

REQUEST FOR QUALIFICATIONS (CM-R)

Construction Management at Risk Services for
the Butler County Engineer's Facility, Phase 1 Project
QUALIFICATIONS DATE AND TIME

August 28, 2026

1:30 P.M.

Qualifications must be submitted to:

Butler County Engineer's Office, c/o Melissa Taylor

1921 Fairgrove Avenue, Hamilton, Ohio 45011

Qualifications delivered after 1:30 p.m. on August 28, 2026, will not be accepted.

LEGAL AD AND NOTICE
Request For Qualifications (CM-R)
Construction Management at Risk Services

The Butler County Engineer's Office, Butler County, Ohio, invites the submission of Request For Qualifications (RFQ), for Construction Management at Risk (CM-R) Services. All RFQ's shall be submitted to the Butler County Engineer at 1921 Fairgrove Avenue, Hamilton, Ohio 45011-1965. This Legal Ad is also posted in its entirety on the following websites; www.bceo.org, and <http://classifieds.journal-news.com/ads/public-notices/>.

The RFQ packet may be obtained by query at:
www.bceo.org.

The Butler County Engineer's Office may, in their sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all qualifications; re-advertise this Request for Qualifications; postpone or cancel at any time the Request for Qualifications process; waive any informalities of or irregularities in the process; negotiate with any party or request additional information if it so desires.

All REQUEST FOR QUALIFICATIONS must be received by the Butler County Engineer not later than 1:30 P.M. local time on Friday, August 28, 2026.

**BY ORDER OF THE BUTLER COUNTY
ENGINEER'S OFFICE, BUTLER COUNTY,
OHIO**

Gregory J. Wilkens, P.E., P.S., Butler County Engineer

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Please send 2 copies of Proof of Publication and Bill to: Butler County Engineer's Office
1921 Fairgrove Avenue
Hamilton, Ohio 45011

INTRODUCTION

The Butler County Engineer's Office ("County") is soliciting Requests for Qualifications ("RFQ") from qualified firms/ teams to provide Project/Construction Management at Risk (CM-R) Services (the "Firm") for the Butler County Engineer's Facility, Phase 1 (the "Project").

The Butler County Engineer's Facility project is currently in the schematic drawing phase for the new facility.

An independent civil engineering firm, Bayer and Becker, has been hired to design and engineer the site, including, at a minimum, existing and proposed building, existing and proposed vehicular access drives and parking areas, existing and proposed pedestrian sidewalks and pathways, landscape plan and entrance feature design, preliminary utility plan, grading plan, and identification of areas for storm water management design.

An architect and engineering firm, KZF Design, Inc., has been hired to develop programming, schematic design, design development, construction documents, for construction of the Project.

The County plans to construct a new operations building on the Butler County Engineer's current campus at 1921 Fairgrove Avenue, Hamilton, OH., including the following:

An approximately 58,300 sf, single-story building with the following key program areas:

- An approximately 38,700 square-foot heated vehicle storage area, intended to be a pre-engineered metal building, housing +/-30 interior parking spaces.
- An approximately 15,000 square-foot mechanic's area, including six (6) vehicle maintenance bays, one (1) vehicle wash bay, and support spaces such as office, storage, and workshop.
- An approximately 4,600 square-foot office area, including private offices, conference room, break room, locker rooms and storage area.

Site work over approximately 5.5 acres including grading, drainage, paving, utility work and landscaping and approximately 150 parking spaces.

Exhibit 2 – Concept Site Plan Phase 1

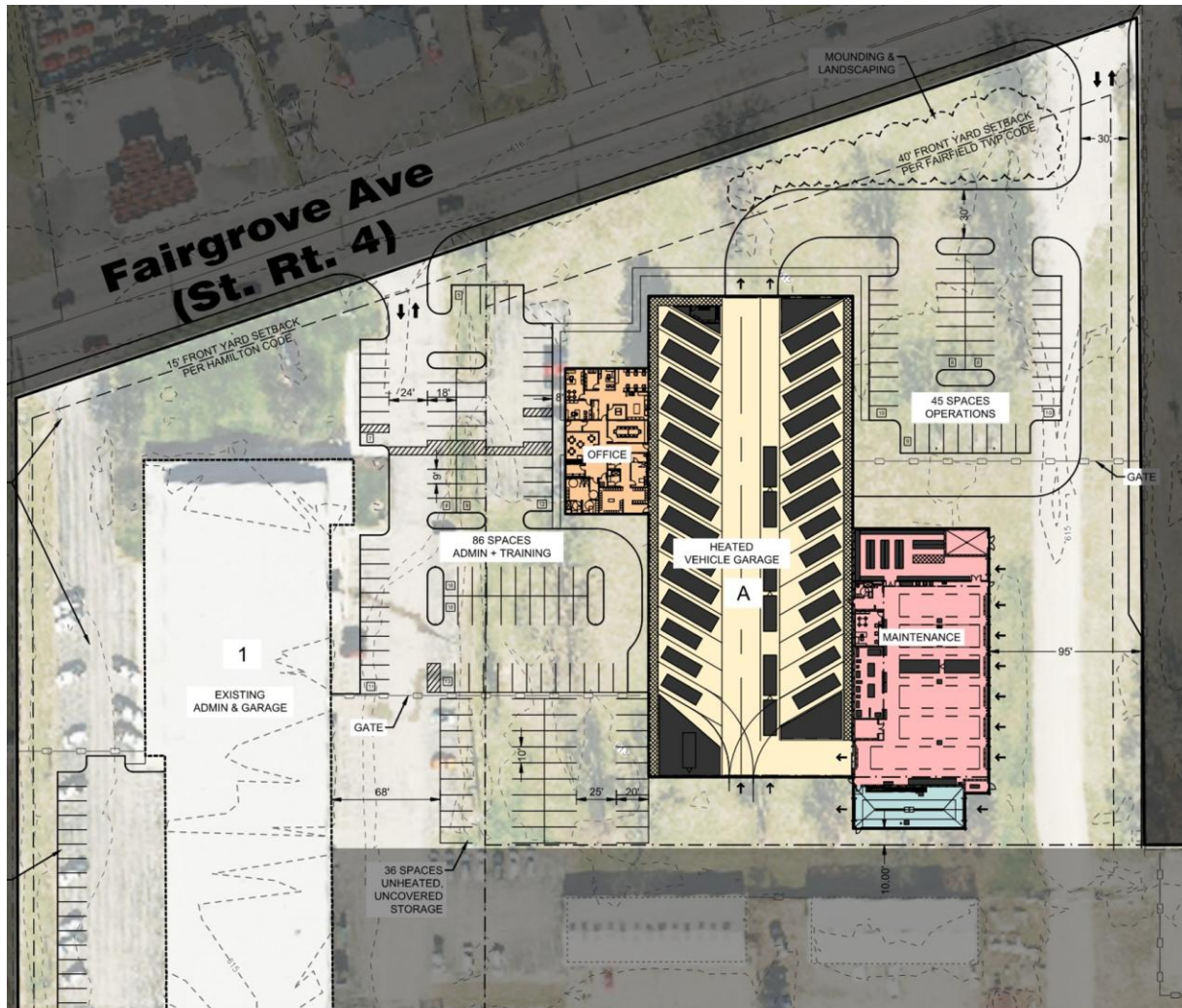
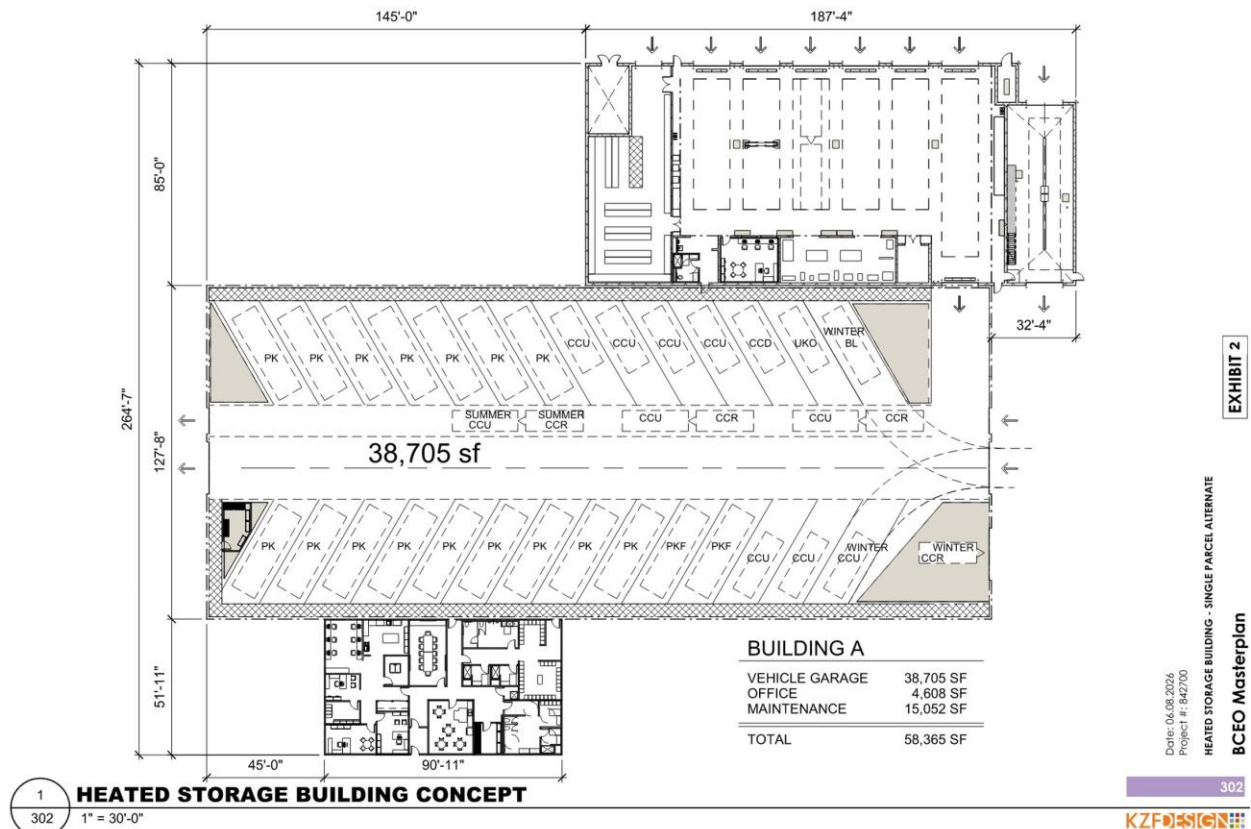


Exhibit 3 – Facility Concept Floor Plan



The prospective Firm will initially provide project management at risk services during schematic design, design development, construction documents, cost estimates, and recommendations for schedule for the construction of the Project. The prospective Firm will provide construction management at risk services as the County's representative during construction.

The Butler County Engineer's Office operates its central facility, 24 hours a day; days a week; 365 days a year, the facility includes central administration offices, storage of vehicles, materials and personnel related to regular, year-round maintenance of the county's roadways & supporting infrastructure at this location.

The Butler County Engineer's Office Operations Department has experienced growth and development and requires additional and reconfigured space and site functions to accommodate personnel, operations, and equipment.

The expanded / modified / newly constructed Butler County Engineer's Office Complex will remain at its existing property site owned by the County and must remain fully operational during every phase of design and construction.

REQUEST:

Butler County is seeking and requesting proposals from Firm specialized in project and construction management at risk services to assist in the project.

SCOPE OF SERVICE:

The Project/Construction Manager will assist the County in managing the Project and work cooperatively with the Architect and Civil Engineer throughout all phases of the development of the project & provide services as generally listed below during Pre-Construction & Construction Phases.

Pre-Construction Services:

The Project/Construction Manager will provide, among other services, project schedule development / maintenance, budget / estimate development and maintenance, perform constructability reviews during pre-construction design phases, prepare general conditions, and requirements for construction contracts, assist with permit submittals, implement value engineering processes and investigation, and provide preconstruction planning throughout the preconstruction stages, provide Guaranteed Maximum Price (GMP) proposals, perform subcontractor prequalification and bidding, lead and manage the Subcontractor Prequalification and Bidding process.

Construction Services:

The Project/Construction Manager will provide, among other services, construction schedule compliance, budget maintenance, quality control / quality assurance, construction management and supervision of all sub-contractors, general conditions, coordination of testing / inspection / commissioning, leading of the Construction and Closeout Stages, and construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The Project/Construction Manager shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations and submitting monthly reports of these activities to the County.

SCHEDULE OF WORK:

The Anticipated Project Schedule is expected to be phased and implemented as follows:

CM-R Pre-Construction Services Commencement: September 2026

Completion of Construction Documents: February 2027

Construction Stage Notice to Proceed: April 2027

Construction Completion (Estimated): Fall 2027

RESPONSIVE QUALIFICATIONS WILL INCLUDE:

- Statement of Qualifications – including but not limited to a detailed explanation of the team members' qualifications, experience, and expertise in renovation and construction projects similar to that of this Project overview.
- Examples of Previous Projects and Detailed References – including but not limited to the team's experience and expertise pertaining to like public sector projects.
- Work Plan and Schedule

STATEMENT OF QUALIFICATION (SOQ) REQUIREMENTS:

A. SOQ Format

Qualifications shall be printed on 8.5" x 11" plain white paper with margins of 1" on each side. Each page of the Qualification shall be numbered sequentially at the bottom of the page. Qualification content must include a heading which clearly indicates the subject matter. Offerors may secure their Qualifications with paperclips or binder clips only, do not use staples, specialized bindings or coverings of any type or form.

B. Multiple Copies

All Offerors shall deliver one (1) original and one (1) copy of the entire written Qualification, and one (1) electronic copy (USB Flash Drive preferred) to the County by the above referenced deadline. All copies must reference the RFQ number. Upon request, a receipt will be issued for qualification received.

C. Cover Letter and Executive Summary

Provide an introductory letter and summarize the contents of the SOQ.

D. Minimum Qualifications

Provide the name, location, all contact information, and legal nature (corporation, partnership, joint venture, sole proprietor) of the Offeror, and information regarding the history of the Offeror. Provide evidence of a minimum of five (5) years' experience in Construction Management and providing Construction Management at Risk Services for comparable to the Butler County Engineer's Facility, Phase 1. Provide a list of all projects performed with local, county, state, or federal governments. Provide detailed descriptions, including name and location of project, contact information for owner representatives of at least four (4) similar projects which best demonstrate the Offerors experience and ability to provide the services requested in this RFQ.

E. Project Organization

Provide an organizational chart and identify key personnel that will be assigned and their roles and responsibilities as it relates to this RFQ. Provide detailed biographies/resumes of the key personnel assigned to the RFQ. Identify who will be responsible for communications and preferred method of communication between the Offeror and the County and how the Offeror will coordinate with County in identifying needs and goals. Identify the firm's ability to perform the required professional design services, as indicated

by the technical training, education, and experience of the firm's personnel, with an emphasis on the technical training, education, and experience.

F. Project Implementation and Schedule

Describe in detail the project methodology to be utilized to accomplish the County's goals and objectives. Explain how approach will add value and help to ensure success for the County and its taxpayers with respect to this Project.

G. Workload

Provide the current workload and availability and key staff members assigned to the Project team. Describe available equipment and facilities, and the team's ability to perform the required services within the County's schedule.

H. Requests for Information

All RFQ requests for information, questions or clarifications regarding the RFQ or RFQ process shall be emailed to the contact person listed below no later than August 19, 2026 at 4:00 p.m. EST. Except as described in section H herein this RFQ, prospective Offerors or their representatives shall not communicate with anyone at Butler County associated with the RFQ during the RFQ process.

Contact Name: Melissa Taylor by email only

Email Address: taylorm@bceo.org

Offerors not submitting questions and interested in County responses should state that interest through email to the aforementioned contact person no later than August 19, 2026 at 4:00 p.m. EST.

All questions and responses will be distributed by the County no later than August 21, 2026.

With Firm or Firm Team consent, qualifications received may be retained in a pre-qualified file maintained by the County for design professionals. Each firm is requested to provide annual updates to the qualifications to keep them current.

I. Evaluation

In accordance with Ohio Administrative Code, Rule 153:1-1-01, immediately after opening, each SOQ will be evaluated by a selection committee. Firms submitting SOQ's will be evaluated and ranked in order of their qualifications, subject to the County's right to stop the process and refrain from entering into a contract. The County reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an SOQ that is not responsive to the requirements of this RFQ. Selection is based on professional qualifications, documented experience, and documented experience of key personnel that will be dedicated to the Project, as provided in the RFQ. Firms submitting a response may

be called to participate in one or more interviews. A selection committee will evaluate and score each qualification in accordance with the following criteria:

Minimum Qualifications

1. Firm's Experience (30 points)
2. Project Implementation and Schedule (25 points)
3. Available Staff's Experience (25 points)
4. Workload (20 points)

J. Short Listing

Upon Completion of the Evaluation, the County shall create a "short list" by ranking no fewer than three firms that it considers to be the most qualified respondents.

K. Interview

A County Process Team will evaluate submissions by the selected finalists and reserves the right to interview Project/Construction Managers as necessary. Any necessary interviews and presentations may be conducted between August 31 – September 3, 2026.

Confirmation of the presentation schedule and additional information will be provided to final Project/Construction Managers (by phone) at a later date.

L. Contract Award

Upon selection of the firm determined to be the most qualified to provide the requested services for the Project, the County reserves the right to negotiate the price for services in accordance with Ohio Revised Code Section 153.69, and further request approval of the County to make expenditures under the contract.

MISCELLANEOUS

As a condition for selection, the Project/Construction Manager is required to agree to the following, in as much as many of the items listed herein are important to Butler County in terms of selection and/or will be an integral part of an agreement between the Project/Construction Manager and Butler County.

- Butler County reserves the right to accept or reject any or all proposals. Butler County reserves the right to terminate services after the pre-construction phase.
- By submission of a proposal, the Project/Construction Manager agrees that the proposal shall not be withdrawn nor altered without the written permission of Butler County for ninety (90) days after submission.
- Furthermore, the Project/Construction Manager, if selected, will enter into an agreement within thirty days after being selected under the terms, conditions, etc. consistent with the submitted proposal or said terms and conditions as mutually agreeable between Butler County and Project/Construction Manager.

- The Project/Construction Manager selected must carry insurance policies which contain provisions which will defend and indemnify Butler County, its elected and appointed officials, and employees harmless from claims, suits, etc. of the Project/Construction Manager's employees or third parties with respect to the project or any equipment used for the project in connection with the Scope of Work. In addition, liability insurance coverage must be provided to protect itself from claims under worker's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of its employees or of any person other than its employees; and from destruction of tangible property including loss of use resulting therefrom; and professional liability insurance related to claims arising out of the performance by Project/Construction Manager of professional services caused by any errors, omissions or negligent acts for which it is or may be legally liable.
- There will be no reimbursement for costs incurred by the Project/Construction Manager prior to selection by Butler County.
- The Project/Construction Manager must provide all necessary labor, equipment, and materials necessary for completing the work unless otherwise agreed to in writing.
- The Project/Construction Manager must assure Butler County that it is an equal opportunity employer and that it does not and will not discriminate in any fashion in regard to race, sex, national origin, political affiliation, disability (handicap), and age where protected by law, or any other non-merit or non-occupational related factors.

DEADLINE FOR SUBMISSION OF PROPOSALS

All proposals shall be submitted to:

Butler County Engineer's Office
c/o Melissa Taylor
Contract Specialist
1921 Fairgrove Avenue
Hamilton, Ohio 45011

Proposals are to be received no later than Friday, August 28, 2026, 1:30 p.m. EST.

Upon receipt and analysis of the proposals, interviews will be scheduled with candidates for consideration.