



Village of North Baltimore

205 North Main Street, North Baltimore, OH 45872

Phone (419)257-2394 Fax (419)257-2457

REQUEST FOR QUALIFICATIONS CRITERIA ARCHITECT SERVICES PUBLIC WORKS AND VOLUNTEER FIRE STATION PROJECT

RFQ Issue Date: January 20, 2026

Statements of Qualifications Due: February 10th at 4:00 p.m.

1. Introduction and Purpose

The Village of North Baltimore is soliciting Statements of Qualifications from qualified criteria architects to provide criteria architect services for a future Public Works and Volunteer Fire Station project.

The purpose of this engagement is limited to developing a criteria program and high-level cost framework to assist the Village in determining project feasibility, scope, and an order-of-magnitude budget. This RFQ does not include final architectural design, construction documents, or construction administration services.

2. Project Background

The Village is evaluating the construction of a new municipal facility that will include Public Works operations, a volunteer fire station, administrative space, and related municipal functions. The project is in an early planning stage. No delivery method, final scope, funding mechanism, or construction timeline has been selected.

3. Scope of Services

The selected criteria architect shall provide professional services including, but not limited to, the following:

- Meetings with Village administration and departmental stakeholders, including Public Works and Fire Department representatives
- Facility space needs and functional layout assessment for Public Works and the volunteer fire station
- Preliminary square footage analysis and operational adjacencies
- Evaluation of site considerations including access, utilities, apparatus circulation, and constraints
- High-level building concepts sufficient for planning and budgeting purposes
- Preliminary opinion of probable construction cost with appropriate contingencies
- Identification of major cost drivers and options for scope adjustments

- **Preparation of a concise written criteria report suitable for future procurement, funding discussions, and delivery method selection**

The selected criteria architect may utilize sub consulting engineers as necessary to support site, utility, and building systems analysis.

This engagement is limited to criteria development only. The criteria architect shall not prepare final design documents and shall not be obligated to participate in subsequent phases of the project.

4. Procurement Method

Selection shall be made pursuant to qualifications-based selection procedures for professional design services. Cost proposals shall not be submitted with the Statement of Qualifications.

5. Statement of Qualifications Requirements

Each responding firm shall submit one electronic PDF containing the following:

- **Firm name, address, and primary contact information**
- **Description of the firm and architectural expertise**
- **Experience with municipal, public works, and/or fire station facilities**
- **Experience providing criteria, programming, or pre-design services**
- **Identification of key personnel assigned to this engagement**
- **Description of any proposed subconsultants**
- **Examples of comparable criteria or planning projects completed within the last ten years**
- **Current professional licensure**
- **Statement of availability and anticipated schedule**
- **Disclosure of any potential conflicts of interest**

6. Evaluation Criteria

Statements of Qualifications will be evaluated using a qualifications-based selection process. Each submission will be reviewed and scored based on the following criteria:

- **Relevant experience with public works and/or fire station facilities**
- **Demonstrated expertise in criteria development and cost planning**
- **Qualifications and experience of assigned personnel**
- **Understanding of the Village's objectives**
- **Past performance on comparable projects**

Firms will be ranked based on total composite scores.

7. Selection Process

Statements of Qualifications will be evaluated by the Village Administration and/or a selection committee appointed by the Village. Each evaluator may independently score submissions using the evaluation criteria above. Scores may be compiled to establish a ranking of firms.

The Village reserves the right to:

- Interview one or more firms**
- Request additional information**
- Reject any or all Statements of Qualifications**
- Negotiate the final scope and fee with the highest-ranked firm based on the evaluation criteria set forth herein**

8. Schedule (Subject to Change)

RFQ issued: January 20, 2026

Qualifications due: February 10th at 4:00 p.m.

Interviews, if conducted: February 17 – 27, 2026

Selection and negotiation: March 2 - 10

9. Submission Instructions

Statements of Qualifications shall be submitted electronically in PDF format to:

Josh Bender

Village Administrator

Village of North Baltimore

Phone: 419-314-0195

Email: nbadmin@northbaltimore.gov

Submissions must be received by the deadline stated above.

10. Reservation of Rights

The Village reserves the right to amend or cancel this RFQ, waive informalities, and select the firm determined to be most qualified to perform the services described herein. Issuance of this RFQ does not obligate the Village to enter into a contract or to proceed with construction.