



General Services

Ronnie Lunsford
Facilities and Project Manager

REQUEST FOR QUALIFICATIONS

TITLE: DESIGN SERVICES FOR THE RENOVATION/REPAIR TO MULTIPLE BUILDINGS/FACILITIES ON ASHEVILLE CITY SCHOOLS CAMPUSES

DATE ISSUED: NOVEMBER 8, 2022

DUE DATE: NOVEMBER 22, 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:

DESIGN SERVICES FOR THE RENOVATION/REPAIR TO MULTIPLE BUILDINGS/FACILITIES ON ASHEVILLE CITY SCHOOLS CAMPUSES

Buncombe County is seeking candidates interested in providing design services for the renovation/repair to multiple buildings/facilities on Asheville City Schools campuses. Statements of qualification will be accepted until November 22, 2022, at 1:00 PM for the above named item, at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in public school design services 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 providing design services for the renovation/repair to multiple buildings/facilities on Asheville City Schools campuses.

B. Project Summary:

Asheville City Schools is located in western North Carolina's Blue Ridge Mountains, and one of fifteen city districts in the state. The district consists of 10 educational campuses and about 4,500 students. Work for this project will take place primarily on the campus at Asheville High School, 419 McDowell Street, Asheville, NC 28803, with a smaller portion of scope at other locations. Services provided by the firm or individual must include, but are not limited to:

- Design for auditorium renovations including HVAC systems, lighting and electrical systems, audio/visual systems, ceiling replacement, flooring repair/replacement, and seating upgrades.
- Design for water and sewer infrastructure improvements.
- Design for hydronic HVAC piping repair/replacement.
- Design for restroom renovations to accommodate current accessibility code and upgraded facilities.
- Design for interior finish repair/replacement to accommodate the project.
- Working with a Construction Manager at Risk to develop a complete project scope that fits within the established budget(s).
- Assist a Construction Manager at Risk with bidding for the project.
- Perform construction administration including but not limited to product submittal review, answering requests for information, and payment application review.
- Prepare periodic project updates complete with site visits and reports.
- Attend owner, architect, contractor meetings.
- Preparation of project close out documents for submittal to the owner.





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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 and educational institutions, preferably within North Carolina.
 - 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).
- Deadline – One digital copy in .pdf format of the submission must be received by the Buncombe County General Services Department by November 22, 2022 at 1:00 PM. Email the submissions to generalservices@buncombecounty.org and ronald.lunsford@buncombecounty.org.





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D. Qualifications:

- Interviews are not anticipated on this project.
- Applicants will be evaluated in conjunction with the anticipated needs of Asheville City Schools and 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 design for public school 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.

