

April 6, 2026

Request for Qualifications for Architectural Services for Fire Stations

Dear Prospective Consultant,

In 2007, the City of Mason adopted the goal of meeting the national minimum standards for fire service response times. In 2023, the City completed a community driven strategic planning process that included public input. The public input indicated that aligning response times closer to national standards remains the priority. In 2024, a response time study and location analysis was updated. Information gained from this process confirmed the need for the community to move to a three-station model to further align with the national standards for response time. Upon completion of the response time study and location analysis, the City completed a fire station space needs analysis to decide the space needs for future fire stations.

The City of Mason is intending to construct two new fire stations and is seeking proposals from qualified firms for design and construction consultant services to coordinate demolition, site preparation, finalize site layout, prepare plans, estimates, specifications, and contract documents for the completion of this project. The fire stations are expected to be approximately 15,000 square feet each with the necessary space and accommodations for a staff of 6-10 people per shift working 24 hours per day. This will include office space, training accommodations, and sleeping quarters. An estimated 30-35 people are expected to be assigned to each station across multiple shifts. Each station will need three to four apparatus bays with adequate storage space for fire/EMS/rescue equipment. The City is interested in single story and two-story options.

A mandatory Pre-Proposal Meeting is scheduled for Wednesday, April 15, 2026, beginning at 2:00 PM at the Mason Fire Station 51 located at 4420 N. Mason Montgomery Rd, Mason, Ohio 45040. This will be a time for consultants to ask questions about the RFQ.

Please email the complete proposal package (or secure link) **no later than 4:30 pm on Friday, April 24, 2026** to shartke@masonoh.org

Sincerely,



Steven J. Hartke, P.E., S.I.
City Engineer
City of Mason
6000 Mason Montgomery Rd
Mason, Ohio 45040
(P) (513) 229-8520
shartke@masonoh.org
CC: Fire Chief Bryan Brumagen (electronic)



I. Project Description

The **Fire Stations** project will consist of design and construction of two new fire stations on City owned property that align with Mason's goals to improve response times, fire, EMS, and rescue service delivery, operational efficiency, community access to public safety services, long-term sustainability, and firefighter health and safety while maintaining a cost effective approach. The scope may also include demolition of the existing structure(s) occupying one of the future sites.

The City of Mason has conducted a response time analysis and space needs analysis to decide basic design needs and square footage needed for the new stations. The space needs analysis sets the needed area at approximately 15,000 square feet for each station, including 3-4 truck bays. The consultant is to use this estimate as the basis to determine their project approach. Information on the space needs analysis is included in this packet.

The City intends to use the design/bid/build procurement process to construct this project. The selected firm shall have experience with this procurement method.

II. Scope of Services

Firms shall provide customary architectural, engineering, and interior design services based upon a mutually agreed-upon program and schedule. The RFQ is for a full range of professional design services, including and without limitation, the following consulting services:

- 1) Demolition of existing structure(s)
- 2) Civil Engineering Services
- 3) Landscape and Design
- 4) Structural Engineering and Geotechnical Services
- 5) Architectural Services
- 6) Mechanical, Electrical, Plumbing, and Fire Protection Services
- 7) Interior Design
- 8) Data and Telecommunication Services

III. Preliminary Design Phase

The new fire stations shall be sized according to the space needs analysis information provided and through discussions/meetings with the design team. The selected consultant shall confirm the preliminary needs assumptions and aid with confirming the project construction scope. A minimum of two (2) layout options will be needed for consideration. These options shall include floor plans, exterior building elevations, building sections, and performance specifications defining building exterior and interior finishes. Deliverables shall be renderings and floor plans that can be displayed for large audiences (poster size and electronic).

Consultants can expect a minimum of one (1) kickoff meeting with City staff, two (2) intermediate meetings to review layout options, and a council meeting to present the chosen option(s).



IV. Design Development Services

1. Design shall include demolition of current structure(s), site preparation, project management with routine update/review meetings, submittals of contract documents, and coordination of all existing and planned utilities.
2. The chosen consultant shall provide all field survey and geotechnical work within the project area that is necessary to prepare comprehensive plans and specifications to comply with all federal, state and local standards and regulations, perform field surveying, and topographical needs. The survey and geotechnical work shall be completed by a licensed engineer/surveyor in the State of Ohio, as appropriate. All utilities and pertinent field information is to be obtained.
3. The consultant will prepare the plans, specifications, contract documents, and a complete bid package for construction bidding. The consultant will provide a digital file of all drawings, along with all estimates, spreadsheets, specifications, specific general notes, and quantities.
4. Environmental investigation shall be the responsibility of the consultant if it is determined that additional investigation is required.
5. This phase shall include mid-phase and end-of-phase review meetings of progress documents with the City.
6. The chosen consultant will provide the opinion of probable construction cost estimates for the City to go to bid.
7. Construction drawings shall contain sufficient details, plan notes, and specifications to instruct the building contractor. All final plans, drawings and specifications will become the property of the City of Mason.
8. Design will include securing any permits required by outside agencies, including the Warren County Health Department.

V. Construction Documents and Construction Administration Services

1. Three (3) sets of construction documents shall be created in order to proceed with demolition of existing structure(s) and the preparation of the two sites in advance of the construction of the two new fire stations.
2. Assist City with bidding phases including but not limited to contractor solicitation, answering contractor questions, preparing addenda, evaluating bids received, interviewing short-listed contractors, making contractor recommendations to the City, and attending pre-construction meetings.



3. Construction administration shall at a minimum include monthly construction progress, change order review, and recommendation, monthly invoice review and recommendation, periodic site visit to check progress, punch list items, substantial completion review, final inspection, and project close-out services.
4. Daily inspection will be provided by others.
5. Provide as-built drawing in electronic format and hard copy. Hour estimates shall include a separate estimate for post-construction electronic document modification.

VI. Design Criteria

All facility designs shall be in conformance with the current edition of the Ohio Basic Building Code as reviewed by City of Mason Engineering and Building Department. Design shall also be in conformance with all current federal, state and local City of Mason standards, including the Americans with Disabilities Act (ADA) compliance as applicable.

The City of Mason Fire Department Fire Station Space Needs Analysis is included in this document.

VII. Anticipated Project Schedule

<u>Stage of Project</u>	<u>Date</u>
RFP Advertise Date	April 6, 2026
Pre-Proposal Meeting	April 15, 2026 at 2:00 PM
Proposals received from Consultant	April 24, 2026 at 4:30 PM
City review/recommendation	May/June 2026
City Council Award of Contract	June/July 2026
Design Kick-off	July/August 2026
Demolition Bidding/Contract	September/October 2026
New Facilities Bidding	Q1 2027
New Facilities Construction Begins	Spring/Summer 2027

VIII. Criteria for Consultant Selection

Selection of the consultant will be based on the firm’s professional qualifications, experience, and expertise with consideration given to the following:

1. Understanding of all aspects for the project and potential problems which may be encountered as indicated by the proposal.
2. Experience with the City of Mason.
3. Experience with the successful completion of comparable size and type projects.



4. Qualifications of personnel assigned to and available for this project.
5. Ability to complete the work to the satisfaction of the City of Mason on time.

The City will evaluate the proposals received based on the strength of the experience and skills of the assigned project manager, project team to include sub-consultants, experience with similar projects, current workload and availability, schedule, past performance, project approach, references, and a complete, accurate, and organized qualifications proposal. Following the review of qualifications, the City may invite short-listed firms to participate in an interview to further discuss items outlined in this RFQ. These meetings will allow the City to gain a deeper understanding of each firm's qualifications, capabilities, communication style, and alignment with project goals. The City will then select a Design Team and begin negotiations. If an agreement cannot be reached promptly, as determined by the City, the City, at its own discretion, will terminate negotiations. If unsuccessful, the City will attempt to negotiate a contract with the Respondent deemed next best qualified, and so on until either a contract is successfully negotiated, or in the opinion of the City it is not in the best interest of the City to negotiate with any other Respondents.

IX. Proposal Content

Responses shall be limited to 12 pages in total, and shall include the following items:

1. Letter of Interest including a brief understating description.
2. Qualifications and work history of project team.
3. Identification of the team that will work most closely with Mason's team and a brief explanation of the credentials of the individuals assigned to the team.
4. Quality control procedures.
5. Describe the consultant's process on how client changes/revisions are addressed.
6. Qualifications and work history of any sub-consultants included in your project team for specialty items of design.
7. Experience of the firm related to the specific tasks to be performed, including at least four references for similar sizes and type of projects within the last 5 years. Fire station design and construction experience will be given priority. References to include owner, project name, contact person's name, title, address, and phone number. Additional references may be requested.
8. A list of similar projects completed by the team to include the date each project was completed.
9. Detailed proposed schedule of tasks included in the scope of work to be completed.
10. Identification of and resume of project manager, project engineer/architect, and all key personnel proposed for this project.
11. The percentage of a full-time commitment each project team member will have to the project by phase.
12. Estimated staff hours for services rendered.
13. Team member availability, current firm workload, and projected workload over the anticipated project schedule.



14. Any proposed or suggested alternatives to this Request for Qualifications and/or any additional services anticipated or recommended.

Any major deviation from these requirements may be cause for rejection of a firm's submittal at the City's discretion.

X. Submission of Proposal

Please submit via email an electronic copy (or secure link) of the proposal packages to this request no later than close of business on April 24th, 2026, at 4:30 pm to:

Steve Hartke, P.E., S.I.
City Engineer
City of Mason
6000 Mason Montgomery Rd
Mason, Ohio 45040
(P) (513) 229-8520
SHartke@masonoh.org

Included with the RFQ for reference are the standard City of Mason Professional Services Agreement, which includes the insurance requirements. The chosen consultant will be required to provide this information prior to entering a contract with the City of Mason.





Fire Station Space Needs Analysis

	Station 1			Station 2		
Room Type	Area	Qty.	Total Area	Qty.	Total Area	
Vestibule	180	1	180	1	180	
Public Restroom	75	2	150	2	150	
Company Officer (Shared)	290	1	290	1	290	
Company Officer Bunk	100	1	100	1	100	
Office (Future)	200	4	800	0	0	
Alarm/Report Room	280	1	280	1	280	
Copy Work Area	240	1	240	1	240	
Conference Room (8-10 Occupants)	275	1	275	1	275	
Training Room (20 Occupants)	625	0	0	0	0	
Training Storage Room	150	0	0	0	0	
Kitchenette	30	0	0	0	0	
File/General Storage	150	1	150	1	150	
Server Room/UPS	100	1	100	1	100	
Janitor	50	1	50	1	50	
			2,615		1,815	SqFt
Room Type	Area	Qty.	Total Area	Qty.	Total Area	
Sleeping Quarters	105	10	1050	8	840	
Toilet/Shower	100	4	400	4	400	
Laundry/Janitor	100	1	100	1	100	
Dayroom - 10 chairs	660	1	660	1	660	
Kitchen/Dining - 10-12 Occupants	520	1	520	1	520	
Fitness Room	720	1	720	1	720	
			3,450		3,240	SqFt
Room Type	Area	Qty.	Total Area	Qty.	Total Area	
Apparatus Bay - 3	4960	1	4960	1	4960	
TOG Room 30 lockers	360	1	360	1	360	
Decon	240	1	240	1	240	
Personnel Decon Unit	325	1	325	1	325	
SCBA	150	1	150	0	0	
Shop / Tool Room	150	1	150	1	150	
EMS Restock	50	1	50	1	50	
Training/Mech/Storage Mezzanine	1200	1	1200	1	1200	
			7,435		7,285	SqFt
			13,500		12,340	SqFt



PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT, is made and entered into this _____ day of _____, 20____, by and between CITY OF MASON, whose address is 6000 Mason-Montgomery Road, Mason, Ohio 45040 (“Mason”) and _____ (“Service Provider”).

SECTION 1. GENERAL DESCRIPTION OF PROJECT

Mason hereby retains Service Provider to perform and Service Provider hereby agrees to perform the professional services described in Section 2 according to the terms and conditions outlined herein. The project for which such services will be provided is generally described as follows:

PROJECT DESCRIPTION

SECTION 2. GENERAL DESCRIPTION OF PROFESSIONAL SERVICES

The Professional Services to be provided by Service Provider are identified below and are more fully described in the "Scope of Services" (Attachment A to this Agreement), which is incorporated herein by reference (the “Services”):

The consultant will design and provide construction drawings for that will consist of widening _____, curb and gutter, sidewalk and a bike path. Additionally, the consultant will be responsible for platting, calculating acreage, valuing and negotiating the necessary easements and permanent right-of-way takes for this project.

Any services beyond those identified in this Agreement shall be considered Additional Services as more fully described in Section 6.16 and shall be authorized in writing by an Addendum to this Agreement executed by both parties.

SECTION 3. CONTACT PERSON

Mason and Service Provider shall each appoint a contact person who shall have the authority to act on behalf of each party, including, by way of illustration and not by way of limitation, to define the scope of the Services, transmit instructions, receive information, and recommend changes in Professional Services. Any additional or revised fees must be approved by City Council. The contact person for Mason shall be: **Steve Hartke** and the contact person for the Service Provider shall be: _____.

SECTION 4. DATE OF COMMENCEMENT

The Date of Commencement for Services provided pursuant to this Agreement shall be the date on which the Agreement is fully executed. Service Provider shall perform its services with due and reasonable diligence consistent with sound professional practice.

SECTION 5. COMPENSATION AND DURATION

This Agreement shall remain in effect and the Service Provider shall provide all services necessary as provided herein on or before _____. If services are delayed as a result of actions of the Service Provider beyond the above date, Service Provider shall be considered to be in default of the Agreement. Upon any default by the Service Provider, Mason may, at its sole discretion, in addition to any other remedies provided at law or in equity, terminate the Agreement, withhold

outstanding compensation, and/or seek reimbursement for cost and time lost as a result of the Service Provider's inability to complete the Services by the agreed to completion date.

The Service Provider shall be entitled to receive a sum not to exceed \$_____ for providing the all requested Services.

SECTION 6. TERMS AND CONDITIONS

6.1 Delayed Services: If services are delayed as a result of the Service Provider, Mason may seek remedial action as described in Section 5.

If services are disrupted or delayed as a result of the actions of Mason, the duration date specified in Section 5 of this Agreement shall be modified. If services are delayed for more than 365 days, the fees may be equitably renegotiated and mutually agreed to be the parties hereto.

If services are delayed as a result of occurrences beyond the control of Mason or the Service Provider for more than 365 days, this contract and completion date may be extended upon mutual agreement of the parties hereto.

6.2 Invoice Procedures and Payment: Service Provider shall submit invoices to Mason for Services rendered during each invoicing period, which shall generally be on a monthly basis. The amount of each invoice shall be determined on the "percentage of completion method" whereby Mason and the Service Provider will estimate the percentage of the Services accomplished during the invoicing period. Such invoices shall also separately list reimbursable expenses, if applicable. Such invoices shall be submitted not more frequently than monthly by Service Provider and shall be due and payable by Mason according to Mason's standard billing procedure.

6.3 Expert Witness Services: It is understood and agreed that Service Provider's services under this Agreement do not include any participation in any litigation. Should such services be required, a Professional Service Agreement Addendum may be negotiated between Mason and Service Provider describing the services desired and providing a basis for compensation to Service Provider.

6.4 Opinion of Probable Construction Cost/Cost Estimates: Mason hereby acknowledges that Service Provider cannot warrant that opinions or estimates of probable construction or operating costs provided by Service Provider will not vary from actual costs incurred by Mason. However, Service Provider shall be bound by and perform this service consistent with sound professional practice.

6.5 Indemnification: Service Provider agrees to indemnify and hold harmless Mason, its agents, officials and employees, against any and all suits or claims that may be based on any injury to persons or property to the extent that such suits or claims are a result of an negligent or wrongful error, omission or act of Service Provider or any person employed by Service Provider.

6.6 Insurance: Service Provider shall carry, at its sole expense, the following insurance coverages and limits:

6.6.1 Workers' compensation insurance as required by the State of Ohio, at statutory limits, and Employer's Liability Insurance with limit not less than \$1,000,000 per accident for bodily injury or disease. If Workers' Compensation coverage is provided through the Ohio

Bureau of Workers' Compensation, Employer's Liability coverage must be endorsed on the Commercial General Liability policy.

6.6.2 Commercial General Liability (CGL) insurance, with coverage at least as broad as Insurance Services Office (ISO) Form CG 00 01, for bodily injury and property damage, with limits no less than \$1,000,000 per occurrence.

6.6.3 Professional Liability (Errors & Omissions) insurance, with limit not less than \$1,000,000 per occurrence or claim.

6.6.4 Automobile Liability insurance covering "any auto" with limit not less than \$1,000,000 per accident for bodily injury and property damage.

6.6.5 Service Provider's CGL policy shall cover, or be endorsed to cover, Mason, its officials, employees and volunteers as additional insureds. Service Provider's insurance coverage shall be primary and non-contributing as respects the additional insured parties.

6.6.6 If any of the required policies provide coverage on a claims-made basis:

- The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the contract work.*
- If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Service Provider must purchase "extended reporting" coverage for a minimum of *three (3) years* after completion of contract work.

6.6.7 Service Provider shall furnish the City with a certificate(s) of insurance evidencing coverages required herein before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

6.7 Assignment/Third Parties: Neither Mason nor Service Provider will assign or transfer its interest in this Agreement without the written consent of the other. Service Provider, however, does reserve the right to subcontract any portion of the Services with prior written consent of Mason. Service Provider shall insure and be liable for the work of its subcontractors. Nothing in this Agreement shall be construed as creating any rights, benefits, or causes of actions for any third party against Mason.

6.8 Suspension, Termination, Cancellation, or Abandonment: Mason may, upon written notice, terminate this agreement at any time for its convenience. In the event the Project identified in this Agreement is suspended, canceled, or abandoned by Mason and except as expressly provided otherwise in Section 5, or upon any other default by Service Provider under this agreement, shall be compensated for the Services provided and reimbursable expenses incurred up to the date of suspension, cancellation, or abandonment. If Mason delays or suspends Service Provider's services for more than 180 days, then Service Provider may terminate this Agreement upon giving fifteen (15) days' written notice. Mason may terminate this Agreement upon the Service Provider filing for bankruptcy, insolvency, or assignment for the benefit of creditors. Except as expressly provided otherwise in this Agreement, either party may terminate this

Agreement for cause upon 30 days' written notice of a substantial failure by the other party to perform in accordance with the terms of this Agreement through no fault of the terminating party. The party receiving such termination notice shall have the right to correct its failure within seven days of receiving said notice.

Pursuant to Section 5 of this Agreement, Service Provider shall not be obligated to commence services until this Agreement is fully executed. If Mason fails to execute this Agreement within 60 days of the date of receipt by Mason, Service Provider shall have the right to revise fees or revoke any proposal related to the services.

6.9 Disputes: If a dispute between the parties arises out of or relates to this Agreement, or the breach thereof, then the parties agree to make a good faith effort to settle the issue through direct discussion between the parties prior to having recourse to a judicial forum. In the event of any litigation, the prevailing party shall be entitled to recover reasonable attorneys' fees.

6.10 Standard of Care: Service Provider agrees to perform services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Service Provider agrees to perform services in accordance with any applicable federal, state, or local law or regulation.

6.11 Waiver: Any failure by Mason to require strict compliance with any provision of this Agreement shall not be construed as a waiver of such provision, and Mason may subsequently require strict compliance at any time, notwithstanding any prior failure to do so.

6.12 Relationship: Service Provider is an independent contractor to Mason in performing its Services under this Agreement and is not an employee, agent, joint-venturer, or partner of Mason.

6.13 Mason's Responsibilities: Mason shall provide Service Provider all pertinent data, criteria, and information including but not limited to design objectives and constraints, space and use requirements, operational information, budgetary limits, flexibility and expandability requirements, and any other available project data such as sketches, reports, prior designs, soil tests, surveys, and plans. Service Provider shall be entitled to rely on any and all information provided pursuant to this provision. Mason shall review Service Provider's work thoroughly and promptly, provide direction as necessary, and, if Mason at any time becomes aware of any defect, shall give notice of such defect in the work or services provided. Mason shall provide access to the project site.

6.14 Severability: Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

6.15 Electronic/CADD Documents: Service Provider shall include electronic computer-aided design and drafting (CADD) files. Unless specifically directed otherwise by Mason prior to execution of this Agreement, electronic files shall be developed based on Service Provider's standard practice. In the case of any discrepancy or difference between electronic files and hard copies of drawings or files, hard copies shall control.

Service Provider shall not make or permit to be made any copies or any modification to electronic media, plans, and specifications without the prior written authorization of Mason. Mason hereby authorizes Service Provider to make copies or permit its constituents to make copies as contemplated by or in the attached Scope of Services. Mason shall not be liable for any erroneous

information supplied by Service Provider or third party that Service Provider relies upon and incorporates into an electronic file, or other documents, plans, and specifications.

6.16 Addendum/Additional Services: Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party. The Agreement also may be modified by a formal, written amendment, change order or work change directive.

In addition, the requirements of this Agreement may require minor variations and deviations in the work or services provided. This work shall not be considered to be additional services outside of the scope of Section 2 work by either party and may be authorized by the City Engineer's approval. Notwithstanding the foregoing, items of work and additional materials not included in the estimate of the original Agreement and in an amount in excess of \$15,000.00 shall be authorized only in written modifications to the Agreement.

Mason may, at its sole discretion, authorize alterations or modifications in the specifications and plans or eliminate from the Project any portion thereof. Before the Service Provider revises any work or service, the change in price for the revised services shall have been agreed upon in writing.

6.17 Entirety of Agreement: This Agreement embodies the entire agreement and understanding between the parties, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. No alteration, change, or modification of the terms of this Agreement shall be valid unless made in writing and signed by both parties hereto, except that all terms and conditions contained in a Client purchase order or other standard or preprinted work authorization issued by Mason shall be null and void, even if such document is of later date. This Agreement shall be governed by the laws of the state where the services are performed. This Agreement includes this document and, by this reference, incorporates the following as if fully set forth herein:

- Attachment A: Scope of Services, Schedule, & Hours & Fee.

6.18 Notices: Any notice required hereunder shall be sufficiently given when sent to the signatories hereunder or to the above-named contact person via United States certified mail, return receipt requested, or via overnight courier with receipt verification to the address set forth herein, or by personally delivering such notice to the party to be in receipt thereof.

6.19 Confidentiality: Service Provider agrees to hold in confidence and not disclose to anyone other than (i) those of its employees required to know; and (ii) other City Staff any and all information and data provided by Mason which it knows or has reason to know is confidential, without the prior written consent of Mason. This provision shall be an ongoing requirement and shall survive the termination and expiration of this Agreement.

IN WITNESS WHEREOF, this Agreement, which is subject to the terms and conditions of Sections 1 through 6 and Attachment(s), is accepted as of the date first written above.

CITY OF MASON, OHIO

Signed: _____

SERVICE PROVIDER

Signed: _____

Typed	Eric Hansen	Typed	
Title:	City Manager	Title:	
Date:		Date:	

Ord.
Passed:
Project
P.O. # _____