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REQUEST FOR PROPOSALS

Glenville Business & Technology Park Redevelopment Plan and Market Analysis

Response Deadline: November 17, 2017 @ 2:00 P.M.

PLANNING and MARKET ANALYSIS

Qualified individuals, professional service firms, and/or consultant teams that are, or include, NYS Certified MBE or WBE firms or individuals are strongly encouraged to submit proposals in response to this RFP.

October 2017

REQUEST FOR PROPOSALS

Glenville Business & Technology Park Redevelopment Plan and Market Analysis

Issued by:

**Town of Glenville
Economic Development & Planning Department
Municipal Center, 18 Glenridge Road
Glenville, New York 12302
October 2017**

Introduction

The Town of Glenville is issuing this Request for Proposals (RFP) to qualified individuals, professional service firms and/or consultant teams to undertake the preparation of a redevelopment plan and market analysis, for a 310-acre industrial site located in the Town of Glenville known as the Glenville Business and Technology Park.

This project is being funded by a grant from the New York State Homes and Community Renewal - Office of Community Renewal under the Community Development Block Grant Planning program. Significant additional financial and staff support will be provided by the Town of Glenville, Schenectady Metroplex Development Authority and private property owners. The study's budget is not to exceed \$50,000 for consultant services. The Town of Glenville will manage the consultant contract and administer the grant with assistance provided by the New York State Office of Community Renewal.

This project is subject to Article 15-A of the Executive Law which includes, but is not limited to, those provisions concerning the maximizing of opportunities for the participation of minority and women-owned business enterprises. As such, an overall 30% M/WBE participation rate has been established for this project, with goals of 15% for Minority-Owned Business Enterprises ("MBE") and 15% for Women-Owned Business Enterprises. M/WBE and/or combinations of offerors are strongly encouraged to submit proposals.

Project Background

The Town of Glenville, Schenectady County, New York is situated along the north shore of the Mohawk River with the City of Schenectady and Town of Rotterdam to its south and Montgomery County and City of Amsterdam to its west. The Saratoga County communities of Charlton and Ballston are located to the north, and Clifton Park to the east. The Village of Scotia is contained

within the Town's boundary. NYS Route 5 (Amsterdam Road), NYS Route 50 (Saratoga Road) and the NYS Thruway provide vehicular transportation access.

Glenville is primarily a suburban "bedroom" community with enclaves of industrial and commercial activities and residential neighborhoods. The Town has a population of 29,480 persons in 12,133 households (2010 US Census) and is expected to grow to 30,796 by 2050 (Source: Capital District Regional Planning Commission). However, the overall population is not expected to grow to a level that would support tax increases. As a result, the primarily residential tax base has a corresponding disproportionate tax burden. Increasing industry is necessary to relieve the resident's tax burden. Redevelopment and infill in existing industrial areas, such as the Glenville Business and Technology Park, is key. Development of a concrete planning study and marketing efforts are needed to attract tech-related and "clean" industries.

An updated redevelopment plan and market analysis for the Glenville Business and Technology Park is called for in the 2017 Town of Glenville Comprehensive Plan. Moreover, a review of the Glenville Business and Technology Park 2007 Master Plan indicates the need for updating in 5-10-year intervals. Since 2007 some development on the western boundary has occurred. However, over the past nine years circumstances have changed, and the need to revise internal traffic patterns has become more evident. Traffic and access as it relates to conflicts with the Scotia-Glenville School District has also become a significant issue.

Study Purpose

The community has already sought input regarding the development of a Plan from key stakeholders (i.e. property owners), Schenectady Metroplex Development Authority, Schenectady County Economic Development and Planning, and Town Officials. All parties agreed that the redevelopment plan and market analysis are the appropriate first steps in the economic development effort to fully utilize the site and bring new industrial businesses and jobs to the region.

The outcome of this planning effort will be a redevelopment master plan for the build-out and full utilization of the 310-acre Glenville Business and Technology Park, including identification of "shovel-ready" sites. Furthermore, this analysis should identify potential industrial users and associated economic benefits. The overall objective is to position the Town and Schenectady County to attract new industrial facilities and businesses, expand the industrial sector of the economy, and create a substantial number of new employment opportunities with more than 51% available to the local workforce and to persons of low- or moderate-income. The full utilization of its existing industrial park is essential for sustained economic growth, increased employment opportunities, and long term financial stability.

The consultant will work closely with Town Officials, Schenectady Metroplex Development Authority, Schenectady County Economic Development and Planning Department, NYS Office of Community Renewal and a Planning Committee comprised of park property owners (Scotia-Glenville Central School District, National Grid, etc.) to fulfill the above objectives and the tasks enumerated below.

Study Area

The Glenville Business and Technology Park (Park) is located within the Town of Glenville between NYS Route 5, the Pan-Am Railroad line and the Scotia-Glenville Middle and Senior High Schools. The Park contains approximately 310 acres of land, 34 structures of varying ownership and tenancy, and twenty (20) property owners. The origins of the park date back to 1942, with the U.S. Navy's construction of the Scotia Naval Depot. Many of the original buildings exist today occupied by various, manufacturing, distribution, warehousing, food preparation and packaging industries, providing employment to an estimated 1,400 individuals.

Scope of Work

The consultant will be required to complete the scope of work as outlined below. If, based on consultant knowledge or experience, the consultant believes the required scope of work should be changed in any way, the suggested changes should be outlined in the letter of interest (as described in the Submission Instructions section of this RFP). Consultants will not be required to reproduce or recreate this scope of work in their letters of interest. Only modifications to what is requested will be required and considered in consultant evaluations.

Task 1: Stakeholder Communication

The consultant shall attend a Planning Committee meeting to be coordinated by the Town with key stakeholders including private property owners, Schenectady Metroplex Development Authority, Pan-Am Railroad, and the Scotia-Glenville School District, who will be critical partners in the planning and development plan preparation. The consultant shall also coordinate with appropriate agencies, such as the New York State Department of Transportation, New York State Department of Environmental Conservation, U.S. General Services Administration, and utility companies/authorities as necessary.

At the initial meeting, key transportation, land use and design issues regarding the Glenville Business and Technology Park will be identified by the consultant and discussed with the Planning Committee (see Planning Committee section below). The project scope, requirements, participants' roles and responsibilities and the project schedule will be reviewed and refined, as necessary. Finally, existing site conditions, new information needs and next steps will also be discussed.

The Town of Glenville shall prepare and distribute brief meeting summary notes clearly indicating the agreements and understandings reached at the initial project meeting.

Products: *Consultant attendance at the initial project meeting with appropriate parties and Planning Committee.* Written meeting notes outlining agreements and understandings reached, to be completed by the Town of Glenville. Glenville will post meeting notes on the Town's website/webpage.

Task 2: Site Assessment and Document Review

The consultant will collect and review available environmental reports, foundation surveys, existing highway, railroad, pedestrian, bicycle, freight, and transit facilities, utility and property

survey drawings, current zoning and land use, and information on current and proposed development projects.

There will be a site visit to further investigate existing conditions. The consultant will assess and evaluate the existing infrastructure and physical conditions that exist on the property (e.g. general layout, rail access, utilities, remediation sites, etc.) to determine appropriate design concerns and limitations for the installation of infrastructure, modification to Park access and internal roadways and parcel layout.

The Planning committee members will provide the consultant with any available pre-existing information that will assist in completion of the project.

Products: The Consultant shall prepare a Study Area Base Map(s), digital photographs with captions, and a written narrative summary describing the Glenville Business and Technology Park's existing conditions, current land uses, significant constraints and other appropriate information (or lack thereof) identified during the initial project meeting and site reconnaissance. The Consultant shall provide the Town of Glenville with electronic files of the base maps and photographs, and summarize existing conditions report for the Town to upload onto the Town's website/webpage. The Town of Glenville will post the narrative summary to the Town's website/webpage.

Task 3: Analysis of Various Opportunities and Constraints

- **Environmental Restrictions, Subsurface Foundations and Geotechnical Constraints.** The consultant will complete a thorough review to determine the restrictions and constraints on the site, since it could affect infrastructure design, parcel/site layout, as well as potential land uses.
- **Rail Access.** The consultant will work with rail owners and service provider (Pan-Am Railroad) to determine if, and where, any additional connections can be made efficiently. The consultant will prepare an analysis of key factors influencing site planning, including but not limited to soil and environmental conditions, potential new road infrastructure and greater utilization of the access to the rail line.
- **Site Utilities.** The consultant will work with the town and their consulting Engineer along with private utility companies to determine the location and capacity of available sewer, water, gas, electrical, and other utility services relative to the site.
- **Zoning Opportunities and Limitations.** The consultant will complete a thorough review to determine the opportunities and limitations on potential land uses and therefore, zoning.
- **Real Estate, Market and Economic Analysis.** The consultant will conduct a targeted analysis of various industrial and commercial uses that may be considered for the subject site. This will begin with a review of regional demographics, economics, real estate market and investment data, and conversations with a limited number of knowledgeable industrial/commercial brokers and developers. Using this information, the consultant will then evaluate the site's potential suitability for potential industrial and commercial uses, including manufacturing, shipping, warehousing, distribution, and office activity.

Products: *Written results of consultant's review of site's environmental restrictions, subsurface foundations and geotechnical constraints. Written results of consultant's work with Pan-Am Railroad concerning feasibility of potential new rail connections on site. Consultant's written results of the analysis of key factors influencing site planning. Consultant's written report pertaining to site utilities. Consultant's written report pertaining to opportunities and limitations regarding site zoning. Consultant's written real estate, market and economic analysis report. The consultant shall provide the Town of Glenville with electronic file(s), suitable for uploading to the Town's website/webpage. The Town of Glenville will post the reports on the town's website/webpage.*

Task 4: Alternative Development Scenarios

Based on the information collected in the previous tasks, the consultant will prepare two (2) Alternative Development Scenarios for the site with preliminary cost estimates. The two concepts will include alternative land use and real estate product categories, roadway and railroad layout, utility corridors, parcel layout with acreage and potential stormwater management facility locations. Potential phasing of each concept will be included on the drawings.

Phasing for each scenario will tie directly to the results of the evaluation of potential industrial and commercial uses from Task 3, with the timing of infrastructure and site improvements coordinated with the expected pace of the market's absorption of each proposed property type.

Products: *The Consultant shall prepare two (2) Alternative Development Scenarios for the site with preliminary cost estimates. The Consultant shall provide the Town of Glenville with electronic files of the two Alternative Development Scenarios and preliminary cost estimates for the Town to upload onto its website/webpage. The Town of Glenville will post Alternative Development Scenarios and cost estimates on the Town's website/webpage.*

Task 5: Preferred Alternative

The consultant will review the overall site characteristics, transportation and utility corridors, parcel layout, and opportunities and limitations for each Alternative Design Scenario with the Town, property owners and the Planning Committee membership.

The Town of Glenville and its planning advisors shall select one (1) alternative, the Preferred Alternative, for which the consultant will then prepare a Site Plan and address the potential market demand for commercial and industrial real estate. This plan will maximize development potential of the site, and optimize the internal roadway and utility layout, locate railroad connections and layout if applicable, plan for future access to the site, maximize site amenities, and provide for storm water management facility locations. A marketing level rendering of the Preferred Alternative will also be prepared for the Town and Planning Committee.

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

Products: *Planning Committee meeting held with the Consultant responsible for facilitating the meeting's discussion and engaging the attendees. The Consultant will have prepared necessary*

meeting materials such as poster size visuals of the study area, maps and associated pertinent data/materials. Additionally, the Consultant shall provide the following written reports: report summarizing utility sizing and phasing to implement Preferred Alternative; marketing level rendering of the Preferred Alternative. The consultant shall provide the Town of Glenville with electronic file(s), suitable for uploading to the Town's website/webpage, of all meeting materials (handouts, PowerPoint presentations, etc.).

Meeting notes to be prepared by the Town of Glenville and posted on Town's website/webpage.

Task 6: SEQRA Review

The consultant will review the SEQRA process and preform a preliminary scoping which will highlight any issues that will need to be addressed prior to development.

Products: The Consultant will prepare a detailed outline summarizing the SEQRA review process and a preliminary scoping report/outline highlighting the issues needing to be addressed prior to development. The Consultant shall provide the Town of Glenville with electronic files of the SEQRA review process and the preliminary scoping document for the Town to upload onto the Town's website/webpage. The Town of Glenville will post materials to the project website.

Task 7: Cost Estimates

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

Products: Consultant will develop Order of Magnitude cost estimates for the Preferred Alternative. The consultant shall provide the Town of Glenville with electronic files of the Order of Magnitude cost estimates for the Preferred Alternative for the Town to upload onto the Town website/webpage. The Town of Glenville will post materials to the project website.

PROJECT DELIVERABLES

During and at the conclusion of the process, the consultant will provide a Development Portfolio for use in marketing the site to prospective tenants:

- Ten (10) copies of a written and bound Development Portfolio, which addresses all items covered in the above Scope of Work. The Portfolio will be organized to include the existing conditions and analysis, the Preferred Alternative site plan, descriptions of needed infrastructure improvements, and the cost estimates. It will also include recommendations on development phasing and estimated costs for each phase of the Preferred Alternative concept.
- Ten (10) copies of the Preferred Alternative marketing level rendering.

All products will be provided by the consultant in reproducible hard copy and digital format to allow the Plan to be placed on the Town of Glenville website/webpage.

The Town of Glenville will assume ownership of all materials, studies, surveys, mapping, documents, illustrations, etc., which are produced as part of this project and its planning process.

Press releases shall be submitted to the Town of Glenville for review and approval prior to release to ensure appropriate acknowledgment.

Administrative Responsibilities

The Consultant contract will be administered by the Town of Glenville. The Town of Glenville is responsible for compliance with NYS Office of Community Renewal (OCR) requirements associated with this project as detailed within the New York State Community Development Block Grant (CDBG) Agreement executed between the NYS Housing Trust Fund Corporation and the Town of Glenville. The Town of Glenville is responsible for all project record keeping, disbursement requirements, acceptance of the final product(s) from the consultant and any other requirements of the OCR under the CDBG program.

Planning Committee

A Planning Committee has been established consisting of representatives from the Town of Glenville, Schenectady Metroplex Development Authority, Business & Technology Park property and business owners, Scotia-Glenville Central School District, Pan-Am Railroad, Schenectady County Economic Development and Planning Department, and the NYS Office of Community Renewal. The consultant will be expected to present information related to the study tasks at meetings with Planning Committee members as outlined in the scope of work.

All deliverables to be reviewed at Planning Committee meetings must be received by the Town of Glenville at least one week prior to the Planning Committee meeting. The Town of Glenville will be responsible for distributing deliverables to the Planning Committee via email or via the internet, once electronic files are received from the Consultant. Materials produced in support of this planning effort are to be provided to the Town of Glenville in a format which enables the Town to upload the information to their website/webpage. If there is no way to provide the files electronically, the consultant will be responsible for providing hardcopies to the members of the Planning Committee one week prior to the meeting.

Compensation Requirements

The Town of Glenville will pay the Consultant on a reimbursement basis using invoices. Invoices shall document the number of hours worked, salary rate, and expenses by individual summarized by project task (tasks one to seven in this RFP). Any other direct expenses should also be identified. With each invoice, the Consultant must submit a brief progress report describing the progress on each task. The progress report will serve as the basis for payment.

Minority-Owned & Women-Owned Business Enterprise Goals (M/WBE)

The Town of Glenville is an Equal Employment Opportunity employer. As such respondents will be required to agree to comply with the Federal Equal Employment Opportunity Act.

Furthermore, the Town of Glenville, through its contract with New York State, is subject to Article 15-A of the Executive Law which includes, but is not limited to, those provisions concerning the maximizing of opportunities for the participation of minority and women-owned business enterprises. As such, an overall 30% M/WBE participation rate has been established for this

project, with goals of 15% for Minority-Owned Business Enterprises (“MBE”) and 15% for Women-Owned Business Enterprises. M/WBE and/or combinations of offerors are strongly encouraged to submit proposals.

Submission Instructions

Offerors may be qualified individuals, professional service firms, and/or consultant teams with experience in industrial planning and development. Responses to this RFP must include all of the following elements (the letter of interest is to be supplemented by the additional material).

1. ***A letter of interest*** (no more than three pages) that demonstrates the offeror has a clear understanding of the issues associated with this study and communicates the offeror’s ability to complete the scope of work as required. The offeror may propose adjustments to the required scope of work in this letter if the offeror believes that those adjustments would add value to the study or would be more appropriate for the allotted budget. There is no need to repeat the required scope of work in the letter of interest. The offeror will not be penalized in the selection process for suggesting changes to the scope of work.
2. ***Examples of relevant previous work*** that demonstrate the offeror has the experience, and inter-personal skills to perform the required tasks. Examples of completed work assignments and successful plan implementation projects that demonstrate the experience and ability of the personnel assigned to the study should also be included. Stressing experience in unrelated activities is not encouraged and may leave the impression that the offeror does not correctly grasp the project’s scope. Reference contact information is required.
3. ***A management plan identifying the contractor’s personnel*** who will be working on the study, ***including resumes***. The project manager should be clearly identified, and reflect a professional experienced in conducting challenging community conversations. If a team of firms is responding to this RFP, include the resumes of all personnel working on the study for the lead firm as well as all sub-consultant firms. Please ensure that the titles of the identified personnel match those on the resumes and in the price proposal described below in number 4. Failure to properly identify personnel significantly reduces the credibility of the proposal.
4. ***A price proposal including all costs anticipated***. Hours and hourly wages by task and by personnel should be included. This should be completed for both the lead consultant and any sub-consultants, if they are utilized for the study. The Town of Glenville has budgeted an amount not to exceed \$50,000 for consultant services.
5. ***A project schedule by task*** must be included. The **Town of Glenville must expedite the completion of this planning and market analysis** due to existing time constraints contained within its New York State Community Development Block Grant (CDBG)

Agreement. **Therefore, this study must be substantially completed by the end of February 2018.**

6. A statement of the respondent's effort to comply with the State's **Minority and Women Owned Business Enterprise (M/WBE) goals.**

Submission Deadline

Responses to the RFP are due no later than 2:00 P.M. eastern time on November 17, 2017 at the Town of Glenville, Municipal Center, 18 Glenridge Road, Glenville, N.Y. 12302. Five hard copies of the submission and one electronic copy on a CD are required.

Submission Evaluation

A qualified offeror will be selected based on the following criteria:

1. Relevant experience and the successful completion of similar projects (in terms of scope and product) accomplished by the personnel assigned to the project.
2. Qualified personnel assigned to the project. The experience of the Project Manager will be heavily weighed, as will the number of hours by key personnel.
3. Responsiveness to the RFP and understanding of the scope of products.
4. Past experience of the offeror associated with industrial park planning and development, design, transportation/circulation and utility layout and/or other relevant work is crucial.
5. Amount of work indicated to be accomplished within the budgeted amount for the study (if the offeror proposes adjustments to the scope of work outlined in this RFP).
6. Demonstrated understanding of the context of the study area (knowledge of the Town of Glenville and Schenectady County may be a plus).
7. Ability to meet the proposed project schedule and complete the project within the proposed budget/cost are crucial!
8. Method of complying with required Minority and Women-Owned Business Enterprise goals.

Conditions Governing Responses

Only those proposals which contain complete information and are responsive to the RFP will be considered. The Town of Glenville reserves the right to:

- Accept or reject any or all submissions associated with this work;
- Request qualified respondents to consider contracting for only certain elements of the project or to consider partnering with other qualified offerors;

- Require qualified respondents to clarify aspects of their understanding of and approach to the study in person or by telephone;
- Waive or modify minor irregularities in proposals received;
- Negotiate with respondents, to best serve the interests of the Town of Glenville;
- Amend specifications contained within this RFP, after its release, with due notification given to all respondents to modify their responses to reflect changes in the RFP's specifications;
- Consider every response as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- Award a contract for any or all parts of a respondent team including award of specific project components to individual team members and to negotiate with the successful respondent(s).

By submitting a response to this RFP, the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misrepresentation of the information provided in the response. Submission of a proposals does not guarantee any further consideration.

Freedom of Information Law

Please note that materials submitted to the Town of Glenville are subject to the Freedom of Information Law (FOIL). If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Town of Glenville may agree to maintain confidentiality of such material(s) if requested. The Town of Glenville does not assume responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

Notification of Award

The successful respondent will be notified by phone, followed by written confirmation. Each respondent whose proposal is not accepted will be notified in writing.

The Town of Glenville will authorize the award of a contract to the successful respondent. If a contract cannot be finalized within thirty (30) days of the award, the Town of Glenville reserves the right to enter negotiations with another respondent.

Inquiries

All inquiries should be made in writing and must cite the RFP section in question. Inquiries should be directed to:

Michael Burns, Planner I @ mburns@townofglenville.org and/or

Inquiry responses will be available on the project website within three (3) workdays.

Liability

The Town of Glenville shall not be liable for any costs incurred by any individual or firm for work performed in preparation of its response to this Request for Proposals or for any travel and or other expenses incurred in preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Town of Glenville is not liable for any costs incurred prior to approval of the contract agreement.

Existing Planning Documents

2017 Town of Glenville Comprehensive Plan.

New York State Department of Environmental Conservation, Division of Environmental Remediation. Record of Decision: Defense National Stockpile Center Scotia Depot Site. State Superfund Project, Town of Glenville, Schenectady County, New York Site Number 447023 - March 2010.

Scotia - Glenville Industrial Park - Final Generic Environmental Impact Statement & Master Plan, December 5, 2007.