



County of Ashe, NC
Administration Department
150 Government Circle Suite 2500
Jefferson NC 28640

**The County of Ashe, NC is seeking Consultants to provide
Qualifications for On-Call Professional Development Services**

Issued by: Ashe County

ENVELOPE MUST STATE CLEARLY THAT THE ENCLOSED SUBMITTAL IS FOR THE ON-CALL PROFESSIONAL
DEVELOPMENT SERVICES R.F.Q

Published: May 5th 2026

Due Date: July 31th 2026 @ 4PM

NO LATE SUBMISSION WILL BE ACCEPTED FOR ANY REASON WHATSOEVER

1. Introduction

Ashe County is a rural county in northwest North Carolina responsible for providing a wide range of public services including administration, planning and development, infrastructure, social services, parks and recreation, and economic development initiatives among others.

Ashe County is seeking qualified firms to provide professional services on an “On-Call” basis to assist the County with engineering and other professional services associated with County departments to support capital improvement projects, development plan reviews, and day-to-day professional service needs.

Proposals are due by **July 31th 2026 @ 4PM.**

2. Project Background and Purpose

Ashe County is seeking qualifications from qualified consulting firms to provide professional services including engineering, surveying, plan review, and other professional services to support County departments. The County has identified the following categories for which firms may submit to provide services. Firms may elect to submit on one or multiple categories in a single Statement of Qualifications (SOQ). If submitting for multiple categories please clearly note this within the SOQ.

A. Transportation

Work under this category will include the typical professional services associated with transportation projects including, but not limited to, roadways, sidewalks, multi-use paths, greenways, and parking. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, grant application and management, loan application and management, Traffic Impact Analysis preparation, traffic signals, and other professional services as needed to meet the County’s goals.

Transportation services may also include projects associated with multimodal transportation and trail projects, including the Northern Peaks State Trail and enhanced multimodal connectivity between the Towns of West Jefferson and Jefferson.

B. Parks and Recreation

Work under this category will include the typical professional services associated with master planning and design for parks, recreation, splashpads or other aquatic recreation projects, and greenway projects. Services may include reviewing existing documentation including parks and recreation master plans, facilitating coordination meetings with County staff, conducting site investigations and assessments, facilitating public engagement and stakeholder meetings, developing concept plans and master plans, preparing schematic design, design development, construction documents, permitting and bidding materials, developing cost estimates, determining approval processes, developing prioritized recommendations and phasing plans, presenting plans to staff and elected officials, providing bidding

assistance, construction administration, project closeout services, identifying potential funding partnerships, and other professional services as needed to meet the County's goals.

C. Administrative

Work under this category will include the typical professional engineering services of a general nature that may overlap with some or all of the other categories. Services under this category may include, but are not limited to, program management, engineering plan reviews, rate studies, system development fee studies, long range planning, GIS assistance, grants and loans assistance, grant application and management, loan application and management, PER and environmental analysis, stormwater assessment, easements, construction administration and observation, delegated local permitting authority, and other professional services as may be needed to meet the County's goals.

D. Funding

Work under this category will include the typical professional engineering services of a general nature that may overlap with some or all of the other categories. Services may include identifying, applying for, managing, and performing final reporting work for funding sources. Funding agencies and programs may include, but are not limited to USDA, Golden LEAF, NC Commerce, NC DWI, EDA, Community Development Block Grant – Disaster Recovery (CDBG-DR), BUILD, New Market Tax Credits, and other applicable state and federal programs.

E. Housing

Ashe County anticipates the need for professional services related to housing development and housing-related infrastructure. The County plans to submit Community Development Block Grant – Disaster Recovery (CDBG-DR) applications for both workforce housing and multifamily housing projects, while coordinating with the Northwest Housing Authority and other public and private partners.

Services may also include advisory assistance related to planned unit developments or other large-scale residential developments. The County expects professional services to include utility planning and design, including water and sewer systems, and coordination with natural gas and electric providers.

F. Economic Development

Work under this category will include professional services to support Ashe County's economic development initiatives. Services may include assistance with the development of three-phase electric and natural gas infrastructure within the Ashe County Industrial Park, as well as assistance with industrial building development and site planning within the park.

Additional services may include support for downtown redevelopment efforts within the Towns of West Jefferson, Jefferson, and Lansing, as well as assistance with tourism-related infrastructure, outdoor recreation infrastructure, and destination-based projects that advance the County's economic development goals.

G. Public Buildings

Work under this category will include professional services related to County-owned or County-planned public facilities, including but not limited to the following projects:

- **Ashe County Courthouse** – including urgent mechanical upgrades and longer-term renovation planning
 - **Northwest Recreation Center** – currently owned and operated by the Ashe County School System until approximately 2027, after which the County will assume ownership; services may include facility assessments, long-term planning, and evaluation of future uses including Parks and Recreation, EMS, DSS, and other potential County functions
 - **Future Department of Social Services (DSS) Building** – including review and potential updates to preliminary designs for a standalone DSS facility or evaluation and retrofit of an existing building
 - **Expanded Recreation Center (Family Central)** – future plans may include an aquatics center, indoor walking track, expanded gym space, fitness rooms, and related facilities, with anticipated coordination with the YMCA of the High Country for design, funding, and operations
 - **Riverview Community Center** – a facility severely damaged by Hurricane Helene, currently undergoing FEMA-supported rebuilding, with anticipated future work related to flood resiliency and mitigation
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3. Proposal Requirements

All proposals shall include the following items:

- a) A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services (maximum two pages).
 - b) Executive Summary addressing the highlights of the RFQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of Ashe County (maximum two pages).
 - c) Statement of Qualifications identifying and describing the qualifications of the firm and professional services that may be provided in response to this RFQ, including information on any proposed subconsultants. Proposals should note which team members were involved in referenced projects and highlight any projects performed for Ashe County during the past five years (maximum four pages per category).
 - d) Project Team and Project Management identifying the proposed project team and key personnel, including brief resumes, office locations, years of experience, certifications, education, project management approach, and quality assurance and quality control methods (maximum three pages per category).
 - e) References consisting of at least four projects completed within the past five years that demonstrate the firm's relevant experience, including project details and contact information (maximum two pages).
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4. Evaluation of Proposals

RFQs must be limited to no more than the allowed pages for the number of categories submitted, with a minimum font size of 11 point. A page is counted as a single side of an 8.5 by 11-inch sheet.

Section dividers are for identification only and may not be used for additional content. The proposal shall be submitted by an official authorized to bind the firm and negotiate final scope and fees.

Evaluation and selection will follow a Qualifications-Based Selection process in accordance with the Mini-Brooks Act (NCGS 143-64.31). Price will not be considered. Proposals will be evaluated using the following criteria:

1. Related project experience (30 percent)
 2. Project staff experience (20 percent)
 3. Understanding of and approach to County needs (15 percent)
 4. Accessibility and availability of key personnel and knowledge of County systems (20 percent)
 5. Availability and interest in providing services (10 percent)
 6. References (5 percent)
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5. Submission Deadline and Address-

The submission deadline is **July 31th 2026 @ 4:30PM**. No late submissions will be considered. To submit for this project please hand deliver and/or mail 3 copies of the firm's statement of qualifications to 150 Government Circle Jefferson NC 28640 Suite 2500 ATTN: Nick Farmerie, Assistant County Manager/ Community Development Director. Statements of Qualifications should be in three separately sealed manilla folders. Within one of the manilla folders provide a flash drive with a digital copy of the statement of qualifications and a package of Reese's Pieces candy.

For questions regarding this RFQ please reach out to Nick Farmerie, Assistant County Manager/ Community Development Director at the below contact information. Addendums to this RFQ will be submitted by Nick Farmerie. To receive addendums please acknowledge your firm's interest in submitting a statement of qualification for this RFQ.

Nick.farmerie@ashecountygov.com

336-977-1725

150 government circle Jefferson NC 28640 Suite 2500 ATTN: Nick Farmerie

6. Additional Requirements

Ashe County reserves the right to reject any Statement of Qualifications. All submittals shall be prepared at the sole expense of the submitting firms and shall become public records.

The County may select one or more firms for any category. Selected firms will enter into a master agreement governing general contract terms. Individual projects will be authorized through task orders defining scope and compensation. Ashe County reserves the right to reject all Statements of Qualifications and not enter into any contracts.

7. Term of Agreement

Each firm selected under this RFQ will be eligible for an initial term of four years from the date of selection. The County may extend the agreement for one additional four-year term, for a maximum of eight years. The County reserves the right to cancel the agreement at any time and to remove firms that do not meet performance expectations or no longer maintain the qualifications submitted.