



#### REQUEST FOR QUALIFICATIONS

TITLE: ADVANCED PLANNING – 35 WOODFIN  
DATE ISSUED: MAY 5, 2021  
DUE DATE: MAY 21, 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:

##### ADVANCED PLANNING – 35 WOODFIN

Buncombe County is seeking firms interested in providing services for Advanced Planning – 35 Woodfin. Statements of qualification will be accepted until 1:00 PM on Friday, May 21<sup>st</sup>, 2021 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 qualifications 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:

Mike Mace

Director, General Services

A. Purpose:

Buncombe County is seeking firms interested in providing Advanced Planning services for a forward facing facility at 35 Woodfin. The plan will include programming and schematic design for the approximately 96,000 square foot facility.

B. Project Summary:

The goal of this project is to assist the owner in designing the most efficient layout for co-location of multiple forward facing departments through programming and schematic design. Consolidating the needs of each department and providing efficient flow and maximum use of the facility are expected outcomes of the project. Initial space planning has been completed and departments identified for relocation.

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.
  - 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 Friday, May 21<sup>st</sup> 2021. Email the submissions to [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org) and [generalservices@buncombecounty.org](mailto:generalservices@buncombecounty.org). Qualifications may also be submitted in person at 40 McCormick Place, Asheville, NC 28801.

D. Qualifications:

- Interviews may be conducted prior to the selection of a firm for 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 advanced planning services of government facilities.
  - Experience in space management analysis of government facilities.
  - Experience working with the needs of local governments.

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).