



REQUEST FOR QUALIFICATIONS

TITLE: DESIGN SERVICES FOR THE RENOVATION/ REPAIR TO THE BUNCOMBE COUNTY COURTHOUSE

DATE ISSUED: November 3, 2023

DUE DATE: December 1, 2023

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 REPAIR & RENOVATION OF THE BUNCOMBE COUNTY COURTHOUSE

Buncombe County is seeking candidates interested in architectural/engineering services for the design of various repairs and renovations to the Buncombe County Courthouse with a focus on plumbing infrastructure. Statements of qualification will be accepted until Friday, December 1, 2023 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 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, pam.king@buncombecounty.org, and scott.metcalf@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 candidates interested in providing architectural/engineering services for the design of various repairs and renovations to the Buncombe County Courthouse with a focus on plumbing infrastructure.

B. Project Summary: The Buncombe County Courthouse is a historical structure built in 1927 and located at 60 Court Plaza. Most of the plumbing and mechanical infrastructure is original to the building.

Services provided by the firm or individual may include, but are not limited to:

- Design of water supply replacement
- Design of sanitary drainage replacement
- Design of steam pipe replacement
- Design of chilled water pipe replacement
- Design of HVAC systems and controls upgrades
- Design of restroom renovations
- Design of interior finishes replacements
- Working with a Construction Manager at Risk to develop project scope
- Assist a Construction Manager at Risk with bidding
- Perform construction administration
- Provide Landfill diversion plan

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.





General Services

Scott Metcalf
Facilities and Project Manager

- 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 Count General Services Department by Tuesday, October 26, 2021 at 1:00 PM. Email the submissions to generalservices@buncombecounty.org, pamela.king@buncombecounty.org, and scott.metcalf@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 conditions assessment services and renovations of occupied historic 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.