



**Subject: Request for Credentials, Experience, and Ability: Prequalification as Design Team for Elyria Public Library's Various Facility Needs**

The Elyria Public Library is currently seeking qualified design firms to collaborate with us on possible upcoming projects related to facility development and improvement.

The Elyria Public Library has identified several areas where we require design expertise, including but not limited to parking lot design, garage additions, roofing projects, HVAC systems, and various other building needs. These projects encompass both new construction and renovation across our facilities.

We are inviting design firms with experience and a proven track record in these areas to submit their qualifications for consideration. We seek firms with a deep understanding of facility design, and a commitment to delivering projects on time and within budget. The ideal design firm would have a strong portfolio showcasing successful projects in similar areas, demonstrating their ability to address challenges and provide innovative solutions.

To be considered for collaboration, interested design firms are requested to submit the following information:

- Company profile and background information, including relevant experience in facility design and construction.
- Description of the firm's design philosophy, approach to sustainability, and commitment to quality assurance.
- Overview of key personnel, including architects, engineers, and other professionals, along with their qualifications and expertise.
- Portfolio of past projects related to parking lot design, garage additions, roofing, HVAC systems, and other relevant building needs.
- Client references highlighting successful collaborations and client satisfaction.
- Overview of the firm's technological capabilities and tools utilized in the design process.
- Certifications, licenses, and professional affiliations held by the firm and its team members.

Please note that the prequalification process will include a thorough evaluation of the submitted information, and shortlisted firms may be invited for further discussions or presentations.

We kindly request interested design firms to submit their qualifications. Please send your submission via email to [bids@elyrialibrary.org](mailto:bids@elyrialibrary.org). Should you have any questions or require additional information, please do not hesitate to contact the Library Director or Facilities Director at 440-323-5747 or [bids@elyrialibrary.org](mailto:bids@elyrialibrary.org).

Thank you for your attention, and we anticipate receiving your submission.

Sincerely,

*Jennifer Starkey*

Director of Elyria Public Library