

**QUALIFICATIONS BASED SELECTION  
FOR  
PROFESSIONAL SERVICES**

**GUIDELINES FOR QUALIFICATION STATEMENTS**

**LAKE COUNTY, OHIO**

**February 2013**

**PREPARED BY:**

**JAMES R. GILLS, P.E., P.S.  
LAKE COUNTY ENGINEER**

## **QUALIFICATION STATEMENT**

The Lake County Engineer requests professional design firms interested in providing professional design services for Lake County projects to submit a statement of qualifications pursuant to Section 153.65 to 153.71 of the Ohio Revised Code. Notice of this request will be published in the News Herald newspaper and will be sent directly to firms known to have a direct interest in providing such services. The qualification statements submitted will be kept on file and evaluated for design requirements when the Lake County Engineer is planning to contract for professional design services.

Qualification statements will be accepted at any time from any professional design firm or person legally engaged in rendering professional design services. The Lake County Engineer will send out annual requests to update qualification statements which are on file.

Qualification statements will contain information requested on the attached Qualification-Based Selection Statement Criteria Sheet. Any Qualification Statements, not including all requested information or not updated upon request will be reason to deem a firm unqualified.

**LAKE COUNTY  
QUALIFICATIONS-BASED SELECTION  
STATEMENT CRITERIA**

1. Provide a brief history of the firm. Include year established, type of organization and information pertaining to major areas of expertise.
2. Provide resumes for key personnel of the firm and list the number of employees by classification. Identify the primary key person in your firm to be contacted regarding qualification-based selection.
3. List clients and representative projects worked on during the last five years. Provide a brief description and relative size of each project.
4. Provide a copy of a current ODOT technical pre-qualification letter. If not pre-qualified with ODOT, so indicate on the statement.
5. Provide information regarding insurance carried by the firm.
6. Provide information regarding the type of computer hardware and software.
7. Provide any further information which may be helpful for the Lake County Engineer to determine the qualifications of the firm.