Request for Qualifications

TITLE: DESIGN SERVICES FOR VARIOUS RENOVATION/ REPAIR TO MULTIPLE COUNTY BUILDINGS

RFQ NUMBER: RFQ 01-2019

DATE ISSUED: JANUARY 22, 2019

DUE DATE: FEBRUARY 12, 2019

TIME: 1:00PM

LOCATION: BUNCOMBE COUNTY GENERAL SERVICES DEPT

40 McCormick Place

Asheville, NC 28801

Telephone: 828.250.4233

**REQUEST FOR QUALIFICATIONS**

Pursuant to the General Statutes of North Carolina, statements of qualification will be received for the following:

REPAIR & RENOVATION OF VARIOUS FACILITIES

Buncombe County is seeking candidates interested in providing architectural/engineering services for the design of various small repair and renovation projects, on an as needed basis for 2019, located throughout Buncombe County. Statements of Qualification will be accepted until 1:00 p.m. on Tuesday, February 12, 2019 for the above‐named item at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Buncombe County encourages submittals from minority businesses by providing certified minorities an equal opportunity to participate in all aspects of the RFQ process. One digital copy in pdf format of said statements of qualification must be submitted in person or by email to [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org).

Additional RFQ submittal requirements may be obtained by contacting the General Services Department at (828) 250‐4233.

Request for Qualifications Authorized by:

Clint Shepherd

General Services Director

A. Purpose

Buncombe County anticipates access to funds for various repair and renovation projects thorough out various County facilities during calendar year 2019 and is seeking candidates interested in providing architectural/engineering services for the design of these projects on an as needed basis. Design/engineering services may be contracted on an as needed basis for projects individually budgeted less than $500,000. Engineering services being solicited other than Architectural include Mechanical, Electrical, Civil, Structural, Fire Protection, Surveying, and Plumbing.

B. Project Summary

Projects anticipated:

Roof Replacement on various buildings

Window Replacements in various buildings

Office Space renovation designs in various buildings

Clinical Space renovation designs in various buildings

Meeting Room / Conference Room renovation design in various buildings

Facility Additions designs to various buildings

Interior Renovations to include Space Planning in various buildings

Space Planning in various buildings

Facilities Assessments to various buildings

Surveying of land

Project requiring civil or structural engineering

Mechanical renovation

Electrical upgrades

C. Submission Requirements

• Letter of Interest – A letter of interest must be submitted giving the qualifications of the project team, including the firm history, individual resumes, current and completed projects over the last seven years.

* Please provide a list of four completed studies, analyses, and/or design of similar projects within the last seven years which are relevant to the scope of the project as listed above;
* Please list four projects similar in size, scope, and complexity;
* Demonstrate success with similar projects for local and state governments and educational institutions, preferably within North Carolina; and
* Provide examples of the past experience of key members of the proposed team on the projects itemized regarding the above.

• Provide an organizational chart and resumes which will address the following:

* Name the Principal in Charge, Project Manager, and other individuals to be assigned to the project, providing for each the number of years of service with the company, number of years of professional experience, and educational background inclusive of professional certifications (if a joint venture, please list the above for each firm to be involved). Please indicate the number of persons employed by (each) firm. If the firm has multiple offices, please also list the number of persons employed by each office location proposed to provide architectural services for this project.
* For sub‐consultants, inclusive of landscaping, surveying, engineering, civil engineering, or other key components, please list the names and addresses of each company, as well as the name of any individuals to be assigned to the project.

• Provide a list of the current workload of the firm(s), the individual workload of the

Project Manager(s).

• Provide the office location(s) which will be handling the project.

• Deadline – One digital copy in pdf format of the submission must be received by the Buncombe County General Services Department by 1:00 p.m. on February 12, 2019. Emailed to [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org) or received via thumb drive at General Services Department 40 McCormick Place.

D. Qualifications

Applicants will be evaluated in conjunction with the anticipated needs of County and information provided by the applicants as well as information obtained from references, persons, or other sources identified by the applicant or otherwise known by the County. Interviews are not anticipated, however, additional information may be requested. Buncombe County anticipates selecting several designers for the referenced work, followed by negotiations for service fees for one or multiple projects per firm.

E. Contact Information

Any questions about the submittal process should be directed to the contact person:

Pam King

Business Administrator

Buncombe County General Services Department

40 McCormick Place

Asheville, NC 28801

Telephone: 828‐250‐4233

E‐mail: [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org)