

## Request for Qualifications

Title: Claxton Elementary School Renovation  
Date Issued: September 12, 2025  
Due Date: September 29, 2025  
Time: 2:00 PM  
Location: Asheville City Schools Central Office, 85 Mountain St, Asheville, NC 28801  
Telephone: (828) 713-6430 or (828) 450-4869

### Request for Qualifications

Pursuant to the General Statutes of North Carolina, statements of qualifications will be received for the following:

Asheville City Schools is seeking candidates interested in the renovation of Claxton Elementary School, 241 Merrimon Ave, Asheville, NC 28801. Project will include the following: Structural repairs, MEP upgrades, building controls, interior renovation, window replacement and landscaping/playground renovation.

Statements of qualifications will be accepted until September 29, 2025 until 2:00 pm for the Claxton Elementary School Renovation project, at the Asheville City Schools Central Office 85 Mountain Street Asheville, NC 28801. Prior experience in school construction is encouraged.

Asheville City Schools encourages submittals from minority businesses by providing certified minorities and equal opportunity to participate in all aspects of the RFQ process.

One digital copy in PDF format of said statements of qualifications must be submitted in person or by email to [chris.pohlman@acsgmail.net](mailto:chris.pohlman@acsgmail.net) and [tim.shelton@acsgmail.net](mailto:tim.shelton@acsgmail.net).

Questions about the submittal process may be asked by contacting [tim.shelton@acsgmail.net](mailto:tim.shelton@acsgmail.net) or [tim.holcombe@acsgmail.net](mailto:tim.holcombe@acsgmail.net).

Request for Qualifications Authorized by:

Tim Shelton

Director, Facilities Asheville City Schools

A: Purpose:

Asheville City Schools is seeking candidates interested in Renovation of Claxton Elementary School, located at 241 Merrimon Ave, Asheville, NC 28801. Project will include the following: Structural repairs, MEP upgrades, building controls, interior renovation, window replacement and landscaping/playground renovation.

B. Project Summary:

Claxton Elementary School, located at 241 Merrimon Ave, Asheville, NC 28801. The school serves approximately 450 students and includes general education classrooms, special education spaces, administrative offices, a cafeteria, library/media center and a gymnasium. This renovation project aims to modernize and improve the functionality, safety, and accessibility of the existing school facilities. Key upgrades include interior classrooms renovations, mechanical and electrical systems, ADA accessibility improvements and enhancements to security systems. The project also includes update to common areas, such as restroom, corridors, and the main entry, to better support a safe and welcoming learning environment. The goal of the renovation is to extend the useful life of the building, support current educational programming and provide a flexible, future-ready learning environment for students and staff.

C. Submission Requirements:

Letter of Interest-A letter of interest must be submitted giving the qualifications of the project team, including the firm history, individual resumes, current and completed projects over the past seven years. Please provide a list of four completed studies, analyses, and/or design of similar projects within the last seven years which are relevant to the scope of the project as listed above. Please list projects similar in size, scope and complexity. Demonstrate success with similar projects for local and state governments and educational institutions, preferably within NC. Provide examples of past experiences of key members of the proposed team on the projects itemized regarding the above.

Provide an organizational chart and resumes which will address the following. Name and principal in charge, project manager, and other individuals to be assigned to the project, providing for each the number of years of service and the company, number of years of professional experiences, joint venture, please list the above for each firm to be involved. Please indicate the number of persons employed by each firm. If the firm has multiple offices, please also list the number of persons employed by each office location propose to provide architectural services for this project.

For Sub-consultants, inclusive of landscaping, surveying, engineering, civil engineering, or other key components, please list the names and addresses of each company, as well as the name of any individuals to be assigned to the project.

Provide a list of current workload to the firms, the individual workload of the project managers. Deadline-One digital copy in PDF format of the submission must be received by Asheville City

Schools by Monday, September 29, 2025 at 2pm. Email to [chris.pohlman@acsgmail.net](mailto:chris.pohlman@acsgmail.net) and [tim.shelton@acsgmail.net](mailto:tim.shelton@acsgmail.net).

Questions about the submittal process may be asked by contacting [tim.shelton@acsgmail.net](mailto:tim.shelton@acsgmail.net) or [tim.holcombe@acsgmail.net](mailto:tim.holcombe@acsgmail.net).

D. Qualifications:

Interviews are not anticipated on this project. Applicants will be evaluated in conjunction with the anticipated needs of Asheville City Schools (Claxton Elementary School) and information provided by the applicants as well as information obtained from references, persons, or other sources identified by the applicant or otherwise know by Asheville City Schools. Candidates with prior similar work experience are urged to apply.