



Chagrin Valley Dispatch

4470 Oakes Road • Brecksville, OH 44141 • 440-703-3420

Regional Dispatch Center Request for Qualifications

Date Published: August 25, 2025

Purpose: This Request for Qualifications (RFQ) is requested by Chagrin Valley Dispatch for professional Architectural, Interior Design, and Engineering Services for renovation of the regional dispatch center base located approximately 50,000 square feet in Northeast Ohio. The location is being finalized prior to start of the design services. This RFP is to solicit interest from qualified firms to perform services identified herein.

A response to this RFP is no guarantee that the responding firm will be awarded a contract to perform design services but only wishes to be considered for the project mentioned in this RFP.

Response Due Date: Proposals are due electronically on September 4, 2025, by 2:00 pm. A PDF file no larger than 15 meg shall be emailed before this date to be considered. Submissions shall be made to:

Nick DiCicco, Director, Chagrin Valley Dispatch
4470 Oakes Rd.
Brecksville, Ohio 44141
(440) 703-3420
DiCiccoN@cvd Dispatch.com

To ensure a fair and objective evaluation of all proposals, all inquiries are required to be submitted in writing to the Point of Contact. Written inquiries (e-mail preferred) should be directed to: Nick DiCicco to DiCiccoN@cvd Dispatch.com.

Project Descriptions: Chagrin Valley intends to design and renovate an existing structure to accommodate future requirements of our regional dispatch center. The area program includes the following spaces:

- Building envelope and structural reinforcement
- Lobby
- Administrative Offices
- Finance Department Offices
- Information Technology Offices
- Dispatch Floor to accommodate up to 70 dispatch positions
- Emergency Operation Center
- Staff Support – Fitness, Locker Room facilities, multipurpose space.
- Data Center
- Training Room / Conference facilities
- Commercial Kitchen
- Building Support – mechanical, electrical, delivery, storage

Qualification Information Required: The following information is required in the qualifications submittal and shall have a maximum page limit of 25 pages excluding the cover and / or title page.

1. Cover letter or Executive Summary (maximum 2 pages).
 - a. Company Identification
 - b. Name of Firm
 - c. Address
 - d. Primary Telephone Number
 - e. Number of years in business
 - f. Primary Contact Person and E-Mail
 - g. Consulting team members
2. Identify the legal status under which the firm operates (i.e.; sole proprietorship, partnership, limited liability corp., joint venture, corporation, etc.)
 - a. For sole proprietorship: identify owner and date of organization
 - b. For a partnership: identify type, partners, and date of organization
 - c. For corporation: identify type, state of incorporation, date of incorporation, four highest ranking officers, and their titles
 - d. For firms with legal status other than these: describe and identify individual leaders
3. General Statement of Qualifications
 - a. Describe firm mission and design philosophy as well as how they apply to the project (200 words or less).
4. Current professional liability insurance limits

5. Related Experience
 - a. List your experience in the last 5 years that is comparable.
6. Personnel
 - a. Total number of full-time employees
 - b. Number of registered architects
 - c. Number of licensed engineers
 - d. Number of interior designers
7. Describe the firm's professional and civic involvement (100 words or less)
8. Project Understanding and Approach for services to be rendered to complete the work.
9. Capabilities the firm will provide
 - a. Identify design services the firm is capable of providing for preliminary design of the project
 - b. Identify other disciplines the firm is capable of providing
 - c. Describe the firm's experience with sustainable design strategies and certifications
 - d. Describe the firm's approach to quality management and communications
 - e. Identify additional accreditations, service skills, or personnel that differentiate your firm
10. Project Team
 - a. List design disciplines the firm provides with its own employees.
 - b. List design disciplines the firm will provide using consultants.
 - c. List the Principal, Project Manager, and Project Architect and other key staff members, including key sub consultant staff, and the percent of time the project manager will be committed for the contract, if selected. Include project engineers and staff members responsible for the work. Include the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
 - d. Describe the capacity of the team and their ability to perform the work in a timely manner relative to present workload.
 - e. In selecting designers, the selection committee will take into consideration qualification information including such factors as:
 - i. Specialized or appropriate expertise in the type of project.
 - ii. Past performance on similar projects.
 - iii. Adequate staff of proposed design team for the project.
 - iv. Current workload.
 - v. Proposed design approach for the project.
 - vi. Other factors which may be appropriate for the project.
11. References
 - a. Provide (3) references for similar work in the last 10 years with specific contact information (name, direct phone, email at a minimum)

Chagrin Valley Dispatch (CVD) selection committee shall review the proposals and may decide to interview recipients or directly select based on the qualifications provided. The CVD intends to enter a contract for a lump sum amount and, as a first step in the plan process, refine the scope of services into a final form acceptable to the CVD and lead consultant. In the unlikely event terms of the scope cannot be reached, the CVD reserves the right to cancel the contract and proceed to negotiate with another submitter.

No guarantee of award is made with this Request for Qualifications. The CVD reserves the right to award the work herein based upon the available funds and other criteria as determined in the CVD's sole discretion. The CVD reserves the right to withdraw, cancel, modify, or amend this RFQ; to waive any informality and otherwise to affect any agreement that the CVD, in its sole judgement, deems to be in its best interest. The successful consultant will be expected to enter into a standard professional services agreement with the CVD.

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Procurement Schedule: Listed below is the estimated RFQ schedule; the CVD reserves the right to adjust based on operational needs. Changes to the schedule will be published via the CVD website.

Request for Proposals Issued	August 26, 2025
Questions Due Date	September 3, 2025
Proposals Due	September 10, 2025
Interview / Selection	September 19, 2025
Contract Execution	October 15, 2025
Estimated Project Start	November 1, 2025