

STATE OF NORTH CAROLINA

Western Carolina University

Request for Proposal #: 73-RFP00689

Faculty and Staff Housing

Date of Issue: 03/21/2024

Proposal Opening Date: 04/04/2024

At 2:00 PM ET

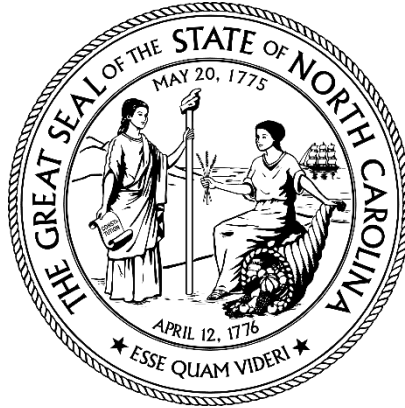
Direct all inquiries concerning this RFP to:

Rick Hooper

Associate Director of Purchasing

Email: hooperr@wcu.edu

Phone: 828-227-7203



STATE OF NORTH CAROLINA

Request for Proposal

73-RFP00689

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential, before the procurement file is made available for public inspection.**

**This page shall be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

STATE OF NORTH CAROLINA
WESTERN CAROLINA UNIVERSITY
PURCHASING DEPARTMENT
301 H F ROBINSON BLDG
CULLOWHEE, NC 28723

| | |
|--|--|
| Refer ALL Inquiries regarding this RFP to: Rick Hooper Purchasing Department Western Carolina University Phone: 828-227-7203 Fax: 828-227-7444 Email: hooperr@wcu.edu | Request for Proposal #: 73-RFP00689 |
| | Proposals will be publicly opened: 04/04/2024 @ 2:00 PM ET |
| Using Agency: Western Carolina University | Commodity No. and Description: Faculty and Staff Housing |
| Requisition No.: | |

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

| | | |
|---|-------------------|--------------------|
| COMPLETE/FORMAL NAME OF VENDOR: | | |
| STREET ADDRESS: | P.O. BOX: | ZIP: |
| CITY & STATE & ZIP: | TELEPHONE NUMBER: | TOLL FREE TEL. NO: |
| PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21): | | |
| PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: | | FAX NUMBER: |
| VENDOR'S AUTHORIZED SIGNATURE*: | DATE: | EMAIL: |

VALIDITY PERIOD

Offer shall be valid for at least sixty 60 days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

| |
|--|
| <p>FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on</p> <p>The attached certification, by _____.</p> <p style="text-align: center;">(Authorized Representative of Western Carolina University)</p> |
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RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. Western Carolina University will make every effort to adhere to this schedule.

| Event | Responsibility | Date and Time |
|-------------------------------|-----------------------|--|
| Issue RFP | State | 03/21/2024 |
| Submit Written Questions | Vendor | 03/28/2024 by 10:00 AM ET |
| Provide Response to Questions | State | 03/28/2024 by 5:00PM ET (approximate time) |
| Submit Proposals | Vendor | 04/04/2024 by 2:00PM ET |
| Contract Award | State | 04/11/2024 (approximate date) |

Request for Proposals

Faculty and Staff Housing

Issued By:

Western Carolina University and/or it's affiliated entities.

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Instruction to Proposers

Western Carolina University and/or one of its affiliated entities (WCU) is requesting Proposals from owners (Providers) interested in providing faculty-staff housing from existing inventory. The project will be comprised of rental faculty-staff housing. The scope of services includes customer service and property management.

Questions regarding the Request for Proposals (RFP) should be directed to:

Mike Byers
mtbyers@wcu.edu

All substantive inquiries must be submitted via e-mail, and both the question and the answer will be posted to the following website: <https://evp.nc.gov/solicitations/> as well as Bonfire at <https://wcu.bonfirehub.com/opportunities/27852>. **Deadline for inquiries is one (1) week prior to the due date for submission of Proposals.** Any addenda to this RFP that may be issued will become incorporated into the RFP.

Submission Requirements

To be considered for this project, each proposal must be uploaded at the following link:

<https://wcu.bonfirehub.com/opportunities/27852>

Proprietary Information

Any information that respondents wish to have considered confidential must be clearly identified as such.

Reservation of Rights

WCU reserves the right to reject all respondents.

Respondent costs in preparing or presenting a response to this RFP will not be reimbursable and must be fully borne by the respondent.

Section I

Introduction

WCU is soliciting Proposals from firms interested in providing faculty and staff housing for master lease to WCU and subsequent management of the master-leased inventory (the "Inventory").

It is the intention of WCU to undertake the selection process by Soliciting Proposals, followed by negotiations with the targeted Provider(s).

Following is information on the University, goals for the Inventory, submission requirements, and evaluation/selection criteria.

The University

Information about WCU can be obtained at: <https://www.wcu.edu/discover/index.aspx>

Demographics

Currently, WCU has over 1600 employees, including over 550 full-time faculty. The local rental market for non-student housing has a near-zero vacancy rate, and the for-sale market in Jackson County does not meet the needs of the University's faculty and staff. These circumstances can adversely affect employee recruitment and retention, which has led the University to undertake the faculty-staff housing initiative described in this Request for Proposals.

Section 2

Inventory Objectives

- WCU will Master lease the Inventory from the Provider with the intent of sub leasing the Inventory to WCU faculty and staff on a short-term basis.
- WCU seeks quality rental housing to facilitate the short-term efforts of new faculty and staff as they search for permanent housing.
- WCU seeks inventory that is well-suited to faculty and staff, rather than students.
- WCU seeks a Provider who will create a sense of place and community for the faculty and staff families by offering a "block" of inventory. The extent to which this inventory is separated from any student housing inventory will be considered in this solicitation.
- The Inventory must be within 1 mile of the University.
- WCU seeks inventory with very good high-speed internet availability.
- WCU is interested in a multi-year agreement.

Section 3

2.0 Management of the Inventory

- WCU will contract with the Provider for management (subletting) of the Inventory to University-approved tenants.
- Occupancy will be limited to WCU faculty/staff, visiting lecturers and officials.
- Exceptions may be permitted at the sole discretion of WCU.

Rental Rates

- WCU will master-lease the inventory from the Provider.
- WCU will set sub-lease rates for the Provider to offer the inventory to faculty and staff on a month-to-month basis. To facilitate short-term use of the Inventory (3-12 months), WCU expects to have escalating rental rates as occupants' terms extend.
- The Provider may contract with a property manager for housing management services.

Section 4

Submission and Evaluation of Proposals

WCU will receive Proposals from Providers wishing to be considered for the Inventory. WCU will evaluate the Proposals based on the criteria above, as well as the proposed master lease rate and negotiate with the apparent selected Provider based on their response.

Submission Requirements

Information requested from Providers is listed below. Please respond to this RFP by providing the listed information FIRST. Respondents can provide or include additional information if desired. Supplemental information (e.g., inventory description sheets & photos, brochures, etc.) is optional and, if included, will not be a part of the formal evaluation process. Failure to provide complete information in the format requested may be cause for the submission not to be considered.

1. Provider Information

- Name and address of company
- Contact name and data, including e-mail address
- Closest office to WCU
- Legal status, taxpayer ID number
- Number of years in business
- Organizational chart illustrating team relationships

2. References

A minimum of three references from tenants should be provided: **See Attachment E.**

- Name, address, phone number and e-mail address of 3 references that can be contacted.

3. Proposals for the Inventory

- Summary of owner's particular Proposals for the Inventory. Include at a minimum:
 - Type of facilities and condition of proposed inventory
 - Number of units available for this master lease proposal (minimum and maximum, and in what increments, if applicable). Proposers may offer multiple scenarios. Also include how this inventory might be "separate", to the extent possible, from student housing.
 - Square-footage range of units (please provide floor plan layouts)
 - Can you provide both furnished or unfurnished units?
 - Are there any prohibitions regarding children or pets?
 - Describe amenities included (access to high-speed internet, appliances, parking, etc)
 - When is the inventory available? Is there an opportunity for the Inventory to grow over time?
 - Include the length of the term intended in your proposal. WCU is interested in a multi-year agreement
 - Provide the proposed cost per unit to WCU for all proposed scenarios

- Describe services included in master lease rate (utilities, etc)
- Describe the costs and process associated with managing the inventory (inventory turnover, rent collection from tenants, etc)
- Describe management provisions for tenants (i.e. maintenance, after hours needs of tenants, etc)

Review Criteria

A Review Committee will evaluate the Proposals. The overall quality and attainment of submission requirements will determine the successful proposal. Because the available inventory varies so widely, all factors will have to be weighed and negotiations with the apparent successful proposer conducted.

Schedule

Proposals are **due by 2 p.m. on Thursday, April 4, 2024**. Review of Proposals will take place the following week with the intent to notify the apparent successful proposer within a week.

ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE
FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: COST PROPOSAL

Complete and return the Pricing associated with this RFP. Upload pricing associated with this RFP within Bonfire.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_North-Carolina-General-Terms-and-Conditions_11.2021.pdf

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_HUB-Supplemental-Vendor-Information_9.2021.pdf

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer_Reference_Template_09.2021.pdf

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Location-of-Workers_09.2021.pdf

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Certification-of-Financial-Condition_09.2021.pdf

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****