



## Request for Qualifications

TITLE: DESIGN SERVICES FOR THE RENOVATION OF 40 COXE AVENUE  
RFQ NUMBER: RFQ 02-2018  
DATE ISSUED: JANUARY 11, 2018  
DUE DATE: JANUARY 23, 2018  
TIME: 2:00PM  
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 40 COXE AVENUE BUILDING

Buncombe County is seeking candidates interested in providing architectural/engineering services for the design of renovations to be performed for the HHS Building at 40 Coxe Avenue. Statements of Qualification will be accepted until 2:00 p.m. on January 23, 2018 for the above-named project 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 submittal should be emailed to [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org) or thumb drive submittal may be delivered to 40 McCormick Place.

Additional RFQ submittal requirements may be obtained by contacting the General Services Department at (828) 250-4237

Request for Qualifications Authorized by:

Clint Shepherd  
General Services Director

## A. Purpose

Buncombe County is seeking candidates interested in providing architectural/engineering services for the design of renovation to the HHS Building at 40 Coxe Avenue.

## B. Project Summary

Project includes design of office and meeting space as well as clinical space for the employee health clinic. Preliminary space planning and design has been completed. Design work to include demolition and reconstruction of designated areas on the ground, first, and second floors.

## 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; 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 January 23, 2018. Emailed to [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org) or received via thumb drive at General Services Department 40 McCormick Place.

#### D. Qualifications

Applicants will be evaluated in conjunction with the anticipated needs of 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:

- Provision of architectural and engineering services for the design of clinical spaces;
- 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. Dane Pedersen  
Construction Coordinator  
Buncombe County General Services Department  
40 McCormick Place  
Asheville, NC 28801  
Telephone: 828-250-4234  
E-mail: [dane.pedersen@buncombecounty.org](mailto:dane.pedersen@buncombecounty.org)