



REQUEST FOR QUALIFICATIONS

TITLE: CONSULTING TEAM TO PROVIDE DESIGN SERVICES FOR AN OFFICE RENOVATION AT 200 COLLEGE STREET

DATE ISSUED: MARCH 1, 2024

DUE DATE: MARCH 14, 2024

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:

200 COLLEGE STREET OFFICE RENOVATION

Buncombe County is seeking candidates interested in providing design services for an office renovation at 200 College Street. Statements of qualification will be accepted until 1:00 PM on March 13, 2024, for the above-named item, at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in office space renovations 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





General Services

Ronnie Lunsford
Facilities and Project Manager

A. Purpose:

Buncombe County is seeking candidates interested in providing design services for an office renovation at 200 College Street.

B. Project Summary:

The building is located at 200 College Street, Asheville, NC 28801 is four stories, approximately 54,540 square feet, and houses several administrative departments for Buncombe County Government, as well as a leasing tenant, TD Bank. This renovation will mainly take place on the second floor of the building but is not limited to only that space. Services provided by the firm or individual must include, but are not limited to:

- Programming of departmental needs.
- Evaluation of current conditions as related to needs.
- Design for changes needed based on programming and evaluation. This to include:
 - Architectural Design
 - Interior Design
 - MEP Design
 - Fire Sprinkler Design
 - Special Systems Design
- Preparation of construction documents.
- Bid administration.
- Construction administration.
- Attendance of monthly meetings.
- Preparation of closeout documents.

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.





General Services

Ronnie Lunsford
Facilities and Project Manager

- 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 March 14, 2024. 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 based on the anticipated needs of Buncombe 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 office space programming and renovations.
 - 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.

