

SECTION I

1. PURPOSE

In this Request for Qualifications (RFQ), the City solicits full service architectural design services through the planning, pre-construction and construction phases described below.

2. BACKGROUND AND SCOPE OF WORK

The City is seeking experienced architectural design professionals to assist in the planning, space design and supervising the remodel of approximately 19,000 square feet of space.

The expectation is that the project will commence by January 5, 2015, and the space will be completed for use and occupancy by December 15, 2015.

DESCRIPTION OF THE PROJECT

See Appendix 1 for existing space and floor plans.

- 1) Remodel of existing seventh and eighth floor of City Hall
 - (a) Location: 70 Court Plaza, Asheville, North Carolina
- 2) Elements: Existing seventh floor = 10,000 square feet (approximate)
Existing eighth floor = 9,000 square feet (approximate)
- 3) Objective: Remodel the existing seventh and eighth floors of City Hall to designed to accommodate a variety of uses including but not limited to multi-purpose meeting space for use by City Council, city boards and commissions, city staff and the public; space designed to foster innovative and collaborative efforts by teams on a per project basis; office space; and records and general storage.

3. RESPONSIBILITIES AND DELIVERABLES

The City of Asheville anticipates that a full complement of professional services shall be provided by the architect or architectural firm selected for this project. Basic design services shall include the following responsibilities at a minimum and any additional responsibilities reasonably necessary and customarily provided by architectural design and space planning professionals. The project is described in three phases below:

Phase I – Planning

Prepare an assessment and space needs analysis for the seventh and eighth floors. This assessment should consider the City's current and anticipated needs, space utilization, furniture, office, storage, meeting, training, innovation and teaming space, records and general storage needs.

- Conduct an assessment process that includes a series of meetings with City staff from various units and divisions to evaluate requirements of the existing space; and interviews with City representatives including but not limited to staff from the following departments/ divisions: City Manager's Office, Information Technology Department, Communications/ Public Engagement, Public Works/ Planning, Human Resources, Finance, General Services, and City Clerk.

SECTION II

Proposal Requirements and Information

1. TIME SCHEDULE

EVENT	DATE
Request for Qualifications Issued	August 29, 2014
Written Questions Submittal Deadline	September 19, 2014 at 3:00 p.m.
Final Date for RFQ Submittals	September 26, 2014 by 2:00 p.m. Eastern Daylight Time
Submittal Review (which may include interviews of most qualified firms)	Completed by October 24, 2014
Negotiate Contract with Most Qualified Firm and obtain any necessary approvals	Completed by November 21, 2014
Contract Approved (if necessary) and Signed	By December 19, 2014
Contract Work Starts	By January 5, 2015
Project Completion	By December 1, 2015