

**RFQ 42-16**  
**Issued: 10/20/16**

**REQUEST FOR QUALIFICATIONS:  
STEM/ CHILD NUTRITION FREEZER BUILDING REPLACEMENT**

The Board of Education is hereby soliciting responses from interested architectural, engineering or Professional Building Envelope Consulting firms. All professional services will be procured through a qualification-based selection process, without regard to fee, in accordance with G.S. 143-64.31, G.S. 143.64.32, and G.S. 115C-521(E). The scope of work is described herein.

Professional services will be rendered using a standard Buncombe County Schools contract.

**SUMMARY OF WORK**

Buncombe County Schools is seeking consulting services to conduct a feasibility study to consider the replacement of an existing Freezer / Cooler building which supports the STEM High School and Child Nutrition Department located at the Buncombe County Schools Administrative Services Building at 175 Bingham Road, Asheville.

The existing 4000 square foot freezer building structure is a part of an approximately 170,000 square foot multi-use building complex. The freezer building would be replaced in approximately the same size in an altered location to provide improved energy efficiency and building user circulation. The new location would provide access to the Maintenance Warehouse Loading dock and interior connection to the main STEM school.

The design team is to demonstrate specialized expertise in freezer building design, engineering and familiarity with Asheville City Zoning requirements and current North Carolina Building and Energy Codes.

The feasibility study may continue to full design and construction administration services by the same design team.

**FEASIBILITY SCOPE OF WORK:**

The Designer shall:

- Verify and document existing building and site conditions.
- Verify applicable zoning and building code requirements for changes to the existing building.
- Interview users for needs assessment, system requirements and overall building circulation elements.
- Provide a recommended budget to include all required components.

**SUBMITTAL REQUIREMENTS:**

Four (4) 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. Proposals more than 16 one sided sheets may not be considered. The submittal shall contain no less than the following:

1. Cover sheet title: "RFQ: Design Services for Freezer Building Replacement for Buncombe County Schools", Date, Firm name and contact information. Link to firm website and/ or optional supplementary information.
2. Letter of introduction and interest stating specific project for consideration as defined above.

3. 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.
4. A list of other client references for which similar work has been performed.
5. Reports or graphic illustrations of similar work performed.

**HISTORICALLY UNDERUTILIZED BUSINESSES:**

Pursuant to General Statute 143-48 and Executive Order #150, Buncombe County Schools invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

The Contractor agrees in particular to maintain open hiring and employment practices and to receive applications for employment in compliance with all requirements of applicable federal, state and local laws and regulations issued pursuant thereto relating to nondiscriminatory hiring and employment practices. Each Prime Contractor shall undertake an affirmative action program to ensure that no person shall be excluded from participation in any employment activities because of age, sex, race, religion, color, national origin or handicap.

**SELECTION SCHEDULE:**

**Responses to this RFQ are due at 3pm on Wednesday, November 9, 2016.**

Interviews are not anticipated, however, a shortlist of firms may be requested by the selection committee to submit additional information. The selection committee will recommend a design team to the Buncombe County Board of Education for the referenced work, followed by negotiations for service fees.

Selection committee recommendations are planned to be made to the Buncombe County Board of Education at the regular monthly meeting on Thursday, December 1, 2016.

All submittals, questions and inquiries shall be sent to:

Mary Beth Kingston, AIA  
Assistant to Director of Facilities  
Buncombe County Schools  
175 Bingham Road  
Asheville, NC 28806  
Phone: 828-255-5916  
Email: [Marybeth.kingston@bcsemail.org](mailto:Marybeth.kingston@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: STEM/ CHILD NUTRITION FREEZER BUILDING REPLACEMENT**