



REQUEST FOR QUALIFICATIONS (RFQ)

Architectural Design Services

Project Name: Head Start/Child Development Center and Offices

Project Location: 211 Emerald Road, Paulding, Ohio

Architectural Design and Evaluation Services: Paulding Head Start Facility Purchase Project

Issue Date: 11/05/2025

Response Due Date: Two weeks from posting (by 4:30 p.m.)

Contact Person: Amber Simmons, Director of Child Development/Head Start

Email: asimmons@nocac.org

Mailing Address: 1933 East Second Street, Defiance, OH 43512

No. of Paper Copies Requested: 7

No. of Electronic Copies Requested (PDF): 1

Prevailing Wages: Davis Bacon Compliant

Delivery Method: Design-Bid-Build

Submit the requested number of statement of qualification responses to

Amber Simmons at 1933 East Second St., Defiance, OH 43512.

Address questions related to this RFQ in writing to: asimmons@nocac.org

I. INTRODUCTION

Northwestern Ohio Community Action Commission (NOCAC) is seeking Statements of Qualifications (SOQs) from qualified architectural firms to provide professional services related to the proposed purchase and expansion of an existing facility located at 211 Emerald Street, Paulding, Ohio.

This project supports NOCAC's Head Start program and will be submitted as part of a 1303 Facilities Application to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start.

The purpose of this RFQ is to identify a qualified architectural firm to perform professional evaluations, provide certification of structural soundness and compliance, and design an addition to expand the facility to meet Head Start classroom, kitchen, office, and playground needs.

II. PROJECT DESCRIPTION

- Project Type: Facility Purchase, Evaluation and Addition
- Property: 211 Emerald Road, Paulding, Ohio
- Building Size: Approximately 960 sq. ft.
- Building Use: Existing single-story commercial structure, currently divided into two small classroom spaces by a mechanical closet and restrooms.

The current building size and configuration are insufficient for the required Head Start classroom capacity of 17–20 children. Therefore, NOCAC plans to add a new building addition that includes:

- One appropriately sized classroom that meets Head Start space standards.
- A small commercial-quality kitchen to support NOCAC's scratch-made meal and snack service.
- Office space for teaching and administrative staff.
- An outdoor playground area with age-appropriate equipment and secure fencing.

The selected architectural firm will assist NOCAC in evaluating the existing building and site, verifying compliance, and designing a suitable addition to support full program operations.

III. SCOPE OF SERVICES

The scope of services to be performed may include:

1. **Building Assessment:** Evaluate existing structure, mechanical, electrical, plumbing, and accessibility conditions.
2. **Addition Design:** Develop schematic and final design for a new facility addition to accommodate one classroom, kitchen, office space, and support areas.
3. **Code Compliance Review:** Assess the existing and new structures for compliance with Ohio Building Code, ADA, Head Start facility standards, and local zoning.
4. **Certification:** Prepare written certification by a licensed architect confirming the facility will be structurally sound, safe, and compliant upon completion.
5. **Cost Estimate:** Provide an opinion of probable cost for both the purchase and proposed addition, including playground development.
6. **Documentation Support:** Supply technical documentation required for NOCAC's SF-429 and 1303 Facilities Application.

IV. SUBMITTAL REQUIREMENTS

Each responding firm shall provide:

1. **Firm Identification** – Name, address, contact information, and primary contact.
2. **Background and Experience** – Firm history, years in business, and expertise with child care, educational, or federally funded facility projects.
3. **Project Approach** – Description of the firm’s process for completing facility evaluations, designing additions, and preparing required certifications.
4. **Staff Qualifications** – Identification and resumes of key personnel.
5. **Relevant Project Experience** – Examples of facility expansions or projects for Head Start or early learning centers.
6. **References** – Minimum of three references from similar projects.
7. **Professional Licensure and Insurance** – Proof of current Ohio architect licensure and evidence of professional liability insurance.

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V. SELECTION CRITERIA

Responses will be evaluated according to the following criteria:

Evaluation Criteria	Possible Points
Demonstrated understanding of the project requirements	25
Experience with similar projects and federal programs	25
Qualifications of key personnel	20
Capacity to perform work within required timeframe	15
Quality and completeness of submission	15
Total Possible Points	100

Following evaluation of submitted qualifications, NOCAC may invite one or more firms for interviews prior to final selection.

VI. SUBMISSION INSTRUCTIONS

Submit one (1) electronic copy (PDF) of your Statement of Qualifications to asimmons@nocac.org, and seven (7) printed copy mailed or delivered to:

Amber Simmons, Head Start Director
 Northwestern Ohio Community Action Commission
 1933 East Second Street
 Defiance, OH 43512

Deadline: Two weeks from the date of posting (by 4:30 p.m.)

Late submissions will not be considered.

VII. ADDITIONAL INFORMATION

- NOCAC reserves the right to reject any or all submissions and to waive irregularities in the selection process.
- No fees shall be included with this submission; contract negotiations will begin with the most qualified firm.
- The selected firm will be required to comply with Davis-Bacon, 45 CFR Part 75, and Head Start Facilities Regulations (45 CFR §1303 Subpart E).

END OF REQUEST FOR QUALIFICATIONS

A separate Evaluation Scoring Sheet and Short-List Interview Form will be used internally for the selection process.