



### Request for Qualifications

TITLE: PROFESSIONAL ENGINEERING SERVICES FOR ENVIRONMENTAL ASSESSMENTS AT MULTIPLE LOCATIONS

RFQ NUMBER: FY23 – EA1

DATE ISSUED: JUNE 29, 2022

DUE DATE: JULY 14, 2022

TIME: 1:00PM

LOCATION: BUNCOMBE COUNTY GENERAL SERVICES DEPT  
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:

#### ENVIRONMENTAL ASSESSMENT OF MULTIPLE LOCATIONS

Buncombe County is seeking candidates interested in providing professional engineering services for the environmental assessment for multiple locations throughout Buncombe County. Statements of Qualification will be accepted until 1:00 pm on Thursday, July 14, 2022, for the above-named item at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. 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 qualification must be submitted in person or by email to [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org) and [generalservices@buncombecounty.org](mailto:generalservices@buncombecounty.org).

Request for Qualifications Authorized by:

Michael Mace  
General Services Director

## A. Purpose

Buncombe County is seeking candidates interested in providing engineering services for the environmental assessment of multiple locations throughout Buncombe County.

## B. Project Summary

Project may include various phases of environmental site assessments, various testing, as well as geotechnical exploration and assessments to multiple properties throughout Buncombe County. Parcels vary in size.

## 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 four projects similar in size, scope, and complexity;
  - Demonstrate success with similar projects for local and state governments and educational institutions, preferably within North Carolina; and
  - 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).
- Provide the office location(s) which 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 July 14, 2022. Emailed to [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org) and [generalservices@buncombecounty.org](mailto:generalservices@buncombecounty.org) or received via thumb drive at General Services Department 40 McCormick Place.

## D. Qualifications

Applicants will be evaluated in conjunction with the anticipated needs of 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. Interviews are not anticipated; however, additional information may be requested.

E. Contact Information

Any questions about the submittal process should be directed to the contact person:

Pam King  
Business Administrator  
Buncombe County General Services Department  
40 McCormick Place  
Asheville, NC 28801  
Telephone: 828-250-4246  
E-mail: [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org)