

# **CITY OF WOOSTER PROFESSIONAL DESIGN SERVICES REGISTER**

The purpose of the City of Wooster Professional Design Services register is to allow professional design firms to indicate the type and scope of work they are able to perform.

Firms may register at any time and should update their registration as changes in the firm occur. Statements of qualifications will be reviewed and ranked by the Director of Administration and/or City Engineer based upon the qualifications and experience of the firm and other relevant factors, as determined by the Director or the Administrator

At the time the City wishes to engage an architect or engineering firm, the City will send Requests for Proposals (RFP's) to the firms whose registration indicates the capacity and experience required for the project in accordance with the following schedule:

For projects with an estimated construction cost of less than \$1,000,000, an RFP will be sent to one of the five (5) highest-ranking firms in the registry; and

For projects with an estimated construction cost greater than \$1,000,000, RFP's will be sent to not less than three (3) firms whose registration indicates the capacity and experience required for the project

Final selection shall be based on the Response to Request for Proposals submitted by the firm in response to an RFP.

New firms may register for types of work for which they are qualified. New firms may show projects showing the experience of personnel while in the employ of others, provided that this fact must be noted on the registration.

Additional information, other than the information requested for registration should not be submitted with the registration. If additional information is required in order to properly process the application, the firm will be contacted by the City of Wooster.

Completed registration forms should be sent to:

Lynne DePaulo  
Office of the City Engineer  
538 N Market Street  
Wooster, OH 44691

Questions regarding registration should be directed to:

Joel Montgomery, P.E.  
City Engineer  
330-263-5234

<b>CITY OF WOOSTER</b>  Architect-Engineer and Related Services Registration	1. FIRM NAME / ADDRESS / COUNTY / TAX ID:  Tax I.D. No. _____ 1a. <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch/Subsidiary Office	2. YEAR FIRM ESTABLISHED	3. DATE PREPARED:	4. SPECIFY TYPE OF:  _____
5. NAME OF PARENT COMPANY, IF ANY:		5a. FORMER PARENT COMPANY NAME(S), IF ANY; AND YEAR(S) ESTABLISHED:		
6. NAME, TITLE & TELEPHONE NO. OF NOT MORE THAN TWO (2) PRINCIPALS TO CONTACT: 1)  2)				
7. PRESENT OFFICES: ADDRESS / COUNTY / TELEPHONE NO. / FACSIMILE NO. / E-MAIL ADDRESS / NO. OF PERONNEL IN EACH OFFICE:  7a. TOTAL PERSONNEL (ALL OFFICES): _____				
8. PERSONNEL BY DISCIPLINE: (LIST EACH PERSON ONLY ONCE, BY PRIMARY FUNCTION)				
_____ Administrative _____ Architects _____ CADD Operators _____ Civil Engineers _____ Construction Inspectors _____ Electrical Engineers	_____ Estimators _____ Interior Designers _____ Landscape Architects _____ Mechanical Engineers _____ Planners:Urban/Regional _____ Sanitary Engineers	_____ Soils Engineers _____ Specification Writers _____ Structural Engineers _____ Surveyors _____ Transportation Engineers	Other: _____ _____ _____ _____	
9. SUMMARY OF PROFESSIONAL SERVICES FEES RECEIVED: (INSERT INDEX NUMBER) Last Five (5) Years (most recent first):    20____    20____    20____    20____    20____ City of Wooster:                                    _____    _____    _____    _____    _____ Municipal Work:                                    _____    _____    _____    _____    _____ State Work    _____    _____    _____    _____    _____ All Other Work:                                      _____    _____    _____    _____    _____			<b>RANGE OF PROFESSIONAL FEES INDEX:</b> 1. Less than \$25,000                                5. \$500,00 - \$1 million 2. \$25,000 - \$50,000                              6. \$1 million - \$5 million 3. \$50,000 - \$100,000                            7. \$5 million - \$10 million 4. \$10,000 - \$500,000                           8. \$10 million or greater	

PROJECT EXAMPLES (LAST 5 YEARS): (List at least five projects of similar type, size, complexity and location.)

PROJECT	OWNER NAME AND ADDRESS:	CONSTRUCTION COST	SERVICES RENDERED	FEE

I certify the information contained herein to be correct

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_