



Town of Nags Head, North Carolina

REQUEST FOR INFORMATION

**Solutions for Town Seasonal-Employee
Housing Needs**

**Due Date: May ##, 2021
2:00 PM, EST**

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252-449-6044**

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1.0 Description

The purpose of this Request for Information ("RFI") is to allow the Town of Nags Head, North Carolina (the "Town") to gather information from private entities as to how they may propose to provide housing to meet the needs of the Town's seasonal Ocean Rescue lifeguard staff as described herein.

2.0 Background

The Town of Nags Head is located in Dare County on the Outer Banks of North Carolina. The Town is an oceanfront community and a seasonal tourist destination. The Town has an approximate year-round population of 3,000, while the in-season (May through August) population, bolstered by visitors, is estimated to exceed 30,000 on any given day. According to the US Census Bureau's 2019 estimates, the Town has a total of 4,839 housing units, while only 1,302 permanent households; the majority of the Town's housing units are used for short-term rental occupancy during the season, with an increasing number of housing units made available for rent through platforms such as Airbnb and VRBO.

The Town's standing as a family-focused destination relies upon the safety of its beaches. Seasonally, this is the primary responsibility of the Town's Ocean Rescue Division lifeguards. The average lifeguard is between 18 and 26 years old; many of these Lifeguards are college students working during the summer break, returning to school before the start of the fall semester. About a third of the Town's lifeguards are international students under the U.S. Department of State's J-1 Visa Summer Work Travel Program. Being employed with the Town as a lifeguard, it is necessary for lifeguards who are not local residents to secure housing for the duration of their employment. Annually, Town staff works to assist prospective lifeguards in finding housing for the season that is safe, secure, and available for a reasonable expense; additionally, approximately 30 of the Town's lifeguards are eligible for a \$50 per week housing stipend provided by the Town to offset housing costs. Given the housing demands associated with the tourism-based economy, increases in the Town's permanent population, and the growth in the use of short-term rental platforms such as Airbnb and VRBO, the ability to secure necessary housing presents challenges for lifeguards and the Town, conditions which change annually.

3.0 Description of Needs

The Town is exploring opportunities to secure seasonal housing for twenty (20) Ocean Rescue lifeguards, annually from May 15th through Labor Day, with a cost not to exceed \$150.00 per week for a double occupancy, air-conditioned space with amenities (i.e., bathroom and kitchen facilities). Because the lifeguards arrive at a different time of the year, weekly rates should be considered. Some lifeguards will leave beginning in August, while others, mostly international students, will extend up to Labor Day. Flexibility with respect to rental periods

would be ideal given the potential, for a variety of reasons, for lifeguards to leave their position prior to the end of the season.

An assessment performed in early 2020, which included interviews with former lifeguards, indicated the following preferences with respect to housing:

- Lifeguards are most concerned with the location of housing, cost, and privacy;
- The ideal housing condition would incorporate all lifeguards in the same location, but would also allow for some separation and privacy;
- The ideal location would be in northern Nags Head, close to the beach, and separated from residential neighborhoods;
- A living arrangement that allows occupants to congregate, but to also have their own private spaces is preferred; a cottage-style living arrangement has been successful in the past; and
- Lifeguards have a need or strong desire for outdoor showers, gathering spaces, study areas (if the living arrangement is not private), and storage areas.

4.0 Additional Considerations, Preferences, and Limitations

Generally, the Town is open to the receipt of any information responsive to this RFI; however, respondents may wish to consider the following considerations, preferences, and limitations:

- While consistency with existing Town zoning and land use regulations may result in some presented concepts being more viable than others, respondents should not be restricted by existing regulations applicable to a concept, use, property, and/or building when responding to this RFI;
- While the Town is not making property owned by the Town available for procurement at this time (through sale, lease, or some other arrangement), the Town does not object to the presentation of information that relates to one or more Town-owned properties;
- Generally, the Town does not have an interest in being responsible itself for developing, managing, or maintaining housing;
- Respondents should not be limited from presenting information that is based upon partnerships between entities, both public and private, or suggesting alternative uses for housing when not occupied in season; and
- The Town is open to learning about non-traditional concepts that may address identified needs; for example, could housing be provided in modular units that may be relocated when not in use?

5.0 Requested Information

The Town seeks information from interested parties to describe how a private entity would provide housing to meet the needs of the Town's seasonal Ocean Rescue lifeguard staff. Respondents should include in their responses:

- A letter explaining their interest in potentially providing housing to meet the needs described in this RFI;
- Information and materials providing an overview and examples of past relevant experience;
- Any proposed concept(s); such concept(s) may or may not be related to specific property(s) or existing building(s);
- An overview of consistency with and/or significant deviations from Town regulations;
- An overview of agreements and/or terms, including financial, that could be expected of the Town, if any; and
- Any other information that the respondent deems responsive to this RFI.

6.0 Submissions

Responses to this RFI are due by 2:00 PM EST, May ##, 2021. Response may be submitted in hardcopy form, or by email as an electronic PDF. Emailed responses may be sent to michael.zehner@nagsheadnc.gov and mailed responses shall be sent to:

Town of Nags Head
Attn: Michael Zehner
PO Box 99
Nags Head, NC 27959

7.0 Schedule

Task	Expected Date
Release of RFI	April ##, 2021
Deadline for Submission of Questions/Clarifications	April 30, 2021
Posting of Questions/Clarifications Addenda	May 3, 2021
Submission Due Date	May ##, 2021
Optional Interviews/Presentations	TBD

8.0 RFI Coordinator

The following rules of contact shall apply during this RFI:

- 8.1 After release of the RFI, potential respondents shall ONLY correspond with the Town regarding this RFI through the Town's designated representative. The designated representative's contact information is:

Michael Zehner
Town of Nags Head
Director of Planning and Development
PO Box 99

Nags Head, NC 27959
252-449-6044
michael.zehner@nagsheadnc.gov

- 8.2 Potential respondents shall not contact the Town's employees, including the Town's management and/or any elected officials who will participate in the review of responses, except through the process identified above. Any communications determined to be improper may result in disqualification, at the sole discretion of the Town. Any official information regarding the RFI will be disseminated by the Town. Specific information necessary for the preparation of Responses will be disclosed to all potential respondents. The Town will not be responsible for any oral exchange or any other information or exchange that occurs outside the official process specified herein. Failure to comply with these rules of contact may result in a Response being rejected in the Town's sole discretion.

9.0 Submission of Questions; Lack of Clarity; Addenda

Any questions raised by potential respondents must be submitted in writing to michael.zehner@nagsheadnc.gov no later than **11:00 A.M. EST, on April 30, 2021**. Additionally, any irregularities or lack of clarity in the RFI must be brought to the Town's attention, in writing via email, as soon as possible. Only requests submitted through email will be considered. No requests for additional information or clarification shall be made to any other Towns' office, consultant, or employee.

The Town will respond to questions received regarding the RFI individually, including requests for clarification and requests to correct errors, on or before **April 30, 2021**. On May 3, 2021, an addendum to this RFI, with all questions received and answers provided, as well as all clarifications and corrections, will be posted to the Town's website at www.nagsheadnc.gov; it is the potential respondent's responsibility to check the Town's website at www.nagsheadnc.gov for any addenda to this RFI.

10.0 Interview and Presentation

Respondents **may** be invited for an interview and to provide a presentation at a time and date to be determined after review of the responses. Accommodations for remote presentations will be considered, as necessary.

11.0 Cost of Preparing Responses

The Town assumes no financial responsibility in connection with the respondents' costs incurred in the preparation and submission of a response to this RFI, or by participating in any interview or presentation, if such are conducted by the Town in its sole discretion.

12.0 General Terms and Conditions

THIS IS A REQUEST FOR INFORMATION ONLY. Issuance of this RFI shall in no way constitute a commitment by the Town to procure any of the items discussed, issue a Request for Proposal (RFP) soliciting any services, execute any agreement, or commit to any regulatory accommodations. The Town reserves the right to reject any or all submittals received in response to this RFI, or to cancel this RFI if it is deemed in the best interest of the Town to do so.

Information submitted in response to this RFI will become the property of the Town. The Town will not pay for any information herein requested, nor will it be liable for any other costs incurred by any respondent related to the preparation or delivery of the response to this RFI or any subsequent presentation.

By submitting a response, the respondent agrees that the Town may copy the response information for purposes of facilitating review or to respond to requests for public records. The respondent consents to such copy by submitting a response and warrants that such copying will not violate the rights of any third party. The Town will have the right to use ideas or adaptations presented in the responses.

This RFI is designed to provide potential respondents with the information necessary for the preparation of informative response proposals. This RFI process is for Town's benefit and may inform future procurement activities seeking related goods and services. The RFI is not intended to be comprehensive, and each potential respondent is responsible for determining all factors necessary for submission of comprehensive responses. The RFI response will not be subject to an RFP-type evaluation, but only to a review of the potential solutions presented.

The Town will not be responsible for any oral exchange or any other information or exchange that occurs outside the official process specified herein.

13.0 Public Records

The Town will treat all information submitted by respondents as public records, and, accordingly, such information shall be publicly available unless an exception to the public records laws can be shown to apply.