Arverne-by-the-Sea

REQUEST FOR PROPOSALS

RUDOLPH W. GIULIANI
Mayor
Robert M. Harding
Deputy Mayor for Economic
Development and Finance

Jerilyn Perine
Commissioner, Department of Housing
Preservation and Development

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1 SUMMARY OF PROJECT AND SELECTION PROCESS

Pursuant to this Request for Proposals ("RFP"), the City of New York ("City"), through its Department of Housing Preservation and Development ("HPD"), is inviting developers to submit proposals for residential and / or mixed-use development on an expansive oceanfront parcel ("**Development Site**") of approximately 100 acres. The property offered in this RFP is located in the Arverne section of the Rockaway Peninsula in Queens. Upon its development as a seaside resort over a century ago, this area was known as Arverne-by-the-Sea. The development of this site provides a unique opportunity to re-create an entire oceanfront community with new market-rate housing, neighborhood commercial / retail space, landscaped open spaces, and other amenities.

There is one site offered in this RFP, identified in **Development Site (Section 3A).** Respondents must submit a proposal for the entire site. HPD may choose at its sole discretion to award the entire Development Site to a single Developer or to award it in two parts to two Developers.

HPD will use three principal criteria in choosing a Respondent(s) to develop the Development Site. One criterion will be the Respondent's capacity to develop a large-scale phased project of this magnitude, including the construction of new infrastructure, landscaped open spaces, and other improvements. Another criterion will be the feasibility of the proposal and the Respondent's financial capacity to undertake the proposed Project. Finally, there will be a particular emphasis on the quality of the overall site plan, residential block plan, housing design, proposed amenities, and new public spaces.

The housing must be market-rate; no direct residential subsidies will be available. HPD's first preference is for projects of the highest quality and greatest marketability that in addition can absorb all infrastructure costs associated with this site's redevelopment. However, HPD is interested in proposals that are otherwise highly responsive to this RFP's **Program Guidelines (Section 3C)**, but indicate the need for public funding for some portion of the proposed public improvements.

The selection of a Respondent(s) will mean only that HPD may commence negotiations with that Respondent(s) regarding the development of the Development Site. HPD will send written notification of such selection ("Negotiation Letter") to the selected Respondent(s). The selected Respondent(s) must provide a non-refundable $100,000 deposit for land acquisition within 60 days of the date of the Negotiation Letter, begin pre-development work immediately, and will be expected to commence construction on a significant phase of development no later than twelve (12) months from the date of the Negotiation Letter.

This RFP does not represent any obligation or agreement whatsoever on the part of the City. Any obligation or agreement on the part of the City may only be incurred after the City enters into a written agreement approved by the Mayor and the Corporation Counsel. The City is under no legal obligation to convey the Development Site(s) through a competitive process. The City may use the

proposals submitted pursuant to this RFP as a basis for negotiation with Respondents as the City deems appropriate. HPD may reject at any time any or all proposals, amend or withdraw this RFP in whole or in part, negotiate with one or more Respondents, and / or negotiate and dispose of the Development Site(s) on terms other than those set forth herein (including to parties other than those responding to this RFP). HPD may also, at any time, waive compliance with, or change any of the terms and conditions of this RFP, entertain modifications or additions to selected proposals, or withdraw or add individual sites or parcels from or to this RFP.

The selected Respondent(s) must disclose all previous participation with City-assisted projects. HPD will forward Entity and Individual Disclosure Statements to the selected Respondent(s). The development entity and all of its Principals will be required to complete and submit these forms to HPD in a timely manner.

Arverne Urban Renewal Area
Regional Map

Arverne
by the sea

Arverne Urban Renewal Area
Location Map

Arverne by the sea

2 DEFINITIONS

Respondent
An individual, partnership, limited liability company, corporation, joint venture, or other entity that submits a proposal in response to this RFP.

Developer
The entity or entities selected by the City to commence negotiations regarding the development of the Development Site offered through this RFP. The entity or entities will provide equity; secure financing; assemble a Development Team; oversee the design, development, and construction of the Project; and oversee the marketing and management of the completed residential units and commercial / retail space, if any, included in the Project.

Development Team
The Developer and the professional, technical, and construction entities (e.g. general contractor, architect, engineer, urban designer, landscape architect, legal counsel, marketing and managing agents) that will participate in the design, development, construction, marketing, and / or management of the Project.

Principal
An individual, partnership, limited liability company, corporation, or other entity that will act as the general partner or managing member of the Developer, or any entity, known limited partner, or other person that has at least a 10% ownership interest in the Developer.

Development Site
One or more contiguous or non-contiguous sites being offered for development to a Developer under this RFP as a single project excluding public streets, but including all proposed private drives, as described in **Section 3A and Exhibit F.**

Project
The development of residential, neighborhood commercial / retail space, parkland and other amenities on the Development Site.

3 THE PROGRAM

A. DEVELOPMENT SITE

The Development Site offered in this RFP consists of approximately 100 acres of City-owned oceanfront property within the 308-acre Arverne Urban Renewal Area ("Arverne URA"). The site fronts the same ocean beach that stretches the length of Long Island's south shore; but at Arverne, the City's central business districts are also just a subway ride away. The Development Site is serviced by two subway stations of the rush-hour express A train, at Beach 60th and Beach 67th Streets.

In general, the Development Site is bounded to the north by Hammels Boulevard and Rockaway Freeway, to the east by Beach 59th Street, to the south by the coastal erosion hazard area line just north of the boardwalk and to the west by Beach 81st and 74th Streets, as depicted in the map at the end of this section. The Development Site consists primarily of vacant land, with scattered businesses, institutions and residences. The Developer may be required to rehabilitate the City-owned synagogue on Block 15939, Lot 1 (details to be outlined in an addendum). There are two other City-owned buildings on the Development Site that will be retained, listed in **Exhibit F**. All other City-owned buildings on the Development Site will be demolished by the Developer. There are four privately-owned properties on the Development Site, listed in **Exhibit F**. Respondents should assume that the City will acquire these properties, and add them to the Development Site. All buildings on these properties will be demolished by the Developer. There are several privately-owned properties, listed in **Exhibit F**, within and adjacent to the Development Site, that will be retained.

The entire Development Site is to be developed in accordance with the **Program Guidelines (Section 3C)** and other requirements of this RFP. Specifically, the Site will be developed with market-rate housing, neighborhood commercial / retail space, landscaped open spaces, and other amenities. In addition, a new public or charter school and other amenities may be proposed. HPD will consider zoning changes, street mapping changes, and / or amendments to the Arverne Urban Renewal Plan to accommodate proposed development.

B. SURROUNDING AREA

The Rockaway Peninsula

The Rockaway Peninsula is readily accessible from Manhattan, Brooklyn, Queens, and Nassau County by mass transit and by car. The peninsula includes a variety of neighborhoods with diverse housing types, ranging from single-family homes to high-rise apartment buildings. Breezy Point, Belle Harbor and Neponsit to the west are attractive, middle and upper-middle income suburban communities. Active commercial centers are found in nearby Rockaway Park, Far Rockaway, and Nassau County's Five Towns area. An expansive redevelopment effort, focused on mixed-use homeownership housing and recreational amenities, is underway in the adjacent neighborhood of Edgemere. Led by City and State financial support, developers are slated to build 700 units of middle-income housing over the next four years. This represents over $120 million of public and private investment.

Retail Center Site

A 75,000 sq. ft. neighborhood retail center, planned for City-owned vacant land near the Development Site within the Arverne URA, is in its pre-development

phase. This area of approximately eight (8) acres is bounded to the north by Rockaway Freeway, to the east by Beach 69th Street, to the south by Rockaway Beach Boulevard and to the west by Beach 73rd Street, as depicted in the map at the end of this section.

Parkland/Open Space

Recreational amenities and open space, possibly including a nine-hole golf course, are planned for one large assemblage of City-owned vacant land within the Arverne URA. This area of approximately 45 acres is bounded to the north by Rockaway Freeway, to the east by Beach 38th Street, to the south by the boardwalk, and to the west by Beach 56th Place.

C. PROGRAM GUIDELINES

Responsiveness to the Program Guidelines will be considered a principal selection criterion in reviewing Respondent submissions. HPD sees this RFP as an opportunity to create an attractive new residential community, known historically as Arverne-by-the-Sea, that includes market-rate housing, commercial / retail space, open spaces, and other amenities that will capitalize on the spectacular oceanfront location.

Over the past several years, HPD has worked with the Queens Borough President's Office, several City agencies, and local community leaders to forge a consensus around the redevelopment of the Arverne URA. This process succeeded in identifying planning and development objectives for the Arverne URA that are incorporated into this RFP. The Arverne-by-the-Sea concept plan provides a framework for development. New development should be characterized by pedestrian friendliness, sustainability and a diversity of building forms and materials. The new community must also respond to its spectacular, yet sensitive natural environment. Proposals should draw from successful residential communities both long-standing and more recently completed, in New York City and elsewhere.

Preference will be given to proposals that consist principally of owner-occupied housing. Preference also will be given to proposals that incorporate high-performance and / or green building technology. HPD will consider proposals for any sites in this RFP that include other uses that will enhance the character of this new mixed-use neighborhood, such as small-scale beachfront retail and concessions, lodging, etc.

The proposed development must meet the requirements of the New York State Coastal Erosion Hazard Areas Act (Article 34 of the Environmental Conservation Law) and associated Regulations (6NYCRR505) and all existing laws and regulations relevant to shoreline erosion. There must be no development seaward of New York State's Coastal Erosion Hazard Area line, as depicted schematically at the end of this section, except for the construction of access ramps or walkways linking street ends to the boardwalk. All development for the entire Development Site must conform with FEMA A zone standards, and the requirements of NYC Local Law 33 of 1983, as amended. The base flood elevation for the Site must be 9.7 feet NGVD.

Design

Building Design/Planning Objectives

- Create a neighborhood with a highly desirable image and oceanfront orientation.
  a) Recognize and protect major views to and from the ocean by providing ecologically sensitive open space at the ocean edge and using street view corridors and, if necessary, tiered building massing.
  b) Create a narrow east-west street parallel to the shoreline to delineate public open spaces from private development landward. Traffic speeds must be minimal. Parking should be provided on both sides of this street. Consider a mix of uses, including incidental commercial uses on ground floors and upper floor(s) along this new street.
  c) Create destination points at the water's edge that have varying uses, are visible along view corridors, and form orientation points for the neighborhood.
  d) Provide sites for community facility uses (e.g. day care centers, houses of worship, etc.) integrated into the residential areas that meet the needs of the intended population.
  e) To enhance pedestrian friendliness, provide at least one other new east-west street or private drive through the site to break up long north-south block frontages.

- Utilize building designs and architectural features that characterize successful oceanfront communities.
  a) Consider use of historically evocative coastal architectural shapes and forms.
  b) Utilize porches and / or a variety of roof lines (e.g. pitched roofs with attic space, gables, roof decks, etc.).
  c) Utilize light colors in a variety of suitable materials.
  d) Promote the installation and maintenance of extensive landscaping suitable for an oceanfront setting in public and private areas.

- Provide predominantly low-rise housing and maximum housing choice.
  a) Establish low density housing parameters that take into account provisions for open space, parking, opportunities for vistas and requirements for light and air.
  b) Provide housing affordable to more than one income group.
  c) Provide housing suitable for a variety of family types and household sizes / configurations.
  d) Provide a range of housing opportunities, focusing predominantly on homeownership housing models -- semi-detached and detached one- and two-family homes and, where appropriate, townhouses, garden apartments, and / or mixed-use apartment buildings. Provide a rationale for housing proposals with densities greater than two-family.
  e) Provide innovative housing types that can be readily customized in the future to serve evolving needs and interests of residents.
  f) Delineate accommodations for car parking, including on- and off-street spaces, garages, private driveways, alleyways, etc.

- Enhance the health and safety of residents and visitors by promoting defensible design and a street system that provides for necessary movement and access.
  a) Enhance sense of security through street orientation of housing and with adequate street lighting.

b) Provide for pedestrian and open space security through visibility of public spaces and the creation of defensible spaces.
c) Extend adjacent existing street patterns wherever feasible.
d) Indicate the purposes of streets with varying roadway sizes and plans for street landscaping and street furniture.
e) Provide pedestrian paths and bikeways that establish appropriate links with adjacent areas.
f) Provide varying parking solutions while limiting the amount of curb cuts along streets to the extent feasible (e.g. use alleys and private streets for parking / garage access).
g) Recognize the importance of the pedestrian environment at the street level of buildings and provide a special and consistent streetscape treatment to project a high-quality street environment.

Sustainable Architecture Objectives

- Promote energy conservation initiatives.
- Promote water conservation initiatives.
- Promote the use of high performance and / or green building materials and practices.

Detailing and Material The design concept should employ architectural features that recall appealing oceanfront environments. Coastal vernacular references should be considered in designing a unique oceanfront environment on the urban fringe. Building details should demonstrate considerable variation from structure to structure and neighborhood to neighborhood within the Development Site, while unifying streetscape, signage, and other common elements should be of very high design quality to reinforce a desirable residential image.

Circulation Circulation in the development must recognize the beachfront as a destination point for visitors and residents, while resolving potential traffic impacts on the predominantly residential area. Pedestrian access should be maximized while accommodating vehicular needs. A hierarchy of streets and circulation areas should be clearly discernible, with accessible corridors to the beach / boardwalk, any included commercial / retail areas, and other public or private recreational uses. The flexibility of the existing street grid to accommodate a variety of travel routes and to support a variety of uses should be thoroughly considered in the design proposal, though the existing street grid need not necessarily be retained in its entirety or even in part. Alleyways, service drives, and streets and pedestrian passages of various sizes should allow options for parking, foot and vehicular traffic flow, and residential access while ensuring safety and residential privacy.

Infrastructure

Sanitary Sewers, Storm Sewers and Water Supply The Development Site must be provided with all water supply, sanitary and storm sewer services to meet the needs of residential, commercial / retail, open spaces and other uses onsite. All new infrastructure improvements must take into account adjacent topography, legal grades and building elevation requirements to assure conformity with FEMA A zone standards (see page 5).

Streets Respondents must include the rights of way of the following existing mapped north-south streets into the block plan: Beach 59th – Beach 62nd, Beach 67th, Beach 69th, Beach 73rd, Beach 74th, Beach 77th, and Beach 79th – Beach 81st

Streets. Beach 62nd, Beach 67th, Beach 69th, Beach 73rd and Beach 74th Streets must provide public access to the boardwalk. Proposals should assume that Rockaway Beach Boulevard will be extended eastward as a four-lane boulevard adjacent to the elevated transit viaduct and connecting through to Seagirt Boulevard on the east, as depicted in **Exhibit F**. Respondents may determine the location of any other public streets and private drives within the Development Site.

Utilities Electrical, telephone, cable, and any other voice / data lines must be provided underground.

Community Facility Respondents must reserve a building pad and parking lot for a community recreation center west of Beach 73rd Street and north of Rockaway Beach Boulevard (details to be outlined in an addendum).

Open Space and Conservation Areas Respondents must reserve a significant buffer zone, land that could not otherwise be developed, between the beach and the new development. The northerly edge of this buffer zone, intended to function in part as a dune conservation area, may extend landward of the existing Coastal Erosion Hazard Area line established by the New York State Department of Environmental Conservation (DEC). Proposals should also include additional active and passive open spaces required by zoning or included as a residential enhancement, the location of which will be at the Respondent's discretion.

Schools Respondents should consider the need for siting of a new onsite public or charter school to meet the demand of the incoming student population generated by the Project. The location of a new school should be no closer than 100 feet from the elevated transit viaduct. Respondents should also consider the distance of a new school from existing schools in the Arverne URA and the surrounding neighborhoods.

D. LAND USE APPROVALS

Proposals must be consistent with all applicable laws and regulations. HPD anticipates that proposals may call for changes to the area's underlying zoning, public street mapping, and / or an amendment to the Arverne Urban Renewal Plan. Respondents should detail what zoning changes or other discretionary government approvals would be necessary to implement their proposals.

E. ENVIRONMENTAL REVIEW

HPD will work with the selected Respondent(s) to determine and undertake the environmental reviews and approvals that are needed pursuant to city and state environmental review procedures.

F. OBLIGATIONS OF THE DEVELOPER

The Developer will be required to perform the following:

1. Execute Land Disposition Agreements ("LDAs") with HPD at the construction loan closings for each phase needed to implement the entire Project proposed to be developed by the Developer, setting forth for each phase of the development the cost for that particular phase and total project costs, and the

timetable to implement the particular phase and the entire project. Failure to comply with the terms of the LDA executed for any phase of the Project could result in the termination of that and any other LDA for the Project and selection of another Developer.

2. The Development Team(s) must for all components in each phase of the project prepare site plans, engineering, and additional on-site environmental studies as may be required by HPD and by construction lenders.

3. For the initial phase of development, complete final plans and specifications and a schedule of costs and submit them to HPD for review and approval within six (6) months of selection of the Developer.

4. Fund and undertake all environmental testing and / or remediation required on the Development Site.

5. Fund and undertake the demolition of all vacant City-owned buildings on the Development Site not slated for rehabilitation.

6. Provide an equity contribution in the form of cash and / or payment of pre-development costs, secure private market construction and permanent / end loan financing, provide any personal guarantees required, and meet any other terms and conditions required by construction lenders.

7. Pay all transfer taxes associated with the disposition of the Development Site.

8. Arrange for timely commencement and completion of the Project.

9. Market the residential units in accordance with City requirements and policy. Market and lease the new commercial / retail space, if applicable.

10. Submit periodic status reports regarding project financing, development, marketing, sales / lease-up, and management as required by HPD.

G. DISPOSITION

Disposition of the Development Site to the Developer(s) will be subject to: (1) the receipt of all public approvals required for the disposition of such Development Site, including without limitation, approvals by the Mayor; and (2) the simultaneous closing of a bona fide construction loan for the development of such Development Site. The Development Site will be conveyed in accordance with the terms of the LDA to be entered into between the Developer and HPD and will be conveyed in "as is" condition. Among other terms, conditions, and provisions, the LDA will contain covenants running with the land that require the Developer to develop the Development Site in accordance with plans and specifications approved by HPD and in accordance with the Arverne Urban Renewal Plan.

Respondents are expected to propose a cash purchase price for the Development Site; however, the proposed cash purchase price is not among the principal competitive selection criteria. The Developer(s) will pay the cash purchase price in cash (no less than the $100,000 non-refundable deposit noted in **Summary of Project and Selection Process (Section 1)**) and will deliver a purchase money note and mortgage for the balance of the appraised value. The purchase money note

will be allocated to the residential and commercial units, and will be payable upon resale of the property.

H. FINANCING

Respondents should assume for the purposes of this RFP that the Project is to be financed predominantly from private market sources, including Developer's equity and private construction and permanent loans. No HPD housing subsidies are available for this Project. Some Capital Budget infrastructure funding may be made available by HPD only if the need is clearly demonstrated. HPD's first preference is for projects that are of the highest quality and greatest marketability, that can be implemented quickly, and that can absorb all infrastructure costs. However, HPD will consider projects that are otherwise highly responsive to this RFP's **Program Guidelines (Section 3C)**, but indicate public funding for some portion of the proposed public improvements. If Respondents propose utilizing a source of public funds other than the Capital Budget, a letter of interest from such funding source must be included in the proposal.

It is the responsibility of the Developer(s) to obtain construction and permanent/end loan financing from private lenders in amounts consistent with the proposal. The amount of the Developer's equity will be determined by private lender(s). The selected Developer(s) will be required to submit a term sheet from a private lender for construction financing for the first phase of development within six (6) months of selection of the Developer(s).

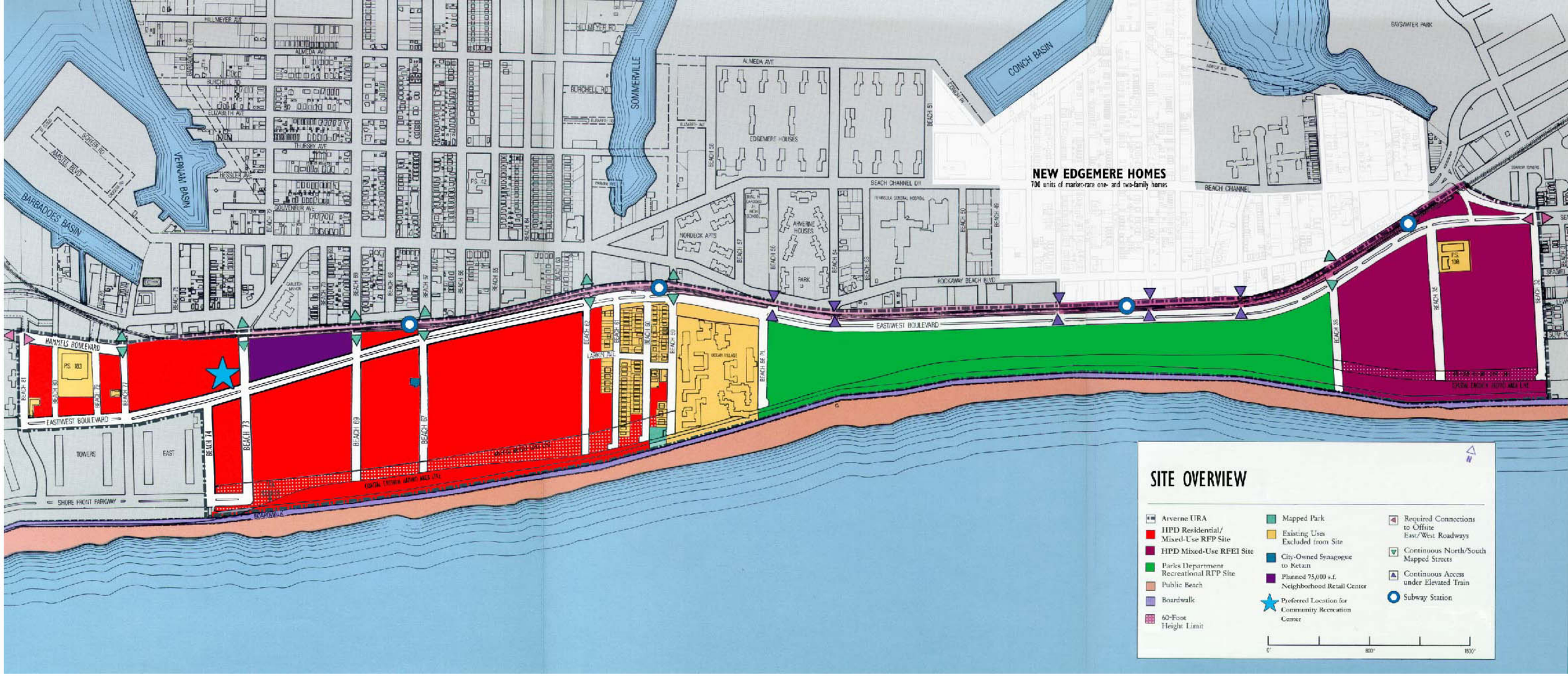
I. TAX INCENTIVES

The residential portion of the Project will be eligible for UDAAP tax exemption and may be eligible for 421-a partial tax exemption. The commercial/retail portions of the project may also be eligible for Industrial and Commercial Incentive Program (ICIP) benefits. Respondents should indicate which tax exemption programs, if any, they plan to utilize.

J. REQUEST FOR EXPRESSIONS OF INTEREST

In addition to the proposals for the Development Site, HPD is soliciting development ideas for the eastern portion of the Arverne URA. HPD may designate a development team for this site based on a superior proposal submitted in response to this Request for Expressions of Interest (RFEI), or may use information from any proposals submitted for this site as the basis for a future RFP. See **Submission Requirements (Section 5C, Tab J)** for more information about this RFEI. Respondents are **not required** to submit a proposal for this site.

In general, this site of approximately 45 acres is bounded to the north by Rockaway Freeway, to the east by Beach 32nd Street, to the south by the boardwalk, and to the west by Beach 38th Street. This site is serviced by two subway stations of the rush-hour express A train, at Beach 36th and Beach 44th Streets. As concluded in the concept plan endorsed by the local community, proposals for this site should focus on economic development and job creation. Respondents should also consider how to address the existing public school located on Beach 35th Street.



Arverne by the sea

Arverne
by the sea

4

DEVELOPER SELECTION PROCESS

HPD will evaluate each proposal and each Respondent according to **Threshold Requirements (Section 4A),** taking into account the information provided in the proposal, references, and any other information about the Respondent's performance available to HPD. Only proposals that meet all threshold requirements will be considered.

Proposals that meet all threshold requirements, based on HPD's sole judgment and discretion, will be evaluated, rated, and ranked according to **Competitive Selection Criteria (Section 4B).** HPD may request additional information, site visits, interviews, or presentations of the proposal as part of the evaluation process. In addition, HPD may request a presentation(s) of the design / development concept by the Development Team. The selected Developer will be chosen from among the highest rated and ranked proposals.

HPD may disapprove the inclusion of any member(s) of the Respondent's Development Team and / or require the selected Respondent to substitute other individuals or firms.

A. THRESHOLD REQUIREMENTS

Completeness of Proposal

The proposal must contain **all documentation** required under **Submission Requirements (Section 5).**

A Respondent will be deemed to have met the comparable Development Experience and Ability to Finance requirements, described below, if each criterion is met by at least one Principal of the Respondent.

Comparable Development Experience

Acting in the role of an at-risk developer, Respondent must have successfully completed the new construction and marketing of at least 500 units of housing, at least 150 units of which must be in a single development. Previous development experience should be comparable to the proposed new development, including experience in implementing large-scale new construction projects requiring significant infrastructure and other site improvements.

In evaluating Respondents' comparable development experience, HPD will only consider similar large-scale projects completed in the New York metropolitan area or in a location comparable to the development site, within the ten (10) years preceding the deadline for submission of proposals in response to this RFP.

Development Capacity & Current Workload

Respondents must be capable of beginning construction within twelve (12) months of selection. A Respondent's current workload and other pending project obligations will be considered in assessing its capacity for undertaking the development project proposed by the Respondent within the time frame prescribed for development. HPD expects implementation of this site's development to be a high-priority assignment for the selected Development Team(s) and that this will be reflected in the commitment of staff and financial resources to this project.

Development Proposal

Proposals must be consistent with all applicable laws and regulations. HPD anticipates that proposals may call for changes to the area's underlying zoning, public street mapping, and/or an amendment to the Arverne Urban Renewal Plan. Respondents should detail what zoning changes or other discretionary government approvals would be necessary to implement their proposals. Proposed development must meet all minimum requirements outlined in **Program Guidelines (Section 3C).**

Ability to Finance/Financial Feasibility

HPD will evaluate the Respondent's liquid assets, bank or other lender references, and current commitments in order to assess the Respondent's capacity to secure private market construction and permanent financing, meet construction lender's equity requirements, absorb any cost overruns, and commence and complete construction of Respondent's entire development project on a timely basis. Estimated development costs must be within current industry parameters. Proposed marketing plans for the residential units and any commercial/retail space must be deemed realistic based upon proposal information and marketing conditions.

Adverse Findings

A Respondent's proposal will be rejected if there are any adverse findings that would prevent the City from conveying a site to the Respondent or any person or entity associated with the Respondent. Such adverse findings include, but are not limited to: (1) arson conviction or pending case; (2) harassment conviction or pending case; (3) City mortgage foreclosure proceedings or arrears; (4) in rem foreclosure or substantial tax arrears; (5) defaults under any City-sponsored program; (6) de-designation as developer of any government sponsored or publicly assisted project; (7) a record of substantial building code violations or litigation against properties owned by the Respondent or by any entity or individual that comprises the Respondent; or (8) conviction for fraud, bribery, or grand larceny.

B. COMPETITIVE SELECTION CRITERIA

Proposals that satisfy the **Threshold Requirements** (**Section 4A)** above will be rated and ranked according to the competitive selection criteria described below. In evaluating proposals under these criteria, the combined experience and resources of all Principals of the Respondent will be considered.

Quality of Design Proposal

HPD will evaluate the quality of the overall site plan, building types, unit layouts, elevations, vehicular and pedestrian circulation, and the responsiveness of the Project to the attributes of the neighborhood. HPD will consider building arrangement, massing, character, materials, amenities, and streetscape treatment. The Respondent's intention to enhance the public realm through the Project's architecture and urban design, as demonstrated by the Proposal and the design partners (e.g. architect, urban designer, landscape architect) on the Development Team, will factor heavily in HPD's review. **Program Guidelines** (**Section 3B)** describes the criteria HPD will apply in evaluating the quality of the design proposal. Housing types and site planning must each respond to the oceanfront location and the RFP's call for superior design solutions. Preference will be given to proposals for owner-occupied housing. Preference will also be given to proposals that incorporate high-performance and/or green building technology.

Development Capacity

HPD will consider the number, size, type, and scale of projects built, and Respondent's role in each project (e.g. at-risk developer, general contractor). HPD will give greater weight to development experience in which the Respondent was an at-risk developer and to participation in larger scale and new construction projects. HPD will also consider experience in implementing significant infrastructure improvements, quality of design and construction on completed projects, current workload, history of completing projects on time and within budget, satisfactory handling of punch list items, and the absence of tenant and/or purchaser complaints.

HPD will evaluate the strength of the Development Team as evidenced by such factors as the inclusion of professionals among the Principals, experience and depth of staff, the strength of the design team, the ability to work on government-sponsored projects, and in the case of joint ventures, whether the members have successfully completed projects together in the past.

Marketing Plan

HPD will assess the marketability of the proposed Project. HPD will consider the ability of the proposed marketing plan to create a coherent, attractive image for the new community and to market the distinct advantages of the site over the course of a phased build-out. HPD will assess the marketability of the proposed residential units as compared to the general, as well as the region's comparable, housing market. HPD will consider prices, unit sizes, amenities, and plans to establish a definable new neighborhood atmosphere. HPD will assess the marketability of any proposed commercial/retail space taking into account marketing strategy and letters of interest from prospective tenants. HPD will consider the design quality of the commercial/retail space and its appropriateness to the uses anticipated.

Infrastructure Funding

The lowest level of public funding will increase the applicant's score under this criterion.

5

SUBMISSION REQUIREMENTS

A. PRE-SUBMISSION

All communications regarding this RFP should be directed Brett Libresco, Project Manager, Office of Development, at (212) 863-7499. Written communications and inquiries may be addressed to Brett Libresco, Department of Housing Preservation and Development, Office of Development, 100 Gold Street, Room 9P-9, New York, NY 10038; faxed to (212) 863-8055; or e-mailed to librescb@hpdlan.cn.ci.nyc.ny.us.

A pre-submission conference will be held on January 16, 2001 at 10:00AM at HPD, 100 Gold Street, Room 1R-3, New York, NY. HPD **strongly recommends** that interested organizations attend the pre-submission conference.

In February, HPD and the Architectural League will jointly sponsor a day-long design conference to discuss design principles that are appropriate to the site. Because of the special emphasis on design in this RFP, HPD **strongly recommends** that key members of all prospective development teams attend this conference. The date, time, and location of this conference will be available at the pre-submission conference.

People with disabilities requiring special accommodations to pick up the RFP or to attend and/or participate in the pre-submission conference or design conference should contact Mr. Libresco.

B. GENERAL REQUIREMENTS

PROPOSALS MUST BE SUBMITTED BY HAND NO LATER THAN 4:00PM ON MARCH 9, 2001 TO HPD AT THE ADDRESS BELOW. PROPOSALS RECEIVED AFTER THE DUE DATE AND TIME WILL NOT BE CONSIDERED, REGARDLESS OF THE REASON FOR THE LATE SUBMISSION.

HPD must receive one (1) original and five (5) copies of each proposal containing all required supporting documentation. **All proposals must be bound in three-ring binders of an appropriate size**. Respondents must also include a site plan, streetscape design/rendering, and any other depictions that may clarify the Respondent's proposed design concept mounted on one set of 30" x 40" presentation size boards. An authorized representative of the Respondent must sign the original proposal. The proposal must also provide the name, address, telephone and fax numbers, and e-mail address of an authorized representative of the Respondent who may be contacted during the period of proposal evaluation. Each copy must be clearly labeled as described below and tabbed as indicated in **Contents of Proposal** (**Section 5C)** below. Respondents must inform any commercial delivery service, if used, of all delivery requirements and ensure that the required information appears on the outer envelope or box. The original and all copies must be submitted in sealed envelopes or a sealed box and labeled as follows:

FROM:	Respondent's name and address
TO:	Department of Housing Preservation and Development Office of Development

100 Gold Street, Room 9P-9
New York, NY 10038
Attention: Brett Libresco
RE: Response to Arverne-by-the-Sea RFP

A proposal may be withdrawn or modified in writing only prior to the proposal due date and time or, if applicable, up until any subsequent due date and time set for the submission of proposals. Modifications received after the due date and time set for the submission of proposals are late and will not be considered. If HPD determines, upon review of a proposal, that any items are missing and/or incomplete, HPD, in its sole discretion, may notify the Respondent to provide such items. Failure to provide complete information in a timely fashion may result in rejection of the proposal.

Submission of a proposal will be deemed to be permission for HPD to make such inquiries concerning the proposal and the Respondent as HPD deems necessary. All proposals will become the property of HPD.

HPD RESERVES THE RIGHT TO POSTPONE OR CANCEL THIS RFP AND TO REJECT ALL PROPOSALS.

C. CONTENTS OF PROPOSAL

Each proposal must contain the forms and supporting documentation described below. Each copy of the proposal must be tabbed as indicated below. The tabs should run down the right hand side of the bound proposal document.

Proposal Summary, Respondent Questionnaire, & Principal's Property Listing

TAB A

Each Respondent must submit a completed Proposal Summary and Respondent Questionnaire; these forms are contained in **Exhibit A**. If the Respondent is a joint venture, a separate Respondent Questionnaire must be submitted for each entity that comprises the joint venture. Any additional pages, which are part of the response to a questionnaire, should also be included under this tab. Provide a Respondent's letter printed on the Respondent's letterhead and signed by an authorized representative of the Respondent. The format of this letter is contained in **Exhibit A**. Each Principal of the Respondent must complete and submit a Principal's Property Listing form listing all properties owned within the last five (5) years, either directly by the Principal or by an organization in which the Principal is or was a corporate officer, general partner, or held more than a 10% interest. This list should include the Block and Lots, number of units, period of ownership, and type of ownership (e.g., general partner, corporate officer, shareholder, etc.).

Development Experience & Current Workload

TAB B

Each principal that comprises the Respondent must submit a listing of Development Experience/Current Workload and Marketing Experience. These lists should contain all of the information requested in the forms from **Exhibit B**, but need not be submitted on the forms. The principals of the Respondent will detail their experience in the following categories:

Development Experience/Current Workload - Each entity that comprises the Respondent must list all new construction projects that have been completed

within the ten (10) years preceding the deadline for submission of proposals in response to this RFP. On a separate form, the Respondent must list all new construction project that are in construction, pre-development, or otherwise committed.

Marketing Experience - Each entity that comprises the Respondent and the marketing agent included in the Development Team, if other than the Respondent, must list all new construction projects that have been marketed within the ten (10) years preceding the deadline for submission of proposals in response to this RFP.

Ability to Finance

TAB C

Assets Statement - Each Principal of the Respondent must submit audited or reviewed financial statements describing in detail the Principal's financial status within the two (2) most recent fiscal years preceding the deadline for the submission of proposals in response to this RFP. As an alternative, the Assets Statement Form in **Exhibit C** may be used. Publicly owned companies must submit the latest annual report and Form 10K as well as any Form 10Q submitted after such Form 10K.

Private Lender Letter - Each proposal must include a letter of interest from a private lender or lenders indicating a willingness to lend for the project and specifying the amount such lender or lenders are willing to consider financing. Each letter must be on the lender's letterhead and signed by a representative of the lender. Terms of the financing must be included in the letter(s).

Executive Summary/Design Narrative

TAB D

Provide a detailed narrative description, which outlines the concept of the Project and among other things, includes the Respondent's approach to urban design, block plan, streetscape, delineation of public spaces and approach to minimizing the impact of off-street parking accommodations. This description should identify:

- A rationale for the design concept chosen for the new development that includes circulation systems (private and public), new building configuration and lot coverages, heights, orientation and relationship to the waterfront, primary building materials, and major architectural features.
- The type, location and square footage (rentable and gross) of residential units, commercial / retail and community / institutional space.
- The number, type and characteristics of the residential units, including number of bedrooms and approximate square footage.
- Cable / Internet and any other voice / data communications wiring and any design features incorporated into the residential units to facilitate live / work arrangements.
- A detailed description of construction methods, foundation type(s), and building systems for all new buildings
- A description of all mandatory infrastructure and other public improvements, including public and private open spaces, parking, and landscaping.
- A general discussion of the rationale for the proposed phasing of residential, recreational and commercial / retail development and how this phasing plan is impacted by the requirements for providing infrastructure and other public improvements.
- A description of how all structures comply with the area's requirements concerning flood plains, outlined in **Program Guidelines (Section 3C)**

- A description of the public amenities, open spaces and landscaping.
- Information on design team principals involved in the Project.

This description should also address the following questions:

- How did you choose this design concept? Why is it appropriate?
- Where are there similar developments? How have they been successful?
- How will this plan effectively position the Development Site as a desirable location to live / work / visit?
- How will the new residents:
  - get the goods and services they need?
  - get to and from their place of employment?
  - interact with each other?
- Will high-performance and / or green building strategies be employed in the development of the site? How will this affect marketability and affordability?

Include the forms found in **Exhibit D**.

Financing Proposal

Tab E

Provide a narrative description of the Project financing. This should include sources of construction and permanent financing (and justification for interest rates), type of product (fee-simple, condo, co-op, etc.), and assumed hard and soft costs per square foot. In addition, forms in **Exhibit E** must be completed for an example of each type of development, as well as for the project as a whole.

Marketing Plan

Tab F

Provide marketing plans for the residential units and any commercial / retail space. The marketing plans should include the following information:

- Pricing structures, amenities, assessment of competition, and absorption rates assumed;
- Anticipated target market for the residential units and commercial / retail tenants;
- The marketing agent to be used, if any, and its experience and qualifications;
- The advertising strategy and other relevant information;
- Description of marketing plans for analogous projects.

The marketing plan and building design should reflect the Respondent's best efforts to successfully market the Project to potential residential and commercial / retail tenants. The marketing plan should also clarify the Respondent's proposal to create a coherent positive image for the new community.

Development Schedule & Phasing Plan

Tab G

Provide a development schedule and phasing plan, including benchmarks for commencement and completion of plans and drawings, site preparation, construction, marketing, and occupancy of the Project. For purposes of receiving comparable RFP responses only, it is requested that Respondents assume Development Team designation on July 1, 2001.

Design/Architectural Documentation

TAB H

Please provide the following information. (All materials must be on paper size of 11" by 17" or smaller and must be easily reproduced.)

- Land use site plan / Street level floor plan, showing residential, commercial / retail space, and other uses.
- Building height / bulk site plan
- Vehicular and pedestrian circulation site plan
- Open space site plan (mapped park, streetscape treatment, private open space and private open space accessible to the public)
- Phasing plan
- Typical and, if applicable, atypical floor plans; and any other plans necessary to explain development concept.
- Provide elevations indicating building materials to be used (especially details at street level), how blank street walls are avoided, and the treatment of any loading docks, service areas, curb cuts, parking access, and landscaping.
- Any other architectural drawings, such as axonometric, perspective, or sectional drawings, color renderings, photographic and / or computer-generated modeling if they can provide a better understanding of the development concept.
- Outline specifications, indicating building type, facade materials, and levels of interior finish.
- Complete zoning computations and analysis to demonstrate compliance with existing and / or proposed zoning requirements.

Additional Evidence of Qualifications

TAB I

Provide resumes and / or brochures describing the Respondent and any similar projects with which the Respondent has been involved. Provide resumes and / or brochures describing key members of the Development Team, such as the architect, urban designer, landscape architect, engineer, marketing agent, and managing agent. Provide a staffing plan indicating which Principals and staff members will have primary responsibility for implementing the Project and their role in the day-to-day management of the Project. Respondents may also provide any additional information that demonstrates the experience or qualifications of the Respondent. Respondent should include any information and supporting documentation that provides evidence of the Development Team's ability to work cooperatively and successfully with government agencies, Community Boards, and other neighborhood organizations.

Request for Expressions of Interest for Eastern Portion of the Arverne Urban Renewal Area

TAB J

Provide a description of the Respondent's development concept for the eastern portion of the Arverne URA. This should include proposed specific uses and their locations, proposed zoning changes and a discussion of how the proposal for this area relates to the recreation use in the middle of the Arverne URA and to the proposal for development of the largely residential Development Site. Respondents should also consider how to address the existing public school located on Beach 35th Street; can it be incorporated into the proposed development or should it be relocated. Respondents are **not required** to submit a proposal for this site. Respondents not interested in developing the largely residential Development Site may choose to respond only to this RFEI.

6 TERMS AND CONDITIONS

This RFP is subject to the specific terms, conditions, and limitations stated below:

The Development Site is to be disposed of in its "as is" condition. The City, its officers, agents, and employees make no representations whatsoever as to the physical condition of the Development Site or its suitability for any specific use.

The Project shall be subject to New York City Real Property Taxes and charges. Tax exemption and/or abatement with respect to residential development may be available.

The City is not obligated to pay, nor shall it, in fact, pay, any costs or losses incurred by any Respondent at any time, including the cost of responding to this RFP.

This RFP does not represent any obligation or agreement whatsoever on the part of the City. Any obligation or agreement on the part of the City may only be incurred after the City enters into a written agreement approved by the Mayor and the Corporation Counsel.

The City is under no legal obligation to convey the Development Site through a competitive process. The City may use the proposals submitted pursuant to this RFP as a basis for negotiation with Respondents as the City deems appropriate.

HPD may reject at any time any or all proposals, amend or withdraw this RFP in whole or in part, negotiate with one or more Respondents, and/or negotiate and dispose of the Development Site on terms other than those set forth herein (including to parties other than those responding to this RFP). HPD may also, at any time, waive compliance with, or change any of the terms and conditions of this RFP, entertain modifications or additions to selected proposals, or withdraw or add individual sites or parcels from or to this RFP.

All determinations as to the completeness or compliance of any proposals, or as to the eligibility or qualification of any Respondent, will be within the sole discretion of HPD.

The City will convey the Development Site pursuant and subject to the provisions of the LDAs. HPD will recommend to the Mayor that the Development Site be conveyed at the purchase price described therein. Where required, all documentation, including but not limited to the deed and LDAs, shall be in form and substance satisfactory to the City Council and the Mayor and to the Corporation Counsel. The conveyance will be subject to applicable laws.

Selection of a Respondent to negotiate with HPD regarding the development of a Development Site as contemplated by this RFP will not create any rights on the Respondent's part, including, without limitation, rights of enforcement, equity, or reimbursement, until after all required governmental approvals are received, and until the LDA, deed, and any other necessary project documents are fully approved and executed. The terms of the deed and LDA, after execution, shall govern the relationship between HPD and the Developer(s). In the event of any variance

between the terms of this RFP and the deed and / or the LDA, the terms of the deed and / or the LDA will govern.

The selection of a Respondent will depend on the satisfaction of the additional documentation and review requirements described in this RFP.

No transaction will be consummated if any selected Respondent, or Principal of the selected Respondent (individual or business entity) is in arrears, or in default upon any debt, lease, contract, or obligation to the City of New York, including without limitation, real estate taxes and any other municipal liens or charges. HPD reserves the right not to review a proposal submitted by such a Respondent.

No commission for brokerage or any other fee or compensation shall be due or payable by the City, and the submission of a proposal will constitute the Respondent's undertaking to indemnify and hold the City harmless from and against any such claim for any such fee or compensation based upon, arising out of, or in connection with any action taken by the Respondent, invitation to the Respondent to respond to this RFP, the selection of the Respondent's proposal pursuant to this RFP, or the conveyance of a Development Site.

7 CONFLICTS OF INTEREST

Employees of the City may respond to this RFP only in accordance with Chapter 68 of the New York City Charter governing ethics and conflicts of interest affecting City personnel. Section 2604 (b)(7) of the City Charter contains specific prohibitions that exclude enumerated groups of employees from participating in the sales process.

Persons in the employ of the City considering the submission of qualifications are advised that opinions regarding the propriety of their purchase of City-owned property may be requested from the New York City Conflicts of Interest Board. This body is empowered, under Section 2602 of the City Charter, to issue advisory opinions on conflict of interest questions and other matters of ethical considerations. It is not necessary, however, that such an opinion be obtained before responding to this RFP.

Former employees of the City of New York are also advised that the City Charter imposes certain restrictions on employment and business relationships with the City. Such individuals should consult specific provisions on this issue contained in the City Charter.

EXHIBIT A

FORM A1 – PROPOSAL SUMMARY

If the Respondent is a joint venture, a separate Respondent Questionnaire must be provided for each entity that comprises the joint venture, as identified below. If additional space is needed, please submit a separate sheet(s) stating the question(s) being answered on each sheet. All responses must be typed. See Section 5 of the RFP for detailed submission requirements.

All responses must be typed.

1. RESPONDENT INFORMATION

Name of Respondent: _____

Address: _____

_____

Name of Contact for Respondent Entity: _____

Address: _____

_____

Telephone: _____ Email: _____ Fax: _____

2. COMPOSITION OF RESPONDENT ENTITY

Is the Respondent a joint venture? Yes [ ] No [ ]

If yes, list below the name, address, and telephone and fax numbers of each individual and/or organization that comprises the joint venture and their percentage of ownership.

NAME OF INDIVIDUAL OR ORGANIZATION/ADDRESS/TELEPHONE/FAX % OF OWNERSHIP

3. DEVELOPMENT TEAM CONSULTANTS

Provide the names, addresses, telephone, and email addresses, and fax numbers of the Development Team consultants. If unknown, enter “N/A”.

Architect:	Marketing Agent (Residential):
Landscape Architect:	Marketing Agent (Commercial/Retail):
Urban Designer:	Managing Agent (Commercial/Retail):
Engineer:	Legal Counsel:
General Contractor:	Other:

1. ENTITY INFORMATION

Name of Respondent: _____

Name of Entity*: _____

* If other than Respondent (i.e. member of a joint venture).

2. PRINCIPALS

Provide the following information about all principals of the entity completing this questionnaire. For corporations, provide the names of the officers and any shareholders owning 10% or more; for partnerships, provide the names of all general partners. State the role that each would play in the development of the site, using the categories specified below.

Name/Position/Title	Home Address	Role*	Percentage Owned	Social Security Number

* Role categories:

GP = General/Managing Partner; GC = General Contractor; F = Provides Financing, Inactive; A = Architect; L = Legal Services; MR = Marketing Agent, Residential; MC = Marketing Agent, Commercial/Retail; O = Other (specify)

3. REFERENCES

For each of the following categories, provide the name, address, and telephone and fax numbers of **at least three** business references that we may contact regarding your experience. For each reference, identify the property or properties with which the individual is familiar.

- NEW CONSTRUCTION EXPERIENCE
- MARKETING EXPERIENCE – RESIDENTIAL
- LEASING EXPERIENCE – COMMERCIAL/RETAIL AND/OR COMMUNITY/INSTITUTIONAL
- MANAGEMENT EXPERIENCE
- FINANCIAL CAPACITY

4. OTHER

Has any principal identified in Section II of this questionnaire, or any organization in which the principal is or was a general partner, corporate office, or owned more than 10% of the shares of the corporation, been the subject of any of the following:

1. Arson conviction or pending case? Yes [ ] No [ ]

2. Harassment complaint by the New York State Division of Rent Control or the New York State Division of Housing and Community Renewal? Yes [ ] No [ ]

3. Had an ownership or management interest in a property that was taken in rem by the City or assigned by a judge of Landlord and Tenant Court to a 7A administrator or receiver? Yes [ ] No [ ]

4. City mortgage foreclosure or currently more than 90 days in arrears on any City loan? Yes [ ] No [ ]

5. Default on any contract obligation or agreement of any kind or nature entered into with the City or one of its agencies? Yes [ ] No [ ]

6. In the past five (10) years, failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency? Yes [ ] No [ ]

7. In the last seven (7) years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings? Yes [ ] No [ ]

8. In the last five (10) years, failed to file any required tax returns, or failed to pay any applicable Federal, State of New York, or City taxes or other charges? Yes [ ] No [ ]

9. Been convicted of fraud, bribery, or grand larceny? Yes [ ] No [ ]

If the answer to any question is yes, provide the following information about each instance: name of principal(s); name(s) of organization(s) or corporation(s); principal's status in the organization (e.g. officer); date of the action; and current status and disposition.

Name of Entity: _____

Signature: _____

Print Name and Title: _____

FORM A3 – RESPONDENT'S LETTER

Department of Housing Preservation and Development
Office of Development
100 Gold Street, Room 9P-9
New York, NY 10038
Attention: Brett Libresco

Re: Arverne-by-the-Sea
Request for Proposals

Dear Mr. Libresco:

This letter is being submitted in connection with my proposal ("Proposal") submitted in response to the Request for Proposals ("RFP") issued by the Department of Housing Preservation and Development ("HPD"), of the City of New York ("City") for Arverne-by-the-Sea ("Development Site").

I have received, read, and understand the provisions of the RFP. I understand that selection of a Respondent ("Respondent") under the RFP for disposition of a Development Site and the development of the Project described in the RFP ("Project") will mean only that HPD will commence negotiations with such Respondent regarding the development of the Development Site.

I recognize that any negotiations with HPD will be subject to the following terms and conditions:

1. The commencement of negotiations will not represent any obligation or agreement on the part of the City, which may only be incurred or entered into by a written agreement which has been (i) approved as to form by the City's Law Department, (ii) approved by the Mayor after a hearing on due notice; and (iii) duly executed by the Respondent and the City. The Negotiation Letter will only indicate HPD's intention to commence negotiations which may ultimately lead to the execution of such an agreement.

2. The Respondent will not have permission to enter upon the Development Site, which permission will only be granted, if at all, in the form of a license agreement duly executed by the Respondent and the City. The execution of any such license agreement, if it occurs, will only indicate that the City has granted permission for the Respondent to enter onto the Development Site for the limited purposes stated in the scope of work set forth therein, and will not indicate that the City reached any other agreement with the Respondent regarding the Development Site or the Project.

3. The following requirements will have to be satisfied prior to the disposition of the Development Site:

The disposition of the Development Site and tax exemptions to be granted, if any, must be reviewed and approved in accordance with all applicable HPD and City policies, which include, but are not limited to, the following:

a. The Respondent, any other potential grantee of the Development Site, and their respective principals must successfully undergo a background check concerning their suitability to do business with the City.

b. The Development Site will not be sold to any person or entity which, or to any entity with a principal who: (i) has not fulfilled development responsibilities undertaken in connection with the City or other governmental entities, (ii) is in default on any obligations to the City, (iii) is

a former owner of the Development Site, or (iv) has lost real property to the City in tax or lien enforcement proceedings.

c. The price and other terms for the disposition of the Development Site and the tax exemption to be provided, if any, will be consistent with applicable City policies.

4. During negotiations, the Respondent must diligently, competently, and expeditiously comply with all requirements communicated to the Respondent by HPD.

5. The design of the Project must comply with any applicable Urban Renewal Plan and HPD development guidelines.

6. Either HPD or the Respondent may terminate negotiations at any time with or without cause. Negotiations will be terminated if Respondent does not provide within six (6) months from the date of the Negotiation Letter final plans and specifications for a significant phase of the development, and within twelve (12) months of the Negotiation Letter, evidence of financing for acquiring and developing the property.

7. If negotiations are terminated by either HPD or the Respondent, whether with or without cause, or if negotiations terminate automatically, then neither the City nor the Respondent will have any rights against or liabilities to the other.

8. The City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the Respondent at any time, including, but not limited to, the cost of: (i) any prior actions by the Respondent in order to respond to any selection process, or (ii) any future actions by the Respondent in connection with the negotiations, including, but not limited to, actions to comply with requirements of HPD, the City, or any applicable laws.

Very truly yours,

_____
Signature

_____
Title

_____
Respondent

EXHIBIT B

FORM B - DEVELOPMENT EXPERIENCE

NAME OF RESPONDENT:_____

NAME OF ENTITY / INDIVIDUAL*:_____

* If other than Respondent (i.e. member of a joint venture).

		PROJECT 1	PROJECT 2	PROJECT 3
1	Project Name and Address			
2	Role (a)			
3	Type (b)			
4	Category (c)			
5	# of Buildings in Project			
6	# of Stories			
7	Total # of Units			
8	Retail Space (Sq. Ft.)			
9	Office Space (Sq. Ft.)			
10	Total Development Cost			
11	Start Date (Mo. / Yr.)			
12	Completion Date (Mo. / Yr.)			
13	Status (d)			
14	Government Program (e)			
15	Construction Lender (f)			
16	Permanent Lender (f)			
17	Marketing Method (g)			
18	Marketing Period (h)			
19	Initial Occupancy & 90% Leased (i)			
20	Management (j)			

ALL RESPONSES MUST BE TYPED. START WITH MOST RECENT PROJECT FIRST. COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

(a) ROLE: Indicate the role or roles you played in the development of each property listed. If developed as part of a joint venture, indicate such by adding JV to the respective role (e.g., D / JV). D=Developer; B=Builder; GC=General Contractor; CM=Construction Manager; F=Provided Financing, inactive; O=Other (specify)
(b) TYPE: Project Type: RH=Rental Housing; CH=Coop / Condo Housing; SF=Single Family Housing; O=Office; R=Retail; M=Mixed Use
(c) CATEGORY: NC=New Construction; SR=Substantial Rehab; MR=Moderate Rehab
(d) STATUS: Indicate if project is Pre=Pre-development; UC=Under Construction; Com=Completed
(e) GOVERNMENT PROGRAM: Provide the name of the program; contact name and telephone number.
(f) CONSTRUCTION / PERMANENT LENDER: Provide the name of the institution.
(g) MARKETING METHOD: Indicate if you marketed the project directly or used a marketing agent. Provide the name of the marketing agent used, if any.
(h) MARKETING PERIOD: Provide the month / year for the start and completion of marketing.
(i) INITIAL OCCUPANCY & 90% LEASED: Provide the month / year for the date of initial occupancy and the date that 90% of the project was under contract or leased.
(j) MANAGEMENT: Indicate if you manage the project directly or use a property manager. Provide the name of the property manager used, if any. Indicate N / A if you no longer own the project.

EXHIBIT C

FORM C1 - ASSETS STATEMENT

Name of Applicant: _____

Site(s) Applied For: _____

Assets Statement must be dated and signed.
Assets Statement must describe financial status within the last twelve months.

Financial Statement is submitted for (check one)

( ) Individual
( ) Corporation
( ) Limited Partneship
( ) Not-For-Profit
( ) Other (specify): _____

Section 1 - Personal Information

Name:		
Business Name:		
Business Phone:		
Marital Status:		
Residence Address:		
City:	State:	Zip Code:
Business Address:		
City:	State:	Zip Code:
Position (Title):		Years of Service:
Salary:		Bonus / Commission:
Other Income:		Source:
Gross Life Insurance:		
Beneficiaries:		

Are you a defendant in any lawsuits or legal action? If so, describe below:

Do you have any contingent liabilities? If so, describe below:

FORM C1 - ASSETS STATEMENT

Section 2 - Statement of Financial Condition

ASSETS	DOLLARS (omit cents)	LIABILITIES	DOLLARS (omit cents)
Cash On Hand and in Banks		Notes Payable to Banks	
		Secured	
Notes Receivable:		Notes Payable to Banks	
		Unsecured	
Real Estate			
See Schedule A		Notes Payable to Others	
Mortgages Owned		*Secured*	
See Schedule B (Part 1)			
Marketable Securities		Notes Payable to Others	
See Schedule B (Part 2)		*Unsecured*	
Cash Value of Life Insurance			
		Debt Balances in Margin	
Other Assets*			
Itemize		Accounts with Brokers	
		Loans Against Life	
		Insurance	
		Mortgages on Real Estate	
		See Schedule A	
		Other Liabilities (Itemize)	
Total Assets		Total Liabilities	
		Net Worth	

* Any interest in a closely held business must be documented by providing a current balance sheet for that business and stating the percent of interest held by the applicant holds.

FORM C1 - ASSETS STATEMENT

Name of Applicant: _____

Site(s) Applied For: _____

SCHEDULE A: REAL ESTATE

No.	Address	Title in Name of*	% of Ownership	Date Acquired	Market Value	Purchase Price	Original Mortage Amount	Present Mortgage Amount	Maturity Date

(If additional room needed, attach Supplemental Schedule A)

* If any title to real estate is in any name other than your own, state extent of your interest, explaining all efforts, claims, or debts against name.

FORM C1 - ASSETS STATEMENT

Name of Applicant: _____

Site(s) Applied For: _____

Schedule B: Part 1: Mortgages Owned

List Separately and check (X) next to those pledged as collateral.

Mortgages Owned	DOLLARS (Omit Cents)	Collateral?

(If additional room needed, attach Supplemental Schedule B (Part 1).

FORM C1 - ASSETS STATEMENT

Schedule B: Part 2: Marketable Securities

List separately and check (X) next to those pledged as collateral.

Martketable Securites	DOLLARS (omit cents)	Collateral?

(If additional room needed, attach Supplemental Schedule B (Part 2).

FORM C1 - ASSETS STATEMENT

Name of Applicant: _____

Site(s) Applied For: _____

Schedule C - Income From Properties	**1**	**2**	**3**	**4**	**5**	**6**
Property No. (Refer to Schedule A)						
Present Annual Gross Income *Not Including Vacancies and Concessions*						
Less Total Operation Expenses and Property Taxes						
Net Income						
Less Amortization and Income Payments						
Net Profit						
Net Rental Value of Present Vacancies						
Annual Rental Value of Space on which lease expires during next six months						
Net Profit Last Year						
Amount & Classes of Insurance Carried						

List Other Encumbrances, Debts, Taxes, Mortgage Installments or Interest Past Due:

By whom are present Mortgages on Property held?

Any Mortgage(s) endorsed or guaranteed? If so, by whom?

List (circumstances of) any litigation or judgment(s) pending in connection with the above listed Properties.

If additional room needed, attach Supplemental Schedule B (Part 2).

For the purpose of procuring and maintaining credit from time to time in any form whatsoever with you, the undersigned hereby represents the above to be a true and accurate Statement signed as of the date herein before set forth and agrees (I) that, if said Statement or any part thereof proves false or misleading in any particular, each and all of the obligation and/or liabilities of the undersigned of every kind to you, whether joint or several, primary or secondary, direct or contingent. shall, at your option, become immediately due and payable all without demand or notice of any kind and (II) that you will be notified promptly in writing of any materially infavorable changes in the financial conditions herein set forth and, in the absence of such notice or the submission to you of a new and full written Statement that may be considered as a continuing Statement and substantially correct. Whenever the undersigned may apply to you for credit, and until a substitute Statement may have been submitted to you, this Statement shall have the same force and effect as if delivered at the time such further credit is requested.

_____ Date

_____ Signature

EXHIBIT D

FORM D1 - PROJECT SUMMARY

Name of Respondent: _____

RESIDENTIAL

Residential Gross Sq. Ft.: _____

Housing Type	# of Units	# of Rooms	Average Sq. Ft./Unit	Average Sales Price
Single-Family				
Two-Family				
3-Family				
Condominium				
Co-operative				
Rental				
Other:				
Total				

*This calculation should be based on assumptions described on Forms D2, D3, and / or D4

COMMERCIAL/RETAIL

	Commercial	Retail	Total
Gross Sq. Ft.			
Rentable Sq. Ft.			
Avg. Annual Rent/Sq. Ft.			
Gross Income			
Vacancy Rate			

COMMENTS:

FORM D2 - PROJECT AFFORDABILITY (1-4 Family Homes)

Complete for each type of 1-4 Family House.

Name of Respondent: _____

RESIDENTIAL

Residential Gross Sq. Ft.: _____

Unit Distribution	# of Units	# of Rooms	Sq. Ft./Unit	Sales Price	Rental Income	Monthly Housing Expenses* (PITI)	Minimum Annual Income Required*
Studio							
1-BR							
2-BR							
3-BR							
Other:							
Other:							
Total							

*On a separate page, briefly describe how the monthly mortgage payment and minimum income requirement were calculated. Include assumptions on the end loan interest rates, downpayment requirements, treatment of rental income, and housing expense ratios.

COMMENTS:

FORM D3 - PROJECT INCOME AND AFFORDABILITY (CONDO/CO-OP PROJECTS)

Complete for each type of Condo or Co-op project.

Name of Respondent: _____

RESIDENTIAL

Residential Gross Sq. Ft.: _____
Residential Rentable Sq. Ft.: _____

Unit Distribution	# of Units	# of Rooms	Average Sq. Ft./Unit	Average Sales Price	Mortgage Payment*	Maintenance	Monthly Housing Expense*	Minimum Annual Income Required*	Total Annual Coop/Condo Revenue (# of units x Maint. x 12)
Studio									
1-BR									
2-BR									
3-BR									
Other Type:									
Other Type:									
Super									
Total									

*On a separate page, briefly describe how the monthly mortgage payment and minimum income requirement were calculated. Include assumptions on the end loan interest rates, downpayment requirements, taxes, insurance, and housing expense ratios.

COMMERCIAL/RETAIL

	Commercial	Retail	Total
Gross Sq. Ft.			
Rentable Sq. Ft.			
Avg. Annual Rent/Sq. Ft.			
Gross Income			
Vacancy Rate			

PARKING

	Residential	Commercial	Retail	Total
Number of Parking Spaces				

COMMENTS:

FORM D4 - PROJECT INCOME (RENTAL PROJECTS)

Complete for each type of Rental project.

Name of Respondent: _____

RESIDENTIAL

Residential Gross Sq. Ft.: _____
Residential Rentable Sq. Ft.: _____
Vacancy Rate: _____

Unit Distribution	# of Units	# of Rooms	Average Sq. Ft./Unit	Average Monthly Rent	Total Annual Rental Revenue (# of units x Avg. Rent x 12)
Studio					
1-BR					
2-BR					
3-BR					
Other Type:					
Other Type:					
Super					
Total					

COMMERCIAL/RETAIL

	Commercial	Retail	Total
Gross Sq. Ft.			
Rentable Sq. Ft.			
Avg. Annual Rent/Sq. Ft.			
Gross Income			
Vacancy Rate			

PARKING

	Residential	Commercial	Retail	Total
Number of Parking Spaces				

COMMENTS:

EXHIBIT E

FORM E1 - PROJECT SUMMARY

Complete for entire project.

Name of Respondent: _____

I. ACQUISITION AND INFRASTRUCTURE COSTS

A. Acqusition Cost (City Land) _____

B.Acquisition Cost (Private Property) _____

C. Infrastructure Cost* _____

*On a separate page, please provide a detailed breakdown of all infrastructure costs.

D. TOTAL ACQUISITION / INFRASTRUCTURE COST _____

II. CONSTRUCTION PERIOD USES OF FUNDS _____

A. Total Hard Costs _____

B. Total Soft Costs _____

C. Developer Fee _____

D. TOTAL DEVELOPMENT COST _____

(exclusive of acquisition and infrastructure costs)

TOTAL DEVELOPMENT COST (I-D + II-D) _____

III. CONSTRUCTION SOURCES OF FUNDS

A. Private Equity _____

B. Private Construction Loan _____

C. City Infrastructure Funding _____

D. Other _____

E. TOTAL SOURCES OF FUNDS _____

IV. PERMANENT SOURCES OF FUNDS

A. Sales Proceeds _____

B. Private Equity _____

C. City Infrastructure Funding _____

D. Other _____

E. TOTAL SOURCES OF FUNDS _____

FORM E2 - CONSTRUCTION PERIOD USES OF FUNDS

Complete for each component of project.

Name of Respondent: _____

DEVELOPMENT COSTS

I. HARD COSTS

1	Contractor's Price	_____
2	Hard Cost Contingency @ ___%	_____
3	**Total Hard Costs**	_____

II. SOFT COSTS

A. Financing Costs

4	Construction Interest	_____
5	Bank Commitment Fee	_____
6	Bank Letter of Credit Fee	_____
7	Bank Mortgage Insurance Premium	_____
8	Other:	_____
9	Other:	_____
10	Other:	_____
11	Other:	_____

B. Pre-Construction Costs

12	Appraisal	_____
13	Surveys	_____
14	Borings	_____
15	Environmental	_____
16	Title and Recording	_____
17	Mortgage Recording Tax	_____
18	Other:	_____

C. Construction Costs

19	Mortgage Insurance Premium	_____
20	Taxes, Water & Sewer, Utilities	_____
21	Permits & Fees	_____
22	Insurance	_____
23	Other:	_____

D. Professional Fees

24	Architect & Engineer	_____
25	Landscape Architect / Urban Designer	_____
26	Legal	_____
27	Lender Legal / Engineering Fee	_____
28	Accounting	_____
29	Consultant Fees	_____
30	Other:	_____

E. Sales Costs

31	Marketing / Sales	_____
32	Transfer Tax	_____
33	Other:	_____
34	**Total Soft Costs**	_____

III. DEVELOPER FEE _____

IV. TOTAL DEVELOPMENT COST _____

(do not include infrastructure and acquisition costs)

FORM E3 - CONSTRUCTION FINANCING

Complete for each component of project.

Name of Respondent: _____

A. TOTAL DEVELOPMENT COST _____

(from Form E2, line IV)

SOURCES OF FINANCING

B. EQUITY _____

(Please indicate sources below)

C. PRIVATE CONSTRUCTION LOAN _____

TOTAL SOURCES OF FUNDS (B + C) _____

(This total should equal Total Development Cost)

CONSTRUCTION LENDER _____

INTEREST RATE: _____

TERM: _____

SOURCES OF EQUITY

CASH EQUITY: _____

OTHER: _____

OTHER: _____

FORM E4 - PERMANENT FINANCING

Complete for each component of project.

Name of Respondent: _____

A. TOTAL DEVELOPMENT COST _____
(from Form E2, line IV)

SOURCES OF FINANCING

B. EQUITY _____
(Please indicate sources below)

C. FIRST MORTGAGE _____
(For co-op / rental projects, the loan amount must be consistent with the projected debt service in Form E5, line 30)

D. SECOND MORTGAGE _____
(For co-op / rental projects, the loan amount must be consistent with the projected debt service in Form E5, line 31)

TOTAL SOURCES OF FUNDS (B + C + D) _____

FIRST MORTGAGE LENDER _____
INTEREST RATE (including SONYMA): _____
TERM: _____

SECOND MORTGAGE LENDER
INTEREST RATE: _____
TERM: _____

SOURCES OF EQUITY
CASH EQUITY: _____
OTHER: _____
OTHER: _____

FORM E5 - PRO FORMA INCOME AND EXPENSE SCHEDULE: 1ST YEAR OF STABILIZED OPERATIONS

Complete for each condo / co-op or rental project.

Name of Respondent: _____

A. REVENUES

1 Gross Residential Income _____
(This amount must correspond to estimates for Total Annual Revenue in Form D3 or D4)

2 Less Vacancy @ _____% _____

3 Net Residential Income _____

4 Gross Commercial / Retail Income _____
(This amount must correspond to estimates for Gross Income in Form D3 or D4)

5 Less Vacancy @ _____% _____

6 Net Commercial / Retail Income _____

7 Laundry Income _____

8 Parking Income _____

9 Other Income _____

10 **EFFECTIVE GROSS INCOME** _____
(The sum of lines 3, 6, 7, 8 & 9)

B. EXPENSES

11 Janitorial / Cleaning Supplies _____

12 Repairs & Replacements _____

13 Painting _____

14 Grounds Maintenance _____

15 Heating _____

16 Cooking Gas & Electric _____

17 Office Supplies & Equipment _____

18 Elevator Maintenance & Repairs _____

19 Superintendent & Maintenance Staff Salaries _____

20 Security @ ____ hours / day _____

21 Management Fee _____

22 Legal & Accounting / Auditing _____

23 Fire / Liability Insurance _____

24 Real Estate Taxes _____

25 Water & Sewer Charges _____

26 Capital Replacement Reserve _____

27 Miscellaneous _____

28 **TOTAL EXPENSES** _____

29 **NET OPERATING INCOME** _____

C. DEBT SERVICE

30 First Mortgage @ ____ DCR _____

31 Second Mortgage _____

32 **TOTAL DEBT SERVICE** @ ____ DCR _____

D. EXPENSES + DEBT SERVICE _____

E. **NET CASH FLOW** _____

EXHIBIT F

EXHIBIT F - PROPERTIES TO BE RETAINED AND ACQUIRED

City-Owned Properties to be Retained

Block	Lot	Description
15939	p / o 1	Derech Emunoh Synagogue
16094	p / o 1	Outer Marker Beacon (JFK Airport)
16112	1	P.S. 183 Elementary School

Privately-Owned Properties to be Acquired

Block	Lot	Description
15909	70	Building
16088	40	Building
16092	50	Building
16112	45	Building

Privately-Owned Properties to be Retained

Block	Lot	Description
15926	1	Ocean Village
15945	p / o 1	Seaview Towers
16111	25	Bethel AME Church
16113	9	Verizon Switching Station

All privately-owned homes on Blocks 15902-15904 and 15931-15933.