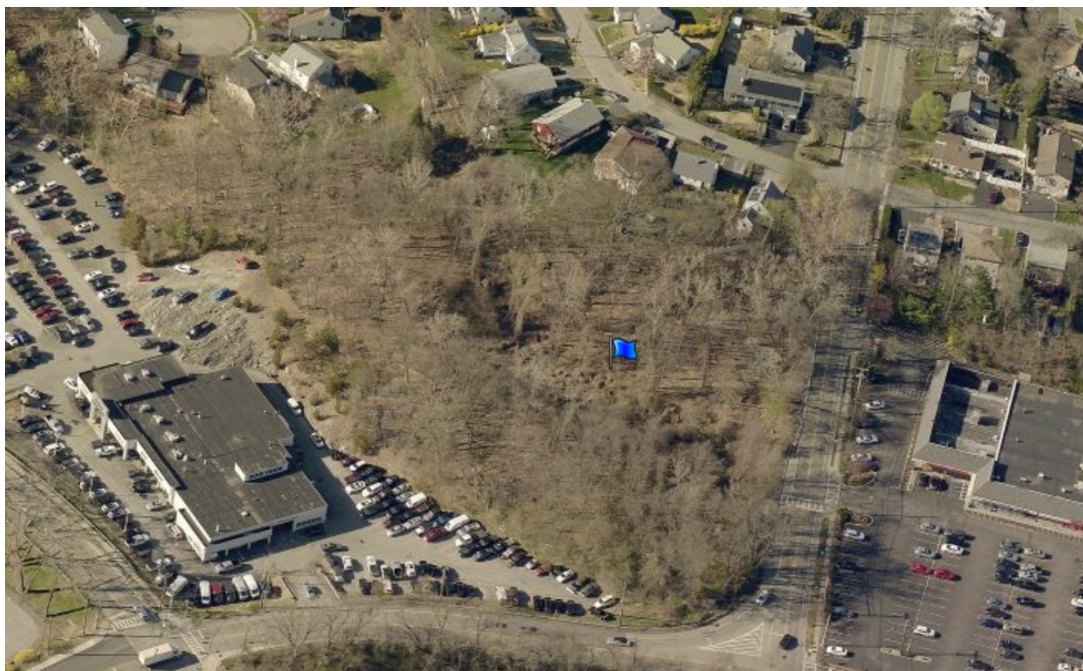




Stanley H. Kellerhouse Municipal Building
One Van Wyck Street
Croton-on-Hudson, NY 10520.2501

Mayor
Brian Pugh
Trustees
Ann Gallelli
John Habib
Sherry
Horowitz
Andy Simmons
Manager
Janine M. King
Treasurer
Sandra Bullock
Clerk
Pauline
DiSanto

**DRAFT Request for Proposals (RFP) for the
Development of a Village-owned parcel at 41-51 Maple Street**



**Response Date:
Tuesday, September 8th
4 pm**

PURPOSE OF THE PROPOSAL

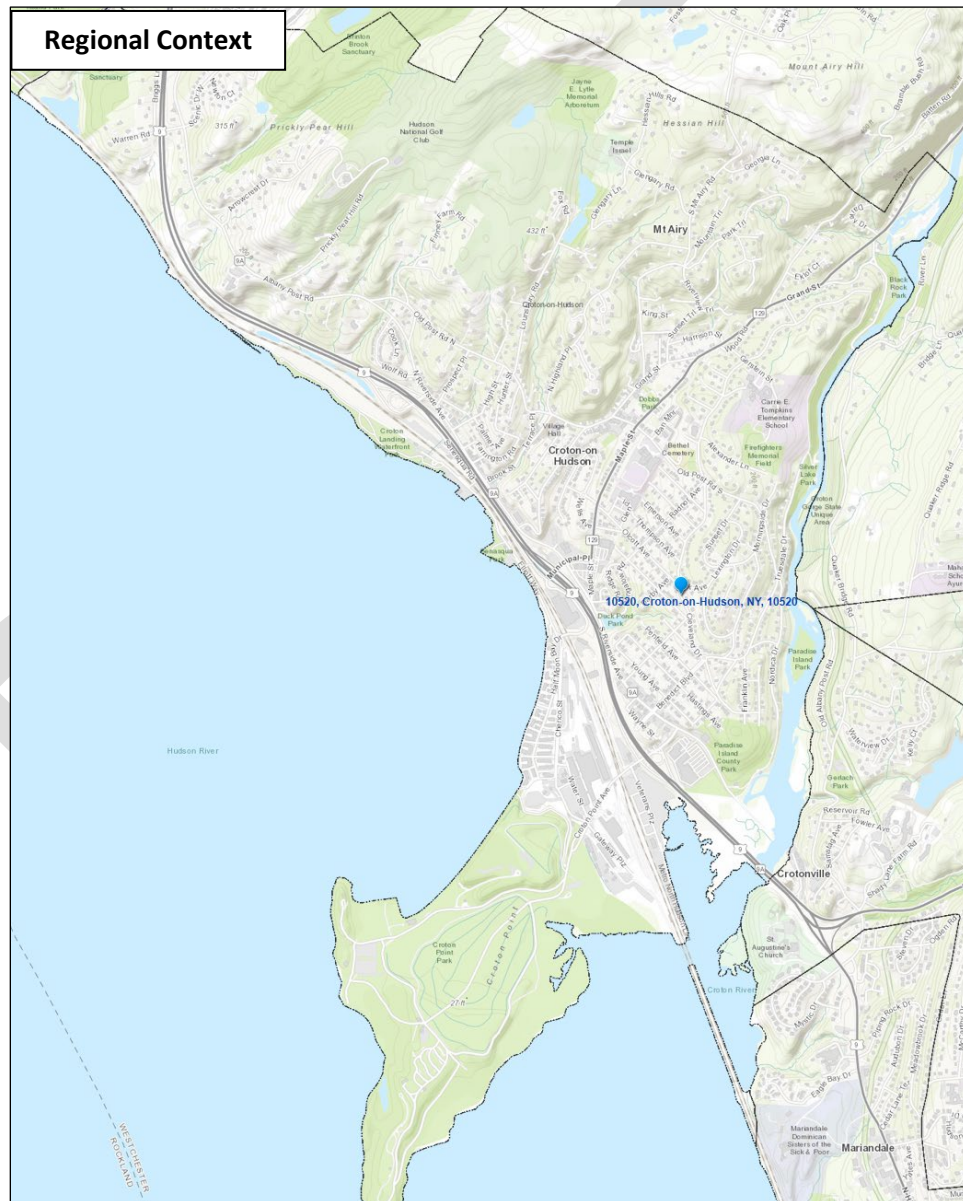
The Village of Croton-on-Hudson seeks proposals for developing a Village-owned property located at 41-51 Maple Street. Referred to as “the Katz Property” in reference to its past ownership, the site is located within the Municipal Gateway District. In March 2020, new zoning amendments and development objectives were adopted for this district and included special provisions for the property at 41-51 Maple Street. The Village expects the selected proposal to achieve the following development objectives:

- Activation of the Municipal Gateway District through the development of a vacant underutilized with residential or mixed-use land uses appropriate for the surrounding area.
- Compliance with the specific development guidelines for the Katz Property that were formally adopted as part of the rezoning of the Municipal Gateway District.
- Fulfillment of long-standing community desires for high quality park and civic space as well as preservation of viewsheds and minimized traffic impacts.
- Contribution of property tax revenues to helps further diversify the Village’s fiscal base and relieve tax burden on residential property owners.



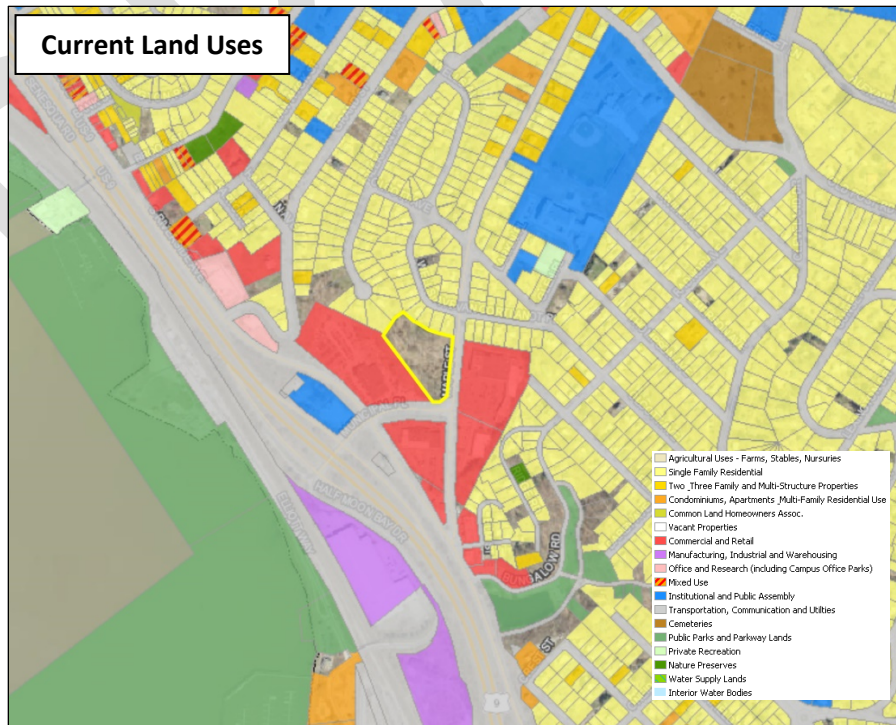
ABOUT CROTON-ON-HUDSON

Nestled by the Hudson and Croton Rivers, Croton-on-Hudson is a peninsular community of 8,200 persons located within the Town of Cortlandt in Westchester County. Situated 35 miles north of New York City, the village is supported by strong regional transportation connections including Route 9 as well as a Metro North/Amtrak rail station with a 42-minute connection to Grand Central Station. Commercial uses are concentrated in Croton's historic downtown in Upper Village as well as a few other nodes along Route 9 including the Municipal Place Gateway Area. Croton is overwhelmingly residential in character with single-family homes defining much of the village's 4.8 square miles. Residents value the green space, views, pedestrian pathways, hiking trails and recreational activities alongside its riverfronts. The community has a long and enduring history as a haven for artists and writers.



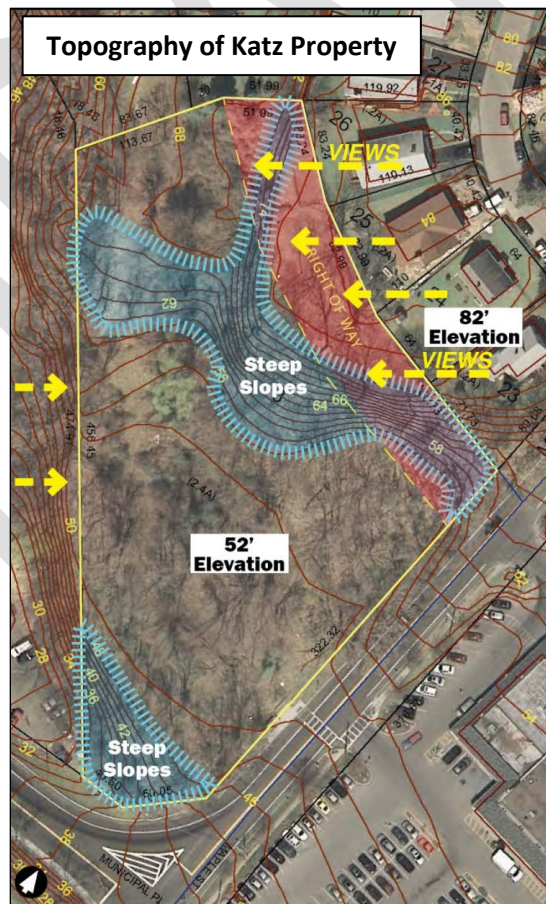
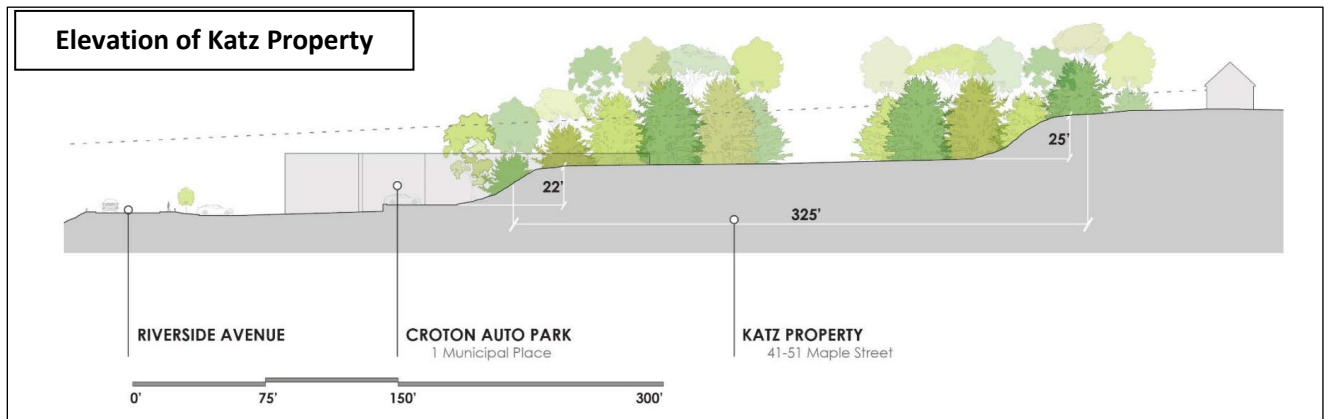
PROPERTY LOCATION AND LAND USE CONTEXT

The Katz property is located within the Municipal Place Gateway Area, just off the Route 9 corridor. Although most of the site is surrounded by commercial uses, the area north of the site consists almost entirely of single-family residential homes. Situated on the north side of Municipal Place and west side of Maple Street, the property is within close proximity of three single-story shopping plazas fronted by surface parking. The western edge of the property is flanked by the Croton Auto Park while its northern edge is buffered by vegetation from a row of single-family homes along Wells Avenue.



SITE DESCRIPTION

The 2.4-acre Katz Property is the largest commercially zoned vacant property in the Municipal Place Gateway Area. The site has natural steep slopes at the boundary of the site with the Croton Auto Park/Municipal Place and at the rear of the property adjacent to some residential homes along Wells Avenue. There is about a 30-foot difference between the central flat area of the site and the residential area on Wells Avenue. There is also a 50-foot easement preventing any development adjacent to the upland residential uses.



PLANNING FRAMEWORK

The 2016 Comprehensive Plan identified the site as an opportunity site for a mixed-use development, given its prime location at the gateway to the Village as well as its proximity to other shopping opportunities. In 2019, BFJ Consulting completed a land use and zoning study to determine the best use of the site in collaboration with the community. Echoing the recommendations of the 2016 Comprehensive Plan, BFJ's study identified opportunities on the site for either mixed-use or all residential use while also reserving portions of the property for community uses and a park.

DEVELOPMENT REQUIREMENTS

In March 2020, the Village formally updated its comprehensive plan and adopted the land use recommendations and zoning change in accordance with the recommendations presented in BFJ Consulting's final report. These changes also included specific guidelines for the redevelopment of the Katz property as summarized in the table below. Although the BFJ study featured two contrasting development concepts for the site, the Village welcomes a wide range of land use themes so long as they adhere to the Village's zoning code and development requirements.

Development Requirements for Katz Property as Adopted by Village of Croton	
Permitted Land Uses	The property retains its designation as a C-2 district that allows for mixed-use buildings. However, retail uses are not required on the ground floor thereby enabling the possibility for a completely residential land use concept including apartments and townhomes.
Access & Circulation	The property should have only one curb cut, provided on Maple Street as far from the Municipal Place intersection as practicable.
Maximum Height	Buildings may not exceed 35 feet in height and must be no greater than 3 stories.
Maximum Floor Area Ratio	Total built area may not exceed a FAR of .5. Other than the FAR requirement, there are no other restrictions on the maximum footprint of buildings or tenanted space.
Community Space and Park Requirement	At least 8% of the property (or about 8,000 SF) shall be used for park space at the corner of Municipal Place and Maple St. The exact location and amount of park space may vary in accordance with the type and extent of benefits the park provides the community.
Buffer	A 50-foot vegetated buffer must be maintained between any new building on the site and the residential properties on Wells Avenues. This buffer must also extend to properties along Beekman Avenue.
Design Guidelines	Any new development must adhere to building, sidewalk, signage, landscaping, & lighting guidelines as provided within the Municipal Place Gateway Overlay District.
Affordable Housing	A developer building residential units must reserve a minimum of 10% of the units for affordable housing.

MARKET AND DEMOGRAPHIC TRENDS

Based upon a comparison of census data from 2014 to 2018, the following demographic and housing trends were identified.

- Between 2006/10 and 2014/18, the total population of Croton-on-Hudson has grown by 4% from 7,896 persons to 8,183 persons.
- Overall, income levels stayed relatively flat for Croton households between 2010/14 and 2014/18. However, the income levels of married couple families increased by 14% from \$158K to \$179.5K.
- More than a quarter of the village's population (29%) is aged between 35 and 54 with a median age of 43.
- More than a quarter of the village's population (17%) identify as a racial minority or non-white Hispanic.
- The vast majority (75%) of the village's 3,167 housing units consists of single-family homes including both attached and detached houses.
- Croton has a housing vacancy rate of under 5%.
- The overwhelming majority of the total housing units (72%) in Croton are owner-occupied. However, the number of rentals has increased from 703 in 2010/14 to 838 in 2014/18.
- Between 2010/14 and 2014/18, the value of homes in Croton increased from \$496K to \$547K.
- The median rent in 2018 for Croton renters was \$1,540 compared to \$1,460 in 2014. About ¼ of Croton renters in 2018 paid more than 2K for rent.

Recently conducted interviews with representatives of the local real estate community suggest a rising interest in Croton's housing supply including multi-family rentals as well as larger sized single-family homes. *To be Confirmed: Anecdotal evidence suggests that there is currently zero vacancy in multifamily rental buildings.*

SUBMISSION PROCESS

Solicitation Documents

The Village of Croton-on-Hudson officially distributes Bid and RFP documents through BidNet as part of the Empire State Purchasing Group website at <https://www.bidnetdirect.com/newyork>. Copies of Bid and RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from BidNet are guaranteed to receive addendum information if such information is issued. If you have obtained this document from a source other than BidNet it is strongly recommended that you obtain an official copy.

Any changes in proposal requirements or deadlines will be communicated by the Village through an addendum published on BidNet. In addition, addendums will be emailed to any prospective Submitter recorded as having received a copy of the RFP. Any addendum issued by the Village shall become a part of the RFP.

Information and Questions

In advance of preparing a proposal, the Village of Croton-on-Hudson invites prospective developers to participate in an online information session. Registration for this session and additional questions regarding the solicitation may be directed Janine King, Village Manager. Questions may be submitted no later than X.

Submission of Proposals

Proposals must be submitted no later than *<the time specified in the Advertisements>* unless an addendum postponing the due date is posted on BidNet.

One copy of the proposal shall be submitted in a sealed envelope and the envelope must have written on it, plainly, the name and address of the proposer and the RFP to which it refers. An electronic version of the report in Adobe Acrobat (PDF) shall also be emailed to jking@crotononhudson-ny.gov.

This envelope shall then be placed in an outer envelope which shall be securely sealed and addressed to:

Village Manager,
Municipal Building,
1 Van Wyck Street,
Croton-on-Hudson, NY.

The outer envelope shall bear the name and address of the proposer and the RFP number.

Proposers may submit their proposals by registered mail provided these requirements are properly met and the proposal is received by the Village Manager before the deadline for the receipt of the proposals.

Required Contents of Proposals

Proposals should be submitted using the following format:

Section 1: Croton-on-Hudson Development Proposal Application

Developers should complete the Croton-on-Hudson Development Application (“CHDA”) that is available on BidNet. This form will also require the Submitter to submit a signed statement on non-collusion.

Section 2: Description of Development Firm

This section should give a summary of the development firm’s history, its corporate structure, principal partners, years in business, locations, size, growth, and services. Information regarding any pending or recent lawsuits against the organization, its officers or employees should also be presented within this section.

Section 3: Project Description

This section should provide a narrative summary description of the proposed project. The description should include the proposed land uses, number and type of housing units, dimensions and type of commercial spaces, parking provisions, access and circulation plan, and provisions for parkland and civic space.

Section 4: Target Population

This section should describe the targeted residents for proposed housing units, prospective tenants for commercial spaces, consumers for retail space, and visitors for park and civic space. The general price points and income eligibility for market rate and affordable units should be provided within this section. Submitters should also describe their anticipated approach for marketing their project to the target population.

Section 5: Impact Assessment

This section should describe the expected impact of the project upon the community including housing access, economic impact through commercial activities, traffic impacts especially at the intersection of Municipal Place and Maple Street, and preservation of view corridors. This section should also include the Submitter’s approach to complying with the State Environmental Quality Review Act.

Section 6: Site Plan

This section should provide a schematic plan including site plan data and schematic floor plans for each level. Plans shall be no larger than 11 inches x 17 inches in size.

Section 7: Project Schedule

This section should include a project completion schedule including start and completion dates and other key dates as identified for action. The schedule should consider the time needed for obtaining financing, completing the project design, securing permits and board approvals, conducting environmental review, preparing the site, completing construction, marketing units, and leasing-up available space.

Section 8: Professional Qualifications

This section should identify the professionals who will provide the following components of the project: planning, design, environmental evaluation, legal compliance, construction oversight, and construction. Include the name of executive and professional personnel, their anticipated role in the project, their skills and any qualifications that will be employed in the work. Resumes or qualifications of proposed project personnel may be submitted as an appendix.

Section 9: Prior Development Experience and References

This section should provide a description of three other infill downtown projects completed, including those with mixed-use, residential, and parkland components. References must include a point of contact, an email address, and a telephone number where the point of contact can be contacted. The reference list shall also include the dates when these projects were constructed.

Section 10: Financial Capacity

This section should provide a description of financial capacity of the organization, including appropriate documentation and banking references. Provide three (3) years of audited financial statements. Each submitter shall also submit at least two (2) financial references from banks or other financial institutions attesting to the submitter's financial capacity and ability to finance a project as proposed.

Section 11: Offer Price

This section should specify the dollar amount that the Submitter proposes to pay the Village in exchange for acquisition of the land or development rights under a long-term ground lease.

Section 12: Anticipated Project Financing

This section should include information regarding anticipated project financing. Include the anticipated time schedule to assemble needed financial commitments, types of financing expected and letters of interest from banks or other sources. Financial partnerships (e.g., public/private; nonprofit/profit) must be identified. Should the Village decide to move forward with a proposal, a full development budget and 10 year operating pro forma may be required.

Withdrawal of Proposals

Any proposal may be withdrawn by the proposer prior to the scheduled time for the receipt of proposal or authorized postponement thereof provided the proposer's request for withdrawal is delivered to the

Village Manager before the proposals are received. No proposer may withdraw his proposal after the actual opening of the other proposals.

RECEIPT AND REVIEW OF PROPOSALS

Proposals will be received by the Village Manager at the main office in Municipal Building, One Van Wyck Street, Croton-on-Hudson, NY at the time designated in the advertisement.

Proposals will be evaluated by a committee comprising a wide cross-section of community representatives. The committee may invite the Submitter to an interview to learn more about their proposed approach and ascertain its fit with the Village development objectives. The decision to contract with a Submitter rests solely with the Village Board of Trustees. Proposals will be evaluated by the committee according to the criteria presented below.

Development Proposal Evaluation Criteria	
Professional Qualifications and Past involvement with similar projects in the Hudson Valley that demonstrate capacity to meet the Village of Croton's Development Objectives	25% weighting
Financial capacity and ability to finance an attractive residential or mixed-use project	25% weighting
Ability to meet the purpose and intent of the Village's Development Objectives	25% weighting
Offer Price	25% weighting

LIMITATIONS

The Village of Croton-on-Hudson may modify, waive, or otherwise vary the terms and conditions of the RFP at any time, including but not limited to, the submission of date and proposal requirements.

This RFP is not an offer to enter into an agreement with Submitters. Only the execution of a written purchase and sale agreement will obligate the Village in accordance with the terms and conditions in such agreement.

The Village reserves the right to accept or reject any and all proposals received pursuant to this request, to negotiate with one or all qualified respondents, to cancel in part or in its entirety this RFP, and/or to waive irregularities and/or informalities in any proposal if it is in the best interest of the Village to do so.

This RFP does not in any way commit the Village of Croton-on-Hudson to reimburse respondents for any costs associated with the preparation and submittal of a proposal.

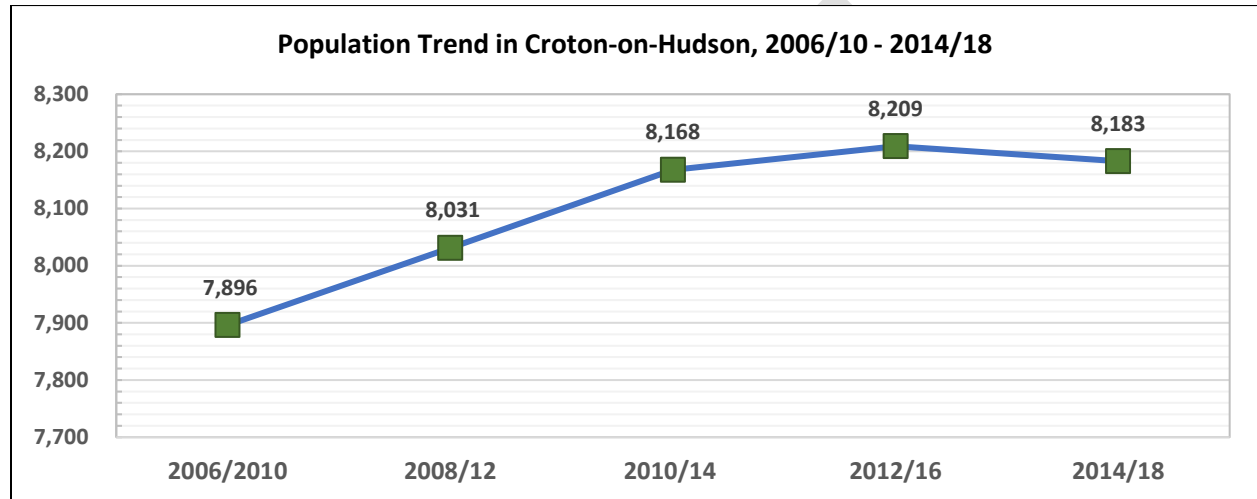
The information presented in this RFP is believed to be reliable. However, interested parties should rely on their own research and experts for counsel.

ATTACHMENT B: MARKET TRENDS

The data below presents demographic and market trends derived from data mainly collected from the US Census American Community Survey's five-year average data for Croton-on-Hudson.

POPULATION TRENDS

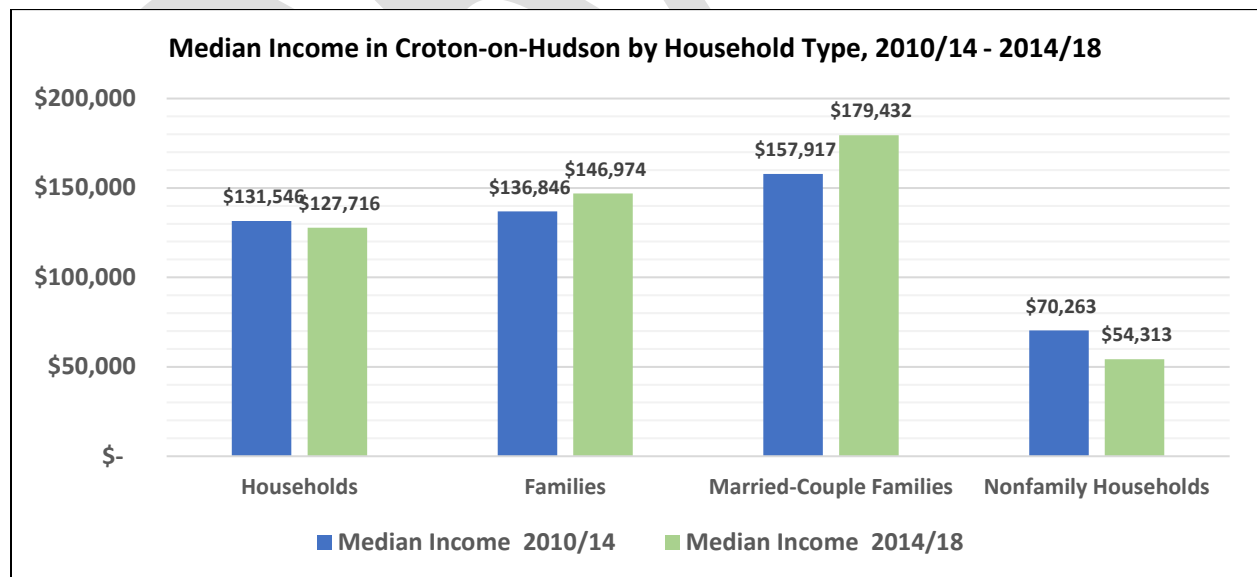
Between 2006/10 and 2014/18, the total population of Croton-on-Hudson has grown by 4% from 7,896 persons to 8,183 persons.



Source: US Census American Community Survey

MEDIAN INCOME

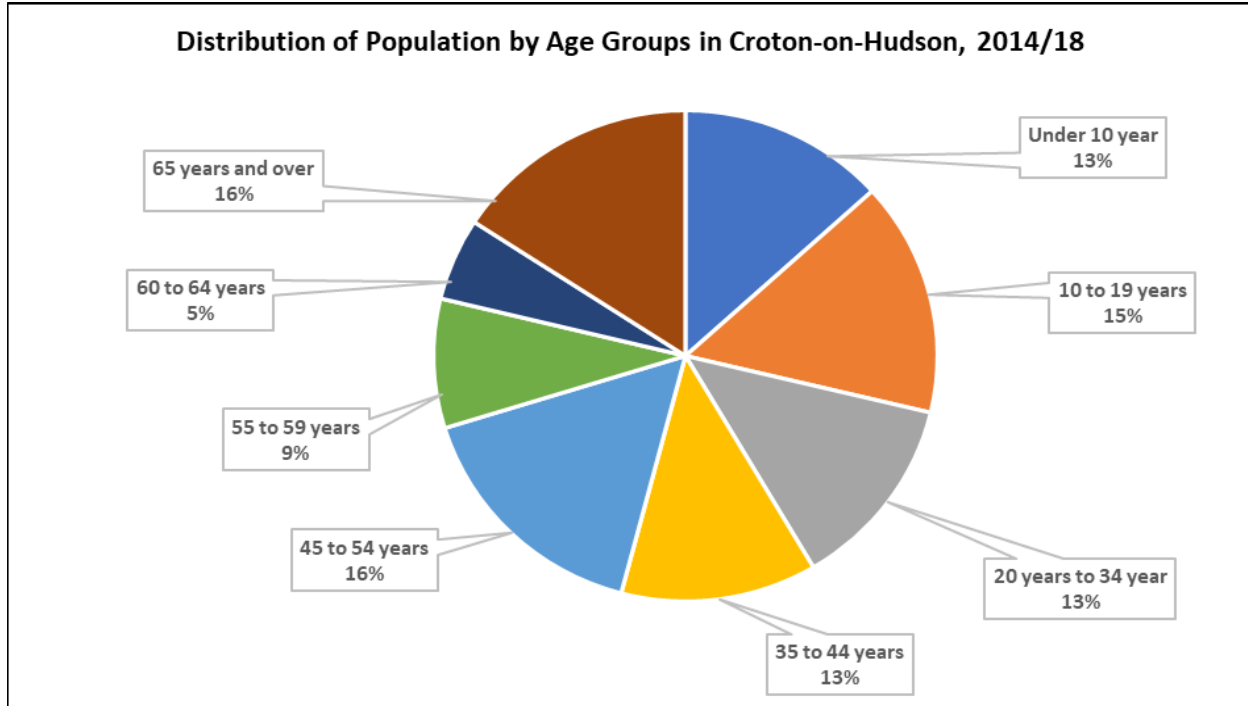
Overall, income levels stayed relatively flat for Croton households between 2010/14 and 2014/18. However, the income levels of married couple families increased by 14% from \$158K to \$179.5K.



Source: US Census American Community Survey

AGE OF RESIDENTS

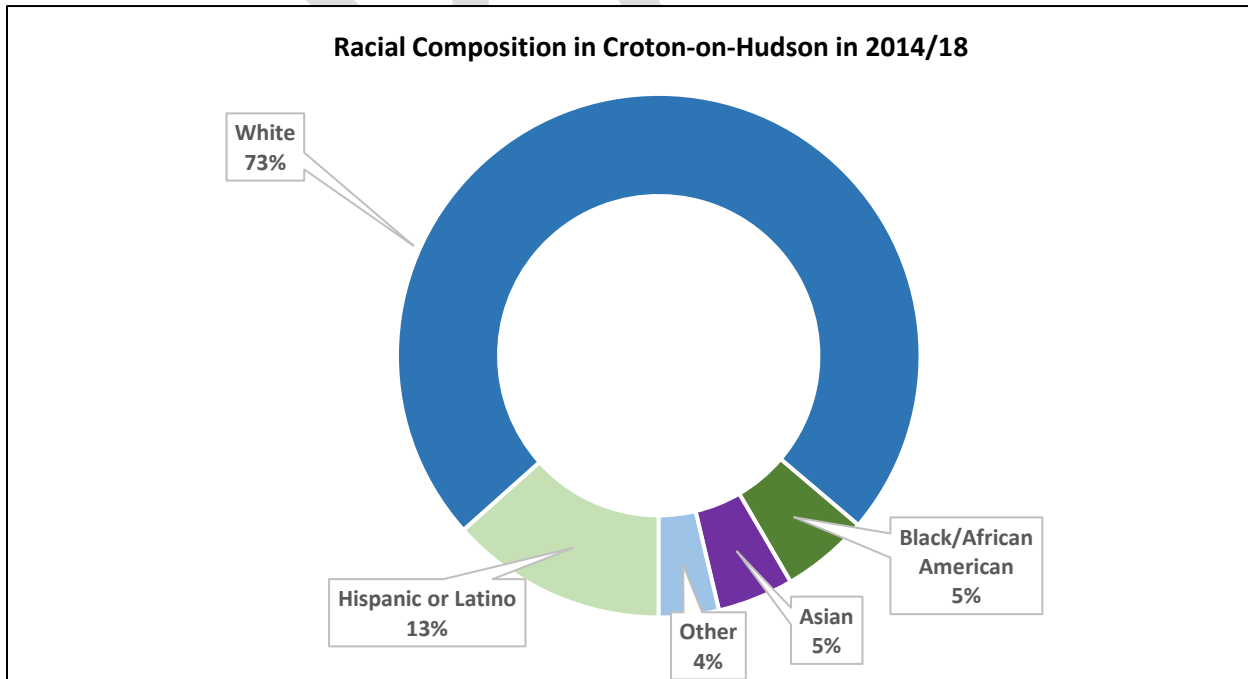
More than a quarter of the village's population (29%) is aged between 35 and 54 with a median age of 43.



Source: US Census American Community Survey

RACIAL COMPOSITION

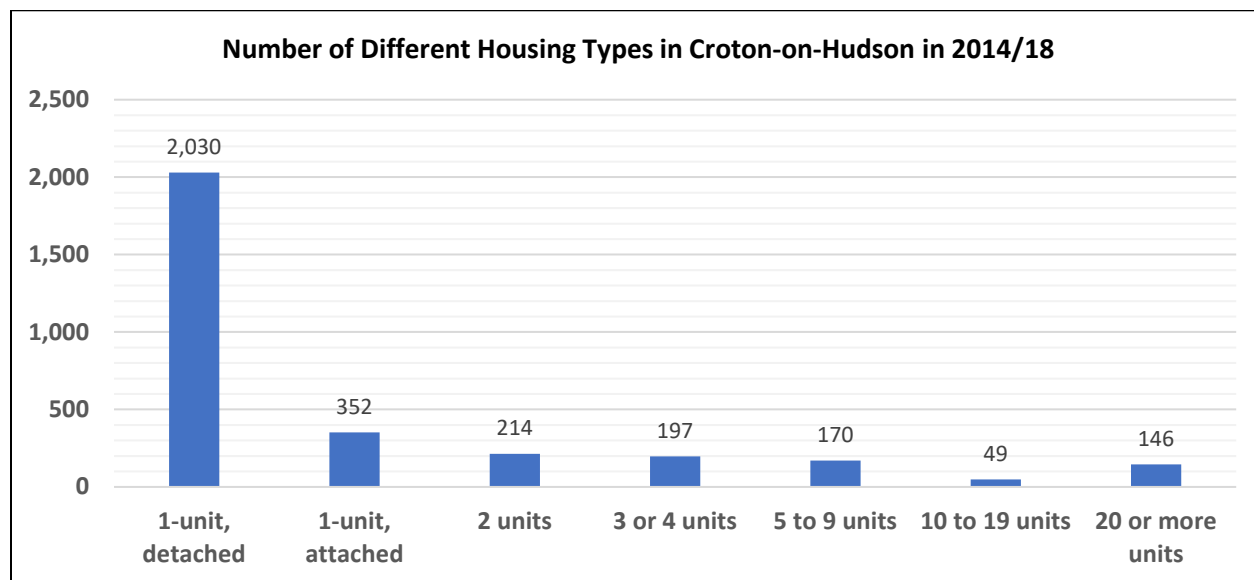
More than a quarter of the village's population (17%) identify as a racial minority or non-white Hispanic.



Source: US Census American Community Survey

TYPE OF HOUSING

The vast majority (75%) of the village's 3,167 housing units consists of single-family homes including both attached and detached houses.



Source: US Census American Community Survey

VACANCY

Croton has a housing vacancy rate of under 5%. *To be Confirmed: Anecdotal evidence suggests that there is currently zero vacancy in multifamily rental buildings.*

HOUSING TENURE

The overwhelming majority of the occupied housing units (72%) in Croton are owner-occupied. However, the number of rentals has increased from 703 in 2010/14 to 838 in 2014/18.

Housing Tenure, 2010/14-2014/18				
	2010/14		2014/18	
	#	%	#	%
Occupied housing units	2,934		3,027	
Owner-occupied	2,231	76%	2,189	72%
Renter-occupied	703	24%	838	28%
Average household size of owner-occupied unit	2.79		2.75	
Average household size of renter-occupied unit	2.5		2.36	

Source: US Census American Community Survey

HOUSING VALUES

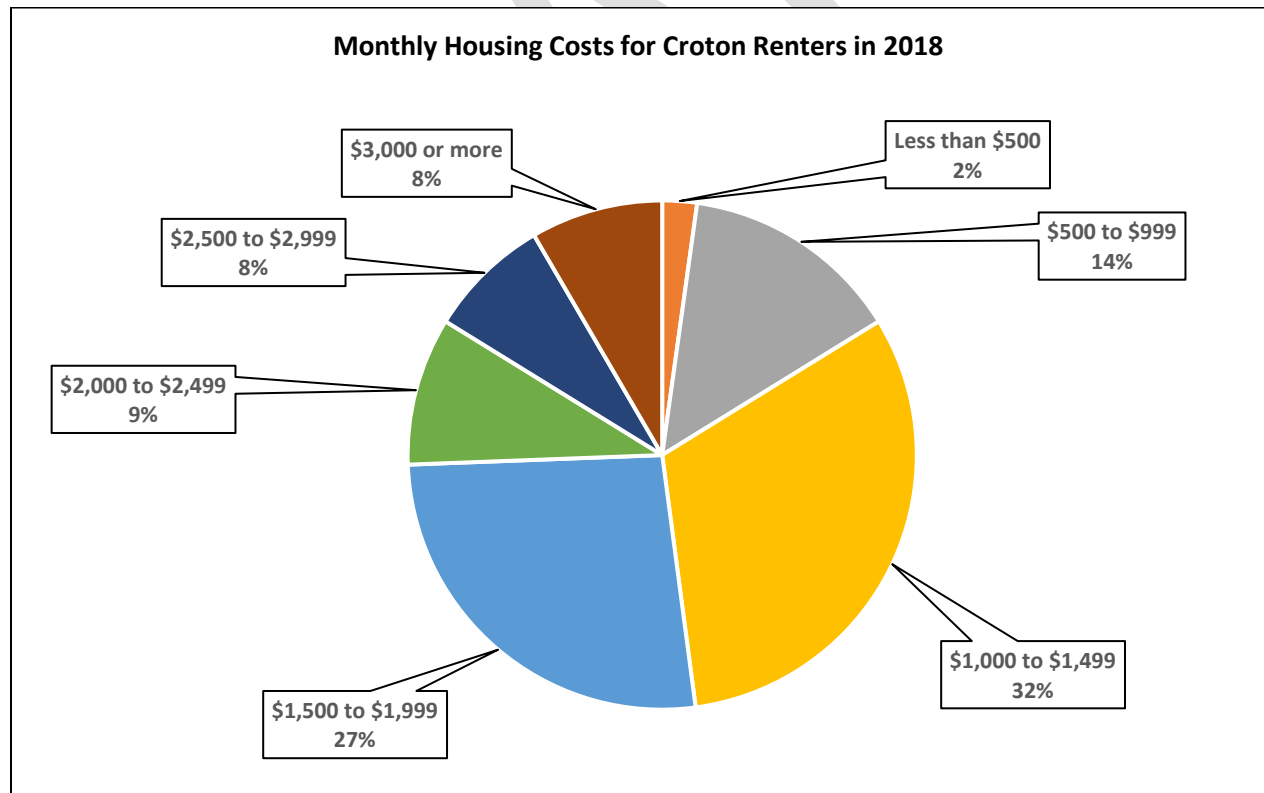
Between 2010/14 and 2014/18, the value of homes in Croton increased from \$496K to \$547K.

Housing Value, 2010/14 - 2014/18				
	2010/14		2014/18	
	#	%	#	%
Owner-occupied units	2,231	2,231	2,189	2,189
Less than \$50,000	12	1%	37	2%
\$50,000 to \$99,999	5	0%	0	0%
\$100,000 to \$149,999	9	0%	0	0%
\$150,000 to \$199,999	0	0%	0	0%
\$200,000 to \$299,999	149	7%	77	4%
\$300,000 to \$499,999	965	43%	811	37%
\$500,000 to \$999,999	1,020	46%	1,179	54%
\$1,000,000 or more	71	3%	85	4%
Median (dollars)	\$ 496,000	(X)	\$ 547,700	(X)

Source: US Census American Community Survey

MONTHLY RENTAL COSTS

The median rent in 2018 for Croton renters was \$1,540 compared to \$1,460 in 2014. About ¼ of Croton renters in 2018 paid more than 2K for rent. *[More rental demand data to be added at time of publication]*



Source: US Census American Community Survey