



**TOWN OF ISLIP**  
**DEPARTMENT OF AVIATION AND TRANSPORTATION**  
**LONG ISLAND MACARTHUR AIRPORT**

100 ARRIVAL AVENUE  
 RONKONKOMA, NEW YORK 11779-7398  
 631.467.3300

Thomas D. Croci  
 Town Supervisor

Eric Hofmeister  
 Deputy Supervisor

Robert Schaefer  
 Commissioner

John C. Cochrane, Jr.  
 Liaison Councilman

July 2014

**Re: Request for Qualifications- Long Island MacArthur Airport**

The Town of Islip hereby requests statements from qualified real estate agents and brokers detailing their qualifications to provide brokerage services for a term of 2-years for Long Island MacArthur Airport “LIMA” 100 Arrival Avenue, Ronkonkoma, NY 11779.

**Background: The Town of Islip is a First Class Town with a population of over 335,000 residents. It is located in Suffolk County, Long Island, New York and encompasses 67,840 acres over 106 square miles. Long Island MacArthur Airport, owned and operated by the Town, encompasses 1,311 acres. At present there are more than 30 individual parcels of real property located both on and off of airport grounds. The Town Board may consider declaring some parcels as surplus for aviation and municipal purposes. It is the listing, marketing and successful sale of these parcels to the highest responsible purchaser which the Town wishes to engage the services of a licensed professional with experience in this field.**

**Coordination**

- All work by the Consultant is expected to be closely coordinated, reviewed and approved by the Commissioner of the Department of Aviation and Transportation.

**Selection Procedure for Consultant**

The consulting firm will be selected based upon review of qualifications provided in response to this RFQ by a Committee consisting of the following representatives:

- A representative from The Department of Aviation and Transportation
- A representative from The Department of Planning and Development
- A representative from the Office of Purchasing
- A representative from The Office of The Town Attorney

Selection will be based solely on the best interests of the Town.

**Scope of Work**

The consultant selected to provide Brokerage Services will provide the following support services to the Town, including but not limited to:

- Provide staff to identify and evaluate the current real property holdings of parcels off the main airport campus.
- Provide recommendations as to the highest and best use of the property including evaluating options for possible TDR's, health department credits, sanitary credits, lease vs. sale analysis or fee simple sales.
- Effectively market surplus property to a wide audience utilizing all available means of communication.
- Accept and tender all offers to the Committee.
- Provide negotiation assistance to facilitate final offers.
- Remain actively engaged in continuing to facilitate the offer until final transfer has occurred.
- Serve as procuring broker in the event the committee chooses to enter into any lease arrangements.
- Attend Town Board meetings, when requested.
- Provide general real estate market analysis and research.
- Provide other such duties relating to such real estate services as required.
- Conduct business in the best interests of the Town

### **Contract**

An official written contract or agreement will be prepared for the consulting services. The consultant will scope, negotiate, and enter into agreement for the services with the Town of Islip. The resulting contract will be considered a no-fee professional services agreement between the Town of Islip and the Broker and all commissions and/or fees related to the sale of the properties will be borne by the purchaser. Contract will be entered into after approval by the Islip Town Board.

### **Qualification Statements**

Qualification statements submitted by the established deadline will be reviewed and a consultant will be selected in accordance with the following criteria:

- Capability to perform all or most aspects of the services described.
- Recent experience comparable to the proposed services.
- Key personnel's professional background, caliber and availability for the proposed scope of work
- Current workload of the firm and ability to commit their time to the scope of work.
- Recent experience in special areas such as TDRs, Sanitary Credits, etc.
- Demonstrated ability to meet schedules and deadlines.
- Qualifications and experience of outside consultants regularly engaged by the consultant under consideration, if applicable.
- Familiarity and experience with sales within the particular geographic location of the identified properties.
- Knowledge of zoning restrictions, NYSDOT and SCHED regulations, policies, and procedures.

## **Submission Requirements**

Statements of Qualification must be received on or before August 22, 2014 at the Airport Commissioner's Office, Long Island MacArthur Airport, 100 Arrival Avenue, Suite 100, Ronkonkoma NY 11779.

Statements of qualifications shall include the following:

1. Contact Information: Name, address, phone, fax number, and e-mail address of consulting firm.
2. Key personnel: Names of key personnel, their respective titles, experience and periods of service with the firm.
3. An executive briefing including:
  - The firm's strategic approach to delivery of its consultant services.
  - A narrative describing the firm's qualifications to provide services for the respective listed projects.
  - Responding firm is invited to limit its statement of interest to certain projects and decline to be considered for others. The qualifications of outside consultants regularly engaged by the proposer must be included.
4. Experience: List recent closed and completed sales of both commercial and residential property by the firm including:
  - Location
  - Scope of work, start and end date of listing
  - Whether property was vacant or developed
  - The zoning of the property
  - Name of the firm's closing broker.
5. Names and telephone numbers of the other persons whom the airport can call for references regarding the firm's past performance, preferably on services similar to those listed above.
6. Resumes and NYS licenses for the principals and staff who would be providing the aforementioned scope of services and organizational chart of the professional team including any sub-consultants and roles of key participants, if applicable.

Statements submitted in response to the Request for Real Estate Consultation Services shall become the property of the Town of Islip and will not be returned.

Since the Town of Islip is a municipality, all documents related to this RFQ and subsequent awarded work may be subject to the New York State Freedom of Information Law. The successful vendor shall provide the Town any and all documentation upon request. If the documents need to be withheld pursuant to New York State Public Officers Law Article 6 and related case law, the Town will withhold the documents from further distribution. If no exemption applies, the Town will release the documents in accordance with all statutes, laws, ordinances and

policies. RFQ responses should indicate any information that is a trade secret or confidential or private information.

Include (5) five copies of your Statement of Qualifications.

Any questions in connection with this Request for Statements of Qualifications should be directed to Pamela J. Greene, Assistant Town Attorney, Long Island MacArthur Airport, 100 Arrival Avenue, Suite 100, Ronkonkoma, NY 11779; telephone 631-467-3300; fax 631-467-3197.