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Addendum A

Defensible Space Guidelines Used in Yonkers RFP

(This edited and shortened version of the original RFP speaks primarily to design guidelines concerning Defensible Space.)

■ Background

This is a request for proposals for the construction of public housing units for families with children, to be built on seven preselected sites in the eastern part of Yonkers. This housing is being built as a remedy to a Federal Court judgment. Both the City of Yonkers and the U.S. Department of Housing and Urban Development (HUD) have entered into Consent Decrees to further the construction of this housing. The sites have been acquired by the City of Yonkers. The Court has ordered the City to make them available at no cost for use by the turnkey developer selected to develop the public housing units. The selection will be made by the Yonkers Municipal Housing Authority (MHA) and approved by HUD.

Two-story townhouse dwelling units have been chosen as the most appropriate form of housing: (1) to best serve the future residents; and (2) to fit into the single-family residential character of the existing neighborhoods. The advantage of the townhouse design is that each unit is its own entity, belonging to one single family. It has its own front and back yard, and independent entrances serving only that family. The townhouse has no public circulation spaces—no lobbies, stairways, or corridors—which often create problems in low-income developments.

The cost of proposals that exceed HUD's Total Development Cost (TDC) guidelines (as found in Section C) will *not* be rejected by MHA for that reason alone; however, HUD has made no commitment that it will provide funds for any costs in excess of those cost guidelines, and accordingly, has reserved the right to reject any proposals exceeding

them. Sources of funds other than HUD's may be made available to provide for costs in excess of the cost guidelines.

■ **Definitions**

1. Townhouse Units:

A townhouse unit is a two-story house serving only one family. It shares common side walls with other townhouse units. Each townhouse will have its own entry front and rear and its own front and rear yard. Refer to the New York State Building Code for the maximum number of townhouse units that can be grouped together under different fire designations.

2. Units for the Handicapped:

A dwelling unit for the handicapped must be located entirely on the first floor level. It must be designed to the Uniform Federal Accessibility Standards. HUD requires that 5 percent of all units be provided for the handicapped per site.

3. Dwelling Units above Handicapped Units:

A second floor walkup dwelling unit will be permitted above the handicapped unit, but it must have a separate individual entrance at ground level. That is to say, the family living on the second floor is to have its own entry at street level which leads to a stair to the second floor. In MHA's definition there will be no interior areas common to more than one family.

4. Units for the Visually and Hearing Impaired:

HUD requires that in addition, 2 percent of all units be provided for the visually and hearing impaired. These units are to be designed to comply with the Public Housing Development Accessibility Requirements (Notice PIH 88-34) (attached to this RFP). These dwelling units shall be distributed among the sites as shown.

■ Selection of proposals

Proposals will be selected by MHA on the basis of free and open competition. Evaluation will be objectively conducted in accordance with the procedures and criteria set forth in the Proposal Evaluation Criteria, which follow later.

All proposals must comply with the project planning, design and cost criteria detailed in chapters 3, 6, 9, and 10 of the Public Housing Development Handbook and applicable cost containment and modest design requirements of HUD Notice PIH90-16 and Public Housing Cost Guidelines.

■ Zoning

The Federal District Court has ordered that all sites are deemed to be appropriately zoned for the housing called for in this RFP. The guidelines and constraints for the development of the sites are specified in the Design Criteria paragraph and Design Parameters. Developers are specifically asked to refer to the changes in the Yonkers Zoning Code allowed for in this RFP as regards to existing setback requirements and parking ratios.

■ Design criteria

1. Building Design

All buildings shall have pitched shingle roofs for drainage and aesthetic purposes.

In order to individualize the separate units, the Developer shall endeavor where possible, and in compliance with HUD's Cost Containment Guidelines, to employ visual breaks, changes in plane or roof line, and/or varied architectural expression (e.g. variation in window sizes, color, texture, etc.), especially in the development of the building elevations. The exterior walls shall have a brick veneer at the first story. The second story should be a maintenance free material.

2. Security:

Page 1 of HUD's Manual of Acceptable Practices cites two references for site design to achieve security: *Architectural Design for Crime Prevention* (U.S. Government Printing Office) and *Defensible Space* (Macmillan). Since security has become an increasingly important issue for public housing and for the communities that surround them, security should be given very serious consideration in the development of these site plans. The parameters to be used are as follows: The front yards, the fronts of buildings, and the main entries to units shall face existing streets or new driveways so as to facilitate normal patrolling by police cars and police response to residents' request for assistance. This will also enable residents across the street, whose units also face the street, to survey their neighbors front doors.

To the extent that the site will allow, the rear yards serving individual units should be backed onto the rear yards of other units so that a collective grouping of rear yards can be easily fenced off together using a collective 6'0" high fence. This will serve to create a collective private zone (consisting of a grouping of individual rear yards) that is inaccessible from the public street but accessible from the interior of each unit.

The amount of collective fencing needed to enclose the collective groupings of rear yard areas can be minimized through the judicious placement of buildings and rear yards.

3. Parking:

All parking areas are to be positioned a minimum distance of 10 feet from any building and should be positioned to facilitate surveillance from the units. Parking may be placed between the side walls of townhouse groupings as long as the nearest automobile space is not closer to the street than the front line of the building. Concrete wheel stops at curbs are to be provided at every parking space.

4. Walks:

Walks shall be provided for safe convenient direct access to each unit and for safe pedestrian circulation throughout a development between facilities and locations where major need for pedestrian access can be

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anticipated. Walks shall be located so that they are easily surveyed from the interior of units.

5. Garbage and Refuse Storage:

Individual, outdoor garbage storage areas are to be provided and positioned to serve each dwelling unit. Inground garbage containers are the preferred solution by MHA and shall be designed to hold two garbage receptacles. The design treatment and construction of garbage and refuse stations and containers should prevent access to them by pests or animals.

6. Lighting:

Lighting is to be provided for the entire developed site with concentrations at walks, ramps, parking lots, and entrances to units. The intensity shall be 0.5 foot candles minimum for parking lots and walkways; and 4.0 foot candles for townhouse entrances, ramps, and steps. Parking lighting poles shall have a minimum height of 25'0" and pedestrian walk lighting poles a height of 12'0" to 15'0".

7. Planting:

Planting should not be placed so as to screen the doors and windows of dwelling units from the street or from walks leading from the street to dwelling unit entries.

Plant material should be selected and arranged to permit full safe sight distance between approaching vehicles at street intersections. Additional attention is required where driveways enter streets, at crosswalks and especially in areas of concentrated mixed pedestrian and vehicular movement. Planting that hides the pedestrian from the motorist until he steps out on the street should be avoided.

■ Selection of proposals

Proposals will be selected by the Municipal Housing Authority on the basis of free and open competition. Proposals will be evaluated objectively in accordance with the procedures and criteria set forth in HUD Handbook 7417.1 Rev. 1, dated October 1980, paragraphs 6–42 and 6–43, *as amended by this RFP*, as well as the following Evaluation Criteria.

In the event that all proposals are determined to be “nonresponsive,” i.e., require major corrections in order to conform to the requirements of the RFP, MHA reserves the right to solicit a second round of proposals. Under this procedure, each developer will be informed of the reasons his/her proposal was determined nonresponsive, and be given an opportunity to submit a redesigned proposal, which may involve a higher price. If all resubmitted proposals are again found nonresponsive, MHA and HUD reserve the right to negotiate with the developer of the proposal considered most desirable to rectify deficiencies, permitting, if necessary, further increases in price.

After MHA has made its official announcement of designation, it will hold a meeting with those respondents who were not selected. This meeting will be held to review the rating, ranking, and selection process.

■ **Proposal evaluation criteria**

Proposals will be evaluated on a point system based on the four criteria below. The developer is asked to follow them as closely as possible.

A. Developer’s price 20 points max.

The total developer’s price as a percent of the median price for all responsive turnkey proposals.

Superior = below 90 percent of median

Average = 90–100 percent of median

Poor = more than 100 percent of median

B. Developer’s qualifications 20 points max.

Previous experience in successfully developing and completing similar projects, perceived capability in completing this project, and financial viability.

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C. Site development plan 40 points max.

(i) Site development layout

The extent to which the site development plan conforms to the Design Criteria regarding the layout of topography/grading, drainage, utility plan, streets, parking, slope stability, planting design, and open space development.

Maximum 15 points

(ii) Architectural treatment

The degree to which the exterior design of the dwelling units captures the scale, materials, and character of the neighborhood.

Maximum 15 points

(iii) Unit layout

The extent to which the dwelling unit floor plans and layout provides functional housing arrangements, allows residents to supervise activities in the streets, and allows the unit front entries and windows to be observed from the street.

Maximum 10 points

D. Design and construction quality 20 points max.

(i) Special design features

The degree to which the design incorporates features that provide for efficient project operations and lower maintenance costs.

Maximum 5 points

(ii) Energy-saving features

The extent to which the design provides for long-term energy savings by incorporating the use of energy conservation features.

Maximum 5 points

(iii) Material and equipment

The extent to which durable, low-maintenance, construction material and equipment will be used.

Maximum 5 points

(iv) Security

The extent to which the rear yards are backed onto other rear yards, so that a collective grouping of rear yards can be fenced off together. This will make the rear yards inaccessible from the public street but accessible from the interior of each dwelling.

Maximum 5 points

Total Maximum..... 100 points max.

Proposals will be evaluated based on the point system described above. The rating will be a gradation of 100 points spread among the four criteria. Ratings will be, (1) Superior (value 70 percent to 100 percentage points), Average (value 40 percent to 69 percentage points) and (3) Poor (value 0 to 39 percentage points), for each criteria. If only one proposal is submitted, the developer's price criteria will be rated against HUD's latest TDC for townhouse construction in Westchester County.



Addendum B

Tenant Training Course Conducted by Housing Education Relocation Enterprise

Tenants were given 2 hours of orientation and 2 hours of counseling in the following five subjects:

Tenant relocation

1. What are leases? Tenant responsibilities; landlord responsibilities?
2. What are the three phases of relocation?
3. What is the relocation schedule/timetable?
4. How do tenants prepare for the move?
5. How do tenants move?
6. How do tenants adapt to their new community?

Home maintenance

1. What do tenants need to know about their new housing units?
2. What do tenants need to know about their utilities?
 - a) Telephone company (NYNEX, MCI, SPRINT)
 - b) Washer/dryer (Manufacturer)
 - c) Heating/air conditioning (CON-EDISON)
 - d) Stove/refrigerator (Manufacturer)
3. What do tenants need to know about trash/garbage removal?

4. What do tenants need to know about parking?
5. What do tenants need to know about outdoor home recreation?

Interpersonal relations

1. What constitutes good tenant/landlord relations?
2. What constitutes good tenant/tenant relations?
3. What constitutes good tenant/neighbor relations?
4. What benefits do resident councils provide?
 - a) Methods or organization
 - b) Democratic processes
 - c) Problem solving
 - d) Conflict resolution
 - e) MHA grievance procedure

Safety/security

1. What is the MHA evacuation plan?
2. What constitutes good police/community relations?
3. How does a tenant identify and properly utilize public health services?
 - a) Department of public works
 - b) Fire department
 - c) City emergency services
 - d) Ambulance/medical services

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- e) Hospitals/clinics
- f) Night/neighborhood watch programs

Community resources**1. What family services are available to the tenants?**

- a) Youth services
- b) Parks/recreation
- c) Libraries
- d) Cultural services
- e) Shopping centers
- f) Banking services
- g) Postal services
- h) Personal maintenance

2. Transportation

- a) Buses
- b) Trains
- c) Cabs/private transportation

3. Religious services

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