



REQUEST FOR QUALIFICATIONS

TITLE: SHERIFF'S OFFICE AT LEICESTER CROSSING SPACE PLAN AND EXPANSION DESIGN

DATE ISSUED: APRIL 1, 2020

DUE DATE: APRIL 13, 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:

SHERIFF'S OFFICE AT LEICESTER CROSSING SPACE PLAN AND EXPANSION DESIGN

Buncombe County is seeking firms interested in providing services for a space plan and expansion design for the Sheriff's office at Leicester Crossing. Statements of qualification will be accepted until 1:00 PM on April 13, 2020 for the above named item, at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Prior experience in similar projects 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, ronald.lunsford@buncombecounty.org and generalservices@buncombecounty.org.

Request for Qualifications Authorized by:

Mike Mace

Director, General Services

A. Purpose:

Buncombe County is seeking firms interested in providing services for a space plan and expansion design for the Sheriff's office at Leicester Crossing.

B. Project Summary:

The Buncombe County Sheriff's office currently occupies approximately 8,000 square feet of the facility at 339 New Leicester Highway (Leicester Crossing). There is approximately 7,000 square feet of unused space at the facility that was vacated by a previous tenant. The goal of this project is to provide Buncombe County with a space plan for the area and a design for the expansion of the Sheriff's Departments operations at the facility. The project will include, but is not limited to the following components:

- Assist Buncombe County and the Sheriff's Department in evaluating the space and developing a plan for utilization.
- Design an expansion of the evidence storage and processing area.
- Design the addition of an emergency generator to provide backup power so that operations and security can continue when power outages occur.
- Design a Criminal Investigations Department (CID) area and office space so that detectives can examine, analyze, and log evidence securely and efficiently.
- Provide cost estimates for the project(s).
- Provide bid documents for the project(s).

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 projects which are relevant to the scope of the project as listed above and of similar size, scope and complexity.
 - Demonstrate success with similar projects for local and state governments, 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 April 13, 2020. Email the submissions to pamela.freeman-king@buncombecounty.org, ronald.lunsford@buncombecounty.org and generalservices@buncombecounty.org. Qualifications may also be submitted in person at 40 McCormick Place, Asheville, NC 28801.

D. Qualifications:

- Interviews are not anticipated 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 space analysis of law enforcement and government facilities.
 - Experience working with the needs of local law enforcement and 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.