

**THE VILLAGE OF RIDGEWOOD**  
**131 North Maple Avenue, Ridgewood, NJ 07450**

**Request for Proposals  
For  
Professional Architectural/Engineering Services  
for the  
Design of a Multi-level Traditional  
Self-Parking Structure**

**Hudson Street Parking Lot  
Lots 12 and 13, Block 3809**

**PROPOSAL OPENING**

***Date: Thursday, August 27, 2015***

***Time: 10:00 am***

***Place: Village Hall Level Five Manager's Office  
131 North Maple Avenue, Ridgewood, New Jersey 07451***

**File No. 15040  
July 31, 2015**

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# REQUEST FOR PROPOSALS

Requests for Proposals (RFP's) will be received by the Village of Ridgewood, in the Level 5 Village Manager's office, at the Village Hall, 131 North Maple Avenue, Ridgewood, New Jersey, on Thursday, August 27, 2015 at 10:00 a.m., prevailing time, then publicly opened and read aloud for:

**“Request for Proposals  
For  
Professional Architectural/Engineering Services  
For the  
Design of a Multi-level Traditional Self-Parking Structure at the Hudson  
Street Parking Lot, Lots 12 and 13, Block 3809”**

The Village of Ridgewood is seeking proposals for professional architectural/engineering services to prepare plans and specifications for the construction of a multi-level traditional self-parking structure on the Hudson Street Parking Lot, a.k.a. Lots 12 and 13 of Block 3809 of the Village Tax Map.

The RFP package may be obtained from the Engineering Division Offices, Level 3, Village Hall, 131 North Maple Avenue, Ridgewood, New Jersey 07450, (201) 670-5500, extension No. 238. Proposal packages may be examined or picked up in person between the hours of 8:30 a.m. and 4:30 p.m., at 131 North Maple Avenue, Ridgewood, New Jersey 07450, Monday through Friday. Prospective respondents requesting proposal documents be mailed to them shall be responsible for providing their own postage/delivery service remuneration. No proposal forms shall be given out after 4:00 p.m. on Monday, August 24, 2015.

All prices quoted in the proposal must be net and exclusive of all Federal, State and Local Sales and Excise Taxes. Proposals may be submitted in person or by mail prior to the proposal opening, addressed to the Office of the Village Clerk. The Village assumes no responsibility for loss or non-delivery of any proposal sent to it prior to the date and time stated for receipt of proposals.

Each proposal must be enclosed in a sealed envelope with the name of the respondent thereon and endorsed,

**"Request for Proposals  
For  
Professional Architectural/Engineering Services  
For the  
Design of a Multi-level Traditional Self-Parking Structure at the Hudson Street Parking Lot,  
Lots 12 and 13, Block 3809”.**

All respondents shall present satisfactory evidence of being authorized to do business in the State of New Jersey. All respondents shall also provide a copy of their New Jersey Business Registration Certificate with their proposal. All respondents shall adhere to the requirements presented in the “Request for Proposals”. The Village of Ridgewood reserves the right to reject any or all proposals, to waive any informality or to accept a proposal, which in its judgment best serves the interest of the Village.

" BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27). A complete statement as to these requirements is included in the Request for Proposals.

By Order of the Village Manager

## **INTRODUCTION**

The Village of Ridgewood is seeking the services of a qualified professional architect and engineering firm to develop aesthetically pleasing plans and bid specifications for the construction of a traditional multi-level self parking structure on the Hudson Street Parking Lot, Lots 12 and 13, Block 3809, at the corner of Hudson Street and South Broad Street, in the Village of Ridgewood, New Jersey. The Village is seeking to increase its supply of parking for patrons of the Central Business District (CBD) and provide additional commuter parking since the Village of Ridgewood Train Station is currently the busiest on New Jersey Transit's Bergen and Main Line.

The Village is also seeking the services of qualified professional architect and engineering firm to provide construction administration services during the parking structure's construction.

### **1.0 VILLAGE INFORMATION**

The Village of Ridgewood is responsible for issuing this RFP. Respondents requiring information regarding this project shall direct all questions to:

Mr. Christopher J. Rutishauser, P.E. Village Engineer  
Village of Ridgewood  
131 North Maple Avenue  
Ridgewood, New Jersey 07450  
(201) 670-5500, Extension 239  
[crutishauser@ridgewoodnj.net](mailto:crutishauser@ridgewoodnj.net)

### **2.0 PRE-SUBMISSION INFORMATION**

Please contact the Village Engineering Division at 201 670-5500, at extension 238 for any information regarding the Hudson Street Parking Lot. Technical questions may be directed to the Village Engineer, Christopher J. Rutishauser, P.E., who can be best reached at: [crutishauser@ridgewoodnj.net](mailto:crutishauser@ridgewoodnj.net) or (201) 670-5500, extension 239

The site may be visited by prospective respondents anytime. A non-mandatory site visit, with an opportunity to pose questions, is scheduled for Wednesday, August 19, 2015 at 9:00 am at the Hudson Street Parking Lot.



All parties picking up this Request for Proposals (RFP) are strongly encouraged to register with the Village Engineering Division. Should an addendum be issued, it can be emailed to prospective respondents.

### **3.0 BACKGROUND INFORMATION**

Over the past several years, the Village of Ridgewood has commissioned several parking studies to address the need for additional parking in the Central Business District. Walker Parking Consultants recently prepared a study for the Village on Automated Parking Alternatives. The study developed several schematics on automated and traditional parking layouts. These schematics and the study will be made available to the selected respondent.

The Village has commissioned a boundary and topographic survey prepared by Daniel M. Dunn, PLS, of the exiting Hudson Street Lot. A copy is attached in Appendix A. ACAD files will be made available to the selected respondent.

The Village has also retained First Environment who is conducting an environmental investigation of the parcel. The results of their work will also be available to the selected respondent. Initial reports indicate that the site is relatively free of contaminate concerns.

### **4.0 PROPOSED SCOPE OF WORK**

The successful respondent (professional architect/engineering firm) shall design a multi-level traditional self parking structure for the Hudson Street Parking Lot, a.k.a. Lots 12 and 13, of Block 3809 on the Village Tax Map that will be an attractive addition to the Central Business District. The work shall include the preparation of detailed plans and specifications for the public bidding for the construction of the selected design. The aesthetics and visual appearance of the proposed structure will be critical to its acceptance by the community.

The Village has commissioned a preliminary study that indicates the potential of an increase of 300+ parking spaces at the Hudson Street Parking Lot, within the zoning envelope for the site. The public right-of-way of the adjacent Hudson Street can be partially utilized for the structure, with upper levels cantilevering over the sidewalk.

#### **Project Tasks:**

1. Develop three initial concept designs (engineering with architectural treatments), with preliminary engineering cost estimates for construction of a parking facility at the Hudson Street Parking Lot with at least 300 additional parking spots. One of the designs shall consider a cantilever design over the public right-of-way of Hudson Street for an increased number of spaces in the upper levels.

The three designs will be reviewed by the Parking Steering Committee, The Historic Preservation Commission, The Village Council, and The Planning Board. The successful respondent shall provide a minimum 32 sets of the concept plan materials for the submittal and subsequent presentation of the designs in accordance with Section 7.0, Project Timeline.

In addition, the preparation of public presentation display boards of the concept plan renderings for various public meetings.

2. Collect comments made during the various presentations of the Concept Plans. Review comments with Parking Steering Committee for consideration into the Revised Concept Plans.
3. Recommendation on a payment system for the structure that can be integrated into the Village's existing payment systems (coin fed parking meters, annual hang tags, and payment via smart phone using Parkmobile.
4. Preparation and presentation of Revised Concept Plans, with revised preliminary construction cost estimates. Provide 32 sets of materials for submittal and subsequent presentation of the designs to the Parking Steering Committee, and the Village Council. Collect any additional comments for consideration in the final design.
5. Preparation of Final Design Plans and Bid Specifications for publically bidding the project, pursuant to the State of New Jersey Local Public contracts Law. Delivery of 32 sets of plans and specifications to the Village. Prepare an engineering cost estimate of the final design being bid.
6. Prepare a time of completion estimate for the selected design, to be incorporated into the contract documents.
7. Review of bids received and preparation of a recommendation to award.

The following are to be considered in the development of the parking structure's design.

#### Design Considerations:

- The Parking Structure shall comply with all current Building Codes for Fire Safety and Occupancy for a traditional multi-level parking structure.
- The Parking Structure shall have a fire suppression system.
- The Parking Structure, at this time, is being considered having an open top deck.
- Top deck lighting shall be shoebox type fixtures, consistent with the requirements in the Village Code.
- Parking Structure shall have a minimum of two elevator cars. Actual number is to be developed by the designer to satisfy anticipated peak inflows and outflows of patrons of the structure.
- The Parking Structure shall have closed circuit television cameras covering all public areas of the building. Each elevator car shall have a camera and the ability for two way conversations with any occupants in the elevator.



- The Parking Structure shall be equipped with alarms connected to the Village's Gamewell Alarm System. Alarms shall include fire, water flow, customer activated panic alarm, and forced intrusion alarms at all doors.
- The Parking Structure shall have a secure area dedicated for bicycle parking at grade.
- The Parking Structure shall provide all necessary accommodations for compliance with ADA and Public Right of Way Accessibility Guidelines (PROWAG).
- Consideration that the parking facility may be used by commuters from the New Jersey Transit Bergen and Main Line, with according peak inflow and outflow of vehicle demands.
- The selected designer shall make recommendations on the types of pay systems to be considered for the structure. The Village currently uses annual passes, coin fed parking meters, and Parkmobile pay by smart phone systems.
- The exterior appearance of the proposed parking facility will be critical. The Village desires a building, whose outward appearance will complement and blend into the architecture of the surround buildings. Concept designs must place a premium on aesthetics in their development.
- The Village is not anticipating excavation below grade for additional parking spaces unless the economic viability can be demonstrated.
- Recommendations for winter maintenance during ice and snow events.
- All construction work shall comply with all applicable provisions of the Prevailing Wage Act, as determined by the New Jersey Department of Labor. All contractors, their subcontractors, and material suppliers shall comply with all applicable provisions of the Public Works Contractor Registration Act, pursuant to Public Law 1999 Chapter 238 and the Contractor Business Registration Program, pursuant to Public Law 2004 Chapter 57.

## **5.0 ZONING INFORMATION**

The zoning requirements governing the Hudson Street Parking Lot area are in the attached Appendix B. The Village desires a parking structure as compliant with the Zoning Code as possible.

## **6.0 ADDITIONAL SERVICES TO BE CONSIDERED BY THE VILLAGE**

### **Traffic Study**

The Village requests the selected design professional to prepare a study of the traffic impacts of the proposed parking structure on the adjacent streets and intersections. Determine Level of Service (LOS), and if the proposed structure would cause any deterioration in LOS, propose measures to address and mitigate issues resultant of the parking structure.

### Construction Services

1. Construction shop drawing review for the selected type of design.
2. On-site construction observation, daily rate.
3. Construction Administration Services in accordance with the requirements stated in Appendix C.

### Estimate of Operations and Maintenance Costs

Provide an engineer's estimate on the yearly operation and maintenance costs for the Parking Structure for a 20 year cycle, using a COLA of 2.5%.

## **7.0 PROJECT TIME TABLE**

The Village is requiring an aggressive schedule for project deliverables by the selected design team. Key deliverables dates are as follows, subject to change:

- Bidder's Site Visit: A non-mandatory site visit has been scheduled for Wednesday, **August 19, 2015** at 9:00 am
- Proposal Opening: Proposals are due in the Village Manager's office on Thursday, **August 27, 2015** at 10:00 am
- Parking Committee: Parking Steering Committee Review of Proposals Received, Friday, **August 28, 2015**. Selection of respondents for interview.
- Parking Committee: Parking Steering Committee interviews of selected respondents, Thursday, **September 3, 2015**.
- Special Public Meeting: Presentation of Parking Committee recommended respondents to the Village Council and the Public, Tuesday, **September 8, 2015**. Selected respondents will have a brief opportunity to present, with questions and answers to follow.
- Village Council: Introduction of resolution to award design services contract, Wednesday, **September 9, 2015**
- Village Council: Formal adoption of resolution to award design service contract, Wednesday, **September 16, 2015**
- Parking Committee: Presentation of three (3) concept plans of a structure adhering to the Village's Scope of Work. Plans shall include depiction of all exterior views and renderings of the structure's appearance on the Hudson Street Parking Lot, Wednesday, **October 7, 2015**.
- Historic Preservation Commission: Courtesy presentation of Concept Plans to the Historic Preservation Commission at their regularly scheduled meeting, Thursday, **October 8, 2015**
- Village Council: Presentation of Concept Plans at a public meeting of the Village Council on **October 14, 2015**



- Village Planning Board: Presentation of Concept Plans at a public meeting of the Planning Board on Tuesday, **October 20, 2015**.
- Special Public Meeting: Presentation of Concept Plans to the general public at a meeting in Village Hall, Wednesday, **October 21, 2015**
- Village Planning Board: Continuation of hearing on Concept Plans by the Planning Board, Tuesday, **November 3, 2015**
- Village Council: Presentation of Revised Concept Plans, incorporating comments received, to the Village Council, Wednesday, **December 2, 2015**
- Delivery of Bid Documents: Delivery to the Village of bid documents for public bidding of the construction of the project. Bid to be advertised Monday, **December 21, 2015**
- Bid Opening Date: Anticipated bid opening date, Wednesday, **January 20, 2016**
- Bid Review and Recommendations to Award: Selected respondent shall prepare a review of bids received with a recommendation to award for the Village Council's consideration, Wednesday, **February 1, 2016**
- Village Council: Vote by the Village Council to award the construction of the parking facility, Wednesday, **February 10, 2016**.

Public meetings of the Village Council and the Planning Board, start at 7:30 pm in the Courtroom of Village Hall, 131 North Maple Avenue.

## 8.0 PROPOSAL SUBMISSIONS

Respondent firms who wish to be considered for selection as the professional architect/engineer for this project must submit a complete response to this RFP. Proposals shall become the property of the Village of Ridgewood.

The proposal shall include the cost of any and all sub-consultants deemed necessary.

All proposals shall be specifically written for this project and shall include:

- 1.) The firm's clear, concise understanding and approach to the scope of work and ability to adhere to the required schedule.
- 2.) Qualifications of the firm to perform this project based upon similar past work experience. Past work shall be documented in the respondent's proposal.
- 3.) Key personnel that will be assigned to this project and their qualifications.
- 4.) Completed and signed Cost Proposal Form as provided with this RFP.
- 5.) Satisfactory evidence of Professional Liability Insurance, and other insurances as may be required by the Village.
- 6.) Copy of the respondent's New Jersey Business Registration Certificate.
- 7.) A copy of the responding firm's hourly billing rates for any additional work requested by the Village to be performed outside the scope of services of this RFP.

- 8.) A copy of the responding firm's Certificate of Authorization to offer professional engineering and architectural services in the State of New Jersey

**ONE (1) ORIGINAL AND NINE (9) COPIES OF EACH RESPONDENT'S PROPOSAL SHALL BE SUBMITTED TO THE OFFICE OF THE VILLAGE MANAGER, VILLAGE HALL, ON OR BEFORE: 10:00 AM on Thursday, August 27, 2015. Submittals shall be in a sealed envelope marked with the name of the project. Any submittals made prior to the receipt time will be retained by the Village Clerk until the proposal opening date and time.**

**Proposals received will then be opened and the Cost Proposal Form read aloud.**

## **9.0 RIGHT TO REJECT**

The Village reserves the right to reject any or all proposals and to award this project in whole or part; to waive any informalities, if in its sole discretion is in the best interest of the Village.

## **10.0 ADDENDA**

The Village reserves the right to amend, add or delete any of the requirements of the RFP. If it becomes necessary, a written addendum will be issued to all firms who registered when they picked up this RFP. Firms shall acknowledge receipt of such addenda, if issued, in their proposal responses.

## **11.0 COSTS**

The Village recognizes that labor efforts and out of pocket expenses will be expended by architectural firms to provide a response to the RFP. The Village shall assume no responsibility or liability in this regard for any costs incurred by a respondent who submits a proposal or a firm who performs some work to submit an RFP and then abandons its effort and does not submit a proposal or is not the selected successful respondent.

## **12.0 PROPOSAL EVALUATION**

The Village will evaluate all proposals submitted within the guidelines established herein. Evaluation criteria will include:

- The respondent's understanding of the goals the Village has for the construction of a parking structure at the Hudson Street Parking Lot.
- The respondent's clear and concise proposed program for design development of a parking structure compliant with current codes and regulations. Innovative approaches welcomed.
- The respondent's ability to meet the Village's timeline in Section 7.0 for achieving project design milestones.
- The respondent's estimated time to complete the work requested in this RFP
- The project team proposed by the respondent, including team leaders, staffing and consultants and specific responsibilities of the various team members and delineation of management tasks of the intended project. Capability of the respondent to integrate this project into the Firm's present workload to allow performance of the work within the Village's timetable.
- Past experience of the project team and its individual members as it relates to the design of parking structures.
- Presentation of representative examples of traditional types of self-parking structures designed and constructed within the past 6 years by the respondent as the prime or principal designer. Minimum of five (5) examples of structures constructed, with addresses and owner contact information for references.
- The overall experience of the respondent firm's background, size, present workload and experience on projects of a similar size and scope.
- Experience and familiarity with the rules and procedures of the regulatory agencies having jurisdiction on this project.
- Affidavits of Professional Liability Insurance.
- Percentage of the total work anticipated to be actually performed by the respondent.
- List of any design projects in dispute for the past 6 years.

### **13.0 AFFIRMATIVE ACTION REQUIREMENTS**

The Contractor specifically agrees to comply with the affirmative action requirements as set forth in the attached Exhibit "A":



(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.



## EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

## 14.0 Cost Proposal Form

### Scope of Work

All effort required to complete the afore  
describe scope of work

\$ \_\_\_\_\_

Cost per Set of Additional Bid Documents  
(plans and specifications)

\$ \_\_\_\_\_

**Total Fee**

\$ \_\_\_\_\_

### Additional Services

**Traffic Study**

\$ \_\_\_\_\_

Additional Meetings of Design Staff with  
the Village, per meeting, outside the  
defined scope

\$ \_\_\_\_\_

### **Construction Services**

Construction Shop Drawing Review

\$ \_\_\_\_\_

Onsite observation of construction

\$ \_\_\_\_\_ per day

Construction Administration Services in  
accordance with Appendix C

\$ \_\_\_\_\_

**Estimate of Operations and Maintenance Costs** \$ \_\_\_\_\_

The respondents are also requested to provide a rate fee schedule for staff and tasks that may arise outside the initial scope of this RFP.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

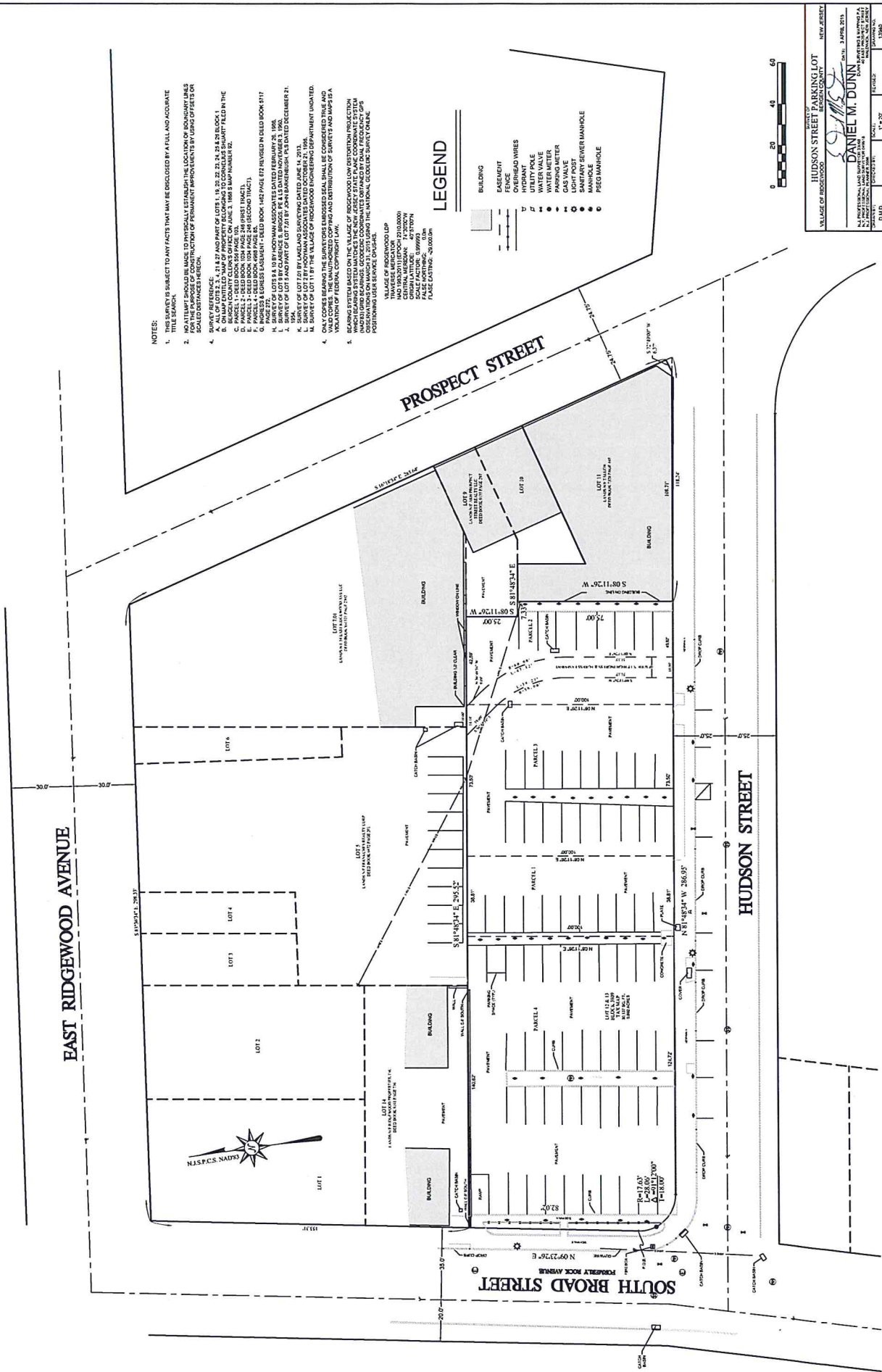
Title: \_\_\_\_\_

Company Name, Address, Phone, email address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[illegible]



## B-1 ZONE REGULATIONS

### § 190-110 B-1 Retail Business District.

A. Principal uses and structures. The following principal uses and structures shall be permitted:

- (1) Retail sales and service businesses which carry only merchandise intended to be sold at retail on the premises, and limited to antique shops, appliances shops, art studios, art supply shops, barbershops, beauty parlors, bicycle shops, bookstores, butcher shops, camera stores, card shops, cleaning, dyeing and pressing done exclusively for individual retail customers but not including work done for the trade or the wholesale market, clothing and dress shops, confectioneries, coin stores, delicatessens, department stores, drapery stores, drugstores, flower shops, furniture and furnishing stores, gift shops, grocery stores, haberdashers, hardware and paint stores, hobby shops, interior decorators, jewelers, leather goods shops, linen stores, liquor stores, music and record shops, office equipment stores, pet shops, photographers, radio, stereo and television sales and repair shops, restaurants, retail bakeries, shoe repair shops, shoe sales stores, sporting goods stores, stamp stores, stationers, tailor shops, taverns and inns, theaters, tobacconists, toy stores, travel and ticket agencies, Christian Science reading room, religious article sales, musical instrument sales and optician stores.
- (2) Financial institutions limited to banks and savings and loan institutions and similar institutions, stock brokerage houses and finance companies.
- (3) Professional office and business office uses on other than the ground floor or basement.
- (4) Dwelling units on other than the ground floor or basement.
- (5) Parking lots and structures.
- (6) Child-care centers.
- (7) Municipal buildings owned or leased by the Village of Ridgewood and used for public purposes.

B. Accessory uses and structures. The following accessory uses and structures shall be permitted, provided that they are located on the same premises as the principal use or structure to which they are accessory:

- (1) Parking and loading facilities, as regulated in §§ 190-90 and 190-121.
- (2) Signs, as regulated in § 190-122.

- (3) Outdoor cafes either on private property or within the public sidewalk right-of-way as an accessory use to an eating establishment, as regulated by Article VIII in Chapter 156.
  - (4) Instruction and organized parties.
  - (5) Accessory uses and structures customarily incident to the above principal uses.
- C. Conditional uses and structures. The following conditional uses and structures shall be permitted in the B-1 District only if they comply with the appropriate regulations for such uses or structures in § 190-123:
- (1) Public or private schools for kindergarten through grade 12.
  - (2) Houses of worship.
  - (3) Public utility buildings and structures.
  - (4) Cellular telecommunications antennas mounted on an existing structure at least 40 feet high.
- D. Prohibited uses. Any uses other than those uses permitted by this section are prohibited. In addition, without in any way limiting the generality and prohibition of this section, the following uses are specifically prohibited:
- (1) Residential construction or conversion unless permitted as regulated herein.
  - (2) The sale, delivery and/or serving of prepared food and/or beverages in a ready-to-consume state from a location within a building through a door, through a window or over a counter to a location outside the same building on the same site or within the adjacent public right-of-way. Such prohibition shall include but not be limited to the delivery to or receipt of food and/or beverages to customers in motor vehicles. The foregoing shall not be construed to prohibit: a) serving and consumption of food and beverages to and by customers seated at tables within outdoor cafes permitted by this chapter and licensed and regulated pursuant to Article VIII of Chapter 156; b) take-out sales of prepared food, where the customer must enter the building to purchase and/or pick up food for consumption at an off-site location; and c) the delivery of prepared foods to customers at an off-site location not located within the street-right-way.
  - (3) New or used car lots.
  - (4) Public garages and gasoline service stations.
  - (5) Places of amusement, other than theaters, contained in buildings, such as penny arcades or shooting galleries, or buildings or structures containing games of chance or other types of carnival enterprises, such as palmistry, phrenology, astrology and the like.



- (6) Drive-in or drive-through uses, including but not limited to drive-in banks, drive-in pharmacies and drive-in restaurants.

E. Bulk regulations. The following conditions and requirements shall be complied with:

- (1) Maximum building height: 45 feet, except as provided otherwise for affordable housing developments in § 190-124R.
- (2) Minimum front yard: as established by adjacent buildings and as regulated by § 190-119A(1)(b). No vault rights shall extend past the existing curbline or the curbline proposed on the Master Plan or Official Map of the Village.
- (3) Minimum side yard: none required, but if provided, 12 feet. If adjacent to a residential zone, a minimum twelve-foot side yard is required.
- (4) Minimum rear yard: six inches for each foot of height of the principal building or 10 feet, whichever is greater.
- (5) Maximum floor area ratio: 50%, except as provided otherwise for affordable housing developments in § 190-124R.

F. Other regulations. In addition to the bulk regulations, the following shall be complied with:

- (1) The store frontage for each space devoted to a different occupant on the ground level abutting any street shall be at least 15 feet wide, exclusive of any entrances for upper floors.
- (2) All ground level stores abutting any street shall contain window areas on any side of at least 10% of an area equal to 10 feet times the width of the wall abutting the street.
- (3) No building shall be permitted which is not supported on a continuous footing and foundation and enclosed on all sides by an exterior wall that rests on said footing and foundation.
- (4) Except for parking lots, outdoor cafes and sidewalk sales authorized pursuant to Chapter 239, any use permitted by this section shall only be conducted within the confines of a building.
- (5) Any dwelling unit shall contain a minimum habitable floor area of 600 square feet.
- (6) The gross floor area devoted to residential use, including hallways and other common areas accessory to the residential use, shall not exceed  $\frac{2}{3}$  of the total gross floor area of the building within which the residential use is located.
- (7) The maximum permitted density shall not exceed 12 dwelling units per acre of the lot.

#### SUPPLEMENTAL YARD REQUIREMENTS

§ 190-119 General provisions.

A. Yards. There shall be provided for every lot front, rear and side yards as required in the zone district in which such lot is located. No open space which has been counted or included as a part of a side yard, rear yard, front yard, court or other open space as required by this chapter for one building may, by reason of change of ownership or for any other reason, be counted or included in order to comply with the yard, court or other open space requirement of any other building. In addition, the following general regulations shall apply:

(1) Front yards.

- (a) All front yards must face upon a dedicated public street and shall be of the size required for the particular zone district in which the lot is located, provided that, on streets less than 50 feet in width, the required front yard shall be increased by 1/2 the difference between the width of the street and 50 feet, and provided further that any lot which abuts a street with a proposed right-of-way greater than 50 feet in width as shown on the master plan for streets of the Village shall have a front yard setback measured from the nearest line of the proposed building or structure to the proposed right-of-way line shown on such master plan. In the event a street, or part thereof, is located within an easement, or is proposed to be widened within an easement, rather than within a dedicated right-of-way, the front yard setback shall be measured from the easement line.
  - (b) In the B-1 and B-2 Zone Districts, all new buildings and additions to existing buildings shall conform to the existing established front yard setback line of the buildings located on each side of the subject property. In the event that the front yard setback on each side of the subject property is not the same distance from the center line of the abutting street in question, then the Planning Board, as part of site plan review, shall determine the required setback line for the subject property which shall not be less than the setback of the abutting property that is closest to the street right-of-way line nor greater than the setback of the abutting property that is farthest from the street right-of-way line.
- (2) Yards on corner lots. All yards on corner lots abutting any street shall be construed as front yards and shall be subject to the front yard setback requirement of the zone in which said lot falls.
- (4) Projections and encroachments. Except as hereinafter specified, yards and courts required under this chapter shall be entirely free of principal buildings or parts thereof:
- (a) Cornices and eaves may project not to exceed two feet over any required yard or court.
  - (b) Sills, leaders, belt courses and similar ornamental or structural features may project six inches into any required yard or court.



- (c) An open fire balcony or fire escape may project into a required yard not more than four feet.
- (d) Ground story bay windows or oriels may project not more than three feet into any required yard in the R-125, R-110, R-1, R-1A, R-2 and R-3 Zone Districts.
- (e) Chimneys with or without fireplaces may also project not more than 18 inches into any required yard in the R-125, R-110, R-1, R-1A, R-2 and R-3 Zone Districts. The total area of such encroachment shall not exceed 12 square feet.
- (f) No canopy or marquee shall extend past any setback line affecting the building to which it is affixed. This prohibition shall not apply to retractable types of awnings. In addition, canopies and marquees shall be subject to the provisions of § 190-124L, and awnings shall be subject to the provisions of § 190-124K.
- (g) No steps shall extend into any street right-of-way in any zone district. Unenclosed steps may extend not more than 60 inches into any required front yard.

## PARKING, LOADING AND CIRCULATION

### § 190-121 Off-street parking, loading and circulation.

#### F. Location of parking and loading areas.

- (2) The required yard locations and setbacks for off-street parking and loading areas are set forth below, provided that where shared parking arrangements are permitted by this chapter, no minimum setback for parking areas shall be required where shared parking areas abut one another at the property line.
- (e) In the B-1, B-2, C, P and P-2 Zone Districts, parking areas are permitted in the front, side or rear yards. Parking areas in the front yard shall be set back from the front lot line at least 1/2 of the minimum required front yard setback. In the B-1, B-2, P and P-2 Zones, all parking areas in any yard shall be set back at least five feet from all other lot lines, except where such parking areas are connected with other parking areas as part of a shared parking facility as permitted by this section.

#### G. Driveways.

- (1) No driveway shall be permitted to serve any use other than the permitted use on the lot upon which such driveway is located, except when such driveway is part of a joint parking facility permitted by § 190-121C or such driveway is located in the T Zone District and services a lot in an abutting nonresidential district. Driveways serving garden apartments in the R-4 Zone shall be located in the same R-4 Zone.

## **Construction Administration**

The successful respondent shall also provide as part of their submittal a proposal for construction supervision services during the construction of the parking structure, inclusive of the "tentative list of incomplete and deficient items", a.k.a. the punchlist and final completion of the project. Principal items to be included but not limited to the following:

1. Onsite construction inspector to monitor and observe work in progress to insure full compliance with the contract documents and Village directives.
2. Provide onsite interpretation of contract drawings to the contractor and answer questions as they arise throughout the course of the construction. Prepare written clarification of the drawings when needed.
3. Review and forward recommendations for periodic payments to the contractor based upon work completed.
4. Recommend a project management software package to manage the project. Provide a license copy to the Village, upon approval by the Village Engineer.
5. Identify critical project milestones and ensure contractor compliance with them to so that the project keeps to the completion date of the work.
6. Chair and run a weekly onsite construction meeting. Maintain project meeting minutes for all parties.
7. Provide initial review of any and all change order requests from project contractors.
8. Arrange and coordinate all material testing. Provide results to the Village at weekly project meetings.
9. Interpret the contract documents and the contractors performance thereof.
10. Coordinate contractor shop drawing submittals to maintain project timeline.
11. Provide weekly updates on the project's project management software to the Village and the contractor.
12. Advise the Village immediately of any work that fails to meet project specifications. Document non-compliance.
13. Conduct an inspection of the project's progress and provide a report to the Village at the weekly project meeting.
14. Collect certified payrolls for all contractors and sub-contractors working on the project. Provide them to the Village at the weekly project meetings.
15. Upon completion of the project, provide a final written report on the structure.
16. Any other effort required for the successful and timely completion of the project.