



Request for Qualifications

Professional Design Services

Issue Date: August 28, 2025

The Salem Township Library Board of Trustees ("Library") is soliciting Statements of Qualifications (SOQs) from qualified individuals or firms to provide Design Professional Services for the Library's new building (the "Project"). The Library anticipates that it will use a construction manager at risk delivery model for the construction Project, in accordance with sections 9.331 *et seq.* of the Ohio Revised Code.

Project Description

The Salem Township Public Library is located at 535 West Pike Street, Morrow, Ohio 45152 in the Morrow Shopping Plaza. It is a township library, established in 1884, which operates today in accordance with §3375.10 of the Ohio Revised Code. The Library is governed by a three-member Board of Library Trustees, and is a separate legal entity from Salem Township. It is a fully funded political subdivision, receiving the majority of its funding from the State of Ohio and locally voted property taxes.

Although its history is rooted in Salem Township and the Village of Morrow, in 1983 the State Library Board of Ohio approved expansion of the library's service area (and taxing area) to include:

Service area	Approximate current population
Salem Township, including the Village of Morrow	5,215
Hamilton Township	30,587
Harlan Township, excluding that portion located in Blanchester Local School District	4,929
Washington Township, south of State Route 350	1,376
Total service area population	42,107

Today, the Library continues to serve this growing population from a leased space in the Morrow Shopping Plaza, with services ranging from traditional circulation loan of books, print materials, and media, to programs for children and teens, to literacy outreach programming, including contributions to the Warren County Imagination Library and Adult New Reader programs.

The Library plans to construct a stand-alone library building, and has entered into a purchase contract to acquire approximately 3.04 acres in the northeastern portion of the plaza where the Library currently leases space. The Library anticipates use of the Construction Manager at Risk project delivery method, in accordance with § 9.33 *et seq.* of the Ohio Revised Code. The Library has contracted with SHP for facilities consulting services, and has developed a facilities plan (attached). The construction plans for the new facility will incorporate the facilities plan to address deficiencies in the current space, including space constraints, improved technology, and the changing dynamics of the library service model.

Project Budget

The total budget for the building project, to include all planning, real estate acquisition, professional design, preconstruction, construction fees, and all furniture, fixtures, and equipment is approximately \$7,000,000.00.

RFQ Estimated Schedule

August 28, 2025	RFQ Issued
September 1 – 15, 2025	Site visits by appointment with the Library Director
September 19, 2025	Deadline for questions submission
September 23, 2025	Final Addenda published addressing inquiries
September 26, 2025 at 4:30pm	Submission Deadline for Statements of Qualifications
September 29 – October 10, 2025	Interviews, evaluation, rankings, and negotiations period
October 20, 2025 at 10:00am	Anticipated Contract Approval and Notice of Intent to Award

Submittal Instructions

Interested firms should submit six (6) copies of their Statements of Qualifications. The envelope shall be plainly marked on the outside "Salem Township Public Library Architect Statement of Qualifications."

Submittals shall also be sent electronically to the email address indicated below. Submittals must be delivered to the following address, before the submittal deadline of 4:30 pm. EST on Friday, September 26, 2025:

Attn: Craig Shufelt, Library Director
Salem Township Public Library
535 West Pike Street
Morrow, Ohio 45152
shufeltcr@salem-township.lib.oh.us

The Library reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

The Library reserves the right to decline all submissions and readvertise this RFQ.

Questions, Clarifications, and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Craig Shufelt, Library Director, at shufeltcr@salem-township.lib.oh.us. Questions will be reviewed and the Library will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project.

Firms shall not rely on any oral instructions or answers.

Qualifications:

Submittals shall include the following:

1. Information about the firm's history.
2. A description of the firm, i.e., the form of business structure (corporation, partnership, joint venture, etc.) that is responding and will serve as the Architect of record for the Project. The SOQ shall identify the portion of the work that will be undertaken directly by the Respondent and what portions of the work will require outside consultants and vendors, if any. List consultants used by the team to provide services that are part of the Project. Include specific reference to library design experience. The Library will have the sole right to approve any outside consultants and vendors.
3. At a minimum, the SOQ shall identify the key members of the team assigned to the Project and their respective roles, education, technical training, and experience of owners and key personnel.
4. Competence to perform the required service as indicated by the technical training, education, and professional experience of the firm's key personnel, especially that of the employees within the firm who would be assigned to perform the services.
5. The firm's experience and past performance providing substantially similar services, including public library architectural design services as the project's architect of record.
6. Ability of the firm in terms of its workload and availability to provide services competently in an efficient and timely manner.
7. The firm's location and proximity to the site for the purpose of attending regular, in-person meetings.
8. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services. Please include a list of three (3) relevant projects involving similar services performed by the firm during the past five (5) years.

9. Professional liability insurance coverage and claims history, including errors and omissions. Please include:

- The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
- Specific information about any claims asserted against the firm or its professional liability carrier within the last ten (10) years, including the resolution of the claim(s).

10. Project approach, including library design experience. Specific examples of library designs should be included.

11. Include a summary of your team's typical services and support materials provided as part of prior projects.

12. Describe the firm's approval and methodology related to progress meetings and presentations to the Library's key stakeholders.

13. Describe any special equipment, software or procedures available to the firm which will facilitate the completion of the project.

14. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFQ, which may be useful and applicable to the Library.

15. Disclose all declarations or termination for cause against the firm with respect to such services, suspension from submitting proposals for or entering into any government contract within five (5) years of the SOQ submission date.

16. Emphasis should be on conformance to the RFQ instructions, responsiveness to the RFQ requirements, completeness and clarity of content and should minimize extraneous marketing materials.

17. Costs for developing the Statement of Qualifications are entirely the responsibility of the Proposer and shall not be chargeable to the Library.

Evaluation Criteria & Selection Process:

The Library's evaluation team will evaluate responses received for this RFQ. Qualified firms will be ranked and the Library will notify the top-ranked firm to discuss availability to complete the work, verify scope of work, and negotiate a fee proposal. If the top-ranked firm is not available to complete the work or the fee proposal is not acceptable to the Library, the Library will go to the next ranked firm to attempt to negotiate a contract, and so forth, until a contract is successfully negotiated with a qualified firm. The Library reserves the right to terminate the negotiation process and to not enter into a contract for services with any respondent firm.

Specific criteria that will be considered during the evaluation include:

- Public/Civic/Library design experience

- Team qualifications, references and demonstrated capacity to implement and complete planning processes
- Approach to collaboration with Library staff and other design professionals
- Quality of the SOQ, including adherence to instructions
- References

The Library reserves the right to waive irregularities in any SOQ submission, to request additional information from any firm that submits its qualifications and an SOQ for consideration, and to reject any or all submittals. The submission of a firm's qualifications does not result in any right to be included in the prequalified file of design professionals if the Library's selection team determines that the firm is not qualified to provide design services.

Proposal Evaluation

Category/Criteria	Point Range	Points Earned
Background and Experience <ul style="list-style-type: none"> ▪ Number of years in business ▪ Experience and references ▪ Adequate size and availability of team 	0-15	
Approach and Philosophy <ul style="list-style-type: none"> ▪ Planning process ▪ Community engagement process ▪ Project management 	0-25	
Ability to Meet Scope of Work <ul style="list-style-type: none"> ▪ Clear outcomes and assessments of needs ▪ Realistic timeline ▪ Executable plan ▪ Proximity to Salem Township 	0-25	
Technical Qualifications <ul style="list-style-type: none"> ▪ Variety of consultants in various technical disciplines (engineering, architecture, etc.) ▪ Industry specialization ▪ Qualifications and experience in public library design 	0-20	
Other Relevant Considerations <ul style="list-style-type: none"> ▪ Distinguishing characteristics ▪ Exceptional work experience ▪ Uniqueness of approach 	0-15	
Total Points:		0-100

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PUBLIC ANNOUNCEMENT

Request for Qualifications for Architect Services Salem Township Public Library

The Board of Library Trustees of the Salem Township Public Library is requesting Statements of Qualifications from professional design firms for the purpose of serving as architect of record for the Salem Township Public Library Construction Project.

The chosen architect will work with the Library and the Library's Construction Manager at Risk to design the new Salem Township Public Library, to be located in the Morrow Plaza.

RFQ documents may be obtained by contacting Craig Shufelt, Library Director, shufeltcr@salem-township.lib.oh.us, or by visiting the Salem Township Public Library website at: <https://www.salem-township.lib.oh.us/>

Submissions will be accepted until 4:30pm EST on Friday, September 26, 2025.

Please contact the Salem Township Public Library at (513) 899-2588 if you have trouble with this procedure or if you need additional information on accessing project information on our website.

Please be aware that if you are downloading documents for this project, addendums to the scope may be issued prior to the submission date.