


TRANSMITTED VIA EMAIL: 3 pages

TO: ALL PLAN HOLDERS AND POTENTIAL BIDDERS
FROM: TIFFANY McCANTS, PURCHASING OFFICER 
SUBJECT: REQUEST FOR QUALIFICATIONS: DESIGN TEAM SERVICES GLEN
ARDEN ELEMENTARY SCHOOL ADVANCED PLANNING STUDY
DATE: NOVEMBER 19, 2019

RFQ# 37-19

The following specifications are hereby made a part of the original documents.

**REQUEST FOR QUALIFICATIONS:
DESIGN TEAM SERVICES GLEN ARDEN ELEMENTARY SCHOOL ADVANCED PLANNING STUDY
Issued: November 19, 2019**

The Board of Education is hereby soliciting responses from qualified architectural, engineering teams and/or construction specialists. Professional services will be procured through a qualification-based selection process, in accordance with G.S. 143-64.31, G.S. 143.64.32, and G.S. 115C-521(E). Professional services will be rendered using a standard Buncombe County Schools professional contract or Purchase Order. The scope of work is described herein:

SCOPE OF WORK:

The architectural/engineering and construction specialist services include: investigation of existing conditions and schematic design to address school security, accessibility and capacity issues in relation to current NC Building Code and NCDPI requirements. Upon completion of schematic design work, a budget, phasing plan and schedule will be required to be presented as a final report for consideration by the Board of Education for further action. Significant investigation of existing conditions including modular classroom utilization is required with school staff interviews, school security best practices, as well as BCS Facility, Maintenance and Technology Department input.

PROJECT SCHEDULE:

The work related to the Study will begin immediately upon selection and contract execution on or about February 10, 2020. Final report shall be delivered by June 1, 2020.

SUBMITTAL REQUIREMENTS:

Three (3) copies of the submittals shall be made in an 8 ½" x 11" bound hardcopy format. Provide (1) electronic copy in pdf format on CD or flash drive. Limit responses to no more than 16 one-sided or 8 double-sided sheets. Submittals not meeting these requirements may not be considered. The submittal shall contain no less than the following:

- Cover sheet title: "Glen Arden Elementary: Advanced Planning Study", Date, Firm name and contact information. Link to firm website and/or optional supplementary information.
 - Letter of introduction stating interest and unique qualifications and capabilities.
- Tab 1** Office, project manager and design team members and/or firms to service the project with bio of firm, team members and licenses and certifications. Flow diagram graphically representing team organization. Lead designer for each specialty must be clearly identified.
- Tab 2** A list of other projects with client references for which similar work has been performed.
- Tab 3** Reports or graphic illustrations of similar work performed.

SELECTION SCHEDULE:

Responses to this RFQ are due at NOON on Thursday, December 19, 2019.

Interviews may be requested and/or a shortlist of firms may be requested by the Selection Committee to submit additional information. Demonstration of school related experience, qualifications, scheduling, budget and cost control capabilities, experience with CMAR projects and specialized skills will be of interest to the Committee. A selection and two alternates will be made in December 2019 and Designer services are expected to begin in February 2020. If contract negotiations are not successful with the initial selection, the alternate selections will be contacted.

All submittals, questions and inquiries shall be sent to:

Tim Fierle, AIA
Director of Facilities
Buncombe County Schools
175 Bingham Road
Asheville, NC 28806
Phone: 828-255-5916
Email: tim.fierle@bcsemail.org

Under no circumstances shall contacts be made with other Buncombe County Schools' personnel or members of the Buncombe County Board of Education regarding this Request for Qualifications and selection process.

End Request for Qualifications: GLEN ARDEN ELEMENTARY: ADVANCED PLANNING STUDY