



County of Ashe

Request for Qualifications (RFQ)

**Site Development Cost Estimate, Special Use Permit Application, and
Potential Construction Management**

Issued Date: October 15, 2025

Response Deadline: November 14, 2025 @ 5PM

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 soliciting Statements of Qualifications (“SOQ”) from professional engineering firms/teams (“Firm”) to provide site and civil engineering design services and assistance applying for a Special Use Permit from the Town of West Jefferson.

The primary goals of the SOQ are:

1. To obtain detailed cost estimates associated of site development.
2. To identify and gather necessary technical data and documentation to support a Special Use Permit application to the Town of West Jefferson.
3. With Commissioner approval, based on cost estimates, manage the construction of site improvements.

The County has entered into a lease agreement with the option to purchase for **Parcel IDs: 19223001682 and 19223001695**. However, a formal determination on whether to purchase the property will be contingent on obtaining a Special Use Permit. The County Commissioners have directed staff to apply for a special use permit with the Town of West Jefferson.

Following the current RFQ process, and potential site development construction, Ashe County will release an additional RFQ for a design build of the structure proposed to be built at location. The awardee of this RFQ will be given credit for prior site work in the future RFQ.

2. Scope of Work

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

2.1 Utility Extension

- Identify the proposed utility path for a sewer and water line.
- Evaluate the geotechnical data associated with the site.
- 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 and connection of utility service.

2.2 Vehicle Access

- Identify a route for a two-lane paved access road to the site.
- Identify if any associated construction will be necessary to support the proposed road.
 - o EX: Requiring retaining walls to be built.

- Evaluate geotechnical data associated with the site.
- Include detailed cost estimates for road access and all associated construction that is required to maintain a two-lane paved road.

2.3 Existing Utilities

- Identify and include costs estimates 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:
 - o Existing contours and topography
 - o Watercourses, flood hazards, and potential wetland areas
 - o 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 parcels.
- 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 for design and potential construction.

2.9 Demolition and Disposal of existing structures

- Currently two buildings exist on the property. These will need to be demolished and disposed of in accordance with applicable laws.
- The interior condition and materials of the buildings are unknown at this time

2.10 Application for Special Use Permit

- Assistance in the collection of information and submittal of a special use permit
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3. Required Proposal Documents

Cover Letter

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

- Firm name, address, contact information, and point of contact;
- A summary of the contents of the proposal and;
- Tax ID number or Federal Employer I.D. Number

Proposal Format

All SOQ's 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.
 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. **Narrative:** Provide a narrative on how the firm will help accomplish all the needs in section 2 of this RFQ.
 4. **Legal:** Identify if any pending or settled lawsuits or professional liability claims in the last 10 years.
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4. Evaluation Criteria

SOQ's will be evaluated on the following in order of relative importance:

- Understanding of the project scope and goals
- Qualifications and experience
- Approach and methodology
- Proposed timeline

Once the due date for SOQ's has passed, representatives of Ashe County will evaluate each submission and rank the submissions against the identified criteria themes. Up to the top 3 firms which have scored the highest will be contacted to schedule an interview with. Once all firms have been interviewed staff

will make a formal recommendation to County Commissioners for the contracting of professional services with the awarded firm.

5. Submission Instructions

SOQ Deadline: November 14, 2025 @ 5PM

Submission Method: Submit narrative responses to each subsection identify in section 3. Please submit these to Nick Farmerie at nick.farmerie@ashcountygov.com or at 150 Government Circle Unit 2500 Jefferson NC 28640. Virtual or hardcopy submissions will be accepted.

Contact for Questions:

Nick Farmerie
Community Development Director/ Assistant County Manager

Phone: 336-977-1725

Email: nick.farmerie@ashcountygov.com

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

6. Submission Timeline

RFP Released: October 15, 2025

SOQ Deadline: November 14, 2025 @ 5PM

SOQ Review Date: Week of November 17, 2025

Potential Interview Dates: November 24,25,26 2025

Selection Date: December 1, 2025

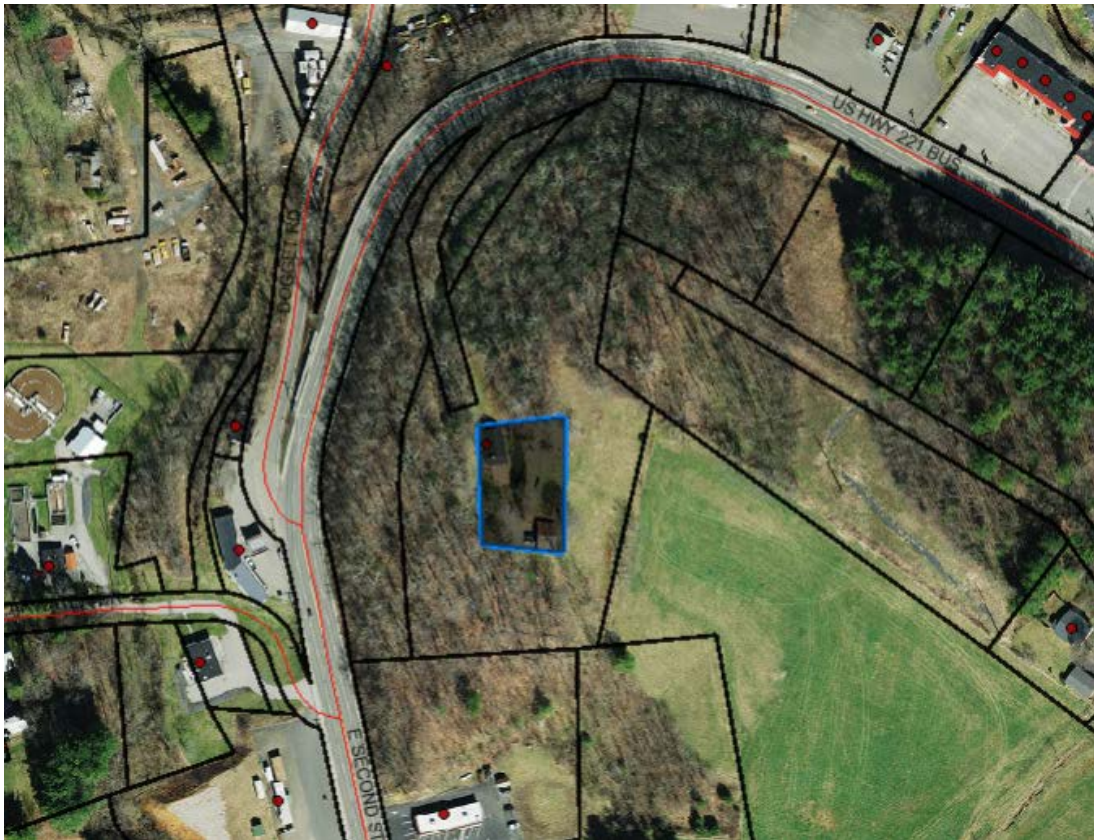
7. Additional Information

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

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

All SOQs must respond fully to this RFQ or will be considered incomplete and unconsidered.

Addendum 1: Approximate area to be developed.



Addendum 2: Eastern Aerial of Site



Addendum 3: Northern Aerial of Site



Addendum 4: Southern Aerial of Site



Addendum 5: Link to review West Jefferson's Special Use Permit Requirements

[ARTICLE-VIII-Special-Uses-amended-09-08-25-WITH-160D.pdf](#)