



**NOTICE OF
REQUEST FOR PROPOSALS**

FOR THE PURCHASE AND REUSE OF:

**559 HIGH STREET
BURLINGTON, NEW JERSEY 08016**

BLOCK 156, LOT 11

**(AKA, "NEW JERSEY NATIONAL GUARD
ARMORY")**



INTRODUCTION

Through this Request for Proposal (RFP), the City is seeking proposals from redevelopers for the purchase and reuse of the former New Jersey National Guard Armory at 559 High Street (hereinafter referred to as the “Armory”). A contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq. to the successful respondent.

SECTION I: PROPOSAL SUBMISSION

Proposals shall be submitted as follows: one bound original paper copy, clearly marked as the “**ORIGINAL**” (clipped, not bound), and one electronic copy to wharris@burlingtonnj.us. Paper proposals shall be submitted in sealed envelopes via USPS mail or private delivery service and must be marked with the “NAME OF REDEVELOPER & ADDRESS” to:

William Harris
Director of Housing & Community Development
City of Burlington
525 High Street
Burlington, NJ 08016

The proposal must be received no later than 4:00 PM on June 10, 2021. Faxed proposals will not be accepted.

Any inquiry concerning this RFP should be directed in writing by USPS mail or email to Mr. Harris at the above-listed address or to wharris@burlingtonnj.us no later than May 22, 2021. All inquiries will be addressed and shared with all interested firms by May 29, 2021, or as soon as possible from that date.

In addition, the City will schedule voluntary requests for tours of the Armory from interested redevelopers by appointment only between Mondays and Fridays, 9 AM to 3 PM from May 4 to May 21, 2021.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq.

SECTION II: BACKGROUND INFORMATION ON THE CITY OF BURLINGTON & THE ARMORY

According to the 2010 Master Plan the City of Burlington “was founded in 1677 and is home to many New Jersey ‘firsts’ including the state’s first library and pharmacy. Burlington Island which was the first European settlement in the state. Burlington became a port city in the 17th and 18th centuries and experienced rapid industrialization during the 19th and 20th centuries.”

Burlington City consists of 3.7 square miles and is surrounded on three sides by Burlington Township, the Delaware River to its north, and is on the New Jersey – Pennsylvania border, connected via the Burlington-Bristol Bridge. With the exception of local redevelopment opportunities, Burlington City is fully built out.

According to the 2010 census Burlington City’s housing stock is mostly owner occupied. In 2010, the City contained a total of 4,223 housing units with 91.4% occupied (3,858) and 8.6% vacant (365 units). Of the occupied units, 62% (2,388) were owner occupied and 38.1% (1,470 units) were renter occupied. Out of the total housing units of which 365 were vacant, 102 (2.4%) were for rent and 55 (1.3%) were for sale. The number of vacant homes has declined significantly due, in part, to the attractive location of the City in relation to the regional highway network and NJ Transit’s Light Rail Line which bisects the City as well as increase code enforcement work by the City Administration.

The Armory is a two-story, brick masonry building consisting of 6,634 square per floor and was constructed in 1927. In 1935 a 1,653 square foot, two-story addition was added to provide rear stairs and office space. The gross area of the building is 16,574 square feet. A more detailed description of the Armory is attached as Exhibit A, “Architect’s Report, Former National Guard Armory and Garage Evaluation,” dated August 24, 2016, by The Alaimo Group.

IT SHOULD BE NOTED THAT THIS RFP DOES NOT INCLUDE THE SALE OF THE BUILDING REFERENCED IN EXHIBIT A AS THE “GARAGE.” THAT BUILDING IS TO BE RETAINED BY THE CITY AND IS ON A SEPARATE TAX LOT. A copy of the approved subdivision plan showing the Armory lot location and dimensions is attached as Exhibit B.

It should also be noted that the Armory is in the center of the New Yorkshire Redevelopment Plan area which was adopted in 1998 and amended in 2011. Furthermore, in 2018 the U. S. Department of the Treasury designated the New Yorkshire neighborhood as part of the only City’s Opportunity Zone. This designation provides tax relief to investors who have incurred a Federal capital gains tax liability if they place the invested gain in a commercial or business venture which is located in or moves to an Opportunity Zone. For more information on the benefits of investing in an Opportunity Zone interested applicants should refer to the U. S. Department of the Treasury website.

SECTION III: REDEVELOPER SELECTION PROCESS

In order to achieve its objectives, the City intends to follow the selection process outlined below:

- A. RFP:** Solicit financial and other qualifications from interested redevelopers based upon experience and education by inviting submission of the information requested herein. It is anticipated that proposals for the Armory will include the redeveloper's vision for the revitalization of the building which will benefit City residents and create a use or mix of uses at the Armory.

The Armory is located in a “Traditional Residential Neighborhood Transect Zone.” The City will consider

proposals which are consistent with the permitted uses in this zoning district and other uses which may benefit the public. For more information on zoning matters interested developers should review the City's Land Development Ordinance at the "Ordinances" link on the City's website at www.burlingtonnj.us.

Proposals calling for the demolition of the Armory building will not be considered.

B. Short List: City Council will review and evaluate all timely responses to this RFP and select a redeveloper deemed to be the most qualified to achieve the project goals. Upon selection of such a potential redeveloper, the City may request additional detailed information regarding project vision and objectives, and may then invite some or all finalists for final evaluation before selection. The finalist(s) will be given two (2) weeks from the issuance of the aforementioned invitation to prepare their additional information for submission to the City.

C. Exclusive Negotiations: Upon completion of the above process, the City intends to select a redeveloper to whom the City will grant a sixty (60) days exclusive right, pursuant to a written Memorandum of Understanding, during which the parties can negotiate an agreement that will define the parties' obligations, rights, schedules and financial arrangements for the project. During such exclusive negotiation period, the redeveloper will be required to pay a \$5,000.00 escrow payment to cover the City's legal and financial expert fees associated with the negotiation of the Memorandum of Understanding and the agreement. Once 90% of the escrow is expended, the escrow must be replenished by the proposed redeveloper. The City may, at its sole discretion, extend the negotiations period.

D. Redeveloper Designation: After completing negotiations and finalizing an agreement, the Redeveloper will be formally designated as such, and the agreement for the Project will be executed by the parties.

E. Relinquishment of Redeveloper Designation: In the event the parties are unable to reach agreement and produce an agreement within the time specified under the Memorandum of Understanding, the City has the right to withdraw from the Memorandum of Understanding. In that instance, Redeveloper would relinquish its Redeveloper designation, and fulfill any outstanding obligations pursuant to the Memorandum.

F. Governmental Approvals and Environmental Conditions: The selected redeveloper will be required to obtain any and all required or necessary permits and approvals from municipal, county, state and federal agencies for the Project. The City makes no representations regarding the environmental condition of the Project Site, and the selected redeveloper should be prepared to fund, or arrange for funding of, any required remedial investigation and remedial costs.

If necessary, the City will assist the redeveloper in its efforts to remediate any environmental hazards by supporting redeveloper's applications for clean up or mitigation funding from other governmental units.

G. Construction of all structures and facilities: The redeveloper will be solely responsible for the construction of any required improvements to the Armory, site improvements, utilities, and any other amenities which may be required to optimize the use of the property or to comply with any conditions of approvals by governmental agencies.

SECTION IV: PROJECTED RFP TIMETABLE

The following schedule represents the City's proposed timetable for the selection process:

May 2 & 9, 2021 – Solicitation ad for RFPs placed in *Burlington County Times* and City website

May 3, 2021 – RFP available

May 4 to 21, 2021: Optional inspections of Armory by appointment

May 22, 2021: Deadline for submitting questions to City about RFP

May 29, 2021: City's response to any questions from redevelopers

June 10, 2021 – Deadline for Response to RFP

June 29, 2021 – Review of proposals by City Council and selection of redevelopers for interviews

July 1 to 19, 2021 – Interviews with selected redevelopers and response time for questions

July 13, 2021 – City Council adopts resolution selecting redeveloper and execution of

Memorandum of Understanding

TBD-Projected completion date for executing MOU with Redeveloper

TBD- City amends New Yorkshire Redevelopment Plan, if required

TBD-Redeveloper obtain approvals from Land Use Board

TBD – City and redeveloper execute redevelopment agreement for sale and reuse of Armory

SECTION V: RFP PREPARATION AND SUBMISSION GUIDELINES

A. Submission of Qualifications/Proposals

As stated on page one (1) above, redevelopers interested in responding to this RFP shall submit one bound original paper copy, clearly marked as the “**ORIGINAL**” (clipped, not bound) to William Harris, Director of Housing & Community Development, 525 High Street, Burlington, NJ 08016, and one electronic copy to wharris@burlingtonnj.us, no later than **4 p.m. on June 10, 2021**. Responses must also include the following:

1. Cover letter on the letterhead of the proposed Redeveloper.
2. Conceptual site plan and building elevations with any proposed modifications to existing structure, prepared by a licensed professional engineer or registered architect.
3. Preliminary cost estimates for the proposed project, **including the offering price to the City**.
4. Preliminary project financing for the proposed project with requested tax incentives, if any, and a proposed timetable for construction up to completion.
5. Description of all proposed uses with a conceptual floor plan and identification of tenancy, if known.
6. Organizational Questionnaire and Disclosure Statement.
7. Applicant's Proposed Redevelopment team.
8. Mandatory Applicant's Certification
9. Applicant's Interest Holders Form
10. Mandatory Proforma Regarding Redeveloper's Financing
11. Contact Person's Questionnaire

B. Review of Qualifications/Proposals

The City will acknowledge each RFP response which is timely received and responsive to this RFP and will review responses, and incomplete proposals will be returned without consideration. Additional information will not be accepted once the submission deadline has passed.

Redeveloper selection by the City will be based upon the following criteria:

1. The quality of the overall proposed reuse concept and consistency with the objectives of the land use element of the 2010 Master Plan and the New Yorkshire Redevelopment Plan.

2. Financial benefit to the City as proposed by the redeveloper, including property tax incentives, job creation, and other community benefits to the City and School District
3. The financial feasibility of the proposed project.
4. The capability and experience of the applicant and its redevelopment team.
5. The quality of the proposed design.
6. The capability and commitment of the applicant to: **(a)** successfully fulfill project requirements, including payment to the City to acquire the Armory, and **(b)** secure sufficient project financing.

C. Information to be Submitted by Applicants

All responses submitted should include only the following information in the sequence outlined below. RFP paragraph numbers must correspond to those below.

1. Qualifications of the Applicant, and its Proposed Redevelopment Team:

a. Proposed redeveloper's name, address, telephone number, and e-mail address, as well as the name of the representative(s) authorized by that applicant to communicate with the City and /or its representative(s). Use Section VI, Attachment B for the response to this section.

b. A statement identifying the proposed redevelopment team members, and any investors, parties and principal for the project, along with their contact information. Describe the nature of the proposed redeveloper (e.g., corporation or partnership). Also identify the role of additional entities (e.g., investor, construction manager, etc.). Identify percentages of each entity's interest in the project.

c. The qualifications of the redevelopment team and the person(s) who would be directly responsible for supervising proposed redeveloper and design and construction. Of critical interest is experience over the last five (5) years in accomplishing redevelopment projects similar in scale and character to that which is proposed.

d. A statement identifying all proposed contractor(s), and a listing of projects similar to that which is being proposed by such contractor(s).

e. A statement of the names and description of the experience of the architectural and/or engineering firm(s) to be retained by redeveloper for preparation of plans and specifications.

f. A statement identifying the firm(s) or organizations(s) to be responsible for marketing and/or managing the completed redevelopment project, including a description of the relationship to be established between redeveloper and the marketing and property management organization(s), (e.g., parent or subsidiary corporation, partnership, leaseholder, franchise).

D. Designation of the Selected Redeveloper

The City Council will pass a Resolution to designate its selected "Proposed Redeveloper" for this Redevelopment Project. Passage of such a Resolution would allow the City to then negotiate, pursuant to a Memorandum of Understanding, a Redevelopment Agreement for the Project.

SECTION VI

MANDATORY REDEVELOPER QUALIFICATIONS AND PROPOSAL FORMS

Attachment and Name of Form

- A. Organizational Questionnaire and Disclosure Statement.
- B. Applicant's Proposed Redevelopment Team
- C. Mandatory Applicant's Certification
- D. Applicant's Interest Holders
- E. E. Mandatory Proforma Regarding Redeveloper's Financing
- F. Contact Person's Questionnaire

ATTACHMENT A

ORGANIZATIONAL QUESTIONNAIRE AND DISCLOSURE STATEMENT

This information is necessary to process applicant's submission and will be expressly relied upon by the City in the Redeveloper selection process. Fill in all blanks, using "NONE" or "NOT APPLICABLE" where necessary. If more space is needed to answer any specific question, use a separate sheet and identify the paragraph letter of the question to which your answer responds.

1. Applicant Entity (indicate legal name, without abbreviations)

Name: _____ Street Address: _____

City: _____ County: _____
_____ State - Zip Code: _____
Employer I.D. No.: _____ Contact for Entity (Name): _____
_____ Telephone Number: _____
Email Address: _____

2. Applicant's Type of Business Organization:

<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole
<input type="checkbox"/> Partnership	<input type="checkbox"/> Proprietorship
<input type="checkbox"/> LLC	
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other (Indicate) _____

3. Is the proposed land owner/redeveloper a subsidiary or direct or indirect affiliate of any other organization? If so, indicate name(s) of related organization(s) and relationship(s).

4. **Management and Stockholders:** List on a separate attachment to this RFQ all owners, officers, directors, members, and partners of applicant entity. Also list stockholders having any interest (and identify the type and percentage of interest) in applicant. If the applicant is a publicly held corporation, please provide the latest proxy statement indicating stock ownership.

5. Interest: List all other companies, partnerships, or associations in which such owners, officers, directors, members, partners and stockholders have more than ten percent (10%) interest in applicant, and in which such person is an officer, director, or partner of applicant. Use separate page if needed.

6. Have any of the entities identified in Questions A through E above in this Questionnaire and Disclosure Statement, within the last five (5) years, been a party defendant in litigation involving laws governing hours of labor, minimum wage standards, discrimination in wages, child labor, or environmental regulation?

Yes No If yes, furnish details in a separate attachment and provide the corresponding Paragraph Letter.

E. Is the applicant or member of applicant, now a plaintiff or defendant in any civil or criminal litigation?

Yes No If yes, furnish details in a separate attachment.

F. Has applicant been or are they now subject to any order resulting from any criminal, civil or administrative proceeding brought against them by any administrative, governmental, or regulatory agency?

Yes No If yes, furnish details in a separate attachment.

G. Has applicant or member of applicant ever been in receivership or been adjudicated bankrupt?

Yes No If yes, furnish details in a separate attachment.

H. Has applicant been denied a business-related license or has same been suspended or revoked by an administrative governmental or regulatory agency?

Yes No If yes, furnish details in a separate attachment.

I. Undertakings comparable to the proposed redevelopment work which have been completed by applicant or by any of its principals of applicant, including identification and brief description of each such project and date of completion.

J. Federally or State aided projects in which applicant or any of its principals is or has been the redeveloper, redeveloper, stockholder, officer, director, trustee or partner of such redeveloper or redeveloper.

M. No Appearance of Impropriety:

1. State whether proposed applicant or its team has a family or business relationship with any member of the City Council or the Mayor of the City of Burlington or their family members, and provide details.

2. State whether Applicant has contributed any funds to the political campaigns of any member of the City Council or the Mayor of the City of Burlington or to its officials, and if so, supply amounts, dates of contributions and reasons therefor.

ATTACHMENT B

APPLICANT'S PROPOSED REDEVELOPMENT TEAM

Use a separate page, and number the additional pages for each individual and include names, mailing addresses, telephone and fax numbers, and e-mail addresses for each team member:

Name: _____ Title

(e.g., Engineer, Builder, Architect, Marketing Agent, Attorney, other): _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

Principal Contact Person: _____

ATTACHMENT C

MANDATORY APPLICANT'S CERTIFICATION

I am the _____ (title) of _____ the proposed Redeveloper, and I hereby represent and certify that the foregoing information, including attachments, to the best of my knowledge is true and complete, and that if it is not true and complete, I recognize that I am subject to criminal prosecution.

The undersigned applicant to this RFQ hereby authorizes the City to verify any information contained herein, through a records search and/or inquiry, and to release the results of said search.

PROPOSED REDEVELOPER/ APPLICANT
(Indicate Complete Legal Name)

By: _____ (Sign Here)

ATTEST: _____ NAME [Print]

DATED: _____ TITLE: _____

Sworn to and Subscribed before me

this _____ day of _____, 2021

NOTARY PUBLIC

ATTACHMENT E

**MANDATORY PROFORMA REGARDING PROPOSED
REDEVELOPER'S PROJECT FINANCING**

Source of Funds for Acquisition and Redevelopment:

1. Private Funding:
 - a. Specify sources and types, e.g.;
Equity Capital contributions, advances,
Loans _____
 - b. Mortgage Financing _____
 - c. Other [Specify nature and source] _____
2. Public Funding:
(Specify sources and amount of each, if any) _____
3. Total of Private and/or Public Sources

EXHIBIT A

ARCHITECT'S REPORT

FORMER NATIONAL GUARD ARMORY AND
GARAGE EVALUATION

AUGUST 24, 2016

PREPARED BY:

THE ALAIMO GROUP
200 HIGH STREET
MOUNT HOLLY, NJ 08060

(Please see separate attachment Alaimo Report.pdf)

EXHIBIT B

**SUBDIVISION PLAN FOR
ARMORY PROPERTY**

**PREPARED BY
REMINGTON & VERNICK ENGINEERS**

MAY 21, 2020

**(Please see separate attachment Burlington Armory Sub Rev
1-Subdivision Plant.pdf)**