|  |
| --- |
| **Statement of Qualifications** |
| **State of Ohio Standard Forms and Documents** |

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 theteam.

**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 OFCC website (<http://ofcc.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**

* 1. 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 Businesses, 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 Businesses 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, CCCA, 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 (9th thru 12th)”. 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. Enterany other informationrequested by the Contracting Authority for each example project. Including the following information:

1. 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.
2. 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.
3. 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.
4. 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”.
5. Relevance of Project. Briefly indicate how this example project is relevant and similar to this contract.
6. 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.
7. 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.
8. Awards/Certifications. Indicate any awards the project received and level of LEED Certification achieved.
9. 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.**

Enterthe 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).

30. Names of Key Personnel. List the names of the key personnel in the same order as they appear in Section E.

31. Role in This Contract. Insert the proposed role in the contract as indicated in Section E, block 17.

32.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.

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. 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.

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 2019-12D and Executive Order 2022-02D.

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 Businesses as a part of the proposed team.

34d 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 Businesses with its Statement of Qualifications. If either this form or the Commitment to Participate form are not included, zero points received. Do not submit the Bidder’s EDGE Affidavit (Form M140-00 45 29).

One point will be awarded for every 2 percent of EDGE-certified consultant participation over the advertised EDGE participation goal. Participation must be comprised of consulting firm(s) and **NOT** the lead firm.

If the lead firm is EDGE certified, then the team has met its EDGE participation goal (100% participation) and for every two percent of EDGE-certified consultant participation shall be assigned one point. (See the example below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Example** (Assumed EDGE Goal of 5%) | | | |
| **Non-EDGE-certified Lead Firm** | | **EDGE-certified Lead Firm** | |
| **EDGE Consultants** | **Score** | **EDGE Consultants** | **Score** |
| Less than 7% | 0 | Less than 2% | 0 |
| 7% to 8.9% | 1 | 2% to 3.9% | 1 |
| 9% to 10.9% | 2 | 4% to 5.9% | 2 |
| 11% to 12.9% | 3 | 6% to 7.9% | 3 |
| 13% to 14.9% | 4 | 8% to 9.9% | 4 |
| 15% or more | 5 | 10% or more | 5 |

34e Complete the Disclosure of Past Performance for the Lead Firm and all Consultants listed in Section C.

**Section I. Authorized Representative**

35/36. 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 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 |
| **North High School** | K-12 Academic (9th – 12th) | Add. / Reno. & Demo. | 11/2005 | 5/2008 | 3 |
| Northern LSD & OSFC | 185,000 SF (100,000 SF Add) | Multiple Prime | 24 days | on |
| North City, Ohio | $34,650,000 ($124K under) | Full CMA Services | ahead | schedule |
| (6) Role (Benefit / Value to Client)  Check if project performed with current firm  **Project Management Lead** and **Estimator** 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 | **Northwest High School**, Local School District  Hometown, Ohio | MP | CMA | X | X | X | X |  | Gold | X |  |
| 2 | **Lincoln Hall**, 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 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)

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**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 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

A02 Aerial Photography; Airborne Data and Imagery or Statements

Collection and Analysis E10 Environmental and Natural Resource Mapping

A03 Agricultural Development; Grain Storage; E11 Environmental Planning

Farm Mechanization E12 Environmental Remediation

A04 Air Pollution Control E13 Environmental Testing and Analysis

A05 Airports; Navaids; Airport Lighting; Aircraft Fueling

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;

B01 Barracks; Dormitories Parking Decks

B02 Bridges G02 Gas Systems *(Propane; Natural, Etc.)*

G03 Geodetic Surveying: Ground and Air-borne

C01 Cartography G04 Geographic Information System Services:

C02 Cemeteries *(Planning and Relocation)* Development, Analysis, and Data Collection

C03 Charting; Nautical and Aeronautical G05 Geospatial Data Conversion: Scanning, Digitizing,C04 Chemical Processing and Storage Compilation, Attributing, Scribing, Drafting

C05 Child Care/Development Facilities G06 Graphic Design

C06 Churches; Chapels

C07 Coastal Engineering H01 Harbors; Jetties; Piers, Ship Terminal Facilities

C08 Codes; Standards; Ordinances H02 Hazardous Materials Handling and Storage

C09 Cold Storage; Refrigeration and Fast Freeze H03 Hazardous, Toxic, Radioactive Waste Remediation

C10 Commercial Building *(Low Rise)*; Shopping Centers H04 Heating; Ventilating; Air Conditioning

C11 Community Facilities H05 Health Systems Planning

C12 Communications Systems; TV; Microwave H06 High-rise; Air-Rights-Type BuildingsC13 Computer Facilities; Computer Service H07 Highways; Streets; Airfield Paving; Parking Lots

C14 Conservation and Resource Management H08 Historical PreservationC15 Construction Management H09 Hospital and Medical FacilitiesC16 Construction Surveying H10 Hotels; MotelsC17 Corrosion Control; Cathodic Protection Electrolysis H11 Housing *(Residential, Multi-Family; Apartments;*

C18 Cost Estimating; Cost Engineering and Analysis; *Condominiums)*

Parametric Costing; Forecasting H12 Hydraulics and Pneumatics

C19 Cryogenic Facilities H13 Hydrographic Surveying

D01 Dams *(Concrete; Arch)* I01 Industrial Buildings; Manufacturing

D02 Dams *(Earth; Rock)*; Dikes; Levees Plants

D03 Desalinization *(Process and Facilities)* I02 Industrial Processes; Quality Control

D04 Design-Build - Preparation of Requests for I03 Industrial Waste Treatment

Proposals *(Criteria Architect/Engineer Services)* I04 Intelligent Transportation Systems

D05 Digital Elevation and Terrain Model Development I05 Interior Design; Space Planning

D06 Digital Orthophotography I06 Irrigation; Drainage

D07 Dining Halls; Clubs; Restaurants

D08 Dredging Studies and Design J01 Judicial and Courtroom Facilities

E01 Ecological and Archeological Investigations L01 Laboratories; Medical Research Facilities

E02 Educational Facilities; Classrooms L02 Land Surveying

E03 Electrical Studies and Design L03 Landscape Architecture

E04 Electronics L04 Libraries; Museums; Galleries

E05 Elevators; Escalators; People-Movers L05 Lighting *(Interior; Display; Theater, Etc.)*

E06 Embassies and Chanceries L06 Lighting *(Exteriors; Streets; Memorials;*

E07 Energy Conservation; New Energy Sources *Athletic Fields, Etc.)*

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 *(Silos; Fuels; Transport)* S07 Solid Wastes; Incineration; Landfill

M08 Modular systems Design; Pre-Fabricated Structures S08 Special Environments; Clean Rooms, Etc.

or Components S09 Structural Design; Special Structures

S10 Surveying; Platting; Mapping; Flood Plain Studies

N01 Naval Architecture; Off-Shore Platforms S11 Sustainable Design

N02 Navigation Structures; Locks S12 Swimming Pools

N03 Nuclear Facilities; Nuclear Shielding S13 Storm Water Handling and Facilities

O01 Office Buildings; Industrial Parks T01 Telephone Systems *(Rural; Mobile; Intercom, Etc.)*

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 *(Self-Supporting and Guyed Systems)*

P02 Petroleum and Fuel *(Storage and Distribution)* T06 Tunnels and Subways

P03 Photogrammetry

P04 Pipelines *(Cross-Country - Liquid and Gas)* U01 Unexploded Ordnance Remediation

P05 Planning *(Community, Regional, Areawide and State)* U02 Urban renewals; Community Development

P06 Planning *(Site, Installation and Project)* U03 Utilities *(Gas and Steam)*

P07 Plumbing and Piping Design

P08 Prisons and Correctional Facilities V01 Value Analysis; Life-Cycle Costing

P09 Product, Machine Equipment Design

P10 Pneumatic Structures, Air-Support Buildings W01 Warehouse and Depots

P11 Postal Facilities W02 Water Resources; Hydrology; Ground Water

P12 Power Generation, Transmission, Distribution W03 Water Supply; Treatment and Distribution

P13 Public Safety Facilities W04 Wind Tunnels; Research/Testing Facilities Design

R01 Radar; Sonar; Radio and Radar Telescopes Z01 Zoning; Land Use Studies

R02 Radio Frequency Systems and Shieldings

R03 Railroad; Rapid Transit

R04 Recreation Facilities *(Parks, Marinas, Etc.)*

R05 Refrigeration Plants/Systems

R06 Rehabilitation *(Buildings; Structures; Facilities)*

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.** |  |  |  | Check if EDGE certified | | Check if branch office     Miles from project site | |  |
| **b.** |  |  |  | Check if EDGE certified | | Check if branch office | |  |
| **c.** |  |  |  | Check if EDGE certified | | Check if branch office | |  |
| **d.** |  |  |  | Check if EDGE certified | | Check if branch office | |  |
| **e.** |  |  |  | Check if EDGE certified | | Check if branch office | |  |
| **f.** |  |  |  | Check if EDGE certified | | Check if branch office | |  |
| **D. ORGANIZATIONAL CHART OF PROPOSED TEAM** | | | | | | | | *(Attached)* |
| INSERT ORGANIZATIONAL CHART BELOW OR ATTACH. | | | | | | | | |

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| **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)* | | | | | | | | | | | |
| **a.** | (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 | | |
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| (6) Role (Benefit / Value to Client)  Check if project performed with current firm | | | | | | | | | | |
| **b.** | (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 | |
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| (6) Role (Benefit / Value to Client)  Check if project performed with current firm | | | | | | | | | | |
| **c.** | (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 | |
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| (6) Role (Benefit / Value to Client)  Check if project performed with current firm | | | | | | | | | | |
| **d.** | (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 | |
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| (6) Role (Benefit / Value to Client)  Check if project performed with current firm | | | | | | | | | | |
| **e.** | (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 | |
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| (6) Role (Benefit / Value to Client)  Check if project performed with current firm | | | | | | | | | | |

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| **F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM’S**  **QUALIFICATIONS FOR THIS CONTRACT**  *(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.)* | | | | | | | | 24. EXAMPLE PROJECT KEY NUMBER (1 – 10) | |
| 25. TITLE AND LOCATION *(City and State)* | | | | | 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 | | |
| 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 *(City and State)* | | | (3) ROLE / RELATIONSHIP | | | |
| **b.** | (1) FIRM NAME | | (2) FIRM LOCATION *(City and State)* | | | (3) ROLE / RELATIONSHIP | | | |
| **c.** | (1) FIRM NAME | | (2) FIRM LOCATION *(City and State)* | | | (3) ROLE / RELATIONSHIP | | | |
| **d.** | (1) FIRM NAME | | (2) FIRM LOCATION *(City and State)* | | | (3) ROLE / RELATIONSHIP | | | |
| **e.** | (1) FIRM NAME | | (2) FIRM LOCATION *(City and State)* | | | (3) ROLE / RELATIONSHIP | | | |
| **f.** | (1) FIRM NAME | | (2) FIRM LOCATION *(City and State)* | | | (3) ROLE / RELATIONSHIP | | | |

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| **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) | |  | | | | | | | | | |
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| **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 | 10 |
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| **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 | |  | | | | | | | |

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| **H. ADDITIONAL INFORMATION** |
| 34a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. ATTACH ADDITIONAL SHEETS AS NEEDED. |
| **H. ADDITIONAL INFORMATION** |
| 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 has read and understands the applicable Executive Orders regarding the prohibitions of performance of offshore services, locating State data offshore in any way, or purchasing from Russian institutions or companies. 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 names and locations where services under the Contract will be performed and where data is located in the spaces provided below or by attachment. Failure to provide this information may result in no award. If the Proposer will not be using Consultants or Subcontractors, indicate “Not Applicable” in the appropriate spaces.   1. Principal business location of Proposer:          Address City, State, Zip  Name / Principal business location of Consultants and Subcontractors:         Name Address, City, State, Zip         Name Address, City, State, Zip         Name Address, City, State, Zip   1. Location(s) where services will be performed by Proposer:          Address City, State, Zip         Address City, State, Zip  Name / Location where services will be performed by Consultants and Subcontractors:         Name Address, City, State, Zip         Name Address, City, State, Zip         Name Address, City, State, Zip         Name Address, City, State, Zip         Name Address, City, State, Zip   1. Location where State data will be located by Proposer:          Address City, State, Zip  Name / Location(s) where State data will be located by Consultants and Subcontractors:         Name Address, City, State, Zip         Name Address, City, State, Zip         Name Address, City, State, Zip         Name Address, City, State, Zip         Name Address, City, State, Zip  Proposer also affirms, understands and agrees that Proposer and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Proposer or its subcontractors before, during and after execution of any Contract with the State. Proposer agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Proposer to perform the services outside the United States.  On behalf of the Proposer, I acknowledge that I am duly authorized to sign this Statement of Qualifications including this Proposer Affirmation and Disclosure Form and have read and understand that this form is a part of any Contract that Proposer may enter into with the State and is incorporated therein. |
| **H. ADDITIONAL INFORMATION** |
| 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(es). For CM at Risk and Design-Build contracts, this is the contract amount for preconstruction and construction stage compensation excluding 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 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(es).  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 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 and that if awarded the Contract, the EDGE Participation percentage will be 100% of the award amount. |
| **H. ADDITIONAL INFORMATION** |
| 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 |  | | | Proposer Name |  | | | |  |  |  | | |  | | | | | | | | | |  | | | | | | | | | | **EDGE-certified Business Information** | | | | | | | | | | EDGE Business Name |  | | | |  | Phone |  | | | Address |  | | | |  | Fax |  | | | City, State ZIP |  | | | |  | E-mail |  | | | EDGE Certification Number |  | | | |  |  |  | | |  | | | | | | | | | | **Insert detailed description of services, work or supplies to be provided by the EDGE Business (may use industry codes):** | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | **Percentage of proposed EDGE participation:\*** | | % |  | **Anticipated cost or fee payable to EDGE firm:** | | | | $ |   \*If indicating less than the advertised EDGE participation, the Proposer must request a waiver and provide a “Demonstration of Good Faith Effort” form and supporting documentation that the Proposer attempted to meet the advertised participation goal established for this project by the Contracting Authority pursuant to Section 123.152 of the Ohio Revised Code.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | | | | | | | | | | | | | **Certified by EDGE-certified Business and by the Vendor**  The Proposer certifies that it intends to contract with the EDGE-certified Business for the portion of the agreement described above related to this project. The named EDGE-certified Business certifies that it intends to contract with the named Proposer and intends to provide the portion of the Proposer’s scope of services as described above and for the anticipated cost or fee as indicated above. | | | | | | | | | | | | | | | | If the Proposer 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** | | | | | | |  |  | **Proposer** | | | | | | |  | Name | |  | | | |  |  |  | Name |  | | | | |  |  | | |  | |  |  |  |  |  | | |  |  | |  | Signature | | |  | | Date |  |  |  | Signature | | |  | Date | |

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| **H. ADDITIONAL INFORMATION** | | | | | | | | | | | | | | |
| 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. | | |  | | | 1. 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 | | | | | | | | | | | | | | | | |
| **STATEMENT OF QUALIFICATIONS** | | | | | | | | | | | | 1. PROJECT NUMBER *(If any)* | | |
| **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 *(If Block 2a is a branch office.)* | | | |
| 6c. TELEPHONE NUMBER | | | 6d. E-MAIL ADDRESS | | | | | | | |
| 8. FORMER FIRM NAME(S) *(If any)* | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 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) NON-LICENSED | |
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|  | 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 | |
| c. NAME AND TITLE | | | | | | | | | | | | | | |

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