

## Facilities Operations Department

Jon Kochis  
Facilities Director

Jason Grubb  
Facilities Deputy Director



## Board of County Commissioners

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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 13<sup>th</sup>, 2026

**RFQ Due Date:** March 2<sup>nd</sup>, 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](mailto:Jon.kochis@fairfieldcountyohio.gov)

**Deadline:** March 2<sup>nd</sup>, 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 5<sup>th</sup> 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](mailto: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.