

Our Letter of Interest For:
2024 On-Call Design Services Agreement
Transylvania County Public Schools

Attn: Kerry Putnam
Transylvania County Board of Education



FORM & FUNCTION
ARCHITECTURE

INTRODUCTION:

October 27, 2023
Transylvania County Public
School
Board of Education



Dear Review Committee:

Please allow me to express Form & Function's sincere interest in creating a partnership with Transylvania County Public Schools as one of your selected On-Call Design Services Architects.

Form & Function Architecture has built our history of success with local Education Boards and NC State Agencies by performing small repair/renovation projects typical of Annual Service Agreements. Our size, experience and unique attitude are perfectly matched with the requirements that these types of projects demand.

At Form & Function Architecture we believe that it is our professional duty to act as good stewards of the lives, buildings, land and money with which we are entrusted. We accomplish this by taking a pragmatic approach to our projects, we do not strive to create a signature style, nor seek to make a project something it was not intended to be; we address every project this way whether big or small.

Integral to Form & Function Architecture's success is the level of involvement of the principal in the project. Not only intimately involved in the front end analysis and design processes, the managing principal has a key role in the creation and quality control of the contract documents. While larger firms would possibly pass smaller projects to lesser experienced employees with occasional principal oversight, we have established a project-staffing model that ensures that even smaller projects are given their appropriate level of attention and stay at the front of the design boards.

Please find following a firm introduction and background as well as selected sample of our experience with projects typical of Open Ended Design Services.

Again, thank you for your consideration and I look forward to continuing our partnership for another year!

Sincerely,

FORM & FUNCTION ARCHITECTURE

Myles S Alexander | AIA
Principal

Mission Statement:

Form & Function Architecture, PC strives to create architecture that is both environmentally and fiscally responsible - to be good stewards of the lives, buildings, land and money with which we are entrusted.

FIRM BACKGROUND:

Located at historic 9 West Walnut Street, Suite 3B in downtown Asheville, NC, Form & Function Architecture focuses on commercial, state and municipal architecture built within the Western North Carolina market.

Begun as Alexander Design Studio, PC in 2006, Form & Function Architecture's portfolio consists of projects that range from new commercial buildings, complex renovations/additions to minor repair and restoration of existing buildings. We focus on projects with budgets less than \$3 million and consistently seek out projects that are considered "non-standard" by larger firms who do not have the staffing or fiscal flexibility to perform these specialized projects.

This history of success in both the public and private markets has given Form & Function Architecture unique architectural capabilities that not many firms can enjoy: the ability to listen to our clients needs, the knowledge to design the appropriate solution and the experience to deliver it in a timely manner.

A small firm by choice, Form & Function Architecture's reputation is one of providing a professional and personal experience that larger firms are unable to duplicate due to the level of involvement of the principal in the project. Not only intimately involved in the front end programming and design processes, the managing principal has a key role in the creation and quality control of the contract documents. The managing principal then moves with the project to the construction phase and is responsible for all Construction Contract Administration for the project. This attitude of professional and personal responsibility is present in each staff member at Form & Function and is another key element in our success.

DESIGN PHILOSOPHY:

Form & Function Architecture's design philosophy centers around our mission statement: to design buildings that are both environmentally and fiscally responsible, to be good stewards of the buildings, land, lives and money with which we are entrusted.

We believe our professional responsibility goes beyond just providing drawings for construction purposes; our commitment to a complete integration of your current and future needs, budget requirements and construction techniques creates a design that satisfies your architectural and environmental needs. We approach all our projects with a desire to carefully understand our clients needs, analyze the existing conditions and integrate the design between the two. Doing anything less would be performing a disservice to the various stakeholders of your project.

By taking a pragmatic approach to our projects and striving to avoid a "signature" architectural style we ensure that your project is yours, and does not become something you never intended it to be. Working with you throughout the programming and design process, the best and most appropriate architectural solution will be designed and delivered, on the established design schedule.

Simply put, our promise is to deliver the best project our client's desires, budget and needs dictate, whether a renovation, small addition to an existing building or a new multi-million dollar facility. We believe after reviewing our submitted qualifications and checking our references you will find this attitude echoed by our past clients.

CLIENT REFERENCES:

Buncombe County Schools
Tim Fierle, AIA
Director of Facilities
Phone: 828.255.5916

Asheville City School Board of Education
Bob McGrattan
Assist. Superintendent
Phone: 828.350.6161

NC Dept of Agriculture
Johnathan Burrell, PE
Property & Construction
Phone: 919.707-3096

NC Dept of Health & Human Services
Peter Veit, AIA
Div. of Property & Construction
Phone: 919.733.4392

Blue Ridge Community College
Peter Hemans
Director of Facilities
Phone: 828.674.1060

WNC Farmers' Market
Alan Caldwell
Director of Facilities
Phone: 828.253.1691

Haywood County Schools
Dale Burris
Director of Facilities
Phone: 828.456.2402

Western Carolina University
Galen May, AIA
Facilities Architect
Phone: 828.227.7442

McDowell Technical Community College
Carl Costner
Director of Facilities
Phone: 828.442.2419

Julian F. Keith Alcohol Drug Treatment Center
Leonard Hollifield
Director
Phone: 828.257.6200

Blue Ridge Business Center
Mr. Scott Morgan
Partner/COO
Phone: 336.327.7362

Neo Concepts, LLC
Zak Yancey
Owner
Phone: 828.989.7879

Daoist Traditions Medical College
Sissy Majebe
Owner
Phone: 828.273.0324

Blue Ridge Biofuels
Woody Eaton
VP in charge of Development
Phone: 828.253.1034

First Restoration Services of WNC
Chris Silliman
Managing Principal
Phone: 828.684.1582

Warren Norman Co., Inc
R. Warren Norman III
Principal
Phone: 803.366.8141

CONTRACTOR/BUSINESS REFERENCES:

H&M Constructors
Brett Cannady
Vice President
Phone: 828.254.6145

Brantley Construction
Tom Brown
Sr. Project Manager
Phone: 828.646.0328

Western Builders, Inc.
Roger Bartlett
President
Phone: 828.586.5094

Garland Roofing Systems
Patrick Garner
Regional Manager
Phone: 828.712.9464

EcoWise Construction
Tony Campano
President
Phone: 828.693.5635

Patton Construction Co.
Jim Patton
President
Phone: 828.687.7087

Benton Roofing Inc.
Roger Benton
Owner
Phone: 828.693.3362

EnviroShield Roofing Services, LLC
Bryan Corpening
Owner
Phone: 828.243.9555

AMEC Engineering
Matt Wallace
Principal Engineer
Phone: 828.252.8130

HydroStop Roof Coatings
Allen Geer
Regional Manager
Phone: 828.712.9464

Henco Reprographics
Will Rice
Partner
Phone: 828.230.5488

DESIGN TEAM:

Our project design teams always start with our clients, ultimately you have the information required for us to design a solution that addresses your specific needs. Our job is to assist you in generating/analyzing this information and then create your design based upon it. Should the project require it, we have an established working relationship with all of the consultant-members that we select for your project, and are ready to roll up our sleeves and immediately begin work on your project.

Our consultant affiliates include:

- Bettac Engineering, PLLC - Jared Bettac, PE
- Mechanical Edge - Jay Hein, PE
- Kloesel Engineering - Chris Otahal, PE
- Reese Noland & MacElrath Engineering - Jeffery Plemmons
- McGill Engineering - Mark Cathey, PE
- High Country Engineering - Michael Goforth, PE
- F.C. Schafer Acoustical Engineering - Fred Schafer, PE

FIRM CAPABILITIES:

Programming & Design: To have a successful project ending you must begin on the right path. By carefully listening and analyzing your needs, wants and requirements, the project foundation can be narrowly defined and your renovation can then be created around this information. We call this process “aggressive listening.” This ensures that your project satisfies your specific needs, not the stylistic desires of an architect.

Form & Function Architecture uses advanced Building Information Modeling (BIM), Revit Architecture specifically, to virtually create a 3-D model of all aspects of your building. This ensures coordination of all architectural, structural & PME systems elements before they become issues during construction. This virtual model also accurately conveys the building design and scale to your stakeholders not accustomed to reading and interpreting plans.

Construction Administration: In addition to our strong programming, design and technical capabilities, Form & Function Architecture places special emphasis on our Construction Administration.

Our commitment to your project does not end when signed/sealed drawings are delivered. Instead, our belief is that the most important part of a project is yet to come. The success of your project is ultimately tied to successful communication and timely information management during the construction phase, especially when the project is an historic renovation to an existing building.

Form & Function Architecture believes in this philosophy so much so that the principal personally handles all construction administration duties. Ensuring that in the field issues are handled quickly and professionally.

Project Close-out: Sometimes closing out a project seems to be the most difficult part of the construction process. Form & Function Architecture will ensure that all punchlist items are addressed in a timely manner and close-out paperwork submitted promptly. We do not intend on taking the project to 99% completion and then abandoning it. We intend to service our clients and projects long after the project has been completed.

“Designing
a project only
makes you a
designer,
getting it built
makes you an
architect.”
- Unknown

SELECTED PORTFOLIO:

We have selected projects from our portfolio that represent our experience from repair/renovations and small upfits to accessibility and corrective work for NC State Agencies. These projects also show our commitment to meeting our clients needs and budgets firstly, while still providing a high level of design sensibility.

Should you need additional information on the selected projects, or further examples of our work, please do not hesitate to ask.



838 RIVERSIDE DRIVE
UNCA



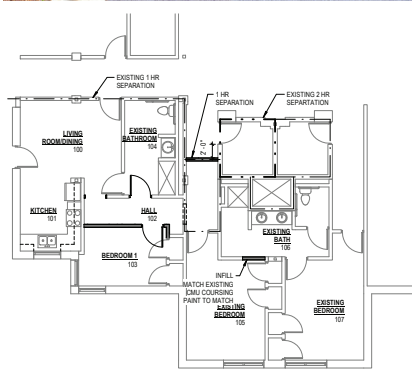
24 HYANNIS RENOVATION
UNCA



118 WEAVER
HUMAN HEALTH SERVICES



RIVER ARTS MAKERS PLACE UPFIT
(RAMP)



WEST RIDGE HALL RENOVATION
UNCA



LIPINSKY HALL RENOVATION
UNCA



SELECTED PORTFOLIO:



Exterior View

Project: 838 Riverside Drive
Client: University of North Carolina Asheville
Location: Asheville, NC
Contractor: Vannoy Construction
Scope: Interior renovations to meet ADA standards and create classroom and studio space
Date: October 2018
Cost: \$750,000

Renovation of existing building located on Riverside Drive into a classroom and studio space for the temporary relocation of the UNCA Arts Dept.



Interior View

Changes to the building include assessment for Flood Plain Development as well as coordinating with SCO requirements. As a multi-phase project, the first phase is concentrated on establishing the minimum requirements to relocate the various departments while their permanent building is being renovated.



Interior View



Interior View

SELECTED PORTFOLIO:

Project: 24 Hyannis Renovation
Client: University of North Carolina Asheville
Location: Asheville, NC
Contractor: Goforth Builders
Scope: Conversion of Residential Occupancy to Commercial Occupancy
Date: 2014
Cost: n/a

24 Hyannis was a house gifted to UNCA, which we converted from a home to a safe haven for students at UNCA.

The scope involved a feasibility study, design, and construction administration. A full interior renovation, including replacement of the exterior deck and sidewalks connecting to UNCA's campus to make it accessible to their students.



Exterior View



Renovated Living Room

Project: Human Health Services Building
Client: University of North Carolina Asheville
Location: UNCA Campus
Contractor: Goforth Builders
Scope: Renovate Existing Structure
Date: 2013
Cost: \$470,000

Due to the unknown overall condition of the existing roof, a full analysis and recommendation was conducted at Asheville Middle School.

Because of the limited funding available for this project, a complete tear-off and replacement was not feasible. To work within the budget of ACS, and with the 4 different roofing systems present on site, a partial repair, restoration and replacement plan was created. This consisted of replacing the TPO roofing, overcoating the EPDM and repairing the old hot tar-pitch built up roof.

Through careful planning, the roofs were successfully addressed during the school year and within the budgeted funds.



Exterior View



Inside Renovation

SELECTED PORTFOLIO:



Lab/Workshop



Classroom



Lab/Workshop



Classroom

Project: UNCA STEAM Studio
Client: University of North Carolina Asheville
Location: Riverside Drive, Asheville NC
Contractor: Perry Bartsch Jr. Construction
Scope: Interior Upfit of Existing
Date: 2016
Cost: \$700,000

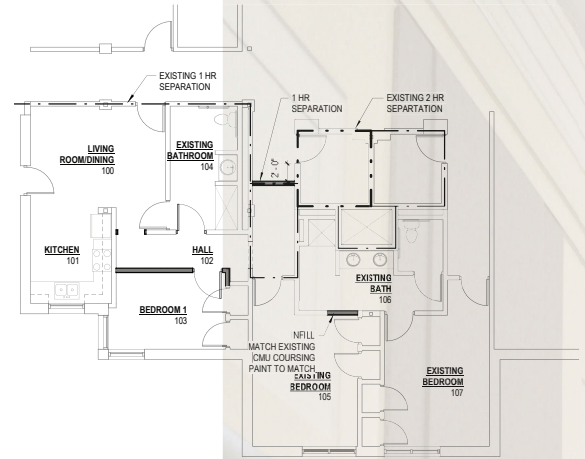
UNCA's RAMP is a lab for innovation and collaboration. The space will be a facility for students in UNCA's Art, Computer Science, New Media and Engineering Majors to practice and cultivate their talents.

Our work involved customizing UNCA's portion of the existing 100,000 square foot facility to meet the needs of their students. We also coordinated equipment placement such as 3D modeling equipment, water jets, lasers, and plasma cutters.

SELECTED PORTFOLIO:

Project: West Ridge Renovation
Client: University of North Carolina Asheville
Location: UNCA Campus
Contractor: n/a
Scope: Apartment Renovation
Date: 2014
Cost: n/a

The West Ridge Renovations is an interior upfit of a staff apartment. The scope of the project included design and coordination of upfit to HVAC and adjustments to life safety components.



Westridge Floor Plan

Project: Lipinsky Hall Renovation
Client: University of North Carolina Asheville
Location: UNCA Campus
Contractor: n/a
Scope: Waterproofing Detail
Date: 2012
Cost: n/a

Lipinsky Hall Renovation consisted of site work, accessibility, and water proofing.



Lipinsky Hall Exterior