



**THE MIAMI
CONSERVANCY
DISTRICT**

Request for Qualifications Architect Equipment, Records, and Training Facility

Issued: February 2, 2026

Request for Qualifications (Architect)

1. ARCHITECT SELECTION SCHEDULE

RFQ Approval for Release	FEBRUARY 2, 2026
RFQ Response Due Date @ 2:00 PM	MARCH 11, 2026 (WEDNESDAY)

2. PROJECT OVERVIEW

- A. PROJECT NAME: MIAMI CONSERVANCY DISTRICT, EQUIPMENT, RECORDS AND TRAINING FACILITY

Response Deadline: **March 11, 2026, 2:00 PM** Local Time

Project Address: 1301 Keowee Street
City/County: Dayton, Ohio (Montgomery County)

Owner: Miami Conservancy District (“MCD”)
Owner Address: 38 E. Monument Avenue

Zip Code: 45404
Project Delivery Method: Design-Bid-Build Project

City/County: Dayton, Ohio (Montgomery County)
Zip Code: 45402

Project Description (New Equipment, Records and Training Facility)

The Architect will be responsible for the development and delivery of the Site Master Plan within the defined project boundaries, Design, OBC Code Analysis and review, Zoning Research and regulatory requirements, Architectural, Civil, Structural, MEP and FP (Fire Protection) Engineering drawings, Specifications and a detailed Cost Estimate for a new Equipment, Records and Training Facility with parking. The project work area is located on a 2.19-Acre parcel site located at 1301 Keowee Street, Dayton, Montgomery County, Ohio, 45404, adjacent to the MCD Maintenance Facility (1.58 acre parcel) located at 335 Bannock Street, Dayton Ohio 45404. The proposed facilities are anticipated to encompass approximately 16,000 (+) square feet (SF): Large Equipment Storage is anticipated to be approximately 13,000 SF with garage doors on both sides to allow equipment to pull straight through; finished office space is anticipated to be approximately 3,000 SF with approximately 2,000 SF for climate controlled records storage and access; and, approximately 1,000 SF for a Training Room, to facilitate all-staff meetings of up to 75 people. Given the nature of the building and access to the main MCD Maintenance facility, no more than 2 restrooms are anticipated, code dependent. The facility shall have paved parking for employees and general/visitor parking. The planned facility will be located east of the existing MCD Facility. Upon completion of the Scope of Services in this document by the Architect, the Owner will have the flexibility to secure the services of the Architect as the Owner’s Representative as defined in this Request for Qualifications.

3. ARCHITECT DEFINITION AND RESPONSIBILITIES

- A. The Architect means the architect (Ohio Registered) retained by the Owner to prepare a separate Site Master Plan, Design Documents, OBC Code Analysis and review, Zoning Research and regulatory requirements, Architectural, Civil, Structural, MEP and FP Engineering drawings, Specifications and a detailed Cost Estimate for the proposed New Equipment, Records and Training Facility to assist the Owner in connection with the establishment of the design for this project. If requested by the Owner, Architect would serve as the Owner’s Representative of the Miami Conservancy District to assist with completing the project through construction. Other design and construction administration services on behalf of the Owner may be requested. (See Owner’s Representative Scope of Services below)

4. ARCHITECT PROJECT SCOPE OF SERVICES

- A. For the proposed New Equipment, Records and Training Facility, the Architect Team will separately develop the following for each project:
1. Master Plan. Prepare a site master plan of the site location.
 2. Design. Prepare Design documents for the Project to include:

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- a. Review of Zoning requirements and any required appeals or approvals to secure a Zoning approval and permit.
 - b. Preparation of a Building Code Review per the Ohio Building Code (latest Version)
 - c. Dimensioned and labeled floor plan(s) and roof plan.
 - d. Reflected ceiling plans with ceiling heights and light locations.
 - e. Exterior elevations with material callouts and height designations.
 - f. Transverse and longitudinal sections.
 - g. Wall sections with general detailing to delineate general construction methodology.
 - h. Finish schedule.
 - i. Hardware schedule.
 - j. Drawings and/or Scope of Work descriptions including any required calculations for the Civil, Structural, Mechanical, Electrical, Plumbing and Fire Suppression Systems.
 - k. A/E specifications. (Not an Outline)
 - l. Detailed Design level cost estimate.
 - m. Project schedule.
3. Assist the Owner in the issuance of the project for Advertising and document distribution.
 4. Participate with the Owner in the review of the construction bids received.
 5. Provide Owner with a weighted scoring system for the review process of submissions.
 6. Participate in the selection of the preferred bidder.
 7. Participate in the preparation and review of the project contract(s) for the selected firm(s).
- B. If requested, as ADDITIONAL SERVICE, by the Owner, the Architect will serve as the representative of the Owner and provide, during the design, proposals/bidding, award, and construction of the project, other design and construction administration services, as directed, on behalf of the Owner. These Owner Representative's services may include:
1. General Duties and Responsibilities
 - a. The OWNER'S REPRESENTATIVE representing the Owner during the Construction Phase of the project.
 - b. The OWNER'S REPRESENTATIVE participating in design review meetings during the project design/engineering and documentation phase for compliance with the Owner's design plans and outline specifications.
 - c. The OWNER'S REPRESENTATIVE being responsible for supporting the Owner in the administration of the Contract and attending weekly meetings, during the construction phase of this project. The furnishing of such OWNER'S REPRESENTATIVE as described in the agreements held between the Owner and other entities shall not modify the rights, responsibilities, and obligations of the contracted parties.
 - d. The OWNER'S REPRESENTATIVE performing regular project construction inspections and maintaining and issuing a log of daily activities (Field Reports), including weather conditions, nature and location of Work performed and specific observations.
 - e. The OWNER'S REPRESENTATIVE recording any occurrence or Work that might result in a claim for a change in Contract Sum or Contract Time and will notify the Owner, in writing, if, in the OWNER'S REPRESENTATIVE'S opinion, Work does not conform to the Contract Documents or requires special inspection or testing.
 - f. The OWNER'S REPRESENTATIVE reviewing shop drawing submittals for compliance with the Plans and Specifications and advising the Owner of clarifications, missing details and/or required additional information.
 - g. The OWNER'S REPRESENTATIVE monitoring the project schedules and costs, via payment applications, on an ongoing basis and alerting the Owner, or other designated representatives, to conditions that may lead to delays in completion of the work or cost increases.
 - h. The OWNER'S REPRESENTATIVE reviewing Applications for Payment received and forward to the Owner with recommendations for disposition.
 - i. The OWNER'S REPRESENTATIVE communicating in relation to administration of the Contract being restricted to the proposer or bidder whom is awarded the Contract. The OWNER'S REPRESENTATIVE will not communicate with other Subconsultants, Subcontractors or material suppliers or direct their

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activities.

- j. The OWNER'S REPRESENTATIVE providing advice and consultation to the Owner on suggested scope changes, cost impact and use of the project contingency regarding proposed Change Orders.
- k. The OWNER'S REPRESENTATIVE reviewing with the Owner the list of items to be completed or corrected prior to issuance of a Certificate of Substantial Completion.
- l. The OWNER'S REPRESENTATIVE assisting the Owner with determining the date or dates of Substantial Completion and the date of final project completion.
- m. The OWNER'S REPRESENTATIVE assisting with document closeout.

2. Limitations of Authority. THE OWNER'S REPRESENTATIVE SHALL NOT:

- a. Authorize any deviations from the Contract Documents, project budget or schedule except by prior authorization in writing by the Owner.
- b. Approve substitute materials or equipment except by prior authorization in writing by the Owner.
- c. Conduct or participate in tests or third-party inspections except by prior authorization in writing by the Owner.
- d. Reject Work or require special inspection or testing except by prior authorization in writing by the Owner. (Additional Services).
- e. Assume any of the responsibilities of the Contractor, the superintendent(s) or Subcontractors.
- f. Expedite the Work for the Contractor, the superintendent(s) or Subcontractors.
- g. Have control over, charge of, or be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.
- h. Authorize or suggest that the Owner occupy the Project in whole or in part.
- i. Issue or sign project Change Orders.
- j. Issue or sign a Certificate for Payment or Certificate of Substantial Completion.

5. OTHER TERMS AND CONDITIONS

- A. Any additions or deletions to the Architect's Scope of Work for the Project shall be only by prior written amendment executed and signed by the Miami Conservancy District and the Architect.
- B. The Miami Conservancy District reserves the right to amend the Architect's conditions and/or terms used in its agreement(s).
- C. The Architect will submit monthly invoices, with appropriate backup, to the Miami Conservancy District with payment terms net 30 days.

6. ESTIMATED PROJECT BUDGET

PROJECT

Estimated Construction Cost \$1,300,000.00*

*Does not include professional fees, Design/Construction contingencies, and Furniture, Fixtures, and Equipment unless specifically identified by the Owner.

NOTE: The Architect for the Project must include all professional design services and consultant services necessary for completion of the Architect's services for the preparation of the Scope of Services to secure Proposals/Bids for each project, including but not limited to: site master planning for the identified property, validation of existing site conditions (but not subsurface or hidden conditions), preparation of Schematic Design Documents, Preliminary Finish Schedule, Civil, Structural, Mechanical, Electrical and Fire Suppression Scope of preliminary documents, preparation of Design Level cost estimates and a Project Schedule for each Project.

7. SERVICES REQUIRED

PRIMARY: Architectural

SECONDARY: Surveying, Geotechnical*, Structural Engineering, Civil Engineering, Mechanical, Electrical, Plumbing, Fire Protection Engineering, Landscape Architecture and Interior Design, Door/Access Security and Cameras (Vendor(s) Selected by Miami Conservancy District)

NOTE: The primary Architect members shall be registered architect(s) holding a current license and certificate of

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authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703. If a landscape architect provides services, the landscape architect will hold a current license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703. If professional engineers or a professional surveyor provides services, all will hold a current license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

* The Miami Conservancy District will provide available topographic (1-foot contours) and Lidar data of the project area for the Architect's use. Any additional Geotechnical Services required by the team, as part of the design process will be included within this project Scope of Work.

8. SUBMITTAL INSTRUCTIONS

- A. Each Architect seeking consideration for performance of services related to this Request for Qualifications must submit a proposal of no more than 20 pages. All responses to this RFQ will be submitted as a PDF via electronic submission to **Ms. Chris Pfeiffer, Executive Assistant, Miami Conservancy District, @ cpfeiffer@mcdwater.org**. The maximum size limit for incoming emails is 3 GB, including the email itself and any attachments.
- B. Sealed proposals must be received by the date and time indicated on the included schedule. Proposals received after the scheduled date/time will NOT be considered. The responsibility of timely deliveries lies solely with the proposer. The Miami Conservancy District reserves the right to reject any and all proposals, to waive any irregularities in a proposal, or to accept the proposal(s) which in the judgment of proper officials, is in the best interest of the Miami Conservancy District. The Miami Conservancy District reserves the right to accept a part or parts of a proposal unless otherwise restricted in the RFQ or issue subsequent RFQs. The Miami Conservancy District reserves the right to approve or reject any sub-Consultants proposed for work under this proposal or waive any minor irregularities.
- C. The Miami Conservancy District reserves the right to select the successful Architect once all proposals are received, without seeking further information for clarification from proposers. Upon review of proposals, the Miami Conservancy District may designate the most qualified proposals as finalists. These finalists may be invited to make oral presentations and participate in a question-and-answer session with Miami Conservancy District. Miami Conservancy District shall have the right to visit selected user sites, should this be deemed necessary.
- D. All federal, state, and local laws shall be applicable to this RFQ.
- E. Miami Conservancy District does not guarantee that any contract will be awarded because of this RFQ. If a contract award is made but the contract is not executed, the Miami Conservancy District does not guarantee that the contract will be re-awarded.
- F. Submit all questions and communications regarding this RFQ via email to **Ms. Chris Pfeiffer, Executive Assistant, Miami Conservancy District, @ cpfeiffer@mcdwater.org**. All communications and questions must be in writing referencing the specific page number and or paragraph. Questions will be answered and shared by email to all firms who are invited to submit their qualifications up to one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document. Changes to the RFQ will be made only by formal written correspondence issued by the Miami Conservancy District.
- G. Required Request for Qualification Contents. All brochures and supplemental documentation shall be included in the email by the response due date. If not, the proposal may be considered non-responsive. Proposers are required to submit the following information in their proposal:
 - a. Letter of Transmittal. The proposer shall provide a transmittal letter with authorizing signature for the proposal. The letter must briefly summarize the vendor's ability and willingness to perform the services required by the RFQ.
 - b. Company Profile and Background. Provide the following information:
 - i. Location – The street address of the proposer's company headquarters.
 - ii. Local Office of Proposer – Provide the location of the proposer's office nearest to Dayton, Ohio. Include the local office, contact name, address, telephone, and fax numbers.
 - iii. Company's Primary Business – State the proposer's primary business, the number of years in the proposer's industry, and the number of employees assigned to these related activities.
 - iv. State the legal make-up of your company: sole proprietorship, partnership, corporation, etc.
 - v. Please list any Lawsuits that you are currently engaged in. Please provide any and all suits either with the Miami Conservancy District or any other units of government (including, but not limited to, Federal, State, Local, or other Municipalities and Governmental agencies).

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- c. **Key Personnel Information.** Provide the name, title, mailing address, telephone number and e-mail address of the person(s) who will function as Miami Conservancy District's primary contact and back-up contact person. Provide brief resumes/qualifications of personnel who will be primarily involved in this project. Include any certifications earned, special training taken, and any membership in professional groups.
- d. **Sustainable Design.** Sustainable design seeks to reduce negative impacts on the environment, and the health and comfort of building occupants, thereby improving building performance. The Miami Conservancy District hopes to provide design solutions integrating sustainable design considerations that will be incorporated into the project and to include options for future incorporation into the project, i.e. solar design, geothermal, etc.
- e. **Statement of Exceptions to RFQ requirements.** Provide a detailed description of any exceptions taken to the requirements of this RFQ. Exceptions shall be referenced to the applicable RFQ section/sub-section numbers. Any other departures from Miami Conservancy District's RFQ are to be identified and failure to do so shall make the proposal non-responsive. MCD's standard Terms for Payment are Net 30 days from date of invoice once the project is complete, unless otherwise negotiated. If you cannot comply with this, please state any changes in the Statement of Exceptions to the RFQ Requirements
- f. **References.** Provide a list of references. The Miami Conservancy District is particularly interested in contacting your clients related to projects similar to this one.

9. MISCELLANEOUS

- A. **Public Records:** All proposals and qualifications, including without limitation, all information and documentation submitted therewith, will be available for public inspection after the opening of qualifications, in compliance with Ohio Revised Code Chapter 149 and other applicable public records laws.
- B. **Addenda and Modifications:** Changes in the terms and conditions of this RFQ may be made in writing by the Owner prior to the required due date. Results of informal meetings or discussions between a Respondent and any representative of the Owner may not be used as a basis for deviations from the requirements contained within this RFQ and may subject the Respondent to immediate disqualification.
All addenda, amendments, and interpretations to this RFQ shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the Owner. Only information supplied by the Owner in this RFQ, or in connection with this RFQ, shall be used in preparing submittals. All contacts that a Respondent may have had before or after receipt of this RFQ with any individuals, employees, or representatives of the Owner and any information that may have been read in any news media or seen or heard in any communications regarding this RFQ should be disregarded by Respondents in preparing responses to this RFQ.
- C. **Clarification:** The Owner reserves the right to conduct discussions with Respondents who submit Qualification Requests for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements of this RFQ.
- D. **No False Information:** Respondents who provide false or misleading information, whether intentional or not, in any of the documents presented to the Owner for consideration in the selection process shall be excluded.
- E. **Preparation Costs:** Under no circumstance will the Owner be responsible for any costs incurred by anyone in:
 - (a) The submittal of qualifications;
 - (b) In any subsequent follow-up to the submittal;
 - (c) In any subsequent negotiations of a contract; or
 - (d) In any other aspect of the effort to select the Architect and team.
- F. **Owner Rules, Regulations, Policies and Procedures:** Respondents should be aware of and therefore familiar with all pertinent rules, regulations, policies, and procedures that will relate to contracting with the Owner. In the event of any inconsistency or conflict between the process or requirements set forth in this RFQ and Owner rules, regulations, policies, and procedures or other requirements of law, such rules, regulations, policies, and procedures or other requirements shall take precedence.
- G. **Right of Refusal:** The Owner reserves the right to reject any proposal in which the Respondent takes exception to the terms and conditions of this RFQ; fails to meet the terms and conditions of this RFQ,

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including but not limited to, the standards, specifications, and requirements specified in this RFQ; or submits prices or fee structures that the Owner determines, compared to existing market conditions or other factors, exceeds the available funds of the Owner.

- H. Owner's Best Interest: The Owner reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all responses to the RFQ, should it be deemed in the Owner's best interest to do so. This RFQ is not intended to be a contract, an obligation or a commitment of any kind.

10. ANTICIPATED ARCHITECT PROJECT SCHEDULE

- A. Architect Selection Process (FEBRUARY 2026-MAY 2026)
- B. Architect Professional Services Start (MAY 2026)
- C. Architect Design Services (MAY – OCTOBER 2026)
- D. Architect Services Bidding/Award Services, if authorized (NOVEMBER 2026-FEBRUARY 2027)
- E. Architect Services Construction Services, if authorized (FEBRUARY 2027-JULY 2028)

A. EVALUATION CRITERIA FOR SELECTION (SEE SELECTION CRITERIA FORM)

- A. Proximity of prospective firms to the project site.
- B. Amount of Fees awarded by Contracting Authority in the previous 24 months.
- C. Number of licensed professionals.
- D. Qualifications and experience of individuals directly involved with the project.
- E. Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- F. Previous experience compatible with the proposed project (e.g., type, size).
- G. Relevant past work of prospective firm's proposed consultants.
- H. Past performance of prospective firm and its proposed consultants.
- I. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Specification of writing credentials and experience.
- J. Proposer's experience with sustainable design and specific project references.
- K. Key Consultant Qualifications and experience with similar projects (size and scope)
- L. Proposer's resources and capacity to meet the needs of this project.

The contract(s) will be awarded by the Miami Conservancy District. The Miami Conservancy District reserves the right to reject any and all proposals in whole or in part, and to waive irregularities and informalities, at its sole discretion and to the extent permitted by law, if and when it is deemed to be in the best interest of the Miami Conservancy District.

The Miami Conservancy District will further evaluate all proposals to consider award for this project to a single Architect at the Miami Conservancy District's sole discretion and to the extent permitted by law, if and when it is deemed to be in the best interest of the Miami Conservancy District.

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B. EQUIPMENT, RECORDS AND TRAINING FACILITY REVIEW FORM

Project Name MCD Equipment Storage and Records Facility Proposer Firm _____

Project Number _____ City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	3	
	More than 100 miles	1	
b. Number of licensed professionals	Less than 5 professionals	1	Max = 5
	5 to 10 professionals	3	
	More than 10 than professionals	5	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 5	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated Schematic Design and Design Development (SD & DD) documents	0 - 5	
d. Owner's Representative	Experience / ability as an Owner's representative during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points) *			
a. Key discipline leads	Ability of key consultants to perform effectively and collaboratively	0-10	
b. Key discipline experience	Experience of key consultants with similar projects	0-10	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0-5	
c. Sustainability Design	Demonstrated projects incorporating Sustainable Design	0-5	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Construction and Owner Representative Services	Less than 6 projects	0 - 1	
	6 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm		Subtotal	

General Comments:

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C. EXHIBIT A



Note: Structure has been demolished by Montgomery County Landbank.