



# CITY OF ROCHESTER FALL 2023 AFFORDABLE HOUSING DEVELOPMENT REQUEST FOR PROPOSALS

Issue Date: August 18, 2023  
Proposals Due: 12:00 PM, September 29, 2023



*Submit Proposals to:*  
Lindsay Nabozny  
Senior Community Housing Planner  
Department of Neighborhood  
and Business Development  
[Lindsay.Nabozny@CityofRochester.Gov](mailto:Lindsay.Nabozny@CityofRochester.Gov)



*Pre-Proposal Conference*  
Tuesday, September 5, 2023  
3:00pm via Zoom  
Meeting info at

<https://www.cityofrochester.gov/HousingRFP/>

City of Rochester – Department of Neighborhood and Business Development

**Fall 2023 Affordable Housing Development RFP**

August 18, 2023

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**Attachments**

Attachment A - City of Rochester Housing Policy

Attachment B - Sustainability and Green Building Design Guidelines

Attachment C - Proposal Application

Attachment D - Proposal Content Outline

Attachment E – Homeownership Design Standards

Attachment F - Mayor’s Vision, Mission, and Values

**Additional Information**

Rochester 2034 Comprehensive Plan - <https://www.cityofrochester.gov/Rochester2034/>

City of Rochester 2020-2024 Plan - <https://www.cityofrochester.gov/ConsolidatedPlan2020/>

Citywide Housing Market Study 2018 - <https://www.cityofrochester.gov/housingmarketstudy2018/>

Developer Guidance Handbook - <http://www.cityofrochester.gov/developmentguidance/>

Rochester Housing Quality Task Force Report and Recommendations - <https://www.cityofrochester.gov/HQTF/>

Office of Energy and Sustainability Plans and Guides - <https://cityofrochester.gov/OES/>

## **Affordable Housing Development RFP**

The City of Rochester, New York is seeking proposals from developers, non-profits, and housing service providers (Developers) to increase the supply of high-quality, safe, affordable rental and homeownership opportunities within the geographical limits of the city of Rochester. Developers may respond to this RFP to competitively apply for gap financing, a Payment-in-Lieu-of-Taxes (PILOT) agreement, purchase of City-owned real estate, and/or an official City letter of support for projects requesting assistance from New York State Homes and Community Renewal (NYS HCR), New York State Housing Finance Agency (HFA), or other funding sources. **Projects will be ranked and then scored with “like” projects in, in terms of funding structure and development type in one of two categories: (1) affordable rental housing and (2) homeownership projects.**

### **PART 1. BACKGROUND INFORMATION**

The City of Rochester’s Housing Policy (*Attachment A*), adopted in 2008, calls for the City to engage stakeholders and foster public/private partnerships that improve neighborhoods, create healthy real estate markets, stabilize and enhance the tax base, and provide a broad array of housing options to address the needs of diverse households. The City of Rochester is an entitlement city in the U.S. Department of Housing and Urban Development (HUD) Home Investment Partnership Program (HOME) and Community Development Block Grant (CDBG). HOME funds assist low-income persons/households in Rochester by providing much needed affordable housing to various income levels under 80% Median Family Income (MFI). For the purposes of this RFP, a project is generally considered “affordable” if the majority of units are affordable to persons/households earning at or below 80% of MFI and/or the project is subject to a regulatory agreement with NYS HCR or HFA, or HUD. The City is particularly focused on proposals targeting the creation of a range of housing options that are affordable for Extremely Low Income (< 30% MFI) persons/households. The City utilizes funds from these grants and other sources to provide developers increased financial capacity to cover necessary project costs and seeks to achieve a reasonable return of capital on the available “gap” financing to allow for future investment in affordable housing.

Proposals are requested for Multi-Family projects, independent/local rental projects, new homeowner projects, and other projects that support City priorities. Please see Part 9 of this RFP for more information on City priorities. For City funding (typically HOME Funds or local funding based on the City’s resources), PILOTs, letters of support, or other assistance for your project, please review the information below that identifies the project type for consideration. Please be advised that this is a competitive process.

## **PART 2.         TIMELINE**

The timetable for the Proposal review and selection process is as follows:

<b>Activity</b>	<b>Time</b>	<b>Date<sup>1</sup></b>
RFP Issued	Noon	Friday, August 18, 2023
Deadline for Pre-Proposal Meeting Questions	9:00 AM	Tuesday, September 5, 2023
Virtual Pre-Proposal Information Meeting: visit <a href="https://www.cityofrochester.gov/HousingRFP/">https://www.cityofrochester.gov/HousingRFP/</a> for Zoom link to attend meeting	3:00 PM	Tuesday, September 5, 2023
Responses to Pre-Proposal Meeting Questions and Meeting Recording Posted Online	5:00 PM	Thursday, September 7, 2023
Proposals Due	Noon	Friday, September 29, 2023
Review Committee Meetings	Misc.	October 2023
Support Letters Distributed	Misc.	November 2023

## **PART 3.         COMMUNICATIONS**

All communications by parties who have indicated an intent to submit or have submitted a proposal in response to this RFP (“Respondents”), including any questions or requests for clarifications, requests for status updates about the proposal selection process and any other inquiries whatsoever concerning this RFP shall be sent, in writing, to the following City staff person (“City Contact”):

**Lindsay Nabozny, Senior Community Housing Planner - [Lindsay.Nabozny@CityofRochester.Gov](mailto:Lindsay.Nabozny@CityofRochester.Gov)**

No contact is permitted with any other City staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the City will respond to all timely questions submitted via e-mail to the City Contact by the question deadline stated above. Questions and the corresponding answers will be posted on the City’s web page for this RFP. The City’s failure to timely respond or provide responses to any questions shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

The City will make every reasonable effort to keep Respondents informed about the RFP process. Notifications about Timeline date changes, amendments to the RFP and other information about the RFP will be sent by e-mail to Respondents who have provided an e-mail address to the City Contact and will be posted on the City’s website for this RFP. The City’s failure to provide such information shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

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<sup>1</sup> The dates shown above may be subject to change per the City of Rochester’s sole discretion and upon written notification as set forth herein.

#### **PART 4. PRE-PROPOSAL CONFERENCE**

In order to provide the City with an opportunity to discuss the RFP and Respondents with an opportunity to ask questions and clarify the RFP, a virtual pre-proposal conference will be held Tuesday, September 5, 2023 at 3:00pm via Zoom. There is no requirement to attend the pre-proposal conference and no obligation by the City to provide information from the conference to parties who fail to attend.

Additionally, we recommend that Respondents reach out to City Housing and Zoning staff year-round, and particularly early on in the pre-development stage, to help guide planning and development decisions and to align the proposed development with current City programs, policies, expectations and initiatives. Visit the City's RFP website or contact Lindsay Nabozny at [lindsay.nabozny@cityofrochester.gov](mailto:lindsay.nabozny@cityofrochester.gov) for further clarification on the pre-proposal meeting time and Zoom link to attend.

#### **PART 5. CITY RESOURCES FOR AFFORDABLE RENTAL HOUSING DEVELOPMENT**

The City defines "Affordable Housing" as those projects in which the majority of units are affordable to persons/households earning at or below 80% of MFI and are typically subject to a regulatory agreement. The City has the following resources available to support the development of affordable rental housing:

##### **5.1 Gap Financing** - The City has limited HOME funds available for construction/permanent gap financing.

The City funds are structured as follows:

- Interest only payments; 2% of principal. During the construction period, loan payments are must-pay and are due annually. After conversion to permanent financing, loan payments are cash-flow dependent, and are due annually.
- 30-year term.
- Subordinate debt, typically behind any conventional, Federal, or State funds.
- The City prioritizes its HOME investments for support of rental units affordable to households at or below 50% MFI for HOME assisted units.
- The City will release up to 90% of the funds during construction; 10% will be held back for retainage, and receipt of necessary documentation for project close-out.
- Typically HOME funds will not exceed 2-5% of total development cost.
- National Environmental Policy Act (NEPA) review will be required for any projects that receive HOME funds. Please note that the City utilizes the HEROS system and all NEPAs will be required to be provided within that online database.
- Closing fee of 1% of the loan amount.
- Document preparation fee of 0.5% of the loan amount.

##### **5.2 Property Tax Exemption** - Respondents may request a Payment In Lieu of Taxes (PILOT) agreement from the City of Rochester or support letter for a property tax exemption through the County of Monroe Industrial Development Agency (COMIDA). Affordable housing projects are typically eligible for a Shelter Rent PILOT agreement through the City in which the annual PILOT payment is equivalent to 10% of shelter rent (Shelter Rent = Gross Rent – Vacancy – Utilities Paid By Property Owner).

**5.3 City-Owned Real Estate** - We encourage development teams to work with the City's Real Estate Division and the Rochester Land Bank Corporation to locate parcels for Affordable Housing development projects. Information on the Real Estate Division and the Land Bank can be found at <https://www.cityofrochester.gov/realestate/>. Proposals including acquisition or purchase of City-owned land should indicate the work completed prior to the proposal (if applicable), and the desired transfer and/or ownership structure.

**5.4 Support Letter** – Development teams can request support letters from the City for applications for assistance to NYS HCR, NYS HFA, the New York State Consolidated Funding Application, or other funding sources. The City's support of a project, financially or otherwise, is contingent upon the project not deviating from the project that was originally scored, ranked, and supported. If the project team wishes to make changes to the project, in any manner (number of units to be developed, design, unit-mix, affordability, loan and/or financing structure, etc.) subsequent to proposal submission to the City and/or after receipt of a support letter from the City of Rochester, the City's Division of Housing must be notified in advance and shall be allowed to participate in the visioning of any alterations. Support letters are valid for project proposals unchanged until completion of the City's next RFP process. Development teams that seek support letters without requesting gap financing, property tax exemption, or City-owned real estate must respond to this RFP. Please reach out to City staff if you have questions regarding whether to respond to this RFP.

The City reserves the right to withdraw or alter support, financial or otherwise, if changes to the project were not reviewed and approved by the appropriate parties, including Housing, Zoning, and other City staff, in advance of making changes.

## **PART 6. CITY RESOURCES FOR OWNER-OCCUPIED HOUSING**

Creating and sustaining homeownership is a top City priority, particularly for households/persons earning at or below 80% but particularly at or below 60% MFI. The following resources are available to developers of projects that will create owner-occupied housing units upon completion:

**6.1 Gap Financing** - The City has limited funds available for gap financing. City funds are typically structured as follows:

- Construction financing of up to 10% of development cost. Debt is subordinate, typically behind any conventional, Federal or State funds. The City will release 90% of funds during construction; 10% will be held back for retainage.
- Forgivable loans may be available to projects that are affordable to households earning at or below 60% MFI.
- National Environmental Policy Act (NEPA) review will be required for any projects that receive HUD funds. Please note that the City utilizes the HEROS system and all NEPAs will be required to be provided within that online database.

- Subsidy disbursed upon receipt of Certificate of Occupancy, contingent upon the Developer providing satisfactory documentation.
- Affordable homeownership and owner occupancy must be sustained for a minimum of fifteen years.
- Closing fee of 1% of the loan amount.
- Document preparation fee of 0.5% of the loan amount.

**6.2 Tax Exemption** – Projects that create a minimum of three (3) owner-occupied residential units in the city of Rochester may be eligible for the Core Housing Owner Incentive Exemption (CHOICE). The exemption applies to the increase in value resulting from the project. The exemption is 90% the first year of occupancy and declines 10% per year thereafter.

**6.3 City-Owned Real Estate** - We encourage development teams to work with the City's Real Estate Division to locate parcels for owner-occupied housing development. Information on the Real Estate Division and the Land Bank can be found at <https://www.cityofrochester.gov/realestate/>. Proposals including acquisition or purchase of City-owned land should indicate work with the City completed prior to the proposal (if applicable), and the desired transfer and/or ownership structure.

**6.4 Support Letter** – Development teams can request support letters from the City for applications for assistance to NYS HCR, NYS HFA, or other sources. The City's support of a project, financially or otherwise, is contingent upon the project not deviating from the project that was originally scored, ranked, and supported. If the project team wishes to make changes to the project, in any manner (number of units to be developed, design, building types, affordability, loan and/or financing structure, etc.) subsequent to submitting a proposal to the City and/or after receipt of a support letter from the City of Rochester, the City's Division of Housing must be notified in advance and shall be allowed to participate in the visioning of any alterations. Support letters are valid for project proposals unchanged for one year. Development teams that seek support letters without requesting gap financing, property tax exemption, or City-owned real estate must respond to this RFP. Please reach out to City staff if you have questions regarding whether to respond to this RFP.

The City reserves the right to withdraw or alter support, financial or otherwise, if changes to the project were not reviewed and approved by the appropriate parties in advance of making changes.

## **PART 7. PROPOSAL COMPONENTS & PRIORITIES**

The City of Rochester is dedicated to improving neighborhoods, fostering healthy real estate markets, and providing a broad array of housing options to address the needs of a diverse populace. The City's Housing Policy discusses particular policies and goals to promote these ideals, and Developers should use this policy as a guide when developing housing.

Additionally, the City is prioritizing the following:



- Proposals that adhere to and expand upon the ideas, concepts, and strategies included in the [Housing Quality Task Force Report and Recommendations](#) (2022), City of Rochester [Five Year Consolidated Plan \(2020-2024\)](#) including the [Analysis of Impediments to Fair Housing Choice \(2020\)](#), [Rochester 2034 Comprehensive Plan](#) (2019), [Citywide Housing Market Study](#) (2018) and the [Report of the Commission on Racial and Structural Equity](#) (2021);
- Project that promote the Mayor's [mission](#) of "promoting increased quality of life through investments that create vibrant neighborhoods and employment opportunities" (Attachment E);
- Housing inclusive of a wide range of affordability levels, especially those proposals that include rental units affordable to households earning at or below 30% of MFI (categorized as Extremely Low Income) that are not set-aside for special needs populations and homeownership proposals that include homes affordable to households earning at or below 60% MFI;
- Projects that promote homeownership, particularly for lower-income residents and/or historically disadvantaged populations, including Black, Indigenous, and People of Color (BIPOC);
- Supportive housing, or developments in which at least 30% of the units are set-aside for special needs populations (see below). The proposal must include a plan for providing services to the special-needs populations, including identification of partnerships or Memorandums of Understanding (MOUs) with local service agencies, and identified source(s) of funding for the ongoing operations of these units;
- Unique building designs that enhance and respect the character of the neighborhood;
- Utilization of innovative and new technology for a sustainable development, green construction standards and energy efficiency.
- Proposals that include an innovative, robust workforce development plan that results in:
  - Capacity building for local organizations, including; neighborhood associations, or local housing or economic development non-profits (e.g. a substantive partnership with a neighborhood association, or the establishment of a community benefits agreement); and/or,
  - Recruitment, training, and job opportunities for residents of the project's neighborhood (e.g. OSHA training for local residents that allow them to secure jobs working on-site), in addition to proposals that provide opportunities for Minority and Women Owned Business Enterprises (M/WBE), and Minority, Women, City Resident, and Section 3-qualified workforce participation.

All development teams should incorporate the elements below into their housing proposals:

#### Neighborhood Revitalization

- The identification, support of, and coordination with existing neighborhood enhancement and revitalization initiatives, which includes: the City of Rochester Five Year Consolidated Plan 2020-2024 including the Analysis of Impediments to Fair Housing Choice (AI), the Rochester 2034 Comprehensive Plan, the Citywide Housing Market Study (2018), specific neighborhood plans for the intended area, anti-poverty initiatives, regional development council plans, project or location specific housing market studies, and other City supported documents.
  - The Rochester 2034 Comprehensive Plan was adopted in November 2019 and includes guidance for development under a section called "The Placemaking Plan" on pages 25-120. The Placemaking Plan provides design considerations and planning elements that are location-

specific (see the Placemaking Plan Map on page 76 of Rochester 2034), as well as those that are city-wide in nature.

- The City's Project and Plans Website (<https://www.cityofrochester.gov/projectsandplans/>) connects the public to information about all the exciting projects in which the City has invested. Projects include development projects, street projects, and environmental sustainability projects. The Plans and Studies tab displays citywide and neighborhood planning that has been accomplished over the last 10 years. Plans typically analyze economic, environmental, mobility, and social trends and how those trends translate into land use design and changes and a vision for the future of an area.
- The identification, support of, and coordination with existing business and expansion of retail development objectives, especially those that will enhance, or revitalize, [commercial corridors](#).
- A location that is near other significant development or planned investment, and/or part of a larger development or planning effort.
- Early and periodic engagement of the community, including evidence of coordination with and support received by the community. Please include a list/chart of the outreach completed to date (who, dates/times, type of organization/representative, type of support – if applicable, etc.), the coordination efforts undertaken, and include any letters of support received. Demonstrated support from neighborhood groups, resident associations, or other entities from the proposed project's geographic community is most important.
- Projects that are compatible with the market potential in the neighborhood.
- Description of how the project adheres to specific components of approved neighborhood plans.

#### Design and Project Characteristics

- The creation of economically, socially, and demographically diverse neighborhoods and developments is of particular importance. Developers should propose the development of homes or rental units affordable to a wide range of households.
- Attention paid to creation of affordable homes or rental units for Extremely Low Income (< 30% MFI) and Very Low Income (30-50% MFI) persons/households.
- A design attractive to and accommodating of diverse and mixed-income households including visitability, accessibility, and or universal design, attractiveness to larger households, and/or ability to age in place; also creative, context-sensitive architecture and site design that promotes healthy lifestyles and prioritizes the pedestrian experience at the first floor level.
- Building designs should be unique and should avoid large, unadorned façade expanses and inauthentic/arbitrary changes in materials or colors. High-quality, durable materials and architectural treatments should be employed to enhance the physical character of the neighborhood, respect historically significant architecture, and meet the needs of the community.
- Exterior architectural features should be consistent with or enhance neighborhood character. Considerations may include porches, rooflines, building height, etc.
- Homeownership proposals that reflect the Housing Division's Affordable Homeownership Design Standards (Exhibit E).

- Demonstrated sensitivity to unique neighborhood character and architecture and includes amenities such as community space and other conveniences.
- When applicable, supportive housing developments, including a viable support services plan that identifies the local provider(s) and source of operating subsidy/income. Special needs populations include, but are not limited to:
  - a. Persons with HIV/AIDS
  - b. Persons with Alcohol/Substance Abuse Disorders
  - c. Homeless Persons and Families (HUD Definition)
  - d. Persons with Physical, Developmental, or Psychiatric Disabilities
  - e. Persons who have been Victims of Domestic Violence
  - f. Frail / Elderly
  - g. Other populations may be considered if need is documented
- Utilization of innovative and new technology to increase overall building sustainability. The proposal should meet green building design and performance standards (zero emissions building, passive house, etc.) or make efforts to maximize energy efficiency and beneficial electrification throughout the project. Please see *Attachment B* for more information.
- Support for and promotion of resident health and well-being through strategies such as health-supportive site selection (project proximity to jobs, health services, grocery stores, multimodal transportation, parks, community spaces, etc.), incorporating healthy/active design principles, or offering on-site health and wellness programming or facilities for residents.
- Project zoning compliance.
- Visitability guideline compliance.
- Thoughtful consideration of environmental issues relating to urban in-fill soil and development. Proposal demonstrates adherence to New York State Department of Environmental Conservation (DEC) Part 360 regulations. New residential construction projects on residential vacant parcels should include appropriate due diligence assessments including but not limited to Phase I and Phase II Environmental Site Assessments, geotechnical investigations, and characterization of soil and waste fill materials. The development of a comprehensive environmental management plan specifically tailored to the proposed project is also recommended to provide guidance on the management, on-site reuse and off-site disposal excavated construction materials. All new residential construction projects on residential vacant parcels need to consider the budget and schedule impacts of these urban fill management requirements. Proposals that have performed more environmental due diligence and mitigation will be awarded a higher number of points during the evaluation process.

#### Development Team Experience

- The developer must demonstrate ability to undertake and/ or identify completed similar projects, as well as a sustainable property management strategy, and financial capability.

#### Fair Housing Goals

- All Affordable Housing submissions must include an Affirmative Marketing plan and support and advance fair housing choices in the City of Rochester. Please refer to the [Analysis of Impediments to Fair Housing Choice 2020](#) for more information.

#### Minority and Women Owned Business Enterprises (M/WBE) & Workforce Goals

- All submissions must include a detailed proposed plan for adherence to the City's M/WBE, Minority and Women Workforce participation, and (if applicable) Section 3 requirements for employment opportunities.
- The City's M/WBE Requirements are:
  - Minority-Owned Businesses (MBE) – 20%
  - Women-Owned Businesses (WBE) – 10%
- The City's Workforce Participation Goals, based on hours worked, are as follows:
  - City Residents – 25% of current or new hires working on the project
  - Minorities – 20% of current or new hires working on the project
  - Women – 6.9% of current or new hires working on the project
  - Section 3 Qualified – for affordable housing projects, at least 25% of work hours performed by new hires or Section 3 eligible workers and 5% or more work hours performed by Targeted Section 3 workers. For more details on Section 3 requirements, please contact Lindsay Nabozny ([lindsay.nabozny@cityofrochester.gov](mailto:lindsay.nabozny@cityofrochester.gov)).
- Reporting for City M/WBE and Workforce participation occurs monthly. Development teams are expected to hire a third party M/WBE and Workforce Consultant to collect and report M/WBE and Workforce data. Development teams additionally must show capacity for recruiting and educating contractors, subcontractors, and other project participants on the City's reporting requirements. The City's MWBE and Workforce reporting will be entered into the City's electronic portal for this purpose. Additional information and training on registration and use of the portal and system will be provided once the project has been awarded full funding necessary to be undertaken.
- Please note that the City of Rochester requires race/ethnicity data for MBE's for HUD reporting purposes.
- Please note that the City requires demographic information for households residing in projects receiving City benefits. When projects receive Federal funds, the City must report demographic information to HUD.
- Projects that receive Federal funds such as HOME funding will be subject to HUD Civil Rights guidelines. In June 2022 HUD released new guidance, for more information visit [Office of Fair Housing and Equal Opportunity \(FHEO\) Guidance \(hud.gov\)](#) and [Multifamily Title VI Guidance Implementation Sheet4522 FINAL.pdf \(hud.gov\)](#)

\*\*\*All projects that receive City benefits MUST adhere to the above M/WBE, and workforce goals. Affordable housing projects that receive HOME funds must adhere to Section 3 goals as well.\*\*\*

**PART 8. DEVELOPMENT PROPOSAL EVALUATION CRITERIA – AFFORDABLE RENTAL HOUSING**

Please be advised that this is a competitive process. Projects will be rated according to the following criteria:

<b>Neighborhood Revitalization</b>	
<u>Alignment with other development and investment:</u> The project is located near other major development/planned investment or is part of a larger planning effort or supports enhancement or revitalization of commercial corridors.	10
<u>Community Support:</u> The project has received support by the community/neighborhood it will affect and supports Rochester’s Anti-Poverty, Housing Policy, Consolidated Plan, Rochester 2034 Placemaking Plan, 2022 Housing Quality Task Force recommendations, and other planning initiatives.	10
<b>Design and Project Characteristics</b>	
<u>Mixed-Income:</u> The project is designed to accommodate diverse, mixed-income households while remaining primarily affordable to households at or below 80% MFI. The project creates units for Extremely Low Income (<30% MFI) persons/households that are not set aside for special needs populations.	10
<u>Project Readiness:</u> There is evidence of site control. Necessary environmental investigations have been completed and any concerns have been mitigated, or there is an acceptable remediation plan that includes the appropriate allocation of funds for environmental testing and remediation. Proposal includes draft NEPA or HUD worksheets (see Exhibit D, Item 8). The project meets zoning regulations or includes a plan/timeline to go through necessary zoning approvals. Proposed sources of funding have been secured or a timeline for securing funds is included.	10
<u>Project Design:</u> The project design is unique and is sensitive to neighborhood character. The proposed project includes clear documentation of its strategies to support and promote resident health and well-being, features amenities such as community space and other conveniences, and incorporates accessibility/universal design/visitability standards. Proposed building materials are high quality.	10
<u>Sustainability and Energy Efficiency:</u> The proposal utilizes innovation and new technology to increase overall building sustainability, meets green building design standards, and/or has made efforts to maximize energy efficiency.	10
<u>Supportive Housing:</u> Development team proposes to serve special needs populations, and the proposal includes a support services plan and funding for the ongoing financial support of these households.	10
<u>Financial Feasibility:</u> Soundness of project budget and pro-forma assumptions and projections, cost effectiveness, favorable credit pricing and loan terms, and adherence to City loan terms.	10
<u>Market Study:</u> Project unit mix is supported by Market Study.	5
<b>Development Team Experience</b>	
<u>Experience:</u> The developer must demonstrate ability or has completed similar projects, has a sustainable property management strategy, and financial capability.	10
<b>M/WBE &amp; Workforce and Fair Housing Goals</b>	
Quality of proposed M/WBE and Workforce plan and Affirmative Marketing plan	5
<b>Total Possible Score</b>	<b>100</b>

**PART 9. DEVELOPMENT PROPOSAL EVALUATION CRITERIA – OWNER-OCCUPIED HOUSING**

Please be advised that this is a competitive process. Projects will be rated according to the following criteria:

<b>Neighborhood Revitalization</b>	
<u>Alignment with other development and investment:</u> The project is located near other major development/planned investment or is part of a larger planning effort or supports enhancement or revitalization of commercial corridors.	10
<u>Community Support:</u> The project has received support by the community/neighborhood it will affect and supports Rochester’s Anti-Poverty, Housing Policy, Consolidated Plan, Rochester 2034 Placemaking Plan, 2022 Housing Quality Task Force recommendations, and other planning initiatives.	10
<b>Design and Project Characteristics</b>	
<u>Mixed-Income:</u> The project is designed to accommodate diverse, mixed-income households. Projects that create homeownership opportunities for households/persons at or below 60% MFI will be prioritized.	10
<u>Project Readiness:</u> There is evidence of site control. Necessary environmental investigations have been completed and any concerns have been mitigated, or there is an acceptable remediation plan that includes the appropriate allocation of funds for environmental testing and remediation. If applicable, proposal includes draft NEPA or HUD worksheets (see Exhibit D, Item 8). The project meets zoning regulations or includes a plan/timeline to go through necessary zoning approvals. Proposed sources of funding have been secured or a timeline for securing funds is included.	10
<u>Sustained Homeownership:</u> Homes may be sold by the initial owner-occupant, but owner-occupancy is required for an extended period of time by Declaration of Restrictive Covenant or some other mechanism. Longer owner-occupancy requirements, such as 30 years, will be prioritized.	10
<u>Sources of Funds:</u> City of Rochester benefits are well-leveraged with other subsidies and funding sources.	5
<u>Project Design:</u> Project designs are unique and sensitive to neighborhood character. Proposed building materials are high-quality, will enhance the surrounding community, and reflect the Housing Division’s Affordable Homeownership Design Standards (see Exhibit E).	10
<u>Sustainability and Energy Efficiency:</u> The proposal utilizes innovation and new technology to increase overall building sustainability, meets green building design standards, and/or has made efforts to maximize energy efficiency.	10
<u>Financial Feasibility:</u> Project costs should be realistic and reasonable. Submission includes a breakdown of total development cost that includes an estimate of all soft costs in addition to hard costs.	5
<u>Market Study:</u> Home purchase prices and residential unit sizes are supported by market data.	5
<b>Development Team Experience</b>	
<u>Experience:</u> The developer must demonstrate ability or has completed similar projects and has demonstrated financial capability.	10
<b>M/WBE &amp; Workforce Goals</b>	
<u>M/WBE &amp; Workforce:</u> Quality of proposed M/WBE and Workforce plan.	5
<b>Total Possible Score</b>	
<b>100</b>	

## **PART 10. PROPOSAL PREPARATION AND SUBMISSION PROCESS**

Proposals must be received by the City of Rochester no later than 12:00 PM on Wednesday, September 29, 2023. Submit proposals on a USB, jump drive, or via Dropbox (<https://www.dropbox.com/>) or other file sharing website. Please only submit your proposal one time, using one method. A USB or jump drive may be submitted to:

City of Rochester - Department of Neighborhood and Business Development  
Bureau of Business and Housing Development  
Attn: Lindsay Nabozny, Senior Community Housing Planner  
30 Church Street - Room 005A  
Rochester, New York 14614

Proposals submitted via file sharing site should be sent to Lindsay Nabozny, Senior Community Housing Planner, at [Lindsay.Nabozny@CityofRochester.Gov](mailto:Lindsay.Nabozny@CityofRochester.Gov).

This RFP is designed to facilitate the evaluation and selection of Developers' proposals best able to achieve the City's objectives. The proposal submitted shall contain a table of contents. All pages shall be numbered and major sections and all attachments shall be referenced in the table of contents. In order to enable the City to effectively review the information contained in the proposals, proposals shall reference the numbered and lettered sections of the RFP. The response to each section shall be provided separately, and clearly titled by name and addressed in detail or provide an explanation for why the Respondent is not submitting related project information for a specific section or requirement of the RFP.

Each proposal shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its proposal, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFP.

Submission of a proposal shall be deemed authorization for the City to contact Respondent's references, if applicable. Evaluation of proposals will be conducted by the City based on information provided in the Respondent's proposal(s) and on such other available information that the City determines to be relevant. The evaluation of proposals may include an on-site assessment, meetings with authorized personnel, and/or may involve the use of a third-party consultant.

Proposals will be reviewed by representatives of the City of Rochester. Respondents shall provide sufficient information in their written proposals to enable the City review team to make a recommendation to the Mayor. The City reserves the right to invite any or all Respondents to an interview to discuss their proposal. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The City is under no obligation to select any of the Respondents' submitted proposals, or to select any or all of the project types described herein. The City may amend or withdraw the RFP at any time, within its sole discretion. The City shall have no liability for any costs incurred in preparing a proposal or responding to the City's requests with respect to the proposal.

## **PART 11. PROPOSAL FORMAT**

All proposals should be submitted as digital files via USB, jump drive, or file sharing website (see Part 10: Proposal Preparation and Submission Process). Please only submit the proposal one time, using one method. All components described in *Attachment D* must be included in the submittal, and each must be submitted and identified as separate electronic files, with file names that also include the section name and number as listed in *Attachment D*. Additionally, for a proposal to be considered for review, the application form provided as *Attachment C* must be included in the submission as a separate file. Failure to provide proposal submissions in the required electronic format may exclude a proposal from consideration for this RFP.

## **PART 12. RIGHTS RESERVED BY THE CITY**

The City reserves the right, at its sole discretion, to amend or withdraw this RFP including any timeframes noted herein, upon notification of all Respondents as set forth above, and in such case, the City shall have no liability for any costs incurred by any Respondent.

The City may request additional information from any Respondent to assist the City in making its evaluation.

The proposal and all materials submitted with the proposal shall become property of the City and will be subject to NYS Freedom of Information Law. If any proprietary information is submitted with the proposal, it must be clearly identified as such and a request to keep such information confidential must be prominently included in the submission.

The City's support of a project, financially or otherwise, is contingent upon the project not deviating from the proposed project that was originally scored, ranked, and supported. The City reserves the right to withdraw or alter support, financial or otherwise, if changes to the project were not reviewed and approved by the appropriate parties, in advance. The City's continued support is not guaranteed, and the City may withdraw or modify support, financial or otherwise, even if proposed changes are submitted, reviewed, and approved. If the project team wishes to make changes to the project, in any manner (design, unit-mix, affordability, special populations to be served, loan and/or financing structure, etc.), subsequent to submitting a proposal to the City and/or after receipt of a support letter from the City of Rochester, NY the City's Division of Housing must be notified in advance of the reasons for such changes, and shall be notified of and allowed to participate in the visioning of any alterations, and confirm the City's continued support for the project.



**City of Rochester**  
**Housing Policy**  
Adopted March 18, 2008

The City of Rochester will engage stakeholders and foster public/private partnerships to improve neighborhoods, create healthy real estate markets, stabilize and enhance the tax base, and provide a broad array of housing options to address the needs of diverse households.

To accomplish the goals of this Housing Policy, the City shall:

1. Promote rehabilitation, redevelopment and new construction of housing through:
  - A. Maintenance, rehabilitation and/or historic preservation to enhance the well-built and diverse housing stock, which offers a variety of different products than are available throughout much of the region.
  - B. Redevelopment of residential, non-residential and mixed use structures to address market demand for currently underrepresented housing types in the existing housing inventory and/or provide for the preservation of historic structures.
  - C. Assembly of appropriate vacant land through management of the inventory of foreclosed properties, demolition of obsolete portions of the existing housing stock to reduce vacancy, and the strategic acquisition of land to create development opportunities and open space assets that enhance existing residential areas.
  - D. Development of new housing and/or the development of new housing types that address market demand. Efforts will include an emphasis on capitalizing on such unique assets as the Genesee River, Lake Ontario, and the Erie Canal; significant historical, architectural and landscape features; and economic, educational and cultural institutions.
  - E. Enhancement of existing and creation of new public and private financial products that support rehabilitation, redevelopment and new construction
  - F. Encouragement of environmentally sensitive rehabilitation, redevelopment, demolition and new construction methods.
  - G. Encouragement of housing development that supports neighborhood commercial corridors.

2. Promote homeownership through:
  - A. Helping homeowners retain their homes through the use of a variety of programs that prevent foreclosure and predatory lending.
  - B. Cultivating new homeowners through marketing, pre-and post-purchase counseling and training programs, encouraging the development of quality financial products, and developing housing types that create an inventory of housing options to address market demand.
3. Support efforts to strengthen the rental market through:
  - A. Support for owners of rental property to be successful business owners while being accountable for providing quality local management and maintaining housing quality standards.
  - B. Support for the coordination of tenant services that reduce unwanted transiency, encourage accountability, and result in longer-term tenancies.
4. Promote housing choice through:
  - A. Support for fair housing programs that offer housing opportunities to members of protected classes, low- and moderate-income households, people with disabilities, and a full range of age groups.
  - B. Working toward the de-concentration of poverty in City neighborhoods through efforts that attract more middle- and upper-income households and expand housing choices for lower-income households.
  - C. Ongoing efforts with other jurisdictions to ensure that fair shares of housing opportunities are available throughout the region for households with restricted choices.
  - D. Development of permanent supportive housing that meets the needs of populations requiring supportive services, and encouraging the fair share of such housing outside the City.
5. Support the implementation of neighborhood and asset-based planning through interdepartmental collaboration, and:
  - A. Ensuring that citizen-based planning is at the core of efforts to establish a neighborhood vision and plan, advise the City, and provide feedback on development projects.
  - B. Cost-effective use of federal and state grants in order to make dramatic improvements by identifying neighborhoods for the implementation of plans to improve housing market vitality, reduce code violations, decrease transiency, and increase assessed valuations.
  - C. Conducting data-based research and ongoing measurement and monitoring of outcomes to drive decisions on public investments.
  - D. Using market-based strategies as the foundation for all planning efforts.

## *Attachment B: Sustainability and Green Building Design Guidelines*

### **Sustainability, Green Building Design, and Energy Efficiency**

The City of Rochester strongly encourages innovation and use of new technology to increase overall building sustainability. Describe how the proposal meets green building design and performance standards (zero emissions building, passive house, etc.) or has made efforts to maximize energy efficiency and beneficial electrification throughout the building/development. Emphasize how sustainability measures will result in energy savings, environmental benefits (reduced carbon emissions, avoidance of fossil fuels, and increased reliance on renewables), lower operating costs, and improved health and comfort of occupants. Sustainability measures may include but are not limited to the following:

- Building envelope specifications to maximize insulation, air tightness and minimize heat/energy loss (strongly recommended);
- Installation of clean heating and cooling technologies such as Air-source or Ground-source heat pumps, heat pump water heaters and heat pump clothes dryers (strongly recommended);
- Installation energy efficient electric appliances throughout the building/development (strongly recommended);
- HVAC with energy recovery, ventilation and humidity controls;
- Installing or site preparation for use of renewables including solar photovoltaics (PV) (on-site or off-site arrays to cover all or part of projected loads). Describe how other renewables are incorporated in to the project;
- Use of green building materials including recycled or low VOC components;
- Response to storm water retention, extreme weather events (storm surges, heat waves). Examples may include use of permeable pavement, green roofs or other green infrastructure, low-water use landscaping, or tree plantings;
- Education and opportunities for tenants to practice behaviors that support sustainability. Examples may include providing access for recycling and food waste composting, best practices for reducing waste, minimizing energy and water use;
- Installation of on-site EV charging stations, electric car-share, bicycle storage, or alternative low/zero-emission transportation options;
- Building energy monitoring and tracking including benchmarking, smart building monitoring and controls; and
- Other building design and operational factors that minimize energy usage and improve building sustainability.

Request for Proposal (RFP) for Affordable Housing Development  
City of Rochester

Project Information

Project Name:	_____	Total Development Cost:	_____																																																																			
Project Address:	_____	<table><tr><th colspan="7">Proposed Unit Mix</th></tr><tr><th rowspan="2">Unit Size</th><th colspan="5">AMI</th><th rowspan="2">Total</th></tr><tr><th>0-30%</th><th>31-50%</th><th>51-60%</th><th>61-90%</th><th>Other: _____%</th></tr><tr><td>Zip:</td><td>_____</td><td>Studio</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Quadrant:</td><td>_____</td><td>1BR</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Neighborhood:</td><td>_____</td><td>2BR</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>_____</td><td>3BR</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>_____</td><td>4BR+</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number of Units:</td><td>_____</td><td>Total</td><td></td><td></td><td></td><td></td><td></td></tr></table>		Proposed Unit Mix							Unit Size	AMI					Total	0-30%	31-50%	51-60%	61-90%	Other: _____%	Zip:	_____	Studio						Quadrant:	_____	1BR						Neighborhood:	_____	2BR							_____	3BR							_____	4BR+						Number of Units:	_____	Total					
Proposed Unit Mix																																																																						
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	_____	3BR																																																																				
	_____	4BR+																																																																				
Number of Units:	_____	Total																																																																				
Project Type (check one):	<input type="checkbox"/> Rental	<input type="checkbox"/> Homeownership																																																																				

Requested City of Rochester Support

	Yes	No		Yes	No
Sale of Land:	<input type="checkbox"/>	<input type="checkbox"/>	Loan:	<input type="checkbox"/>	<input type="checkbox"/>
PILOT:	<input type="checkbox"/>	<input type="checkbox"/>	Requested Financing Amount:	_____	
Support Letter:	<input type="checkbox"/>	<input type="checkbox"/>	Requested Terms:	_____	

Applicant Information (Owner Entity)

Applicant Name:	_____
Address:	_____
City, State & Zip:	_____
Contact Person:	_____
	Taxpayer ID #: _____
Title:	_____
	Organization Type: _____
Phone Number:	_____
	Email Address: _____
Development Consultant:	_____

Submission Date: \_\_\_\_\_

### PROPOSAL CONTENT

Applicants must submit a proposal containing all of the items listed, provided in checklist form below, to be considered for City support and resources. Each numbered item should have its own tab.

<b>1</b>	<b>Project Narrative</b> The project narrative section should touch on all pertinent components of the development. Description of the property or properties, entire development project and location(s), current uses of properties and zoning, and how/why the property was selected. <ul style="list-style-type: none"><li>- Include a statement explaining how the project meets local housing needs (including the needs of Extremely Low Income, Very Low Income and Low Income persons/households) and priorities as documented in the 2022 Rochester Housing Quality Task Force Report and Recommendations, City of Rochester Five Year Consolidated Plan 2020-2024, Rochester 2034 Comprehensive Plan, Rochester Citywide Housing Market Study (2018), Housing Policy, this RFP, and the public benefits of the project.</li><li>- Include a proposed project timetable, a description of the community engagement to date (and moving forward), and any community or neighborhood support letters. The proposed timeline should allow for a minimum of 5-6 months from primary funding award to project closing to allow for completion of necessary City processes.</li><li>- Please note whether you have met with City of Rochester staff for a Developer Roundtable meeting and when, whether Site Plan Review has begun and its status, and any other meetings with City staff or processes that have begun to advance the project.</li><li>- Describe the type and level of sustainability features that will be incorporated into the project.</li></ul>
<b>2</b>	<b>Evidence of Site Control</b> <ul style="list-style-type: none"><li>- For all privately owned proposed development sites describe the existing structures(s) and identify each as vacant or occupied. If any structures are occupied, identify whether relocation of occupants will be necessary and/or describe the related occupancy protection plan necessary to undertake the project. Should any buildings require demolition as part of the project, the plan for demolition should be included and confirmation that it will be undertaken in accordance with all federal, state and local requirements.</li><li>- For City-owned parcels, identify parcels requested. If the project has already been in discussion with the City of Rochester's Department Real Estate, include licensing agreements or other documentation.</li></ul>
<b>3</b>	<b>Site Map</b> Map of the site, as well as a map of the surrounding neighborhood, including; amenities, services, and leveraged investments (planned or completed).
<b>4</b>	<b>Project Plans and Specs</b>

	Preliminary plans for development or redevelopment.
<b>5</b>	<b>Elevations, Site Plan, and any Project Renderings</b> Elevations and/or renderings should, where possible, utilize a proposed color scheme that demonstrates the look and style of the finished project
<b>6</b>	<b>Sources and Uses/Pro Forma</b> Detailed proposed Sources and Uses of funding for the entire project for all project types, a minimum 30 year operating pro forma for rental housing projects (or for such term as is consistent for the request for City funding), and statement about the status of funding sources / timeline for securing funding. Detailed description of all funding sources, including repayment structure and lien position.
<b>7</b>	<b>Evidence of Financing/Letters of Interest or Commitment Letters</b> Include statement of interest in the property by owner or major tenant, and/or letters of interest or commitment letters from all construction, bridge, and permanent funding sources. The terms of all funding sources must be clearly indicated.
<b>8</b>	<b>Environmental Site Assessment</b> Copies of reports of all environmental investigations completed to date (i.e. Phase I Environmental Site Assessment), and recommendations for remediating or addressing any identified areas of concern. The City reserves the right not to review application if a Phase I has not been completed, or if a Phase II is required or recommended and has not been completed. <i><u>*All development teams proposing scattered site developments will be required to submit Phase II reports and an EMP.</u></i> Due to Federal Funding Requirements, developers should review proposed projects sites for concerns related to items listed below, and complete and submit the relevant worksheets related to the following items. HUD worksheets can be found here: <a href="https://www.hudexchange.info/resource/4707/environmental-review-record-related-federal-laws-and-authorities-worksheets/">https://www.hudexchange.info/resource/4707/environmental-review-record-related-federal-laws-and-authorities-worksheets/</a> <ul style="list-style-type: none"> <li>- Noise Abatement and Control (Attach HUD worksheet from above link; Use form for EA-type project)</li> <li>- Historic Preservation (Attach SHPO Letter and worksheet)</li> <li>- Floodplain Management (Attach HUD worksheet from above link)</li> <li>- Wetland Management (Attach HUD worksheet from above link)</li> <li>- Explosive and Flammable Facilities (Attach HUD worksheet from above link)</li> <li>- Site Contamination (Attach multifamily worksheet from link above)</li> </ul> If completed, a draft NEPA should be included in the proposal instead of the above worksheets. Beginning with RFPs issued in 2024, a draft NEPA will be a required component of submissions.
<b>9</b>	<b>Project ownership structure</b> Include a statement about the proposed project ownership structure. <ul style="list-style-type: none"> <li>- If project owner is an existing company, accountant-prepared, financial statements for the past three fiscal years, including balance sheets, income statements and cash flow statements for each year. (If accountant prepared financial statements are not available, Federal income tax returns</li> </ul>

	<p>for the past three years are acceptable).</p> <ul style="list-style-type: none"> <li>- Current personal financial statement for each individual owning 20% or more of the project, including detail of all existing real estate holdings (corporate and/or personally owned) {Global real estate detail must include: property description/major tenant(s), percentage owned, property value, current outstanding debt balance, and annual net cash flow after debt service.}</li> <li>- Copy of the most recent year's Federal Tax return for each individual owning 20% or more of the project.</li> </ul>
<b>10</b>	<p><b>Development Team</b></p> <p>Summarize relevant experience of the development team (page limit: 3 pages), specifying names of staff who will work on the project.</p> <ul style="list-style-type: none"> <li>- Detail of all development projects undertaken and/or completed within the last 3 years and the current status of each project.</li> <li>- Three references provided by current or past lender(s), customer(s), and/or accountant.</li> </ul>
<b>11</b>	<p><b>Market Study</b></p>
<b>12</b>	<p><b>Affirmative Marketing (affordable housing projects), Section 3 (affordable housing projects that may receive HOME or other Federal funds), MBE/WBE Plans and Minority/Women Workforce Proposed Plans (all projects)</b></p>
<b>13</b>	<p><b>Support Services Plan (if applicable), including service provider(s).</b></p> <p>If services providers have not participated in a prior supportive housing project in the city of Rochester, please provide relevant experience and sufficient capacity for the proposed project.</p>



## AFFORDABLE HOMEOWNERSHIP DESIGN STANDARDS

Developers must submit plans to the City's Housing Division that include a floorplan(s) with dimensions, elevation drawings of all four sides, a list of standard features, and construction specifications. Only one set of garage plans is required if the same detached garage will be offered with all home model types. Home construction specifications shall be in conformance with the NYS Building Code and the City Code. All deviations from said codes, in the submitted construction specifications, shall be itemized in a separate document and ATTACHED TO the specifications submitted. The home Plans submitted should be compatible with, but also elevate, the physical and design context of the existing neighborhood housing stock

Plans are required to include:

- More than one style of home. A mix of one-story, two-story, and/or 1.5-story home options are preferred. Home plans submitted should be distinctly different. For instance, plans differentiated only by a varied roofline, porch size, window style, or interior finish levels, will not be considered to have met this requirement
- 1,000 square feet minimum; larger is preferred.
- At least 2 bedrooms; 3 or more bedrooms are preferred
- Minimum of 1 ½ bathrooms. At least a ½ bath on the first floor is required to meet the City's Visitability Guidelines
- Fully excavated foundation (if slab on grade, please explain why)
- Covered front porch. Full front porches are ideal, particularly if they are prevalent in the neighborhood. A 'stoop' is not acceptable without justification.
- Differing façade options that increase the variety of looks of the homes.
- 1 or 2-car attached or detached garage with electricity and overhead door opener
- Driveway with ability to park a minimum of two vehicles. This requirement can be met by constructing a driveway that can park two vehicles in tandem. If garage is detached it must be connected to the house by a concrete walkway or the driveway
- Front foundation landscaping bed
- "Green" or sustainable package that exceeds standard Building Code. Passive house design is especially desirable
- All homes must meet the City's [Visitable Home Design Guidelines](#)
- Air or ground source heat pumps for HVAC and hot water
- Materials and fixtures that are higher standard than builder grade

Additional features that are encouraged and might be included as standard or upgrades:

- Solar
- Fixture, lighting, door, cabinetry and flooring upgrade(s)
- Alternative roof line/orientation
- Rear deck (pressure-treated wood or better)
- Privacy fencing consistent with the City's zoning code
- Foundation plantings are minimum landscaping standards, upgrades are encouraged



# CONSTRUCTION REQUIREMENTS AND STANDARDS

Developer is responsible for all construction and physical development homes as specified in this document and in conformance with all plans, designs, and specifications submitted by Developer. The submission for home construction services shall constitute agreement in total by Developer to the requirements and standards contained herein by City of Rochester with a particular emphasis on conforming to the [Visitable Home Design Guidelines](#). In addition, the City's [Developer Guidance Handbook](#) should be reviewed and submissions are expected to align with the information in the handbook. **All materials and fixtures should be higher quality than builder grade.** Materials should be as listed below or equivalent, or better, and may be adjusted to fit changing market demands at the City's discretion.

## General Conditions

- 1.1. Home plans are to be compatible in design and style with the existing housing stock in the area. The City reserves the right to make such determination, and to reject any architectural plans or design proposals determined to be incompatible.
- 1.2. Payment of City subsidy will only occur after Developer and City sign the Certificate of Completion of Work Specifications. 90% of payment shall occur at Certificate of Occupancy and 10% at sale.
- 1.3. Developer is responsible for exact measurements, materials, material quantities, and labor needed for bidding purposes. Submission must include all labor and materials to complete the job in a workmanship-like manner.
- 1.4. All costs to complete the Work described in these specifications and included on any drawings or plans should be included in these line items. Any scope of work Developer does not believe is covered, but is needed for a workman-like completion of the Work, should be discussed with the City.
- 1.5. All materials used are to be new, of good quality and without defects, except in the case of repurposed, salvaged, or recycled materials used in finishes, trim, etc., which have been approved by the City.
- 1.6. Change orders are for unforeseen circumstances or substantial changes to the Scope of Work only. All reasonable costs to complete the Work in the manner outlined in this document and submitted with Developer's Proposal/Bid are assumed to be included in the original contract. The City does not anticipate change orders to any new construction project(s).
- 1.7. City inspectors must approve all change orders before additional Work is started.
- 1.8. Developer is the City "partner in the field" and Developer will work closely with the subsequent homeowner to resolve any defects in materials or workmanship. Developer agrees to remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from closing with purchaser.
- 1.9. All utilities shall be placed in Developer's name during the construction period and remain so until title has conveyed to purchaser.

1.10. Developer must apply for, and obtain, all required Permits. The Developer shall ensure proper zoning of building lot in order to proceed with construction. If any administrative relief is necessary, the responsibility to obtain said relief is solely the responsibility of the Developer. Developer must comply with all rules of the permitting process as established by the City of Rochester.

1.11. All work shall be performed in the manner outlined in the New York State Code and comply with any and all applicable Federal, State and local Codes and Ordinances.

1.12. Developer to provide all relevant home warranty information. Developer to assemble and collect applicable warranty information for all products installed during construction. Such warranty information to be provided to the City at sales transaction closing.

## **2. Site Work**

2.1. Developer will provide a plot plan based upon the footprint provided by a qualified Site/Survey Plan provider and will provide staking of such footprint. Developer will be responsible for reviewing and staking house on the lot per approved plat plan.

2.2. Developer is responsible for provision of drainage information and obtaining needed building permits. Developer shall provide final grade and seeding to achieve positive drainage away from structure and conform to the approved drainage plan.

2.3. Property shall be kept free of debris during the construction process.

2.4. After final/finish grading, install landscaping to be minimum of 6-shrubs, 12" in height with minimum of 3' mulch strip across front perimeter with a 3" depth of mulch.

## **3. Exterior Walls**

3.1. Wall finishes may be brick, stone, stucco/polymer coating, wood siding, cement board (e.g. Hardiplank or equivalent), or cedar shingles. High quality vinyl siding permitted subject to City approval.

3.2. Foundations falls visible from the street shall be finished in brick, split faced block, ground face block, or smooth stucco.

3.3. Walls on a single building shall be finished with the same material(s) in the same configuration.

3.4. Wall finishes shall not include more than two materials.

3.5. Vinyl siding shall be limited to the following styles: clapboard, shingles, beaded, or dutchlap. Vertical styles are prohibited. All styles except shingles shall have a smooth finish.

## **4. Entrances and Porches**

4.1. A prominent entrance shall be located on the frontage line and facing the street.

4.2. Front entrances shall be elevated 24" above finished grade.

4.3. All steps at entries are to be concrete, brick, or wood with a min. of a 3' x 3' landing at all entries. Additionally, pressure treated steps (handrails, platforms and risers) may be presented as alternatives to masonry steps, at the City's discretion. All homes and access points must meet the City's [Visitable Home Design Guidelines](#).

- 4.4. All exterior steps shall be in compliance with local and State codes.
- 4.5. Developer shall provide concrete sidewalks that are a minimum of 36" wide and 4" thick from front entry/porch to driveway and from rear/side entry to driveway.
- 4.6. Porches shall be a minimum of 24" above finished grade.
- 4.7. Porches shall be at least 60% of the width of the front façade, with a minimum depth of 6 feet. Houses on corner lots shall have "wrap around" porches oriented toward the corner.
- 4.8. Porch columns shall be a minimum of 6"x 6" square posts, primed and painted to match color scheme. These columns may need to be increased if load capacity exceeds 6"x6" rating.
- 4.9. Porch railings shall have both a top and a bottom rail.
- 4.10. The distance between balusters or spindles shall be no greater than 4" on center.

## **5. Masonry**

5.1. Foundation is to be poured concrete walls or concrete block walls with the equivalent height of 12 courses – the City will not accept a chamfered ledge. Bids should include one and one-half courses of block (or approx. 12") above grade. Adjustments to price shall be made if stipulated by the City that more courses (exposure) are appropriate. Above-grade exposure may be adjusted according to neighborhood context, building and neighborhood design.

5.2. Developer is responsible for all required inspections by a City of Rochester Code Enforcement Officer.

## **6. Wood and Plastics**

6.1. Developer is to supply and install a pressure treated sill plate per code (including sill sealer). Developer shall supply a letter to the City that such lumber was in fact installed.

6.2. All framing to be done per code and must be inspected by a City of Rochester Code Enforcement Officer prior to insulation and gypsum wallboard (drywall) installation.

6.3. Trim package shall include paint grade wood trim throughout entire house, including closets and workrooms. All base trim to be a min. of 3-1/2" in height and all door/window casing to be a min. of 2 3/4" wide. All windows are to have a wood sill with return.

6.4. All windows and doors shall have exterior trim to create a positive protrusion beyond siding; Installed and caulked to be weatherproof. All fascia/gutter boards are to be wood with aluminum wrap, or of a composite/fiber-cement material.

6.5. Developer shall provide and install wooden or wire shelving with clothes rods in all closets including a shelf over the washer and dryer area and appropriate shelving in any linen closets. All bathrooms receiving (sheet) vinyl flooring shall have appropriate underlayment installed per manufacturer's specifications. Install a minimum of 4' x 4' area of vinyl, laminate, ceramic/stone or hardwood at front and rear entries.

## **7. Thermal and Moisture Protection**

7.1. Developer to provide insulation in the attic and all exterior wall conditions in compliance with local and State codes. Developer shall install a vapor barrier and insulate any crawlspace or cellar exterior in compliance with local and State codes. Insulate band board around perimeter of cellar or crawlspace in compliance with local and State codes.

7.2. House shall have solid sheathing (OSB or plywood) on all exterior walls in compliance with local and State codes. All exterior walls shall have either a Tyvec style air barrier (does not have to be Tyvec brand) or fanfold insulation installed per manufacturer's specifications prior to siding installation.

7.3. Developer shall install fire stop/caulk as required for compliance with local and State codes at all penetrations throughout house.

7.4. Developer to install architectural shingles with appropriate vents for roof Shingle style. Install roof "boots" as required at all roof penetrations. All components of the roof to be in compliance with local and State codes.

## **8. Doors and Windows**

8.1. Exterior doors to be prefinished, solid wood, fiberglass, metal or vinyl-clad, insulated doors with deadbolt. Front and rear door locks to be keyed alike. Owner's choice of half-light or solid 6-panel with peepsight. All exterior doors must meet all City design criteria re: glass/natural-light requirements. Developer to provide color/style option that match/complement exterior color scheme and owner to select color/style.

8.2. All interior doors to be raised-panel doors with appropriate locksets and door stopes. No flat-panel, bi-fold or by-pass doors will be used without City approval.

8.3. Windows shall be for new construction and comply with the Energy Code. All bedroom windows shall meet egress requirements by code. Install windows with tempered glass at locations required per code. Windows installed in bathrooms shall have opaque glass.

## **9. Interior Finishes**

9.1. All locksets to be Kwik Set or equal.

9.2. Install ½" gypsum wallboard (drywall) on all walls and ceilings. Drywall to be smooth finished on all walls and ceilings, including closets. Water-resistant drywall to be used where appropriate in all bathrooms.

9.3. All faucets to be at a level above standard builders-grade with chrome, brushed nickel or black finish.

9.4. Kitchen sink to be a minimum of stainless steel finish.

9.5. Paint shall be semi-gloss in all bathrooms and on all trim, satin or eggshell on all other walls and ceilings, including closets.

9.6. Developer to provide waterproof flooring for all bathrooms, laundry areas and kitchens, including a minimum of 4' x 4' area at front and rear entry. Owner's choice of style and color.

9.7. All other areas to receive carpet and pad, laminate, or hardwood. Developer shall bid medium grade laminate, hardwood or HUD approved carpet and pad, owner's choice of color Developer to provide and install all termination strips.

9.8. Minimum builder appliance package included in Proposal/Bid to include Energy Star recirculating range hood, range, garbage disposal, refrigerator, dishwasher, washer, and dryer.

9.9. Construct an attached or detached garage, painted to match house, or, at minimum, a 10' x 10' shed at the rear of the property, with wood exterior, painted to match house.

## **10. Specialties**

10.1. Developer to provide and install mailbox located on latch side of front entry door.

10.2. House numbers shall be installed on a 1" x 8" exterior grade board. House numbers to be appropriately-sized at front and entry as required per city code. Additional house numbers are required for homes with corner locations or any instance where an emergency vehicle can reasonably identify a home location from the public ROW via side or rear view.

10.3. All bathrooms to have a minimum of 2 towel bars, hand towel holder at sink, and shower curtain rod (all accessories are to have chrome finish). Provide mirror above vanity in each bathroom.

10.4. Medicine cabinet to be a minimum of 16" x 20" with 3 shelves. If medicine cabinet has a power outlet, it must be GFCI protected.

## **11. Furnishings**

11.1. All cabinets shall have solid wood fronts.

11.2. All countertop surfaces shall be Formica or better with backsplash. All countertops and backsplashes shall be neatly caulked at wall connections.

11.3. Developer shall supply and install vinyl mini-blinds, cut to size, in all windows, including entry doors if glass option is used.

## **12. Mechanical**

12.1. All water supply lines shall be appropriately sized copper, Pex or CPVE piping, with ball type, "1/4 turn" shut-off valves accessible at all plumbing fixtures. A main shut-off for the entire house shall be conveniently located in the utility room with a full-flow ball type shut-off valve

12.2. All plumbing fixtures shall be at a level above standard builders-grade with chrome, brushed nickel or black finish.

12.3. Developer shall include in total price, the cost of installing a new sewer and water supply lateral as a line-item cost in Proposal/Bid submitted, and provide for cost reduction or credit should lateral replacement not be required. No change orders for lateral replacement shall be approved.

12.4. HVAC system shall have rigid/metal duct supplies with return air ducts at each room. Ducts in the crawlspace are to be insulated. The City will consider alternate HVAC systems to forced warm-air.

12.5. Developer to supply and install heat pumps. If heat pumps absolutely cannot be installed, developer must provide justification and install, at minimum, a high efficiency 97-98% AFUE gas furnace appropriately sized for the house. Furnace is to be vented as required per code and meet combustion air requirements.

12.6. Developer to install mini splits to accommodate air conditioning as well as heat, if ducts cannot accommodate air conditioning as a standard feature in the house. If a heat pump is installed this will include air conditioning.

### **13. Electrical**

13.1. Developer to wire house to current National Electric Code and City of Rochester Code. On homes with all non-metallic water services, electrical system must be grounded with two copper grounding rods.

13.2. Developer to provide adequate equipment (cabling, fiber, wiring, etc.) for connectivity in all bedrooms, kitchen, den, basement, and living room.

13.3. Developer to provide one (1) overhead light or fan/light fixture controlled by a switch in each room.

13.4. Developer to provide one (1) exhaust fan/light combination fixture in each bathroom.

13.5. Developer to provide one (1) wall-mounted light fixture over vanity in each bathroom

13.6. Developer to provide a doorbell at front and rear entries to the house.

13.7. Developer to provide an exterior light at front and rear entries. Light to be installed on latch side of entry door(s).

### **14. Roofing**

14.1. Developer to design roof support system that is most appropriate for the design of the proposed structure (rafters vs. trusses). Either choice shall include a minimum of 6" overhang to allow for appropriate ventilation

14.2. Sheathing shall be minimum of 1/2" CDX plywood or OSB board on entire roof deck. Both vertical and horizontal sheathing shall be staggered.

14.3. Minimum 15lb felt to be installed/stapled to roof deck.

14.4. Install pre-formed aluminum drip edge and rake edge as well as vent pipe boots.

14.5. Install an architectural shingle with a minimum 25-year warranty.

14.6. Install and shingle over a ridge vent along with soffit vents. If additional venting is needed, box vents may be added but are not to be used as a substitute for the ridge/soffit vent system.

14.7. Install a minimum of 3' ice & water shield, per code. Additional ice & water shield is encouraged. A starter strip shall also be installed prior to the first course of roofing material being installed. This includes all porches, bay windows and any structure(s) attached to the house.

14.8. Similar scope shall apply to detached structures but some modifications may be acceptable if there is no anticipated heat loss (unheated garages, sheds, gazebo etc.)

14.9. Intersecting roof lines, dormers, pitch changes etc. shall be properly hiped and flashed if necessary to meet code.

14.10. Roof pitch design shall be either 4/12 or 5/12. Steeper pitches are acceptable if consistent with the architectural style.

14.11. Any/all penetrations to the roof deck/surface shall be properly flashed and sealed to prevent water intrusion.

14.12. In all applications, manufacturer's specifications shall apply.



## VISION: BUILDING BRIDGES TO ROCHESTER'S FUTURE

### MISSION

The Evans Administration promotes positive systemic and structural change by:

- **providing** transparent and collaborative leadership,
- **offering** equitable access to essential municipal services,
- **enabling** productive intergovernmental, private, and non-profit partnerships,
- **and promoting** increased quality of life through investments that create vibrant neighborhoods and employment opportunities,

**making Rochester a hope-filled city with an exciting future.**

### VALUES

**Strategic:** The Evans Administration will be intentional, creative and bold, yet realistic given the city's fiscal, physical, and people resources.

**Renewable and Flexible:** The Evans Administration will allow for and accommodate future modifications and likely change.

**Concern for Public Employees:** The Evans Administration will develop, support, empower and care for our employees and create a city-wide team of highly engaged professional public servants.

**The Larger Context:** The Evans Administration will consider the larger external environment, including the county and the greater Rochester region.

**Collaborative:** The Evans Administration will promote and encourage collaborative partnerships *within* city government and other public, private and non-profit entities where egos and turf are checked at the door.

**Citizen Priority:** The Evans Administration will place a primary focus on being citizen-centered by engaging, enabling, and involving citizens as partners.

**Mission Focus:** The Evans Administration will focus on our *primary* role of providing high-quality planning, zoning, code enforcement, public safety, clean water, physical infrastructure (lights, roads, parks, forestry, etc.), and other critical municipal government services.

**Trust and Transparency:** The Evans Administration will ensure that the people of Rochester will trust that their *shared interests* and not personal or special interests are primary.