

**REQUEST FOR QUALIFICATIONS
TO BUILD, MAINTAIN & MANAGE
AN AFFORDABLE HOUSING PROJECT**

**BLOCK 26, LOT 2
TOWNSHIP OF GREENWICH, WARREN COUNTY, NEW JERSEY**

October 2018

Objectives of this Request for Qualifications

The Greenwich Township Committee is soliciting qualifications from developers qualified to finance, build, maintain and manage a 100% affordable housing project on Block 26, Lot 2 (hereinafter referred to as the “Site”). In accordance with *N.J.S.A. 40A:12-21*, the Site will be conveyed to the Chosen Developer for a nominal fee.

The development shall be comprised of 71 units of family rental housing. All of the units will be open to households of very-low, low- or moderate-income and shall not be age-restricted to those fifty-five (55) years or older. The Township development of the Site is included in the Township’s Third Round Housing Element and Fair Share Plan to address its fair share obligation as listed in a Settlement Agreement between the Township and Fair share Housing Center on September 27, 2017, amended on October 18, 2018.

Site Description

The Site is a Township-owned lot at the corner of Dumont Street and Greenwich Street (County Route 638) and is currently vacant. The 14-acre lot is adjacent to established neighborhoods and the Township’s primary commercial district. North and northwest of the Site are single-family homes in the Township’s Planned Development Zones and south and west of the Site are retail and office buildings in the Township’s B-2 Business zone. East of the Site is farmland in the Office Park / Limited Research zone. The multi-family housing proposed for this lot will serve as a transition between the single-family homes to the north and the nonresidential uses to the south.

The Site has over 1,000 feet of road frontage along Dumont Road and over 300 feet of frontage on Greenwich Street. The Site is fully developable as it is generally flat and was previously cleared with the exception of vegetation along the adjacent single-family neighborhood. There are no surface water bodies or wetlands on the Site and it is not located within the flood hazard area. Furthermore, the Site does not contain and is not proximate to any historic structures.

Project Description

The project envisioned by the Township is affordable rental housing for families which is compatible with the character of the surrounding area and sensitive to the Site’s environmental constraints. The Township has **introduced** for adoption zoning for the MF-1 affordable housing district that establishes the bulk and use standards regulating the development.

The site design shall consist of multiple buildings in order create a project which is compatible with the single-family residences located in the surrounding area. The buildings developed on the site shall have a residential character with architecture and massing compatible with nearby single-

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family residences. The development shall be consistent with the MF-1 Ordinance development standards.

Access shall be provided from Dumont Road.

The Site is currently served by public sewers.

The project must meet the requirements for affordable housing set forth in the Council on Affordable Housing's substantive rules (*N.J.A.C. 5:93*, as may be amended) and the Uniform Housing Affordability Control Rules ("UHAC", *N.J.A.C. 5:80-26.1 et seq.*), including but not limited to affirmative marketing and affordability controls. With regard to affordability controls, at least 50% of the units shall be reserved for those with low incomes, including units reserved for very-low income households (as defined in *N.J.S.A. 52:27D-304*), which must comprise at least 13% of all affordable units in the development. The Chosen Developer will be responsible for affirmatively marketing the units in this development in accordance with COAH's rules and the UHAC.

The site shall be conveyed to the Chosen Developer at a nominal fee¹ subsequent to the execution of a developer's agreement with the Township of Greenwich and prior to construction.

Scope of Services for the Developer

The Chosen Developer is expected to negotiate and enter into a Developer's Agreement with the Township which will set forth the responsibilities of the respective parties and applicable time frames for accomplishing key objectives. The timeframe for completing the project shall not exceed two years from execution of the Developer's Agreement unless the Township, in its exclusive discretion, agrees to extend the time of performance. Furthermore, per the terms and conditions established by a Settlement Agreement between Fair Share Housing Center and the Township, dated September 27, 2017, or as may be amended, the Chosen Developer must begin construction of this project no later than December 7, 2019 (two years after the Settlement Agreement was approved by the Superior Court) unless the Township, in its exclusive discretion, agrees to extend the time of performance.

Access to the site and all site improvements shall be completed by the Chosen Developer. The Chosen Developer shall be responsible for financing, building, maintaining, managing the project and maintaining the creditworthiness of the units, accept where otherwise stated in this RFQ or the Developer's Agreement.

¹ Pursuant to *N.J.S.A. 40A:12-21*

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The Chosen Developer is expected to develop a concept plan in cooperation with the Township. The Developer is expected to seek housing subsidies from governmental sources such as, but not limited to, Low Income Housing Tax Credits, County HOME funds and Balanced Housing, in order to cover costs associated with the development of the project. The Township is willing to support the Developer in applications for securing housing subsidies.

The Developer is responsible for structuring the financing plan for the development and for providing the equity and securing the financing – construction loan(s), subsidies and permanent mortgage(s) – needed to complete the project as well as for the ongoing maintenance and management of the facility. The Township expects that the project may be built in one phase.

Additional funding may be available from the Township; however, the extent of any funding to be provided cannot be determined at this time. The Township may enter into a PILOT (Payment in Lieu of Taxes) Agreement with the Developer to render Developer eligible for financing from non-municipal governmental sources.

The Developer is expected to perform at its sole expense all necessary predevelopment activities associated with the project. These include, without limitation, site inspections, surveys, environmental investigations, document review, negotiation of a developer's agreement, preparation of engineered site plans, preparation of architectural plans and securing building permits for the project. Plans and specifications are subject to Township approval to ensure consistency with the project characteristics set forth herein. The Developer shall be responsible for obtaining all necessary permits from local, County, State and Federal authorities.

The developer is responsible for the ongoing maintenance and management for the life of the facility or until it is conveyed to another party.

Submission Requirements

1. A statement of relevant successful affordable housing developments that the developer has completed. This shall include a brief description of each Development that includes the location, number of units, type of units (family, senior, etc.), Development partners, acquired funding and completion dates. This shall also include Developments where the Development team (if applicable) has worked together as well as individually.
2. A statement of Developer's success in securing non-municipal subsidies needed to develop affordable housing projects for low- and moderate-income households or individuals (this shall include, but not be limited to, Low Income Housing Tax Credits ("LIHTC")).
3. A statement regarding the respondent's familiarity with the Council on Affordable Housing's substantive rules (*N.J.A.C. 5:93*, as may be amended) and the Uniform Housing Affordability Control Rules (*N.J.A.C. 5:80-26.1 et seq.*), including but not limited to affirmative marketing,

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affordability controls and the percent of units reserved for households with low- and moderate-incomes.

4. A statement of the respondent's qualifications and experience that demonstrates knowledge of the law and regulations governing this type of development and facility management and conveys an understanding of the project and the required scope of services. The statement should identify the names, locations, description and date completed of example projects completed by the respondent.
5. A statement regarding the organization of the respondent, identification of the Developer's team and the proposed organization of key personnel by name, title, and reporting relationship. This section should name the project manager and other key people to be assigned to this project. The proposal should include a resume for each key staff member. A contact person and phone number, fax number and/or email for the respondent is required.
6. Current financial statement.
7. Three references which should state the nature of the relationship to the respondent and the name, telephone number, fax number and address of the person at the reference who is most familiar with the work performed.
8. Statement that proves eligibility to submit bonds to guarantee work.
9. Statement of Affirmative Action pursuant to *N.J.A.C. 17:27-1.1* et seq.
10. Non-Collusion Statement.

Selection Process

The Township will consider as "non-responsive" any submission for which critical information is lacking, or any submission which represents a major deviation from this RFQ. Minor omissions may, at the sole option and discretion of the Township, be corrected within five business days of notification of the deficiency by the Township. The Township reserves the right to request additional documents after the close of the submission deadline that are deemed necessary for its decision making process for evaluating the respondents. The Township also reserves the right to request a guided site visit to any developments completed by or otherwise tied to the respondents.

The Township will evaluate the responses utilizing the evaluation criteria listed below. Personal interviews with the respondent(s) with the most suitable qualifications will be scheduled for November 30, 2018. The Township Committee intends to select a Developer between December 20, 2018 and February 22, 2019.

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The Township reserves the right to reject any or all responses, to not select a developer and to re-advertise this RFQ or another RFQ for this property. Selection of a respondent as the prospective developer does not guarantee that the Township will enter into an Agreement with the respondent.

The Township reserves the right to negotiate an agreement on such terms as the Township deems just and reasonable.

Respondents are hereby notified that all information submitted as part of or in support of their response to this RFQ will be available for public inspection except for financial statements. Any information other than the financial statement which a respondent considers confidential should be so marked upon submission and the Township will either withhold it from public inspection or return it to the respondent. All costs associated with the RFQ shall be borne by the respondent.

Evaluation Criteria

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

1. Respondent's relevant development experience.
2. The respondent's familiarity and experience with the Council on Affordable Housing's substantive rules (*N.J.A.C. 5:93*, as may be amended) and the Uniform Housing Affordability Control Rules (*N.J.A.C. 5:80-26.1 et seq.*).
3. Respondent's qualifications and experience in developing and managing similar affordable housing projects in an economical and efficient manner, particularly for non-age-restricted occupancy.
4. Qualifications and experience of Respondent's professional team in constructing buildings.
5. Qualifications and experience of development team members and staff specifically assigned to the project.
6. Respondent's experience in meeting schedules on similar projects.
7. Respondent's experience securing funding, including, but not limited to, LIHTC.

Submission Instructions

Responses to this Request for Qualifications shall be received at the office of Lisa Burd Reindel, Township Clerk, no later than 4:00 pm on November 16, 2018.

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Each response to this RFQ shall be in a sealed envelope or container and marked "Affordable Housing Developer Qualifications." Packages should be addressed to the following:

Lisa Burd Reindel, Township Clerk
Greenwich Township Municipal Building
321 Greenwich Street
Stewartsville, NJ 08886

Ten (10) copies shall be submitted. Responses may be hand delivered or mailed. Fax or emailed qualifications shall not be accepted.

A pre-submission conference shall take place at the Greenwich Township Municipal Building at 321 Greenwich Street in Stewartsville on November 2, 2018. Attendance at this conference is recommended, but not mandatory.

Questions will not be answered by telephone. Questions asked at any other time than the presubmission conference must be in writing directed to Ms. Reindel via fax and/or email (clerk@greenwichtownship.org; 908.454.6158), with copies to Jon Drill, Esq., Special Affordable Housing Counsel to the Township (jdrill@sksdlaw.com; 973.239.0369) and Daniel Hauben, PP, AICP, Township Planner (dhauben@cchnj.com; 609.883.4044). Any questions received will be answered in writing, copied and sent to all prospective bidders. If you do not intend to attend the presubmission conference, please notify Ms. Reindel of your intent to submit a response so that your firm may receive copies of all answers.

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