

Onondaga County Industrial Development Agency

Request for Proposal

Real Estate Broker Services

January 2008

This Request for Proposals (RFP) is for the purpose of obtaining the professional services of a real estate firm to secure acceptable projects for the Clay Business Park and to represent the Onondaga County Industrial Development Agency (the “Agency“) in the sale or lease of all or substantial portion of the 251 acre Clay Business Park located adjacent to NYS Route 31 in the Town of Clay. Any proposed sale or lease of the property will be subject to approval of the Agency and will be in accordance with the Real Property Disposition Guidelines of the Agency.

A. Background

I. History

The Clay Business Park is a project of the Onondaga County Industrial Development Agency. The concept for the park was based on the historical difficulty of identifying parcels of land available for large industrial/distribution projects. In response to this concern, the Agency and the Syracuse Chamber of Commerce commissioned an Industrial Park Feasibility Study in 1991. The study evaluated areas of Onondaga County to identify appropriate locations for large user industrial projects. Based on this study, the Agency chose to focus its future preparation efforts on the Clay location.

II. Site Ownership

Between 1999 and 2005 the Agency acquired six parcels of land at the Clay location with a total area of 251.3 acres. There are no easements or other encumbrances on the properties other than the right of a prior owner to occupy the 3+ acre house parcel portion of tax parcel 46-2-2.1 until the death of the last to survive or failure to occupy the house parcel as their residence for a continuous period of six months.

The Agency owns the following tax parcels that comprise the Clay Business Park:

1.	048-01-01.0	99.2 acres
2.	046-02-01.0	25.6
3.	046-02-02.1	21.6
4.	046-02-03.1	49.4
5.	046-02-04.0	18.1
6.	046-02-05.2	37.3

III. Site Characteristics

1. Zoning: Industrial-2, Town of Clay
2. Dimensions: 2,560' x 4,320'
3. Topography: 425' to 380' south to north
4. Prior use: Farmland
5. Current use: Vacant farmland
6. Water: 10" service on site, 54" distribution main 1,200' south
7. Gas: 8" 22 psi plastic on site, 456 psi distribution main 9,000' west
8. Electric: Dual 115 kV available from Clay substation, 1,000' west
9. Sewer: None, planned connection to County-operated 10 mgd Oak Orchard treatment facility 16,400' west of site
10. Rail: CSX Montreal Secondary, 300' north of site
11. Highway: NYS Rt 31 on south boundary; Caughdenoy Road (County) on west boundary; 2.8 miles east to I81; 4.5 miles west to I481
12. Airport: Syracuse-Hancock International – 8.5 miles south of site

B. Proposal Requirements

I. Criteria for Proposal Acceptance.

The contract will be awarded only to a responsible prospective contractor. In order to qualify as responsible, a prospective contractor must be able to demonstrate that they can meet the following criteria in providing the services contemplated:

1. Have the adequate technical and financial resources for performance or have the ability to obtain such resources as required.
2. Have the necessary experience, organization and technical skill or have the ability to obtain such to provide required services proposed to be supplied in the proposal.
3. Have a satisfactory record of performance in past contracts with the Agency or provide at least three references if the proposed contractor has not previously performed services for the Agency.

II. Contents of Proposal

The Contractor's proposal shall contain the following information in which the Contractor shall describe:

1. Experience
2. Key personnel to be assigned, summarizing their qualifications and relevant experience.
3. A statement of scope of services to be provided, including:

- a. the methods of identifying target user groups, a description of the marketing materials and actions, means of integration with existing County marketing activities such as the life science and water intensive user initiatives, and the strategy for presenting the site to a national and global marketplace, and
 - b. the means of focusing the marketing process to achieve the Agency's goal of development of the site by large, net-wealth generating projects with significant skilled workforce requirements that will utilize the large water and electric systems available to serve the site.
4. The schedule and/or basis of compensation for the proposed services, or the submittal of pricing information in form and content acceptable to the Agency.
 5. A clear and precise statement as to the date the Contractor will be able to begin providing these services.
 6. Any information determined by the Contractor to be necessary to meet the requirements of Criteria for Proposal Acceptance above.

III. Proposal Response and Pre-proposal Tour of Site

Three copies of the completed proposal must be received at the Agency **not later than 4:00 PM on Friday, February 1, 2008**. Proposals should be addressed to:

Donald J. Western , Executive Director
Onondaga County Industrial Development Agency
421 Montgomery Street, 14th Floor
Syracuse, New York 13202
315-435-3770

A single pre-proposal tour of the subject site will be conducted at 10:00 AM on Monday, January 21, 2008.

IV. Proposal Questions

All technical questions relating to this request for proposals should be presented in writing to:

Donald J. Western , Executive Director
Onondaga County Industrial Development Agency
421 Montgomery Street, 14th Floor
Syracuse, New York 13202
Telephone: Voice 315-435-3770; Fax 315-435-3669

V. Limitations

1. All information and materials submitted will become the property of the Agency. Contractors should not submit proprietary or confidential business information unless the contractor believes that such information is critical to

its presentation. Such information should be clearly identified as proprietary. The Agency will protect such proprietary or confidential information only to the extent the law allows.

2. This request for proposals does not commit the Agency to award a contract or contracts or to pay any costs incurred in the preparation of a proposal in response to this request.
3. The Agency reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with qualified contractors, or to cancel in part or in its entirety this request for proposal if it is determined to be in the best interests of the Agency to do so.

VI. Proposal Schedule

Pre-proposal tour of site	Monday, January 21, 2008
Proposal submittal date	Friday, February 1, 2008
Target date for contractor selection	Thursday, February 14, 2008
Target date for contract start	Monday, March 3, 2008

VII. Contractual Requirements

The successful proposer will enter into a contract with the Agency to provide the service as proposed. The selected firm will be required to assume sole responsibility for their subcontractors and any collaborating firm in the performance of work required by the RFP and resultant contract. The requirements for a contract include:

1. Proof of insurance for:
 - a. Automobile liability @ \$1,000,000 per occurrence;
 - b. Comprehensive general liability @ \$1,000,000 per occurrence/\$2,000,000 aggregate;
 - c. Workers Compensation @ statutory;
 - d. Disability benefits @ statutory;
 - e. Professional liability @ \$500,000.
 - f. Excess umbrella @ \$2,000,000 per occurrence/aggregate.

The contractor must provide to Onondaga County a certificate from the contractor's insurance company naming the Agency as an additional insured.

2. The term of contract will be for a nine-month period.

VIII. Pricing

While price is always a consideration, the proposal selected will be based on the evaluation of the service to be provided as best meeting the needs of the Agency. The lowest cost proposal is not necessarily the best proposal.