

Request for Proposals and Qualifications Non-Profit Affordable Housing Organizations

Glenlora Site

Chester Township, Morris County, New Jersey



Chester Township



Issue Date:

April 1, 2024

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Introduction and Scope

The Township of Chester seeks qualifications from affordable housing developers with a successful history in the financing, acquisition, construction, and operation of affordable housing in the State of New Jersey. The Township is particularly interested in the provision of qualified affordable housing units that serve identified “special needs” populations in the state and developers with a demonstrated history of both building and operating “supportive housing units” as defined in N.J.A.C. 5:80-33.2.

The Township maintains an Affordable Housing Trust Fund, funded primarily by development fees collected pursuant to the Township’s Affordable Housing Development and Trust Fund ordinance. Pursuant to the Township’s approved Spending Plan, the Township dedicated monies from its Affordable Housing Trust Fund toward the acquisition of an approximately 14.9-acre site formerly operated as the Glenlora Nursing Home. The Glenlora site was accordingly purchased by the Township in 2005. The Township seeks to redevelop the site as a 100% affordable development to help the Township fulfill its acknowledged obligation to plan for and provide an appropriate number of qualified affordable housing units. The Township’s goal for the former Glenlora site is to create approximately 20-25 additional affordable housing units subject to the conditions outlined in this Request for Proposals (RFP).

In addition, the Township is prepared to work with the winner of the RFP to determine the best plan forward with the funding from the Affordable Housing Trust Fund. The Fund may be used to assist with costs associated with the development in an amount agreed upon by the Township. Final funds, timing, and use of dollars will be finalized in the redevelopment agreement between the Township and the chosen developer.

This request for proposals and qualifications is released so that non-profit affordable housing organizations may submit detailed proposals for the Glenlora site. Applicants will be expected to submit concept drawings, operational plans, details of past successful projects, anticipated special needs populations that will be served, and other information as may be deemed necessary to adequately evaluate proposals. All concept plans shall be conforming to the general site development guidelines and site standards which are annexed to this RFP.

The Glenlora site has been declared an Area in Need of Redevelopment. Any project shall be subject to the redevelopment process which will allow for designs to deviate from the local land use code, but still within the designated site-specific parameters set forth in this RFP. All affordable units created must comply with all applicable regulations of the affordable housing regulations contained in the New Jersey Uniform Housing Affordability Controls (UHAC), *N.J.A.C. 5:80-26.1 et seq.* and COAH regulations, *N.J.A.C. 5:93-1 et seq.*

Applicants are advised that this site is located in the Highlands region of New Jersey as defined in the Highlands Water Protection and Planning Act. The site is within the defined “Planning Area” as set forth in the Act. The property has been classified within the Highlands Regional Master Plan (RMP) and its associated Land Use Capability Mapping. Chester Township is a “conforming” municipality, having aligned its land use regulations with the Highlands RMP. Any development of this project must be within the constraints set forth in the Highlands RMP, applicable state regulations, and Highlands

Act. The Township has accounted for these restrictions in the design criteria. Additionally, the Township will cooperate with the successful applicant in obtaining any necessary approvals or permits from the Highlands Council and the New Jersey Department of Environmental Protection (NJ DEP).

The non-profit affordable housing organization shall be responsible for all aspects of the proposed development, including utilities, water, sewerage and other necessary infrastructure. Additionally, the non-profit affordable housing organization shall be responsible for structuring the financing plan for the development, providing the equity, and securing the financing needed to complete the project including construction loans, subsidies, and permanent mortgages.

Pursuant to the local redevelopment law, the chosen redeveloper of the site will be responsible for producing and following a redevelopment plan and a redevelopment agreement with the Township. Items such as project timeline, posting of bonding or other financial instruments, tenant/owner responsibility, and other details will be discussed during the interview process and memorialized as part of the redevelopment agreement.

The Site

An in-person site visit is strongly encouraged for all potential respondents. The Township will facilitate a tour of the property upon request. The property in question is the former site of the Glenlora nursing home. It is located at the intersection of Old Route 24 and Chester Woods Drive in Chester Township, Morris County. It is designated Block 26.02; Lot 7 on the Township's tax maps. The Glenlora property consists of approximately 14.9 acres. There is a central two-story structure referred to as the "stone barn and stables" with a single-story wing that formerly accommodated long-term care patients extending from this structure.

The facility was (and is) served by a potable well and septic waste disposal system. It is not in a designated sewer service area as defined by the NJ DEP. The septic system is subject to a State of New Jersey NJPDES permit which allows for the discharge of up to 4,050 gallons of wastewater into the system per day. The design of the wastewater system was based upon a set number of resident patients and support staff being present on a daily basis. The system remains in place, and an active T-1 Sanitary Subsurface Disposal permit has been maintained by Chester Township.

The site is a combination of existing structures, open lawn, and forested areas. It is an infill lot that is surrounded on all sides by already developed properties. The northwest corner of the property features steep slopes and rocky terrain. Existing development is set back from Old Route 24 by approximately 320 feet. The site contained former structures such as a swimming pool and rear parking area that have been overtaken by brush and successional forest. Access currently is limited to Old Route 24, although there is approximately 800 feet of frontage on Chester Woods Drive.

Site Constraints

Respondents should be aware, and their submissions are influenced by the existing environmental and regulatory constraints that impact the Glenlora site. Chester

Township is within the designated Highlands Region as defined by the Highlands Water Protection and Planning Act and is a fully conforming municipality with the Highlands Regional Master Plan. The Township does not provide municipal urban services. There is no Township-wide sewer or potable water. There are significant environmental resources identified in the Township that may and will impact the development of the site. A recitation of many of the known constraints is contained herein. However, respondents should consult available public information regarding the environmental and infrastructure constraints prior to preparing a submission.

Resources such as the N.J. Highlands Council's Interactive Map (https://www.nj.gov/njhighlands/gis/interactive_map/#/) or the NJ DEP's GeoWeb Mapping (<https://www.nj.gov/dep/gis/geoweb splash.htm>) should be referenced as part of the preparation of any conceptual plans. For informational purposes, the Township sets forth the following existing conditions that will impact the design and development of the site. These are the constraints that are reasonably known to the Township at this time. Other regulatory restrictions may impact the eventual development of the site.

1. **Site Control – This clause is only relevant to developers who have the intention of eventually converting this property into a for-profit development or selling the project to a for-profit developer.**

The Township is making the Glenlora site available for development as an affordable housing project and considers access to the site as a significant contribution to the successful completion of any project. The Township will entertain proposals that contemplate either a long-term lease of the site or transfer of ownership. The Township's intention and preference is to convey the property in fee for nominal consideration. The Township will consider various options for long-term site control. The respondent should set forth the anticipated requirements for occupancy of the site and construction of the project. Any fee transfer of ownership will be subject to a "reverter" clause that would return ownership of the property to the Township in the event that the site was no longer used for affordable housing.

2. **Regulatory Constraints** - The site is impacted by several levels of regulation. Local zoning and a future redevelopment plan will set forth both use restrictions and utilization restrictions such as setbacks, height restrictions and impervious coverage limitations. Additional regulations stem from the Highlands Water Protection & Planning Act. While the site itself is in the portion of the Township that is in the designated "Planning Area" where conformance with the stringent Highlands limits on development are not mandatory, the Township has chosen to conform the entire Township with the Highlands Regional Master Plan (RMP). Additionally, there are factors that are impacted by the Highlands designation that go beyond the RMP or statutory regulations. There are New Jersey Department of Environmental Protection (NJDEP) regulations that are specific to the designated Highlands region, in particular, septic density guidelines. This is important to note because if there are NJDEP permits required to develop this site, these restrictions will come into play.
3. **Local Zoning** - The predominant zoning designation for this site is "R-2". This is residential, 2-acre minimum zoning. It is representative of the surrounding neighborhoods. The front portion of the site is designated as "LB", which is the Limited Business District. The actual zoning restrictions are important to understand the

general principles that should guide the intensity and character of development on the site. The Township has declared the Glenlora site as an “area in need of redevelopment”. This designation permits the creation of a site-specific plan that would allow relief from the existing regulations to design a layout of the property that takes advantage of the entire site and can incorporate aesthetics and vision into the actual structures that are constructed.

The site will be developed subject to the use of a redevelopment plan for the site with input from the community and planning board. While the existing zoning designations are not controlling in a redevelopment setting, they are informative about the presumed appropriate densities for the site. Additionally, general site development guidelines and site standards controlling front and side yard setbacks, height restrictions and impervious coverage limitations should provide guidance for site design. These are reflected in the annexed proposed site standards developed to guide the preparation of responses and can be found in Appendix C.

The Township would prefer that the eventual development of a project on this site optimally include multiple buildings on a single lot to create a campus setting that is aesthetically compatible with the surrounding neighborhood. The Township Planning Board has developed site criteria (annexed to this RFP) designed to guide responses from potential developers. Particular attention should be given to the setbacks, height restrictions and impervious coverage limitations contained in those design criteria. The site is large enough that a sufficient building footprint can be achieved and there will be flexibility to utilize the site and create an aesthetically pleasing development that is adequately buffered from surrounding properties. A building envelope is contained within the design criteria. It is preferred that all individual buildings and allowable accessory structures along with ancillary supporting facilities such as parking, walkways, and stormwater management provisions be within this usable envelope.

4. **Highlands Water Protection & Planning Act** - Chester Township is within the boundaries of the Highlands Region as defined by the Highlands Water Protection and Planning Act. Within the Highlands region are the sub-designations of Preservation Area and Planning Area. The legislation provides for mandatory restrictions on development within the statutorily defined “Highlands Preservation Area”. Areas of the Highlands region within the Preservation Area are also required to comply with the Highlands Regional Master Plan (RMP). That plan contains a detailed and comprehensive series of policies and goals for the region along with land use designations designed to protect the region’s resources and limit development to locations that can accommodate even the limited levels permissible under the Act. The remainder of the region is within the defined “Highlands Planning Area” where conformance with the Highlands Act and the RMP is voluntary.

The Glenlora site is within the portion of the Township that is in the Highlands Planning Area. The Township is a fully conforming municipality with the Highlands Act. This means that the land use designations contained in the RMP impact all zoning, planning and regulatory matters within the Township. The Township has voluntarily chosen to conform the entire Township with the RMP, meaning that the entirety of the Township’s zoning and attendant regulations are compatible with the land use designations, policies and goals contained in the RMP. These land use

designations are also important because NJ DEP will consider whether or not the application is consistent with the RMP when making decisions to either grant or deny permits.

There are two land use capability zone designations that impact the Glenlora Site. The land use designations were established based upon a series of factors that were used to determine the appropriate category for portions of the region on a landscape basis. The Glenlora property is split between two designations: the Existing Community Zone & the Protection Zone. This is significant because there are substantial differences in the policies and allowances for development between these designations. The Existing Community Zone is preferred for the limited levels of development allowable under the Highlands Act while further development within the Protection Zone is discouraged and severely constrained. Since the site will likely need to have permits for both potable water and wastewater treatment from the NJ DEP, the designations are important and impactful.

The Township received an amendment to the land use capability map to reflect the intended use of the site (see Highlands Resolution 2023-10 (https://www.nj.gov/njhighlands/about/calend/2023/may18/reso_chestertwp.pdf)). This amendment incorporates the entirety of the designated “usable area” as shown on the annexed mapping within the Existing Community Zone. This will allow for consideration of any applications for changes to the existing permits for septic/wastewater treatment and potable water allocations.

As outlined in their *Review and Recommendations Report* in April of 2023 ([mapadjust_rrr_040523.pdf \(nj.gov\)](#)) responding to the Map Adjustment request for the Glenlora property, the Highlands Council granted the Map Adjustment based on the following conditions:

1. The Map Adjustment will be restricted to the area as mapped in the following link: [NJ Highlands Council Interactive Map](#).
2. The Township shall complete a Township-wide Stormwater Management Plan including adoption of the Municipally Important Groundwater Recharge Areas. Municipally Important Groundwater Recharge Areas are preserved or constrained lands that have recharge rates above the median recharge rate for the sub-watershed in which they are located; meaning they provide 40% or greater total recharge volume for the sub-watershed. These mapped recharge areas may replace the Prime Groundwater Recharge Areas when adopted as part of a municipal stormwater management plan. (Note: this provision shall not be construed to indicate that the Township or its professionals will prepare a site-specific stormwater management plan for the Glenlora site. This shall be the responsibility of the developer).
3. The developer is responsible for the following preservation measures:
 - a. The forested area of the remaining Protection Zone will be restored and enhanced consistent with RMP Goal 1B. All invasive and non-native plant species shall be removed and native plant species restored during development of the site such that no net loss of resource value is incurred as a result of the development. In the event the disturbance of Highlands Resources exceeds the ability to mitigate on-site, off-site

mitigation may be approved. All mitigation and restoration plans are subject to Highlands Council review and approval at the time of Highlands Project Review and shall include follow up treatments to ensure successful removal of undesired species.

- b. A critical habitat suitability analysis shall be completed to identify the presence of any rare, threatened, or endangered species on the site. Appropriate mitigation strategies shall be put in place to protect any identified species. A Critical Habitat Mitigation Plan shall be incorporated into the Highlands Project Review application and deemed adequate prior to approval.
- c. Upon completion of the development, the remainder of the site shall be restored subject to condition three (3) above and placed in a conservation easement to ensure no future incursion into Highlands Resources.
- d. All proposed development of the site shall incorporate low impact stormwater management techniques to maximize groundwater recharge subject to Highlands Council approval during Project Review.
- e. In accordance with the Township's adopted Highlands Referral Ordinance, the Site Plan application shall be reviewed by the Highlands Council for consistency with the RMP prior to being deemed complete for review by the Township.

The current reflection of the Map Adjustment can be seen in the NJ Highlands Council Interactive Map linked here: [NJ Highlands Council Interactive Map](#).

5. Regulated Environmental Factors

Applicants should be aware that there are identified regulated environmental features present on the site. These features need to be considered in the design of the project. The regulated features are identified on NJ DEP and NJ Highlands Council mapping. Features include Threatened & Endangered Species Habitat, Prime Groundwater Recharge Areas and Moderate to Severely Constrained Slopes. Additionally, the site is subject to a NJDEP issued NJPDES Permit for the existing septic system. The Township will support and cooperate with the selected developer of the site in the application and issuing of any necessary permits to support the development of the Glenlora site. This support could look like the Township engaging the Office of Local Government Assistance (LGA) within the NJDEP to aid in the permitting process. The LGA office is designed to provide resources and guidance to municipalities engaging with the NJDEP. This could result in the reduction of common delays in the permitting process. As mentioned previously, Chester Township has maintained an active T-1 Sanitary Subsurface Disposal Permit for the Glenlora site.

Resource Constraints

Overall, the Glenlora site is capable of supporting development. The size of the property, the absence of streams or wetlands, the fact that the property has been developed for a considerable period of time and substantial level areas free of steep slopes or other limiting factors point towards the ability to utilize the site subject to the constraints of sound planning principals. The lack of substantial regulated features translates to the lack of resource constraints. Beyond the determination of the level or

intensity of development that would be informed by the Township's zoning and the goals and policies of the Highlands RMP, the property likely is capable of having an adequate buildable area defined and supporting a modest level of development with an on-site well and septic system, or alternatively, utilizing a connection to public water and the installation of a modern on-site wastewater treatment facility subject to approval by the Township Council, The New Jersey Highlands Council and the New Jersey Department of Environmental Protection.

When submitting the project proposal, the mapped areas of Threatened & Endangered Species Habitat and Constrained Slopes should be excluded from any disturbance or clearing. These portions of the site will be placed in a permanent conservation easement. The areas of Prime Groundwater Recharge may be incorporated into any development footprint subject to review by the NJ DEP and the New Jersey Highlands Council. Pending approval of a Township-wide stormwater management plan, the Prime Groundwater Recharge areas may be within the usable areas of the site. Any stormwater management facilities at the site should be designed to provide on-site groundwater recharge.

Septic Capacity

The existing system is the subject of a NJ PDES permit. It was designed for an effluent flow of 4,050 Gallons per Day. This design and the permit were based upon the number of beds for long-term patients, the number of residential apartment units at the former Glenlora facility, the anticipated number of daily visitors, and the number of staff presumed present on a daily basis. Evaluating the site for its septic capacity is an important element of determining the overall optimal level of development. The presumed maximum level of sustainable or desired development of the property should be within the parameters that would otherwise be permissible. Since development is likely to be outside the standard methods prescribed by existing zoning, determining this cap becomes imperative.

Water Availability

The Glenlora site is currently served by a potable well near the center of the lot. The well is permitted as a "non-community water system" and is subject to regulation by the NJ DEP. The current yield of the well has not been determined; however, the flow rates were sufficient to support the operations of the property as a convalescent care center. An assessment of the vulnerability of the well to threats that could impact either the quantity or the quality of the water from this well was conducted by the NJ DEP as required by the Federal Safe Drinking Water Act in 2003. No evaluation of the well yield was made during that study; however, the well was noted as serving the needs of 72 people.

Ascertaining the existing capacity of the well would be necessary prior to construction. The potential of connecting the site to the public water supply that serves Chester Borough via a water main running east-west beneath Old Route 24 may be an option, subject to approval by the Township Council as well as other regulatory authorities. Although future connections can be considered, it is recognized that that is not guaranteed in any way. This connection should not be considered as available for the

purposes of this submission. The property is located within two different sub-watersheds, both of which are part of the Upper Raritan basin. Neither of the watersheds has been assessed as in water deficit. Scaling development to the availability of water is an important consideration. Just as with the other capacity factors, that should inform the intensity of use, regardless of whether the property is served by an on-site well or connected to a public water supply. All surrounding properties are also served by groundwater wells, so any change in the yield or draw from the site should be considered in light of potential impact on the existing uses.

Historic Significance

The historic character of the Glenlora property should be considered as part of any development or redevelopment plans for the site. This does not necessarily need to be a limiting factor. The portion of the property that has historic significance is the three-story stone barn and stables. These structures date to 1878 and were re-purposed for use by Glenlora as a convalescent care center. This portion of the property is structurally sound and has potential for adaptive re-use by any future developer. The “wings” of the building that housed residential units when Glenlora was used as a nursing home facility are not historically significant. They are also structurally sound but not as amenable for re-use. Any future plans for the site should incorporate utilization of these main historic structures (Stone Barn & Stables Only) in an adaptive re-use capacity. The Township highlights a preference for the rehabilitation of these structures and the incorporation of this portion of the site into any plans submitted in response.

Impact on Surrounding Properties

The Glenlora site is adjacent to two large residential neighborhoods centered on Chester Woods Drive to the east and north and Willow Drive to the west and north. Directly east is the Chester Woods Professional Center office complex. Directly to the south of the property on the opposite side of Old Route 24 is a mix of residential and commercial development. The development of the site should ensure that the future use is consistent with goals and the policies of the Township as found in the municipal Master Plan and the long history of sustainable rural development and the goals and policies of the Highlands RMP. It should also be developed in a manner that mitigates any potential adverse impacts on the surrounding residential neighborhoods.

Potential impacts on surrounding properties would include effects on surrounding wells, traffic, noise, aesthetics, and increased activity. Some of these factors will not be avoidable. However, most can be mitigated through thoughtful planning and measures designed to buffer the neighborhood from the anticipated effects of establishing a new use on the site. Appropriately engineering the wastewater treatment system, insuring the well yield is sufficient and would not deplete the local aquifer (or alternatively utilizing available public water), placing design parameters on the potential structures that will be built and insuring that requirements for setbacks and landscaping of the site provide for the construction of visually attractive buildings at an appropriate density, utilizing the portions of the property with the least environmental impact and maintaining adequate buffers with adjacent uses are all factors found in this RFP and will be significant in evaluating any proposals that are submitted.

Design Parameters

The Township has proposed a series of design parameters for the Glenlora site. They include defining a developable area of the property depicted in the site drawings annexed to this RFP. All structures and supporting infrastructure (stormwater management, well, septic, etc....) shall be confined to this designated area.

Additionally, these site drawings depict the setbacks to the roadways and neighboring properties. Certain areas of the property, also depicted in the annexed drawings, shall be deed restricted with a conservation easement utilizing language standard to Chester Township's land use approval process, that will be restricted from future development and any land use disturbances, clearing or tree removal. Special attentions should be paid to the following factors in preparing all submissions:

1. Preference for Preservation and adaptive re-use of the existing historic stone barn & stable structures and incorporation of these structures into the design of the site.
2. Architectural Design of all structures to be aesthetically compatible with the surrounding neighborhood.
3. Use of "Green Infrastructure" where appropriate in providing for stormwater management, groundwater recharge, and landscaping of the site with native plantings. All stormwater management measures must comply with applicable regulations of the NJ DEP & the New Jersey Highlands Council.
4. Consideration of the "viewshed" of the site as it will be seen from Old Route 24 and Chester Woods Drive.
5. Low Impact development of the site that will ensure that the site is functional while incorporating measures such as tree preservation, lighting fixtures, landscape plantings and other features that will minimize or eliminate off-site impacts of the development.

Content of Proposals

The Township will require all proposals to provide a 100% affordable development that will result in the creation of approximately 20 to 25 individual bedrooms for occupancy at the Glenlora site. Additionally, the Township expresses a preference that the housing units this project will provide be dedicated to serving an identified "special need" or other population. Considering those parameters, additional information shall be contained in each proposal. In order to assess each qualified non-profit affordable housing organization to provide all of the necessary services for this project, each respondent shall submit a Statement of Qualifications, which shall include the following and shall be formatted as follows to assure consistency:

Section 1. Contact information- The submission shall include the legal name, address, phone number and email address of respondent. A statement indicating how long the respondent has been in business, the size of the respondent's organization, and organizational structure shall be included in the statement of qualifications.

Resumes and qualifications, including training and licenses of key personnel shall be provided.

Section 2. Ownership- Responses shall designate the type of ownership (corporation, partnership, etc.) that will control the site. Respondent shall identify the type of legal entity (i.e., corporation, joint-venture, LLC, etc.) that shall serve as the designated developer. If the entity is a subsidiary of, or otherwise affiliated with, another organization, the respondent shall indicate such a relationship. Any entity will be described by name and include a list of all majority shareholders, trustees, officers or other key personnel that will be responsible for the construction and maintenance of the proposed project.

Section 3. References & History- Respondent shall provide a client/reference list along with a list of similar, if any, affordable housing projects that they have completed, are in the process of completing or are currently under construction. References shall preferably be limited to New Jersey projects completed within the past five years.

Section 4. Narrative – Responses shall include a narrative describing the respondent's proposal for the Glenlora site. The narrative should set forth the character of the anticipated built environment, any special features the project will incorporate, the proposed operations that will take place, a description of the population that will be served and special programming that will be necessary along with any other details the respondent may feel is necessary to appropriately evaluate the submission. In addition, the narrative shall include the following items:

- A. *Housing Units Proposed* - A description of the nature of the housing units that will be constructed. This should include whether they will be for sale or lease, single or multiple occupancy, THE NUMBER OF PROPOSED UNITS, the anticipated configuration of the residential units, and any amenities (e.g., kitchens, bathrooms, etc.) that will be incorporated into this project.
- B. *Management Experience* - Overall affordable housing experience, including a thorough description and demonstration of successful financing, acquisition, construction and management of affordable housing in the State of New Jersey. Provide a listing and description of completed projects over the past (5) years. Identify relevant projects and your direct role as developer, manager, and/or contractor.
- C. *Financial Capacity* - Demonstrate your financial capacity to provide financial backing and guarantees in past projects. Also provide at least three (3) financial references and two (2) business references with respect to prior affordable housing projects. Any local, state, or federal financial assistance that will be required and/or is being considered shall be identified by Respondent. To the extent Respondent intends to utilize grant awards, tax credits or other public funds, Respondent shall describe the source of such funds and Respondent's experience in obtaining such funds.
- D. *Your Requirements* – Identify what assistance from the Township or other public entities the Respondent typically requires when selected to acquire/develop

affordable housing in a municipality, what specific assistance will be required of the Township to obtain financing or regulatory approvals, or other tangible support that will be necessary to successfully complete and operate this project.

- E. *Operation of Project* - A discussion of the of how the project will be operated over the long-term, the outlook for the special needs population(s) that will be served, the number of staff that will be on-site, programs offered, any additional providers that will be required to operate and manage the site, a discussion of the long-term maintenance, upkeep and management of the structures, supporting infrastructure and grounds, and any additional factors the respondent deems necessary to assist in the evaluation of the submission.
- F. *List of Projects Awarded but Not Completed* - Respondents shall provide a list of all affordable housing projects where the respondent has been designated as the site developer but has not yet completed the project. This shall include the location, name of project, description of the project and the current status of the project, along with an explanation regarding why the project is incomplete. This shall include any projects where the respondent has abandoned the project or has been replaced as the project developer along with reasons for same.

Section 5. Conceptual Drawings - The responses shall contain conceptual site drawings for the proposal. These drawings should include architectural renderings of the proposed structures, any proposed changes or additions to the existing barn structure, proposed location of stormwater management facilities, the location of well and septic/wastewater treatment systems, interior walkways, parking areas and landscaping. These concept drawings will be an essential part of the selection process and should depict, as accurately as possible, the contemplated completed project.

The Township understands that the final design and layout of the project shall be subject to the approval and input of the Township Planning Board. However, the drawings should conform to the greatest extent practicable to the attached design criteria that will guide the architecture of the structures and the general location of all improvements. Concept drawing should provide various views of the proposed project to assist with the evaluation of the proposals.

Section 6. Portfolio – Provide examples of recent (past seven years) projects including a narrative summary and photographs. Describe any litigation, mediations, or arbitrations that may have arisen out of any development or construction project.

Section 7. Documentation- Provide a copy of your business registration number with the State of New Jersey, as well as your organization's tax status and Federal Tax ID number.

Evaluation Criteria for Proposals

Responses to this RFP shall be independently evaluated on the basis of the criteria listed below:

1. The completeness and clarity with which the proposal covers the scope of

providing affordable housing development services.

2. Respondent's qualifications and experience in developing and managing affordable housing projects.
3. Respondent's capacity to successfully demonstrate sufficient secure adequate public and/or private capital to finance the project.
4. Proposed ownership/control status of the property and the costs/benefit to the Township.
5. Proof of experience and specific knowledge of, including any work within the Township of Chester, Morris County or the northern New Jersey area.
6. Knowledge of the affordable housing market in New Jersey and relevant laws, regulations and funding sources.
7. Proven ability to provide all services, including obtaining the necessary funding and approvals in a timely manner.
8. Proposed adaptive re-use of the historic structures (Stone Barn & Stables) on the site.
9. Number of proposed affordable housing units and the configuration of those units.
10. Aesthetic factors including, but not limited to, landscaping, architecture, site usage/building layout, incorporation of green infrastructure, impacts on surrounding properties and other design criteria.
11. Anticipated special needs population to be served by the proposed project and the demand for accommodating that population.
12. Long-term plan for operation, upkeep and maintenance of the project.
13. Demonstrated ability of the respondent to plan, build, operate and maintain a special needs residential facility.
14. Other factors if determined to be in the best interest of the Township of Chester.

Other Requirements Regarding Proposals

The Township shall begin accepting responses to this RFP immediately following issuance. All proposals shall be submitted as instructed below and shall be due no later than 11:00 AM on Tuesday, January 16th, 2024.

Costs

All costs associated with the preparation and submission of a proposal in response to this solicitation shall be borne exclusively by the respondent.

Questions & Clarifications

The Township reserves the right to obtain clarification of any point in any proposal or to obtain additional information necessary to properly evaluate a particular proposal.

Failure of any non-profit affordable housing organization to respond to a request for additional information or clarification shall result in rejection of the non-profit affordable housing organization's proposal.

Confidentiality

The Township shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the non-profit affordable housing organization pertaining to this RFP will be public information and will be made available for inspection, unless otherwise determined by the Township. All data, documentation, and innovations developed as a result of these contractual services shall become the property of the Township. Based upon the public nature of this RFP, a non-profit affordable housing organization must inform the Township in writing of the exact materials in the offer which cannot be made a part of the public record.

Delivery Requirements for Proposals

The deadline for the submission of proposals is 11:00 AM on Tuesday, January 16th, 2024. Applicants shall submit an original and three (3) copies of their submission. Additionally, submissions should contain one electronic copy of the proposal in PDF format on a portable "thumb" drive. All proposals shall be delivered to the attention of:

Ms. Robin Collins
Chester Township Administrator
1 Parker Road
Chester, NJ 07930

All proposals shall be submitted in a sealed envelope and shall bear the words "Non-Profit Affordable Housing Organizations Request for Proposals and Qualifications" written conspicuously on the front exterior of the envelope. All applicants assume the risks associated with regular mail or other delivery modes. Delivery may be made either in-person, by mail or by delivery service. Late submission shall result in the proposal not being considered. The Township of Chester is not responsible for any proposals lost, wrongly addressed, misdirected or otherwise undeliverable.

Attachments

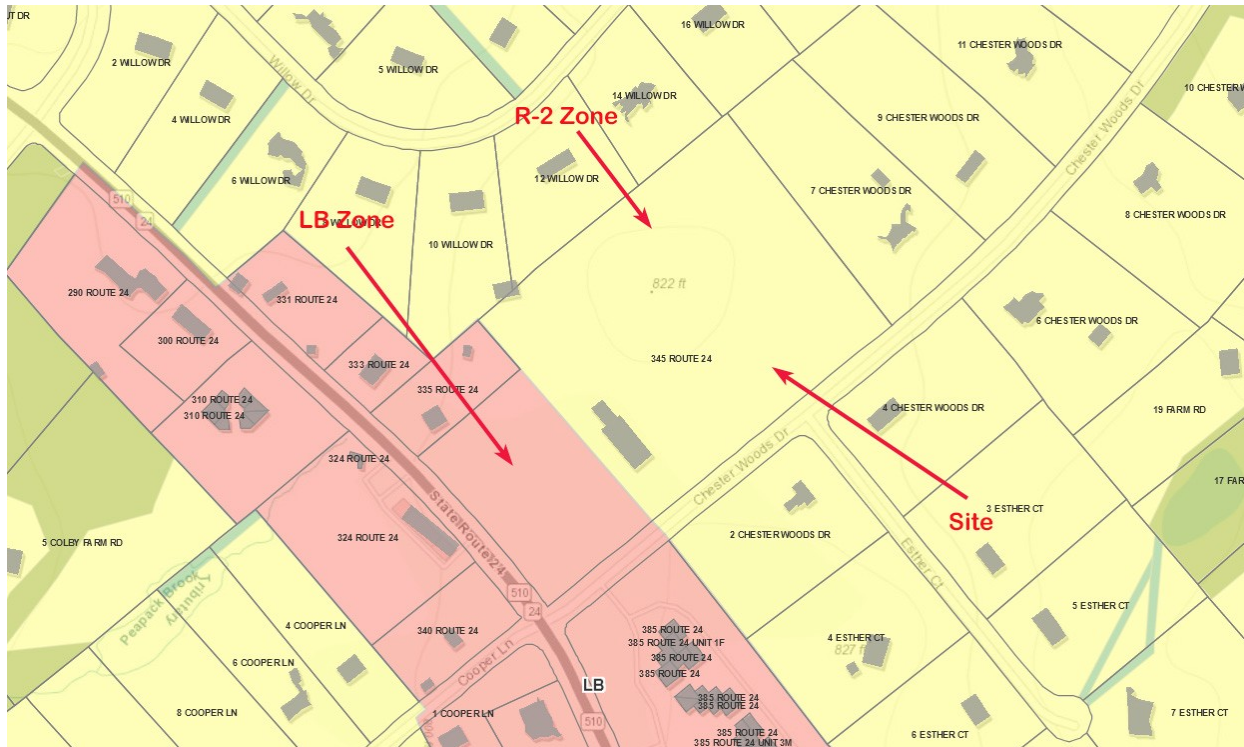
The following attachments are annexed to the body of this Request for Proposals and shall be considered a part of this RFP:

Appendix A: Mapping of Environmental Constraints and Designations

Appendix B: Site Photographs

Appendix C: General Site Development Guidelines & Site Standards

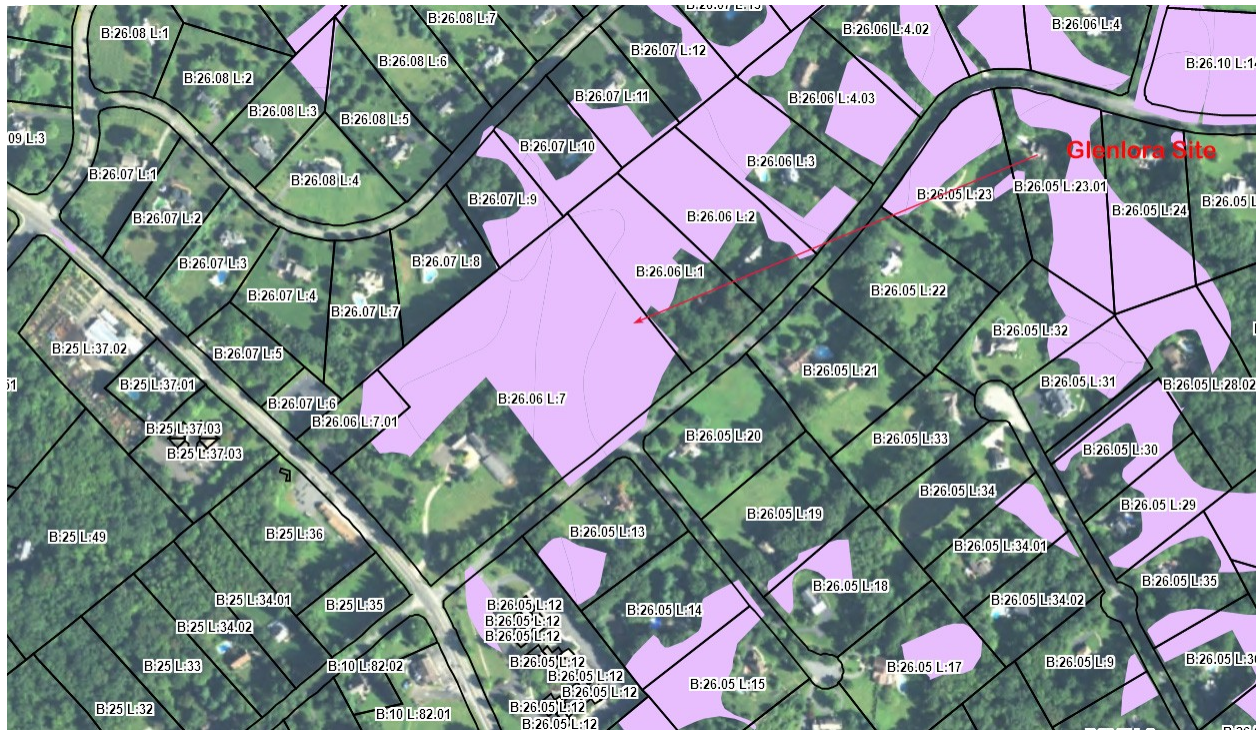
APPENDIX A



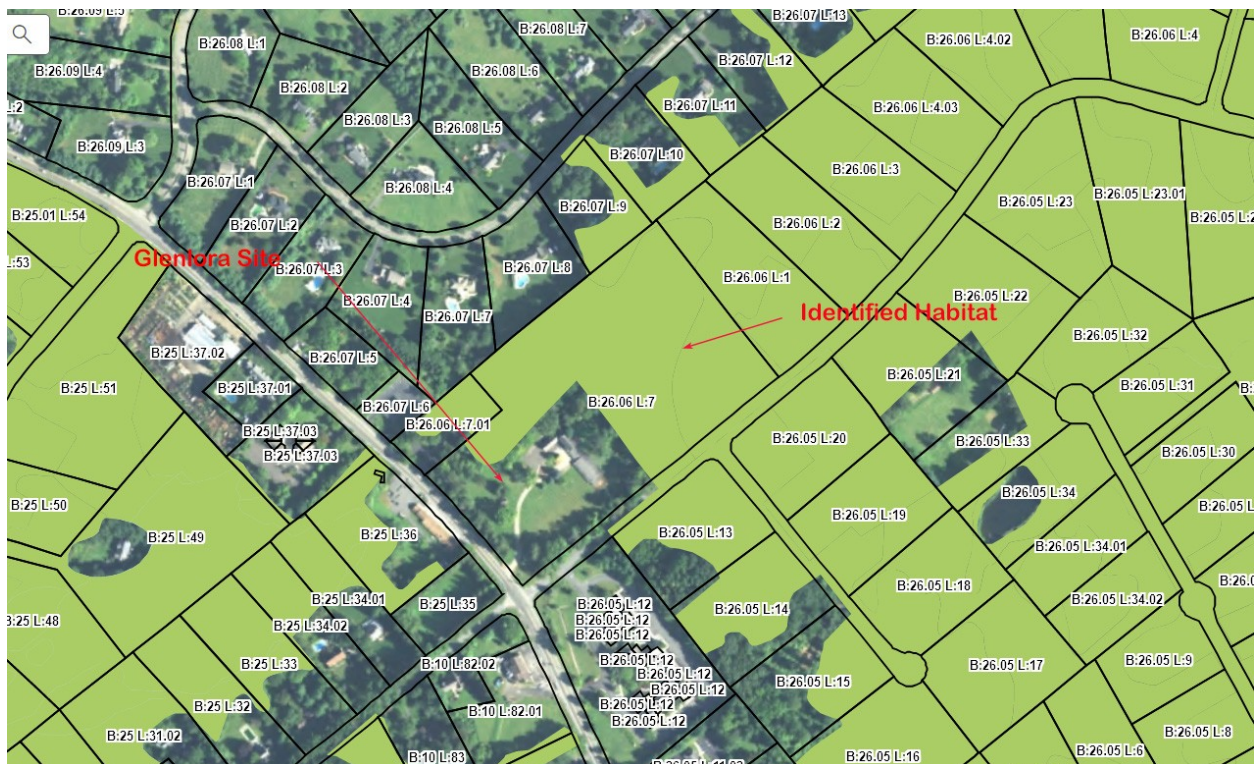
1 Existing Zoning Map



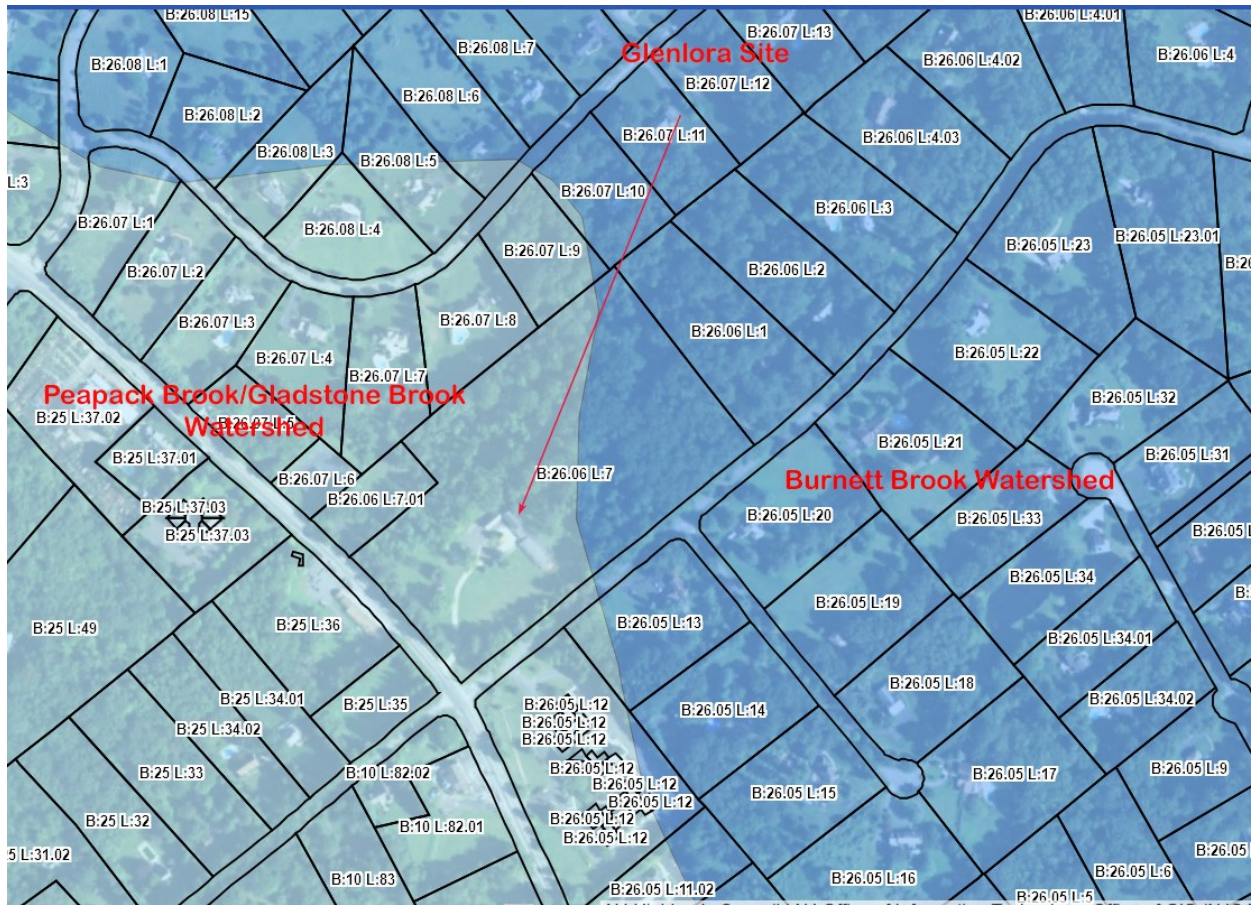
2 Aerial Map



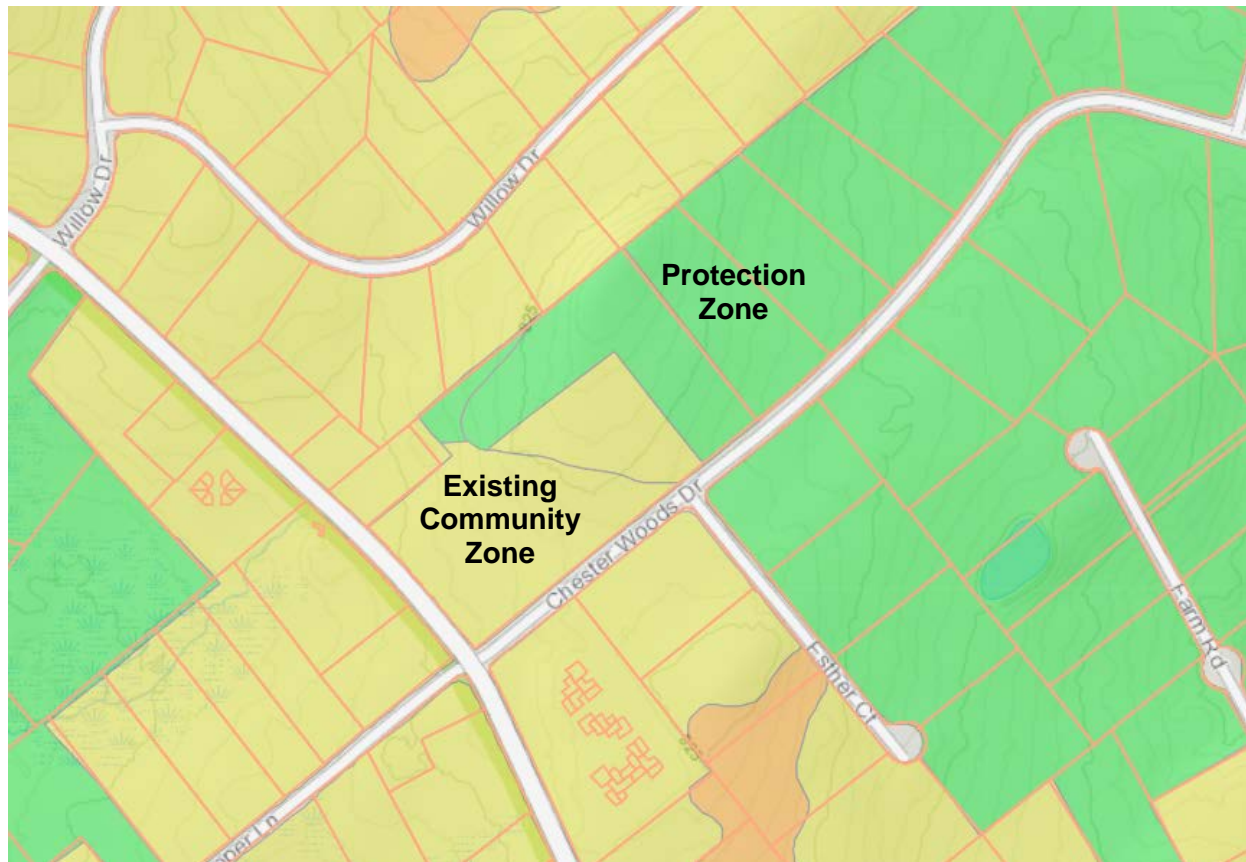
3 Prime Groundwater Recharge



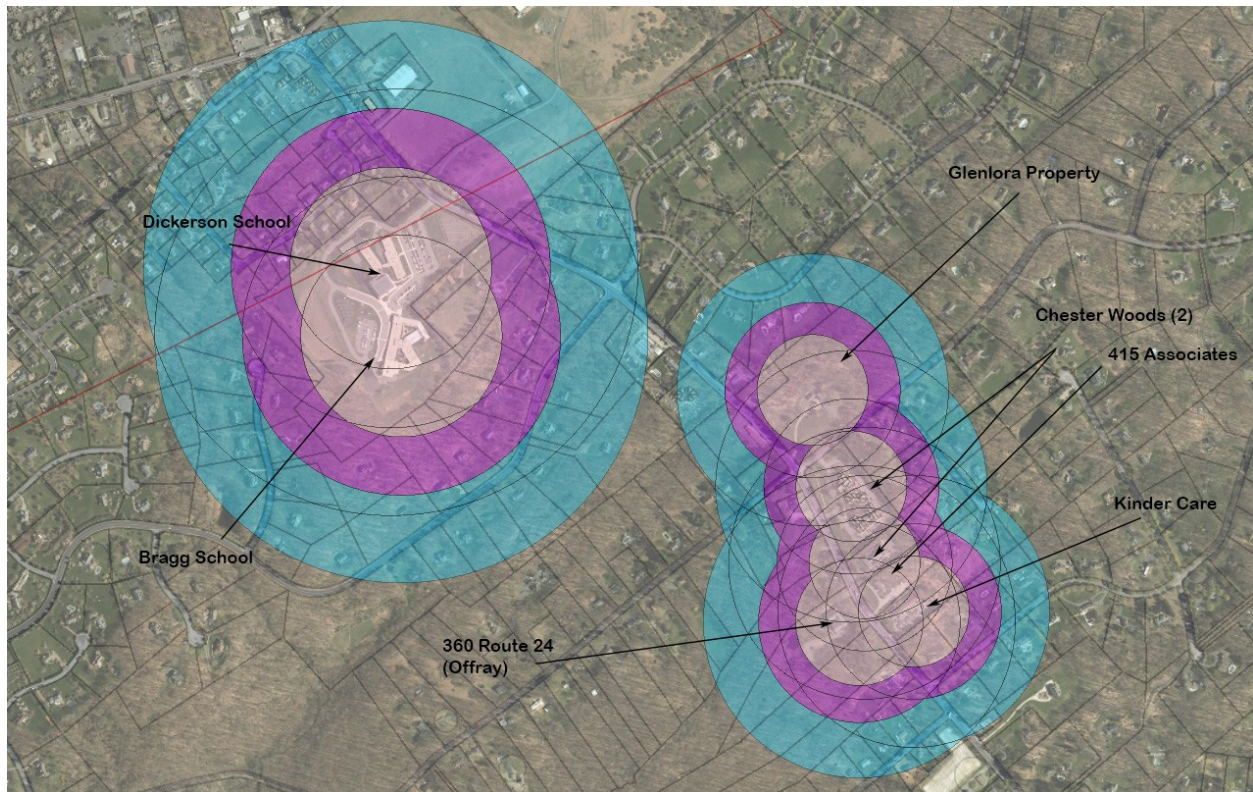
4 Critical Wildlife Habitat



5 Subwatersheds



6 Land Use Capability Zones



7 Well Head Protection Areas (Non-Community)

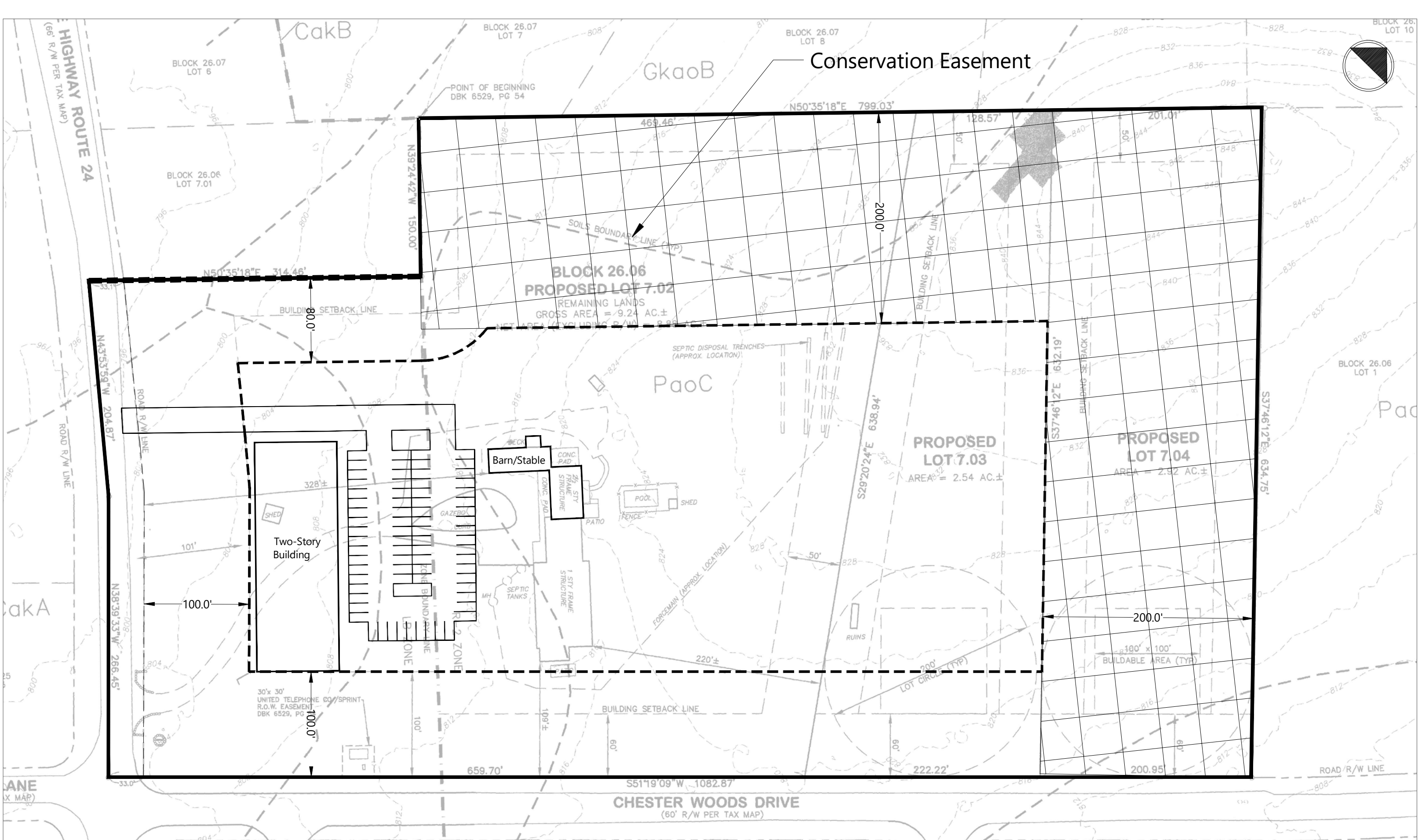
APPENDIX B





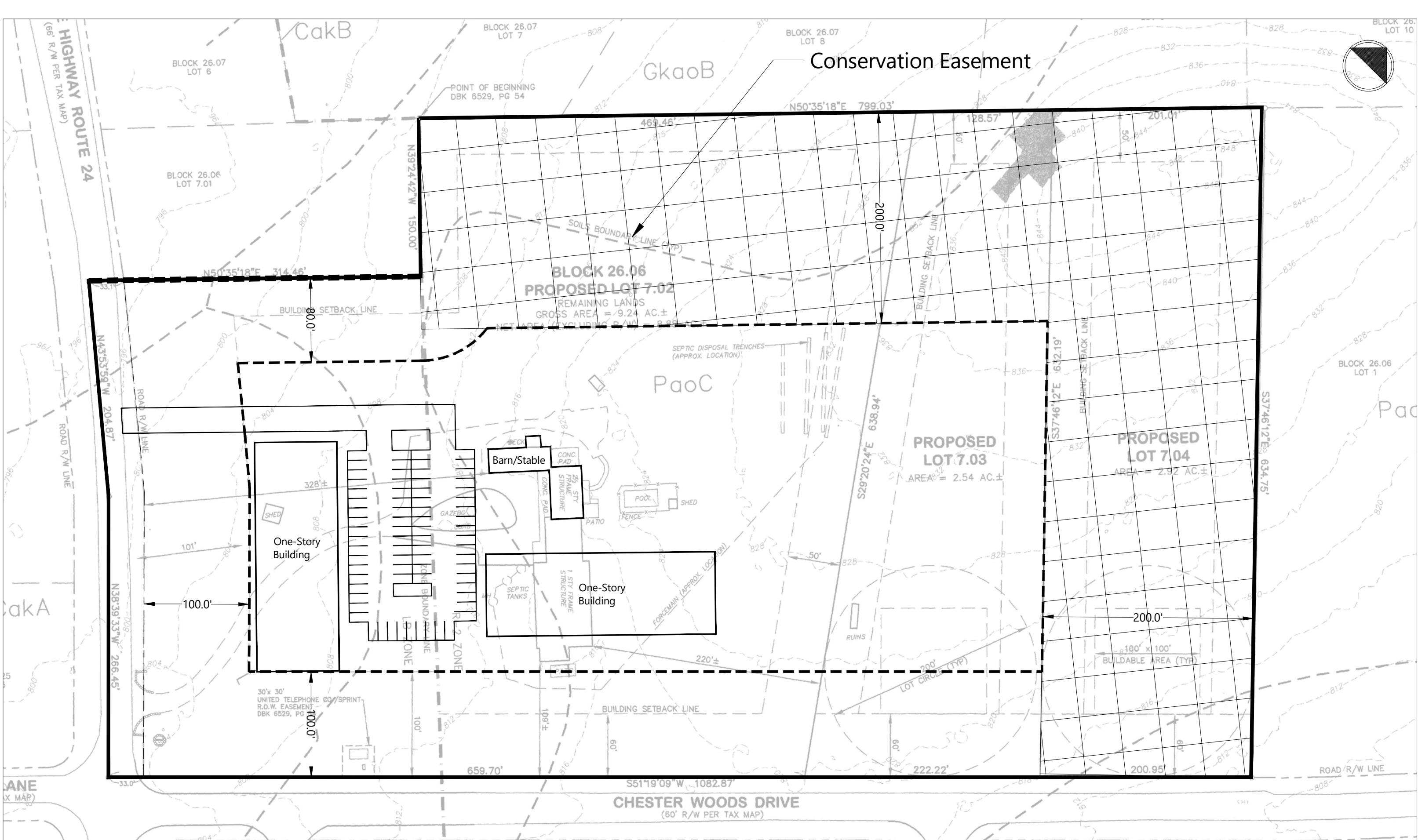






DRAFT Building Concept 01

Scale: 1" = 80'



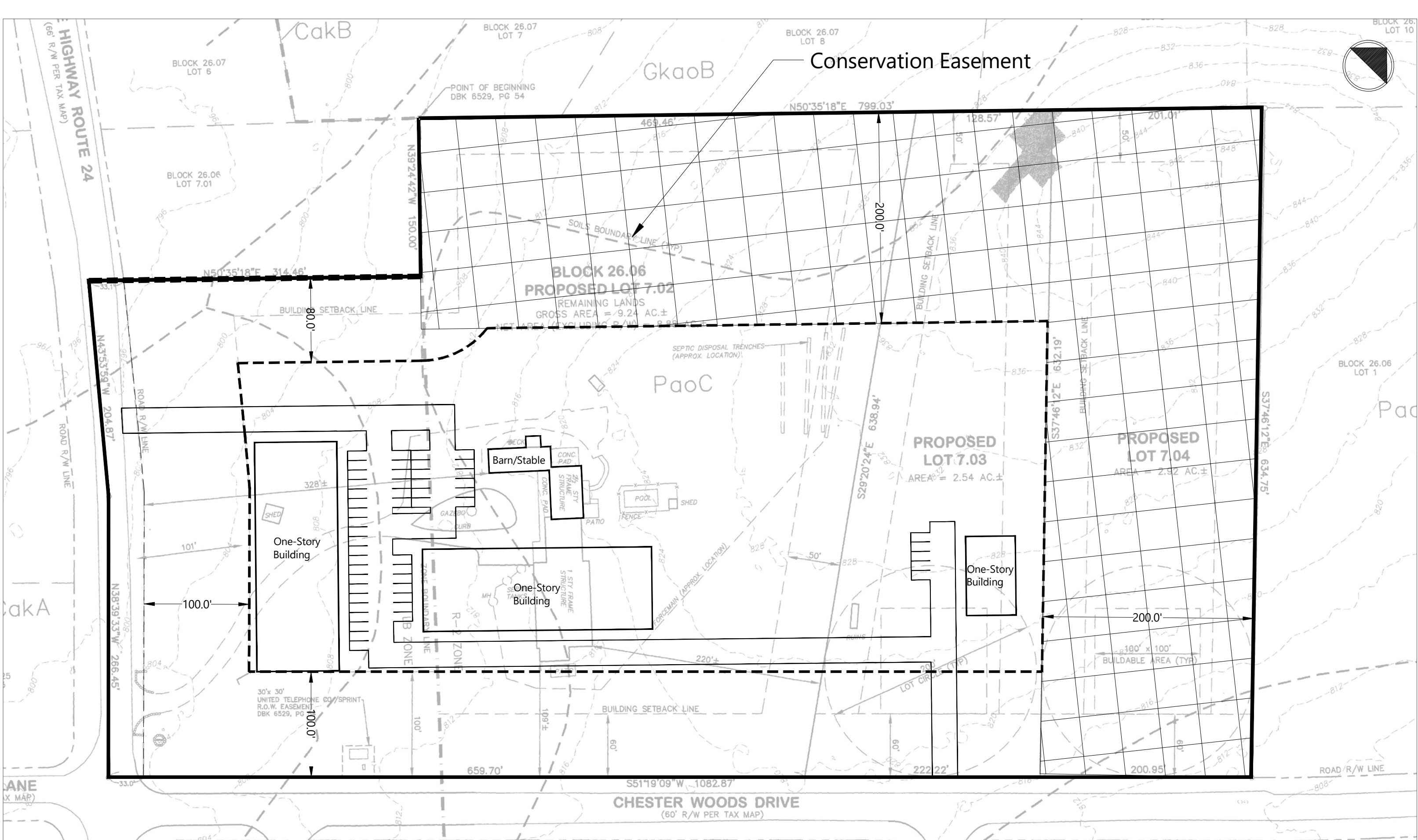
DRAFT Building Concept 02

Scale: 1" = 80'

Plan Notes:

Two One-Story Buildings: 20-25 Units	Without ROW
One Driveway with 73 Parking Spaces	Building Coverage: 5.90% (36,854 square feet)
With ROW	Improvement Coverage: 10.71% (66,916 square feet)
Building Coverage: 5.75% (36,854 square feet)	
Improvement Coverage: 12.01% (76,899 square feet)	

Survey based on "Division Map" prepared by Hatch Mott MacDonald, dated September 2010.



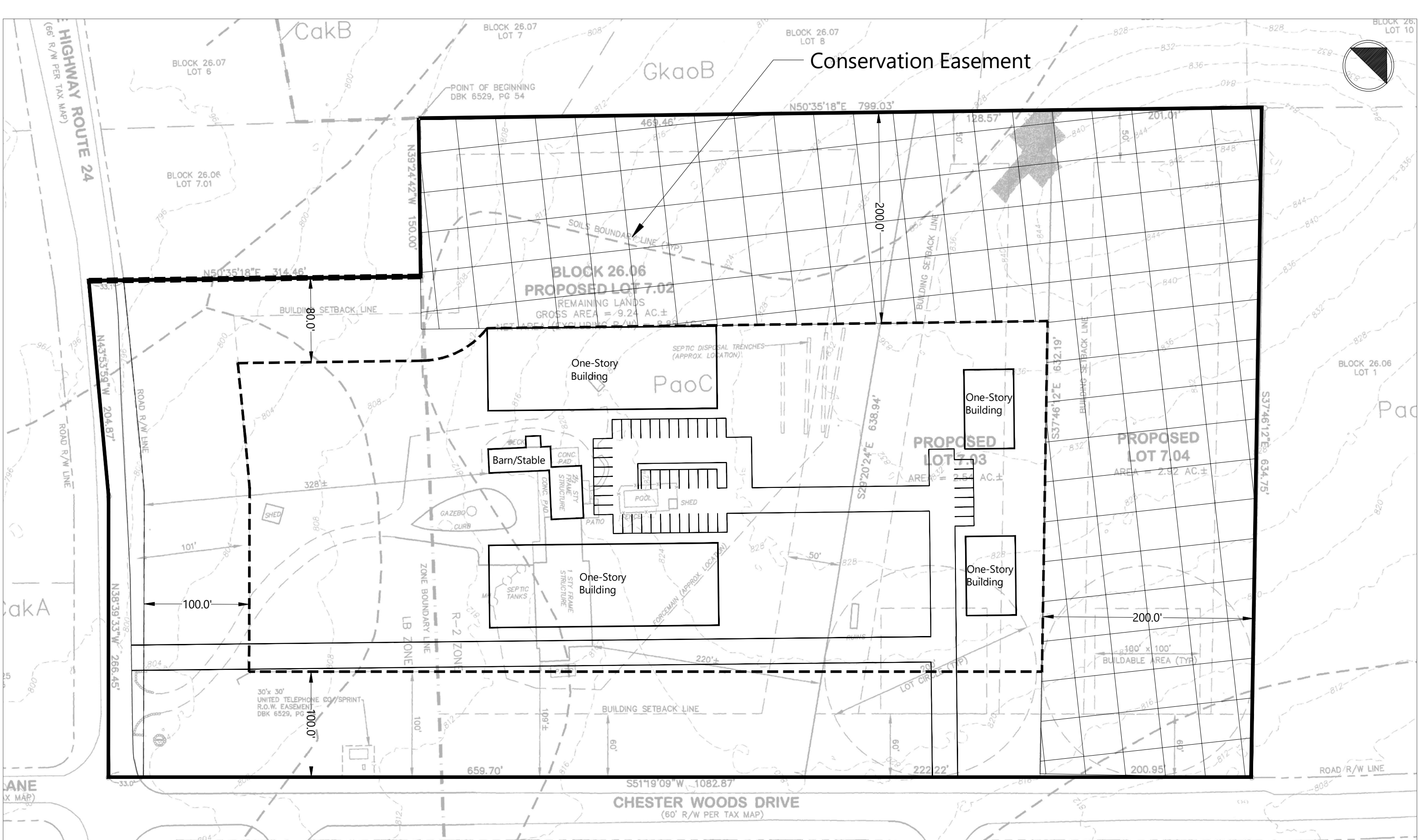
DRAFT Building Concept 03

Scale: 1" = 80'

Plan Notes:

Three One-Story Buildings: 20-25 Units	Without ROW
Two Driveways, 51 Parking Spaces	Building Coverage: 6.46% (40,379 square feet)
With ROW	Improvement Coverage: 13.43% (83,875 square feet)
Building Coverage: 6.30% (40,379 square feet)	
Improvement Coverage: 14.65% (93,858 square feet)	

Survey based on "Division Map" prepared by Hatch Mott MacDonald, dated September 2010.



DRAFT Building Concept 04

Scale: 1" = 80'

Plan Notes:

Three One-Story Buildings: 25-28 Units

Two Driveways, 47 Parking Spaces

With ROW

Building Coverage: 6.85% (43,904 square feet)

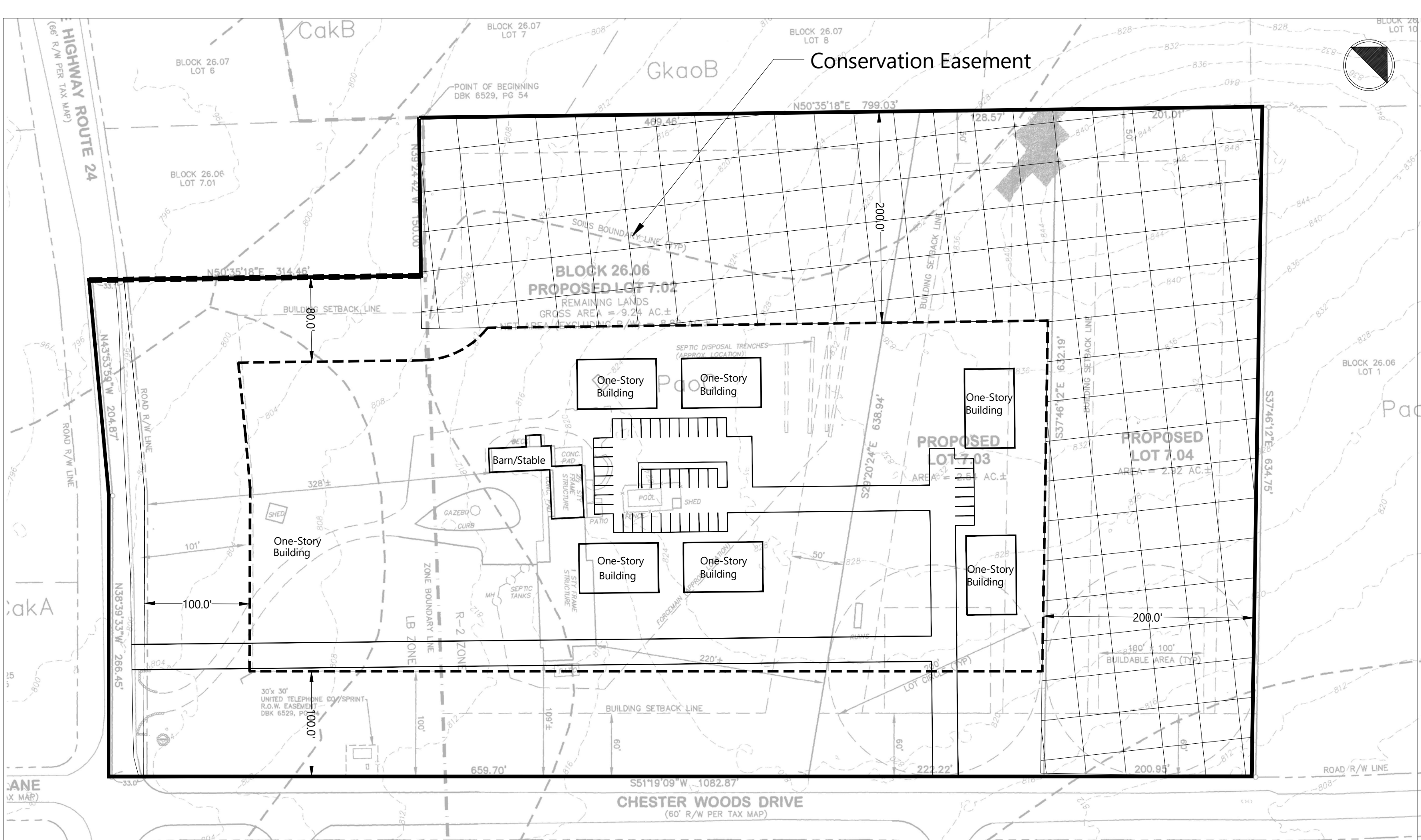
Improvement Coverage: 15.52% (99,383 square feet)

Without ROW

Building Coverage: 7.03% (43,904 square feet)

Improvement Coverage: 14.27% (89,121 square feet)

Survey based on "Division Map" prepared by Hatch Mott MacDonald, dated September 2010.



DRAFT Building Concept 05

Scale: 1" = 80'

Plan Notes:

Six One-Story Buildings: 24 Bedrooms
Two Driveways, 47 Parking Spaces
With ROW
Building Coverage: 3.77% (24,128 square feet)
Improvement Coverage: 12.43% (79,607 square feet)

Without ROW

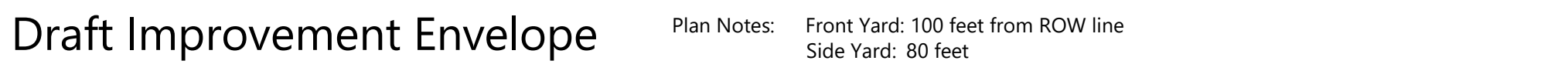
Building Coverage: 3.86% (24,128 square feet)
Improvement Coverage: 11.10% (69,345 square feet)

Survey based on "Division Map"
prepared by Hatch Mott
MacDonald, dated September
2010.

APPENDIX C

Standard	Draft AH-1	Comment
Concept Plan	The overall building and design layout shall match to the greatest extent feasible the concept plan included in the Appendix of this ordinance/plan.	Should the Township decide to do an RFP process first and get a concept plan from a developer, such a plan can be included in a redevelopment and specifically referenced.
Barn and Stable	The existing barn and stable building, not inclusive of the former Nursing Home wing, shall be retained and incorporated into the development to the greatest extent feasible.	This regulation specifically calls for the retention and utilization of the existing barn and stable building.
Overall Architectural Design	The overall architectural design shall complement the rural residential character of Chester Township to the greatest extent feasible.	This standard is intended to recognize the rural character of the community and support a design which is consistent with that character.
Material and Design	The material, design, and colors of building façades and structures shall relate to one another to the greatest extent feasible in order to promote a visually cohesive environment. Residential building materials (such as brick, stone, wood, and clapboard) are encouraged.	In order to promote a more comprehensive design, this standard encourages building(s) which visually relate to one another.
Fenestration, Articulation, Treatments	Fenestration, articulation, and other architectural treatments shall be provided on each building façade to the extent practical. Building façades shall be made with similar or complementary materials between one another.	These standards are intended to avoid blank walls.
Building Entrances	Building entrances should be easily identifiable and should be highlighted through such means including but not limited to projecting bays, columns, canopies, overhangs, porches, and/or stoops.	These standards are intended to highlight entrances.
Windows Alignment	Windows should align vertically from floor to floor where practical.	This standard encourages linear design with windows.
Windows Dimensionality	All windows should have dimensionality so as to create shadows and texture within the building façade.	This standard seeks to avoid a flat façade design.
Window Design	At a minimum, all windows should have deep headers and sills. In addition, trim on all sides that projects from the building façade is encouraged.	This standard seeks to avoid a flat façade design.

Standard	Draft AH-1	Comment
Roof Line	Buildings shall be topped with pitched roofs with overhanging eaves. A minimum pitch of 6/12 shall be used to the greatest extent feasible.	This is intended to avoid a modern flat-roof design.
Building Layout	The majority of development is encouraged to be located toward the front Route 24 portion of the site. Smaller-scale buildings and improvements which blend into the surrounding single-family neighborhood may be located near the northeasterly rear portion of the site along Chester Woods Drive.	This is intended to direct development towards the front portion of the site. Smaller-scale and less intense development may be located near the northeasterly rear portion of the site, which had previously been approved for single-family lots.



Scale: 1" = 80'

Setback from Adjoining Residential Properties: 200 feet

Conservation Easement from Adjoining Residential Properties: 200 feet