

# Randolph County Purchasing Office

725 McDowell Road, Asheboro, NC 27205

P: 336.318.6304 F: 336.636.7568 Email: [lisa.garner@randolphcountync.gov](mailto:lisa.garner@randolphcountync.gov)

## **Request for Qualifications**

**For**

### **Evaluation and Preliminary Design of Buildings for a Historical & Genealogical Center and a Historical Exhibit Space**

#### **Description of Project**

Randolph County is seeking a professional firm to provide feasibility planning, preliminary and final design, bidding-phase services, and construction administration services for the renovations of the two spaces listed below.

#### **Definitions**

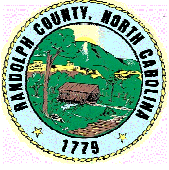
As used in this RFQ, the following terms shall have the meanings set forth below:

<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**

In January 2020 the first floor of the historic courthouse and the upper floor of the Adult Day Reporting Center will become vacant.

Architect will be asked to review the spaces for feasibility and develop preliminary drawings and cost estimates.



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The Adult Day Reporting Center is located at 143 Worth Street, Asheboro, NC 27203 and consisting of approximately 3,000 square feet and has been identified as a potential home for the Randolph County Library Historical & Genealogical Center (Randolph Room).

The historic courthouse is located at 145 Worth Street, Asheboro, NC 27203 consisting of approximately 6,000 square feet and has been identified as a potential home for a Randolph County Library historical exhibit space.

### **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**

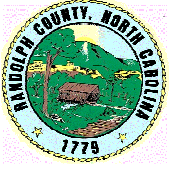
If you would like to be considered for providing the required Services to Randolph County, please mail or hand deliver two copies and one digital copy of your qualifications to:

Lisa Garner  
Randolph County  
Purchasing Officer  
725 McDowell Road  
Asheboro, NC 27205  
[lisa.garner@randolphcountync.gov](mailto:lisa.garner@randolphcountync.gov).

The SOQs are due by 10:00 AM EST, Friday, January 3, 2020.

### **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



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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
- 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](mailto:lisa.garner@randolphcountync.gov). Answers to questions will be posted on the Randolph County website (<http://www.randolphcountync.gov/Departments/Purchasing-Office/Bids>) by 5:00 pm, Tuesday, December 17, 2019. Failure to adhere to these restrictions may significantly reduce your prospects for selection.

### **Due Date**

10:00 AM EST on Friday, January 3, 2020.

We look forward to receiving your qualifications package.

Lisa T. Garner  
Randolph County  
Purchasing Officer