

REQUEST FOR PROPOSALS  
FOR PURCHASE OF THE PROPERTY  
OWNED BY THE PRESBYTERIAN CHURCH OF LIVINGSTON

LOCATED AT 271 W NORTHFIELD ROAD, LIVINGSTON, NEW JERSEY 07039



*The Presbyterian Church of Livingston is soliciting proposals for the purchase and development of its property, located on 271 W Northfield Road, Livingston, New Jersey. The Presbyterian Church is seeking a buyer / developer to purchase and develop the property in a manner that adds value to the surrounding community, complies with the Township of Livingston's building codes and development plans, and, either directly or indirectly, furthers the mission of the Presbyterian Church of Livingston.*

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## SECTION 1: GENERAL INFORMATION, BACKGROUND, INSTRUCTIONS

### GENERAL

The opportunity presented in this Request for Proposals (“RFP”) is generally described in Section 2: Project Scope, and proposals must be submitted in accordance with the specifications in Section 3: Proposal Format of this RFP. Any proposal that does not conform fully to these instructions may be rejected, at the sole discretion of the church.

Purchase is defined as the fee simple title transfer of the property from the Presbyterian Church of Livingston (“Church”) to a buyer (“Respondent”), which results in a net positive financial scenario for the Church. Development is defined as renovation and improvement of existing structures, or removal of the existing structures and construction or improvements to the land.

Nothing in the RFP shall be construed to create any legal obligation on the part of the Church or any Respondents. The Church reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the Church be liable to Respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP.

No Respondent shall be entitled to repayment from the Church for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Church. Respondents may also withdraw their interest in the RFP in writing, at any point in time.

### CHURCH PROPERTY OVERVIEW

The Presbyterian Church of Livingston is located in Livingston, New Jersey in Essex County, within the greater North Jersey region. The church property consists of a large functional religious facility with a sanctuary that seats 450, and a single-family residence for the Pastor “the manse” with a 2 car garage. Although the church was originally constructed in the early 1950’s, it has all the features and amenities of a modern religious building including a large nave with balcony, offices, meeting rooms, class rooms, recreation rooms with stage, and kitchens for preparations of foods. Located outside is a church memorial garden. Within the garden are small volumes of cremated remains of individuals comingled with soil which will be removed at the church’s expense. Also on the property is a large blacktop parking lot.

### GOALS AND OBJECTIVES

Given the short- and long-term financial needs of the church, and the desire to continue its mission and leave a legacy in the community, the church has made the decision to seek a buyer to purchase the property through an RFP



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process. The church expects that the responses to this RFP will be consistent with the strategic goal and mission/vision statements including:

- Reinforce social and economic diversity
- Build on strengths of what is existing in the community
- Respect history, but allow for something new, innovative and positive

### PROPOSALS FORMAT

Respondents must submit two (2) hardcopies and one (1) electronic copy in Microsoft compatible or PDF format. Proposal hardcopies must be on standard 8"1/2" by 11" paper. All supporting documentation must be on paper no larger than 8 ½" by 14". Respondents may choose to provide additional sets if and when invited to do so for presentation purposes. Submissions will not be returned. PCL may decide to extend the submission deadline, or to accept submissions on a rolling basis.

### PROPOSALS DUE DATE

All offers and proposals are **due within 45 days of the listing date** of the property and shall be submitted to:

**Pamela Vandenberg-Smith & Lawrence Smith**

**Real Estate Representatives**

**Elite Realtors of New Jersey**

**Windsor Plaza, 160 S Livingston Ave. Suite 208, Livingston, NJ 07039**

**Phone: 973-796-6156**

**Email: [TheSmithRealtors@Gmail.com](mailto:TheSmithRealtors@Gmail.com)**

### DEVELOPER SELECTION/ EVALUATION CRITERIA

In evaluating responses to this RFP, the following criteria are among those that will be considered:

1. The extent to which the proposed development directly produces social and economic justice impacts, or to which the net financial gain allows for the Church to further its mission in this regard.
2. The extent to which the proposed development uses materials, design concepts, and systems to reduce environmental impact and retain/replant trees on the property.
3. The public benefits that would be provided by the project
4. Overall quality of the submission.



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5. The experience and the financial capacity of the developer in successfully planning and completing development projects of similar type and scale.
6. The extent to which the proposal complements and collaborates with other development in the area.

**The Church, in its sole discretion, may expand or reduce the criteria upon which it bases its final decisions regarding selection of the Respondent for this property.**

Respondent selection will be based on the evaluation of the proposal and interview. Elite Realtors of New Jersey will be responsible for gathering and summarizing the proposals which will then be reviewed and evaluated by the Church.

The Church reserves the right to accept or reject any or all proposals for any reason at its sole discretion; and/or to discuss or negotiate the terms, conditions, or components of a submitted proposal with a Respondent(s); or to request additional information or documentation concerning a submitted proposal.

The content of this RFP is for informational purposes only and the representations made herein, although thought to be accurate, are without warranty. Respondents shall rely exclusively on their own investigations and analyses.

### INQUIRIES

Requests for information by Respondents must be made in writing via Email to the representing realtors below. Any unwritten questions and any verbal responses and/or comments will not be binding. Should any Respondent be in doubt as to the meaning of any portion of this RFP, or should the Respondent find any ambiguity, inconsistency, or omission herein, such person or entity shall make a written request for an official interpretation or correction. All questions concerning the solicitation and specifications shall be submitted in writing via e-mail addressed to:

**Pamela Vandenberg-Smith & Lawrence Smith**

**Real Estate Representatives**

**Elite Realtors of New Jersey**

**Windsor Plaza, 160 S Livingston Ave. Suite 208, Livingston, NJ 07039**

**Phone: 973-796-6156**

**Email: [TheSmithRealtors@Gmail.com](mailto:TheSmithRealtors@Gmail.com)**

### SECTION 2: PROPERTY DETAILS

#### PROPERTY INTRO

The Presbyterian Church of Livingston is the fee owner of the improved real property having the street address of 271 W Northfield Road, Livingston, NJ 07039, Essex County, Block 5500, Lot 5 on the official Township of Livingston New Jersey records. The Abstract of Title has been obtained and the PCL currently holds clear title. A Property Survey has been produced by Lakeland Surveying. See Appendix B.

#### PROPERTY DETAILS

The lot size is 217,968.4 square feet (4.96 acres). The subject improvements consist of two (2) and partial three (3) floors of the Presbyterian Church of Livingston originally constructed in 1957+/- with an addition in 1968 and containing a total floor area of 23,452 square feet which includes a 450-seat sanctuary with balcony and finished basement with classrooms and kitchens. The upstairs levels contain classrooms, offices and a large kitchen. In addition to the main church facility, there is a two story plus basement single family home for the pastor called the Manse, containing 2,884 square feet of living area which includes 4 bedrooms and 2.2 bathrooms. There is a free standing two car garage containing 600 square feet. Also located on the property is a memorial garden which size is approximately 70" x 100". On the property exists a black top parking lot providing for 100+ parking spaces.

No percentage of the property is considered unbuildable. The property is currently zoned residential (R-3), is in the water district, and has public sewer connection. The site is generally level and at street grade with West Northfield Road at the frontage through the central portion of the site with a slight slope to the property's rear. All utilities necessary to its present use are available and in service including gas, electric, water, telephone, Wi-Fi, sanitary and storm sewers. The property is lined with trees and has large cleared spaces which accommodates for easy development. The property is not in a Flood Zone area and there is no current knowledge of any easements on the property.

#### PROPERTY LOCATION

The church is located on a residential road, half a mile from Essex County highway Route 10 consisting of multiple large retail stores, and ¼ mile from Northfield shopping center with many local retail establishments. The church is also a 25-minute (11 miles) drive to the city of Newark, a 52-minute (20 miles) drive to New York City and a 32-minute (19 miles) drive to Newark Liberty International Airport.

## ADJACENT PROPERTIES

The immediately adjacent properties include a single-family home to the West of the property, and a single-family home to the East of the property which borders with The Hillside Club's 80-unit Condominium complex. Directly located across the street North from the church property is the Living Stone Christian Church, and located South directly behind the property is the Livingston Senior /Community Center (LSCC) which has a pre-school and offers a wide variety of recreational classes for all ages at this location.

## SECTION 3: PROPOSAL FORMAT

### COVER LETTER

State the goals of your development, the approach to meeting those goals, and a summary of the proposed project that outlines how it adds value and meaning to the neighborhood and the surrounding area and the community.

### DEVELOPMENT PROPOSAL

The Respondents proposal should include the following elements:

- A. A narrative description of the key elements of the proposal
- B. The proposed purchase price for the property
- C. The timeline for obtaining necessary approvals / permits from the Township of Livingston, NJ
- D. The anticipated closing date

### EVIDENCE OF FINANCIAL CAPACITY

Include evidence of financial capacity with a proof of funds (POF) letter from the bank or financial institution where the Respondent deposits money. The POF should include the following:

- A. The bank's name and address
- B. An official bank statement
- C. The balance of total funds in the buyer's accounts



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- D. The signature of an authorized bank employee or notary
- E. Verification of the date the funds were in the buyer's account

### RESPONDENT INFORMATION

The Respondent should provide an overview of its organization and its services including years in business, locations, size, and growth. Include information regarding any pending or recent lawsuits against the organization, its officers or employees. If the proposal is submitted by a lead organization on behalf of several partners, provide similar information for each partner.

### PROCEDURE AND TIMING OF RESPONSE TO OFFERS

The Presbyterian Church (U.S.A.) is a Mainline Protestant denomination with over 8,000 locations in all 50 states and Puerto Rico. Please note there are multiple denominations with the word “Presbyterian” in their name. The Presbyterian Church (U.S.A.) – often referred to as “PC(USA)” has its national offices in Louisville, Kentucky. The referenced property is titled to a congregation or presbytery (a regional association of congregations) within this denomination.

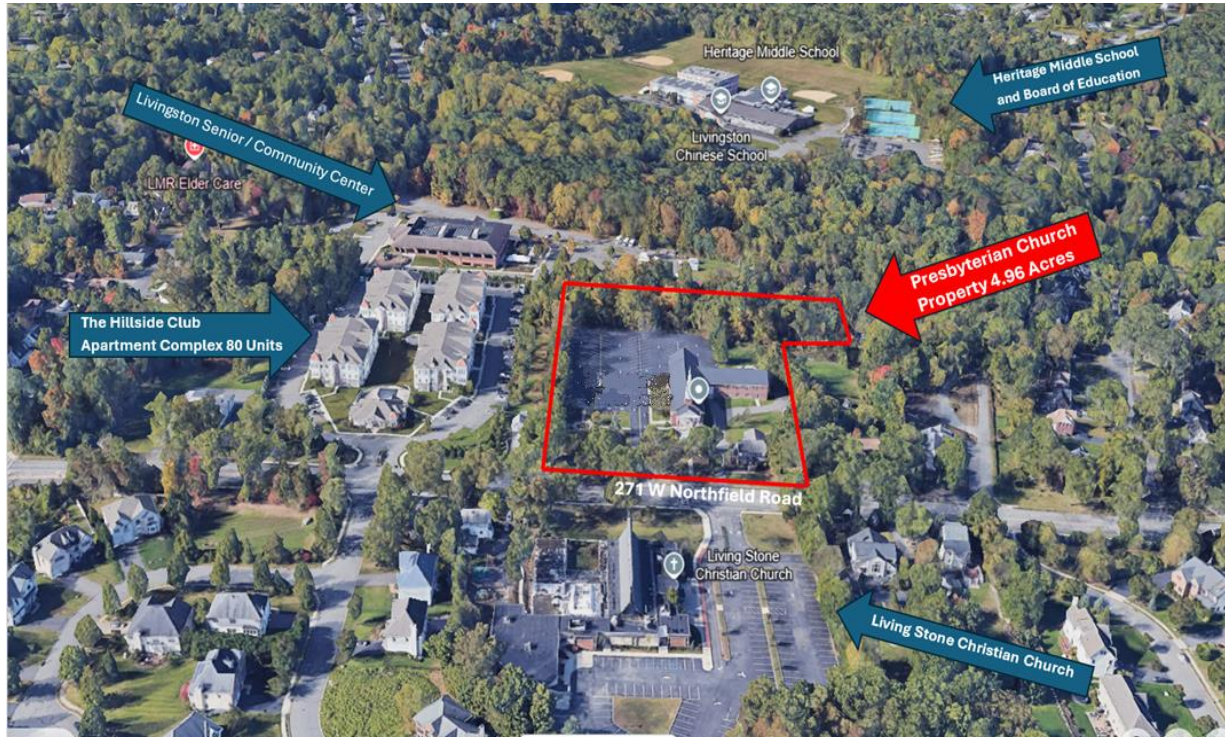
Church polity dictates that any sale or long-term lease of congregational real estate must be approved by three different bodies: the Session (the governing board) of the local congregation, the congregation itself, and the Presbytery. These three votes are undertaken in that sequence, and requirements are in place for advance notice of such votes. (Property owned by and titled to a Presbytery requires only the last of those three votes.) **These votes begin after an offer has been agreed upon and typically require 60 days to complete.**

Church leaders are happy to describe this process in greater detail should a buyer or their lender need additional information.

*We thank you for your interest,  
and we look forward to receiving and reviewing your offer and proposal.*



APPENDIX A: AERIAL MAP AND IMAGES OF PCL PROPERTY



PCL property, located in highly desirable and central location



PCL church building & 100+ car parking lot



Single Family Residence "Manse"

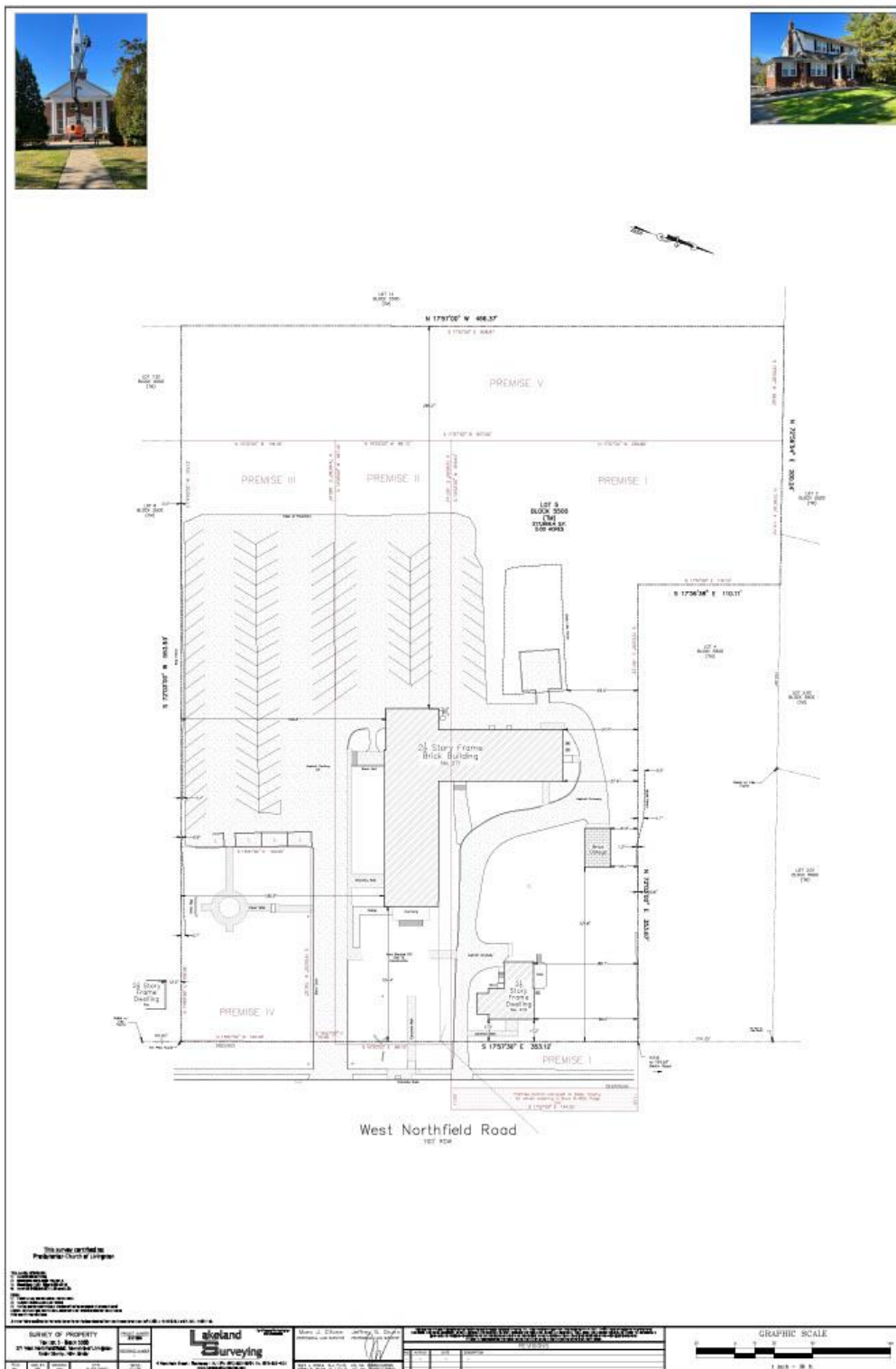


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Memorial Garden

2 Car Garage & back of Manse

For additional images of the property please visit: <https://my.homedairy.com/471884>



For a high-resolution PDF of the Property Survey please visit: <https://my.homedairy.com/471884>



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