

**Liberty Township Trustees
Delaware County, Ohio**

**Request for Qualifications (RFQ)
Architectural and Engineering Services for the Design/Bid/Renovate of
Liberty Township Fire Department Station #322**

Project Name: Fire Department Station #322 Renovations
("Project")

Owner/Contracting Authority: Board of Trustees
Liberty Township, Delaware County, Ohio ("Owner")

Project Site/Location: Fire Station #322
10150 Sawmill Parkway
Powell, Ohio 43065

Response Deadline: January 30, 2026 at 4:00 pm local time (Eastern Standard Time).
It is the responsibility of the person submitting to be sure statements are received by this deadline. Statements received after this deadline shall not be considered.

Project Description:

Liberty Township is soliciting Statements of Qualification from qualified firms to provide architectural, engineering services, and project management for the renovation of Fire Station #322 located at 10150 Sawmill Parkway, Powell, Ohio.

The project involves the design and construction of remodeling and renovations to the existing Fire Station #322, with a focus on modernizing key facilities to improve service delivery, functionality, hygiene, and comfort for fire station personnel. The renovation project includes, but is not limited to, the following: bathroom modernization, living quarter improvements, wellness facility enhancements, flooring replacement, and interior remodeling and reconfiguration to meet the current and future operational needs of the fire department.

General Location Description:

1. Address: 10150 Sawmill Parkway, Powell, Ohio 43065
2. Parcel ID: 319-341-03-011-000
3. Existing Station built in 2004
4. Includes existing fire station to be renovated
5. 9.883 Acres
6. Current Station at least 11,475 square feet

Scope of Services:

Pre-Design Services

1. Site analysis & evaluation
2. Programming & space planning
3. Conceptual design options
4. Preliminary cost estimates

Design Services

1. Schematic design and design development
2. Construction drawings and specifications
3. Coordination with all relevant engineering disciplines (civil, structural, mechanical, electrical, plumbing, etc.)
4. Cost estimation

Bid Services:

1. Preparation of bid documents and specifications
2. Assistance with bidding, including pre-bid meetings and responding to inquiries
3. Evaluation of bids and recommendations for award

Construction Administration

1. Regular site visits and construction oversight
2. Review and approval of submittals and shop drawings
3. Respond to Requests for Information
4. Ensure compliance with project specifications and timelines
5. Final inspections and punch list oversight

Communications Restrictions:

Please note the following policy concerning communication between consultants and Owner during the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

- **Communications which are strictly prohibited:**
Any discussions or marketing activities related to this specific project.
- **Allowable communications include:**
Technical or scope of services questions specific to the project or RFQ requirements.

Requirements for Statements of Qualifications:

To accurately assess each respondent's qualifications for this project, the Owner requests that each respondent submit the requested submission information in the order and format presented below and include the following:

- a. Cover Letter/Letter of Interest – Maximum of one (1) page which includes a brief statement summarizing the firm's interest, qualifications, and unique approach to the project.
- b. Proof of insurance & licensing
- c. Firm Profile – Include history, size, and relevant experience with fire stations or similar facilities.
- d. Project Team – Provide resumes of key personnel who will be assigned to the project, highlighting relevant experience.
- e. Relevant Experience – Provide at least five (5) completed projects of similar scope, including project description, size, location, budget, photos, and client references.
- e. Narrative –
 - Approach to Design and Construction Administration – Outline the firm's process for managing design, cost control, and construction oversight.
 - Approach and proposed method for selection of contractors to perform work.

- Clear understanding of local government facilities' functional and operational aspects and their societal roles.
- History of effective schedule and budget management for similar scale and complexity projects.
- f. Schedule – Provide an anticipated timeline from design through project completion.
- g. Submittal may not exceed twenty (20) single-sided pages. The Cover Letter/Letter of Interest and Proof of Insurance/Licensing are not counted towards the twenty-page limit.

The Owner reserves the right to conduct an independent investigation of the respondent's technical qualifications by contacting project references, accessing public information, and contacting other third parties. Additional information may be requested during the evaluation of technical qualifications.

Evaluation Criteria & Negotiations:

As required by Ohio Revised Code 153.65-73, responding firms' statements of qualifications will be evaluated and ranked in order of their qualifications. Following this evaluation, the Owner will enter into contract negotiations with the most highly qualified firm. The Owner reserves the right to select based solely on the qualifications submitted without conducting a formal interview process. The firm ultimately chosen by the Owner will provide complete architectural and engineering services for the design and/or construction administration of Fire Station 322 Renovation Project and associated improvements, as directed by the Owner.

The RFQ submittal should be organized to address the following criteria, which, among others, will be used in the evaluation of qualifications:

1. Prior design service experience with projects of similar scope and complexity. Specifically, fire station/public safety building construction, reconstruction, renovation in Central Ohio.
2. Prior experience with public-sector clients and processes for similar scale and complex projects.
3. Experience with Design/Bid/Build delivery method.
4. Familiarity with local, state, and federal building codes, safety standards, and ADA requirements.
5. Clear understanding of the project site, project program, and the functional and operational aspects of the Liberty Township Fire Department.
6. Sustainable design practices and energy efficiency expertise.
7. Professional qualifications of individuals assigned to the project.
8. History of effective schedule and budget management for similar scale and complexity projects.
9. Prior experience working with public entities and managing projects within budgetary limits.
10. Organizational structure of design team.

Selection Process:

The Owner will review, score, and rank submitted qualification packages from AE's. Upon final scoring and ranking of respondents, the Owner will attempt to negotiate a contract with the respondent considered to be the best qualified, and, if unsuccessful, will attempt to negotiate a contract with the respondent deemed next best qualified, and so on until either a contract is successfully negotiated, or in the opinion of the Owner is not in the best interest of the Owner to negotiate with any other respondents.

Cancellation and Rejection:

The Owner reserves the right to reject all proposals and cancel this solicitation at any time for any reason, including any portion of this solicitation or any phase of the project. The Owner shall have no liability to any proposer arising from such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

1. Owner, at its sole discretion, shall have the right to seek clarifications from any of the respondents to understand the nature of the submissions fully and to evaluate and rank the respondents.
2. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff or trustees not identified herein. All questions and Requests for Information (RFI's) shall be directed to Chief James Reardon.

Project Schedule: Design and construction to immediately follow design professional selection.

Construction to begin third quarter 2026

Construction complete by third quarter 2027

RFQ Submittal Instructions:

1. Each respondent must submit four (4) bound paper copies and one (1) electronic copy in PDF format on USB Flash Drive of its response to this RFQ by the deadline listed herein. Late responses will not be accepted.

Electronic file portions of the submittal must be combined into a single PDF format file name with the project's name (Liberty Township Fire Department – Fire Station 322 Project – AE Services) and the respondent firm's name. Use the "print" feature of Adobe Acrobat or similar software to create a PDF rather than using a scanner. If possible, reduce the size of the PDF.

2. Submittals will be received as follows:

Envelopes containing proposal materials must be sealed and addressed to:

Liberty Township Fire Department
Fire Chief James Reardon
7761 Liberty Road North
Powell, Ohio 43065

Sealed envelope (separate from mailing envelope) clearly labeled on the front: "**Statement of Qualifications – Fire Station #322 Renovations**"

4. Submittals / narrative pages should be 8½" x 11". All information provided shall be bound in a single volume. Submittals should be clear and concise at a maximum limit of twenty (20) single-sided pages for all requested information and supporting data. The Cover Letter and Proof of Insurance/Licensing are not counted toward the 20-page limit.
5. The owner reserves the right to waive any informalities, irregularities, or technical defects in the responses to this RFQ. Submittals received after the stated deadline will not be accepted; there are no exceptions.

General Information:

1. The owner reserves the right to determine the “best value” offer based on an individual item or group of items or in any way determined to be in the best interests of the Liberty Township Fire Department.
2. The Owner shall have no liability for the respondents' costs and expenses in responding to the RFQ, responses to clarification requests and submittals, potential interviews, and/or subsequent negotiations.
3. Offerors shall promptly notify the Owner of any ambiguity, inconsistency, or error they may discover upon examining the documents. Interpretations, corrections, and changes will be made by addendum. Each Offeror shall ascertain before submitting a proposal that all addenda have been received and acknowledged.
4. Respondents must have or obtain all necessary local, state, and federal occupational licenses before performing any work on the project.
5. Contracts entered will be governed by and construed according to the laws of the State of Ohio.