

COUNTY OF ASHE, NORTH CAROLINA

REQUEST FOR QUALIFICATIONS (RFQ)

Issued: January \_\_\_, 2026

Professional Services for EMS Base Site Development, Programming and Design Build

SECTION ONE – INTRODUCTION

The County of Ashe is soliciting qualifications from experienced planning, architectural, and engineering firms to assist with the development of one of two sites for a future Emergency Medical Services (EMS) base. The selected firm will lead site evaluation, programming, basic cost estimation, and preliminary planning to ensure the County is positioned to transition quickly into design and construction.

This RFQ is issued pursuant to N.C. General Statute §143-64.31 (Qualifications-Based Selection). Responses must be received by January 31<sup>st</sup> 2026, at 3:00 PM.

Submit to:

Adam Stumb, County Manager  
150 Government Circle, Suite 2500  
Jefferson, NC 28640  
Email: adam.stumb@ashecountygov.com  
Late responses will not be considered.

SECTION TWO – PROJECT BACKGROUND

Ashe County is transitioning from a contracted EMS to a county operated service which requires development of a new facility to meet the demand. The County anticipates developing one of two strategically located properties for an EMS base to improve response times, staff support, and vehicle readiness.

Project priorities include:

- Evaluate two existing potential sites (location, access, utilities, zoning, and environmental factors).
- Programming for the facility (apparatus bays, crew quarters, administrative space, training areas).
- Preparing preliminary site and building concepts to guide design-build procurement.
- Provide cost estimates for comparison at developing at either site.
- Delivering a clear roadmap for transition into design and construction within 6 months.

SECTION THREE – SCOPE OF SERVICES

The selected firm will provide professional services including:

1. **Site Selection and Evaluation:** To support strategic decision-making, the County seeks a high-level engineering evaluation of the two site's feasibility, constraints, and suitability for EMS operations. This assessment is intended to provide comparative insight without requiring detailed design, survey work,

The goal is to help the County determine which site offers the most practical, efficient, and cost-effective path to development, based on readily identifiable site characteristics.

- Conduct site investigations (survey, utilities, geotechnical, environmental).
- Assess access, and operational suitability.
- Provide comparative analysis of two potential candidate sites.

**Site Criteria and Characteristics:** The County is seeking a review of two potential sites for a future ambulance base based on the following criteria:

#### Site Size & Layout Feasibility

- Ability to accommodate building program elements: bays, parking, circulation, support spaces.
- Adequacy of turning radii for EMS vehicles.
- Evaluation of zoning setbacks or other dimensional limitations.
- The evaluation of a second floor for training, office, and other non-response related spaces to limit the building footprint.
- Will either site present challenges while construction occurs which may delay or increase the total cost of the project.

#### Traffic/Access

- Will the site allow for pull through bays or other configurations.
- Will the site require signalization/turn lanes? How much coordination with DOT and/or private parties will be required.
- Reliability of access – is access hampered by steepness, winter weather, flooding?
- Traffic congestions

#### Site Topography

- Will topography affect building cost or vehicle maneuvering.
- One or two story limitations based on topography
- Expected cut/fill challenges

#### Utility

- Water, sewer, electric, fiber
- Requirements from town to connect onto utilities.
- Gas?

#### Environmental

- Stormwater/streams – what is the behavior of drainage on the property
- Soil stability including analysis of rock
- Floodplain

#### Zoning

- Current zoning classification

- Special User permit requirements
- Any other pertinent design constraints identified

#### Safety and Security

- Sight lines around the station
- Needs of additional lighting

#### Easements & Existing Encumbrances

- Identification of visible easements (recorded information supplied by County if available).
- Review of access rights, shared driveways, and overhead/underground utilities.
- Discussion of demolition needs if structures exist.

#### Stormwater Management Feasibility

- Initial review of available area for stormwater controls.
- Assessment of likely stormwater requirements based on watershed or local regulations.
- High-level identification of any constraints or design limitations.

#### Timeline Risk Factors

- Elements likely to extend permitting, engineering, or construction timelines.
- Dependencies on third-party approvals (NCDOT, utilities).

## 2. Programming and Concept Development:

Work with County leadership to define building program (apparatus bays, crew quarters, offices, support spaces). The proposed needs include:

- Approximate building footprint – 15,000 – 20,000sq/ft
- Customary drives and parking for EMS base
- 6 bays
- 8-10 bedrooms
- Unisex full bathrooms
- Training room – 75-100 capacity
- Common area with kitchen
- Director's office
- Reception and billing office
- Medical supply room – secure

A qualified firm shall provide preliminary site layouts and building concepts based on proposed needs and cost and schedule projections for planning purposes.

## 3. Preliminary Planning Deliverables

- Written report summarizing site analysis and recommended program.
- Conceptual drawings and diagrams (digital format preferred).
- Preliminary budget estimates for planning and budgeting purposes.

## 4. Transition to Design and Construction

The intent of this RFQ is to transition seamlessly into the full design process and the successful firm will demonstrate their ability to do that.

- Support County staff in presentations to the Board of Commissioners to make final decision on EMS base location.
- Prepare separate contract for design and construction.

#### SECTION FOUR – PROJECT SCHEDULE

The County requires completion of site selection and programming within 6 months of contract award.

Anticipated Schedule:

- RFQ Issued: January 5, 2026
- Qualifications Due: January 30, 2026
- Shortlist/Interviews (if required): February 9-13, 2026
- Selection & Contract Negotiation: February 16-20, 2026
- Notice to Proceed: March 2, 2026
- Site Selection & Programming Complete: August, 2026
- Transition to Design/Construction: September 2026

#### SECTION FIVE – QUALIFICATIONS SUBMITTAL REQUIREMENTS

Firms must submit a concise Statement of Qualifications (SOQ) including:

1. Firm Profile – Name, location, NC licensure, key personnel.
2. Relevant Experience – EMS, public safety, or similar facility planning projects.
3. Project Approach – Narrative describing methodology for site selection and programming.
4. Key Staff – Resumes of project manager and discipline leads.
5. References – At least three recent clients for comparable work.
6. Insurance & Bonding – Evidence of professional liability coverage.

Submittals should be no more than 10 pages. Firms will provide 5 physical copies of their SOQ sealed within a manilla folder mailed or delivered to 150 Government Circle, Jefferson NC 28640 ATTN: Adam Stumb. Within 3 of the sealed folders please provide a digital copy of the SOQ on a flash drive.

#### SECTION SIX – EVALUATION CRITERIA (100 Points)

- Experience with EMS/Public Safety Projects (35 pts)
- Project Understanding & Approach (20 pts)
- Ability to work Within Project Schedule (20 pts)
- Qualifications of Key Staff (15 pts)
- SOQ Quality & Responsiveness (10 pts)

#### SECTION SEVEN – GENERAL CONDITIONS

- Ashe County reserves the right to reject any or all proposals.
- Costs incurred in preparing responses are the responsibility of the proposer.

- The County intends to use AIA Document C141-2014 (Owner-Consultant Agreement), as amended.
- Compliance with E-Verify requirements is mandatory.