

REQUEST FOR QUALIFICATIONS (RFQ)

Feasibility Study - Reuse of the Former White Plains Linen Complex CITY OF PEEKSKILL, NEW YORK

DUE: January 30, 2015

Responses must be submitted in a sealed package to:

**Office of the City Clerk
City of Peekskill
840 Main Street
Peekskill, NY 10566**

For questions about this RFQ, please contact:

**Michael Welti, AICP (914) 734-4212 mwelti@cityofpeekskill.com , or
Jim Pinto (914) 734-4215 jpinto@cityofpeekskill.com**

I. INTRODUCTION

In 2013, a portion of the City of Peekskill and the entire Village of Brewster were designated as “Opportunity Agenda” areas by the Mid-Hudson Regional Economic Development Council (MHREDC). The twin goals of the MHREDC’s Opportunity Agenda are to move people from poverty to employment while promoting economic and community revitalization. Peekskill’s designation, encompassing an area of downtown and neighborhoods directly to the north of Main Street along Division Street and Highland Avenue, was based on the following: the Opportunity Area’s poverty rate of 18.4 percent is significantly higher than Westchester County’s at 8.9 percent; its unemployment rate of 9.3 percent exceeds the region’s rate of 7.6 percent; the rate of homeownership in the Opportunity Area is very low at 43 percent; and the median income level of \$53,382 is much less than 80-percent of the county level of \$80,725. Additionally, there are a significant number of commercial vacancies in the area, including the subject site (described below).

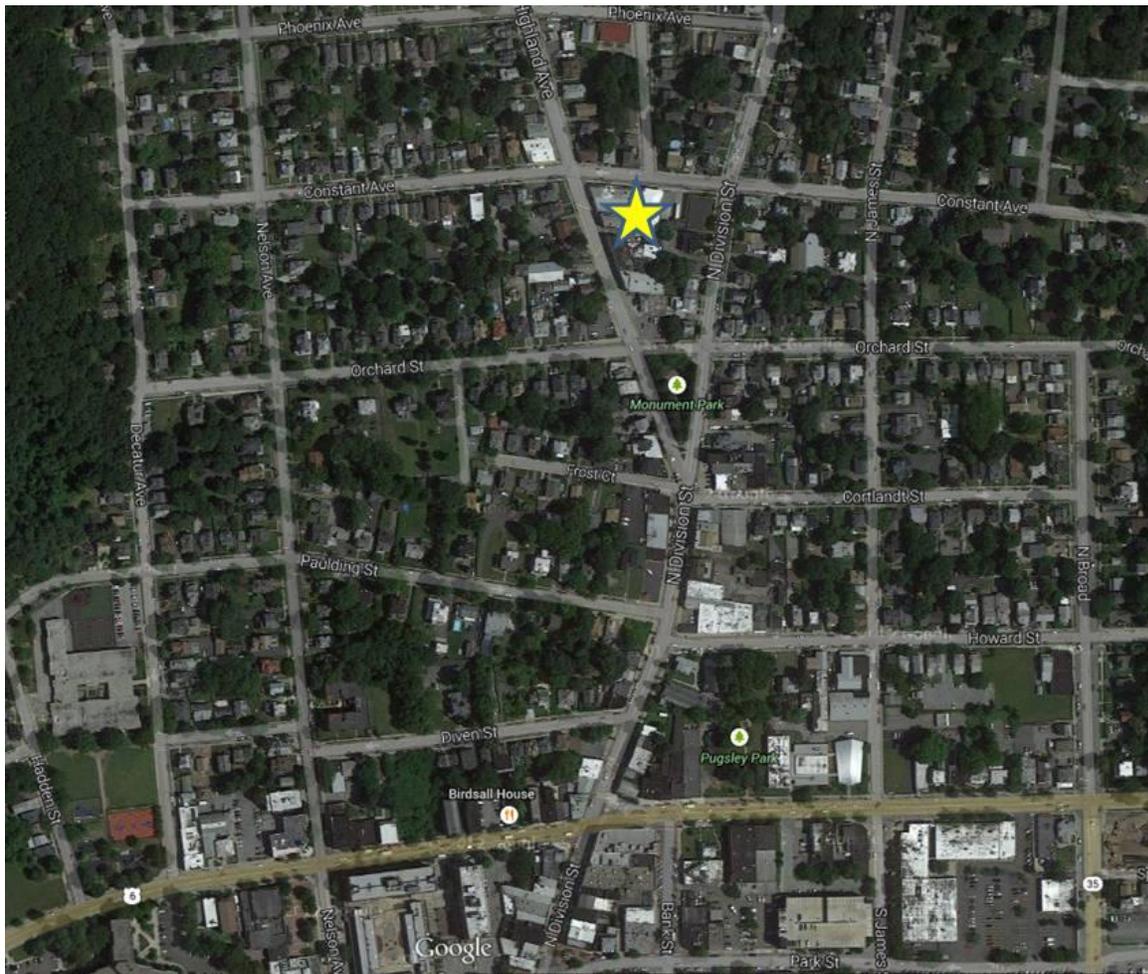
Following this designation, the City of Peekskill and Village of Brewster applied through New York State’s Consolidated Funding Application (CFA) process for two grants directly related to the Opportunity Agenda. One grant application was to create a job training program in partnership with Westchester Community College targeted to the specific needs of residents of the Opportunity Areas and the employers in our communities. The second grant application was to conduct Feasibility Studies that would allow each community to repurpose abandoned

or underutilized buildings in its Opportunity Area. Both grant applications were successful. Contracts with Empire State Development were completed in the Summer of 2014.

This RFQ focuses on the City of Peekskill's Feasibility Study. The Feasibility Study will focus on the former White Plains Linen Complex as described below.

II. PROJECT DESCRIPTION

The City of Peekskill will work with the selected consultant (or consultant team) to conduct a Feasibility Study for the reuse of the Former White Plains Linen Complex located in the North Division Street/Highland Avenue/Constant Avenue triangle on the fringe of Peekskill's downtown business district. The seven (7) vacant buildings sit on a one-acre parcel with a total of approximately 50,000 square feet of existing space in one to three story buildings of different vintages. The City's obsolete 5,446 square foot firehouse sits between these buildings and this space will also be included in the study since Peekskill's firehouses are proposed for consolidation. The complex is in a strategic location, anchoring the northern edge of the downtown business district while also being in one of the City's most economically distressed residential neighborhoods.





The facility has the potential to be an important economic generator for the City of Peekskill and its residents. The White Plains Linen industrial buildings were vacated in 2012 by Peekskill's largest employer, White Plains Linen, because the buildings were obsolete and the company wished to consolidate all operations in one location at 4 John Walsh Boulevard in Peekskill. White Plains Linen entered into an exclusive option agreement with the City of Peekskill Industrial Development Agency (PIDA) to sell the buildings after completing an Environmental Assessment Phase I and II and transferring a clean building and site to the IDA for redevelopment.

The Feasibility Study will identify business types and/or other uses that are suitable for these vacant buildings (market study). New uses might include space for a small-business incubator, a multi-purpose arts center, neighborhood retail or office space on the first floor, and possibly live/work artist lofts, market rate housing, and/or office space on the upper floors. The identified uses should complement current downtown retail and businesses, expand the artist loft and residential community in downtown, and introduce new businesses that are lacking in the area and that demand local job skills. Zoning for the area will also be studied to determine if any changes are needed for use, parking and loading requirements, traffic impacts, etc.

The Feasibility Study will analyze the physical characteristics of the buildings, including structural integrity and suitability for reuse, adaptability for potential new uses, adequacy of existing utilities, sewer and water capacity, design compatibility, and preliminary cost estimates associated with necessary improvements. It will also analyze the potential new uses for their impacts on municipal services and the City's tax base, the school district, the downtown business district, and the surrounding residential neighborhoods.

The Feasibility Study will include a public input process since the surrounding residential neighborhoods are involved stakeholders and the proposed uses must complement and integrate into these neighborhoods. In addition to any public input meetings that are proposed, the selected consultant will present the study's conclusions to the Peekskill Common Council.

The Feasibility Study will include details about implementation, describing the City's next steps should it decide to exercise its option to acquire the complex of buildings and assume the responsibility for repurposing them. It is expected that a marketing plan, implementation materials such as printed and electronic media exhibits, and/or other products to advance this effort will be included in the contract scope of work negotiated with the successful consultant.

III. QUALIFICATIONS

The consultant or consultant team shall demonstrate experience and qualifications in the following areas:

- Economic and market analysis – ability to assess the potential for various uses (mix of uses) to be financially viable in this setting. In addition to small commercial and residential uses, ability to understand the potential for non-traditional uses that have been mentioned for this site – such as a multi-purpose arts center including an artists’ presentation space, artist lofts, a small business incubator, etc. – is strongly desired.
- Architecture – ability to assess the existing buildings for their suitability/adaptability to various uses identified in conjunction with the economic and market analysis described above and to create broad space utilization schematics that would inform decisions about the reuse of these structures.
- Related understanding of engineering (civil, structural, transportation) and environmental issues
- Public involvement – the disposition of these buildings will be of great interest to the community. Ability to include the community and to create meaningful opportunities for public input is required.
- Project management – ability to coordinate the various disciplines, incorporate the community’s input, and create a usable implementation strategy for the repurposing of this complex of buildings.

IV. RFQ RESPONSES

- A. Applicants shall submit four (4) full printed copies and one .pdf file of their proposal by January 30, 2015. Any submission sent by fax, email, or other form of transmission, or received after the deadline, will not be accepted. Submissions – in a sealed package labeled ***Feasibility Study - Reuse of the Former White Plains Linen Complex*** - shall be sent to the following:

Office of the City Clerk
City of Peekskill
840 Main Street
Peekskill, NY 10566

For questions about this RFQ please contact Michael Welti, AICP, Director of Planning and Development at (914) 734-4212 or mwolti@cityofpeekskill.com; or Jim Pinto, Economic Development Specialist at (914) 734-4215 or jpinto@cityofpeekskill.com.

B. Submissions shall include the following:

1. A detailed project approach (that will form the basis for a contract scope of work) – How do you recommend accomplishing the Feasibility Study?
2. A schedule of major milestones that delivers the final report with recommendations within six (6) months.
3. Documentation on the firm(s), including qualifications to prepare this type of Feasibility Study, and at least three (3) references from clients for whom similar work was performed (with names, phone numbers and email addresses).
4. Samples of work demonstrating the ability to complete this type of work, particularly those managed by the project manager assigned to this project.
5. A description of each staff member or sub-consultant who will be involved with this project and a description of their role in the project. This description should identify the person that would be designated as the day-to-day Project Manager.
6. Budget and expense information - this project has a budget of not more than \$105,000. The City is looking for the consultant who has the most relevant experience and can provide the most comprehensive and useful product for \$105,000. Submittals shall include an initial project budget, related to the project approach described in response to #1 above, including estimated hours per task and by personnel assigned to the project. Hourly rates for different personnel assigned should be indicated as well as assumptions about expenses or other costs.
7. MWBE Requirements: Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, Empire State Development (ESD) has established an overall goal of 23% for Minority and/or Women-Owned Business Enterprises (MWBE) participation. Please identify how you propose to address this goal.

V. REVIEW PROCESS

Selection of the consultant will be determined by the City, and based on the items detailed in Section IV.B. above, as well as an interview for a short-list of selected candidates. The following criteria will be used to evaluate the responses:

- Quality and completeness of the response
- Demonstrated understanding of the project
- Likelihood that the project approach will lead to actionable recommendations for the redevelopment of this complex of buildings
- Qualifications and relevant experience
- Reputation among previous clients
- Ability to complete all project tasks within the City's timeframe and budget

The following schedule identifies the anticipated submission/award/project schedule:

- Issuance of RFQ: January 14, 2015
- Proposal Due Date: January 30, 2015
- Interviews: Week of February 16 or February 23, 2015
- Recommendation to Peekskill Common Council: On or about March 2, 2015
- Contract Award: On or about March 31, 2015
- Project start: April 2015
- Project completion: October 2015

PROPOSAL AND SCHEDULE FOR BIDS
EXECUTION OF THIS FORM IS MANDATORY UNDER STATE LAW
NON-COLLUSIVE BIDDING CERTIFICATION

Made pursuant to Section 103-d of the General Municipal Law of the State of New York, as amended by the Laws of 1966.

“(a) By submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies a to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

“(1) The prices in this Bid have been arrived at without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;

“(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the Bidder prior to the opening, directly or indirectly, to any other Bidder or to any competitor;

“(3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

“(b) A Bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with, provided, however, that, if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the Bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2) and (3) above have not been complied with, the Bid shall not be considered for award, nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is submitted, or his designee, determines that such disclosure was not made for the purpose of restricting competition”.

Dated _____, 201__

(Seal of Corporation)

Legal Name of Person, Firm or Corporation

Business Address of Person, Firm or Corporation

By _____ Title _____

Signature