

**BOARD OF COMMISSIONERS**  
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Kelvin Phillips



**COUNTY MANAGER**  
Jaime Laughter  
828-884-3100  
Fax 828-884-3119

**101 South Broad Street  
Brevard, NC 28712**

**ADVERTISEMENT FOR  
REQUEST FOR PROPOSALS FOR DESIGN/MASTER PLAN SERVICES  
TRANSYLVANIA COUNTY  
BREVARD, NORTH CAROLINA**

Notice is hereby given that Transylvania County is soliciting proposals from qualified consultants to complete a Master Plan for the Silvermont Mansion and Park, located at 364 E Main Street, Brevard, North Carolina. The Master Plan includes, but is not limited, to the following: Scope of service; detailed conceptual drawing; anticipated project budget; proposed project schedule. To be considered for this engagement, the firm must meet the qualifications and satisfy the requirements set forth in the RFP.

A copy of the RFP with detailed specifications, information, and selection criteria may be obtained, beginning February 12, 2018 from Jennifer Galloway at the Transylvania County Finance Department, 101 South Broad Street, Brevard, NC 28712, at [jennifer.galloway@transylvaniacounty.org](mailto:jennifer.galloway@transylvaniacounty.org), or at 828-884-3104 x114.

A mandatory site visit will be conducted on February 26, 2018 at 10:00 AM.

Questions regarding this RFP should be in writing only directed to Jonathan Griffin, Interim Director of Parks and Recreation and Jennifer Galloway, Purchasing agent, via email at [jonathan.griffin@transylvaniacounty.org](mailto:jonathan.griffin@transylvaniacounty.org) and [jennifer.galloway@transylvaniacounty.org](mailto:jennifer.galloway@transylvaniacounty.org) by 5:00 PM EST on February 28, 2018.

Proposals must be received by Jennifer Galloway at the address shown above no later than 5:00 PM EST, March 13, 2018.

The Board of Commissioners reserves the right to reject any and all proposals in whole or in part and to waive such informalities as may be permitted by law.