REQUEST FOR QUALIFICATIONS

ARCHITECTURAL & ENGINEERING SERVICES

FOR

THE DESIGN AND CONSTRUCTION OF

MIAMI VALLEY FIRE DISTRICT FIRE STATION 54

1. **Invitation:**

   The Board of Trustees of the Miami Valley Fire District, Montgomery County, Ohio (Miami Valley Fire District, MVFD, the District, Owners) are soliciting Statements of Qualifications from qualified firms interested in providing Architectural and Engineering (A/E) Services relating to the design and future construction of the proposed Miami Valley Fire District Fire Station 54. Firms with relevant design experience and qualifications are encouraged to submit. The Fire District reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview but reserves the right to conduct said interview if deemed necessary. The selected firm will provide full architectural and engineering services from programming and validation of the existing concept through schematic design, design development, construction documents, bidding/GMP development, construction administration, project closeout, and warranty-phase services.

   The RFQ is available on our website (www.miamivalleyfiredistrict.org) or by contacting MVFD, 2710 Lyons Rd. Miamisburg, OH 45342, 937.560.2152. Please see below for the complete Request for Qualification document.

2. **Responses:**

   The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity as well as the location provided in this request. The response must be submitted no later than **November 20, 2026, at 4:00 pm**.

3. **Project Definition:**

   **A. Project Description**

   The Fire District has an immediate need to build a new fire station that will combine two (2) current stations into one (1), in a more strategic location. Both current stations are more than fifty (50) years in age. The anticipated size of the station is a three-bay, approximately 15,000 sq. ft. fire station in a mixed-use setting. The preliminary site for the project is a 5+/- acre plot located at the corner of Maue & Alexandersville Rd. in the City of Miamisburg.

   **B. Project Schedule**

   The schedule is as follows:

   a. **Issuance of the RFQ – October 22, 2026**
   b. **Deadline for questions or clarification – November 6, 2026**
   c. **Receipt of A/E Responses – November 20, 2026**
   d. **Interview of Select A/E Firms (if necessary) – December 7-11, 2026**
   e. **Award Design Contract – December 11, 2026**

4. **Architect / Engineer Scope of Service:**

   a. The Architect/Engineer shall provide professional architectural and engineering services including civil, structural, mechanical, plumbing, fire protection, and electrical engineering services and all other required services appropriate to creating complete construction and bidding documents for the Construction Manager at Risk (CM-R) form of construction delivery. Specific expectations are listed below.

      The architect shall collaborate with the CMAR to evaluate anticipated construction costs throughout the design process, including schematic design, design development, and construction document preparation.

      The Architect shall participate in value engineering and cost reduction evaluations when necessary to maintain the project within established financial parameters without compromising essential operational requirements, personnel safety, or long-term facility functionality.

      Consideration shall be given to lifecycle costs, operational efficiencies, durability, energy efficiency, and long-term maintenance requirements.

   b. The specific expectation for these services is to include, but not limited to

      i. Site analysis
      ii. Survey coordination
      iii. Geotechnical coordination

iv. Utility coordination
v. Zoning and municipal approvals
vi. Cost estimating coordination
vii. Furniture/fixture/equipment planning
viii. Technology/communications
ix. Security/access control
x. Station Alerting
xi. Audiovisual systems
xii. Permitting
xiii. Construction administration
xiv. Punch lists
xv. Record documents
xvi. Closeout
xvii. Warranty-period assistance

**5. Evaluation Criteria for Selection:**

a. The purpose of this RFQ process, as stated, is to identify a qualified firm that is the most capable of providing the services described. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications.

i. Prior design service experience with projects of similar scale and complexity. Specifically, fire stations and/or public safety building construction in the area.
ii. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
iii. Prior experience with Miami Valley Fire District, the City of Miamisburg, or Miami Township, Montgomery County Ohio.
iv. Clear understanding of the project site, project program, as well as the functional and operational aspects of the Miami Valley Fire District.
v. Professional qualifications of individuals that will be assigned to the project.
vi. History of effective schedule and budget management for projects of similar scale and complexity.
vii. Prior experience working in similar project delivery systems, specifically related to successfully delivering fire station / public safety projects, with a single program, via a CM-R delivery system for a public agency.
viii. Organizational structure of the design team.

b. **Selection Process:** The owner will review, score and rank submitted qualification packets from all interested Architect / Engineers. Upon final scoring and ranking of respondents, Miami Valley Fire District will attempt to negotiate a contract with the respondent selected as the most and best qualified, and, if unsuccessful, will attempt to negotiate a contract with the respondent deemed to be the next best qualified, and so on until either a contract is successfully negotiated, or in the

opinion of the District, it is not in the best interest of the Miami Valley Fire District to negotiate with any additional respondents.

i. The following 100-point evaluation rubric will be utilized:

| **Criterion** | **Weight** |
|---|---|
| Fire station/public safety design experience | 20% |
| Qualifications of proposed project team | 15% |
| Understanding of MVFD operations and project req. | 15% |
| CM-R/public-sector delivery experience | 15% |
| Schedule & budget management | 15% |
| Project approach/design methodology | 10% |
| Team organization and consultant coordination | 5% |
| Relevant local knowledge/experience | 5% |
| **Total** | **100%** |

c. **Cancellation and Rejection:** The MVFD reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the project. The owner shall have no liability to any proposer arising out of such cancellation or rejection. The owner reserves the right to waive minor variations in the selection process.
d. MVFD, at its sole discretion, shall have the right to seek clarifications from any of the respondents to fully understand the nature of the submissions and to evaluate and rank the respondents.
e. Communication: Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Miami Valley Fire District staff or Board of Trustees. All questions and requests for information (RFI's) shall be directed to Chief Steve Johnson (steve.johnson@miamivalleyfiredistrict.org) Deadline for questions or clarification is November 6, 2026 at 4:00pm.

**6. Submittal Instructions:**

a. Unless otherwise noted or exempt, all documents submitted to the owner in response to this RFQ request and subsequent RFP are public and will be available for inspection at the conclusion of the selection process.

**7. Submittal requirements:**

a. **Technical Qualifications / Requested Submissions:** To accurately assess each respondent's qualifications for this project, Miami Valley Fire District requests that

each respondent submit the requested submission information in the order and format that it is presented below. Responses must be limited to the experience of the branch office and / or individuals that will have primary responsibility for the project only. The MVFD 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.

b. **RFQ Submittal Instructions:**

i. Each respondent shall submit four (4) bound paper copies and one (1) electronic copy in PDF format on a USB flash drive of its response to this RFQ by the deadline listed herein. Late responses will not be accepted. No electronic submittals will be accepted.
ii. Submittals will be received at the Miami Valley Fire District Administration building, 2710 Lyons Rd., Miamisburg, OH 45342.
iii. Envelopes containing proposal materials must be sealed and addressed to Miami Valley Fire District, Attention Chief Steve Johnson and the project name (Miami Valley Fire District-New Fire Station 54 Project- A/E Services) must be listed on the envelope.
iv. Submittals / narrative pages are to be on 8 ½" x 11". All information provided shall be bound in a single volume. A clear and concise presentation of information is encouraged with a total maximum page limit of 30 double-sided pages for all requested information and supporting data.
v. Electronic file portions of the submittal must be combined into a single PDF format file with the project name (Miami Valley Fire District-New Fire Station 54 Project- A/E Services).
vi. MVFD reserves the right to waive any informalities, irregularities, or technical defects in response to this RFQ. Submittals received after the deadline stated will not be accepted; no exceptions.
vii. Respondents shall confirm with the Miami Valley Fire District website for any addenda issued prior to submittal and shall confirm receipt of all addenda in their cover letter.

c. **Submittal Documents:**

i. Cover letter / letter of interest.
ii. Description of the respondent / respondent team member firms
    1. Firm history, background, office locations.
    2. Areas of specialization and technical qualifications.
    3. Honors, awards, past client testimonials.
    4. Identification of major consultants and area of specialization they will perform.
iii. Team organization chart.
iv. Key team member summary.

v. Professionals' resumes; include specific relevant experience, sample projects and accreditations, proposed role, educational background.
vi. Construction Manager at Risk specific experience.
    1. Preconstruction collaboration with a CM-R.
    2. Cost estimating and reconciliation in schematic design, design development, and construction-document milestones.
    3. Constructability reviews.
    4. Value engineering.
    5. Development of bid packages.
    6. GMP development and reconciliation.
    7. Review of substitutions and alternates.
    8. Construction administration and change-order evaluation.
vii. Relevant project experience: List no more than six (6) relevant projects to demonstrate the proposed teams' qualifications for this project.
    1. Name of project, location, and owner.
    2. Project description.
    3. Project cost.
    4. Project delivery methods.
    5. List services provided by the firm for the specific project.
    6. Photos or illustrative renderings of the project.
viii. References: Provide a minimum of five (5) professional references for the firm from the public safety and administration profession.
ix. Narratives:
    1. Design approach, philosophy and approach specifically related to public facilities.
    2. A clear understanding of the functional and operational aspects of local government facilities and their roles in society.
    3. Professional qualifications of individuals assigned to the project.
    4. History of effective schedule and budget management for projects of similar scale and complexity.
    5. Claims history for all firms included in the proposed project team for the past five (5) years. The term "claims" should be construed to include any demand by respondent for additional compensation under a construction project and any request by an owner of a construction project that respondent replace, or repair work installed on a construction project.

8. **General Information**:

a. The District reserves the right to select the firm determined to be the most qualified based upon the evaluation criteria established in this RFQ and applicable Ohio law.
b. Miami Valley Fire District shall have no liability for the costs and expenses incurred by the respondents in responding to this RFQ, responses to clarification requests and resubmittals, potential interviews, and / or subsequent negotiations.
c. Prospective respondents shall promptly notify Miami Valley Fire District of any ambiguity, inconsistency or error which they may discover upon examination of the

documents. Interpretations, corrections, and changes will be made by addendum. Each respondent shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the proposal.

d. Respondents must have or obtain all necessary local, state and federal occupational licenses prior to performing any work on the project.
e. Contracts entered into will be governed by and construed according to the laws of the State of Ohio.

**END OF RFQ**