspx>. EDGE status must be either "CERTIFIED" or "NON-CERTIFIED." If the firm has an open application for certification or re-certification, enter "NON-CERTIFIED."
- 6a-6d. Point of Contact. Project Representative Name and Title, President/CEO, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide this information for a representative of the firm that the Contracting Authority can contact for additional information. The representative must be empowered to speak on contractual and policy matters.
7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.
8. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. This information is used to review past performance on state contracts.
9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. Enter the number of licensed design professionals (e.g., architects, landscape architects, professional engineers and professional surveyors) for each discipline in column c(1). Enter all other employees for each discipline in column c(2). The total of column c (1) and c (2) should equal the total number of staff employed from that office/branch location for the firm.
10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.
11. Total Revenues of Firm for Last 2 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the **total** revenues received over the last 2 years by the firm or branch office. Do not enter "0." Indicate value of work for this Contracting Authority\* (performed directly for the Contracting Authority that issued the RFQ, either as the lead firm or consultant), value of other State work (all other contracts with State of Ohio agencies and state-supported institutions of higher education), and the total value of all state work. For Solicitations issued by the Ohio Facilities Construction Commission (OFCC), include revenues from contracts administered by OFCC, revenues from contracts administered by the State Architect's Office (SAO), and revenues from contracts administered by a K-12 School District in conjunction with the Ohio School Facilities Commission (OSFC) or in conjunction with OFCC.
12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

## List of Disciplines (Function Codes)

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CAD/BIM Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer



List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E09	Environmental Impact Studies, Assessments or Statements
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E10	Environmental and Natural Resource Mapping
A03	Agricultural Development; Grain Storage; Farm Mechanization	E11	Environmental Planning
A04	Air Pollution Control	E12	Environmental Remediation
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E13	Environmental Testing and Analysis
A06	Airports; Terminals and Hangars; Freight Handling	F01	Fallout Shelters; Blast-Resistant Design
A07	Arctic Facilities	F02	Field Houses; Gyms; Stadiums
A08	Animal Facilities	F03	Fire Protection
A09	Anti-Terrorism/Force Protection	F04	Fisheries; Fish Ladders
A10	Asbestos Abatement	F05	Forensic Engineering
A11	Auditoriums and Theaters	F06	Forestry and Forest Products
A12	Automation; Controls; Instrumentation	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
B01	Barracks; Dormitories	G02	Gas Systems ( <i>Propane; Natural, Etc.</i> )
B02	Bridges	G03	Geodetic Surveying: Ground and Air-borne
C01	Cartography	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C02	Cemeteries ( <i>Planning and Relocation</i> )	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C03	Charting; Nautical and Aeronautical	G06	Graphic Design
C04	Chemical Processing and Storage	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C05	Child Care/Development Facilities	H02	Hazardous Materials Handling and Storage
C06	Churches; Chapels	H03	Hazardous, Toxic, Radioactive Waste Remediation
C07	Coastal Engineering	H04	Heating; Ventilating; Air Conditioning
C08	Codes; Standards; Ordinances	H05	Health Systems Planning
C09	Cold Storage; Refrigeration and Fast Freeze	H06	High-rise; Air-Rights-Type Buildings
C10	Commercial Building ( <i>Low Rise</i> ); Shopping Centers	H07	Highways; Streets; Airfield Paving; Parking Lots
C11	Community Facilities	H08	Historical Preservation
C12	Communications Systems; TV; Microwave	H09	Hospital and Medical Facilities
C13	Computer Facilities; Computer Service	H10	Hotels; Motels
C14	Conservation and Resource Management	H11	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )
C15	Construction Management	H12	Hydraulics and Pneumatics
C16	Construction Surveying	H13	Hydrographic Surveying
C17	Corrosion Control; Cathodic Protection Electrolysis	I01	Industrial Buildings; Manufacturing Plants
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	I02	Industrial Processes; Quality Control
C19	Cryogenic Facilities	I03	Industrial Waste Treatment
D01	Dams ( <i>Concrete; Arch</i> )	I04	Intelligent Transportation Systems
D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees	I05	Interior Design; Space Planning
D03	Desalinization ( <i>Process and Facilities</i> )	I06	Irrigation; Drainage
D04	Design-Build - Preparation of Requests for Proposals ( <i>Criteria Architect/Engineer Services</i> )	J01	Judicial and Courtroom Facilities
D05	Digital Elevation and Terrain Model Development	L01	Laboratories; Medical Research Facilities
D06	Digital Orthophotography	L02	Land Surveying
D07	Dining Halls; Clubs; Restaurants	L03	Landscape Architecture
D08	Dredging Studies and Design	L04	Libraries; Museums; Galleries
E01	Ecological and Archeological Investigations	L05	Lighting ( <i>Interior; Display; Theater, Etc.</i> )
E02	Educational Facilities; Classrooms	L06	Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )
E03	Electrical Studies and Design		
E04	Electronics		
E05	Elevators; Escalators; People-Movers		
E06	Embassies and Chanceries		
E07	Energy Conservation; New Energy Sources		
E08	Engineering Economics		

Code	Description	Code	Description
M01	Mapping Location/Addressing Systems	S01	Safety Engineering; Accident Studies; OSHA Studies
M02	Materials Handling Systems; Conveyors; Sorters	S02	Security Systems; Intruder and Smoke Detection
M03	Metallurgy	S03	Seismic Designs and Studies
M04	Microclimatology; Tropical Engineering	S04	Sewage Collection, Treatment and Disposal
M05	Military Design Standards	S05	Soils and Geologic Studies; Foundations
M06	Mining and Mineralogy	S06	Solar Energy Utilization
M07	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	S07	Solid Wastes; Incineration; Landfill
M08	Modular systems Design; Pre-Fabricated Structures or Components	S08	Special Environments; Clean Rooms, Etc.
		S09	Structural Design; Special Structures
N01	Naval Architecture; Off-Shore Platforms	S10	Surveying; Platting; Mapping; Flood Plain Studies
N02	Navigation Structures; Locks	S11	Sustainable Design
N03	Nuclear Facilities; Nuclear Shielding	S12	Swimming Pools
		S13	Storm Water Handling and Facilities
O01	Office Buildings; Industrial Parks	T01	Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
O02	Oceanographic Engineering	T02	Testing and Inspection Services
O03	Ordnance; Munitions; Special Weapons	T03	Traffic and Transportation Engineering
		T04	Topographic Surveying and Mapping
P01	Petroleum Exploration; Refining	T05	Towers ( <i>Self-Supporting and Guyed Systems</i> )
P02	Petroleum and Fuel ( <i>Storage and Distribution</i> )	T06	Tunnels and Subways
P03	Photogrammetry	U01	Unexploded Ordnance Remediation
P04	Pipelines ( <i>Cross-Country - Liquid and Gas</i> )	U02	Urban renewals; Community Development
P05	Planning ( <i>Community, Regional, Areawide and State</i> )	U03	Utilities ( <i>Gas and Steam</i> )
P06	Planning ( <i>Site, Installation and Project</i> )		
P07	Plumbing and Piping Design	V01	Value Analysis; Life-Cycle Costing
P08	Prisons and Correctional Facilities	W01	Warehouse and Depots
P09	Product, Machine Equipment Design	W02	Water Resources; Hydrology; Ground Water
P10	Pneumatic Structures, Air-Support Buildings	W03	Water Supply; Treatment and Distribution
P11	Postal Facilities	W04	Wind Tunnels; Research/Testing Facilities Design
P12	Power Generation, Transmission, Distribution		
P13	Public Safety Facilities	Z01	Zoning; Land Use Studies
R01	Radar; Sonar; Radio and Radar Telescopes		
R02	Radio Frequency Systems and Shieldings		
R03	Railroad; Rapid Transit		
R04	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )		
R05	Refrigeration Plants/Systems		
R06	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )		
R07	Remote Sensing		
R08	Research Facilities		
R09	Resources Recovery; Recycling		
R10	Risk Analysis		
R11	Rivers; Canals; Waterways; Flood Control		
R12	Roofing		

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# STATEMENT OF QUALIFICATIONS

## PART I – CONTRACT SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and County)	
2. ANNOUNCEMENT DATE	3. PROJECT NUMBER

### B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE		5. PRESIDENT / CEO
6. NAME OF FIRM (LEGAL NAME ON FILE WITH THE OHIO SECRETARY OF STATE)		
7. TELEPHONE NUMBER	8. FAX NUMBER	9. E-MAIL ADDRESS
10. COUNTY	11. FTID NUMBER	12. WEB ADDRESS

### C. PROPOSED TEAM

*(Complete this section for the lead firm or joint venture partners, and all key consultants.)*

(Check)	13. FIRM NAME			14. ADDRESS		15. ROLE IN THIS CONTRACT
	Lead Firm	JV Partner	Consultant			
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office    ___ Miles from project site	
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office	
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office	
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office	
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office	
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office	

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**D. ORGANIZATIONAL CHART OF PROPOSED TEAM**

*(Attached)*

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INSERT ORGANIZATIONAL CHART BELOW OR ATTACH.

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person. Limit one page per person)*

16. NAME	17. ROLE IN THIS CONTRACT	18. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
19. FIRM NAME AND LOCATION (City and State)	20. EDUCATION (Degree and Specialization)	21. CURRENT OH PROF REGISTRATIONS (List Discipline)	
22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

**23. RELEVANT PROJECTS (Up to a maximum of 5 samples)**

	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
a.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
b.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
c.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
d.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
e.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

24. EXAMPLE PROJECT KEY NUMBER (1 – 10)

*(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project. Limit one page in length.)*

25. TITLE AND LOCATION <i>(City and State)</i>	26. YEAR COMPLETED	
	DESIGN (if applicable)	CONSTRUCTION (if applicable)

27. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER	d. POINT OF CONTACT E-MAIL ADDRESS
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28. DESCRIPTION OF PROJECT *(Include project info, services, benefit/value, results, relevance, references, photographs/diagrams, awards/certifications, team members)*

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP

**F. RELEVANT PROJECT EXPERIENCE MATRIX**

		Major Scope of Work requirements as identified in the project advertisement.									
		Scope:	Scope:	Scope:	Scope:	Scope:	Scope:	Scope:	Scope:	Scope:	Scope:
Example Project Name (Place "X" under Project Scope)											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											





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## H. ADDITIONAL INFORMATION

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34a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. ATTACH ADDITIONAL SHEETS AS NEEDED.



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## H. ADDITIONAL INFORMATION

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34c. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. USE THE NEXT PAGE OR ATTACH ADDITIONAL SHEETS AS NEEDED.

### COMMITMENT TO PARTICIPATE IN THE EDGE BUSINESS ASSISTANCE PROGRAM

#### Mark only one option.

Use "✓" or "X" to mark option included in contract award amount.

If marking Option B, also show percentage of proposed participation.

If the Proposer intends to receive points for exceeding the EDGE Participation Goal, it must provide completed Certified Statement of Intent To Contract and To Perform forms signed by both parties with its Statement of Qualifications.

#### Option A

The Lead Firm or Joint Venture ("Proposer") commits to *meet or exceed* the advertised EDGE Participation Goal of the award amount, calculated as a portion of the Basic Fee (including Direct Personnel Expense) plus all accepted Additional Service Fees and Reimbursable Expenses, by using EDGE-certified Business Enterprise(s). For CM at Risk and Design-Build contracts, this is the contract amount for preconstruction and construction stage compensation excluding subcontracts, self-performed work and contingency.

The Proposer agrees that if selected for consideration of the Contract, it shall provide to the Contracting Authority, at the location required within the time identified in the Request for Proposal, its Proposal, including a *Certified Statement of Intent To Contract and To Perform* form for each EDGE-certified Business Enterprise proposed for use by the Proposer if awarded the Contract for this Project.

#### Option B (also indicate percentage -- see text )

The Proposer acknowledges it understands the requirement for it to provide and agrees to provide to the Contracting Authority, if selected for consideration of the Contract, within the time identified in the Request for Proposal, a letter requesting a waiver of the EDGE participation goal percentage on the Proposer's letterhead with a detailed *Demonstration of Good Faith* form describing its efforts undertaken prior to submitting its Statement of Qualifications to meet the advertised EDGE Participation Goal percentage for the Contract for this Project, and full documentation to substantiate its efforts.

The Proposer *does not meet* the advertised EDGE Participation Goal percentage, but, if awarded the Contract for this Project, *commits to provide* \_\_\_\_\_ **percent of the Contract award amount**, calculated as a portion of the Basic Fee (including Direct Personnel Expense) plus all accepted Additional Service Fees and Reimbursable Expenses, by using EDGE-certified Business Enterprise(s).

The Proposer commits to provide to the Contracting Authority at the location required within the time identified in the Request for Proposal, its Proposal, including a *Certified Statement of Intent To Contract and To Perform* form for each EDGE-certified Business Enterprise proposed for use by the Proposer if awarded the Contract for this Project.

#### Option C

The Proposer declares that it is an EDGE-certified Business Enterprise and that if awarded the Contract, the EDGE Participation percentage will be 100% of the award amount.

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**H. ADDITIONAL INFORMATION**

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34d. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. USE THE NEXT PAGE OR ATTACH ADDITIONAL SHEETS AS NEEDED.

**EDGE PARTICIPATION  
STATEMENT OF INTENT TO CONTRACT AND PERFORM**

Project Name \_\_\_\_\_ Project Number \_\_\_\_\_  
Vendor Name \_\_\_\_\_

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**EDGE-certified Business Enterprise ("EBE")**

EBE Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City, State ZIP \_\_\_\_\_ E-mail \_\_\_\_\_  
EBE Certification Number \_\_\_\_\_

---

**Briefly describe services, work or supplies to be provided by the EBE (may use industry codes):**

**Percentage of proposed EBE participation:\*** \_\_\_\_\_ %      **Anticipated cost or fee payable to EBE firm:**    \$ \_\_\_\_\_

\*If indicating less than the advertised EDGE participation, the Vendor must request a waiver and provide a "Demonstration of Good Faith Effort" form and supporting documentation that the Vendor attempted to meet the advertised participation goal established for this project by the Director of the Ohio Department of Administrative Services pursuant to Section 123.152 of the Ohio Revised Code.

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**Certified by EBE and by the Vendor**

The Vendor certifies that it intends to contract with the EBE for the portion of the agreement described above related to this project. The named EBE certifies that it intends to contract with the named Vendor and intends to provide the portion of the Vendor's scope of services as described above and for the anticipated cost or fee as indicated above.

If the Vendor is not selected to provide services for this Project, this Statement of Intent shall be null and void.

For CM at Risk and Design-Build contracts, please indicate Stage(s) of Project that EDGE services will be performed:

- Preconstruction Stage Services       Construction Stage Services       Construction Stage Subcontracted Work

**EDGE-certified Business Enterprise**

**Vendor**

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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