
PUBLIC ANNOUNCEMENT

BROWN TOWNSHIP BOARD OF TRUSTEES
ANNOUNCEMENT OF AVAILABLE CONTRACT
BROWN TOWNSHIP FIRE STATION #82:
ARCHITECTURAL SERVICES FOR DESIGN

Brown Township intends to contract for architectural services in connection with the design, budgeting, and renovation of Fire Station #82.

Firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than 4:30 PM on November 2, 2026. Statements received after this deadline will not be considered.

Statements of Qualifications should include information regarding:

- The firm's history, including years in business and services offered
- Education and experience of owners and key technical personnel
- The technical expertise of the firm's current staff
- Names of a project manager and key members of staff that would be involved in the project, a description of their areas of expertise, and their availability for the project
- The firm's experience in performing engineering studies, design, construction administration and construction observation
- Availability of staff
- The firm's equipment and facilities
- References
- Any previous work performed for Brown Township
- Overall description of methods by which the architect intends to approach the project, along with a timeline for completion of each element of the project

Statements of Qualifications should contain a statement that to the best of the architect's abilities, all information contained in the submission is complete and accurate. The submission should also contain a statement granting Brown Township authorization to contact any previous client of the architect for purposes of an independent evaluation of the architect or firm's performance.

Statements of Qualifications should be transmitted by mail or email to:

Brown Township
ATTN: Dave Baird, Fire Chief
2491 Walker Road
Hilliard, OH 43026
chief@norwichtownship.org

As required by Ohio Revised Code §153.65-73, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, Brown Township will enter into contract negotiations with the most highly qualified firm.

The preliminary project description is as follows:

Name of Project: Brown Township Fire Department Station # 82

Location: 2491 Walker Road, Hilliard, Ohio 43026

Description: The selected architect/firm will work with Township officials to determine the design, budget, site work and infrastructure requirements, and renovation of the existing fire station. The fire station will consist of living and sleeping areas for up to 10 personnel who provide fire and emergency medical services (EMS) 24 hours a day, 7 days a week, and an apparatus floor with one additional drive-thru bay. Additionally, the station should include office space for two administrative personnel, a minimum of a 1200-square-foot fitness center, and private restrooms including showers for up to six personnel.

Source of Funding: Fire Fund

Project Schedule:

Anticipated dates for design startup/completion: November 16, 2026/March 1, 2027

Anticipated dates for construction startup/completion: March 1, 2027/December 31, 2027