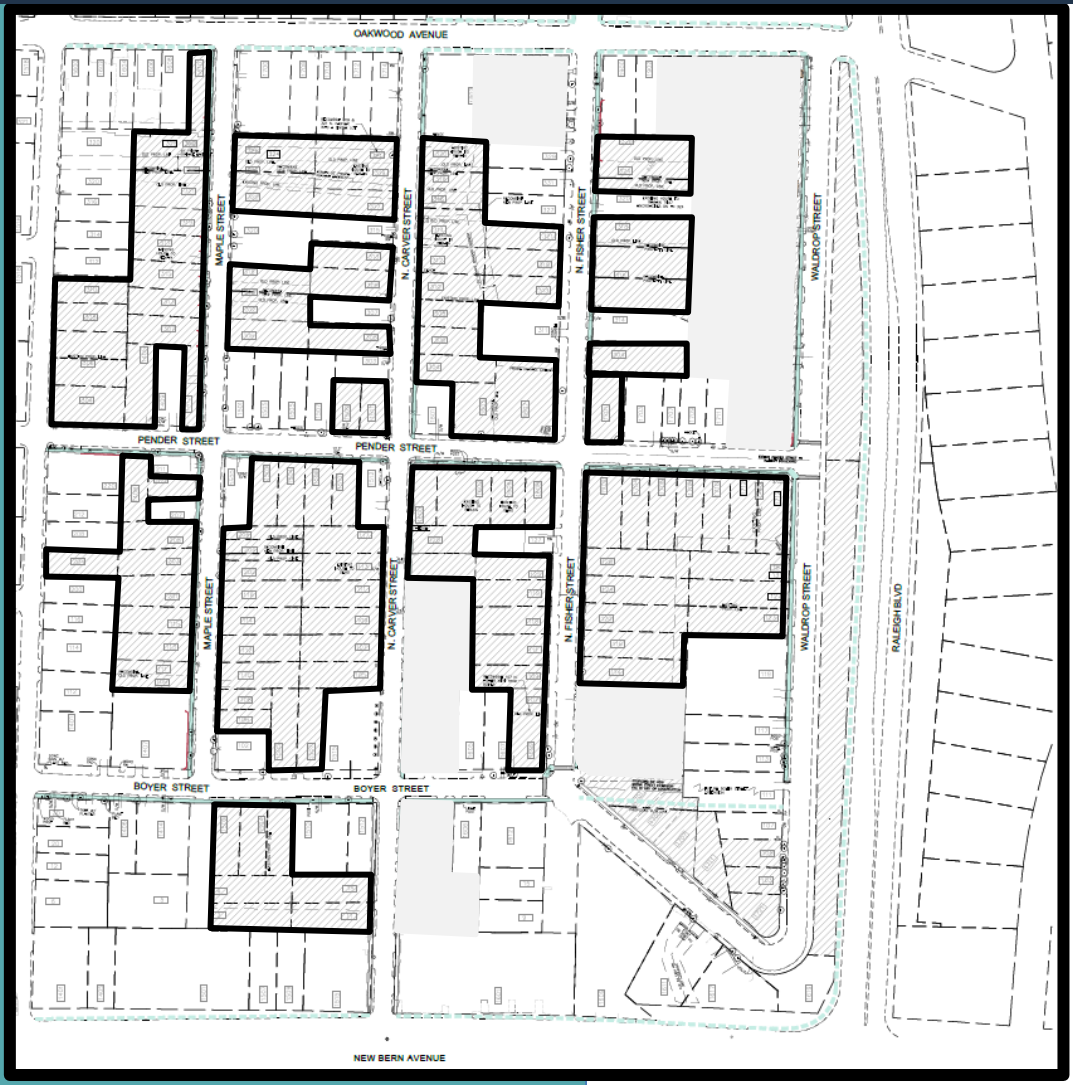
The City of Raleigh
Department of Housing and Neighborhoods

REQUESTS FOR PROPOSALS

PURCHASE AND DEVELOPMENT OF UP TO 103 CITY-OWNED VACANT LOTS IN EAST COLLEGE PARK ON WALDROP STREET, N FISHER STREET, N CARVER STREET, MAPLE STREET, HILL STREET, PENDER STREET, AND BOYER STREET



City of Raleigh
Housing & Neighborhoods Department
Community Development Division
310 W Martin Street, Suite 101
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Date of Request for Proposals:
The date of issuance is Friday, November 4, 2016 and the due date for submitting proposals is Monday, December 19, 2016.

City Contact:

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Background:
The East College Park development is a long-term neighborhood revitalization initiative sponsored by the City of Raleigh's Housing & Neighborhoods Department. For the purposes of this Request for Proposal, the East College Park neighborhood is defined as being the areas bounded by Oakwood Avenue to the north, Waldrop Street to the east, Boyer Street to the south, and Hill Street to the west. There are approximately 28 acres of City-owned property which will be redeveloped as a part of this initiative.

The East College Park neighborhood is part of the East College Park Redevelopment Plan Area and the 2016 Neighborhood Revitalization Strategy Area (NRSA). Additionally, portions of the East College Park neighborhood fall within the New Bern – Edenton Corridor study area. The neighborhood is accessible to the downtown area as well as transit corridors such as New Bern Avenue, Raleigh Boulevard, and I-440.

The Raleigh City Council has adopted a housing mix comprised of a combination of single family detached units and townhomes, all slated for homeownership opportunities, for the East College Park neighborhood.

1. Statement of Purpose

The City of Raleigh's Housing & Neighborhoods Department is the master developer of the East College Park development. As master developer, the City of Raleigh seeks qualified homebuilders to submit proposals for the purchase of up to 105 City-owned vacant lots for the construction of attractive, affordable, sustainable, energy-efficient single family homes that will be made available for homeownership opportunities.

The subject properties are located in the East College Park Redevelopment Plan Area and the 2016 Neighborhood Revitalization Strategy Area (NRSA). The properties have been assembled and improved by the City of Raleigh Housing & Neighborhoods Department which is acting as the master developer for the project. The lots have been acquired using federal Community Development Block Grant (CDBG) funds and have benefited from significant City investment of federal CDBG funds.

Proposals for these lots will be evaluated based on the Evaluation Criteria below to select proposals which best meet the City's goals, including providing mixed-income housing opportunities, with at least 60% of the units created being owned and occupied by

households earning less than 80% of area median income (AMI) as defined by the Department of Housing and Urban Development (HUD).

At least 60% of the ultimate beneficiaries of any potential housing development must be income qualified households determined to be low and moderate income as defined by the current HUD standards and by the CD Division or its agents.

The City intends to sell the lots "as is" to at least 2 non-profit homebuilders and 2 for-profit homebuilders which submit the proposals that best meets the City's goals; however, the City reserves the right to reject any and all proposals received as a result of this Request for Proposal, or to negotiate issues so as to best serve the interest of the City of Raleigh. Builders are not being asked to select specific lots that they wish to purchase as a part of this RFP, rather demonstrate their ability to complete the scope of services sought under this RFP as well as to demonstrate the types of plans they would build if selected. (See the required proposal information section below for proposal submittal details.)

2. Subject Properties

East College Park – Waldrop Street, N Fisher Street, N Carver Street, Maple Street, Hill Street, Pender Street, and Boyer Street Assemblage (Up to 105 Vacant Lots)

The subject properties are located on Waldrop Street, N Fisher Street, N Carver Street, Maple Street, Hill Street, Pender Street, and Boyer Street. (Please see attached Appendix A – "Location Map"). The lots are all vacant and City-owned.

- Zoning for most lots is R-10, with five (5) lots being zoned RX-3. The lots are located in the East College Park Redevelopment Area and the 2016 NRSA.
- Some lot recombinations are currently being completed so exact sizes are not available. Most lots will be approximately 0.1 acres.
- Appraised values per lot are shown below.
- Currently the lots are zoned (according to Wake County records) as follows:

Address	Zoning	Appraised Value
1610 Oakwood Avenue	R-10	$25,000
204 Hill Street	R-10	$25,000
304 Hill Street	R-10	$25,000
306 Hill Street	R-10	$25,000
306b Hill Street	R-10	$25,000
308 Hill Street	R-10	$25,000
310 Hill Street	R-10	$25,000
1405 Pender Street	R-10	$25,000
1408 Pender Street	R-10	$25,000
1413 Pender Street	R-10	$25,000
2 Maple Street	R-10	$25,000
4 Maple Street	R-10	$25,000
106 Maple Street	R-10	$25,000
108 Maple Street	R-10	$25,000

Address	Zoning	Appraised Value
110 Maple Street	R-10	$25,000
109/111 Maple Street	R-10	$25,000
112 Maple Street	R-10	$25,000
113 Maple Street	R-10	$25,000
114 Maple Street	R-10	$25,000
115 Maple Street	R-10	$25,000
118 Maple Street	R-10	$25,000
201 Maple Street	R-10	$25,000
202 Maple Street	R-10	$25,000
203 Maple Street	R-10	$25,000
204/206 Maple Street	R-10	$25,000
205 Maple Street	R-10	$25,000
209 Maple Street	R-10	$25,000
306 Maple Street	R-10	$25,000
307 Maple Street	R-10	$25,000
312 Maple Street	R-10	$25,000
313 Maple Street	R-10	$25,000
315 Maple Street	R-10	$25,000
316 Maple Street	R-10	$25,000
317 Maple Street	R-10	$25,000
319 Maple Street	R-10	$25,000
321 Maple Street	R-10	$25,000
322 Maple Street	R-10	$25,000
324 Maple Street	R-10	$25,000
325 Maple Street	R-10	$25,000
1502 Pender Street	R-10	$25,000
1504 Pender Street	R-10	$25,000
1508 Pender Street	R-10	$25,000
1509 Pender Street	R-10	$25,000
1510 Pender Street	R-10	$25,000
1511 Pender Street	R-10	$25,000
1502 Boyer Street	R-10	$25,000
1504 Boyer Street	R-10	$25,000
1504b Boyer Street	R-10	$25,000
1505 Boyer Street	R-10	$25,000
1507 Boyer Street	R-10	$25,000
11 N Carver Street	R-10	$25,000
15 N Carver Street	R-10	$25,000
105 N Carver Street	R-10	$25,000
107 N Carver Street	R-10	$25,000
109 N Carver Street	R-10	$25,000
111 N Carver Street	R-10	$25,000

Address	Zoning	Appraised Value
113 N Carver Street	R-10	$25,000
117 N Carver Street	R-10	$25,000
118? N Carver Street	R-10	$25,000
120 N Carver Street	R-10	$25,000
304 N Carver Street	R-10	$25,000
305 N Carver Street	R-10	$25,000
306 N Carver Street	R-10	$25,000
308 N Carver Street	R-10	$25,000
309 N Carver Street	R-10	$25,000
310 N Carver Street	R-10	$25,000
312 N Carver Street	R-10	$25,000
313 N Carver Street	R-10	$25,000
314 N Carver Street	R-10	$25,000
317 N Carver Street	R-10	$25,000
318 N Carver Street	R-10	$25,000
319 N Carver Street	R-10	$25,000
320 N Carver Street	R-10	$25,000
1606 Pender Street	R-10	$25,000
1608 Pender Street	R-10	$25,000
1609 Boyer Street/107 N Fisher St	R-10	$25,000
109 N Fisher Street	R-10	$25,000
111 N Fisher Street	R-10	$25,000
114 N Fisher Street	R-10	$25,000
115 N Fisher Street	R-10	$25,000
116 N Fisher Street	R-10	$25,000
119 N Fisher Street	R-10	$25,000
120 N Fisher Street	R-10	$25,000
124 N Fisher Street	R-10	$25,000
125 N Fisher Street	R-10	$25,000
128 N Fisher Street	R-10	$25,000
304 N Fisher Street	RX-3	$25,000
313 N Fisher Street	R-10	$25,000
314b N Fisher Street	RX-3	$25,000
316 N Fisher Street	RX-3	$25,000
318 N Fisher Street	RX-3	$25,000
319 N Fisher Street	R-10	$25,000
321 N Fisher Street	R-10	$25,000
328 N Fisher Street	RX-3	$25,000
1701 Pender Street	RX-3	$25,000
1702 Pender Street	R-10	$25,000
1704 Pender Street	R-10	$25,000
1706 Pender Street	R-10	$25,000

Address	Zoning	Appraised Value
1708 Pender Street	R-10	$25,000
1710 Pender Street	R-10	$25,000
1712 Pender Street	R-10	$25,000
1714 Pender Street	R-10	$25,000
123 Waldrop Street	R-10	$25,000
127 Waldrop Street	R-10	$25,000
131 Waldrop Street	R-10	$25,000
1214 Boyer Street	R-10	$25,000

A map of the subject properties is located in Appendix A at the rear of this RFP.

3. Development Considerations

All lots are cleared and improved with access to paved public streets as well as access to city water and sewer. New water, sewer, and storm drain lines are in the process of being installed in the East College Park area as well as the streets being milled and re-paved.

Reuse plans are limited by current zoning. If reuse plans are not consistent with the current zoning, the City will not consider the proposal. The City anticipates that approximately 7 lots will require setback and/or parking variances to facilitate building. The City will secure the necessary setback and/or parking variances for the following lots: 1610 Oakwood Avenue, 1413 Pender Street, 2 Maple Street, 106 Maple Street, 108 Maple Street, 209 Maple Street, 109 N Fisher Street, and 321 N Fisher Street. The builder will be solely responsible for securing any additional variances that are necessary to completing their proposed homes. Any proposed variances should be outlined in the builder's proposal should be included in the builder's schedule to purchase and construct the development.

The new construction must, at a minimum, meet the City of Raleigh New Construction Specifications which are outlined in the attached Appendix B – "City of Raleigh New Construction Specifications."

4. Zoning and Development Review

Parcels within this site are zoned R-10 or RX-3. The R-10 zoning classification allows single-unit living in a detached house, subject to the density restriction of 10 units per acre. The RX-3 zoning classification allows for a mixed residential district with a variety of residential building types and housing options, along with limited retail and services. However, for the purposes of this RFP, the use for the property will be limited to detached single-family residences. Please visit the City of Raleigh's Unified Development Ordinance website for more information on zoning classifications:

http://www.raleighnc.gov/business/content/PlanDev/Articles/DevServ/NewRaleighCode.html

Homebuilders are expected to have examined the subject properties to understand existing visible site conditions and to factor all development needs into their proposal. The City will require that all builders address all site needs such as: additional grading,

any necessary clearing including tree and stump removal, plantings to stabilize any slopes, replacing extra curb cuts with curb and gutter, installing sidewalks, and repairing or replacing any adjacent curbs and/or sidewalks or curbs and/or sidewalks damaged during construction to ensure a high quality development.

Property will be sold "AS IS."

5. Builder Responsibilities

The successful builder(s) will be responsible for securing construction financing, completing all necessary site planning, constructing the development, marketing and selling all housing units to qualified households. Construction must start on any proposed development within three (3) months of the contract date. If the construction has not commenced within three (3) months from the property transfer date, the City may, at its option, repossess the lot and revoke the builder's option to purchase similar lots for future development. For each unit, construction and sales should be complete within 12 months of the property transfer date.

Homebuilders will be awarded lot sales in a manner such that each homebuilder must initially construct two (2) speculative ("spec") homes. For non-profit builders, once both spec homes are under contract with low- or moderate-income buyers, additional lot reservations will be awarded as additional buyers are pre-approved and enter into contract to purchase homes. Non-profit builders will be expected to exclusively serve the low- and moderate-income buyer pool. For for-profit builders, once both spec homes are under contract with low- or moderate-income buyers, additional lot reservations will be awarded as buyers are pre-approved and enter into contract to purchase homes. For-profit builders will earn one non low- or moderate-income sales opportunity for each low- or moderate-income buyer that is served by non-profit builders. In the event that a contracted sale to a low- or moderate-income falls through, that buyer must be replaced with a low- or moderate-income buyer to ensure that the development maintains a 60% affordability ratio.

Builders must include a real estate professional who is either current certified or enrolled to become certified as a Workforce Housing Specialist by the North Carolina Association of REALTORS® on their marketing team. More information about the Workforce Housing Specialist Certification can be found at: http://www.ncrealtors.org/certificate-program-certificate-program-menu.html.

Builders and/or their marketing professionals should be familiar with the HUD Income Limits. Current income limits for qualified low and moderate (80% of AMI) income families are:

Household Size	1	2	3	4	5	6
Income Limits (80% AMI)	$42,950	$49,050	$55,200	$61,300	$66,250	$71,150

(Limits will be adjusted by HUD annually)

Current income limits can be found at: http://www.huduser.org/portal/datasets/il.html

Home prices for units available for purchase by buyers earning less than 80% of AMI cannot exceed the HUD HOME Homeownership Sales Price Limit for Wake County which is in effect at the time the homebuyer purchases the home from the builder. The HUD HOME Homeownership Sales Price Limit chart can be found at: https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/

Home prices for all other units available for purchase cannot exceed $260,000. The home price limits are subject to change periodically based on changes in the market and changes in the HUD HOME Homeownership Sales Price Limit which is periodically updated by HUD. The City will publish any updates and effective dates to sales price limits to builders which are selected through this RFP.

Additionally, builder(s) will be required to sell all homes according to guidelines that will include legal instruments which require homebuyers to share a percentage of the appreciation in the homebuyer's future sale of the property and which disallows property rental during the first 10 years of homeownership. The deed restrictions will include a shared appreciation clause that will share the equity as follows for the first 10 years of homeownership:

	Owner's Equity Share	City's Equity Share
Year 1	0%	100%
Year 2	10%	90%
Year 3	20%	80%
Year 4	30%	70%
Year 5	40%	60%
Year 6	50%	50%
Year 7	60%	40%
Year 8	70%	30%
Year 9	80%	20%
Year 10	90%	10%

The development of this property should be consistent with all existing zoning and building code requirements including all tree protection and storm water regulations. All construction should be sheathed in oriented strand board (OSB) and wrapped with a synthetic, weather-resistant housewrap (such as Tyvek or a similar material). Exterior elevations and material selections should be compatible with the architectural style of the existing neighborhood. **Vinyl siding is not acceptable.**

The design and quality of construction of the housing is very important. All building designs and site layout, driveway placement and landscape plans must be approved by the Housing & Neighborhoods Department before any land is sold. The COR requires the builder to provide accessibility elements, such as lever knobs and blocking for grab bars, in all units as defined by "universal design" standards to allow aging in place.

All new homes must meet the requirements for newly constructed homes as described in Section 3 "Eligible Properties for CPLP" of NCHFA's Community Partners Loan Pool

Participation Guidelines: http://www.nchfa.com/sites/default/files/page_attachments/CPLP-ParticipationGuidelines.pdf. All new homes must receive System Vision certification. System Vision is a program administered by Advanced Energy, more information can be obtained at www.systemvision.org or www.advancedenergy.org or by calling 919-857-9000.

The builder(s) must warranty their labor, workmanship, materials, and appliances and must provide the home buyers with all manufacturer warranties on all items in which there is a manufacturer warranty (ex. appliances, HVAC, water heater, roof, siding, etc.). All the building components and systems must be warrantied for 1 year and the roof for 3 years. Builder(s) must provide a 2/10 Warranty to the Buyer at the time of closing.

The City reserves the right to require the home builder(s) to furnish bonds covering faithful performance and payment of obligations for the development. The City's practice is that if a City privilege license is required to perform the work under the Agreement, the builders needs to obtain the license before the City will sign the Agreement. A current license is not required to submit the Proposal.

No builder will have any claims or rights against the City arising out of the participation by a builder in the RFP process. A notice of award will not constitute acceptance by the City; the City's only method of acceptance is the City's execution of a formal contract in accordance with law.

6. City Responsibilities

The City will sell the land. The **appraised value** for each lot is as shown above on page 3-6.

The City will use NC GS 160A-457 (Disposition for redevelopment by private developer) to sell the properties in this RFP. NC GS 160A-457 requires that land is sold at no less than appraised value. Eligible properties must be located in a redevelopment area (which these properties are) and are subject to a public hearing prior to disposition.

The City has a goal to produce a development that fits architecturally into the existing community in which it is developed while providing mixed income housing opportunities for residents. Additionally, the City must evaluate the feasibility of proposals to serve the low- and moderate-income community (potential homebuyers earning less than 80% of area median income). Proposals will be evaluated based upon the total proposed construction budget, sales price, and profit to the builder.

The City will make land available with a 0% deferred loan to the chosen builder(s) for up to the contract period from the time of the land sale or until the house is sold to the ultimate resident, whichever is first. For any builder awarded multiple lots through this RFP, the release of liens would be prorated based on the value of the parcel being transferred to the ultimate resident.

To ensure that homes are affordable to buyers with incomes less than 80% of AMI, various forms of assistance will be available. The City partners with DHIC, Inc. (www.dhic.org) to allow buyers to participate in the Community Partners Loan Pool (CPLP) which is offered by the North Carolina Housing Finance Agency (NCHFA). The Community Partners Loan Pool will allow income-qualified buyers to receive up to 20% of the purchase price in the form of a 0% deferred loan which is payable upon re-sale of the property. Buyers are required to use NCHFA's NC HomeAdvantage mortgage. Many local banks participate in NCHFA's mortgage program. It should be noted that NCHFA does not allow subsidies that would result in a front end ratio of less than 20%. Additionally, NCHFA will not approve loan amounts which when combined with other non-amortizing financing sources will exceed 35% of the purchase price.

Additionally, homebuyers with a household income up to $87,500 who use NCHFA's NC HomeAdvantage mortgage are qualified to access downpayment assistance of up to 5% of the loan amount. Repayment of the downpayment is required if the home is sold, refinanced or transferred before year 15. The downpayment assistance is forgiven at 20% per year after 10 years in the home.

The City of Raleigh also has subordinate financing which is available to assist qualified buyers. Qualified buyers can receive up to $30,000 in subordinate financing in the form of a 0% deferred loan which is payable in full upon re-sale of the property if the property is sold in years 1-5 after the date of purchase. During years 6-10 years, 25% of the original subordinate financing amount will be forgiven. During years 11-15, 50% of the original subordinate financing amount will be forgiven. During years 16-20, 75% of the original subordinate financing amount will be forgiven. After 20 years, the original subordinate financing amount will be forgiven in full.

Example with $30,000 City Subordinate Financing	Years 1-5	Years 6-10	Years 11-15	Years 16-20	After Year 20
City Subordinate Financing Repayment Term	Repay in Full	25% Forgiven	50% Forgiven	75% Forgiven	Forgiven in Full
Amount to be Re-Paid	$30,000	$22,500	$15,000	$7,500	$0

** The City of Raleigh's Subordinate Financing Program, NCHFA's CPLP, NCHFA's NC HomeAdvantage Mortgage, and NCHFA's downpayment assistance programs are outlined using the guidelines which are in place at the time this Request for Proposals is written for reference. All programs are subject to change based on programmatic changes as well as availability of funding for each program. At the time marketing and construction begin, selected homebuilders and their marketing teams should coordinate with City, DHIC, and NCHFA staff to ensure that current programmatic offerings and guidelines are presented to potential homebuyers.

The City of Raleigh will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities. The City will

generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities. The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities.

7. Required Proposal Information

Builder(s) must complete the three (3) pages at the end of this packet and submit a complete proposal including all required support documentation as noted. Four (4) original paper copies and one (1) electronic copy of each proposal should be submitted to the City of Raleigh Housing & Neighborhoods Department at the address below no later than **3:00 PM on Monday, December 19, 2016**. Proposals must be received by the deadline to be considered.

A **mandatory** Pre-submission Meeting will be held at **10:30 AM on Friday, November 18, 2016** in the conference room on the 1st floor of 310 West Martin Street to answer questions and discuss the RFP process. After this meeting, follow up questions must be submitted in writing to Hillary Leacock (Hillary.leacock@raleighnc.gov) by **5:00 PM on Tuesday, November 22, 2016.** A written email reply will be sent to all attendees of the Pre-submission Meeting. Only questions submitted according to this process will be responded to. This process is to ensure uniform information is distributed to all interested parties.

The City of Raleigh Housing & Neighborhoods Department is located at 310 West Martin Street, Suite 101, and can be reached by writing to: City of Raleigh, Housing & Neighborhoods Department, PO Box 590, Raleigh, NC 27602, attention: Hillary Leacock.

Additional copies of this document are available from the Housing & Neighborhoods Department, City of Raleigh, P. O. Box 590, Raleigh, NC 27602, attention: Hillary Leacock (telephone 919-996-6967) or by email Hillary.leacock@raleighnc.gov.

8. Schedule

The City intends to proceed in accordance with the schedule noted below. The City reserves the right to alter the schedule at any point in the process, but agrees to provide adequate notice to respondents should the schedule be amended.

11/6/2016	Request for Proposals will be advertised in the Raleigh News and Observer legal advertisements.
11/18/2016	Mandatory Pre-Submission Meeting will be held from 10:30-11:30 AM at 310 West Martin St in the 1st floor conference room.
11/22/2016	Last day for written questions to be received on the RFP document intent or document interpretations. 5:00 PM deadline.

11/23/2016	City's written response to questions will be emailed out no later than this date.
12/19/2016	**Proposals due by 3PM deadline (Housing & Neighborhoods Department, Suite 101, 310 West Martin St., Raleigh, NC 27601.)**
12/26/2016	Builder Candidate Interviews will begin this week.
TBD	City Council Decision and Resolution
TBD	Final Development Agreement
TBD	Land sale to builder(s) begins

The City reserves the right to modify the above schedule as best meets its needs.

9. Evaluation of the Proposals

The City will evaluate each proposal based on whether it meets the City's goals and objectives. The winning proposals will be the one(s) which best address those purposes.

The City Council will make the final selections. The builder(s) of all offers will be notified of the Council's decision.

10. Evaluation Criteria

In addition to the consideration of the bid price for the land the City will evaluate each proposal and select the winning builder(s) based on the following: builder experience, builder financial capability, project design and appearance, level of minority participation and amount of requested City support.

The evaluation criteria are as follows:

- Homebuilder Experience & Capacity (20%) It is important to have experienced development teams to ensure the success of this project. The experience of the builder and other team members in the development of similar projects will be evaluated. The builder should identify key team members and provide a resume of those team members' experience highlighting experience on projects similar to the one proposed in this RFP.

  The builder must be experienced in the type of construction being proposed; for example – the builder must have built a similar number of dwellings in the last thirty months as the development they are proposing or otherwise, demonstrate equivalent experience. Builders must provide a detailed description of previous projects that are similar to the development proposed in this RFP. The description should include photos, plans, prices and the time on market for homes built in each previous development. The builder must demonstrate a proven track record of building and selling homes in comparable locations or in central city neighborhoods of other cities.

Builders must include the total number of homes built and sold in the past 5 years and the sales prices for those homes.

Builders must demonstrate the ability to build and market both speculative and pre-sale homes in a timely manner.

Builder(s) must provide 3 professional references. Professional references should be lenders and/or other cities for which the builder has successfully completed a similar development to the one proposed in this RFP. Additionally builders must provide 3 homeowner references from homeowners who have lived in their home for more than a year using the Homeowners Reference form which is included as Appendix D. City staff will review records of builder with the City's Inspections Department. The builder must have adequate liability and workers' compensation insurance and professional licensing for this project. Copies of General Contractor's License, Liability, and Workers' Compensation Insurance must be included with the proposals.

- Homebuilder Financial Strength (20%) The financial capability of the builder to successfully obtain construction financing and permanent financing as needed is also very important. The builder team's financial capability to accomplish this project will be evaluated through commitments from financial institutions to providing construction financing. Letters of interest from financial institutions will not be sufficient to demonstrate financial capability.

  The builder must demonstrate financial capability to carry out the construction of the development within the contract period as noted above. Builders must provide a letter from a recognized lender evidencing the availability and amount of construction financing available should the builder be selected for the East College Park development. Builders must indicate all other homebuilding commitments for 2017 and beyond (lot acquired or under contract).

  Builders must disclose and explain the following:

  1. Current financial default of more than sixty (60) days duration
  2. Mortgage assignment or workout arrangement
  3. Foreclosure, or deed in lieu of foreclosure within the past 7 years
  4. Bankruptcy within the past 7 years
  5. Litigation relating to financing or construction of a project, which is pending or which was adjusted with a finding of liability against the builder, including mechanic's and material lien litigation
  6. Real estate tax delinquencies (past 2 years)
  7. Explanation for any projects not completed within budget

  The City reserves the right to require the builder to furnish bonds covering faithful performance and payment of obligations for the development of any of the assemblages.

- Marketing & Sales Plan (20%) Builders should identify which realtor they will be working with to market homes. The realtor's resume should be included and should specify the realtor's experience marketing homes in similar central city neighborhoods. A thorough marketing plan that reflects an understanding of the downtown housing market is expected and will be evaluated for its feasibility. The marketing plan should describe outreach efforts to reach potential low- and moderate-income buyers, particularly those that currently reside in the community where the homes will be built. It should also note what organization(s) will be partners in outreach efforts.

  Builders must include a real estate professional who is either current certified or enrolled to become certified as a Workforce Housing Specialist by the North Carolina Association of REALTORS® on their marketing team.

- Project Design and Appearance (20%) All submittals must include a description of the product with a cost breakdown of land acquisition, construction costs, profit and overhead as well as proposed sales prices for the proposed construction. The design of the development (structure and site) and the landscape, the impact of the new construction on the streetscape, and the impact of the development on the surrounding neighborhood, including architectural compatibility, will be evaluated. Preference will be given to the proposal that offers to produce the highest quality design with the most features at the lowest prices for the homebuyers. Preference will be given to builders proposing acceptable building plans not previously used in other City sponsored developments.

  Builders must submit five or more floor plans and elevations and approximate sales prices for the units they propose to build. At least five of the proposed units must have base price points below the HUD HOME purchase price limit and at least two must have base price points below $190,000 with a preference given to proposals having lower price points. Building plans, elevations, and specification sheets, including finishes and potential upgrades, should be included for each price point. Non-profit builders do not need to submit plans and pricing for homes targeted to market rate buyers.

  Appropriate building design is important to the quality of development. All building designs must be approved by the CD Division before future land sales and construction.

- Minority and Women Owned Business Enterprise Participation (10%) The level of involvement proposed for minority and women owned businesses including builder, designers, contractor, subcontractors, consultants, suppliers, lenders, and others will be evaluated. Minority participation in the project is an important factor for builder selection. The City has a general goal of 15% minority and women owned business participation in the project. The development team should endeavor to make a good faith effort to achieve or exceed this goal and should include documentation with the proposal which addresses these criteria.

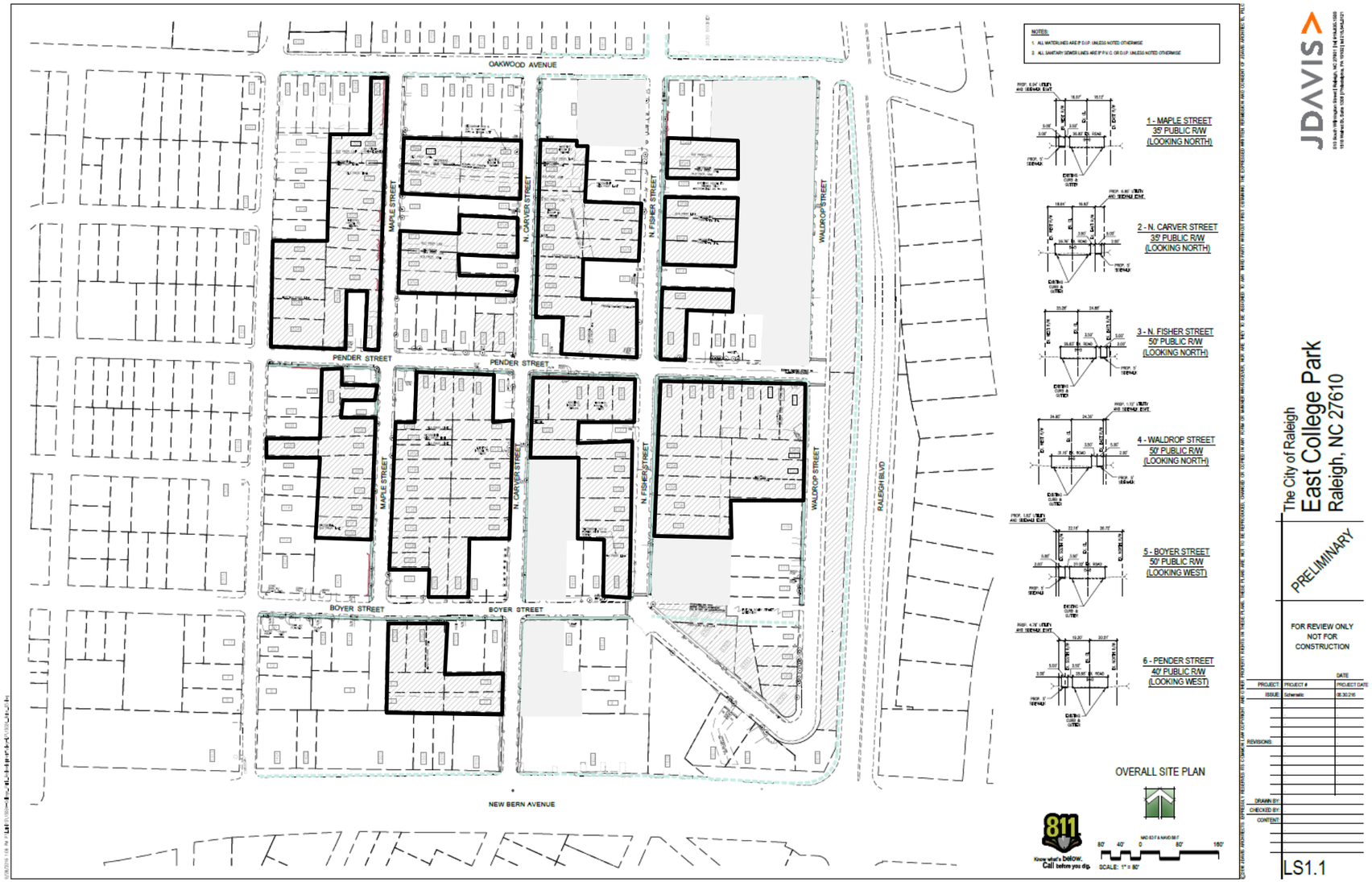
- Local Hiring/Job Training Initiatives (10%) As a part of the NRSA, the City has a goal of providing economic development and job training opportunities. Specifically, the City aims to provide job training opportunities through its partnership with the North Carolina Home Builders Association (NCHBA) training program. Participants of the job training classes complete a free 7-week hands-on construction training program in which they learn the fundamentals of building trades.

  Additionally, the City encourages selected builders working on this infill housing program to fill vacancies by advertising and requires that the selected builders will hold a job fair in the local community. Builders should make an effort to hire graduates of the NCHBA Construction Training Program or other qualified local residents to fill vacancies as they are completing the project. A proposed hiring plan along with efforts to fill vacancies with qualified local residents should be included with documentation for this RFP. Additionally, all documents included in Exhibit C should be completed as a part of this submittal.

11. City's Right to Reject

The City reserves the right to reject any and all proposals received as a result of this Request for Proposal, or to negotiate issues so as to best serve the interest of the City of Raleigh.

APPENDIX A – LOCATION MAP



APPENDIX B –
CITY OF RALEIGH NEW CONSTRUCTION SPECIFICATIONS

The development of this property should be consistent with all existing zoning and building code requirements including all tree protection and storm water regulations, and the adopted small area plan that has a goal of ensuring that new construction is of a scale and character compatible with the surrounding area. All construction should be sheathed in oriented strand board (OSB) and wrapped with a synthetic, weather-resistant housewrap (such as Tyvek or a similar material) and sided with materials that are the same as found on the majority of older original homes in the area. Cementitious siding such as Hardiplank siding is acceptable. **Vinyl siding is not acceptable.**

The design and quality of construction of the housing is very important. All building designs and site and landscape plans must be approved by the Housing & Neighborhoods Department before any land is sold. The COR requires the builder to provide accessibility elements in all units as defined by "universal design" standards to allow aging in place.

All new structures must receive System Vision certification. System Vision is a program administered by Advanced Energy, more information can be obtained at www.SystemVision.org or www.AdvancedEnergy.org or by calling 919-857-9000.

The builder(s) must warranty their labor, workmanship, materials, and appliances and must provide the home buyers with all manufacturer warranties on all items in which there is a manufacturer warranty (ex. appliances, HVAC, water heater, roof, siding, etc.). All the building components and systems must be warrantied for 1 year and the roof for 3 years. Builder(s) must provide a 2/10 Warranty to the Buyer at the time of closing. Other general design and material minimum requirements are (but are not limited to):

1. Single family homes should all be 3 bedroom/2 bathroom.
2. Single family homes should average 1100 square feet to 1400 square feet.
3. 30 year architectural shingles.
4. Exterior siding cannot be vinyl siding
5. No vinyl shall be used for railings/columns.
6. Minimum 12 inch deep fascia/rake trims.
7. The homes in the development will be stick built. No trusses will be allowed.
8. The foundation must be all brick veneer.
9. The minimum ceiling height is 9ft AFF for the first floor and 8ft AFF on second floor
10. All front porches and steps to be masonry.
11. The minimum bedroom size allowed is 100 square feet with a minimum of 10' wide or deep.
12. All houses will include a storage unit on each home.
13. The typical home will have a minimum of 4 risers from the front walk to the house and the front porch. Slab on grade will not be allowed.
14. All homes will have gutters, downspouts and splash blocks installed.
15. Landscaping – All front and side yards will be required to have sod to the back corners of the house. The back yards will receive seed and straw. A minimum of one (1) tree and five (5) shrubs must be planted in mulched areas (or as required by code).

Corner lots will require a minimum of two (2) trees and six (6) shrubs.

16. The window trim and gutter colors must coordinate with the approved house colors.
17. Doors-Fiberglass energy efficient wood grain doors.
18. HVAC and Heating System - High efficient low cost heating and cooling system that meets SystemVision requirements.
19. Insulation, framing, caulking, HVAC, etc. to adhere to SystemVision guidelines that are in place at the time the permit is pulled and receive the SystemVision certification.
20. Interior doors - 6 panel vinyl wood grain.
21. Bathroom accessories – Three (3) piece including, one (1) towel bar, one (1) toilet paper holder, one (1) hand towel ring.
22. Lighting package - Standard (to include a two-light fixture in each room and a rear flood light).
23. Flooring – non-carpet flooring options are preferred in common areas (kitchen, living rooms, bathrooms) where budget will allow. This can include vinyl, laminate, luxury vinyl tile, ceramic/porcelain tile or other approved alternative.
24. Carpet- Mid grade, stain protection with high quality pad will be required where installed. Any steps will have carpet or approved upgrade installed.
25. Vinyl floor-durable high quality must be used (paper backed vinyl will not be allowed).
26. Mid quality cabinets, vanities in bathrooms with drop in sink. All casework to be built from solid plywood and not particle board. Blocking will be installed behind cabinets at framing stage to facilitate installation.
27. Countertops will not have exposed particle board on the bottom edge of the countertop.
28. Sink – stainless steel double kitchen sink will be installed (min. 8” deep).
29. All homes must be pre-wired for cable in bedrooms, living room and kitchen; telephone in master bedroom, living room and kitchen.
30. All windows shall be double hung. At a minimum, windows in common areas will have a cased finish.
31. Paint is Sherwin Williams, or approved equivalent, and must approved by the Community Development Division for exterior. Interior paint will be Sherwin Williams, or approved equivalent. There will be up to 3 wall colors with white trim and ceiling. Ceilings will be flat finish. Semi-gloss paint will be used in all “wet” areas, including baths, laundry, and kitchen. All painted interior and exterior surfaces must receive one (1) coat of primer and two (2) finish coats of paint.
32. Blocking will be required at showers and tubs to secure hot and cold supply line and valves.
33. Front porches must be a minimum of 70 square feet with a minimum depth of 7ft.
34. Floor jumper ducts, if used, should not conflict with doors swings and/or hallways.
35. Blocking will be installed in bathrooms to facilitate future installation of grab bars.
36. Tankless hot water heaters will be required.
37. Plans must indicate the locations of the HVAC return, location of exterior HVAC unit, electrical panel(s), attached storage, and tankless hot water heater.

APPENDIX C – SECTION 3 & MWBE

SECTION 3 AND LOCAL HIRING

Section 3 Clause Compliance in the Provision of Training, Employment, and Business Opportunities

a. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u. Section requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project. Is it a goal of this project that 30% of new hires be Section 3 residents.
b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
c. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment and training.
d. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
e. Compliance with the provisions of Section 3, the regulations set forth in 24 CRF Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, it successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, it successors or assigns to those sanctions specified by the grant or loan agreement of contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

Contractors and subcontractors are required to submit Section 3 Certification Forms (Attachment 1 & 2) and Section 3 Plan (Attachment 3 along with the completion of Table A & Table B).

Section 3 Affirmative Action Plan

_____ agrees to implement the following specific affirmative action steps directed at increasing the utilization of lower income residents and businesses within the project area.

A. To ascertain from the locality's CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
B. To attempt to recruit from within the project area the necessary number of lower income residents (30% of new hires) through: the North Carolina Home Builders Association Job Training Program, the Raleigh Housing Authority database, local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area.
C. To maintain a list of all lower income area residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
D. To insert this Section 3 plan in all bid documents, and to require all bidders on subcontracts to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
E. To insure that subcontracts which are typically let on a negotiated rather than a bid basis in areas other than Section 3 covered project areas, are also let on a negotiated basis, whenever feasible, when let in a Section 3 covered project area.
F. To formally contact unions, subcontractors and trade associations to secure their cooperation for this program.
G. To insure that all appropriate project area business concerns are notified of pending subcontractual opportunities.
H. To maintain records, including copies of correspondence, memoranda, etc. which document that all of the above affirmative action steps have been taken.
I. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.
J. To list on Table A, information related to subcontracts to be awarded.
K. To list on Table B, all projected workforce needs for all phases of this project by occupation, trade, skill level, and number of positions.

As officers and representatives of _____
(Name of Contractor)

We the undersigned have read and fully agree to this Affirmative Action Plan, and become a party to the full implementation of this program.

_____
Signature

_____ _____
Title Date

City of Raleigh's Minority and Women-owned Business Enterprise Program

The Minority and Women-owned Business Enterprise (MWBE) Program is specifically designed to advocate and facilitate business growth and provide opportunities for the historically underutilized businesses.

Policy Statement

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 and to City policy, the City of Raleigh encourages and provides equal opportunity for certified Minority and Women-Owned Business Enterprise (MWBE) businesses to participate in all aspects of the City's contracting and procurement programs to include - Professional Services; Goods and Other Services; and Construction. The prime contractor will be required to identify participation of MWBE businesses in their proposal, and how that participation will be achieved.

Furthermore, the City's goal is to contract or sub-contract fifteen percent (15%) of the contract amount to Certified MWBEs on construction projects over $300,000, or with contracts that include $100,000 or more in state funding. The goal breakdown is 8% for minorities and 7% for non-minority females.

Who is Eligible?

Certified minority or woman-owned businesses. General Statute 143-128.2 defines a "minority business" as a business that is:

- At least 51% owned and controlled by one or more minority persons or socially and economically disadvantaged individuals. The statute also includes corporations in which at least 51% of stock is owned by one or more minority or socially and economically disadvantaged individuals.
- The statute defines the term "minority person" as the following:
  - Black
  - Hispanic
  - Asian American
  - American Indian
  - Female
- A "socially and economically disadvantaged individual" is defined by reference to a federal statute (15 U.S. C. § 637). Socially disadvantaged individuals are "those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities". Economically disadvantaged individuals "are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business that are not socially disadvantaged".

MWBE Program Benefits

- Your business information will be listed in the MWBE directory.
- The City encourages the use of MWBE vendors for Professional Services, Goods and Other Services, and Construction.
- The City's goal is to contract or sub-contract fifteen percent (15%) of the contract amount to Certified MWBEs on construction projects over $300,000, or with

contracts that include $100,000 or more in state funding. The goal breakdown is 8% for minorities and 7% for non-minority females.

- Electronic notification of bid opportunities for City of Raleigh bids and RFPs. We encourage you to attend any pre-bid meetings.
- Workshops & seminars - Offered on topics relevant to business. The City of Raleigh partners with local non-profit organizations to provide resources and education opportunities for business owners. Workshops are provided free of charge and cover a broad range of topics.
- Annual Small Business Expo - An opportunity for business owners to network with over 100 contacts including local general contractors seeking subcontractors, end users, and vendors. Representatives from the City of Raleigh, Wake County Public Schools, and other local and non-profit governmental agencies provide information about upcoming projects and events.
- Outreach Sessions - Provide information about upcoming City projects.

Become a City of Raleigh MWBE Vendor

1. Certify with one or both of the following:

- NCDOA Office for Historically Underutilized Businesses (HUB)

Trent Rawley
1336 Mail Service Center
Raleigh, North Carolina 27699-1336
919-807-2330

- NCDOT Disadvantaged Business Enterprise Program (DBE)

Kelsie Ballance
North Carolina Department of Transportation
1511 Mail Service Center
Raleigh, NC 27699
919-508-1941

Registration not only certifies you to do business with the City of Raleigh as a MWBE but also makes you eligible for work with the State of NC.

2. Sign up as a vendor with the City of Raleigh

- Once your business is an approved certified MWBE:
    1. Visit the Vendor Registration and Update Process to complete the Vendor Information Form
    2. Submit your HUB or DBE Letter of Certification to mwbe@raleighnc.gov
- Sign up for Business Assistance communications about upcoming training classes and workshops using MyRaleigh Subscriptions, a free, subscription based service provided by the City, that gives citizens access to relevant information on the topics of their choosing, which is sent via email or mobile alerts.

APPENDIX D – HOMEOWNER REFERENCE FORM

1. Name _____

2. Address _____

3. Phone _____ Email _____

4. When did you purchase your home? _____

5. Was the home under construction or complete when you purchased it? _____

    a. If under construction, what was the percent complete? _____

6. Did construction progress on schedule? _____

7. Was the builder willing to make requested changes? _____

8. Were any requested changes structural in nature? _____

9. Were any changes cosmetic in nature? _____

10. Did you consider the charges for the changes reasonable? _____

    a. If not, why not? _____

11. Have you experienced any problems with your new home? _____

    a. If so, what were they? _____

12. Were the problems resolved by the builder to your satisfaction? _____

    a. Were problems resolved quickly? _____

13. Were any problems covered under the one year builder's warranty? _____

    a. Was the builder responsive to you? _____

14. What attracted you to this builder? _____

15. Would you buy another home constructed by this builder? _____

16. Would you recommend this builder to your friends/family? _____

17. Comments: _____

_____

_____

_____

PURCHASE AND DEVELOPMENT OF UP TO 105 CITY-OWNED VACANT LOTS IN EAST COLLEGE PARK ON WALDROP STREET, N FISHER STREET, N CARVER STREET, MAPLE STREET, HILL STREET, PENDER STREET, AND BOYER STREET PROPERTY PROPOSAL APPLICATION

IDENTIFICATION

Name of Homebuilder:

_____

Address: _____

Telephone No.: _____Fax No.:_____

Email address: _____

Name and license number of contractor:

_____

Liability and workers' compensation insurance information:

_____

LEGAL STRUCTURE OF THE APPLICANT AND AUTHORIZED SIGNERS

State the full, exact name of the applicant. State whether the builder is an individual, corporation, limited partnership, general partnership, limited liability company, professional corporation, professional association, etc. If it is anything other than an individual or a general partnership, specify the State under which the entity is organized. If the State under which the entity is organized is not North Carolina, specify whether the candidate has received a certificate of authority from the NC Secretary of State to transact business in North Carolina. State whether the entity is in existence at the time the proposal is submitted, and if not, whether and when the candidate intends to officially form the entity. State the names and titles of the individuals who will sign the Agreement with the City.

CONFLICT OF INTEREST

If the builder has any ground to believe there could be a conflict of interest, such as that a City employee who is involved in awarding the contract has a connection with the candidate, please explain.

NON-COLLUSION

This RFP constitutes an invitation to bid or propose. Sign the following and include it with your response:

> The City of Raleigh prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.

I, _____, affirm that I have not engaged in collusion with any City employee(s)/representative(s), other person, corporations or firms relating to this submittal. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

COVER LETTER WITH QUALIFICATIONS

The proposal should contain a cover letter, signed by a principal of the builder. The cover letter should contain the following statements:

> "The undersigned, whose title and position with the builder are stated next to or beneath his or her signature, has the authority to submit these Qualifications (including this cover letter) on behalf of the builder in response to the City of Raleigh's Request for Proposals. Our Qualifications accepts the terms and conditions stated in the RFP, including the Builder Responsibilities and the provisions of the agreement to be signed."

The cover letter should contain the paragraph:

> "The builder is not submitting any trade secrets to the City in connection with this proposal or the contract; if the agreement is awarded to the builder, the builder will not submit any trade secrets to the City in connection with this proposal or the agreement. The builder acknowledges that the City will rely on the preceding sentence."

ADDENDUMS

The cover letter should list the last addendum that the City issues for this RFP, with a statement such as *"The undersigned builder has read all the addenda issued by the City for this RFP, through and including Addendum No._____."* In the blank, the builder should list the number of the last addendum.

HOMEBUILDER CAPACITY AND EXPERIENCE (20%)

a. Number of years in business: _____

b. Provide a brief history of your firm noting major accomplishments and listing key personnel, their roles, and their experience on similar developments. Resumes for key personnel should be included. (Attach additional sheets)

c. Number of employees: _____

d. Number of housing units built in the last 3 years and the sales price for those homes: _____ (Please include both affordable and market rate units/space here. Attach additional sheets to show sales prices)

e. Number of affordable housing units built in the last 3 years: _____

f. Attach additional sheets to provide detailed descriptions of above projects/houses. Include photos, plans, list prices, and time on market for homes built in each previous development.

g. Number of speculative homes built in the last 3 years: _____

h. Number of pre-sale homes built in the last 3 years: _____

i. List of 3 professional references such as lenders or other cities where the builder has completed a similar project. (include name, address, phone number):

_____

_____

_____

j. Provide 3 homeowner references from homeowners who have lived in their home for more than a year. Use attached Homeowner Reference form.

k. Provide copies of the following:

   a. General Contractor's License
   b. Liability Insurance
   c. Worker's Compensation Insurance

HOMEBUILDER FINANCIAL STRENGTH (20%)

a. Demonstrate financial capability by providing commitment letters for construction and permanent financing from financial institutions. Letters should include the availability and amount of financing available should the builder be selected. (Letters of interest are not sufficient to meet this requirement.)

b. Builders must indicate all other homebuilding commitments for 2017 and beyond (lots acquired or under contract). (Attach additional sheets.)

c. List of primary subcontractors and material suppliers (include name, trade, address, phone number) used in last 2 years: (Attach additional sheets if needed)

_____

_____

_____

_____

Authorization to contact references:

_____ _____

Signature, Title Date

d. Builders must disclose and explain the following:

1. Current financial default of more than sixty (60) days duration
2. Mortgage assignment or workout arrangement
3. Foreclosure, or deed in lieu of foreclosure within the past 7 years
4. Bankruptcy within the past 7 years
5. Litigation relating to financing or construction of a project, which is pending or which was adjusted with a finding of liability against the builder, including mechanic's and material lien litigation
6. Real estate tax delinquencies (past 2 years)
7. Explanation for any projects not completed within budget

MARKETING AND SALES (20%)

a. Identify the realtor that will be marketing the homes and detail their experience marketing homes in similar central city neighborhoods. (Attach additional sheets)

b. Describe how the project will be advertised to attract buyers to this downtown development. What materials and media do you intend to use? (Attach additional sheets)

c. How will homes be marketed to low- and moderate-income buyers that currently reside in the community where homes will be built? (Attach additional sheets)

d. Are there any other organizations that will be partners? (Attach additional sheets)

e. Identify the certified Workforce Housing Specialist on their marketing team (provide proof of certification). If the certified Workforce Housing Specialist certification is in process provide proof of enrollment in the Certification Program.

PROJECT DESIGN AND APPEARANCE (20%)

a. Provide a full description of proposed development to be built.

Submittals must include a description of the products with a cost breakdown of land acquisition, construction costs, profit and overhead for each of the minimum of five house plans proposed. Floor plans with heated square footage shown and elevation views along with specification sheets, including finishes and potential upgrades, should be included for each proposed plan.

1) At least five of the proposed units must have base price points below the HUD HOME purchase price limit.
2) At least two of the proposed units must have base price points below $190,000 with a preference given to proposals having lower price points.

b. Submittals must include sample site plans showing proposed building and driveway locations as well as typical landscape plans.

EFFORTS TO INCLUDE MINORITY AND WOMEN OWNED BUSINESSES (10%)

a. Describe your strategy for involving minority participation within the project. Demonstrate that at least 15% minority and women-owned business participation. (Attach additional sheets)

EFFORTS TO HIRE LOCAL RESIDENTS/JOB TRAINING PROGRAM PARTICIPANTS (10%)

a. Describe your strategy to fill job vacancies for this project with local residents and/or graduates of a construction job training program. (Attach additional sheets)
b. All documents included in Exhibit C should be completed and included as a part of this submittal.