

Township of Franklin
Hunterdon County, New Jersey

Request for Proposals (RFP):
Development of Affordable Housing
On Block 5, Lots 2 and 3

Issued: September 8, 2022

Proposal Submission Date:
October 31, 2022
10:00am

Township of Franklin

NOTICE TO BIDDERS

RFP – Development of Affordable Housing on Block 5, Lots 2 and 3

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Township of Franklin, Hunterdon County, State of New Jersey at 10:30 a.m. on October 31, 2022 from qualified developers for the development of Block 5, Lots 2 and 3 in accordance with the specifications herein or Township approved equivalent. Proposals shall be addressed to:

Christine Burke, Clerk

202 Sidney Road, Pittstown, NJ 08867

Proposals shall be clearly marked “Block 5, Lots 2 and 3: Affordable Housing Development Proposal” and bear the name of the responding entity. Respondents shall be required to submit three (3) originals and one (1) electronic copy (.pdf) submitted via CD or thumb drive of their proposals.

RFP specifications and information may be obtained at the Township municipal offices during regular business hours (8:30 a.m. to 4:00 p.m.) or by emailing Cameron Keng, Municipal Housing Liaison, at cfo@franklin-twp.org. Questions will not be answered by telephone.

On October 10, 2022 at 10:00 a.m., the Township will hold a pre-proposal conference at its Municipal Building located at the above address. At this time, the Township will provide a comprehensive overview of the project and an opportunity for interested developers to ask project related questions.

I. INTRODUCTION

The Township of Franklin is seeking proposals from developers, profit or non-profit, for the provision of affordable housing in the Township. Franklin Township owns Block 5, Lots 2 and 3, which are located south of Frontage Road. The two sites total roughly 10.89 acres.

The successful developer shall have experience in inclusionary housing development and shall be responsible for all aspects of the proposed development including utilities, water, sewerage and other necessary infrastructure. After the award, the developer shall be required to maintain ownership of the site for a minimum of one year from the issuance of the final certificate of occupancy, during which time the property may not be transferred or sold.

II. PROPOSAL TIMELINE

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

Date/Time	Event
September 8, 2022	Distribution of RFP
October 10, 2022, 10:00 a.m.	Pre-proposal conference and site visit
October 31, 2022, 10:00 a.m.	Final proposal responses due
November 3-10	Interviews and respondent presentations (Interviews to be scheduled at the sole discretion of the Township)
November 30, 2-19	Township proposal selection

III. SITE DESCRIPTION

Franklin Township owns Block 5, Lots 2 and 3, which are located south of Frontage Road. The two sites total roughly 10.89 acres. The properties have an access easement through the adjacent Cracker Barrel parcel. The map, located in Appendix A, illustrates pockets of steep slopes on the site. Surrounding uses include a Cracker Barrel restaurant, hotel, Walmart, shopping center and farmland.

The sites are not currently served by water or sewer facilities. Nor are they in the service area. However, Franklin has committed to support any and all applications for water and sewer that would support an inclusionary housing development.

On December 13, 2018 the Township Committee adopted Ordinance 2018-18, which rezoned Block 5, Lots 2 and 3 to a new zone called “MF Multi-Family Housing District”. This new zone permits townhomes and multi-family housing. A maximum density of eight units per acre is

permitted in buildings up to three stories tall. A minimum of 20% of the total units shall be reserved for affordable housing if the affordable housing units are for-sale and 15% if the affordable units are rental. Ordinance 2018-18 is attached as Appendix B.

IV. PROJECT SCOPE

The Township of Franklin seeks to sell Lot 2 and 3. The properties shall then be developed as an inclusionary or 100% affordable site. The units can be configured as multi-family dwellings or townhouses. The building(s) shall be a maximum of three stories.

The Township will not be involved in the development, ownership or operation of the project. 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., and all applicable state and federal accessibility regulations.

The Developer selected by the Township is expected to negotiate and enter into a Memorandum of Understanding with the Township, 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 Township 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 Township. 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 Township 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 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 Purchase Price

The respondent shall indicate the price that they are willing to pay to purchase the property.

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 Township shall be responsible for paying for an Administrative Agent. Said Administrative Agent shall be subject to Township approval.

VI. INSTRUCTIONS TO BIDDERS

Sealed proposals shall be received by the Township 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 Township at the time and at the place designated. Proposals may be hand delivered or mailed; however, the Township 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 Township 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 Township. Any changes, whiteouts, strikeouts, etc. in the proposal must be initialed in ink by the person signing the proposal.

VII. ADDITIONAL TERMS

The Township reserves the following rights, in its sole discretion, with regard to 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 Township'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 property conveyance 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 Township, in its sole discretion, may elect to request some or all respondents to give presentations of their proposals. The Township 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 Township.

In evaluating proposals and conducting interviews, the Township 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.

Appendix A: Site Map

Appendix B: Ordinance 2018-18