

Request for Letters of Qualifications

To: Qualified Architects with Relevant Experience

From: Southwestern N.C. Planning and Economic Development Commission
125 Bonnie Lane
Sylva, NC 28779

RE: Request for Letters of Qualifications

Your firm is invited to submit your Letters of Qualifications to become eligible for a possible interview for architectural/engineering services relative to design and construction requirements for the Southwestern N.C. Planning and Economic Development Commission.

This project is a collaborative effort with the Center for Agricultural and Food Entrepreneurship to build a value-added food handling and processing facility to be located at the WNC Farmers Market owned by the State in Buncombe County N.C. Work will include design and construction oversight of a facility able to accommodate multiple small businesses manufacturing FDA-approved food products or preparing catered meals via mobile carts or scheduled events held off-site.

Architectural firms with relevant experience in design of food handling and manufacturing facilities, as well as experience in working with projects funded by state or federal agencies, and working with NC State Construction office are welcome to submit a Letter of Qualifications.

Attached to this memo are the following:

1. A list of materials and information that should be included with your Letters of Qualifications.
2. A general definition of the scope of work.
3. A schedule of dates and requirements.
4. Exemplary line drawing of a similar facility.

For firms that are selected for an interview a tour of the site will be arranged.

Letters of Qualifications should be emailed to the following addresses not later than 5 p.m. on Friday, March 29th, 2019:

Mr. Russ Harris: russ@regiona.org

Mr. Smithson Mills: smithson@smithsonmills.com

Materials and Information to be Included with Letters of Qualifications

1. Name, address, and brief history of firm.
2. Resumes of personnel to be assigned to this project.
3. Related projects/areas of expertise on which the firm has performed work or had experience during the last five years. Include names and addresses of clients, and dollar amount for each example.
 - a. Include projects where architectural services relating to design and construction work were performed.
 - b. Include examples of other projects that are similar in scope to this one. For example, projects involving design of food handling facilities, projects developed using state or federal grant funds, projects designed for compliance and inspection under State of North Carolina building codes, working with NC State Construction office reviews and approvals.
 - c. Include examples of project budgeting, cost estimating, and results.
4. You are invited to include additional information not covered above that you feel may be useful and applicable to this project.

General Definition of the Scope of Work

Architect will design a building with a footprint of between 5,000 and 6,000 square feet. The project will be handled as Privately Funded Projects on State Owned Land. At a minimum, the design will include:

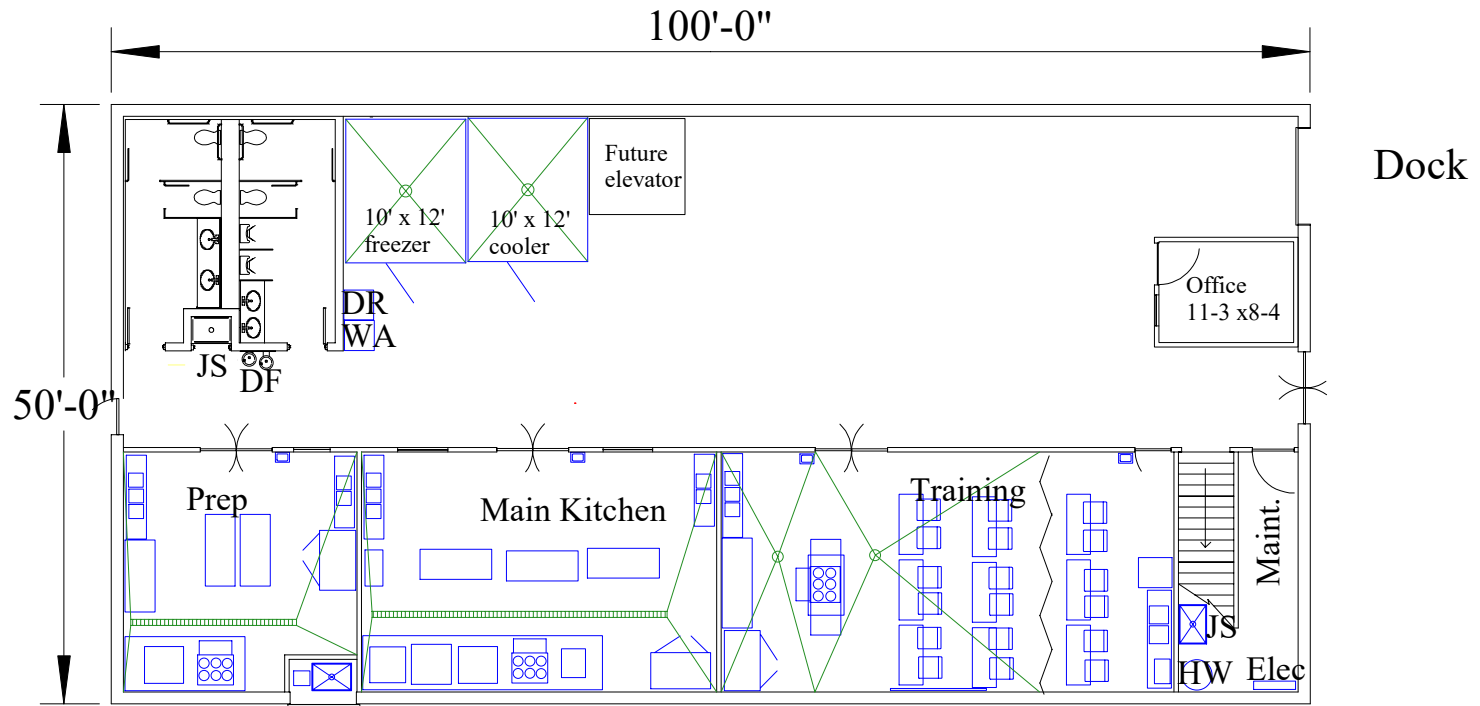
A scope of work for site preparation and access to necessary utilities, sewer, and storm water management;
Two FDA-compliant production rooms with space for fan hoods and cooking equipment;
Space for dry storage, coolers, and freezers;
One loading dock with lift gate to accommodate a variety of transportation trucks;
ADA-access and ADA-compliant bathrooms;
3-phase power and natural gas;
Office space;
Code-compliant waste handling, including a grease trap;
Space for future installation of a second floor to be used for offices and dry storage;
A staircase and space for installation of a freight elevator.

Following satisfactory design and State Construction Office approval, architect will oversee bids for construction. Bids may include design alternatives for value engineering as appropriate. Upon selection of a general contractor, architect will negotiate pay schedules and timeline for completion of construction. Throughout the construction process, architect will review progress and authorize staged payments upon initiation or completion of designated phases.

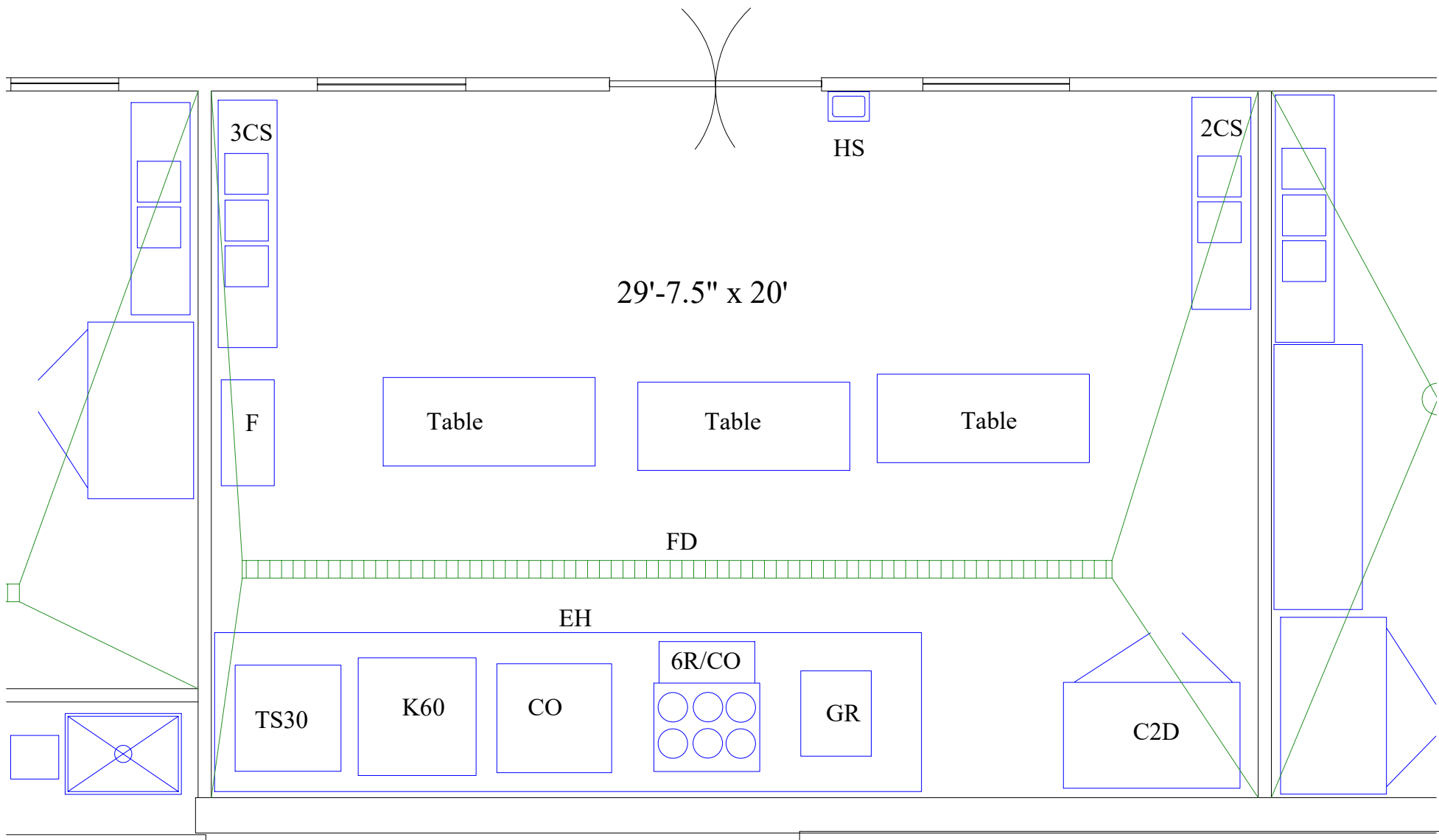
Line drawings of an exemplary facility are included for reference purposes only

**Schedule of Dates and Requirements
(Subject to Change)**

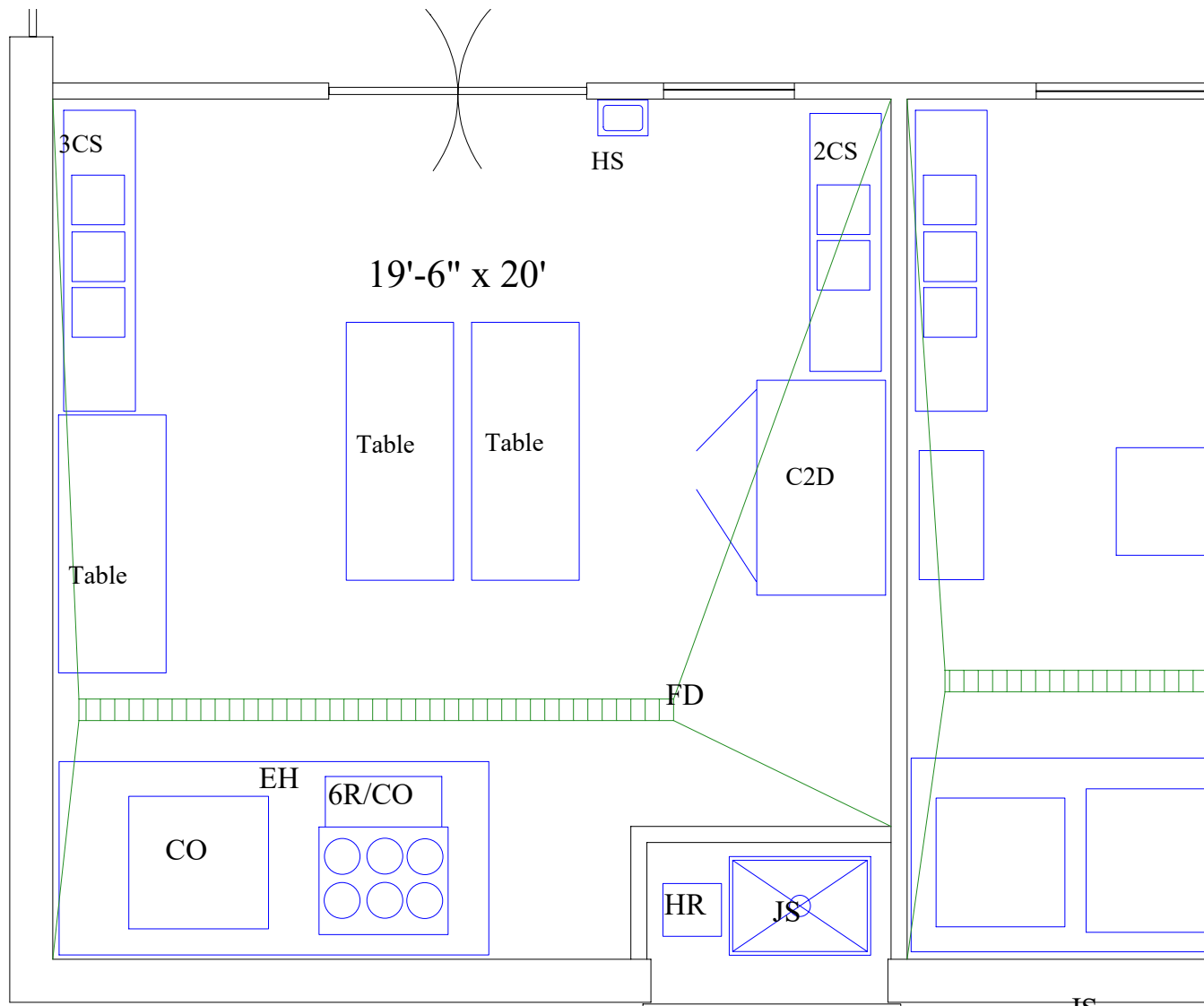
February 18, 2019:	Announcement of request for Letter of Qualifications
March 29, 2019:	Deadline for submission of Letters of Qualifications
April 5, 2019:	Selection of Architects for interviews
April 10-12, 2019:	Site tours of project site
April 15-18, 2019:	Interviews with selected architects
April 22-25, 2019:	Selection of Architect
May 3, 2019:	Finalization of Architect contract
June 28, 2019:	Completion of Design
August 1, 2019	NC State Construction Office approval and review complete
August 8, 2019:	Announcement of Solicitations of Bids for General Contractors
August 15, 2019:	Architect informational meeting with G.C.'s
September 16, 2019:	Deadline for Submission of Bids
September 30, 2019:	Selection of General Contractor
November 1, 2019	Pre-Construction Meeting
December 1, 2019:	Completion of Site Preparation, construction begins
June 1, 2020:	Completion of Construction
June 29, 2020:	Installation of all equipment complete, CO issued
July 12, 2020:	Final Payments Complete, End of Project



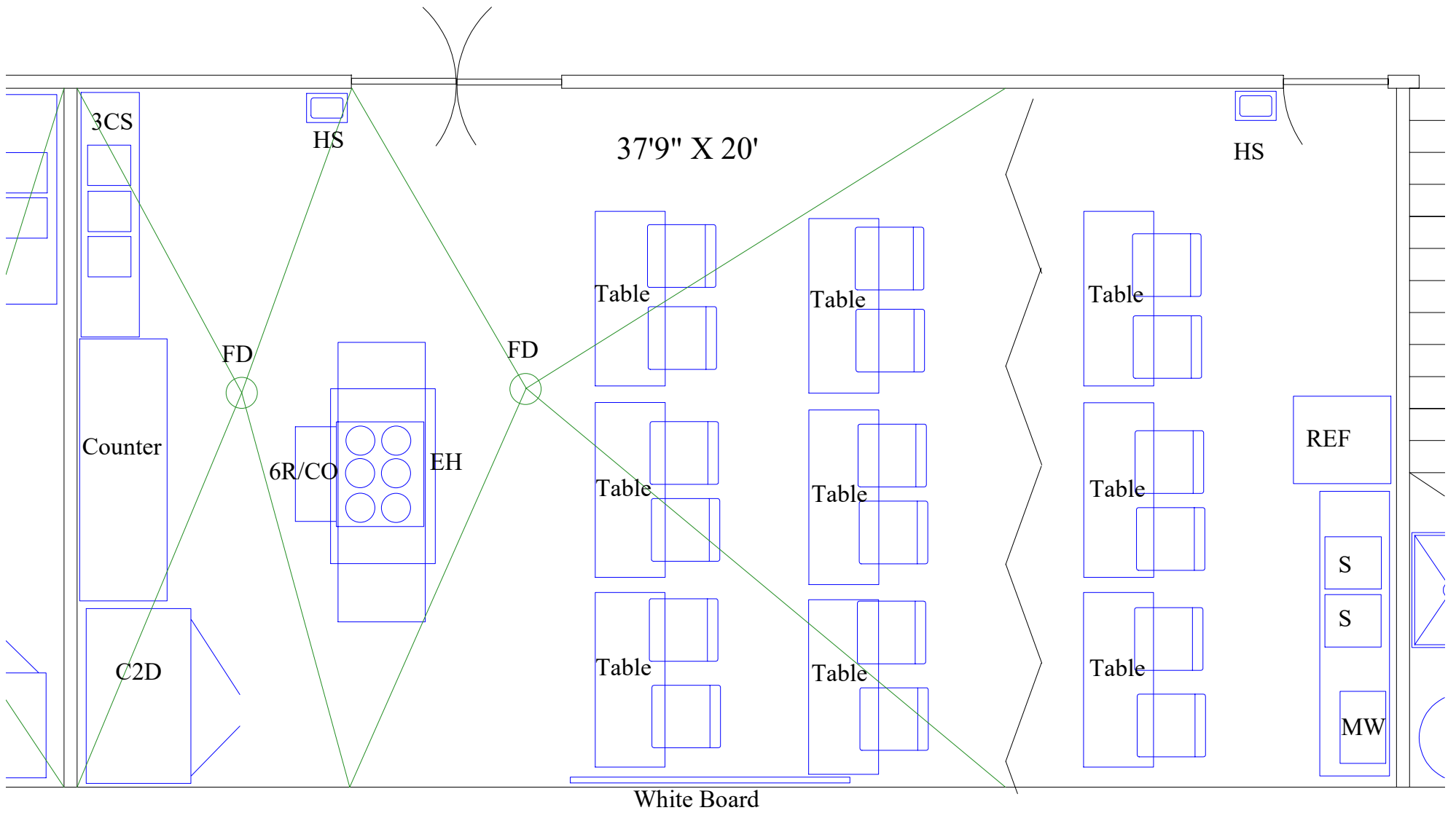
	NAME	DATE	PROJECT:	
DRAWN	JME	2019/02/01	CAFE	
APPR.	SM	2019/02/01	DESCRIPTION:	
			Conceptual Building Layout	
ANGLES	.X	.XX	DWG. NO.	
± .5	± .1	± .03	CAFE	
			SCALE: 1/16" = 1' SIZE A SHEET 1 OF 4	
Conceptual Drawing NOT for Construction				



DRAWN		NAME	DATE	PROJECT:	
APPR.		SM	2019/02/01	CAFE	
ANGLES		.X	.XX	DESCRIPTION:	
± .5		± .1	± .03	Main Kitchen	
			.XXX	DWG. NO.	
			± .005	CAFE	
Conceptual Drawing NOT for Construction				SCALE: 1/4" = 1'	
				SIZE A	SHEET 2 OF 4



				PROJECT: CAFE	
DRAWN: JME				DATE: 2019/02/01	
APPR.: SM				DESCRIPTION: Small Prep Kitchen	
ANGLES ± .5 ± .1 ± .03 ± .005				DWG. NO. CAFE	
Conceptual Drawing NOT for Construction				SCALE: 1/4" = 1' SIZE A SHEET 3 OF 4	



	NAME	DATE	PROJECT:	
DRAWN	JME	2019/02/01	CAFE	
APPR.	SM	2019/02/01	DESCRIPTION:	
			Training	
ANGLES	.X	.XX	DWG. NO.	
± .5	± .1	± .03	CAFE	
			SCALE: 1/4" = 1'	
			SIZE A	
			SHEET 4 OF 4	

Conceptual Drawing
NOT for Construction