

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

REQUEST FOR PROPOSALS

**Oneonta Sports Facility 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.

October 1, 2019

County of Otsego Industrial Development Agency

October 1, 2019

REQUEST FOR PROPOSALS

Oneonta Sports Facility Feasibility Study and Economic Development Plan Proposal for Professional Services

INTRODUCTION

This project addresses the potential of constructing a sports dome at the Wright Soccer Fields in the Town of Oneonta, NY. The proposed project is intended to

- Examine the viability of a sports dome at the subject location and surrounding acreage;
- Review possible connections to other sports facilities and program opportunities in the area/region;
- Examine whether it is feasible for the Otsego IDA to assume ownership of the sports dome;
- Produce facility program and cost estimates for construction;
- Produce a 5-year cash flow forecast for a sports facility, with back-up data for each facility program;
- Examine the potential use and expansion of existing sport programs as part of the project;
- Examine the sports dome as a potential driver of private investment in the Oneonta metropolitan area;
- Analyze elements of successful sports-based development elsewhere in New York; and
- Examine the connection to Oneonta's Main Street, Cooperstown, and area tourism venues.

PROFESSIONAL SERVICES

The project is the preparation of a development plan for a sports dome facility in the Wright Soccer Fields in the City of Oneonta. The County of Otsego Industrial Development currently owns the Wright Soccer Fields. The plan will determine the economic opportunity and market for private investment by building a sports dome to enhance year-round

extracurricular activity in Otsego County. 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 and Town 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, Town of Oneonta, and the Oneonta Youth Soccer Association. 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 soccer 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 Town of Oneonta and their engineers, as well as private utility companies, the consultant will determine the location and capacity of available sewer, water, gas, electrical and other necessary 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 sports dome will be completed. This will begin with a review of regional demographic, economic, real estate market and investment data, as well as conversations with several knowledgeable commercial real estate brokers and developers. The contractor will also conduct an analysis of five

successful sports facility development projects and provide examples of the types of programs that may connect to the future development of the Oneonta Sports Facility. Having developed a baseline understanding, the contractor will evaluate the site's and adjacent acreage for potential suitability for a sports dome, as well as various other extracurricular uses that may be considered in and around the subject site.

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 attention to the phasing of the necessary infrastructure for that concept.

Task F) NYS Environmental Quality Review Analysis (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 sports facility 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 timetable 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.

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	10%
	<hr/> 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 4:00pm on October 21, 2019**. The address is as follows:

Ms. Meaghan Marino
Director of Finance and Administration
County of Otsego Industrial Development Agency
189 Main Street, Suite 500
Oneonta, New York 13820

Questions regarding this RFP should be directed to Meaghan Marino, Director of Finance and Administration, County of Otsego IDA, (607) 267-4010 x101.