



## Request for Qualifications

TITLE: RENOVATION OF GYMNASIUM INTO A MULTI-USE FACILITY AT 50 COXE AVENUE  
RFQ NUMBER: FY18-003  
DATE ISSUED: SEPTEMBER 21, 2017  
DUE DATE: OCTOBER 6, 2017  
TIME: 12:00PM (noon)  
LOCATION: BUNCOMBE COUNTY GENERAL SERVICES DEPT  
40 McCormick Place  
Asheville, NC 28801  
Telephone: 828.250.4242

### **REQUEST FOR QUALIFICATIONS**

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

#### RENOVATION OF GYMNASIUM INTO A MULTI-USE FACILITY AT 50 COXE AVENUE

Buncombe County is requesting proposals for architectural services for the renovation of a 9,800 square foot gymnasium into a multi-use facility. The selected firm will be tasked to design and space plan the existing facility into a warehouse for storage of documents and equipment, commercial office space, and training space. Design will include the most efficient use of space for the vertical storage of documents and equipment to maximize capacity while allowing for ample office and training space requirements.

Request for Qualifications Authorized by:

Clint Shepherd  
Project Manager

## A. Purpose

Buncombe County is seeking candidates interested in providing design services for the renovation of a 9,800 square foot gymnasium into a multi-use facility.

## B. Project Summary

Services provided by the Firm or Individual must include, but are not limited to, the following:

- Assist the Owner in evaluating the building and providing the most efficient space planning design.
- Assist the Owner in determining best design to fit needs of the building occupants.
- Provide a design that includes a warehouse/distribution center area for vertical storage of documents and equipment that could require the use of fork lift operation.
- Provide a design that includes ample office space and training space that follows the space planning guidelines of the County.

## 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 completed 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; 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 12:00 p.m. (noon) on October 6, 2017. Emailed to [clint.shepherd@buncombecounty.org](mailto:clint.shepherd@buncombecounty.org) and [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org).

#### 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.

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

- Experience in warehouse/distribution center facilities;
- Experience working with the needs of local government.

#### E. Contact Information

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

Mr. Clint Shepherd  
Project Manager  
Buncombe County General Services Department  
40 McCormick Place  
Asheville, NC 28801  
Telephone: 828-250-4242  
E-mail: [clint.shepherd@buncombecounty.org](mailto:clint.shepherd@buncombecounty.org)