POST OFFICE PLAZA REDEVELOPMENT

Request for Qualifications
Developer + Development Team

Submitted by:
Borough of Chatham

Issuance Date	June 5, 2018
Response Date	July 10, 2018

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60 Union Street, #1N
Newark, NJ 07105

ACKNOWLEDGMENTS

Chatham Residents + Stakeholders

Mayor

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Borough Administrator

Stephen W. Williams

Borough Council

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Peter Hoffman
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Borough Engineer

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Greenbaum, Rowe, Smith + Davis LLP

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PROJECT SNAPSHOT

Site Location:	The designated Area in Need of Redevelopment is located just south of Chatham's Main Street, approximately 500 feet away from the Chatham Train Station, and one mile west of New Jersey State Route 24 and the John F Kennedy Parkway. The site is located behind the lots which front onto Main Street (NJ 124) between South Passaic Avenue and Bowers Lane, and north of the rail embankment, as well as those lots that front onto Bowers Lane from the east, and the two lots fronting onto Main Street between Bowers Lane and Hillside Avenue. Current Designated Lots: Block 121, Lots 10, 11, 12 13 and 17; and Block 122, Lots 1, 2, 13, 14, 15, 16, 17, and 18.
Square Footage:	Total developable area is 5.4 acres (2.2 acres publicly owned).
Current Zoning:	All parcels in Block 121 of the Redevelopment Area and Lot 1 in Block 122 lie in the B-4 (Community Business) district. Lots 13-18 in Block 122 lie in the Borough's AFD-4 (Affordable Housing) district. Lot 2 in Block 122 lies in the B-3 (General Business) district. The Borough of Chatham will establish, in collaboration with selected redeveloper(s), a redevelopment plan(s) with development controls and design guidelines as part of the redevelopment planning and agreement negotiating process.
Required Parking:	Based on New Jersey Residential Site Improvement Standards. Parking requirements may be negotiated and amended in the redevelopment plan based upon findings in a parking study to be provided by the developer as well as considerations regarding shared parking. However, the existing 123 public parking spaces need to be replaced within the redevelopment project with a desire for additional shared commuter parking to be Borough controlled.
Redevelopment Status:	The site was designated as a non-condemnation Area in Need of Redevelopment by the Borough Council by resolution on February 12, 2018.
Business Terms:	Business terms, including if and how the municipality disposes of property, will be determined as part of the Redevelopment Agreement negotiations. The developer is expected to provide the necessary financial pro formas for the Borough to evaluate and determine disposition terms. Defensible terms must be established if terms differ from appraised value.
Type of Development:	Buildings with height consistent and complementary to existing Borough district zoning. Mixed-use development, which is anticipated to include structured parking, residential, commercial/retail and public space. Respondents may propose additional uses.

Residential Affordability: The Borough is committed to equitable development. The Borough's Housing Element and Fair Share Plan (HEFSP), revised through April 2016, specifically identified five (5) parcels within the Redevelopment Area along Bowers Lane (Block 122, Lots 13-17) to be rezoned (AFD-4) at a density of 36 units per acre. It should be anticipated that any residential development within the Post Office Plaza Redevelopment Area will be required to contain, at minimum, a 15% set-aside for affordable rental housing or a 20% set-aside for affordable for-sale housing.

Respondents will be expected to comply with all applicable local ordinances as well as state statutes, administrative codes and/or case law applicable at the time redevelopment agreements are executed. More specifically, respondents should consult the Borough Code, Chapter 69: Affordable Housing and Chapter 119: Development Fees.

Unique and creative proposals, such as provision of housing for underrepresented populations (i.e. special needs, veterans, etc.) are welcome. Any specific inquiries with regard to the provision of affordable housing should be submitted in accordance with the directions provided below in *Other Information* on page 20 of this Request for Qualifications.

Land Use + Elements: The Site will require a redevelopment plan and agreement to be approved by the Governing Body pursuant to the New Jersey Local Redevelopment and Housing Law and will require site plan approvals through the Chatham Planning Board, pursuant to the New Jersey Municipal Land Use Law.

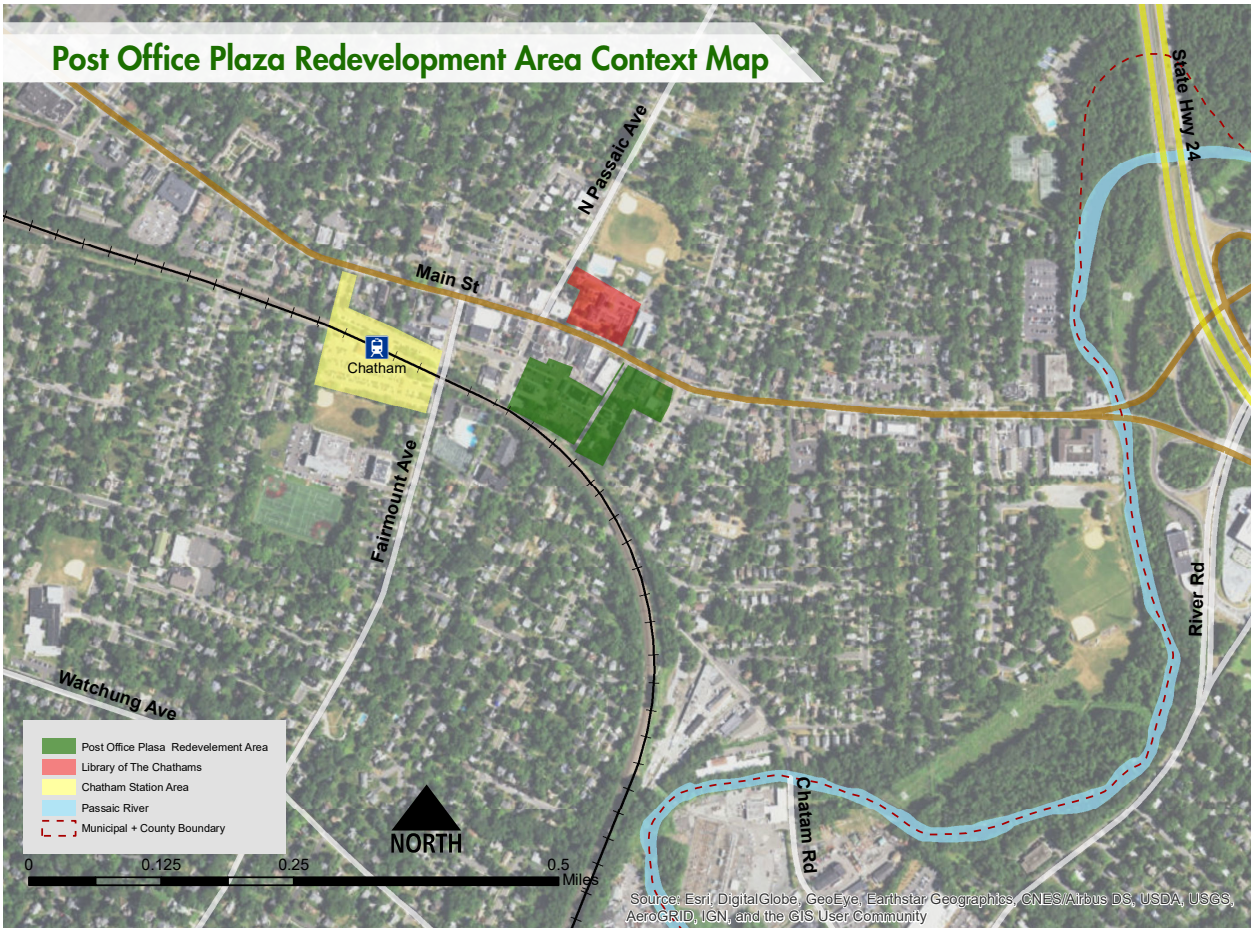
Site Preparation: Developer is responsible for identifying and securing all permits and approvals from applicable county or state entities. The Borough of Chatham will make best efforts, as appropriate, to assist the redeveloper in obtaining necessary permits.

Other: The Borough is seeking to provide a concessionaire liquor license. Proposal should include appropriate uses that will take advantage of such an opportunity. Additionally, all utilities, both existing and proposed, on the blocks for which the developer is designated must be located/relocated underground or within buildings. For Block 121 this will include utilities along South Passaic Avenue from the rail trestle to Main Street, along Main Street from South Passaic Avenue to Bowers Lane, and along Bowers Lane from Main Street to the New Jersey Transit rail embankment. For Block 122 this will include utilities along Main Street from Bowers Lane to Hillside Avenue and along Bowers Lane from Main Street to the New Jersey Transit rail embankment. Developers will propose a temporary parking plan during construction to not interrupt surounding business and residential operations.

INTRODUCTION

The Borough of Chatham, New Jersey ("Borough") invites qualified developers ("Respondents") to submit qualifications for the redevelopment of the Post Office Plaza Redevelopment Area (the "Redevelopment Area"). Through a transparent and competitive selection process, a development team will be designated to redevelop one of the Borough's most important areas in its downtown. The Borough and the designated developer will enter into a public-private partnership to create an award-winning smart growth design and development within the Borough's central business district.

The redevelopment of this area is an integral component of the Borough's broader effort to create healthy, livable neighborhoods and districts that are connected by safe, user-friendly multimodal streets and transportation networks for Chatham residents, businesses, and visitors (bike, car, pedestrian, and public transit riders). It is the Borough's goal to link community assets to one another and to the key landmarks in the Borough, such as the retail corridor along Main Street and the Borough Train Station.



The purpose of this Request for Qualifications (RFQ) is to identify a qualified Development Team to prepare a full development proposal, in collaboration with the Borough's redevelopment professionals, for a publicly-owned parking lot and, if appropriate, additional private parcels. The process for creating the development proposal shall include the Respondent's facilitation and participation in a civic engagement process that will be established as part of the public-private partnership with the Borough. The final development proposal will be incorporated into a Redevelopment Plan to be developed by the Borough's redevelopment professionals and approved by the Borough of Chatham's Redevelopment Entity.

The Redevelopment Area is considered within the broader context in which the site is located (see *Redevelopment Area* section below for explanation and identification of redevelopment sites). While the Redevelopment Area consists of fourteen (14) separate parcels, including the publicly-owned parking section located in the center of the Redevelopment Area, the design and redevelopment of the parcels must be considered within the surrounding downtown area context. Elements of urban design must include circulation, public spaces, access and connectivity, as well as potential redevelopment of other privately-owned parcels within or adjacent to the Redevelopment Area.

According to the 2016 ACS, the Borough of Chatham has a population of 9,030 comprised of 88.7% White, 8.8% Asian, 0.7% Black or African American, 0.5% another race alone, and 1.3% two or more races. Additionaly, 9.2% of Chatham Borough's residents identify as Hispanic. The median household income is approximately $150,625. In terms of housing tenure, 20.3% of the households rent, while 79.7% of housholds own their homes. There is not a reported vacancy rate in owner-occupied units, but rental units have a 10.8% vacancy rate. Approximately 9.8% of residents are foreign born and 17.5% speak a language other than English at home. Additionally, 76.0% of residents 25 years of age and over have obtained Bachelor's degrees or higher.

The Chatham Train Station is active with riders from morning to night. With direct access to regional centers, including Newark and New York City, approximately 8,000 NJT riders board every week from the station. The Borough is seeking development that supports and encourages transit use and multimodal forms of transportation. The Post Office Plaza Area is a priority reinvestment area for the Borough for transit-oriented development. The selected Respondent is expected to contribute to the larger comprehensive planning process by participating in, and then incorporating, public feedback from civic engagement activities and workshops.

According to the most recent Master Plan Reexamination in 2016:

> Chatham is essentially a built-out community. Vacant land today generally consists of small, scattered parcels; therefore, development pressure tends to take the form of small-scale infill development, tear-downs, and redevelopment opportunities. The community values the character of its neighborhoods, the quality of its traditional, compact form and interconnected street network, and the Borough's proximity and accessibility to New York City and the metro region.

Chatham's historic growth has occurred with a centralized community infrastructure and well-defined commercial and industrial areas along well-established transportation corridors. The local schools, library, fire and police facilities, parks and recreation facilities, water supply system, wastewater treatment facilities and railroad station all provide a tangible sense of community and self-sufficiency, whether owned and operated privately, publicly or jointly with adjacent towns.

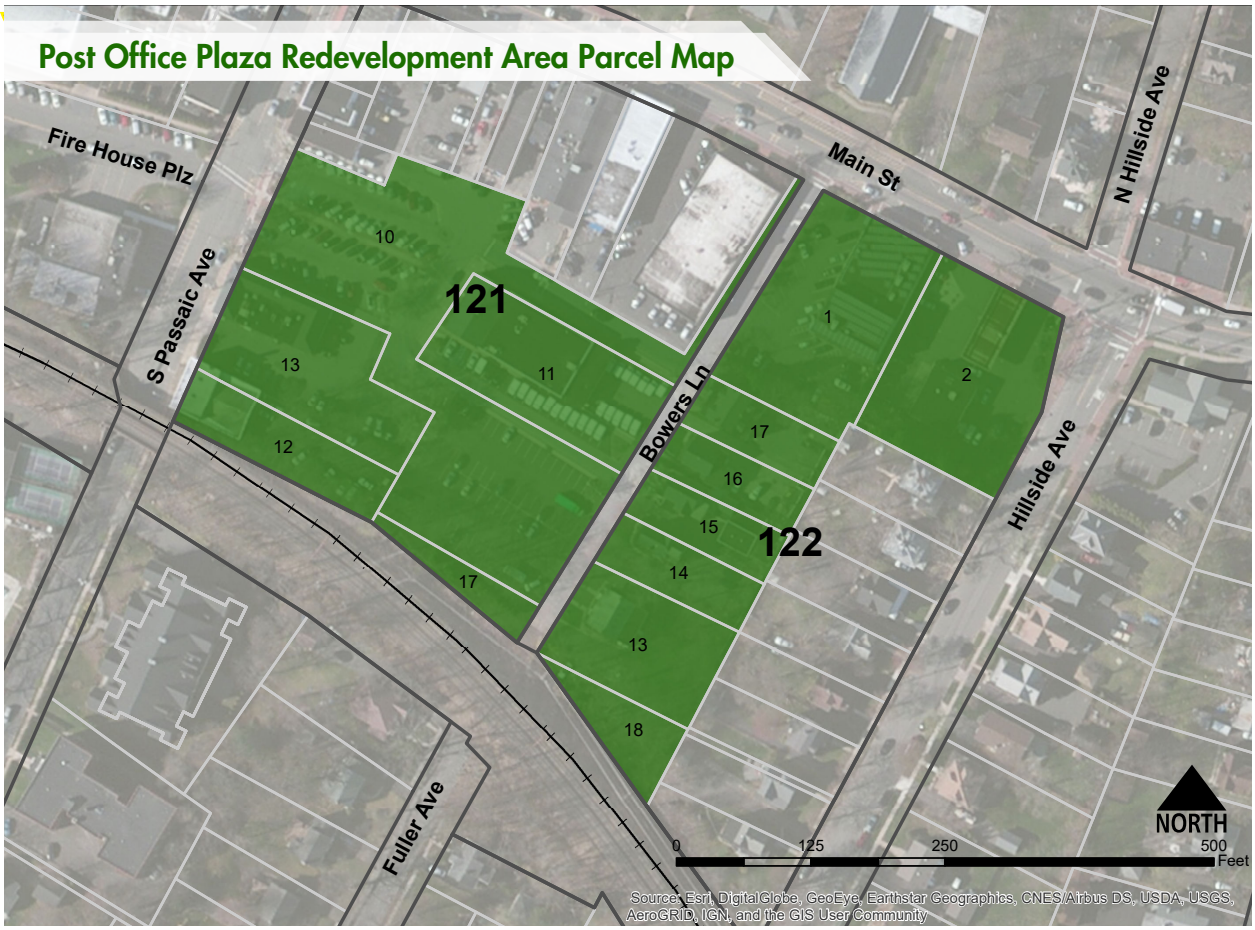
The current mix of predominantly single-family dwellings, combined with townhouses and multifamily apartments, provides a reasonable variety of options for a population with a range of family sizes and economic circumstances. As older housing stock is updated and redeveloped, this diversity of housing types and affordability for all age groups should be maintained and enhanced where feasible.

As a densely populated community, the preservation and maintenance of open space is essential to making the Borough an attractive and pleasant place to live, to providing recreational opportunities for residents, and for protecting the Borough's natural resources and the environment in general.

Chatham has dedicated leadership and professionals with a proven track record of conceptualizing and implementing catalytic redevelopment projects. They are committed and ready to implement the vision and goals established by the community through this redevelopment effort. The Post Office Plaza Redevelopment area is a prime location within a highly-desirable and growing community. Therefore, all proposals and development teams will be thoroughly and considerately reviewed to ensure the best reuse of this key area in the Borough's downtown.

THE REDEVELOPMENT AREA

The Redevelopment Area includes a public parking lot located in the center of redevelopment area. The lot and surrounding private parcels were designated as an "Area in Need of Redevelopment" by the Borough Council pursuant to N.J.S.A. 40A:12A-6 et seq. on February 12, 2018. A Redevelopment Plan was not established for the Study Area at that time. The Borough and the designated developer will cooperate through a public-private partnership to create a Redevelopment Plan that will govern land use, zoning, and design regulations, pursuant to N.J.S.A. 12A-7 et seq. The Plan will establish a feasible and predictable "as-of-right" redevelopment opportunity that is supported by public consensus.



The Redevelopment Sites consist of fourteen (14) separate parcels, three of which (2.2 acres) are owned by the Borough of Chatham.

Block	Lot	Acres	Owner
121	10	1.98	Borough of Chatham
121	11	0.47	Chatham Robbins Property LLC
121	12	0.24	South Passaic Avenue Associates LLC
121	13	0.41	Baweja Family LLC
121	17	0.09	Borough of Chatham
122	1	0.54	Alaman Associates / Liberty Drug
122	2	0.59	Campus ServiCenter Inc
122	13	0.33	Sullivan, Neil M
122	14	0.16	Driscoll Properties, L.P.
122	15	0.16	Driscoll Properties, L.P.
122	16	0.16	Driscoll Properties, L.P.
122	17	0.15	Driscoll Properties, L.P.
122	18	0.13	Borough of Chatham
	Total:	**5.42**	

Based on a review of title histories within the Redevelopment Area, interviews with property owners and preliminary planning recommendations, the following key points relating to the Borough's parcels should be taken into consideration by all respondents:

- A storm sewer easement traverses the Borough's parking lot (among other parcels). Based on the Borough's preliminary engineering assessment, relocation of the easement and underlying infrastructure would be feasible.
- Ownership of Lot 17 within Block 121 and Lot 18 within Block 122, both located along the rail right-of-way, is subject to confirmation. Available records are conflicting, but are owned either by the Borough or New Jersey Transit.
- The Borough's parcel within Block 121 shares a parcel boundary with all properties fronting along Main Street within that block. Historically, access to rear yard parking and essential services has been achieved through use of the Borough's parcel. In order to support the continued success of the Main Street parcels, the Borough will prioritize that this access be maintained, regardless of any legal obligations to do so, or lack thereof.

All public properties will be disposed of independently from the private properties.

The project site is a non-condemnation redevelopment area, and as such, the municipality will not intervene with private negotiations and cannot guarantee that these transactions will occur. Acquisition and integration of private properties is not a requirement to be qualified for the Borough-owned property. Respondents that opt to seek qualification for privately-owned parcels shall provide documentation demonstrating reliable site control, to be determined at the discretion of the Borough, as part of their qualifications statement.

Respondents may present a compelling redevelopment vision for other proximate sites not identified in this RFQ to create a larger assemblage of both public and private development sites.

The Borough envisions a development proposal that is built on the following core principles for redevelopment in Chatham:

Civic Engagement

- An iterative planning process, with feedback loops, that represents Chatham's commitment to engaging the public in building their Borough and communities.

Pedestrian-Friendly Streets

- Streets that have physical characteristics designed for multiple users and uses (outdoor eating, storefront benches, street fairs, farmers' markets, etc.).
- Sidewalks that are highly accessible using ADA universal design standards.
- Promote walkability with pedestrian-scale street lighting and other designs (decorative paving patterns, street art, woonerfs, bike racks, etc.).
- Provide safe, attractive and intuitive routes to transit throughout the Redevelopment Area.
- Create a positive pedestrian realm that encourages walking and a healthy lifestyle as an alternative mode of transportation through design and ease of access and circulation.

Reduce Negative Impact of Car Circulation + Traffic Issues

- Coordinate with local, county and state departments of transportation to develop cost efficient and long-term solutions for reducing the negative impacts of car circulation surrounding the site.
- Address the local and regional traffic patterns of through traffic between Madison, Summit, Rt. 24, etc.
- Develop on-and-off-site car circulation and parking solutions that create safe and friendly pedestrian and bike circulation within and surrounding the site.
- Provide accommodations for cyclists.
- Successful integration with transit facilities to minimize vehicle miles travelled within the Redevelopment Area.
- Access and serviceability of surrounding properties with regards to waste, deliveries, services, etc should be considered.

Architecture that is Characteristic of Chatham

- Traditional and contemporary architectural detailing that refers to Chatham architecture and urban design.
- Mixed-use and residential buildings that maximize windows and views onto the streets (eyes on the street).
- Scale that is appropriate given project requirements and surounding/existing conditions.

Green Infrastructure

- Street trees that create a canopy for the sidewalk, reducing temperature during the summer.
- Planted areas, greenways, and swales to detain and reduce the water entering the storm management system.

Quality, Usable Open Space

- Designed and programmed for passive community recreation purposes (strolling, sitting, relaxation, people watching, public markets, special events, etc.)
- Environmental design that maximizes opportunities for green infrastructure, pedestrian circulation, and open space.
- Transitional areas, such as "Transit Plazas," where pedestrian transit riders can safely cross between rail, vehicles and other modes of transit.
- Open space that is of high quality design and includes features such as public amenities, water features and programming space.

Environmental and Energy Design

- Development and design that meets certification standards of the U.S. Green Building Council: Leadership for Environmental and Energy Design (LEED) – Neighborhood Development.
- Development and design that promotes Chatham as one of New Jersey's most livable and sustainable municipalities and is in compliance with the Borough's Sustainable Jersey designation.

Equitable Development

- Redevelopment strategy that promotes mixed-income neighborhoods for a diversity of households in Chatham.

Residential Set-Asside

Ordinance Reference:	Chapter 69: Affordable Housing
Minimum Set-Asides:	15% of rental units 20% of for-sale units
Affordability Mix:	Very Low Income - 13% minimum Low Income - 50% minimum, within each bedroom distribution Moderate Income - 37% maximum
Bedroom Mix:	Studio / 1-Bedroom: 20% max 2-Bedroom: 30% minimum 3-Bedroom: 20% minimum Remainder of units within developer's discretion

Control Period:	Minimum of 30 years (deed restricted) for rental or owner-occupied units.
Other Standards:	Please consult the Borough code for additional inquiries regarding the required affordability structure and associated controls.

Non-Residential Development Fee

Ordinance Reference:	Borough Code, Section 119-5
	In addition to the minimum inclusionary requirements enumerated above, non-residential components shall be subject to a development fee totaling 2.5% of the equalized assessed value of non-residential improvements. These funds will be deposited within the Borough's Affordable Housing Trust Fund to be used for housing initiatives throughout the Borough.

Promotes District Economic Development

- Street level uses and frontages that enhance and build strong connections to the adjacent, existing commercial corridors.
- Mixed-use buildings that maximize street level retail and neighborhood-serving commercial uses based on current and projected market demand.
- Flexible development infrastructure and site plan that anticipates changing market conditions and opportunities.
- Improves access and circulation to existing businesses.

Chatham seeks to incorporate elements of successful urban design projects and build upon the experience of other thriving Transit-Oriented Developments (TOD). Photographs of comparably scaled projects are included herein, chosen for their architecture, urban design, environmental design, and multimodal accessibility. Architecture is human-scaled and reflects the mix of contemporary and traditional design elements that resonate in Chatham. Transport modes are seamlessly integrated, prioritizing non-motorized accessibility and pedestrian safety. Qualified Respondents will have demonstrated experience in developing innovative transit-oriented districts with exemplary urban design and architecture.

PRECEDENTS

Precedent: **Architecture**

Project: Herryford Village
Location: Fort Belvoir, VA
Designers: Clark Realty Builders

Notes: Traditional details and materials, in this case colonial and brown brick, with a formal arrangement around a public plaza and restrained overall style.

Precedent: **Architecture**

Project: Grandview
Location: Jersey City, NJ
Designers: Marchetto Higgins Stieve

Notes: Human-scaled building which addresses all street frontages. Eclectic but traditional details.

Precedent: **Open Space**

Project: Oakhurst Park
Location: Kingwood, TX
Designers: Kudela & Weinheimer

Notes: Well-maintained, informal, but deliberately designed public open green space. Ample seating, interesting plantings and landscaping with quality walking paths.

Precedent: **Open Space**

Project: Findlay Market
Location: Cincinnati, OH

Notes: Flexible, protected open space which can function for planned programming like a farmers' market, or informal, unplanned passive recreation.

Precedent: **Design**

Project: Church Street
Location: Montclair, NJ

Notes: Wide pedestrian-friendly sidewalks along a downtown commercial retail strip which allows outdoor dining as well as various programmed activites.

Precedent: **Design**

Project: Main Street
Location: East Hampton, NY

Notes: Buildings set back from the curb to allow for large street trees, flower beds, and sidewalk furniture.

Precedent: **Circulation**

Project: Princeton Station
Location: Princeton, NJ
Designers: Vanasse Hangen Brustin

Notes: Balanced prioritization of various modes of transportation within the downtown area.

Precedent: **Circulation**

Location: Chatham Borough, State Rt. 24 +124

Notes: Understanding of and sensitivity to the local and regional traffic patterns that impact the local infrastructure, including any other proposed development within the Borough and Township.

DEVELOPER AND DEVELOPMENT TEAM SELECTION

The Borough of Chatham will implement a Two-Step Developer and Development Team Selection process generally described below:

Step 1

The respondent will submit qualifications and relevant information only. The Borough's selection team will include administration and redevelopment professionals who will review qualifications along with other Borough experts. Select respondents will then be interviewed. Based on an evaluation of the Step 1 submission, the respondent(s) will be invited to submit for the redevelopment of the publicly owned parking lot and/or other privately-owned parcels in the Redevelopment Area. Note, additional respondents interested in the redevelopment of the privately-owned parcels, with site control, will be given preference. Respondent(s) with contract purchase or other interest in privately-owned parcels will be given preference in the review process.

Step 2

The short-listed respondent(s) will work collaboratively with the Borough's redevelopment professionals to prepare a full development proposal that will be integrated into the Borough's Redevelopment Plan. The process for creating the development proposal shall include the respondent's facilitation and participation in a civic engagement process that will be established as part of the public-private partnership with the Borough. The objective of the civic engagement process will be to provide citizens the opportunity for input and feedback, and to build consensus on the development proposal. The final development proposal will be incorporated into the Borough's Redevelopment Plan for the Redevelopment Area, to be developed by the redevelopment professionals and approved the Borough's Redevelopment Entity.

Selection Criteria for the designated developer and development team are, as follows:

Developer:

- Track record and capacity for financing, developing, constructing and managing mixed-use residential buildings of similar scale.
- Track record of developing within the public-private partnership framework.
- Capacity and experience developing mixed-use/mixed-income developments with a focus on transit and/or multimodal transportation.
- Ability to commence project pre-development upon selection.
- Experience facilitating civic engagement processes in developing approved redevelopment plans.

Legal Team:

- Legal team experience and capacity to enter into amicable and successful public-private partnerships and real estate transactions of similar complexity.

Design Team:

- Experience planning and designing award-winning, environmentally-friendly, transit-oriented, mixed-use projects.
- Design team should include at minimum a licensed New Jersey architect, engineer, planner and landscape architect.

Construction Team:

- Experience completing similar projects in this region on time.
- Commitment to local hiring practices.

Property Manager:

- Experience and capacity managing developments of similar sale and tenancy.

Note: The Borough, at its sole discretion, may request the developer substitute certain redevelopment team members. The developer has the right to accept or reject said requests. However, the selection and designation of the developer is contingent upon the Borough's acceptance and approval of the full development team listed above.

SUBMITTAL REQUIREMENTS

The Borough is committed to a transparent and informed public-private partnership. Qualified developers are those that share this commitment, and are willing to provide the necessary due diligence documentation for the Borough to fully evaluate the qualifications, capacity, and experience of the development and management team, as well as to undertake the necessary negotiations in connection with the redevelopment agreement. As such, all respondents shall provide the following documentation for Step 1 of the procurement process:

Step 1

1. **Table of Contents**

2. **Corporate Entity** (Exhibits Tab A)
   a. All formation documents of the developer entity, including the formation documents, the operating agreement, shareholder agreement, or partnerships agreement, as applicable, and a current certificate of good standing;
   b. The name, business address, and (as applicable) ownership percentage of each of the current members and officers of the developer entity;
   c. The name and business address of any entity which is currently a manager or director of the developer entity;
   d. The name, business address, and ownership percentage of each individual or entity currently having, directly or indirectly, an ownership interest of ten percent (10%) or more in the developer entity;
   e. The name, business address, and ownership percentage of each individual or entity currently having, directly or indirectly, an ownership interest of ten percent (10%) or more in any entity required to be disclosed in the preceding paragraph; and
   f. The name, business address, and ownership percentage of each of the members, owners, partners, officers, directors and/or managers of any legal entity that currently holds an ownership interest disclosed under the preceding paragraphs.

3. **Financial Capacity** (Exhibits Tab B)
   a. Provide evidence that the developer entity has the financial capacity to provide the necessary financing and related guarantees to undertake and complete the development and operations of this project.

4. **Site Control** (Exhibits Tab C)
   a. Respondents requesting qualification for privately-owned parcels should provide proof of site control, a purchase agreement or similar evidence. If respondent only seeks to be qualified for the public property, developer should include a statement indicating such.

5. **Commitment to Civic Engagement** (Exhibits Tab D)
   a. Respondents shall provide an affirmation that they and their design professionals will participate in public workshops. In this section, respondents shall discuss their experience in community engagement and examples of successful outcomes.

6. **Experience** (Exhibits Tab E)
   a. Developer:
      i. Similar projects (a minimum of five (5)), with project descriptions, completed within the past seven (7) years.
      ii. References (three (3)) within each of the following categories (9 total): Public Agency, Financial Partner/Investor/Funder/Lender, and Construction Contractor. Please provide complete contact information.
      iii. Resume of key staff that will be involved in this project.
   b. Legal Counsel:
      i. List the name and contact information.
      ii. Similar projects (a minimum of five (5) projects), with project descriptions, completed with the past seven (7) years.
      iii. References (three (3)) within each of the following categories (6 total): Developers and Public Agency. Please provide complete contact information.
      iv. Resumes of key staff that will be involved in this project.
   c. Design Team:
      i. List the name and contact information for each firm.
      ii. Similar projects (a minimum of five (5) projects), with project descriptions, completed within the past seven (7) years.
      iii. References (three (3)) within each of the following categories (6 total): Construction Contractor and Public Agency. Please provide complete contact information.
      iv. Resumes of key staff that will be involved in this project.
   d. Construction Contractor/Construction Manager:
      i. List the name and contact information.
      ii. Similar projects (a minimum of five (5) projects), with project descriptions, completed within the past seven (7) years.
      iii. References (three (3)) within each of the following categories (9 total): Financial Partner/Investor/Funder/Lender, Developers, and Public Agency. Please provide complete contact information.
      iv. Resumes of key staff that will be involved in this project.
   e. Property Manager:
      i. Similar projects (a minimum of five (5) projects), with project descriptions, currently in management portfolio.
      ii. Three (3) references. Please provide complete contact information
      iii. Resumes of key staff that will be involved in this project.

Step 2

(Note: Only short-listed respondent(s) will submit Step 2 requirements.)

In Step 2, the short-listed respondent(s) will provide detailed information regarding their project proposal that will be collaboratively refined with the Borough's redevelopment professionals. The Step 2 submission materials will be presented to the Borough Redevelopment Entity as part of the formal redeveloper designation process. The submission materials will also be incorporated in the Borough's Redevelopment Plan for the Redevelopment Area, to be developed by the Borough's redevelopment professionals and to be approved by the Borough's Redevelopment Entity.

Selected respondent(s) will receive a list of Step 2 requirements as part of their invitation to submit. The redeveloper will be expected to submit project budgets and pro formas to demonstrate economic feasibility and to serve as the basis for negotiations. The designated redeveloper will work with the Borough to establish design parameters for the Redevelopment Area, including bulk standards, site layout, vehicular circulation, and sustainable design features. Specific civic engagement activities as well as the Borough's plans, policies, ordinance and other requirements will inform these design parameters.

STEP 1: RFQ DUE DATE/SELECTION PROCESS SCHEDULE

Issuance Date:	June 5, 2018
Question Period End:	June 19, 2018
Qualifications Packages Due:	July 10, 2018
All Selected Team Interviews:	July 26, 2018

**All respondents should ensure their team is available for interviews on July 26th, 2018

OTHER INFORMATION

Transmittals

Each respondent shall submit one (1) reproducible original and six (6) copies of their submission in 8.5x11" format (11x17 pages may be folder). Total submission must not exceed forty (40) pages (excluding resumes and project experience pages). The original and all copies must be clearly labeled, contain respondent's return address and contact information. The face of the package should be labeled "Chatham Post Office Plaza RFQ." All costs associated with the submittal requirements are at the sole responsibility of the respondents.

Submittal Address

All materials and required submittals in connection with this selection process are to be mailed or delivered in-person, and addressed, as follows:

Vince DeNave, Borough Engineer
Subject: Chatham Post Office Plaza RFQ
Chatham Borough Hall
54 Fairmount Ave, Chatham, NJ 07928

RFQ Reviewer Fee

Respondents must include with their submission a non-refundable check to the Borough of Chatham in the amount of a $750 payment of the Borough's review fee of Step 1 submittals.

Respondent Contact Information

The required submittals shall clearly indicate the contact person(s), full contact information, and the preferred method of contact, in which the respondent is to be notified of decisions and other matters in connection with this selection process. Preferred method of contact may include one or two of the following: phone, regular mail or email.

Pre-Submission Questions

The Borough will answer any questions on the RFQ from the date of issuance through June 19th. All questions and answers will be posted on the borough's website. Questions should be directed to Vince DeNave at VJD-POP@ChathamBorough.org.

Borough Contact Information

Inquiries in connection with this selection process are to be directed to the Borough as follows:

Vince DeNave, Borough Engineer
Email: VJD-POP@ChathamBorough.org

Responses to all questions will be made available on the Borough's website at: http://chathamborough.org/. Under no circumstances should any respondent contact the Borough or any members of the Borough's Selection Team (to be determined) to request clarification of any concerns in connection with this selection process.

Rights

The Borough reserves the right to reject any of all submittals in this developers and development team selection process. The Borough reserves the right to amend submittal requirements, including Due Dates, and other materials, as may be necessary to ensure a competitive and transparent process. All work products submitted by the respondent as part of the required submittals become the property of the Borough. No submissions will be returned to respondents.

60 Union St #1N, Newark, NJ 07105

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