

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR PROFESSIONAL DESIGN SERVICES  
SPRINGFIELD TOWNSHIP, LUCAS COUNTY, OHIO**



Re-Issuance Date: June 08, 2026

**All Submissions are due by July 08, 2026,  
4:00 PM Eastern Standard Time**

## **Introduction and Objectives**

Springfield Township (hereinafter referred to as "TOWNSHIP") is requesting Statements of Qualifications (SOQs) to provide Construction Manager Services for the TOWNSHIP's Fire Station 51 remodel project.

The TOWNSHIP has engaged Virtual Design Studios, LLC (hereinafter referred to as "ARCHITECT") to design conceptual plans and specifications for the re-model of current Fire Station 51. The plans are thirty (30%) percent complete, and the ARCHITECT will next meet with civil and mechanical engineers to continue design-planning and render Construction Documents.

The TOWNSHIP desires to engage a CONSTRUCTION MANAGER to join the team and consult with the ARCHITECT to complete the final design planning of Fire Station 51 for the TOWNSHIP. The TOWNSHIP is seeking a CONSTRUCTION MANAGER with demonstrated expertise and competence but also a CONSTRUCTION MANAGER who is professional, responsible, team orientated and ethical.

Any person or firm who submitted SOQ's to the TOWNSHIP in September of 2025 and were selected as Qualified Contractors will be included in the RFP process and do not need to submit again.

## **Project Description**

The project is a re-model of current Fire Station 51 that will accommodate the need for a full-time equitable fire station. The facility will be owned by the TOWNSHIP, and will be built on TOWNSHIP-owned property on McCord Rd. north of Angola Rd.

The construction documents for the Project are being developed by the ARCHITECT and design-team. The plans for the facility include a Pre-Engineered Metal Building, and all associated infrastructure and site work. This building will include offices, restroom & shower facilities, kitchen with appliances, mechanical room, private sleep quarters, apparatus bays with overhead doors, equipment storage, workout room, and conference and training areas. The facility will accommodate the needs for executing fire and EMS services on a 24/7 round the clock fire station. The plans also include site work including excavations, concrete approaches/pads, water and sewer lines, etc.

## **Examination of SOQ Documents**

By submitting an SOQ, each CONTRACTOR represents that it has thoroughly examined and become familiar with the work required under this Request for Qualifications (RFQs) and that it is capable of performing quality work to achieve the objectives of the TOWNSHIP.

CONTRACTOR shall promptly notify the TOWNSHIP of any ambiguity, inconsistency or error, which they may discover upon examination of the RFQ Documents. CONTRACTORS requiring clarification or interpretation of the RFQ Documents shall make a written request for same to the TOWNSHIP representative listed in this document.

Should any doubt or difference of opinion arise between the TOWNSHIP and a CONTRACTOR as to the items to be furnished hereunder or the interpretation of the provisions of this solicitation, the decision of the TOWNSHIP shall be final and binding upon all parties.

## **Addenda/Clarifications**

Any TOWNSHIP changes to this RFQ will be made by written addendum. No verbal modification shall be binding. All RFQ questions from CONTRACTORS must be received by 2:00 p.m. local time on 6/29/26 in order

to be provided a response from the TOWNSHIP.

## **Submission**

SOQs for this project will be accepted until 2:00 p.m. on 07/08/26. Submit five (5) copies of the SOQ in a sealed envelope, plainly marked "SPRINGFIELD TOWNSHIP FIRE STATION 51 RE-MODEL". Include or email a PDF copy of the SOQ.

This request for qualifications is only for a statement of qualifications. Do NOT submit cost proposals (e.g., fees estimates, fee proposals or other estimates or measures of compensation) until requested by the TOWNSHIP.

Address SOQs to:

**Andy Glenn, Administrator, 7617 Angola Road, Holland, Ohio 43528**  
andyglenn@springfieldtownship.net

The TOWNSHIP reserves the right to reject any and all SOQs which do not meet the requirements of this RFQ and/or any portion of the requirements of this project.

## **Pre-Contractual Expenses**

Pre-contractual expenses are defined as expenses incurred by the CONTRACTOR in:

- Preparing and reproducing its SOQ in response to this RFQ;
- Submitting its SOQ to TOWNSHIP;
- Negotiating with TOWNSHIP any matter related to this RFQ and CONTRACTOR'S SOQ;
- Other matters prior to the date of award of a Contract.

TOWNSHIP shall not be liable for any pre-contractual expenses incurred by CONTRACTOR in the preparation of SOQs and/or proposals. Pre-contractual expenses shall not be included in the cost proposal.

## **CONTRACTOR Representative**

The CONTRACTOR shall assign a responsible representative and an alternate, both of whom shall be identified in the SOQ. The CONTRACTOR's representative shall remain in responsible charge for the duration of the project. Should the CONTRACTOR's primary representative be unable to continue with the project, the CONTRACTOR's alternate representative shall become the primary representative. No personnel changes will be acceptable without prior approval by the TOWNSHIP. The TOWNSHIP reserves the right to reject any changes in personnel at any time during the course of this project. The TOWNSHIP also reserves the right to terminate the contract if, in the opinion of the TOWNSHIP, substantial changes in project management may jeopardize the successful completion of this project to the satisfaction of the TOWNSHIP.

## **TOWNSHIP Representative**

Andy Glenn, TOWNSHIP Administrator, shall be the initial Contract Administrator and contact person for communications with the TOWNSHIP. The TOWNSHIP reserves the right to add additional staff, as needed, to be the main contact for specific elements of the project.

All inquiries regarding the RFQ must be made in writing to andyglenn@springfieldtownship.net. The TOWNSHIP shall not be responsible for any verbal communication between any employee of the TOWNSHIP and any CONTRACTOR. Only written requirements and qualifications will be considered.

## Meeting with TOWNSHIP Staff

There will be no meetings during the RFQ process. The selected CONTRACTOR will be able to tour the project site prior to putting together a cost proposal. All questions shall be submitted in writing to the TOWNSHIP representative listed above.

## General Instructions for Preparing and Submitting a SOQ

Provide the information requested in the SOQ Content below, in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the Project Description. Proposals should be prepared simply and economically providing a straightforward, concise description of the CONTRACTOR's ability to meet the requirements of the proposed scope, attached hereto.. The proposal shall be no more than 10 pages total in length (5 sheets double-sided). Please adhere to the following requirements in preparing and binding letters of interest:

- Use a minimum font size of 12-point and maintain margins of 1" on all four sides.
- Page numbers must be centered at the bottom of each page.
- Use 8 ½" x 11" paper only.
- All pages shall be punched with a three (3) hole punch to fit in a standard three (3) ring binder.
- Bind letters of interest using paper clips or binder clips only. Do not utilize any other binding system.
- Do not provide tabbed inserts or other features that may interfere with machine copying.
- SOQs must be received by the time listed in the advertisement on the due date. Responses received after the time listed in the advertisement on the specified due date will not be considered.
- Submit one original and four copies plus a PDF version (can be emailed separately)

## SOQ Content

1. Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project, based on the proposed scope.
2. List three (3) similar projects that have been completed for other municipalities, educational, private, or non-profit organizations. Include valid contact names, telephone numbers, and e-mail addresses.

Please note that references will be checked using the Reference Check Form that is included with these requirements. The scores from the references will be divided by 3 to average the scores. This average score is what will be used on the CONTRACTOR selection rating form. This means that it is in the CONTRACTOR's best interest to make sure that the reference information provided is correct and that the references return the reference check form since any reference check forms not returned will have a negative impact on the average score.

3. List the key staff of your firm that will be responsible for the project. List the CONTRACTOR representative, the alternate representative and other key staff members, including key SUBCONTRACTOR staff.
4. Describe the capacity of your staff and their ability to perform the work within the time frame given, relative to the present workload, and the availability of the assigned staff.
5. Confirm your firm's technical approach, understanding of the project, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.
6. Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.

7. Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
8. Demonstrated track record of performance of managing projects to the original schedule.
9. Remaining space within the ten (10) pages may be utilized to provide personnel resumes, details on similar projects, or additional information concerning general qualifications.
10. Provide evidence of capacity to provide bonding (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds if your team is selected) and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability. These documents are not included in the ten (10) page limit.
11. Provide copies of the Certifications, if any, demonstrating the CONTRACTOR is licensed and trained in the assembly and erection of Pre-Engineered Metal Building from the PEMB Manufacturer.
12. Provide pre-engineered metal dealers license, or proof of pre-engineered dealers license.

### **Anticipated Project Schedule:**

• Last day to ask questions:	06/29/26 at 2:00 pm
• SOQ Due Date:	07/08/26 at 2:00 pm
• Scoring and Reference Checks Completed:	07/15/26
• Interviews Conducted	Week of July 20, 2026 – July 24, 2026
• Identification of Qualified Contractors and Release of Request for Proposals	07/27/2026
• RFP's Due	08/17/2026
• Award of Contract	08/24/2026
• Contractor Services Start:	08/25/2026
• Construction Starts:	4 <sup>th</sup> quarter 2026
• Construction Complete:	Jan 1, 2028

### **Evaluation Criteria for Selection**

**Selection Criteria:**

The CONTRACTOR will be selected using (i) a qualifications-based selection process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the Request for Proposal (RFP) stage for the final selection.

**Short List:**

Each contractor responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the TOWNSHIP will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the TOWNSHIP determines that fewer than three firms are qualified, it will only select the qualified firms.

**Request for Proposal:**

The short-listed firms shall be sent an RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction reimbursable expenses and fee, construction itemized general conditions cost, construction costs, construction contingency percentage. The short-listed candidates will also receive (i) a form of the Agreement with the TOWNSHIP containing the contract terms and conditions, (ii) a set of the most recent criteria documents and (iii) a proposed Project schedule.

## **Additional Information included in this RFQ Packet:**

- Exhibit A - Draft Proposed Scope of Services
- Exhibit B - Reference Check Form
- Exhibit C - Contractor Selection Rating Form

## EXHIBIT A

### **Pre-Proposal Meeting:**

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the TOWNSHIP. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the TOWNSHIP questions in an individual setting to help the firms prepare their responses to the RFP. The TOWNSHIP will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

### **Interview:**

After submitting responses to the RFP, the short-listed firms will be interviewed by representatives of the TOWNSHIP. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the Firm's capacity to conduct this work in compliance with the timetable and budget. The TOWNSHIP will notify each short-listed firm to schedule individual times for the interviews.

### **Cancellation and Rejection:**

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

## **Draft Proposed Scope of Services**

The tasks below describe the broad areas of consideration and nature of the work that could be performed.

The selected CONTRACTOR, as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the TOWNSHIP, the breakdown of the Agreement detailed cost components, to address the TOWNSHIP's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services:

- Coordinate with the ARCHITECT as part of the design team to assist in finalization of conceptualization plans and construction documents;
- Develop and maintain estimates of probable construction cost;
- Value engineering;
- Project schedules and construction schedules;
- Lead and manage Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout stages.
- Provide insight into the design and construction process to eliminate and/ or minimize the possibility of Change Orders.
- Include subcontractors, if possible, for input when changes are beneficial to the Township.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, and Electrical trades and Site Contractor will be awarded by the CONTRACTOR to prequalified vendors using a competitive process. The parties will engage in a pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the TOWNSHIP, the ARCHITECT and design team, and the CONTRACTOR. The TOWNSHIP shall have access to all books, records, documents and other data in the CONTRACTOR's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

The CONTRACTOR will work cooperatively with the TOWNSHIP, and Project Team, and will provide, among other services, schedule development, estimate development, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, constructability review, permits, budgeting, value engineering, and

preconstruction planning.

The construction drawings and specifications will be provided to the CONTRACTOR together with the "Design Intent Statement" from the ARCHITECT, if needed. The CONTRACTOR shall submit to the TOWNSHIP their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Construction Documents and the Design Intent Statement.

The CONTRACTOR, TOWNSHIP and ARCHITECT shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Construction documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the TOWNSHIP, the ARCHITECT and the CONTRACTOR. The CONTRACTOR shall then submit to the TOWNSHIP, for approval, the CONTRACTOR's proposed final Contract Sum based upon the Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the TOWNSHIP's approval of the final Contract Sum, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the TOWNSHIP may terminate its agreement with the CONTRACTOR and seek from other firms, proposals for completion of the Project.

The CONTRACTOR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CONTRACTOR shall hold all subcontracts and shall be fully responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the TOWNSHIP. The TOWNSHIP reserves the right to approve the CONTRACTOR's selection of subcontractors and any supplemental terms to the subcontract form.

For purposes of completing the listing of three (3) similar projects that have been completed for other agencies, below is a list of relevant scope of work requirements for this RFQ:

- Similar Construction Experience
- Repair Facilities Experience
- Public Project Experience

The scope of services to be performed under this contract includes the following tasks:

- Coordination with ARCHITECT and design team
- Project management
- Field Survey/Existing Conditions Verification
- Preconstruction
- Construction

## EXHIBIT B

### REFERENCE CHECK FORM

Name of Firm: \_\_\_\_\_

Project Referenced: \_\_\_\_\_

Owner: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone No: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

What services did the firm provide? (testing, surveying, construction, construction inspection, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

When was project started and completed? \_\_\_\_\_

Firm's representative you worked with most closely: \_\_\_\_\_

	Poor (1 pt)	Fair (2 pt)	Good (3 pt)	Excellent (4 pt)	Superior (5 pt)
Please rate the overall <b>quality of work</b> performed by the firm, considering change orders and plan errors/omissions as an indicator					
Please rate the <b>technical innovation</b> shown by the firm in the project					
Please rate the firm's performance in terms of <b>meeting schedules and deadlines</b>					
Please rate the firm's performance in terms of <b>controlling costs</b> and adhering to the budget					
Please rate the firm's overall attitude and ability to <b>communicate and work cooperatively</b> with owner					

General comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Exhibit C

# CONTRACTOR SELECTION RATING FORM

Project:

Contractor:

Evaluated by:

Date:

Criteria	Rating		Weight	Score
Firm's background and experience on similar projects		x	4	
Experience of assigned Project Manager		x	3	
Strength/experience of assigned staff, including subcontractors		x	3	
Capacity and ability to meet proposed schedule		x	3	
Technical alternatives, creativity, problem-solving ability		x	4	
References (average score of references received)		x	2	
Proximity to project site		x	1	
Past performance for TOWNSHIP		x	2	
TOTAL SCORE				

Rating scale:

- 1 = Poor
- 2 = Fair
- 3 = Good
- 4 = Excellent
- 5 = Superior

"Proximity to Site" will be based on the office location of the designated Project Manager as follows:

- 5 = Springfield Township
- 4 = 50 mile radius
- 3 = 100 mile radius
- 2 = Ohio or adjoining state
- 1 = other location