



*Rendering of modular construction at Carmel Place in Manhattan (courtesy of nARCHITECTS)*

# Modular NYC

## Request for Information and/or Expressions of Interest



**Issue Date:** March 1, 2018

**Submission Deadline:** May 2, 2018



Mayor, Bill de Blasio  
Deputy Mayor, Housing and Economic Development, Alicia Glen  
Commissioner, Department of Housing Preservation and Development, Maria Torres-Springer

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# I. INTRODUCTION

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## **Request for Information and/or Expressions of Interest**

Mayor Bill de Blasio recently announced the Housing New York 2.0 plan (“HNY 2.0”), which builds on the success of the original Housing New York plan and furthers the City of New York’s (the “City’s”) bold commitment to increase the supply of affordable housing. HNY 2.0 sets a target of generating 300,000 affordable homes through 2026. The multi-faceted plan proposes a variety of tools – financing, regulatory, and design – to increase the production of affordable housing.

One of the initiatives announced in HNY 2.0 is a modular construction pilot program. Modular construction is a construction technique in which modular units are manufactured off site, delivered to a construction site, and rapidly assembled. Evidence suggests that modular construction can reduce construction costs and shorten construction timeframes.

In furtherance of the vision set forth in *HNY 2.0*, the City, through its Department of Housing Preservation and Development (“HPD”), is pleased to release this Request for Information and Request for Expressions of Interest (“RFI/ RFEI” or “Request”) for modular affordable housing development. Respondents are invited to complete either or both the RFI or the RFEI sections. In addition, the City is planning to release a Request for Proposals (“RFP”) for a modular affordable housing development on one or more City-owned sites later this year (the “Modular RFP(s)"). Participation in this RFI/ RFEI will neither preclude nor give advantage to any respondents’ abilities to participate in such future Modular RFP(s).

## II. Request for Information (RFI)

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The City is conducting an extensive due diligence process to better understand the benefits and challenges of modular construction as well as the specific considerations that must be addressed for the technology to be successful in the city's dense urban environment. The City anticipates that this Request for Information ("RFI") will be the primary means of industry input prior to the formalization of the forthcoming Modular RFP(s).

### RFI Goals

The City is interested in learning from parties across the real estate development spectrum and across geographies that have specific experience, knowledge, and/or insight into the modular construction process. The City is particularly interested in (i) learning from market participants knowledgeable about mid-rise plus (4+ story) multifamily, supportive, and senior housing development; (ii) assessing the modular manufacturing community's capacity to deliver modules to the city; and (iii) exploring innovative applications of modular construction for public projects.

The City welcomes responses from all interested entities, including, but not limited to:

- Architects and engineers
- Real estate developers
- Contractors
- Modular manufacturers
- Regulatory agencies
- Academic institutions

### Response Criteria

Interested entities should submit:

- Respondent Profile
  - Please provide a respondent overview that describes your organization and addresses your organization's qualifications related to your response to this RFI.
- Modular Construction Considerations
  - Please share any knowledge of, or experience with, the following elements of modular construction:
    - Using modular for mid-rise, multifamily, supportive, and/or senior housing;
    - Staging modules prior to stacking, i.e. any constraints throughout the staging process, including site constraints, street closures, cranes, utilities, and/or any other logistical issues. If you have direct experience with module staging, please also describe any successes or lessons learned;
    - Financing modular construction, particularly any unique constraints relating to this construction method placed by lending institutions;
    - Cost savings or implications;
    - Timing, availability and operations of module manufacturers; and
    - Transport of modules.
- Supporting documentation (optional)
  - Provide any supporting documentation, including details about precedent projects, as an appendix to the response.

### III. Request for Expressions of Interest (RFEI)

#### RFEI Goals

In addition to seeking general industry input into urban multifamily modular construction, the City invites expressions of interest for modular affordable housing construction on private sites within the five boroughs, or on previously designated public sites where modular construction could be utilized within the existing design framework. The City’s goal is to support the use of innovative modular design and technology that lowers costs and waste, while increasing the speed of construction of affordable housing. HPD will work with successful respondents to this RFEI to expedite the pre-development process to target mid-2019 closings.

#### Development Teams

Qualified Respondents may be for-profit, non-profit, or joint venture entities that demonstrate the experience and capacity to implement the Project. In furtherance of HPD’s commitment to community development, HPD encourages responses from Minority and/or Women Business Enterprises (“M/WBEs”), as well as Community Housing Development Organizations (“CHDOs”) and Community Development Corporations (“CDCs”) that bring enhanced and tangible community development benefits to the proposed Project.

#### Development Teams should submit:

TAB	CONTENTS	FORMS
<b>Development Introduction</b>		
A	Completeness Checklist, Respondent’s Letter	A-1, A-2, A-3
B	Project Narrative / Development Summary including location (Borough/Block/Lot and address of site) and description of site and proposed development, including plan for construction, delivery, staging, installation, and finishing of modular units. Include breakdown of proposed commercial, community space, parking and residential square footage.	B
<b>Development Team Experience and Capacity</b>		
C	Developer Respondent Description	C-1, C-2
D	Development Team Experience and Capacity	D-1, D-2, D-3
<b>Financing and Affordability</b>		
F	Financial pro-forma and narrative including development and operating budgets, acquisition price per developable floor area, and whether the project is generating tax benefits or zoning bonus to another project. Note: Financial proposals must conform to HPD-HDC term sheets.	F
G	Appraisal	
<b>Development Program and Community Development</b>		
H	Development Program	
<b>Design and Performance</b>		
I	Phase 1 Environmental	
J	Zoning Analysis	
K	Preliminary Design Architectural and Urban Design Drawings	

Forms are available for download from the [HPD website](#).

## IV. SUBMISSION INSTRUCTIONS

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### **RFI/RFEI Title**

Modular NYC RFI/RFEI

### **RFI Package**

The RFI Package can be completed online at

<http://www1.nyc.gov/site/hpd/developers/request-for-expressions-of-interest/modular-rfi.page>

Alternatively, responders can submit:

One (1) original (maximum 5 page narrative plus attachments)

One (1) flash drive containing all components of the Submission

### **RFEI Package**

One (1) bound original, signed by an authorized representative of the Respondent

One (1) flash drive containing all components of the Submission. All PDFs must be searchable.

### **Delivery Address**

#### **Department of Housing Preservation and Development**

Office of Neighborhood Strategies, Predevelopment Planning Unit

100 Gold Street, 9-X Area

New York, NY 10038

Attention: Dwan Stark

### **Due Date**

**May 2, 2018**

4:00 p.m.

### **Communications**

All communications and inquiries regarding this RFI/RFEI are to be directed to Dwan Stark at:

[modularRFI\\_RFEI@hpd.nyc.gov](mailto:modularRFI_RFEI@hpd.nyc.gov).

### **Lobbying and Advocacy**

In order to preserve and maintain the integrity of the selection process, HPD will not consider or accept any advocacy or letters of support from any person or organization, including elected officials, attempting to influence the RFEI selection process.

# V. RFEI REVIEW CRITERIA AND SELECTION

**Review**

HPD will review each Submission according to the requirements listed below. **The Submission must contain each Tab with all requested Forms and supporting documents.** Submissions that are not complete or do not conform to the requirements of this Request will be eliminated from further consideration, unless HPD permits the Respondent to correct the omission or provide further information.

Requirements		TAB
<b>Development Team Experience and Capacity</b>		
No Adverse Findings	Submission may be rejected at any time during or after the evaluation process if there are any adverse findings regarding the Respondent, any entity or individual associated with the Respondent, or any property owned and/or managed by them.	C
Development Team	<p>The Development Team must submit an Affirmative Capacity Statement attesting to their ability to undertake this Project within the timeframes delineated.</p> <p>At a minimum, the Development Team responding to this RFEI must include: architect and engineer; manufacturer of the modular units, and construction manager.</p>	D
<b>Financing and Affordability</b>		
Feasibility of Submission	<p>The proposed Project must be in compliance with HPD-HDC Term Sheets. Market comparables must be provided for residential unit rents, and any additional income from commercial space, or other sources.</p> <ul style="list-style-type: none"> <li>• Project Team Description</li> <li>• Financial Proforma and Narrative</li> <li>• Organizational Chart</li> <li>• Appraisal</li> <li>• Phase 1</li> <li>• Zoning Analysis</li> <li>• Preliminary Floor Plan</li> </ul>	F,G, I,J & K
<b>Development Program</b>		
Unit Types and Sizes	Submissions must have a distribution of unit types and sizes that complies with <a href="#">HPD-HDC Term Sheets</a> and guidelines.	H
Term of Restriction	Submissions must ensure that the affordable units remain in the rent stabilization system for the duration of the Project regulatory period, or as required by law, but in no case less than thirty (30) years.	H
Residential	The proposed residential development program will be evaluated within the demographic context of the neighborhood and its ability to further fair housing goals that facilitate integrated living patterns, promote fair housing choice and affordability, and foster inclusive communities that are free from discrimination. The development program will also be evaluated for its ability to serve formerly homeless, senior households, and households in need of supportive services, if applicable.	H

<b>Design and Performance</b>		
Zoning Compliance/ Variance	Zoning: The Project must comply with the current <a href="#">Zoning Resolution</a> or propose a viable rezoning scenario that conforms to bulk and use requirements.	J
	Submissions that meet Development Design and Performance Requirements.	K

### **Selection**

Selection of one or more Developers under this RFEI means only that HPD will commence negotiations with such Respondent(s) regarding the Submission for the private site(s). HPD may select one or more Respondents, on the basis of the Submission, without further process or notice.

### **No Obligation**

This RFEI does not represent any obligation or agreement whatsoever on the part of HPD. Any obligation or agreement on the part of HPD may only be incurred after HPD and the Developer enter into a written agreement approved as to form by the Corporation Counsel. HPD may use the Submissions pursuant to this RFEI as a basis for negotiation with Respondents as it deems appropriate. HPD may reject at any time any or all Submissions, amend or withdraw this RFEI in whole or in part, and negotiate with one or more Respondents. HPD may also, at any time, waive compliance with, or change any of the terms and conditions of this RFEI, and entertain modifications or additions to selected Submissions.

# VI. RFEI DEVELOPER OBLIGATIONS

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## A. Development Team and Project Management

The Developer will be responsible for assembling a Development Team with the necessary expertise, experience, and capacity to develop and manage the proposed Project, such as expertise in affordable housing development and finance, marketing and property management (residential and commercial, if applicable), design and construction (including modular construction), and community development.

The Developer is responsible for arranging timely commencement and completion of the Project, and will be held accountable for the schedules outlined in the Submission and agreed upon with HPD. The Developer will be required to submit ongoing status reports regarding Project development, financing, budget, schedule, marketing, leasing, and management.

The Development Team is responsible for activities typically associated with development, including, but not limited to, the design, finance, construction, marketing and leasing (and/or selling), and management of the completed residential units and commercial spaces, if applicable.

## B. Community Outreach

The Developer will participate in required public forums, hearings, and briefings with the community board, elected officials, City agencies, and other organizations, as determined necessary by HPD, and will provide the necessary documentation and presentations for said meetings and forums.

## C. Design and Construction

The Developer is responsible for obtaining all necessary governmental permits for the construction of the Project. The Developer must submit to HPD a full set of schematic design documents that include any modifications to the original concept/preliminary drawings and plans included in this Submission, as agreed upon by HPD and the selected Respondent, for HPD review and approval, within six (6) months of selection. Prior to disposition, the Developer must submit a complete set of design development documents and specifications to HPD for review and approval. The Developer is responsible for submitting final construction documents to HPD, which must conform to previous review comments and approvals made by HPD.

At a minimum, the Developer is responsible for meeting the most current applicable design and construction regulations and guidelines listed below:

- [HPD Design Guidelines for Multifamily New Construction and Senior Housing](#)
- [HPD Design Guidelines for Supportive Housing](#), if applicable
- HPD Building and Site Performance Guidelines: Enterprise Green Communities Criteria Certification Overlay for NYC HPD Projects,
- [HPD Retail Design Guidelines – “The Critical Success Factors” \(as enumerated\): Laying the Groundwork: Design Guidelines and Other Ground-Floor Uses in Affordable Housing Developments](#)

Submissions must comply with all current regulations, codes, and ordinances, including, but not limited to:

- [Zoning Resolution](#)
  - [Mandatory Inclusionary Housing](#)
  - [Zoning for Quality and Affordability](#)
- [New York City Construction Codes](#)
- [Multiple Dwelling Law](#)
- [Fair Housing Act](#)
- [Section 504 of the Rehabilitation Act of 1973 and Accessibility Requirements \(applies even if Project does not receive federal funds, and includes architectural, as well as marketing standards\)](#)
- [Americans with Disabilities Act](#) (as applicable)

## D. Environmental Review

The Developer will be responsible for submitting a Phase I ESA for the property to be reviewed by HPD's Environmental Planning Unit. If applicable, the Developer will be responsible for preparing and implementing a Phase II Subsurface Investigation work plan and, in the event contamination is present, a remediation plan. The Phase II work plan, Phase II results, and any required remediation plan would be subject to review and approval by HPD's Environmental Planning Unit as well as either DEP or OER. No such investigation or remediation plan development may proceed without the oversight of these City agencies.

## E. Financing

### Real Property Taxes and Exemptions

The Developer is responsible for applying to, and meeting the requirements of, specific tax benefit program(s). HPD makes no representations or warranties as to the continued availability of these benefits or as to the Project's eligibility to receive these benefits. The site will be subject to New York City real property taxes and charges. However, the tax exemptions described below may be available for eligible projects. Specific benefits may vary depending on characteristics of the project. For details of each program, the Developer is responsible for researching the relevant statute and rules.

- The [Affordable New York Housing Program \(RPTL Section 421-a\(16\)\)](#) that took effect on April 10, 2017, provides a partial tax exemption for new multiple dwellings from real property taxes on the increase in assessed valuation resulting from the improvement to the property. The full amount of real property taxes on the assessed valuation of the property in the tax year preceding the year in which construction commenced, must be paid each year. In addition, real property taxes must also be paid for any commercial, community facility, or accessory uses that in total exceed 12% of the aggregate floor area of the project. Eligible rental projects of 6 or more units, would receive a retroactive 100% exemption for a construction period of up to three years, and depending on the location and number of units, either a 35-year post-construction partial exemption (25 years at 100% exemption and an exemption equal to the percentage of affordable units during the last 10 years), or a 35-year post-construction full exemption (35 years of 100% exemption). Projects receiving the 100% exemption for the full 35 years are restricted for 40 years rather than 35 years.
- The [Article XI tax exemption](#) provides a complete or partial tax exemption from New York City real property taxes for up to 40 years for the new construction or rehabilitation of affordable housing carried out by a Housing Development Fund Company (HDFC). An HDFC is a corporation formed under Article XI of the Private Housing Finance Law to develop and operate low-income housing. The formation of each HDFC which is a sponsor of an HPD project is individually approved by HPD and is subject to City Council approval.
- The [420-c tax exemption](#) provides an exemption from New York City real property taxes for up to sixty (60) years for housing financed or previously financed in part with Federal Low Income Housing Tax Credits. In order to be eligible for this tax exemption, at least 70% of the units must be subject to the income and occupancy requirements of Internal Revenue Code Section 42. Projects must be owned or leased for at least thirty (30) years by a corporation, partnership, or limited liability company, of which at least fifty percent (50%) of the controlling interest is held by a charitable organization with 501(c)(3) or (4) tax exempt status whose purposes include the provision of low income housing, or a wholly-owned and wholly-controlled subsidiary of such a charitable organization. HPD must approve the regulatory agreement that imposes tax credit restrictions on the project's dwelling units and may also require a payment in lieu of taxes (PILOT.)

### HPD – HDC Term Sheets

Developer Submissions must comply with all terms of any HPD subsidy program utilized. Please refer to [HPD Term Sheets](#).

Developer Submissions that assume HDC bond financing (and subsidy financing, if applicable) must comply with all terms of the applicable [HDC term sheet](#).

### **Incentive Programs**

The Developer is responsible for pursuing and securing other subsidies related to the Development Program that may be available:

#### *Brownfield Redevelopment*

- [New York City Office of Environmental Remediation](#) provides subsidy and technical assistance for City-supported affordable and supportive housing developments.

#### *Commercial and Retail Incentives*

- EDC's [guide to financing and incentives](#)
- [Food Retail Expansion to Support Health \(FRESH\) Program](#): promotes the establishment and retention of neighborhood grocery stores in underserved communities by providing zoning and financial incentives to eligible grocery store operators and developers.
- [EDC Capital Access Loan Guaranty Program](#): Provides up to a 40 percent guarantee on loans for qualified micro (fewer than 20 employees) and small (21-100) businesses experiencing difficulty in accessing loans.
- [NY Healthy Food & Healthy Communities Fund](#): A \$30 million statewide program created to provide grants and loans for food markets in underserved communities.

## **F. Construction**

The Developer is responsible for overseeing the design, bidding, and construction process generally described below:

*Bidding and Contracting.* The Developer is responsible for managing all phases of the design process to ensure the implementation of integrated design strategies to achieve high performing buildings and sites. The Developer is responsible for ensuring competitive construction pricing and delivery to make certain that the building is deliverable according to the Project budget and schedule, which must be consistent with HPD term sheets.

The Developer is responsible for procuring and managing the construction of the Project, and ensuring smooth negotiations and contracting with any sub-contractors for the construction and operations of the completed Project.

*Completion and Close-out.* The Developer is responsible for implementing all professional industry standard practices in construction monitoring, construction completion, compiling all warranties and guarantees, any applicable commissioning, and transferring the completed building to property management and maintenance personnel, and coordination with HPD marketing departments as units are completed and ready for leasing or sales.

## **G. Marketing, Leasing/ Sales (if applicable)**

The Developer is solely responsible for marketing, leasing, or sale (as applicable), of the residential units. In carrying out these functions, the Developer must comply with HPD and HDC's marketing requirements, which are designed to ensure that the availability of the units is disseminated as widely and fairly as possible. The Developer must ensure compliance with tenant/household preferences included in HPD and HDC's marketing requirements. The rent and/or sales prices of the units projected in the Submissions are to be determined by the Developer in accordance with HPD requirements, as stated in applicable term sheets or otherwise. The [HPD-HDC Marketing Handbook](#) will be part of the regulatory agreement and/or any other applicable HPD document that the Developer will execute.

The Developer is responsible for ensuring that all respondents, regardless of preference, must meet the income, employment, and other eligibility criteria set for each property for which it is applying.

## **H. Operating Rents – Rent Stabilization**

The Developer is responsible for ensuring that initial rents will be established in accordance with the regulatory agreement consistent with any income requirements outlined in this RFEI and/or the subsequent Submission or other financing conditions and terms. Prior to initial occupancy, all units must be registered with HCR under rent stabilization system at rents specified in the regulatory agreement. Units must remain in the system for the duration of the Project or as required by law, but in no case less than thirty (30) years. The Developer may submit a plan to extend the affordability period for an additional number of years.

## **I. Property Management and Maintenance**

The Developer is responsible for providing professional property management services, and having all standard asset management systems in-place to qualify income levels pursuant to funding requirements, as well as to submit property management data and operating budgets to HPD.

The Developer is responsible for professional maintenance services, as well as supporting or facilitating resident programming and community rules that promote health, safety, and quality of life at the Project.

## **J. HireNYC**

The Developer, General Contractor, and certain Subcontractors will be required to participate in *HireNYC*, a workforce development program which connects the City’s real estate development projects to the City’s workforce development services. Development partners will be required to enroll with Workforce1 through an on-line system hosted by the Department of Small Business Services, to share job openings in entry-and mid-level construction positions with Workforce 1, and to interview the qualified candidates that Workforce 1 refers for those openings. Respondents will be required to regularly report on their outreach activities per HireNYC Program requirements. For more information about *HireNYC*, see [HPD](#) and [SBS](#) websites.

## **K. High Road Retail**

The Developer is responsible for ensuring compliance with the NYC High Road Retail ([Executive Order No. 19](#)) for mixed-use projects receiving more than \$1M in “Financial Assistance” from the City that: (1) are larger than 100K square feet or, in the case of a residential project, contain more than 100 residential units and (2) contain a retail or food service establishment occupying over 15K square feet. (See Executive Order 19 for the requirements that will apply to recipients of “Financial Assistance” and “Covered Employers” as defined therein.) The requirements shall apply for the longer of the term of the “Financial Assistance” or ten years from the later of the date of the commencement of the project or the date the Project commences operations.

## **L. Minority and Women-Owned Business Enterprise (M/WBE) Build-Up Program**

The Developer is responsible for complying with the [M/WBE Build Up Program](#), which is a component of HPD’s Building Opportunity Initiative. Currently, the program requires developers/borrowers to spend at least [a quarter of HPD-supported](#) costs on certified M/WBEs over the course of design and construction of an HPD-subsidized project. A minimum of 25% will be required for each project subject to the program. Developers may adopt a goal higher than the minimum.

### **M. Fair Housing Requirements**

The Developer must comply with all applicable Federal, State, and local laws, orders, and regulations prohibiting housing discrimination.

### **N. Warranty Coverage**

If applicable, the Developer is responsible for ensuring that units are sold with a warranty that is the same as the housing merchant implied warranty described in Section 777(a) of the New York State General Business Law. The warranty must be applied to all units, regardless of the number of stories of the building in which they are located, and may not be limited, modified, or excluded by the methods provided for in Section 777(b).

### **O. Davis-Bacon**

The Developer must comply with Davis-Bacon and the Contract Work Hours and Safety Standards Acts, if applicable, which, currently includes Projects that contain twelve (12) or more units assisted with Federal HOME funds or Projects that contain nine (9) or more units funded with Project Based Vouchers.

### **P. Equal Opportunity**

The Developer will be required, along with partners, or authorized representatives of the Developer, to attend a class administered by HPD outlining the requirements of Executive Order No. 50, and to submit Equal Opportunity forms provided by HPD verifying their compliance with the provisions of the Executive Order.

## **VII. CONDITIONS, TERMS, AND LIMITATIONS**

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

All determinations regarding this Request are at the sole discretion of HPD.

The Site shall be subject to New York City real property taxes and charges. Tax benefits may be available under Article XI, 420-c, 421-a, or other tax exemption programs.

The proposed Project must conform to, and be subject to, the provisions of the Zoning Resolution, Building Code, and all other applicable laws, regulations, and ordinances of all Federal, State, and City authorities having jurisdiction, as the same may be amended from time to time.

Valid permits and approvals, as required by City, State, and Federal agencies, must be obtained by the Developer prior to commencing work.

The commencement of negotiations with a Developer will depend on satisfaction of the additional documentation and review requirements described in this Request, and will be subject to the subsequent approval of the Mayor.

No transaction will be consummated if any Principal of any selected Developer is in arrears, or in default upon any debt, lease, contract, or obligation to the City, including without limitation, real estate taxes and any other municipal liens or charges. The City may refuse to review any Submission by any such Respondent.

The Developer and any contractor it retains must pass a City background check before closing.

The City is not obligated to pay, nor shall in fact pay, any costs or losses incurred by any Respondent at any time, including the cost of responding to the Request. All determinations as to the completeness or compliance of any Submissions, or as to the eligibility or qualification of any Respondent, will be within the sole discretion of the City.

This Request and any agreement resulting there from are subject to all applicable laws, rules, and regulations promulgated by any Federal, State, or municipal authority having jurisdiction over the subject matter thereof, as the same may be amended from time to time.

## VIII. CONFLICTS OF INTEREST

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Current and former employees of the City of New York may respond to this Request only in accordance with Chapter 68 of the New York City Charter governing ethics and conflicts of interest affecting City personnel. Section 2604(c)(7) of the City Charter contains specific prohibitions that exclude enumerated groups of employees from participating in the sales process. In addition, current HPD employees may not respond to this Request.

Persons in the employ of the City considering a Submission 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 prior to responding to this Request.

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

# IX. DEFINITIONS

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**CDC**

Community Development Corporation

**CHDO**

Community Housing Development Organization

**City**

The City of New York

**DEP**

The New York City Department of Environmental Protection

**Developer**

The entity or entities selected by the City to commence negotiations regarding the development of the Site. The entity or entities will provide equity, secure financing, assemble a Development Team, design, develop, build, market, and manage the Project.

**Development Team**

The Developer and other entities that bring the necessary expertise and experience to develop and manage the Project, such as experts in affordable housing development and finance, marketing and property management (residential and commercial, if applicable), design and construction (including modular construction), and community development.

**ESA**

Environmental Site Assessments

**HCR**

The New York State Division of Housing and Community Renewal

**HDC**

The New York City Housing Development Corporation

**HPD**

The City of New York Department of Housing Preservation and Development

**M/WBE**

Minority and/or Women Business Enterprise

**OER**

The Mayor's Office of Environmental Remediation

**Principal**

An individual, partnership, limited liability company, corporation, or other not-for-profit or for-profit entity that will act as the general partner, officer, or managing member of the Respondent, or any entity, known limited partner, or other member that has at least a 10% ownership interest in the Respondent.

**Project**

The development proposed for the RFEI

**Proposal**

Used to describe the Project, or elements of the Project, proposed for the site.

**Respondent**

An individual, partnership, limited liability company, corporation, joint venture, or other entity that offers a Submission in response to this Request.

**RFEI**

Request for Expressions of Interest

**RFI**

Request for Information

**RFP**

Request for Proposals

**SBS**

The New York City Department of Small Business Services

**Submission**

The proposed Project from the Development Team in response to this Request.

## X. APPENDIX

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- A. Definitions
- B. Submission Forms - Forms are available for download on the website in Word and Excel formats as part of this Submission. The lettering of Forms corresponds to the Submission Tabs. Please note that not all Tabs require a form.

Form A-1:	Completeness Checklist
Form A-2:	Respondent's Letter
Form A-3:	RFI Respondent Form
Form B:	Site Development Program Summary
Form C-1:	Development Team Information and Respondent Questionnaire
Form C-2:	Not-for-Profit Organization Form
Form D-1:	Residential Development Experience and Current Workload
Form D-2:	Residential Management Experience and Current Workload
Form D-3:	Management Questionnaire
Form F:	Financing Pro-Forma