

Request for Qualifications

**Professional Engineering Services
Public Library Elevator Repair and Maintenance**

Coshocton Public Library

The Coshocton Public Library Board of Trustees is seeking qualifications for engineering professional design services from firms licensed to work in the state of Ohio on public elevators. Firms will provide professional engineering services for the design, management, coordination, and preparation of construction documents associated with the Public Library Elevator project at the Coshocton Public Library.

Project Description

This project consists of providing design services for the repair of one inoperable existing elevator located in the Coshocton Public Library. The existing elevator was originally installed in 1973.

Scope of Services

The scope of services includes, but is not limited to:

Data gathering- Review of record information and existing conditions

Basis of Design Report- Review and coordinate the project parameters with the Board of Trustees and generate baseline design requirements. A Basis of Design Report shall be prepared summarizing the project requirements, operational requirements, design criteria, evaluation of the system configuration, recommendations for equipment replacement, maintenance schedule, and a budgetary cost estimate.

Schematic Design- Upon approval of the Basis of Design, a schematic design will be generated. The schematic design will be the basis for design development and preparation of construction documents. The firm shall generate a schematic design and cost estimate.

Design Development/Construction Documents- The firm shall perform field verification, design development, and generate specification, submittal, inspection and testing requirements, final construction and contract documents, final opinion of cost, and a project schedule. Technical review and pre-bid meeting will be required. Final documents shall be issued for permits, Engineers Design Report, and construction bidding, including addenda.

Construction Support/ Project Closeout- The firm shall provide bid evaluation services and assist in the permit process, submittal review, RFI responses, contract administration, construction observation, Final Engineers Report, record drawings, and project closeout.

Submittal Content

The Statement of Qualifications should include the following:

1. A cover letter with the name and address of the firm expressing interest and capability to perform the work of titled project;
2. Information regarding the firm's history;
3. Education and experience of owners and key personnel;
4. Competence to perform professional design services as indicated by technical training, education, and experience of the firm's personnel, especially of those employees within the firm who would be assigned to perform the services;
5. Ability of the firm in terms of workload and the availability of qualified services competently and expeditiously;
6. Past performance of the firm as reflected by evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines;
7. Past project examples;
8. Any proposed changes to the Scope of Services.

Statements of qualifications must be submitted to the following address by 5:00 p.m. on September 13, 2019.

Jennifer Austin, Director
Coshocton Public Library
655 Main Street
Coshocton, Ohio 43812