

REQUEST FOR PROPOSALS (RFP)
DEVELOPMENT PROPOSALS FOR THE VILLAGE PROPERTY AT
7 RIVERSIDE DRIVE, CAZENOVIA, NY

(1 August 2011)

INTRODUCTION:

The Board of Trustees of the Village of Cazenovia, Madison County, New York is seeking proposals for the development of property owned by the Village, comprised of approximately 1.6 acres of vacant land and parking areas located at 7 Riverside Drive in the Village of Cazenovia. The land is identified as tax map parcel nos. 94.60-1-5 and 94.60-1-6.2.

See the Area Map in Exhibit A for an aerial perspective of the Primary Redevelopment Area.

DEVELOPMENT GOALS

The Village of Cazenovia is seeking an experienced developer with the proven skills, resources, and commitment needed to redevelop the Riverside Drive site in the Village of Cazenovia. In pursuing this project, the Village is seeking a developer who will assemble a team that is capable of planning, designing, financing, negotiating, and managing a complex redevelopment project in a timely manner.

The development objective for the area is a mixed-use urban style redevelopment with residential, commercial, and/or professional office uses. The community has also identified the following criteria for the redevelopment of the property and the surrounding area:

1. The area's natural resources should be protected, emphasized and accentuated. Plans that include a small public park beside Chittenango Creek are encouraged.
2. The redevelopment should provide for thoughtful pedestrian and vehicular connectivity with the Albany Street/NYS Route 20 business area and with surrounding neighborhoods.
3. Proposals must complement the Village character and the existing infrastructure resources of the community.
4. Proposals should incorporate facets of the area's historic mill architectural character in the design concept.
5. Proposals must provide for consideration of the site's proximity to Cazenovia Library and for the library's potential for future expansion.
6. Proposals must provide sufficient on-site parking for the planned uses of the site, while also meeting the Village of Cazenovia's obligation to provide forty (40) parking spaces to the Cazenovia Public Library in close proximity to their facility, and at least 35 additional parking spaces for public use.
7. Proposals must identify and provide for any additional land acquisition which is required to support the overall development plan of the site including provisions for the additional public parking and public access from NYS Route 20 noted above.
8. Proposal must be consistent with the Village of Cazenovia's Comprehensive Plan, adopted in 2008.

PROPOSAL REQUIREMENTS

The following information must be included in all proposal submissions:

1. **Detailed description** of the proposed development , a concept site plan showing orientation of all buildings, parking areas, vehicle and pedestrian access and circulation patterns, other site improvements, size of buildings and square footage of specific components, exterior building elevations, and anticipated materials and design style.

The developer must also clearly identify any additional land acquisition that is necessary to support the development and provide a clear explanation for how this land will be acquired. If the development is proposed to be phased, the narrative should clearly define the components, timing and contingencies for each phase of development.

2. An **identification of the entities** that will be involved in the project, a description of the roles each will play (e.g., developer, architect, details of ownership and operation, property manager, tenant, professional consultant), and a summary of the team's past experience in working together. A description of each of the entities' experience in developing similar projects should be included.

Provide information on past development activities and/or projects completed for other public and/or private sector clients that shows the competency of the respondent in acting as the lead development entity, being sure to specify size, capacity, and experience relevant to similar type developments. Provide references related to projects that are similar in size and scope to this project that may be contacted by the Village Board of Trustees with phone numbers and email addresses, if available.

3. A preliminary **capital pro forma** showing the detailed sources (amounts and names of banks or financial institutions) and uses of funds (debt, equity and other) to acquire the parcel(s) and construct the development (including any tenant improvements). Information as to the status of securing those funds should be included and inclusion of a conditional financing commitment is strongly encouraged.
4. A **market study** or other information documenting the demand for the proposed development .
5. A **description of the public benefits** that will result from the development, e.g., the number and types of housing units, the creation or retention of jobs (including the estimated number, type and wage levels), tax base enhancement, the provision of services, etc. This should include an estimate of the taxable value upon completion and annual real estate taxes.
6. A **proposed timeframe** for the development, including identification of any conditions that must be met. The schedule should include the time needed to obtain financing, complete design and secure permits and approvals, prepare the site, start and complete construction, and start and complete lease-up and operations.
7. Provide a detailed explanation of any **public assistance** that will be required to support this development, including any property tax agreements and capital grants.

The contents of the proposal and any clarification to the contents submitted by the successful respondent may be incorporated by reference into an agreement between the developer and the Village of Cazenovia.

EVALUATION CRITERIA

All proposals submitted will be evaluated based upon the qualifications and financial strength of the developer, the technical, financial, and market feasibility of the proposal, and the degree to which the development goals outlined above are addressed.

REVIEW/SELECTION PROCESS

Review of proposals will proceed in the following steps.

1. The Village Board of Trustees will review all proposals.
2. Selected respondents will be requested to make a formal presentation of their proposal to the Village Board of Trustees.
3. Following the presentations, the Village Board of Trustees will meet to select a developer and will initiate negotiations regarding a preferred developer agreement.

The Village of Cazenovia shall not be responsible for any costs incurred by any submitting individual or firm in the preparation of any response to this Request for Proposals. The Village of Cazenovia reserves the right to reject any and all proposals for any reason deemed in the best interest of the Village of Cazenovia, and to waive any irregularities or noncompliance with the Request for Proposals in the selection of any firm or individual to participate in the redevelopment of the subject property. Submissions will not be returned.

TIMING

The Village Board of Trustees plans to select a developer by December 2011. The developer is expected to complete all plans for development of the Riverside Drive site by June 2012, initiate construction on the project no later than April 2013, with completion by December 2013.

PROPOSAL SUBMISSION AND DEADLINE

Seven (7) complete copies of all proposals should be delivered on or before Friday, October 28, 2011 at 4:00 pm EST addressed to the following:

Mayor, Village of Cazenovia, 90 Albany St., Cazenovia, New York 13035.

Submission of a proposal shall constitute the consent of the submitting firm, its principals and employees to the making of inquiries and investigations by the Village of Cazenovia into the qualifications of the submitting firm, its principals and employees, including the contacting of references.

PRE-PROPOSAL INFORMATION MEETING

The Village of Cazenovia will host a pre-proposal information meeting on Thursday, August 11, 2011 at 4:00 pm at the Village office's, 90 Albany Street, Cazenovia, New York 13035. The meeting will begin with Village officials providing a brief overview of the project, followed by a walking tour of the site, and concluding with a question and answer session back at the Village office's. The meeting will conclude by 5:00 pm. Persons interested in attending this meeting are asked to contact Kathy Burns, Village Clerk at 315-655-3041.

RFP INQUIRIES

Any questions regarding the Request for Proposals can be directed to David Bottar, CNY Regional Planning and Development Board, 126 N. Salina Street, Suite 200, Syracuse, New York 13202, 315-422-8276 x207, dbottar@cnyrpd.org or to Peggy Van Arnam, Village Trustee at the Village address listed above or by telephone at 315-655-3041.

Exhibit A – Area Map



Primary Development Site and existing / potential vehicular access shown in red