Delaware Public Health District
Dedicated to your health

GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER
470 SOUTH SANDUSKY STREET | DELAWARE, OHIO 43015
PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG

PUBLIC NOTICE

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The Delaware Public Health District ("District" or "Public Authority"), a general health district organized and operating under Ohio Revised Code Chapter 3709, is seeking a qualified architecture firm to provide comprehensive architectural and design services for capital improvement projects at its facility located at 470 S. Sandusky Street, Delaware, Ohio 43015. The District requests professional design firms interested in providing professional services for capital improvement projects to submit a statement of qualifications pursuant to sections 153.63 to 153.71 of the Ohio Revised Code.

The capital improvement projects may involve, but are not limited to, physical assessments, programming and conceptual design, budget estimating, detail design development, construction documents, construction administration, and other associated services.

Five (5) copies of Statements of Qualifications should be transmitted to:

Delaware Public Health District
Attn: Garrett Guillozet, Health Commissioner
470 S. Sandusky Street
Delaware, Ohio 43015

Statement of Qualifications will be received until 5:00 PM on the 20th day of November 2026.

Any proposals submitted to the Board of Health (BOH) are to be prepared at the submitter's expense. The BOH reserves the right to reject any and all proposals in whole or in part. Acceptance of a proposal shall not constitute an agreement between the submitter and the BOH. The BOH shall have no liability whatsoever to any submitter whose proposal is not accepted.

Advertisement Date: October 30, 2026

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CONTENT OF CONSULTANT'S STATEMENT OF QUALIFICATIONS

Statement of Qualifications should include, but is not limited to the following:

1.1 Name of firm, address, contact name, email, and telephone number.

1.2 Names, qualifications, and experiences of principals and key personnel who are to be assigned to the project. Provide detailed information on these individuals so as to indicate their availability to the project. This information should include, but not limited to the following for each individual:

- Number and type of projects in which individual are involved.
- A graphical or tabular representation of hours available for key personnel.
- Key personnel being defined as project engineers, design engineers, designers and other professionals needed by the project.

1.3 Number and composition of staff available for the project, including a table of organization. Composition should be broken into professional, sub-professional, technicians, administrative and clerical.

1.4 Name of the responsible firm member and project manager.

1.5 Listing of all sub-consultants and qualifications for any of the areas identified.

1.6 Listing of similar previous projects. Include the scope of the project, square footage, budget, and completion date.

1.7 A brief statement of the firm's intended approach to the project and the services the firm would recommend, including, but not limited to the services requested.

1.8 A statement of the firm's overall operating philosophy and organizational characteristics.

1.9 An outline of the firm's Quality Assurance or Quality Management Program.

2.0 References:

- Minimum three (3) recent project references (completed within the last 5 years)
- References should include similar project types and public-sector clients when possible
- Contact information for project managers or public contacts

REQUIRED QUALIFICATIONS AND EXPERIENCE

- **Firm Experience:**
  - Minimum of 10 years of experience in architectural design and construction administration
  - Proven experience with similar public/institutional building projects
  - Experience with site planning and master planning projects
  - Demonstrated success with building remodels and code compliance work
- **Project-Specific Experience:**
  - Experience designing accessory buildings, garages, or similar structures
  - Experience with interior remodeling projects (storage-to-office conversions or similar)

  - Experience with municipal facilities
  - Successful history of managing projects from design through construction completion
  - Experience preparing bid documents for Ohio public improvement projects, including familiarity with prevailing wage requirements, is preferred
- **Insurance:**
  - Current professional liability (errors & omissions) insurance in an amount acceptable to the District, consistent with R.C. 153.70.
  - General liability insurance as required by the District
- **Team Composition:**
  - Identification of key project team members (Project Architect, Project Manager, etc.)
  - Resumes of key personnel with relevant experience
  - Organizational chart showing project team structure
- **Local Presence/Availability:**
  - Ability to provide regular on-site services and inspections
  - Familiarity with Delaware, Ohio and Delaware County municipal codes, zoning, and permitting processes
  - Availability to support construction administration throughout project duration

SCOPE OF ARCHITECTURAL SERVICES

Phase 1: Site Planning (Target Start: Q1 2027)

- Site analysis and site planning for the property
- Assessment of current site conditions and infrastructure
- Identification of opportunities and constraints
- Recommendations for site improvements and future development
- Architectural renderings of site improvement

Phase 2: Accessory Building Design & Construction (Target Start of Construction: Q3 2027)

- **Preliminary & Schematic Design**: Conceptual design of a large garage/accessory building structure
- **Design Development & Construction Documents**: Detailed design and construction drawing packages
- **Permitting & Approvals**:
  - Preparation and submission of permit applications
  - Zoning compliance and approvals
  - Coordination with local building departments and zoning authorities
- **Bidding Services**:
  - Preparation of bid documents and specifications in a form consistent with the District's applicable requirements
  - Bid package management and contractor selection support

- **Construction Administration & Oversight**:
  - Site observations and inspections during construction
  - Review of shop drawings and submittals
  - RFI (Request for Information) management
  - Change order review and documentation
  - Final punch list and closeout

Phase 3: Storage-to-Office Remodel (Target Start: Q2 2028)

- **Design Services**: Convert existing storage space to functional office space
- **Remediation Services**: Address all necessary building remedies including but not limited to:
  - HVAC modifications
  - Electrical updates and upgrades
  - Plumbing adjustments
  - ADA compliance measures (per the Americans with Disabilities Act and Ohio Building Code accessibility standards)
  - Code compliance corrections (Ohio Building Code / Ohio Fire Code)
  - Surface treatments (flooring, walls, ceilings, paint)
- **Bidding Assistance**:
  - Bid document preparation
  - Contractor selection support
- **Construction Oversight**:
  - Regular site visits and inspections
  - Contractor coordination and administration
  - Quality assurance and code compliance monitoring
  - Final closeout and occupancy approval

EVALUATION OF STATEMENTS OF QUALIFICATIONS

Statements of Qualifications will be evaluated on the following criteria:

- Competence of the professional design firm and all consultants to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services.
- Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.

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- Past performance of the firm as reflected by the evaluations of previous clients and with the BOH, Delaware City and/or Delaware County, Ohio with respect to such factors as control of costs, quality of work, and meeting of deadlines.
- Knowledge or past experience in the construction and design of like projects.
- Location of the firm in relation to the project site.
- Any other relevant factors as determined by the public authority.

As required by R.C. §§ 153.65 to 153.71 the responding firms will be evaluated and ranked in order of their qualifications by a selection committee based on proposals and any conducted interviews. Depending on the total number of proposals submitted, the selection committee may short-list the top firms and conduct interviews with the short-listed firms only. Upon ranking of at least the top three firms, Board may enter into contract negotiations with the firm ranked most qualified. If no agreement can be reached with the first firm, the public authority shall inform the firm in writing of the termination of negotiations and may enter into negotiations with the firm ranked next most qualified. If negotiations again fail, the same procedure may be followed with each next most qualified firm, until a contract is negotiated.

PROFESSIONAL LIBABILITY INSURANCE

The firm selected, and any architect or engineer of record providing services, must obtain and maintain professional liability insurance in an amount the District considers sufficient, for the duration services are rendered. The District may waive this requirement for good cause or accept other assurance of financial responsibility.

PROFESSIONAL LICENSURE

The Principal-in-Charge and all architects of record must be licensed under Ohio Revised Code Chapter 4703 (Ohio Architects Board) and in good standing. Any engineering professionals (structural, MEP, civil) engaged by the firm must be licensed under R.C. Chapter 4733.

PUBLIC RECORDS (R.C. 149.43)

Submissions in response to this RFQ become records of the District and are subject to the Ohio Public Records Act, R.C. 149.43, except for information exempted by law (e.g., trade secrets properly identified and segregated under R.C. 1333.61 et seq.). Firms should clearly label any such material; the District cannot guarantee confidentiality of material not specifically exempt by statute.

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LEGAL AUTHORITY & OHIO PROCUREMENT COMPLIANCE

As a "public authority" and "political subdivision" as defined in R.C. 153.65(A)(1), the District must select architectural ("professional design") services based on qualifications, not price, except as noted in the fee-negotiation process below.

Per R.C. 153.69, the District will evaluate submitted Statements of Qualifications (SOQs) and select and rank no fewer than three (3) firms considered most qualified, unless the District determines in writing that fewer than three qualified firms responded.

The District will then negotiate a contract with the top-ranked firm for compensation that is fair and reasonable. If negotiations fail, the District will terminate negotiations in writing and proceed to the next-ranked firm, continuing in ranked order until a contract is reached (R.C. 153.69(D) & (E)).

Fee-Threshold Exceptions (R.C. 153.71): If the estimated professional design fee for a given phase or the overall engagement is $25,000 or less, the Qualification-Based Selection process in R.C. 153.66–153.70 does not apply. If the fee is more than $25,000 but less than $50,000, the District may select a single firm from current SOQs on file within the preceding year and negotiate directly under R.C. 153.69(B). Given the scope described in Section 2 (master planning, new accessory building design/permitting/construction administration, and a building remodel), the District anticipates the aggregate professional design fee will exceed $50,000, and the full ranked-selection process described above will apply. The District reserves the right to make a written determination if an exception applies to any discrete phase.

GOVERNING AUTHORITY

The Delaware Public Health District's Board of Health (BOH) is the public authority with statutory responsibility for the District's operations and contracting under R.C. Chapter 3709. Final selection and contract award are subject to approval by the Board of Health (or its authorized designee) in accordance with the District's adopted procurement policy and any rules adopted under R.C. 153.71(A).

INQUIRIES

Questions regarding this Request for Qualifications should be submitted in writing to:

Attention:

Delaware Public Health District
Email: gguillozet@delawarehealth.org (preferred)
Garrett Guillozet, Health Commissioner
470 S. Sandusky Street
Delaware, Ohio 43015

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Accredited Health Department • PHAB Advancing Public Health Performance • Public Health Accreditation Board

APPROVED AS TO FORM:

10/20/26
Date:

Melissa Q. Schiffel /SLO

Melissa Schiffel
Delaware County Prosecuting Attorney