

## Addendum 1

To the R.F.P. for Real Estate Market Analysis Services

Erie County Agribusiness Park Feasibility Study

### 11/25/14 Pre-Proposal Meeting Notes and Questions Submitted for Clarification

11/25/14 Pre-Proposal Meeting

Attendees: Ed Schiller and Douglas Hager - KHEOPS, Andrew Kosa – Clark Patterson Lee, Peter Murad – Architectural Resources

Staff: Ken Swanekamp and Mark Rountree – Erie County Department of Environment and Planning

#### 1. Introductions

Mark Rountree stated that he is a Senior Planner in the Department of Environment and Planning and he is involved with economic development and agricultural planning. Ken Swanekamp stated that he is the Director of Business Assistance for the Department of Environment and Planning and primarily works in economic development.

#### 2. Revised dates

Due to last week's winter storm, many lost a work week, so we will be extending the following deadlines:

Requests for Clarifications – December 2, 2014

Formal Written Responses Distributed – December 5, 2014

Proposals Due - 3:00 pm, December 12, 2014

#### 3. Project Background

Mark Rountree stated that the Erie County Agricultural and Farmland Protection Board recently completed a new Erie County Agricultural and Farmland Protection Plan. During the production of the Plan, a common comment from the farming community was

that the best way to protect agricultural land and help the agricultural community is to make farming more profitable by providing additional markets for our agricultural goods. As a result, one of the Agricultural and Farmland Protection Plan recommendations was to study the feasibility of an agribusiness park to attract new agribusinesses to the area.

Ken Swanekamp stated that from an economic development standpoint the County should be attracting more agribusinesses. The intent of this project is take a hard look at the County and the agribusiness industry to determine where efforts should be focused and what we need to do to attract more agribusiness companies.

#### 4. Review Scope of Services

Mark Rountree highlighted the following items in the scope

Market Analysis, a) “Review Buffalo Niagara Enterprise’s Agriculture Dependent Economic Development for Western NY” – this report was produced in 2006, this should be used as a reference in developing the targeted sectors. We are not looking for an update of this report.

Market Analysis b) “Contact and interview industry contacts and summarize information” – this is a key component of the market analysis, the industry contacts are an important source of information industry trends and their opinions about Erie County will be important in driving what Erie County needs to do to attract more agribusinesses.

Regarding the Scope Alternates # 1 – 3, with the specific site unknown at this point we are unsure of the specific needs for the site. Therefore we are looking for a general lump sum price per site for each alternate to inform decision making when a site is selected.

The scope provided in the RFP should be considered a starting point, the consultant should provide in their proposal any additional items that they feel will provide value and aid in the goals of this project.

We are looking for consultants who have expertise in agribusiness market analysis, site selection, and industrial park development. Team approaches are encouraged.

#### 5. Industrial Parks Background

Ken Swanekamp stated that a couple years ago the County commissioned an industry park inventory which is now a web enabled mapping website available here:

<http://www.giswebhosting.com/fastfacility/erieflex/>

The report provides site information for each industrial park in the County. This should be used as a guide/ starting point for reviewing the industrial parks during the production of the Study.

## 6. Questions

Q) How important is the proposal fee in the ranking?

A) The proposals will be reviewed and ranked, the fee envelope will then be opened. If there is a firm who has the best proposal but a higher fee, there is room for negotiation on the price.

Q) What is the proposed timeline for this project?

A) The proposed timeline is 7 months, but this is not a definite timeline. If you feel that more time is needed, the consultant should elaborate on this in the proposal.

Q) How many people are on the steering committee?

A) The steering committee is comprised of six representatives from Erie County Department of Environment and Planning, Erie County Industrial Development Agency, Buffalo Niagara Enterprise, Buffalo Niagara Partnership, Cornell Cooperative Extension and Empire State Development.

Q) Where will the steering committee meetings take place?

A) The meetings will likely take place in downtown Buffalo, either at the Department of Environment and Planning or Erie County Industrial Development Agency.

There were no requests for clarifications submitted.