



Request for Qualifications

TITLE: DESIGN SERVICES FOR NEW FLEET SERVICES COMPLEX
RFQ NUMBER:
DATE ISSUED: MARCH 25, 2020
DUE DATE: APRIL 10, 2020
TIME: 2:00PM
LOCATION: BUNCOMBE COUNTY GENERAL SERVICES DEPT
40 McCormick Place
Asheville, NC 28801
Telephone: 828.250.4237

REQUEST FOR QUALIFICATIONS

Pursuant to the General Statutes of North Carolina, statements of qualification will be received for the following:

DESIGN SERVICES FOR THE NEW FLEET SERVICES COMPLEX

Buncombe County is seeking candidates interested in providing architectural/engineering services for the design of a New Fleet Services Complex.

Statements of Qualification will be accepted until 2:00 p.m. on Friday, April 10, 2020 for the above-named project at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in the design of facilities maintenance complexes 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 submittal should be emailed to pam.king@buncombecounty.org or thumb drive submittal may be delivered to 40 McCormick Place.

Request for Qualifications Authorized by:

Michael Mace
Project Manager

A. Purpose

Buncombe County is seeking candidates interested in providing architectural and engineering services for the design of the New Fleet Services Complex.

B. Project Summary

Design for the construction of Fleet Services Complex. Approximately 400 County vehicles are serviced and repaired by the Fleet Services staff. Facility will require lifts and alignment equipment, office space, and parts warehouse. Project will require advanced planning for future growth and expansion.

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 designs 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 2:00 p.m. on April 10, 2020. Emailed to pam.king@buncombecounty.org and generalservices@buncombecounty.org or delivered on thumb drive to 40 McCormick Place.

D. Qualifications

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. Interviews are not anticipated, however, additional information may be requested.

Candidates with prior similar work experience are urged to apply. Such experience includes, but is not limited to:

- Provision of architectural and engineering services for the design of facility maintenance complexes;
- Experience working with the needs of community and local government.

E. Contact Information

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

Mr. Michael Mace
Project Manager
Buncombe County General Services Department
40 McCormick Place
Asheville, NC 28801
Telephone: 828-250-4237
E-mail: michael.mace@buncombecounty.org