



## 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 renovations to the Existing VFW Building  
Hendersonville, NC*

*Date: July 20, 2021*

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### RFQ: Architect

Henderson County is soliciting services from qualified architects to provide design services for renovations to the Existing VFW Building in Hendersonville, NC. Interested qualified firms should submit Statements of Qualifications to the following address as detailed below by 4:00 pm on August 4, 2021.

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 designs that address all necessary repairs and replacements of all building systems components including but not limited to HVAC, plumbing, electrical, structural, interior and exterior finishes, and parking, associated with a yet to be finalized design criteria and scope. A part of the architectural scope will be the necessary programming with Henderson County in order to provide a proposed design with cost estimates and schedules for approval. Additionally, the architectural services will be 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 budget cost is two to four million dollars.

#### **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



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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.

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>

As a party wishing to contract or otherwise do business with Henderson County, You must understand that you have a duty (imposed by North Carolina Law in 2013), as a condition of payment for goods provided or services rendered, to Comply with the requirements of Article 2 of Chapter 64 of the North Carolina



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General Statutes (E-Verify). Further, if you provide the goods and services to the County utilizing a subcontractor, you must require the subcontractor to comply With the requirements of Article 2 of Chapter 64 of the General Statutes as well. You are required to verify, by affidavit, compliance of these terms of this Section upon the County's request.

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)