



General Services

Ronnie Lunsford
Facilities and Project Manager

REQUEST FOR QUALIFICATIONS

TITLE: CONSULTING TEAM TO DESIGN THE REPLACEMENT/REPAIR OF THE
ATHLETIC TRACK AT ASHEVILLE HIGH SCHOOL

DATE ISSUED: OCTOBER 15, 2021

DUE DATE: OCTOBER 28, 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:

TRACK REPLACEMENT/REPAIR AT ASHEVILLE HIGH SCHOOL

Buncombe County is seeking candidates interested in designing the replacement/repair of the athletic track at Asheville High School. Statements of qualification will be accepted until 1:00 PM on Thursday, October 28, 2021 for the above named item, at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in similar projects 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 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.

Request for Qualifications Authorized by:
Mike Mace
Director, General Services





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A. Purpose:

Buncombe County is seeking candidates interested in designing the replacement/repair of the athletic track at Asheville High School.

B. Project Summary:

Asheville High School is located at 419 McDowell Street, Asheville, NC 28801. The school is part of the Asheville City School system and currently serves grades 9-12. The athletic track at the school is deteriorated and currently unusable for sporting events. Services provided by the firm or individual must include, but are not limited to:

- Design of the replacement/repair of the track.
- Design of storm water utility around the track.
- Design of fencing, walks, equipment, striping and other associated components.
- Communicating and working with a geotechnical consulting during design and construction.
- Bid administration for the project.
- Construction administration for 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 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 public schools, 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 Thursday, October 28, 2021. Email the submissions to generalservices@buncombecounty.org, pamela.king@buncombecounty.org, and 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 athletic track and field design for school facilities;
 - Experience working with the needs of public schools and 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.

