



## Durham-Based Business Plan Durham Innovation District Phase I Longfellow Real Estate Partners

Pursuant to that certain Contract between the City of Durham, a North Carolina municipal corporation (the “City”) and Longfellow Real Estate Partners, LLC, a \_\_\_\_\_ limited liability company (Longfellow or “Company”), regarding funds for capital investments in the property to be constructed at 224 Morris Street, 302 Morris Street, and 301 Morris Street, effective as of \_\_\_\_\_, 2015 (the “Contract”), Longfellow has agreed to make certain capital investments in the City (the “Project”).

### Purpose/Goals

The purpose of this Durham-Based Business Plan (the “Plan”) is to encourage the use of Durham-based firms in connection with the Project. Through the Plan, Durham-based firms that may not have otherwise received consideration due to lack of exposure to the larger business community may have the opportunity to become involved in this Project in their community.

### Administration

This Plan shall be administered by Longfellow and the City and shall take effect when signed by the parties below and shall be fully effective until Completion Date (as defined in the Contract), including any extension or modification to such date. The Plan will implement the following guidelines and activities:

**A. Durham-Based Firm Identification Resources.** Longfellow agrees to undertake the following:

- 1. Prior to the execution of the Contract, meet with the Director of the Office of Economic and Workforce Development or appropriate staff to establish project goals.**

Longfellow and the City through the Director of the Office of Economic and Workforce Development or such other authorized employee of the City will meet and mutually set specific goal(s) under the Plan for the Project (the “Goals”). The Goals for this Project shall be those Goals set forth in Section C of this Plan.

- 2. Use the City’s database.**

Longfellow will consider Durham-based firms as defined by the City whom are qualified and available to work on the Project.

**3. Use of local organizations.**

Longfellow agrees to request from one or more of the offices listed below, as Longfellow determines, the identity of any qualified Durham-based firms for work on the Project:

- North Carolina Secretary of State Database
- City of Durham Office of Equal Opportunity and Equity Assurance Database
- North Carolina Department of Transportation (NCDOT) Database
- Small Business Administration (SBA) Minority Database
- RDU International Airport Authority Minority Database
- NC Institute of Minority Economic Development, Inc. contractors and vendor listing
- Durham Business & Professional Chain

**B. Outreach.** Longfellow will solicit interest by Durham-based firms in the Project utilizing the following:

**1. Provision of written notice to qualified Durham-based firms that could perform the work to be subcontracted.**

Longfellow will send invitations to bid to qualified Durham-based firms, as determined by Longfellow, expressing the desire to receive a proposal from such Durham-based firms for scope of work in their respective areas of expertise. Longfellow will provide to the City a complete listing of all qualified firms that received invitations to bid on the Project. Longfellow will maintain documentation on any written requests made to SDBE firms in regards to solicitation of work on the Project.

**2. Timelines of notice to permit sufficient time for response of Durham-based firms.**

In the event Longfellow is able to provide the City with notice of upcoming projects, Longfellow agrees to permit the City to notify Durham-based firms of those upcoming projects. These notifications may include a brief description of the project, potential subcontracting opportunities and anticipated solicitation dates. Some of the specific efforts the City may employ for notifying small business firms include, but are not limited to, direct notification through phone calls or written notification through fax or email, and advertisements in local and statewide minority newspapers.

**3. Pre-bid Meetings with Durham-based firms.**

As commercially reasonable, Longfellow will host pre-bid meetings in which qualified Durham-based firms will be invited to attend. When commercially reasonable and practicable, Longfellow will provide two to three weeks after the prebid meetings and corresponding invitations to bid for the Durham-based firms to provide their proposals.

### ***C. Procurement & Recruitment***

With the understanding that firms must meet qualification requirements and that Longfellow, its contractors and sub-contractors will have the intent and make good faith efforts toward ensuring equal contracting opportunities for Durham-based firms the following contracting goal will be established for the Project on terms to be negotiated by City and Company:

- An aggregate of \$ \_\_\_\_\_ of capital expenditures will be completed or performed by Durham-based enterprises;
- The proposed goals for the project would be \_\_% of contracting value to Durham-Based firms, including \_\_% to Durham-based Small Disadvantaged Business Enterprises.

The aforementioned goal will be established for work including, but not limited to the following construction trades, professional services, vendor and supplier, and non-professional services:

- Asphalt work
- Site utilities
- Flooring painting
- Case work
- Saw cutting
- Landscaping
- Concrete
- Doors & framing
- Hardware
- Miscellaneous metals and steel erection
- Laboratory equipment installation and maintenance
- Building maintenance and janitorial
- Signage and printing
- Food service and vending
- Security services and monitoring

Longfellow will employ the following efforts in order to recruit businesses:

**1. Distribute lists of qualified Durham-based firms, as determined by Longfellow, to prime bidders at the pre-bid meeting.**

Longfellow will document any correspondence and information related to qualified Durham-based firms that has been provided to prime bidders. Longfellow will maintain a visitor sign in log at the local office of the Construction Manager for all prime bidders and Durham-based firms who attend meetings related to the Project.

### ***D. Technical Assistance***

Longfellow will provide technical assistance to Durham-based firms to aid them in the preparation of prequalification statements and proposals by:

- 1. Provide construction schedules with the bid packages to allow Durham-based firms to better understand their general conditions.**
- 2. Offer referral assistance to Durham-based firms by providing them with a list, when available of vendors, service providers and/or prime contractors.**
- 3. Provide assistance with prequalification forms.**

Longfellow will provide commercially reasonable assistance to Durham-based firms with prequalification forms.

#### ***E. Other Purchases***

Longfellow will involve Durham-based firms in the Project through:

- 1. Allowing qualified Durham-based firms to bid on the professional services, vendor and supplier and non-professional services aspects of the Project to the extent that such qualified Durham-based firms are able, in addition to the construction aspects of the Project.**

#### ***F. Monitoring and Reporting***

Longfellow will document the Plan's actual accomplishments by:

- 1. Analyzing and auditing trade contractors' bidding records to assure a minimum good faith effort. To the extent requested in writing by the City, Longfellow will provide a letter certifying compliance within 10 business days of receipt of such written request.**
- 2. Providing quarterly reporting. Reports shall be submitted by the 15<sup>th</sup> day of the month following the close of each quarter (January, April, July and October), and shall include at minimum but shall not be limited to: a list of any Durham-based firms participating in the Project during the prior quarter, the category of each firm, a description of the work completed by such firm, and the amount paid to each firm.**
- 3. Preparing and presenting a final report on the recruitment of Durham-based firms to work on the project.**

Following the completion of the Project, Longfellow will compile all quarterly reports previously provided to the City into one comprehensive Project Report and will deliver this to the City within 120 days following the completion of the Project.