



## REQUEST FOR QUALIFICATIONS PROFESSIONAL DESIGN SERVICES

Great Parks of Hamilton County (GPHC) requests professional design firms interested in providing professional design services for design or surveying projects to submit a Request for Qualifications (RFQ) response pursuant to Ohio Revised Code § 153.65-73. Professional design services refer to services within the scope of practice of a 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.

GPHC asks all RFQs be submitted by January 31, 2018 for this request; however, qualifications statements will be accepted at any time from any professional design firm. GPHC will send out an annual request to update qualifications statements that are on file; however, it is the design firm'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 GPHC.

RFQ statements should include the following information: design firm's history; resumes of key personnel including professional registrations; list of client references and representative park-related or public work 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, GPHC will acknowledge receipt of and evaluate each RFQ statement for inclusion on the prequalified list kept by GPHC. RFQ statements shall be provided in one (1) letter size bound hard copy and in a digital file PDF format. Please no three ring binders. Email and send to:

Shawnessee Ference, Planning Administrator  
Great Parks of Hamilton County  
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Email: [sference@greatparks.org](mailto:sference@greatparks.org)

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Board of Park Commissioners:  
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