



# Request for Proposals

## Introduction

Mitchell County Economic Development Commission Inc. is a 501 (c)(3) nonprofit organization supported by private and public funding that is charged with accelerating economic growth in Mitchell County. Mitchell County EDC works with industry leaders, site selection consultants, government agencies and other entities to facilitate expansion and development strategies for existing businesses and recruit target industries to Mitchell County. Visit [mitchellcountyedc.org](http://mitchellcountyedc.org) to learn more.

Mitchell County EDC is requesting qualified submissions for proposed development options of a 90+/- acre property commonly referred to as the Mitchell Business Park.

Mitchell County EDC issued this Request for Proposals (RFP) for various professional services from full-service, consulting engineering firms. The proposals submitted should include detailed costs of the following areas for Business Park Master Planning and Development Options and Geotechnical Services:

1. Business Park Master Planning to maximize roughly 90 acres that make up the Mitchell Business Park site. Various development scenarios should be included to both maximize the site available given existing restrictions but also include a campus-type development option.
2. Geotechnical analysis performed to meet the NC Certified Sites standards and to ensure the consulting engineer has confidence in the resulting site plan development options and cost estimates. Mitchell County EDC will make available to the selected firm due diligence formerly done including Phase 1, limited geotechnical, wetlands determination, cultural resources review, and endangered species review.
3. Proposed development scenarios should reflect target industrial sectors for Mitchell County including automotive, aerospace, life science, assembly, agriculture science, food science, additive manufacturing, and data centers.
4. Site plans and development scenarios for the land site that includes pad layouts detailing grading costs per building option along with infrastructure costs.
5. Planning and development costs for rail extension only.
6. Completed project, including narrative, spreadsheets, blueprints, etc. should be provided in both printed and digital formats.

## Important Dates

Proposals are due via email no later than: September 26, 2025, 12:00pm  
Email to: Bill Slagle, Executive Director of Economic Development Commission,  
[EDC@mitchellcountync.gov](mailto:EDC@mitchellcountync.gov)

### Other Important Dates

Request for Proposals Issued:	August 25, 2025
Question Period:	August 26 – September 15, 2025
Proposals Due:	September 26, 2025
Review Process:	September 29 – October 3, 2025
Finalist Interviews/Meetings (if needed):	October 2 – 3, 2025
Estimated Contract Execution:	October 10, 2025
Deliverables Due:	November 30, 2025

## Response Requirements

Responding firms must include the following:

- Cover letter
- Detailed costs of services for requested development options and planning services as described above
- Project Team/Subconsultants and Organizational Chart
- Experience for key project Team Members
- At least three (3) examples of past project profile sheets of comparable sites with client reference contact information for those examples
- Prior experience with NC Commerce Certified Sites, EDPNC Select Sites, and the Golden LEAF SITE program
- Proposals must state they are valid for 90 days from the date of submission
- Certificate of Insurance
- Legal name and corporate status of RFP respondent

## Evaluation Criteria

Costs associated with providing the above services will be a major factor for awarding this RFP although experience with the special development and geological characteristics of Mitchell County, NC, will be considered. Respondents who can provide relative confidence in the projected costs of the different development scenarios based on experience will be evaluated. Other factors

Mitchell County EDC, at its sole discretion, deems relevant to the responding firm's ability to perform the requested services as outlined in this RFP.

## Stipulations

Mitchell County EDC reserves the right to reject any and all responses submitted and to void this RFP process without notice. Any and all RFP elements, requirements and schedules are subject to change and modification. Mitchell County EDC reserves the right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any responses by any party.

Submissions deemed unresponsive shall be eliminated from consideration. The Request for Proposal does not obligate Mitchell County EDC to pay any costs incurred by respondents in the preparation and submission of the proposal. This Request for Proposal does not obligate Mitchell County EDC to accept or contract for any expressed or implied services.

By accepting this RFP and/or submitting a response thereto, each responding party agrees for itself, its successors and assigns, to hold Mitchell County EDC and affiliated entities, and all of their various agents, board members, directors, consultants, attorneys, and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding firm, its representatives, agents, subconsultants, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, or final award of this RFP.

By submitting a response to this Request for Proposal, each respondent acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.

**SUBMISSIONS ARE DUE ON OR BEFORE WEDNESDAY, SEPTEMBER 26, 2025 AT 12:00 PM**

