

# STATEMENT OF QUALIFICATIONS

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Version: 0810

State of Ohio agencies and state-supported institutions of higher education use this form to obtain information from Architect/Engineer (“A/E”) 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 also may be used to obtain the qualifications of Construction Managers (“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.

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

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 State Architect’s Office 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. 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.”

**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.”

**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.”

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

**Contracting Authority:** The Ohio Department of Administrative Services, acting by and through the General Services Division, State Architect’s Office; 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

### 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 OAKS Capital Improvements Web site (ci.oaks.ohio.gov), 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, 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.
- 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.**

#### 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.

##### **Architect/Engineer (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

##### **Construction Manager (CM) Standard Titles for Specific Roles:**

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

#### 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. The following blocks must be completed for each resume:

16. Name. Self-explanatory.
17. Role in This Contract. Self-explanatory.
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.
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, CCCA, CCS, LEED AP, NCIDQ), training, awards, and foreign language capabilities.\*

\*Abbreviations for organizations and certifications

ACEC: American Council of Engineering Companies

AIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (Construction Management Association of America)

CDT: Construction Documents Technologist (CSI)

CMAA: Construction Management Association of America

CCS: Certified Construction Specifier (CSI)

CSI: Construction Specifications Institute

LEED AP: Leadership in Energy & Environmental Design (U.S. Green Building Council)

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. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (4)). Photos are not necessary and role is more useful than description.

**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. If more projects are submitted, scoring will be based on the first ten 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 professional 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.

28. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. **Discuss the relevance of the example project to this contract.** Enter any other information requested by the Contracting Authority for each example project. **Include information on LEED registered and certified status of the project, and if the project utilized Building Information Modeling tools.** One or two photos or diagrams may be included.

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 roles. List in the same order as Section C.

**Section F. Additional Page: Relevant Project Experience Matrix.** Indicate the relevant projects that delineate the **relevant scope of work requirements** for the advertised project (e.g. parking garage, correctional facility, medical facility). **Program verification and design development are project stages, not scopes of work.**

**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).

30. and 31. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

32. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

33. 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.**

34a. 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.

34b Complete and submit the Proposer Affirmation and Disclosure form to indicate the location(s) that services will be provided in accordance with Executive Order 2010-09S.

34c 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.

**Section I. Authorized Representative**

35. and 36. 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.

37. Name and Title. Self-explanatory.

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

30. NAMES OF KEY PERSONNEL (From Section E, Block 16)      31. ROLE IN THIS CONTRACT (From Section E, Block 17)      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
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

**33. EXAMPLE PROJECTS KEY**

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

## 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. **Note: SAO no longer requires an annual submittal.** 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.
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."
- 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.
- 8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated FTID Number. 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).
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 professional services 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. Annual Average Professional Services 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 professional services revenues received annually (averaged 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.
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)

Code	Description	Code	Description
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	CADD 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	D01	Dams ( <i>Concrete; Arch</i> )
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees
A03	Agricultural Development; Grain Storage; Farm Mechanization	D03	Desalinization ( <i>Process and Facilities</i> )
A04	Air Pollution Control	D04	Design-Build - Preparation of Requests for Proposals
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	D05	Digital Elevation and Terrain Model Develop- ment
A06	Airports; Terminals and Hangars; Freight Handling	D06	Digital Orthophotography
A07	Arctic Facilities	D07	Dining Halls; Clubs; Restaurants
A08	Animal Facilities	D08	Dredging Studies and Design
A09	Anti-Terrorism/Force Protection	E01	Ecological and Archeological Investigations
A10	Asbestos Abatement	E02	Educational Facilities; Classrooms
A11	Auditoriums and Theaters	E03	Electrical Studies and Design
A12	Automation; Controls; Instrumentation	E04	Electronics
B01	Barracks; Dormitories	E05	Elevators; Escalators; People-Movers
B02	Bridges	E06	Embassies and Chanceries
C01	Cartography	E07	Energy Conservation; New Energy Sources
C02	Cemeteries ( <i>Planning and Relocation</i> )	E08	Engineering Economics
C03	Charting; Nautical and Aeronautical	E09	Environmental Impact Studies, Assessments or Statements
C04	Chemical Processing and Storage	E10	Environmental and natural Resource Mapping
C05	Child Care/Development Facilities	E11	Environmental Planning
C06	Churches; Chapels	E12	Environmental Remediation
C07	Coastal Engineering	E13	Environmental Testing and Analysis
C08	Codes; Standards; Ordinances	F01	Fallout Shelters; Blast-Resistant Design
C09	Cold Storage; Refrigeration and Fast Freeze	F02	Field Houses; Gyms; Stadiums
C10	Commercial Building ( <i>Low Rise</i> ); Shopping Centers	F03	Fire Protection
C11	Community Facilities	F04	Fisheries; Fish Ladders
C12	Communications Systems; TV; Microwave	F05	Forensic Engineering
C13	Computer Facilities; Computer Service	F06	Forestry and Forest Products
C14	Conservation and Resource Management	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C15	Construction Management	G02	Gas Systems ( <i>Propane; Natural, Etc.</i> )
C16	Construction Surveying	G03	Geodetic Surveying: Ground and Air- borne
C17	Corrosion Control; Cathodic Protection Electrolysis	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting		
C19	Cryogenic Facilities		

Code	Description	Code	Description
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting	M08	Modular systems Design; Pre-Fabricated Structures or Components
G06	Graphic Design	N01	Naval Architecture; Off-Shore Platforms
H01	Harbors; Jetties; Piers, Ship Terminal Facilities	N02	Navigation Structures; Locks
H02	Hazardous Materials Handling and Storage	N03	Nuclear Facilities; Nuclear Shielding
H03	Hazardous, Toxic, Radioactive Waste Remediation	O01	Office Buildings; Industrial Parks
H04	Heating; Ventilating; Air Conditioning	O02	Oceanographic Engineering
H05	Health Systems Planning	O03	Ordnance; Munitions; Special Weapons
H06	High-rise; Air-Rights-Type Buildings	P01	Petroleum Exploration; Refining
H07	Highways; Streets; Airfield Paving; Parking Lots	P02	Petroleum and Fuel ( <i>Storage and Distribution</i> )
H08	Historical Preservation	P03	Photogrammetry
H09	Hospital and Medical Facilities	P04	Pipelines ( <i>Cross-Country - Liquid and Gas</i> )
H10	Hotels; Motels	P05	Planning ( <i>Community, Regional, Areawide and State</i> )
H11	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )	P06	Planning ( <i>Site, Installation and Project</i> )
H12	Hydraulics and Pneumatics	P07	Plumbing and Piping Design
H13	Hydrographic Surveying	P08	Prisons and Correctional Facilities
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio and Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems and Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )
L05	Lighting ( <i>Interior; Display; Theater, Etc.</i> )	R07	Remote Sensing
L06	Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining and Mineralogy	S02	Security Systems; Intruder and Smoke Detection
M07	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	S03	Seismic Designs and Studies

<b>Code</b>	<b>Description</b>
S04	Sewage Collection, Treatment and Disposal
S05	Soils and Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling and Facilities
T01	Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers ( <i>Self-Supporting and Guyed Systems</i> )
T06	Tunnels and Subways
U01	Unexploded Ordnance Remediation
U02	Urban renewals; Community Development
U03	Utilities ( <i>Gas and Steam</i> )
V01	Value Analysis; Life-Cycle Costing
W01	Warehouse and Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

# STATEMENT OF QUALIFICATIONS

## PART I – CONTRACT SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

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

### B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE		5. PRESIDENT / CEO
6. NAME OF FIRM		
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"/>	
			<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"/>	
			<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"/>	
			<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"/>	
			<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"/>	
			<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	

**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.)*

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 PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
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22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

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

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER <i>(If included in Section F)</i>
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b>		24. EXAMPLE PROJECT KEY NUMBER (1 – 10)
<i>(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.)</i>		
25. TITLE AND LOCATION <i>(City and State)</i>	26. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
27. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

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

**PROPOSER AFFIRMATION AND DISCLOSURE**

The Lead Firm or Joint Venture (“Proposer”) acknowledges that by signing this Statement of Qualifications, that it affirms, understands, and will abide by the requirements of Executive Order 2010-09S issued by Ohio Governor Ted Strickland. If awarded a Contract, the Proposer affirms that both the Proposer and its Consultants shall perform no services requested under the Agreement outside of the United States. The Executive Order is available at the following Web site: <http://www.governor.ohio.gov/Default.aspx?tabid=1495>.

The Proposer shall provide the locations where services under the Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of its Statement of Qualifications will cause the Proposer to be deemed non-responsive and no further consideration will be given to its Statement of Qualifications. If the Proposer will not be using Consultants, indicate “Not Applicable” in the appropriate spaces.

1. Principal business location of the Proposer:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

2. Location where services will be performed by Proposer:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Locations where services will be performed by Consultants:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

3. Location where state data will be stored, accessed, tested, maintained, or backed-up, by Proposer:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Locations where state data will be stored, accessed, tested, maintained, or backed-up by Consultants:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

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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**

**Professional Services Firm: 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.

**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 plus all accepted Additional Service Fees and Reimbursable Expenses, by using EDGE-certified Business Enterprise(s).

The Proposer agrees that if selected for consideration of the Contract, it shall provide to the Contracting Authority, at the location required within 10 business days after receiving notice from the Contracting Authority, its Technical 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 *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 plus all accepted Additional Service Fees and Reimbursable Expenses, by using EDGE-certified Business Enterprise(s).

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 10 business days after notice from the Contracting Authority, 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 commits to provide to the Contracting Authority at the location required within 10 business days after receiving notice from the Contracting Authority, its Technical 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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**I. AUTHORIZED REPRESENTATIVE**  
The foregoing is a statement of facts.

35. SIGNATURE

36. DATE

37. NAME AND TITLE



Provide a separate Part II form for each firm or branch office participating on the proposed project team.