

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** February 7, 2022

**SUBJECT:** Requests for Qualifications

**PRESENTER:** Marcus Jones, County Engineer  
David Berry, Construction Project Manager

**ATTACHMENTS:** Yes  
1) Proposed Edneyville Sewer – Engineering Services  
2) VFW Facility  
3) 95 Courthouse/Detention Center – Architect Services

**SUMMARY OF REQUEST:**

At the Board’s January 17, 2022 Budget Retreat, the Board was presented information on a number of potential capital projects. Attached is information concerning the scope of work for each project, which will be incorporated into Requests for Qualifications. All projects will be brought back to the Board for final selection of the firms to conduct the services requested.

**BOARD ACTION REQUESTED:**

No Board Action is requested, this item is for information only.

**Suggested Motion(s):**

*No motion suggested.*



## VFW Renovations

### Scope for Request for Qualifications

*Henderson County is requesting statements of qualifications for architectural services to design, permit and administer construction for the renovation of the old VFW facility at 900 N Main Street, Hendersonville, NC. The programming for the renovation was developed by studies from McMillan Pazden Smith Architects. The programming was presented to the Board of Commissioners during their January 19 2022, meeting. Excerpts from the programming presentation can be found below:*



## SITE PLAN - EXISTING

- No accessible parking to the lower level.
- Non-standard drive aisles width.
- Non-standard parking spaces.
- Not enough parking spaces for the desired use.



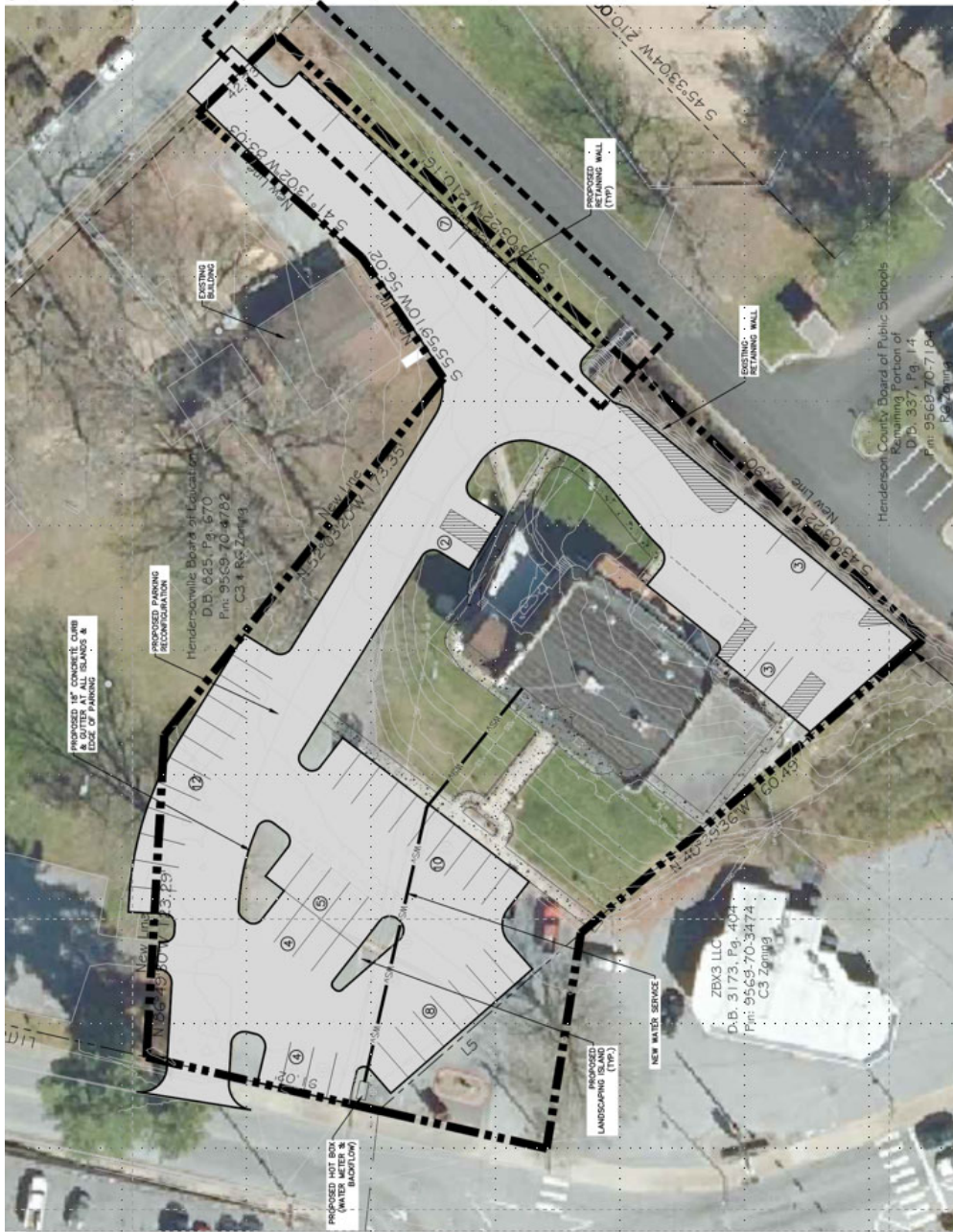
mcmillan  
pasdan  
smith  
ARCHITECTURE

# PROPOSED SITE PLAN

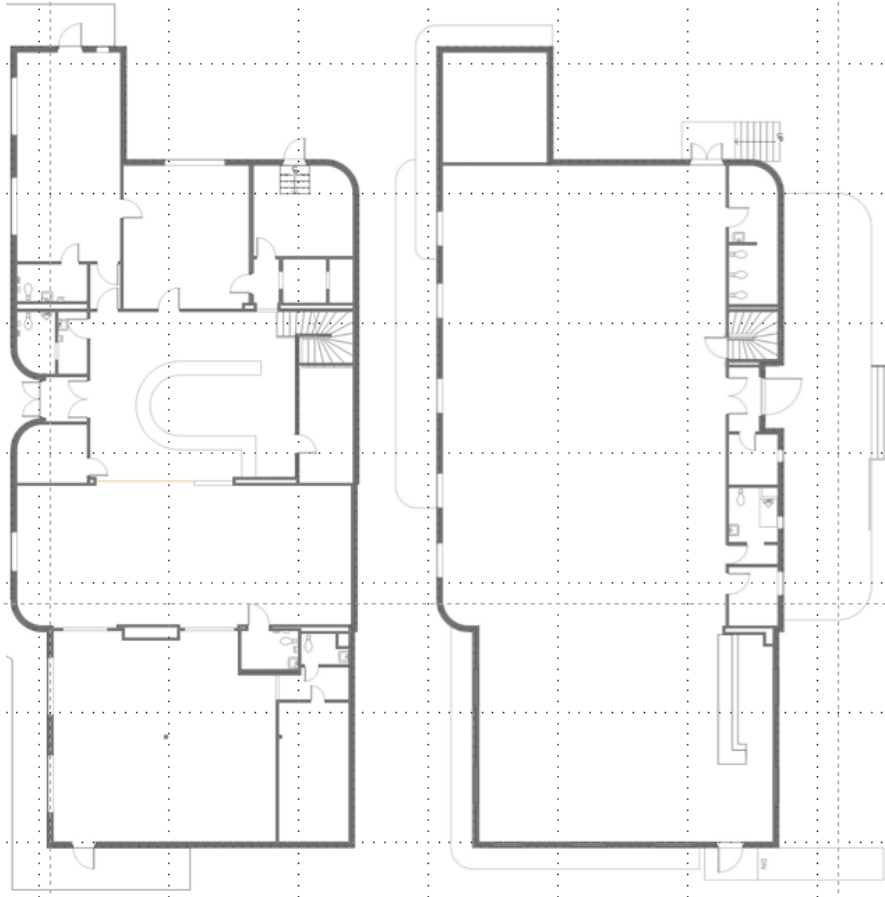
- Accessible parking
- Standard drive-aisles width.
- Standard parking spaces.
- Not enough parking spaces for the desired use.
- 51-58 parking spaces



mcmillan  
pazdan  
smith  
ARCHITECTURE



# EXISTING PLANS



- Non-compliant: ADA restrooms
- Non-functional kitchen equipment
- Non-compliant interior stair.
- Non-compliant: electrical
- Accessibility issues on lower level.



# PROPOSED LEVEL 1



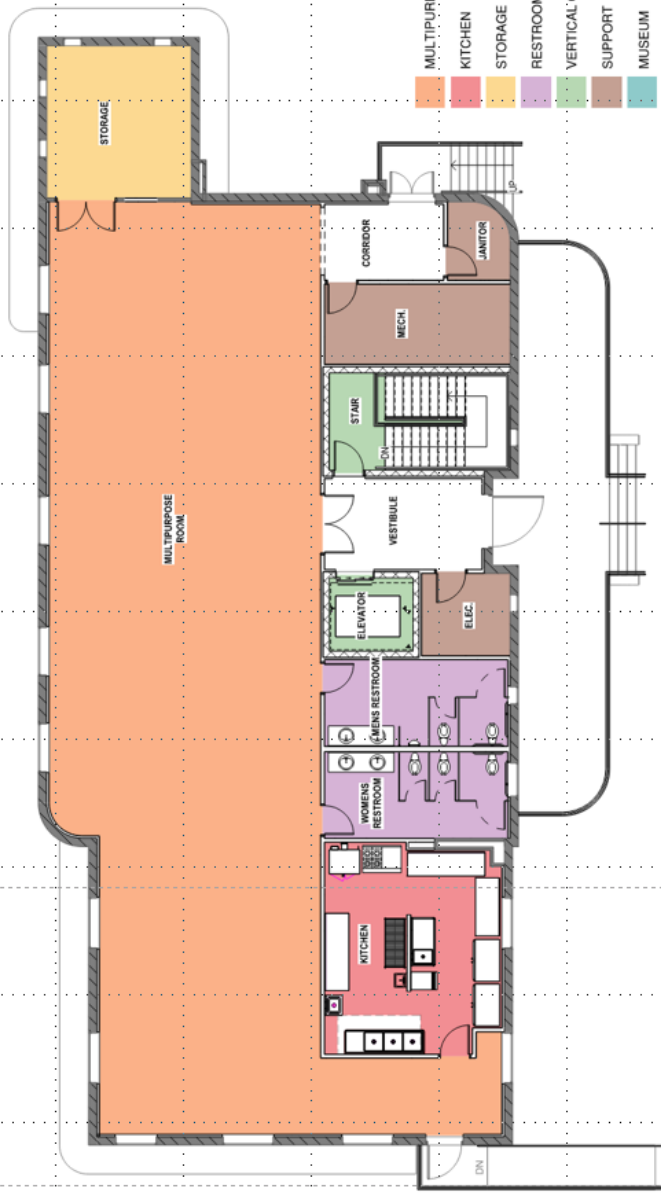
- MULTIPURPOSE ROOM
- KITCHEN
- STORAGE
- RESTROOM
- VERTICAL CIRCULATION
- SUPPORT
- MUSEUM
- MEETING ROOM
- OFFICE

- Accessible restrooms.
- Code compliant interior stair.
- Elevator
- Large and small community gathering areas.
- Parks and Rec Office
- Veteran Services Offices
- VFW Meeting Room + storage
- Museum/Display area for Veteran Services Artifacts



# PROPOSED LEVEL 2

- Accessible restrooms.
- Code compliant interior stair.
- Elevator
- Assembly area for 120+
- Catering/warming kitchen
- Finish upgrades
- New Furniture, technology



- MULTIPURPOSE ROOM
- KITCHEN
- STORAGE
- RESTROOM
- VERTICAL CIRCULATION
- SUPPORT
- MUSEUM
- MEETING ROOM
- OFFICE







## Henderson County Capital Projects

100 North King Street, Suite 206  
Hendersonville, North Carolina 28792

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**Memorandum To:** *Interested Qualified Firms*

**From:** *Thad Ninnemann*  
*Capital Projects Project Manager*

**Subject:** *RFQ; Architectural Design Services for the Henderson County Courthouse and Detention Facility*  
*Hendersonville, NC*

**Date:** *January 26, 2022*

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RFQ: Architect

Henderson County is soliciting services from qualified architects to provide design services for new construction and renovations to the Henderson County Courthouse and Detention Facility located at 200 North Grove Street in Hendersonville, NC. Interested qualified firms should submit Statements of Qualifications to the following address as detailed below by 4:00 pm on February 10, 2022.

Thad Ninnemann  
Capital Projects Project Manager  
County of Henderson  
100 North King Street Suite 206  
Hendersonville, North Carolina 28792

### **Proposed Scope of Service:**

The overall project scope will include renovations to the existing Henderson County Courthouse and Detention Facility as well as adding a new Annex building for the Courthouse and an addition to the Detention Facility as outlined in the Fentress Architects Judicial Complex Addition and Renovation Conceptual Plan, attached, through Option 2 for the Courthouse and Option 1 for the Detention Facility. A part of the architectural scope will be the necessary programming with Henderson County to provide a proposed design with cost estimates and schedules for approval. Additionally, the architectural services will be required to provide the necessary Construction Administration once the project is bid and awarded, to ensure project success.

Although the exact cost for this project is yet to be determined, the estimated overall construction budget cost is between \$105,000,000 and \$127,000,000.



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### **Format for Statements of Qualifications:**

Each proposal submitted in response to this solicitation should address the following elements:

1. A description of the professional qualifications of the firm and staff proposed for the architectural design services. Clearly indicate the experience (with current and previous firms) and roles of staff members. Include information about the firm's professional registration in North Carolina.
2. An explanation of the Architect's approach to addressing the proposed scope of services outlined in this document.
3. A brief description of projects completed that are similar in scope and size. For each project listed, please include the name of the entity and the name and contact information of the person who would be familiar with the work performed.
4. A schedule of hourly compensation rates for the proposed project team.
5. Additional references.

The following criteria will be used to evaluate the solicitations:

1. Evaluation of Project Team (20%)
2. Firm's History and resource capability to perform and provide the required services (20%)
3. Previous descriptions of similar design projects (20%)
4. Ability to relate to project requirements (20%)
5. Additional references. (10%)
6. Consultant location and familiarity with the area. (10%)

As a general guide to prospective proposers, the Professional Services selection procedures adopted by North Carolina, appropriately modified by Henderson County, will be employed in the selection process, and weighted as noted above. All proposals must include all aspects of North Carolina law and Henderson County policy. The owner may or may not interview potential candidates to assist in the selection process.

**Please note, firms may submit prior work product that shows their competence as it relates to this RFQ.** However, firms may **NOT** submit work products or designs for the project described in this RFQ. Firms can **NOT** submit an estimated total fee, total contract price, or an estimation of hours involved in completing the project in response to this RFQ.



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Responses to the Request for Qualifications must be received by 4:00 PM on February 10, 2022, at the address indicated above. Three (3) copies of the submission should be signed by an authorized official and mailed in a sealed envelope indicating the name of the firm. The envelope should be clearly marked, "Response to RFQ for Henderson County Courthouse and Detention Facility Architectural Design Services.

See "Doing Business with Henderson County" for general information and Henderson County Insurance and Bond Requirements along with Minority Business Participation Guidelines at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

### **REQUIRED CONTRACTUAL PROVISIONS**

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at [https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson\\_county/page/42611/purchase\\_order\\_terms\\_and\\_conditions\\_rev\\_03-26-2019.pdf](https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/purchase_order_terms_and_conditions_rev_03-26-2019.pdf)

These Terms and Conditions, which refer to a "purchase order", shall be deemed to be included in any contract entered into as a result of this Request for Proposals ("RFQ"), even if the RFQ seeks the provision of services or a mixture of services and goods instead of solely goods.

Any attempt by a proposed contracting party (the "Bidder") under the RFQ to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFQ to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

### **PUBLIC RECORDS**

In any Proposal made under this RFQ, any information claimed by a Bidder to be "confidential information", and any documents, memorandum, data, reports, analyses, compilations, records, pricing and evaluation of all or any portion of the transactions contemplated by this agreement may be deemed public records and subject to disclosure, in whole or in part, pursuant to the North Carolina Public Records Law. The County will provide the Bidder with reasonably prompt notice of any intended disclosures or

requests for disclosure pursuant to the North Carolina Public Records Law. The Bidder may then choose to seek judicial protection of the confidential information consistent with all applicable laws and regulations. Should a public records request be made for information from the Bidder, the County will, within a reasonable time, notify the Bidder of such public records request. The Bidder shall, within five (5) business days of said notification, deliver notice to the County that it objects to the County disclosing the requested information pursuant to the subject public records request. If no such notice is received by the



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County within five (5) business days, the Bidder shall be deemed to have waived any such objections. If the Bidder objects to the disclosure of the requested information, the Bidder agrees that it shall be solely responsible for the defense of and all the costs of the defense of any claim or complaint against the County for its refusal to disclose confidential information. The Bidder further agrees that if any such complaint or claim is filed it will indemnify the County and will reimburse the County for any and all damages awarded as a result of the refusal to disclose the requested information. The Bidder agrees that it releases the County from all loss, liability, claims or expense, including attorney's fees, arising out of or related to the release or disclosure or failure by the County to release or disclose confidential information. The Bidder further agrees that it waives the right to file any court action for any such release, disclosure, or failure to release or disclose confidential information.

Henderson County reserves the unqualified right to reject any and / or all statements of qualifications, and to waive any informalities in so far as it is authorized to do so and further specifically reserves the right to make the award in the best interest of the County. Qualified firms interested in providing qualification statements or having questions for this project may contact Thad Ninnemann @ [TNinnemann@Hendersoncountync.gov](mailto:TNinnemann@Hendersoncountync.gov)