

**Request for Proposals
Redevelopment of the
35 Stevens Avenue Site
Little Falls, New Jersey**

Block 98, Lot 1
*Township of Little Falls
Passaic County
New Jersey*

Submission Deadline:

Wednesday, October 24, 2018, 10:00 a.m.

All proposals shall be prepared in the form required herein and delivered to:

Township Clerk
225 Main Street
Little Falls, New Jersey 07424

PUBLIC NOTICE

Request for Proposals Redevelopment of the 35 Stevens Avenue Site Little Falls, New Jersey

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Township of Little Falls, Passaic, County, New Jersey at **10:00 a.m. on Wednesday, October 24, 2018** from qualified developers for the redevelopment of the 35 Stevens Avenue Site Lot, Block 98, Lot 1, 35 Stevens Avenue, Little Falls, New Jersey in accordance with the specifications herein or Township approved equivalent.

Proposals shall be addressed to:
Charles Cuccia, Township Administrator
Township of Little Falls
225 Main Street
Little Falls, New Jersey 07424

Proposals shall be clearly marked "Proposal: Redevelopment of 35 Steven Avenue" and bear the name of the responding entity. Respondents shall be required to submit one (1) original, (7) hard copies, and one (1) electronic, PDF format (CD or USB drive) of their redevelopment proposals. A proposal submission fee of \$300.00 shall be included with the respondent's submission package. Proposals may be hand-delivered or sent via USPS, UPS, FedEx, or other parcel service. RFP specifications and information may be obtained by visiting <http://www.LFNJ> or calling (973) 890-4500, or in person at 225 Main Street, Little Falls, New Jersey 07424 during regular business hours.

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TOWNSHIP OVERVIEW AND BACKGROUND

The Township of Little Falls is a small, 2.00 square-mile town in Passaic County. Nestled on the banks of the Passaic River. The Township displays a historic, turn-of-the-century character, distinctive architecture, tree-lined streets, parks, and variety of businesses, and shops, which make the Township an attractive destination to residents throughout the region. The Township has been working to redevelop our transit village area and maintain the balance between preserving the charm and character of the Township while providing development opportunities and parking to ensure the vitality of its downtown businesses.

35 Steven Avenue is the site of the former municipal offices and departments, housing the Police Department, Fire Department, Municipal Court and Administrative offices. It is adjacent to our Public Library and our Civic Center which is used as a gathering place for our Senior programs as well as many other recreational and cultural activities.

In 2006 a new Municipal Complex was constructed at 225 Main Street, Little Falls New Jersey, and the 35 Stevens facility was vacated. Several preliminary ideas were presented for the use of this site but no plan was ever formally accepted by the Mayor and Council. After nearly 10 years of efforts to select a plan for this municipally-owned structure, the Township is again seeking to facilitate the development of this site.

Redevelopment Area Description

The 35 Steven Avenue lot size is 125x 95 feet, Township-owned parcel located adjacent to the Township's Main Street business district. The lot is bordered by Stevens Avenue on the East and the Little Falls Civic Center on the west. 35 Stevens Avenue is located between Warren Street, adjacent to the Township Library, and Walnut Street. The lot is within walking distance to the Township's Main Street business district, and is in the center of the new Transit Village Zone,

PROJECT GOALS AND REDEVELOPMENT AREA VISION

In redeveloping the 35 Steven Avenue lot, the Township is seeking to create a long- term lease arrangement with a developer who can meet the following goals and objectives:

- Effectuate the redevelopment of the site.
- Increase activity at 35 Stevens Avenue by providing for a use within the transit village which is compatible with the surrounding uses, improve the streetscape, and provide a productive component to the Township’s Main Street business district.
- Provide for flexibility and creativity with respect to design of buildings and improvements within the Transit Village Zone while ensuring that the aesthetics of redevelopment project(s) are consistent with the character of the neighborhood and the Township. The exterior walls of the building should be refurbished and brought back to their original condition.

PURPOSE AND SCOPE OF PROPOSAL

The Township of Little Falls is seeking responses to the RFP for the redevelopment of the 35 Stevens Avenue. In issuing this RFP, the Township seeks to identify potential developers and evaluate novel development proposals to facilitate the redevelopment of the lot in a manner consistent goals and objectives stated above. Potential developers may propose any permitted use or mix of permitted uses as provided for in the Transit Village Zoning, Township Code Section 280 Article XVIB Transit Village Districts. Developers may also undertake a joint venture to develop a proposal for the redevelopment of the lot. Potential developers shall prepare and submit development plans. In the event that a development proposal is not consistent with the requirements of the Township Code Section 280 Article XVIB Transit Village Districts., the developer shall (1) identify each aspect of the proposed development plan that does not conform to the Transit Village Zoning; (2) provide a comparison of the standard required by the Transit Village Zoning with the proposed standard for each proposed nonconformance; and (3) provide a justification and rationale for each proposed nonconformance.

PROPOSAL- ESTIMATED TIMELINE

A complete calendar of dates associated with this RFP is provided below: Date	Event
July 20, 2018	Issuance of RFP
July 23, 2018 to August 2, 2018	Inspection of site*
August 20, 2018	Deadline for respondent questions
August 28, 2018	Deadline for Township responses
October 24, 2018	Final proposal responses due
November 5 – November 21, 2018	Respondent interviews/presentations**
December 10, 2018	Township proposal selection/designation of developer
January 30, 2019	Deadline for mutual execution of Agreements

*Contact the Township Administrator for access. ccuccia@LFNJ.com

**Respondent interviews and presentations to be scheduled at sole discretion of the Township.

The successful developer shall submit a proposal for redevelopment of the 35 Stevens Avenue Site consistent with the objectives and regulations as noted herein. The Township and designated redeveloper shall execute all Redevelopment and Leasing Agreements within 120 days of selection. The selected redeveloper shall be required to execute the site redevelopment in a timely manner pursuant to the terms of the executed Redevelopment Agreement.

RFP SUBMISSION REQUIREMENTS

General Requirements

A. Responses to this Request for Proposals shall be received no later than 10:00 a.m. on Wednesday October 24, 2018.

B. Proposals shall be clearly marked "Proposal: Redevelopment of 35 Stevens Avenue Site Lot" and shall bear the name of the responding entity.

C. Respondents shall be required to submit one (1) original, twelve (12) hard copies, and one (1) electronic PDF of their redevelopment proposal, Emailed to ckraus@LFNJ.com

D. Responses shall be accompanied by a proposal submission fee of \$300.00.

E. Proposals may be hand-delivered or sent via USPS, UPS, FedEx, or another parcel service to:

Charles Cuccia, Township Administrator
Township of Little Falls
225 Main Street
Little Falls, New Jersey 07424

Proposal Clarification Procedures;

Questions or requests for clarification shall be submitted to the office of the Township Administrator via E-mail to ccuccia@LFNJ.com by August 20, 2018. The Township will respond to questions or requests for clarification to all respondents by August 28, 2018.

Proposal Requirements:

All submittals shall, at a minimum, include responses to the requirements enumerated be herein. The respondent may include additional information pertaining to the development proposal as deemed appropriate.

A. Cover Letter and Executive Summary

The proposal shall include an executive summary of the primary elements of the development proposal and a narrative that includes a project description, anticipated development timetable, a summary of the respondent's approach to redevelopment of the 35 Stevens Avenue Site, anticipated costs and financing mechanisms, and other considerations as appropriate.

B. Description of Development Entity

The respondent shall provide a detailed description of the development team that will undertake the development proposal. Such description shall include:

(1) A description of the legal entity (i.e., corporation, LLC, etc.) that would serve as the designated redeveloper of the proposed project and would be responsible for the execution of the Redevelopment Agreement with the Township. The respondent shall indicate whether the development entity is a subsidiary of, or is affiliated with, any other organization.

(2) A description of the individual(s) and firm(s) that comprise the development team. This shall include individual(s) and firm(s) involved in the site design, architectural design, environmental remediation, planning, engineering, landscape design, permitting, legal and financial analysis, and community relations aspects of the proposed project. Information shall include company profiles for firms on the proposed team and the resumes of key personnel anticipated to be assigned to the project.

(3) A description of investors and/or proposed lending institutions that are anticipated to provide project financing.

(4) A list of contact information for the individual(s) and firm(s) that comprise the development team. Said list shall include the name, address, telephone number, fax number, and email address of the primary contact person for each of the following development team roles:

- (a) Developer
- (b) Professional Engineer
- (c) Registered Architect
- (d) Professional Planner
- (e) Attorney
- (f) Lender/Investor
- (g) General Contractor
- (h) Other roles where appropriate

(5) An organizational chart of the development entity that shows all team members, tasks to be performed by each team member, and the proposed interrelationships of the team with one another and the Township during the design, development and operation of the proposed project. This shall include a description on the entity's leadership, quality control process, and a list of phases and tasks that indicates the member responsible for performing each phase and task.

(6) Litigation and penalty history outlining all lawsuits filed and penalties and fines assessed against the legal entity that would serve as the designated redeveloper, its subsidiaries and/or affiliated organizations. Such history shall include, but not be limited to, any counterclaims or third-party complaints against the respondent, as well as penalties and fines assessed against the respondent by any and all federal, state, local, or other regulatory agencies.

(7) An identification of any potential conflicts of interest that individual team members or firms may have as a result of current or prior business relationships with the Township, Township Boards or Committees, individuals, or consultants.

The Township reserves the right, in its sole discretion, to request additional information on potential conflicts of interest and to limit or prohibit the participation of any proposed development team member(s) or firm(s) due to the presence of any such conflict.

C. Project Experience

The respondent shall provide at least two (2) examples detailing the development team's experience with projects of similar scope and complexity where the development team and/or its professionals participated in a substantial role. The proposal should demonstrate that all of the members of the development team have experience in redevelopment projects of similar size and scope projects located in comparable community settings.

The respondent should also include any information that demonstrates experience in or knowledge of the Township and local marketplace.

D. References

The respondent shall provide a list of at least five (5) professional references for individuals or entities with whom the respondent has worked on development activities similar or related in scope to the project scope that is the subject of this RFP. The references provided shall outline the nature and extent of the reference's relationship of each professional reference with the development team, a brief description of each reference (i.e., reference's core mission and , business profile, specific project information, etc.), contact information for each reference, summary of services provided to each reference, a description of the specific project(s) for which the respondent provided services, and whether the reference is a current or past client.

E. Proposed Project and Schedule

Respondents shall submit proposals in sufficient detail to allow for a thorough evaluation by the Township. Respondents may include any combination of conceptual plans, renderings, pictures, drawings, schematics, three-dimensional models, videos, or other tool(s) to demonstrate the development proposal. At a minimum, the description of the project shall include:

(1) Site Plan including building location(s), landscaping, parking and circulation, drainage, signage, lighting, and related construction details.

(2) Conceptual architectural elevations and floor plans.

(3) A proposed project schedule that identifies key steps in the financing, permitting, design, and construction of the respondent's proposal. The project schedule should identify anticipated start and completion dates for construction, lease, and occupancy as applicable. If phasing of the proposed project is proposed, the project schedule should identify the proposed phasing plan and requisite information for each phase.

(4) An overall description of the proposed marketing strategy for the proposal that includes information on how the individual components of the development proposal will be marketed.

F. Proposed Project Cost and Financial Capacity

The respondent shall describe the key financial aspects of the proposal and the development entity's capacity to finance the development of the respondent's proposal. The respondent shall include a project pro forma demonstrating the financial viability of the proposed project. The project pro forma should provide:

(1) Cost and anticipated funding sources for proposed and required improvements.

(2) A description of the proposed financing plan, including the proportion of equity to debt financing and any special restrictions or conditions associated with the proposed financing plan.

(3) A description of the operating plan for the designed use of the facility that outlines ownership, anticipated parking, operation and maintenance costs, and other pertinent information required to evaluate the feasibility of the rehabilitation and use of the site project.

(4) A description of the proposed structure of ownership of the property and the improvements constructed thereon. It is strongly encouraged that respondent structure their development proposal in a manner that allows the Township to maintain ownership of the property.

The respondent shall also submit:

(5) Certified audited financial statements for the past three years for the legal entity that would serve as the designated redeveloper, its subsidiaries and/or affiliated organizations. Certified financial statements shall show fully itemized assets and liabilities, including contingent liabilities, in accordance with accepted standard accounting practices. If the certified audited financial statement was prepared more than six months from the date of submission, the respondent shall attach an interim balance sheet not more than 60 sixty days old. The certified financial statement shall include the name and address of the preparer and the preparer of the audits upon which the certified financial statements are based.

- (6) Evidence of the legal entity's bonding capacity.
- (7) Evidence of sufficient insurance coverage including workers compensation, general liability, and excess liability.
- (8) A list of banking references including name of contact person, mailing address, and phone number. Such list shall include financial institutions that have provided funding or financing for previous projects and shall indicate the particular project(s) funded by each financial institution and the financing level provided.
- (9) Whether the respondent has experience utilizing alternative funding sources such as government programs, if such experience is relevant to the development proposal.

ADDITIONAL TERMS

The Township reserves the following rights, in its sole discretion, with regard to the RFP process:

- A. To abandon the RFP process, including the right to designate a redeveloper and/or award any contract related to this RFP, for any reason or no reason.
- B. To accept the proposal(s) that, in the Township's sole judgment, best represents the Township's vision for redevelopment of the White Street Municipal Parking Lot and best serves the interests of the Township.

- C. To amend the Redevelopment Plan for the 35 Stevens Avenue Site to ensure consistency with the selected proposal(s).
- D. To waive any condition, requirement or formality that would otherwise have constituted nonconformance with the provisions of this RFP.
- E. To reject any or all proposals.
- F. To reject incomplete or nonresponsive proposals.
- G. To change or alter the terms and/or schedule of this RFP.
- H. To undertake actions necessary to clarify or verify information provided by any respondent.
- I. To interview and/or negotiate with any or all respondents.
- J. To negotiate the terms of requisite Redevelopment Agreement(s) with any respondent or with the designated redeveloper.
- K. No approvals shall be granted, nor permits be issued prior to the mutual execution of the requisite Redevelopment and Lease Agreement(s) with the designated redeveloper.

PROPOSAL EVALUATION AND CRITERIA FOR SELECTION

Each RFP response will be reviewed for compliance with the terms and conditions of this RFP. Any proposal that is deemed not responsive to the RFP will be rejected.

The Township will evaluate each compliant response to the RFP and, at its sole discretion, may elect to request some or all respondents to give presentations of their proposals. The Township will consider the totality of compliant proposals and will select the proposal that best represents the Township's vision for redevelopment

and satisfies the criteria outlined in this RFP. No one factor shall be the sole determinant of the evaluation and selection process. It is expected that the selected respondent will execute Redevelopment and Lease Agreement within 120 days of designation by the Township as the designated redeveloper for the project.

The Township will consider the following criteria during the proposal evaluation and interview process:

- A. The respondent's overall vision for redevelopment of the Redevelopment Area and the development proposal's consistency with the goals, objectives, and development standards of the adopted Redevelopment Plan.
- B. The overall design of the development proposal and the proposal's relationship with the physical and architectural character of the surrounding neighborhood and existing streetscape.
- C. The proposed post-development ownership structure of the property and the individual element(s) of the development proposal.
- D. The respondent's overall qualifications and experience in overseeing the design, financing, and development projects of similar scope and magnitude.
- E. The respondent's experience in meeting established schedules on similar projects.
- F. The qualifications of the respondent's development team's consultants and individual professionals in designing and constructing the building(s) and site improvements included in the development proposal.
- G. The respondent's capacity to secure adequate financing to finance the development proposal.