North Central Area Transit

NORTH CENTRAL
AREA TRANSIT
419-448-7344

Request for Qualifications
Architectural and Engineering Services

RFQ NO. NCAT 2026-01
North Central Area Transit
Seneca County Garage and Bus Wash Building

Issued: 6/1/2026

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I. Introduction

A. General Overview

Statements of Qualifications are hereby requested by North Central Area Transit (hereinafter "NCAT") for Architectural and Engineering (A&E) to design a vehicle storage facility and supporting infrastructure. The dimensions of the facility will be approximately 18,956 sf, which will allow NCAT to store all of its fleet in a climate-controlled area. The Transit yard and employee parking area will be paved, and proper drainage installed. The total area to be paved is 20,000 square feet. Approximately 300 feet of additional fencing will need to be erected to keep all of the assets within the compound and an automatic gate will be installed. Installation of solar panels on the roof of the facility will be added to help reduce the carbon footprint of NCAT.

B. Organization Overview

North Central Area Transit (NCAT) is a local Non-Profit 503 (c) (3) entity. As a rural transportation agency in North Central Ohio. NCAT operates 52 vehicles and has secured funding to add 12 propane vehicles to its fleet. Each year, NCAT completes over 70,000 trips, providing essential transportation services to the community. The agency is funded by grants from the Ohio Department of Transportation and the Federal Transit Authority.

C. Single Point of Contact

Firms must direct all communications regarding this solicitation to the Single Point of Contact identified below:

Mary E. Habig
North Central Area Transit
419-448-7344
mhabig@ncatohio.org

Please do not initiate communication related to this solicitation with any employees of (North Central Area Transit or North Central Area Transit Board of Directors other than the Single Point of Contact noted above. Firms may be disqualified for violating this restriction on communications. If it should appear to a firm that any aspect of this RFQ is not sufficiently described or explained, or that a conflict or discrepancy exists between any federal, state, or local law, ordinance, rule, regulation or requirement, then the firm shall submit via email a request for clarification to the Single Point of Contact by 5:00 PM Eastern on **June 8, 2026** Please put **"North Central Area Transit RFQ"** as the subject of your email and cite the section, subsection, and heading that you are referring to. NCAT will subsequently provide written responses to any such requests for clarification available via addendum by 5:00 PM Eastern on **June 18, 2026.**

D. Pre-proposal Conference and Site Visit

A non-mandatory site walkthrough will be held at 3446 S. Twp. Rd, Tiffin, OH 44883 will be **on June 23, 2026**

Attendance at the site walkthrough is encouraged.

Firms will be asked to confirm in writing the verbal questions posed during the site walkthrough by emailing the Single Point of Contact. **The deadline for submission of questions is 4:00 pm EST June 30, 2026**

Questions presented by any firm, and NCAT answers to such questions, will be shared via addendum **by 4:00 pm, EST on July 10, 2026**. NCAT will not be bound by any formal explanation, clarification, or interpretation, oral or written, by whomever made, that is not incorporated into the addenda duly issued by NCAT.

All firms are responsible for providing a valid email address to receive addenda information for the RFQ.

E. Solicitation Provision

1. Conflict of Interest

These policies shall apply to North Central Area Transit employees involved in procurement. It is a breach of ethical standards for any North Central Area Transit employee to participate directly or indirectly in a procurement when the employee knows:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

In addition, any persons acting as members of an evaluation committee for any procurement shall, for the purposes of the procurement, be bound by the conditions of this Section. Throughout the bid/proposal evaluation process and subsequent contract negotiations, offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of any evaluation committee, the North Central Area Transit employees other than the designated procurement officer.

2. FAR 52.204-8 - Annual Representations and Certifications (MAR 2026)

This solicitation incorporates by reference the Offeror's annual representations and certifications completed in the System for Award Management (SAM.gov), in accordance with FAR Subpart 4.12. Offerors shall ensure that their SAM.gov registration is active and that all annual representations and

certifications are current, accurate, and complete at the time of proposal submission. Offerors identifying changes pursuant to FAR 52.204-8(d) shall submit updates with their proposal.

3. Supplemental Certifications

In addition to reliance on SAM.gov Annual Representations and Certifications under FAR 52.204-8, Offerors must complete and submit the solicitation-specific certification forms contained in Appendix D (Government-Wide Debarment & Suspension) and Appendix E (Federal Certifications - Restrictions on Lobbying). These supplemental certifications do not replace the Offeror's SAM.gov representations; rather, they provide offer-specific, point-in-time attestations and disclosures required by applicable Federal laws and regulations.