

CITY OF HUDSON



REQUEST FOR QUALIFICATIONS AFFORDABLE HOUSING PROJECT DEVELOPMENT



Issue Date: December 23, 2021
Proposal Due Date: January 24, 2022

**City of Hudson
520 Warren St., Hudson, NY 12534**

A. INTRODUCTION

The housing market conditions of today indicate the City of Hudson is in a housing crisis. Many long-term residents have been displaced and the risk of further displacement due to rising housing prices and a limited inventory of affordable units is likely.

It is the desire of the City of Hudson to Develop Affordable Housing on one or more of the “City Owned” properties identified on the “Short List of Development Sites” included in the “City of Hudson, Affordable Housing Development Plan”, recently completed by Hudson Valley Pattern for Progress.

The Affordable Housing Development Plan (AHDP) is designed to be a roadmap to guide the City of Hudson through a number of housing proposals and potential new initiatives and developments to assist in the mitigation of continued displacement. The AHDP was developed with community and stakeholder input and based on a data-driven analysis of:

- Housing needs,
- Demographic trends, and
- Socioeconomic metrics.

B. PURPOSE AND INTENT - REQUEST FOR QUALIFICATIONS

The City of Hudson is soliciting responses to this Request for Qualifications (“RFQ”) to identify experienced developers and or potential partners interested in purchasing or leasing one or more of the properties identified on the “Short List of Development Sites” included in the “City of Hudson, Affordable Housing Development Plan”, and to develop multiple units of affordable housing and related amenities with possible mixed-uses. The City’s preferred concept is a well-designed, well-operated, and well-maintained, high-quality, mixed-income, multi-unit residential or mixed-use concept that is consistent with the “City of Hudson, Affordable Housing Development Plan”.

This Request for Qualifications (RFQ) is intended as a preliminary step to 1) allow the City of Hudson to evaluate the level of interest by developers and potential site users in developing the identified properties, 2) to explore interest in alternative methods of developing Affordable Housing and 3) to solicit interest by firms and individuals who may assist with the development of Affordable Housing within the City of Hudson.

Responses are encouraged from individuals, teams or organizations with relevant experience and qualifications to develop municipal Affordable Housing projects.

Note: It is anticipated that a Request for Proposals (RFP) will be issued in the near future.

The City of Hudson reserves the right, at its sole discretion to: withdraw the Request for Qualifications (RFQ) and/or not issue any related Request for Proposals (RFP); use the ideas or proposals submitted in any manner deemed to be in the best interests of the City of Hudson.

C. KEY EVENTS AND DATES

<u>Event</u>	<u>Date</u>
Issuance of Request for Qualifications (RFQ)	12/23/2021
Deadline for RFQ Questions	1/05/2022 (5:00PM)
Post Responses to RFQ Questions	1/10/2022
Proposal Due Date	1/24/2022 (5:00PM)
Interviews/Presentations (not earlier than)	2/07/2022

D. BACKGROUND

In September 2017, Columbia County released a countywide Housing Needs Assessment. The report analyzed existing housing conditions and demographic changes in the county with additional focus on the city of Hudson.

Later in 2017, the City of Hudson was awarded the New York State Downtown Revitalization Initiative (DRI). The DRI award included funding for a significant community engagement and planning process to identify specific projects for the allocation of State funds under the DRI. Housing was identified as a critical need in the DRI planning process, which is evidenced by the DRI investment strategy: Livable Communities.

Recognizing the importance of the county report and the planning process and results from the community engagement associated with the DRI, the City established a Housing Task Force (HTF). The HTF was composed of local community stakeholders to assist with the creation of a Strategic Housing Action Plan (SHAP).

Hudson Valley Pattern for Progress led a broad-based and collaborative process with a variety of local organizations and stakeholders to understand the existing housing conditions and challenges within the City. The HTF met regularly over the course of approximately eight months and worked with Hudson Valley Pattern for Progress to create the plan, which was released and adopted in June 2018.

Pursuant to the adoption of the SHAP, the City, along with local community-based organizations, continued the forward momentum by researching, applying for, and securing funding to begin to address some of the needs identified within the SHAP.

In early 2021, the City of Hudson was awarded the Anti-Displacement Learning Network (ADLN) grant from Enterprise Community Partners and the Office of the New York State Attorney General.

The ADLN grant included funding for a number of programs, which included the position of a Housing Justice Director (Housing Coordinator). The ADLN provides funds for the establishment of a Housing Trust fund, as well as emergency funds to support and prevent households from being displaced, among other initiatives.

In November 2021, the City of Hudson released an Affordable Housing Development Plan (AHDP) designed to be a roadmap to guide the city of Hudson through a number of housing proposals and potential new initiatives and developments to assist in the mitigation of continued displacement.

Note: Links to the aforementioned documents are listed later in this document.

E. CURRENT HOUSING CONDITIONS

At this time, there are a number of significant development opportunities in the city of Hudson. The creation of affordable housing spread across multiple neighborhoods would help alleviate the housing supply challenge by, increasing the supply to meet the growing demand. Additionally, the development would improve neighborhood quality and character and, in several cases, would help mitigate neighborhood blighting conditions typically found in underutilized lots and deteriorated buildings.

There are approximately 3,400 housing units in the city of Hudson. Of those units, most of them (64%) are renter occupied, while 36% are owner-occupied. Of the 3,400 total housing units, 40% are the only unit in a building, and 60% are in a building with multiple units. The single unit buildings are typically what is considered a "single-family home." Approximately 16% of the housing units are subsidized, including public housing units. For comparison, 21% of housing units were subsidized in the cities of Kingston and Poughkeepsie in 2018.

E. CURRENT HOUSING CONDITIONS (continued)

Like in many of the cities and villages in the Hudson Valley, the housing stock in the city of Hudson is old. Approximately 58% of the housing stock in Hudson was built over 80 years ago (built before 1940). As a city that was incorporated in the 18th Century, there are several buildings well over 100 years old. While old housing stock is not uncommon in cities in the region, Hudson's housing stock is among the oldest overall in the region.

F. AFFORDABLE HOUSING DEVELOPMENT PLAN 2021 – SUMMARY OF KEY FINDINGS

Pursuant to thorough research and analysis of both quantitative and qualitative data, the following key findings were noted:

- The city of Hudson has a median income, which is significantly lower than the surrounding county at \$39,364. It must be recognized that federal and state funding is typically keyed to the county area median income, not the local municipal median income, which exacerbates the challenges of developing housing for very low and low-income households.
- Of households in the City, 64% are renters and over 43% of all households are persons living alone.
- Close to two thirds of the housing stock was built before 1940. Older houses typically have higher maintenance and energy costs than newer homes, increasing the operating costs of housing.
- In the city of Hudson, 445 households are cost burdened and 520 are severely cost burdened (renters and owners combined). Households that are cost burdened pay 30% or more of their income towards housing costs and those that are severely cost burdened pay 50% or more of income towards housing costs; these households may have to forgo other household budget items, like healthcare, food, or clothes, in order to remain in their housing.
- Renters disproportionately face housing cost challenges with 20% (350 households) of renters being cost burdened and 23% (400 households) being severely cost burdened. Over 700 renter households pay over 30% of their income for housing.
- Long waitlists for Section 8 Housing Choice Vouchers demonstrate a high need for more affordable housing. The current waitlist for the city of Hudson is 245 households, of which 10.6% are disabled and 3.3% are elderly.

G. “SHORT LIST” OF DEVELOPMENT SITES

The following “City-owned” sites were selected for inclusion in a “short list” of sites deemed to have the most potential for affordable housing development:

- State and North 4th St.
- 604 Washington St.
- Mill St.
- Rossman Ave. sites
- 514-516 Columbia St.

H. REFERENCE DOCUMENTS

1. “Affordable Housing Development Plan” (City of Hudson Website)
2. “Strategic Housing Action Plan” (City of Hudson Website)
3. “Downtown Revitalization Initiative Application” (City of Hudson Website)
4. “2002 Comprehensive Plan” (City of Hudson Website)
5. Draft Local Waterfront Revitalization Program (City of Hudson Website)
6. “1996 Hudson Vision Plan” (Available in hard-copy upon request at 1 North Front St, Hudson NY)

I. RFQ EVALUATION AND SELECTION PROCESS

The evaluation and selection process for this Request for Qualifications (RFQ) will include two rounds, as follows:

1. Round One:
Respondents shall provide all information requested below. A committee, comprised of City Staff and City stakeholders will evaluate each response, after which some or all Respondents may be invited to participate in Round Two.
2. Round Two:
A Request for Proposals (RFP) will be issued to those Respondents selected to participate in Round Two and will be notified via email. The RFP may include, but is not limited to, fully developed design concepts, additional submittals, financing strategies, and an in-person interview.

J. RESPONSE TO REQUEST FOR QUALIFICATIONS (RFQ) REQUIREMENTS

Respondents are required to provide the following information in response to this RFQ:

1. An introductory letter of interest briefly describing your interest in pursuing the Project.
2. Contact information including the name, title, phone number, and email address of the individual who is authorized to represent the Respondent as the primary contact that will be available to provide additional information, if necessary.
3. Provide a document with the following company information:
 - a) Year founded and number of continuous years in business
 - b) Ownership status (public or private company, LLC, LLP, S-Corp, Sole Proprietor)
 - c) Corporate & Local Office location
 - d) Number of employees in corporate & local office at time of submittal
4. Provide a detailed narrative description of your experience with comparable projects.
5. Provide examples highlighting experience with development and operation of projects in municipalities of similar size and scope, with particular emphasis on complex mixed-income projects located in an urban environment and projects developed through public-private partnerships. Examples should include images, location, development program, breakdown of residential affordability mix, members of the development team, total development cost, financing structure, project schedule, role of the public sector, information on challenges faced and solutions achieved, and a local reference.
6. A description of your experience in financing mixed-use, affordable or mixed income housing, securing grants and public funding sources, and financing references. Provide the composition of the current real estate portfolio owned and/or managed by the respondent and a list of all projects in the development pipeline including location, status, schedule, estimated cost and financing structure. Please also describe the developer's capacity for completing the proposed Project in the context of the current development pipeline.
7. Project Financing Capability
A description of your financial capacity. This description should include the following:
 - a) Evidence of your ability to fund predevelopment costs.
 - b) Anticipated sources of funds, current relationships with lenders and equity investors, and ability to obtain necessary financing for the proposed development, including recent history of obtaining debt and equity financing.

J. RESPONSE TO REQUEST FOR QUALIFICATIONS (RFQ) REQUIREMENTS (continued)

8. Disclosure of any litigation that could have a materially adverse effect on the development entity's financial condition and disclosure of any bankruptcy filings by the development entity or affiliates within the past five (5) years.

K. QUESTIONS & CLARIFICATIONS:

All inquiries with respect to this Request for Qualifications (RFQ) shall be in writing directed to the following address:

Thomas DePietro
President, Common Council, City of Hudson
councilpres@cityofhudson.org

1. All questions must be submitted in writing by email.
2. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.
3. A list of all substantive inquires received along with relevant responses will be posted on the City of Hudson website, www.cityofhudson.org.
4. In addition, any changes, additions or deletions to this RFQ will also be posted on the City of Hudson website, www.cityofhudson.org, along with an electronic version of this RFQ.
5. A proposer may withdraw a proposal at any time prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified above. The proposal may thereafter be resubmitted, but not after the final due date and time. Modifications offered in any other manner, oral or written, will not be considered.
6. Other than the contact person identified above, prospective proposers shall not approach City of Hudson employees during the period of this RFQ process about any matters related to this RFQ or any proposals submitted pursuant thereto.

L. SUBMISSION OF PROPOSALS

The Proposer shall submit three (3) hard copies and one (1) electronic version in a searchable text format in Adobe Acrobat (pdf) format.

Please submit three (3) complete printed copies of your proposal and any other required documents in an opaque sealed envelope clearly marked "**Proposal Enclosed – RFQ Affordable Housing Project Development**", with the name and address of the responding firm identified.

Where the United States Postal Service or other delivery service is used, the sealed envelope shall be enclosed in a separate envelope with the notation "**Proposal Enclosed**" on the face thereof.

All documents must be received at the following address, **no later than 5:00 p.m. on January 24, 2022:**

Thomas DePietro
President, Common Council, City of Hudson
520 Warren Street
Hudson, New York 12534

L. SUBMISSION OF PROPOSALS (continued)

In addition to mailing the proposal, **please submit one (1) electronic copy** of the proposal, with all other documents in PDF format, and the **subject line** clearly identified as **“Proposal Enclosed – RFQ Affordable Housing Project Development”**, shall be emailed **no later than 5:00 p.m. on January 24, 2022**, to the following email address: councilpres@cityofhudson.org.

M. TERMS AND CONDITIONS

1. Incurred Costs: This RFQ does not commit the City of Hudson to award a contract or to pay any costs incurred in the preparation of a response to this request. The City of Hudson will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

2. Right to Cancel: The City of Hudson reserves the right to cancel this RFQ at any time and to decide not to consider any or all of the respondents submitting information in response to this request.

3. Severability: If any terms or provisions of this RFQ are found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

4. Collusion: By submitting a proposal, a firm implicitly states that its proposal has not been made in connection with any other competing firm submitting a separate response to this RFQ; is in all respects fair; and has been submitted without collusion or fraud.

5. Oral Presentation/Interview: Oral presentations may or may not be conducted. If presentations are requested, it should be noted that they would be for fact-finding purposes, not negotiations.

6. Scope of Services: The final scope of services may be negotiated between the Respondent and the City of Hudson depending upon any optional services proposed.

7. Non-Discrimination: In accordance with Federal, State and local law and all other applicable laws, the City of Hudson does not discriminate on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual’s ability to perform the job.

8. Disclaimer: The City of Hudson reserves the right to reject any and all responses, or portions thereof, for any reason. Additionally, the City of Hudson reserves the right to adjust the scope of work as needed.

END.

SUBMISSION ACKNOWLEDGEMENT

IN WITNESS WHEREOF, the below-named Respondent acknowledges that all responses and representations contained in this Proposal, including the Statement of Qualifications, References, Rates, and any attachments, are true and correct. The undersigned person affirms that he or she has authority to sign this Proposal on behalf of Respondent.

(date)

(signature)

(printed name and title)

(printed name of firm)

(printed address of firm)

STATE OF _____)

COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she (or they severally) acknowledged to me that he/she (or they) executed the same.

**NON-COLLUSIVE PROPOSAL CERTIFICATE
PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in the proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and

(2) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(date)

(signature)

(printed name and title)

(printed name of firm)

(printed address of firm)

ACKNOWLEDGMENT BY PROPOSER NOTARY PAGE

IF INDIVIDUAL OR INDIVIDUALS:

STATE OF _____)

COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she (or they severally) acknowledged to me that he/she (or they) executed the same.

IF CORPORATION:

STATE OF _____)

COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____ to me known, who, being by me sworn, did say that he/she resides at (give address)

_____ ; that he/she is the (give title)

_____ of the (name of corporation)

_____, the corporation

described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he/she signed his/her name thereto by like order.

IF PARTNERSHIP:

STATE OF _____)

COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of _____ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.