

**County of Otsego Industrial Development Agency  
County of Otsego, New York**

**REQUEST FOR PROPOSALS**

**Oneonta Municipal Airport Feasibility Study and  
Economic Development Plan  
Proposal for Professional Services**

**PROFESSIONAL CONSULTING SERVICES**

*Professional service firms, individuals, or teams that are or include NYS Certified MBE or WBE firms or individuals are strongly encouraged to submit proposals in response to this RFP. Consultants and firms are also encouraged to submit utilizing DBE sub-consultants where appropriate.*

**May 14, 2018**

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### **Oneonta Municipal Airport Feasibility Study and Economic Development Plan Proposal for Professional Services**

#### **INTRODUCTION**

The County of Otsego Industrial Development Agency has been awarded a 2015 Empire State Development Planning Grant to prepare a feasibility study and business development strategy for the Oneonta Municipal Airport just outside the City of Oneonta. Development of the Oneonta Airport, combined with the promise of the Oneonta Rail Yards redevelopment and access to Interstate 88, will make the area very competitive in the transportation and logistics arena.

This project addresses the transport and distribution potential of the Oneonta Airport, particularly in conjunction with redevelopment of the Oneonta Rail Yards and existing access to Interstate 88 from the City of Oneonta. The proposed project is intended to

- Examine the viability of a business park at the subject location and surrounding acreage;
- Review possible connections to other transport and distribution opportunities in the area/region;
- Examine whether it is feasible for the Otsego IDA to assume ownership of the airport from the City of Oneonta.
- Examine specific business uses viable for the site including NUAIR activities at Griffiss Airport and overall Unmanned Aircraft opportunities;
- Examine the potential use and expansion of existing airport facilities as part of the project;
- Examine the airport as a potential driver of private investment in the Oneonta metropolitan area;
- Examine the airport as a component of an overall logistical transportation services economic development strategy;
- Analyze elements of successful airport-based development elsewhere in New York; and
- Examine the connection to Oneonta's Main Street, Cooperstown, and area tourism venues.

The IDA proposes to use \$45,000 in Empire State Development (ESD) grant funds to finance the Oneonta Municipal Airport Feasibility Study and Economic Development Plan.

## **PROFESSIONAL SERVICES**

The project is the preparation of a development plan for a business park adjacent to the Oneonta Municipal Airport just outside the City of Oneonta in the town of Laurens, NY. The City of Oneonta is the sole owner of the property. The plan will determine the economic opportunity and market for private investment by transportation, distribution and logistics service businesses at the subject site. The development of a plan for the full utilization and build-out of the site will include, but is not limited to, the evaluation of existing conditions and developable land; the evaluation and identification of needed infrastructure, and its costs; an analysis and recommendation on alternative and improved access routes; and the identification of potential users. The plan will involve the cooperation of the City of Oneonta.

## **SCOPE OF WORK**

### **Task A) Stakeholder Communication**

The contractor will attend meetings, communicate through email and conference calls with key stakeholders who will be critical partners in the planning and development plan preparation. They will also coordinate with appropriate agencies, such as the IDA, City of Oneonta, City of Oneonta Airport Commission, NYS Department of Transportation, NYS Department of Environmental Conservation, to be identified federal agencies and utility companies/authorities as necessary. Other appropriate agencies to be identified by selected consultant.

### **Task B) Site Assessment and Document Review**

The contractor will collect and review available environmental reports, foundation surveys, existing highway, railroad, utility and property survey drawings. They will make a minimum of two site visits to investigate existing conditions. They will assess and evaluate the existing infrastructure and physical conditions that exist on the property (e.g., general layout, roads, utilities, ponds, creeks, etc.) to determine appropriate design concerns and limitations for the installation of infrastructure and parcel layout. Scope area not limited to the existing airport property, but to include adjacent acreage adjacent.

### **Task C) Analysis of Various Opportunities and Constraints**

- **Environmental Restrictions, Subsurface Foundations and Geotechnical Constraints**  
The contractor will complete a thorough review to determine any restrictions and/or constraints on the site that might affect infrastructure design, parcel/site layout, as well as potential land uses.
- **Site Utilities**  
Working with the City of Oneonta and their consulting engineer, Delaware Engineering, as well as private utility companies, the consultant will determine the location and capacity of available sewer, water, gas, electrical and other utility services relative to the site, including cost estimates for extending utility infrastructure to the subject site.
- **Zoning Opportunities and Limitations**  
A thorough review of zoning ordinances will be completed by the contractor to determine the opportunities and limitations on potential land uses.

- **Real Estate, Market and Economic Analysis**

A targeted analysis of a prospective business park will be completed. This will begin with a review of regional demographic, economic, real estate market and investment data, as well as conversations with a number of knowledgeable commercial real estate brokers and developers. The contractor will also conduct an analysis of five successful airport development projects, and provide examples of the types of businesses that may connect to the future development of the Oneonta Airport. Having developed a baseline understanding, the contractor will evaluate the site's and adjacent acreage for potential suitability for a business park, as well as various other commercial uses that may be considered in and around the subject site. The NUAIR and Unmanned Aircraft initiative must be a specific part of the overall economic potential analysis.

Level of detail proposed in response to Task C this RFP delivered within the outlined budget should be explained and detailed in overall response.

#### **Task D) Alternative Development Scenarios**

Based on information collected in previous tasks, the contractor will prepare three (3) Alternative Development Scenarios for the site with preliminary cost estimates. The three concepts will include alternative land use and real estate product categories, roadway layout, utility corridors, parcel layout with acreage and potential storm water management facility locations. Potential phasing of each concept will be included on drawings.

Phasing for each scenario will tie directly to the results of the evaluation of potential commercial uses from Task C, with the timing of infrastructure and site improvements coordinated with the expected pace of the market's absorption of each proposed property type.

#### **Task E) Preferred Alternative**

The contractor will review the overall site characteristics, transportation and utility corridors, parcel layout, and opportunities and limitations for each Alternative Development Scenario with the client team.

The contractor will assist the client team in the selection of one (1) Preferred Alternative. The contractor will prepare a Site Plan and address the potential market demand for commercial real estate. The plan will maximize site amenities, and provide for storm water management facility locations. A marketing level rendering to include a 2-dimensional graphic that depicts the layout of the proposed site of the Preferred Alternative will be prepared for the client's use.

The contractor will also provide preliminary utility sizing for the selected concept, giving particular attention to the phasing of the necessary infrastructure for that concept.

#### **Task F) SEQRA Review**

The contractor will review the SEQRA process and perform a preliminary scoping which will highlight any issue that will need to be addressed prior to development. This task does not include the actual preparation of SEQRA forms.

#### **Task G) Cost Estimates**

The contractor will prepare Order of Magnitude cost estimates for the Preferred Alternative development concept

**Task H) IDA Ownership**

The contractor shall make recommendations as to the feasibility of the Otsego County IDA assuming ownership of the airport and recommend options for overall maintenance operations as well as revenue generation to support these operations. A detailed proforma shall be prepared.

**PROJECT CONSIDERATION:**

This RFP does not include the preparation of topographical surveys, construction plans, details or specifications.

**PROJECT DELIVERABLES:**

1. A Development Portfolio, previously outlined in the proposal, appropriate for use in marketing the site to prospective developers will be provided by the contractor.
2. Ten (10) copies of a written and bound Development Portfolio, which addresses all items covered in the scope of work, will be delivered to the County of Otsego Industrial Development Agency. The Portfolio will be organized to include the existing conditions and analysis, the Preferred Alternative site plan, descriptions of needed infrastructure improvements, and cost estimates. It will also include recommendations on development phasing and estimated costs for each phase of the Preferred Alternative concept.
3. Ten (10) copies of the Preferred Alternative marketing level rendering.
4. Ten (10) copies of the Preferred Alternative Site Plan showing existing conditions, utilities, access, and proposed flexible parcel layout.
5. Proposal must stay within the defined budget with any recommended expansion of scope/cost outlined with optional add-on deliverables. If budget does not address the outlined deliverables/tasks, limit recommend limit to scope to achieve completed project within budget.

All products will be provided in reproducible hard copy and a digital format in a form to be placed on the website for future development by the County of Otsego Industrial Development Agency.

**MODIFICATIONS/ALTERNATIVES TO SCOPE OF SERVICES**

All firms responding to the RFP must address each element of the Scope of Services. However, the IDA encourages firms to identify modifications or alternative approaches to the Scope of Work which would serve to better address the IDA's goals and objectives.

**INFORMATION TO BE SUBMITTED WITH PROPOSALS**

Proposals should demonstrate a good grasp of the project, and include a description of the approach that the firm will use to complete the project, as well as a preliminary project time table identifying completion dates for key components to the project.

A summary of similar work completed by the firm should be included. This summary should also contain the names and telephone numbers of contact persons for each contract. In addition, the firm's background, and the resumes of any staff to be assigned to the project, should be included.

Firms should provide a detailed summary of their costs to complete the project. All costs that can be identified should be listed, as well as any costs related to suggested modifications or alternatives to the work program.

Proposing firms should be aware that completion of this project is funded by local and Federal Agencies. The awarded firm will be required to fully comply with all requirements and certifications that the sources of funding impose.

### **REQUIREMENTS AND EVALUATION FACTORS**

The firm must have significant relevant experience in community planning, specifically economic development planning. The firm must identify the persons with experience in addressing planning and development projects in an efficient and timely fashion.

In evaluating proposals, the County IDA shall give the following evaluation factors the following weight or relative importance in the selection process:

1. The overall capacity of the firm and the range of services and experience with similar projects	..... 40%
2. The experience of the designated project manager	..... 35%
3. Project timetables/scheduling	..... 15%
4. Cost of professional services	..... <u>10%</u>
	100%

Subsequent to reviewing and evaluating competitive proposals, the IDA may, at its discretion, choose to interview some or all firms responding prior to a final selection. Firms will be selected based upon the responsible firm whose proposal is most advantageous to the IDA with price and the above factors considered. The IDA reserves the right to select, not to select, or to re-advertise for proposals.

### **SUBMISSION REQUIREMENTS**

If you wish to submit a proposal, please submit 2 copies of the proposal and any other information to the County IDA no later than **June 28, 2018**.

The address is as follows:

Mr. Jody Zakrevsky  
Chief Executive Officer  
County of Otsego Industrial Development Agency  
189 Main Street, Suite 500  
Oneonta, New York 13820

Questions regarding this RFP should be directed to Jody Zakrevsky, CEO, County of Otsego IDA, (607) 267-4010.