



REQUEST FOR PROPOSALS for Sale and Development of 817 Summit Avenue

Digital proposals are due

Thursday, October 30 2024 by 4:00 p.m.

Housing & Neighborhood Development
City of Greensboro
Post Office Box 3136
Greensboro, N.C. 27402

Request for Proposals for Sale and Development of Apartments Located at 817 Summit Avenue

The Opportunity

The City of Greensboro through the Housing and Neighborhood Development Department requests proposals from for-profit and non-profit developers for the acquisition and development of multifamily units located at 817 Summit Avenue in Greensboro, North Carolina. The City of Greensboro seeks a developer to purchase and improve the property as affordable, supportive housing for individuals transitioning from homelessness with a particular focus on persons affected by HIV/AIDS. Although rehabilitation of the property is seen as the more cost effective option, the City will consider other housing development options, if feasible, for the site and neighborhood. All development must comply with the state building code and the City of Greensboro Land Development Ordinances. The City of Greensboro anticipates making up to approximately \$1.8M in federal HOPWA funding available to support this project. Please note: when HOPWA funds are used to support permanent housing development, only three types of development can be considered. 1st: the rehabilitation of existing structures. 2nd: the construction of community-based residences (congregant living / group home facilities). 3rd: the new construction of Single Room Occupancy units (<https://files.hudexchange.info/resources/documents/Understanding-SRO.pdf>).

The City proposes to sell the property “as is” and will not be responsible for any costs incurred in responding to this request. The City has performed inspections and testing in 2024 including a Phase 1 ESA Report, Lead Inspection and Risk Assessment, and Asbestos Report, which will be made available to interested applicants. The City has also posted a current appraisal to the project website at: www.greensboro-nc.gov/HNDRFPs

Developers are encouraged to become familiar with the supporting materials referenced herein to successfully respond to this request. Developers are also encouraged to inspect the property before submitting a response. Federal Community Development Block Grant [CDBG] funds have been used for site acquisition, and Housing Opportunities for Persons with AIDS [HOPWA] funds are proposed for use to support the development of the units. Federal contracting requirements will apply to the construction; additional requirements will apply to occupancy and continued operations of the units (see “City and Federal Funding Requirements” section below).

Due to the proposed use of HOPWA funds in the development, a scoring preference may be assigned to development teams that include a provider and/or staff with documented experience in HOPWA case management and support of households eligible for HOPWA tenant based rental assistance funds. Examples of experience include: prior HOPWA awards and spend down; years of serving the target population; documented positive outcomes of people served; experience with trauma informed care and supportive services best practices; and knowledge of the local services environment.

The Request for Proposals (RFP) will ask for an overview of the development team structure, including clear identification of the lead developer, a proposed site program that is inclusive of a supportive services and tenant selection plan, more detailed documentation of the development team’s financial position, and a financial offer to the City for acquisition of the site. The City will evaluate all complete responses to the RFP and intends to select a recommended development team to enter into negotiations with the City to reach a development agreement.

Contacts for Information and Site Access

For more information, contact Grant Duffield at (336) 373-2530 or Grant.Duffield@greensboro-nc.gov. For property access, contact Guy Land at (336) 373-2144 or Guy.Land@greensboro-nc.gov.

Para hacer negocios con la ciudad de Greensboro, existen disponibles servicios gratuitos de idiomas e interpretacion.

Property Information



Photo Credit: Historical advertising postcard

Built circa 1954, 817 Summit Avenue served as a former motel and multifamily income-producing property. The property consists of two buildings with 25 garden-style (24 studio and 1 one-bedroom) apartments. The property also includes paved parking surfaces. The property is currently boarded and vacant.

Location: 817 Summit Avenue, Parcel #0004543

Owner: City of Greensboro

Deed: Deed Book 008842, Deed Page 000577

Size: 0.51 acres (Sources: Guilford County Tax Records and Appraisal)

Zoning: O (Office) with CBO (Central Business Overlay)

Opportunity Zone: Property is located in Census Tract 0109.00, Block Group 1 – not in an Opportunity Zone.

Available Utilities: Electricity, Telephone, Public Water and Sewer, Natural Gas

Access: The site has existing curb cuts along Summit Avenue and Sullivan Street.

Assessed Value: According to the Guilford County Tax Department, the current total assessed tax value of the property is \$362,100 (comprised of building value, \$112,400, and land value, \$247,500). Appraised value: \$910,000 as-is condition. Appraisal date: February 5, 2024

Taxes: The property is currently not tax exempt; 2024 taxes total \$5,029.46

Preferred Development Characteristics

The City seeks a developer to purchase and improve the property as a permanent, supportive housing (PSH) project. PSH combines non-time-limited, affordable housing with supportive services that help people who face the most complex challenges to live with stability, autonomy and dignity. Although rehabilitation of the property is seen as the more cost-effective option, the City will consider other housing development options, if feasible for the site and neighborhood. All development must comply with the state building code and the City of Greensboro Land Development Ordinances. Please note: when HOPWA funds are used to support permanent housing development, only three types of development can be considered. 1st: the rehabilitation of existing structures. 2nd: the construction of community-based residences (congregant living / group home facilities). 3rd: the new construction of Single Room Occupancy units (<https://files.hudexchange.info/resources/documents/Understanding-SRO.pdf>).

Preferred development characteristics include:

1. Inclusion of units affordable to low-income households (below 60% of AMI).
2. Supportive services partner(s) as a part of the development team or contracted with the development team that are appropriate to the targeted population and tenure type, and could support the needs of all residents who will occupy the housing.
3. Property management operations that align procedures with the supportive services plan and coordinate resident engagement alongside the assigned services partner(s).
4. Rehabilitation of existing structures or new construction of units to include energy efficiency measures meeting the E-Star path for Low-Rise Existing Construction/Retrofit program standards. Incorporation of Trauma-Informed Design elements is encouraged.
5. All systems, fixtures and finishes improved to new or like-new standards. Low maintenance interior and exterior finishes.
6. Maximization of accessibility and accessible units (dependent on terrain conditions)
7. Outdoor landing and/or patio space for each unit

Development team capacity should include:

The development team should be able to demonstrate the capacity to handle a broad scope of development activities. Responsibilities will include, but are not limited to:

- Market analysis to support the proposed development
- Site plans and building plans
- Preparation of development and operating pro-formas and financing plans
- Securing financial commitments for all necessary construction and permanent financing
- Coordination of construction activities
- Negotiation of development agreements
- Completion of working drawings and building permit approvals
- Provide opportunities to build capacity of local sub-developers, contractors and vendors
- Community engagement
- Ongoing property management
- Supportive services to targeted population

For developers seeking to qualify for a proposal scoring preference through the inclusion of a qualified supportive services provider as a project partner, documentation of an intent to partner must be provided. A Letter of Intent (LOI) signed by the development parties will suffice for application. For purposes of this RFP, a “qualified supportive services provider” is an entity with experience and/or documented staff experience and capacity to provide the services described herein. For a HOPWA funded permanent supportive housing project, the selected development team must execute and present a formal memorandum of understanding or partnership agreement with the LOI supportive services provider prior to HOPWA-funded loan closing.

Supportive services provider capacity should include:

- Experience with providing supportive services to the targeted population, where service offerings include but are not limited to counseling and case management based on the acuity of the resident, and coordination of voluntary, life-improving services like medical and behavioral health care, substance use recovery and support, independent living skills, workforce development, childcare, and community inclusion activities.
- Commitment to substantial conformance with best practices for HOPWA client services (see information posted separately to the City website)

Timeline and Schedule of Events

The following are key dates for this Request for Proposals (RFP). The City is committed to adhering to this schedule, but reserves the right to make modifications as it deems necessary. The City also reserves the right to discontinue the solicitation process. Please note that the City Council reserves the right to reject any and all proposals and to make minor modifications. The City reserves the right to clarify requests for information contained herein or accept any minor irregularities or informalities in determining whether a proposal is responsive.

Event	Date
Release RFP	September 11, 2024
Written Question and Answer Period Begins	September 11, 2024
RFP / HOPWA Information Session* (attendance optional)	September 17, 2024 2pm – 3pm
Site Access	To be determined at Information Session
Mandatory Pre-Submittal Conference**	September 26, 2024 2pm – 3pm
Written Question and Answer Period Ends	October 9, 2024
RFP Submittal Due Date and Time	October 30, 2024 at 4:00 PM

Answers to written questions will be posted to the RFP site at: www.greensboro-nc.gov/HNDRFPs

* Voluntary RFP/HOPWA Information Session

The City will host a virtual information session on Tuesday, September 17, 2024 open to all interested respondents. Attendance at the information session is voluntary for all respondents. The information session will be held from 2pm – 3pm EST on Zoom. Zoom information to join the information session will be posted to the RFP website. During the session, the City will answer questions regarding RFP process and funding sources and set a date and time for the building to be opened for inspection.

** Mandatory Pre-Submittal Conference

The City will host a virtual pre-submittal conference on **Thursday, September 26, 2024** open to all respondents. Attendance at the pre-submittal conference is mandatory for all respondents. The pre-submittal conference will

be held from **2PM – 3PM EST** on Zoom. Zoom information to join the pre-submittal conference will be posted to the RFP website. During the session, the City will answer any questions regarding stated priorities and the overall disposition process. Attendance at the pre-submittal conference is required in order to submit a proposal under this RFP. Proposals submitted by parties not attending the pre-submittal conference will not be evaluated or otherwise considered.

Following the conference, a record of questions asked and answered will also be made available on the RFP website. Written questions and answers will be posted to the RFP website during the applicable period.

City and Federal Funding Requirements

City Audit Requirements: After funding, the City will require annual audited financials and the Developer will be subject to the City Audit Policy, which includes periodic physical, financial, and programmatic review for the length of any City development agreement.

City Minority and Women’s Business Enterprise (M/WBE) Policy: Projects must meet the City’s Minority and Women Business Enterprise (M/WBE) requirements for procurement and contracting and will be subject to the M/WBE guidelines. Per the guidelines, the developer must:

- (1) Apply M/WBE subcontract participation goals to the construction portion of the project prior to the start of construction,
- (2) Use the same policies and procedures as City-funded construction projects,
- (3) Apply liquidated damages to be paid by the developer in the amount equal to the monetary value of M/WBE subcontracting goals established by the City in the event of noncompliance with the requirements.

Developers and contractors should take pro-active steps to solicit M/WBE participation and documenting good faith efforts in compliance with the policy. Applicants who have questions regarding the M/WBE Program are encouraged to contact the M/WBE Office at mwbe@greensboro-nc.gov.

Due to the use of Community Development Block Grant [CDBG] funding and proposed use of Housing Opportunity for Persons with AIDS [HOPWA] funding at this site, any projects must be carried out in full conformance with all applicable federal program regulations.

For further information on the federal CDBG Program regulations and eligibility requirements, consult the U.S. Department of Housing and Urban Development’s CDBG Program for Entitlements website at https://www.hud.gov/program_offices/comm_planning/cdbg/entitlement-program.

For further information on the federal HOPWA Program regulations and eligibility requirements, consult the U.S. Department of Housing and Urban Development’s HOPWA Program for Entitlements website at https://www.hud.gov/program_offices/comm_planning/hopwa. Project developers should familiarize themselves with the CDBG and HOPWA Program requirements prior to proposal submission.

A few key federal conditions are listed below:

Environmental Review: The City will conduct an environmental review. The project must receive environmental clearance from the U. S. Department of Housing and Urban Development prior to issuing a development agreement.

Uniform Relocation Assistance and Real Property Acquisition Policies Act: This is a voluntary acquisition of vacant property under the URA which will not require relocation, other policies may apply. https://www.hud.gov/program_offices/comm_planning/relocation/policy

Rental Affordability: To receive a write down on the cost of acquisition, CDBG will require that the project provide at least 51% of the units for households at or below 80% of the area median income. See <https://www.huduser.gov/portal/datasets/il.html> for income limits. Note that this is a minimum requirement under CDBG. Note the preference under Preferred Development Characteristics for additional affordability.

Occupancy: The pro rata use of HOPWA funds in the project will determine the number of units which must be reserved for and occupied by households with a person affected by HIV/AIDS and meeting the minimum HOPWA eligibility threshold of under 80% Area Median Income with income re-certifications as specified in 24 CFR 574.310.

HOPWA Rent Limitations: Each person residing in any rental housing assisted under this program must pay as rent, including utilities, an amount which is the higher of:

- (1) 30 percent of the family's monthly adjusted income;
- (2) Ten percent of the family's monthly income; or
- (3) If the family is receiving payments for welfare assistance from a public agency and a part of the payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of the payment that is designated for housing costs.

Minimum Use Period: When HOPWA funds are used for the rehabilitation of units, minimum use periods apply. The grantee and project sponsor must ensure that the facility and/or units will be set aside for people living with HIV/AIDS (PLWHA) for a minimum of either a three- or ten-year period. For non-substantial rehabilitation (when the value is less than or equal to 75% of the value of the building after renovation), there is a 3-year minimum use requirement. For substantial rehabilitation, construction, and purchase, there is a 10-year minimum use requirement. HOPWA funded units at 817 Summit Avenue will be subject to a 10-year minimum use period.

Habitability Standards: All housing assisted under 24 CFR 574.300(b)(3),(4),(5), and (8), including the HOPWA Rental Assistance Program, must provide safe and sanitary housing that is in compliance with the habitability standards outlined in 574.310 (b) for HUD housing as referenced in 24 CFR 5.703 and any state or local requirements. Please note: Beginning on October 1, 2025, HUD's NSPIRE regulations concerning Habitability Standards/Conditions will take effect. Guidance concerning NSPIRE is included in the Proposal Resources section below.

Supportive Services: All housing assisted under 24 CFR 574.300 (a) must provide appropriate supportive services as required by 24 CFR 574.310(a). To this end, it is encouraged that housing provider applicants are linked with HOPWA services providers and who can meet the standard of care outlined in this RFP.

Broadband Requirement: Any new construction or substantial rehabilitation, as substantial rehabilitation is defined by 24 CFR 574.3, of a building with more than 4 rental units, for which HOPWA funds are first obligated by the grantee or project sponsor on or after January 19, 2017 must include installation of broadband infrastructure, as this term is defined in 24 CFR 5.100, except where the grantee or project sponsor determines and, in accordance with 24 CFR 574.350, documents the determination that it meets an exception situation outlined in 24 CFR 574.350.

Equal Opportunity and Fair Housing: Borrower (Developer/Owner) shall insure that no person shall be excluded from participation in, be denied benefits of or be subject to discrimination under City, State or Federal requirements for services, employment or fair housing, as may be required. Borrower shall not discriminate against any worker, employee or applicant for employment or any other member of the public on the basis of sex, race, gender, color ethnicity, national origin, age, familial status, marital status, military status, political affiliation, religion, physical or mental disability, genetic information, sexual orientation, gender expression, or

gender identity nor otherwise commit any other unfair employment practice. Borrower shall not discriminate in housing or real estate financial practices on the basis of race, color, religion, sex, handicap, familial status, or national origin.

Section 504 and Accessibility Improvements: Section 504 of the Rehabilitation Act of 1973 is a federal law, codified at 29 U.S.C. § 794, that prohibits discrimination based on disability in federally assisted programs or activities. For more information, see, https://www.hud.gov/program_offices/fair_housing_equal_opp/disabilities/sect504faq.

The City of Greensboro is requiring that at least 10% of the units in the development be accessible to and usable by individuals with mobility disabilities. Additionally, necessary site alternations are required in common areas including ensuring accessible rental offices, providing accessible postal boxes, adding handicapped parking areas, and installing sidewalks along accessible routes.

Davis Bacon and Related Acts: The Davis-Bacon Act provides that construction project contracts using CDBG funds in excess of \$2,000 for the construction or rehabilitation of properties with eight (8) or more total residential units (construction includes but is not limited to rehabilitation, alteration and/or repair, painting and decorating), which involve the employment of laborers and/or mechanics shall contain provisions with respect to minimum wages, fringe benefits, payments without deductions or rebates, withholding funds from contractors to ensure compliance with the wage provisions, and termination of the contract or debarment for failure to adhere to the required provisions. See <https://www.dol.gov/whd/govcontracts/dbra.htm> for more information.

The Fair Labor Standards Act: The Fair Labor Standards Act (FLSA) (29 U.S.C. 201-219) is applicable to HUD-assisted construction and implements minimum wages for construction workers, overtime pay (forty-hour work week), record keeping, and child labor standards. https://www.hud.gov/program_offices/davis_bacon_and_labor_standards

Section 3: Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) provides that, to the greatest extent feasible, opportunities for training, new employment, and contracting opportunities shall be given to qualified Residents or Business Concerns. For more information, see https://www.hud.gov/program_offices/fair_housing_equal_opp/section3/section3 .

Lead Safe Housing Rule – Zero bedroom units are exempt from the Lead Safe Housing Rule, unless pregnant women or children under 6 years of age are expected to live there. https://www.hud.gov/program_offices/healthy_homes/enforcement/lshr

Build America, Buy America [BABA]: BABA requires any “infrastructure project” funded by any “Federal Financial Assistance” (FFA) apply a domestic content procurement preference, meaning that all iron, steel, manufactured products, and construction materials used in the infrastructure project have been produced in the United States, unless the awarding agency has issued a waiver of this requirement. <https://www.hudexchange.info/programs/baba/>

Proposal Resources

Below are links to various additional resources that respondents may find useful in developing their responses to this RFP. These resources are provided as a courtesy and do not represent an exhaustive summary of resource materials.

HOPWA and NSPIRE Webinar Series: Implementation of NSPIRE: <https://www.hudexchange.info/trainings/courses/hopwa-and-nspire-webinar-series-implementation-of-nspire/>

Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE); Extension of Compliance Date: <https://www.federalregister.gov/documents/2023/09/18/2023-20130/economic-growth-regulatory-relief-and-consumer-protection-act-implementation-of-national-standards>

Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE): <https://www.federalregister.gov/documents/2023/05/11/2023-09693/economic-growth-regulatory-relief-and-consumer-protection-act-implementation-of-national-standards>

With regards to reporting requirements, we're including some links below to the full CAPER and individual links to Chapter 19, Chapter 24 and Chapter 27. These can help to understand what kind of reporting will be needed.

<https://www.hudexchange.info/resource/6796/hopwa-consolidated-apr-caper-user-manual/>
<https://files.hudexchange.info/resources/documents/HOPWA-Consolidated-APR-CAPER-User-Manual-Chapter-10.pdf>
<https://files.hudexchange.info/resources/documents/HOPWA-Consolidated-APR-CAPER-User-Manual-Chapter-19.pdf>
<https://files.hudexchange.info/resources/documents/HOPWA-Consolidated-APR-CAPER-User-Manual-Chapter-24.pdf>
<https://files.hudexchange.info/resources/documents/HOPWA-Consolidated-APR-CAPER-User-Manual-Chapter-27.pdf>

Process

The City invites development teams with the proven capability of delivering transformative developments that include an affordable housing and supportive services to submit proposals in response to this RFP. Respondents must submit an electronic copy of their response in PDF format, no later than **4 p.m. EST, Thursday, October 30, 2024** to **Grant Duffield** at Grant.Duffield@greensboro-nc.gov

Complete RFP responses will be evaluated according to the objective criteria described below.

Formatting / Evaluation Criteria

To be favorably considered under this Request for Proposals, respondents must clearly, completely, and concisely address each of the requested submittals in their responses to this RFP. A checklist for required submittals and a transmittal page is attached to this document and must be included in the response package. **Proposals must be organized and presented in the format and structure defined on the submittal checklist.**

The City will review all RFP submissions for completeness and compliance with the submission requirements. Only complete submissions will be evaluated, and the City retains the right to disqualify any Respondent that does not submit all the required components. All Respondents with complete proposals will be evaluated based on the criteria and scoring in the attached RFP Scoring Sheet. Respondents may wish to utilize this scoring sheet to self-evaluate their proposal prior to submission.

Proposal Recommendation / Adoption

Based upon the point score tabulated for each proposal, a staff project recommendation will be made to the Greensboro City Council. At its sole discretion, the Greensboro City Council may elected to adopt the staff project recommendation; or may choose to select another of the proposals submitted; or may choose to reject all proposals. The Greensboro City Council reserves the right to make the final selection decision.

Submission Requirements

Submittal Instructions: Submit proposals in digital form by 4:00 pm on Thursday, October 30, 2024. The City will not consider responses received after this time. Direct responses to Grant.Duffield@greensboro-nc.gov. Hard-copy submittals are discouraged.

Post-Proposal Selection Process

Once the RFP process is complete and the proposed buyer is determined, the sale process will be determined by the for-profit or non-profit status of the respondent in accordance with state law. This may include a 10 day upset bid process for a for-profit developer.

1. Present proposal to City Council for approval.
2. Conduct the HUD environmental review.
3. If approved, City staff will follow up with a development agreement that outlines the terms and conditions of the sale.
4. Issue development agreement and collect balance of purchase price and hold until deed recorded.
5. Hold settlement and record the deed.
6. If City financing is involved, loan documents will be developed and recorded at buyer's expense.

817 SUMMIT AVENUE REQUEST FOR PROPOSALS SUBMITTAL CHECKLIST

Check all items contained in the submittal package and submit this checklist with the package. Please refer to “Proposal Format Instructions” for exhibit organization and presentation of proposal. Please clearly indicate your exhibits in your submittal package with separation of exhibits.

Exhibit 1:

- 817 Summit Avenue RFP Transmittal Form filled out and signed
- Submittal Checklist

Exhibit 2:

- Project Abstract (2 pages – max)

Exhibit 3:

- Project Development Plan and Timeline (5 pages – max)

Exhibit 4:

- Supportive Services Plan (5 pages – max)

Exhibit 5:

- Market Analysis & Affordability Thresholds (2 pages – max)

Exhibit 6:

- Project Team (10 pages – max) – Clear description of roles, relevant experience, and key staff resumes

Exhibit 7:

- Project Budget, Proforma & Financing (3 pages – max)

Exhibit 8:

- Property Management Plan, to include the tenant selection plan (5 pages – max)

Exhibit 9:

- M/WBE and Section 3 Plan and Reporting (3 pages – max)

Exhibit 10:

- Public, Community & Neighborhood Engagement Plan (3 pages – max)

Exhibit 11:

- Purchase of Property Proffer (1 page – max)

Appendix 1: *This is required information. Proposals submitted without this information will receive zero points under Exhibit 3 (Development Plan).*

- Site Plans; Elevations; Floorplans (10 pages – max). Include number of accessible units.

Appendix 2: *This is required information. Proposals submitted without this information will receive zero points under Exhibit 7 (Project Budget, Proforma & Financing).*

- Project Proforma (10 pages – max). Project proforma must clearly state all project financing assumptions and conditions including financing sources and terms, revenue sources, expenditures, vacancy rates, cash-flow analysis, debt service considerations, etc. Any non-City financing sources must include at least a letter of interest.

Appendix 3:

- Market Study/Analysis. (5 pages – max). Respondents may include information within this appendix to support their presentation under Exhibit 5 of this proposal.

Appendix 4:

- Supplemental Information (10 pages – max). This appendix is provided for the Respondent to submit any additional information in support of this proposal. Letters of commitment, support and/or recommendation from project partners or community organizations can be included here.

Appendix 5: *This is threshold information that must be included. Proposals submitted without this information will not be evaluated/considered.*

- Articles of Incorporation
- Bylaws
- IRS 501(c)(3) determination letter (Non-profits Only)
- IRS Form 990 (Non-profits Only)
- Current listing of all members of Board of Directors, including name, address, and beginning and ending dates of term
- Corporate Resolution Authorizing Purchase, if applicable
- Executed “Notice of Real Property Acquisition” form (available on City website)

Appendix 6: *This is threshold information that must be included. Proposals submitted without this information will not be evaluated/considered.*

- Copy of organization’s two most recent years of **audited financial statements** with management letters. These are public record.
- CPA Statement. In lieu of submission of audited financial statements, Respondents may submit a letter from a Certified Public Accountant stating that the Respondent’s audited financial statements are available for inspection prior to execution of a property sale and development agreement. City’s review and satisfactory approval of audited financial statements and the findings/statements therein will be a condition precedent to City’s execution of a property sale and development agreement.

Proposal Format Instructions and Scoring Criteria

Proposals are to be drafted using Times New Roman 12 point font. All pages included in Exhibits 2 through 11 are to be consecutively numbered. Page numbering should be placed in the lower right-hand corner of each page. Exhibit numbers for exhibits 2 through 11 should be placed in the upper right hand corner of each page. Page breaks should be used when transitioning from one exhibit to the next.

Exhibit 1: Respondent Information – Required Threshold

Complete the Submittal Checklist (above) and Transmittal Sheet (below) and include both within Exhibit 1 of the Proposal. Proposals that do not include a completed Checklist and Transmittal Sheet will be deemed incomplete and will not receive scoring consideration.

Exhibit 2: Project Abstract (up to 2 pages) - Required Threshold

The Project Abstract serves as the introduction to the proposed project and provides an “at-a-glance” summary of the development proposal. Proposals that do not include a Project Abstract will be deemed incomplete and will not receive scoring consideration.

The Project Abstract must include an affirmation by the Respondent/Proposer that, if selected, they will conduct the project in conformance with all federal, State, and local statutes, ordinances and regulatory requirements.

The Project Abstract must include an affirmation that the project as presented is fully funded and will not require any funding from the City in excess of that which is stated in the RFP to achieve development.

The following table must be included in the Project Abstract.

Number of Units	Multi / Single Fam	Bed/Bath	For Sale / Rent?	Avg Price/ Rent	AMI Served	New Const or Rehab?	Total Project Cost	Afford Period

Exhibit 3: Project Development Plan (up to 5 pages) (60 points maximum)

The Project Development Plan narrative describes the process of development and final product for the proposed project. This section should include a discussion of construction assumptions/characteristics; project timeline; identification and role of project manager. The population to be served through the project as well as the types and manner of supportive services rendered should be referenced here (a full discussion of the plan for services should follow under Exhibit 4). Key features to be included in the project may be highlighted here. This section should speak to the number of units to be developed, common area features, parking considerations, utilities and internet access, accessible units, and any additional amenities to be provided. This section should also include a commitment to incorporate at least 2 of the following water conservation measures: dual flush toilets; low-flow showerheads and faucets; no irrigation system for landscaping; water-wise plantings. This section should identify the project owner during the property acquisition phase, the project construction phase, and the post construction ongoing operational phase. (A site plan, building elevations, and unit floorplans are to be included in Appendix 1 to the proposal. The site plan must illustrate parking/driveways, utility locations, solid waste facilities, recreational amenities and landscaping. The provided plans and illustrations should be sufficient to support the scoring criteria listed

below. Proposals that do not include a site plan, building elevations, and unit floorplans [as described above] will not receive points under the Development Plan criteria).

Scoring Criteria:

- a. Appendix 1 includes Site Plan; Elevations; Floorplans (as described above). (10pts)
- b. Project ownership structure defined. (5pts)
- c. Design of overall project and site plan which creates a quality sense of place and fits the neighborhood context. (5pts)
- d. Rehabilitation of units to include energy efficiency measures meeting E-Star program standards. (5pts)
- e. All systems, fixtures and finishes improved to new or like-new standards. Low maintenance interior and exterior finishes. (5pts)
- f. Maximization of accessibility and accessible units (dependent on terrain conditions) (5pts)
- g. Outdoor landing and/or patio space for each unit. (5pts).
- h. The building design is compatible with the surrounding environment and existing neighborhood, including attractive entryways, connected streets, consistent building setbacks, sidewalks and accessible open space. (5 pts)
- i. The overall building design is attractive and includes features to add architectural appeal, including use of porches, railings, and other exterior features. (5 pts)
- j. Interior considerations include effective use of studio space with adequate bathroom, living room, and food prep space. (5 pts)
- k. Material selections are of good quality and designed for normal maintenances. (5 pts)

Exhibit 4: Supportive Services Plan (5pgs) (25 pts)

Services plan for targeted populations, if applicable, and letters of intent from service provider(s). The Supportive Services Plan should identify the key challenges faced by and needs of the targeted populations, and illustrate how the services provided will help to address these challenges and needs. The Supportive Services Plan should include reasonable success metrics and desired outcomes, and should identify the resources and partnerships to be engaged in the execution of the plan.

Exhibit 5: Market Analysis & Affordability Thresholds. (2pgs) (30pts)

This section includes a discussion of the feasibility of the project to meet the housing needs of the target market. Respondents should present data that clearly states and supports the market need for the housing to be provided and identify the key assumptions used to support these findings. (a brief market study of up to 5 pages may be included as Appendix 3).

Within this section Respondents must include a statement affirming that:

- a. A minimum of fifty-one percent (51%) of CDBG-designated units affordable to and occupied by households with incomes at or below 80 percent (80%) of area median income; and
- b. A minimum of one hundred percent (100%) of HOPWA designated units affordable to and occupied by households with incomes at or below eighty percent (80%) of area median income.

Exhibit 6: Project Team (up to 10 pages) (20pts)

This section provides a general overview of the project team and reporting relationships. Please provide a one-half page professional summary for each principal team member (limit of 6 total). Professional summary should identify the team member by name and organizational affiliation, primary office location, denote years of experience in the field, educational background, relevant licenses and certifications, list projects similar to the one described in the RFP, and include a stated commitment that, if selected, the team member commits to investing the time needed to support the project. With the remaining 7 pages, please provide information concerning the experience of the development team members involving projects similar

in nature to the one described in the RFP. When describing each project, please indicate if the team members presented herein worked together on any of the previous projects. If so, please identify each team member's role in the previous project.

Scoring Criteria:

Developer: The proposal must document developer's experience with housing projects similar to the proposed project in Greensboro or in North Carolina completed within the last 6 years. An applicant with less experience may link with partners with more substantial experience with adequate documentation describing the roles, responsibilities and contractual agreements between the partners. (2 pts per project, up to 10 pts)

Services Provider: Proposal must identify the intended services provider(s) and submit documentation to demonstrate either staff experience and/or organization experience with: prior HOPWA awards and spend down (or similar HUD funded PSH awards); 3+ years of serving the target or similar population; documented positive outcomes of people served; experience with trauma informed care and supportive services best practices; knowledge of and cooperation with and/or capacity to partner with the local services network. (1 pt per qualification listed, up to 5 pts)

Architect and/or Construction Manager: Selected team member must demonstrate a successful track record with design of completed projects of similar size, scale, type, and complexity within the last 6 years. (1 pt per project, up to 5 pts)

Exhibit 7: Project Budget, Proforma and Financing. (up to 5 pages) (20 pts)

This section speaks to the fiscal elements of the proposed project and discusses the project financing including confirmed funding sources, financing structure and terms, and project projections and key assumptions. **Within this section, Respondents must include a statement affirming that no City resources in excess of those discussed within this RFP will be required to complete the proposed project.** A project budget and project proforma must be included. Financing letters of commitment for all identified sources must be provided within Appendix 1 to this proposal.

Exhibit 8: Property Management and Tenant Selection Plan (up to 5 pages) (10pts)

Respondents must include a Property Management Plan that outlines the property management strategy for the site during and after construction. The plan should illustrate site security, property upkeep and steps to be taken to address the needs of the residents and surrounding community. The Tenant Selection components of the plan should describe the process by which prospective tenants are identified, vetted and supportively transitioned in the project housing.

Exhibit 9: MWBE and Section 3 Plan and Reporting (up to 3 pages) (10 pts)

Proposals must include a discussion of Respondents goals and intent to employ and engage MWBE and Section 3 businesses and workers in the development and the ongoing operation of the property. This section should demonstrate Respondents understanding of the City's MWBE requirements and Section 3 goals. Respondent must discuss efforts to be undertaken to achieve these metrics within the proposed project.

Exhibit 10: Public Outreach and Engagement (up to 3 pages) (10 pts)

Respondents must include their plan for developing and operating the proposed project in a manner that keeps the surrounding neighborhood engaged and informed while also insuring the privacy of those served by the project. The P.O.E. plan should discuss communication strategies and set forth routine meeting opportunities with neighborhood stakeholders, as appropriate.

Exhibit 11: Payment for Property (1 page) (20pts)

Respondents are to present their proposal for payment to the city for the subject property. Payment amount and strategy must be identified within the project budget and proforma.

817 SUMMIT AVENUE REQUEST FOR PROPOSALS TRANSMITTAL SHEET

APPLICANT/OWNER INFORMATION

A. Project Name and Address Project Name _____
Address _____
City _____ Zip Code _____

B. Owner/Applicant Information Organization Name _____
Mail Address _____
City _____ State _____ Zip Code _____
Federal Taxpayer ID Number _____
Contact Person _____
Title _____
Telephone _____ FAX _____
E-mail _____
What entity will own project? _____

(Note: Applicant must be the Owner of the development or Owner’s representative)

Person authorized to negotiate and sign legal contracts for the organization
Name _____
Title _____
Address _____
Telephone _____ FAX _____
E-mail _____

C. Type of Organization
 For Profit organization
 Nonprofit organization

D. Administrative Restrictions Yes No Has the Applicant organization or partner/member received an unsatisfactory rating on a publicly funded project or been debarred for any period of time?

Yes No Has the Applicant organization or partner/member been involved in any lawsuits?

Yes No Are there any outstanding judgments against the Applicant organization or partner/member?

Yes No Has the Applicant organization or partner/member been involved in mortgage default within the last 5 years on any federally or state funded project?

Yes No Has or is the Applicant organization or partner/member been involved in mortgage default within the last 5 years on a City of Greensboro funded project?

If any of the above responses was "Yes," provide a short explanation (attach additional sheets if necessary): _____

PROPOSED PURCHASE PRICE

What is the proposed purchase price for the site at 817 Summit Avenue? _____

INCOME TARGETS AND AFFORDABILITY

What is the proposed affordability period? _____

How many units will be available for persons at:

____ 30% or below area median income

____ 31-60% area median income

____ 61-80% area median income

CERTIFICATION AND SIGNATURE OF AUTHORIZED OFFICIAL

By signing below, the Applicant certifies that the information provided in this application is true and complete.

By: _____

Signature of Authorized Official

Typed or Printed Name: _____

Title: _____

Date: _____