

**Pataskala Public Library**  
**Qualifications-Based Selection Process**  
**Architectural Firm Questionnaire**  
October 2021

Firm Name:	
Firm Address:	
Firm Telephone Number:	
Firm Fax Number:	
Firm Email:	
Name of Individual Completing this Form:	

Signature: \_\_\_\_\_

Provide a response for each item below.

1. The Library would expect the successful firm to have library design experience. The Library is prepared to give some direction through a Library Service Program document that includes technical and spatial requirements. Describe your knowledge of and familiarity with library building design and construction.
  
2. Highlight your experience with remodeling or retrofitting projects.
  
3. Describe your experience in working with publicly funded agencies.
  
4. Is there any special value that you believe your firm will be able to contribute to this project? Provide examples such as drawings, photographs, or testimonials if they are available.
  
5. If your firm were selected as the architect for this project, would your firm's services

be immediately available? Indicate how the Library's project would work within your firm's current workload and when you would be prepared to start.

6. Assuming that the client is ready to provide all information necessary at contract signing, how many workdays would be required to complete schematic design, design development, and construction documents?
  
7. Which member or members of your team will be responsible for the schematic design, design development, and construction documents and bidding, including building materials and specifications?
  
8. Indicate by checkmark, which design specialty of your team will be performed in-house and which will be contracted out.

Specialty	To Be Provided	To Be Contracted	Name of firm, if contracted out
Architecture			
Acoustical Engineering			
ADA Compliance			
Electrical Engineering			
Computer Technology /Data Comm.			
Security Systems			
Lighting			
Energy Conservation			

Mechanical Engineering			
Landscape Architecture			
Civil / Structural Engineering			
Other Specialties Not Listed Above			

9. For each of the specialties listed above, whether provided in-house, contracted out, or via consultant, give the following information on standard form F110-330 or a separate sheet of paper:

- a. Name of the individual or firm providing the specialty
- b. Location of the firm
- c. Project references (at least 3 projects within the past 10 years) including the project location, owner, contact name, and phone number.
- d. Comment on your experience with this individual or firm

If no firm has been selected for a specialty, indicate how you propose securing these services.

10. The Library expects that the successful firm will play a strong role in management of the construction project.

- a. Pending a successful proposal, is your firm prepared to oversee construction to ensure that specifications are adhered to by the contractor(s)?
- b. Please elaborate on your firm's project management experience and

schedule compliance.

- c. Which member or members of your team would be responsible for administration of the construction contract and construction oversight?
  - d. How much time does your firm anticipate spending on site during construction to accomplish this?
  - e. With what frequency will visits be made?
11. Who will be responsible for the overall project from design to completion? What part will the firm's principal owner(s) have in the project?
12. Describe your firm's services to the client after the project is completed. Once the project punch list has been completed and the contractor has received final payment, to what extent will your firm be available for consultation and assistance?
13. Project cost control is important to the Library. State the basis for determining the range of fees required for your services, including anticipated reimbursable costs. How will the project budget be derived and who will be providing the cost estimates for the various elements?
14. Provide a list of any litigation involving the firm in the past five years and lawsuit dismissal and/or termination outcomes.
15. Provide the details of your General Liability and Professional Liability Insurance Coverage.
16. Provide a set of financial documents that speak to the overall soundness of your firm. Indicate if the documents are audited, reviewed, or compiled.
17. For three private projects completed in the past ten years, provide the following information:
- a. Type of construction
  - b. Total gross square footage

- c. Actual bid amount
- d. Actual completion amount
- e. Contact details for owner/operator

18. For three public projects completed in the past ten years, provide the following information:

- a. Type of construction
- b. Total gross square footage
- c. Advertised pre-bid amount (budget)
- d. Actual bid amount
- e. Actual completion amount
- f. Contact details for owner/operator

19. Provide a statement regarding any existing potential conflicts of interest.

**Public Record**

All submitted information relating to this proposal shall become part of the public record. Proposers may identify in their proposals what information they deem to be confidential or proprietary information. The final determination of whether information is subject to Ohio's public records laws shall be made by the Library's legal counsel. The proposer bears the burden of demonstrating the need to keep such information confidential.