

## REQUEST FOR STATEMENT OF QUALIFICATIONS TO PERFORM PROFESSIONAL DESIGN SERVICES

The Mansfield/Richland County Public Library (MRCPL) is requesting Statements of Qualifications from architectural/design firms to assist with planning, design, construction and related services for a proposed branch library at 1574 State Rt. 96, Ashland OH 44805. The site is at parcel numbers 0512019612007 and 0512019611005.

A copy of this RFQ and supplemental material may be found at  
<https://www.mrcpl.org/aboutus/public-bids>

Appropriate questions regarding this RFQ, if any, must be submitted to the attention of Chris May, MRCPL Director, and to no other library employee or member of the Board of Library Trustees. Any such unauthorized communication may, at the discretion of the MRCPL, result in the rejection of such firm's Statement of Qualifications.

Chris May, Director of MRCPL  
Phone: (419) 521-3124  
Email: [cmay@mrcpl.org](mailto:cmay@mrcpl.org)

Submission of a Statements of Qualification, as required by §153.65-§153.71, are due to

Chris May, Director of MRCPL  
43 West 3rd Street  
Mansfield, OH 44902

**The deadline for submissions is noon, October 2, 2025.** To submit a proposal, hand deliver or mail 1 electronic copy (flash drive preferred) and 3 printed copies of your proposal in a sealed package. Faxed or emailed copies will not suffice. Late submissions will not be accepted.

The MRCPL Review Team will evaluate each firm's submission based upon the Statement of Qualifications. Firms may be invited for interviews. The top firm will be selected by the committee to begin negotiations. If negotiations are unsuccessful, the MRCPL reserves the right to start negotiations with the next ranked firm.

The following factors and criteria will be used to evaluate each timely submitting proposal. The factors and criteria are listed in order of relative importance with the first factor being the most important.

1. Competence to perform the required professional design services as indicated by the technical training, education, and experience of the Firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services.
2. Ability of the Firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.
3. Design philosophy and approach to design in general.

4. Past performance of the Firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines.
5. Experience of the Firm in public library design and a minimum of three examples of such work.
6. Current knowledge of the Ohio Revised Code and the public sector labor laws that may impact the overall costs and feasibility of the Project.
7. Litigation history.
8. Licensure of the Firm in Ohio.

**Name of the Project:** Crestview Branch

**Location:** 1574 State Rt. 96, Ashland OH 44805

**Description:** Project primarily consists of new exterior/interior design/workflow/layout of the branch, lighting design, mechanical, electrical, information technologies design, and building code and ADA review.

**Project Schedule:** TBD

**General Requirements or Restrictions:** All work for project must meet state and federal guidelines, codes of standard whenever applicable

### **Scope of Work**

#### *Preparation of Construction Plans and Specifications*

- Prepare detailed construction plans, specifications and cost estimates
- Prepare bid packets using county bid package for construction bidding in accordance with federal, state, and local guidelines
- Obtain required permits
- Prepare a schedule for construction

#### *Assistance in Bidding Phase*

- Assist the MRCPL in soliciting and evaluating bids from contractor, including reviewing and tabulating proposals.
- Recommend contract awards on the basis of “lowest responsible and responsive bidder”
- Attend pre-bidder meetings

#### *Consultation During Construction*

- Attend pre and post construction conferences
- Prepare detailed addendums of construction plans, as needed
- Review shop drawings and working drawing furnished by the contractor
- Filed layout and construction staking for project construction as needed
- Provide periodic on site-project inspections and consultations, regarding problems and deficiencies
- Perform final inspection, review, approval of project and submit to grant administrator for final payment to contractor.
- Architectural design (including all surveys, plans, specifications, drawings and renderings)
- Assistance with development of program requirements for alterations and additions on

the Library Property