

Medina County District Library

**Request for Qualifications**

Engineer



Issued by:

Medina County District Library  
Allison Gaebelein, Interim Fiscal Officer  
210 S. Broadway St.  
Medina, OH 44256  
[gaebelein@mcdl.info](mailto:gaebelein@mcdl.info)

Deadline for Submittal:

Friday, March 17, 2023  
No later than 12:00 NOON EST

The Board of Trustees of the Medina County District Library is seeking engineering services for a 2023 project. The project in general includes replacing two (2) boilers and all associated work at the Medina Library (210 S. Broadway St., Medina OH). The engineer will design, bid, and administer the construction of the project.

Scope of the work will include replacing two existing 1.2 MBtu/hr boilers with two 1.5MBtu/hr boilers. Base bid design will include non-condensing boilers that can utilize the existing boiler vent system (Exhaust-o).

The Library will accept statements of qualifications until Friday, March 17, 2023, no later than 12 noon. Statements of qualification must include the MCDL RFQ Cover Sheet as well as 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; the firm's experience and capabilities in cost estimating and project administration and coordination; and client and contractor references. SOQ should be e-mailed to Allison Gaebelein, Interim Fiscal Officer, Medina County District Library, [gaebelein@mcdl.info](mailto:gaebelein@mcdl.info).

**Qualification Process:** The complete RFQ will be posted on the Library's website, and the notice of the RFQ may be e-mailed to area firms. Library's selection team will review proposals and evaluate responses to the RFQ.

**Firm Selection Process:** Qualified firms will be ranked and MCDL will notify the top-ranked firms to discuss availability to complete the work, verify scope of work, and negotiate a fee proposal. If the top-ranked firm is not available to complete the work or the fee proposal is not acceptable to MCDL, MCDL will go to the next ranked firm.

Every effort has been made to include enough information within this RFQ to enable firms to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library's requirements. If there are questions concerning the contents of this RFQ, the Library is willing to provide responses in as timely a manner as possible. Submit all questions and inquiries via e-mail to: Jason Brzezinski, Facilities Manager at [brzezinski@mcdl.info](mailto:brzezinski@mcdl.info)

**Schedule:**

February 22 – RFQ notification posted on the MCDL website  
March 8 – Inquiry period ends  
March 10 – Final responses to vendor questions (if any) posted on MCDL website  
March 17 – SOQ due by 12 NOON EST

## REQUEST FOR QUALIFICATIONS COVER SHEET



The Medina County District Library (“MCDL” or “Library” or “Owner”) is issuing this Request for Qualifications (“RFQ”) for PROJECT NAME (“Boiler Project”). The Statement of Qualifications (“SOQ” or “Qualifications”) must be emailed to [gaebelein@mcdl.info](mailto:gaebelein@mcdl.info) no later than 12:00 NOON EST on Friday, March 17, 2023. Any SOQs arriving after 12 NOON EST will be marked late and will not be considered for selection to provide the specified services.

All questions or requests for clarification should be submitted no later than 5:00PM Friday, March 8, 2023, to [brzezinski@mcdl.info](mailto:brzezinski@mcdl.info). All questions will be answered in the form of an addendum and posted on the library’s website no later than Friday, March 10, 2023, at 5PM.

The proposer declares to have read, understood, and agrees to be bound by all the instructions, terms, conditions, and specifications of the RFQ. The proposer agrees to fulfill the requirements of any contract for which it is selected to provide the services at the prices proposed during the negotiations with the firm determined most qualified to provide the qualified services. The proposer certifies, by signature affixed to this Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing the SOQ (Please print or type)		Title
Name of firm or professional		
Mailing address		
City	State	ZIP
Telephone		
Contact Person		Fax
E-mail address		
Authorized Signature (Original signature only - use blue ink)		

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE SOQ**

Medina County District Library

**Vendor Questions**

Engineer

updated 2/28/23



**Will there be a site walkthrough?**

Yes, upon request to Jason Brzezinski at [brzezinski@mcdl.info](mailto:brzezinski@mcdl.info)