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## INFORMATION:

### Special City Council Meeting - Tuesday, June 30 - 4:00 P.M.

Reminder that Council will meet in a **special meeting** on **Tuesday** beginning at **4:00 P.M.**

The agenda for the special meeting has been posted to the electronic agenda management system.

### Face Mask Distribution Pilot Project for Vulnerable Populations - Update

*Staff Resource: Derrick Remer, Emergency Management, 996-4657, [derrick.remer@raleighnc.gov](mailto:derrick.remer@raleighnc.gov)*

In follow up to the item which appeared in last Friday's *Weekly Report* (Issue 2020-23, June 19), a pilot project to distribute face masks and provide COVID-19 educational materials to populations disproportionately exposed to poverty, unemployment, underemployment, and other quality of life challenges has commenced.

With approximately 82,000 residents, Zip Code 27610 was identified as the area with the most COVID-19 cases in the county, and it has the fourth highest number in the state. Efforts to distribute face masks have begun with a pilot to reach 10,000 people living within that Zip Code with three masks each. Demographic information is being collected (not including names) in order to assess the correlation between COVID-19 exposure and Zip Code, as well as the effectiveness of the program.

WakeMed, Wake County Government, and the City of Raleigh have partnered to distribute masks and the program began this week at the following locations:

Date	Location/Event	No. of Individuals Receiving Masks	Masks Distributed
6/19/20	Omega Fraternity Kickoff Event	201	603
6/23/20 – 6/25/20	UNC Mobile Testing Site at Southeast Raleigh YMCA	450	1350
6/24/20	Washington Terrace	318	954
6/25/20 – 6/27/20	Wake County COVID-19 Drive-Thru Testing at Southeast Raleigh Magnet High School	900	2700
6/26/20	Fertile Ground's Food Cooperative	100	300
6/27/20	Gethsemane Seventh-Day Adventist Church Food Drive	170	510
6/27/20	Alpha Kappa Alpha Sorority House Community Outreach in Garner Road Communities	333	999
<b>Total Masks Distributed To-Date</b>			<b>7416</b>

Plans for additional distribution efforts are underway. Committee members have met with Latino leaders in the community and have made plans to hold a distribution event during the first week of July. On June 30 a meeting will be held with the Raleigh Police Department to discuss distributing materials at an RPD community event in Southeast Raleigh during July. Discussions are also in progress with the Black Farmer's Market to understand how collaboration with the market can occur.

Future dates and distribution locations will also be discussed; based on the need demonstrated in the pilot program community partners will continue to work collaboratively to establish additional distribution opportunities throughout Wake county. More information regarding the project can be found on the [City of Raleigh website](#).

(No attachment)

### **Solicitation for Affordable Housing on City-Owned Property – Lane and Idlewild Site**

Staff Resource: Niki Jones, Housing & Neighborhoods, 996-4278, [niki.jones@raleighnc.gov](mailto:niki.jones@raleighnc.gov)

As Council may be aware from recent media coverage, a *Request for Interest* (RFI) seeking developer concepts for affordable housing at the Lane-Idlewild site was recently released. The RFI encourages

potential respondents to think creatively about the highest and best use of the site for affordable housing and how to best provide for long term affordability. Disposition of City-owned sites for affordable housing has been a frequently used and common practice.

It is anticipated that the complete *Request for Proposals* submittal will be due from invited responders by August 28, 2020 after which the staff recommendation will be presented to City Council for consideration. Staff is aware of some concerns with this approach and going forward, will seek Council approval on the front-end for such property dispositions. A copy of the RFI is included with the *Weekly Report* materials.

Within the Safe, Vibrant, and Healthy Community (SVHC) focus area of the City Council's adopted Strategic Plan, there is a performance measurement that specifically describes converting vacant City-owned property to affordable housing. Objective 2.3 within SVHC notes that the City should seek new partnerships for the development of mixed-income housing in or near the Downtown area. Over the years, the City has acquired a significant amount of land for the purposes of creating affordable housing. Currently, staff is strategically converting these properties to affordable housing – East College Park, Martin-Haywood, and Sawyer Road are examples.

In addition to the City Council's adopted Strategic Plan, the Community Development division of the Housing & Neighborhoods department uses the federally mandated 5-Year Consolidated Plan (ConPlan) as a guide to the activities it will pursue with the federal entitlement dollars the City receives annually. The ConPlan specifically notes that the disposition of property is an eligible activity and can be utilized as a tool to create affordable housing. Council may recall that the annual ConPlan was recently approved by City Council following a required public hearing.

For the purposes of affordable housing, a local government has the authority to dispose of property for less than market value. The City has used this ability in the past for affordable housing, most recently with the Sawyer Road project in May 2019. At that time the disposition of City-owned property on Sawyer Road to Solstice Partners as part of a 4% tax credit deal which will produce 154 new affordable rental units, took place and the land was sold to the developer for \$1.00.

In 2016, the Housing and Neighborhoods Department issued a Request for Proposals (RFP) to solicit interest for the construction of affordable housing on the Lane-Idlewild site. The Lane-Idlewild site is comprised of three (3) City-owned properties that total nearly 1.17 acres. The properties were acquired many years prior to remove dilapidated dwellings.

The site is located east of downtown in the West Idlewild neighborhood and directly across the street from the recently renamed LeVelle Moton Park. After the initial process was complete, the selected developer backed out due to costs related to additional infrastructure needed to make the site viable. It is important to note that the total site was appraised at \$252,000 in 2016, and the strategy at the time was to sell the property for the appraised value.

There are a few key differences between the current RFI and the RFP process in 2016. For example, this solicitation notes that the City intends to sell the land for \$1.00. Additionally, there are four (4) City goals described in detail. These goals represent the priorities developers should consider when responding. These include: Income Targeting and Income-Mix; Long-Term Affordability; Density and Land Use; and finally Neighborhood Character. Beyond selling the site for the sum of \$1.00, additional project subsidy may be required depending on the specific affordability components and income targeting.

*(Attachment)*

### Hospitality Social Distancing and Face Covering Measures

Staff Resource: Derrick Remer, Emergency Mgt. & Special Events, 996-4657, [derrick.remer@raleighnc.gov](mailto:derrick.remer@raleighnc.gov)

In response to recent concerns raised about a lack of social distancing and wearing of masks in the downtown hospitality district, staff was asked to determine ways in which the City can position itself to help. After discussions with the Downtown Raleigh Alliance, Glenwood South Neighborhood Collaborative, business owners, and the Raleigh Police, staff has chosen to produce and deploy A-frame signage and vinyl decals to aid businesses with efforts to maintain distancing and wearing of face coverings.

The printed materials will be placed along portions of the sidewalk in Glenwood South as a pilot initiative. If the A-frame signage and decals successfully encourage the public to socially distance and wear a face covering the City will explore options to expand these efforts to other parts of the City, including but not limited to the Fayetteville Street District and along Hillsborough Street, while sharing recommendations to our partner alliances. Conversations have also occurred with the Raleigh Arts Office to incorporate the work of local artists to help design additional signage, decals, and sidewalk art with the same goal of encouraging citizens and visitors of Raleigh to socially distance and wear a face covering.

Staff from the Office of Emergency Management & Special Events and the Transportation department, along with DRA Ambassadors, will deploy seven double-sided A-frame signs and 150 decals to the Glenwood South district on Friday, June 26 to have them in place prior to the weekend.

(No attachment)

### Yard Waste Center Enhancements and Price Adjustments

Staff Resource: Stan Joseph, Solid Waste Services, 996-6890, [stan.joseph@raleighnc.gov](mailto:stan.joseph@raleighnc.gov)

The Yard Waste Center (YWC) serves as the recycling facility for vegetative waste collected by City crews as part of the curbside yard waste collection program. In addition to curbside collection, the YWC accepts yard waste generated within Wake County from residents and businesses for a fee.

A new pricing structure has been devised for products, including certified organic compost and mulch. In addition to launching organic products and the new price structure that goes into effect July 1, operating hours of the YWC are also being revised. Hours of operation are Monday to Friday, 7:00 A.M. to 3:00 P.M.; Saturdays 7:00 A.M. to 1:00 P.M.

The table below lists the new pricing structure effective July 1:

PRODUCT VOLUME	ORGANIC COMPOST	ORGANIC MULCH	LEAF MULCH	DYED MULCH	BLENDED TOPSOIL 1:1 and 3:1
<b>1 to 11 CY *</b> (retail)	\$30	\$24	\$20	\$30	\$30
<b>12/15 CY, minimum</b> (smaller trucks)	\$15	\$12	\$10	\$15	\$15
<b>16 to 99 CY</b> (larger trucks)	\$10	\$8	\$7	\$10	\$12

<b>100 CY &amp; over</b>	\$9	\$7	\$6	\$9	\$10
<b>500 CY &amp; over</b>	\$8	\$7	\$5	\$8	\$9
<b>1,000 CY &amp; over</b>	\$7	\$6	\$4	\$7	\$8
<b>2,500 CY &amp; over **</b>	\$6	\$5	\$3	\$6	\$7
<b>5,000 CY &amp; over **</b>	\$5	\$4	\$2	\$5	\$6

\*Retail bag sales will be eliminated July 1<sup>st</sup>

Availability of products in the retail markets discourages our target customers from purchasing products from the YWC. Therefore staff is adjusting the market position to position the YWC to become a wholesale supplier of compost and mulch, including new target customers such as bulk lawn and garden customers, landscapers, bulk resellers, and packagers.

Adjusting the market position and revising the pricing structure is anticipated to bring several benefits:

- The YWC will serve as a supplier and partner for local businesses - not a competitor.
- Targeting the new market will enable the YWC to distribute larger volumes of materials.
- Customers can avoid long lines and wait times at the scale.
- Distributing products to resell yards and wholesale facilities will increase the customer base and make products available to more consumers.
- Reduce safety hazards and liabilities due to lower traffic volume onsite.



**Equipment at the Yard Waste Center**

Staff will launch a public awareness campaign with information on the new products and services available. Strategies include media releases, web page update, and a social media push on the City’s main channels.

*(No attachment)*



### Olde East Raleigh & Wakefield Area Studies Update

*Staff Resources: Ira Mabel, Planning and Development, 996-2652, [ira.mabel@raleighnc.gov](mailto:ira.mabel@raleighnc.gov)*

*Hannah Reckhow, Planning and Development, 996-2622, [hannah.reckhow@raleighnc.gov](mailto:hannah.reckhow@raleighnc.gov)*

This spring, staff has been working to release a Request for Qualifications (RFQ) for consultants to lead the Olde East Raleigh Update as well as the Wakefield Small Area Study. As part of an enhanced engagement effort, the project descriptions to be included with the RFQ were opened for public comment. The survey was open for three weeks, from February 17 through March 8. Survey responses for each project can now be viewed online [here](#) and [here](#).

In light of the ongoing public health crisis, the original contract start date intended for July 1 has been delayed. Staff is considering revised project timelines and how to adjust community engagement efforts to be both effective and safe. The scope of work for each project will likely look different than previously envisioned.

*(No attachment)*

## Council Member Follow Up Items

### Follow Up from the June 9 City Council Work Session

#### Census Outreach Efforts - Radio Advertisements (Council Member Stewart)

*Staff Resource: Sara Ellis, Planning and Development, 996-2234, [sara.ellis@raleighnc.gov](mailto:sara.ellis@raleighnc.gov)*

During the work session staff presented an update on the status of the 2020 Census and received a question inquiring about the extent of radio advertising in Raleigh for the 2020 Census. Staff researched the issue and reports the following:

#### Census and Radio Advertising

The US Census Bureau has purchased advertising through multiple media platforms at a national level, contracting through a third party to conduct all television and radio advertising as well as social media outreach. The Census had dedicated between \$200 and \$250 million dollars to the outreach strategy; 10% of the amount was dedicated exclusively to radio advertising. Of the total outreach budget 63% of funds were dedicated to national and 37% had been dedicated for local media buys. The original outreach plan for Census advertising was to end in mid-June; however due to the public health crisis that timeline has been extended with plans to continue the communications campaign through October 2020.

The Census has advertised to Raleigh residents through radio advertisements but with a regional focus; there have been special focus advertising directed to demographics that are harder to reach and have been historically undercounted.

The Census has purchased advertising at the following Wake County radio stations:

Radio Station	Frequency	Location
WQDR	94.7	Raleigh, NC
WBBB	96.1	Raleigh, NC
WRDU	100.7	Wake Forest, NC
WNNL	103.9	Fuquay-Varina, NC

The advertising campaign was strategic and made decisions based on demographic data and listenership. Therefore nationally driven radio outreach efforts were far greater in our region than the chart indicates.

### **Unpaid radio advertising and Public Service Announcements (PSAs)**

Additionally, Wake County government has worked with the following radio stations to get Census PSAs and other unpaid announcements made:

Radio Station	Frequency	Location
Oak	93.5	Raleigh, NC
WKNC	88.1	Raleigh, NC

*(No attachment)*

## **Follow Up from the June 16 City Council Meeting**

### **Advertising Practices for Affordable Housing Solicitations (Mayor Pro Tem Branch)**

*Staff Resource: Niki Jones, Housing & Neighborhoods, 996-4278, [niki.jones@raleighnc.gov](mailto:niki.jones@raleighnc.gov)*

During the meeting, Council requested a report on advertising practices related to affordable housing solicitations. This request stemmed from a Notice of Funding Availability (NOFA) that was issued January 10; the NOFA requested Letters of Interest (LOI) from interested tax-exempt non-profit organizations to carry out eligible activities associated with federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME).

Staff received ten (10) Letters of Interest and evaluated them against the Community Needs Assessment, as part of the Community Development Division's Consolidated Plan. Four (4) projects that proposed to create or preserve rental housing and/or provide long-term affordability were selected for further consideration. Two of the four that were selected for further consideration were withdrawn at the request of the submitter, leaving two to be evaluated for funding.

The NOFA was advertised several different ways. First, staff used the GovDelivery listserv to notify all subscribers with a "Community Development" preference (4,426 subscribers) of the funding opportunity.

Second, staff posted the NOFA on the City's website where interested parties can find future projects. Finally, the NOFA was posted on the State of North Carolina's Interactive Purchasing System (IPS).

*(No attachment)*

### **Brewgaloo & Special Event Safety Precautions**

*Staff Resource: Derrick Remer, Office of Special Events, 996-4657, [derrick.remer@raleighnc.gov](mailto:derrick.remer@raleighnc.gov)*

During the meeting staff was asked to work with Brewgaloo event organizers to ensure that safety precautions are being considered for the event within the context of any forthcoming recommendations regarding special events and the ongoing COVID-19 public health crisis

Brewgaloo, an annual festival that draws nearly 40,000 attendees to downtown Raleigh, was originally scheduled to take place April 24 and 25 but postponed due to State-mandated restrictions on the size of mass gatherings. Event organizers rescheduled for August 14 - 15 in anticipation of a decreased public health threat later in the summer. Organizers have been closely monitoring the situation and as an alternative to in-person events, have produced three drive-through festivals.

All special event organizers through October 2020 have been notified that events may be postponed or cancelled. Furthermore, the Office of Emergency Management and Special events has had ongoing conversations with event organizers throughout the pandemic, including the discussion of best practices for holding safe events in keeping with CDC guidance once attendance restrictions are eased. On June 24 staff conducted a virtual Special Events Community Engagement Meeting with 35 event organizers and community stakeholders participating; the virtual meeting provided an opportunity to come together to discuss current challenges in event planning and best practices for moving forward.

While many event organizers have opted to cancel altogether, a number of events remain on the 2020 calendar as event organizers await further guidance. The City has restricted mass gatherings in accordance with the State's phased reopening, but in an effort to assist event organizers in planning and conserving resources, the City's COVID-19 Executive Team is now reviewing a set of recommendations for special events currently scheduled to take place during the remainder of this year. Staff will present these recommendations at the July 7 City Council meeting.

*(No attachment)*

### **2020 Summer Camps and Aquatic Operations**

*Staff Resource: Ken Hisler, Parks, 996-4823, [kenneth.hisler@raleighnc.gov](mailto:kenneth.hisler@raleighnc.gov)*

As reviewed with Council during the meeting, staff is excited to return to serving the community this summer. The that end on June 29 campers will be welcomed back to many community and neighborhood centers and on July 6 most aquatic facilities will be reopened. Reviewing operations against the requirements and recommendations provided by NCDHHS, the CDC, and industry professional organizations, modifications have been made to various operations to comply with required guidelines and best practices.

Prior to COVID-19, the nine-week summer camp season had nearly 16,000 registrations spread across 40 locations. As staff evaluated options to modify programs while still meeting the needs of the community,



specialty camps were cancelled and the overall camp season reduced to six weeks. All impacted registrants were offered 100% credit or a full refund. This summer camp plan includes the following safety protocols:

- reduced staff/camper ratios from 2:24 to 2:12
- eliminating field trips
- limiting interaction with other camper groups at the facility
- conducting daily wellness checks
- require campers and staff to wear masks
- enhanced housekeeping and cleaning protocols
- allowing only campers and staff in the facility while the program is occurring and cancelling all other programs at facilities offering camp for this 6-week period

As anticipated, families have withdrawn from camp either out of concern for or due to the changes in circumstances. However, staff anticipates an average of 600 campers per week across 28 locations.

In similar manner, the Aquatics Division has developed a pathway to reopen the City's aquatic facilities. The team has researched best practices from multiple organizations to include the American Red Cross, the Pool and Hot Tub Alliance (PHTA), and other organizations. The four seasonal aquatic facilities welcome nearly 40,000 guests annually and serve as a recreation focal point; a source of learning for basic water-safety & swim instruction; competitive swimming; and as a destination for many community-based summer programs. The year-round facilities also support community health through lap swimming, swim instruction, water exercise & therapy programs and training space for local competitive swim programs. Seasonal facilities will begin operations at 25% of traditional capacity. In addition, the following protocols will be implemented to address patron safety:

- conduct wellness checks prior to entry
- face mask use will be required except where otherwise noted
- seasonal pools will have reduced operating hours scheduled in 2-hour blocks (with cleaning conducted between blocks of time)
- enhanced housekeeping and cleaning protocols in the locker rooms, to pool furniture and other high touch areas. Shower use will only be permitted as required by the American Red Cross (e.g. prior to entering the pool)
- swim lessons and swim team will be cancelled
- pool furniture will be placed in compliance with physical distancing guidelines
- lap swimming will be reduced to 1 swimmer/lane for recreation swimming. Two-hour blocks with cleaning to occur prior to the next group accessing
- Buffalo Road Aquatic Center will remain closed during the summer due to limited pool deck space and water features that are not conducive to physical distancing

Staff will monitor operations daily and will be ready to make any needed adjustments as required.

*(No attachment)*



REQUEST FOR INTEREST  
FOR THE PURCHASE AND DEVELOPMENT  
OF CITY-OWNED PROPERTY

## LANE-IDLEWILD SITE



raleighnc.gov



Raleigh  
Housing



Raleigh

Raleigh is a 21st Century City of Innovation focusing on environmental, cultural, and economic sustainability. The City conserves and protects our environmental resources through best practice and cutting-edge conservation, stewardship, land use, infrastructure and building technologies. The City welcomes growth and diversity through policies and new ideas that will protect and enhance Raleigh's existing neighborhoods, natural amenities, history, and cultural and human resources for future generations. The City desires to improve the quality of life of neighborhoods and increase the standard of living for all citizens. This is accomplished through partnerships with stakeholders such as the development community, the non-profit sector, and our citizens.

The City of Raleigh, North Carolina is one of the fastest growing cities in the country with a dynamic downtown energized by new residential and office construction. We have a nationally-recognized restaurant scene, burgeoning local retail and night-life, popular museums of science, history, and contemporary art. Additionally, the downtown boasts diverse festivals and cultural events, an active convention center, and a historic performing arts center that is home of the North Carolina Theater, Symphony, Opera, and Ballet.

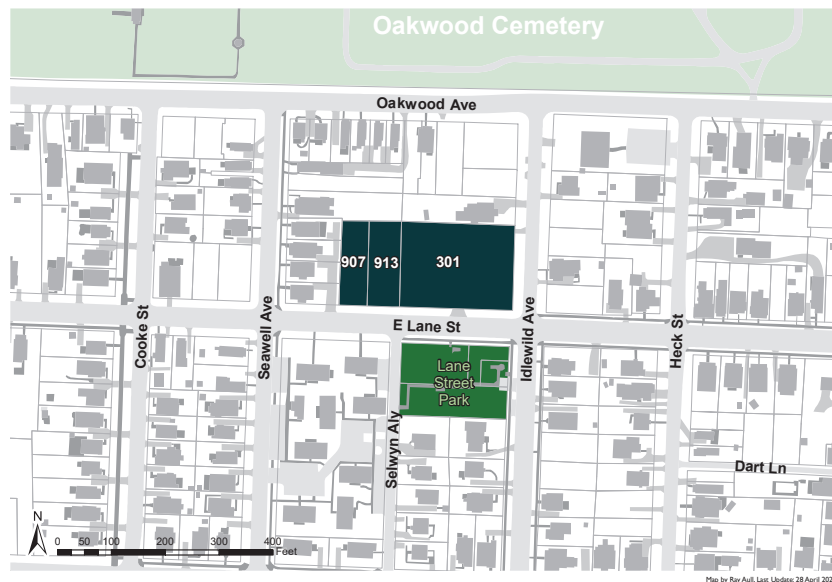
## The Lane-Idlewild Site

The Lane-Idlewild site is located within walking distance of Raleigh's developing downtown in the West Idlewild neighborhood. The neighborhood demographics are quickly changing, and the neighborhood's character is also changing. Many of the units that were once affordable have now been converted into market-rate housing or have been demolished for reconstruction for new higher priced homes. The West Idlewild site is uniquely positioned to deliver innovative housing options in a tight market in which housing supply is not meeting the demand.

The City intends to sell the property for the sum of \$1.00 (one Dollar) for the purpose of affordable housing. Housing and Neighborhoods staff will coordinate with the City Attorney's office in determining the appropriate disposition method under state statutes.

### Addresses

<b>301 Idlewild Avenue</b>	<b>907 E. Lane Street</b>	<b>913 E. Lane Street</b>
Real Estate ID: 58359	Real Estate ID: 80522	Real Estate ID: 128373
Size: 0.77 acres	Size: 0.18 acres	Size: 0.22 acres
Appraised Value: \$887,000	Appraised Value: \$258,500	Appraised Value: \$305,000



## Site Development Opportunity

The City of Raleigh seeks innovative affordable housing development concepts for a 1.17-acre City-owned site in the West Idlewild neighborhood – which lies on the eastern edge of downtown Raleigh. The Community Development Division is issuing this Request for Interest (RFI) to gauge the type of demand for the site. For-profit and nonprofit developers are encouraged to submit a Letter of Interest. In addition, the City would like to the interested parties to assess the site and propose its highest and best use. It is important to note that interested parties should consider all relevant City sponsored plans and the City's mission to improve the quality of life for Raleigh's low- and moderate-income residents.

The approximately 1.17-acre site is zoned Residential 10 (R-10) and consists of three (3) parcels. There is +/- 325 feet of frontage along East Lane Street and +/- 160 feet of frontage along Idlewild Street. This site is in an older part of the City; therefore, due diligence is recommended as it relates to utilities, stormwater, and historic preservation.

This zoning classification allows for a range of land uses including single-family, multifamily, and cottage courts. Current zoning allows for residential uses up to 10 units per acre. This site is also located within the New Bern-Edenton Neighborhood Conservation Overlay District (NCOD). Overlay districts are meant to achieve a specific purpose, such as preservation of an existing neighborhood's characteristics, protecting public safety and welfare, or conserving natural areas.

The surrounding land uses are very diverse and provide interested parties a range of options for the site. Directly across the street from the site is Lane Street Park. There are basketball goals and children's playground equipment within the park. Other uses within a one-block radius of the site include a multi-family development, old single-family homes, new construction single-family homes, and a few missing middle type units. It is important to note that this site is within walking distance of a future Bus Rapid Transit corridor.



## Condition of the Site

All lots are cleared and have access to paved public streets as well as access to city water and sewer. Applicants should also be familiar with NCG01 and all other applicable stormwater regulations. Applicants are expected to have examined the subject property to understand existing site conditions. Interested parties should note the following in their submissions: grading, slope stabilization (if any), curb and gutter, sidewalks, parking, utilities, and stormwater.

## City Goals

### Income Targeting and Income-Mix

Interested parties should provide scenarios of approaches they have taken or will take related to the income mix of the proposed project. The income mix should describe at minimum providing 51% of the units for affordable housing (i.e. 80% AMI and below). In addition, the description should be specific about the actual income targeted within the affordable units.

### Long-Term Affordability

Long-term affordability is a high priority for the City Council and City staff. A typical tax-credit project provides 20-30 years of affordability. The expectation is not necessarily this long; however, interested parties should use this time frame as a guide.

## Density and Land Use

The zoning and the overlay district associated with the site ultimately determine how dense the development will be. The R10 zoning allows for several options that generate 10 units or more. Interested parties should provide scenarios utilizing maximum density on the site. In addition, there should be consideration given related to parking requirements, open space, stormwater, and amenities.

## Neighborhood Character

The Lane-Idlewild site is unique because the surrounding buildings are diverse in character. Interested parties should use historical context as well as the current nature of construction to propose residential units that blend in with the West Idlewild neighborhood. Additionally, there is an expectation that the materials used in the development will stand the test of time.



## Process for Developing the Site

The City will follow a two-step process to select of a developer for the Lane-Idlewild site.

**STEP 1: Request for Interest**  
The Request for Interest (RFI) method will be used to solicit initial responses from interested parties. Only those who respond to this RFI will be eligible for submitting proposals in Step 2, "Request for Proposals."

**Step 2: Request for Proposals**  
The Request for Proposals (RFP) will be sent to eligible parties who responded to the RFI. Development proposals will be evaluated and ranked by a City review committee against the criterion set forth in the RFP. The review team will recommend a proposal to City Council and they will make the final selection of the development proposal.

After approval by the City Council, the selected developer and the City will enter into negotiations on the final terms of the agreement.

The City reserves the right to reject any or all responses to the RFI.

## Submittal Requirements

The minimum requirements (Step 1 of the process) are as follows:

### 1. Cover Letter

Include an executive summary that clearly outlines the overall capability of the development team, any developer partnerships for the project and briefly summarizes its ability to design, construct, and manage the project. The Cover Letter, no more than two pages long, should be signed by the principal of the lead development team for the project indicating his or her authority to submit the response on behalf of the development team(s).

### 2. Experience

- i. Primary contact name and contact information, including e-mail address of primary contact;
- ii. Description of the proposed legal structure of the team (i.e., joint venture, partnership, etc.);
- iii. Development experience with comparable projects, including dates, nature of involvement (management and/or implementation), target audience, size and scope, design concepts, and
- iv. Brief summary of key participant qualifications and the role of each.

## 3. Project Understanding

- i. A written description of the proposed development concept, highlighting the features that would benefit low-/moderate-income residents of the area, and provide unique assets to both the surrounding residents and the neighborhood. The description should clearly state the following:
  1. The type of income targeting for each unit
  2. The proposed affordability period/s
  3. The type of proposed construction and how it is maximizing density; Description of building(s): construction type, materials, number of stories, proposed height, general bulk and dimensions.
  4. Description of how the building(s) would relate to the surrounding architecture.
  5. Preliminary elevations.
  6. An estimated development schedule that specifies key milestones such as: obtaining financing, permit application construction commencement, completion, and opening.

## Submittal Instructions

Proposals must be enclosed in an envelope or package and clearly marked with the name of the submitting company, and the RFI Title.

### Proposers must submit:

- A. One (1) signed original;
- B. One (1) electronic version of the signed proposal and;
- C. Three (3) copies of proposal.

The electronic version of the Proposal must be submitted as a viewable and printable Adobe Portable Document File (PDF). Both hard copy and electronic versions must be received by the City on or before the RFI due date and time provided in the Schedule below. Proposals received after the RFI due date and time will not be considered and will be returned unopened to the return address on the submission envelope or package.

Any incomplete proposal may be eliminated from competition at the discretion of the City of Raleigh. The City reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest.

Proposals that arrive after the due date and time will not be accepted or considered for any reason whatsoever. If the Firm elects to mail in its response, the Firm must allow sufficient time to ensure the City's proper receipt of the package by the time specified in the Schedule. Regardless of the delivery method, it is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in the Schedule.



## 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.

### 06/22/2020

Request for Interest published in the Raleigh News and Observer and The Carolinian legal advertisements, on City of Raleigh website, and emailed to Community Development developer list.

### 07/06/2020

Pre-Proposal Conference: Details on Pre-proposal Conference can be found at [raleighnc.gov](http://raleighnc.gov) by searching "Lane Idlewild"

### 07/17/2020

Last day for written questions about the RFI document or interpretations: 4:00 PM deadline.

### 07/22/2020

City's written response to questions will be sent out no later than this date.

### 07/24/2020

RFI submissions due by 4:00 PM (Housing and Neighborhoods Department, 421 Fayetteville Street, Suite 1200, Raleigh, NC 27601.)

### 08/07/2020

City staff complete review of submissions and notify applicants if they advance to the RFP phase.

### 08/10/2020

Request for Proposals will be published in the Raleigh News and Observer and The Carolinian legal advertisements, on City of Raleigh website, and emailed to Community Development developer list.

### 08/28/2020

RFP submissions due by 4:00 PM (Housing and Neighborhoods Department, 421 Fayetteville Street, Suite 1200, Raleigh, NC 27601.)

Please label all submissions and questions "Lane-Idlewild RFI" and send to:  
[william.hartye@raleighnc.gov](mailto:william.hartye@raleighnc.gov)

## Communication

All communications of any nature regarding this RFI with any City staff, elected City officials, evaluation committee members, are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the project contact prior to the deadline provided in the Schedule.

Violation of this provision may result in the firm's proposal being removed from consideration.

## Ownership of Documents

All proposals and supporting materials, as well as correspondence relating to this RFI, shall become the property of the City. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other City staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the City to assist in the selection process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this Request for Proposal.

Proposals marked entirely as "confidential", "proprietary", or "trade secret" will be considered non-responsive and will be removed from the evaluation process.

