

PUBLIC NOTICE
REQUEST FOR STATEMENTS OF QUALIFICATIONS
ARCHITECTURAL / ENGINEERING DESIGN SERVICES AS ARCHITECT-OF-RECORD
SOIL & WATER STORAGE FACILITY
FOR DELAWARE COUNTY, OHIO

The Delaware County Board of Commissioners (Owner), in accordance with Section 153.67 of the Ohio Revised Code, wishes to receive Statements of Qualifications (SOQ) from experienced architectural/engineering firms to assist the County in the design and engineering for a new storage barn for the Delaware County Soil & Water Conservation District.

The work may involve, but is not limited to, planning, programming and conceptual design, budget estimating, detail design development, construction documents, construction contract administration, and other associated services.

The complete Request for Qualifications may be obtained at the County's web page, <http://www.co.delaware.oh.us> under the heading "Public Notices and Bids" or by contacting the Delaware County Facilities Management Office at (740) 833-2280, email jmelvin@co.delaware.oh.us, or in person at 1610 State Route 521, Delaware, Ohio during normal business hours.

Statements of Qualifications shall be submitted electronically via www.bidexpress.com web service until **3:00 PM on Thursday, October 1, 2026**. Submittals pursuant to this invitation will not be received after the hour and date stated above.

End of Advertisement

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
ARCHITECTURAL / ENGINEERING DESIGN SERVICES AS ARCHITECT-OF-
RECORD
DELAWARE COUNTY, OHIO**

The Delaware County Board of Commissioners (Owner) is accepting Statements of Qualifications (SOQ) for the following project:

1. Project Name

Soil & Water Storage Facility.

2. Public Authority/Owner of Record

Delaware County Board of Commissioners.

3. Project Location

Byxbee Campus, 1610 State Route 521, Delaware, OH 43015

4. General Description

The Delaware County Soil & Water Conservation District is requesting to construct the following:

- 60x100' pole barn structure 16' ceiling height min.
- 20' lean-to on one side
- Three 15' wide garage doors, 14' door height
- One normal sized access door
- Concrete floor
- Heated, AC not required
- Wash out sink and restroom w/shower
- Lockable interior room, 8x8'

5. Budget

TBD.

6. Project Delivery Method

The project delivery method is anticipated to be General Contractor.

7. Scope of Architectural / Engineering Services

The anticipated services are to include normal structural, mechanical and electrical engineering services in conjunction with the basic architectural services such as, but not limited to:

- Concept Design
- Design Development
- Construction Documents
- Bid and Award Support
- Construction Contract Administration
- Post-Construction/Closeout

Design services may also include civil engineering, landscape architecture, and interior design services for these phases as required by the Owner.

8. Content of Consultant's Statement of Qualifications

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

- 8.1 Name of firm, address, contact name, email, and telephone number.
- 8.2 Names, qualification and experience 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.
- 8.3 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.
- 8.4 Name of the responsible firm member and project manager.
- 8.5 Listing of all sub-consultants whose qualifications are being used to obtain qualifications in any of the areas identified.
- 8.6 Listing of previous projects with Delaware County and/or other projects of similar type and scope of services. Include the scope of the project, square footage, budget, and completion date.
- 8.7 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.
- 8.8 A statement of the firm's overall operating philosophy and organizational characteristics.
- 8.9 An outline of the firm's Quality Assurance or Quality Management Program.

9. Schedule

Work is to proceed expeditiously upon the approval of the contract.

10. Submission Requirements

Deadline for Statements of Qualifications to be submitted is **3:00 PM on Thursday, October 1, 2026.**

All responses should be submitted electronically via Bid Express. Users must have a free vendor account to access the Bid Express solicitation. To access the solicitation, please visit www.bidexpress.com and search for "Delaware County Facilities"

To ensure a seamless experience, we encourage you to register for a free business account at least a week in advance of needing to use the service for proposal purposes. Basic actions like general navigation, downloading attachments, and asking questions are completely free.

Any proposals submitted to Delaware County, Ohio are to be prepared at the submitter's expense. Delaware County 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 Delaware County. Delaware County shall have no liability whatsoever to any submitter whose proposal is not accepted.

11. Inquiries

Questions regarding this Request for Qualifications should be submitted through the solicitation page on www.BidExpress.com webservice and to be given consideration, must be received at least five (5) business days prior to the submission deadline.

12. Evaluation of SOQ

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.
- Past performance of the firm as reflected by the evaluations of previous clients and with the Delaware County Board of Commissioners 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 the Ohio Revised Code Sections 153.65 to 153.71, 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 shortlist the top firms and conduct interviews with the short-listed firms only. Upon ranking of at least the top three firms, Delaware County may enter into contract negotiations with the firm ranked most qualified. If no agreement can be reached with the first firm, Delaware County may enter into negotiations with the firm ranked to be the next most qualified firm.