

# PROFESSIONAL PLANNING & DESIGN SERVICES

## REQUEST FOR QUALIFICATIONS

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APRIL 15, 2024





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## PROFESSIONAL PLANNING & DESIGN SERVICES

The City of Carlisle requests professional planning and design firms interested in providing professional analysis, planning, consultation, and design services necessary to prepare site plans, construction drawings, architectural plans for Carlisle development projects to submit a Request for Qualifications (RFQ.)

The City of Carlisle asks that all RFQs be submitted by May 1, 2024 for this request; however, qualifications statements will be accepted at any time from any professional design firm. The City of Carlisle will send out an annual request to update qualifications statements that are on file; however, it is the design firm's obligation to keep the qualifications current by providing annual RFQ updates or to submit an annual statement that nothing has changed from the prior version currently on file with the City of Carlisle.

RFQ statements should include the following information: design firm's history; resumes of key personnel including professional registrations; list of client references and representative municipal-related or public work projects, including a brief description and relative size of each project; proof of professional liability insurance; and contact information for a person knowledgeable and able to provide a reference related to the previous representative work.

Upon receipt, the City of Carlisle will acknowledge receipt of and evaluate each RFQ statement for inclusion on the prequalified list kept by the city. RFQ statements shall be provided in a digital file PDF format. Please no paper copies. Email to:

Alaina Geres, Community Development Director

Email: [ageres@carlisleoh.org](mailto:ageres@carlisleoh.org)

In addition to the RFQ statement, please complete and provide the following Contact Information and Discipline Selection forms.



## RFQ Statement Contact Information Form

Name of Firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_



## RFQ Discipline Selection Form

Please select all of the qualifications that apply to your firm:

Discipline	Qualified	Discipline	Qualified
3D Laser Scanning		Mechanical Engineering	
ADA Consulting		Occupational Health	
Alternative Energy Systems		Organizational Assessments	
Archaeological/Cultural Services		Parks, Recreation, Trail Design	
Architecture		Planning	
Athletic Field Design		Playground Design	
Bridge Design		Sanitary Sewer	
Building Restoration		Signage	
Building Sciences		Stormwater Design	
Civil Engineering		Structural Engineering	
Construction Administration		Subsurface Utility Location	
Construction Management		Transportation Engineering	
Construction Materials Testing		Urban Design	
Cost Estimating		Utility Design	
Dam Design		Visualization	
Ecological Services		Wastewater Treatment	
Electrical Engineering		Water Distribution	
Environmental Impact Assessment		Water Penetration Analysis	
Environmental Remediation		Watershed Management	
Funding/Grant Writing		Wayfinding / Interpretive	
Geotechnical Engineering		Wetlands	
GIS / GPS		Wildlife Management / Surveying	
Green Building - LEED			
Hazardous Material Abatement		Other:	
Historical Preservation			
Inspections			
Interior Desing			
Land Surveying			
Landscape Architecture			
LIDAR			