

Raleigh/Wake Hospitality Tax Funds Competitive Grant Process Pre-submittal Meeting

September 15, 2025

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wake.gov



Accessing the Request for Proposal (RFP)

- To find the RFP, follow these steps:
 - Go to wake.gov/doing-business.
 - Expand the “Doing Business with Wake County” section
 - Select “Bids & RFPs”
 - Find [RFP #25-088 Raleigh Wake/Hospitality Tax Funding](#)
- *Bonfire* portal (or *Euna Procurement*)
 - Direct link: <https://wake.bonfirehub.com/projects/201588/publicFiles>
 - You will need to set up a login to access and download the materials

Accessing the Request for Proposal (RFP)



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Raleigh/Wake Hospitality Tax Funds - 2025-2026

[Internal Files \(0\)](#) **[Public Files \(6\)](#)** [Attached Files from Messages \(0\)](#)

[Public Files \(6\)](#)

Public files are visible here and on the opportunity page for this project. Only people who can view this page or the opportunity page can see these files.

<input type="checkbox"/>	File	Type	Description	Added By	Date	Actions
<input type="checkbox"/>	25-088 Attachment 1.pdf	Documentation	25-088 Attachment 1	Melissa England	08 Sep 2025	Actions
<input type="checkbox"/>	25-088 Attachment 2.pdf	Documentation	25-088 Attachment 2	Melissa England	08 Sep 2025	Actions
<input type="checkbox"/>	25-088 Attachment 3.xls	Documentation	25-088 Attachment 3	Melissa England	08 Sep 2025	Actions
<input type="checkbox"/>	25-088 Attachment 4.xlsx	Documentation	25-088 Attachment 4	Melissa England	08 Sep 2025	Actions
<input type="checkbox"/>	25-088 Hospitality Tax RFP.pdf	Documentation	25-088 Hospitality Tax Funds RFP	Melissa England	08 Sep 2025	Actions
<input type="checkbox"/>	25-088 T&C.pdf	Documentation	25-088 Terms and Conditions	Melissa England	08 Sep 2025	Actions

Eligible Projects

- Must be fully located within Wake County
- Must fit within permitted uses of the revenues under state law
 - Construction, improvement, or enhancement of arts, sports, cultural, or convention facilities
- Must be capital in nature and have a minimum value of \$100,000
- The request for funding must be *less than 50%* of project cost
 - Must be able to demonstrate commitment of at least half of the non interlocal funding at time of submittal
- Any organization type is eligible for funding
 - Eligibility for funding is *project-based*

Funding Available

- **\$23,500,000** is available
 - \$15.5 million will be awarded by joint vote of the Raleigh City Council and Wake County Board of Commissioners (“Joint” Funds)
 - \$8 million will be awarded solely by vote of the Wake County Board of Commissioners (“County” Funds)
- Anticipated maximum award for a single project is **\$5.5 million**
- Projects may receive funding from the joint funds and County funds

Submittal Requirements (RFP pages 5-9)

- Section 1.0: Executive Summary
- Section 2.0: Project Overview and Objectives
- Section 3.0: Project Budget and Funding Sources
- Section 4.0: Project Timeline
- Section 5.0: Project Operating Plan
- Section 6.0: Visitor Estimates (Including Attachment 4)
- Section 7.0: Organizational Information
 - Attachment 4: Visitor Estimates and Return on Investment
 - Note: Attachment 3 required for organizations that do not have an audit

Evaluation Team

Wake County

- County Manager's Office
- Budget & Mgmt. services
- Facilities, Design, & Construction

City of Raleigh

- City Manager's Office
- Finance
- Convention Center

Community

- Greater Raleigh Convention and Visitors Bureau
- United Arts Wake County
- Municipal Representatives
- Wake County Hospitality Alliance

Evaluation Criteria (RFP page 10)

- **Return on Investment**
- **Facility Demand**
- **Project Feasibility and Viability**
- **Project Readiness**
- **Alignment with Stakeholder Principles (RPF Attachment 2)**

Evaluation Process

The full panel will review and score all proposals using the evaluation criteria. Final recommendations will be developed in two phases.

Phase 1 Recommendations: The full panel will develop recommendations for the \$15.5 million in joint funds to be presented to both elected boards (County Commissioners and City Council)

Phase 2 Recommendations: After the full panel arrives at consensus for the joint funds, the panel, excluding Raleigh's representatives, will reconvene to develop recommendations for the County only \$8 million.

A project may receive funding from both sources

No Lobbying or Contact Provision

- To ensure a fair and competitive process, proposers are **not allowed to lobby, share information, or contact any elected County Commissioner, City Council member**, or individuals involved in evaluating proposals regarding projects in an organization's proposal responding to this RFP.
- Applicable from RFP issuance (Sept. 5) to staff recommendations to the elected boards (anticipated Feb. 9).
- Violations of the no lobbying or contact provision may result in a written warning and/or rejection of the proposal.

Timeline

Date	Action
September 8, 2025	Distribution of RFP, posted on wake.gov
September 15, 2025	Virtual Pre-submittal meeting
September 19, 2025 ***by 5:00PM***	General clarifications and questions submitted through the WC Bonfire Portal.
September 24, 2025	Addendum issued - response to questions from pre-submittal meeting and general clarifications
November 6, 2025 ***by 2:00PM***	Electronic submittals due via WC Bonfire Portal by 2:00 PM EST
November/December 2025	Evaluation panel reviews submittals and receives presentations from proposers
December 2025	Evaluation panel ranks and scores proposals
Early February 2026	Board of Commissioners and City Council receive staff recommendations
Mid-February 2026	Board of Commissioners, City Council vote on grant awards

Submitting questions in Bonfire portal

Dashboard Requests Projects Library **Portal** Submissions

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Project Details

Project: Raleigh/Wake Hospitality Tax Funds - 2025-2026

Ref. #: 25-088

Type: RFP

Status: **OPEN**

Open Date: Sep 8th 2025, 9:00 AM EDT

Questions Due Date: Sep 19th 2025, 5:00 PM EDT

[Ask a question](#)

Close Date: Nov 6th 2025, 2:00 PM EST

Days Left: 57

Project Description:

Wake County, North Carolina and the City of Raleigh, North Carolina are seeking proposals from organizations to develop partnerships and to leverage resources to support the development and enhancement of arts, cultural, sports or convention facilities in Wake County.

September 2025

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
	9a	OPEN				
14	15	16	17	18	19	20
	OPEN					
	10...					
21	22	23	24	25	26	27
	OPEN					
28	29	30	1	2	3	4
	OPEN					

Start a new Vendor Discussion

Subject

Message

Send

Submit questions before September 19th at 5pm



Frequently Asked Questions

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How can applicants demonstrate commitment of the non-interlocal funding?

- Letters of Commitment from authorized organizational reps (Town Manager, Board Chair, Mayor, etc.)
- Meeting minutes demonstrating appropriation/allocation of funds
- Budget documents showing years of commitment with sign off from authorized organizational representatives (a Capital Improvement Plan for example).

Frequently Asked Questions

Is my organization's project eligible if we received interlocal money in prior competitive processes?

Yes, prior awards do not disqualify organizations from receiving funding through this process.

Frequently Asked Questions

If my organization received interlocal funding through past processes, does that impact the scoring or evaluation of a proposal submitted through this process?

No, prior awards will not be taken into consideration as part of this funding process.

The evaluation criteria that will be considered is detailed on page 10 of the RFP.

Frequently Asked Questions

Will the share of non-interlocal funding impact the scoring of a project? How will the project budget be evaluated?

The request for interlocal funding must be less than 50% of the project total.

Higher scores will be given to projects that:

- Have secured more of the required non-interlocal funding at time of submittal
- Demonstrate a lower reliance on interlocal funding to execute the project
- Include a broader mix of committed funding partners