

REQUEST FOR QUALIFICATIONS

Professional Services for Mitchell County Economic Development Commission

Labor Market Analysis

The Mitchell County EDC is requesting statements of qualification from qualified professional consultants specializing in economic development services for technical analysis, facilitation, and planning activities required for the completion of an independent labor market analysis. The project will include the review of relevant community demographic and economic data, an analysis of the labor shed, and stakeholder interviews to capture the potential and community's capacity for targeted growth. This study should also set forth recommendations for growing economy and creating community prosperity.

Background

The Mitchell County EDC has been selected to participate in the Select Site Program through the Economic Development Partnership of NC. This program includes a priority for the completion of a Labor Market Assessment to complement the emphasis on site readiness for future economic development.

Scope of Work

The consultant shall provide professional services to support the tasks listed below. The EDC will work jointly with the selected consultant to develop a final, comprehensive scope of work, fee structure, and schedule for the project. Responses to this Request for Qualifications should demonstrate the consultant's experience and expertise with the following range of services included in the project's ultimate scope of work:

1. Review and analyze existing demographic, economic, housing, and labor force data. Use this data to show key demographic, social, economic, and financial trends and forecasts for inclusion into the final study. Please provide the data sources you propose to use in your response. Consideration will be given to firms that can demonstrate effective visual representation of this data.
2. Review and analyze relevant master planning documents for the community and incorporate the visions contained therein into the final report for this project.
3. Engage in a current analysis to identify the strengths, weaknesses, opportunities, and threats that affect our local economy.
4. Hold a minimum of two (2) stakeholder focus groups with the workforce delivery providers and employers in the community.

5. Prepare a customized labor market assessment strategic setting forth specific goals and objectives for capitalizing on existing economic opportunities and suggesting potential solutions to the economic development challenges in the labor shed.

Specific questions to be answered by this plan include but are not limited to:

a. Targeted sectors for recruitment: Recommendations on what business sectors the EDC should focus its efforts on for future growth.

b. Labor and Workforce Development: Recommendations for how best to leverage our workforce pipelines and existing workforce development assets.

c. Quality of Life Amenities: Recommendations for achieving workforce housing availability and childcare capacity.

d. Commuting patterns: Analysis of in-bound and out bound commuting trends locally and regionally.

The budget for this project will be established following consultant selection and fee negotiation.

Evaluation Criteria

We will evaluate each response we receive and based on the evaluation criteria listed below.

1. Completeness of the submitted materials. To include corporate status of the firm and commercial insurance coverage.
2. Qualification statement that includes a cover letter, a roster of team members who will be working on this project, their professional qualifications, technical knowledge, and experience with creating labor market assessments and recommendations.
3. Demonstration of specialized experience related to the development of labor market assessments. Please describe what your team's approach to this assignment will be and outline how you will proceed with the creation of this report. Identify the sources of data you intend to use to complete the data required for the study.
4. Provide two examples of a similar report you have created for a community similar in size. If there are sections of this report where your approach will differ substantially from the examples given, explain this in as much detail as possible.
5. Provide examples of your capacity to successfully convene, manage, and gather data from stakeholder focus group sessions and other outreach activities.

6. Graphic design: Provide an example from studies you have produced for a previous client that highlights your firms' ability to effectively show data in a graphic format.

7. The RFQ selection is not a guarantee of contract and the Mitchell County EDC can reject any and all proposals.

8. The selection committee will be comprised of three individuals with a background in economic development and labor market analysis.

Delivery of RFQ Responses

Deliver hard copies of your qualifications and an electronic copy in a PDF to the Mitchell County EDC by the deadline.

Deadline for proposals will be May 1, 2026 at noon.

Submit proposal to: Bill Slagle- Executive Director

Mitchell County Economic Development Commission

208 Oak Avenue

Spruce Pine, NC 28777

e-mail: edc@mitchellcountync.gov

828-592-1029