

BOROUGH OF MOUNTAINSIDE

REQUEST FOR QUALIFICATIONS

Developer for The Barnes Tract

The Borough of Mountainside requests Letters of Interest and Qualifications from qualified Development Teams for the development of an approximately 5.04-acre site located in the Borough. All firms responding to this Request for Qualifications must provide a brief summary of the firm's background, plus experience with similar projects, and references.

All questions regarding this Request for Qualifications should be addressed to James Debbie, Borough Administrator, at 1385 U.S. Highway 22 East, Mountainside, NJ 07092, (908) 232-2400, extension 239 or jdebbie@mountainside-nj.com.

Responses are due no later than 4:00 p.m. on April 15, 2016 at the aforementioned address, attention James Debbie, Borough Administrator.

Martha Lopez
Borough Clerk

**Development Request for Qualifications
("RFQ")**

**Borough of Mountainside
Union County, New Jersey**

for

**Development of the approximately 5.04-acre site
located on Mountain Avenue
Shown as Block 14, Lot 14 on the Tax Map
Of the Borough of Mountainside
Union County, New Jersey
And Commonly known as "The Barnes Tract"**

February 25, 2016

Request for Qualifications

I. Introduction

The Borough of Mountainside (“Mountainside” or the “Borough”) is soliciting qualification proposals from development teams (the “Respondents”) interested in the purchase and development of the approximately 5.04-acre site shown on the Borough tax map as Block 14, Lot 14, and commonly known as The Barnes Tract (the “Site”) into a mixed-use project comprised of residential units (currently zoned at 6 units per acre) and first-floor retail facing Mountain Avenue (the “Project”).

Development of this Site is a component of the Borough’s Housing Element and Fair Share Plan described in Section II below.

The Site is currently vacant, mostly wooded, and owned by the Borough. Knightsbridge Road dead ends on the western boundary. The eastern boundary at the southeastern corner is approximately 150 feet above sea level and several feet above street grade. The topography rises towards the south-central section of the Site to a maximum of 168 feet above sea level approximately 200 feet west of Mountain Avenue. From this point, the terrain slopes 13 percent downward towards the north, falling from 168 feet to 116 feet over a distance of 400 feet. The Site is located at the intersection of residential neighborhoods, Union County Parks, and Borough recreational facilities. It is in very close walking proximity to the Borough’s downtown business area, is close to a commuter bus line, and is supported by an excellent school district.

The Respondents deemed by the Borough as the most qualified to undertake the Project will be selected to receive a Request for Proposal (“RFP”), which will include more information on the Project and further instructions for bid submissions. The selected Developer will work with the Borough to establish a purchase price for the Site and design parameters for the Project, including bulk standards, site layout, vehicular circulation, and sustainable design features. These design parameters will be informed by the Borough’s Housing Element and Fair Share Plan, as well as by Borough policies, ordinances, and other requirements.

II. Borough of Mountainside Affordable Housing

In June, 2014, the Borough adopted Ordinance 1219-2014, which incorporated the Housing Element and Fair Share Plan (the “Plan”) to guide changes and improvements for meeting the Borough’s affordable housing obligation. The Plan evolved from a process that had commenced with a Builder’s Remedy lawsuit that had been brought against the Borough, been conducted by a judicially appointed Special Master, and culminated with the entry of an Order and Declaratory Judgment of Compliance and Repose that was entered on September 10, 2014. Development of The Barnes Tract is one of the main components of the Plan, which requires that 20 percent of the residential units constructed on the Site be affordable housing.

III. Contents of Submission

- A. Cover letter summarizing the key points of the submission.

- B. Respond to each item listed under the selection criteria.
- C. Complete Statement of Qualifications form – Attachment B.
- D. Submission also should be provided in electronic Print Document Format (PDF).
- E. Check payable to the Borough of Mountainside in the amount of \$1,000 to cover submission review and evaluation expenses.

IV. Submission and Review Process

- A. Furnish twelve copies of the submission by 4:00 p.m. EST on ^{Friday}~~Thursday~~, April 15, 2016. Submission should be addressed to:

James Debbie, Borough Administrator
Borough of Mountainside
1385 U.S. Highway 22 East
Mountainside, NJ 07092

- B. To be considered, the Statement of Qualifications must be received no later than the deadline stated in Section IV. A. above.
- C. The Borough will conduct a screening of all qualified submissions. The screening will identify the Respondents which, at the Borough's sole discretion, best meet the needs of the Borough with respect to development of the Site and completion of the Project. The Borough reserves the right to reject any or all submissions and to change or add to the screening criteria at any time during the screening process.
- D. The Borough assumes no obligations, responsibilities, or liabilities to reimburse all or any part of the costs incurred by parties considering a response to and/or responding to this RFQ. All such cost shall be borne solely by each Respondent. The Borough reserves the right to cancel, withdraw, postpone, or extend this RFQ in whole or in part at any time prior to execution of definitive agreements by the Borough without the Borough incurring any obligations or liabilities. The Borough will not return submissions.
- E. All interested Respondents are required to attend a mandatory information session and Site visit, which will begin at the Mountainside Borough Hall at 9 a.m. on March 18, 2016. At this meeting, Respondents will have an opportunity to ask questions about the scope of the Project and the qualifications sought of potential developers.
- F. Any additional questions should be directed to James Debbie via email at jdebbie@mountainside-nj.com no later than 4:00 p.m. on Friday, March 25, 2016.

All questions and answers will be disseminated within one week to all developers that attend and register at the March 18 information session.

- G. Upon completion of the Borough's review of all submissions, qualified Respondents will be chosen to provide Project Development Proposals.

V. **Attachments**

- Attachment A – Selection Criteria
- Attachment B – Statement of Qualifications
- Attachment C – Project Data Form – Development Experience
- Attachment D-1 – Site Location Map
- Attachment D-2 – Site Area Map

In this RFQ, and by reference to third-party sources, the Borough has provided Respondents with certain information regarding, among other things, the Site and its attributes. Subsequently, additional information may be provided to Respondents by way of inquiry pursuant to Sections IV. E and IV. F, herein, or supplements and addenda to this RFQ. Such information, without limitation and without regard to the source or timing of its release (the "Information"), is believed to be accurate. However, the Borough makes no representations or warranties with respect to the accuracy or completeness of the Information. There may be facts that the Borough is presently unaware of that would have an impact on the Information and its accuracy, and the willingness of a Respondent to participate. The Borough may undertake to correct or to update the Information as additional facts may come to its attention; however, the Borough assumes no obligation to do so. By submitting a response to this RFQ, a Respondent acknowledges that the Borough, its agents, its officers, and its employees bear no liability for the accuracy and completeness of the Information and that the Respondent has conducted adequate independent due diligence.

ATTACHMENT A

SELECTION CRITERIA

1. **Development Team Background.** For the Respondent and any architects, contractors, financial partners, and other participants as needed, please submit the following:
 - Company name
 - Legal status
 - Full address
 - Full names of company principals with ownership stakes greater than 10 percent, full addresses, and brief biographical summaries
 - Team organizational chart and a company organizational chart for each of the above
2. **Relevant Experience.** Respondent must have successful development experience on a minimum of three similar mixed-use projects. At least one project must be comparable in size and scope to this Project. All three similar projects must have been built within seven years of the due date for responses to this RFQ. This information should be provided on the attached Project Data Form, Attachment C.
3. **Personnel Assigned to Project.** The Respondent must be willing to commit key staff to the Project. Please identify key team members in the Respondent's organization. These individuals must have proven personal experience in similar projects.
4. **Financial Capability to Execute the Project.** Please describe experience in financing similar projects. Identify specific sources of debt/equity capital proposed for this Project and include a written statement from each financing source that the debt/equity is available and that a project of this type and scale is consistent with their investment criteria. The Borough requires evidence of financial condition including company financial statements. The Borough may request a review of such submission by a Certified Public Accountant. Attachment A-1, Credit Authorization, must be completed and submitted for each financial source.
5. **Project Approach.** Please describe the design, budgeting, bidding, and construction management strategy for the Project.
6. **Litigation.** Respondent must identify any recent or currently outstanding legal claims against the Respondent, including all team members or any key personnel thereof, including the source of such claims, their amount, and status. The Respondent and all team members are required to reveal any criminal convictions of any related entities or key employees other than simple traffic convictions.
7. **Other Criteria.** Experience working in projects with other municipalities in New Jersey on downtown development projects desirable, but not required. Please indicate any such experience.

8. **Equal Employment Opportunity.** The response to this RFQ should show evidence of Respondent's equal employment opportunity policy.
9. **Five references including names, addresses, current telephone numbers, and relationship to Respondent.** One reference should be from a financial institution, if third-party financing will be required.

ATTACHMENT A-1

REQUEST FOR PROPOSAL
CREDIT AUTHORIZATION

BOROUGH OF MOUNTAINSIDE
1385 U.S. HIGHWAY 22 EAST
MOUNTAINSIDE, NJ 07092

The undersigned hereby authorizes the Borough of Mountainside to make a credit inquiry with the following financial institution:

The undersigned authorizes and instructs the above-referenced financial institution to complete and furnish any information related to its credit history or otherwise relevant to its present credit status, in response to a request by the Borough of Mountainside.

Date: _____

By: _____

ATTACHMENT B

STATEMENT OF QUALIFICATIONS

1. Firm Name: _____
2. Business Address: _____
3. Firm Established: (year) _____ Telephone: _____
4. Type of Organization: (check one)
 - a. Sole Proprietorship ()
 - b. Partnership ()
 - c. Corporation ()
 - d. Joint Venture ()
5. If sole proprietorship or partnership, provide resume information of each principal and associate to be used on the Project, including a "P" or "A" next to the name of each. If a corporation, provide the names of the corporate officers responsible and resume information of each principal employee to be assigned to the Project.
6. Proposed Sub-consultants, if any (include resume/brochure):
 - A. _____
 - B. _____
 - C. _____
7. References:
 - A. _____
 - B. _____
 - C. _____
 - E. _____

8. Describe the quality of service that distinguishes your firm:

9. Please attach to this form any other information you wish us to consider, such as your firm's brochure or a discussion of your recent work.

10. CERTIFICATION

The undersigned is a duly appointed officer of the Developer and has reviewed, understands, and accepts the terms and conditions of this Request for Qualification as set forth herein. The undersigned further affirms that he/she is authorized to submit this response to the Borough. The Developer understands that this response is a public document and is subject to public disclosure under the New Jersey Open Public Records Act and other laws.

The undersigned further acknowledges that the Developer has had an opportunity to visit the Site of the Project, has familiarized itself with the legal requirements applicable to the Project, has made any independent investigation it deemed necessary, and has satisfied itself as to all conditions affecting cost or performance of the Project.

I, THE UNDERSIGNED, BEING DULY SWORN UPON MY OATH SAY: The information contained in this response and in all attachments submitted herewith is to the best of my knowledge and belief true, accurate, and complete. I have the authority to submit this response to the Borough on behalf of the Developer. I understand that if such information is willfully false, I am subject to criminal prosecution under N.J.S.A. 2C:28-2 and that the Borough, at its sole discretion, may reject or make any decision within their power in the selection of Developers under this developer selection procedure.

NAME OF DEVELOPER _____

SIGNATURE _____

NAME (print or type) _____

TITLE _____

DATE _____

ATTACHMENT C

PROJECT DATA FORM
DEVELOPMENT EXPERIENCE

(Complete one Data Form per project for a minimum of three similar projects)

DEVELOPMENT FIRM: _____

1. Project Name and Type: _____

2. Project Location: _____

3. Owner's Name: _____

a. Contact Person: _____

b. Full Address: _____

c. Phone & Email: _____

4. Design Professional: _____

a. Contact Person: _____

b. Full Address: _____

c. Phone & Email: _____

5. General Contractor: _____

a. Contact Person: _____

b. Full Address: _____

c. Phone & Email: _____

6. Gross Square Feet: _____

7. Project Timetable:

a. Design Start Date: _____

b. Construction State: _____

c. Construction Completion Date: _____

8. Project Cost:

a. Cost as Bid: \$ _____

b. Cost at Completion: \$ _____

9. Type of Project: _____

10. List key management staff (and titles) assigned to this project:

Name

Title

11. Briefly describe the scope of project and how it is similar to the proposed Project:
