



## **Request for Information**

**Title:** Master Leasing of Housing and Community Development Department Property

**Number:** Request for Information (RFI) 274-HCD-FY26-13

**Issue Date:** February 2, 2026

**Due Date:** February 13, 2026, no later than 5:00PM EST

**\*LATE RESPONSES WILL NOT BE ACCEPTED\***

Issuing Department: Housing and Community Development

Direct all inquiries concerning this RFI to:

Nicholas Bambino, Redevelopment Coordinator

Email: [Redevelopment@raleighnc.gov](mailto:Redevelopment@raleighnc.gov)

This is a Request for Information (RFI) only and will not lead to a contractual relationship between a vendor or vendors and the City of Raleigh. It is anticipated that information received in response to this RFI will be used to develop appropriate documentation in support of future procurement processes.

## **Table of Contents**

1.	BACKGROUND .....	4
2.	GENERAL INFORMATION .....	5
3.	INSTRUCTIONS .....	6
4.	PROJECT SCOPE .....	7
5.	SUBMITTAL REQUIREMENTS .....	11

## **1. BACKGROUND**

Raleigh, the capital of North Carolina, is one of the nation's fastest-growing areas, known for its strong economy, top-tier educational institutions, and excellent healthcare. Its mild climate, diverse work force and proximity to Research Triangle Park make Raleigh a great place to live.

As a 21st-century City of Innovation, the City of Raleigh (City) prioritizes environmental, cultural, and economic sustainability. The City implements best practices in conservation, land use, and infrastructure to protect natural resources. The City embraces growth and diversity through policies that preserve neighborhoods, natural spaces, and cultural heritage for future generations. The City collaborates with universities, citizens, and local partners to foster technological innovation, create jobs, and support local businesses. Committed to transparency and excellence, the City equips its staff with the skills needed to carry out the duties of the City through transparent civic engagement and by providing the very best customer service to our community.

The City of Raleigh Housing and Community Development Department manages the City's affordable housing portfolio and is interested in partnering with mission-based organizations to master lease two (2) City-owned properties located at 545 E. Edenton Street and 555 E. Edenton Street. The properties have eight (8) units total, seven of which are currently available for lease, with one additional unit that may become available over time. The one additional unit is currently occupied by a tenant and is not available for master lease at this time. Should this tenant decide not to renew a lease for this unit, it would then become available for master lease. The Department is issuing this Request for Information (RFI) to mission-based organizations to gauge interest in master leasing units at these properties for the purpose of furthering their mission.

## **2. GENERAL INFORMATION**

- 2.1. Responses to an RFI are not offers and cannot be accepted to form a binding contract.
- 2.2. All materials submitted to the City are subject to the public records laws of the State of North Carolina and it is the responsibility of the respondent to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law. The respondent understands and agrees that the City may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this RFI.
- 2.3. Respondents are solely responsible for expenses associated with responding to the RFI. The City is under no obligation to the respondents regarding the outcome of this RFI.

### 3. INSTRUCTIONS

- 3.1. Respondents should, at a minimum, address the items listed in Section 5. Submittal Requirements of the RFI. Information should be provided in the same relative order as requested in the RFI for consistency and continuity. Responses should be as detailed as possible. Respondents may provide supplemental information in addition to those items requested.
- 3.2. Please submit responses according to the instructions specified below.

The response should be submitted via email to the following email address by February 13, 2026, no later than 5:00PM EST:  
[Redevelopment@raleighnc.gov](mailto:Redevelopment@raleighnc.gov).

Late responses will not be accepted. The respondent's name/company name and RFI number must be included on the subject line of the email.

The response should be a single document in a PDF format, attached to the email. Zip files are not acceptable, and the City will not accept hard copies. The City will confirm your submission via an email response with 'Confirmed Receipt' in the subject line of the email.

- 3.3. All inquiries concerning this RFI shall be directed to Nicholas Bambino, Redevelopment Coordinator at [Redevelopment@raleighnc.gov](mailto:Redevelopment@raleighnc.gov). The Respondents shall make no contact, either written or verbal, with any City employee, staff member, or Council members regarding this RFI.

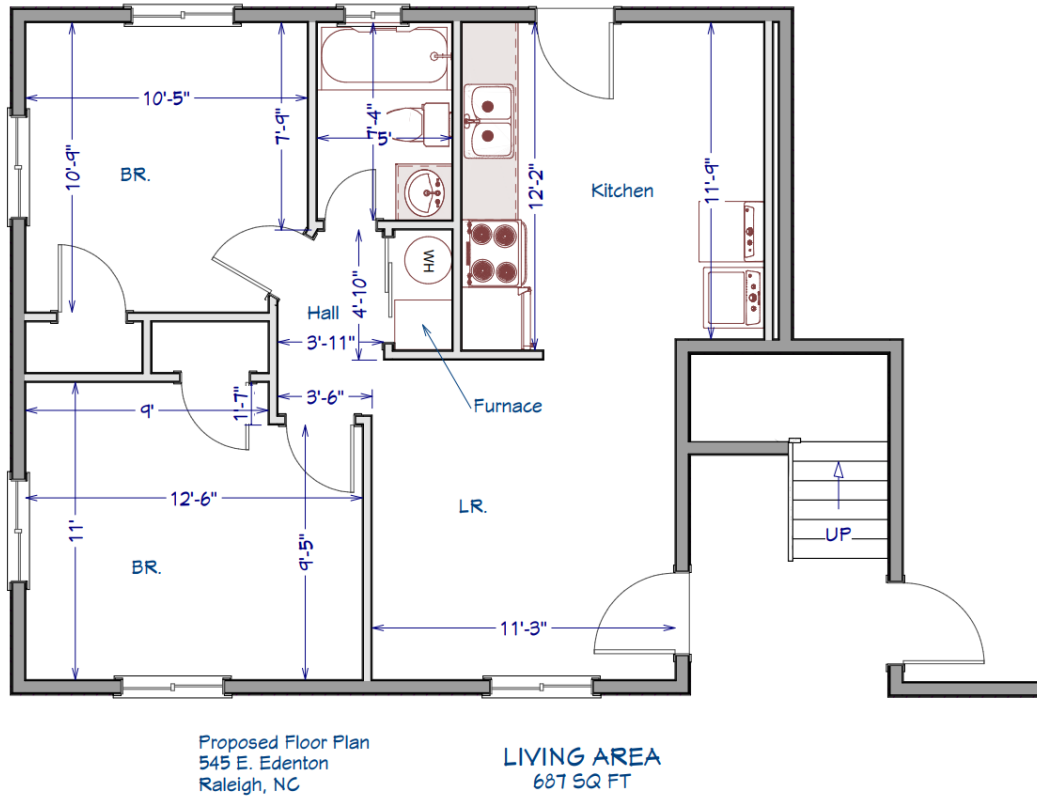
#### **4. PROJECT SCOPE**

The purpose of this RFI is to solicit potential options, approaches, and strategies for master leasing property from the City of Raleigh's Housing and Community Development Department.

The City seeks to identify mission-based partners interested in leasing City-owned vacant rental units to further their mission. Specific to this RFI, the City has seven (7) currently available units, and possibly eight (8) units over time, in two (2) buildings. The one unit that may become available over time is currently occupied by a tenant and is not currently available for master lease. Should this tenant decide not to renew a lease for this unit, it would then become available for master lease. Units that will be available for lease as follows:

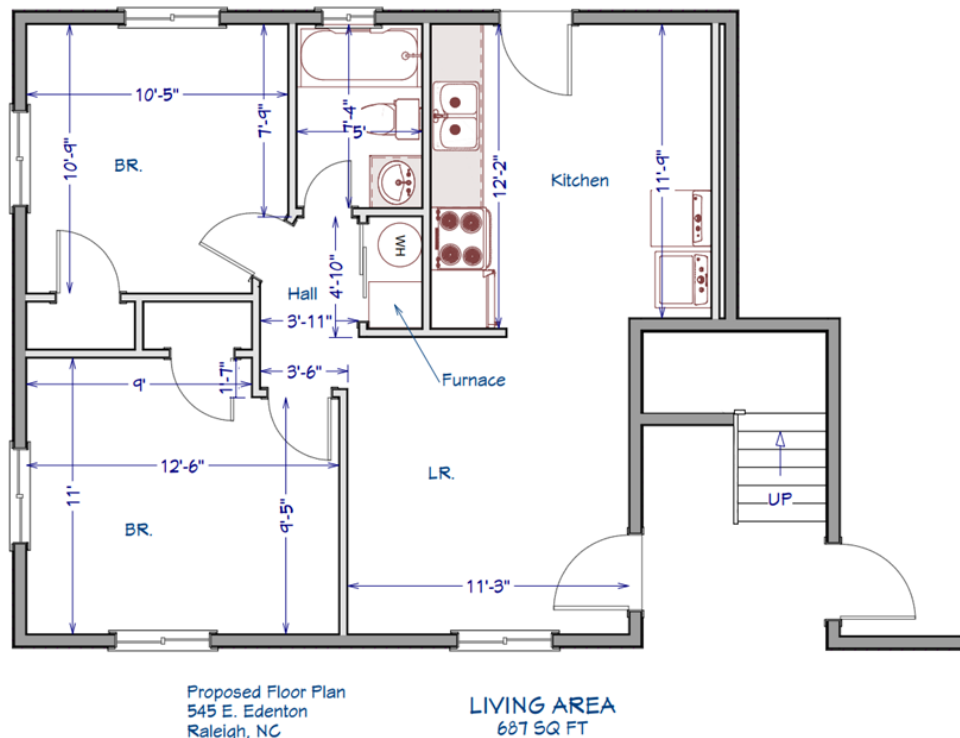
**545 E. Edenton Street – 4 units (2 ground floor, 2 walkup)**

- Available approximately late 2026
- Paved parking lot on Ray Street (15 spaces shared with 555 E. Edenton)
- Unit Size: 687 square feet
- Floorplan:



**555 E. Edenton Street** – 3 units, possibly 4 units over time (2 ground floor, 2 walkup)

- Available approximately April 2026
- Paved parking lot on Ray Street (15 spaces shared with 545 E. Edenton)
- Unit Size: 687 square feet
- Floorplan:



The options for master lease should include a mission-based purpose. Respondents should describe the organization’s mission, capabilities, interest, and proposed budget for master leasing.

Proposers will have the opportunity to view the units prior to signing and executing a contract for master leasing. Rent for the units is \$1,100 per unit per month. If offering rent below that amount, please submit a response justifying the request. Zoning for both properties is RX-3.

The City of Raleigh prioritizes permanent housing solutions that align with the goals and strategies outlined in the City’s Affordable Housing Plan. In keeping with this commitment, the Housing and Community Development Department emphasizes consistency with the principles of the State’s Olmstead Settlement Agreement, which supports housing choice and community integration for people with disabilities.

The City is the landlord and property owner. The proposer shall be the tenant of record, pay rent, pay utilities (estimated at \$224 per unit per month), and shall

manage unit occupancy. Professional property management is in place that provides pest control, unit maintenance, and groundskeeping. The tenant will also be responsible for day-to-day operations and ensuring compliance with the lease.

## 5. SUBMITTAL REQUIREMENTS

### 5.1. Response Format

Responses should be prepared as simply as possible and provide a straightforward, concise description of the respondent's capabilities to satisfy the requirements of the RFI and should be **maximum 3 pages long**. Utmost attention should be given to accuracy, completeness, and clarity of content. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included. All parts, pages, figures, and tables should be numbered and clearly labeled. The City, at its discretion, may require a respondent to provide additional support or clarify requested information.

The response should be organized into the following major sections:

- Section 1: Organization Background
  1. How long has the organization been in operation?
  2. A brief description of the organization size and organizational structure.
  3. Organization location(s).
  4. Evidence that the organization is a Corporation or nonprofit, is in good standing and qualified to conduct business in North Carolina.
  5. A brief description of the population served by the organization.
  6. Contact information for at least three (3) partner organizations or members of the population served who can provide a testimonial. Please provide: the company name, address, contact person, email address, and their telephone number.
  7. Does your organization have a history of master leasing

properties? Please describe.

- Section 2: Respondent Questionnaire
  1. Please describe how the organization would use City-owned vacant rental units to provide its service(s) and further its mission.
  2. Approximately how many people in the organization's target population would be served?
  3. Please provide an estimated timeline for the organization to begin operating its service(s) once a master lease agreement is executed.
  4. What would be the requested term of the lease?
  5. What would be the offered per unit rental rate for the lease?
  6. How is your proposed use in compliance with the current zoning?