



REQUEST FOR QUALIFICATIONS

TITLE: COMPREHENSIVE FACILITY PLAN
DATE ISSUED: DECEMBER 30, 2019
DUE DATE: JANUARY 24, 2020
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:

COMPREHENSIVE FACILITY PLAN

Buncombe County is seeking firms interested in providing services for a Comprehensive Facility Plan. Statements of qualification will be accepted until 1:00 PM on Friday, January 24th 2020 for the above named item, at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in conditions assessments 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 pam.king@buncombecounty.org and ronald.lunsford@buncombecounty.org. Additional RFQ submittal requirements may be obtained by contacting the General Services Department of Buncombe County at (828) 250-4233.

Request for Qualifications Authorized by:

Mike Mace

Director, General Services

A. Purpose:

Buncombe County is seeking firms interested in providing services for a Comprehensive Facility Plan. The comprehensive plan will include facility conditions assessments alongside a space management plan for approximately two million square feet in multiple buildings. From the investigations and data collected, a fifteen-year capital plan will be developed. The firm will also conduct a space management study in order to create a long term space management plan.

B. Project Summary:

The goal of this project is to provide the County with a comprehensive understanding as to the condition of our facility portfolio alongside our current and future needs for building space.

- Assist the owner in evaluating the building needs by documenting its current condition pertaining to exterior envelope integrity, structural components, mechanical, electrical and plumbing infrastructure conditions, life safety and building code deficiencies, site conditions such as storm water drainage, utilities and parking lots, and interior finishes.
- Determine the cost of renovations, replacements and new construction, and priority schedule for the next 10-15 years.
- From the investigations, and data collected, a fifteen-year capital plan will be developed.
- Assist the owner in establishing criteria for renovation vs. replacement of the existing facility and determining new construction needs.
- Assist the owner in determining potential sites for construction of new facilities based on best land use parameters and County needs.
- The firm will also conduct a space management study to assist in optimizing efficiencies inside our facilities.
- Project future building needs based on data collected, programming needs and population growth.
- Investigating total square feet of leased space both as the lessee and the leaser. Plan on how to eliminate being a lessee through consolidation.
- Determine the total square feet and total underutilized square feet of space available within Buncombe County's building portfolio. Plan on how to consolidate operations in order to increase the buildings utilization. (How many square feet is needed and how many square feet will be needed in the future).
- Provide recommendations on aging buildings, are they worth investing in and is there an opportunity to improve customer service?
- Provide recommendations on how to reallocate the buildings that could be abandoned if operations were consolidated?
- The plan will focus on County owned buildings (both occupied and not occupied by County employees) and leased buildings that are occupied by county employees. A list of buildings will be provided.

C. Data Collection Methodology:

- In the initial phase, the firm shall work with the County in developing a standard for data collection in order to ensure consistency and completeness of data to be gathered at different buildings.
- If the firm decides to use separate teams to collect data, they may do so however, the firm must ensure consistency.
- The firm selected must provide a schedule with planned site visits for specific buildings.
- The firm chosen shall adhere to County protocol when visiting a facility. County protocol for on-site visits will be established with the assistance of County departments prior to the start of the visits.
- The firm shall obtain from the County and review existing drawings for each building prior to its on-site reviews. Note: Complete records for some buildings may not be available.
- Interview with occupants, General Services and others shall be conducted for each facility. A standard set of questions will be asked in order to maintain consistency.
- Digital photos, conceptual drawings and narrative summaries shall be conducted for the study and plans.

D. Meetings, Reports and presentations:

- Participate in periodic progress meetings with Buncombe County's General Service Director and key stakeholders.
- Submit monthly progress reports detailing progress on completion of the study and planned work, any issues or barriers the firm has encountered requiring resolution by the county, need to be included in the monthly progress report. (Milestones)
- Participate in periodic briefings with County senior leadership, elected or appointed officials, and other stakeholders during the project and / or at its conclusion, if required.
- Submit a comprehensive report, in both hard copy and electronic formats acceptable to the county, summarizing the study, plans and findings at the end of the project.
- Participate in meetings with the public, county managers, other senior leadership, and county commissioners to present the findings.

E. 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, January 24th 2020. Email the submissions to pamela.freeman-king@buncombecounty.org and ronald.lunsford@buncombecounty.org. Qualifications may also be submitted in person at 40 McCormick Place, Asheville, NC 28801.

F. 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 condition assessment services of government facilities.
 - Experience in space management analysis of government facilities.
 - Experience working with the needs of local governments.

G. Contact Information:

Any questions about the submittal process should be directed to the Buncombe County General Services Department via email at generalservices@buncombecounty.org.