

**ASHE COUNTY  
REQUEST FOR QUALIFICATIONS**

**ASHE COUNTY SEEKING QUALIFIED ENGINEERING FIRMS TO PROVIDE PROFESSIONAL  
SERVICES FOR A PRELIMINARY SHELL BUILDING SITE DESIGN PACKAGE**

Ashe County has received funding from the Golden Leaf Foundation to create a preliminary shell building site design package. The shell building will be constructed at the Ashe County Industrial Park. The County was awarded a \$40,000 planning grant to produce a preliminary design package that will ultimately be used to apply for funding for the Golden LEAF Phase II of the project – Construction of the Shell Building.

Ashe is soliciting requests for qualifications for professional engineering services to assist the County in producing a Preliminary Design Package that will include 1) a Preliminary Site Design Plan, 2) a Proposed Building Narrative, 3) a Preliminary Geotechnical Report, and 4) a Preliminary Opinion of Probable Cost compliance with all applicable state requirements and regulations under the Golden Leaf program. Payment terms will be provided to the selected firm. Golden Leaf Foundation funds will pay the fee for professional engineering services.

**Scope of Work:**

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the Golden Leaf Foundation requirements.

**Project Timeline:**

The preliminary shell building site design package must be completed before May 24, 2024.

**Design:**

The following scope of work will be required (See Attachment A for the Preliminary Shell Building Design Package detailed requirements):

1. Preparation of a Preliminary Site Design Plan for a shell building to be located on lot #3 of the Ashe County Industrial Park
2. Preparation of a Proposed Building Narrative for the shell building
3. Preparation of a Preliminary Site-Specific Geotechnical Report – specific to Lot #3
4. Preparation of a Preliminary Opinion of Probable Costs for the Shell building

**Submission Requirements:**

RFQ submissions must include, at a minimum:

1. Individual or Firm information: firm’s legal name, address, email, and telephone number; the principal(s) of the firm and their experience and qualifications;
2. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and

ability to meet schedules; description of firm’s current work activities, and firm’s anticipated availability during the term of the project.

3. The proposed work plan and schedule for activities performed; and
4. Documentation of compliance with state and federal debarment/eligibility requirements.

**Qualification Evaluation Criteria:**

The firm must have the capacity to deliver the Preliminary Shell Building Site Design Package by May 24, 2024. Submissions will be evaluated according to the following factors:

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| 1. Firm’s experience, knowledge, familiarity, and past performance with Shell Building design and services.   | 40% |
| 2. The firm’s understanding of project-specific issues, strict compliance to the detailed Preliminary Shell Building Design Package requirements and their capacity to deliver services for the advertised project. | 30% |
| 3. The experience of the firm’s proposed staff to perform the type of work required.  | 30% |

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the County to be capable of performing a majority of the work required.

A detailed request for qualifications (RFQ) provided in Attachment A, including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained by visiting the County’s website [www.ashecountygov.com](http://www.ashecountygov.com) or by contacting Cathy Barr, Director Economic Development at, the Ashe County Courthouse located at 150 Government Circle, Suite 2500, Jefferson, NC (336) 846-5535.

**General Comments and Disclosures**

1. Any application, its principals, key personnel, and employees may not be debarred or suspended on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Applicants must include verification that the service provider, as well as its principals and key personnel, are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Applicants must enclose a printout of search results that includes the record date.
2. Any applicant selected under this RFQ will not discriminate against any employee or applicant for employment because of race, color, religion, sex, creed, disability, or national origin. Any selected applicant will take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their age, race, color, religion, sex, creed, disability, or national origin.
3. This RFQ is a request for the submission of qualifications and is not an offer, nor should it be construed as an offer.
4. Ashe County reserves the right to modify, reschedule, or cancel this request at any time before or after any proposals have been submitted or received.
5. Ashe County reserves the right to reject and not consider any or all applicants at its discretion.

6. Ashe County reserves the right to reject any or all companies, waive any informality in the RFQ process, or terminate the RFQ process at any time if deemed in its best interest.
7. If the party selected does not enter into the required agreement to carry out the purposes described in this request, Ashe County may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
8. In no event shall any obligations of any kind be enforceable against Ash County unless and until a written agreement is entered into.
9. Ashe County reserves the right not to award a contract pursuant to the RFQ.
10. All items become the property of Ashe County upon submission and will not be returned to the Applicant.
11. Proposals will be evaluated using the factors listed in this RFQ.
12. Ashe County reserves the right to interview or to choose not to interview Applicants before making a final decision.
13. Applicants are requested to refrain from contact with the Selection Committee members.

**Submission of Statement of Qualifications:**

The above information should be submitted to Ashe County no later than 4:00 pm March 1, 2024

Submission may be mailed, emailed, or submitted in person to the County at:

Ashe County  
150 Government Circle  
Suite 2500  
Jefferson, NC 28640  
Attn: Cathy Barr, Director of Economic Development

Or

By email to:

Cathy Barr, Director of Economic Development, [cathy.barr@ashecountygov.com](mailto:cathy.barr@ashecountygov.com)

For more information, contact Cathy Barr at 336-846-5535, [cathy.barr@ashecountygov.com](mailto:cathy.barr@ashecountygov.com)

Ashe County is an Equal Opportunity Employer and invites the submission of proposals from minority- and women-owned firms. The Town of Burnsville invites the submission of proposals from certified Section 3 business concerns.

This information is available in Spanish or any other language upon request. Please contact Cathy Barr, at (336) 846-5535 or at 150 Government Circle, Suite 2500, Jefferson, NC for accommodations for this request.

Esta informacion esta disponible en espanol o en cualquier otro idioma bajo peticion. Por favor, pongase en contacto con Cathy Barr, al (336) 846-5535 o en 150 Government Circle, Suite 2500, Jefferson, NC de alojamiento para esta solicitud.

## ATTACHMENT A

### Ashe Industrial Park Preliminary Shell Building Site Design Package Detailed Requirements

The following four primary elements items are required for the Preliminary Design Package.

- Preliminary Site Design Plan
- Proposed Building Narrative
- Preliminary Geotechnical Report
- Preliminary Opinion of Probable Cost

**Preliminary Site Design Plan** – The Preliminary Site Design Plan will consist of a set of drawings and details intended to demonstrate the intended site layout and grading requirements sufficient to provide a preliminary Opinion of Probable Cost (see below) but not intended to be a full design or permit package. Below is the minimum information that should be included in the Preliminary Design Package.

#### Cover Sheet

- Location Map (indicating the location and outline of the proposed site)
- Name and address of Property Owner
- Parcel ID and Address for the Project
- Area/acreage of the subject Parcel
- Name and address of the Project Designer(s)
- Jurisdiction of the Project
- Zoning for the Project Site – If the site is not currently suitably zoned for the project, then a narrative to include the time and process necessary to bring the site into zoning compliance for the anticipated project must be included.
- Table of building setbacks and other restrictions such as Watershed Protection Districts or Floodplain areas.
- Proposed building elements such as gross square footage, height, and construction type.
- Proposed number of parking spaces and other site elements.

#### Existing Conditions Plan

- North Arrow and Scale
- Site Boundary - This is not required to be a full site boundary survey but needs to reasonably represent the proposed project site boundary and how that relates to the existing parcel lines. Please show any proposed subdivision lines if relevant.
- Existing Topography - Contours should be shown at reasonable intervals to ensure that any grading studies can be used to estimate site construction costs. In no case shall the contour intervals be greater than 2'. Existing grade contours should include enough labels on at least one of every five contour lines. List the source of the contour data (Example: Field Survey, LiDAR).
- Location of Wetlands – Wetlands should be shown based on information provided by a field review of the site and a delineation in accordance with the latest USACOE guidance. A Jurisdictional Determination by the USACOE is not required, and GPS equipment may be used to

locate wetland areas. If only a portion of a large site is proposed for development, the delineation may be limited to the site areas adjacent to the proposed site development.

- Location of any creeks, streams, ponds, or dams.
- Location of any required local, state, or federal buffers around wetlands or other riparian areas.
- Location of any FEMA 100-year Floodplain based on the latest published FIRM maps or other detailed studies.
- Location of any public or private easements or rights-of-way within the parcel.
- Location of other significant site elements such as structures, roadways, historical or cultural sites, protected endangered species areas, cemeteries, underground storage tanks, abandoned wells, septic tanks, debris, and other elements that may impact the site's development.
- Location of all existing utilities to the site – (Water, Sewer, Power, Gas, Communications) If any of these utilities are not present at the site a narrative and/or sketch describing the distance, timing, and cost to bring the utilities to the site must be provided on this or a separate sheet.

### **Concept Site Layout Plan**

- North Arrow and Scale
- Location of existing and proposed roadways and driveway to include offsite intersections, curb cuts, and drives that impact access to the proposed site.
- Generally, indicate vehicle use areas, including parking areas, truck docking or staging areas, and circulation. Provide general dimensions for all areas and curve radii for circulation routes. This item intends to understand the full intent of the project to include an approximate number of parking spaces, the types of trucks intended to serve the site, and how vehicles and pedestrians may or may not interact.
- Building footprint, orientation, and entrance layout – This does not require a full building layout. The plan should indicate overall building dimensions and anticipated entry points in relation to parking, loading, and other circulation areas.
- Show areas where the building and/or site grading could be expanded with future project phases. Detailed building dimensions or grading plans are not required. Indicate the locations and general dimensions of the potential expansion areas.
- Location of elements from the existing condition plans that may restrict development, such as easements, riparian buffers, floodplains, restricted use areas, and other similar elements.
- Location of building setbacks and buffers or streetscapes as required by the site zoning or anticipated zoning.
- Location and general dimensions of stormwater management areas if required.

### **Concept Site Grading Plan**

- North Arrow and Bar Scale
- Location of elements from the Existing Condition Plan that may restrict development, such as easements, riparian buffers, floodplains, restricted use areas, and other similar elements.
- Existing Topography - Contours should be shown at reasonable intervals to ensure that grading studies can be used to estimate site construction costs reasonably. In no case shall the contour intervals be greater than 2'. Existing grade contours should include enough labels on at least one of every 5 contour lines. List the source of the contour data (example: Field Survey, LiDAR).
- Proposed Topography - Contours should be shown at reasonable intervals to ensure that grading studies can be used to estimate site construction costs reasonably. In no case shall the contour intervals be greater than 2'. Proposed grade contours should include enough labels on at least one of every 5 contour lines. A detailed spot grading plan and/or accessibility plan is not required.

- General drainage patterns and location of storm networks. Detailed stormwater conveyance design (pipe or ditch) is not required.
- Location, grading, and preliminary sizing report for any required stormwater management devices. If the community does not have stormwater management requirements indicate as such on the plans.
- Location of any proposed retaining walls or steep slopes.

### **Concept Site Utility Connection Plan**

- North Arrow and Bar Scale
- All Elements except dimensions are shown on the Concept Site Layout Plan.
- Location and size of all existing underground and overhead utilities
- Location and size of all proposed utility connections from the existing utility lines to the proposed building footprint. If offsite utility connections are required, provide a narrative description and concept sketch of how those connections will be made.
- Location and dimension on any required utility extension easements.
- Profiles are not required.

### **Site Detail Plan**

- Provide any details or elements the designer may consider important to understand the proposed project.

**Proposed Building Narrative** – Provide a written description of the size and dimensions of the proposed building. The narrative should also include primary building elements including building material type, ceiling height, siding material, roofing material, and floor finishes (a concrete floor is not required). The square footage, ceiling height, and other building elements must meet the minimum requirements provided in the Stage 1 application. Building elevations or detailed layouts are not required but may be included to facilitate this response.

**Preliminary Geotechnical Report** – Provide a preliminary site geotechnical report to include a minimum of four boring logs taken in the general vicinity of the four building corners. Additional boring in areas of deep cuts or low areas are recommended but not required. The report should include a description of the onsite soils, recommendations for grading operations, depth to rock or groundwater, unsuitable materials, likely soil-bearing pressures, seismic recommendations, and typical building footing construction recommendations.

**Preliminary Opinion of Probable Cost** – Provide a preliminary Opinion of Probable Cost signed and sealed by a licensed Professional Engineer or Architect detailing the anticipated costs for construction. The Opinion of Probable Cost should include quantities and unit costs for elements such as building cost, grading, rock excavation, paving, utility extension and connection, and storm water management structures. Lump sum elements such as final design, erosion control, landscaping, permitting, site studies, contingencies and contract administration, surveying, and final certifications should also be included.