

JACKSON COUNTY PLANNING OFFICE

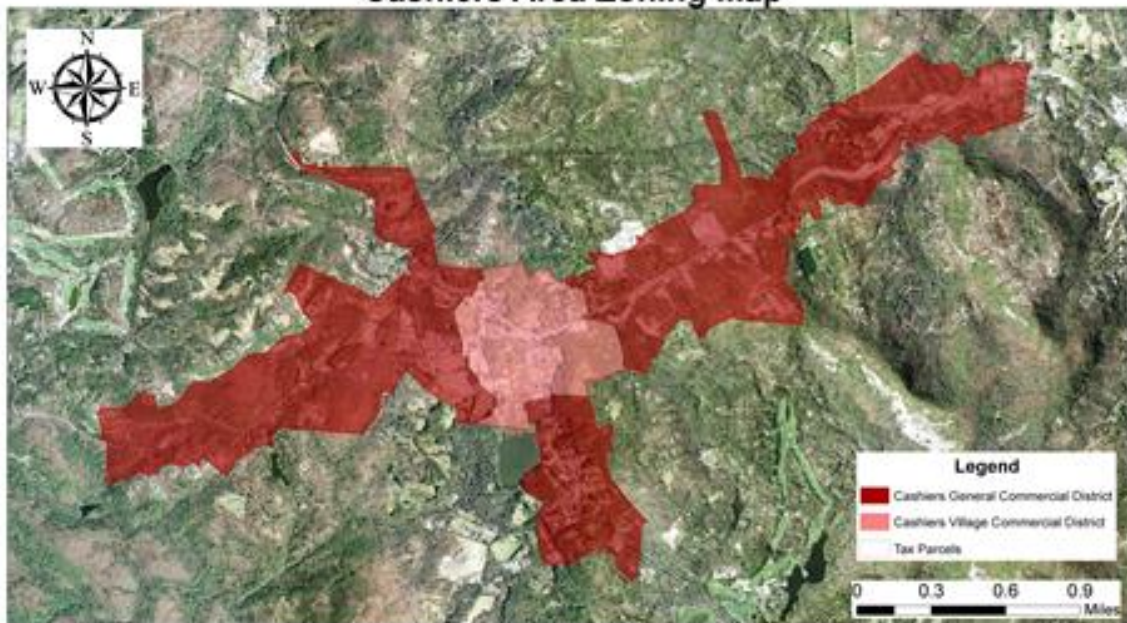
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Jackson County, North Carolina is seeking interested consultants to assist in the re-codification of Section 9.3 Cashiers Commercial Area of the Jackson County Unified Development Ordinance.

Cashiers Area Zoning Map



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Cashiers is an unincorporated village located in the southern end of Jackson County that has a planning council and community that are both highly engaged in planning processes. The heart of the Cashiers village is located at the intersection of US 64 and NC 107 at 3,487 feet in elevation on the southern-most plateau of the Appalachian mountains. With beautiful mountain peaks, waterfalls, lakes, rivers, private clubs, summer homes, and high end shopping, the Village of Cashiers is a popular seasonal destination. The year round population averages 1,700 people, but during the summer season, the population can climb to over 10,000. While the Cashiers village is unincorporated, there is the Cashiers Commercial District that is designed to:

- promote the health, safety, and general welfare of the community;
- to provide for sound and orderly development;
- to facilitate the adequate provision of transportation, water, sewerage, schools, and parks;
- to promote the economic prosperity of the community;
- to preserve the community's unique scenic quality;
- to conserve the natural resources and environmental quality of the community; and
- to protect and conserve the heritage of the community.

The ordinance establishing the Cashiers Commercial Development District and the Cashiers Planning Council was adopted in 2003 and in 2019 it was absorbed into the county's Unified Development Ordinance as Section 9.3. In 2019, the county adopted the Cashiers Small Area Plan to help guide future development in the Cashiers area through goals and objectives such as, development of new zoning districts, codifying form based code concepts, and encouraging pedestrian oriented design. In 2022, the Cashiers community participated in an Urban Land Institute Study. The findings of the study re-enforced the goals and objectives of the Cashiers Small Area Plan. Jackson County is seeking a firm that can facilitate and create an updated zoning code for the Cashiers Community that reflects the goals and recommendations found in the Cashiers Small Area Plan and the Urban Land Institute Study.

Scope of Services

Deliverables:

1. Facilitation and preparation of the re-codification of Section 9.3 Cashiers Commercial Area of the Jackson County Unified Development Ordinance based on the Cashiers Small Area Plan and ULI Study.
2. Creation of a new zoning map with new districts delineated.
3. Facilitation of a project kick-off meeting.
4. Attendance of steering committee meetings as well as Planning Board and Board of Commissioner meetings as needed.
5. Plan should be available digitally. Three (3) hard copies of the plan shall be provided.

Submission Requirements

Firms that are interested in providing a response to this request should submit six (6) bound proposals, as well as one (1) digital copy, that includes the following information:

1. Letter of interest and ability to provide the requested services.
2. Qualification of the Firm
3. Qualifications of the personnel that will be assigned to the project.
4. Firm's project management experience and experience re-codifying ordinances in small towns/rural counties.
5. Description of proposed project methodology, approach, and public engagement.
6. Proposed timeline.
7. Proposed project budget, including a breakdown of costs.
8. Provide three references from communities that the County can contact in regards to the stated qualifications. Please include point of contact for the community, his or her title, and phone number and a brief description of your working relationship.

All submissions will be reviewed by the Selection Committee and scored based on criteria including but is not limited to:

1. Quality of the proposal
2. Qualifications and experience of the personnel assigned to the project
3. Project management experience
4. Project approach
5. Proposed project timeline
6. Public participation strategies
7. Proposed budget

8. References

The Selection Committee may select up to three finalists to participate in an on-site interview process.

Submission Deadline

All submissions are due by August 12, 2022. Incomplete submissions will not be considered. Questions should be directed to Michael Poston, Planning Director, via email at michaelposton@jacksonnc.org

Submissions should be forwarded to:

Michael Poston
Jackson County Planning Department
538 Scotts Creek Road
Sylva, NC 28779

Disclosures

Confidentiality

Responses to the RFP will become public records and, therefore, will be subject to public disclosure. However, North Carolina General Statutes Section 132-1.2 provides a method for protecting some documents from public disclosure. If the Consulting Firm follows the procedures prescribed by those statutes and designates a document confidential or trade secret, the City will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law, and will return the document after selection.

Equal Employment Opportunity

Jackson County does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work will be required to insure that no person shall be denied employment, fair treatment, or be discriminated against on the basis of race, sex, religion, age, national origin, or disability.

Contracting

Any contract developed for work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Jackson County, North Carolina.

Conditions and Limitations

The County expects to select a consulting firm from the proposals submitted, but reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any response deemed to be in the best interest of the County. A response to this RFP should not be construed as a contract nor an indication of a commitment of any kind on the part of the County nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The County will reserve the right to dismiss any part or all of the contracted team when, in the County's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.

