

Town of North Castle
Westchester County, New York
REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)
15, 17 and 21 Bedford Road Redevelopment Site

RFEI RELEASE DATE: July 24, 2025
SITE TOUR DATE: August 6, 2025, 2:00 PM
DEADLINE TO SUBMIT QUESTIONS: August 20, 2025 at 4:30 PM
DEADLINE TO SUBMIT PROPOSALS: September 22, 2025 at 4:30 PM

Submissions should be made by email to:

Alison Simon, Town Clerk
asimon@northcastleny.com

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INTRODUCTION

This Request for Expressions of Interest (RFEI) is being issued by the Town of North Castle (the “Town”) to seek proposals for the possible redevelopment of a Town-owned property located at 15, 17 and 21 Bedford Road (the “Site”), in the downtown area of Armonk, NY. This RFEI provides a unique opportunity for a potential Responder to transform a prime site located in the heart of North Castle’s downtown business district. This gateway site is located at the North Castle Town Hall complex and abuts commercial and mixed-use residential/commercial properties to the north. Transformation of this critical site is key to the continued revitalization of downtown Armonk as well as the design, construction, and/or development of a new Town Hall.

The Town is soliciting qualified developers to respond to this RFEI with creative proposals for a development project on the site that currently houses the Town offices in two buildings, the Town’s Highway Yard, the Cornell Birdsall House (a/k/a part of the annex, a circa 1790 residence which is primarily used by the Finance Department and the second floor has an office for the Conservation Board). The Cornell Birdsall House is historically significant, and its preservation, incorporation or relocation should be addressed. The Recreation Department is located in their own building on Maple Avenue. The proposed project must address the need for a new municipal building on the Site and should incorporate into one building the municipal administrative offices and two municipal functions (the Town Police Department and the Justice Court) that the Town is seeking to relocate from the existing Town Hall building.

Responders may wish to propose adding to or combining existing Town facilities and including in the proposed development other neighboring parcels and residential, commercial, and institutional uses compatible with the Town’s intended municipal uses. Responders may wish to incorporate into the proposal measures to improve traffic circulation and pedestrian safety, including sidewalk improvements and crosswalks, particularly with respect to Maple Avenue and Route 22, Bedford Road and Main Street/Route 128, Maple Avenue and Business Park, whether for functional or aesthetic reasons or to mitigate impact.

Development proposals should feature high aesthetic standards that conform with the scale of, and retain the small-town feel of, the traditional, pedestrian-friendly downtown area across the street along Bedford Road. The development proposal should also be consistent with the Town’s Comprehensive Plan, which is available at <https://www.northcastleny.com/201/Comprehensive-Plan-Information>, and address the concerns expressed in the Comprehensive Plan with regard to the Town Hall and the Historic District. The proposal should protect and complement the Comprehensive Plan to the extent practicable. Responders may propose deviations from the Comprehensive Plan but must explain the rationale for the proposed deviation.

Responders should be qualified to enter a public-private partnership with the Town whereby, in exchange for inclusion of the municipal uses, the Town and Responder would enter into an agreement, the form of which is yet to be determined – e.g., land disposition agreement, Local Development Corporation, ground lease, etc. – governing the rights related to the redevelopment of the underlying property. Responders are encouraged to bring creativity in design, site configuration, and zoning to the redevelopment of the Site.

Responders are requested to clearly articulate a vision and concept development plan for the Site,

including the proposed uses, general layout, building heights, parking, streetscape elements and connections. The proposal should demonstrate feasibility from both a construction and a financial point of view, and that the project will create economic, aesthetic, and functional value for the Town.

The expressions of interest will be evaluated by the Town Board, which will then decide whether to issue a request for proposals for the site or will select a responder to proceed with the subsequent project phases.

TIMELINE

RFEI release date	July 24, 2025
Site tour date (optional)	August 6, 2025 at 2:00 pm
Deadline to submit questions	August 20, 2025 at 4:30 pm
Answers to questions	Will be sent to all Responders
Deadline to submit proposals	September 22, 2025 at 4:30 pm
RFEI interviews	September and October 2025
Potential RFP release	November 1, 2025

INSTRUCTIONS

The site tour is optional. The Town Administrator and Town Planner will conduct the tour. The meeting location will be at the Site (15 Bedford Road, Armonk, NY 10504). RSVP to Town Clerk Alison Simon no later than August 4, 2025.

All RFEI inquiries should be directed to: Kevin Hay, Town Administrator: khay@northcastleny.com.

Submissions should be made by email to the Town Clerk: asimon@northcastleny.com.

SITE CONTEXT AND DESCRIPTION

Location map and description of the Site

The Town Hall Site is located at 15, 17 and 21 Bedford Road, in the Hamlet of Armonk within the Town of North Castle, Westchester County, New York (Parcel Tax ID 108.03-1-67). This location features easy vehicular access from I-684 North and NY-22 to Armonk.

North Castle comprises approximately 26 square miles in area and is located in the east-central Westchester County. North Castle's character is largely derived from its three hamlet areas: North White Plains and Armonk in the western portion, and Banksville and surrounding rural areas to the east. The central portion of North Castle, stretching north from the New York City Watershed lands, includes areas near the Westchester County Airport; the mixed-use hamlet of Armonk, office and commercial areas close to the hamlet; and the surrounding residential developments, subdivisions and open spaces. Armonk benefits from its access to I-684 and the widened section of Route 22 between Route 120 and I-684, which has led to the development of several large office parks and commercial developments. The immediate "downtown" area is served by water and sewer infrastructure. The completion of the Armonk Square development has created a central focus for the hamlet.

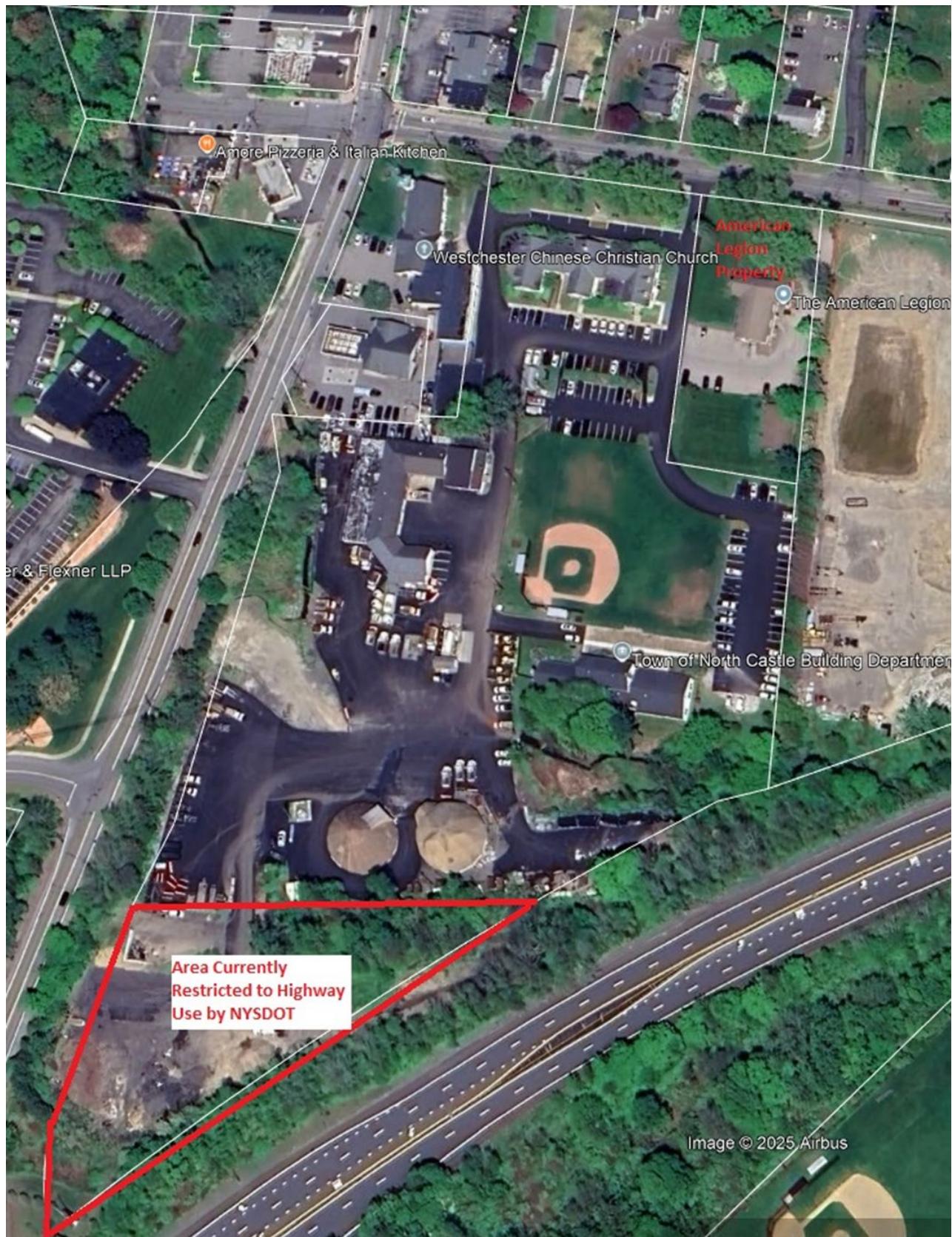
With a walkable, mixed-use environment, downtown Armonk is the primary center for retail trade in the Town. In 2013, the area was enhanced with the addition of the 3.5-acre Armonk Square complex on Main Street featuring shops, offices, residences and a grocery store. Armonk Square has been credited with revitalizing the local retail market; commercial vacancy rates dropped and have stayed low since its opening. Armonk Town Center, built in 1998 on Route 128, is another Armonk retail node. The majority of Town-wide retail transactions are in Armonk.

The Town Hall Site is bordered to the north by Bedford Road and the American Legion Building, to the east by the former 4.14-acre Mariani Nursery & Garden Center, to the south by New York State Route 22, and to the west by Main Street (New York State Route 128). The Town does not own the adjacent American Legion building or the land on which it is located but has a right of first refusal to purchase it.





Map of Site Depicting Floodplain and Wetland Areas



The Town Hall site is approximately 9.4 acres in area. The Town Hall Site is improved by the North Castle Town Hall, which houses the offices of the Town Supervisor, Town Board, and Town Administrator, the Town Police Department, and the North Castle Town Justice Court, as well as the Town Clerk. The Tax Assessor, Tax Receiver, and the Building, Planning, and Conservation Departments have offices in the Annex located to the rear of Town Hall. The site also contains on-site parking and landscaped areas including a ball field. The Site is served by municipal water and sewer and Con Ed supplies both electric and natural gas service to the Site.

The North Castle Town Highway Yard is currently located on the southeastern portion of the Town Hall Site. The Town intends to relocate that facility. The Highway Yard is approximately 4.5 acres in area. The Town's title to the upper-most tier of the Highway Yard closest to New York State Route 22 is subject to a recorded restriction imposed on the Town by the New York State Department of Transportation, the grantor, limiting the use of that portion of the site to Highway Department purposes. The Town is willing to work with the developer to remove that restriction if it would be beneficial to do so. The Highway Yard and the Highway Yard Office, as well as the Annex, are wholly or partially located in a floodplain, wetland, and wetland buffer.

The property is located in Town Historic District #1. Changes to the site will require the issuance of a Certificate of Appropriateness from the Town's Landmarks Preservation Committee.

Property Details

OWNERSHIP	Town of North Castle
MUNICIPALITY	Town of North Castle
SITE LOCATION	15, 17, and 21 Bedford Road, Armonk, New York
TAX ID#	108.03-1-67
SIZE	9.4 acres
EXISTING ZONING	R-10 (single family residential 10,000 Existing: square foot minimum lot size)
ENVIRONMENTAL	Portions of the property are located in a floodplain and a local wetland is located at the rear of the property
WATER SUPPLY	Town of North Castle Municipal Water
WASTEWATER/SEWER	Town of North Castle Municipal Sewer
ELECTRIC	Con Edison
NATURAL GAS	Con Edison
CURRENT USE	Town Hall
LOCATION AMENITIES	Proximity to Armonk Hamlet
ADJACENT USES	Residential, commercial and mixed-use

Additional Resources

Town of North Castle Town Code

<https://ecode360.com/NO0492>

Town of North Castle Hamlet Design Guidelines

<https://www.northcastleny.com/DocumentCenter/View/291/Town-of-North-Castle-Hamlet-Design-Guidelines-PDF>

Armonk Main Street Planning & Design Study

<https://www.northcastleny.com/DocumentCenter/View/294/Armonk-Main-Street-Planning-and-Design-Study-PDF>

Town of North Castle Comprehensive Plan

<https://www.northcastleny.com/DocumentCenter/View/211/Town-Comprehensive-Plan---2018-PDF>

Town of North Castle Court and Police Department Facilities Needs Assessment

Available from Kevin Hay, Town Administrator, upon request.

These additional resources are provided as a courtesy to assist the Responder in preparing a response. The Town will not be liable to the Responder or anyone else for the information included in these resources. The Town anticipates that further studies and investigations will be necessary to respond to any request for proposals the Town may make and prior to entering into any binding agreement.

THE TOWN'S GOALS IN REQUESTING EXPRESSIONS OF INTEREST

The Town of North Castle has identified a need to replace or enlarge its existing governmental facilities. The following are relevant excerpts from the Town's Comprehensive Plan Update:

Department Facilities

The Parks Department garage should be replaced. An optimal location for a new garage may be at a combined new facility shared with the Highway Department at the current highway garage site behind Town Hall. Relocation of the Parks Department garage to the Town Hall site could also free up space at Lombardi Park for additional recreational uses. The Town is exploring various options for an expanded or relocated highway garage.

Maximize Efficiency of Municipal Facilities and Resources

North Castle provides a wide range of services to its residents, contributing greatly to its quality-of-life. The challenge is to balance those services with the reality of fiscal constraints and to avoid overburdening taxpayers. Finding ways to reduce costs and increase efficiency without sacrificing services, including pursuing shared-services opportunities and intergovernmental coordination, should be a major Town priority. Within North Castle, there may be opportunities for reconfiguration or

reorganization of municipal facilities to improve functionality and reduce costs. For example, the Highway Department facility behind Town Hall is outdated and lacks significant garage space. To address these issues, the Town should explore the potential to construct a new, consolidated facility and garages for the highway and parks department at the current site behind Town Hall. Such a facility could provide for enhanced functionality and aesthetics. Another opportunity is at Town Hall. The Town should consider implementing recommendations on reconfiguring the existing facilities by connecting through the courtyard space to accommodate additional police and court uses. There also may be future opportunity to increase Town Hall space by purchasing the American Legion building at 17 Bedford Road to house some administrative services, if needed.

The Town conducted a facilities assessment in 2019. The following tables set forth the Town's facility needs as determined in 2019 by that study:

Table 3 - Future Facility Needs - Town Board & Office of the Supervisor

Net Floor Area Breakdown

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Supervisor							
Waiting Area	300	1	300			300	
Desk Area	180	1	180			180	1
Conference Area	6	24	144		144	288	
File Storage				100		100	
Assistants Workstations	72	2	144		144	288	2
Town Board							
Workstation	48	4	192		192	384	4
File Storage				120		120	
Finance Department							
Director's Office	180	1	180			180	1
File Storage				200		200	
Assistants Workstations	72	3	216		216	432	3
Computer Room	200	1	200			200	
Spvsr, TB & Finance Subtotal			1,556	420	696	2,672	11
Major Circulation		22%				588	
Mechanical & Structure		15%				489	
Supervisor, Town Board & Finance Dept. Gross Floor Area					rounded	3,700	GSF

Table 4 - Future Facility Needs - Office of the Town Clerk

Net Floor Area Breakdown

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Town Clerk							
Public Window	100	1	100			100	
Reception/Waiting Area	100	1	100			100	
Town Clerk's Office	180	1	180			180	1
Assistant's Office	120	1	120			120	1
Staff workstations	64	4	256		128	384	4
File Storage				240		240	
Webpage Mgr	64	1	64	64		128	1
Future Video Studio	300	1	300			300	
Future HR Office	180	1	180			180	1
Town Clerk Net Sub-total			1,300	304	128	1,732	8
Major Circulation		22%				381	
Mechanical & Structure		15%				317	
Town Clerk Total Gross Floor Area					rounded	2,400	GSF

Table 5 - Future Facility Needs - North Castle Police Department

Net Floor Area Breakdown

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Vestibule	100	1	100			100	
Public Lobby	100	1	100			100	
Waiting Area	100	1	100			100	
Public Toilets	64	2	128			128	
Interview Room(s)	64	2	128			128	
Service Window(s) & Counter	100	1	100			100	3
Dispatch Center	72	3	216	240	400	856	4
Records	460	1	460			460	
Alarm Office	64	1	64	32	32	128	1
Adult Prisoner Processing	800	1	800			800	
Adult Detention	125	4	500			500	
Sally Port	600	2	1,200			1,200	
Evidence & Property	900	1	900			900	
Firearms	150	1	150			150	
Shift Command	350	1	350			350	2
Patrol Facilities	48	3	144		350	494	10
Staff Facilities	1,800	1	1,800			1,800	50
Investigative Division	600	1	600			600	5
Juvenile Division	300	1	300			300	1
Special Unit Facilities	240	1	240			240	
Department Administration	1,200	1	1,200			1,200	6
EOC	600	1	600			600	4
Training Room	6	50	300		300	600	
Police Net Sub-total			10,480	272	1,082	11,834	89% of proposed
Major Circulation (incl elevator)		22%				2,603	
Mechanical & Structure		15%				2,166	
Police Total Gross Floor Area					rounded	16,600	GSF

Table 6 - Town Court & Office of the Court Clerk

Net Floor Area Breakdown

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Courtroom							
Security	180	1	180			180	
Public Lobby	6	60	360			360	
Public Restrooms	120	2	240			240	
Interview Room(s)	64	3	192			192	
Courtroom - Gallery	6	90	540		540	1,080	
Courtroom - Front	600	1	600			600	
Conference/Jury Room	240	1	240			240	
Court Clerk & Staff							
Public Window	40	1	40			40	
Clerk & Staff	64	5	320		200	520	5
Judges' Chamber	200	1	200			200	1
Files/Archive			0	240		240	
Staff Restroom	64	2	128			128	
Court Net Sub-total			3,040	240	740	4,020	86% of proposed
Major Circulation		22%				884	
Mechanical & Structure		15%				736	
Court Total Gross Floor Area					rounded	5,600	GSF

Table 7 - Future Facility Needs - Building Dept. & Planning Dept.

Net Floor Area Breakdown

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
	Future Position	180	1	180		180	1
Planning							
	Planning Director Office	180	1	180		180	1
	Board Secretary	64	1	64		64	1
	Assistant	64	1	64		64	1
	File Storage		1	0	120	120	
	Layout Area	80	1	80		80	
Building							
	Waiting Area	120	1	120		120	
	Public Window	100	1	100		100	
	Building Director Office	180	1	180		180	1
	Assistants/Inspectors workstations	64	9	576		576	9
	Active Files			240		240	
	File Storage			480		480	
	Conference Room	6	20	120		120	240
Conservation Board							
	Chairperson Office	180	1	180		180	1
	Board Secretary	64	1	64		64	1
	Active Files			120		120	
Planning & Bldg Subtotal			1,908	960	824	3,692	16
Major Circulation			22%			812	
Mechanical & Structure			15%			676	
Planning & Building Dept. Gross Floor Area				rounded		5,200	GSF

Table 8 - Future Facility Needs - Town Assessor & Receiver of Taxes

Net Floor Area Breakdown

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Assessor							
Waiting Area	50	1	50			50	
Public Window	80	1	80			80	
Assessor's Office	180	1	180			180	1
Assistants workstations	64	3	192		192	384	3
Conference Room	12	10	120			120	
File Storage		1	0	180		180	
Receiver of Taxes							
Public Window	50	1	50			50	
Tax Receiver's Office	180	1	180			180	1
Assistants workstations	64	3	192		192	384	3
File Storage	1	1	1	180		181	
Document/Mailing Area	120	1	120	120		240	
Assessor & Tax Receiver Subtotal			1,165	480	384	2,029	8
Major Circulation		22%				446	
Mechanical & Structure		15%				371	
Assessor & Tax Receiver Gross Floor Area					rounded	2,800 GSF	

While this RFEI focuses on the 15, 17, and 21 Bedford Road site, the Town will consider projects that involve aggregation with adjacent parcels. Responders should elaborate on the development strategy and potential challenges and/or opportunities in their proposal.

The Town is also open to consider proposals that might require zoning changes or variances for both use and dimensional standards. In particular, changes to the allowable height, setbacks and building coverage could be considered. Responders should justify any proposed zoning changes in their proposal description.

CONTENTS REQUIRED FOR THE EXPRESSION OF INTEREST

Expressions of Interest must contain the following information and materials:

A. Responder's Background

1. Contact information for the Responder, including the name, address, and website of the entity and the name, address, telephone number, and e-mail address of the individual who will serve as the Responder's primary contact.
2. Background information on the Responder's organizational structure, including the identity of all principals of the responding entity and members of the Responder's team and the proposed development team, and the relevant experience of the individuals who will be principally involved in the project.
3. Narrative descriptions of representative projects completed by the Responder and relevant previous experience.

B. Proposal Description

1. A detailed narrative describing all relevant aspects of the conceptual development and phasing plans of the development.
2. The proposed use(s) and improvements on the Site, including a general description of how the project will connect to existing roadways and interact with the surrounding area and a statement of the anticipated traffic and parking impacts.
3. The type, bulk, and size of each component of the development program (gross and net square footages). If a residential use is proposed, please detail the type of affordable and/or market rate housing, and the ownership/rental model.
4. At least one concept site plan showing the building(s), required parking and overall site plan of the proposed project. Responders are encouraged to submit additional sketches, and in particular: renderings of the proposed development, drawings of principal elevations and general building mass showing the project within its surroundings.
5. A development timeline identifying the estimated length of time to reach key milestones.
6. A statement of how this project will advance the Development Objectives set forth in this RFEI.
7. A description of sustainable building practices and resiliency measures that will be incorporated into the project during construction/renovation and operation of the improvements.
8. A summary of anticipated construction and environmental challenges including, for example, possible stormwater management strategies.
9. A general description of any prominent landscaping or natural features, if relevant.
10. A summary of other anticipated challenges related to scope, procurement process, technical and financial feasibility, etc.
11. A statement identifying any infrastructure improvements or expansions the project will

require.

12. A statement identifying any zoning changes or variances (or changes to other municipal laws) necessary to implement the proposed project. Responders should be aware in this regard, however, that the Town has a strong preference where new zoning is required to consider applications proposing various housing types based on fee simple ownership.
13. Description of the project's public and financial benefits and an estimate of economic impacts.
14. A statement of how the proposal will protect the concerns expressed in the comprehensive plan with regard to the Town Hall, the Cornell Birdsall House and the Historic District.

C. Financial Information

1. The Responder's general approach to financing.
2. The potential financial sources or methods available to the Responder.
3. Statements supporting the financial viability of the proposal.
4. An order of magnitude estimate of project cost, including anticipated construction costs.

PROPRIETARY OR CONFIDENTIAL INFORMATION

Responders should assume that their submissions are subject to disclosure under the Freedom of Information Law (Public Officers Law Chapter 47). Any proprietary or confidential information that Responder wishes to include as part of the response must be designated as such and submitted under separate cover. The Town will determine whether the information is exempt from disclosure.

RESPONDER'S DUE DILIGENCE

Responders should assume that the Site, including land, improvements, and any supporting building infrastructure, will be disposed of "AS IS" and "WHERE IS" without representation, warranty, or guaranty as to quantity, quality, title, character, condition, size, or kind, or that the Site is in condition or fit to be used for the Responder's purpose.

RFEI INQUIRIES

All RFEI inquiries should be directed to: Kevin Hay, Town Administrator, khay@northcastleny.com.

SUBMISSION INSTRUCTIONS

Submissions must be made by email to Alison Simon, Town Clerk, at asimon@northcastleny.com no later than September 1, 2025, at 4:30 pm.

The Town is not liable for costs incurred in the preparation of a response to this RFEI or in conjunction with any presentations before the Town Board. Responders may be asked to submit hard copies of the proposal after the initial digital submission.

REQUEST FOR PROPOSALS

This is not a request for proposals. The Responder's submission of an expression of interest is not an offer and the Town's consideration of the Responder's expression of interest nor its selection of the Responder's expression of interest as the preferred project is not an acceptance. If the Town Board determines to proceed, it may issue a request for proposals. The Town Board may or may not decide, in its sole and absolute discretion, to issue request for proposals.

THE TOWN OF NORTH CASTLE

Joseph A. Rende, Supervisor

15 Bedford Road

Armonk, NY 10504