

Facilities Operations Department

Jon Kochis
Facilities Director

Jason Grubb
Facilities Deputy Director



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Dog Shelter Renovations

Request for Qualifications (RFQ) & Request for Proposals (RFP) for Design-Build Services

Project Title: Dog Shelter Renovations

Project Location: 1715 Granville Pike, Lancaster OH

Date Issued: February 13th, 2026

RFQ Due Date: March 2nd, 2026 – 9am

1. Project Overview

The Fairfield County seeks qualified design-build firms to provide comprehensive design and construction services for Dog Shelter Renovations. This project will include new kennel partitions and new office and reception area. This procurement will follow a Best Value Selection process in accordance with Ohio Revised Code Section 153.693.

Project Description:

- Scope: Design and build renovation of kennel area using industry grade materials. Materials must be hygienic and easy to sterilize. Resistance of fluid migration between kennels. Materials should be mold resistant and non-toxic.

The project will also include building a new reception, office and intake areas. Typical commercial construction expansion in a garage area. Infill of garage door to storefront and access control.

- Estimated Budget: \$225,000
- Anticipated Schedule: April 2026 Construction start – November 1 Construction concludes.

2. Compliance Requirements

This RFQ/RFP is issued in compliance with **Ohio House Bill 96** and ORC Section 153.693, which requires evaluation of qualifications before consideration of pricing proposals and shall include a pre-proposal meeting for firms who desire to submit both a statement of qualifications and a proposal.

3. RFQ – Statement of Qualifications (SOQ) Instructions

SOQ Submission Requirements:

Respondents shall submit:

- One (1) original bound copy
- One (1) electronic copy (PDF on USB or email link)

Submittal Address:

Jon Kochis
Facilities Director
210 East Main Street
Lancaster, OH 43130
Jon.kochis@fairfieldcountyohio.gov

Deadline: March 2nd, 0900

Late submissions will not be accepted.

3.1 SOQ Content & Format

Cover Letter (1 page)

- Company name, address, contact person, email/phone

Section A – Firm Qualifications

- Organizational profile, years in business
- Experience with design-build delivery and relevant Ohio public projects
- Key personnel resumes

Section B – Team Structure

- Proposed design-build team, including key subcontractors
- Roles and responsibilities

Section C – Project Experience

- At least 3 relevant projects
- Scope, size, client, year completed, outcomes

Section D – References

- Contact information for references for each project

Section E – Approach to Project Delivery

- Technical approach, project management philosophy

4. RFQ Evaluation and Short-Listing

The Authority will evaluate SOQs based on:

- Firm experience and qualifications
- Team capabilities
- Relevant project history
- References and past performance

A minimum of **three (3)** qualified firms will be short-listed unless fewer are available.

5. Pre-Proposal Meeting

A mandatory pre-proposal meeting will be held on **Thursday March 5th nd, 9 AM at 1715 Granville Pike, Lancaster** to explore the proposals further, in which the County shall provide design-build applicants with a description of the project, including the scope and nature of the proposed services and potential technical approaches.

6. RFP – Request for Proposal Instructions

Firms will receive an **RFP package**, including:

- Project description & design criteria
- Preliminary schedule
- Preconstruction service descriptions
- Contract form

RFP Submission Requirements:

- Technical Proposal (approach, schedule, qualifications elaboration)
- Pricing Proposal (GMP or fee, contingent on project scope)

RFP Evaluation Criteria (Best Value):

Evaluation Category Weight

Technical Approach 20%

Project Schedule 15%

Team Qualifications 30%

Price Proposal 35%

The Authority will evaluate proposals considering qualifications, technical merit, and cost. ORC requires ranking on qualifications before pricing review, where applicable.

7. Contract Negotiation and Award

The highest-ranked firm offering best value will be invited to negotiate a contract. If negotiations fail, the Authority may proceed to the next ranked firm.

8. General Terms & Conditions

- The County reserves the right to reject any and all submittals.
- All documents become public records upon award.
- Respondents bear all costs of submittal preparation.

9. Contact Information

Project Manager: Jon Kochis

Email: jon.kochis@fairfieldcountyohio.gov

Phone: 740-652-7961

Attachments

- Exhibit A – Project Scope & Technical Requirements

Exhibit A – Scope and Technical Requirements

Kennels

- **Walls and Doors**

1. Comply with OAC 901:1-6
2. Materials must withstand urine and other bodily fluids.
3. Materials must be able to be sanitized with animal safe cleansers.
4. Materials must be nonporous.
5. Material must be mold resistant.
6. Material must block visual disruption between kennel areas.
7. Consideration for sound absorbing materials.
8. Integration with existing walls and floors to include internal slide gate doors

- **Flooring**

1. Concrete floor will be prepped and coated with material meeting standards above.
2. Integration with existing walls and new partitions.
3. Integration to existing drainage system (floor drain channel)
4. Warranty period for adhesion.

Reception Office and Intake

1. Using typical commercial building methods renovate existing garage space to a reception office and dog intake area
2. Infill existing garage door opening to storefront entry and windows
3. HVAC for new areas
4. Renovation of current office area into dog visiting room to include new water resistant wall coverings and flooring.