



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES
REGULAR MEETING AGENDA

MEETING DATE: February 13, 2024

AGENDA ITEM SECTION: Resolutions

AGENDA ITEM NO. : 5

AGENDA ITEM:

Resolution: Consider a resolution to announce and issue RFQ to solicit possible partners to increase affordable housing in Dobbs Ferry

ITEM BACKUP DOCUMENTATION:

1. Draft resolution
2. Draft RFQ

**RESOLUTION ANNOUNCING RFQ AND CALLING FOR NOTICE AND
DISTRIBUTION TO BEST SERVE PURPOSE**

WHEREAS, the Dobbs Ferry Village Board of Trustees has acknowledged receipt of the final draft of a “Request for Qualifications (“RFQ”) which has been developed to seek responses from qualified individuals or entities to work collaboratively with the Village in connection with the potential redevelopment of three Village-owned parcels for use as affordable housing.

NOW, THEREFORE, BE IT RESOLVED, that, the Board of Trustees of the Village of Dobbs Ferry, hereby calls for the issuance of the RFQ “Three Village-Owned Parcels Available for Mixed Use Development with Mandatory Affordable Housing Component – Cedar/Palisade Street Parking Lot and Two Vacant Cedar Street Parcels” to be released on February 21, 2024 and instructs Village staff and consultants to take any and all steps to circulate and distribute the RFQ to best obtain responses in connection with the intent of the solicitation, including but not limited to publication and posting of notice, press releases, uploading to relevant web portals associated with affordable housing development and posting on the Village website.

Request for Qualifications

Three Village-Owned Parcels Available for Mixed-Use Development

with Mandatory Affordable Housing Component

Cedar/Palisade Street Parking Lot and Two Vacant Cedar Street Parcels

Village of Dobbs Ferry, NY



February 21, 2024

Cedar/Palisade Street Parking Lot and Two Vacant Cedar Street Parcels

The Village of Dobbs Ferry (the Village) is pleased to issue this Request for Qualifications (RFQ) for the potential redevelopment of one or more than one of three Village-owned parcels in downtown Dobbs Ferry. The Village looks forward to working collaboratively with a qualified developer to redevelop these important sites within the Village downtown area to include 100% Affordable Housing units which is typically defined as housing that is made available for rent or purchase at a price affordable to households with incomes that are at or below the current Westchester County Area Median Income (AMI) adjusted for household size.

The proposed schedule is as follows and is subject to change:

SCHEDULE (subject to change)

Release of RFQ:	February 21, 2024
Pre-Submittal Meeting and Site Visit with Interested Developers:	March 4, 2024
Deadline for Developers Questions:	March 8, 2024
Responses to Developers Questions:	March 15, 2024

Submission Deadline: **March 22, 2024**

Submissions will be used to identify a select number of responders who may then be asked to provide additional clarifying information and more-detailed proposals, which will lead to interviews by Village representatives. This will be followed by the Village's selection of one or more developers as appropriate to the responsive proposals for further negotiations.

Site Visit

All proposers are encouraged to attend a site visit with the Village's staff and consultants on Monday, March 4, 2024, at 10:00 am. The site visit will begin in the Village of Dobbs Ferry Village Hall at 112 Main Street. All proposers are also free to examine the project site during normal working hours prior to the proposal due date.

SUBMISSION

All interested parties should submit responses as instructed in this document, clearly marked "Response to RFQ for Village-Owned Parcels" no later than 3:00 p.m. on March 22, 2024, to:

Office of the Village Administrator

112 Main Street

Dobbs Ferry, NY 10522

Attn: Assistant to the Office of the Village Administrator Margaret Parr

QUESTIONS

All questions must be directed to the Assistant to the Village Administrator, Margaret Parr, in writing. Email to mparr@dobbsferry.com and indicate in the subject RFQ for Village-Owned Parcels.

This RFQ is not an offer by the Village of Dobbs Ferry to sell the property described herein, which can only be accomplished in compliance with applicable laws and regulations. The Village shall not be liable for costs incurred in the preparation of a response to this RFQ or in conjunction with any presentations before the Village Board of Trustees. All materials developed under the RFQ shall become the property of the Village of Dobbs Ferry. The information received from developers may be used for negotiations with other developers or for use in a subsequent Village effort related to the property(ies). Notwithstanding any other provision of this RFQ and without prejudice or liability to any prospective responder, the Village of Dobbs Ferry reserves the right to modify or waive any requirement of this RFQ or withdraw it in its entirety.

1. Background on the Village of Dobbs Ferry and Downtown

The Village of Dobbs Ferry is a community of 11,000 residents in lower Westchester, roughly 20 miles north of midtown Manhattan. The Village contains a dense and walkable downtown, a commuter train station adjacent to an active waterfront park, many older residential neighborhoods that include a range of densities from single-family homes to multi-family residential buildings, and several larger institutional properties. The Village is bisected by two main arterial roads, Broadway and Ashford Avenue, which connect the Village and downtown to surrounding communities. The Old Croton Aqueduct trail, which runs through the Village and its downtown, adds to the Village's and downtown's pedestrian activity and connectivity. Rivertowns Square, a large mixed-use development located along the Village's eastern boundary and accessed from the Saw Mill River Parkway, includes retail, a hotel and multi-family housing.

The Village's varied land uses, densities and diverse population make for a vibrant, walkable and friendly place to live and visit. These characteristics, however, along with its scenic location on the Hudson River, its proximity to New York City and the region's high costs of living and housing, have made the Village a place that continues to become more expensive and out-of-reach for many of its current residents and their families and for those who would like to live in Dobbs Ferry. The Village of Dobbs Ferry is actively seeking ways to encourage infill development and redevelopment of private and public properties to bring affordable and moderately priced housing to the Village and downtown and strengthen the commercial downtown while preserving the Village's walkable character.

Many of these efforts and policies are detailed in the Village's 2010 Vision Plan and the 2010 Downtown District Design Guidelines (see links below). Each includes policies and guidance on encouraging quality infill development and housing and commercial development in downtown Dobbs Ferry. Some of the themes and elements of those policies and guidelines include the encouragement of:

- A walkable and pedestrian-friendly downtown.

- Densities, heights and setbacks that fit within downtown but also increase the potential for successful businesses and the creation of a variety of housing options.
- Design that is respectful of the Village's history yet allowing creative individuality.
- Commercial or public uses at street level, with residences above.
- Creative parking solutions, such as Payments in Lieu of Parking or off-site parking.

The Village is also working to update the 2010 Vision Plan. Since 2010, many of these themes have been strengthened by recent trends and events such as planning for and addressing climate change and sustainability, the need for open spaces and connections, walkable communities and alternative transportation modes.

Also important to the Village is addressing the continued and growing housing crisis and the impacts of land use decisions and policies on underserved and minority communities. The 2019 Westchester County Housing Needs Assessment identified Dobbs Ferry having income gaps in its rental housing and 18.2% of its housing is unaffordable to current residents. The study identified that the Village needed at least 85 new affordable units to offset some of its over-crowded housing. Costs and housing needs have only increased since the time of the study.

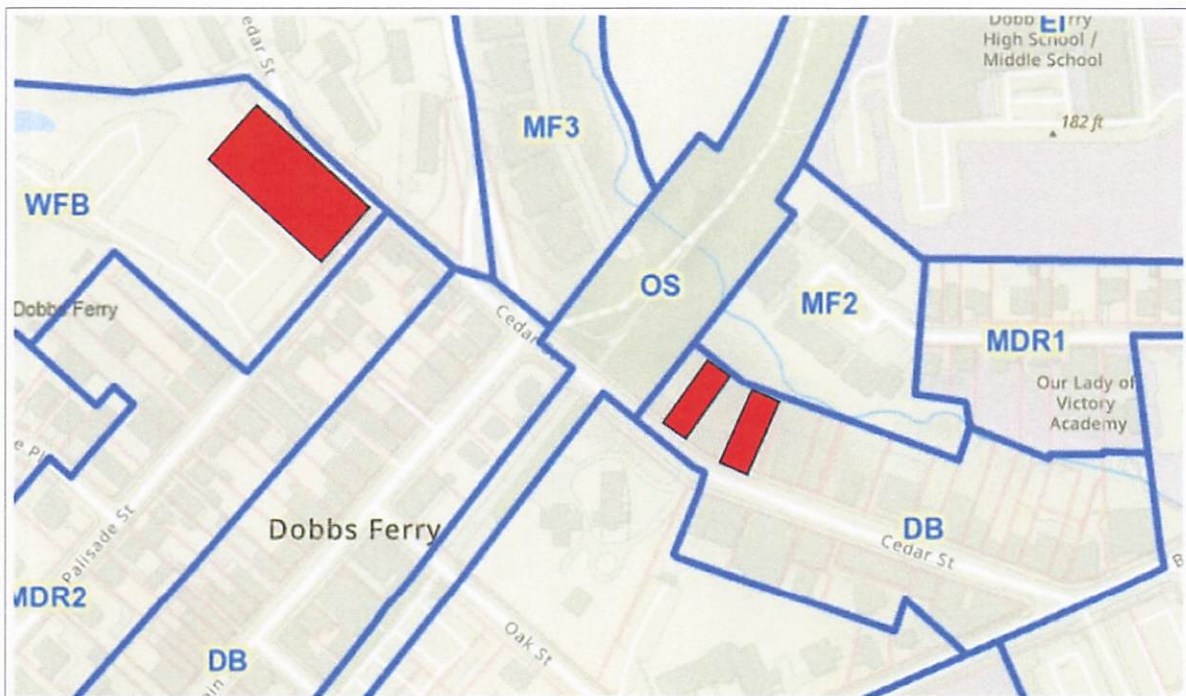


Figure 1. Site Locations for Three Downtown Parcels

2. Vision for Three Downtown Parcels

To further many of the policies and recommendations in the 2010 Vision Plan and to address the needs of current Village residents and those residents and visitors in the future, the Village has identified three Village-owned parcels of land in the downtown that are underutilized and present an opportunity for redevelopment with a 100% affordable housing component. Information on these parcels is provided below.

The Village has initiated this RFQ in the hope that a qualified developer or development team will have the experience, vision and capacity to work with the Village to develop a plan for one or more of these three parcels, apply for and receive applicable approvals, assemble and receive financing and subsidies to help create affordable units, and construct and manage the properties. The RFQ Responder will have significant experience developing quality affordable housing projects.

Palisade/Cedar Street Parking Lot

This parcel is currently utilized as a public municipal surface parking lot with approximately 66 public parking spaces. The Village envisions that the redevelopment of this parcel will include retention of public parking, ideally within a parking structure on the ground level or below grade, and residential multi-family dwelling units above. The development should be compliant with the underlying zoning requirements of the current Waterfront B (WFB) District to the greatest extent possible, including off-street parking in support of the residential component. The Village recognizes that to create a quality affordable housing development, a developer may need to seek variances, waivers or zoning amendments.

Any parking structure fronting either Palisade Street or Cedar Street must be designed to minimize visual, noise and lighting impacts on surrounding properties and streets. Streetscape improvements and amenities, including lighting, seating, sidewalks and landscaping, will be funded by the developer or other non-Village funding sources.

Two Vacant Cedar Street Parcels

These two smaller vacant parcels are the site of former buildings on the north side of Cedar Street, between the Old Croton Aqueduct Trail and Broadway/Route 9. As the parcels do not have current addresses, the parcels are identified in this RFQ by using their tax parcel identification: **Cedar Street Parcel 41-2** and **Cedar Street Parcel 41-4**. The Village envisions that these two parcels could be redeveloped with mixed-use buildings with commercial or public uses on the first floor and basement levels, with residential dwelling units on the upper floors. Residential use of the basement level may also be explored as the properties slope to the rear and have access to the rear yard. The development should be compliant with the underlying zoning requirements of the current Downtown Business (DB) District to the greatest extent possible. The Village recognizes that to create a quality affordable housing development, a developer may need to seek variances, waivers or zoning amendments.

3. Parcels and Zoning Background Information

All three parcels, shown on the Location Map in Figure 1, include the following common characteristics:

Ownership:	Village of Dobbs Ferry
Water Supply:	Public Water, supplied by Veolia
Wastewater/Sewer:	Public Sewer
Electric and Natural Gas:	Con Edison
Location Amenities:	Location within downtown Dobbs Ferry, proximity to the Old Croton Aqueduct Trailway, Village recreation facilities, Metro North Train Station, Hudson River, public transportation

Individual property information:

Palisade/Cedar Street Parking Lot

Tax ID:	3.80-36-43
Size:	25,000 square feet (0.57 acre)
Location:	Southwest corner of Palisade Street and Cedar Street
Current Use:	Municipal parking lot
Zoning:	WF-B Waterfront District B
Adjacent Uses:	Parking, commercial, residential, and mixed use
Other features:	The site is located adjacent to lots owned by Hudson River Landing. The lot slopes down from Palisades Street and Cedar Street. Parking spaces are located on the site's northern edge along Cedar Street.

Cedar Street Parcel 41-2

Tax ID:	3.80-41-2
Size:	4,978 square feet (0.11 acre)
Location:	North Side of Cedar Street
Current Use:	Vacant lot
Zoning:	DB Downtown Business District
Adjacent Uses:	Mixed-use downtown buildings
Other features:	The small parcel is located between two mixed-use buildings with no front yard setback. The site is steeply sloped down from Cedar Street. No parking is currently provided on-site.

Cedar Street Parcel 41-4

Tax ID:	3.80-41-4
Size:	6,550 square feet (0.15 acre)
Location:	North Side of Cedar Street
Current Use:	Vacant lot
Zoning:	DB Downtown Business District
Adjacent Uses:	Mixed-use downtown buildings
Other features:	The small parcel is located between two mixed-use buildings with no front yard setback. The site is steeply sloped down from Cedar Street. No parking is currently provided on-site.

4. Development Principles

In addition to the requirements discussed in the **Vision for Three Downtown Parcels** above, the Village seeks project proposals that contain the following development principles:

- A project that provides quality affordable housing for families, seniors and the disabled, and includes affordable housing units.
- A project that strengthens the mixed-use nature of the downtown and increases foot traffic within the downtown.
- A project that employs architectural designs that is in character with the neighborhood and 2010 Downtown District Design Guidelines.
- A project that considers streetscaping and the pedestrian experience.
- A project that is sustainable and energy efficient to the greatest extent possible including green energy solutions such as solar, geothermal, or passive house design.
- A project that includes Level 2 electric vehicle charging stations and bicycle racks.

5. Public Process

Besides the public process that is already associated with the land use approval process, the Village would like to see a robust public engagement process incorporated into the process that includes meetings and information sessions and other potential forms of engagement with the community and the neighborhood.

6. Additional Resources

2010 Dobbs Ferry Vision Plan

https://www.dobbsferry.com/sites/g/files/vyhlf3031/f/uploads/adopted_vision_plan.pdf

Village of Dobbs Ferry Zoning Code

<https://ecode360.com/10566362>

2010 Downtown District Building Design Guidelines

<https://ecode360.com/attachment/DO0599/DO0599-300f%20App%20F%20Downtown%20Design%20Guide.pdf>

Downtown Improvement Task Force

https://www.dobbsferry.com/sites/g/files/vyhlf3031/f/uploads/ditf_2019_report_final.pdf

7. Submission Requirements

Submit responses clearly marked “Response to RFQ for Village-Owned Parcels” by **March 22, 2024**, to:

Office of the Village Administrator

112 Main Street

Dobbs Ferry, NY 10522

Attn: Assistant to the Village Administrator Margaret Parr

RESPONSE FORMAT:

Submit two (2) hard copies, in addition to one digital copy (via email or USB) in pdf format.

Responses should be limited to no more than 24 pages including Appendices. Respondents must submit the following information:

- **Letter of Interest (2-page maximum)**

The letter must identify the development team members and identify the primary contact person for the lead and all main partners. It should include the home office address for each team member.

- **Narrative (6-page maximum)**

Provide a narrative description of your vision for one, two or all three Village-owned parcels and how it responds to the “Vision” and “Development Principles” outlined in this RFQ. Include a conceptual site plan, drawings, and/or elevations that illustrate your vision. Multiple scenarios are welcome. The narrative should detail the plan, including proposed uses including income mix, community space and/or commercial space. It is understood that the specifics of the development program and site and unit designs will be refined through a collaborative process between the developer and the Village.

- **Community Engagement Process**
Provide a narrative description of a proposed community engagement process that includes an estimated number of meetings as well as other methods that will be used to obtain input from the community and the public at large.
- **Financial Responsibility**
Provide proof of financial capability to develop the proposed project. This proof must include the following information:
 - Whether the Developer/Respondent is a subsidiary of, or affiliated with, any other corporation(s) or firm(s).
 - Whether the Developer/Respondent, its parent corporation, subsidiary or affiliated corporation, or any of the officers or principal members or other interested parties, have been adjudged bankrupt, either voluntary or involuntary, within the past ten (10) years.
 - Financial resources that demonstrate the firm's/organization's ability to successfully complete an affordable and mixed-use development project of this scale and scope.
 - Identify any potential or proposed funding sources from government agencies or programs, or organizations and provide details of past experience with any of these programs.
- **Concept Plan**
Include a conceptual development plan that meets the development principles outlined above.
- **Project Schedule (2-page maximum)**
Estimate the Project Schedule(s) and identify significant milestones and estimated time to complete each milestone.
- **Team Description and Qualifications (10-page maximum)**
 - Describe the Developer's firm in annual revenues, number of employees, and a description of the firm's type and location. Also include information on the Developer's experience managing properties.
 - Include up to three recent developments completed or under construction are most relevant to the development of the three Village-owned parcels. Include any links to a website or supplemental information. Provide completion schedule and dollar value of developments in the pipeline.
 - Identify the individual who will serve as Project Manager/lead for the development and who will direct and coordinate the effort through completion. Describe the Project Manager's prior experience with projects of similar scope and size with particular emphasis on experience directing a multi-disciplinary team and working cooperatively with municipalities.
 - Provide two concurrent years of CPA-prepared financial statements.
 - Provide three references.
 - Include resumes on all team members.

- Include details about qualifications for any Minority and Women Owned Business Enterprises team members.
- Include any information pertaining to the experience of working with government entities, knowledge of local zoning, local planning board processes, and New York State Environmental Quality Review Act (SEQRA).

8. Evaluation Criteria

Submittals will be evaluated based on the criteria listed in this section. In preparing the submittal to the Village, it is important for proposers to clearly demonstrate their expertise and qualifications in these areas.

Development Concept Alignment with Community Vision

- RFQ Responder clearly articulates its willingness and agreement to collaborate with the Village in a manner that achieves the vision of the community.
- RFQ Responder appears to understand the guiding principles for the development set forth in this RFP and is able to demonstrate a feasible financing and development plan.
- RFQ Responder demonstrates an appreciation of the potential challenges associated with the development program and details a coherent and creative approach to solving issues.

Experience and Capacity of Developer

- Ability to obtain, structure and implement financing for similar developments.
- Financial capacity as evidenced by financial statement.

References

- The extent to which references evidence the ability and capacity of the RFQ Responder to collaborate with municipalities to be successful in development efforts.
- Development references demonstrating long-term economic and social viability of past efforts.