

Randolph County Purchasing Office

725 McDowell Road, Asheboro, NC 27205

P: 336.318.6304 F: 336.636.7568 Email: lisa.garner@randolphcountync.gov

Request for Qualifications

For

Design for Randolph County Clerk of Court Offices

Description of Project

Randolph County is seeking a professional firm to provide preliminary and final design, bidding-phase services, and construction administration services for the renovation of the Randolph County Clerk of Court Offices. This design will build upon a preliminary space planning study that has already been completed.

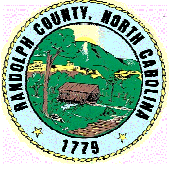
Definitions

As used in this RFQ, the following terms shall have the meanings set forth below:

<i>County:</i>	Randolph County Government
<i>Contract or Agreement:</i>	The contract(s) executed by the County and the Service Provider for the services covered by this RFQ
<i>RFQ:</i>	This Request for Qualifications for the services of preliminary and final design, bidding-phase services, construction administration services and any addenda issued by the County
<i>Services:</i>	The services described in this RFQ
<i>Service Provider:</i>	Each firm that submits a Qualifications Package for consideration by Randolph County in compliance with the requirements stated in this RFQ
<i>SOQ:</i>	Statement of Qualifications - The Service Provider's official response to this RFQ

Scope of Project

Renovations will take place at the Randolph County Courthouse located at 176 East Salisbury Street, Asheboro, NC 27203. The Clerk of Court office is located on the second floor. The project consists of 9,942 sf of existing space plus 6,284 sf of space from another department that will be vacating the building.



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Required Qualifications

In order to be considered for this project, a Service Provider must demonstrate that their team has the licensure and experience in design and construction administration of similar projects. The approximate beginning date for services is January 2020.

Statement of Qualifications Preparations

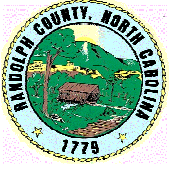
If you would like to be considered for providing the required Services to Randolph County, please mail or hand deliver one paper copy and one digital copy of your qualifications to:

Lisa Garner
Randolph County
Purchasing Officer
725 McDowell Road
Asheboro, NC 27205
lisa.garner@randolphcountync.gov

The SOQs are due by 10:00 AM EST, Wednesday, December 4, 2019.

Your SOQ should consist of the following information:

- a. A cover letter (no more than 1 page) signed by a person empowered to commit the firm to a contractual arrangement with Randolph County. The cover letter should also include all contact information (phone number, email address, and mailing address). The letter should identify the persons who will be responsible for regular communications with Randolph County.
- b. A brief history of the firm and key subs, including the following:
 - Size of the firm and office locations
 - Locations of the office(s) where the work associated with each element of the project will be performed
- c. A range of services provided, relevant work experience, capabilities and expertise that qualify the firm to undertake this project. Relevant work experience should include projects of similar size undertaken within the last five (5) years, involving the field personnel who will be assigned to this project.
- d. A list of the individuals who will be providing services to the County, including their individual work experience and certifications



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- e. A description of the firm's approach and methodology to execute the services required for this project
- f. A current certificate of insurance

Contact with County Staff

Maintaining the integrity of this RFQ is of paramount importance for the County. To this end, unless you have questions regarding the RFQ process itself, do not contact any members of the Randolph County staff until the contract is awarded. Questions regarding the process may be directed to Lisa Garner at lisa.garner@randolphcountync.gov. Failure to adhere to these restrictions may significantly reduce your prospects for selection.

Due Date

10:00 AM EST on Wednesday, December 4, 2019.

We look forward to receiving your qualifications package.

Lisa T. Garner
Randolph County
Purchasing Officer