

First United Methodist Church of Hollis, Queens



91-31 191st
Hollis Queens, NY

Request for Proposals
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All inquiries and proposals should be addressed to:

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INTRODUCTION

Overview

First United Methodist Church of Hollis Queens (“FUMCHQ” or the “Owner”) is seeking proposals from experienced, financially qualified developers to design and construct a new multi-use building at 91-31 191st Street (Block 10820, Lots 11, 16 & 21) (the “Site”). FUMCHQ will own a Church Facility Unit in the building, hereinafter defined. The Developer will own the residential portion of the newly constructed building.

The lot area size, if combined into one development site, is 36,000 square feet. Lot frontage on 191st is 240 feet with a depth of 150 feet.

The Site is located within a R-5 zoning district. Due to the zoning, the Site offers a variety of floor-air ratios for residential, senior and community facility that may be utilized to create a unique mix of uses.

FAR: 1.25 (Market Rate)
1.95 (Senior Housing)
2.00 (Community Facility)

As part of the project, FUMCHQ will receive a Church Facility of approximately 5,000 square feet utilizing a portion of the first floor and below grade portions of the building (the “Church Facility”). The Church will be a turn-key built facility for FUMCHQ.

FUMCHQ and the selected Developer shall enter into a Purchase and Sale Agreement for the transfer of the property and a Development Agreement for the construction of the Church Facility which will be transferred back to FUMCHQ.

The property is located on 191st between Jamaica Avenue and Woodhull Avenue. It is just over one block from the Hollis Long Island Railroad train station. MTA bus lines are close to the property. It is a short distance from the major Hillside Avenue corridor.

Attorney General approval is not necessary for United Methodist churches. The appropriate committees and authorities of the United Methodist Church of the New York area will review the project. With their support and a congregational vote, a petition for the sale will go before the NY Supreme Court for the transaction to close.

The Council member, Ms. Nantasha Williams, has written a letter of support for FUMCHQ for a mixed-use development on the site.

Disclaimer

This RFP is being furnished only to invited parties who have expressed interest in submitting proposals consistent with the terms outlined below. The sole purpose of this RFP is to assist the recipient in deciding whether to proceed with further analysis of this opportunity and respond with a Proposal.

Steve Bodden and Rev. Bill Shillady of Ecclesiastical Realty LLC (“ERAS”) are designated to arrange all contacts for appropriate due diligence by potential Developers. All inquiries or requests for additional information should be submitted or directed to them.

While the information provided herein is believed to be accurate and reliable, neither the Owner, nor ER, make any representations or warranties, express or implied, as to the accuracy or completeness of such information. Only those representations and warranties contained in a definitive and executed Contract of Sale or Development Agreement shall have any legal effect. In furnishing this RFP, ERAS reserves the right to amend or replace it at any time and undertake no obligation to provide the recipient with access to any additional information.

Nothing contained within this RFP is or should be relied upon as a promise or representation as to past, present or future events. Proposers should conduct their own investigation and analysis of the property described herein.

PROJECT BACKGROUND AND INFORMATION

Project Background

The Site

The property currently consists of three buildings. Lots 11 and 16 have one residential building, a parking lot, a garage and a church facility including a sanctuary and an educational building. Lot 21 has a residential building.

The subject property is not located in a NYC Landmarks Preservation Commission Historic District, nor is the building a Landmark.



Project Goals and Scenarios

The main goal of the Project is for the First United Methodist Church of Hollis Queens (“FUMCHQ”) to transfer in fee simple the Site to a developer, who will demolish the current church owned buildings on the property for the purpose of constructing residential housing and a Church Facility which will be transferred to FUMCHQ. The church has a preference for a Senior Affordable Housing project which has the 1.95 FAR. However, the church is open to other project types that will provide for their new facility and an endowment. The Developer will retain ownership of the residential housing, and any other community space not transferred to the Church.

Preliminary meetings were held with staff at HPD and with Queens DCP concerning this site. Positive feedback was given for a senior affordable building.

Financially, the Church seeks to maximize the value of the Site's development rights while meeting a number of community facility program needs. The Project should include as much housing as can be accommodated by the zoning in a building with a new Church Facility.

The Developer's architect shall be responsible for producing working drawings for all Project elements and a full turn-key build out of the Church Facility, including fit-out and finishes. The Church may, at its option, hire an Owner's Rep for consulting and overseeing the design and construction of the Church Facility. The Developer's architect shall cooperate and work with the Owner's Rep throughout the entire pre- construction and construction stages.

The Development Agreement will specify the physical design, development schedule, financial terms and rights and responsibilities of Developer and FUMCHQ in connection with the Project. It will require the Developer to construct and transfer to FUMCHQ a Church Facility with a valid Temporary Certificate of Occupancy that meets all of the Church's requirements by a date to be negotiated. This ownership of the Church Facility Unit will be as a condominium unit. The Developer will be responsible for converting the Temporary Certificate of Occupancy into a Final Certificate of Occupancy.

Prior to entering into the transactional documents, the Church may decide to first enter into a non-binding Memorandum of Understanding with an exclusivity period for the Developer to perform legal, architectural, environmental and land use due diligence.

The developer must provide the following items:

Construction of Church Facility Unit

The leadership of the Church has undertaken a space planning process resulting in a preliminary desire for a facility that will be multi-purpose in its form. The preliminary program calls for approximately 5,000 net usable square feet. The new space will be carefully crafted to provide a more efficient and modern church facility than their current building. The Church Facility may be spread among the first floor and the basement, subject to certain design guidelines discussed below and in Exhibit A.

The Church Facility would be transferred to the Owner as a condominium (the "Church Facility Unit"). The Church shall reserve the option to exchange the Church Facility Unit for cash consideration from the Developer.

The Church Facility Unit shall include, but may not be limited to, the following design guidelines:

- A main area shall be located at grade level. The total seating capacity of this multi-purpose room shall be up to 74 persons. Seating shall be chairs that can be arranged in many configurations with available handicap accessibility and seating per code.
- The Church Facility shall have an internal elevator if split between two levels, not shared with the residential portion of the building.

- The Pastor's office and other administrative offices shall be located on the main floor area.
- The Fellowship Hall (also serving as a Dining Hall) and the Kitchen can be below-grade. The Fellowship Hall should be accessible internally by elevator and stairs from the first floor of the Church Facility Unit.
- Any space components not designated with a grade-specific preference shall be encouraged to be below grade so as to minimize the utilization of development rights (ie. FAR) by FUMCHQ.
- The Church Facility shall have its own HVAC (Heating, Ventilation & Air Conditioning) system, to be maintained and controlled by FUMCHQ.
- Space components such as kitchen appliances, audio/visual equipment, electronic lock systems and others shall be defined by FUMCHQ but purchased and installed by the Developer as part of a turn-key build-out.
- Acoustic and sound treatment shall be installed between main floor area and any residential apartments above or adjacent to prevent bilateral disturbances.

ZONING AND LOCAL DEVELOPMENT

Local Development

The area around the subject property has many residential buildings coupled with very culturally diverse residents attracted to the nearby LIRR train station with growing neighborhood amenities. The area will benefit from the nearby NYC Jamaica Neighborhood Plan. The Jamaica Neighborhood Plan will provide a long-term vision for a more resilient and thriving Jamaica. The plan, developed in collaboration with local community members and organizations, would support more housing, more jobs across many industries, improvements to public space, and investments in local infrastructure.

Zoning

The subject property is located in a R-5 district

The below map illustrates the area zoning map:



The following table illustrates the applicable floor-air ratios for the subject property under the various use scenarios:

SUMMARY OF PERMITTED FLOOR AREAS		
Block: 10820, Lots: 11, 16, 21		
LOT AREA (combined)	36,000 sf	
TYPE OF USE	MAX FAR	ZFA
Market Rate Residential	1.25	45,000 sf
Inclusionary Residential *	1.25	45,000 sf
Affordable Independent Residences for Seniors	1.95	70,200 sf
Community Facility	2.00	72,000 sf
Commercial	N/A	N/A

* not mapped in an Inclusionary Housing Designated Area

PROPOSAL REQUIREMENTS AND SCHEDULE

RFP Selection Process

Proposals should be submitted to Ecclesiastical Realty LLC c/o Steve Bodden, President.

The Church reserves the right, in its sole discretion, to withdraw or modify this RFP and to reject any Proposal as being non-responsive or if it is in the best interest of the Church to do so. Final pricing shall be subject to an appraisal as required by the church's internal approval process. Proposals that are incomplete or not in conformance with the requirements of this RFP, may be eliminated from further consideration. Developers should note carefully the Proposal content requirements listed below.

Contents of Proposal

Project Description

- An outline development plan for the Project and associated infrastructure, utilities and site improvements, with occupancy, types and sizes of development in approximate gross square feet and zoning square feet.
- A preliminary site plan showing anticipated building footprints and heights, open space, parking areas, driveways etc.
- A description of qualitative aspects of the proposed Project; the proposed design vocabulary and exterior finishes; other relevant information.
- Anticipated condominium fees, if any, imposed on the Church Facility Unit.
- An estimate of how much area of the Church Facility Unit will be below-grade.

Developer & Development Team

- A description of the entity or entities responsible for implementation of the Project, including each member of any joint venture or partnership and the names and resumes of principals.
- The names of the attorneys who will be working on the transaction for the entity.
- The name of the architect the entity plans to use for the Project and their qualifications (if undecided, provide a short list of candidates).
- If known, provide descriptions of any other proposed consultants to the Developer.
- If known, provide whether minority or women owned contractors or subcontractors will be used for the project.

Documentation of Qualifications & Experience

Provide entity overviews/brochures and detailed information on at least seven similar development projects within the past 10 years. Of particular interest senior affordable, mixed affordable and mixed-use residential-community facility developments projects in New York City involving faith-based or other nonprofit organizations and new construction projects.

Financial Qualifications

Proof of funds in the amount necessary to complete the project should be provided.

Each member of the Developer entity or entities should submit audited or reviewed financial statements describing in detail its financial status in the two (2) most recent fiscal years preceding the deadline for the submission of Proposals.

Publicly-owned companies must submit the latest annual report and Form 10K as well as any Form 10Q submitted after such Form 10K.

Additional documents related to the financial status and capabilities of the entity may be requested at any time.

Financial Proposal

Please provide a detailed discussion of proposed business terms.

The Owner shall not be responsible for any cost overruns related to the construction of the Church Facility Unit or any other project component.

Anticipated Development Schedule

Provide a projected timeline of each major step for pre-development, planning, design, construction and rent-up associated with completion and occupancy of the Project under each scenario (including any time needed for public agency approvals). Indicate proposed start and completion dates for each activity (from initial planning to full occupancy) and the degree of overlap among these activities.

Selection Criteria

Listed below are criteria that will be used by the Owner in selecting a Developer under this RFP.

- **Comparable Development Experience**
- **Development Capacity and Current Workload**
- **Conformance with Requirements of the RFP**
- **Ability to Finance**
- **Feasibility of Financial Proposal**
- **Quality of Building, Urban Design, and Space Programs**

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EXHIBIT A - Church Facility Condo space analysis

The following programming and space analysis provides estimated minimum sizes and functions of the Church Facility Condo.

	Floor	Room Capacities (number of people)								Total Area	Notes
		Workstation or Desk	Standing Capacity	Seated in Rows	Seated at Tables	Classroom: Adults	Classroom: Grade-School	Classroom: Pre-School			
Room Type		64 sf each	7 sf each	11 sf each	15 sf each	25 sf each	30 sf each	40 sf each			
Category 1: Assembly Spaces									2,190 sf		
Sanctuary	75	1		74					841 sf		
+ Choir area			0						0 sf		
+ Baptismal pool									0 sf	standard, adjacent to pulpit	
Narthex (vestibule & reception)		1	25						239 sf		
Fellowship hall		0			74				1,110 sf		
Category 2: Program Support Spaces									415 sf		
Choir & music room		0							0 sf		
Baptism and sacristy room									150 sf	preparation for baptism & storage of sacred objects	
Media room (with visibility into sanctuary)									140 sf	standard: 3 people, 2 consoles	
Nurse's station & lactation room									125 sf	small room with sink & consultation area	
Category 3: Office Administration Spaces									382 sf		
Pastor's office suite		1							64 sf		
+ bathroom & kitchenette									100 sf	standard	
Adjacent conference room									0 sf		
Secretary's office & reception area		1							64 sf	adjacent to pastor's office	
File and records storage									90 sf	standard	
Trustee's office		0							0 sf		
Deacon & deaconess office		0							0 sf		
Church clerk's office		0							0 sf		
Treasurer's office		1							64 sf		
Category 4: Food Services Spaces									696 sf		
Dining hall - see Fellowship hall above									0 sf	n.a. if same as fellowship hall	
Kitchen (incl. cooking equipment)									500 sf	standard	
Servery - 8 ft x 12 ft									96 sf	standard	
Food storage									100 sf	standard	
Category 5: Classroom & Meeting Spaces									0 sf		
Classroom & flex activity 1		0							0 sf		
Classroom & flex activity 2		0							0 sf		
Classroom & flex activity 3		0							0 sf		
Category 6: Building Operations and Misc. Spaces									225 sf		
Classroom & office supply storage									100 sf	standard	
Custodial & maintenance office									125 sf	standard, include slop sink	
Furniture and facilities storage									0 sf	standard, includes space for large equipment	
SUB-TOTAL - NET USABLE AREA									3,908 sf		
Assumed gross-up factor (ie. circulation, toilets, mechanical, etc)									1.25		
GROSS FLOOR AREA									4,885 sf		