

# **AGENDA**

## **Old Library Committee**

Friday, November 7, 2014 - 3:00 PM  
Scott Heyman Conference Room, 125 East Court Street, Ithaca, NY

- 1. Call to Order**
- 2. Chair's Report**
- 3. Minutes Approval**
  - a. Tuesday, September 30, 2014
- 4. Reports**
  - a. **Report or Discussion Item** (ID # 5217) - Draft Request for Proposals (RFP) - Old Library Site
- 5. Resolution**
  - a. **Resolution** (ID # 5219) - Authorizing Release of Request for Proposal – Tompkins County Old Library Property
- 6. Adjournment**

**Old Library Committee**  
 Regular Meeting Minutes (same as Notes) – Draft 10-9-14  
**Tuesday, September 30, 2014 9:00 AM**  
 Scott Heyman Conference Room

**Attendance**

Attendee Name	Title	Status	Arrived
Michael Lane	Chair	Late	9:05 AM
Dooley Kiefer	Member	Present	
Leslyn McBean-Clairborne	Member	Present	
Kathy Luz Herrera	Member	Present	
Michael Sigler	Member	Present	
Joe Mareane	County Administrator	Present	
Ed Marx	Planning Commissioner	Present	
Katie Borgella	Deputy Planning Commissioner	Present	
Marcia Lynch	Public Info. Officer, County Administration	Present	
Jay Franklin	Director of Assessment	Present	
Karen Fuller	Minute Taker/Legislature Office	Present	

Guests: Diane Dawson, Brian Wilbur, Lifelong; Graham Gillespie, Holt Architects; John Graves, Robert P. Stundtner, Sharon Glass, Mark Lawrence, Max Weisbrod, Noah Demerest, Nancy Medsker, Tom Shelly, Bob Rossi, City of Ithaca Residents; Susan Multer, David Brumberg, Joan J. Brumberg, Town of Ithaca; Bob DiPaola, DPI Consultants; Anna Kelles, STREAM Collaborative; Keri Blakinger, Ithaca Times

**Call to Order**

Mrs. McBean-Clairborne, Vice Chair, called the meeting to order at 9:04 a.m.

**Public Comments**

Bob DiPaola of DPI Consultants said he has a vested interest in the process moving forward. He spoke of the initial schedule for the process has been prolonged.

Mr. Lane arrived at this time.

Mr. DiPaola noted that delays result in increased costs to all involved and does not want additional postponements.

John Graves, City of Ithaca resident, read the following statement:

"Only a few days ago, 340 thousand people marched in NYC to focus attention on the lack of action governments have had on reducing GHG emissions in the U.S. If this committee (charged with selling a County building) wants to be part of the solution and NOT part of the problem, I suggest that you adopt the 2030 Challenge for the Old County Library RFP.

"To quote, in part, from the 2030 Challenge:

"Buildings are the major source of global demand for energy and materials that produce by-product greenhouse gases. Slowing the growth rate of emissions and then reversing it is the key to addressing climate change and keeping global average temperature below 2°C above pre-industrial levels.

"To accomplish this, Architecture 2030 issued the 2030 Challenge asking the global architecture and building community to adopt the following targets:

- All new buildings, developments and major renovations shall be designed to meet a fossil

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fuel energy consumption performance standard of 60% below the regional (or country) average/median for that building type.

- The fossil fuel reduction standard for all new buildings and major renovations shall be increased to :
  - 70% in 2015
  - 80% in 2020
  - 90% in 2025
  - Carbon-neutral in 2030

“These targets may be accomplished by implementing innovative sustainable design strategies, generating on-site renewable power and/or purchasing (20% maximum) renewable energy.””

“The U.S. Conference of Mayors and the National Association of Counties have both adopted the Architecture 2030 Challenge for City and County buildings. The time is ripe for this committee to also adopt the 2030 Challenge and make it part of the RFP for the Old County Library. By doing so, Tompkins County will be challenging developers to create a responsible 21<sup>st</sup> Century design for a prime urban site on historic Dewitt Park.

“As a postscript: STREAM Collaborative, one of the groups hoping to be selected to develop the Old County Library, has already announced that the 2030 Challenge is fundamental to their approach and they have every intention of meeting the 70% reduction goal by 2015.”

Anna Kelles, who works for a not-for-profit, read the following statement:

“I recently met with a group of over 10 concerned citizens and neighbors of the Old Tompkins County Library, including several members of the newly formed Dewitt Park Civic Association, and we drafted the following list of suggestions for inclusion in the RFP. We would like to see the following included that would require developers to:

- Follow the guidelines as outlined in the State Environmental Quality Review Act (SEQR: <http://www.dec.ny.gov/permits/6191.html>) and provide a partial or complete Environmental Impact Assessment of their proposal.

“Specifics we would like to see included are:

- Greenhouse gas emissions of demolition phase, building development, and building use and maintenance
- Green space preservation
- Water drainage and retention
- Type of asbestos treatment
- Outline specific innovations and detail the technology that underlie their construction methods being proposed
- Design a multi-use building - to replace lost space from buildings like the Women’s Community Building
- Include space for the Lifelong Activity Center - they are a key partner in this neighborhood and currently have programming that exceeds the space they are in
- Commit to the Architect 2030 Challenge - for a 2015 construction or renovation, building development should be designed to meet a fossil fuel, GHG-emitting, energy consumption performance standard of 70% below the regional average/median for that building type
- Maximize the use of alternative energy sources e.g. solar panels, geothermal... in their proposal
- Retain and respect current setbacks at the corner of Court St. and Cayuga St. for safety of pedestrians and vehicles
- Ensure that the building fits with the downtown historical character of the neighborhood in size

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and design

- Specify how they intend to minimize sound and construction debris impact on the neighborhood
- Specify how they intend to handle parking
- Specify how they intend to handle increased traffic associated with the development with the intention to minimize parking and traffic impacts to the neighborhood from construction as well as building use
- Encourage long-term residency through condominiums if cost-effective for the community and can be established with market rate prices
- Ensure that any underground development does not proceed beneath the existing water table
- Require early design consultation with immediate neighbors before submission to the city
- Require submission to the Ithaca Landmarks Preservation Commission (ILPC) in early stages of design development

“On another note, there are 94 lots in the City of Ithaca that the city has identified as targets for development in the city comprehensive plan. If we think more comprehensively the county and city can encourage the development of all the currently active development concepts. This would be a win for the developer teams, the city, the county and the community. We should not look to this one site to solve all of our problems but look at the city as a whole when we talk about creating smart urban density. The STREAM project is the only project that cannot be moved to another site and thus the city will lose one strong proposal if it is not chosen for this site in question.”

Susan Multer, West Hill resident, spoke of the benefits of reuse of the existing building to maintain the character, history, and footprint in this area of the City. She also stressed the importance of making every effort to conserve heat and energy when designing the project.

Joan Brumberg, Town of Ithaca, would like to live in the City of Ithaca and thinks the inclusion of environmental concerns in the Request for Proposals is admirable. She does not believe the City is a walkable community, particularly for the aging population. Ms. Brumberg does not believe condominiums are only for those with higher incomes and that having homes with all rooms on a single level are desirable to individuals of all economic backgrounds.

Mark Lawrence, Geneva Street resident, expressed appreciation for the detailed and careful approach the County is taking. He spoke in favor of the STREAM mixed-use proposal, the items outlined by Ms. Kelles, and noted the plan does not include a second underground level for parking. Mr. Lawrence believes the most important thing is to be innovative and integrated.

David Brumberg, Town of Ithaca resident, asked that the County not make the Request for Proposals so narrow that it would eliminate potential proposals and essentially make a decision through the initial document.

Bob Rossi, City of Ithaca resident, made the following statement:

"I would recommend that the RFP be written in such a way that it really speaks to our needs and then I think the project will rise that fits that RFP. As a concerned citizen what I would like to see are the following 3 requirements:

“A detailed Community Impact Statement that covers the demolition of the building, construction of the building, and the life of the building that speaks to the concerns that Joan Brumberg brought up and speaks to the diverse needs of our community.

“I would like to see secondly a Detailed Environmental Impact Statement, and again the demolition of the building, construction of the building, and the life of the building. I'd like to echo John Graves comments, I love the idea of embracing the 2030 Challenge and I like Anna Kelles' comment about the water table. I want to underscore the word detailed. We need information, we need the

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references, we need the data so that we, meaning both the Committee and the citizenry, can assess the claims in these proposals effectively so that we can ask the questions that crop up. We can have a dialogue that will lead us to a solution that's right for us, that's right for Ithaca.

"That leads me to my third "what I would like to see" in this RFP, is a Statement of Fit. By that, it is harder for me to explain, but I would love to see in that place a building that is right for Ithaca. A building that is borne from a sense of place, that is rooted in an understanding of the deep history of our community and speaks to the needs of our community. When there is construction that violates that and we see it from time to time, sometimes we notice it consciously, sometimes subconsciously. If you want an example go up the hill to Cornell University. You see all those buildings that seem to be designed in complete isolation and just when you think you've seen them all another building crops up that looks unlike any other building. It happens here in town too. It's jarring, it disrupts flow, and I believe we can avoid that; usually we can't, which is why I am so grateful that the County Legislature has seized the opportunity here to actually have a say in what goes in that spot and why I greatly appreciate that the County is passing on that opportunity to the public. I believe that if done right we will soon find in that place a building that really feels to us like the natural evolution of this place we call home."

Nancy Medskar, City of Ithaca, read the online petition, noting as of this morning there were 477 signatures, and the following key quotes from signatories of the petition:

"Reuse of the old library building to the greatest extent possible will mitigate the construction disruption. It would also be the most ecologically sound decision." - Karl Graham, Director of Outreach for the Alternatives Federal Credit Union

"Any Re-use alternative represents Smart growth with sustainable values embedded. There's good Local people with expertise involved who understand and practice "triple bottom-line" principles. WE have waited 13 years and deserve the chance to support a re-purposing that can re-invent the future using what we have already!" - Michael Culotta

"I support adaptive re-use of the Old Tompkins County Library for environmental and social reasons. Preserving the existing foundation and frame will prevent more greenhouse gas emissions (which cause climate change) by reducing the need to manufacture more building materials, as well as reduce waste that would otherwise occupy landfill space. As a member of a church directly across the street from the library, I am also concerned that the rehabbed Library serve neighborhood needs, such as space for senior activities. The STREAM proposal is the most environmentally responsible and community-oriented concept." - Megan Gregory

"Excellent use of reclaimed space for medically needed facilities, as well as housing, with smaller carbon footprint & potentially better long term economic benefit. A great fit for Ithaca." - Sharon DeMocker

"I am a physician and a director of an Ithaca nonprofit just a block away from this site and would love to see a wellness component for community use." - Dr. Tom Campbell, Director of the Colin Campbell Foundation

"Saving all salvageable parts of the old building seem very much a good idea. There is no need to truck away tons of steel and stone and truck in more of the same. I worked in that building and there is much about it worth keeping." - Mary L. White

"A lot of time is spent in this community talking about sustainability and green buildings. How nice to put solid action behind the words." - Marcia Fort

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“This is simply far and away the smartest, most efficient and most useful of the four proposals, in line with our own city's strategic plans and priorities.” - Chrisophia Somerfeldt

“I believe that the STREAM proposal will be the best use of resources, both materially as well human resources. We ALL need to do our part to care for this Earth and all its inhabitants. We can have a combination of apartments that mid-income folks can afford as well as condos for folks with more financial resources.” - Suzanne Kates, a licensed massage therapist who focuses on elder care

“This is an excellent proposal. It takes an eyesore and turns it into something that is unique and beautiful and will contribute to the tax base.” - Robert Steuteville

“Building are not disposable. ReUSE!” - Mark Darling, Sustainability Programs Coordinator at Ithaca College

“Change is good. Progress is good, but losing sight of what makes Ithaca such a great place will start down a path that's hard to return from” - Brad Cohen

“Environmental issues are one of my primary concerns. I agree with a re-use program” - Alicia Alexander

“Embodied energy is huge. Why tear down a perfectly good building, just to build a new one in its place? Repurposing an old building like this one is the only option that makes any kind of sustainable sense.” - Gary Bush

### **Discuss Contents of Final RFP (Request for Proposals)**

Mr. Lane said individual written comments could be sent to the Legislature. He said the Committee has heard a lot about two proposals to the Requests for Expressions of Interest, however, there are two other proposals as well. He said the Committee will be discussing what the County would like to see in the Request for Proposals (RFP) and expressed appreciation to Mr. Marx and the Planning Department for the thoughtful work outlined in the memorandum provided, which he shared with members of the public.

Mr. Marx explained the process used to develop the recommendations contained in the memorandum and then reviewed the document. During the review the following highlights occurred:

- A State Environmental Quality Review (SEQR) could require a Full Environmental Assessment Form. Some aspects would require certain issues to be reviewed or require full documentation. The RFP would require the City of Ithaca to be involved.
- If Lifelong is to be involved in some manner, the proposer must provide documentation of that agreement, which would be kept confidential.
- If there is to be a commitment of leasing or owning a non-residential portion of the building the County would be provided a copy of the agreement, which would be kept confidential. It was noted this would only be for commercial space.

With regard to meeting with the City of Ithaca Landmark Preservation Commission, Ms. Kiefer suggested the possibility of including Historic Ithaca in the discussions.

The Committee discussed asbestos abatement and directed staff to move forward and obtain an

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assessment/estimate of the costs. During the discussion Mr. Stundtner spoke of his position at Cornell University regarding asbestos management; he recommended using an engineer rather than a standard contractor to give a more credible estimate to developers. Mr. DiPaola said a survey of all the materials requiring abatement versus an estimate would be more beneficial to developers. Mr. Marx noted Mr. LeMaro, Facilities Director, may already be in the process of obtaining the estimate. Ms. Herrera asked if other potential abatement issues exist; Mr. Marx was not aware of any and will consult Mr. LeMaro.

Mr. Marx will review the Architecture 2030 plans and will bring additional information about this initiative to see if it is something to consider.

With regard to what requirements the City of Ithaca Landmark Preservation Commission may require, Mr. Marx said he looked at the Local Law. The law covered a variety of things such as massing, form, and placement on the lots being comparable to the properties that are in the district. He said it is difficult to anticipate what the Commission will be looking for. Mr. Lane asked if it would be possible for staff to speak to the Commission due to the unique location of the site. Ms. Medsker said a member of the Commission came to the DeWitt Park Neighborhood Association meeting and said developers should speak to the Commission prior to submitting a proposal.

- The RFP should stress the concern and interest the impact on parking would have and how it would be addressed.
- The RFP will not require an agreement with Lifelong, however, the purpose of inclusion is done as a courtesy due to community interest.

Mr. Sigler said he would like to move forward and believes the RFP should address how many units, what types, whether it is a mixed-use on the first floor, etc. He would also like to have it specify what type of mixed demographic is wanted.

Ms. Kiefer said the City of Ithaca's view of parking is different than residents. She would not want to be bound to what the City views appropriate. Mr. Lane agreed with her comments.

Ms. Herrera said the recommendations noted are implicit or explicit. She believes if anything should be explicitly addressed parking is one. She would like to review each suggested recommendation to determine whether the full Committee is in agreement. She also said that having explicit items could essentially eliminate proposals.

The Committee discussed the level of specificity within the RFP, noting that too much could eliminate proposals. Ms. Kiefer believes the Committee does not prefer a single-use building, but would prefer some housing, and that what is chosen should provide a good public service. Mrs. McBean-Clairborne agreed with Ms. Kiefer and said she would like the housing to meet various income levels, provide homeownership, and a mixed demographic of people living in the facility. She is interested in the 2030 Challenge, ensuring the parking impact is addressed, if there is an interest in having Lifelong be part of the project that it be included in the RFP, and for proposers/developers to demonstrate diversity and inclusion and job development for the County's local workforce. Mr. Lane prefers mixed use and said if Lifelong becomes part of the proposal it would be important to see if it is the only type of mixed use desired.

The Committee reviewed the recommendations individually and provided suggested amendments to the document.

For the record, Mrs. McBean-Clairborne asked to make it clear that whether a proposal is to lease, buy, or a combination, the option would not be viewed more favorably than the other.

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The option of inserting a request to utilize the Architecture 2030 Challenge standards will be considered following a review by the Planning Department.

Ms. Kiefer said she would like to see Historic Ithaca's viewpoint on proposals. Ms. Herrera expressed concern that Historic Ithaca's view could be significantly different than the City's Landmark Preservation Committee, which could create potential problems. Ms. Kiefer believes their view is non-political and it would be good for developers to discuss the projects for additional ideas. Following a brief conversation it was suggested that a reference to Historic Ithaca could be put in the RFP cover letter.

Mr. Mareane was informed of the previous discussion regarding abatements and he said it is possible the estimates may be started and would be completed by a contractor the County has used in the past for asbestos abatement.

Mrs. McBean-Clairborne asked about the request for evidence of meeting with County staff regarding zoning and code requirements. Mr. Marx said most of the proposers had already done so. He also said what has not been known yet is whether any of the proposals would require a variance and if so, what would be required. He will discuss this topic with City staff to determine if the request is appropriate.

Ms. Kiefer believes the County could also do its own State Environmental Quality Review. Mr. Marx said the County could conduct its own review, however, the City may make changes in the developers plans that could differ. He believes the County would have the authority to make a contingent SEQR requirement that would require compliance with the City process but he does not believe doing so would be useful. The other Committee members did not want the County to do its own review.

### Next Meeting

Following a brief discussion the Committee decided to meet on November 7<sup>th</sup> at 3:00 p.m.

### Minutes Approval

#### 7/9/2014 Minutes

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kathy Luz Herrera, Member
<b>SECONDER:</b>	Leslyn McBean-Clairborne, Member
<b>AYES:</b>	Lane, Kiefer, McBean-Clairborne, Luz Herrera, Sigler

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<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sigler, Member
<b>SECONDER:</b>	Kathy Luz Herrera, Member
<b>AYES:</b>	Lane, Kiefer, McBean-Clairborne, Luz Herrera, Sigler

### Discussion Continued

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Ms. Kiefer asked whether it was possible to provide information on the 94 viable sites noted by Ms. Kelles to the developers as well as consider them during deliberations. Mr. Marx believes the other sites have various issues and are not ready to proceed with projects. The City of Ithaca staff could provide the information upon request.

### **Adjournment**

On motion the meeting adjourned at 11:00 a.m.

Minutes Acceptance: Minutes of Sep 30, 2014 9:00 AM (Minutes Approval)



**Old Library Committee**  
Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 11/07/14 03:00 PM  
Department: Planning Department  
Category: Buildings and Facilities  
Functional Category: Library, Request for Proposals

**REPORT OR DISCUSSION ITEM NO.**  
**(ID # 5217)**

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**Draft Request for Proposals (RFP) - Old Library Site**

**DRAFT****Request for Proposals****Tompkins County Old Library Property****Introduction**

Tompkins County is requesting proposals for the purchase or lease, and redevelopment of county-owned property which is the site of the Old Library building. The County intends to vacate the building during the fourth quarter of 2015 and aims to have a redevelopment plan in place at that time. Proposals are being solicited from a subset of the respondents to the prior Request for Expressions of Interest (RFEI) soliciting potential developers for the property.

The site was acquired by Tompkins County in 1965 from the I.O.O.F. Ithaca Lodge and Ithaca College, and the Tompkins County Public Library was constructed on the site. In 2000 the Public Library was moved to its current location on Green Street and since that time the County has used the Old Library building primarily for records storage and for the Community Justice Center. As a result of a comprehensive review of County facility needs and efficiencies it has been determined that the building is no longer needed for those purposes. The last remaining use, the Community Justice Center, is slated to be moved to space at the County Human Services Building in late 2015.

**Property Description and Zoning**

The Old Library is a 38,630 square foot, two and a half story building sitting on a 0.88 acre parcel located at 310-314 N. Cayuga Street (the SW corner of Cayuga and Court Streets) in the City of Ithaca. The property is currently assessed at \$1.5 million based on prior zoning. It was recently re-zoned CBD-50 which allows mixed-use buildings up to four stories and 50 feet in height. It is located in the Dewitt Historic District and any development will require a certificate of appropriateness from the Ithaca Landmarks Preservation Commission. Surrounding land uses include the Lifelong Senior Center, the First Presbyterian Church, the Dewitt Park Inn and Dewitt Park. The site is on the edge of the vibrant Ithaca Downtown Business District to the south and the popular urban neighborhood of Fall Creek to the north, and is walkable to employment, entertainment, shopping, schools, and many services.

**Selection Criteria**

Tompkins County is interested in selling or leasing the property at fair market value for redevelopment that will make a positive contribution to the community and that is not only compatible with, but also will strengthen and enhance the quality of the surrounding neighborhoods. The County is requesting that all proposals include mixed uses, i.e., at least one other use, such as commercial, public purpose or not for profit, in addition to residential. Housing should be designed to serve a diverse population and provide ownership opportunities if possible. Green building proposals that use highly energy efficient building methods and renewable energy will be favored. All project proponents are required to attend a special meeting of the Ithaca Landmarks Preservation Commissioner tentatively scheduled for a date in January, 2015 to discuss what will be required for the project to obtain a certificate of appropriateness.

In determining which proposal to select the following criteria, in no particular order of relative importance, will be key considerations:

**DRAFT**

- energy efficiency and carbon footprint of the project including any attempt to meet Architecture 2030 standards
- quality of the overall program and conceptual design, including its compatibility with the surrounding historic neighborhood and how it addresses circulation and parking
- responsiveness to community needs including housing and other uses
- positive economic/tax base impact
- capability of the developer or development team to undertake, finance, and manage the project
- demonstrated market feasibility of the proposed program
- price/lease payments offered for the property.

**Process**

The proposals received will be reviewed by the Old Library Committee of the Legislature which may solicit assistance from County staff or advisory boards. A recommendation will be made to the full legislature to designate a preferred developer. That developer will then be asked to undertake a coordinated SEQR review of their project with the County and City of Ithaca. Upon completion of the SEQR process the legislature will consider a resolution to authorize an agreement for sale of the property to the preferred developer.

The intended schedule for a sale or lease of the property is as follows:

- November 2014 – draft RFP released for 10-day comment by invited respondents
- December 2014 – final RFP released
- January 2015 – presentation to the Ithaca Landmarks Preservation Commission
- March 2015 – Responses to RFP due
- July 2015 – County review of responses complete and resolution authorizing designation of preferred developer for SEQR process approved by Legislature
- July – October 2015 – coordinated SEQR review with City of Ithaca along with parallel certificate of appropriateness process before Ithaca Landmarks Preservation Commission
- November 2015 – negotiate terms of agreement for lease or sale
- December 2015 – County Legislature adopts resolution authorizing sale or lease
- January 2016 – Close on property sale or lease

**Submission Requirements**

All responses to the RFP must be provided in both hard copy (7 copies) and electronic pdf format. All information that is confidential shall be provided in a separate document. The responses must include:

- A project narrative addressing all of the criteria outlined above in the order presented and any other factors deemed relevant by the respondent.
- A site plan including parking and landscaping.
- Building design including floor plans and elevations for all sides of the building.
- Strategies that will be employed to manage parking demand and traffic impacts both during and post construction, including consideration of TCAT service and Car Share resources in the area.

## DRAFT

- Specific, detailed explanation and quantification of measures to reduce carbon footprint, including, if applicable, how the project will meet the Architecture 2030 standard.
- A utility plan including consultation with NYSEG about availability and location of access to required utilities.
- How the project has incorporated into the design feedback received from the City of Ithaca Landmark Preservation Commission with an explanation of any modifications to the design that have been made to respond to its input.
- Evidence of meeting with City staff to assure that the project will meet City zoning and code requirements, identification of any variances that would be required, and indication of whether staff feels those variances are likely to be granted.
- A signed agreement or memorandum of understanding with Lifelong, if it is to be a part of the project, outlining the terms and conditions of that partnership. *This document should be part of the confidential submission.*
- Signed agreements or MOU's with any other parties that are committing to lease/own non-residential space in the building. *These should also be part of the confidential submission.*
- An income and expense pro forma that outlines in detail the cost of building the project, debt service, and projected revenues including projected rents or sales prices by unit and by square foot. If units are to be made affordable to low or moderate income households (80% of median income or below) how long those units will be maintained as affordable and the mechanism to assure continued affordability.
- Any anticipated request for tax abatements.
- The price offered for purchase of the property and/or stream of ground lease payments proposed.
- Demonstration that the responder can obtain the financing to implement its proposal, including payment of fair market value for the property. This should include financial statements and evidence of any commitments from financial institutions or other sources.
- Certification of ability to close on the property acquisition or lease by no later than January 31, 2016.
- Project schedule including major milestones from date of selection to occupancy, including coordinated SEQR review.
- Any contingencies that could affect project readiness to proceed to project development as of January 1, 2016.
- Answers to the following questions:
  - Do you plan to use local contractors?
  - Does your organization have a diversity and inclusion plan?

The County expects to sell or lease the property for fair market value. An appraisal of the property is attached as an addendum to this RFP.

The County has conducted an assessment of asbestos abatement requirements and that is also attached as an addendum to the RFP.

**DRAFT****Questions and Answers**

Specific questions in writing from potential respondents will be entertained until three weeks prior to the submission deadline. Answers to all questions will be posted publicly at least two weeks prior to the deadline.

**Confidentiality and Ownership of Proposals**

All proposals will become the property of Tompkins County. Respondents should indicate and label as “confidential and proprietary information” any material that it believes should be protected from public disclosure. Tompkins County will maintain confidentiality of material as allowed by law but, at a minimum, the information provided in the non-confidential document will become public information.

**Form of the Response**

All responses must be presented in the following format:

- 1) A document containing:
  - a. A one-page executive summary of the proposal;
  - b. All of the non-confidential submission requirements outlined above in the order listed in this RFP;
  - c. The principal parties that are proposing the project and any intended partners, along with statements of qualifications and three references for each.
- 2) A document containing all of the confidential information requested in the order listed in the RFP.

All responses must include seven hard copies and a CD including all project files in pdf format.

**Submission Deadline**

All responses are due in the County Purchasing office at 125 E. Court Street no later than 4:00 p.m. on March 20, 2015.

**Limitations**

The issuance of this RFP and the submission of a response by any person or firm or the acceptance of such response by Tompkins County do not obligate Tompkins County in any manner whatsoever. Legal obligations will only arise upon execution of a formal contract by Tompkins County and the person or firm selected by Tompkins County.

For further information contact:

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