



## **REQUEST FOR QUALIFICATIONS**

Architectural Design & Consulting Services  
Appalachian Council of Governments Office Renovation

**Issue Date:** March 26, 2026

**RFQ Number:** ACOG 2026-2

**Contact:** Brooke Ferguson

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**Phone:** (864) 241-4649

**Submission Deadline:** April 8, 2026

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## 1. Introduction

The Appalachian Council of Governments (ACOG) is soliciting Statements of Qualifications from experienced and qualified architectural firms to provide comprehensive professional design and consulting services related to the planned interior renovation of their new office building at 330 Pelham Road, Bldg A. The scope of renovations spans approximately 20,000 square feet on two floors and will include reconfiguration of interior layouts and improvements to public-facing spaces. The successful firm will provide full professional services from concept development through construction administration.

## 2. Project Overview

ACOG intends to renovate the facility to create a functional, modern, and accessible workplace. Improvements are expected to include:

- Reconfiguration of office areas to support collaborative work environments.
- Enhancements to public-facing areas such as reception, conference rooms, and meeting spaces.
- Upgrades to mechanical, electrical, plumbing, and technology systems as needed.
- Interior finish improvements, ADA upgrades, and accessibility compliance.
- Potential reconfiguration of structural elements where required to support new layouts.

## 3. Scope of Work

The selected firm will be expected to provide comprehensive architectural and engineering services, including but not limited to the following:

- Architectural Design Services
  - Existing conditions assessments and documentation
  - Space programming and planning
  - Schematic design, design development, and construction document preparation
  - Interior design including finish selections, fixtures, and millwork coordination
  - Code and ADA accessibility compliance
- Engineering Services
  - Comprehensive Mechanical, Electrical, and Plumbing (MEP) engineering design to include:
    - HVAC system evaluation and efficiency recommendations
    - Fixture upgrade and code compliance evaluation
    - Fire alarm system updates
    - Technology infrastructure design
  - Structural Engineering
    - As-needed assessments to support layout changes and modifications to support reconfigurations involving load-bearing elements
  - Technology Systems Integration

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- PBX and IT-related infrastructure planning
  - Security systems, audiovisual/telecommunications, and low voltage design
  - Specialized Planning and Design
    - Acoustic treatments and sound control strategies
    - Design of public-facing and accessible service spaces
    - Multi-use and flexible meeting space planning
  - Construction Support Services
    - Preliminary and milestone cost estimating
    - Permit preparation and regulatory agency coordination
    - phase support, including responding to contractor inquiries and reviewing bids
    - Construction administration including:
      - Submittal and RFI review
      - Site observations and progress documentation
      - Change order and pay application evaluation
      - Final punch list and closeout procedures
    - Preparation of final as-built documents and warranty-phase support
    - Deliverables may include:
      - Space programming summary and concept plans
      - Design documents (schematic, design development, construction drawings)
      - Milestone cost estimates
      - Bid phase support documents
      - Bid package & addenda support
      - Construction administration reports
      - Final as-built drawings and O&M manuals

#### **4. Statements of Qualifications Format**

SOQs should be concise, well-organized, and include the following sections:

- Project Approach - Describe your team's approach to successfully delivering the project.
- Relevant Project Experience - Provide a summary of your experience with similar projects, including location and client contact information. Specify the services provided, the office location from which the work was performed, and staff members' responsibilities.
- Project Team - Provide an organizational chart identifying all staff assigned to the project, including any sub-contractors, defining roles, responsibilities, and task assignments for the duration of the project.
- Qualifications of Personnel - Provide relevant experience and qualifications of all personnel assigned to the project.

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- Scope of Work - Include a projected schedule for completion of significant milestones and the draft and final plan.
  - References - Provide contact information for at least three (3) references for clients familiar with your firm's work.

**DO NOT INCLUDE A PRICE PROPOSAL.**

## **5. Evaluation Criteria**

Each submittal from a qualified firm received in response to this request will be judged as a demonstration of the firm's capabilities and qualifications. Only those firms who supply complete information as required by this request will be considered for evaluation. The factors used to determine those to be considered are:

- Demonstrated understanding of project requirements.
- Clarity, organization, and completeness of the submittal.
- Relevant past performance and experience with similar facilities.
- Qualifications and expertise of assigned personnel.
- Firm's ability to respond promptly and manage the project schedule.
- Quality of references.

ACOG may select a firm directly or short-list firms for interviews. Upon selection, ACOG will negotiate a contract and final scope of services. If negotiations with the top-ranked firm are unsuccessful, ACOG reserves the right to negotiate with the next-ranked firm.

## **6. Questions**

All inquiries regarding this RFQ must be submitted in writing via email to:

Brooke Ferguson [bferguson@scacog.org](mailto:bferguson@scacog.org)

Questions and responses will be posted on the ACOG website and available via written request.

## **7. Timeline**

Anticipated timeline:

- RFQ release and posting date: March 26, 2026
- Deadline for questions: April 3, 2026
- ACOG response to questions: On or before April 7, 2026
- RFQ submission deadline: April 8, 2026
- Interviews: April 9 & 10, 2026
- Award date: April 13, 2026

## **8. Submission Instructions**

Please send complete Statements of Qualifications in PDF format via email to:

Brooke Ferguson [bferguson@scacog.org](mailto:bferguson@scacog.org)

Subject Line: RFQ – 330 Pelham Road