



Henderson County Capital Projects

100 North King Street, Suite 206

Hendersonville, North Carolina 28792

Memorandum To: Interested Qualified Firms

From: *Thad Ninnemann
Capital Projects Project Manager*

Subject: ***Request for Qualifications: Architect
Design Services for HCPS Upward Elementary School Renovations***

Date: *July 8, 2019*

RFQ: Architect for Design Services

Henderson County Public Schools Upward Elementary Renovations

Henderson County is accepting qualification proposals for an Architect for design services for renovation and new construction to the Henderson County Upward Elementary School located at 45 Education Drive, Flat Rock, NC 28731, until July 24, 2019 by 2:00 pm, at the Henderson County Capital Projects Managers Office, located at 100 North King Street, Hendersonville, NC 28792. This project scope includes entry/site and cafeteria modifications inclusive of, but not limited to, creating a secure entry vestibule, expanding the size of the cafeteria to meet DPI guidelines, creating secure corridors at/around the cafeteria and main entrance, relocating the car and bus rider drop offs and reconfiguring the parking lots to accomplish same, new canopies, and access control components. Including design fees, the work has an estimated total budget, including Design and Owner contingencies, of approximately \$705,000.00.



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The Statement of Qualifications should include the following:

1. A brief description of the firm and its program of services with emphasis on projects related with school construction.
2. The project team and the individual qualifications of the members of the team.
3. A list of recent related project experience. The project experience of the project team and/or related experience within Henderson County is particularly important. In addition, each project listed needs to have past client contact information.
4. Any other information that might be relevant to the selection process.
5. Additional references.
6. Please submit 2 sets of hard copies of the qualification proposals, no emailed proposals will be accepted.

The selected firm will be qualified and selected based on the information contained in their respective submitted qualification packages.

Qualifications are due:

July 24, 2019 by 2:00 pm

Henderson County Government Offices

Attention: Thad Ninnemann

100 North King Street, 2nd Floor, Suite 206

Hendersonville, NC 28791

Location of Work:

HCPS Upward Elementary School

45 Education Drive,

Flat Rock, NC 28731



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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 this process. All proposals must include all aspects of North Carolina law and Henderson County policy. The owner retains the unqualified right to reject any and/or all proposals. The owner may or may not interview potential candidates to assist in the selection process.

For coordination, the primary contact for project information will be Thad Ninnemann, HC Capital Projects Project Manager, 828-577-1501, or at TNinnemann@Hendersoncountync.gov