



# NEW HOUSING NEW YORK LEGACY PROJECT

REQUEST FOR PROPOSALS

July 11, 2006

**ADDENDUM No. 1 with New Exhibits**



THE CITY OF NEW YORK  
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT

Michael R. Bloomberg, *Mayor*

Daniel L. Doctoroff  
*Deputy Mayor for Economic Redevelopment and Rebuilding*

Shaun Donovan, *Commissioner*

## **The New Housing Marketplace**

**CREATING HOUSING FOR THE NEXT GENERATION**



AIA New York Chapter



**1.0 STEP 1: OPEN REQUEST FOR QUALIFICATIONS****1.1 Additional Materials Requested**

In order to determine each Respondent Team's ability to finance a mixed-used development project of this scale, the NHNY Steering Committee is amending the submission requirements to Step 1. In addition to Tabs A-G, Respondent Teams must also submit the following two (2) documents as part of its Step 1 submission rather than part of Step 2 as originally indicated:

1. Assets Statement (Tab L)
2. Financial Fitness Narrative (Tab N). A written narrative (no more than 1 page) of how the Respondent Team intends to approach the financing of the Project. Please provide an order of scale estimate of the total development cost and a description of how the Developer intends to contribute to the Project, whether through an equity contribution or through a deferred developer fee. The written narrative will be used to determine each Respondent Team's financial fitness. It is not intended to be a preliminary proposal. There is no need to name sources and uses.

**1.2 Submission Process**

The deadline for the Step 1 Submission, including the additional materials requested, remains:

**4:00 PM EST on Monday, July 24, 2006.** Submissions must be sent by mail or delivered by hand (proposals submitted by facsimile and email will NOT be accepted) to:

NHNY Legacy Project  
c/o Center for Architecture  
536 LaGuardia Place  
New York, NY 10012

If Respondent Teams require additional time to submit the Assets Statement (Tab L) and the Financial Fitness Narrative (Tab N), Respondent Teams may submit five (5) copies of only these portions of the Step 1 Submission by **4:00 PM EST on Monday, July 31, 2006** to:

NHNY Legacy Project  
c/o Karen Hu  
100 Gold Street, Room 9-G  
New York, NY 10038

Submissions must be sent by mail or delivered by hand (proposals submitted by facsimile and email will NOT be accepted).

**1.3 New Submission Requirements**

Each Respondent shall submit one (1) reproducible original, and four (4) copies of their submission in 8-1/2" x 11" format (11"x17" pages may be folded). All proposals must be packaged in **one-inch** (1") three-ring binders. Responses must include the Step 1 Response Forms (See Exhibit Tabs A-G, L, N).

Exhibit Tabs A-G must not exceed forty (40) pages overall. There is no page limit for Tab L – Asset Statement. Tab N – the Financial Fitness Narrative must not exceed one (1) page.

The original and all copies must be clearly labeled, containing Respondent's return address and contact information; the face of the package should be labeled "NHNY RFP Step 1."

All Respondents must submit the Step 1 Response Forms in the following order:

- 1) **Step 1 Response Completeness Checklist (Exhibits Tab A)**
- 2) **Respondent Entity Information and Team Structure (Exhibits Tab B)**

Identify the Respondent Team entities/members and describe the proposed team structure. Indicate the interrelationship between team members and a plan for working together through an integrated process. Include resumes for key personnel. At a minimum, the Respondent Team must include:

- DEVELOPER
- DESIGN TEAM
  - Design Architect
  - Housing Architectural Consultant and/or Architect of Record  
(if different than Design Architect above)
  - Structural Engineer
  - Mechanical / Plumbing Engineer
  - LEED-Certified Environmental Consultant

*Optional Design Team members could include:*

*Landscape Architect*  
*Electrical Engineer*  
*Lighting Consultant*

- CONSTRUCTION MANAGER / GENERAL CONTRACTOR

- 3) **Respondent Entity Principal Questionnaire (Exhibits Tab C)**

**4) Respondent's Letter of Interest (Exhibits Tab D)**

Provide a general description of the Respondent Team, as well as a summary of the team's past experience as it relates to the vision for this Project. *No more than one page.*

**5) Respondent's Letter of Understanding (Exhibits Tab E)**

Each Step 1 Response must include this letter, signed by an authorized representative of the Respondent. Selection of a Development Team will mean only that HPD will commence negotiations with such Development Team regarding development of the Site. This letter sets forth certain information regarding the Project and procedures that form the basis of negotiations with HPD.

**6) Development Experience (Exhibits Tab F)**

Provide information on five (5) projects executed within the last ten (10) years, including one completed project of similar scale. The developer must have comparable experience in New York City. A detailed description of any innovative financing models used may be added. *No more than three pages.*

**7) Design Portfolio (Exhibits Tab G)**

Provide a portfolio of relevant projects executed within the last ten (10) years, including one completed project of similar scale. Projects must represent work by both the developer and architect, though not necessarily as collaborative efforts. For each project, include the following: (1) the name of the lead designer, (2) plans, elevations, sections and site plans for each project, (3) three dimensional exterior images or other drawings and photos, as desired; and (4) a brief written description highlighting the salient characteristics of the project, including the design and/or development philosophy and financing approach (if applicable) and a description of what was innovative about the design. List any design citations or awards, and entries to design competitions. Present each project on up to three (3) sheets, including all text. Format may be either landscape or portrait, but not both; sheets may be either 8.5x11 inches or 11x17 inches. *The portfolio must be no more than 15 pages total.*

**8) Assets Statement (Exhibits Tab L)**

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

Assets Statement in Exhibits Tab L may be used.

**9) Financial Fitness Declaration (Exhibits Tab N)**

A written narrative of how the Respondent Team intends to approach the financing of the Project. Please provide an order of scale estimate of the total development cost and a description of how the Developer intends to contribute to the Project, whether through an equity contribution or through a deferred developer fee. The written narrative will be used to determine each Respondent Team's financial fitness. It is not intended to be a preliminary proposal. There is no need to name sources and uses. *No more than 1 page.*



**Exhibit: Tab A – Step 1 Completeness Checklist**

---

<b>Tab</b>	<b>Exhibit</b>	For Respondent Use ONLY ✓	For Jury Use ONLY ✓
A	Step 1 Response Completeness Checklist		
B	Respondent Entity Information & Structure		
C	Respondent Entity Principal Questionnaire		
D	Respondent's Letter of Interest		
E	Respondent's Letter of Understanding		
F	Development Experience		
G	Design Portfolio		
L	Assets Statement		
N	Financial Fitness Narrative		



**Exhibit: Tab H – Step 2 Completeness Checklist**

Tab	Exhibit	For Respondent Use ONLY ✓	For Jury Use ONLY ✓
H	Step 2 Response Completeness Checklist		
I	Project Narrative & Design Documents		
	1. Site Design and Planning		
	2. Design / Architectural Documents		
J	Sustainability Narrative		
	1. LEED Checklist		
	2. NYSERDA Energy Star Simulation Guidelines		
K	Project Financing		
	1. Condo / Co-op Project Income & Affordability		
	2. Rental Project Income & Affordability		
	3. Purchase Price and Affordability Calculations		
	4. Rent and Affordability Calculations		
	5. Construction Period Uses of Funds		
	6. Construction Financing Sources		
	7. Permanent Financing Sources		
	8. Condo / Co-op Pro Forma Income and Expense Schedule		
	9. Rental Pro Forma Income and Expense Schedule		
M	Project Development Schedule		



**Exhibit: Tab L – Assets Statement**

---

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

**Principal or Individual whose assets are described below:**

---

**1. Personal Information**

Name:

Business Name:

Business Phone:

Marital Status:

Residence Address:

City:  
State:  
Zip Code:

Business Address:

City:  
State:  
Zip Code:

Position (Title):

Years of Service:

Salary:

Bonus/Commission:

Other Income:

Source of Other Income:

Gross Life Insurance:

Beneficiaries:

Are you a defendant in any lawsuits or legal action?

If so, please describe:

Do you have any contingent liabilities?

If so, please describe:

## 2. Statement of Financial Condition

<b>Assets</b>	<b>Dollars (omit cents)</b>	<b>Liabilities</b>	<b>Dollars (omit cents)</b>
Cash On Hand and in Banks		Notes Payable to Banks <i>Secured</i>	
Notes Receivable		Notes Payable to Banks <i>Unsecured</i>	
Mortgages Owned See <b>Schedule A</b>		Notes Payable to Others <i>Secured</i>	
		Notes Payable to Others <i>Unsecured</i>	
Marketable Securities Owned See <b>Schedule B</b>		Debt Balances in Margin  Accounts with Brokers	
Real Estate Owned See <b>Schedule C</b>		Mortgages on Real Estate See <b>Schedule C</b>	
Cash Value of Life Insurance		Loans Against Life Insurance	
Other Assets* (Itemize)		Other Liabilities (Itemize)	
<b>Total Assets</b>		<b>Total Liabilities</b>	
		<b>Net Worth</b>	

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

**Schedule A: Mortgages Owned**

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

Mortgages Owned	Dollars (Omit Cents)	Collateral?

**Schedule B: Marketable Securities Owned**

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

Marketable Securities Owned	Dollars (Omit Cents)	Collateral?

## Schedule C: Real Estate Owned and Property Income

### C1. Real Estate Owned

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

\*If any title to Real Estate is in any name other than your own, state the extent of your interest, explaining all efforts, claims, or debts against such name.

By whom are present mortgages on property held?

Are any mortgage(s) endorsed or guaranteed? If so, by whom?

C2. Income from Properties

	Real Estate Owned (by property number above)				
	No. 1	No. 2	No. 3	No. 4	No. 5
Present Annual Gross Income <i>Not Including Vacancies and Concessions</i>					
Less Total Operating Expenses and Property Taxes					
Net Income					
Less Amortization and Income Payments					
Net Profit					
Net Rental Value of Present Vacancies					
Annual Rental Value of Space on which lease expires during the next six months					
Net Profit Last Year					
Amount and Classes of Insurance Carried					

List other encumbrances, debts, taxes, mortgage installments or interest past due.

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

### 3. Signature Page

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

Name of Principal: \_\_\_\_\_

Signature of Individual: \_\_\_\_\_

Print Name and Title of Individual: \_\_\_\_\_

Date: \_\_\_\_\_



## Exhibit: Tab N – Financial Fitness Narrative

---

A written narrative (no more than 1 page) of how the Respondent Team intends to approach the financing of the Project. Please provide an order of scale estimate of the total development cost and a description of how the Developer intends to contribute to the Project, whether through an equity contribution or through a deferred developer fee.

The written narrative will be used to determine each Respondent Team's financial fitness. It is not intended to be a preliminary proposal. There is no need to name sources and uses.