



2156 US Highway 50  
Batavia, OH 45103  
513-732-2977  
[ParkDistrict@clermontcountyohio.gov](mailto:ParkDistrict@clermontcountyohio.gov)

## **Request for Qualifications Professional Design Services**

Clermont County Park District (CCPD) requests professional design firms interested in providing professional design services for design or surveying projects to submit a Request for Qualifications (RFQ) response pursuant to Ohio Revised Code 153.65-73. Professional design services refer to services within the scope of practice of a design firm including services of an architect or landscape architect registered under Chapter 4703 of the Ohio revised Code or a professional engineer or surveyor registered under Chapter 4733 of the Ohio Revised Code.

CCPD asks all RFQ's be submitted by October 24, 2025 for this request; however qualifications statements will accepted at any time from any professional design firm. CCPD will send out an annual request to update qualifications statements that are on file; however, it is the design firm's obligation to keep 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 CCPD.

RFQ statements should include the following information: design firm's history; resumes of key personnel including professional registrations; list of client references and representative park-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.

Potential CCPD projects include new park development, bike trails, natural surface hiking trails, natural areas restoration, trail bridges, property line surveys and building restoration/rehab.

Upon receipt, CCPD will acknowledge receipt of and evaluate each RFQ statement for inclusion on the prequalified list kept by CCPD. RFQ statements shall be provided in one (1) letter size bound hard copy and in a digital file PDF format. RFQ statements shall be no more than 40 pages. Email and mail to:

Josh Torbeck, Executive Director  
Clermont County Park District  
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