

Request for Proposal

**RFP # 18-001**

Request for Proposals for

Hospitality Tax Small Capital

Projects Funding

Wake County, North Carolina

Raleigh, North Carolina 27602

Required Presubmittal meeting – November 3, 2017

Proposals are due February 8, 2018 before

3:00 pm Eastern Time

Table of Contents

1. Introduction
	1. Introduction 4
	2. Overview 4
	3. Funding Available 5
	4. General Proposal Requirements 5
	5. Minimum Criteria
2. General Submittal Requirements
	1. Proposal Contact Prior to Submittal 7
	2. Proposal Submittal Requirements 7
	3. Proposer Expenses 7
	4. Proposed Schedule 8
	5. Finalists and Interviews 8
	6. Award 8
	7. Non-disclosure of County Information 9
	8. Retention of Proposer Material 9
3. General Terms and Conditions
	1. Certification 10
	2. Conflict of Interest 10
	3. Assignment 10
	4. Indemnification 10
	5. Independent Contractor 10
	6. Payment 11
	7. Governing Law 11
	8. Confidential Information/Public Records Law 11
	9. Compliance with Laws and Regulations and Policies 11
	10. Insurance 12
	11. Deviation from Proposer’s Stated Project Use 12
	12. Hold Harmless Agreement 12
	13. Acceptance 12
	14. E-Verify 12
	15. Iran Divestment 13
4. Detailed Submittal Requirements

4.0 Proposal Format 14

* 1. Executive Summary 14
	2. Scope of Project 14
	3. Project Budget and Funding Sources 15
	4. Project Timeline 16
	5. Project Operating Plan 16
	6. Estimates on Visitors 17
	7. Organizational Information 17
1. Evaluation Criteria
	1. Selection Participants 18
	2. Evaluation of Proposals 18
2. Available Information
	1. Available Information Upon Request 19
	2. Authorizing Statute 19
3. Attachments
	1. Attachment 1: Chapter 458, Section 5 of the 1995 N. C. Session Laws
	2. Attachment 2: Wake County Room Occupancy and Prepared Food and Beverage Operating Principles
	3. Attachment 3: Audit Form
	4. Attachment 4: Visitor Estimates and Return on Investment

|  |  |
| --- | --- |
| 1 | Introduction |

##

## 1.1 Introduction

Wake County, North Carolina (“The County”) is seeking proposals from organizations to develop partnerships and to leverage resources to address projects supporting arts, cultural, sports or convention activities in Wake County. Throughout this request for proposals (“RFP”), the “Proposer” refers to organizations that submit proposals as described within this RFP.

## 1.2 Overview

 1.2.1 Small Capital Projects

In 1991, Wake County was authorized by North Carolina Law to levy a room occupancy tax and prepared food and beverage tax for the purposes of supporting a convention center, arena and other cultural, sports and arts activities. These funds are governed through Interlocal Agreements between the Wake County Board of Commissioner and the Raleigh City Council. In 2017, a Small Capital Projects Fund was established to assist in the development of projects throughout Wake County that can impact sports, arts, culture and convention related activities for visitors and residents. Wake County receives $2 million annually from the Room Occupancy and Food and Beverage Tax Revenues to support the Small Capital Projects Fund. Wake County intends to distribute these funds through a competitive process every two to three years. All funding decisions must be authorized by the Wake County Board of Commissioners.

Small capital projects are defined as expenditures for facilities or projects that generally cost $100,000 or more and typically require longer than one year to complete. The County does not intend to fund recurring operational needs that may arise as a result of a funded Small Capital project.

The selection of particular projects for funding is based primarily on whether a proposal meets the parameters and criteria outlined in Section 4.0 and 5.0.

1.2.2 FY2017- 2018 Process

On October 2, 2017, the Board of Commissioners approved the process for selecting projects to receive Major Facilities Project funding. More information regarding the discussion that was held during the Board meeting is available by selecting video on the October 2, 2017 board meeting link: http://www.wakegov.com/commissioners/Pages/meetings.aspx. It is item on the agenda. Information is also available on the Wake County website at wakegov.com/roomfoodtax

An evaluation team of Wake County staff and community representatives will conduct a review process that will begin with the distribution of Request for Proposals. Proposals will be due to Wake County on February 8, 2018 before 3:00 pm. The evaluation committee will review submittals in February. The committee will receive presentations from each of the qualifying proposers in March. A second round of interviews may be needed to complete recommendations to the Board of Commissioners. It is anticipated that the Board of Commissioners will receive recommendations at the April 9, 2018 Work Session.

## Funding Available

There is approximately $3,500,000 available. The maximum amount a single organization may receive for a project will be $1.5 million. The request of County funding should not exceed 35% of the anticipated total project capital costs. Of the remaining 65% of funding, the Proposer should be able to demonstrate current commitments of at least half of the non-county funding.

Projects selected for funding will enter into a funding agreement with the Board of County Commissioners. Actual payment will be contingent upon approval of the funding agreement and the terms established in the funding agreement for each project. An example funding agreement is available at www.wakegov.com/roomfoodtax. It is anticipated that any county funding for approved projects will not be distributed until the organization can demonstrate that other sources of funding for the approved project are obtained. County dollars are to be the last dollars into the project.

## 1.4 General Proposal Requirements

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

## The County reserves the right to reject any or all proposals. The County reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select Proposers at any time to gather additional information.

## Proposals will be received by Wake County Government at the time noted on the cover page of this document. At that point, Wake County will close the receipt of proposals and begin the evaluation process. The County will likely distribute a brief summary of the proposals received include the names of the respondents, project title, and funding amount requested.

Wake County, solely at its option, may disclose the name(s) of any organizations being considered or elevated during the process. Proposers are not to contact any county staff or elected official in reference to the process due to the nature of a competitive environment and to protect the integrity of the RFP process until recommendations have been presented to the Board of Commissioners. As information becomes available and is relevant for release, that information will be shared with respondents.

## 1.5 Minimum Criteria

To be eligible for consideration, each proposal must meet the following minimum criteria:

1. The project must be fully located in Wake County.
2. The project must be consistent with the statutorily defined purposes of the funding related to convention, arts, culture or sports.
3. The project must be capital in nature with a minimum value of $100,000.
4. The project proposal requests County funding for a maximum of 35% of the total project cost.
5. The amount requested from the County shall be no more than $1,500,000.

|  |  |
| --- | --- |
| 2 | General Submittal Requirements |

## 2.1 Proposal Contact Prior to Submittal

A required presubmittal meeting to discuss the proposal process and evaluation criteria will be held on November 3, 2017 at 2:00 pm in Room 2800 of the Wake County Justice Center. Attendance or representation at this meeting is MANDATORY.

In regards to this RFP and subsequent selection process, proposers shall initiate NO CONTACTS, either written or verbal, with Wake County employees, evaluation committee members or Board of Commissioner member during the period beginning with the issuance of this document (October 9, 2017) through evaluation team recommendations to the Board of Commissioners (April 9, 2018) other than to the Proposal Contact identified below. ***Any attempt by a Proposer to initiate contact of the aforementioned may result in the disqualification of the Proposer from award of project funding through this RFP.***

Questions about the FY2018 Small Capital Projects Process may be asked at the pre-submittal meeting or written questions may be directed to:

**Proposal Contact:**

Denise Foreman

Wake County Manager’s Office

919-856-5578

denise.foreman@wakegov.com

Questions submitted and the County’s response, including questions during the presubmittal meeting will be distributed to all attendees registered at the Pre-submittal meeting.

## 2.2 Proposal Submittal Requirements

Proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP.

A single bound copy shall be submitted to the address shown below. Proposers shall also submit an electronic PDF version on Flash Drive. The PDF file should be in a printable format for 8 ½ X 11.

**Mailing Address:**

Tom Wester

Wake County Finance - Procurement Services

Wake County Justice Center – 2nd FL, Ste 2900

301 S.McDowell Street

Raleigh, NC 27601

**The County must receive proposals before 3:00 PM on February 8, 2018.**

*The Proposer’s name, RFP number, and proposal closing time and date must be marked clearly on the proposal submission.*

The time of receipt shall be determined by the time clock in the Wake County Procurement Services office. The County will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Proposer’s responsibility to: (1) Ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) Ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. ***Fax or email responses will not be accepted.***

## 2.3 Proposer Expenses

The County 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 proposal including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Wake County and/or its representatives. Further, the County shall reserve the right to cancel this process described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Proposer even if the Board of Commissioners has formally accepted a recommendation.

## 2.4 Proposed Schedule

October 2, 2017: Timeline, Criteria, Funds Available, & Work Group Membership Presented at BOC meeting

October 9, 2017 RFP Posted on Wakegov.com

November 3, 2017: Pre-submittal Meeting

February 8, 2018: Submittals due to Wake County by 3:00 pm

February 2018: Work Group Reviews Submittals

March 2018: Work Group Receives Presentations from Proposers

March/April 2018 Work Group Develops Scores/Rankings

April 9, 2018: Presentation of Recommended Funding at BOC Work Session

April/May 2018 BOC Decision

## 2.5 Interviews and Finalists

The evaluation team will review project proposals to determine if any should be deemed non-qualifying. A project would be deemed non-qualifying if it does not meet one of the minimum qualifications identified in Section 1.5. The evaluation team will review project proposals and receive presentations from each qualifying proposal. From the proposals received, the evaluation team may identify a short-list of finalists. The finalists may be requested to attend a second meeting with the evaluation team to prepare recommendations for the Board of Commissioners. If located in municipal boundaries, finalists will be asked to submit a letter of support for the project from the Mayor or Town/City Manager for the governmental jurisdiction in which the project will be located.

## 2.6 Award

Wake County reserves the right to recommend funding to the Board of Commissioners without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by the County shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties. The County may also, at its sole discretion, have discussions with those Proposers that it deems to fall within a competitive range. The County may enter into negotiations separately with such Proposers. Negotiations with a Proposer may continue with a Proposer that the County has tentatively selected to award a contract to. The County shall not be deemed to have finally selected a Proposer until the Board of Commissioners approves awarding of funding. The County may also choose to not recommend funding for any Small Capital Projects nor proceed with awarding funds through the FY 2018 Small Capital Project Process.

## 2.7 Non-disclosure of County Information

The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the County.

## 2.8 Retention of Proposer Material

Any and all information submitted in conjunction with this RFP and the evaluation process will not be returned to the respondent.

|  |  |
| --- | --- |
| 3 | General Terms and Conditions |

## 3.1 Certification

The Proposer hereby certifies that it has carefully examined this Request for Proposal. By signature on the response to the RFP, the Proposer certifies that its proposal is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all proposers.

## 3.2 Conflict of Interest

By submission of a response, the Proposer agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer’s services, or (2) will not benefit from an award resulting in a “Conflict of Interest.” A “Conflict of Interest” shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Wake County. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

## 3.3 Assignment

No assignment of the Proposer’s obligations or the Proposer's right to receive payment hereunder shall be permitted without prior consent of the County. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from the County.

## 3.4 Indemnification

The Proposer will indemnify and hold the County harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the County to the extent it is caused by the negligence of Proposer, its sub-Proposers, or their employees or agents, while performing duties under this Agreement, provided that the County gives the Proposer prompt, written notice of any such claim or suit. The County shall cooperate with Proposer in its defense or settlement of such claim or suit. This section sets forth the full extent of the Proposer’s general indemnification of the County from liabilities that are in any way related to Proposer’s performance under this Agreement.

## 3.5 Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

## 3.6 Payment

Payment for the project funded pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in a subsequent contract. Actual payment will be contingent upon entering into an agreement approved by the Board of Commissioners, filing an annual status report with Wake County, and County staff approval that all terms and conditions of the agreement are in good standing. The contractual agreement shall have a clause regarding agreement validity based upon acknowledgement that the County is a governmental entity and any agreement validity is based upon the availability of public funding under the authority of the County’s statue mandate.

## 3.7 Governing Law

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract be in conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.

## 3.8 Confidential Information/Public Records Law

The County assumes no responsibility for confidentiality of information offered in a proposal. The RFP does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until distribution of the August 8, Work Session material. Wake County reserves the right to share any information submitted in response to this RFP or process with any person(s) or firm(s) involved in the review and evaluation process**. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the Proposer will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.**

## 3.9 Compliance with Laws and Regulations and Policies

Proposer must comply with all applicable State and Federal Laws. In the event that any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify Wake County at once, indicating in its letter the specific regulation which required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

In consideration of signing any contract and as a condition of funding, the Proposer, its agents, officials, employees, and servants shall agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with respect to the project for which funding is being requested.

## 3.10 Insurance

In order to be considered, all finalists will be required to demonstrate proof of Commercial General Liability Insurance, Commercial Automobile Liability Insurance, Worker’s Compensation Insurance, and/or any other insurance appropriate to the work undertaken; or otherwise demonstrates financial responsibility appropriate to the work undertaken.

## 3.11 Deviation from Proposer’s Stated Project Use

## Proposer may not deviate from the stated project use of funds. In consideration of signing any contract and as a condition of funding, the Proposer shall agree that if the organization fails to meet or comply with a condition of the funding agreement for the use of funds, or if the recipient Proposer transfers all or part of an asset improved or acquired with County funding such that the County’s intended purpose for the funding is frustrated, Wake County in its sole discretion may reduce the amount of funding, terminate the funding agreement, require repayment of funding, or require the recipient Proposer to transfer ownership of the asset to Wake County to the extent of Wake County’s funding of the Project.

##  3.12 Hold Harmless Agreement

## Any agreement funded by the Major Facilities Process will have a hold harmless agreement. The Proper will need to agree to defend, indemnify, and hold harmless the County from all loss, liability, claims, or expense (including reasonable attorney’s fees) arising from bodily injury, including death or property damage to any persons or persons caused in whole or in party by the negligence or willful misconduct of the Proposers extend to the extent same are caused by the negligence or misconduct of the County.

## 3.13 Acceptance

Submission of any proposal indicates a Proposer’s acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

The County 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 information, if it is deemed to be in the County's best interests to do so. The County 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 County’s best interest. Moreover, the County reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the County.

## 3.14 E-Verify - SPECIAL ATTENTION –

*To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.*

**3.15** By signing this agreement or acceptance of this contract/purchase order or by submission of any bid, proposal, etc., vendors, contractors certifies that as of the date of execution of this agreement or date of receipt of the purchase order, contractor/vendor and/or subcontractors affirm they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification. Contractor/vendor shall not utilize any subcontractor that is identified on the list.

|  |  |
| --- | --- |
| 4 | Detailed Submittal Requirements |

## 4.0 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal in a sealed package. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer’s capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections with tabs for each section:

 **PROPOSAL**

 **Section Title**

 Title Page

 Letter of Transmittal

 Table of Contents

 1.0 Executive Summary

 2.0 Scope of Project (up to 15 points)

 3.0 Project Budget and Funding Sources (up to 20 points)

 4.0 Project Timeline (up to 15 points)

 5.0 Project Operating Plan (up to 20 points)

 6.0 Estimates on Visitors (up to 20 points)

 7.0 Organizational Information (up to 10 points)

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

## 4.1 Executive Summary

(Proposal Section 1.0) This section of the response should be limited to a brief narrative summarizing the project proposal. The executive summary shall, at a minimum, include an identification of the proposed project, responsibilities of the project team, and a summary of the proposed cost of the project. This section should highlight aspects of the proposal that make it superior or unique in addressing the needs of the County. Please note that the executive summary should identify the primary engagement contact. Contact information should include a valid e-mail address, fax number, and a telephone number.

## 4.2 Project Overview and Objectives (up to 15 points)

(Proposal Section 2.0) This section of the response should include a general discussion of the Proposer’s overall project proposal, and should include any graphics that depict the scope of the project if it involves design and construction of a new building, building expansion or renovation. Scaled floor plans, site plan, elevations or artistic rendering of proposed building improvement if available should also be included in the response. The project must be consistent with Chapter 458, Section 5 of the 1995 N.C. Session Laws (see Attachment 1).

Additional information in this section should include:

* 1. An analysis of the demand or unmet need, inadequate facilities or future needs of sports, cultural, convention and arts programs in Wake County and the anticipated number of projected visitors / participants served.
	2. A statement of the proposed project plan’s effectiveness in addressing the community need in comparison to existing facilities. Include whether delays in the project impact its viability.
	3. Clear demonstration regarding the need for County capital investment in order for project success. It should also include data to demonstrate a clear link between the project initiative and the resulting increase in overnight room stays and food and beverage purchases.
	4. A description of how the proposer will collaborate with other organizations (government, non-profit, and corporate) to achieve the desired outcomes resulting in lasting community impact.
	5. How the proposer would track and measure success and how that mechanism and data would be included in future reports submitted to the County.
	6. A description of how the project is consistent with the Wake County Room Occupancy and Prepared Food and Beverage Operating Principles as identified in Attachment 2.

## 4.3 Project Budget and Funding Sources (up to 20 points)

(Proposal Section 3.0) Each proposal must provide the following information about the project budget and funding sources, so that the County can evaluate the Proposer’s ability to support the commitments set forth in response to the RFP. The County, at its option, may require a Proposer to provide additional support or clarify requested information.

1. The Proposal must include all sources of funding for the proposed project, and year of commitment. Please note if the funding sources are pending, confirmed, committed or received. Include the ratio of private to public investment. Public investment will include funding from any unit of government. For all confirmed sources of funding, please remit evidence of commitment. Proposal should include funding for the current project only and should not include prior phases and should demonstrate current commitment for a least half of non-county funding. It is anticipated that any county funding for approved projects will not be distributed until the organization can demonstrate that other sources of funding for the approved project are obtained. County dollars are to be the last dollars into the project.
2. The Proposal must include a clear schedule of expenditures for the project, and at a minimum, should detail expenditures by category. Please state who prepared the cost estimates and if the costs include an inflation factor. Categories should include:
	* Planning and Design
	* Land Acquisition Right of Way
	* Construction
	* Equipment / Furnishings
	* Other
	* Contingency
3. Describe the impact on existing infrastructure, such as roads or water and sewer facilities.

## 4.4 Project Timeline (up to 15 points)

(Proposal Section 4.0) Each proposal must provide the following information about the project timeline, so that the County can evaluate the Proposer’s ability to support the implementation and feasibility of the project. It is desired that all projects are able to secure a construction contract or building permit within 12 months of project approval and projects are complete within 36 months of approval. Make sure to include any actions already taken, as well as future actions. Any site plan approvals or zoning variances required for the project shall be noted and the status of those activities included in this section. The County, at its option, may require a Proposer to provide additional support or clarify requested information.

| **Project Action** | Start Date | Finish Date |
| --- | --- | --- |
| Study and Analysis of Project |  |  |
| Site Identification |  |  |
| Land/Site Acquisition |  |  |
| Architectural/Engineering Studies |  |  |
| Facility Construction |  |  |
| Equipment Purchase  |  |  |
| Other (describe) |  |  |

## 4.5 Project Operating Plan (up to 20 points)

(Proposal Section 5.0) Each proposal must include a ten-year operating budget, showing anticipated revenues and expenditures in order to demonstrate the long-term viability of the project operations and protect the County’s investment. Describe annual operating plan in detail. Provide information on the plan for management and marketing for the project. Include information related to the approach and funding commitment to facility maintenance and upkeep to ensure the ongoing operating viability and sustainability of the project.

Operating Budget & Financial Results

1. Submit latest copy of IRS form 990 or applicable tax return. For non-public tax returns, see section 3.8 regarding personal and confidential information.
2. Please provide one copy of most recent audit and management letter if your agency received one.
3. If your organization DOES NOT have an audit, review, or compilation submit:
4. A completed Audit Form (Attachment 3) using figures from year-end financial statements. Attachment 3 is available electronically upon request.
5. A notarized letter from your treasurer confirming the accuracy of the statements

## 4.6 Project Visitor Estimates, Return on Investment and Performance Targets (up to 20 points)

(Proposal Section 6.0) Each proposal must provide estimated visitor information, including the estimated number of day-visitors (from within the county and within a 75-mile radius of the facility) and overnight visitors. Using the estimated visitor counts and formulas provided in Attachment 4: Visitor Estimates and Return on Investment, proposals should include the estimated annual economic impact of visitors for the project for the first seven (7) years of operation after completion of the capital investment and the estimated return on investment of the County’s investment based on occupancy, prepared food and beverage taxes collected. Attachment 4 is available electronically upon request and on the web at wakegov.com/roomfoodtax. Visitor and return on investment estimates provided in the proposal will be used as the basis for performance targets included in the funding agreement for funded projects. Proposals may also include additional calculations of visitor estimates or project financial impacts if available.

## 4.7 Organizational Information (up to 10 points)

(Proposal Section 7.0) Each proposal must provide the following information about the submitting Proposer’s, so that the County can evaluate the Proposer’s ability to support the commitments set forth in response to the RFP. The County, at its option, may require a Proposer to provide additional support or clarify requested information.

## Organization Background

1. How long the proposer been in business?
2. A brief description of the organization size and organizational structure. Include a list of the Board of Directors if applicable.
3. A list of all executive officers of the organization. If the organization is a statewide or national organization, submit the local chapter information.
4. Any material (including letters of support or endorsement) indicative of the Proposer’s capabilities to implement the Major Facilities project.
5. Identify any litigation or governmental or regulatory action pending against your organization.
6. A description of contractual relationships, if any, with other organizations that would be a conflict of interest or appearance of conflicts of interest in partnering with Wake County to deliver the capital project.

## Proposer Team Experience

1. Identify the proposed team indicating who is responsible for the key roles of the proposed project; provide an organizational chart showing lines of communication and levels of authority.

Similar Projects

1. Provide a description of a similar project or projects most similar to the one described in the proposal for which the organization has been responsible.

|  |  |
| --- | --- |
| 5 | Available Information |

## 5.0 Available Information Upon Request

Please contact Denise Foreman at denise.foreman@wakegov.com for additional information. Questions regarding preparing a response to this RFP will be accepted until noon EST January 12, 2018 to allow sufficient time to respond prior the RFP deadline. Copies of previous business plans and project funding agreements from organizations previously receiving Major Facilities funding are available on the Wake County website at wakegov.com/roomfoodtax

## 5.1 Authorizing Statute

Projects must be consistent with Chapter 458, Section 5 of the 1995 N.C. Session Laws included as Attachment 1 to this RFP.

18