



## General Services

Ronnie Lunsford  
Facilities and Project Manager

### REQUEST FOR QUALIFICATIONS

TITLE: CONSULTING TEAM TO DESIGN A RENOVATION FOR A BACKUP 911 CENTER LOCATED AT 35 WOODFIN ST

DATE ISSUED: JULY 29, 2021

DUE DATE: AUGUST 12, 2021

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 FOR A RENOVATION FOR A BACKUP 911 CENTER LOCATED AT 35 WOODFIN ST

Buncombe County is seeking candidates interested in designing a renovation for a backup 911 center located at 35 Woodfin St. Statements of qualification will be accepted until 1:00 PM on Wednesday, August 12, 2021 for the above named item, at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in conditions assessments 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](mailto:generalservices@buncombecounty.org), [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org), [scott.metcalf@buncombecounty.org](mailto:scott.metcalf@buncombecounty.org) and [ronald.lunsford@buncombecounty.org](mailto: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](mailto: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 renovation for a backup 911 center located at 35 Woodfin St.

B. Project Summary:

35 Woodfin Street was constructed in 1974 and is a 96,414 square foot, multiple department facility. The backup 911 center will be located on one wing of one floor in the facility. Services provided by the firm or individual must include, but are not limited to:

- Architectural and engineering services including mechanical, electrical and plumbing.
- HVAC upgrades to accommodate the necessary equipment for the 911 center.
- Addition of an emergency generator to operate the 911 center fully during a power outage.
- Schematic Design
- Cost Analysis
- Design Documents
- Construction Documents
- Bid Administration
- Construction Administration

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 similar to the size, scope and complexity of the project as listed above.
  - 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).
- Provide the office location(s) that 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 PM on August 12, 2021. Email the submissions to [generalservices@buncombecounty.org](mailto:generalservices@buncombecounty.org), [pamela.king@buncombecounty.org](mailto:pamela.king@buncombecounty.org), [scott.metcalfe@buncombecounty.org](mailto:scott.metcalfe@buncombecounty.org) and [ronald.lunsford@buncombecounty.org](mailto: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 design of 911 operational centers;
  - 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](mailto:generalservices@buncombecounty.org).

