

**BOARD OF COMMISSIONERS**  
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**COUNTY MANAGER**  
Jaime Laughter  
828-884-3100  
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**101 South Broad Street  
Brevard, NC 28712**

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**Request for Qualifications  
Professional Consulting Firms for a Comprehensive Housing Study  
For Transylvania County**

Transylvania County Government is requesting proposals for a Comprehensive Housing Study for the county. Our goal is to obtain information about the type, size, location, and price of housing required to meet the current and future needs of residents living and working in the county. We would like to understand the market forces, planning and zoning regulations, infrastructure, land availability and local barriers that impact housing development. The consultant will provide a thorough analysis and make recommendations as to possible solutions.

The RFQ will be released **Wednesday, September 20, 2023**. You may obtain a copy by email request to [jennifer.galloway@transylvaniacounty.org](mailto:jennifer.galloway@transylvaniacounty.org) or on the website at [www.transylvaniacounty.org](http://www.transylvaniacounty.org). In order to be considered all responses must be submitted in writing no later than **4:00PM EST on Wednesday, October 18, 2023**. Firms mailing responses should allow delivery time to ensure timely receipt of their proposals. The responsibility for getting the response to Transylvania County's Purchasing Agent on or before the specified time and date is solely and strictly the responsibility of the responding firm. The County will in no way be responsible for delays caused by any occurrence. Late responses will be deemed invalid. Responses may be hand delivered or mailed to:

**Transylvania County – Purchasing Agent  
Attn: Jennifer Galloway  
101 S Broad Street  
Brevard, NC 28712**

Transylvania County Board of Commissioners reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of Transylvania County.