

HOLMES COUNTY REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILDER SERVICES

Project Owner: Board of Commissioners for Holmes County, Ohio

Project Name: Holmes County Dog Warden Building

Project Location: 5387 County Road 349 Millersburg, Ohio, 44654

Delivery Method: Design-Build, in accordance with the Ohio Revised Code

Introduction

The Board of Commissioners for Holmes County, Ohio (the “Owner” or the “County”) wishes to use the services of a company experienced with the design-build delivery model for its proposed Holmes County Dog Warden Building (the “Project”). As required by Ohio Revised Code Sections 153.65 et seq., the Owner requests statements of qualifications (SOQs) from experienced Design-Build firms to provide Design-Build services for the Project. This Request for Qualifications (RFQ) includes criteria that will be used to evaluate the submitted qualifications to develop the short-list of firms. In the second phase of the selection process, a request for proposals will be issued to the short-listed firms. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the Design-Build firm that will provide the best value to the Owner for the Project. The short-listed firms may also be asked to provide a proposal bond, guaranteeing their willingness to execute the contract form provided with the request for proposals.

Interested firms (Respondents) must submit **1 electronic copy in PDF format and 5 paper copies** of the requested (SOQs), by personal delivery, mail, or overnight delivery to the following, **no later than 10:00 a.m. local time on August 3rd, 2026**
Holmes County Commissioners
ATTN: Holmes County Dog Warden Building
2 Court Street, Suite 14
Millersburg, OH 44654

Submittals received after this time may be considered solely in Owner’s discretion. Submit the SOQs in sealed boxes or envelopes. Include the following information in large bold print on the outside of the envelopes or boxes containing the SOQs: (1) name of Respondent and (2) **“Statement of Qualifications for Holmes County Dog Warden Building Project.”**

Communication Protocol

Direct all questions in writing, by email to the Criteria Engineer, Joshua Galbraith, P.E., P.S., by email at jngalbraith@holmesengineer.org. Verbal responses to questions, at any time, are not official and cannot be relied upon. Respondents should not seek to discuss any information directly relating to this procurement with any of the Owner’s personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Project Overview

- A.** Construction of a new single-story building to accommodate the Holmes County Dog Warden's Department and Adoption Center. Site work to provide access and adequate parking for the new building.
- B.** The Owner's estimated total budget for the Project (including all construction costs, design fees, and design-build fees) is \$ **2,000,000**
- C.** The schedule for the Project will be determined in conjunction with the selected DB, with preconstruction services commencing upon execution of the agreement.

Scope of Services

Design-Build services for the Project are anticipated to include, but not necessarily be limited to:

- 1. Preliminary Services (design phases may be combined, as appropriate and agreed to by Owner)
 - a. Participate in regularly-scheduled meetings with the Owner and the various consultants to discuss Project criteria and Project needs.
 - b. Provide pre-design services which may include, but are not limited to, evaluating existing conditions, collecting relevant data, assessing Project site, determining Project needs, and providing recommendations for solutions to the Owner.
 - c. Integrate Owner's needs and accepted suggestions throughout the design phases
 - d. Schematic Design
 - e. Design Development
 - f. Construction Documents
 - g. Constructability Review at all phases
 - h. Permit Acquisition / Approval
 - i. Develop and submit Guaranteed Maximum Price Proposal
 - j. Prequalify subcontractors for the Work
 - k. Facilitate long-lead procurement studies and initiate procurement of long-lead items
- 2. Construction Services
 - a. Bond and insure the construction per Ohio law and the Contract Documents
 - b. Solicit bids from prequalified subcontractors and recommend subcontractors to use for the Work.
 - c. Perform the work through subcontractors or its own forces.
 - d. Conduct construction supervision and quality assurance/quality control.
 - e. Conduct progress scheduling / compliance assurance
 - f. Conduct regular progress meetings
 - g. Address all construction related permitting requirements
 - h. Maintain safe work site

- i. Conduct testing, inspection, and commissioning
 - j. Conduct Project close-out including documentation (final wage reports, lien releases, O&M manuals, as-builts, etc.)
3. Post-Construction Services
- a. Warranty Service
 - b. Warranty Close-Out

Design Criteria

Project Overview:

Construction of a new single-story building to accommodate the Holmes County Dog Warden's Department and Adoption Center. Site work to provide access and adequate parking for the new building.

General

The exterior of the of the building will consist of a combination of stone-façade and vertical metal siding. A general concept that incorporates glass windows in the exterior of lobby and walls is preferred. Site development includes approximately (20) parking spots, designated location for a dumpster, landscaping areas, and access to/from the main road. The site work shall include design of all utilities to the building and storm drainage for the parking lot and building. A proposed concept plan of the building is attached hereto and made part of this RFQ.

Floor Plan

The main floor will be approximately 9,600 square feet. The following area designations are approximations:

- Reception/Lobby: apprx. 250 square feet.
 - Public Restroom access from Lobby large windows on front
- Play/Training and Public Education Room: apprx. 750 square feet
 - Indoor Obstacle course
- Vet -Surgery/Exam Room: apprx. 200 square feet.
 - Exam table
 - Sink
 - Counter
 - Dog Bath
- Utility and Laundry: apprx. 225 square feet
 - Utilities incl. 2 hot water heaters
 - Industrial washer & Drier
- Food and Donation Storage: 240 square feet min.
 - Shelving both sides
 - Possible skid storage
 - Access off intake area for overhead door
- Meet and Greet Room: 120 square feet min.
 - Several chairs
 - 6 Person capacity
 - Exterior door to outdoor turf play area
 - Access from Lobby preferred

- Warden's Office: apprx 170 square feet
 - Picture window to view lobby and window view of Parking Lot.
- Spare Office: aprx. 170 square feet
 - Adjacent to Warden's Office
- Staff/Break Room: apprx. 250 square feet
 - Kitchenette with Fridge
 - Small Table w/ chairs
 - Small Couch/lounge chairs
- Men's and Women's Public Restrooms
- Staff Restroom with shower
- Large Intake area/garage with overhead door
 - Ability to pull two vehicles in
 - Room for Desk and room to move about easily with vehicles pulled in
- Auxiliary hallways
- Kennels: Total 35 kennels
 - Adoption Pods
 - 2 pods with 10 kennels in each pod
 - 2 – 5x7 interior and 5x7 exterior
 - 8- 4x6 interior and 4x6 exterior
 - 8' masonry walls inside and out
 - Exterior has chain-link fence with gate
 - Interior has Stainless cell bars with doors that swing both ways
 - Interior has epoxy floors exterior sealed concrete
 - Lost and Found Pod
 - 1 pod with 9 kennels
 - 10- 4x6 interior and 4x6 exterior
 - 8' masonry walls inside and out
 - Exterior has chain-link fence with gate
 - Interior has Stainless cell bars with doors that swing both ways
 - Interior has epoxy floors exterior sealed concrete
 - Quarantine Pod
 - 1 pod with 5 kennels
 - 1 – 5x7 interior and 5x7 exterior – Whelping Pen
 - 4- 4x6 interior and 4x6 exterior
 - 8' masonry walls inside and out
 - Exterior has chain-link fence with gate
 - Interior has Stainless cell bars with doors that swing both ways
 - Interior has epoxy floors exterior sealed concrete
 - 4-6 Puppy cages apprx. 40 square ft foot print

Additional Notes

- Heated floors
- Maximize Natural Lighting
- Hot and Cold-water hook-ups in each pod, intake area, bath area and surgery room, and sink areas
- Hose hookups for intake and all pods inside and outside
- Acoustics to reduce barking sound
- Drains in each kennel with hair catches

Site

- Parking lot should accommodate 10-15 parking spots in front
- Back lot for Staff should accommodate staff and deliveries/drop offs, 5 parking spaces.
- Septic system designed for increased number of dogs, current system will be undersized

Anticipated Procurement Schedule

RFQ PHASE	DATE
Deadline for Submitting Qualifications	August 3, 2026
Short-List of Qualified Design-Build Firms Announced	August 10, 2026
RFP PHASE	DATE
Request for Pricing and Technical Proposals issued to Short-Listed Firms	August 10, 2026
Deadline for Submitting Pricing and Technical Proposals	August 31, 2026
Interviews	August 31 – September 3, 2026
Selection of “Best Value” Proposal	September 7, 2026

The Owner reserves the right to modify any or all of the dates above.

Rights of the Owner

The issuance of this RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.

9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
10. Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the Owner.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
12. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

SOQ Required Format and Information

A. SOQ Format

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

B. SOQ Required Information

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ must be separated into tabbed sections as follows:

1. **Competence.** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience. Include:
 - a. An Executive Summary of the DB Team proposed for the Project, including the A/E of record, A/E firm, if applicable, and other key consultants.
 - b. Describe the DB Firm and proposed DB Team in more detail, building from the Executive Summary – i.e., in-house, full-time employees and in-house professional disciplines. Include consultants to be used for the Project and the firm's experience with each on past projects, including the A/E firm proposed to serve as the architect or engineer of record for the Project.
 - c. DB Firm's project team qualifications/credentials/experience/education; provide bios for Project Executive/Project Manager, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only. Limit bios to one page in length.

- d. A/E firm's project lead's qualifications/credentials/experience/education; provide bios (only as applicable) for Architectural Project Design Lead, MEP Project Design Lead, Structural Project Design Lead, and Civil Project Design Lead only. Limit bios to one page in length.

2. Capacity.

- a. Include a list of current projects and the status of each and relevant information (i.e., budget, type of work, stage of completion, committed staff and consultants).

3. Past Performance.

- a. DB Firm's relevant project experience within recent history (including but not limited to experience involving the design and construction of facilities).
- b. A/E's relevant facility project experience within recent history (including but not limited to experience involving the design and construction of facilities.)
- c. DB Firm's project experience with DB delivery method, especially on public projects.
- d. A/E's project experience with DB project delivery method, especially on public projects.
- e. Previous collaboration of the DB Team members on any project type, sample projects on which a significant number of individual team members have collaborated previously.
- f. Provide representative project experience detailed information. Provide detailed project information including project name, project location, project completion year, project owner, owner contact name, owner contact phone number/email, brief description of the project and its relevance to this RFQ, firm(s) from team associated with project and their role on the project, construction cost, project size. Up to 10 projects may be listed from members of the project team

4. Meeting legal requirements for compliance with architectural and landscape architectural services, design-build construction, and professional engineering and surveying services. Demonstrate that the DB Firm and its consultants have the required professional licenses and certifications to perform the services and Work required for the Project.

5. Financial Strength. Demonstrate DB Firm's bonding capacity as evidenced by a recently dated letter from the DB Firm's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the surety agent's commitment to provide the required payment and performance bonds for the DB Agreement if the DB Firm is determined to be the firm that will provide the best value for the Project.

6. History of Performance with goals of diversity and inclusion, if applicable. Not applicable.

7. Other qualifications consistent with the scope and needs for the Project.

- a. **History and philosophy of the firm.** What is it that makes the firm unique? Describe the aspects of the firm's approach to the DB delivery method specifically that have made it successful.
- b. **Number of years in business.** How long has the DB Firm been in business, either as a general contractor, construction manager, or design builder and how long have key employees and principals been associated with the firm?
- c. **Average Revenue.** DB Firm's average annual revenue for construction projects (Average of past 7 years) – List average revenue only.
- d. **Proximity to the Site.** Proximity of the DB Firm's primary office where the majority of the Project work will be managed/performed to the Project site – List distance in miles, straight-line method.
- e. **Value Added Experience.** Demonstrate the DB Firm and DB Team's unique qualities that set the firm apart from others as it relates to the required services for the Project. To what extent is the DB Firm or any of the DB Team familiar with the Owner's existing facilities? Has the DB Firm or any of the DB Team provided value added components through creative or innovative design, construction techniques, etc. in previous design-build projects? Provide specific examples and for each example, include a brief one-paragraph summary.
- f. **Insurance and Claims History.**
 - (1) Professional Liability coverage of the DB Firm and the proposed A/E firm for the Project, plus history of claims against in excess of \$75,000 for the last 10 years;
 - (2) Commercial General Liability coverage of the DB Firm and the proposed A/E firm for the Project, plus history of claims against in excess of \$100,000 for the last 10 years.
- g. **Prior Performance with the Owner.** Has the DB Firm or any of DB Team ever worked on Projects for the Owner in the past? Was the relationship successful?
- h. **Familiarity with Local Area.** Knowledge of the local area and working relationships with local subcontractors and suppliers.

SOQ Evaluation Process

The Owner's Evaluation Committee will review the qualifications received and will notify firms if they are included on the short-list of qualified firms.

A. Conformance Review

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

B. Qualifications Criteria

The qualifications criteria which may be the basis for evaluation of submitted SOQs are:

1. Competence to perform the required design-build services as indicated by the technical training, education, and general experience of the DB's personnel, especially the technical training, education, and experience of the design-build firm's employees and consultants who will be assigned to the Project, including the proposed architect or engineer of record;
2. Capacity in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously;
3. Past performance of the DB Firm as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontracts, meeting deadlines, and past performance of the design-build firm's proposed architect or engineer of record;
4. Compliance with ORC Sections 4703.182 (unauthorized practice of architecture and landscape architecture), 4703.332 (DB construction), and 4733.16 (business authority to practice professional engineering and professional surveying services), including the use of a licensed design professional for all design services;
5. Financial responsibility including evidence of the capability to provide the payment and performance bonds in accordance with OAC 153:1-4-02(A);
6. History of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs, if applicable; and
7. Other qualifications that are consistent with the scope and needs of the Project, including, but not limited to:
 - i. History and philosophy of the firm
 - ii. Number of years in business
 - iii. Average revenue
 - iv. Proximity to the site
 - v. Value added experience
 - vi. Insurance and claims history
 - vii. Prior performance with the Owner
 - viii. Knowledge of the local area and working relationships with local subcontractors and suppliers

Additional Instructions

During the RFQ phase, Respondents may visit the site, after submitting a written request that is approved in advance by the Owner. Such written request must be made by email to the Criteria Engineer. The Owner reserves the right to have a representative present or to schedule a single time to make the site available for all potential Respondents.

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for Design-Build services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the

conclusion of the selection process. Respondents recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of submitted information or materials to third parties.

Each Design-Build firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process.

The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

The Holmes County Commissioners appreciate your interest in the Project and looks forward to reviewing your qualifications for the Project.