CITY OF SYRACUSE INDUSTRIAL DEVELOPMENT AGENCY

REQUEST FOR PROPOSALS (RFP)

FOR QUALIFIED ENVIRONMENTAL PROFESSIONAL TO PERFORM

EPA MULTIPURPOSE GRANT IMPLEMENTATION

RFP #25-001

Issued: December 19, 2025

Submittals must be received by: February 4, 2026 at 5PM EST

Submit Proposals via mail or email to:

City of Syracuse Industrial Development Agency

Attn: Executive Director

300 South State Street, Suite 700, Syracuse, NY 13202

SIDA@syr.gov

315-448-8100

TABLE OF CONTENTS

1.0 INTENT **PAGE 3**

2.0 INTRODUCTION **PAGE 3**

3.0 PROJECT DESCRIPTION **PAGE 4**

4.0 CONSULTANT SCOPE OF WORK **PAGE 7**

5.0 PROJECT SCHEDULE **PAGE 9**

6.0 GENERAL PROCUREMENT REQUIREMENTS **PAGE 9**

7.0 PROPOSAL REQUIREMENTS **PAGE 9**

8.0 SELECTION CRITERIA **PAGE 13**

9.0 SELECTION PROVISIONS **PAGE 13**

10.0 PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES **PAGE 14**

11.0 GENERAL PROVISIONS **PAGE 14**

APPENDIX A: SUBMISSION CHECKLIST

APPENDIX B: CONFLICT OF INTEREST STATEMENT

1. INTENT

The Syracuse Industrial Development Agency ("SIDA" or the "Agency") has received an $800,000 Brownfields Multipurpose grant (the "Grant") from the U.S. Environmental Protection Agency ("EPA") and intends to hire a Qualified Environmental Professional ("QEP"), hereinafter referred to as "Consultant", to perform tasks associated with, and in accordance with, implementing the Grant pursuant to the agreement between the EPA and SIDA (the "Cooperative Agreement") and any and all applicable rules and regulations. The selected Consultant may be a qualified firm or a team of firms. SIDA will procure these professional services in accordance with the requirements of the EPA terms and conditions of the Cooperative Agreement, and this RFP is meant to comply with EPA federal qualifications-based procurement requirements specified in 2 CFR 200.317-327 and 40 CFR Part 33. The Consultant will be selected according to the selection criteria outlined in Section 8 of this RFP and will provide technical services to SIDA with respect to the investigation, planning, and remediation of eligible properties (and other programs) as set forth in the Cooperative Agreement including:

- Document review and identifying data gaps
- Site planning and remedial investigations
- Project reporting
- Generic and Site-Specific Quality Assurance Project Plans ("QAPP")
- Assist with document creation including an Analysis of Brownfields Cleanup Alternatives ("ABCA")
- Marketing strategies and market analysis creation
- Cleanup planning
- Conduct environmental remediation activities meeting State regulatory requirements

2. INTRODUCTION

SIDA is an industrial development agency and public benefit corporation created, pursuant to and in accordance with the provisions of the Title I of Article 18-A of the General Municipal Law of the State of New York (the State) by Chapter 641 of the Laws of 1979 of the State, as amended, for the benefit of the City of Syracuse (the "City"). SIDA is empowered, among other things, to acquire, construct, reconstruct, lease, improve, maintain, equip and dispose of land and any building or other improvement, and all real and personal properties, suitable for manufacturing, warehousing, research, commercial, or industrial purposes, in order to advance the job opportunities, health, general prosperity and economic welfare of the people of the State and to improve their standard of living.

With respect to this RFP, SIDA is subject to, among other things, Article 18 of the New York State General Municipal Law regarding conflicts of interest, Article 9 of the New York State Public Authorities Law including Sections 2895-2897 regarding disposition of property and the New York

State Public Officers Law including Article 6 Freedom of Information Law ("FOIL") and Article 7 Open Meetings Law. SIDA has posted its procurement and property disposition policies and Code of Ethics on its website at https://www.syr.gov/Boards-and-Commissions/SIDA/SIDA-Policies.

3. PROJECT DESCRIPTION

SIDA was awarded the $800,000 Grant from the FY23 EPA Brownfield Multipurpose program to conduct site investigation, planning, cleanup, and marketing activities in the City target sites (collectively referred to as the "Subject Target Site") located at:

- 100 Greenway Avenue (Parcel ID: 032.1-01-29.0)
- 101-13 Greenway Avenue (Parcel ID: 032.1-01-26.0)
- 102 Greenway Avenue (Parcel ID: 032.1-01-25.0)
- 341 Peat Street (Parcel ID: 032.1-01-05.3)

A. SUBJECT TARGET SITE BACKGROUND

A map of the Subject Target Site with individual parcels outlined is below:



A description of the Subject Target Site parcels, including summary information on past remedial investigations, is included below. Further documentation is available for download on the NYSDEC DECinfo Locator (https://dec.ny.gov/maps/interactive-maps/decinfo-locator).

The Subject Target Site is enrolled in the NYSDEC State Superfund (SSF) Program as the "City Crossroads Properties" (NYSDEC **Site Number 734139**), with individual parcels also enrolled in the SSF and Environmental Restoration Programs (ERP) under separate Site Numbers (described below). While ownership of the parcels varies with some being held privately, it is the expectation of the Agency that all of the parcels included in the Subject Target Site will be subject to the activities set forth in the Cooperative Agreement. In addition to the following four parcels, there is an approximate ±0.35-acre public right of way (the former Greenway Avenue) located to the direct north of 100 Greenway Avenue that is included in the Subject Target Site. Descriptions for the four individual parcels are as follows:

- **100 Greenway Avenue (Parcel ID: 032.1-01-29.0)**

  This is a 0.27± acre abandoned roadway owned by the City. No known site assessments or cleanup activities have occurred on this parcel.

- **101-13 Greenway Avenue (Parcel ID: 032.1-01-26.0)**

  This is a 4.04± acre parcel with a 79,600± SF vacant former industrial building that is owned by GSI of Virginia Inc, with the City currently pursuing tax foreclosure on the property. Known as the Peter Winkleman Company Site (NYSDEC **SSF Site Number 734047** and **ERP Site Number B00134**) a small (0.05 acre) portion underwent a remedial program via the SSF Program, with a Site Closeout Report dated August 2016. The primary contaminant of concern at 101-13 Greenway Avenue is Polychlorinated Biphenyls (PCBs).

- **102 Greenway Avenue (Parcel ID: 032.1-01-25.0)**
  This is a 0.93± acre parcel of vacant land owned by GSI of Virginia Inc, with the City currently pursuing tax foreclosure on the property. Under a separate EPA Cooperative Agreement with the Greater Syracuse Land Bank, both a Phase I (2020) and Phase II (2022) Environmental Site Assessment (ESA) were completed. Several recognized environmental conditions (RECs) were identified in those reports, with primary contaminants of concern being polycyclic aromatic hydrocarbons (PAH), volatile organic compounds (VOC), and petroleum.

- **341 Peat Street (Parcel ID: 032.1-01-05.3)**

  This is a 7.64± acre parcel of vacant land that is owned by SIDA, known as the Former Syracuse Rigging Site (NYSDEC **Site Number B00146**) which was enrolled in the NYSDEC Environmental Restoration Program (ERP) and underwent approximately $3.1 million in cleanup activities. The selected ERP Cleanup Alternative did not restore the site to

Unrestricted Conditions, but did involve: excavation and off-site disposal of certain petroleum-impacted soil; construction and operation of a petroleum recovery system; construction of a cover system; implementation of an institutional control in the form of an environmental easement; and development of a Site Management Plan. The primary contaminants of concern at 341 Peat Street are petroleum, several semi-volatile organic compounds (SVOCs) and several metals, primarily nickel and arsenic

B. PERFORMANCE PERIOD AND PROJECT GOALS

The EPA Grant performance period is October 1, 2023 to September 30, 2028. SIDA is seeking consultant assistance, with the Grant being used to perform activities related to site planning and assessment, cleanup planning and remediation, community engagement and outreach, site marketing, and reporting for the Subject Target Site.

The goals of the project are to support the reshoring of manufacturing, and its associated logistics and supply chain needs across the region, and particularly with the high-tech semiconductor manufacturing industry by courting a manufacturer to the Subject Target Site.

C. GRANT-RELATED ACTIVITIES

The Grant-related activities are summarized under the following workplan task categories as set forth in the Cooperative Agreement. The selected Consultant will be responsible for the complete list of tasks included in Section 4: Consultant Scope of Work.

Workplan Task Category 1: Cooperative Agreement Oversight. This task category involves management and oversight of contractors, including competitive procurement in accordance with the Agency's procurement policy and governing law; personnel and financial management; coordination with stakeholders; reporting to EPA and stakeholders; and participation in training. The contracted Consultant will assist the Agency in coordinating with stakeholders and with the Assessment, Cleanup and Redevelopment Exchange System ("ACRES") and other reporting requirements.

Workplan Task Category 2: Community Engagement & Areawide Planning. In this task category, SIDA will conduct community engagement and outreach; identify a project steering committee; host public meetings; solicit stakeholder input; establish an information repository; and leverage previous and ongoing brownfield planning initiatives to develop a site inventory and area-wide plan for the brownfield impacted area. The selected Consultant will assist SIDA in creating marketing materials; preparing a Community Relations Plan; and implementing a 30-day public comment period on ABCA.

Workplan Task Category 3: Site Assessment. This task category involves significant support from the hired Consultant, who will undergo document review; identify data gaps; conduct Phase I and

Phase II investigations on the Subject Target Site; draft generic and site-specific QAPPs; generate marketing analyses, plans, and documents; prepare for cleanup activities by drafting a cleanup alternatives plan, a remedial action report ("RAP"), and an ABCA.

Workplan Task Category 4: Site Cleanup. This task category includes the cleanup activities to be conducted by the Consultant including cleanup planning, reporting, and documentation; ensuring the Subject Project Site is enrolled in the New York State Department of Environmental Conservation ("NYSDEC") Brownfield Cleanup Program ("BCP"); preparing remedial design and engineering documents; oversight of cleanup activities; and post-cleanup sampling and documentation.

4. CONSULTANT SCOPE OF WORK

All anticipated and future work performed by the selected Consultant will follow EPA best practices and EPA Grant terms and conditions. **The selected Consultant is expected to perform the following tasks, which will be set forth in a future agreement between SIDA and the selected Consultant (the "Consultant Agreement")**.

Task 1: Project Reporting

- Assist SIDA with all necessary project reporting requirements including preparing quarterly reports, disadvantage business enterprise ("DBE") utilization reports, federal financial reports, and the final report and closeout forms as set forth in the Cooperative Agreement

Task 2: Record and Data Management

- Assist with entering site data and any updates into ACRES system as necessary
- Assist SIDA with required record keeping suitable for audit purposes

Task 3: Document Review and Identifying Data Gaps

- Review and evaluate existing environmental reports, assessments, and site-related documentation to ensure accuracy, completeness, and alignment with EPA and NYSDEC requirements
- Assist in identifying necessary documentation for future phases of work and potential future EPA grant applications
- Analyze existing data and documentation to identify environmental data gaps that may hinder site reuse or redevelopment (if any)
- Recommend additional investigative actions or studies to address these gaps (if any)
- Develop a prioritized list of data needs across project sites to help SIDA allocate resources effectively

Task 4: Community Relations Plan and Engagement

- Assist SIDA with developing a Community Relations Plan to involve the community in future cleanup activities
- Assist SIDA with developing materials for public and stakeholder meetings

Task 5: Site Planning and Investigation

- Conduct all planning, coordination, execution, and oversight of environmental site assessments for Subject Target Site
- Ensure site assessments conform with EPA All Appropriate Inquiries ("AAI") requirements
- Incorporate and identify green and sustainable remediation ("GSR") techniques
- Develop generic and site-specific Quality Assurance Project Plans ("QAPPs")
- Ensure all site work aligns with EPA-approved QAPPs and Health and Safety Plans ("HASPs")
- Obtain any and all necessary State, Federal and local approvals for all site assessments
- Provide support for interpreting environmental data to inform cleanup planning and redevelopment strategies

Task 6: Marketing

- Collaborate with SIDA to develop outreach and marketing strategies for Subject Target Site
- Prepare materials to support communication with property owners, developers, and community stakeholders
- Participate in meetings with stakeholders to provide technical insight into site conditions and reuse potential
- Support SIDA's effort to attract investment through targeted environmental and redevelopment messaging
- Assist with identifying additional sources of funds to leverage for remediation and redevelopment of the Subject Target Site including grant programs and government incentives
- Provide a roadmap to get Subject Target Site to "shovel ready" status

Task 7: Cleanup Planning and Execution

- Develop draft clean up alternative and remedial action plans
- Develop an ABCA that incorporates GSR principles/techniques
- Assist with creating stakeholder and public meeting materials for cleanup plan
- Analyze internal capacity to perform certain cleanup duties (if any)
- Ensure Subject Target Site is enrolled in NYSDEC BCP
- Ensure cleanup plan complies with all State and federal requirements, including Section 106 historic preservation requirements
- Draft final ABCA that meets EPA and NYSDEC requirements for approval

- Prepare decision document on selected cleanup alternative
- Prepare Remedial design and engineering documents
- Prepare Site-Specific Quality Assurance Project Plan ("SSQAPP") and Health and Safety Plan
- Ensure compliance with Davis-Bacon requirements
- Collect post-cleanup samples and ensure cleanup meets BCP cleanup levels
- Prepare cleanup documentation including final cleanup reports and close-out documents

5. PROJECT SCHEDULE

The Consultant should be prepared to enter into a contract and begin work as directed on or about March 2, 2026. It is anticipated that the contracted services as described in this RFP shall be completed by the end of the Grant performance period (September 30, 2028).

6. GENERAL PROJECT REQUIREMENTS

1. The successful Consultant shall comply with all applicable federal, State, and local laws and regulations. Funding for this project is provided through the U.S. Environmental Protection Agency Brownfields Multipurpose Grant Program. The Consultant must take into account compliance with all regulations applicable to the EPA Brownfields Program and will also be subject to the Terms and Conditions of the Grant.
2. Respondents to this RFP must represent a firm, company, or team possessing demonstrated experience and expertise in environmental site assessment, risk analysis, site planning and investigation, data gap identification, remediation strategies, quality assurance and quality control, community engagement and outreach, and the professional standards necessary to successfully complete the scope of work as outlined in this RFP. Staff assigned to this project are required to be QEPs, as defined by the EPA, and may also hold other relevant professional licenses or certifications applicable in New York State.
3. Disadvantaged Business Enterprises ("DBEs"), Minority Business Enterprises ("MBEs"), and Women Business Enterprises ("WBEs") are strongly encouraged to apply. The Syracuse Industrial Development Agency is an equal opportunity employer who does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status.

7. PROPOSAL REQUIREMENTS

A. SUBMISSION

Proposals are to be submitted by February 4, 2026 at 5:00PM EST, via email at **SIDA@syr.gov** with the subject line of “SIDA RFP #25-001 Final Proposal” Alternatively, proposals can be mailed to:

SIDA

300 South State Street, Suite 700, Syracuse, NY 13202

Attn: Executive Director

Any responses received after this date and time will be rejected.

B. REQUEST OF ADDITIONAL INFORMATION

SIDA will host a **Technical Assistance Webinar** to field any questions about its regional Brownfields Program and this RFP on January 5, 2026 at 10:00AM EST. A virtual meeting link and other meeting information are found below:

Technical Assistance Webinar Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjIxNzM1ZTktMDk3NC00OTU5LWFmN2QtNTAzYmI0NTk1M2M5%40thread.v2/0?context=%7b%22Tid%22%3a%22e0aac695-fd5b-45b2-bed3-d93ec5c0c6ce%22%2c%22Oid%22%3a%2246ea8180-718d-45b3-8a4c-ee322d37c581%22%7d

Meeting ID: 269 620 942 325 77

Passcode: MB29oR3j

Questions concerning this proposal may be asked at the Technical Assistance Webinar or be submitted in writing (mail or email) to:

SIDA

300 South State Street, Suite 700, Syracuse, NY 13202

Attn: Executive Director

SIDA@syr.gov

Questions must be accepted before January 9, 2026 at 5PM EST. Questions may be emailed and written responses to all questions will be posted on the RFP website (**https://www.syr.gov/Boards-and-Commissions/Municipal-Boards/SIDA/SIDA-Updates-Notices/2025-12-19-RFP-Greenway-Brownfield-Redevelopment**) by 5PM EST on January 16, 2026.

C. PROPOSAL RESPONSE CONTENTS

Respondents must submit complete responses to all of the information requested. Respondents who do not respond to the entire content of the RFP may be disqualified. Proposals should identify the Consultant's planning processes, tasks, types and sources of information to be collected, and

staff expected to be involved in the work. The proposal should also note how any findings will be presented to SIDA representatives.

Respondents should note that any and all work intended to be subcontracted as part of the RFP submittal must be accompanied by background materials and references for proposed subcontractors(s) - no exceptions.

Written proposals should include, at a minimum, the following information in the order requested:

1) Cover Letter. A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The cover letter should be addressed to:

SIDA

300 South State Street, Suite 700, Syracuse, NY 13202

Attn: Executive Director

2) Contact Information. The name, address and contact person of the company submitting the proposal. Include telephone and fax numbers, as well as email and website addresses.

3) Statement of Qualifications and Experience. Please state the following:

a. Give the company/firm/team history, background and relevant experience.

b. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.

c. The background, education and relevant experience of all team members proposed to in all tasks identified in the scope of work. The principal in charge and project manager shall be identified along with the roles of other significant project participants.

d. Experience with environmental site remediation planning and remedial activities. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number).

e. Experience with reuse scoping/planning and community outreach. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number).

f. Quality Assurance Methods: Give a description of the quality assurance methods implemented by the Consultant. Also, please state whether the firm has prepared an EPA-approved generic Quality Assurance Project Plan.

4) Project Approach and Scope of Work. Proposed approach to the scope of work which includes major tasks required to complete the remedial activities. The statement of approach should also

include a discussion of quality control for each phase of work outlined in this RFP. The approach should detail how tasks will be prioritized in chronological order and in accordance with the proposed project budget.

5) Project Schedule. Proposed project schedule in accordance with basic requirements of this RFP.

6) Fee Proposal. The fee proposal shall include costs associated with the delivery and provision of finished products, and costs associated with carrying out all tasks specified in the Consultant Scope of Work of this RFP including pricing for staff, equipment, remedial work and report preparation. **SIDA acknowledges that the true cost of any future cleanup activities will not be known until proper investigations have been performed.** Respondents are encouraged to provide accurate costs wherever possible, under the assumption that Grant funds will be spent on tasks by order listed in the project approach until funds are completely exhausted.

7) Proposed Subcontractors. The successful respondent will assume sole responsibility for the complete project as required in this RFP. SIDA will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of SIDA.

8) Insurance Documents. Documentation of insurance coverage required, understanding, if awarded, such coverage shall be extended to include the Agency.

8. SELECTION CRITERIA

The following table provides the relevant evaluation criteria:

Evaluation Criteria	Weighted Points
Knowledge of environmental regulations and remedial techniques in NYS	15
Experience of environmental remediation under local, federal and/or state programs	20
Project management capability including proposed project approach	15
Staff qualifications and firm credentials	15
Incorporation of sustainable practices in the assessment and remediation planning process	10
Competitive fee proposal	25
Total Possible Points	**100**

9. SELECTION PROVISIONS

The Agency may use RFP responses to identify one or more Respondents whom the Agency may then ask to provide additional clarifying information. The Agency reserves the right to interview and request additional information from any, all or no Respondents following the proposal submission deadline.

The Agency reserves the right to conduct reference checks at any point in the review and evaluation process. In conducting reference checks, the Agency may include the City as a reference if the Respondent has performed previous work for or with the City in the past, even if the Respondent did not identify the City as a reference.

By submitting in response to this RFP, the Respondent accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by the Agency staff and Board of Directors. Any protest of the selection process shall be resolved in accordance with the Agency's Procurement Policies.

Submission of a proposal is not a guarantee of contract with the Agency under this RFP or any subsequent Requests for Proposals on specific Agency-owned or controlled properties.

In addition, a successful Respondent must be willing to agree to enter into a Consultant's Agreement with terms and conditions (including without limitation standard indemnity of the Agency and Agency termination and recapture rights) that meet the requirements of this RFP and are acceptable to the Agency's legal counsel. The Agency shall have the absolute right to terminate such contract upon written notice.

10. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES

The following schedule has been proposed for this RFP:

RFP Release Date: December 19, 2025

Pre-bid Meeting: January 5, 2026 at 10AM EST

RFP Questions Due: January 9, 2026 by 5PM EST

Answers/Addendum Posted: January 16, 2026

Proposals Due: February 4, 2026 by 5PM EST

Proposal Evaluations: February 5-17, 2026

Interviews/Oral Presentations, if held: February 11-13, 2026

Selection/Notification of Successful Firm: February 17, 2026

11. GENERAL PROVISIONS

The issuance of this RFP and the submission of a response by a Respondent or the acceptance of such a response by the Agency does not obligate the Agency in any manner. The Agency reserves the right to:

- amend, modify or withdraw this RFP;
- revise any requirement of this RFP;
- require supplemental statements or information from any responsible party;
- accept or reject any or all responses hereto;
- extend the deadline for submission of responses hereto;
- negotiate potential contract terms with any Respondent;
- communicate with any Respondent to correct and/ or clarify responses which do not conform to the instructions contained herein;
- cancel, or reissue in whole or in part, this RFP, if the Agency determines in its sole discretion that it is its best interest to do so; and
- extend the term of any agreement on terms consistent with this RFP.

The Agency may exercise the foregoing rights at any time without notice and without liability to any responding firm or any other party for its expenses incurred in preparation of responses hereto or

otherwise. All costs associated with responding to this RFP will be at the sole cost and expense of the Respondent.

None of the Agency, the City or any of the City's agencies, departments, offices, public authorities or other entities, nor any affiliate or subsidiary of any of the foregoing, shall incur any obligation or liability on account of this RFP or any submission made in connection with this RFP or any other reason unless and until a Consultant Agreement setting forth all the terms and conditions described in this RFP has been fully executed and unconditionally delivered by all the parties thereto and all necessary consents and approvals for the Agency to enter into such agreement have been obtained including, without limiting the foregoing, approval by the Agency.

The Agency reserves the right, in its sole discretion, not to select or accept one or more proposals submitted in connection with this RFP, including, without limiting the foregoing, the highest-ranked proposal. The Agency has the right in its sole and absolute discretion to reject any and all proposals, to accept any proposal, and to elect not to proceed with the process set forth in this RFP. The Agency has no obligation to discuss its reasons for selecting, accepting or rejecting any proposals with any proposer.

All information submitted in response to this RFP is subject to FOIL, which generally mandates the disclosure of documents in the possession of the Agency upon the request of any person unless the content of the document falls under a specific exemption to disclosure. In addition, Proposals may be discussed at meetings of the Agency's Board of Directors, which meetings are subject to the Open Meetings Law. The Agency reserves the right, in its sole discretion, to retain and use all the materials and information, and the ideas and suggestions therein, submitted in response to this RFP (collectively, the “Response Information”) for any purpose. By submitting a proposal, each Respondent waives any and all claims against the Agency relating to the Agency’s retention or use of the Response Information. Subsequent to submission of proposals in response to this RFP, the Agency, in the exercise of its sole and absolute discretion, may enter into parallel negotiations with two or more proposers, may designate two or more proposers for “short list” consideration, may request best and final offers, and/or may conduct other additional competitive proceedings with respect to the potential disposition covered by this RFP.

All proposals must be submitted in accordance with the provisions, requirements, terms and conditions of this RFP. Proposals which are contingent, or which are submitted in any other form will not be considered. Proposals shall be accepted from principals only.

No proposal shall be conditioned upon the receipt of tax abatements and/or any other economic incentives, although financial plans in proposals may identify funding “gaps” related to realization of the proposed development and potential options to addressing such gaps that may be considered by the Agency, upon which in their sole discretion; the Agency may act or identify other equivalent measures to address such gaps.

The Agency will post information regarding the RFP on the RFP website (**https://www.syr.gov/Boards-and-Commissions/Municipal-Boards/SIDA/SIDA-Updates-Notices/2025-12-19-RFP-Greenway-Brownfield-Redevelopment**) and on the New York State Contract Reporter website (www.nyscr.ny.gov). Respondents are encouraged to check the Project website routinely for updates. The Agency makes no representation or warranty concerning the accuracy or utility of information posted or otherwise provided to the potential Respondents or to the Respondents. Respondents must rely solely on their own independent research and investigations for all matters, including costs, title, survey, development, financing, construction, and remediation, and shall not rely on the information provided in connection with this RFP. Upon selection of a preferred Respondent, the Agency reserves the right to enact a holding fee of $500 per month during the due diligence and performance periods, fully refundable upon completion of the project. If the Respondent is unable to complete the project, the Agency will retain the fee as compensation for incurring expenses during this period.

The Agency shall not be liable for any costs or expenses (including, without limiting the foregoing costs and expenses of legal counsel) incurred by any proposer in responding to this RFP, under any other circumstances, including, without limiting the foregoing, whether or not a particular proposal was accepted, rejected or otherwise designated or selected or if the Agency elects not to proceed with the disposition process. All costs and expenses incurred by each proposer in connection with this RFP will be borne by the Respondent, including, without limiting the foregoing, all costs and expenses in connection with: surveys, reports, studies, research and other due diligence work; preparation of each proposal; advice and representation of legal counsel; and responding to this RFP.

The selected Respondent will be required to provide appropriate insurance coverage as determined by the Agency once the structure of the agreement with the selected Respondent has been finalized, and the Agency must be named as an additional insured on a primary and non-contributory basis on certain policies. All policies should include a waiver of subrogation in favor of the Agency.

Respondents (and any proposed sub-consultants) required to certify documents must present evidence that they are licensed, as applicable, to practice engineering, architecture, landscape architecture, and/or land surveying in the State of New York.

Respondents are required to sign and complete Appendix A: Submission Checklist and Appendix B: City of Syracuse Industrial Development Agency Conflict of Interest Statement, with Appendix B also requiring certification by a Notary Public. Any submission that fails to do so will be deemed incomplete and will not be accepted by the Agency.

APPENDIX A: SUBMISSION CHECKLIST

RESPONDENT'S NAME AND ADDRESS

_____

_____

DATA SHEET

HAVE YOU ATTACHED?

	YES	NO
COVER LETTER?	☐	☐
TABLE OF CONTENTS?	☐	☐
INTRODUCTION?	☐	☐
QUALIFICATIONS?	☐	☐
COMPANY OVERVIEW?	☐	☐
PROFESSIONAL REFERENCES?	☐	☐
CERTIFICATE OF INSURANCE?	☐	☐
HAVE YOU SIGNED AND DATED YOUR PROPOSAL ON THE SIGNATURE FORM PROVIDED ALONG WITH CONTACT INFORMATION, AND INCLUDED IT WITH YOUR PROPOSAL?	☐	☐

SIGNED_____

TITLE_____

COMPANY_____

DATE_____

APPENDIX B: CITY OF SYRACUSE INDUSTRIAL DEVLEOPMENT AGENCY CONFLICT OF INTEREST STATEMENT

Agency Board Members

1. Kathleen Murphy
2. Steven P. Thompson
3. Rickey T. Brown
4. Kenneth J. Kinsey
5. Dirk Sonneborn

Agency Officers/Staff

1. Eric Ennis
2. Cole King

Agency Legal Counsel & Auditor

1. Susan Katzoff, Esq., Bousquet Holstein, PLLC
2. Grossman St. Amour, PLLC.

The Applicant acknowledges the above list of board members, officers and staff of the Agency. To the best of my knowledge, no member, officer or employee of the Agency has an interest, whether direct or indirect, with the Applicant, except as hereinafter described:

Signature:	
Authorized Representative:	
Title:	
Date:	

STATE OF_____)`

) SS.:

COUNTY OF_____)`

_____, deposes and says that s/he is the
(Name of Individual)

_____ of _____
(Title) *(Applicant Name)*

that s/he is the CEO or a person authorized to bind the Respondent and has personally completed and read the foregoing submission to the Agency's request for proposal and knows the contents thereof and that the same are true, accurate, and complete to the best of her/his knowledge.

_____
Applicant Representative's Signature

_____
Title

_____
Address

_____
Phone

_____
E-Mail Address