



County of Ashe

Request for Proposal (RFP)- Competitive Proposal

Animal Shelter Phase 1: Site Development

Issued Date: August 18th, 2025

Response Deadline: September 16th, 2025

Second Response Deadline if Three bids are not obtained: September 23rd, 2025

County of Ashe

Community Development Director/ Assistant County Manager

County of Ashe Courthouse

150 Government Circle Suite 2500

Jefferson, NC 28640

1. Introduction and Purpose

Ashe County, North Carolina is issuing this Request for Proposal (RFP) for professional services related to the **Phase 1 Development of a proposed Animal Shelter**. This phase is critical for determining both the feasibility and cost-effectiveness of preparing a proposed parcel of land—currently under consideration for donation—for future shelter construction.

The **primary goals** of Phase 1 are:

1. To **obtain detailed cost estimates** associated with site development **prior to the construction** of the shelter itself.
2. To **identify and gather necessary technical data and documentation** to support a **Special Use Permit application** to the Town of West Jefferson.

The County has received an offer of donated land (**Parcel ID: 19223001682**). However, a formal determination on whether to accept this donation hinges on findings from this phase of analysis—specifically, whether the site can be feasibly and cost-effectively prepared for development.

Following this RFP process, Ashe County will release a **Request for Qualifications (RFQ)** to select a firm to design and manage the construction of the animal shelter. The selected firm from this RFP will be **given credit for prior work** and **consideration for continuity** on the overall project.

2. Scope of Work

The selected firm will provide site-specific feasibility and cost analysis based on the following components:

2.1 Sewer Extension

- Identify the **proposed utility path** for a sewer line.
- Conduct at least **four borings** along the proposed utility path to detect potential subsurface rock formations.
- Evaluate **elevation changes** to determine whether existing water pressure is sufficient or if additional infrastructure is required.
- Provide a detailed **cost estimate** for the full extension of sewer service, **unit prices** in the event rock is encountered, and a **do not exceed limit** for this section of the project.

2.2 Vehicle Access

- Identify a route for a **two-lane paved access road** to the site.
- Conduct **four borings** to assess the presence of rock or other subsurface challenges.
- Include associated **cost estimates** for access road construction, **unit prices** in the event subsurface rock is encountered, and a **do not exceed limit** for this section of the project.

2.3 Existing Utilities

- Identify and include costs for **removal, relocation, or replacement** of any **existing utilities** on or adjacent to the property.

2.4 Site Grading

- Provide a cost estimate to **grade approximately 20,000 square feet** of land suitable for future building construction and associated development.

2.5 Utility Connections

- Detail the anticipated work and costs for connecting the site to **electric, water, and sewer services**.

2.6 Environmental & Archeology Site Review

- Conduct a full **environmental and archeology site review** including:
 - Existing **contours and topography**
 - **Watercourses, flood hazards, and potential wetland** areas
 - **Existing man-made structures**
- Include cost estimates and **findings** within survey identify in **section 2.7**.
- Include any **significant archeological findings** or a certification that none exist.

2.7 Boundary and Easement Survey

- Perform a **professional boundary survey** of the entire parcel.
- Identify and document any **existing easements**.

2.8 Sedimentation & Erosion Control

- Identify required **sedimentation and erosion control measures**.
- Include **permit requirements, associated costs, and expected timeline**.

2.9 Demolition

- Provide a cost estimate for the **demolition and proper disposal** of any **existing buildings or structures** on the site.

3. Required Proposal Documents

Cover Letter

Firms shall provide a cover letter that describes their interest in working with the County on this project. It should also include the following:

- Firm name, address, contact information, and point of contact;
- A summary of the contents of the proposal;
- The total cost in response to the scope of work and;
- Tax ID number or Federal Employer I.D. Number

Proposal Format

Included in its proposal, a firm must provide the following information to the County, and shall guarantee the accuracy of such information by signature of its authorized representative:

1. **Qualifications:** Describe your firm's qualifications to perform the services requested. Include a list of your team that will be assigned to this project and each member's qualifications. Also describe your current workload as far as to show your firm's ability to meet the time demands of this project and your experience working with local government.
 2. **Experience:** Provide a detailed description of your firm's work on similar projects. Provide supporting information including pictures, locations and costs. If applicable, describe your familiarity with Ashe County and site development in mountainous regions. Include similar projects that your firm has completed in the last 5 years.
 3. **Approach:** Describe the approach and methodology your firm will take to provide the services requested in the scope of work.
 4. **Legal:** Identify of any pending or settled lawsuits or professional liability claims in the last 10 years.
 5. **Budget:** Provide a sectionalized budget, fee schedule, and contingencies for all parts of scope of work broken out by sections identified within the scope of work section of the RFP.
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4. Evaluation Criteria

Proposals will be evaluated on the following in order of relative importance:

- Understanding of the project scope and goals
- Qualifications and experience
- Cost and value
- Approach and methodology
- Proposed timeline
- Proximity to the project area

Once all bids are received and opened publicly, representatives of the Administrative & Finance Departments will evaluate each submission and rank the submissions against the identified criteria themes. Once a firm is identified as scoring the highest, staff will reach out this this firm's identified point of contact and begin contract negotiations. All agreements for contracts must be approved by the Ashe County Board of Commissioners.

5. Submission Instructions

Proposal Deadline: September 16th, 2025

Second Proposal Deadline if Three bids are not obtained: September 23rd, 2025

Submission Method: Submit Five Sealed Bid Documents and One Electronic (contained within one sealed document) to 150 Government Circle Suite 2500 Jefferson NC 28640 ATTN: Administration/ Nick Farmerie

Contact for Questions:

Nick Farmerie

Community Development Director/ Assistant County Manager

Office: 336-846-5535

Cell: 336-977-1725

Email: nick.farmerie@ashecountygov.com

All proposals must be received by the deadline(s). Late submissions will not be considered.

6. Submission Timeline

RFP Released: August 19th, 2025

Proposal Deadline: September 16th, 2025

Second Proposal Deadline if Three bids are not obtained: September 23rd, 2025

Bid Opening: October 30th, 2025

Selection Date: October 6th, 2025

7. Additional Information

Bid Openings will be held at **10AM in the second floor Conference Room** at the Ashe County Court House.

Ashe County reserves the right to reject any or all proposals and to negotiate final terms with the selected firm. Participation in this RFP phase does **not guarantee** selection for subsequent phases but will be **viewed favorably** as part of the overall project continuity.

Any costs incurred by respondents in preparing or submitting a proposal will be **the responsibility of the respondent**.

All responses to this RFP will become **property of the County** after project submittal.

All aspects of this RFP must be responded to or the application will be **considered incomplete** and unconsidered.

Ashe County reserves the right to **not select any firm** that applies and readvertise the project, seek other property, or abandon the project entirely.