

# Request for Qualifications

Architect and Engineering Services  
Poindexter Village African American Museum



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## Administration of Project: Ohio History Connection (OHC)

Project Name	Poindexter Village African American Museum	Response Deadline	April 4, 2025 4:00 EST
Project Address	290 N Champion Ave	Project Number	CP 2208
City / County	Columbus, Franklin	Project Manager	Sara Vandenburg
		Contracting Authority	Ohio History Connection (OHC)
		Prevailing Wages	State
No. of paper copies requested	0	No. of electronic copies requested (pdf)	1

Submit the requested number of Statements of Qualifications directly to Sara Vandenburg at [svandenburg@ohiohistory.org](mailto:svandenburg@ohiohistory.org) See Section G of this RFQ/P for additional submittal instructions.

Submit all questions regarding this RFQ/P in writing to Sara Vandenburg at [svandenburg@ohiohistory.org](mailto:svandenburg@ohiohistory.org) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Ohio History Connection Historic Sites & Facilities Projects page of the OHC website on a regular basis until two days before the response deadline. The name of the party submitting a question will not be included on the Q & A document. <https://www.ohiohistory.org/hsfprojects>

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## Project Overview

### A. Project Description:

The Ohio History Connection desires to contract for architectural services for Poindexter Village African American Museum. Services are requested for the following:

- Pre-construction planning and schematic design
- Preparation of working drawings and specifications
- Construction Administration
- As-Built documentation and project closeout
- Obtaining sub-consulting services for mechanical, electrical, plumbing, and landscaping
- Third-party cost estimating at the end of each design phase, including possible phasing for Construction if needed to work within available funds.

Design team will be provided with building program and floor plan developed by Owner (refer to Exhibits A, B, and C). Design team will need to coordinate with Owner's Project Manager and Archaeologist. This project is required to undergo State Historic Preservation Office review.

The intent of this project is to establish and construct an African American History Museum within the two remaining Poindexter Village buildings with one modern addition (to be designed) connecting the two buildings. One building will house exhibits; the second will house amenities, event space, and offices; and the addition will serve as entrance, lobby, and gift shop. In the first building, there will be (3) restored apartments as part of the exhibit space. Finishes of museums spaces to be museum grade, finishes of restored apartments to be determined by OHC.

#### Existing Buildings Description:

Poindexter Village was the first public housing project in Central Ohio. Located on the Near East Side, which was at the time segregated, it opened in 1940 with a ceremony attended by President Franklin Delano Roosevelt. Originally a complex of 33 buildings and over 400 units, only our two buildings remain. The complex was named for Reverend James Preston Poindexter and it was the James Preston Poindexter Foundation (JPPF) who led the

movement to save the remaining buildings. Now, they serve as an advisory board to the project.

The exterior was partially restored in 2020 with the installation of windows and doors. During this next phase of the project, the exterior restoration is to be completed including restoration of the historic roof line, repair of brick patios, and replacement of porches with historic reproductions. Three apartment units will be preserved and restored to three eras of significance. The remaining space will be rehabilitated to serve modern program uses. Work will need to include supplementing the existing structure to meet modern codes for commercial use.

Addition Description:

A new addition will be constructed to connect the existing two buildings on the north end. It will serve as a 2-story connection space and will include the gift shop and ticket desk, elevator, and a second-floor multipurpose space. Refer to Exhibits for preliminary concept art and description.

Existing Site Description:

Current site includes the courtyard and alley space between the two existing buildings and the Union Grove Baptist Church (community partner but the building is not part of our site), as well as the adjacent lot to the east. The courtyard will be developed into a shared space for the museum and Union Grove Baptist Church and will be enclosed with fencing. This space will include a prayer garden and exterior gathering space. The historic alley will be demarcated with a change in material. The east lot will be developed as a small parking lot, for staff and ADA, and a walking garden centered around the existing tree, which pre-dates the original Poindexter Village. This garden will include native plants and panels for donor recognition. Please see Exhibit C for preliminary concept art.

There is an underground water source that continuously floods the basement of Building 1; this is a natural phenomenon that has been noted since construction in 1939. A pump will be required to keep the levels manageable. The two basement stairs will need to be covered with a transparent hatch to allow maintenance access while preventing more water infiltration.

Any required Archaeological work will be completed at Owner's expense prior to start of construction. This project is subject to State Historic Preservation Office (SHPO) Archaeological and Preservation review.

Project Budget:

This project is funded using State of Ohio Capital funds, City of Columbus Capital Funds, and private donations. A maximum budget of \$22 million has been established and is to include construction of the museum, restoration of the apartment units, development of the site, A/E fees, fixed and movable equipment and furnishings, other consultant fees, and the construction contingency. This budget does not include the cost of design and installation of exhibits, which will be completed by the Owner or Owner's vendor at their expense as a separate phase.

Design Documents Provided by Owner:

- Hazardous Materials Study of Existing Buildings
- Original 1940 Construction Documents
- Building Program
- Floor Plan (CAD)
- Current Site Survey

**B. Scope of Services:**

Preliminary Design

- Analysis of site conditions, grades, setbacks, accessibility, and zoning.
- Site design including automobile and school bus circulation and parking, as well as pedestrian garden, donor wall, and courtyard.

- Cost estimating at Schematic and Design Development Phases.
- Evaluation of operating costs and presentation of recommended energy efficiency measures.
- Utility infrastructure planning, basement flood management, soil bearing investigation
- Development of project schedule to meet milestone dates.
- Presentation and review of architectural space plans with specific user groups including external stakeholders to obtain Owner approval.
- Incorporation of Owner feedback into final preliminary design.

#### Detailed Design Phase/Construction Documents

- Based on the approved Preliminary Design and Design Development Phase documents, prepare architectural, structural, mechanical, and electrical construction documents for bidding and permitting.
- Include all necessary and required consultant documents into a single bid package. Coordinate all disciplines with each other including security, fire protection, closed circuit cameras, audio-visual, wireless network, access control, and building automation.
- Coordinate furniture and equipment layouts with Owner.
- Prepare and present material finish boards for approval.
- Prepare third-party cost estimate and suggest list of alternate bids to Owner. Prepare description of alternate bids as apply.
- Submit plans and specifications to building authority for permitting and revise drawings to meet all governmental comments and revisions.
- Consult with and obtain approvals from local zoning office.
- Respond to all governmental reviews and revise construction documents accordingly. If project is being bid during this period, Issue required addenda to all bidders that reflects any changes to the construction documents.
- Submit for and pass State Historic Preservation Office review.

#### Bidding and Negotiation Phase

- Assist with preparing and distributing bid packages as required.
- Attend construction pre bid meetings, bid clarification meetings (as necessary) and pre-award meetings.
- Assist with bid evaluations (if required) and verify contractor bids reflect the required scope of work.

#### Construction Administration and Project Closeout

- Provide construction administration services including, but not limited to Requests for Information (RFIs), bulletins, change orders, submittal and shop drawing review, punch lists, etc.
- Attend weekly project meetings and provide support for coordinating and scheduling issues.
- Perform job site visits at regular interval, but no less than twice a month, to evaluate adherence to project plans and specifications. Job site visits should be timed in accordance with the Contractor's Application for Payment, which the A/E will review and approve.
- Assist in resolving field problems and disputes in the most economical and expeditious manner as possible.
- Assist with obtaining the Certificate of Occupancy from the building authority as necessary.
- Collect "As-Built" information from the Contractor at the end of the project and update the construction drawings to reflect the as-built conditions and submit the updated drawings to the Owner in Revit format upon completion of the project.

The selected A/E as a portion of its required Scope of Services and prior to finalizing its contract with the Owner, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the Architect/Engineer Agreement as detailed to meet the Owner's project requirements. The form of contract will be the AIA B105-2017.

Agreement detailed cost components to address the Owner’s project requirements. Participate in the Encouraging Diversity, Growth & Equity (EDGE) Program as required by statute and the Agreement.

During the construction period, provide not less than 12 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience. Note: hours stated above are considered part of the A/E’s Basic Services.

For purposes of completing the Relevant Project Experience Matrix in Section F of the *Statement of Qualifications* (attached), below is a list of relevant scope of work requirements for this RFQ:

1. Previous experience compatible with the proposed scope of work
2. Previous experience working with the best practices for archives/museums (See American Alliance of Museums for standards)
3. Building Envelope Remediation and Restoration of Historic Masonry Buildings 50 years or older
4. Restoration of Historically Significant Buildings
5. MEP and Fire Protection renovations in +15,000 SF facilities
6. Experience with design of museums (15,000+ SF)
7. Landscape Design
8. Experience with BIM

**C. Estimated Budget / Funding**

Current Capital Funding:	<u>\$10,755,000.00</u> (ongoing)
Other Funding:	<u>\$80,000</u> (ongoing)
Building Const. (including site) Cost:	<u>\$17,650,000.00</u>
Additional Cost by Owner:	<u>\$3,400,000.00</u>
Total Project Cost:	<u>\$21,050,000.00</u>

**D. Anticipated Schedule**

Professional Services Start:	<u>May 2025</u>
Bid opening and contract award:	<u>May 2026</u>
Construction Notice to Proceed:	<u>June 2026</u>
Substantial Completion of all Work:	<u>October 2027</u>
Professional Services Completed:	<u>January 2028</u>

**D. Estimated Basic Fee Range** (see note below)

7.75% to 8.00%

**F. EDGE Participation Goal**

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner’s contingency. **The Basic Fee excludes any Additional Services required for the project.**

**E. Basic Service Providers Required** (see note below)

Lead A/E Discipline:	<u>Architecture</u>
Secondary Disciplines:	<u>Civil Engineering</u>
	<u>Structural Engineering</u>

**H. Additional Service Providers Req.**

<u>Surveying</u>
<u> </u>
<u> </u>

Mechanical-Electrical-Plumbing Eng.	
Fire Protection Engineering	
Landscape Architecture	
Technology/Communications/Security	

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

**F. Evaluation Criteria for Selection**

- Demonstrated ability to meet Owner’s programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm’s proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer’s previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer’s apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to submit the *Commitment to Participate in the EDGE Business Assistance Program* form in its Statement of Qualifications (attached) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E’s team. The *Intent to Contract and to Perform* and / or waiver request letter and *Demonstration of Good Faith Effort* form(s) with complete documentation must be attached to the A/E’s Technical Proposal. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

**If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.**

For all *Statements of Qualifications*, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

Interested A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

**G. Submittals:**

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

**Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.**

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individuals in Block 22, Section E of the attached form.

**H. Attachments:**

- A. Building Program
- B. Draft Floor Plan
- C. Preliminary Renderings and Design Narrative
- D. Selection Criteria
- E. Statement of Qualifications Part I (Form to be Included in Submission)
- F. Proposer Affirmation and Disclosure (Forms to be Included in Submission)
- G. Statement of Qualifications Part II (Form to be Included in Submission)

NOTE: Proposals not prepared and submitted in accordance with the provisions set forth herein will not be considered. The Ohio History Connection reserves the right to accept any proposal and to reject any and all proposals or to negotiate terms when such is decided to be in the organization's best interest.

The Ohio History Connection (OHC) was founded in 1885 to promote a knowledge of history and archaeology, especially of Ohio. It is a 501(c) 3 organization that contracts with the State of Ohio on a number of history-related activities, including administering and maintaining state memorials and museums. Since 1891, OHC has managed historic sites and properties now numbering 58, 14 of which are National Historic Landmark sites.

I. Exhibits:

**Exhibit A: Program List (Circulation not included in totals. Detailed Room-by-Room Program will be provided to the selected firm)**

Addition (3,580sf first floor; 2,350sf second floor; 5,930sf total)

Lobby

Gift Shop

Gift Shop Storage

Mezzanine

Building One (4,530sf first floor; 1,880sf second floor; 6,410sf total)

Exhibit Hall (2-Story)

Receiving

1940s Apartment

1970s Apartment

2000s Apartment

Research Center

Oral History Studio (within Research Center)

Building Two (3,760sf first floor; 2,540sf second floor; 6,300sf total)

Large Meeting Room (2-story)

Small Meeting Room (2-story)

Table Storage

Cart Storage

Catering Kitchen

Janitor's Closet

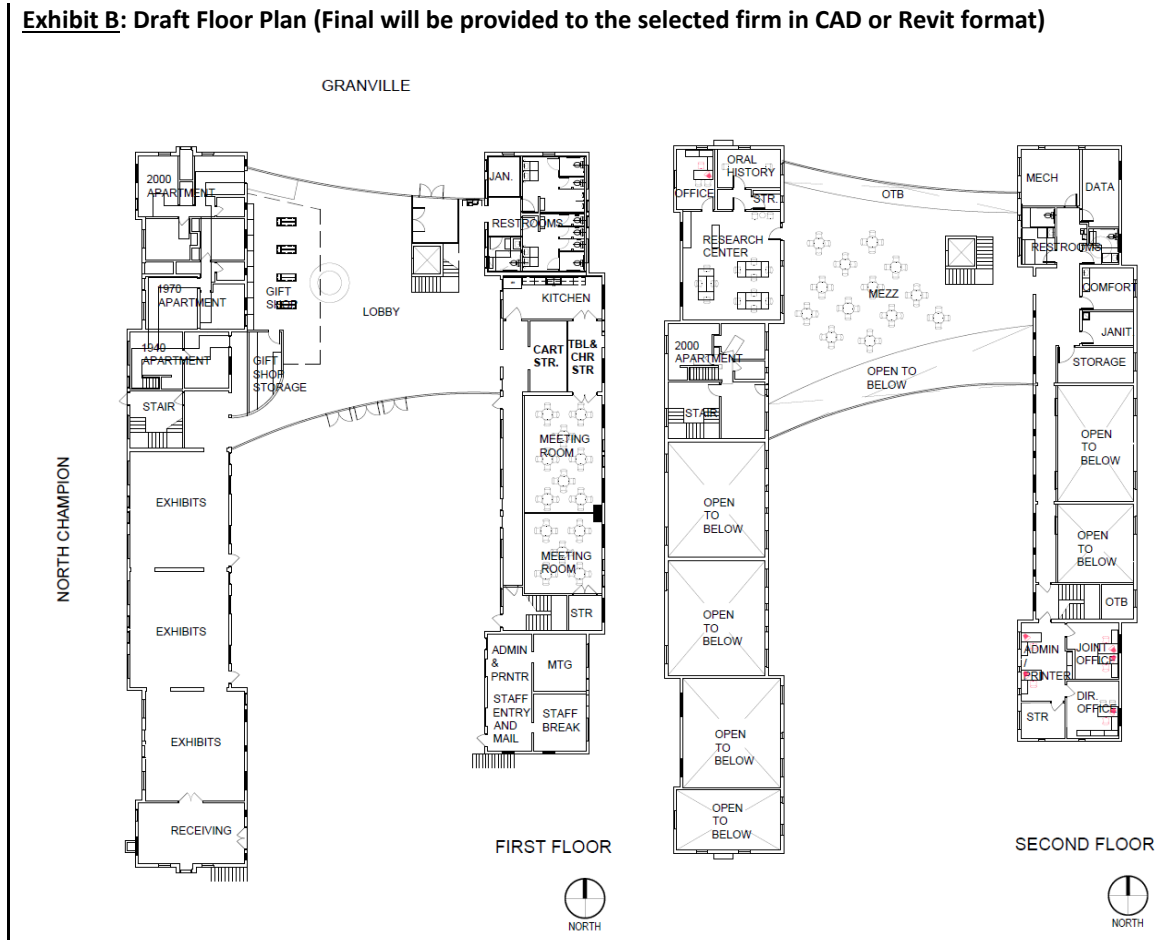
Restroom (First and Second Floor)

Data Room

Mechanical

Office Suite

**Exhibit B: Draft Floor Plan (Final will be provided to the selected firm in CAD or Revit format)**



**Exhibit C: Preliminary marketing renderings and design concept description (Moody/Nolan)**

*“The design concept centers around connection, communication, and storytelling. The entry piece centers the main point of arrival and facilitates a connection between the two remaining buildings from the historic neighborhood development, the ground floor and upper level. It is conceived as an abstraction of a drum tying directly into the historical roots of American Descendants of Slaves’ journey as a symbolic representation of ancestral communication and storytelling. The entire site is connected through various pathways allowing visitors to engage with paths connecting the history of the neighborhood with the broader history of housing in America as well as specific recreations of housing in the state of Ohio. These pathways can be viewed as derivations of tree roots uniting the continued history of the drum circle, the tree, its roots, and their connections in an arterial fashion to the overall story of the building.” – Jonathan Moody*





Site Plan



View of Entrance from Champion and Granville



*View from Northeast corner on Granville*



*View of Building Two Pedestrian Garden*



*View of Courtyard toward Union Grove*



*View of Building One on Champion*

**RFQ for A/E Services**

Project Name Poindexter Village African American Museum Proposer Firm \_\_\_\_\_  
 Project Number CP2208 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 150 miles	3	
	More than 150 miles	2	
b. Amount of fees awarded by Contracting Authority in the previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Fewer than 2 professionals	0	Max = 3
	2 to 6 professionals	1	
	More than 6 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 35 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0-10	Max 25
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0-5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0-10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0-10	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 – 15	
b. Proposed EDGE-certified Consultant participation	One point for every 2 percent increase in professional services over the EDGE participation goal	0-5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Fewer than 4 sample projects	1	Max 3
	4 to 8 sample projects	2	
	More than 8 sample projects	3	
b. LEED Registered / Certified project experience	Registered projects	1	Max 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 – 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance per letters of reference	0 – 10	
b. Experience with similar projects / delivery methods	Fewer than 3 projects	0 – 3	
	3 to 6 projects	4 – 6	
	More than 6 projects	7 – 10	
c. Budget & schedule management	Performance in completion within original budget & schedule	0 – 5	
d. Knowledge of Ohio Capital Improvements process	Fewer than 2 projects	0 – 1	
	2 to 4 projects	2 – 3	
	More than 4 projects	4 – 5	
		Subtotal	

Notes: \_\_\_\_\_ Evaluator name: \_\_\_\_\_

\_\_\_\_\_ signature \_\_\_\_\_ date

## 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.)*

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

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	Constructio n	
<b>a.</b>						
	(6) Role (Benefit / Value to Client)			<input type="checkbox"/> Check if project performed with current firm		
<b>b.</b>						
	(6) Role (Benefit / Value to Client)			<input type="checkbox"/> Check if project performed with current firm		
<b>c.</b>						
	(6) Role (Benefit / Value to Client)			<input type="checkbox"/> Check if project performed with current firm		
<b>d.</b>						
	(6) Role (Benefit / Value to Client)			<input type="checkbox"/> Check if project performed with current firm		

**RFQ for A/E Services**

(6) Role (Benefit / Value to Client)					<input type="checkbox"/> Check if project performed with current firm
(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	
e.					
(6) Role (Benefit / Value to Client)					<input type="checkbox"/> Check if project performed with current firm

<p align="center"><b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b></p> <p><i>(Present as many projects as requested by the Contracting Authority, or a <u>maximum of 10 projects</u>, if not specified. Complete one Section F for each project. Limit one page in length.)</i></p>	<p>24. EXAMPLE PROJECT KEY NUMBER (1 – 10)</p>		
<p>25. TITLE AND LOCATION <i>(City and State)</i></p>	<p align="center">26. YEAR COMPLETED</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">DESIGN (if applicable)</td> <td style="width:50%;">CONSTRUCTION (if applicable)</td> </tr> </table>	DESIGN (if applicable)	CONSTRUCTION (if applicable)
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

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

**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											



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

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

**33. EXAMPLE PROJECTS KEY**

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

**H. ADDITIONAL INFORMATION**

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

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 2011-12K. If awarded a Contract, the Proposer affirms that both the Proposer and its Consultants and Subcontractors (as applicable) shall perform no services requested under the Contract outside of the United States.

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 or Subcontractors, 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 and Subcontractors:

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

\_\_\_\_\_  
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 and Subcontractors:

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

Address	City, State, Zip
Address	City, State, Zip
Address	City, State, Zip

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**H. ADDITIONAL INFORMATION**

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

**DISCLOSURE OF PAST PERFORMANCE**

The Lead Firm or Joint Venture and all Consultants identified in Section C shall disclose any lawsuits or claims initiated by public owners or requests to address issues on past projects by responding to the following questions. Summarize all team member firms on one page. Please indicate "none" for each firm when appropriate.

1. List any lawsuits, claims, or demands, related to the company or organization's participation on any public contract, during the past 5 years, whether the lawsuit, claim or demand was initiated by the public owner against the company or organization or initiated against the company or organization in its capacity as a subcontractor.
  
2. In the past five years, has the company or organization been requested by a public owner to return to address construction workmanship, performance, or installation issues. If yes, please state the project and type of contract, and describe your response to the request.

**I. AUTHORIZED REPRESENTATIVE**

All of the foregoing in Part I is a statement of facts.

35. SIGNATURE	36. DATE
37. NAME AND TITLE	

<b>STATEMENT OF QUALIFICATIONS</b>	1. PROJECT NUMBER <i>(If any)</i>
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**PART II – GENERAL QUALIFICATIONS**

*(If a firm has branch offices, complete for each specific branch office seeking work. Limit one page per office.)*

2a. FIRM (OR BRANCH OFFICE) NAME (LEGAL NAME ON FILE WITH THE OHIO SECRETARY OF STATE)				3. YR ESTABLISHED	4. FTID NUMBER
2b. STREET				5. OWNERSHIP	
				a. TYPE	
2c. CITY	2d. STATE	2e. ZIP CODE	2f. COUNTY	b. EDGE STATUS	
6a. POINT OF CONTACT NAME AND TITLE		6b. PRESIDENT / CEO		7. NAME OF FIRM <i>(If Block 2a is a branch office.)</i>	
6c. TELEPHONE NUMBER	6d. E-MAIL ADDRESS				
8. FORMER FIRM NAME(S) <i>(If any)</i>					

9. EMPLOYEES BY DISCIPLINE			10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees	a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) LICENSED	( 2 ) N O N - L I C E N S E D		

	Other Employees				
		Total			

11. TOTAL REVENUES FOR LAST 2 YEARS (Insert revenue index number shown at right) *For OFCC administration, include contracts administered by OFCC, SAO, and OSFC		REVENUE INDEX NUMBER	
a. Work for this Contracting Authority*		1. Less than \$50,000 2. \$50,000 to less than \$100,000 3. \$100,000 to less than \$200,000 4. \$200,000 to less than \$500,000 5. \$500,000 to less than \$1,000,000	6. \$1,000,000 to less than \$2,000,000 7. \$2,000,000 to less than \$5,000,000 8. \$5,000,000 to less than \$10,000,000 9. \$10,000,000 to less than \$20,000,000 10. \$20,000,000 to less than \$50,000,000
b. Other State Work (see instructions)			
c. Total State Work			

**12. AUTHORIZED REPRESENTATIVE**  
The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
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c. NAME AND TITLE
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