



Request for Proposals # 274-02192021LI

Title: Lane-Idlewild Development

Issue Date: February 15th, 2021

**Due Date: April 15th, 2021 not later than 3pm ET
LATE PROPOSALS WILL NOT BE ACCEPTED**

Issuing Department: *Housing and Neighborhoods – Community Development*

Direct all inquiries concerning this RFP to:

Michael Linsenmeyer - Community Development Project Coordinator
Email: Michael.Linsenmeyer@raleighnc.gov

*****Note***:** This is Step 2 of a two-step process. Only those selected to proceed past Step 1 can submit for this Request for Proposals. The process is as follows:

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 and are selected by staff will be eligible for submitting proposals in Step 2, “Requests for Proposals.”

Step 2: Request for Proposals – The Request for Proposals (RFP) will be sent to eligible parties who responded to the RFI and were selected by staff to proceed to Step 2. Development proposals will be evaluated and ranked by a City review committee against the criterion set forth in the RFP. Applicants are expected to provide additional detail to their proposals submitted in Step 1, any deviations from the RFI submittals must be explained and justified. The review team will recommend a proposal to City Council and they will make a 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.

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1 Introduction

1.1 Purpose

The City of Raleigh (COR) is soliciting proposals from one firm with which to contract for the following services:

The City of Raleigh Housing and Neighborhoods Department is seeking experienced, qualified developers to submit proposals for the purchase or lease of three (3) City-owned vacant lots for the construction of innovative, attractive, sustainable energy-efficient housing on approximately 1.17 acres that will be made available for affordable housing opportunities. The method of disposition will be determined by the City and guided by applicable state laws, which require the proposer to develop a project that provides significant public benefit. Maximizing the number of affordable units is a priority. The existing zoning of Residential 10 (R – 10) must be utilized.

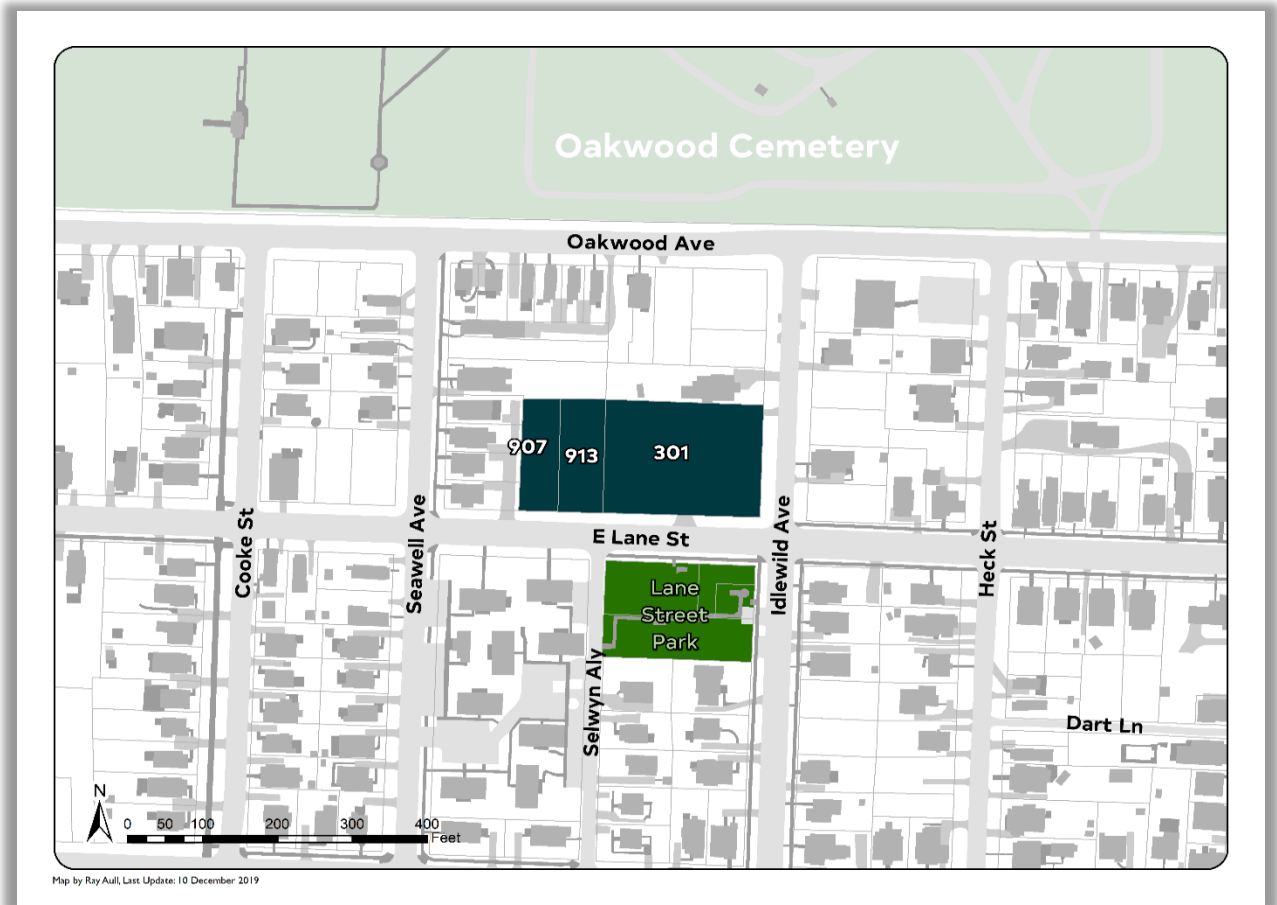
Subject Properties

The subject properties are located on the 300 block of Idlewild Avenue and the 900 block of East Lane Street. The lots are all vacant and City-owned.

- Zoning is R-10 per the Unified Development Ordinance (UDO) remapping, and the lots are in the West Idlewild Redevelopment Area and New Bern-Edenton Neighborhood Conservation Overlay District.
- Appraised values as of October 2019 per lot are shown below.
- Currently the lots are zoned and sized as follows:

<u>Address</u>	<u>Zoning</u>	<u>Size</u>	<u>Appraised Value</u>
301 Idlewild Avenue	R-10	0.77 acres	\$ 1,200,000.00
907 E. Lane Street	R-10	0.18 acres	\$ 312,000.00
913 E. Lane Street	R-10	0.22 acres	\$ 370,900.00

Total Appraised Value: \$ 1,882,900.00



A detailed scope of services is provided in Section 5 of this solicitation.

All information related to this solicitation, including any addenda, will be posted to the North Carolina Interactive Purchasing System (IPS) at:

<https://www.ips.state.nc.us/IPS/>.

1.2 **Background**

The City of Raleigh, the Capital City of North Carolina, remains one of the fastest growing areas in the country. A great economy, top educational institutions, and exceptional health care facilities are some of the characteristics that attract people to the triangle area. The mild climate, diverse work force and proximity to Research Triangle Park combine to make Raleigh a great place to live.

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 and stewardship, land use, infrastructure and building technologies. The City welcomes growth and diversity through policies and programs that will protect and enhance Raleigh's existing neighborhoods, natural amenities, history, and cultural and human resources for future generations. The City leads to improve quality of life for neighborhoods and standard of living for all citizens. The City works with universities, colleges, citizens, and local partners to promote new technology,

create new job opportunities, and encourage local businesses and entrepreneurs. The City enlists and prepares 21st Century staff with the skill sets to carry out the duties of the City through transparent civic engagement and by providing the very best customer service to our citizens.

Lane-Idlewild

The Lane-Idlewild site is located within walking distance of Raleigh's developing downtown in the West Idlewild neighborhood. 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.

1.3 Request for Proposal (RFP) Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The City of Raleigh reserves the right to modify and/or adjust the following schedule to meet the needs of the service. All times shown are Eastern Time (EST):

RFP Process	Date / Time
RFP Advertisement Date (Posted to City website and emailed to applicants selected from the Request for Interest process issued Spring 2020)	<i>February 15th, 2021</i>
Pre-Proposal Conference	<i>February 19th, 2021, 10:30am, see link below</i>
Deadline for written questions on RFP document intent or interpretations	<i>February 22nd, 2021</i>
City Response to questions	<i>February 26th, 2020</i>
Sketch Plan Submittal Date	<i>March 26th, 2021</i>
Sketch Plan Review Date	<i>April 5th, 2021</i>
Proposal Due Date and Time	<i>April 15th, 2021 - 3pm</i>
Evaluation Meeting	<i>Week of April 19th, 2021</i>
Interview/ Demonstrations (if necessary)	<i>Week of April 26th, 2021</i>
Selection Announced at Council Meeting	<i>May 2021</i>
Final Development Agreement executed by	<i>3 months after award date</i>

1.4 Pre-Proposal Conference

If the City of Raleigh elects to conduct a Pre-Proposal Conference or Site Visit, attendance by prospective proposers is mandatory. Prospective Proposers are encouraged to submit written questions in advance. Date and time of pre-proposal conference is shown above in Section 1.3, entitled RFP Timeline. Conference Web

Link: <https://cormp.webex.com/cormp/j.php?MTID=mdfddf6398f34c1028845ca9437fc8df6>

1.5 **Proposal Question**

It is the Proposer's responsibility to ensure that all addenda have been reviewed and considered in the preparation of its proposal. Requests for clarification and questions to this RFP must be received by the City not later than the date shown above in Section 1.3, entitled "RFP Timeline" for the submittal of written inquiries. The firm's failure to request clarification and submit questions by the date in the RFP Timeline above shall be considered to constitute the firm's acceptance of all City's terms and conditions and requirements. The City shall issue addenda reflecting questions and answers to this RFP, if any, and shall be posted to North Carolina Interactive Purchasing System (IPS). No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFP.

It is important that all Respondents submitting to this RFP periodically check the North Carolina Interactive Purchasing System (IPS) for any Addenda. It is the Respondents responsibility to ensure that all addenda have been reviewed and, if required signed and returned.

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Michael Linsenmeyer	Michael.Linsenmeyer@raleighnc.gov

Questions submitted via telephone will not be answered.

1.6 **Proposal Submission Requirements and Contact Information**

Proposals must follow the format as defined in Section 2 PROPOSALS, and be addressed and submitted as follows:

<u>DELIVERED BY US POSTAL SERVICE</u>	<u>DELIVERED BY ALL OTHER MEANS</u>
City of Raleigh ATTN: Michael Linsenmeyer Housing & Neighborhoods Dept. P.O. Box 590 Raleigh, NC 27602-0590 RFP No. & Title: 274-02192021LI Lane-Idlewild Development	City of Raleigh ATTN: Michael Linsenmeyer Housing & Neighborhoods Dept. 421 Fayetteville Street, Suite 1200 Raleigh, NC 27601 RFP No. & Title: 274-02192021LI Lane-Idlewild Development

Proposals must be enclosed in an envelope or package and clearly marked with the name of the submitting company, the *RFP number* and the *RFP 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) on a Flash Drive. Both hard copy and electronic versions must be received by the City on or before the RFP due date and time provided in Section 1.3. Proposals received after the RFP due date and time will not be considered and will be returned unopened to the return address on the submission envelope or package.

Any requirements in the RFP that cannot be met must be indicated on Appendix IV, "Exceptions to the RFP" and submitted with proposal. Proposers must respond to the entire Request for Proposals (RFP). 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 Section 1.3, "RFP Timeline". 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 Section 1.3, "RFP Timeline".

1.7 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFP, shall become the property of the City unless the material is qualified to be a trade secret under North Carolina law. *Any proprietary data must be clearly marked as such in the manner required by North Carolina law and included in a separate envelope marked, "Trade Secret Materials".* 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.

1.8 Communications

Questions must be submitted in writing to the individual designated in Section 1.1. prior to the deadline provided in Section 1.3. A proposer should not rely on any information provided by the City that is not provided as part of this RFP, any addenda to this RFP, or communications with the City representative identified in Section 1.1.

1.9 Lobbying

By responding to this solicitation, the firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the City or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFP.

1.10 Conflicts of Interest

City of Raleigh contracts are controlled by three conflict of interest provisions.

First, federal procurement standards provide in 2 CFR 200.318 (c)(1),

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or a firm which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Similarly, the North Carolina General Statutes provides a *criminal* statute for conflicts of interest in public contracting. N.C.G.S. § 14-234(a):

(1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law. (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract. (3) No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

City of Raleigh Charter Section 3.9 regulates private transactions between the City and its officials and employees. The Charter states:

"No member of the City Council, official, or employee of the City of Raleigh shall be financially interested, or have any personal beneficial interest, either directly or indirectly, as agent, representative, or otherwise, in the purchase of, or contract for,

or in furnishing any materials, equipment or supplies to the City of Raleigh, nor shall any official or employee of the City of Raleigh accept or receive, or agree to accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded or from whom any materials, equipment or supplies may be purchased by the City of Raleigh, by rebate, gift, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future reward or compensation, for recommending or procuring the uses of any such materials, equipment or supplies by the City of Raleigh; no member of the City Council, official or employee of the City of Raleigh shall for his own personal benefit operate, directly or indirectly, any concession in any building or on any lands of the City of Raleigh, nor shall any official or employee of the City of Raleigh bid for or be awarded any contract granting concessionary rights of any nature or kind from the City of Raleigh; it shall be unlawful for any member of the City Council, official or employee of the City of Raleigh to bid for or to purchase or to contract to purchase from the City of Raleigh any real estate, equipment, materials, or supplies of any nature or kind whatsoever, either directly or indirectly, at either public or private sale, either singly, or through or jointly with any other person.”

1.11 Proposer Expenses

The City of Raleigh will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to City of Raleigh and/or its representatives. Further, the City of Raleigh shall reserve the right to cancel the conveyance described herein prior to final approval by the City Council.

1.12 Proposer Acceptance

Submission of any proposal indicates a Proposer’s acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise on Appendix IV, “Exceptions to RFP” and submitted with proposal. The City of Raleigh has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the City of Raleigh’s best interests to do so. The City of Raleigh reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the City of Raleigh’s best interest. Moreover, the City of Raleigh reserves the right to make no selection if proposals are deemed to be not in the best interest of the City of Raleigh.

2 PROPOSALS

Responses must follow the format outlined below. The City may reject as non-responsive at its sole discretion any proposal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 Request for Proposals Required Document Format

Responses should be divided using tabs to separate each section, listed sequentially as follows:

Tab 1: Cover Letter

Provide an introduction letter summarizing the unique proposal of your firm to meet the needs of this service requirement. This letter should be presented on the firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the City on behalf of the firm. Additionally, include the name, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

The cover letter should contain the following statements:

"The undersigned, whose title and position with the developer 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 developer in response to the City of Raleigh's Request for Proposals. Our Qualifications accepts the terms and conditions stated in the RFP, including the Developer Responsibilities and the provisions of the agreement to be signed."

Tab 2: Corporate Background and Experience

Include background information on the firm and provide detailed information regarding the firm's experience with similar projects. Provide a list of all similar contracts performed in the past five (5) years, accompanied by at least three (3) references (contact persons, firm, telephone number and email address).

Include the total amount invoiced for each listed project, the length of the project, and list of those involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects. Please see section 3.1 "Developer Experience & Capacity" for more information.

Tab 3: Project Understanding, Approach and Schedule

Provide a comprehensive narrative, outline, and/or graph demonstrating the firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

Please see Section 3.1 "Project Design and Appearance" and "Marketing, Income Targeting & Long-Term Affordability Plans" for more information.

Tab 4: Team Firm, Experience and Certifications

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the Proposals and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with

similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

Please see Section 3.1 “Developer Experience and Capacity” for more information.

Tab 5: Minority and Women Owned Business Enterprise & Local Hiring

Please see sections 3.1 “Minority and Women Owned Business Enterprise Participation” and “Local Hiring/Job Training Initiatives” as well as Appendix VI – Section 3 & MWBE for more information.

2.2 RFP Documents

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

3 PROPOSAL EVALUATION

3.1 Proposal Evaluation Criteria (Stage 1)

This is not a bid. There will not be a public opening. The Proposals received in response to this RFP will be evaluated and ranked, by the Proposal Evaluation Committee in accordance with the process and evaluation criteria contained below. Responses will be evaluated in light of the material and substantiating evidence presented in the response, and not on the basis of what is inferred. After thoroughly reading and reviewing this RFP, each Evaluation committee member shall conduct his or her independent evaluation of the proposals received and grade the responses on their merit in accordance with the evaluation criteria set forth in the following table.

While the scoring criteria described in this section are intended to help inform the City’s selection of a Proposal, the City reserves the right to select the best overall proposal when measured against the City’s strategic policy priorities, including, but not limited to the City’s Strategic Plan, Comprehensive Plan, and any redevelopment plans adopted by the City Council.

The maximum interview/demonstration points a Proposer can receive is 5 points. The Proposers selected for interviews/demonstrations under this section will be notified in writing of the date and time. The Proposers’ interview/demonstrations shall be based solely upon information provided in each Proposer’s original proposal. No new information may be presented.

The City will evaluate each proposal and select the winning developer based on the following:

- **Developer Experience & Capacity (20%)** The experience of the developer and other team members in the development of projects in similar locations will be evaluated. The proposer should identify key team members, roles, ownership interests,

developer's fees, and provide resumes highlighting experience on projects similar to what is proposed in this RFP and experience working with the City's UDO.

Developers must provide a detailed description of previous projects similar to the development proposed in this RFP. The description should include photos, plans, prices/rents and the time on market for homes built in each previous development. The developer must demonstrate a proven track record of building, selling, or renting homes in comparable locations and in a timely manner.

Developers must provide 3 professional references. Professional references should be lenders and/or other cities for which the developer has successfully completed a similar development to the one proposed in this RFP. City staff will review records of the developer with the City's Inspections Department. Past performance of the developer within the City's previous Community Development programs will be considered. The developer 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.

- Developer Financial Strength (10%) The financial capability of the developer to successfully obtain construction financing and permanent financing as needed is also very important. The developer team's financial capability to accomplish this project will be evaluated through commitments from financial institutions to providing construction financing. Letters from financial institutions providing conditional commitment of financing will be evaluated more favorably than letters of interest. Developers should note existing lines of credit and demonstrate a previous history of lending from one or more financial institutions.

The developer must demonstrate financial capability to carry out the construction of the development within the contract period as noted above. Developers must provide a detailed Sources and Uses statement and proforma for the project. If rental of units is proposed, a 20-year proforma showing a debt coverage ratio of at least 1.15 must be provided. The developer will need to provide a letter of intent from a recognized lender evidencing the availability and amount of construction financing available should the developer be selected. Developers must indicate all other homebuilding commitments for 2020 and beyond (lot acquired or under contract). Any financial assistance asked of the City shall be requested in writing as part of the Proposal.

Developers must disclose and explain the following:

- Current financial default of more than sixty (60) days duration
- Mortgage assignment or workout arrangement
- Foreclosure, or deed in lieu of foreclosure within the past 7 years
- Bankruptcy within the past 7 years
- Litigation relating to financing or construction of a project, which is pending, or which was adjusted with a finding of liability against the developer, including mechanic's and material lien litigation

- Real estate tax delinquencies (past 2 years)
- Explanation of any projects not completed within budget
- Marketing, Income Targeting & Long-Term Affordability Plans (35%)
 - Marketing (5%) - A detailed 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 or renters. Developers should maintain contact and waiting lists including dates. It should also note what organization(s) will be partners in outreach efforts. Developers have the option of including 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.
 - Income Targeting (20%) - Interested parties should provide plans for how they will approach 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 plan should be specific about the actual incomes targeted within the affordable units. Additional points will be awarded for deeper income targeting per the goals of the RFI. Please see Scope of Services 5.3 for more information on income, sales and rental limits.
 - Long-Term Affordability (10%) – Long-term affordability is a high priority for the City. For reference, a typical tax credit project provides 30-40 years of affordability. The proposal should explain efforts and requirements to preserve long-term affordability for any units proposed.
- Project Design and Appearance (25%) 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 or rental prices. 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 or renters. Appropriate building design is very important to the quality of development. Please include a full description of proposed development (elevations and floor plans) to be built including building and driveway locations and proposed landscaping and streetscaping (site and landscape plans). This should include both building and site plans. Preference will be given to developers proposing acceptable building plans not previously used in other City sponsored developments. Building plans, elevations, price points, and specification sheets, including finishes and potential upgrades, should be included. If a developer chooses a Single-Family option or similar building type, they must submit at least four or more floor plans. Please see Section 5.2 for information regarding use of Cottage Courts as an option.

Applicants must go through the Sketch Plan Review process with the City of Raleigh Planning and Development Department to determine feasibility of the proposal under the City's UDO, including any stormwater requirements. Documentation related to the Sketch Plan Review shall be provided by the applicant. Information related to these reviews can be found at:

<https://raleighnc.gov/business/content/PlanDev/Articles/DevServ/SketchPlanReview.html>

- Minority and Women Owned Business Enterprise Plan (5%) 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 developer 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. See Appendix VI for more information.
- Local Hiring Plan (5%) The City has a goal of providing economic development opportunities for low-to-moderate income residents. Please describe your local hiring plan.

Criteria	Max. Points	Points Earned
Developer Experience & Capacity	20	
Developer Financial Strength	10	
Marketing, Income Targeting & Long-Term Affordability Plans	35	
Project Design & Appearance	25	
MWBE Plan	5	
Local Hiring Plan	5	
Total Score		

3.2 Interview/Demonstration (Stage 2)

All firms will be invited to Stage 2 of the evaluation process, the *Interview/Demonstration*. Interview/demonstrations are an important aspect of the evaluation process that offers the City an opportunity to see how the proposer's solution meets the critical components of the RFP.

3.3 Final Selection

Proposals will be evaluated and ranked according to the criteria set forth in section 3.1 as well as the score from the interviews held in Stage 2.

After which negotiations of a contract with the most qualified firm will commence. If negotiations are unsuccessful, the City will then pursue negotiations with the next most qualified firm. All Proposers will be notified of their standing immediately following the City's decision.

The City shall not be bound or in any way obligated until both parties have executed a contract. The City also reserves the right to delay the award of a contract or to not award a contract.

3.4 Notice to Proposers Regarding RFP Terms and Conditions

It shall be the Proposer's responsibility to read the Instructions, the City's contract terms (Appendix III), all relevant exhibits, attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Proposers are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

4 CONTRACT TERMS

The obligation of the City to convey the property is contingent upon site plan approval, issuance of building permits, and firm financial commitments for construction and/or permanent financing. If construction does not substantially commence within six months of initial closing, the City may, at its option, exercise recapture remedies. Conveyance of the property by the City will be by non-warranty deed. The property will be sold in as-is condition and the selected proposer will be allowed a sufficient period to perform reasonable due diligence before closing. At closing, the property will be subjected to covenants requiring the owner (and successors) to adhere to requirements associated with affordability, owner-occupancy, and any other conditions of sale negotiated between the selected proposer and the City.

5 SCOPE OF SERVICES

Awarded Contractor shall provide services, all as set forth in this RFP and more particularly described in this Section 5.

5.1 Development considerations:

All lots are cleared and improved with access to paved public streets as well as access to city water and sewer. The new construction must, at a minimum, meet the City of Raleigh New Construction Specifications which are outlined in the attached Appendix VII – "City of Raleigh New Construction Specifications." Applicants should also be familiar with NCG01 and all other applicable stormwater regulations.

5.2 **Zoning and development review**

Parcels within this site are zoned R-10. This zoning classification allows a range of land uses including single-family residences, cottage courts, multifamily residences, and residential institutions. Residential uses are allowed up to densities of 10 units per acre. These parcels are also located in the New Bern-Edenton Neighborhood Conservation Overlay District. The City recently implemented changes to the Cottage Courts section of the Unified Development Ordinance (UDO) that increased the density bonus and other modifications that increase the viability of this use. To better meet the City's goal of providing more affordable housing opportunities, developers may submit Cottage Courts as an option for this site. Please visit the City of Raleigh's UDO website for more information on zoning classifications:

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

Developers are expected to have examined the subject property to understand existing visible site conditions and to factor all development needs into their proposal. The City will require proposals to address all site needs and land planning such as (but not limited to): stormwater mitigation, additional grading, any necessary clearing including tree and stump removal, plantings to stabilize any slopes, replacing extra curb cuts with curb and gutter, and repairing or replacing any adjacent curbs and/or sidewalks to ensure a high-quality development. The developer will be solely responsible for securing any variances that are necessary to completing the development. Any proposed variance applications should be included in the developer's schedule to purchase and construct the development.

5.3 **Developer Responsibility**

The successful developer will be responsible for securing construction financing, completing all necessary site planning, any infrastructure necessary (including, but not limited to, installation of water and sewer taps, storm drainage, etc.) constructing the development, marketing, selling or renting all housing units to qualified households within 36 months of the date of closing. The developer is required to provide a construction schedule clearly outlining the sequence of activities with the resources necessary to complete the project in the most efficient time. This schedule should include all land planning efforts necessary to ensure efficient development of the site.

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 proposals should include a **Site Plan** comprising but not limited to: Building elevations, building setback(s), proposed amenities, sidewalks, and landscaping.

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. All proposed designs should consider parking requirements, including potential reductions for affordable units. There should be no heated square footage located within building setbacks. The City requires the developer 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 homeownership units 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

Creating homes that will be affordable for owners to maintain is important, as such, all new structures must receive System Vision certification. System Vision is an energy efficiency program administered by Advanced Energy - more information can be obtained at www.SystemVision.org or www.AdvancedEnergy.org or by calling 919-857-9000.

All construction should be sheathed in oriented strand board (OSB) and wrapped with a synthetic, weather-resistant house wrap (such as Tyvek or a similar material). **Vinyl siding is not acceptable.**

For homeownership units, the developer must warranty their labor, workmanship, materials, 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 building components and systems must be warrantied for 1 year and roof for 3 years. Builder must provide a 2/10 Warranty to the Buyer at time of closing.

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

Developers may 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>

If a homeownership model is selected, the sales price limit for income-restricted units cannot exceed the Department of Housing & Urban Development (HUD) HOME Sales Price Limit for Wake County which is in effect at the time the property is sold from the developer to the income qualified homebuyer. The current HUD HOME Sales Price Limits can be found at:

<https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>.

If a rental model is selected, the rental prices may not exceed the HUD Fair Market Rent Limits for the area. The current limits can be found at:

<https://www.huduser.gov/portal/datasets/fmr.html>

FY 2020 income limits for qualified low and moderate (80% of AMI) income families in the Raleigh, NC MSA are:

<u>Household Size</u>	1	2	3	4	5	6
<u>Income Limits (80% AMI)</u>	\$52,750	\$60,250	\$67,800	\$75,300	\$81,350	\$87,350

(Limits will be adjusted by HUD yearly)

Current income limits can be found at:

<http://www.huduser.org/portal/datasets/il.html>

If homeownership model is selected, the City reserves the right to require buyers to share proceeds from sales for a set period of time from the initial sale to that buyer from developer. Terms for such recapture shall be established in the legal instruments between the City and developer and shall be part of any conveyance of homes or lots to homebuyers.

The proposal should include a description of the proposed community engagement efforts to be undertaken if selected.

APPENDIX I

PROPOSER QUESTIONNAIRE

The following questions must be answered, and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Proposer may submit any additional information desired.

Company Name:				d/b/a (if applicable)			
Street / PO Box:							
City:				State:		Zip:	
Phone:		Fax:		E-Mail:			
Website (if applicable):							
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other							
Number of years in business under company's present name:							
Fed Tax ID #:				DUNS #			
Are you certified with the North Carolina Secretary of State to conduct business (if required)? (Check One) YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/>							
Are you properly licensed/certified by the Federal and/or State of North Carolina to perform the specified work? YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/> ATTACH COPY OF ALL APPLICABLE LICENSING/CERTIFICATION DOCUMENTS							
Are/will you be properly insured to perform the work? YES: <input type="checkbox"/> NO: <input type="checkbox"/>							
Contact for this Contract:				Title:			
Phone:		Fax:		E-Mail:			
Have you ever defaulted or failed on a contract? (If yes, attach details) YES: <input type="checkbox"/> NO: <input type="checkbox"/>							
List at least three (3) references for which you have provided these services (same scope/size) in the past three years - preferably government agencies. Do not include City of Raleigh as a reference to meet the requirement of listing at least (3) references. PROPOSERS ARE RESPONSIBLE FOR SENDING REFERENCE QUESTIONNAIRE (APPENDIX II) TO THEIR REFERENCES.							
1.	Company:						
	Contact Person:			Title:			
	Phone:		Fax:		E-Mail:		
Describe Scope of Work:							
2.	Company:						
	Contact Person:			Title:			
	Phone:		Fax:		E-Mail:		
Describe Scope of Work:							
3.	Company:						
	Contact Person:			Title:			
	Phone:		Fax:		E-Mail:		
Describe Scope of Work:							
4.	Company:						
	Contact Person:			Title:			
	Phone:		Fax:		E-Mail:		
Describe Scope of Work:							
5.	Company:						
	Contact Person:			Title:			
	Phone:		Fax:		E-Mail:		
Describe Scope of Work:							
The undersigned swears to the truth and accuracy of all statements and answers contained herein:							
Authorized Signature:					Date:		

APPENDIX II

City of Raleigh

Lane-Idlewild Development

Reference Questionnaire

The City of Raleigh, as a part of the RFP, requires proposing companies to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of services and provide assistance in the evaluation process.

The Proposer is required to send the reference form (the following two pages) to each business reference listed on Proposer Questionnaire. The business reference, in turn, is requested to submit the Reference Form directly to the City of Raleigh Point of Contact identified on the Reference Questionnaire form for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of the response. It is the Proposer's responsibility to verify their references have been received by the City of Raleigh Point of Contact by the date indicated on the reference form.

City of Raleigh
RFP# 274-02192021LI – Lane-Idlewild Development

REFERENCE QUESTIONNAIRE

(Name of Business Requesting Reference)

This form is being submitted to your company for completion as a business reference for the company listed above.

This form is to be returned to the City of Raleigh, [Michael Linsenmeyer](mailto:Michael.Linsenmeyer@raleighnc.gov) via email to Michael.Linsenmeyer@raleighnc.gov no later than **3 p.m. ET, April 15th, 2021** and **MUST NOT** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the City of Raleigh, Point of Contact above.

Company Providing Reference

Contact Name and Title/Position

Contact Telephone Number

Contact Email Address

Questions:

1. In what capacity have you worked with this company in the past? If the company was under a contract, please acknowledge and explain briefly whether or not the contract was successful.

Comments:

2. How would you rate this company's knowledge and expertise?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

3. How would you rate the company's flexibility relative to changes in the scope and timelines?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

4. What is your level of satisfaction with hard-copy materials, e.g. reports, logs, etc. produced by the company?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

-
-
5. How would you rate the dynamics/interaction between the company and your staff?
☐ 3= Excellent ☐ 2= Satisfactory ☐ 1= Unsatisfactory ☐ 0= Unacceptable

Comments:

6. Who were the company's principle representatives involved in providing your service and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?
(3= Excellent; 2= Satisfactory; 1= Unsatisfactory; 0= Unacceptable)

Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____

Comments:

7. With which aspect(s) of this company's services are you most satisfied?

Comments:

8. With which aspect(s) of this company's services are you least satisfied?

Comments:

9. Would you recommend this company's services to your organization again?

Comments:

APPENDIX III

RESERVED

APPENDIX IV EXCEPTIONS TO RFP

Check one: ☐ NO EXCEPTIONS, PROPOSER COMPLIES WITH ALL DOCUMENTS IN RFP. ☐ EXCEPTIONS ARE LISTED BELOW:

#	RFP Page #, Section #, Appendix #	Exceptions [Describe nature of Exception]	Explain why this is an issue	Proposed Alternative	Indicate if exception is negotiable (N) or non- negotiable (NN)
1					
2					
3					
4					
5					
6					
7					
FAILURE TO IDENTIFY ANY EXCEPTIONS WILL INDICATE ACCEPTANCE OF ALL TERMS AND CONDITIONS, AND REQUIREMENTS OF THE RFP AND ANY CORRESPONDING ADDENDUM ISSUED. THE CITY, AT ITS SOLE DISCRETION, MAY MODIFY OR REJECT ANY EXCEPTION OR PROPOSED CHANGE.					
Firm:			Authorized Signature	Title:	
Printed Name of Signer				Date:	

APPENDIX V – 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. It is 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 CFR 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, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its 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 ensure 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 ensure that all appropriate project area business concerns are notified of pending sub contractual 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.

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 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)

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

- NCDOT [Disadvantaged Business Enterprise Program](#) (DBE)

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:
 - [Visit the Vendor Registration and Update Process](#) to complete the Vendor Information Form
 - 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 VI – 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 house wrap (per siding manufacturer recommendation) and sided with materials that are the same as found on the majority of older original homes in the area. Cementitious siding is 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 for 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.

For homeownership, 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 requirements are (but are not limited to):

1. Dwelling units should not exceed 1,500 square feet.
2. Roofing shall be a minimum of 30-year architectural shingles.
3. Vinyl shall not be used for any exterior finishes such as siding and railings/columns. Non-rot composite material is allowed for corner boards.
4. No exterior untreated wood allowed.
5. Minimum 12-inch-deep fascia/rake trims.
6. Construction will be stick built.
7. Roof trusses are to be allowed in lieu of stick-built roofs; trusses should be designed to allow for an 8' x 8' storage platform with a minimum head height of 5'.
 - 8' x 8' storage platform to also be provided in stick-built attics. Provide (2) 4' x 8' sheets of ¾" ply for platform.
8. If desired, floor trusses are allowed to help with long spans and running MEP Rough-in.
9. For single family, duplexes or similar building types, the foundation must be all brick veneer.
10. For single family, duplexes or similar building types, 1x8 skirt board with 1" PVC drip cap required at siding/foundation transition on all front elevations. Sides and rear elevations are optional. Horizontal lap siding to have a maximum 6" height reveal.
11. The minimum ceiling height is 9ft AFF for the first floor and 8ft AFF on second floor.
12. The minimum bedroom size allowed is 100 square feet with a minimum of 10' wide or deep (excluding closets).
13. An attempt should be made to include a storage unit with a minimum net clearance of 16 square feet.
14. Per current zoning, the typical home will have a minimum of 4 risers from the front walk to the house and the front porch.
15. All front porches and steps to be masonry.
16. All homes will have gutters, downspouts and gutter extenders installed.
17. Landscaping – All landscaped areas are to have sod. Street trees are to be provided per zoning code requirements.
18. Doors – Doors are to meet Advanced Energy System Vision guidelines.
19. Interior doors – are to be a minimum of 6 panel wood grain.
20. Provide 2'-10" doors in a minimum of one bedroom, its associated bathroom and walk-in closet (if applicable) per System Vision guidelines. In the event the master bedroom is located on the first floor of a two-story residence, that bedroom is to meet this 2'-10" door requirement. Lever hardware is not required.
21. Water resistant drywall shall be installed in all wet areas: kitchens, laundry room, bathrooms.
22. HVAC System - High efficiency, low-cost heating and cooling system that meets SystemVision requirements. Floor jumper ducts are not allowed. Builder is required to submit building plans to System Vision for approval prior to construction.
23. Insulation, framing, caulking, HVAC, etc. to adhere to SystemVision guidelines that are in place at the time the permit is pulled and receive the System Vision certification.
24. Bathroom accessories – Three (3) piece including, one (1) towel bar, one (1) toilet paper holder, one (1) hand towel ring.
25. Lighting package - Standard (to include a two-light fixture in each room and a rear flood light).
26. 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 another approved alternative.
27. Carpet - Mid grade, stain protection with high quality pad will be required where installed.
28. Cabinets – Mid-quality cabinets, vanities in bathrooms with drop-in sink. All casework to be built from solid plywood and not particle board. Blocking to be provided in all kitchen walls for upper cabinet installation.

29. Countertops will not have exposed particle board on the bottom edge of the countertop.
30. Sink – stainless steel double kitchen sink will be installed (min. 8” deep).
31. All homes must be pre-wired for cable in bedrooms, living room and kitchen; telephone in master bedroom, living room and kitchen.
32. Windows - All windows shall be double hung and have 1 ½ “sill on exterior side. No picture framing. At a minimum, windows in common areas will have a cased finish.
33. Builders will be required to submit all exterior finishes for approval by CD, including but not limited to: doors, roof, trim, accents, brick. The window trim and gutter colors must coordinate with the approved colors.
34. Exterior paint colors must be approved by the Community Development Division. Interior paint will be Sherwin Williams, or approved equivalent. All ceilings shall be white with 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. Exterior paint colors must vary between adjacent units and will be approved by CD. Minimum of 3 exterior colors: Body, Trim, Shakes/Door.
35. Blocking will be required at showers and tubs to secure hot and cold supply line and valves.
36. In the event the master bathroom is located on the first floor, all bathroom walls are to be insulated to provide sound dampening.
37. For single family homes, or similar building types including duplexes and triplexes, front porches must be a minimum of 70 square feet with a minimum depth of 7 feet and rear decks to have a minimum footprint of 8’ x 10’.
38. Blocking will be installed in bathrooms to facilitate future installation of grab bars at toilets, hallways, staircases and bathtubs.
39. Water Heater – All hot water heaters shall be approved by Advanced Energy. Tankless hot water heaters are acceptable.
40. Plans must indicate the locations of the HVAC return, location of exterior HVAC unit, electrical panel(s), storage area, passive radon mitigation pipe and tankless hot water heater (if applicable). Drawings should also show location of junction box in the attic for radon mitigation device per System Vision requirements.