**RFP #20-003, Request for Proposals for FY 2020**

**Major Facilities Medium Project Funding**

***Pre-Submittal Meeting Notes***

**Thursday, December 12, 2019, 3:00pm, Room 2800, Wake County Justice Center**

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company/Organization** | **Phone** | **E-Mail** |
| Rob Autry | Triangle Racquet Sports | 919-623-4879 | rautry@triangleracquetsports.com |
| Allison Bradsher | City of Raleigh | 919-996-4910 | allison.bradsher@raleighnc.gov |
| John Brown | Town of Apex | - | john.brown@apexnc.org |
| Emily Bruce | Marbles Kids Museum | 919-857-1074 | ebruce@marbleskidsmuseum.org |
| Marlow Campbell | NCFC Youth | 919-244-0136 | marlow.campbell@ncfcyouth.com |
| Hill Carrow | Triangle Sports Commission | 919-678-1657 | hcarrow@trianglesportscommission.com |
| Veronica Creech | City of Raleigh | 919-996-2707 | veronica.creech@raleighnc.gov |
| Jason DeGroff | Triangle Racquet Sports | 919-345-2973 | jdegroff@triangleracquetsports.com |
| Amy Etheridge | Dorothea Dix Park Conservancy | 919-987-1380 | amy@dixparkconservancy.org |
| Loren Gold | GRCVB | 919-645-2669 | lgold@visitraleigh.com |
| Jessica Gorelick | NC Museum of Art | 919-664-6823 | jgorelick@ncartmuseum.org |
| Tim Hazlehurst | Marbles Kids Museum | 919-857-1011 | tim@marbleskidsmuseum.org |
| Marjorie Hodges | NC Museum of Art | 919-414-3009 | marjoriehodges@yahoo.com |
| Sean Malone | Dorothea Dix Park Conservancy | 919-74-3165 | sean@dixparkconservancy.org |
| Joe Michael | City of Raleigh | 919-996-4639 | joe.michael@raleighnc.gov |
| David Palumbo | Raleigh Marriott City Center | 704-650-8488 | david.palumbo@interstatehotels.com |
| Shawn Purvis | Town of Apex | - | shawn.purvis@apexnc.org |
| Colee Schroeder | Triangle Racquet Sports | 919-260-6857 | colees@gmail.com |
| Gordon Smith | St. Augustine’s University | 919-608-2708 | gordonsmith333@gmail.com |
| Nick Smith | City of Raleigh | - | nicholas.smith@raleighnc.gov |
| Kerri Stanton | Dorothea Dix Park Conservancy | 919-987-1380 | kerri@dixparkconservancy.org |
| Kay Taylor | Rex Healthcare Foundation | 919-883-6314 | kay.taylor2@unchealth.unc.edu |
| Dan Thomson | Navigant Real Estate Group | 919-345-3244 | dt@navigant.space |
| Rocky Yearwood | William Peace University | 919-508-2035 | ryearwood@peace.edu |

**Meeting Summary**

Denise Foreman, Assistant County Manager, introduced herself. She is the proposal contact for any questions prior to submittal. Her contact information is as follows:

**Denise Foreman**

**Wake County Manager’s Office**

**919-856-5578**

**denise.foreman@wakegov.com**

**History and Background, Medium Project Definition and Hospitality Tax Operating Principles:**

* Ms. Foreman explained that the RFP concerns the Hospitality Tax Medium Capital Projects funding process. The funds that are available are governed by the 21st Amendment to the Interlocal Agreement between the Wake County Board of Commissioners and the Raleigh City Council, approved in 2019, and come from the county’s Room Occupancy and Prepared Food and Beverage taxes.
* State statutes restricts the use of these funds to four areas:
	+ arts
	+ culture
	+ sports
	+ convention/meeting related activities.
* The idea is that these funds are invested into projects that will ultimately generate returns for the hospitality industry, therefore supporting the source of the revenue. The enabling legislation related to the source of funding is included as an attachment to the RFP.
* The 21st Amendment to the Interlocal Agreements committed a total of $46.6 million to support Medium Projects.
* The RFP process is being jointly conducted by Wake County and the City of Raleigh – led by Wake County.
* Decisions will be made by the Raleigh City Council and the Wake County Board of Commissioners.
* For the purposes of this process, the County defines “medium project” as those projects with a minimum cost of $20M or greater. There is no maximum cost.

**Schedule, Evaluation Team, Criteria, Proposal Requirements and Scoring:**

* The proposed schedule is listed on page 8 of the RFP document. The process began on December 4, 2019 when the RFP was released and is expected to conclude in March/April 2020, when the Board of Commissioners and the Raleigh City Council will decide on awarding funds.
* The Evaluation Team reviewing and scoring the proposals will consist of individuals from the Convention and Visitors Bureau, the local hospitality and arts community, representatives from the City of Raleigh staff, as well as Wake County employees from the County Manager’s Office, budget, facilities, and economic development. This will allow for a number of different perspectives when reviewing the proposals received.
* The minimum criteria for projects are as follows:
* The project must be fully located in Wake County
* The use of funds must be consistent with the statutory use of revenues (arts, culture, sports or convention/meeting related)
* The request must be capital in nature with a minimum value of $20,000,000
* The County will fund a maximum of 35% of the total project cost
* The maximum request per project is 45% of the total project cost
* Ms. Foreman reviewed the Proposal Requirements for each section. Detailed information for exactly what each section requires is provided in Section 4 of the RFP.
* Proposals will be scored in sections as follows. Total points available = 100.
* Scope of Project – up to 15 points
* Project Capital Budget and Funding Sources – up to 20 points
* Project Timeline – up to 15 points
* Project Operating, Maintenance and Marketing Plan – up to 20 points
* Project Visitor Estimates, Return on Investment and Performance Targets – up to 20 points
* Organizational Information – up to 10 points

**Contact Prior to Submittal:**

* Ms. Foreman explained that proposers should not contact, either verbally or in writing, any of the following from the RFP release date to the date of recommendations to the elected boards regarding the RFP:
	+ Raleigh City Council Members
	+ Wake County Board of Commissioners
	+ Wake County or City of Raleigh employees involved in the process (with the exception of Ms. Foreman)

Note: Any abuse of this rule may result in disqualification from the project award.

* Ms. Foreman is the contact for any questions prior to submittal of proposals.

**Submittal Instructions:**

* Proposals are due by **3:00PM on February 13, 2020**. A single bound copy is required along with an electronic PDF version on a flash drive (in 8.5 x 11 printable format).
* **All submittals are public record and should not contain proprietary information.**
* Proposals should be submitted to:

**Tom Wester**

**Wake County Finance-Procurement Services**

**Wake County Justice Center, 2nd Floor, Suite 2900**

**301 S. McDowell Street, Raleigh, NC 27601**

Detailed submittal instructions can also be found on page 7 of the RFP document.

**Evaluation Process:**

* Evaluation Team members will review each proposal and receive a presentation for each proposal.
* A consensus score will be developed for each project based on submittal requirements identified.
* Consensus scores will be shared with elected officials at the Work Sessions.
* Presentations will be made to the Evaluation Team on February 20 and 21, 2020.

**Project Funding Agreement:**

* Once the projects are selected by the Wake County Board of Commissioners and the Raleigh City Council, staff will negotiate a funding agreement including the following key terms:
* Scope and description of project
* Funding for project (all sources)
* Conditions precedent to funding
* Timeline
* Performance goals and reporting requirements
* Interruption of project operation after completion

**All materials relative to the RFP, as well as information shared in this meeting, are**

**available on the Wake County website at www.wakegov.com/roomfoodtax.**

**Questions**

1. **Is the presentation from today’s meeting going to be online?**

***Response*:** Yes. The presentation can be found on the wakegov.com website under the Finance Department, Requests for Proposals and also at www.wakegov.com/roomfoodtax.

1. **Can you remind me of the total amount of money being considered to award?**

***Response*:** The total available funding we have for this RFP is $46.6 million. Bear in mind, that funding will be accrued between now and 2026 and is not all immediately available. Ms. Foreman showed a model of when the funds are anticipated to be available. She noted that all the disbursements will be aligned so that the County is only distributing funds as they become available. This could take between 4 to 8 years.

1. **Does the proposer ultimately own the facility?**

***Response*:** Yes. Wake County will not own any portion of the facility/project.

1. **When you ask for evidence of commitment of funds, what types of evidence are you looking for?**

***Response*:** That can vary. If you are concerned because you have an anonymous donor, that is something that you can describe to us. You could then say that there is additional evidence available on request. This way, the Evaluation Team knows that you can provide the information, but it won’t be made public and the anonymity of the donor can be preserved.

**Comment:**

Mr. Loren Gold, who is from the Greater Raleigh Convention and Visitors Bureau, and a member of the Evaluation Team, explained that the third party that was used for impact calculators for meetings and other sources for the RFP is Tourism Economics. They are a subdivision of Oxford Economics and are used as the industry standard for this type of analysis. See Attachment 5 in RFP.