

# County of Otsego Industrial Development Agency Industrial Site Development Feasibility Assessment Request for Proposals

**PROJECT:** The County of Otsego Industrial Development Agency (IDA) received funding from the County of Otsego from its CDBG program income to prepare a feasibility study of providing necessary access and utility improvements for the development and construction of infrastructure for approximately 15 acres of a 48 acre site in the Town of Richfield Springs, and to determine if a proposed 80,000 square foot manufacturing facility can be accommodated at the site as well as for future development of another 20,000 square foot facility. Proposals shall be submitted on or before April 5, 2019, by 4:00 p.m. and will be used to support the successful development of the Industrial Park.

**BACKGROUND:** The County of Otsego IDA had prepared development plans and a subdivision plat for the Richfield Springs Business Park on lands owned by the IDA located at the Elm Street Extension in the Town of Richfield Springs and identified by tax map no. 24.00-1-18.31. The plans included a map of existing conditions, a master plan, a park plan and access road profile, cross sections, water main extensions, off site utilities plan and profile, wetland mitigation plan with details, stormwater management plan with details, and sanitary and water details. These plans laid out six separate lots, with lots 1, 2 and 3 being the most developable. Two manufacturing companies have recently expressed a desire to build up to 80,000 square feet of building with the proposed Business Park. It is the IDA's desire to determine whether lots 1, 2 and 3 can accommodate a combined building(s) of 80,000 square feet and whether there would remain additional space for future building development.

## PROFESSIONAL SERVICES

The IDA seeks the professional services of an engineering firm that will determine the economic opportunity and market for industrial activities for 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. The plan will specifically determine the feasibility of building one or two buildings with a combined square footage of 80,000 square feet and how much additional developable acreage would remain. On the remaining developable acreage, the consultant would determine how much additional building square footage could be developed.

In addition, the consultant will develop suitable plans for a water and sewer district from the Village of Richfield Springs to the site as well as detailed costs estimates for the extension of water and sewer to the site.

The consultant will also determine the cost of building an access road into the facility.

## **SCOPE OF WORK**

### **Task A. Stakeholder Communication**

The contractor will attend meetings with key stakeholders including the owners of the proposed manufacturing companies which have expressed interest in the site, who will be critical partners in the planning and development plan preparation. They will also coordinate with appropriate agencies, such as the IDA, the Village and Town of Richfield Springs, NYS Department of Transportation, NYS Department of Environmental Conservation, and utility companies/authorities as necessary.

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

The contractor will collect and review available environmental reports, foundation surveys, existing highway, 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 (general layout, utilities, wetlands, etc.) to determine appropriate design concerns and limitations for the installation of infrastructure and parcel layout.

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

#### **• Site Utilities**

Working with the Village of Richfield Springs, 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.

#### **• 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

#### **• Environmental Restrictions**

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.

### **Task D. Preferred Alternative**

The contractor will review the overall site characteristics, transportation and utility corridors, parcel layout, and opportunities and limitations and 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 and industrial real estate. The plan will maximize site amenities, and provide for storm water management facility locations.

### **Task E. 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 F. Cost Estimates**

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

**PROJECT CONSIDERATION:** This RFP does not include the preparation of topographical surveys, but does include construction plans, details or specifications.

### **PROJECT DELIVERABLES:**

1. A Development Portfolio appropriate for the use in marketing the site, to prospective tenants, 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 Site Plan showing existing conditions, utilities, access, and proposed flexible parcel layout. 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 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 cost 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 a 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 .....25%
2. The experience of the designated project manager ..... 25%
3. Project timetables/scheduling ..... 20%
4. Familiarity with Richfield Springs and Richfield Springs Business Park.....20%
5. Cost of professional services .....10%

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 April 5, 2019 by 4:00 p.m. 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 at 607-267-4010 ext. 102