



**REQUEST FOR QUALIFICATIONS
CONSTRUCTION CONTRACTOR SERVICES
FOR
THE CONSTRUCTION OF
CLEARCREEK FIRE DISTRICT
FIRE STATION 21 REMODEL PROJECT**

March 20, 2026

REQUEST FOR QUALIFICATIONS (RFQ)

Construction Remodeling Services

Clearcreek Fire District – Fire Station 21

925 South Main Street
Springboro, Ohio 45066

1. Introduction

Clearcreek Fire District (the “District”) is requesting Statements of Qualifications from experienced and qualified contractors for a construction remodeling project at **Fire Station 21**, located at **925 South Main Street, Springboro, Ohio 45066**.

The Fire District intends to evaluate qualifications and select a contractor capable of performing the work in accordance with the project scope, schedule, and applicable codes and standards.

2. Project Description and Scope of Work

The project consists of remodeling and construction work within an existing occupied fire station facility. The anticipated scope includes, but is not limited to, the following:

Restroom Renovations

- Remodel two (2) existing restrooms
- New tile flooring and wall finishes
- New plumbing fixtures
- New countertops
- Updated lighting
- New restroom partitions

File Room Remodel

- Remodel an existing file room to include:
 - Adding Two (2) new showers
 - Adding a Laundry facility including plumbing, electrical, and ventilation as required

Additional Shower Construction

- Construct one (1) additional shower by creating a new room within the existing building
- Tie the new shower room into the women’s restroom
- All work to integrate with existing building systems

Contractors should anticipate working within an active fire station environment and plan accordingly.

3. Project Schedule

- Anticipated Construction Start: June 2026
- Substantial Completion: On or before October 31, 2026

4. RFQ Schedule and Submission Deadline

- RFQ Submission Deadline:
March 20, 2026 at 10:00 AM (Local Time)

Late submissions will not be accepted.

5. Submission Requirements

Interested firms shall submit a Statement of Qualifications that includes the following information:

1. Firm Information

- Legal name, address, and contact information
- Years in business
- Ownership structure

2. Relevant Experience

- Experience with similar remodeling or renovation projects
- Experience working in occupied facilities
- Experience with public-sector or fire/EMS facilities (preferred)

3. Key Personnel

- Identification of key project team members
- Relevant experience and qualifications

4. Licensing and Insurance

- Proof of appropriate State of Ohio licensing
- Evidence of ability to meet insurance requirements

5. References

- At least three (3) references for similar projects completed within the past five (5) years

6. Approach

- General description of approach to scheduling, coordination, and construction within an active fire station
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6. Evaluation Criteria

Qualifications will be evaluated based on, but not limited to, the following criteria:

- Relevant experience and past performance
 - Qualifications of key personnel
 - Experience with similar scope and complexity
 - Ability to meet the proposed schedule
 - Overall completeness and quality of submission
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7. Submission Instructions

Statements of Qualifications shall be submitted in accordance with instructions provided by Clearcreek Fire District. Submissions shall clearly identify the project name and RFQ title. All RFQs shall be submitted in paper form within a sealed envelope to Clearcreek Fire District Attn: Steve Cox, Assistant Chief, at 735 Gardner Rd. Springboro Ohio 45066.

8. Rights Reserved

Clearcreek Fire District reserves the right to:

- Reject any or all submissions
 - Request additional information
 - Modify or cancel this RFQ at any time
 - Select one or more firms for further consideration
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