

Oneida County Department of Public Works
Request for Proposal - Leased Office Space

1. Oneida County is requesting proposals from interested property owners or developers for leasing a full service (or gross) lease of up to 8,500 square feet of professional office space to accommodate the Oneida County Department of Motor Vehicle's operations and service center.
2. Proposal must be submitted as a single PDF to Matthew Baisley, Commissioner of Public Works, via email to publicworks@ocgov.net, by no later than 4:00pm EST on August 14, 2024.
3. The following special requirements are highly desirable and are high priority considerations.
 - 3.1. Located within a five (5) mile radius from 800 Park Avenue, Utica, NY.
 - 3.2. A dedicated and adjacent parking area for a minimum of 75 vehicles.
 - 3.3. Office space is needed immediately, and timing is critical. Occupancy schedule will be a primary consideration when evaluating lease proposals.
4. Office space and building requirements
 - 4.1. Full compliance with the Americans with Disabilities Act Title II Regulations.
 - 4.2. All parts of the building envelope and roof must be complete and weather tight.
 - 4.3. Climate controlled with temperature limits of 68dF to 74dF and a relative humidity level range of 30% to 60%.
 - 4.4. Full compliance with applicable building and fire codes.
 - 4.5. Approximately 50 foot-candles of light at desktop level for all waiting and work areas.
 - 4.6. Comply with ANSI/ASHRAE Standards 62.1 and 62.2 for indoor air quality.
 - 4.7. Power/data for three (3) kiosks immediately adjacent to the main entrance.
 - 4.8. Power/data for security screening station immediately following kiosks. Must be sufficient space to accommodate one (1) magnetometer, desk and work area for security officers, and lockers to secure prohibited items.
 - 4.9. One (1) client queuing area with sufficient space to accommodate approximately 25 people.
 - 4.10. One (1) client waiting area with seating to accommodate approximately 25 people.
 - 4.11. One (1) intake counter adjacent to the waiting area sized for eight (8) service stations.
 - 4.12. Service stations must be individually sized to accommodate all required equipment and supplies with lockable storage for personal effects. There shall be a minimum of four (4) separate data ports located at each service station.
 - 4.13. One (1) intake counter with separated conference room to accommodate photograph/identification and testing services.
 - 4.14. Five (5) private and lockable offices.
 - 4.15. One (1) lockable and burglary resistant storeroom.
 - 4.16. One (1) large conference room to accommodate sixteen (16) people.
 - 4.17. One (1) large break room to accommodate eight (8) people with wash sink and adequate counter space, cabinetry, and power for two coffee makers, two microwave ovens, and one (1) large refrigerator.

- 4.18. One (1) adequately sized janitor closet with mop sink and room for equipment and material storage.
 - 4.19. One (1) lockable data closet.
 - 4.20. Two (2) unisex and ADA compliant employee restrooms located immediately adjacent to the employee work area.
 - 4.21. Two (2) unisex and ADA compliant public restrooms located immediately adjacent to leased area.
 - 4.22. Adequate power and data cabling for all service stations, equipment, private offices, and conference rooms.
 - 4.23. All data cabling shall be CAT6e, terminated in data closet, tested/certified, and comply with current industry standards for structured cabling.
 - 4.24. Minimum ceiling elevation of approximately 9'-0".
 - 4.25. All areas shall be lockable and easily secured.
 - 4.26. All doors separating employee and public areas shall be wired and fitted with hardware for electronic access control.
 - 4.27. Plans and specifications for renovation and/or new construction shall be prepared by an Architect licensed to practice in the State of New York. Architect shall be required to interview key County employees to determine actual space needs. Architect shall provide initial schematic plans for review and approval by the County. Finalization of schematic plans shall require up to three (3) submittals and revisions.
 - 4.28. Ready access to reliable commercial telephone and data services.
 - 4.29. Located on a full-service public transportation route.
 - 4.30. Full groundskeeping and snow and ice control service for all entrances, sidewalks, lawn areas, and parking areas.
5. Property owner must be current on all tax levies, governmental and district fees, and may not be in arrears to the County or in default in the performance of a contract to the County.
 6. The property owner or developer shall renovate and/or improve space to meet Oneida County's requirements. The proposed cost of renovation and improvements will be included in the lease fee.
 7. Initial term shall be a five (5) year lease, with an optional renewal term of five years.
 8. Proposals should include:
 - 8.1. Proposer/Developer legal entity name, state of incorporation, and principal address
 - 8.2. Property owner legal entity name, state of incorporation, and principal address
 - 8.3. Proposed building address
 - 8.4. Proposer signatures with name, title, and date
 - 8.5. Schematic plans reflecting minimum space requirements
 - 8.6. Occupancy schedule
 - 8.7. Preliminary cost proposal (It is understood that the actual lease cost shall be negotiated and based on final construction cost and lease terms)
 9. No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a lease pursuant to this RFP or in the employment practices of the lessor under such lease, on

the grounds of age, race, creed, color, national origin, gender, religion, sexual orientation, disability, military status, marital status, genetic predisposition or carrier status, political affiliation or belief, or any other classification protected by federal, state, or local law. The successful Proposer pursuant to this RFP shall, upon request, show proof of such nondiscrimination.

10. Oneida County will not be responsible for or pay any costs associated with the preparation, submittal, or presentation of any proposal.
11. The Proposer must make the proposed space available for County inspection, at its request.
12. Any unsuccessful proponent(s) may, upon request, be advised of the reasons why an award was not made to them based on their response to this RFP. Oneida County reserves the right to reject any or all proposals.
13. Questions should be directed to Christopher Henry at (315) 793-6228 or chenry@ocgov.net.