



# REQUEST FOR PROPOSALS

## UTICA URBAN RENEWAL AGENCY DEVELOPMENT OPPORTUNITY

December 9, 2016

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### **I. Introduction**

The Utica Urban Renewal Agency (URA) is seeking proposals from qualified applicants to purchase and develop a tract of Agency-owned land located along the City's west-side commercial corridor. This 5.3 acre parcel can be accessed by both Erie Street, on the south side of the site and Oriskany Street West (NYS Route 5A), on the north side of the site.

### **II. City Description**

Utica, New York is a city with a population of 62,000 and is one of the few Upstate urban centers to have its population increase over the last fifteen years. The growth has contributed greatly to the diversity of cultures and ethnicities in our City as well as entrepreneurship.

Located in the center of New York State and situated along Interstate 90, the City of Utica possesses wonderful assets making it a winning City for any developer, investor or businessperson. Utica is home to four colleges and universities each offering a wide variety of academic opportunity. Just outside of the city, Hamilton College and SUNY Polytechnic Institute also serve the communities educational needs. The City of Utica boasts an extensive park system with of a total 677 acres of municipally owned and operated parkland.

Numerous businesses; from newly established small business start-ups and expansions to regionally and nationally developed industries, have made Utica their home over the last several years. From our developing Harbor Point recreation center and historic Bagg's Square neighborhood to the heart of our Downtown, Utica has seen an emergence of public and private investment and growth unlike anything in the last 50 years.

### **III. Background**

The Erie Street property (*Oneida County Tax I.D. #306.17-1-16*) was previously occupied by the Mele Manufacturing Company, a business that specialized in crafting jewelry boxes. For nearly 100 years, the 4,000-square-foot facility employed more than one thousand people. Mele operated on this site until 2009 at which point the business relocated and the property was turned over to the City of Utica. The City has since razed all structures and has performed a Phase I environmental study. A Phase II is in progress and is expected to be completed by the end of the year.

#### **IV. Property Location:**

The parcel is situated between Erie Street and Oriskany Street West with frontage on both sides. Oriskany Street is one of the City's main gateways. Averaging 21,000 vehicles per day, the heavily trafficked thoroughfare connects the suburb of Whitesboro into Downtown Utica. The site is located approximately ¾ mile west of the Route 5/8/12 arterial, the gateway to the Adirondacks. In 2013, Dollar General constructed a store on the adjoining property to the east.

#### **V. Preferred Use**

The Urban Renewal Agency has identified retail as the property's preferred end use as it is located on a main gateway into the City from the west with connections to Downtown Utica & North-South Arterial. The Agency would like to facilitate the development of a retail-focused commercial district - creating a more attractive entrance into the City, encouraging regional tourism while fulfilling a need for goods and services in the surrounding community. The Urban Renewal Agency will consider proposals for any proposed uses on the property with these goals in mind.

#### **VI. Property Zoning**

Light Industrial (I-1)

<http://ecode360.com/14015261>

Highway Commercial (C-H)

<http://ecode360.com/14015162>

Auto-Overlay (A-O)

<http://ecode360.com/14015648>

#### **VII. Required Proposal Elements**

1. Developer's name, address, contact information
2. Key personnel to be involved in the proposed project
3. Previous project experience and qualifications
4. Executive summary overview of the proposal
5. Proposed purchase price
6. Intended use for the property
7. Financial qualifications for the proposed project
8. Detailed action plan
  - Project cost estimate
  - Construction timeline, including proposed phases for implementation *(if applicable)*
  - Site preparation and utility development
  - Site plans, including 3-D renderings of the project & parking plan
9. Short & Long-Term Benefit/Impact Statement To Community  
*(Including Estimated Job Creation And Tax Revenue Generation)*
10. Developer's Application Fee of \$1,000.00  
*(Developer's Fee to be refunded should your proposal be rejected)*

## VIII. Evaluation and Selection Process

The Urban Renewal Agency shall review all qualified proposals. All applicants will be required to make a public presentation to the URA board. The proposal selected, if any, will be in accordance with the Urban Renewal Agency's Mission by its Board and must be presented to the City of Utica Common Council for consideration and approval.

### Development Agreement:

Subsequent to the award, a finalized Land Disposition Agreement and Indenture between the Urban Renewal Agency and the applicant must be completed.

### Tentative Selection Schedule:

Request for Proposals Distributed	December 9, 2016
Applicant Questions Due In By Email	January 13, 2017
Responses To Applicant Questions Posted	January 20, 2017
Proposals Due	January 27, 2017
Applicant Presentations to the Urban Renewal Agency Board	February 23, 2017
Selection of Winning Proposal by the Urban Renewal Agency Board	TBD
Presentation of the Winning Proposal to the Utica Common Council for Consideration & Approval	TBD

### Submittal Requirements:

Proposal packages should at a minimum include the following:

- One (1) Hard Copy of Proposal
- One (1) Digital Version on a USB Drive
- Developer's Application Fee Check for \$1,000.00 in sealed envelope.  
*Checks should be made payable to 'Utica Urban Renewal Agency'*

Proposals must be delivered by mail to the address below:

#### **Erie Street Land Development Proposal**

Attention: Brian Thomas, AICP  
Executive Director  
Utica Urban Renewal Agency  
1 Kennedy Plaza  
Utica, NY 13502

**Additional Submittal Information:**

The Urban Renewal Agency will not reimburse for any expenses incurred in preparing and submitting a proposal, or for attendance at any interviews or meetings.

**Agency Reservations:**

The Urban Renewal Agency Board reserves the right to:

1. Modify, waive, or otherwise vary the terms and conditions of this RFP at any time, including by not limited to, deadlines for submission and proposal requirements.
2. Select one or more proposals to develop the entire site or a portion thereof; or award the development rights for the site to more than one developer.
3. To request additional information concerning a proposal for purposes of clarification.
4. Waive irregularities in the proposals.
5. Reject or refuse all proposals.
6. Cancel and withdraw this RFP at any time.
7. Negotiate with any or all Proposers in order to obtain terms meeting the Agency's Mission
8. Accept the proposal(s) which best serves the interest of the City.

**Contact Information:**

Brian Thomas, AICP  
Executive Director  
Utica Urban Renewal Agency  
1 Kennedy Plaza  
Utica, NY 13502

P: 315-792-0181 | F: 315-797-6607

Email: [bthomas@cityofutica.com](mailto:bthomas@cityofutica.com)

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**APPENDECIES**

- I. Phase I Environmental Site Assessment
- II. Property Maps
- III. Tax Map