



REQUEST FOR QUALIFICATIONS
FOR THE REDEVELOPMENT
OF CITY-OWNED PROPERTY

HILLSBOROUGH- WESTERN



raleighnc.gov



Raleigh
Housing



Request for Qualifications (RFQ) # 274-HCD-FY26-18

Title: Hillsborough-Western Redevelopment

Issue Date: June 16, 2026

Due Date: August 7, 2026 no later than 5:00PM EST

LATE PROPOSALS WILL NOT BE ACCEPTED

Issuing Department: Housing and Community Development

Direct all inquiries concerning this RFQ to:

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Redevelopment Projects Administrator

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1 INTRODUCTION

1.1 Purpose

The City of Raleigh is seeking qualified for-profit or non-profit development partners for the redevelopment of parcels at Hillsborough Street and Western Boulevard as a transit-oriented, multifamily, all-affordable or mixed-income rental housing development.

The redevelopment site consists of a cluster of City-owned sites located at 0 Western Blvd., 5508 Western Blvd., 5507 Hillsborough Street, and 5511 Hillsborough Street totaling approximately 3.5 acres (the “Hillsborough-Western Site” or “the Site”), and will be made available via long-term land lease. These City-owned parcels present a unique opportunity for the City to create affordable housing along the planned Western Boulevard Bus Rapid Transit (BRT) corridor. The City encourages creative proposals and is looking to developers for innovative ideas that maximize the potential and efficiency of this site.

The City will utilize a **two-step** solicitation process.

Step 1: The City will issue an RFQ solicitation and will vet and create a short list of prequalified developers; followed by,

Step 2: The prequalified developers selected in the previous step will be invited to respond to a Request for Proposal (RFP) for the Hillsborough-Western Site.

An overview of the Hillsborough-Western Site and project requirements are provided in Section 2 of this document.

All information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/>.

All questions related to this solicitation must be submitted in writing (via email) to the following individual – questions submitted via telephone will not be answered:

Contact Name	Email Address
Lauren North	Redevelopment@raleighnc.gov

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.

The Hillsborough-Western Site is located along the Western Boulevard corridor between downtown Raleigh and Cary. The area is close to NC State Fairgrounds as well as NC State University, JC Raulston Arboretum, Lake Johnson and the North Carolina Museum of Art.

The Hillsborough-Western Site has prime frontage along the planned [Western BRT](#) route, the second of four routes to be constructed. This 12-mile route will connect downtown Raleigh to downtown Cary, passing through NC State. The BRT will have several distinguishing features, such as dedicated travel lanes, enhanced stations, off-board fare collections, frequent on-time service and enhanced connections to Raleigh's existing network of public transportation. This redevelopment site is located less than 0.5 miles from a planned enhanced BRT station stop, which will ensure convenient, frequent, high-quality transit access for the new residents and visitors alike.

2 Subject Properties Overview and Project Requirements

2.1 Site Description

The site includes an assemblage of four (4) parcels with the following addresses and Wake County Real Estate PINs:

Parcel Address	Parcel Pin	Acreage	Current Zoning	Proposed Zoning	Overlay
0 Western Blvd	0784317428	0.18	R-10	RX-3	TOD
5508 Western Blvd	0784319416	1.48	R-10	RX-3	TOD
5507 Hillsborough St	0784318842	1.25	IX-3-PL	RX-3	TOD
5511 Hillsborough St	0784317790	0.66	IX-3-PL	RX-3	TOD



Figure 1: Approximate map of the Hillsborough-Western Site.

2.2 Zoning

The City is leading a rezoning process of the subject properties (rezoning case Z-17-26) to rezone them to Residential Mixed Use with a three-story height limit and Transit Overlay District (RX-3-TOD). The initial neighborhood meeting and rezoning application have been completed, and the second neighborhood meeting will take place on June 17, 2026. The final rezoning decision by City Council is expected in August or September of this year.

The -TOD overlay permits height in stories to be increased by 50% when all the following apply:

- Additional stories are used for principal residential uses
- A number of units equal to at least 20% of the residential units in newly allowed stories are affordable for households earning 60% of the Area Median Income or less for a period of no less than 30 years from the date of issuance of a certificate of occupancy.

The developer is responsible for understanding what is allowed by RX-3-TOD zoning and the underlying development regulations of the City's Unified Development Ordinance (UDO). More information about the zoning can be found in the following sections of the Unified Development Ordinance (UDO):

- Chapter 3, Mixed Use Districts
- Chapter 5, Sec. 5.5.1., Transit Overlay District (-TOD)

2.3 Future Development Considerations and Priorities

Stream Buffer

On the Western Boulevard parcels, there is a small stream that cuts through from Western Boulevard to Carolina Ave, which is subject to the Neuse River Riparian Buffer regulations. A 50' buffer must be maintained around the stream during development and after. See additional information regarding the Neuse River Riparian Buffer here [15a ncac 02b .0714.pdf](#).

Type and Orientation

The City will leave the mix of uses to the proposers, but all proposals must include a significant affordable housing component. The City anticipates that the most efficient and financially feasible option will be a three- to five-story surface-parked development comprised of one or multiple buildings. The City has conducted preliminary test fits which indicate 89-124 units are feasible on the site. Development concepts should seek to activate and address the BRT corridor on Western Boulevard through both their use programming and architectural design.

Affordability

Proposals must set aside at least 20% of the total units within the development as affordable units to be rented to low-income households earning no more than 60% of the Area Median Income (AMI), adjusted for family size, for the Raleigh, NC Metropolitan Statistical Area (MSA) as established by the U.S. Department of Housing and Urban Development (HUD) through a long-term legally binding agreement with an affordability period of no less than 50 years. Any non-affordable units (e.g., market-rate units) within the development will not be subject to any affordability requirements (e.g., income limits, rent limits, affordability period).

Additionally, a minimum of one (1) unit and up to 10% of units should be set aside for City of Raleigh referrals. A project may propose additional units be set-aside for people with disabilities or experiencing homelessness, however, no more than 30% of the total units can be restricted to these populations.

Household income limits, income verification, and rent limits for the affordable units must be reviewed and approved prior to initial occupancy (and upon subsequent lease renewals for rental units) by the City Housing and Community Development staff.

There is an opportunity for the selected developer to obtain Rental Assistance Demonstration (RAD) Project Based Vouchers (PBVs) through a negotiated agreement with the Raleigh Housing Authority (RHA). RHA's basic terms for such a partnership are attached. Final terms are to be negotiated between the selected developer and RHA. Proposers should indicate if they intend to form such a partnership or not and describe why doing so or not contributes to their development concept.

Gap Financing

The City is making available gap financing up to **\$1,500,000** to support affordable housing units in the project. The subsidy may be used for construction-to-permanent gap financing to support the construction of affordable units on the site.

The City encourages proposers to consider leveraging additional funding sources, such as Low-Income Housing Tax Credits (LIHTC) and/or Wake County gap financing to achieve a feasible project that includes deeper affordability (e.g., units at 30% AMI and under). However, utilization of LIHTC is not required for this project. For any proposed funding sources, proposers should provide supporting documents to demonstrate confidence that the sources can be secured at the amount and terms proposed.

Site Ownership

The City will retain ownership of the development site and lease the land to the developer through a long-term (i.e. at least 50-year and up to 99-year) ground lease.

Design

While detailed designs are not requested at this RFQ stage, concept-level designs may be included to demonstrate the high-level vision for the Site. Proposers are also encouraged to include in their narrative responses an explanation of how the design will be compatible with the surrounding neighborhood. Design of affordable and market rate units must be indistinguishable.

The City encourages developers to utilize sustainability measures within the buildings and site design. A commitment to certifications that exceed Energy Star are encouraged. Examples include, but are not limited to, System Vision, LEED, and Energy Star “NextGen” certification, an Energy Star score higher than what is needed to meet Energy Star Multifamily New Construction Certification.

Projects will be expected to comply with all sustainability measures associated with applicable funding sources and regulatory programs. The City encourages features such as renewable energy, electric vehicle charging, conservation and protection of environmental resources, green building, Green Stormwater Infrastructure (GSI), water conservation, tree conservation, recycling of construction and residential waste, energy efficiency, etc.

Summary of City Priorities for the Hillsborough-Western Site

- Produce dense multifamily affordable or mixed-income rental housing of three stories or more.
- Leverage a variety of funding sources to achieve deep income affordability (e.g., units at 30% AMI and under).
- Include a frontage that complements the BRT corridor and encourages walkability.
- Employ high quality, innovative design that is sensitive to the surrounding neighborhood.
- Integrate sustainability features into buildings and site.

3 QUALIFICATIONS PACKAGE

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

Proposers must adhere to the following page count restrictions. Any pages that exceed the page count will not be considered for evaluation. Pages must be standard letter (8.5 x 11 inches).:

Content	Maximum Pages
Cover Letter	2 pages
Team/Firm Background and Experience	5 pages
Project Examples (4-5)	2 pages each project
Resumes/bios (up to 6 key staff members)	1 page each resume
Project Understanding/Approach	6 pages
Financial Information	Not included in page count
Proposal Questionnaire + References	Not included in page count
Appendices – teams may provide additional information regarding past projects, partnerships, or resumes of additional	25 pages

key personnel.	
Members of the evaluation committee may reference materials in the Appendix, but scoring will not be impacted by materials that only appear in the Appendix.	

3.1 **Request for Qualifications Required Document Format**

Responses should be divided into separate sections as detailed below. To clearly communicate what information the City is requesting and the rationale behind it, we've included three call out boxes.

What You Need to Submit: what you are required to submit

What We're Looking For: what we believe will make a strong response

Our Expectations: this is our baseline for "meeting expectations"

Section 1: Cover Letter

What You Need to Submit

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

What We're Looking For

- We want to see that you understand the opportunity and project scope.
- We want to see a tailored response to this RFQ, not boilerplate marketing material.

Our Expectations

- You understand the Hillsborough-Western Site opportunity and have submitted a thoughtful, tailored, and well-organized response that demonstrates your qualifications for consideration.

Section 2: Team/Firm Background and Experience

What You Need to Submit

- Include background information on the development and management team and provide information regarding the proposed legal structure of the team (e.g., joint venture, partnership, etc.).
- Provide a project-specific org chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member (i.e., engineer, architect, property manager, nonprofit partner, etc.).
- Provide resumes or bios of up to six (6) key staff members.
- Describe your team's experience partnering with public agencies, community organizations, and funding partners on affordable housing projects. Highlight any existing

or intended relationships with local stakeholders, agencies, or funders relevant to this project.

- Include a list of all relevant projects completed in the last five (5) years, with location, unit count, dates completed and current vacancy rates.
- Provide a minimum of three (3) professional references from public agency partners, lenders, or other stakeholders from comparable projects completed within the last five (5) years, including contact name, organization, telephone number, and email address. (not included in page count—see Appendix II for reference questionnaire).
- Submit letters of support from other agencies and funding sources with whom you intend to collaborate, if possible (include in Appendix).

What We're Looking For

- We want to see who is on your team, what role each member plays, and whether you have the right people/partners to deliver this type of project at this scale.
- We want to know if you've worked with other municipalities and public entities and that your team has a track record of working well with other partners.

Our Expectations

- Your team has experience delivering affordable housing projects and has demonstrated successful collaboration with municipalities and public entities on affordable housing developments.

Section 3: Project Examples

What You Need to Submit

- Highlight 4-5 comparable projects in which the key personnel of the respondent team have played a lead role and best demonstrate the team's ability to complete a project with similar goals. Each project example should include, at a minimum:
 - Name and location of the project
 - Site plans, massing, renderings, and/or photographs
 - Respondent team members involved on the project and role
 - Other firms involved in the project
 - Scope (land area, gross square footage by program/product type, unit count, etc.)
 - Number of units broken down by income/affordability level (e.g. 20 units at 30% AMI, 40 units at 60% AMI, 60 units market-rate)
 - Total development cost (excluding land) and all-in cost per unit
 - Development timeline, and
 - Details and amounts of project financing sources (e.g bank loan, tax credit equity, gap financing, etc)
 - Description of supportive services offered (if any)
 - Current vacancy rate

What We're Looking For

- We want to see case study examples of comparable size, scale, vision, and complexity to the Hillsborough-Western Site.
- Your key personnel have experience of being in a lead role on comparable projects.
- We want to see how your team continues to deliver after the project is built, including providing excellent property management services (if applicable), and low vacancy rates.

Our Expectations

- You can demonstrate successful delivery during both the construction and occupancy phase, and key personnel on the project team have experience in deal structuring and project execution.

Section 4: Project Understanding/Approach

What You Need to Submit

- Provide a comprehensive narrative outlining your vision for the Hillsborough-Western Site. The City is seeking experienced, forward thinking, community-minded development partners with a demonstrated history of delivering projects at this scale, who are prepared to execute a public-private partnership that brings affordable housing along the Western BRT corridor
- While this is a request for qualifications and not proposals, the City wants to ensure respondents have a clear articulated vision for how they intend to work with the City and partners to ensure the City's priorities are incorporated into the project. The description should speak to the following, in as much detail as possible:
 - A range of the number of affordable units and unit types
 - What household income levels (as percentage of AMI) will be included
 - Intent to pursue LIHTC funding (e.g., 4% and/or 9%) or develop the project without LIHTC financing
 - Intent to seek County gap financing and other funding sources
 - Intent to partner with RHA and utilize RAD PBVs
 - How you intend to complement the future Western BRT corridor
 - Proposed sustainability measures, including any green stormwater infrastructure
 - High-level implementation timeline
 - Describe any notable project risks and mitigation strategies per your intended development and financing approach

What We're Looking For

- We want to see your creativity and vision for the uniquely shaped site.
- We want to see that you have given serious thought to the opportunity at hand and have a clear vision for implementing a well-designed project that incorporates the City's priorities.
- We want to see that you've considered the risks associated with your intended development and financing approach.

Our Expectations

- You have a unique vision for the Hillsborough-Western Site and present a compelling and comprehensive vision for implementing a well-designed project.
- Your vision is aspirational yet grounded in current market conditions and affordable housing development realities.

Section 5: Financial Information

What You Need to Submit

Review and provide one of the following three (3) financial statement options:

1. Recent audited or reviewed financial statements prepared by an independent certified public accountant (CPA) that shall include, at a minimum, a balance sheet, income statement (i.e., profit/loss statement) and cash flow statement **and**, if the audited or reviewed financial statements were prepared more than six (6) months prior to the issuance of this RFQ, the Proposer shall submit its most recent internal financial statements (balance sheet, income statement and cash flow statement or budget with entries reflecting revenues and expenditures from the date of the audited or reviewed financial statements to the end of the most recent financial reporting period (i.e., the quarter or month preceding the issuance date of this RFQ)).

OR

2. Recent compiled financial statements prepared by an independent CPA that shall include, at a minimum, a balance sheet, income statement (i.e., profit/loss statement) and cash flow statement **and**, if the compiled financial statements were prepared more than three (3) months prior to the issuance of this RFQ, the Proposer shall submit its most recent internal financial statements (balance sheet, income statement and cash flow statement or budget with entries reflecting revenues and expenditures to date), and other evidence of financial stability such as most recently filed income tax return, evidence of a line of credit/loans/other type of financing with statement of amount in use/outstanding balance (e.g., a complete copy commitment letter, loan agreement, billing statement reflecting the line of credit or statement from lender acknowledging the commitment to fund the Proposer's stated financing), personal guaranty with copies of personal income tax filing and statement of net worth or such other evidence that is accurate, reliable and trustworthy regarding the Proposer's financial stability.

OR

3. Include a certified, signed statement from a licensed CPA regularly engaged in the review of the firm's financial information verifying the financial viability of the firm.

All financial information, statements and/or documents provided in response to this solicitation shall be kept confidential provided that EACH PAGE is marked as follows: "CONFIDENTIAL – DO NOT DISCLOSE EXCEPT FOR THE EXPRESS PURPOSE OF PROPOSAL EVALUATION."

"Recent" shall be defined as financial statements that were prepared within the 12 months preceding the issuance date of this RFQ.

Consolidated financial statements of the Proposer's parent or related corporation/business entity will not be considered, unless: (1) the Proposer's actual financial performance for the designated period is separately identified in and/or

attached to the consolidated statements; (2) the parent or related corporation/business entity provides the State with a document wherein the parent or related corporation/business entity will be financially responsible for the Proposer's performance of the contract and the consolidated statement demonstrates the parent or related corporation's/business entity's financial ability to perform the contract, financial stability and/or such other financial considerations identified in the evaluation criteria; and/or (3) Proposer provides its own internally prepared financial statements and such other evidence of its own financial stability identified above.

The firm's failure to provide any of the above-referenced financial statements may result in the proposal being removed from consideration. Proposers are also encouraged to explain any negative financial information, and to provide documentation supporting those explanations and demonstrating the financial strength of the firm.

What We're Looking For

- Confidence that your organization is financially stable and has the capacity to take on a project of this size, scale, and complexity.
- We are looking for anything that would be considered a risk to the City as a potential long-term ground lease holder.

Our Expectations

- You are financially stable and have the capacity to take on a project at the Hillsborough-Western Site.
- There are no red flags in your financials that would pose obvious risk to the City.

3.2 Additional Required RFQ Documents and Forms

In addition to the required base RFQ documentation listed in section 3.1, all listed attachments and addenda for this RFQ will need to be included in the proposal submission.

- Submit a signed copy of issued RFQ Addendum(s), which will be posted on the City website and eVP portal
- Appendix I – Proposer Questionnaire
- Appendix II – Reference Questionnaire (at least 3 references)

3.3 Qualifications Package Documents

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before the submittal deadline. All attachments and addenda released for this RFQ prior to the submittal deadline are incorporated herein by reference.

4 SUBMITTAL EVALUATION

4.1 Evaluation Criteria

This is not a bid. There will not be a public opening. The submittals received in response to this RFQ will be evaluated and ranked, by the evaluation committee in accordance with the process and evaluation criteria contained below. Submittals 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 RFQ, each evaluation committee member shall conduct his or her independent evaluation of the submittals received and grade the responses on their merit in accordance with the evaluation criteria set forth in the following table:

Criteria	(a) Weight
Team & Firm Background	25
Project Experience	35
Project Understanding/Approach	30
Financial Capacity	10
Total Points	100

Score Points

0 - Missing or Does Not Meet
Expectation

1 - Partially Meets Expectation

2 - Meets Expectation

3 - Exceeds Expectation

4.2 Selection

Independent reviewer's scores will be aggregated to create a composite score. The City intends to select up to five (5) highest-scoring qualified firms from this RFQ; however, the City reserves the right to select more or fewer firms. The City does not intend to conduct interviews as part of this RFQ process but reserves the right to do so if deemed necessary. The City also reserves the right to reject any or all responses to this RFQ. Firms not selected for advancement may request and receive written feedback on their proposal submission. Firms selected through this RFQ process will be invited to respond to a future RFP for the Hillsborough-Western Site.

5 Process Overview and Timeline

5.1 Process Overview

The City will utilize a **two-step** solicitation process:

Step 1: RFQ to select pre-select qualified firms to respond to a future RFP for the Hillsborough-Western Site.

Step 2: Subsequent RFP to select the developer for the project. **This RFP will only be issued to the qualified firms selected during this RFQ process.** The RFP process will include additional detail regarding conceptual design scenarios and financing plan for a viable project.

5.2 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 project.

All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Date	June 16, 2026
Pre-Submittal Conference (optional)	June 25, 2026, at 3pm
Deadline for written questions	June 10, 2026, by 5pm
City Response to Questions (anticipated)	July 22, 2026
Submittal Due Date and Time	August 7, 2026, by 5pm
Selection Announcement (tentative)	September 4, 2026

RFP Process	Date and Time
Issuance of RFP (tentative)	September 2026
RFP response date (tentative)	October 2026
Selection announcement (tentative)	December 2026

5.3 Pre-Submittal Conference

The City of Raleigh will conduct a virtual-only Pre-Proposal Conference, and attendance by prospective proposers is strongly encouraged but is not mandatory. Prospective Proposers are encouraged to submit written questions in advance.

The date and time of the Pre-Proposal Conference is shown above in the RFQ Timeline (Section 5.2). The event will be held virtually on Microsoft Teams, using the following login information:

JOIN ONLINE	JOIN BY PHONE
Microsoft Teams meeting Join: https://teams.microsoft.com/meet/215416280667969?p=a7Mk7JwQQCckJ7pdec Meeting ID: 215 416 280 667 969 Passcode: bp6J23ty	Dial in by phone +1 919-561-6523 , 919835342# United States, Raleigh Find a local number Phone conference ID: 919 835 342#

5.4 Questions

Requests for clarification and questions to this RFQ must be received by the City not later than the date shown above in Section 5.2 RFQ Timeline, for the submittal of written inquiries. The firm's failure to request clarification and submit questions by the date in the RFQ 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 RFQ, if any, and shall be posted to North Carolina electronic Vendor Portal ([eVP](#)). 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 RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

It is important that all Respondents submitting to this RFQ periodically check [eVP](#) 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 – questions submitted via telephone will not be answered:

Contact Name	Email Address
Lauren North	reddevelopment@raleighnc.gov

5.5 Submittal Requirements and Contact Information

The preferred method is to submit proposals electronically as a searchable and printable Adobe Portable Document File (PDF) by email to reddevelopment@raleighnc.gov. The PDF electronic version must be received by the City on or before the RFQ due date and time provided.

Proposers must submit: one (1) electronic version of the signed proposal.

Proposals must follow the format and page limitations as defined in Section 3 Qualifications Package, and emailed to the following City staff representative with the subject line as described below:

<u>DELIVERED BY E-MAIL</u>
reddevelopment@raleighnc.gov Subject: <i>Firm Name</i> – Hillsborough-Western Redevelopment RFQ #: 274-HCD-FY26-18

If you cannot submit your proposal electronically by email, then you may deliver the proposal by hand, or by US Postal Service Mail, or by other delivery services to the contact listed below.

<u>DELIVERED BY USPS OR OTHER DELIVERY METHOD</u>
City of Raleigh ATTN: Lauren North 421 Fayetteville Street, Suite 1200

Raleigh, NC 27610 RFQ Title: Hillsborough-Western Redevelopment RFQ No. 274-HCD-FY26-18

Proposals must be enclosed in an envelope or package and clearly marked with the name of the submitting company, the RFQ number, and title. Proposers must submit: one (1) signed original.

If the firm elects to mail in its proposal, it is the responsibility of the firm to allow sufficient time to ensure the City's proper receipt of the package by the RFQ due date and time. Proposers must respond to the entire RFQ. 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 the best interest.

Proposals that arrive after the due date and time will not be accepted or considered for any reason whatsoever.

5.7 Business Engagement and Opportunities

The City of Raleigh maintains processes to conduct business with all business enterprises, including small, emerging, growing, under-capitalized, and under-resourced firms or organizations.

5.8 Rights to Submitted Material

All qualification packages and supporting materials, as well as correspondences relating to this RFQ, shall become the property of the City. The content of all submittals will be held confidential until the selection of the firm is made. Qualifications 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 qualifications, each submitting firm/company agrees that the City may reveal any trade secret materials contained in such submittal 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. Qualification submittals marked entirely as "confidential", "proprietary", or "trade secret" will be considered non-responsive and will be removed from the evaluation process.

5.9 Communications

All communications of any nature regarding this RFQ 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 individual designated in Section 5.4 Questions, prior to the deadline provided in Section 5.2 Timeline. Violation of this provision may result in the firm's proposal being removed from consideration.

5.10 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 RFQ.

5.11 Conflicts of Interest

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

- (1) First, federal procurement standards provided in 2 CFR 200.318 (c)(1) state:

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 an organization 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.

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

- (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.

- (3) 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.

5.12 Proposer Expenses

The City of Raleigh will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications 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 work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

5.13 Proposer Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFQ. The City of Raleigh has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all submittals, to waive any and all informalities and/or irregularities, if it is deemed to be in the City's best interests to do so.

The City of Raleigh reserves the right to accept or reject any or all of the items in any proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual firms if it is deemed in the City's best interest. Moreover, the City reserves the right to make no selection if the submittals are deemed to be outside the fiscal constraint or not in the best interest of the City.

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):			
☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Other			
Number of years in business under company's present name:			
Fed Tax ID #:		DUNS #	
Are you registered with the North Carolina Secretary of State to conduct business (if required)? (Check One) YES: ☐ NO: ☐ Not Applicable: ☐			
Are you properly licensed/certified by the Federal and/or State of North Carolina to perform the specified work? YES: ☐ NO: ☐ Not Applicable: ☐ ATTACH COPY OF ALL APPLICABLE LICENSING/CERTIFICATION DOCUMENTS			
Are/will you be properly insured to perform the work? YES: ☐ NO: ☐			
Contact for this Contract:		Title:	
Phone:		Fax:	E-Mail:
Have you ever defaulted or failed on a contract? (If yes, attach details) YES: ☐ NO: ☐			
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 III) 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
REFERENCE QUESTIONNAIRE
(Instructions)

274-HCD-FY26-18 – Hillsborough Western Redevelopment

The City of Raleigh, as a part of the RFQ, requires proposing companies to submit a minimum of three (3) business references as required within this document. The purpose of the references is to document the experience of the proposer relevant to the scope of services and assist 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.

APPENDIX II

REFERENCE QUESTIONNAIRE FORM

274-HCD-FY26-18 – Hillsborough Western Redevelopment

(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, **Lauren North**, via email to reddevelopment@raleighnc.gov no later than **5:00 p.m. ET, August 7, 2026** 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: RHA Terms Framework

The RHA Terms Framework provides the basic term structure for which RHA will participate in the project as a controlling interest owner with PBV investment.

Following City of Raleigh selection of the Developer, RHA will engage with the Developer in the negotiation of a non-binding MOU which will provide the framework for the development and execution of a Partnership Agreement by both parties.

Both agreements will be constructed by RHA counsel for Developer review and final execution.

Description	RHA Preferred Terms
Lead Developer/Investor	Comprehensive deal management responsibilities by RHA Partner; more limited RHA oversight
Land Ownership Structure	Defined by City of Raleigh RFP
Affordability	Defined by City of Raleigh RFP
Disposition	RHA ROFR & Purchase Option; lesser of debt + taxes or FMV; or donation to RHA
Operating Entity Position	RHA 51% managing member (LIHTC)
Managing Member	For profit entity, wholly owned and managed by a RHA non-profit instrumentality
Guarantees	All Guarantees by RHA partner
Cost Overruns	By RHA partner
Operating losses deficits	By RHA partner
Due Diligence	By RHA Partner; RHA confirmation
Vendor Selections	By RHA Partner; RHA confirmation and quality assurance oversight
RHA Board Authorization	Required for all partnership agreements & financial transactions
Debt Financing	Negotiated by Partner with lender term confirmation by RHA
Equity Financing	Negotiated by Partner with equity terms confirmation by RHA; alignment with disposition terms at exit and residual equity maximization
Open Book Transparency	Shared access to all project documentation; comprehensive underwriting share; partnership contributions and returns, all reasonable requests for information access and analysis provided
Project Based Vouchers	25% concentration is the target; PBVs applied to lowest AMIs, maximising subsidy coverage; terms per RHA AHAP/HAP contract; RAD contract rent levels per HUD; term durations 20 yrs unless otherwise structured
Tax Abatement	Property tax abatement per regulatory requirements and operating agreement
Development Fee	Minimum RHA participation threshold 65 (Partner) / 35 (RHA) split; RHA priority position; includes any Deferred Developer Fee
Operations Cash Flow	Baseline assumption is 50 (Partner) / 50 (RHA) split for balanced full lifecycle partnership alignment
PBV Administration Fee	Calculable per unit count; 2026 RHA fee structure is \$10k annual per equal or lesser of 100 units minimum; incremental cost increases (per 50 unit increments) at similar cost metric; initiates at closing for construction administration PBV requirements
Residential Services Fee	Calculable per project unit counts; 2026 RHA fee structure is \$25k annual per equal or lesser of 100 units minimum; incremental cost increases (per 50 unit increments) at similar cost metric
Property Management Option	RHA Property Management option after stabilization and tax credit compliance
Deal Types	Joint venture development