



FACILITIES AND MAINTENANCE DEPARTMENT

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ADDENDUM 01-Questions from Design Firms **Issued 7/20/2026**

PROJECT:

Miami County: A New Building for the Animal Shelter

TO PROPOSERS/CONTRACTORS:

- See the answers to questions below from prospective design firms.

UPDATE:

- Requests for Information have been extended to Wednesday, July 22nd, 2026, at 12noon.

REMINDER:

- **PROPOSAL SUBMISSION:** Submissions are due Thursday, July 30th, 2026 at 1:35PM. Responses must be delivered in person or mailed to the Commissioner's Office located in the Safety Building at 201 W Main St, Troy, OH 45373. Proposals received after Thursday, July 30th at 1:35PM will not be accepted.

QUESTIONS:

1. The Needs Assessment References three (3) perspective sites. Has the County selected a site for the building?
 - **ANSWER:** The County does not have a final site selected for the building. The selected firm would help the Committee/Board select the final location for the building.
2. The RFQ references the Shelter Planners of America study throughout the project documents. Can you clarify whether Shelter Planners of America is expected to have any continued role in the project beyond the completed needs assessment?
 - **ANSWER:** The County does not require the use of Shelter Planners of America for this project. Firms should demonstrate in their submitted proposals, and if selected for an interview, their knowledge, qualifications, and experience in the design and construction administration of animal shelter facilities. Successful firms will be evaluated on their ability to apply this expertise to the County's project needs.
3. Can you share the County's anticipated schedule for the project after consultant selection, including design, bidding, construction, and anticipated occupancy?
 - **ANSWER:** Below is the tentative anticipated schedule for the project:

- Round One Review by Committee:
 - Early August 2026
- Round Two In-Person Interviews for Selected Firms:
 - Late August to Early September 2026
- Selection of Winning Firm, Contract Negotiation and Notice to Proceed:
 - Early October
- Design Phases/Bidding:
 - Based on selected firms project document delivery schedule
- Construction
 - T.B.D.
- Occupation:
 - T.B.D.

4. How does the County envision the selected design team using the existing Needs Assessment? Should it be used as the foundation for design, or should the selected team expect to revisit and update the study before moving into design?

- **ANSWER:** In the Request for Statements of Qualifications under Section III Phases In Detail, subsection (a) references “review the program prepared by the Board (Shelter Planners of America Needs Assessment), recommending any necessary revisions to accomplish the goals of the Board”.
- A successful firm would review the Needs Assessment and provide validation or recommendations for revisions to the Committee and/or Board.
- Section III (b) Feasibility Studies Exhibit A “Shelter Planners of America Needs Assessment” is referenced as the basis of design for the three (3) requested studies, but if the recommendations from the selected firm are approved by the Committee/Board those recommendations would become the new “basis of design” for the programing of the building.

End of Addendum 01