



Request for Proposal for Independent Engineer/Consultant Services for Multi-Family Capital Expenditure and Operating Valuation January 17, 2024

The NC A&T Real Estate Foundation, Inc. (The Foundation) and respective LLCs (the Foundation) are requesting proposals from Engineering firms that have extensive experience in providing inspection & reporting for five-year capital expenditure casting, and Financial Consulting firms that have extensive experience in providing five-year operating reserve casting evaluations and reports. The Foundation invites your firm to submit a proposal to the Foundation **by February 16, 2024 at 5 pm**. A description of the Foundation, the services needed, and other pertinent information follows:

Background

The NC A&T Real Estate Foundation, Inc. is a North Carolina nonprofit public benefit corporation recognized by the Internal Revenue Service as a charitable, tax-exempt organization pursuant to section 501 (c) 3 of the Internal Revenue Code. NC A&T University Foundation, Inc. was founded in 1946 with a single purpose mission of supporting NC A&T State University. In 2015, the named was changed with a repurposed mission to the NC A&T Real Estate Foundation, Inc. (The Foundation)

The Foundation is the sole member of The NC A&T University Foundation, LLC ("University LLC"), the NC A&T Real Estate Foundation, LLC ("Real Estate Foundation LLC"), Bulldog Real Estate Holdings of East Greensboro, LLC, Aggie Apartment Life Holding Corporation, LLC and Aggie Apartment Life Holding Corporation II, LLC.

The properties are privatized student housing financed by tax-exempt private activity bonds and these reports are compliance requirements in the bond indentures.

The NC A&T University Foundation, LLC

The NC A&T University Foundation, LLC ("Housing LLC") was organized February 2001 for the purposes of financing the construction of privatized housing through the issuance of bonds and the articles of organization state that it "shall be operated exclusively to further the charitable purposes of its members". The bonds were originally issued in 2001, refunded in 2004 and reissued in 2015 with variable rate series bond in the amount of \$22,495,000. The bonds are insured by Assured Guaranty. **As of June 30, 2023, the outstanding balance was \$25,840,000.00.**

Financed on-campus facilities include:

- 1,352 beds located in various residence halls;
 - Aggie Suites E: one building; 3 floors; 293 units; 467 beds
 - Aggie Suites F: one building; 3 floors; 223units; 343 beds
 - Aggie Terrace: one building; 3 floors; 30 units; 100 beds
 - Pride Hall: one building; 3 floors; 112 units; 442 beds

The aforementioned on-campus facilities are managed by the department of Housing and Residence Life (HRL) of The NC A& T State University. As the facilities liaison, HRL has the contractual authorization to manage all facilities and to render services to oversee operations and maintenance. Such services include maintenance and leasing, in which specific leasing requirements are required to maintain Bond compliance. Pursuant to the terms and conditions of Bond financing and compliance, such requirements include obtaining a 95% occupancy rate for the collective facilities mentioned above.

Additionally, HRL has a binding sub-contract with ABM services for the general repair, replacement and preventive maintenance services for the facilities. ABM offers a staff of skilled maintenance technicians that responses to work orders submitted by the students via the Assetessentials management tool. The tool allows technicians to view work order(s), document the findings of the issue(s) and document the status of the work order(s) through the process of completion. The tool also provides a method for users to view charts and documentation showing the average work orders generated and completed per day, average days to completion, and categorizes each request by facility and related issues, i.e. Plumbing, electrical, hardware, janitorial, etc.

Below is a table detailing the facility, year built and/or renovated, square footage and number of total beds.

Building	Year Built	Renovated	Gross Area (Sq. Ft)	Beds
Aggie Suites E	2001	N/A	120,580	467
Aggie Suite F	2001	N/A	99,420	343
Aggie Terrace	1984	2008	25,705	100
Pride Hall	2004	N/A	117,300	442
TOALS			363,005	1,352

- The Alumni-Foundation Event Center consisting of approximately 30,000 square feet of rental space; and
- Child Development Lab, a childcare teaching facility used as an academic laboratory consisting of approximately 6,000 square feet.

Aggie Apartment Life Holding Corporation II, LLC fka The NC A&T Real Estate Foundation, LLC

The NC A&T Real Estate Foundation LLC was organized March 8, 2018 for the purpose of supporting the operations and mission of the Foundation and North Carolina A&T State University (the “University”). The NCA&TREF LLC received two bond issuances to finance the acquisition of five apartment complexes for privatized student housing of enrolled students at the University. Aggie Pointe and Preeminent Pointe known as The Pointes and Campus Edge were financed beginning June 24, 2019 for \$26,020,000 and Collegiate Commons and Sebastian Villages were December 18, 2019 for \$47,795,000. **As of June 30, 2023, the outstanding balance was \$71,805,000.00.** On September 22, 2022 Aggie Apartment Life Holding Corporation, LLC acquired University Landing and University Pointe for \$20,550,000.00. On February 8, 2024 Aggie Apartment Life Holding Corporation II, LLC will acquire University Landing and University Pointe for a bond issue of +/- \$29,000,000, thereby consolidating all apartments under one ownership entity and financing. All bond funds are managed through an assigned bond trustee. The number of buildings, units and beds per property are as follows:

- **The Pointes:** 9 buildings, 108 units; 360 beds
 - Aggie Pointe: 6 buildings; 72 units; 216 beds
 - Preeminent Pointe: 3 buildings; 36 units; 144 beds
- **Campus Edge:** 3 buildings, 36 units, 108 beds
- **Collegiate Commons:** 9 buildings, 108 units, 324 beds; and
 - The University’s police department operates a 24-hour sub-station at the site of the former leasing office of Collegiate Commons
 - A student workout center is located in front of the property
- **Sebastian Villages:** 21 buildings; 320 units; 840 beds
 - Sebastian Village: 8 buildings, 120 units, 288 beds
 - Sebastian Courtyard: 7 buildings, 96 units, 300 beds
 - and Sebastian Place: 6 buildings, 84 units, 252 beds
 - The management office is on-site at Sebastian Village located at 1402 E. Washington Street, Greensboro, NC 27401
 - A student lounge and two maintenance buildings are located on-site at Sebastian Place

Below is a table detailing the different types of units within the Sebastian Village portfolio, the square footage of each unit, and the number of each unit available.

DESCRIPTION OF UNITS

Unit Type	Number of Units	Bathroom/Unit	Unit Sq. Ft.	Total Beds
2-bedroom	24	2	976	48
2-bedroom	36	2	1,009	72
2-bedroom	12	2	1,086	24
3-bedroom	24	3	920	72
3-bedroom	24	3	1,239	72
3-bedroom	72	3	1,267	216
3-bedroom	48	3	1,288	144
3-bedroom	36	3	1,317	108
3-bedroom	12	3	1,400	36
4-bedroom	12	4	1,889	48

- **University Pointe:** 2 buildings, 24 units; 96 beds
- **University Landing:** 6 buildings; 112 units; 254 beds

The Foundation’s off- campus apartments are managed by Burkely Communities, LLC. Through contractual authorization, Burkely obtains the authority to manage and operate all of the off-campus apartments on behalf of the Foundation. Burkely’s management services includes but are not limited to oversight and operations of the properties, leasing, collection of rent, maintenance and upkeep.

Pursuant to the terms and conditions of Bond financing and compliance, such requirements for operations includes maintaining an occupancy rate of 95% for the collective properties within the portfolio and a debt service coverage ratio on the apartment operations of 1.30, for the purposes of maintaining the operating and maintenance fund for operating expenses. In the event the Debt Service Coverage Ratio falls below 1.30, to cause the amount in the Operating Reserve Fund to equal the Minimum Amount, the funds for operations risk being impacted.

Below is a table detailing the individual apartment complexes, year built, square footage of the complex, and the number of total beds for the Aggie Apartment Life Holding Corporation II, LLC fka The NC A&T Real Estate Foundation, LLC portfolio.

Building	Year Built	Gross Area (Sq. Ft)	Beds
Preeminent Pointe	2007	82,368	144
Aggie Pointe	2007	46,620	216
Campus Edge	2006	43,200	108
Sebastian Villages	2007	364,524	840
Collegiate Commons	2007	129,600	324
University Landing	2009 and 2021	123,672	254
University Pointe	2005	37,248	96

For more information on the Foundation, please visit the website: <https://ncatrealestatefoundation.org/>

Services to Be Performed

Proposals must include a description of the following services:

- Aggie Apartment Life CapEx Five-year Forward Casting Report Due May 15, 2024:** The written building assessment from an independent engineer is based on current expectations and assumptions regarding the building and performance, the economy and other future conditions and forecasts of future events, circumstances and results.

Such report will contain a written report with a recommendation for adequate monthly deposits into the Replacement Fund based upon physical needs assessment with respect to the then-current condition of the facility the then-current balance in the Replacement Fund and all amounts expected to be expended over the next succeeding three years for maintenance, repair and replacement at the facility annual periods for repair maintenance and replacement of the facility’s capital expenditures including a recommended schedule of annual amounts to be reserved for such purposes.
- Aggie Apartment Life Operating Reserve Five-year Forward Casting Report Due May 15, 2024:** The written report from a financial consultant should contain a periodic review of the adequacy of the amounts for the Operating Reserve Fund to occur every five (5) years, based on a physical needs reserve analysis with respect to the then-current condition of the building, the then-current balance in the Operating Reserve Fund and the Replacement Fund and all amounts expected to be expended over the next succeeding five years for major maintenance, repair and replacement of the building’s capital expenditures including a recommended schedule of annual amounts to be reserved for such purposes.
- Housing LLC on-campus Residence Halls and Corresponding Buildings CapEx five -year Forward Casting Report Due October 15, 2024:** The written facility assessment from an independent engineer is

based on current expectations and assumptions regarding the facility and performance, the economy and other future conditions and forecasts of future events, circumstances and results.

Such report will contain a written report with a recommendation for adequate monthly deposits into the Replacement Fund based upon physical needs assessment with respect to the then-current condition of the facility the then-current balance in the Replacement Fund and all amounts expected to be expended over the next succeeding three years for maintenance, repair and replacement at the facility annual periods for repair maintenance and replacement of the facility's capital expenditures including a recommended schedule of annual amounts to be reserved for such purposes.

Definitions

"Independent Engineer" means any architect, engineer, or firm of architects or engineers that has all licenses and certifications necessary for the performance of such services, and that has a favorable reputation for skill and experience in performing similar services in respect of facilities of a comparable size and nature.

"Financial Consultant" means a firm of Accountants and/or professional management, marketing, housing or financial consultants having the skill and experience necessary to render the particular report required that is designated as such in writing. The reports of the Financial Consultant showing projected financial performances may be in the form of a projection that is accompanied by a statement of a Financial Consultant to the effect that such Financial Consultant has reviewed the underlying assumptions and procedures used by management and that such assumptions provide a reasonable basis for the projection.

Tentative Timeframe for Site Visits and Report

Task	Due Date
Meet with the Executive Director and Team to discuss the inspection plan	Tuesday, February 27, 2024
Receive prior maintenance and CapEx budgets, inventory lists and prior inspection reports, not previously provided	Tuesday, February 27, 2024
Inspect Apartments	Friday, March 1, 2024
Prepare proformas (Operating Reserve) for Apartments	Monday, April 15, 2024
Draft Reports due for review	Wednesday, May 1, 2024
Receive Feedback	Wednesday, May 8, 2024
Presentation of a Draft Reports to Acquisition & Finance Committees for Apartments	Wednesday, May 15, 2024
Apartments: Issue Final Reports (electronically)	Friday June 14, 2024
Inspect Residence Halls & corresponding Buildings	Monday, September 2, 2024
Draft Reports due for review	Friday, October 25, 2024
Receive Feedback	Friday, November 1, 2024,
Presentation of Draft Report to Acquisition & Finance Committee (Residence Halls)	Wednesday, November 6, 2024
Issue Final Reports (electronically) for Residence Halls	November 15, 2024

Proposal Content

To ensure an equitable evaluation process and obtain maximum comparability, the RFP responses should be organized in the format described below:

A. Executive Summary

Describe your understanding of the work to be performed and your firm’s ability to perform the work within the time frame provided.

B. Professional Experience

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm’s philosophy, size, structure, and qualifications. Please include reference letters and client testimonials.

C. Teams Qualifications

Identify the specific partners, managers, and in-charge staff who will be assigned to the engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services

requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

D. Inspection Approach

Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis and the type of assistance that will be required from the NC A&T Real Estate Foundation, Inc. /LLCs. Also discuss the firm's use of technology, including timelines and Gantt charts if applicable.

E. Fees

Please provide a firm estimate of fees for the services to be provided and billing arrangements. Contracts will be awarded for one-year with two inspections that happen every three years for the residence halls and every five years for the apartments. It has been the NC A&T Real Estate Foundation, Inc. /LLCs practice for management to negotiate a fee for service each year prior to such services being rendered.

F. Client References

Include a list of relevant not-for-profit clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

G. Additional Information

Please provide a copy of your most recent peer review report. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal. Please included the completed conflict of interest form with your proposal.

Proposal Review and Approval Timetable

Task	Date
Mandatory Site Visit for interested firms and consultants: The Foundation will hold a site visit for Proposers who wish to visit the properties and obtain a thorough understanding of the scope of the project. Proposers will meet at The Real Estate Foundation located at 200 N Benbow Road, Greensboro, NC 27401 @ 9am (please allocate 3 hours work walk through)	Wednesday, January 31, 2024 Please RSVP for site visit by January 29 th , 2024 via link: https://forms.gle/4NSxDYpiPk9naBaJ6
RFP due: All RFPs must be submitted no later than 5pm on February 16, 2024 via the emails below: refoundation@ncat.edu Each Proposer will receive an email confirming receipt of their submission	Friday, February 16, 2024
Interviews: Interviews will be scheduled at least 48 hours in advance and will be held at The Real Estate Foundation located at 200 N Benbow Road, Greensboro, NC 27401 for the week of February 19, 2024	Monday- Wednesday, February 19-21, 2024
Firm(s) selected and notified: Selected Firms will be notified of via the email in which they the RFP was submitted from by 5pm on February 23, 2024	Friday, February 23, 2024
Firm(s) submit contract to Foundation for review: Final contracts must be submitted to the Foundation for review by 5pm on February 26, 2024 via the email below: refoundation@ncat.edu	Monday, February 26, 2024
Contract(s) executed & work to begin on apartments	Friday, March 1, 2024

Evaluation of Proposal

It is expected that different firms will submit for the two different services needed for the apartments, or one proposal with a joint venture (Engineer & Financial Consultant) will be accepted as well. While price is an important factor, NC A&T Real Estate Foundation, Inc. /LLCs will evaluate proposals on price and the following criteria:

- Prior experience offering similar services
- Qualifications of staff to be assigned to the engagement
- Firms' understanding of work to be performed
- References
- Completeness and timeliness of the proposal

Key Contacts

Kimberly Cameron, Executive Director, is the key contact for information in preparing your proposal, she can be reached at 336-433-5560 or refoundation@ncat.edu. Email is preferred for efficiency purposes. Requests for additional information, questions and coordinating visits to our offices should be coordinated through the Executive Director's office.

All proposals must be received electronically to refoundation@ncat.edu by 5:00 pm on Friday, February 16, 2024 in PDF electronic copy. Declination of submissions should be submitted to the above address well.

Sincerely,

Kimberly A. Cameron
Executive Director

Attachments:

Aerial Maps
FY23 and FY24 Budgets
Floor plans
Inventory Report
Past Five-Year Capital Improvement Projects