



Main Library \* 8215 Mentor Ave \* Mentor OH 44060 \* [www.mentorpl.org](http://www.mentorpl.org) \* 440.255.8811

## MEMO

To: Architectural and Design Firms

From: Cheryl Kuonen, Director

Date: October 1, 2019

RE: Prequalification requirements for design services

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In accordance with Ohio Revised Code sections 153.68 and 153.65(D), the Mentor Public Library asks professional architectural and design firms to submit a statement of qualifications to be kept on file for purposes of future potential renovation and/or design/construction projects. Statements of qualifications should include the following information:

- 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 potentially be assigned to perform any services;
- Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform requested professional design services or design-build services competently and expeditiously;
- 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; and
- Any other relevant factors related to library design and construction and/or design and construction related to historic homes.

Statement of qualifications should be submitted to Cheryl Kuonen, Director of the Mentor Public Library at [Cheryl.kuonen@mentorpl.org](mailto:Cheryl.kuonen@mentorpl.org) or by mail to the Main Library, 8215 Mentor Ave, Mentor OH 44060. The deadline to submit the statement of qualifications is November 1, 2019