



Request for Qualifications: [Haywood County Project Development Planning](#)

RFQ Questions (as submitted by the deadline of 05.20.2026) and Answers
Published 05.29.2026

Q: Will responses to submitted questions be shared with all firms?

A: Yes.

Q: Is there a page limit for proposal submissions?

A: There is no formal page limit; however, firms are encouraged to provide clear and concise responses to support the evaluation process.

Q: Are there specific insurance requirements, limits, certifications, or forms that must be submitted with the RFQ response?

A: At this stage, a general confirmation of the firm's ability to provide appropriate professional and general liability insurance coverage is sufficient. Specific insurance requirements, limits, and documentation requirements will be provided during contract negotiations with the selected firm.

Q: Does HCTDA have a standard consultant contract template you prefer to use?

A: We do not have a contract template to share.

Q: For the RFQ response, should firms include estimated travel costs, or only describe their standard travel billing practices and anticipated travel approach?

A: Firms should describe their standard travel billing practices and anticipated approach to travel associated with the project.

Q: Is there an estimated budget available for this project?

A: HCTDA has committed initial funding of \$300,000 for this project. HCTDA is also actively pursuing additional grant funding, which may expand the overall scope and level of project development. As outlined in the RFQ, this is a qualifications-based selection process, and the final scope of services and contract amount will be negotiated with the selected firm following evaluation and consideration of available funding.

Q: Have the priority sites for preliminary design already been selected, or will the selected consultant assist in confirming the final list of sites?

A: The priority sites have not yet been finalized. The selected consultant will work with HCTDA and project partners during the early phase of the project to help confirm and refine the final list of priority sites.

Q: Should the consultant's approach assume an initial countywide evaluation of public properties and opportunities before narrowing to the highest-priority sites for preliminary design?

A: Yes. The intent of this project is to develop a comprehensive, county-wide framework that evaluates broader public asset and recreation opportunities before identifying and advancing the highest-priority sites for preliminary design and implementation readiness.

Q: Are the sample county-owned properties included in the appendix intended to represent the full universe of sites to be evaluated?

A: No. As noted in the appendix, the listed properties are sample county-owned properties for potential consideration as part of the project. The selected consultant should consider broader county-wide opportunities, including other publicly owned lands, municipal park properties, greenway corridors, river access opportunities, and connections identified through existing adopted plans.

Q: Can HCTDA share the anticipated composition of the Advisory Committee and participating stakeholders?

A: The Advisory Committee includes representatives from Haywood County, participating municipalities, tourism leadership, conservation organizations, agriculture, design professionals and other community stakeholders.

Q: Does HCTDA anticipate a public-facing engagement component as part of this project?

A: Yes. In addition to coordination with the Advisory Committee, municipal partners, elected officials, and targeted stakeholders, HCTDA anticipates a public engagement component as part of the planning process. Firms should anticipate opportunities for broader community input, which may include public meetings, workshops, presentations, online engagement tools, or similar outreach strategies.

Q: Should respondents assume that detailed survey, engineering, permitting, and construction documents are outside the scope of this RFQ unless separately contracted in a future phase?

A: The intent of this RFQ is to advance projects through planning, feasibility evaluation, preliminary design, cost estimating, and implementation readiness. Respondents should assume that full construction documents, detailed permitting, and final engineering are outside the scope of this phase unless separately contracted in the future. However, consultant teams should include the technical expertise necessary to prepare feasible, implementation-oriented preliminary concepts and supporting cost information appropriate for grant positioning and future project advancement.

Q: Are there specific grant programs HCTDA is targeting through this project, or should the consultant identify the most appropriate funding pathways?

A: The intent of this project is to position priority projects to be competitive for a broad range of applicable state and federal funding opportunities. Consultant teams should identify and help align projects with the most appropriate funding pathways, which may include recreation, greenway, water access, flood resiliency, infrastructure, tourism, conservation, and economic development funding programs.

Q: What is the anticipated interview format for finalist firms?

A: Firms selected as finalists should be prepared to present in person to the Advisory Committee.