DEFIANCE PUBLIC LIBRARY SYSTEM BOARD OF TRUSTEES
REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGER AT RISK SERVICES
Dated January 16, 2026

Project Owner: Defiance Public Library System Board of Trustees

Project Name: Library Annex and Main Renovation Project

Project Locations:

- Annex – Corner of Fort Street and Jefferson Avenue, Defiance, Ohio 43512
- Defiance Public Library – 320 Fort St., Defiance, Ohio 43512

Delivery Method: Construction Manager at Risk, in accordance with the Ohio Revised Code

Deadline to Submit Qualifications: **12:00 p.m.** local time, **February 13, 2026**

Introduction:

The Defiance Public Library System Board of Trustees (the "Owner") intends to contract for Construction Manager at Risk (CMR) services in connection with its Library Annex and Main Renovation Project (the "Project").

As required by Ohio Revised Code Section 9.33, et seq., the Owner requests statements of qualifications from experienced firms to provide CMR services to the Owner in connection with the Work for the Project. This Request for Qualifications (RFQ) includes criteria against which qualifications submitted will be reviewed and evaluated to develop the short-list of firms from which proposals will be requested in the second phase of the selection process. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the firm that will provide the best value to the Owner for the Project.

Submittals:

Interested firms (Respondents) must submit **five hard copies and one electronic copy in PDF format** a flash drive of the requested statement of qualifications (SOQ), enclosed in a sealed envelope. The envelope shall be plainly marked on the outside **"DEFIANCE PUBLIC LIBRARY SYSTEM – LIBRARY ANNEX AND MAIN RENOVATION PROJECT CMR QUALIFICATIONS."**

SOQs must be delivered to the following address, before the submittal deadline:

Defiance Public Library System Board of Trustees
ATTN: Cara Potter, Director
320 Fort Street
Defiance, Ohio 43512

Hand deliveries must be made during the Owner's operating hours. Respondents are responsible for confirming current operating hours at 419-782-1456.

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any CMR that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

SOQs will be received until the deadline set forth above.

Submittals received after this time may be considered solely in Owner's discretion.

Communication Protocol:

All questions concerning this RFQ shall be directed in writing via email to **Cara Potter, Director at cpotter@defiancelibrary.org by 5:00 p.m. 10 calendar days prior to the submittal deadline**. Questions will be reviewed and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers. Respondents should not seek to discuss any information directly relating to this procurement with any Owner personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Project Overview, Schedule, and Owner Budget:

A. This Project is anticipated to include preconstruction services and construction for two Project phases:

Phase 1 Annex Building consists of new construction of an approximately 13,000 square foot public library building located across the street from the existing Main Library on Fort Street. The Annex will be a two-story building plus partial basement. The first floor will contain the Children's Department including public and staff spaces. The second floor will contain Makerspace studio and office, Community Meeting Rooms, and Adult Literacy office and collection. The basement will contain a staff break room, Friends of the Library storage, mechanical, and custodial spaces. The architectural character of the Annex pulls from the historic qualities of the original Carnegie library, constructed in 1904. Several historic forms and details will be incorporated into the Annex exterior form.

Phase 2 Existing Building Alterations consists of renovations to the existing library including new staff offices, public small and medium meeting rooms, and maintenance repair items around the interior and exterior of the building anticipated to include new floor finishes, ceilings, and lighting throughout the public and staff spaces. HVAC equipment replacement is anticipated, providing new rooftop units, VRF, ERV, and duct-less mini-split systems to the building and proper/efficient operation throughout all portions of the building. Electrical panelboards will be replaced with new electrical panelboards, and a new lightning protection system will be installed.

B. Reference Documents including Schematic Design narratives and an MEP Facility Assessment with HVAC/roof photographs, are attached as **Exhibit A** with supplemental Reference Documents available in the Google Drive folder linked below at the end of this RFQ . Shortlisted firms may be given roof access at the Library, if desired, during the RFP phase of procurement. Such document(s) are for reference only and are subject to change in the Owner's discretion. The Owner neither makes any representation nor warranty with respect to, nor assumes any responsibility for the completeness or the accuracy of, such document(s). Respondents must not rely upon the completeness of such document(s) for their purposes.

C. The Owner's estimated combined construction budget for both Project phases (including all construction costs and construction manager at risk fees) is **$5,300,000**. The Owner acknowledges that it may make adjustments to this budget, including to account for inflation. The selected Construction Manager will assist with budget development, subject to the Owner's approval.

D. The Construction Manager will assist with developing the anticipated schedule for the Project. It is anticipated that construction for Phase 1 will commence on May 8, 2026 and Phase 2 will commence on May 28, 2027.

E. Design Professional services are being procured separately, per the Ohio Revised Code. The Library may engage a third-party owner's representative, in its sole discretion.

Scope of Services:

CMR services for the Project will include, but not be limited to, design review and pre-construction services, participation in developing the budget and updated construction cost estimates, participation in preparing the construction schedule (including identification of significant milestones for completion of the Work), prequalification of subcontractors to perform the required Work, construction, and close-out phases of the Project. CMR services will be defined in an agreement with the Owner; the form of agreement, including general conditions of the contract for construction, will be provided to the short-listed firms during the RFP phase. The scope of the selected firm's services will likely include, but may not be limited to, the following:

A. Pre-Construction Services

1. Participate in regularly-scheduled design progress meetings with the Design Professional, the various consultants, and the Owner. The CMR shall provide on-going input with respect to constructability, construction costs, material selection/evaluations, construction duration and phasing, sequence of construction, and other scheduling services, along with construction means and methods.

2. Coordinate/participate in meetings with the Owner and Design Professional, utility companies, and regulatory agencies to expedite the design/permit process.

3. Identify and detail construction phasing and scheduling that will minimize interruptions to Owner operations, if applicable.

4. Identify long-lead procurement items and develop strategies to minimize effects of same.

5. Develop comments, suggestions and cost estimates throughout the phases of design.

6. Develop constructability and value engineering suggestions at all design phases – considering different design/material/life cycle elements.

7. Assist with permit acquisition/approval.

8. Develop prequalification criteria for subcontractors and prequalify subcontractors for the Work, in accordance with Ohio law.

9. Develop potential subcontractor bidders' lists.

10. Develop a detailed, open book cost model and updates based on interim submittals for the Guaranteed Maximum Price (GMP) proposal based on the nearly complete Construction Documents.

B. Construction Services

1. Coordinate with the Owner, the Design Professional, and other stakeholders as necessary.
2. Bond and insure the construction per Ohio law and the Contract Documents.
3. Procure materials.
4. Schedule and manage construction operations.
5. Bid, award (with Owner input, per Ohio law), and manage all construction-related subcontracts.
6. Provide quality control and construction supervision.
7. Provide progress scheduling, monitor/enforce compliance with Schedule.
8. Conduct regular progress meetings.
9. Address all construction related permitting requirements.
10. Maintain safe work site.
11. Perform project closeout including documentation (final wage reports, lien releases, O&M manuals, as-builts, etc.)
12. Provide prevailing wage reporting/accounting.

C. Post-Construction Services

1. Fulfill warranty obligations.
2. Perform other post-construction services.

Procurement Process:

As defined in the Ohio Revised Code and Ohio Administrative Code, the selection process will be conducted in two phases.

1. RFQ. The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required CMR services by the Owner's Evaluation Committee, in accordance with Ohio law. The Evaluation Committee will review and evaluate the qualifications received. A minimum of three short-listed firms that are determined to be qualified to provide the required CMR services will be identified, unless it is determined that there are less than three qualified firms.
2. RFP. Technical and pricing proposals will be requested from the short-listed firms, using a request for proposals. The technical and pricing proposals received will be reviewed and evaluated and, considering both qualifications and technical/pricing information, the firm determined to provide the best value for the Project will be selected.

Pre-Submittal Meeting and Site Visit:

A Pre-Submittal Meeting and Site Visit for the Phase 2 Existing Building Alterations portion of the Project will be held on January 30, 2026 at 10:00 a.m. in the Nellie Gary Room at Defiance Public Library, 320 Fort St., Defiance, OH 43512.

Respondents may visit the Phase 1 Annex Building site from the general public's perspective (please note that existing structures are anticipated to be removed from the property.) The Owner reserves the right to have a representative present.

Anticipated Procurement Schedule:

RFQ PHASE	**DATE**
Short-List of Qualified Firms Announced	February 23, 2026
RFP PHASE	**DATE**
Request for Pricing and Technical Proposals issued to Short-Listed Firms	February 24, 2026
Pre-Proposal Submission Meeting	TBD
Deadline for Submitting Pricing and Technical Proposals	March 13, 2026
Interviews	March 23, 2026
Selection of "Best Value" Proposal	March 25, 2026

All dates subject to change in Owner's sole discretion.

Rights of the Owner:

This RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted including, but not limited to, conducting interviews with Respondents if Owner, in Owner's sole discretion, deems such interviews to be helpful.

2. Conduct investigations with respect to the qualifications and experience of each Respondent.

3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.

4. Waive any defect or technicality in any SOQ received.

5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.

6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.

7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.

8. Issue one or more amendments to this RFQ extending the due date for the SOQs.

9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.

10. Cancel this RFQ or the RFP in whole or in part with or without substitution of another RFQ or RFP if determined to be in the best interest of the Owner.

11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.

12. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

SOQ Format and Qualifications Criteria, & Evaluation Process:

The Owner's Evaluation Committee will review the qualifications received and notify firms if they are included on the short-list of qualified firms. Each Respondent's SOQ will be evaluated according to the following qualifications criteria. It is the responsibility of each Respondent to provide sufficient information demonstrating how the Respondent fulfills each particular criterion.

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. The SOQ must be separated into tabbed sections corresponding to the subparts in Section B below.

A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

A. Conformance Review

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent whose SOQ is rejected as nonresponsive will be notified of the finding that it was nonresponsive.

B. Qualifications Criteria

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ must be separated into tabbed sections as follows:

1. **Competence and Services.** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience.

    a. Provide a summary of the firm's history and philosophy. What is the firm's approach to the CMR delivery method? What is it that makes the firm unique? How long has the firm been in business, and how long have key employees and principals been associated with the firm?

    b. Identify the CMR team (the firm's proposed employees who would be assigned to perform services for the Project) including key consultants, if any.

    c. Describe the proposed CMR team in more detail – i.e., credentials, technical training, experience with BIM, education, and experience of the CMR team, in-house, full-time employees and in-house professional disciplines. Provide bios for Project Executive/Project Manager, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only. Include consultants to be used for the Project and the firm's experience with each on past projects. Limit bios to one page in length.

2. **Ability to Provide the Required Services.**

    a. What is the capacity of the firm and members of the CMR team to provide the required services for the Project in terms of workload and availability? Include a list of current projects and the status of each and relevant information (i.e., budget, type of work, stage of completion, committed staff, and consultants).

    b. Identify the firm's and CMR team members' representative project experience and CMR delivery method on similar projects, with an emphasis on public projects in the State of Ohio:

        (1) List the firm's relevant projects within recent history with an emphasis on similar new library facilities (including with historic details) and similar historical library building renovations including replacement of HVAC roof units on flat roof, and other projects of any type that are similar in size or budget, if any. Include a brief description of the project, including size of project (e.g., square footage) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.). Describe experience with use of space, technology, and systems that support library facility functions.

        (2) Identify projects on which a significant number of the individual team members have collaborated previously.

    c. Proximity of the firm's primary office, as well as any relevant consultants' location and proximity to the site, where the majority of the Project work will be

managed/performed to the Project site – List distance in miles, straight-line method.

d. Experience with local zoning, and projects subject to approval by City of Defiance design review and planning board.

3. **Past Performance.**

a. Demonstrate budget management success on projects with similar construction costs for which original estimates/pricing were prepared by the firm. Show comparison of original estimates versus actual final construction costs and variance in percentage only, up to 10 projects may be listed.

b. Demonstrate schedule management success on projects with similar construction costs for which actual completion dates were significantly shortened versus original contracted completion date or original completion dates were held despite a challenging, unexpected schedule issue that occurred. List a brief summary for each of the circumstances, up to 5 projects may be listed.

c. References for the firm with an emphasis on Ohio public library experience, similar new library buildings, renovation of historical buildings, and replacement of HVAC roof units on flat roof, providing:

(1) Project name, location, completion year

(2) Project owner, owner contact name, owner contact phone number/email

(3) Design Professional and Owner's Representative, if any

(4) Brief description of the project and its relevance to this RFQ – include construction budget, project size (e.g., square footage), and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.)

(5) Individual team members associated with project and their role on the project

(6) Construction budget, change order amounts, and actual construction cost

(7) Quality of Work performed

(8) Dispute Resolution (dealing with subcontractor and supplier issues)

(9) Management of subcontractors and suppliers

(10) The initial scheduled completion date and the actual date services were completed or the current anticipated completion date

4. **Financial Responsibility.** Demonstrate firm's bonding capacity as evidenced by a recently dated letter from the firm's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the surety agent's commitment to provide the required payment and performance bonds

in accordance with OAC 153:1-4-02, if the firm is determined to be the firm that will provide the best value for the Project.

5. **History of Performance with goals of diversity and inclusion.** History of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs.

6. **Other qualifications consistent with the scope and needs for the Project.**

    a. **Firm's Average Revenue.**

        (1) Firm's annual revenue associated with similar construction projects for the past 7 years.

        (2) Firm's total annual revenue for each of the past 7 years.

    b. **Insurance Coverage & Claims History**.

        (1) Identify the Professional Liability coverage of the firm, including claims history for the last 10 years.

        (2) Identify Commercial General Liability coverage of the firm, including claims history for the last 10 years.

        (3) Provide specific information about any claims asserted by or against the firm within the last 10 years, including the resolution of the claim(s).

        (4) Identify any claims asserted against the firm's performance or payment bond(s) on other projects within the last 10 years, including the resolution of the claim(s).

    c. **Value Added Experience**. Demonstrate the firm's/team's past success in providing past construction manager at risk projects with value added components thru the firm's/team's creative or innovative value engineering, construction technique or other similar methods. For each example, provide a brief one paragraph summary. Include recommendations that enhanced the cost effectiveness and functionality of similar facilities.

    d. **Prior Performance with the Owner.** Has the firm or any of CMR team ever worked on Projects for the Owner in the past? Was the relationship successful?

    e. **Familiarity with Local Area.** Discuss any knowledge of the local area and working relationships with local subcontractors and suppliers.

Additional Instructions:

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for CMR services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the conclusion of the selection process. Respondents recognize and agree that the Owner will not be responsible

or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties.

Each CMR firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process.

The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

The Owner appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.

Attachments:

Exhibit A – Reference Documents with supplemental Reference Documents available in this Google Drive folder: https://tinyurl.com/3avepx36

SHP

Defiance Public Library System

Schematic Design Narrative

Phase 1 – Annex Building New Construction

SHP Comm No: 2025069.01

December 19, 2025

PROJECT OVERVIEW

The project scope consists of a new construction public library building located across the street from the existing Main Library on Fort Street. The Annex is a two-story building plus partial basement. The first floor contains the Children's Department including public and staff spaces. The second floor contains Makerspace studio and office, Community Meeting Rooms, and Adult Literacy office and collection. The basement contains a staff break room, Friends of the Library storage, mechanical, and custodial spaces. The architectural character of the Annex pulls from the historic qualities of the original Carnegie library, constructed in 1904. Several historic forms and details are incorporated into the Annex exterior form.

CIVIL

Summary: The Annex site includes excavation and removal of spoils, a new asphalt drive aisle with (4) parking spaces, and concrete walkways. New service connections for water, storm, and gas are to be provided. New crosswalk is proposed between the existing building and new annex building across Fort Street.

1) Excavation and regrading for the proposed annex building.
2) New connections to water, storm, and gas services.
3) Concrete walkway pavement on the north and west sides of the building.
4) Asphalt drive aisle with parking spaces and dedicated vehicular turnaround area. Storm drain catch basin with connection to storm piping.
5) New crosswalk striping across Fort Street.
6) Underground storm drain connections from Annex downspouts to city storm drain system.

LANDSCAPE

Summary: New landscaping includes a mixture of native deciduous and evergreen trees and shrubs, with low plantings along the street facing facades of the building.

1) Shrubs to be planted at even spacing around the west and north facades of the building.
2) Trees to be planted on the side yards.
3) Non-paved portions of the site to receive grass seeding.

STRUCTURAL

Summary: Structural system includes cast-in-place concrete footings, foundation walls, with exterior load-bearing cold-formed metal-framing studs.
Structural system components:

1) Concrete footings.
2) Concrete foundation walls.
3) Concrete slab-on-grade (basement floor).
4) Load-bearing CFMF exterior walls with interior steel columns.
5) Open-web steel joist floor framing supporting composite concrete floor slab over metal deck.
6) Roof structure consists of structural steel truss framing with secondary CFMF members. Interior ceilings on second floor will be vaulted, closely following the roof structure.

ARCHITECTURAL

Refer to Schematic Design drawing set for information.

FIRE PROTECTION

Summary: The new building shall contain a wet pipe sprinkler system per NFPA 13, 2024 Ohio Building Code, and insurance carriers' guidelines. The building occupancy classification will be mostly light hazard, with some ordinary hazard group 1 in mechanical and storage rooms.

1) A new combined tap will be made at the street. The water service will split into dedicated fire and domestic within a meter pit located near the street. A double detector check backflow assembly will be located within the pit.
2) The building will be divided into one fire zone, with one fire riser. The fire riser will be located in the main mechanical room. A main drain will be extended to the exterior of the building.
3) A fire hydrant flow test will need to be performed to verify that the pressure is sufficient for the fire protection system. This will determine if a fire pump is required.
4) A fire department connection consisting of a 5" Storz connection will be located at the meter pit location near the street.
5) A post indicator valve will be located at the branch from the fire loop. A supervisory switch will be required to monitor this valve.
6) Piping 2" and smaller shall be schedule 40 black steel with threaded fittings. Pipe sizes 2-½" and larger shall be schedule 10 black steel with roll grooved fittings.
7) Fire extinguishers and cabinets will be provided throughout the building by the general trades contractor.

PLUMBING

Summary: A new water tap will be made in the street, serving domestic and fire services in the new building.

1) To serve the new Library Annex, a water tap will be made at the street. A water meter pit will be located near the street. The domestic and fire services will split within the pit, and new individual fire and domestic lines will route to the annex and enter into the mechanical room. The domestic reduced-pressure backflow preventer will be located within the building. A fire hydrant flow test will need to be performed to verify that the pressure is sufficient for the domestic water system. This will determine if a booster pump is required.
2) Above ground domestic hot and cold-water piping will be hard copper tube, type 'L', with wrought copper soldered fittings. A copper pressure seal-join fitting similar to propress will be allowed as an alternative to the traditional solder connection.

3) The sanitary waste and vent system shall be installed throughout the building. Underground piping shall be service-weight cast iron with hub-in-spigot fittings or schedule 40 PVC. Above ground piping shall be no-hub cast iron or schedule 40 PVC when not installed in a plenum. Above ground piping within a plenum must be cast iron.
4) Foundation drainage will be placed around the elevator pit and directed to the gravity flow storm system.
5) The average water hardness from Defiance water treatment is 10.8 grains per gallon (184 mg/L). A duplex water softener system will be located in the mechanical room and sized to treat hot water and HVAC fill water only.
6) A new gas service will be brought up to the building. The meter will be located outside the building. This new service is intended to serve the domestic hot water heater and HVAC boilers. Exterior underground piping shall be polyethylene pipe designated as PE 2406. Interior pipe shall be schedule 40 black steel with weld fittings for sizes 2-½" and larger. Threaded fittings for sizes 2" and smaller.
7) Domestic hot water will be provided by a high-efficiency gas-fired water heater with integral storage with a set point of 140°F. Hot water will be mixed by a master thermostatic mixing valve to produce 120°F and distributed throughout the building.
8) Point-of-use mixing valves will lower the hot water temperature to 105°F at every lavatory and sink. A hot water recirculation pump will be provided for the 120°F return water from the building.
9) The majority of the building to have pitched roofs and drain to gutters and downspouts. No internal roof drains are planned.
10) Water closets and urinals shall be vitreous china with "low flow" electronic, hardwired flush valves. Flushing capacity will be 1.28 GPF for water closets and 0.5 GPF for urinals. Individual and group restrooms will have wall-hung, vitreous china lavatories with 0.5 GPM electronic hardwired faucets. Electronic water coolers will be hung with self-contained chillers. Combination water coolers/bottle fillers will also be used. Mounting heights for plumbing fixtures will conform to adult and child ADA height requirements.

HVAC

Summary: Large HVAC equipment will be located in the basement mechanical room, utilizing a vertical chase for distribution to each floor. The mechanical room will have an area well, extending below grade, for both intake air and heat rejection.

Heating Plant:

The building's heating plant will consist of (2) high-efficiency condensing boilers and (2) inline pumps piped in a variable-primary arrangement. The hot water piping will serve the air handler coil and the VAV reheat box coils.

Air Conditioning and Ventilation:

An indoor, multi-zone Air Handler will provide conditioned air to VAV reheat boxes throughout the building. The Air Handler will be located in the basement mechanical room. It will consist of an energy recovery section, a hot water coil, and a DX refrigerant coil. The AHU shall be paired with a condenser. The condenser shall be located indoors in the basement. Condenser intake air and condenser heat rejection air shall be connected from the mechanical room to the outdoors via an area well.

Miscellaneous Heating:

Air curtains with hot water heat will be provided at all commonly used building entrances. Hot water wall heaters will be provided in stairwells, and hot water unit heaters will be provided in mechanical rooms.

IT & Electrical Rooms:

The main server room will have a ductless split system. Electrical rooms and small IT rooms will be conditioned by exhaust air.

Exhaust Air:

Exhaust air will be provided for all restrooms, janitor's closets, Maker's Spaces, electrical spaces, and anywhere else as required by code.

Controls:

This building will be provided with a new Tridium-based BACnet BAS.

General:

Plenum return will be utilized wherever allowable by code. Supply duct and outside air duct shall be insulated. Hot water piping shall be insulated.

ELECTRICAL

Summary: All electrical work for the DPLS Phase 1 Annex Building project will comply with the 2024 Ohio Building Code, the 2023 National Electric Code (NFPA 70), and all applicable local codes and standards. Electrical design will, in general, support the building design decisions initiated by other disciplines (Architecture, HVAC, Plumbing). The exact scope of work will be coordinated with other disciplines throughout the design process. Descriptions of specific electrical systems are included below.

1) A new 208Y/120V, 3 Phase electrical service will be provided for the annex building. Service size will be determined based on calculated building demand loads during design development. Service entry will be coordinated with the power utility company.
2) Distribution panels will be bolt-on circuit breaker type with copper bussing and 100% rated neutral. Feeders to panelboards and mechanical equipment will be copper.
3) GFCI-protected receptacles and tamper-resistant receptacles will be provided as required throughout the building. Weather-resistant receptacles with cast aluminum in-use weatherproof covers will be provided for receptacles located on the building exterior.
4) LED lighting will be provided throughout the interior and exterior of the building. Lighting layouts will be designed as a result of photometric calculations, with illumination levels designed to IES standards. Emergency lighting will be provided as required by Ohio Building Code section 1008.
5) The building's lighting control system will be designed to be compliant with the current edition of the Ohio Building Code and Ohio Energy Code. In general, spaces open to the public will be automatically controlled on a time schedule, and enclosed spaces (such as offices and meeting rooms) will be provided with dimming controls and occupancy sensors. Daylight-responsive controls will be provided where required.

FIRE ALARM

Summary: An automatic, addressable, horn-strobe type fire alarm system will be provided in accordance with Ohio Building Code section 907.

COMMUNICATIONS (TECHNOLOGY)

1) Provide data connections and wireless access points throughout building. Offices and meeting rooms to have data connections for wall-mounted monitors.
2) Data and voice cabling shall be Cat 6.
3) Install full-building Public Address system.
4) Community room to include A/V system for presentations, including projection screen and TV monitors, microphones, and ceiling suspended speakers.

ELECTRONIC SAFETY & SECURITY

1) Access controls to be provided at exterior doors and entry into staff only areas within the building.
2) Install IP-based CCTV camera system throughout entire building (interior and exterior).

END OF DOCUMENT

Defiance Public Library System

Schematic Design Narrative

Phase 2 – Existing Building Alterations

SHP Comm No: 2025069.02

December 19, 2025

PROJECT OVERVIEW

The project scope consists of renovations to the existing library including new staff offices, public small and medium meeting rooms, and maintenance repair items around the interior and exterior of the building. New floor finishes, ceilings, and lighting will be provided throughout the public and staff spaces. HVAC equipment replacement is included, providing new VRF, ERV, and duct-less mini-split systems to the building. Electrical panelboards will be replaced with new electrical panelboards, and a new lightning protection system will be installed.

CIVIL

Summary: Civil scope is limited to a proposed concrete walkway on the northwest side of the building, connecting the staff break room to the parking lot. No other significant Civil scope is anticipated for the Phase 2 scope of work. Pedestrian crosswalks and similar connections from the Annex to Main Library are part of the Phase 1 scope of work.

LANDSCAPE

Summary: Landscape scope is limited to re-seeding affected grass areas disturbed by construction of the proposed concrete walkway on the northwest side of the building. No other significant Landscape scope is anticipated for the Phase 2 scope of work.

STRUCTURAL

Summary: Limited to review and correction of identified cracks in foundation, and any repairs to interior load bearing walls where moisture infiltration was observed during the building assessment phase.

ARCHITECTURAL

Refer to Schematic Design drawing set for information.

FIRE PROTECTION

Summary: The existing building does not have an existing sprinkler system, and does not require sprinklers to be added.

PLUMBING

Summary: The majority of the existing plumbing system will remain intact, with modifications to plumbing systems in the renovated toilet rooms.

1) The existing building is served by a domestic water service and is adequate to serve the renovations for the library.
2) Above ground domestic hot and cold water branch piping will be extended as necessary in the renovation area. Material to be hard copper tube, type 'L' with wrought copper soldered fittings. A copper pressure seal-joint fitting similar to pro-press will be allowed as an alternative to the traditional solder connection.
3) The sanitary waste and vent system will be extended as necessary to serve fixtures in the renovation area. Underground piping shall be service-weight cast iron with hub-in-spigot fittings or schedule 40 PVC. Above ground piping shall be no-hub cast iron or schedule 40 PVC when not installed in a plenum. Above ground piping within a plenum must be cast iron.
4) There is no existing water softener system in the building.
5) There is no existing gas service in the building.
6) The existing domestic hot water heater in the lower level will be replaced with a similar tank-type electric water heater. The existing piping will mostly remain unchanged. A recirculation pump will be added with hot water return piping to meet the Ohio Plumbing Code recirculation requirements. Point-of-use mixing valves will lower the hot water temperature to 105°F at every lavatory and sink.
7) The existing roof drainage system will remain in place.
8) New water closets and urinals in the renovation area shall be vitreous china with electronic, hardwired flush valves. Flushing capacity will be 1.6 GPF for water closets and 0.5 GPF for urinals. Individual and group restrooms will have wall-hung, vitreous china lavatories with 0.5 GPM electronic hardwired faucets. Electronic water coolers will be wall-hung with self-contained chillers. Combination water coolers/bottle fillers will also be used. Mounting heights for plumbing fixtures will conform to adult and child ADA height requirements.

HVAC

Heating and Cooling:
A new VRF system will replace the existing VRF system. The heat recovery condensing units, branch boxes, and indoor units will all be replaced. The refrigerant piping will be replaced. The ductwork connected to the ducted indoor units, the condensate piping, and the outdoor unit rails will all be reused as much as possible. Where the floor plan is modified and new rooms are created, new indoor VRF units will be provided. The VRF manufacturer shall be Daikin or Mitsubishi.

Ventilation Air:
Ventilation air will be provided by ERVs with downstream duct heaters and humidification coils. The ventilation ductwork will be reused as much as possible. The existing ERVs will be replaced with new ERVs. Exterior ductwork shall be re-insulated and re-clad.

Miscellaneous Heating:
Air curtains with electric heat will be provided at all commonly used building entrances, excluding the Carnegie entrance. Electric wall heaters will be provided in stairwells, and electric unit heaters will be provided in mechanical rooms.

IT & Electrical Rooms:
The main server room will have a ductless split system. Electrical rooms and small IT rooms will be conditioned by exhaustair.

Exhaust Air:
Exhaust air will be provided for all restrooms, janitor's closets, electrical spaces, and anywhere else as required by code.

Controls:
The existing BAS will be reused. New equipment will be integrated into the existing BAS. The VRF system will have integral controls.

General:
All returns shall be ducted. All supply duct shall be insulated. All return ducts in unconditioned attic space shall be insulation. All outside air duct shall be insulated.

ELECTRICAL

Summary: All electrical work for the DPLS Phase 2 Main Building Renovation project will comply with the 2024 Ohio Building Code, the 2023 National Electric Code (NFPA 70), and all applicable local codes and standards. Electrical design will, in general, support the building alterations initiated by other disciplines (Architecture, HVAC, Plumbing). The exact scope of work will be coordinated with other disciplines throughout the design process. Descriptions of specific electrical systems are included below.

1) The building's existing 800A, 208Y/120V, 3 Phase service is scheduled to remain. Panelboards past their service life will be replaced with new.
2) A new lightning protection system will be provided for the existing building structure.
3) GFCI-protected receptacles and tamper-resistant receptacles will be provided as required throughout the building. Weather-resistant receptacles with cast aluminum in-use weatherproof covers will be provided for receptacles located on the building exterior. Flood boxes will be upgraded to meet building requirements.
4) Lighting will be upgraded to LED throughout the building as coordinated with the architectural modifications. Lighting layouts will be designed as a result of photometric calculations, with illumination levels designed to IES standards. Emergency lighting will be modified or added as required by Ohio Building Code.
5) The building's lighting control system will be upgraded to be compliant with the current edition of the Ohio Building Code and Ohio Energy Code. In general, spaces open to the public will be automatically controlled on a time schedule, and enclosed spaces (such as offices and meeting rooms) will be provided with dimming controls. Daylight-responsive controls will be provided where required.

FIRE ALARM

The building's existing fire alarm system will remain as-is.

COMMUNICATIONS (TECHNOLOGY)

Demo

1) Remove and salvage ceiling-mounted wireless access points for reinstallation, as required for new light fixture installation.

New Work

1) Install salvaged wireless access points.
2) Provide data connections and wireless access point coverage in new public huddle and meeting rooms, and new staff offices.

3) Data and voice cabling shall be Cat 6.

ELECTRONIC SAFETY & SECURITY

Demo

1) Remove and salvage any security cameras within extents of demolition or proposed new work.

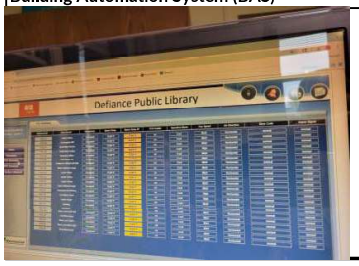
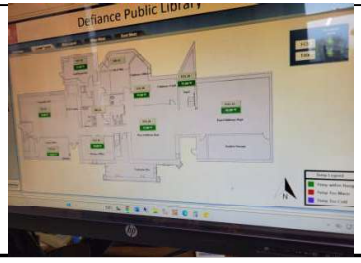
New Work

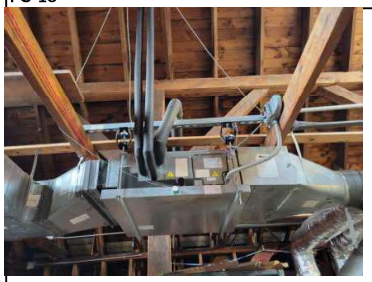
1) Reinstall salvaged security cameras.

END OF DOCUMENT

ATTIC HUMIDIFIERS			
	Water and waste piping were extended up to attic for two humidifiers installed in 2017.	1	
NATURAL GAS SYSTEM			
	No gas piping in building.	1	
MECHANICAL SYSTEMS			
EXHAUST, VENTILATION, AND RELIEF SYSTEMS			
Photo(s)	**Description**	**Priority**	**Recommendation**
Bathroom exhaust			
There is a lot of air movement in men's, women's, and family restroom. It appears that the ERV systems provide exhaust in these spaces.		1	
ERV-1			
	The ERV units throughout the building were manufactured in 2011. This equipment has a lifespan of 15-20 years. It is nearing end of life and should be monitored and planned for replacement. The photograph shows ERV-1 in the basement.	2	Monitor and replace within the next 5 years.
ERV-1 ductwork			

	ERV ductwork and insulation appears to be in acceptable condition and could be reused if equipment is replaced.	1	
Electric duct heaters in attic			
	There is an electric duct heater associated with each ERV (3 total). These have a similar lifespan to the VRF equipment (15 years) and are at the end of their life.	3	Replace.

CONTROLS			
Photo(s)	**Description**	**Priority**	**Recommendation**
Building Automation System (BAS)			
 	The staff have fairly good access to the BAS and are able to monitor temperatures and adjust setpoints/schedules, but Gary does not have access yet. The exact date the BAS was installed is unclear. All the VRF systems are integrated with the BAS.	1	

HEATING AND AIR-CONDITIONING SYSTEMS			
Photo(s)	**Description**	**Priority**	**Recommendation**
Director's office			
The director's office does not have a thermosat and appears to be zoned with the large adjacent lobby area. It is warm in the summer and cold in the winter.		2	Investigate a dedicated system for this room or at least some other modification to the existing system to improve thermal comfort.
FC-18			
	The entire building is served by a VRF system that is about 15 years old. The entire VRF system was installed in 2010 except for one condensing unit that was replaced on the roof. The equipment is at end of life. There are three VRF fan coil units installed in the attic. FC-18 is shown in the photograph.	3	Replace VRF systems.
Attic ductwork			
	Attic ductwork and insulation appears to be in acceptable condition and could be reused if equipment is replaced.	1	
Attic			

There are bats living in the attic and they have left droppings on the equipment and ductwork. This is a health concern and should be addressed.		3	Prevent bats from entering the attic and remove doppings.
Thermostat placement			
	Some of the thermostat placement and thermal zoning in the basement is not ideal, but staff reports that temperature control is usually adequate. The exception to this is during cold weather, when cold air fills the lowest level of the building.	2	
Wall heaters			
	There are wall heaters at the entrances in the basement. These are about 15 years old and also near the end of their useful life. If they were replaced with higher capacity units it could help to alleviate the cold temperatures experienced on the lower level. Heated air curtains at these locations could help. Also increasing the building pressurization could help here.	2	Replace failing heaters as needed.

FC-1			
	The photograph shows FC-1 in the basement. This equipment is 15 years old and at end of life.	3	Replace VRF equipment.
Basement ductwork			
	In general, ductwork and insulation associated with VRF equipment in basement appears to be in acceptable condition and could be reused if equipment is replaced. Some units appear to have motorized dampers to turn outside air on/off. Damper actuators are orange boxes in the photograph. Damper actuators may be nearing the end of their useful life.	1	
FC-7			

	The server room is served by a dedicated split system.	3	Replace.
HP-5			
	The condensing unit for the split system that serves the server room is on the Eest roof. The serial number indiicates that it is 15 years old and at the end of its useful life.	3	Replace.
Air filters			

	There are several HEPA air filters installed throughout the building. It appears that these were installed 2020 or later.	1	
East Mezzanine wall grilles			
	The design of the wall grilles near the floor indicates that they are quite old, and they show signs of abuse.	2	These could be replaced to refresh the space.
East mezzanine FC-20			

	FC-20 serves the east mezzanine. It is about 15 years old like all the other VRF equipment and at or near the end of its useful life.	3	
East roof condensing units			
	Condensing units on east roof are 15 years old like all the other VRF equipment and at or near the end of its useful life. Also refrigerant insulation was not jacketed and has deteriorated.	3	Replace piping and insulation and provide jacket. Replace VRF equipment.
East roof ERV-6			

	ERV-6 was manufactured in 2011. It is at or near the end of its useful life. The ductwork associated with the unit appears to be in acceptable condition and could be reused if equipment is replaced.	3	Replace ERV.
West Roof Condensing units			
	One condensing unit on the west roof is from 2010 and at the end of its life. The other unit was recently replaced, but is have issues. It appears that there may be a refrigerant leak in the system.	3	Replace older unit; repair newer unit.
West Roof refrigerant piping			

	Refrigerant insulation was not jacketed and has deteriorated.	3	Replace piping and insulation and provide jacket.

ELECTRICAL SYSTEMS			
DISTRIBUTION EQUIPMENT			
Photo(s)	**Description**	**Priority**	**Recommendation**
ELECTRICAL DISTRIBUTION SYSTEM		1	
 	The main service originates from a utility pole on Fort Street, runs underground to an elevated pad-mounted transformer located behind the building, runs through a building-mounted CT cabinet and then up to the main floor. The building is provided with a 208Y/120V, 3 Phase 4 wire service.		
SERVICE ENTRY EQUIPMENT		2	