



General Services

Ronnie Lunsford
Facilities and Project Manager

REQUEST FOR QUALIFICATIONS

TITLE: CONSULTING TEAM TO DESIGN A BUILDING ENVELOPE REPAIR FOR THE
ADMINISTRATION BUILDING

DATE ISSUED: NOVEMBER 1, 2022

DUE DATE: NOVEMBER 14, 2022

TIME: 1:00 PM

LOCATION: BUNCOMBE COUNTY GENERAL SERVICES DEPARTMENT
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:

BUILDING ENVELOPE REPAIR FOR THE ADMINISTRATION BUILDING

Buncombe County is seeking candidates interested in designing a building envelope repair at the Administration Building. Statements of qualification will be accepted until 1:00 PM on November 14, 2022 for the above named item, at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in building envelope repair is encouraged. 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 qualifications must be submitted in person or by email to generalservices@buncombecounty.org and ronald.lunsford@buncombecounty.org. Questions about the submittal process may be asked by contacting the General Services Department of Buncombe County at (828) 250-4233 or generalservices@buncombecounty.org.

Request for Qualifications Authorized by:
Mike Mace
Director, General Services





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A. Purpose:

Buncombe County is seeking candidates interested in designing a building envelope repair for the Administration Building.

B. Project Summary:

The Administration Building is located at 200 College Street, Asheville, NC 28801. The building houses several County departments, as well as a tenant (TD Bank branch and offices). Exploratory work to determine what exterior envelope issues exist was completed in previous years and recommendations were made to rework the exterior envelope. Services provided by the firm or individual must include, but are not limited to:

- Review previous project information/recommendations and perform site visits to help develop a complete scope for the repair.
- Develop construction documents for the repair.
- Develop bid documents for the repair.
- Perform bid administration for the repair.
- Perform construction administration including but not limited to product submittal review, request for information review and response, payment application review, and closeout document preparation.
- Perform field observation reports as needed.
- Attend progress update meetings in person as needed.

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 projects similar in size, scope, and complexity.
 - Demonstrate success with similar projects for local and state governments, preferably within North Carolina.
 - Provide examples of the past experience of key members of the proposed team on the projects itemized regarding the above.





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- 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).
- Deadline – One digital copy in .pdf format of the submission must be received by the Buncombe County General Services Department by 1:00 PM on November 14, 2022. Email the submissions to generalservices@buncombecounty.org and ronald.lunsford@buncombecounty.org.

D. Qualifications:

- Interviews are not anticipated on this project.
- Applicants will be evaluated in conjunction with the anticipated needs of the 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.
- Candidates with prior similar work experience are urged to apply. Such experience includes, but is not limited to:
 - Experience in exterior envelope repairs of existing facilities.
 - Experience working with the needs of local government.

E. Contact Information:

Any questions about the submittal process should be directed to the Buncombe County General Services Department via email at generalservices@buncombecounty.org.

