



Central New York Regional Planning & Development Board  
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Paul W. Pinckney, Chairman David V. Bottar, Executive Director

## REQUEST FOR PROPOSALS

### CENTRAL NEW YORK ECONOMIC DEVELOPMENT REAL ESTATE SITE PROFILE DATABASE

SYRACUSE, NEW YORK

March 3, 2023

CENTRAL NEW YORK REGIONAL PLANNING  
AND DEVELOPMENT BOARD  
126 NORTH SALINA STREET, SUITE 200  
SYRACUSE, NEW YORK 13202  
[www.cnyrpdb.org](http://www.cnyrpdb.org)

# CENTRAL NEW YORK REGIONAL PLANNING AND DEVELOPMENT BOARD

## REQUEST FOR PROPOSALS

### CENTRAL NEW YORK ECONOMIC DEVELOPMENT REAL ESTATE SITE DEVELOPMENT PROFILE DATABASE 030223

#### **1.0 Purpose and Intent**

The Central New York Regional Planning and Development Board (CNY RPDB), in partnership with CenterState CEO, (Project Team) is issuing this Request for Proposals (RFP) from qualified firms with civil engineering, environmental review, and real estate site development experience to provide services associated with updating a regional real estate site development profile database that was prepared by the CNY RPDB in 2013.

#### **2.0 Background Information**

The CNY RPDB is a public planning and development agency that was established in 1966 by Cayuga, Cortland, Madison, Onondaga, and Oswego Counties under the provisions of Article 12B of the New York State General Municipal Law for the purpose of assisting with the growth and development of communities in Central New York.

CenterState CEO is a private non-profit economic development, business leadership, and chamber of commerce dedicated to the success of its members and the prosperity of Central New York. CenterState CEO serves as an advocate and resource to catalyze and facilitate economic growth and prosperity through results-driven partnerships, planning, and problem-solving initiatives.

As part of its economic development program, the Project Team plans to update a comprehensive database with information on major real estate assets in Central New York.. The primary purpose of this database is to serve as a resource guide for local economic development agencies that are actively engaged in business recruitment and retention efforts across the region.

The Project Team has received federal and local grant funding to support the completion of this project. It is anticipated that this funding is sufficient to complete 25 site development profiles that are consistent with the information incorporated in the 2013 database. All sites selected for review and profiling will be chosen by the Project Team, in consultation with the consultant.

All work completed by the consultant must be done in accordance with the scope of work outlined below. This work must be completed in a five-month period beginning May 1, 2023 and ending on September 30, 2023.

Information regarding the Central New York Regional Site Profile Database 2013 can be accessed at the CNY RPDB's website at <https://www.cnyrpdb.org/programs/SiteProfiles.asp>

### **3.0 SCOPE OF WORK**

#### **A. Existing Site Profile Review**

The consultant and Project Team will complete a review of all sites incorporated into the 2013 database to determine if any of these sites will be profiled in the new CNY regional site profile database. This review will include a determination of any information that needs to be updated for incorporation into the new database.

#### **B. New Site Profiles**

The consultant will prepare development site profiles for 25 sites chosen by the Project Team. These sites shall consist of at least 50 acres of developable land or existing buildings of at least 100,000 square feet. The preparation of these profiles shall be based upon accurate and verifiable public and private information secured and provided by the consultant and on input and direction provided by the Project Team. Each site profile must include the following information:

##### **1. General Site Inventory Report**

General Site Review – the consultant shall prepare a report summarizing the findings obtained from a preliminary site visit and development feasibility assessment for the 25 sites chosen for this database. This review must include an analysis of existing information available to complete a comprehensive site profile, and where major data gaps currently exist, and how those data gaps will be addressed.

##### **2. Individual Site Assessment Profile**

a. Environmental Analysis – The consultant must compile a baseline environmental analysis and Phase I Environmental Assessment in accordance with the American Society for Testing Materials (ASTM) 2000 guidance – procedure number E11527-00. The environmental analysis must include comprehensive information including high resolution aerial photography, boundary survey and tax parcel data, soil mapping, utility maps, topographic maps, federal and state wetlands maps, floodplain data, water table maps, cultural and historic resource inventories, fish and wildlife habitat data, zoning information and assessment, adjoining land-use inventories, and transportation resources, access and traffic count data.

b. Infrastructure Assessment – The consultant will conduct a utility assessment to identify utility contacts, existing utility locations, sizes, capacities, mapping and limiting factors. All major utility services must be inventoried and assessed including public roads, water and sanitary sewer service, electric and natural gas, telecommunication, storm water management systems, broadband, rail, and air service. The utility assessment must include confirmation of current and future service capacities by the utility provider.

c. Code Review – The consultant must complete a federal, state, and local code review to identify specific “right-to-build” requirements including municipal zoning requirements, environmental permits, and compliance with the State Environmental Quality Review Act.

d. Constructability Review – The consultant must compile existing geotechnical data (soils and soil surveys, depth to bedrock, ground water, and seismic), topographic, local driller information and related existing

soil boring information, and utility data to provide a preliminary assessment of the constructability of the site for industrial, warehouse/distribution, and certain commercial uses as defined by the Project Team.

e. Site Plan - The consultant must prepare a preliminary site layout and master plan illustrating how development of the site can be maximized in accordance with intended uses. These plans must include recommendations regarding subdivision of the property and related parcel locations, existing topographic, utility, and boundary survey information, site access, and concept layout for building footprints and elevations, parking, storm water management, and site access and egress. The site layout must include a bulleted description of site features and development assets.

### C. Regional Site Profile Database Report

Based on the work completed above, the consultant will prepare a comprehensive printed and electronic file with the information requested for all 25 development sites. This report must be organized in a manner that provides easy access to hard copy and electronic information and must incorporate the use of digital media and comprehensive visual marketing and presentation techniques.

## **4.0 Project Schedule**

The overall project schedule is outlined below:

Issue the Request for Proposals	March 3, 2023
Proposal Submission Deadline	March 31, 2023
Consultant Selection	April 21, 2023
Contract Execution and Start Work	May 1, 2023
Completion of General Site Review	May 31, 2023
Completion of Database and Draft Report	August 30, 2023
Overall Project Completion	September 30, 2023

## **5.0 Submission Requirements**

The CNY RPDB requests the following items from all respondents to this RFP:

1. Complete and submit all requested information including the Proposal Summary and Fee Proposal form.
2. A formal written presentation of qualifications of the consultant team including:
  - List of the principal officers, directors, and partners of the firm.
  - List and resumes of the project manager and all project team members that will work on this project.
  - List of any professionals not associated with the respondent to be used as sub-consultants on the project, their qualifications, resumes, and contribution to the project.
  - A description of the consultant's current level of activity and the resources available to complete this project on schedule.
  - A description of representative assignments completed by the consultant that are relevant to this specific engagement.

- List of at least five clients served within the past five years who can be contacted as references - including the names of the individuals, addresses, telephone numbers, and email information.

3. A formal written proposal and work plan that includes:

- A clear demonstration of the consultant's understanding of the scope of work outlined in this RFP.
- A clear demonstration and statement that the consultant has the necessary staff experience and availability to complete the scope of work as requested and in accordance with the project completion date of September 30, 2023.
- A clear explanation and documentation of the firm's experience in preparing similar site profiles, including regional site profile databases.
- Evidence of a record of performance by the firm to complete projects professionally, on time, and within the project budget.
- An explanation of the approach that will be used by the consultant to prepare a regional real estate site profile database including the data resources that will be used, methods for data collection, analysis and confirmation, field work which will be completed, and the process that will be used for presentation of the preliminary and final site profile information.
- A clear presentation of recommendations and plans for improvements to the specific visual, graphic, mapping, and presentation techniques that were used in the original site profile database and how this information can be organized for improved public access, electronic reporting, and client use.
- The anticipated timetable, staff hours and assignments, and budget needed for the completion of each phase of the project.
- A proposed organizational chart for the project including the names and titles of all staff that will work on this assignment. The organizational chart must show the proposed staffing allocation (including support staff) that will be used to ensure the project tasks are accomplished in a timely manner and on schedule.
- Any other information that the respondent wishes to provide to assist the Project Team in the consultant selection process.

4. Schedule of Fees:

- The breakdown of all fees and the allocation of hours must be presented by task on the attached Fee Proposal Form.

## **6.0 Proposal Evaluation and Selection**

All proposals will be evaluated by the Project Team. The consultant selection will be based upon the firm's relevant project experience, the technical expertise of the staff assigned to work on the project, a clear demonstration of the respondent's understanding of the project scope of work, the quality of the graphic techniques, aerial imagery, mapping, electronic tools, and digital media resources that will be used for presentation and subsequent client use of the regional site profile database, capacity to meet the project schedule, and costs.

No oral presentations are currently being planned as part of this request for proposal review process, however, respondents may be contacted directly by the Project Team for additional information or for the clarification of any information presented.

## **7.0 Award and Contract**

The CNY RPDB reserves the right to reject any or all proposals that are submitted in response to the RFPs.

The CNY RPDB reserves the right to change the scope of work requested in this RFPs during any phase of this project. Any change in the scope of work may result in a proportionate change in fee and project schedule. Any change in fee and schedule shall be negotiated to the mutual satisfaction of the CNY RPDB and the consultant and will be reflected in a written amendment to the contract document that is executed by both parties.

Any expenses incurred by a respondent in the preparation of a proposal shall be borne by the submitting firm with the express understanding that the respondent shall not apply to the CNY RPDB for reimbursement of any such expenses. The Project Team shall not be responsible for the return of any proposals which have been submitted in response to this RFPs and shall be free to dispose of any such submittals as it sees fit.

## **8.0 Compliance**

This project is being funded, in part, by a grant secured from the U.S. Department of Commerce – Economic Development Administration. All participants in this project must comply with all relevant federal, state, and local laws, regulations, and contract requirements required by the Project Team and the funding agency noted above.

## **9.0 Other Conditions of the Contract**

Documents - All reports and documents prepared by the consultant under the provisions of this RFP and contract shall be the property of the CNY RPDB.

Books and Records - In accordance with federal regulations, the consultant must maintain accurate books and financial records for all work done on this project for the term of the contract period and for five years from the expiration of the contract. If requested, such records must be made available during this period to the Project Team and the U.S. Department of Commerce.

Payment - All payments will be made by the CNY RPDB to the consultant in a timely manner. These payments shall be conditioned upon the completion, acceptance, and approval of the consultant's work on this project by the CNY RPDB. As noted in this RFP, all consultant work on this project must be completed by September 30, 2023.

Insurance – The consultant will be required to carry and show evidence through a certificate of insurance that the following coverage is in place:

<u>Type</u>	<u>Coverage Amounts</u>
General Liability - bodily injury and property damage.	Not less than \$1 Million per occurrence and Two Million aggregate.

Automobile – including hired and non-owned. Not less than \$1 Million  
Dollars for combined single limit for bodily and property damage.  
NYS Workers Compensation New York State Statutory Requirements

The CNY RPDB must be a named additional insured on the consultant’s general liability and automobile insurance policies.

### **10.0 Submission Procedures and Deadline**

The deadline for the submission of a proposal in response to this RFP is March 31, 2023. All proposals must be received by the CNY RPDB by 3:00 pm on the deadline date at the address listed below. Two hard copies and one electronic PDF version of the proposal must be submitted.

### **11.0 Contact Information**

The contact person for respondents to this RFP is:

David V. Bottar, Executive Director  
Central New York Regional Planning and Development Board  
126 N. Salina Street, Suite 200  
Syracuse, New York 13202  
315-422-8276 x207  
[dbottar@cnyrpd.org](mailto:dbottar@cnyrpd.org)

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REAL ESTATE SITE PROFILE DATA BASE**

**REQUEST FOR PROPOSAL SUMMARY**

Consultant

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone/E-mail: \_\_\_\_\_

Other Project Team Members

List by Firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Fee: \_\_\_\_\_

Date: \_\_\_\_\_



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**REQUEST FOR PROPOSAL FEE FORM**

Consultant: \_\_\_\_\_

<u>Tasks</u>	<u>Hours</u>	<u>Cost</u>
A. Existing Site Profile Review and General Site Inventory Report	_____	_____
B. Detailed Site Assessment Profiles (for 25 sites)	_____	_____
C. Final Comprehensive Regional Site Database Report	_____	_____
Totals:	_____	_____

Name / Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_