

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
111 West Spring Valley Road
Centerville, OH 45458

Date: April 21, 2015

Memo to: Library Board of Trustees

From: Kim Senft-Paras, Library Director

Re: Request for Qualifications - 2015

REQUEST FOR QUALIFICATIONS

The Library must annually request statements of qualifications from all three types of professional services firms in order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000.

It is requested that the Board authorize publication of the following notice:

Architect, Engineer or Surveyor Services

The Board of Trustees of the Washington-Centerville Public Library may employ an architect, engineer or surveyor in 2015.

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, May 15, 2015. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical expertise of the firm's staff for the services provided; previous library projects completed by the firm; the firm's experience and capabilities in cost estimating and construction administration and coordination; and client and contractor references. Proposals should be transmitted to Kim Senft-Paras, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville OH 45458.