DOWNTOWN WILMINGTON, NC
MIXED USE DEVELOPMENT OPPORTUNITY

MASTER DEVELOPER SOLICITATION
PHASE I: REQUEST FOR QUALIFICATIONS

New Hanover County
230 Government Center Drive
Wilmington, NC
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1. OVERVIEW

New Hanover County, North Carolina ("the County") is inviting interested development teams ("the Master Developer") to respond to this solicitation for the redevelopment of an approximately 3-acre County-owned block in downtown Wilmington (Figure 1). The County’s overarching vision for the redevelopment of this block is to facilitate high quality private investment in downtown Wilmington that maximizes the financial return to the County through a market supported development program that includes the construction of a County-owned library and museum to serve the needs of the County’s residents and visitors.

In recent years, Downtown Wilmington has experienced significant growth and development with nearly $350 million worth of new investments transforming the historic Downtown. Recently completed projects include new facilities for retail, restaurant, office, residential and hospitality users. Many projects are underway or have recently been announced that will further grow the retail, hospitality and residential base.

With this influx of activity, the New Hanover County Commissioners and other civic leaders recognized an opportunity existed to leverage an existing County-owned parking deck and adjacent underutilized public property to attract new investment in Downtown Wilmington. To move this initiative forward, the County and Wilmington Downtown Incorporated (WDI) worked closely with a consulting team in 2017 to prepare a market study and site analysis to identify potential development scenarios that leveraged the County parking structure and land on the site to attract new investment downtown.

Figure 1: The Project Grace Block is bordered by 3rd Street, Grace Street, Chestnut Street, and 2nd Street.
Currently, the 3-acre site contains a County-owned parking deck (620 spaces), the New Hanover County Main Public Library, Story Park, a New Hanover Regional EMS response base, and surface parking. While the County desires a broad range of redevelopment ideas for the entire block, at a minimum, the selected Master Developer shall address the County’s identified priorities as follows:

- Capture the full market potential of the site to maximize revenue to the County, which will help to fund the construction or renovation of a new library and museum on the site.

- The project shall include a modern library and a modern Cape Fear Museum. A space needs analysis conducted by New Hanover County outlines the specific needs and requirements of these facilities. Usable green space will need to be provided to enhance the aesthetic appearance of the site and outdoor functions of these services. New Hanover County will consider these services being accommodated in new construction or by exploring opportunities for the preservation and renovation of the existing main library. Library services will need to be maintained in the downtown area during the construction or renovation process.

- The design of the project shall not exceed the City of Wilmington’s maximum height limit for this block which is 132 feet. The size, massing, and historical context of all proposed structures shall be compatible with surrounding buildings.

- The design shall be a pedestrian friendly site design that is integrated into the downtown grid street network. Any traffic impacts related to the increased development intensity of the site, including accommodations for buses transporting school groups, and other, to the museum and library shall be mitigated. Additionally, sufficient parking for library and museum patrons shall be provided as well as parking that accommodates the private development.

As a general point of clarification, the County desires this project to include a new facility for the Cape Fear Museum that meets the needs identified in the recently completed space needs analysis. The County is currently conducting a separate study to determine the final use of the existing Cape Fear Museum Site. The future use/disposition of the current Cape Fear Museum site is not part of this solicitation process.
The County’s selection of a Master Developer will occur in two phases. This solicitation, Phase I (Request for Qualifications), requires Respondents to present information about their development teams’ ability to finance, construct and manage large mixed-use developments in urban settings. This phase includes written statements of qualification to demonstrate the Respondents’ current capabilities as well as past successes in bringing such developments to the market.

Upon the completion of Phase I, the County will begin Phase II (Request for Proposals), inviting the most qualified Respondents to present more refined financial documentation, site plans, and an offer to the County to purchase and redevelop the site. Those selected to participate in Phase II: Request for Proposals, will have demonstrated an ability to achieve successful urban development through public-private partnerships. This includes the ability to understand, implement, and manage essential elements of a successful development, such as the ability to design, build, finance, operate and maintain all improvements that are to become part of the final development of the site.
2. THE WILMINGTON MARKET

DOWNTOWN INFLUENCERS
Fronting the Cape Fear River, Downtown Wilmington represents the single, largest concentration of non-military employment in eastern North Carolina. Similar to other urban cores, Downtown Wilmington has experienced a resurgence of activity with nearly $350 million in new investments over the past five years. Recent developments include a mixture of retail, restaurants, office, residential, and hospitality uses, all seeking to capitalize on the walkability and unique atmosphere of the downtown area.

Downtown Wilmington hosts nearly 10,000 full-time, primary jobs, anchored by City of Wilmington and New Hanover County governments and PPD, Inc., a pharmaceutical clinical research organization that employs over 1,000 people. According to Wilmington Downtown, Inc., the central core of the community has over 880 businesses, including 275 shops, restaurants, salons, pubs and museums. Downtown also represents a key center for entertainment and culture supported by the 1,500-seat Wilson Center, the 880-seat Thalian Hall, a 107,000-square-foot meeting and convention center, three new hotels (Courtyard Marriott, Hampton Inn, Embassy Suites), and major renovations underway to the Hilton. The entire market analysis for this site can be reviewed on the County’s website for this solicitation.

DOWNTOWN POPULATION
The Wilmington Region had over 400,000 residents in 2016, a 47.5% increase from 2000 (Table 1). The increase of 130,437 residents over the 16-year period equates to a compound annual growth rate (CAGR) of approximately 2.5%. Comparatively, population in New Hanover County increased 38.3%, adding 61,357 more people. Downtown Wilmington grew 22.6%, but only added 317 people over the same time span. Much of the population growth in downtown Wilmington since 2000 has been driven by new multifamily residential development, including the City Block Apartments, which opened in 2015. Overall, Downtown Wilmington only captured 0.2% of the growth in the region between 2000 and 2016.
Table 1: Comparison of Population Trends, 2000-2016

<table>
<thead>
<tr>
<th>Area</th>
<th>2000</th>
<th>2010</th>
<th>2016</th>
<th>2000-2016 Δ</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUMBER</td>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Downtown Wilmington</td>
<td>1,405</td>
<td>1,455</td>
<td>1,722</td>
<td>317</td>
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<tr>
<td>New Hanover County</td>
<td>160,307</td>
<td>202,667</td>
<td>221,664</td>
<td>61,357</td>
</tr>
<tr>
<td>Wilmington Region</td>
<td>274,532</td>
<td>362,315</td>
<td>404,969</td>
<td>130,437</td>
</tr>
</tbody>
</table>

Note: The Wilmington Region is defined as New Hanover, Pender, and Brunswick counties.

Source: ESRI Business Analysis Online; Kimley-Horn.

POPULATION GROWTH

The population forecasts for downtown Wilmington considers future growth rates, as well as existing entitlements and recent project announcements as identified in the market analysis found in Appendix A. By 2026, the population in downtown is expected to grow to 3,530 residents, equating to a 105.2% increase over ten years. The graph demonstrates increased population growth in downtown over the next five years as the known residential pipeline builds out and attracts new residents. Continued growth is expected to accommodate increased interest in downtown living by both young professionals and retirees, especially in unique areas that offer a variety of shopping, dining, and entertainment options.

RESIDENTIAL FORECAST

The forecasted residential growth rate is significantly higher than recent measures due to a resurgence in development in and near downtown, which is expected to continue over the next decade. Based on the forecasted growth, total population in downtown Wilmington could increase from 1,720 people in 2016 to 3,530 people in 2026.

Table 2: Residential Forecast, Downtown Wilmington, 2016-2026

<table>
<thead>
<tr>
<th>Measure</th>
<th>2016</th>
<th>2021</th>
<th>2026</th>
<th>2000-2016 Δ</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Population</td>
<td>1,720</td>
<td>2,840</td>
<td>3,530</td>
<td>1,810</td>
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<tr>
<td>Households</td>
<td>1,130</td>
<td>1,701</td>
<td>2,114</td>
<td>984</td>
</tr>
<tr>
<td>Housing Units</td>
<td>1,390</td>
<td>2,007</td>
<td>2,494</td>
<td>1,104</td>
</tr>
</tbody>
</table>

Source: US Census; ESRI Business Analysis Online; Kimley-Horn.
Future projections indicate that housing in downtown Wilmington could increase by between 1,104 units over the next ten years. Housing unit delivery is expected to equate to 617 new units between 2016 and 2021 and another 488 units between 2021 and 2026.

Due to constraints in downtown and high opportunities for redevelopment, future residential demand will be accommodated primarily in multi-family product types. Based on American Community Survey data, over 60% of the total housing stock in downtown Wilmington is multifamily. Single-family product is located on the periphery in historic neighborhoods, and is unlikely to experience a significant amount of net new development. However, some of these single-family units could be redeveloped or renovated, which doesn’t create a net increase.

Excluding the entitled residential pipeline projects from the forecasted ten-year residential demand projections equates to demand for over 450 additional residential units in downtown Wilmington. The average rental multifamily community in an urban location typically ranges from 100 to 250 units, while condominium developments tend to be smaller in scale. The balance of the demand could be accommodated in either tenure configuration, depending on market forces at the time.
MARKET POTENTIAL FOR THE PROJECT GRACE SITE

RESIDENTIAL
Multifamily residential represents one of the strongest development opportunities for the County Block site, fueled by a resurgence in urban areas across the United States that is driven by a propensity for denser, more connected living. The Wilmington market has not been immune from this phenomenon as multifamily represents one of the most active real estate sectors in the last five years, particularly in locations offering proximity to jobs, retail, dining, and cultural amenities.

A review of both condominium and apartment opportunities in downtown Wilmington supports consideration of both product types. In order to allow flexibility for changes in the real estate market, as well as creation of site concepts and pro formas by potential developers, no differentiation of tenure should be recommended as part of the initial site analysis.

Although demand could be supportive of up to 400 additional units at the site, a more traditional urban residential community in downtown Wilmington would likely range in size from 200 to 300 units. Additional units could be considered as a second phase depending on market conditions at the time.

Projected Multifamily Site Demand: Up to 400 units
Estimated Square Footage Demand: Up to 400,000 square feet

Note: Square footage demand is based on an average of 1,000 square feet per unit, incorporating both in-unit and nonresidential building square footage (office and amenity space, interior hallways, etc).

RETAIL
Ground-level retail space should be incorporated into the site design along the corridors with the highest vehicle and pedestrian foot traffic. Based on surrounding land uses (both current and future), retail should be focused along the 3rd Street and Grace Street corridors. The Grace Street side of the site currently faces a new Hampton Inn and an office building. Additional development plans for that property have recently been submitted to the City, including a parking structure and retail space, creating an opportunity for synergy between the two projects. While the site concept should offer flexibility to accommodate a variety of in-line suites, smaller retail spaces are currently in demand in downtown.

Projected Ground-Level Retail Square Footage Demand: Up to 20,000 square feet
**OFFICE**

Office space located in well-designed suburban mixed-use projects or near urban central business districts have achieved success in attracting talent-seeking companies and young, educated workers. Similar to multifamily residential, urban office space is experiencing a resurgence across the nation. Attractive office space typically is close to cafes, restaurants, retail shops, personal and business services, hospitality, and civic uses. The best locations are compact, walkable places near housing and public transit. Tenants expect their employees to be more satisfied in places that offer diverse, connected land uses. As a result, these companies anticipate higher productivity, less turnover, and more innovation.

Future potential for office space at the County Block site represents the greatest variation in demand, driven by opportunities for local government participation. Projected demand would be on the higher end of the range assuming a major tenant was identified for the office development. Lacking an anchor for the space, demand would likely fall to the lower-end of the range.

**Projected Multi-Tenant Office Square Footage Demand:** Between 40,000 and 75,000 square feet

**HOSPITALITY**

Two of the newest hotel additions in downtown Wilmington, a Courtyard Marriott and Hampton Inn are located on adjacent blocks to the subject site, confirming strong location potential. However, there is a significant influx in new hotel rooms in the development pipeline. One scenario should consider the addition of a hotel component, although this use would likely be developed later in the forecast period, as the facilities currently under construction are completed.

**Projected Hotel Site Demand:** Up to 100 rooms

**Projected Hotel Square Footage Demand:** Up to 65,000 square feet
3. THE PROJECT SITE

This section illustrates the characteristics, regulatory framework and related issues that influence the basic parameters impacting how the site may be redeveloped.

EXISTING SITE CONDITIONS

The site consist of three primary structures, which include the Main Public Library, the County-owned parking deck, and EMS response base. In addition to the structures, the site contains Story Park and limited surface parking areas. The site is approximately 3 acres and is entirely bounded by public streets and sidewalks.

NEW HANOVER COUNTY MAIN PUBLIC LIBRARY

The three-story main library is located on the corner of 2nd Street and Chestnut Street in a building that was originally constructed as a Belk Department Store. The ±101,000 square foot building was converted into the main county library in the late-1970s. The library utilizes approximately 68,000 square feet of the building, which includes the North Carolina Room, the Law Library, computer stations, current literature and news media, meeting spaces, children’s area, stacks/core collections, storage, a large atrium, and office space for administration.

EMERGENCY MEDICAL SERVICES (EMS) RESPONSE BASE

The EMS response base is located on the corner of 2nd Street and Grace Street in a repurposed commercial building, utilizing approximately 15,000 square feet of the structure. The EMS building includes office space, covered parking, medical storage, a large class room, training/simulation room and space for equipment storage. It should be noted that this building, while not individually listed, is a contributing structure within a National Register District. In addition, the EMS response base will be moving off the site in the near future.

NEW HANOVER COUNTY PUBLIC PARKING DECK

The dominant structure located on the site is the seven floor, 620 space parking deck, which has vehicular access points along 2nd Street. During the day, parking spaces are utilized for jury parking, nearby office users, monthly parking space lease holders, county government and the general public. In the evenings, the parking deck is mostly vacant with the nearby hotels being the primary users. The County currently has 319 spaces leased in the parking deck. This includes 190 spaces leased to hotels with terms that run through 2022/23. Other current tenants include the USPS (55 spaces) and McKim and Creed (28 spaces). There are a number of other individual monthly accounts as well.
Map 1: Site Conditions
Figure 4: Northwestern corner of the site along 2nd Street, which is the location of the EMS Response Base and the former Register of Deeds building.

Figure 5: Photograph of the southwestern corner of the site at 2nd Street and Chestnut anchored by the New Hanover County Main Public Library.

Figure 6: Northeastern corner of the New Hanover County-owned parking deck along 3rd Street.

Figure 7: Southeastern corner of site at 3rd Street and Chestnut. The Story Park is in the foreground with the main entrance to library displayed on the far left.
**STORY PARK**
Story Park is located at the corner of 3rd Street and Chestnut Street at the primary entrance to the Main Library and occupies just under one-half of an acre. The park features demonstration gardens, giant musical instruments, a Story Walk and a life-sized checker and chess board.

**SURFACE PARKING**
The majority of the surface parking spaces located along Grace Street are reserved for the EMS response station. The 16 spaces located at the corner of 3rd Street and Grace Street are available for general public use.

**ZONING & DEVELOPMENT REGULATIONS**
The site is entirely zoned as Central Business District as specified in the City of Wilmington’s Land Development Code. The purpose of the Central Business District “....is to create and maintain a high density commercial, office, service and residential area meeting city, county and regional needs. It encourages the full utilization of public services and contributes to the economic base of the city. According the Wilmington Vision 2020: A Waterfront Downtown plan, the CBD is envisioned to be a living, working, learning and mixed use community.” The Create Wilmington Comprehensive Plan, Policies Section 10 Downtown Wilmington, provides the specific policy direction for the future development of downtown. Major site development factors include:

**HEIGHT LIMITATIONS**
Based on the adopted height limitations in the City of Wilmington Land Development Code, the southern portion of the site that contains the library, and the northern portion of the site that is outside of the footprint of the structure that is currently used as the EMS base, can be developed to a height of 100 feet by-right. This may be extended to 132 feet in permitted height with the provision of certain “public benefits” as specified in the code. The building on the northern portion of the site which houses the EMS base is a contributing structure within the surrounding National Register historic district (not a local historic district) and, as such, a replacement structure (or portion of a structure) within the footprint of the existing building could be limited to the height of the existing structure plus 50% of the difference of the height of the structure and the by-right height (100 feet) in the district. This height restriction is not applicable if the owner of the property petitions the Wilmington City Council to remove the “contributing structure” designation and the Council approves such modification.

**PRIMARY FIRE DISTRICT REQUIREMENTS**
The site is located within the City’s primary fire district boundary, which limits the use of combustible materials to buildings within proscribed size and height limits.
TRANSPORTATION
The most heavily trafficked street traversing downtown Wilmington is 3rd Street, which serves as a major north/south connector, carrying just over 22,000 vehicles per day. The City has invested over $11 million to improve the appearance, pedestrian safety and overall function of 3rd Street, which will also include a new multi-modal center three blocks from the site. Overall, the site has excellent vehicular accessibility from all adjacent streets and is located along the 101 and 203 bus routes, with a nearby bus stop located one block south near the intersection of 2nd Street and Princess Street. A Downtown trolley also serves this block, circulating throughout the center city. The block is also an integral part of the existing pedestrian network with sidewalks and pedestrian crossings surrounding all sides of the property. Near the entrance to the parking deck, a mid-block pedestrian alleyway connects to North Front Street; however, a designated pedestrian crossing to this mid-block pedestrian alleyway does not exist.

UTILITIES AND INFRASTRUCTURE
The site has availability to all major public utilities and infrastructure necessary to support redevelopment of the nature and scale as indicated in the market demand summary. Service providers include water and sewer provided by the Cape Fear Public Utility Authority, natural gas service by Piedmont Natural Gas, and electric service through Duke Energy Progress.

ENVIRONMENTAL
The County has completed Phase One Environmental Site Assessments for the northwestern corner of the block at 230 North Second Street and the southeastern corner of the block at the location of Story Park. The reports revealed no evidence of recognized environmental conditions on the properties that were assessed, and which were not previously known to the County. There is currently a Brownfields agreement that imposes some minor restrictions on a small portion of the site in the vicinity of the entrance to the library on Chestnut Street. Copies of the environmental documents for the site are available on the project website.

Around the time of the issuance of the RFP during Phase II of this process, the County will be performing additional environmental investigations to determine the presence / extent of any hazardous construction materials in the buildings on the site to better inform the short listed proposers during Phase II.
DEVELOPMENT FRAMEWORK

The site analysis did not identify any significant barriers to accommodating the forecasted market demand for the redevelopment of the site. The site analysis resulted in a development framework for the redevelopment of the block as summarized below.

- **Zoning.** The site is properly zoned to support the potential development program identified in the market analysis.

- **Height Limits.** A by-right height of 100’ is allowed on the site with a maximum of 132’ permitted through incentives.

- **Construction Type.** Due to the location of the site in the primary fire district, the use of combustible construction materials may limit the size and height of proposed structures.

- **Transportation.** The site is accessible for all modes of transportation to meet the demands of the uses identified by the market analysis.

- **Utilities.** All major utilities are available to support the identified market demand for the site.

- **Environmental.** A Phase One Environmental Site Assessment found no evidence of recognized environmental conditions on the assessed properties.
4. THE DEVELOPMENT OPPORTUNITY

COUNTY OBJECTIVES
The County examined four development scenarios to illustrate the various policy options as part of a market study and site analysis conducted in 2017 for the project site. Each conceptual development option considered how the identified potential development program for residential, retail, office and hospitality could be accommodated on the site within the existing development context and framework. The development scenarios explored density, orientation, massing and scale of the potential development, while considering best practices in urban design to achieve the desired vision for future development in downtown Wilmington.

The scenarios from the 2017 report were then utilized by the County Commission to determine how it would move forward with the disposition and redevelopment of the property. In addition, the County received special authority under House Bill 397 (Session 2017) to exercise any authority under North Carolina G.S. 160A-458.3 to undertake this downtown development project. While the County desires a broad range of ideas to be presented by Respondents for the entire block, it has not selected a preferred scenario for how it will ultimately be redeveloped. However, at a minimum, the selected Master Developer shall address the County’s identified priorities as follows:

- Capture the full market potential of the site to maximize revenue to the County, which will help to fund the construction or renovation of a new library and museum on the site.

- The project shall include a modern library and a modern Cape Fear Museum. A space needs analysis conducted by New Hanover County outlines the specific needs and requirements of these facilities. Usable green space will need to be provided to enhance the aesthetic appearance of the site and outdoor functions of these services. New Hanover County will consider these services being accommodated in new construction or by exploring opportunities for the preservation and renovation of the existing main library. Library services will need to be maintained in the downtown area during the construction or renovation process.

- The design of the project shall not exceed the City of Wilmington’s maximum height limit for this block which is 132 feet. The size, massing, and historical context of all proposed structures shall be compatible with surrounding buildings.

- The design shall be a pedestrian friendly site design that is integrated into the downtown grid street network. Any traffic impacts related to the increased development intensity...
of the site, including accommodations for buses transporting school groups, and other, to the museum and library shall be mitigated. Additionally, sufficient parking for library and museum patrons shall be provided as well as parking that accommodates the private development.

**DEAL STRUCTURE**

New Hanover County is seeking disposition of the entire 3-acre block, or portions thereof, to qualified development teams. In general, Respondents who propose for the acquisition of the entire site (either including or excluding the parking deck) will receive a more favorable rating. To support site redevelopment, the selected Master Developer will be required to finance and construct site improvements, including street, sidewalk, utility, and stormwater infrastructure. The County is open to negotiating sharing financing or delivery of some or all of these responsibilities with the selected development team finalist in the subsequent Request for Proposals phase. Similarly, the County is open to various arrangements regarding the ownership structure of the library and museum space, including options for lease arrangements, lease/purchase arrangements, condominium ownership, and other arrangements that are allowed by state statute.

The County intends to sell all parcels to a Master Developer (a single organization or joint venture), and requests that Respondents express preferences and rationales for proposals that seek to acquire less than the entire site. In the RFQ stage, Respondents are required to submit all material under the Conceptual Plan requirement (described in Section 5: Submission Requirements). The County values Respondents’ ability to execute their entire development program, as well as their efficiency in timing and completion of development, while respecting reasonable absorption and other market timing considerations.
5. SUBMISSION REQUIREMENTS

The County invites highly accomplished developers with a proven track record of delivering successful and recognized developments to submit statements of qualification. Respondents must submit an electronic copy of the proposal through the County’s online site by Wednesday, June 15, 2018 at 5:00 PM EST. More detailed instructions for submissions are provided in the Submission Instructions and Contact section.

The selected Master Developer will be responsible for creating an overall development plan that is consistent with the County’s priorities for the site. To be considered for participation in Phase II (Request for Proposals), the Respondent must clearly, completely and concisely address each of the following areas in its response to this RFQ:

DEVELOPMENT TEAM

Respondents should include a description of all firms comprising the development team, including intended design partners, engineers, construction team, etc. For all key personnel, provide a resume, describing relevant experience and intended role on the project team. For the development team, Respondents should also include a diagram or organizational chart illustrating the relationship between the lead developer and any subcontractors or partners. For teams led by a joint venture, clearly show the structure and percentage of ownership held by each lead team member.

RELEVANT PREVIOUS EXPERIENCE

Respondents should demonstrate their ability to succeed at designing, constructing, and managing the project by sharing information on at least three previous projects that illustrate its ability to fulfill the goals of this project. In particular, Respondents should highlight:

• Experience in master development of mixed-use projects in an urban context similar to downtown Wilmington.
• Development projects that reinforced their neighborhood’s sense of place, especially those with a historic component or that pay tribute to an area’s local history.
• Mixed-use development that includes public facilities within the same structure or on the same site as private development.
• Experience with the design and construction of a library and/or museum.
• Experience in managing the commercial component of a mixed-use project, including maintaining high occupancy rates.
• A track record of successful public-private development partnerships.
• Experience managing parking structures that serve both public as well as private users.
• A successful track record of meeting major project milestones on-schedule on similar projects.
• Successful public outreach, relations, and marketing campaigns.
• Experience negotiating and executing complex public-private development agreements.
• Management experience with the operation of a building containing both public and private tenants, including maintenance, security, capital project management, and financial management of property owners’ association assets.
• Experience of the project team members and a description of their roles working together on previous projects to successfully plan, construct, and deliver complex public/private development projects on-time and on-budget.
• Recent experience of the project team working in North Carolina on projects of similar size.

For all projects submitted as examples of relevant previous experience, Respondents should provide:
• Project location;
• Project size and program description, including phasing;
• Completion date;
• Public sector involvement, if any;
• Total project costs and financing structure (detailing sources of capital); and
• A representative image (or images) of the project;
• Copies of executed development agreements (including ownership and operational structure of the project);
• Copies of executed parking agreements (if not included in the development agreement); and
• The names and contact information for the following
  - Public sector project manager(s)
  - Legal team leaders (public and private)
  - Design team leader
  - Construction team leader

FINANCIAL CAPABILITY
Respondents should provide detailed information about their ability to financially fulfill the obligations of the development project. Respondents should provide the following information:
• Information about the Respondent’s overall financial position, past history of raising capital, and resources available to complete this project.
• Most recent audited annual financial statement.
• Composition of real estate portfolio by type as of December 31, 2018 and occupancy
percentage.

- References from financing agencies on prior projects and letters of intent from potential lenders.
- Narrative indicating the Respondent’s proposed deal structure, including the anticipated timing of payments to the County.
- A statement indicating that the Respondent does not currently and has not had any loans in default within the past five years, and has not filed for bankruptcy, had a project foreclosed or been subject to any government initiated action to impose fines or criminal penalties. Alternatively, if any of these have occurred, include a description of the actions and the project-related circumstances in which the actions took place.
- Description of any litigation that has been filed against the development team or its members related to real estate projects during the past 10 years, as well as the outcome of that litigation. If no litigation has been filed, please include a statement to this effect.
- Examples of previously executed financing agreements for similar public/private development projects.
- Experience utilizing tax advantaged financing methods for similar public/private development projects.

*Note: Any portion of the material that is noted by the respondent as being proprietary will be withheld from disclosure to the public to the extent permitted by North Carolina G.S. 66-152(3).

**REDEVELOPMENT APPROACH**

Respondents should submit a written narrative and high-level conceptual site plan that demonstrates their vision for the redevelopment of the site, and how that vision incorporates the County’s priorities for the redevelopment of the site. The County recognizes that this plan will be refined in the RFP stage, and is thus not binding on the Respondent. In addition to addressing the County’s priorities for the site in the concept plan, the conceptual plan should also include:

- An analysis of how the plan complies with the current City of Wilmington development regulations, and how the developer plans to address any issues where modification may be required.
- Discussion of phasing and a general timeline for full build-out of the project.
- A preliminary development program, including anticipated square footage of all uses proposed for the site, the number of buildings, the location of public uses, the number of residential units, if any, and anticipated parking demand.
• A description of how the project will be designed to complement the historic character of Downtown Wilmington.
• A description of the Respondent’s approach to public relations, marketing and outreach.
• A discussion of how the project team plans to mitigate impacts to neighboring properties during the construction phase, including examples from previous projects.
• If the Respondent prefers to propose on only one portion of the site, a statement expressing that preference, and rationale for this approach.

Respondents invited to participate in Phase II - Request for Proposals will be required to develop additional materials, including:
• Refinement of development program and inclusion of architectural designs, parking plans, streetscape improvements, public spaces, utility improvements, etc.;
• Confirmation of technical team members;
• Full financial proposals, including a detailed pro forma for the County’s review;
• Detailed project schedule; and
• Other requirements, as deemed necessary by the County, including participation in an interview session.
6. EVALUATION CRITERIA

Based on the quality and scope of information presented by Respondents in this phase of the solicitation process, Phase I - Request for Qualifications, the County will select a shortlist of Respondents to participate in Phase II - Request for Proposals. Respondents for this Phase of the process will be evaluated based on the criterion and weighting described below.

**RELEVANT EXPERIENCE AND QUALIFICATION**

Respondents will be evaluated on relevant and recent experience with developing successful projects that are similar in vision, scope, size, and challenges as identified in this RFQ. Respondents, including any potential development partners, will need to demonstrate relevant experience in complex public-private ventures and mixed-use projects, with a proven track record of projection execution and achievement of public-sector and community objectives.

Evaluation Weight: 40%

**FINANCIAL SOUNDNESS AND CAPABILITY**

Respondents’ financial capability to fulfill the obligations of redeveloping the site will be evaluated based on its previous ability to financially meet the obligations of similar projects and demonstration of its ability and capacity to secure future financing that will appropriately fund the project through construction and maintenance for many years to come.

Evaluation Weight: 40%

**REDEVELOPMENT APPROACH**

Respondents will be evaluated on their approach to fulfilling the County’s Objectives described in this RFQ, and conformity to the vision expressed in the Wilmington Vision 2020 plan to: “create and maintain a high density commercial, office, service and residential area meeting city, county and regional needs. It encourages the full utilization of public services and contributes to the economic base of the city. The downtown is envisioned to be a living, working, learning and mixed use community.” The Create Wilmington Comprehensive Plan, Policies Section 10 Downtown Wilmington, provides the specific policy direction for the future development of downtown.

Evaluation Weight: 20%
7. SOLICITATION SCHEDULE

New Hanover County anticipates the following schedule for the RFQ process.

<table>
<thead>
<tr>
<th>Solicitation Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitation / Phase I: Request for Qualifications Released</td>
<td>April 30, 2018</td>
</tr>
<tr>
<td>Pre-submittal Conference</td>
<td>May 15, 2018</td>
</tr>
<tr>
<td>Deadline for questions to the County</td>
<td>May 21, 2018</td>
</tr>
<tr>
<td>Response to questions posted by the County</td>
<td>May 29, 2018</td>
</tr>
<tr>
<td>Qualification submissions due</td>
<td>June 15, 2018</td>
</tr>
<tr>
<td>Evaluation</td>
<td>July 2018</td>
</tr>
<tr>
<td>Shortlisted Respondents announced/invited to Phase II: Request for Proposals</td>
<td>September 10, 2018</td>
</tr>
<tr>
<td>Phase II: Request for Proposals submissions due</td>
<td>December 10, 2018</td>
</tr>
</tbody>
</table>

Phase II will follow evaluation of RFQ responses. This stage is anticipated to launch approximately 30 days after RFQ responses are received, and will allow RFP Respondents 90 days to respond, followed by Respondent evaluations. A detailed schedule for this process and the evaluation process will be included in the RFP document.

The County will host a pre-submittal conference on Tuesday, May 15, 2018, at 10:00 AM EST, at the New Hanover County Government office building located at 320 Chestnut Street in downtown Wilmington. The conference will be held in Training Room 611.

This meeting will provide information about the RFQ and RFP processes, include a walking tour of the sites and surrounding area, and provide a forum for Respondents to ask questions about the process and contents of the RFQ. Prior to the conference meeting date, Respondents are asked to submit their first round of questions via email to lbutler@nhcgov.com. Responses to these questions will be shared online no later than May 29, 2018. Attendance at the pre-submittal conference is optional, but highly recommended.

Following the pre-submittal conference, all inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Lena Butler, Purchasing Supervisor by emailing lbutler@nhcgov.com. All final questions shall be received no later than 5:00 P.M., EST, May 21, 2018. Responses to final questions will be posted no later than May 29, 2018.
Respondents may not have communications, verbal or otherwise, concerning this RFQ with any personnel or Boards from New Hanover County, other than the person listed in this section. If any respondent attempts any unauthorized communication, the RFQ will be rejected.

All Respondents who intend to submit a Statement of Qualification on this project should send an email to lbutler@nhcegov.com including pertinent contact information. This will ensure that you receive all addenda issued for this RFQ; if applicable.
8. SUBMISSION INSTRUCTIONS

Responses should be uploaded using the County’s online portal found at:
https://www.nhcgov.com/project-grace

The response shall include a cover page, table of contents and the four sections described in the Submission Requirements section of this RFQ. Respondents must submit the required electronic copy of the proposal through the County’s online site by Friday, June 15, 2018 at 5:00 PM EST.

Respondents are encouraged to review all available documents and information about the site on the project website. All references, summaries, documents and other information is strictly for informational purposes only.

All questions regarding this RFQ should be submitted in writing via email only to Lena Butler, Purchasing Supervisor by emailing lbutler@nhcgov.com by May 21, 2018. Respondents will also have an opportunity to ask questions at the pre-submittal conference on May 15, 2018. Questions asked at the pre-submittal conference and submitted online will be posted on the County’s website at https://www.nhcgov.com/project-grace. While the County will attempt to answer all questions that are submitted, it reserves the right to defer any or all questions until later phases of the process.

Other terms:
• The County reserves the right to accept or reject any or all Requests for Qualifications, with or without cause. All decisions related to this solicitation by the County will be final. The County reserves the right to request clarification of information submitted and to request additional information from one or more respondents.
• Participation/Submission of an RFQ does not guarantee the Respondent will be invited to participate in Phase II - RFP process.
• Participation/Submission of an RFP as part of Phase II does not guarantee that there will be an award of the contract.
• Costs for preparing the Request for Qualifications are solely the responsibility of the Respondent.