



## Henderson County Capital Projects

100 North King Street, Suite 204  
Hendersonville, North Carolina 28792

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**Memorandum To:** *Interested Qualified Firms*

**From:** *Bryan Rhodes*  
*Henderson County Construction Manager*

**Subject:** ***Request for Qualifications: Architectural Programming and Design Services,  
for Henderson County Health and Human Services Building***

**Date:** *July 10, 2024*

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### RFQ: Architectural Programming and Design Services

Henderson County is soliciting services from highly qualified Architectural Firms, to provide programming/design/consultant services, for Henderson County Government, for the Henderson County Health and Human Services Building. Interested qualified firms should submit **5 hard copies** of Statements of Qualifications, in a sealed envelope, to the following address as detailed below by 3:00 pm on July 31, 2024.

Bryan Rhodes  
Capital Projects Construction Manager  
County of Henderson  
100 North King Street Suite 204  
Hendersonville, North Carolina 28792

#### **Proposed Scope of Service:**

It is a proposed 9,000 square foot, existing shell space upfit. Even though the final budget is yet to be determined, the estimated all-in budget of the project should be 3-4 million dollars. The awarded Architect will perform the following tasks in order to complete the Health and Human Services Building Upfit, for Henderson County Government.

1. **Planning:** The Architect will coordinate the preliminary planning, as needed, to develop the HC HSB Building, for funding and schedule consideration, for the Capital Projects team.
2. **Design:** The Architect will provide intermediate plans for review by the Capital Projects team, and construction plans and specifications for the formal bid processes.
3. **Permitting:** The Architect will identify all required permits and prepare, submit, and respond to all permits based on the designs approved by the Capital Projects team.



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4. **Bidding:** The Architect will manage the bid process based on the approved and permitted design, in accordance with North Carolina General Statutes, Local Purchasing Policy, and the approved project budget and schedule.
5. **Construction Administration:** The Architect will assist Henderson County with administration of the construction of the projects. Special Inspections and Materials Testing will be performed by a third party, contracted by Henderson County.

### **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 architectural programming and 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 not listed in project experience.

**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.

### **Selection Process:**

Proposals submitted by the deadline will be evaluated by a selection committee comprised of representatives and staff from Henderson County. Each firm will be evaluated based upon the following weighted criteria.

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 per schedule of hourly compensation (20%)
5. Additional references. (20%)



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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 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.

### **Standard of Award:**

The standard of award for this Request for Qualifications will be based on the demonstrated competence and qualifications of firms, to provide architectural programming/design/consultant services for Henderson County Government. Proposals will be reviewed after opening and will be ranked in order of choice based on selection criteria at which point contract negotiations will begin with the most qualified firm. Should negotiations fail with the initial qualified firm, the County may, at its discretion, continue negotiations with lower ranked qualified firms. The County shall not be bound or in any way obligated until both parties have executed a contract. The County reserves the right to delay the award of a contract or to not award a contract.

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 Henderson County. Qualified firms interested in providing qualification statements or having questions for this project may contact Bryan Rhodes at [brhodes@hendersoncountync.gov](mailto:brhodes@hendersoncountync.gov)

### **Minority and Disadvantaged Businesses:**

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.

### **Terms and Conditions:**

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at [https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson\\_county/page/42611/terms\\_conditions.15.23\\_0.pdf](https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_conditions.15.23_0.pdf)

These Terms and Conditions, which refer to a "purchase order", shall be deemed to be included in any contract entered into as a result of this Request for Qualifications ("RFQ"), and shall be deemed to include any revisions or modifications required by subsequent Federal or North Carolina law.



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Any attempt by a proposed contracting party (the “Bidder”) under the RFQ to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFQ to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFQ is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.