



Subject: Request for Credentials, Experience, and Ability: Prequalification as Owner's Representative for Elyria Public Library

The Elyria Public Library is requesting your firm's credentials, experience, and ability to aid in overseeing our upcoming building projects. We are currently in the process of prequalifying partners who can serve as the Owner's Representative for the Elyria Public Library.

The Elyria Public Library provides excellent library services to the residents of Elyria, and we are committed to enhancing our facilities to meet the evolving needs of our community. We believe that your expertise and experience can greatly contribute to the successful execution of our upcoming building projects.

To ensure transparency and fairness, we kindly request that your firm submits the following information for evaluation and prequalification:

- **Company Profile:** Provide a detailed overview of your firm, including its history, size, organizational structure, and key personnel involved in project management.
- **Experience:** Outline your firm's relevant experience in overseeing building projects for public institutions, libraries, or similar organizations. Please highlight any notable projects completed in the past five years.
- **Credentials:** Include any certifications, affiliations, or accreditations relevant to the field of construction project management. This may include certifications such as Project Management Professional (PMP) or relevant industry memberships.
- **Team and Resources:** Describe the capabilities of your team, including the number of staff members, their qualifications, and their specific areas of expertise. Additionally, provide details on the resources your firm can allocate to the Elyria Public Library's building projects.
- **References:** Please provide a list of at least three references from previous clients who can attest to your firm's performance, reliability, and ability to successfully oversee building projects.
- **Approach:** Briefly outline your firm's approach to serving as an Owner's Representative. Describe your methods for ensuring quality control, managing project schedules and budgets, coordinating with various stakeholders, and mitigating risks.
- **Insurance:** Include details regarding your firm's professional liability insurance coverage, including the policy limit and any applicable exclusions.

Please compile the requested information into a comprehensive document and submit it to the Elyria Public Library. You may send the document electronically to bids@elyrialibrary.org or mail a hard copy to the following address:

Elyria Public Library
Att: Director
211 Second St.
Elyria, Ohio 44035



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 appreciate your interest in partnering with the Elyria Public Library and look forward to reviewing your firm's credentials, experience, and ability to help as our Owner's Representative. Should you have any questions or require additional information, please do not hesitate to contact the Library Director, or the Facilities Director at bids@elyrialibrary.org or call 440-323-5747.

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

Sincerely,

Jennifer Starkey

Director of Elyria Public Library