

Request for Qualifications (A/E)



Ohio Department of Natural Resources
2045 Morse Road Bldg. F-3
Columbus, Ohio 42229-6693

www.dnr.state.oh.us
e: beth.pratt@dnr.state.oh.us
v: 614-265-6948 • f: 614-262-2197

Project Name	<u>Professional Surveying Services</u>	Response Deadline	<u>03/12/2010</u>	4:30 p.m. local time
Project Location	<u>Statewide</u>	Project Number	<u>DNR-100025</u>	
City / County	<u>Various Counties throughout Ohio</u>			

Local Administration

Agency/Institution	<u>Division of Engineering</u>	Agency/Institution	<u>Division of Engineering</u>
Project Manager	<u>Robert Sneller, P.S.</u>		<u>Beth Pratt, P.E.</u>
Street	<u>2045 Morse Road, Building F-1</u>	Inquiries to **	<u>Assistant Chief Engineer</u>
City	<u>Columbus</u>	Street	<u>2045 Morse Road, Building F-3</u>
Zip	<u>43229-6693</u>	City	<u>Columbus</u>
Phone	<u>614/265-6975</u>	Zip	<u>43229-6693</u>
Fax	<u>614/262-2197</u>	Phone	<u>614-265-6957</u>
E-mail	<u>bob.sneller@dnr.state.oh.us</u>	Fax	<u>614-262-2197</u>
		E-mail	<u>beth.pratt@dnr.state.oh.us</u>

**** Mail 2 copies of the most current version of the Statement of Qualifications (SAO Form #F110-330 Part I available via the State Architect's Office Web site at <http://ohio.gov/sao>) directly to this contact. DO NOT send to them to SAO.**

Project Overview

A. Project Description

Professional land surveying services are required to provide property boundary line identification and surveys. Additionally, surveying services may be required to develop topographical surveys and to assist with construction project staking and quantity verifications. Survey plats shall be related to the Ohio State Plane Coordinate System, and when requested, overlaid on existing Digital Orthographic Photography. All work must meet the State of Ohio Minimum Standards for Boundary Surveys and meet county requirements for recording for the appropriate county.

B. Scope of Services

While the specific property areas and scopes have not been defined, it is anticipated that the selected consultant(s) will be retained for a period of approximately two years. Fees for each assigned project will be based on a man-hour fee schedule for tasks to be negotiated as part of the contract. Deliverables for each project will be determined on a case-by-case basis and may include any or all of the following items:

- Final plats shall consist of a basic line drawing plotted on mylar and an overlay on existing aerial photography plotted on paper.
- Complete digital file for the final plat drawing in an AutoCAD or .DXF format and associated files related to the project, such as data files created by Autodesk Land Development Desktop or Microstation.
- Copies of all field notes, data collector files and traverse closure calculations.
- Improved corner monumentation, to include preservation of existing and/or installation of new adjacent markers for improved visibility.
- Posting and/or painting boundary lines.

Two (2) consultants are anticipated to be selected to enter into contracts for these services.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO form #F110-330), below is a list of relevant scope of work requirements and /or experience for this RFQ:

1. Boundary Survey
2. Topographic Survey
3. Deed Research & Mapping
4. Aerial Photography Control
5. GPS
6. Digital Files in AutoCAD/Autodesk Land Development Desktop
7. Boundary Marking and Posting
8. Experience working with state and/or governmental agencies

Request For Qualifications continued

Project Name Professional Surveying Services Project No. DNR-100025

C. Funding / Estimated Budget

Total Project Cost	<u>To be determined</u>	State Funding	<u>Capital Improvement Funds</u>
Initial Contract Value	<u>\$150,000.00/contract</u>	Other Funding	
Estimated Fee Percentage	<u>NA</u>		

NOTE: The estimated fee percentage for this project includes all professional design services (including sub-consultant services) necessary for providing the deliverables as specified in the contract. Fees may be negotiated and allocated for additional services (via Supplemental Agreement) as necessary

D. Services Required

Primary	<u>Professional Land Surveying</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Professional Services Start	<u>August 2010</u>
Construction Contracts to Start	<u>NA</u>
Construction Contracts Completed	<u>NA</u>
Professional Services Completed	<u>NA</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

G. Evaluation Criteria for Selection

Previous experience compatible with the proposed project (e.g., type, size), including relevant past work of the prospective firm's proposed staff, sub-consultants or other team members; past performance of prospective firm and its proposed sub-consultants for ODNR and others; dollar value of ODNR and State of Ohio contracts in the previous three years; and proximity of prospective firms to the project site. **The consultant team must demonstrate specific experience in large and small scale rural boundary retracement surveys in varied terrains.**

Firms must be pre-qualified with ODNR for FY 2009-2010 to be considered for this project. ODNR will accept pre-qualification information (SAO Form #F110-330 Part II and the attached ODNR Supplemental Information) prior to or at the time of the submission of Part I for a particular announcement. Firms who have already submitted a standard pre-qualification information package to ODNR for 2009-2010 need only submit Part I of the SAO Form #F110-330. Please contact Beth Pratt, P.E., with the ODNR Division of Engineering at 614/265-6957, if you have any questions on the Supplemental Information.

Firms responding to this Request for Qualifications shall include with their SF 330 information on their intent to comply with the EDGE Participation Goal listed above, including proposed certified EDGE business enterprise(s) to be utilized on the project and/or a demonstration of its good faith efforts (with supporting evidence) to contract with and to use certified EDGE business enterprise(s) as a part of the project team. Additional detailed information on EDGE compliance and evidence of affirmative action in employment practices may be required during the technical proposal stage of the selection process.

In accordance with Section 9.24 of the Ohio Revised Code, ODNR is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved. In preparing a short list recommendation for this project, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

Prior to executing a contract, the selected firm must submit to ODNR a fully completed and signed Declaration Regarding Material Assistance / Non-Assistance to a Terrorist Organization (DMA) form, published by the Ohio Department of Public Safety. All DMA forms and reference information, including a list of licenses subject to DMA and the Terrorist Exclusion List, can be found on the Ohio Homeland Security Web site at www.homelandsecurity.ohio.gov/dma.asp.

Selection of Professional Services Firms

Ohio Department of Natural Resources Division of Engineering Evaluation of Statements of Interest

PROJECT: Professional Surveying Services

EVALUATOR: _____

PROJECT NUMBER: DNR-100025

EVALUATION DATE: _____

FIRM: _____

CITY, STATE: _____

		Value	Rating	Weight	Score
A. FIRM'S LOCATION Proximity of office where Project Manager will be located to project site. _____ miles (Estimated)	0-50 miles	5		2.0	
	51-100 miles	4			
	101-150 miles	3			
	151-200 miles	2			
	over 200 miles	1			
B. SIZE OF PROJECT TEAM					
1. Size from Statement of Interest: Firm _____ Sub-consultants _____		Score based on size of team, firm, sub-consultants, as compared to project size and scope.	1-5	1.0	
2. Coordination with sub-consultants		Score based on role, location and number of sub-consultants.	1-5	0.5	
C. QUALIFICATIONS OF TEAM		Project Manager	1-5	3.0	
1. Appropriate professional disciplines provided _____		Firm's staff and sub-consultants	1-5	0.5	
2. Relative project experience		Firm	1-5	2.0	
		Project Manager	1-5	3.0	
		Team Members (Firm, Staff and Sub-consultants)	1-5	1.0	
D. STATE WORK AWARDED RECENTLY					
1. ODNR Contracts (fees) awarded in past 3 years: \$ _____		\$0 - \$100k \$100k - \$250k \$250k - \$500k \$500k - \$750k \$750k +	5 4 3 2 1	3.0	
2. Total State of Ohio Contracts (fees) awarded in past 3 years: \$ _____		\$0 - \$250k \$250k - \$500k \$500k - \$750k \$750k - \$1 mil. \$1 mil. +	5 4 3 2 1	2.0	
E. GENERAL IMPRESSIONS OF FIRM					
1. Quality of Statement of Interest			1-5	1.0	
2. Prior performance for ODNR & Others			1-5	1.0	
TOTAL SCORE					

Prequalification Packet Contents:

1. Submittal Checklist (1 page)
2. Supplemental Information for Prequalification (4 pages)
3. W-9 tax form (4 pages)
4. ODNR Profile Codes (1 page)

Prequalification Submittal Checklist

Documents to be returned to ODNR

- ❑ SAO Form #F110-330, Part II – General Qualifications
- ❑ ODNR Supplemental Information for Prequalification
- ❑ Copies of EEO and Sexual Harassment Policy Statements
- ❑ IRS W-9 Form
- ❑ Liability Insurance Certificate or Letter

General Recommendations

- ❑ Use the ODNR Profile Codes (enclosed) in the Statement of Qualifications, Part II, item no. 10.
- ❑ Be sure to sign the SAO Form #F110-330 form and page four of the ODNR *Supplemental Information for Prequalification* form before mailing - unsigned or incomplete forms will be returned.
- ❑ Please paper clip or clamp pages together - do not bind or staple the submittal.
- ❑ Please submit **two copies** (not including any cover letter or transmittal form).
- ❑ **Do not** include additional information beyond what is requested (such as company promotional literature), as it will be discarded.

If you have questions on the requirements for or status of a Certificate of Authorization, please contact the appropriate board:

- State of Ohio Board of Examiners of Architects (614) 466-2316 or <http://www.arc.ohio.gov/>
- State Board of Registration for Professional Engineers & Surveyors (614) 466-3651 or <http://www.peps.ohio.gov/>

Mail Submittal to:

Ohio Department of Natural Resources
Division of Engineering
2045 Morse Road, Building F-3
Columbus, OH 43229-6693
Attn: Beth A. Pratt, PE

**STATE OF OHIO
DEPARTMENT OF NATURAL RESOURCES
SUPPLEMENTAL INFORMATION FOR PREQUALIFICATION
FY 2011 – 2012**

FIRM NAME: _____

PRIMARY CORPORATE OFFICE

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

PRIMARY OHIO OFFICE (IF PRIMARY CORPORATE OFFICE IS OUT OF STATE)

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

SUMMARY OF PROFESSIONAL SERVICES FEES RECEIVED IN LAST THREE CALENDAR YEARS (Insert Index Numbers From Table Below):

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Direct State of Ohio Contract Work:	_____	_____	_____
State of Ohio Subcontract Work:	_____	_____	_____
All Other Work:	_____	_____	_____
Total Fees	_____	_____	_____

INDEX:

- | | |
|----------------------------|-------------------------------|
| 1. Less than \$250,000 | 4. \$1 million - \$5 million |
| 2. \$250,000 - \$500,000 | 5. \$5 million - \$10 million |
| 3. \$500,000 - \$1,000,000 | 6. \$10 million or greater |

The following information is supplemental to Standard Form 330 (Architect-Engineer Qualifications, Part II General Qualifications) submitted to the Division of Engineering, Ohio Department of Natural Resources, for prequalification for professional services as defined in Rule 1501-3-01 of the Administrative Code.

1. **OHIO CERTIFICATE(S) OF AUTHORIZATION:** Indicate the certificate number(s) of the appropriate certificate(s) issued to your firm by the Board of Registration (Engineers and Surveyors) or Board of Examiners (Architects and Landscape Architects) in accordance with the indicated sections of the Revised Code:

PLEASE NOTE: THESE ARE NOT REGISTRATION NUMBERS FOR INDIVIDUALS. IF UNCERTAIN OF FIRM'S STATUS, CONTACT THE APPROPRIATE BOARD. THIS INFORMATION MUST BE COMPLETED OR YOUR FIRM WILL NOT BE PREQUALIFIED WITH ODNR FOR PROFESSIONAL SERVICES.

4733.16 Engineering and/or Surveying

4703.18 Architecture

4703.331 Landscape Architecture

OR:

If your firm is exempt from Ohio Revised Code Sections 4733.16, 4703.18 and 4703.331, briefly explain the reason for this exemption:

OR:

If you are a sole proprietor, please list the name and registration number of firm's Registered Professional:

2. **AFFIRMATIVE ACTION POLICY:** Attach a copy of your firm's Equal Employment Opportunity (EEO) policy statement.
3. **SEXUAL HARASSMENT POLICY:** Attach a copy of your firm's Sexual Harassment policy statement.
4. **ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE):** If your firm is a certified EDGE participant attach a copy of your current Official EDGE Certificate.
5. **REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:** Please complete the attached IRS Form W-9.
6. **CERTIFICATE OF INSURANCE:** Please provide evidence of your firm's professional liability insurance coverage as outlined in Section 153.70 of the Ohio Revised Code:

§ 153.70 Professional liability insurance; waiver or substitution.

Text of Statute

(A) Except for any person providing professional design services of a research or training nature, any person rendering professional design services to a public authority shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in amount considered sufficient by the public authority.

(B) The requirement for professional liability insurance set forth in division (A) of this section may be waived by the public authority for good cause, or the public authority may allow the person providing the professional design services to provide other assurances of financial responsibility.

HISTORY: 146 v H 231. Eff 11-24-95.

Not analogous to former RC § 153.70, amended and renumbered RC § 153.71 in 146 v H 231, eff 11-24-95.

7. **NOTICE ON FINDINGS FOR RECOVERY:**
In accordance with Section 9.24 of the Ohio Revised Code, The Department of Natural Resources is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the Auditor of State, if the finding for recovery is unresolved. Prior to completion of a short list recommendation for each project for which ODNR is selecting firm(s) to provide professional services, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

8. **COMPOSITION OF FIRM** (Insert number of individuals in appropriate spaces. The number of minority group individuals is to be included in the total as well as Women and Minorities columns, as applicable. Minorities include American Indian, Afro-American, Oriental American and Spanish Surnamed American).

	<u>Total</u>	<u>Women</u>	<u>Minorities</u>
A. <u>Administrative Staff</u>			
Managers	_____	_____	_____
Word Processors, Receptionists, etc.	_____	_____	_____
Accountants, Bookkeepers, etc.	_____	_____	_____
B. <u>Registered Professional Staff</u>			
Professional Engineers	_____	_____	_____
Professional Surveyors	_____	_____	_____
Registered Architects	_____	_____	_____
Registered Landscape Architects	_____	_____	_____
C. <u>Semi-Professional Staff</u>			
Technicians	_____	_____	_____
Drafting Technicians	_____	_____	_____
CADD Operators	_____	_____	_____
D. <u>Other Staff (List Categories)</u>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

SIGNATURE OF PREPARER: _____

TITLE: _____ **DATE:** _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶	☐ Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here Signature of
 U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ⁴
5. Sole proprietorship or disregarded entity owned by an individual	The owner ⁵
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁶
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payors must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**DIVISION OF ENGINEERING
OHIO DEPARTMENT OF NATURAL RESOURCES
LIST OF EXPERIENCE CATEGORIES (PROFILE CODES)**

The following are the design services for which ODNR prequalifies firms. Firms will only be considered for prequalification for those design services for which you have shown experience under Section 10 of SF-330, Part II. Do **NOT** use the Experience Categories included with the SF-330 form.

A02	Aerial Photography	L02	Land Surveying
A10	Asbestos Abatement	L03	Landscape Architecture
A12	Automation; Controls; Instrumentation	L05	Lighting (Interiors; Display)
		L06	Lighting (Exteriors; Streets; Memorials)
B02	Bridges	M06	Mining & Mineralogy
C07	Coastal Engineering	M08	Modular Systems Design; Pre-Fabricated Structures
C08	Codes; Standards, Ordinances		
C09	Cold Storage; Refrigeration	O01	Office Buildings
C12	Communications Systems		
C13	Computer Facilities; Computer Service	P02	Petroleum and Fuel (Storage and Distribution)
C14	Conservation & Resource Management	P05	Planning (Community, Regional, Area & State)
C15	Construction Management	P06	Planning (Site, Installation & Project)
C18	Cost Estimating; Cost Engineering	P07	Plumbing & Piping Design
		P12	Power Generation, Transmission & Distribution
D01	Dams (Concrete; Arch)		
D02	Dams (Earth; Rock); Dikes; Levees	R04a	Recreation Facilities (Campgrounds & Day Use)
D07	Dining Halls; Restaurants	R04b	Recreation Facilities (Marinas and Floating Docks)
D08	Dredging Studies and Design	R06	Rehabilitation (Buildings; Structures; Facilities)
		R09	Resource Recovery; Recycling
E01	Ecological & Archaeological Investigations	R11	Rivers; Canals; Waterways; Flood Control
E03	Electrical Studies and Design	R12	Roofing
E07	Energy Conservation; New Energy Sources		
E09	Environmental Impact Studies	S02	Security Systems; Intruder & Smoke Detection
E12	Environmental Remediation	S04	Sewage Collection, Treatment & Disposal
E13	Environmental Testing and Analysis	S05	Soils & Geologic Studies; Foundations
		S06	Solar Energy Utilization
F03	Fire Protection	S09	Structural Design; Special Structures
F04	Fisheries; Fish Ladders	S10	Surveying; Platting; Mapping
		S12	Swimming Pools
G01	Garages; Vehicle Maintenance Facilities	S13	Storm Water Handling & Facilities
G02	Gas Systems (Propane, Natural, etc.)		
G04	Geographic Information System Services	T01	Telephone Systems
		T02	Testing & Inspection Services
H01	Harbors; Jetties; Piers	T03	Traffic & Transportation Engineering
H03	Hazardous, Toxic, Radioactive Waste Remediation	T05	Towers (Self-Supporting & Guyed Systems)
H04	Heating; Ventilating; Air Conditioning		
H07	Highways; Streets; Bikeways	U03	Utilities (Gas & Steam)
H08	Historical Preservation		
H10	Hotels; Motels	V01	Value Analysis; Life-Cycle Costing
H11	Housing		
H13	Hydrographic Surveying	W01	Warehouses & Depots
		W02	Water Resources; Hydrology; Ground Water
I05	Interior Design; Space Planning	W03	Water Supply; Treatment & Distribution
I06	Irrigation; Drainage		