

REQUEST FOR INFORMATION

PROPOSAL NUMBER: 65-RFI05222007

ISSUE DATE: May 22, 2007

TITLE: FISCAL IMPACT ANALYSIS OF CAROLINA NORTH DEVELOPMENT

ISSUING AGENCY: UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
MATERIAL & DISBURSEMENT SERVICES
104 AIRPORT DRIVE, SUITE 2700, CB #1100
CHAPEL HILL, NORTH CAROLINA 27599-1100
ATTENTION: Mr. Mark Sillman
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USING AGENCY: OFFICE OF THE PROVOST

IMPORTANT: This is a Request for Information only and is not to be construed as a Request for Proposal. No cost and pricing data are requested nor should it be included with your response. Responses should be submitted in a sealed envelope indicating the firm name and RFI number on the front of the envelope or package.

Sealed responses will be received until **3:00 p.m. on June 15, 2007** for furnishing information on the services described herein at the address indicated above as Issuing Agency. Proposals not received by **3:00 p.m. on June 15, 2007** may not be considered. No details of responses will be divulged at the time of opening.

All questions concerning this RFI must be submitted via email as a Microsoft word document to **mark_sillman@unc.edu**, no later than **4:00 p.m. on May 30, 2007**. A summary of all questions and answers will be posted on the Internet or emailed as an addendum, located under the RFI number being modified.

It is the offerors responsibility to assure that all addenda, if any have been reviewed, signed and returned.

Pursuant to G.S. 143-48 and Executive Order No. 150, the state invites and encourages participation in this process by businesses owned by minorities, women and the disabled.

Purpose:

The University of North Carolina at Chapel Hill is seeking professional services from a qualified and experienced consultant to examine the fiscal implications of future development of the Carolina North property for University, the Towns of Chapel Hill and Carrboro, and Orange County. To that end, we would like to invite you to submit information about your agency's services and capabilities.

Overview:

The University of North Carolina at Chapel Hill owns a 900-acre tract north of campus. The University is preparing plans for the future use of this site, including potential development of some 250 acres. The University has agreed in principle that development of the Carolina North campus will have a net neutral or positive fiscal impact on the Chapel Hill, Carrboro, and Orange County local governments. The University has agreed to conduct a fiscal impact analysis of potential Carolina North development in cooperation with the affected local governments.

Scope of Work:

The principal focus of the fiscal impact analysis will be assessing the direct costs and financing of provision of public services for development of the Carolina North property over an initial ten year period. The public services to be addressed, where relevant to the potential development of this site, include water, sewer, solid waste, transportation (roads, transit, bikeways, and pedestrian ways), schools, emergency services (fire, police, emergency medical), recreation and open space, libraries, development review and regulation, and finance and revenue collection. The costs to be examined include both capital and operational costs, including an identification of potential new debt and debt service costs. The methods of financing these costs to be examined include taxes, fees, and direct provision of services.

It is anticipated that the fiscal impact analysis will also address, perhaps with less certainty and detail: (1) the fiscal implications of development of the Carolina North property over a longer time period, up to and including full buildout scenarios; (2) the indirect costs and revenues reasonably expected to be associated with this development; and (3) an identification of other associated costs and revenues that are intangible, external to the project, or that cannot be calculated with reasonable certainty and precision. To the extent possible, the analysis should also identify and discuss those related costs and revenues reasonably expected to be the responsibility of the state or other units of government.

As plans for the future development of the area are evolving and are not certain, the analysis will consider a range of alternative development options provided by the University. The University and towns also have recently initiated a transit study for Carolina North and the fiscal impact analysis will incorporate the ongoing reports and information from that study. The University has conducted a number of technical workshops regarding potential development of the Carolina North site (including for example, Energy Generation and Consumption, Infrastructure, and Ecological Assessment) and the study will incorporate that information where relevant.

Background Information:

Information to be provided to the selected consultant includes:

1. Development options, plans, site studies, technical workshop reports, and other Carolina North information provided by the University
2. Current capacities, projected demand, and operational and capital improvement budgets for public services to be addressed, provided by Chapel Hill, Carrboro, Orange County, the University, and OWASA
3. Carolina North Transit Study, in process
4. Report of the Leadership Advisory Committee for Carolina North, January 19, 2007 (http://research.unc.edu/cn/FINAL_LAC_REPORT.pdf)
5. Orange County Public School Impact Fee Study, {date}
6. Schools Adequate Public Facility Ordinance, Orange County-Chapel Hill-Carrboro (1993), Memorandum of Understanding, and Annual Report {2004} (http://www.co.orange.nc.us/planning/admin_SAPFOTAC.asp)
7. Report of the Task Force on Fiscal Relationships, July 7, 1999
8. Final Report, The Costs/Benefits of UNC-CH to the Town of Chapel Hill: Implications for Public Finance, May 13, 1999
9. Market St. Services, Inc. Estimating the Economic Impacts of Carolina North, November 2004

A number of the above referenced materials are available for review at the web site noted above.

Substantial additional background information regarding potential site development is posted on the University's Carolina North web page (<http://cn.unc.edu/>) and the Town of Chapel Hill's Horace Williams Citizens Committee web page (<http://www.townofchapelhill.org/index.asp?nid=343>).

Anticipated Work Products:

Subject to contract negotiations, it is anticipated that the selected consultant will provide the following work products by the conclusion of the contract:

1. A model to assess the fiscal impacts of University of North Carolina development on the towns of Chapel Hill and Carrboro and on Orange County.
2. An application of the fiscal impacts model to potential development on the Carolina North property. To the extent possible, the model and report should differentiate costs and revenues for different categories and locations of land uses proposed by the University, assess unit costs and revenues where feasible, and address critical development threshold points that may have significant fiscal implications. The study will include an assessment of existing capacities for service provision and future level of service implications (based on information provided by the affected local governments regarding service capacities, projected demand, and projected capital improvements in the absence of Carolina North development).
3. The study will also address the feasibility of available alternative fiscal tools such as service districts and tax increment finance districts.
4. Periodic progress reports and presentations of the model and its application to the study oversight committee.
5. A study report that clearly addresses the above items, with an executive summary, appendices, and relevant software.

Timeline:

A project starting date of August 1, 2007 is desired but negotiable. The duration of the project is subject to negotiation, but completion within [six] months is desired.

Information to be Submitted

Responses to this request shall include seven sets of the submittal materials for consideration. The materials shall include:

1. *Submitting firm information:* A profile of the firm or firms submitting the proposal, including all contact information.
2. *Personnel information:* Names of principals, key persons, or associates who would be involved in the project and their qualifications and relevant background information. The project manager shall be clearly identified.
3. *Project resume:* A list of all similar projects completed by the firm in the last five years, including personnel involved in previous projects that would also be involved in this project. The list shall include the following:
 - a. Contact person information and references regarding previous projects (address, phone number, and e-mail address); and
 - b. A description of how each previous project is similar in scope and scale to this project. Sample previous project reports may be submitted as well.
4. *Consultant Information:* A list of all consultants that will be a part of the submitting firm's project team. That list should include contact information for each consultant (name, address, phone number, and e-mail address) and a list of all similar projects where the consultant has provided services similar to those that would be provided for this project.
5. *Methodology:* A description of the methodologies, models, and analytic techniques proposed for the project and relevant experience in the use of those methodologies.
6. *Proprietary information:* Any restrictions on the use of the data included in the submittal materials must be clearly stated.

CONDITIONS FOR REQUESTS FOR INFORMATION (RFI)

RESPONSES

All responses are subject to the conditions outlined herein. All responses shall be controlled by such conditions and the submission of other terms and conditions and other documents as part of an offerors response shall be waived and have no effect on this Request for Information.

REQUIRED RESPONSE CONTENT

Qualified firms are encouraged to submit a response for performing the services described herein. All responses shall be submitted in accordance with the requirements of this Request for Information. **Failure to include any required information in the response may be grounds to disqualify a firm from being able to proceed.** Responses shall be prepared simply and succinctly providing a straightforward, concise description of the offerors abilities to satisfy the requirements of this Request for Information. Emphasis shall be on completeness and clarity of content. The information shall be prepared, tabbed and submitted in a clear and logical order. **It is requested that you submit an original and six copies of your response.**

RESPONSE SUBMISSION AND OPENING

The response must be received by the Issuing Agency no later than the date and time specified on the cover of this Request for Information. Each response shall be placed in a sealed envelope with the following information printed on the outside of the envelope; complete name of the offerors company/firm, the Request for Information number. Ensure that you have the Request for Information number printed on your address label so that it can be properly identified upon arrival at the Issuing Agency address.

EVALUATION OF RESPONSES

The offerors response shall be submitted at the time specified. Based on the information submitted, we intend to narrow our search to a smaller group of firms that we feel most closely fit our needs and invite those agencies to make a presentation. These presentations will include a description of analytic approaches and alternatives the consultants would use to conduct the study and proposals for how the consultants could assist in refining the scope of analysis to be conducted.

A fiscal impact analysis study oversight committee with representation from the University, Chapel Hill, Carrboro, and Orange county will review submittals, interview finalists, make a recommendation of consultants to be engaged. This oversight committee will also meet regularly with the consultants over the course of the study, and will review and comment on progress reports, interim reports, and the final study report.

The fiscal impact analysis study oversight committee will consider the following factors in selecting firms to make a presentation and to conduct the study. These factors are not necessarily listed in order of priority.

1. Overall experience and qualifications of the offeror and proposed personnel, with a particular emphasis on the experience that the proposed project team has with similar projects, including as assessment of the scope, relevance, quality, and timeliness of similar relevant projects;
2. The experience and/or credentials in providing the professional services, with consideration of the current workload of the project team and evidence of adequate staff to successfully complete the project on schedule; and
3. The firm's demonstrated performance in completing projects on time and within budget.

Offerors are cautioned that this is a Request for Information, not a request to contract, and the University reserves the unqualified right to reject offers for any reason when such rejection is deemed to be in the best interest of the University.

ELABORATE RESPONSES

Elaborate responses in the form of brochures or other presentations beyond that necessary to present a complete and effective response are not desired.

In an effort to support the sustainability efforts of the University we solicit your cooperation in this endeavor.

It is desirable that all responses meet the following requirements:

- All copies are printed double sided.
- All submittals and copies are printed on recycled paper with a minimum post-consumer content of 30% and indicate this information accordingly on the response.
- Unless absolutely necessary, all submittals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. Three ringed binders, glued materials, paper clips and staples are acceptable.
- Materials should be submitted in a format which allows for easy removal and recycling of paper material.

ORAL EXPLANATIONS

The University at its option may request oral presentations, or discussions with any or all offerors for the purpose of clarification or to amplify the material presented in any part of the response. However, offerors are cautioned that the University is not required to request clarification; therefore, all responses should be complete and concise. The University shall not be bound by oral explanations or instructions given at any time during the process.

REFERENCE TO OTHER DATA

Only information which is received in response to this Request for Information shall be evaluated; references to information previously submitted shall not be evaluated.

RIGHT TO SUBMITTED MATERIALS

All responses, inquiries, or correspondence relating to or in reference to this Request for Information, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the offerors shall become the property of the University when received.

COST OF RESPONSE PREPARATION

Any costs incurred by the offeror in preparing or submitting responses are the offerors sole responsibility; the University shall not reimburse any offeror for any costs incurred to include costs associated with presentations if asked for.

CONFIDENTIAL INFORMATION

To promote maximum participation and to protect the Request for Information process from being used to obtain information that would normally not be available otherwise, the University shall maintain the confidentiality of certain types of information. All such information intended to be kept confidential must be designated in writing "Confidential." The obligations of non-disclosure shall not apply to the following:

- A. Information which, at the time of disclosure is in the public knowledge;
- B. Information which, after disclosure becomes part of the public knowledge by publication or otherwise, except by breach of this Agreement;
- C. Information which was in the possession of the University at the time of disclosure and which was not acquired, directly or indirectly by recipient from the disclosing party, and which prior possession can be proven by documentary evidence;
- D. Information received from third parties, provided such information was not obtained to their knowledge by said third parties, directly or indirectly, on a confidential basis;
- E. Information which is independently developed by the University's personnel not privy to the Information.
- F. Information contained in any subsequent pricing schedules if and when asked for.

ADVERTISING

In submitting the response, the offeror agrees not to use the results there from as a part of any news release or commercial advertising without prior written approval of the University.

TITLES

Titles and headings in this Request for Information and any subsequent documents are for convenience only and shall have no binding force or effect.