

BOROUGH OF CLOSTER
Bergen County, New Jersey

Request for Proposals (RFP):
Development of 35 Family Rental Affordable Housing Units (100%
Affordable) on Block 1316, Lot 9

Date Issued: February 3, 2023
Proposal Submission Date: March 7, 2023 at 10:00 a.m.

Borough of Closter
NOTICE TO BIDDERS

RFP – Development of 35 Family Rental Affordable Housing Units (100%
Affordable) on Block 1316, Lot 9.

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Borough
of Closter, Bergen County, State of New Jersey at 10:00 a.m. on March 7, 2023
from qualified developers for the development of Block 1316, Lot 9 in accordance
with the specifications herein or Borough approved equivalent. Proposals shall be
addressed to:

Stephanie Evans, Clerk
Borough of Closter
295 Closter Dock Road
Closter, New Jersey 07624

Proposals shall be clearly marked “Block 1316, Lot 9: 35 Rental Units Affordable
Housing Development Proposal”, and bear the name of the responding entity.
Respondents shall be required to submit two (2) originals and one (1) electronic
copy (.pdf) submitted via thumb drive of their proposals.

RFP information may be obtained at the Borough municipal offices during regular
business hours (8:30 a.m. to 4:30 p.m.), or from the Borough’s website, or by
emailing Stephanie Evans, Borough Clerk at sevans@closternj.us.

Faxed proposals will NOT be accepted.

I. INTRODUCTION

The Borough of Closter is seeking proposals from developers, profit or non-profit, for the provision of 35 family rental affordable housing units (100% affordable) in the Borough.

The Borough of Closter owns Block 1316, Lot 9, which is located at 511 Durie Avenue, commonly referred to as “The Village School”. The entire site roughly totals 1.6 acres. This will be 35 family rental affordable housing units (100% affordable). The concept site plan (Appendix A) estimates the lot size of 1.6 acres.

The successful developer shall have experience in affordable housing development and management. Also, shall be responsible for all aspects of the proposed development including utilities, water, sewerage and other necessary infrastructure.

II. PROPOSAL TIMELINE

A complete calendar of dates associated with this RFP is provided below:

February 3, 2023	Distribution of RFP
March 7, 2023 at 10:00 a.m.	Final proposal responses due
March 21, 2023	Interviews and Respondent presentations (Interviews to be scheduled at the sole discretion of the Borough)
April 4, 2023	Borough proposal selection

III. SITE DESCRIPTION

The Borough of Closter owns Block 1316, Lot 9, which is located at 511 Durie Avenue. The entire site roughly totals 1.6 acres.

By way of background the Village School was originally built in the early 1900s and at various time served as an elementary school, middle school, and high school. The Village School closed in about 1990 and the Borough purchased the Village School property to help meet its affordable housing obligations. The property has been remediated by the Borough. The Court accepted Closter’s settlement as fair

to affordable households at a Fairness Hearing held on July 24, 2018. At a February 2, 2019 Compliance Hearing the Borough received its Final Judgment of Compliance unopposed. The Village School Affordable Housing Project has received Closter Board of Adjustment approval and Bergen County Planning Board approval. The current approvals in place will be provided upon request.

IV. PROJECT SCOPE

The Borough of Closter seeks to enter into a long term lease for the Village School Developer. The property shall then be developed as an inclusionary or 100% affordable site. The units must be configured as a 35-unit rental dwelling. The affordable housing units shall be developed and managed in conformance with the COAH regulations pursuant to N.J.A.C. 5:93 et seq., Uniform Housing Affordability Controls (“UHAC”) per N.J.A.C. 5:80-26.1 et seq., the Borough of Closter Housing Element and Fair Share Plan and all associated ordinances adopted by the Borough of Closter in conjunction with the settlement of the matter In Re Fair Share Housing Obligation of the Borough of Closter, and all applicable state and federal accessibility regulations.

The Developer selected by the Borough is expected to negotiate and enter a Memorandum of Understanding with the Borough, which will set forth the responsibilities of the respective parties and applicable time frames for accomplishing key objectives. The Developer is expected to perform, at its sole expense, all necessary pre-development activities associated with the project. These include, without limitation; site inspections, surveys, environmental investigations, preparation of engineered site plans and securing site plan approval and all other agency approvals, preparation of architectural plans including residential building construction documents and the securing of building permits for the project. Plans and specifications are subject to Borough approval to ensure consistency with the zoning ordinance.

In addition, the Developer is responsible for structuring the financing plan for the development, providing the equity and securing the financing needed to complete the project, including construction loans, subsidies and permanent mortgages.

V. RFP SUBMISSION REQUIREMENTS

All submittals must include, at a minimum, responses to the project requirements outlined below. The Respondent may include additional information pertaining to the proposal, as determined to be appropriate.

A. Cover Letter and Executive Summary

The proposal must include an executive summary of the principal elements of the submittal and narrative including a project description, development timetable, the team's approach to the development of the site, financing and similar considerations.

B. Development Entity

The Respondent shall submit information detailing the proposed development team including the individuals and/or firms involved. The following information is required:

- A description of the type of legal entity (i.e. corporation, joint-venture, LLC, etc.) that would serve as the designated developer of the proposed project and would be the party to the Memorandum of Understanding with the Borough. If the entity is a subsidiary of, or otherwise affiliated with, another organization, the Respondent shall indicate such a relationship.
- A description of all the participants in the Respondent's team. This information should include, but not be limited to, company profiles of firms on the proposed team and individual resumes of key personnel who would be assigned to the project.
- An organizational chart showing all the team members and their role.
- For each individual/company involved in the proposed project, identify the company or individual involved, including the name, address, telephone and fax numbers, email addresses and primary contact person for each listing. This section should name the project manager and point of contact.

C. Project Experience

The Respondent shall submit a statement of the Respondent's qualifications and experience that demonstrates knowledge of the law and regulations governing these types of developments and conveys experience in construction and development. The Respondent shall submit proof of not less than ten years of experience in construction. The statement must provide at least two examples detailing the development team's experience in projects of similar scope and size.

D. References

The Respondent shall provide at least three professional references for individuals with whom the Respondent has participated in development activities related in scope to this project and with whom the Borough may communicate concerning the Respondent's relevant experience.

E. Proposed Project and Schedule

The Respondent shall prepare a general description of the proposed development including number and size of residential units, parking spaces, amenities, stormwater basin, etc. The description should include a discussion of the project's site suitability and the ability of the project to be developed according to the parameters outlined in this RFP. Each proposal should include a concept plan reflecting the contemplated building design, which should blend with the architecture and scale of the surrounding neighborhood. Submissions of conceptual building elevations and floor plans are encouraged.

A description of the proposed project schedule, including key steps in permitting, financing, design and construction, including estimated start and completion, leasing and occupancy shall be provided.

F. Proposed Project Cost and Financial Capacity

The Respondent shall provide cost estimates for the total project and show availability or capability of securing the financing necessary to cover the cost of

the project. A narrative should be provided that outlines the anticipated sources of funding, with a pro forma statement.

Respondents should describe their plans for funding all required improvements, including identifying sources of funds. Such description should include the proportion of equity to debt financing and identify any special restrictions or conditions associated with the financing plan.

Respondents should also include a current financial statement, evidence of financing resources and their concurrence with the proposed development program.

Any local, state or federal financial assistance that will be required or is being considered shall be identified. Although it is recognized that public funding may be sought to bring this project to completion, proposals not relying on public subsidies will be received more favorably. To the extent the Respondent intends to utilize grant or other public funds, describe the source of such funds and the status of any commitments from the granting agency, and the Respondent's experience in obtaining such funds.

G. Proposed Lease Price

The Respondent shall indicate the proposed lease and financial arrangement that they are willing to propose.

H. Affordable Housing

The Respondent shall provide a statement regarding proposed compliance with COAH's regulations and compliance with UHAC, very-low income requirements, affirmative marketing, controls on affordability, etc. The ultimate developer selected by the Borough shall be responsible for paying for an Administrative Agent. The Borough has contracted with said Administrative Agent.

VI. INSTRUCTIONS TO BIDDERS

Sealed proposals shall be received by the Borough in accordance with public advertisement as required by law, with a copy of the notice being attached hereto and made a part of these specifications.

Sealed proposals will be received by the designated representative at the time and location as stated in the enclosed Notice to Bidders.

It is the Respondent's responsibility that proposals are presented to the Borough at the time and at the place designated. Proposals may be hand delivered or mailed; however, the Borough disclaims any responsibility for proposals forwarded by regular or overnight mail. Proposals received after the designated time and date will not be considered.

Sealed proposals forwarded to the Borough before the time of opening of proposals may be withdrawn upon written application of the Respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. Once proposals have been opened, they shall remain firm for a period of sixty calendar days.

Proposals containing any conditions, omissions, unexplained erasures or alterations, items not called for in the RFP form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the Borough. Any changes, whiteouts, strikeouts, etc. in the proposal must be initialed in ink by the person signing the proposal.

VII. ADDITIONAL TERMS

The Borough reserves the following rights, in its sole discretion, regarding the RFP evaluation process:

1. To abandon the RFP process, including the right to decline to award any contract related to this RFP, for any reason or no reason.
2. To accept the proposals that, in the Borough's sole judgment, best serves the interests of the municipality.
3. To waive any condition, requirement or formality that would otherwise have constituted non-conformance with the provisions of this RFP.
4. To reject any or all proposals.

5. To reject incomplete or non-responsive proposals.
6. To change or alter the terms of this RFP.
7. To undertake actions necessary to clarify or verify information provided by any proposer.
8. To interview and/or negotiate with any or all proposers.
9. To negotiate the terms of the property lease with any proposer.
10. No proposal is awarded unless or until a Memorandum of Understanding is mutually signed.

VIII. PROPOSAL EVALUATION AND CRITERIA FOR SELECTION

Proposals will be reviewed for compliance with the terms and conditions of the RFP. Any proposal not responsive to the RFP will be rejected.

The Borough, in its sole discretion, may elect to request some or all Respondents to give presentations of their proposals. The Borough Committee will consider the totality of compliant proposals and may vote to designate the Respondent as developer which best satisfies the criteria outlined in this RFP. No one factor shall be determinative in the evaluation process. It is expected that the successful Respondent will execute a Memorandum of Understanding within two months of designation by the Borough.

In evaluating proposals and conducting interviews, the Borough will consider criteria which include, but need not be limited to the following:

1. Developer's qualifications and experience in developing and managing affordable housing projects;
2. Qualifications and experience of developer's professional team in constructing buildings and related site improvements;

3. Qualifications and experience of development team members and staff specifically assigned to the project;
4. Developer's experience in meeting schedules on similar projects; and
5. Developer's capacity to successfully secure adequate public funding for and private capital to finance the project.