

# 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**

## **Renovations of the Northwest Randolph Human Services Center**

### **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 renovations of the two-story office building located at 215 Balfour Drive, Archdale, NC 27263.

### **Definitions**

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

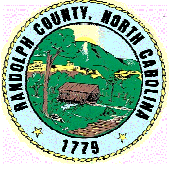
<i>County:</i>	Randolph County Government
<i>Contract or Agreement:</i>	The contract(s) executed by the County and the Service Provider for the services covered by this RFQ
<i>RFQ:</i>	This Request for Qualifications for the services of preliminary and final design, bidding-phase services, construction 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**

Renovate the existing office spaces of approximately 17,235 square feet to offices and/or clinical spaces for the Public Health Department and the Department of Social Services. (See Attachment A)

### **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 October 2022.



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### **Statement of Qualifications Preparations**

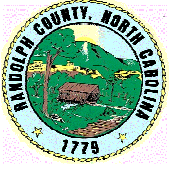
If you would like to be considered for providing the required Services to Randolph County, please mail or hand deliver three copies and one digital copy of your qualifications to:

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, Tuesday, September 27, 2022.

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



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### **Contact with County Staff**

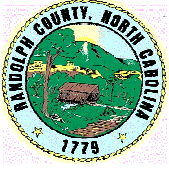
Maintaining the integrity of this RFQ is of paramount importance for the County. To this end, unless you have questions regarding the RFQ process itself, do not contact any members of the Randolph County staff until the contract is awarded. Questions regarding the process may be directed to Lisa Garner at [lisa.garner@randolphcountync.gov](mailto:lisa.garner@randolphcountync.gov). Answers to questions will be posted on the Randolph County website <https://www.randolphcountync.gov/273/Purchasing-Office> by 5:00 pm, Thursday, September 22, 2022. Failure to adhere to these restrictions may significantly reduce your prospects for selection.

### **Due Date**

10:00 AM EST on Tuesday, September 27, 2022.

We look forward to receiving your qualifications package.

Lisa T. Garner  
Randolph County  
Purchasing Officer



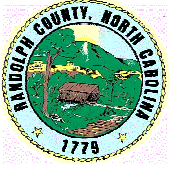
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## Attachment A





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## Attachment A Continued

