



# Town of Mars Hill

## MAYOR AND BOARD OF ALDERMEN

John L. Chandler  
*Mayor*  
Nicholas A. Honeycutt  
*Vice-Mayor*  
Robert W. Zink  
*Treasurer*  
Stuart L. Jolley  
*Clerk*  
Larry H. Davis  
*Secretary*

### MINUTES REGULAR MEETING Mars Hill Town Hall – Conference Room September 9, 2024 at 6:00 p.m.

The Town of Mars Hill Mayor and Board of Aldermen met in special session to conduct the September regular business meeting, on Monday, September 9, 2024, at 6:00 p.m. in the Mars Hill Town Hall pursuant to notice given as required by NC Gen. Stat. 160A-71 and NC Gen. Stat. 143-318.12(b)(2). (Attachment A)

**MEMBERS PRESENT:** Mayor John Chandler; Aldermen Larry Davis, Nicholas Honeycutt, Stuart Jolley, and Robert W. (Bob) Zink

**STAFF PRESENT:** Nathan R. Bennett, Town Manager; Jamie Stokes, Town Attorney; and Chad Wilson, Police Chief

**OTHERS PRESENT:** Johnny Casey, Madison News-Record & Sentinel; Ryan Bell, Zach Byrd, Kacey Byrd, Brad Guth, and other members of the general public

#### Call to Order

The meeting was called to order by Mayor John Chandler. Mayor Chandler welcomed those in attendance.

#### Approval of the Agenda

Mayor Chandler asked the Board to review the proposed agenda for approval. Upon review of the agenda, Mayor Chandler called for a motion. **Alderman Nicholas Honeycutt made a motion to approve the agenda as presented.** Alderman Larry Davis seconded the motion. Upon a call for a vote on the motion by the Mayor, the agenda was unanimously approved. (Attachment B)

#### Approval of Minutes

Mayor Chandler asked the Board to review the minutes of the regular meeting held on August 5, 2024. There being no modifications to the minutes, **Alderman Stuart Jolley made a motion that the minutes for the August 5, 2024, regular meeting be approved as presented by management.** Alderman Honeycutt seconded the motion. Upon a call for a vote on the motion by the Mayor, the minutes were unanimously approved.

#### Old Business

Mayor Chandler then moved to address old business. Mayor Chandler provided an update that trash cans had been placed on the Greenway as discussed at the August meeting.

There was no other old business.

#### New Business

Mayor Chandler then moved to address new business.

### **Recognition and Support of Memorial for Marshall Police Chief Thomas Michael Boone**

Mayor Chandler recognized Town Manager Nathan Bennett to provide information regarding discussions pertaining to a request from the family of Marshall Police Chief Michael Boone to request NCDOT name the bridge at exit 11 on I-26 in memory of Chief Boone. Mr. Bennett introduced members of the Boone family present at the meeting, Zachary and Kacey Byrd. Mr. Bennett provided a summary of the process NCDOT has established for naming NCDOT facilities and structures. Mr. Bennett made the Board aware that the NCDOT requires a resolution of unanimous support of the governing board for the jurisdiction in which the structure is located. He further advised the Board and family members that this bridge is located just outside of the jurisdiction of the Town of Mars Hill, in unincorporated Madison County, and that the Madison County Board of Commissioners would be the governing board required to provide such a resolution. Mr. Bennett stated that the Town of Mars Hill could provide a supporting letter or resolution of support for the naming of the bridge if it was the pleasure of the Board. Board members thanked the Boone family for attending the meeting and expressed their appreciation to them for Chief Boone's service to our community. Upon completion of discussion by the Board, **Mayor Chandler made a motion to provide a letter of support to the family, Madison County Commissioners, and NCDOT, expressing the unanimous support of the Mars Hill Mayor and Board of Aldermen for the naming of the bridge at Interstate 26, Exit 11, in recognition of Marshall Police Chief Thomas Michael Boone.** Alderman Jolley seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously.

### **Request for Proposals (RFP) – 9 & 15 South Main Street Project**

Mayor Chandler then recognized Mr. Bennett regarding the request for proposals (RFP) for 9 and 15 South Main Street Project. Mr. Bennett provided the Board with the draft RFP for the project to review. Mr. Bennett summarized the RFP process and stated that the Town is seeking qualifications from interested developers, or development teams, to present proposals for the mixed-use redevelopment of the town-owned three-story building at 9 and 15 South Main Street. Mr. Bennett provided a summary of the project development objectives, including developer expectations and developer objectives, as stated in the RFP. Mr. Bennett advised the Board that the developer will be responsible for all components of the redevelopment project to include all costs for design, engineering, land development, and construction. Mr. Bennett stated that the Town recommends that the first floor be identified as a potential restaurant and/or retail space, and the upper floors for potential professional office or residential units, but that the RFP allows and expects respondents to articulate the vision they may have for the property and how it would align with goals set by the Town. Mr. Bennett provided the tentative schedule for the RFP process as follows: release of the RFP as soon as September 10, RFQ questions by October 1, RFP submittal due to the Town on October 15, with review of proposals and interviews complete by October 31. Mr. Bennett stated he plans to bring a recommendation to the Board meeting scheduled for November 4, 2024. Mr. Bennett advised the Board he is seeking Board input and approval of the RFP and the RFP process. Upon completion of discussion by the Board, Mayor Chandler asked for a motion. **Alderman Honeycutt made a motion to approve the Request for Proposal (RFP) for the 9 & 15 South Main Street Project and authorize the Town Manager to proceed with release of the RFP and tasks included therein, as presented.** Alderman Zink seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment C)

### **Request for Qualifications (RFQ) – Engineering Services**

#### **Calvin Edney Rd./Exit 11 Water & Sewer Extension Project**

Mayor Chandler then recognized Mr. Bennett regarding the request for qualifications (RFQ) for Engineering Services for the Calvin Edney Rd./Exit 11 Water & Sewer Extension Project. Mr. Bennett provided the Board with the RFQ for procurement of engineering services for the Board to review. Mr. Bennett summarized the scope of the project to include extension of 1200 LF of water line and 2200 LF of gravity sewer line in the

immediate vicinity of I-26, exit 11, along Calvin Edney Road from approximately the area near Metco to the east side of the interchange. Mr. Bennett reviewed the RFQ process and stated that the Town is seeking qualifications from interested engineering firms to design and oversee construction of the project as defined. Mr. Bennett advised the Board that this project began in late 2019 when a developer approached the Town with a hotel project for the area. The Town applied to the Appalachian Regional Commission and was awarded a \$299,800 grant for construction of the project. The Town, through Land of Sky Regional Council, secured an additional \$330,000 grant from the Dogwood Health Trust to complete the funding plan for the project. The cost estimate for the project was \$599,600 in 2020. Since that time, the COVID-19 pandemic forced the original developer to abandon their original plans, however, the funding remains in place and the Town is authorized to proceed with the project. Mr. Bennett states this project presents a valuable opportunity to provide town water and sewer services to that area of the interchange for future development projects. Mr. Bennett advised the Board that the RFQ was released on September 5, 2024, and responses are due from interested engineering firms by October 4, 2024. He stated that those responses will be reviewed and a recommendation to award the engineering services contract should be available at the Board's October meeting. It is the consensus of the Board that this is a great opportunity to extend water and sewer services to the exit 11 interchange through the use of grant funds for the project and directed the Town Manager to proceed as presented.

**RESOLUTION – Asset Inventory and Assessment Grant**  
**Water & Wastewater System Applications**

Mayor Chandler then recognized Mr. Bennett regarding the resolutions for water and wastewater asset inventory and assessment grant applications. Mr. Bennett provided the Board a summary of the NC Department of Environmental Quality Asset Inventory and Assessment Grant Program. These grants are awarded in amounts up to \$150,000 for each water and wastewater system and are available for utilities to conduct inventory of water and wastewater system assets and complete an assessment of the condition of all system critical assets. This is valuable information needed to establish a comprehensive capital improvement plan for our facilities and equipment. There are a number of projects that may be identified through this process that will guide the repair, maintenance, and management of our systems. The level and scope of assessment and analysis available through this grant program funding will target and guide management and field staff alike in the good stewardship of the Town's water and wastewater systems. The Town is utilizing the administrative services of the University of North Carolina Environmental Finance Center, a division of the School of Government, to complete the grant applications, one each for water and wastewater. The application process requires the governing board by resolution to authorize the application, authorize appropriate town representatives to make the application and provide all required documents, and to further acknowledge and comply with all laws and regulations pertaining to the grant program. Mr. Bennett stated that the applications are due by the end September and awards announced later in the year, or early in 2025. Upon completion of discussion by the Board, Mayor Chandler asked for a motion. **Alderman Jolley made a motion to support and approve the “RESOLUTION BY THE MAYOR AND BOARD OF ALDERMEN FOR THE TOWN OF MARS HILL WATER SYSTEM ASSET INVENTORY AND ASSESSMENT GRANT APPLICATION,” AND THE “RESOLUTION BY THE MAYOR AND BOARD OF ALDERMEN FOR THE TOWN OF MARS HILL WASTEWATER SYSTEM ASSET INVENTORY AND ASSESSMENT GRANT APPLICATION,” as presented.** Alderman Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment D & E)

**Christmas Parade – Date Modification**

Mayor Chandler then recognized Mr. Bennett to provide information regarding a modification to the date of the Mars Hill Christmas Parade. Mr. Bennett provided a summary of a request to consider changing the date of the Mars Hill Christmas Parade from the first Monday in December to the first Saturday in December. There was a

request from the First Friday group and the Downtown Merchants Association to consider moving the parade to better deal with traffic congestion and access to town businesses. Mr. Bennett advised the Board that he had discussed the change to Saturday with all town staff involved in the production of the parade. Mr. Bennett stated that he received unanimous agreement to change to Saturday, and therefore he recommends changing the parade day to Saturday. Upon completion of discussion by the Board, Mayor Chandler asked for a motion. **Alderman Honeycutt made a motion to move the day of the Mars Hill Christmas Parade to the first Saturday in December (this year that date is December 7, 2024), as presented.** Alderman Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously.

**Town Manager Report – Nathan Bennett, Town Manager**

Mayor Chandler then recognized Mr. Bennett to provide the Town Manager Report.

**General Update**

Mr. Bennett provided the Board with a status update on various town projects including the Bailey Mountain Park and Preserve (Smith Farm) Improvements, Woodhaven Wastewater Lift Station Improvements. He advised the Board that the MHU First Year Hike to Bailey Mountain is scheduled for September 16, 2024, and that the Smith Farm will be accessible for event use. Mr. Bennett also provided the Board information regarding a recent rescue effort on September 3, 2024, by Mars Hill Fire Department to extract an injured hiker who had fractured an ankle while hiking the Hoffman Trail at the Bailey Mountain Preserve and Park. Mr. Bennett then informed the Board that contracts had been approved with French Broad Paving for the demolition and replacement of two sections of Cascade Street sidewalk, totaling approximately 600 square feet, near Nash Hall and Broyhill Chapel. He also stated that an additional contract has been approved with French Broad Paving to restripe all town streets that have been striped in the past and now faded or in need of restriping. Mr. Bennett further advised that a contract has been approved with Precision Safe Sidewalks to repair approximately 300 trip hazards recently identified during a recent assessment of sidewalks on North Main, South Main, Bailey Street, and Carl Eller Road. It is expected all this work will be scheduled and completed over the next four to six weeks. Mr. Bennett also addressed other items of interest to the Board.

**Public Comment**

Mayor Chandler then moved to public comment. There were no public comments.

**Closed Session (Pursuant to N.C.G.S. 143-318.11)**

There was no closed session.

**Adjourn**

There being no further business before the Board, Mayor Chandler called for a motion to adjourn. **Alderman Zink made a motion to adjourn.** Alderman Jolley seconded the motion. Upon a call for a vote on the motion by the Mayor, the motion to adjourn was unanimously approved.

Approved and authenticated this the 7<sup>th</sup> day of October, 2024.

ATTEST:



Nathan R. Bennett, Town Manager



  
John L. Chandler, Mayor



Notice of Special Meeting of the  
Town of Mars Hill  
Mayor and Board of Aldermen  
Scheduled for 9 September 2024

PLEASE TAKE NOTICE that the Mars Hill Mayor and Board of Aldermen shall, pursuant to NC Gen. Stat. 160A-71 and NC Gen. Stat. 143-318.12(b)(2), hold a special meeting at the following designated place and time:

Date of Meeting: Monday, 9 September 2024

Time of Meeting: 6:00 p.m.

Place of Meeting: Mars Hill Town Hall  
Large Conference Room  
280 North Main Street  
Mars Hill, North Carolina

Purpose of Meeting: Conduct the regular business meeting agenda for the month of September 2024. The September regular meeting date coincides with the observance of the official Labor Day holiday requiring this rescheduled meeting. Conduct other items of regular business as appropriate.

This the 16<sup>th</sup> day of August 2024.

\_\_\_\_\_  
/s/  
John L. Chandler, Mayor

Posted as required by NC Gen. Stat. 160A-71 and NC Gen. Stat. 143-318.12(b)(2) on this 16<sup>th</sup> day of August, 2024 at 12:00 o'clock p.m.

  
\_\_\_\_\_  
Nathan R. Bennett, Town Manager



ATTACHMENT B

# Town of Mars Hill

MAYOR AND BOARD OF ALDERMEN

John L. Chandler  
*Mayor*  
Nicholas A. Honeycutt  
*Vice-Mayor*  
Robert W. Zink  
*Treasurer*  
Stuart L. Jolley  
*Clerk*  
Larry H. Davis  
*Secretary*

## AGENDA REGULAR MEETING

Mars Hill Town Hall Conference Room  
September 9, 2024 at 6:00 p.m.

1. Call to Order – Mayor John L. Chandler
2. Approval of Agenda
3. Approval of Minutes: August 5, 2024 Regular Meeting
4. Old Business
5. New Business
  - a. DISCUSSION – Support of Memorial Recognition of Marshall Police Chief Michael Boone
  - b. RFP – 9 & 15 South Main Street
  - c. RFQ – Calvin Edney Rd./Exit 11 Water & Sewer Extension (ARC/Dogwood Grants)
  - d. **RESOLUTION** - Water & Wastewater Systems Asset Inventory and Assessment Grant Applications
  - e. Christmas Parade – Date Modification
6. Town Manager Report – Nathan Bennett, Town Manager
  - a. General Update
7. Public Comment

[Policy: Each speaker shall be limited to a maximum of three (3) minutes. The public comment period is not intended to require the Board of Aldermen or staff to answer any impromptu questions. The Board will not take action on an item presented during the public comment period. The Board may refer inquiries made during the public comment period to the Town Manager to address as appropriate. If necessary, the item may be placed on the agenda of a future meeting.]
8. Closed Session (*Pursuant to N.C.G.S. 143-318.11(a)(5)*)
9. Adjourn

### Mars Hill Town Hall

280 North Main Street • P.O. Box 368  
Mars Hill, North Carolina 28754  
Phone: (828) 689-2301 • Fax: (828) 689-3333



The Town of  
**Mars Hill**

**REQUEST FOR PROPOSALS**

**9 & 15 South Main Street**



The Town of Mars Hill, NC is soliciting proposals for a mixed-use development project in the heart of Mars Hill Main Street.

**DATE ISSUED:**  
**September 10, 2024**

**RESPONSES DUE:**  
**OCTOBER 15, 2024**

**REQUEST FOR PROPOSALS**

9 & 15 South Main Street

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The Town of  
**Mars Hill**

**REQUEST FOR PROPOSALS**

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The Town of Mars Hill, NC is soliciting proposals for a mixed-use development project in the heart of Mars Hill Main Street.

**DATE ISSUED:**  
**September 10, 2024**

**RESPONSES DUE:**  
**OCTOBER 18, 2024**

**REQUEST FOR PROPOSALS**

9 & 15 South Main Street

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# THE OPPORTUNITY

The Town of Mars Hill is seeking proposals and qualifications from interested developers, or development teams, for the mixed-use development of a three-story building in the heart of Mars Hill Main Street

The proposed site is located at 9 & 15 South Main Street and is an exceptional opportunity for an experienced developer or development team to not only reimagine the design of a building, but to play a pivotal role in defining the character of the entire block. The site is adjacent to the gazebo park, formally named the Trammell Family Park, which is publicly accessible green space owned by Mars Hill University. The site is a short distance from the Mars Hill University campus, Southern Appalachian Repertory Theatre, Post Office, Visitor Center, and many downtown retail, restaurant, and service businesses. The site is also a short walking distance to the Mars Hill Public Library, Mars Hill Medical Center, and art galleries.

The Town of Mars Hill is motivated to redevelop the site and is eager to support a developer or development team capable of achieving success in this revitalization process. The Town invites developers with an aptitude for collaboration and creativity and with demonstrated public-private partnership experience to submit their proposal to be considered for redevelopment of the site.

This request for proposals (RFP) contains site information, project objectives, proposal requirements, evaluation criteria, and submission information. The Town will create a selection committee to evaluate all submitted RFPs based on the evaluation criteria. Thank you for your interest in this important project and we look forward to your response.



## REQUEST FOR PROPOSALS

9 & 15 South Main Street

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## The Site: 9 & 15 SOUTH MAIN STREET

This 9 & 15 South Main Street site, originally constructed by R.S. Gibbs ca. 1915 with additions made in ca. 1930s, is a two-story brick commercial building with an exposed basement with rear access. The building was originally operated as a mercantile business. The property was purchased by JF Robinson and operated as clothing store and grocery on the first floor and several residential apartments on the upper floors from the 1960s to the 1990s. It last housed the Mars Hill University Bookstore until 2016. The Town of Mars Hill purchased the vacant building in 2023 to spearhead the economic revitalization of the building and the entire downtown Main Street area.

The site is technically two separate buildings but share a common wall that has a doorway providing access to the other on the Main Street level. The first floor has five six-light square windows to the north, and a recessed entry flanked by display windows on the south end. The second floor has ten taller windows, which appear to be original to the building. The site is the oldest contributing building to the Mars Hill Commercial Historic District, which was listed on the National Register of Historic Places in 2015.



## REQUEST FOR PROPOSALS

9 & 15 South Main Street

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# PROPERTY INFORMATION

Parcel Number: 9747843663

Location: In the core of downtown Mars Hill Main Street, at the corner intersection of South Main Street and Mountain View Road. Less than 0.1 miles from the campus of Mars Hill University, and 18 miles north of Asheville, NC

Deeded Acres: 0.21 acres

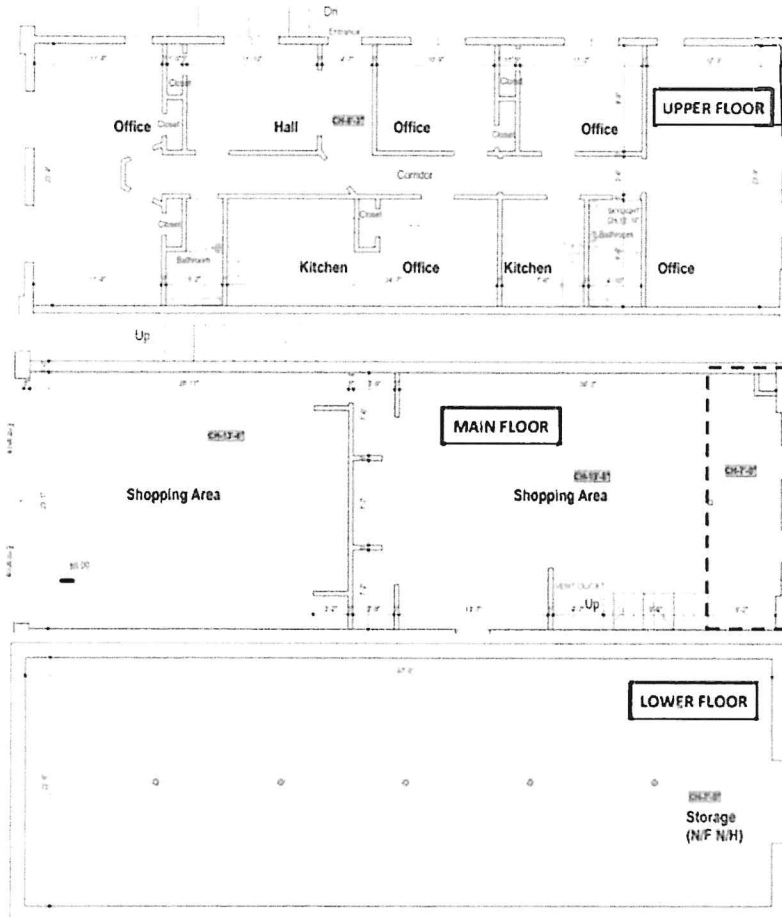
Ownership: Town of Mars Hill

Zoning: Central Business District (C-1)

Current use: Vacant; ready for development

Total Square Feet: 17,000 +/-

## 9 SOUTH MAIN



### 9 S. Main Street

**Main Floor:**  
1583.42 sq. ft.

**Mezzanine Floor:**  
136.98 sq. ft.

**Upper Floor:**  
1619.73 sq. ft.

**Lower Floor:**  
1511.26 sq. ft.

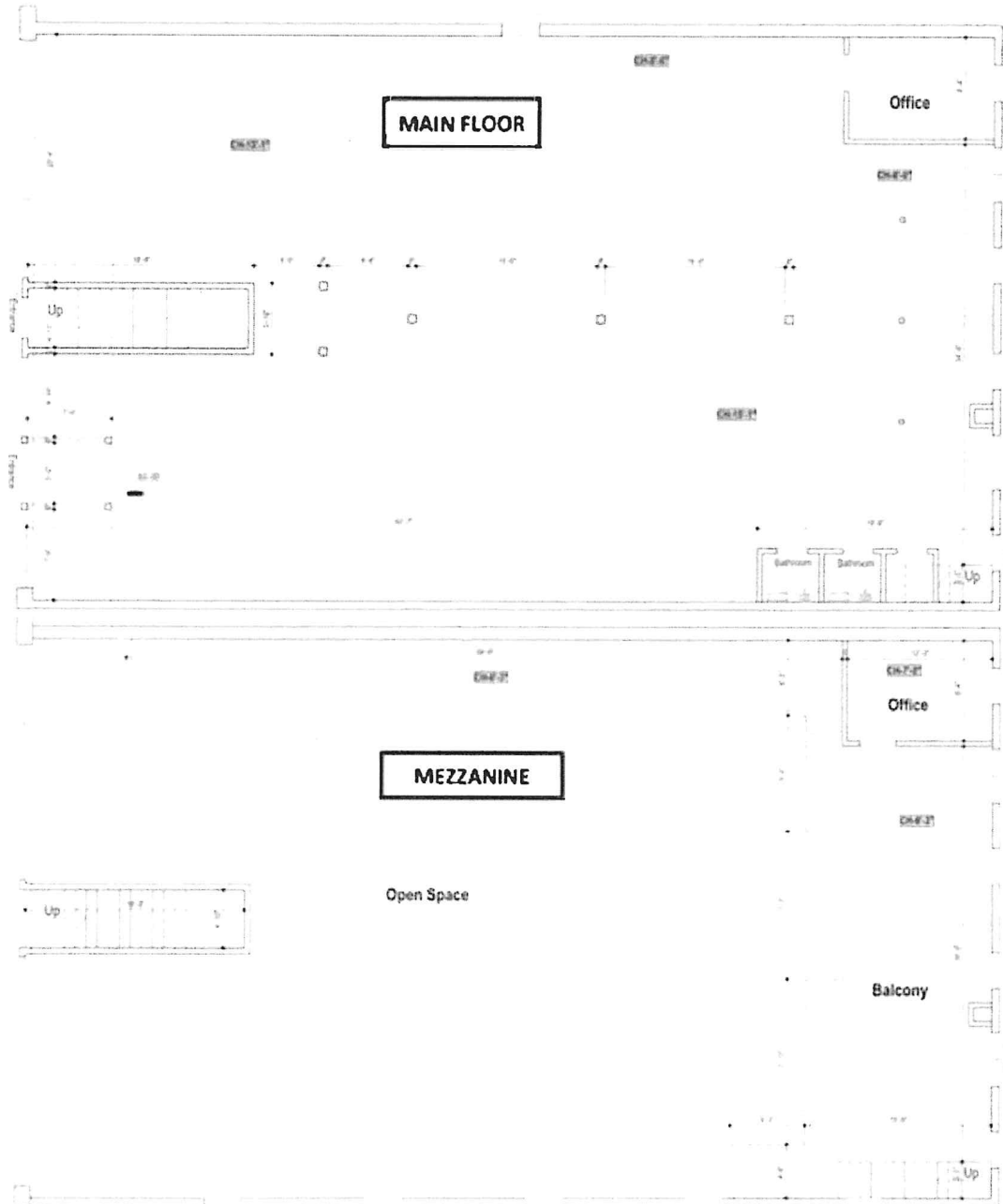
**Total Area:**  
4851.39 sq. ft.

## REQUEST FOR PROPOSALS

9 & 15 South Main Street

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# 15 SOUTH MAIN – MAIN FLOOR



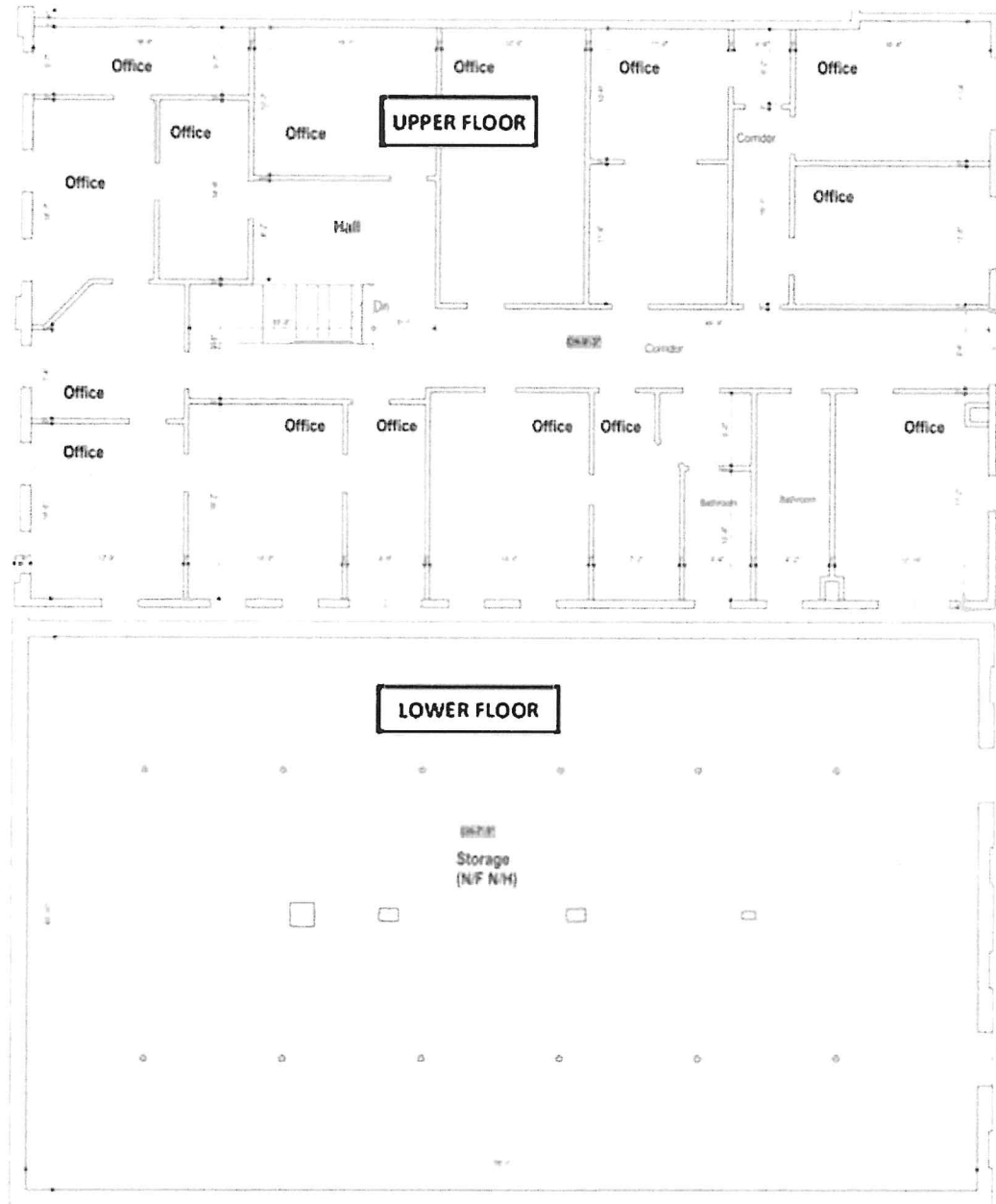
<b>15 S. Main Street</b>	
<b>Main Floor:</b> 3622.58 sq.ft.	<b>Upper Floor:</b> 3768.87 sq.ft.
<b>Mezzanine Floor:</b> 1161.06 sq.ft.	<b>Lower Floor:</b> 3624.65 sq.ft.
<b>Total Area:</b> 12177.16 sq.ft.	

## REQUEST FOR PROPOSALS

9 & 15 South Main Street

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# 15 SOUTH MAIN – UPPER & LOWER FLOORS



<b>15 S. Main Street</b>	
<b>Main Floor:</b> 3622.58 sq.ft.	<b>Upper Floor:</b> 3768.87 sq.ft.
<b>Mezzanine Floor:</b> 1161.06 sq.ft.	<b>Lower Floor:</b> 3624.65 sq.ft.
<b>Total Area:</b> 12177.16 sq.ft.	

## REQUEST FOR PROPOSALS

9 & 15 South Main Street

# PROJECT DEVELOPMENT OBJECTIVES

## *Developer Expectations*

The developer (or development team) should have experience partnering and collaborating with municipalities on challenging projects, as well as possess the skills and resources to see a project through to completion. The primary responsibilities of the developer (or development team) are as follows:

- Engage in all design, engineering, land development, entitlement and permitting activities required for the Project.
- Fund and procure all studies necessary for the marketability, financing, and approval processes.
- Develop and execute a financing strategy for the Project, including providing most or all up-front funding and proactively seeking all non-local sources of financing and subsidies.
- Work cooperatively with Town staff on Project elements, layout, and design.
- Work collaboratively with surrounding neighborhood organizations to gain community support for the Project.
- Undertake good faith efforts to engage local, minority-owned, and women-owned businesses.

## *Developer Objectives*

The overall concept for this site is a mixed-use development, designed to encourage a lively pedestrian realm. The design of the first floor is critical because it will need to provide optimal space while maximizing flexibility for any future tenant.

A potential restaurant and/or retail business is recommended for the first floor with multiple residential units or professional offices on the upper and lower floors. The Town of Mars Hill encourages creativity in the project design and intends to allow flexibility in the development of the site provided the proposal is consistent with the objectives provided in this RFP. The goal is to use quality materials and architectural details that provide elements of scale and visual interest to the public.

# PROPOSAL REQUIREMENTS

Proposals must be organized in the manner indicated below and must clearly and completely address each of the following items.

- I. **Cover Letter.**
- II. **Project Understanding and Vision.** Describe your preliminary concept for the Site, and how your concept addresses the Project Vision.
- III. **Developer and Development Team.**
  - a. Please provide the following information about the developer:
    - i. Development philosophy and business model;
    - ii. Name and contact information for the primary point of contact during the RFP process and during the development planning and construction process;
    - iii. Profiles and/or resumes of key project personnel;
    - iv. Location of principal offices;
    - v. Description of organization (corporation, partnership, etc.); and
    - vi. Number of years the firm has been in business under the current name, and any other names under which the firm has operated.
  - b. Identify and describe other members of the development team, such as architecture, engineering, construction management and property management firms.
  - c. Include a diagram or illustration depicting the relationship between the lead developer and other team members.
- IV. **Financial Capability.** Information should effectively illustrate Developer's ability to acquire financing for the project. Respondents should provide the following:
  - a. Information about the Respondent's overall financial position, past history of raising capital, and resources available to complete the Project.
  - b. Overview of real estate portfolio.
  - c. Statement indicating that the Respondent does not currently and has not had any loans in default within the past ten years, and has not filed for bankruptcy, had a project foreclosed on, or faced government fines. Alternatively, if any of those have occurred, include a description of the action and the project-related circumstances in which the action took place.
  - d. If applicable, description of any relevant litigation that has been filed against the developer or development team or its members related to real

estate projects during the past ten years, as well as the outcome of that litigation.

- V. **Relevant Experience.** Describe the developer and/or development team's experience by profiling projects with a scope and complexity similar to the Project envisioned for the Site. Projects should highlight the developer/team's experience in public-private partnerships. Each project description should include the following:
- a. Project name, location, and description.
  - b. Role in the project and other key members of the project team (developer, engineer, architect, construction manager, etc.).
  - c. Total project cost, financing structure, and sources of capital.
  - d. If undertaken as a public-private partnership, discuss the major deal points and general nature and structure of the relationship between public and private entities.
  - e. Combination of images, site plans, layouts, written descriptions, and/or renderings.
  - f. Start and completion dates, or current status if not yet complete.
  - g. Name and contact information for at least one reference per project.
- VI. **References.** In addition to those project-specific references, please provide the name and contact information for three references, including at least one public sector development partner, who can attest to your capacity and experience for completing the type of project envisioned herein.



## RFP SCHEDULE

<b>TASK</b>	<b>TENTATIVE DEADLINE</b>
<b>Town of Mars Hill advertise/publish RFP</b>	<b>September 10, 2024</b>
<b>Questions for RFP due</b>	<b>October 1, 2024</b>
<b>RFP Submittals Due</b>	<b>October 18, 2024</b>
<b>Review Committee and Interview</b>	<b>October 31, 2024</b>
<b>Town of Mars Hill Mayor &amp; Board Consideration</b>	<b>November 4, 2024 (tentative)</b>

## PROJECT ORIENTATION

To kick off the project, the contractor shall meet with town staff for a project orientation meeting and tour in order to provide an understanding of project goals and schedule, specific issues, town policies, and opportunities and/or problems related to the development within the Town. The contractor shall be responsible for reviewing and understanding other town plans and policies as may be identified by the town and included in this RFP, as well as all relevant and applicable local, state, and federal law.

# SUBMISSION INSTRUCTIONS AND EVALUATION

Provide four (4) hard copies and (1) electronic copy of the Proposal to the following address no later than **FRIDAY, October 18, 2024, at 5:00 PM EST.**

**Proposal should be submitted to:**

TOWN OF MARS HILL  
ATTN: Nathan Bennett, Town Manager  
280 North Main Street (PO BOX 368)  
Mars Hill, NC 28754

**You may submit your electronic responses by email to the following recipient:**

[NBENNETT@TOWNOFMARSHILL.ORG](mailto:NBENNETT@TOWNOFMARSHILL.ORG)

Mailed responses not received by the deadline will not be accepted. No submittal fee is required for evaluation of this Proposal.

## Evaluation

A Section Committee comprised of Town staff and town-retained consultants will review and score Proposals based upon the following criteria:

- a. Project vision and understanding (0-20)
- b. Overall and relevant experience of Developer (0-20)
- c. Overall and relevant experience of Development Team (0-20)
- d. Experience structuring and completing public-private partnerships (or other projects with a significant public financing component) (0-20)
- e. Financial capacity and experience assembling multiple sources of capital (0-10)
- f. References (0-10)

## **GENERAL INFORMATION**

- Town of Mars Hill reserves the right to reject any and all Proposals submitted.
- Town of Mars Hill WILL NOT REIMBURSE costs incurred by a Respondent in the preparation of a Proposal.
- All Respondents will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Proposals. Town of Mars Hill may enter into discussions with Respondents to clarify and assure a full understanding of Proposals.
- Town of Mars Hill reserves the right to extend any portion of the timeline communicated in this RFP.
- Responses to the RFP, once tendered to the Town of Mars Hill, become the property of the Town of Mars Hill. Any restrictions on the use of data in a Proposal must be clearly stated in the Proposal, and although the Town of Mars Hill will try to accommodate requests for confidentiality, the Town of Mars Hill does not guarantee the security of any element of a Proposal.
- Town of Mars Hill reserves the exclusive right to own, possess and utilize all work products, schematics, financial information, and other documentation obtained as a result of this RFP as the Town of Mars Hill determines in its sole discretion. Submittal of a response to this RFP shall be deemed the Respondent's agreement to this reserved right without the necessity of any further agreement between the parties.
- Respondents shall not contact members of the Mars Hill Mayor and Board of Aldermen, or any other voting body during the RFP process (i.e., the date of this publication until the date of the public meeting or event where a Respondent is selected).

**END OF DOCUMENT**

**REQUEST FOR PROPOSALS**

9 & 15 South Main Street

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# Town of Mars Hill

## RESOLUTION

### RESOLUTION BY THE MAYOR AND BOARD OF ALDERMEN FOR THE TOWN OF MARS HILL WATER SYSTEM ASSET INVENTORY AND ASSESSMENT GRANT APPLICATION

WHEREAS, the Town of Mars Hill has need for and intends to construct, plan for, or conduct a study in a project described as the Mars Hill Water System Asset Inventory and Assessment; and

WHEREAS, the Town of Mars Hill intends to request State loan and/or grant assistance for the project.

**NOW THEREFORE BE IT RESOLVED, BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF MARS HILL, NORTH CAROLINA:**

That the Town of Mars Hill, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That John L. Chandler, Mayor, and Nathan R. Bennett, Town Manager, the **Authorized Representatives** and successors so titled, are hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representatives**, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this 9<sup>th</sup> day of September, 2024, at Mars Hill, North Carolina.

ATTEST:

  
STUART L. JOLLEY, Clerk



  
JOHN L. CHANDLER, Mayor

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**FORM FOR CERTIFICATION BY THE RECORDING OFFICER**

The undersigned duly qualified and acting TOWN CLERK of the TOWN OF MARS HILL does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the TOWN OF MARS HILL MAYOR AND BOARD OF ALDERMEN duly held on the 9<sup>th</sup> day of September, 2024; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 9<sup>th</sup> day of September, 2024.

  
\_\_\_\_\_

(Signature of Recording Officer)

TOWN CLERK  
\_\_\_\_\_

(Title of Recording Officer)





# Town of Mars Hill

## RESOLUTION

### RESOLUTION BY THE MAYOR AND BOARD OF ALDERMEN FOR THE TOWN OF MARS HILL WASTEWATER SYSTEM ASSET INVENTORY AND ASSESSMENT GRANT APPLICATION

WHEREAS, the Town of Mars Hill has need for and intends to construct, plan for, or conduct a study in a project described as the Mars Hill Wastewater System Asset Inventory and Assessment; and

WHEREAS, the Town of Mars Hill intends to request State loan and/or grant assistance for the project.

**NOW THEREFORE BE IT RESOLVED, BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF MARS HILL, NORTH CAROLINA:**

That the Town of Mars Hill, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

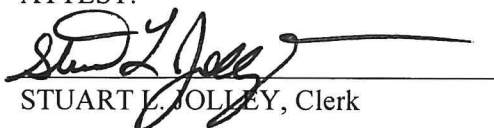
That John L. Chandler, Mayor, and Nathan R. Bennett, Town Manager, the **Authorized Representatives** and successors so titled, are hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representatives**, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this 9<sup>th</sup> day of September, 2024, at Mars Hill, North Carolina.

ATTEST:

  
STUART L. JOLLEY, Clerk



  
JOHN L. CHANDLER, Mayor

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\_\_\_\_\_  
(Signature of Recording Officer)

TOWN CLERK

\_\_\_\_\_  
(Title of Recording Officer)

