



## REQUEST FOR QUALIFICATIONS

TITLE: CONSULTING TEAM TO DESIGN THE FY24 HALL FLETCHER CAMPUS WIDE RENOVATIONS PROJECT

DATE ISSUED: FEBRUARY 2, 2024

DUE DATE: FEBRUARY 19, 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:

### FY24 HALL FLETCHER CAMPUS WIDE RENOVATIONS PROJECT

Buncombe County is seeking candidates interested in providing design services for the FY24 Hall Fletcher campus wide renovations project. Statements of qualification will be accepted until Monday, February 19, 2024 at 1:00 PM for the above named item, by the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in design services for occupied schools 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) 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





## General Services

Ronnie Lunsford  
*Facilities and Project Manager*

A. Purpose:

Buncombe County is seeking candidates interested in providing design services for the FY24 Hall Fletcher campus wide renovations project.

B. Project Summary:

Hall Fletcher is a K-5 elementary school located at 60 Ridgelawn Rd, Asheville, NC 28806. The facility, constructed in the mid-seventies, is a two-story structure and approximately 91,000 square feet. The project delivery method will be Construction Manager at Risk. Services provided by the firm or individual must include, but are not limited to:

- Design of exterior window and storefront door replacements.
- Design of HVAC/mechanical replacements including hydronic piping, air handlers, pumps, and controls.
- Design of kitchen area renovations consisting of equipment and interior finish replacements.
- Design for elevator modernization or elevator addition depending on budget.
- Providing schematic design, design development, and construction documents for the project.
- Working in partnership with the County and Construction Manager to develop a complete project scope that fits within the project budget.
- Developing a base bid and set of alternates that helps the County maximize the available budget.
- Assisting the Construction Manager at Risk with the bidding process.
- Construction administration during the project that includes reviewing project submittals and shop drawings, responding to requests for information, approving payment applications, and other typical CA processes.
- Attending monthly OAC meetings during the project.
- Compiling closeout documents at the completion of the project.

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 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.





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- 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 February 19, 2024 at 1:00 PM. Email the submissions to [generalservices@buncombecounty.org](mailto:generalservices@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 Asheville City Schools and 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 services for the renovation of educational facilities.
  - Experience working with the needs of educational systems and local government.





## General Services

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*Facilities and Project Manager*

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).

