



Request for Qualifications

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

RFQ NUMBER: RFQ 01-2020

DATE ISSUED: APRIL 27, 2019

DUE DATE: MAY 12, 2020

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 and/or engineering services for the design of various small repair and renovation projects, on an as needed basis for the remainder of 2020, located throughout Buncombe County. Statements of Qualification will be accepted until 1:00 p.m. on Tuesday, May 12, 2020 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 and generalservices@buncombecounty.org.

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

Request for Qualifications Authorized by:

Michael Mace
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 2020 and is seeking candidates interested in providing architectural and/or 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 in various buildings
- Master Planning for various departments
- Space Planning in various buildings
- Facilities Assessments to various buildings
- Life Safety improvements in various buildings
- Security improvements in various buildings
- Surveying of land
- Project requiring civil or structural engineering
- Mechanical renovation or upgrades
- 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 May 12, 2020. Emailed to pam.king@buncombecounty.org and generalservices@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 firms for the referenced work, followed by negotiations of 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: 828-250-4246
E-mail: pam.king@buncombecounty.org