



General Services Department

Pamela Freeman-King
Business Administrator

REQUEST FOR QUALIFICATIONS

TITLE: ARCHITECTURAL/ENGINEERING SERVICES FOR A NEW EMS BASE
DATE ISSUED: **OCTOBER 26, 2022**
DUE DATE: **NOVEMBER 17, 2022**
TIME: **1:00PM**
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 FY23 EMS BASE CONSTRUCTION

Buncombe County is seeking Statements of Qualifications from design firms interested in designing and providing construction administration for a new EMS base. Statements of qualification will be accepted until **NOVEMBER 17, 2022 AT 1:00PM** for the above named item, at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in designing EMS bases and/or Public Safety Facilities 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 pam.king@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



A. Purpose:

Buncombe County is seeking Statements of Qualifications from design firms interested in designing and constructing a new EMS base in response to increasing need of ambulance services in the county.

B. Project Summary:

The project will provide the design of a new EMS base facility that will include required amenities. Amenities to be included but not limited to: ambulance bays, sleeping/living quarters, kitchen area, etc. The facility will also require incorporating medical equipment handling, cleaning, and storage. The approved building design will serve as a master design and be replicated for future local EMS bases.

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 five 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.



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- 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 17, 2022, 1:00PM**. Email the submissions to generalservices@buncombecounty.org, pam.king@buncombecounty.org.

D. Qualifications:

- Interviews are not anticipated on this project at this time, but Buncombe County reserves the right to request interviews.
- Applicants will be evaluated in conjunction with 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.
- Buncombe County reserves the right to reject any/all submittals
- Candidates with prior similar work experience are urged to apply. Such experience includes, but is not limited to:
 - Experience in EMS bases and/or public safety 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.

