



Request for Proposals

For Development of the Randleigh Farm Project

Property Owners: City of Raleigh and Wake County

Project

Randleigh Farm consists of 416.80 acres of land jointly purchased by the City of Raleigh (City) and Wake County (County). A conceptual plan has been developed that envisions a sustainable development including the City of Raleigh Public Utilities Department, Raleigh Parks and Recreation Department, Wake County Parks, Recreation and Open Space, Wake County Public School System, private development and governmental or other quasi-governmental agencies.

Purpose

The purpose of this Request for Proposals (RFP) is to select a qualified Master Developer to partner with the City and County in developing and managing the complex design and development process for the Randleigh Farm Project. As used in this RFP, the term Master Developer shall indicate a development entity, consisting of a team of professionals that will plan, design, partially finance, and develop specific areas of the property as a sustainable site that will be acceptable to the community and meet the overall goals established in the Randleigh Conceptual Plan. The City and County are interested in creating a public/private partnership with the selected Master Developer to structure creative approaches to the sustainable development of Randleigh Farm.

Overview of the Randleigh Farm Project

Project Location:

Randleigh Farm is located approximately 9 miles southeast of downtown Raleigh at the intersection of Battle Bridge Road and Auburn Knightdale Road near the Johnston County Line. Auburn Knightdale Road borders the property on the west. Battle Bridge Road bisects the property. The future I-540 is planned to pass through the eastern portion of the site. The City of Raleigh Comprehensive Plan includes a Neighborhood Focus Area at the intersection of Auburn-Knightdale Road and Battle Bridge Road.

History:

In March 2005, the City of Raleigh and Wake County purchased Randleigh Farm, a 416.8 acre farm property from North Carolina State University (NCSU). The site adjoins the City's Neuse River Wastewater Treatment Plant (NRWWTP) and borders the Neuse River. The project site also includes strong ties to many communities in its unique history. William R. Kenan Jr. donated his prized dairy herd and a \$2 million dollar trust fund to North Carolina State University (NCSU) in 1966. NCSU relocated the prized herd to the former state of the art dairy farm on this 420 acre tract named Randleigh Farm. William Kenan was a "Pioneer" in the dairy business and environmentally advanced farming practices. In addition to the Kenan family and NCSU history, the site is adjacent

to the Griffis Mill complex which dates to circa 1878. Detailed archeological work is still being done on this site in conjunction with the Branch family, the current property owner.

Conceptual Plan:

A conceptual plan for this property has been developed through a collaborative process involving the City, County, and Wake County Public School System.

The following goals have been identified for the project:

- Preservation of open space and development of greenway access to the Neuse River to become a focus of the "Mountains to Sea Trail"
- Provisions for the beneficial reuse of water and bio-solids application from the City of Raleigh
- Promotion of environmental awareness and the development of an environmental education center sponsored by the City
- Reservation of land and potential public/private partnerships for the development of public schools
- Provision of public/private partnerships for the development that will meet Urban Design Guidelines for Mixed Use Development and Village Centers adopted by the City of Raleigh promote general economic development to the area
- Collaboration with other local governmental units and educational institutions
- Collaboration with the City, Town of Garner and the NC Department of Transportation on the future eastern leg of the I 540 corridor location
- Model sustainable development emphasizing water quality, water reuse, renewable resources, low impact development, environmental education and provide a cost effective construction program for the City and County needs

The entire Randleigh Farm Concept Plan can be viewed off of the City of Raleigh website on the Randleigh Farm page. <http://www.raleighnc.gov/Randleigh>

The Concept Plan for the Randleigh Farm site includes a Land Use Plan and general development guidelines. The Site Analysis Land Use Plan can be found beginning on page 97, of the Concept Plan. The Development Guidelines can be found on page 23, of the Concept Plan.

Master Developer Scope of Work

- **Development of Design Guidelines including:**
 - Leadership in Energy and Environmental Design (LEED) standards
 - Urban design standards
 - Low impact design standards
 - Energy efficient system standards
 - Principles of sustainable design
- **Development of a Master Plan with schematic infrastructure and utility plans and coordination of building plans with project cost modeling for the financing, development and management of the Randleigh project including:**
 - Residential development to include multi-family and single family units
 - Office; Commercial and light Institutional
 - Schools; elementary and middle
 - Energy System(s), conventional and/or alternative, and public utility partnerships
 - Coordinate with City Consultants in the Environmental Education Center Program Design
 - Water, Wastewater and Reuse Systems
 - Waste Management plan to include biosolids application and water reuse irrigation
 - Low impact Stormwater development standards
 - Potential Project Phasing

- **Provision of Financial modeling scenarios for development and management of the public/private partnership(s) of the Randleigh project including tax incentives, grant sources and other available incentives for renewable energy and sustainable development projects.**
- **Implementation of the approved Master Plan components to include design, bidding, construction management, construction services, operations/maintenance commissioning, closeout and warranty phases of portions of the project deemed in the best interest of the City and County.**

Project Schedule

Two public schools are proposed to be located on this site. An elementary school must open by July 2011 and the middle school by July 2012.

The selected Master Developer will be responsible for developing detailed computer generated project implementation schedules for the planning, design, public/private financing, construction and operations activities necessary to achieve the project goals in a reasonable period of time. The Master Developer will be responsible for the coordination of all agencies, other consultants, various city and county departments, stakeholders and the public, and for executing and maintaining the aforementioned schedules.

Selection Process

The City of Raleigh and Wake County have established policies for selecting surveyors, architects, landscape architects, and engineers, construction managers-at-risk and other consultants that will be followed in this process. The purpose of the policies is to ensure that consultants are selected in a fair and uniform manner, that those selected for work are sufficiently qualified and experienced in providing professional design and construction services along with developing facilities similar to those envisioned for Randleigh Farm and to ensure that every qualified consultant has the opportunity to be considered for providing services needed for the Project. A Selection Committee will be established to evaluate and rank respondents to this RFP. The process for selection involves three stages:

Stage One: Preparation, Review and Preliminary Evaluation

The initial phase has commenced with the establishment of a Selection Committee with its members appointed by the City and County Manager. A notice of the availability of the Request for Proposal is being sent to firms identified by the City and County that have expressed previous interest in being considered for providing the services anticipated for this type of project. Notification of this Request for Proposals is advertised on the City and County's web site (www.raleighnc.gov and www.wake.gov). The RFP will be sent to all firms that express interest and request the document.

Upon receipt of the packages from respondents, Selection Committee members will review and select ("short list") for further consideration those firms that appear to be most favorable to provide services for the Project.

Stage Two: Interviews

Separate interview sessions will be scheduled with the "short list" firms to permit Selection Committee members to further evaluate each firm's qualifications and proposal. Promptly after the interviews, the Selection Committee will make their selection and forward written recommendation to the City and County Manager for consideration.

Stage Three: Contract Negotiations

Once a finalist is selected, City and County staff will be directed to begin negotiations. In the event negotiations of specific contract terms and conditions prove unsuccessful, the City and County Manager will collaborate with the Selection Committee on selection of another entity with which to begin negotiations.

Recommendations regarding award and execution of a development agreement will be presented to the governing boards of the City and County.

Selection Schedule

The City and County intend to proceed in accordance with the milestone dates noted below. The City and County reserve the right to alter the milestone dates at any point in the process, but agrees to provide adequate notice to respondents should the schedule be amended.

February 22, 2008	Request for Proposals Published and distributed
March 5, 2008	Pre-submission Conference (at Randleigh Farm with tour)
March 14, 2008	Last day for written questions to be received on the RFP document intent or document interpretations.
April 18, 2008	Proposals Due from Master Developers
May 5-9, 2008	Master Developer Candidate Interviews (exact schedule to be determined)
May 19, 2008	Selection Committee and City/County Manager select finalist
May 20 – July 5, 2008	Preliminary negotiations of basic contract terms and conditions
July 2008	Master Developer recommendation to County Board of Commissioners and City Council; Basic contract terms and conditions presented
September 1, 2008	Finalize contract terms and conditions

Dates are tentative and subject to change

Submittal Requirements

- A. The minimum requirements for consideration in the RFP process (Step 1 of the selection process) are as follows:
 - 1. A transmittal letter must accompany the submittal, signed by a principal of the proposed development team. A "Certificate of Authority" listing the officers in the firm who are authorized to negotiate and execute agreements on behalf of the company must accompany this.
 - 2. Master Developer Information
 - a. Development Team Members
 - i. Primary contact name and contact information for all correspondence and legal notifications, including e-mail address of primary contact;
 - ii. Principal officers authorized to negotiate with the County;
 - iii. Specific identification of survey, engineer, architectural, landscape architectural, construction management at risk or contractor firm(s) proposed and brief resume(s) of designer's proposed staff;
 - iv. Team organizational structure chart;
 - v. Brief resume(s) of key team members shown on organizational chart;
 - vi. Description of the proposed legal structure of the team (i.e., joint venture, partnership, etc.); Indicate percentage of controlling interest of each member.
 - vii. Indication of previous projects completed by the team proposed herein; if this team

hasn't completed a project jointly, identify similar projects done by specific firms that are a part of the team.

- b. Developer Experience
 - i. Firm development experience with at least three [3] comparable public/private urban developments involving sustainability and renewable energy features. Descriptions of former projects should include dates, nature of involvement both from a financial standpoint and from a management and implementation standpoint, implemented developments, sizes and uses, dates of completion, cost of design/construction and references;
 - ii. Summary of key participant personal qualifications and the role they had in each project;
 - c. Developer History, Financial Position and Abilities
 - i. Description of the history of the development entity, other non-related development work undertaken successfully, unique skills and/or markets in which the development entity has particular skill or ability;
Financial information that will show the relative financial strength of the development entity, its connections to equity markets, ability to finance complicated mixed-use projects, and success in the implementation of public/private ventures, and recovery of investment/cost reduction from tax benefits, grants or sustainability project elements.
3. Project Information
- a. Written Description
 - i. A written description of the proposed development project, noting its overall concept, its relationship to expressed City and County goals in this document and outlining any features that can be a unique asset to the City and County.
 - b. Program Proposal
 - i. Proposed process of the Master Plan development planning, design and construction and potential for the proposed uses identified in the Concept Plan.
 - ii. Outline of public/private partnership opportunities and prospective partners.
4. Financial Information
- a. Financing
 - i. Proposed financing method(s), debt-to-equity ratio(s), types of debt to be utilized;
 - ii. Financial partners, equity partners, financial institutions with which developer will create a relationship in this project;
 - iii. Information about the stability and dependability of financial partners;
 - iv. General proforma for development of the project;
 - v. Amount of direct equity in the project by the developer;
 - b. Relationship to City and County
 - i. Proposed site utilization, terms of site acquisition or lease, other proposed terms, conditions and schedules;
 - ii. Any other financial relationship involving the City and County.
5. Special Conditions
- a. Any and all special conditions that the Developer will propose or ask the City and County to provide as part of the final Development Agreement;

6. Statement of MWBE Participation
 - a. Indication of the good faith efforts to be used to encourage Minority and Women-Owned Business Enterprise (MWBE) participation in the project.
7. Strengths of Development Proposal
 - a. Provide a brief summary articulating why the developer believes the proposal offered is in the best interest of the City and County.
 - b. Any additional supporting materials that you believe will give the City and County a more complete picture of your team's accomplishments and abilities.
8. Selected development firm must contact Progress Energy Carolinas (PEC) to evaluate potential opportunities to participate in PEC's Demand Side Management and Energy Efficiency programs. The PEC point of contact is Mrs. Sharene Pierce and she can be reached at 919-878-5337.

Submittal Instructions

Please submit seven (7) paper originals of the RFP Response in 8 1/2" x 11" format bound with a table of contents and tabs by section and (1) digital version of the RFP response on compact disk in a commonly accepted computer format such as MS Word (.doc) or Portable Document format (.pdf). If large-format drawings or exhibits are included in the submittal, copies of these exhibits shall be reduced to 8 1/2" x 11" format (or folded 11" x 17" format). The RFP response document shall address each item in the Submittal Requirements section of this RFP, in the order listed above, and must be received prior to the submission deadline. The City and County reserve the right to request additional information after submittal as may be necessary to adequately assess each response.

Responses must be sealed and clearly marked with the following: "RFP Response – Randleigh Farm". Submittals must be received **no later than 3:00 pm, local time, on Friday, April 18, 2008, and should be delivered to:**

Ms. Elizabeth Bass, Staff Assistant
City of Raleigh Administrative Services
222 W. Hargett St. Room 302
Raleigh, NC 27601
Tel: (919) 890-3163

Mailing Address:
City of Raleigh,
Attn: Elizabeth Bass
P.O. Box 590
Raleigh, N.C. 27602

General information about the County is available on the County web site: <http://www.wakegov.com/>.
General Information about the city of Raleigh is available on the City web site: <http://www.raleighnc.gov/>

Digital copies of this document in Portable Document Format (.pdf) are available upon request.

Any questions or clarifications regarding definitions or interpretations of this RFP must be submitted in writing (e-mail is OK) **no later than Friday, March 14, 2008 to:**

Robert Hinson, Project Manager
Wake County Facilities Design and Construction
Waverly F. Akins County Office building
337 S. Salisbury Street
Raleigh, N.C. 27601
FAX: (919) 856-6350
EMAIL: rhinson@co.wake.nc.us

Pre-submission Conference

A pre-submission conference is planned for **March 5, 2008 at 1:00 P.M.** at the site in the existing covered shelter on the northeast corner of Battle Bridge and Auburn Knightdale Roads. This meeting will allow the opportunity for the review committee to discuss all aspects of the RFP process, respond to questions and provide a tour of the site. All prospective respondents and/or their representatives are encouraged to attend.

Evaluation Criteria

Proposals will be evaluated based on the following criteria (not necessarily in priority order):

- Experience on similar projects.
- The qualifications and experience of each team member to be assigned a stated role on the development team.
- Demonstrated ability to meet project implementation schedules.
- The development team's understanding of the project and demonstrated success in development of other similar projects, including the experience of key staff personnel (major consultants and other partners) assigned to the project.
- The ability of the Developer to arrange financing of the project and to obtain financial benefits due to sustainability and renewable aspects of the project, and the level of commitment of the Developer to make this project successful financially for the City and County.
- Experience and qualifications of the proposed development team and personnel including Architects, Landscape Architects, Engineers, Surveyors, Developers, General Contractors or Construction Management at Risk firms in principles of sustainable, LEED Certified site and architectural design, urban planning, low impact development, parks and recreation planning, school planning, utility systems infrastructure and development.
- Developer's experience/success in developing financial partnerships, obtaining financial benefits to offset investments, marketing and managing public/private partnerships.
- Marketing experience on similar projects
- The level of creativity shown in the development proposal that may help the final product generate an interest in sustainable public/private development in Wake County, the City of Raleigh and the region as a whole while meeting the development objectives of the City and County.
- Specific good faith efforts proposed by the developer for MWBE participation.
- Other factors deemed important to the City and County.
- Proximity to and familiarity with the area where the project is located
- References/previous client assessment of performance

Conditions and Limitations

This RFP does not represent a commitment or offer by the City of Raleigh and Wake County to enter into an agreement with a respondent or to pay any costs incurred in the preparation of a response to this RFP. The responses and any information made as part of the responses will not be returned to the sender. The RFP and the selected Developer's response to this RFP may, by reference, become a part of the final Development Agreement between the Developer and the City of Raleigh and Wake County resulting from this solicitation.

Consistent with City and County policy, the respondent shall refrain from contact with selection committee members and not offer gratuities or favors to any official or employee of the City, County or any member of the Evaluation Committee, for the purposes of influencing the outcome of the RFP response selection process. All questions shall be forwarded in writing to Robert Hinson, Project Manager with Facilities Design and Construction for Wake County, at the address noted earlier in this document.

The respondent shall not collude in any manner or engage in any practices with any other respondent(s), which may restrict or eliminate competition or otherwise restrain trade. The prohibition is not intended to preclude joint ventures, partnerships or subcontracts.

The City of Raleigh and Wake County have sole discretion and reserves the right to reject any and all responses received with respect to this RFP and to cancel the RFP process at any time prior to entering into a formal agreement. The City and County reserve the right to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFP.

Confidentiality of Documents

In general, documents that are submitted as part of the response to this RFP will become public records, and will be subject to public disclosure. North Carolina General Statutes Sections 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the Developer follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the City and County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

If the City and County determines that a document that the Developer has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the City and County will provide notice of that determination to the contact person designated by the Developer, in any reasonable manner that the City and County can provide such notice, at least five business days prior to its public disclosure of the document. If the developer does not designate anyone to receive such notice the City and County will not have any obligation to provide any notice of a determination of non-confidentiality. If the Developer does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the Developer does not initiate judicial proceedings to protect the confidentiality of the document, the City and County will not have any obligation to withhold the document from public disclosure.

By submitting to the City and County a document that the Developer designates as "confidential" or "trade secret", the Developer agrees that in the event a third party brings any action against the City and County of any of its officials or employees to obtain disclosure of the document, the Developer will indemnify and hold harmless the City and County and each organization's affected officials and employees from all costs, including attorney's fees incurred by or assessed against any defendant, of defending against such action. The Developer also agrees that at the City and County's request the Developer will intervene in any such action and assume all responsibility for defending against it, and that the Developer's failure to do so will relieve the City and County of all further obligations to protect the confidentiality of the document.

Attachments

In an effort to reduce the copy and transmittal cost of this RFP the following attachments may be accessed through the web at the http address listed.

If any respondent cannot retrieve the document, upon written request, a copy will be mailed or made available for pick-up.

- Randleigh Conceptual Plan <http://www.raleighnc.gov/Randleigh>
Vision
Development Guidelines
Site History
Sewer and water study
Environmental Survey
Site Analysis
Land Use Schemes
Site Studies
Conceptual Plan
- Subsurface Investigation <http://www.raleighnc.gov/Randleigh>
- City of Raleigh M/WBE Policy <http://www.raleighnc.gov/MWBE>

A description in detail is located on the city website, just click the business tab in the economic development program at <http://www.raleighnc.gov>.

