



# Redevelopment of the former College of Saint Rose Campus in Albany, NY



## Request for Proposals (RFP): Comprehensive Land-Use Planning Consultant Services

Date Issued: 2/24/2025

Proposal Due Date: 3/28/2025

RFP Number: ACPHLA2501



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## 1. INTRODUCTION

The Albany County Pine Hills Land Authority (hereafter referred to as “the Authority”, or “ACPHLA”) is seeking proposals from a qualified consultant or consulting team to perform a series of comprehensive planning, engineering, and design tasks in furtherance of a strategic redevelopment strategy for the former campus of the College of Saint Rose in Albany, NY.

The Authority envisions transforming the vacant campus into a thriving, sustainable, and economically viable asset that aligns with the needs of the community and contributes the broader economic development of the Pine Hills neighborhood and the City of Albany.

The Authority is seeking responses from firms that provide the various required areas of expertise and professional services “in-house”, or, from a “team” applicant consisting of multiple contractors working together. A team should include and identify the prime contractor/project lead who holds subcontracts (at risk) with subject experts of their choosing. Through either method, the respondent should be capable of satisfying the requirements illustrated herein and demonstrating expertise in the different disciplines the respondent suggests are necessary to successfully achieve the results as defined in this RFP.

The selection process will be merit and experience-based with the selected respondent providing proficiency in (but not limited to) the following:

- **Planning:**



- Community and public engagement, participation, and management policies and implementation
- Urban design and master planning
- Parks planning and design
- Bicycle and pedestrian master planning
- Economic development policy, analysis and strategic planning
- Small business support, workforce development policy and programs, and ecosystem planning
- Land-use, Environmental Planning, SEQR, Zoning, and PUD Development
- Policy analysis and zoning administration, including experience with rezoning and other legislative and quasi-judicial processes
- Zoning code development, design standard, pattern books and streetscape typologies
- Land-use modelling, scenario analysis and economic benefit forecasting
- Market and housing modeling and analysis
- Federal, State, and Private grants, incentives, and programs
- **Architecture/Design:**
  - Historic preservation and sensitive renovations
  - Conceptual Designs, Landscape Architecture, and Site Planning,
  - Public/Private Mixed-use design
  - Adaptive reuse design and construction
  - Cost Estimating and project feasibility analysis
  - Sustainable buildings, materials, and methods
- **Engineering:**
  - Structural and Conditions Assessments
  - Energy efficiency analysis, scoping, and budgeting
  - MEP Design
  - Energy Master Planning
  - District utility engineering and design

The ACPHLA is under contract to purchase the former College of Saint Rose Campus for the accepted bankruptcy bid amount of \$35 million. The Authority and its finance team are finalizing a tax-exempt bond issuance for the acquisition of the entire campus, plus closing costs, associated fees and a small capital reserve in an amount to be decided for future use should the board determine it necessary for it to fulfill its mission. The current anticipated date for closing on the campus is sometime in March 2025.

The selected consultant/team will be expected to conduct a thorough assessment of the site, engage with community stakeholders, explore innovative redevelopment opportunities, and develop a financially feasible implementation strategy that ensures the long-term success of the project. The



consultant or team will be hired and work for ACPHLA under the direction and leadership of the CEO and the seven (7) -member board of directors.

## **2. BACKGROUND**

In October 2024 the College of Saint Rose announced it would be filing for bankruptcy and closing its doors permanently. With the sudden loss of 3,307 students (undergraduate and graduate) and another 285 full-time equivalent staff, the school's closure had an immediate and detrimental impact on the surrounding neighborhood.

As an urban campus that's woven into the surrounding neighborhood, the sudden vacancy of the entire campus quickly fueled justifiable anxieties about the spread of worsening blight, neighborhood safety and security, and trending economic conditions (especially for local businesses). In response to the volume of questions circulating around the community, state, and local elected officials and concerned citizens began viewing the closure of the College of St. Rose with increasing concern.

## **3. ALBANY COUNTY PINE HILLS LAND AUTHORITY (ACPHLA)**

The ACPHLA is a NYS Public Authority created in 2024, at the direction of Albany County Executive Daniel P. McCoy, for the sole purpose of acquiring and redeveloping the nearly 27-acre campus of the College of Saint Rose. The ACPHLA was given the authority to issue bonds (up to \$80 million) for acquisitions, maintenance, operations, and redevelopment of the Saint Rose campus. The redevelopment effort includes and begins with hiring consultants to assist the ACPHLA board with certain planning, design, and development tasks. Working with the successful bidder, the staff, and Board of Directors, ACPHLA intends to identify, plan, and execute the strategic redevelopment plan for the reuse of the campus in a manner that realizes tangible benefits for County stakeholders (especially those most impacted by the closure). Albany County's interest in the redevelopment of Saint Rose extends well beyond the borders of the Pine Hills Neighborhood and it's imperative that any ideas, redevelopment plans, or specific projects are aligned with the needs of all County residents and provides a tangible benefit to its tax base.

The awarded respondent to this RFP will be hired by the ACPHLA directly and will be managed by the ACPHLA Board of Directors, the CEO, CFO, and Staff.



#### 4. THE COLLEGE OF SAINT ROSE

**PROPERTY ADDRESS**  
432 Western Ave  
Albany, NY 12203

**EXISTING SF**  
1,040,097 SF

**PROPERTY SIZE**  
27.5 Acres

**ZONING**  
City of Albany MU-CI  
(Mixed Use –Campus/  
Institutional)

**EXISTING FINANCING**  
The Property will be offered free and clear of any mortgage financing. The JLL Debt Group has underwritten the opportunity and is available for consultation.

 JLL

# 1M+ SF    27+ AC



*Adjacent parking currently not owned but can be made available upon sale.*

THE COLLEGE OF SAINT ROSE • 5

The campus of the College of Saint Rose consists of 71 buildings totaling approximately 950,000 SF on 26.5 acres of land. Founded in 1920s by the Sisters of Saint Joseph of Carondelet, Saint Rose began as a private catholic college for women. Since that time, the campus has grown as it welcomed a more diverse student population to the school and continuously invested in new facilities, state of the art tools/equipment, and hiring subject matter experts as faculty. The age of the buildings range from the 1920's, when the school was founded, to the most recent construction projects completed in the 2010's. Many of these structures may be suitable for adaptive reuse, while others may require demolition or redevelopment to better meet contemporary market demands.

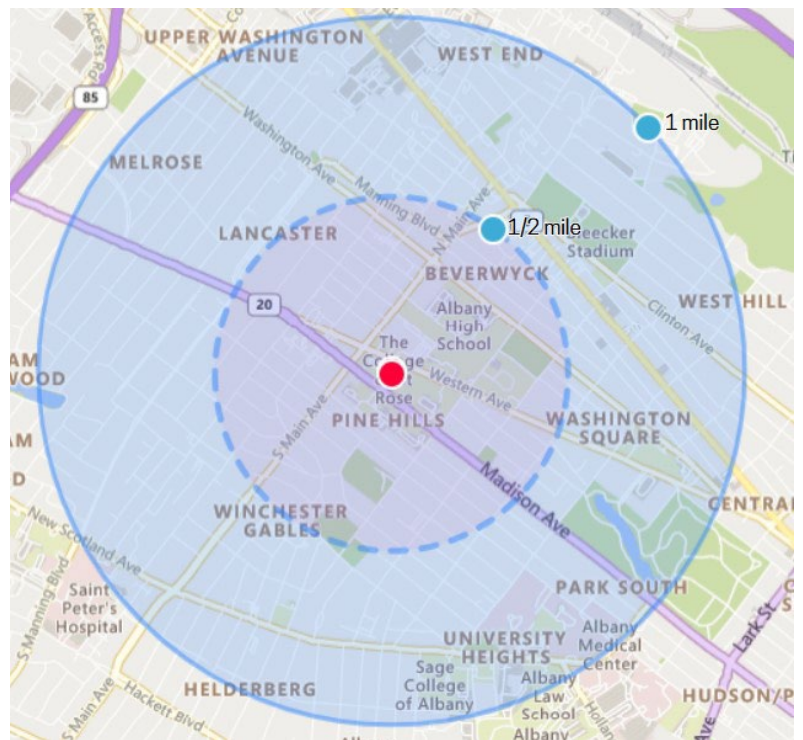


Property Type	# of buildings	Total SF	
Academic/Events/Office Asset Class	19	554,396	Multiple users are interested in different spaces and buildings. Many, such as performance spaces or labs, are being looked at as move-in ready spaces by organizations looking to maintain existing uses.
Dormitories (Traditional)	5	74,337	Difficult to redevelop due to purpose-built design that values cost and function over flexibility. May have aged beyond consideration for redevelopment.
Dormitories (Modern)	1	91,062	Modern dormitory, designed to provide apartment-style mix of housing sizes, varying from 2-4 bedrooms. There is a single 1-bedroom apartment that was reserved for a Resident Advisor/staff person.
Residences and Vacant Lots	46	238,658	Mix of complicating factors for redevelopment, including layers of updates to floorplans and changes of use, in addition to possible market supply and demand as demonstrated by existing vacancy in the surrounding neighborhood.
<b>Total Campus</b>	<b>71</b>	<b>958,453</b>	

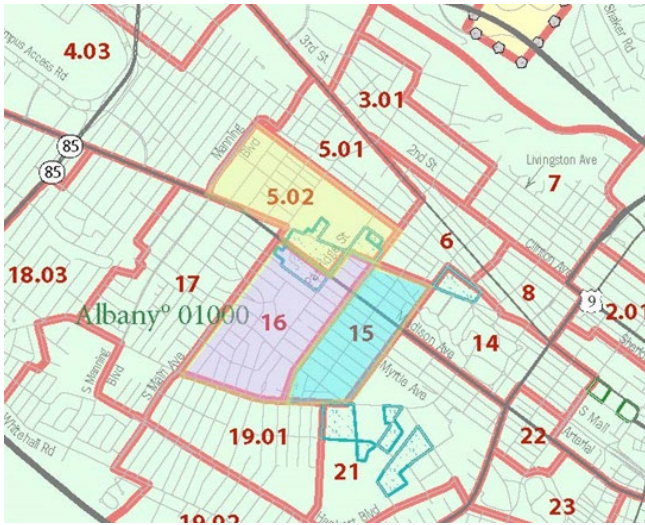
## 5. THE PINE HILLS NEIGHBORHOOD

*“The Pine Hills neighborhood borders on the campus of The College of Saint Rose and Washington Park and is only a block away from the downtown UAlbany campus. Battlefield Park is located on the eastern edge of the neighborhood, and high school students are within walking distance of Albany High School.” – AlbanyNY.gov*

The former Campus of the College of Saint Rose is centrally located within a well-established urban neighborhood with access to key transportation routes, commercial corridors and public amenities. Its redevelopment presents a rare opportunity to revitalize an underutilized space in a way that enhances the local economy, creates job opportunities, and meets the evolving needs of residents and businesses.







There are multiple census tracts on which the campus resides (CT 16 & CT 5.02), while adjacent to CTs 15, 6, & 17. CT's 6 and 15 consist of dense multi-family housing, within a mixed-use neighborhood that has historically catered to college students from SUNY Albany, and the College of Saint Rose (see figure 2). Census tracts 16, 17 and 5.02 are generally a mix of multifamily housing on some streets, with single family homes that are popular among young professionals and families. (see figure 1). The campus acts as a transition area between two very different demographics.



Figure 2 (above) Typical Multi-family neighborhood in CT 15 and 6.

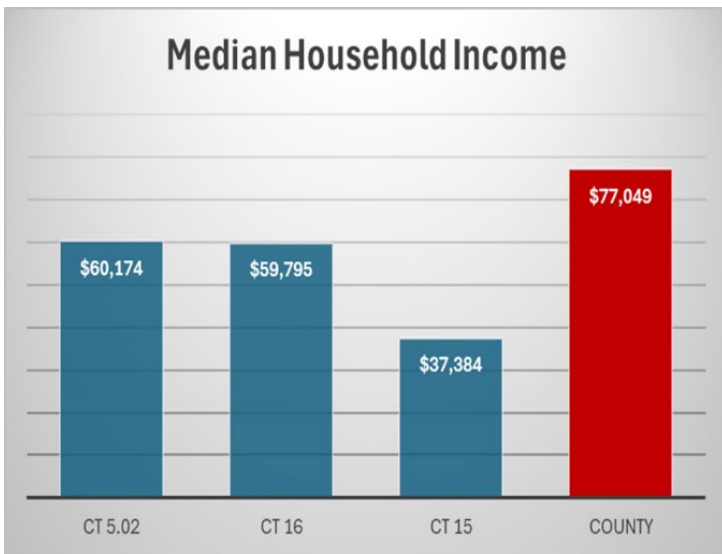


Figure 1 Median Household Income by Census Tract.



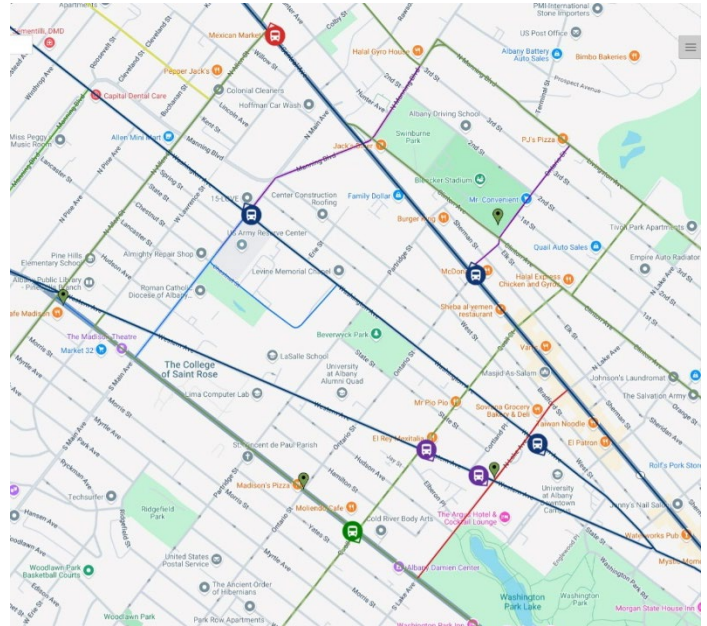
Figure 3 (above) One of the beautiful historic single-family homes located near the campus.



*i) Public Transportation*

The Pine Hills neighborhood enjoys excellent transportation service from multiple modalities including:

- Close proximity to multiple bikeshare locations
- Direct access to neighborhood bus shelters that connect the Pine Hills neighborhood with nearly anywhere in the Capital Region.
- Some of the bus lines that operate within 1/2 mile of the campus include:
  - Route 910 – Crossgates Mall to Downtown Albany via Western Ave.
  - Route 12 – Crossgates Mall to Downtown Albany via Washington Ave.
  - Route 114 – University at Albany Health Sciences to Crossgates via Western/Madison
  - Route 905 – Albany to Schenectady – Gateway Hub Bus Rapid Transit Service



*ii) Parks and Public Amenities*

The Pine Hills neighborhood benefits from being very walkable and attractive due to possessing excellent infrastructure, a steady topography, and a combination of active and passive park spaces within a short distance of the Saint Rose Campus.

- **Ridgefield Park:** has a recently completed playground with splashpads and play structures for kids of all ages. The park also has a full-size baseball field and real clay tennis courts which are owned and operated by the Albany Tennis Club.
- **Beverwyck Park:** is a large open field where kids often play in organized flag football games. The park also allows dogs and often serves as a de facto dog park for residents in the neighborhood.
- **Madison Avenue Playground:** A neighborhood park located one block east of Saint Rose on the corner of Ontario St and Madison Ave. This park has 6 recently repoured asphalt basketball courts (1/2 court) and playground equipment for younger children.



Figure 2 Ridgefield Park Playground

- **Washington Park:** is the crown jewel of the Albany park system. This “Olmstedian” park was created during the 1870’s and incorporates many of the design elements, ideals, and philosophies Frederick Law Olmsted developed during his creation of NYC’s Central Park.

*iii) Shopping, Stores and other Amenities*

The college of Saint Rose is located one block east of a neighborhood grocery store, an independent movie theater (the Madison theater) that recently reopened, and a row of higher end bars and restaurants offering outdoor dining and entertainment along Madison between S. Allen and W. Lawrence St.



Figure 3 Washington Park during Tulip Fest.



## 6. SCOPE OF SERVICES.

In preparation of a comprehensive adaptive reuse redevelopment and land use plan, the following are broadly among the scope of services that ACPHLA will be expecting from the awarded respondent.

### a. Financial Model for Redevelopment:

The consultant must be able to provide pro-formas and other widely used real estate development financial analyses for each of the properties and the redevelopment project as a whole. The placement of this service at the top of the scope of services is intentional and emphasizes the importance of the consultant’s real estate development knowledge and experience in project/market analysis as a means of ascertaining overall project feasibility. It is expected that once redevelopment concepts and scenarios have been developed, they will be tested for feasibility with accurate regional market data, up-to-date construction cost estimates, and income projections supported by relevant regional examples.



The measure of this project’s success will not be determined by the number of designs, meetings, or ideas that the ACPHLA or its project team delivers. The only metric for project success is whether the campus is successfully redeveloped because of the strategic planning process for which this RFP is intended. That outcome requires the plan’s mix of uses, designs, and cost estimates to be based on accurate local economic market data, key stakeholder feedback, and sound planning/development processes and analyses.

**b. Neighborhood Outreach and Civic Engagement:**

The consultant is expected to propose and develop a neighborhood and stakeholder communication strategy, lead meetings, and develop tools or means of public engagement that’s both inclusive and accessible.

**c. Building Conditions Assessment:**

The consultant will be expected to examine the existing conditions of all structures, assets and other property to be used as a baseline for the redevelopment plan. While not an exhaustive list, the consultant is expected to provide a structural assessment, conditions of envelopes, mechanical systems, and the delivery of detailed inventory that identifies necessary replacement of critical building systems and other infrastructure with a timeline indicating when replacement or upgrades are recommended/necessary.

The deliverables below should be for all existing structures designated for preservation, along with a comprehensive facilities assessment inventory. Additionally, involvement of regional academic institutions with digital twin/BIM modeling should be considered, along with other elements of the expected scope where possible.

- **Reality Capture & 3D Documentation: High-resolution terrestrial and aerial scans**
- **Interactive & Visual Data: 360 panoramas and aerial videos**
- **Live & Interactive Digital Twins: 3D models and Scant-to-BIM deliverables**

**d. Economic Conditions and Policies Analysis:**

To eventually identify future uses of the campus and determine financial feasibility, it is important that the consultant has a strong understanding of our local and regional economy and market conditions. The awarded respondent will need to demonstrate a strong aptitude in economic development, real estate development, development finance, public grants and programs, cost estimating, forecasting project income and scenario modeling. The awarded consultant must demonstrate experience conducting/analyzing market research, reviewing existing plans, reports, policies, ordinances, and requirements that are relevant to the redevelopment of the campus.

**e. Land-use Planning and Analysis:**

The consultant will be expected to propose and develop a list of infrastructure, policies, and mitigating actions for various land-use issues, such as

- i. Population demographics and trends





- ii. Natural environmental features, resources, and conditions.
- iii. Policy analysis
- iv. Community facilities, infrastructure, amenities, and public spaces/access
- v. Transportation infrastructure, circulation, ped/bike infrastructure, safety and security.
- vi. Urban design features, resources, and biophilic design
- vii. Assessment of existing plans, policies, ordinances and uses.

**f. Visioning and Goal Setting:**

Through an iterative process that begins with data collection and community engagement, the awarded consultant will need to distill a vision and set of project goals/priorities that will guide the redevelopment planning process, capital investments, temporary uses on campus, and the outreach and selection of new users and industries to occupy and purchase/lease property on campus. Including but not limited to the following:

**Educational and Cultural Hub**

- Community College or Trade School: Partner with local educational institutions to establish a satellite campus focused on workforce development.
- Cultural Center: Repurpose existing auditoriums and galleries into venues for performing arts, exhibitions, and community events.
- NYS ON-RAMP: Collaborate with the Center for Economic Growth (CEG) and Empire State Development (ESD) to implement Governor Hochul’s flagship workforce development policy on the Saint Rose campus, one of three program locations the Governor selected earlier this month. Each workforce development training center will be based on the highly successful model developed by the Northland Workforce Development Training Center in Buffalo, NY.

**Mixed-Income Residential Development**

- Affordable Housing: Convert dormitories into affordable housing units for families, students, and seniors.
- Market-Rate Apartments: Develop new housing options to attract young professionals and middle-income residents.
- 55+ Housing Development: Design a dedicated residential community tailored for active adults aged 55 and older, offering amenities and services to support independent living and foster a sense of community.

**Commercial and Retail Spaces**

- Local Government Access: Relocation of select County Office functions
- Local Business Incubator: Create spaces for startups and small businesses, particularly those aligned with sustainability and technology.



- Retail and Dining: Incorporate cafes, restaurants, and retail stores to serve both residents and visitors.

### **Public Spaces and Recreation**

- Parks and Green Spaces: Transform underutilized areas into parks and recreational facilities.
- Community Gardens: Provide opportunities for urban agriculture and community engagement.

### **Health and Wellness Facilities**

- Health Clinic: Partner with local healthcare providers to offer primary care and wellness services.
- Fitness and Recreation: Upgrade pool, gymnasiums and athletic facilities for public use.

#### **g. Prepare an Interactive Map which will allow multiple, customizable use scenarios for the buildings and the land:**

The consultant will be expected to prepare and present land use scenarios that satisfy public priorities, address future development goals and demonstrate financial feasibility based on accurate financial modeling. The analysis of the conceptual scenarios should also include some degree of conceptual rendering and visual representations that can help the public better understand the proposals.

Approximate cost estimations and financial analysis should be presented along with economic benefits and key performance indicator projections to aid in the selection or refining of any or all the development scenarios. The resulting deliverable should include a recommendation of preferred land uses and a site plan to the steering committee and board of directors for further investigation and refining.

#### **h. Connectivity Planning:**

Due to the interconnectivity of the campus with the surrounding neighborhood and its proximity to downtown Albany, various institutions, destinations, services, and neighborhoods, the consultant will be expected to provide connectivity planning and design, including: bicycle, pedestrian, public transportation, parking and other related modalities.

#### **i. Comprehensive Planning:**

While it's difficult to assume how far the planning process should go towards promoting or restricting uses as identified, it is anticipated that some the consultant will assist in developing a development and financing strategy that identifies what actions will result in the greatest return in the form of highest and best uses, economic impact, meeting community and market needs, and generating the greatest economic return for the cost of the acquisition and project planning. For the final deliverables, it is anticipated that some combination of the following will be expected based on the recommendation of the consultant, stakeholders and the board of directors:

- i. Design and Development Documentation:



- ii. New Zoning and land use ordinances as part of a PUD or overlay district for the campus
- iii. Conservation and open space planning and policy creation
- iv. Development finance and funding policies, including incentives, programs, and new products to further attract and developers, home owners, and businesses.
- v. Small business incentives, support and policies.
- vi. Quality of Life measures, policies, and programs.

j. [Interactive Project Dashboard:](#)

The selected consultant will be required to develop a secure, web-based interactive project dashboard that serves as the central hub for project data, planning insights, and stakeholder engagement. This dashboard must support both public-facing content for outreach and engagement as well as private, secure access for internal deliberations and decision making. It should feature interactive mapping, dynamic data visualization, scenario-planning tools, and geospatial integration of structured data such as point clouds, ensuring real-time exploration of redevelopment strategies and project milestones.

## 7. PROPOSAL SUBMISSION REQUIREMENTS

Interested firms are requested to submit a proposal that includes the following information:

- a. [Executive Summary:](#) A clear and concise summary of the respondents' interest in being awarded a contract for this RFP that demonstrates an understanding of the project scope and desired results.
- b. [Firm Profile:](#) Detailed information on the firm, including relevant experience, key personnel, and resources. Respondents should highlight any areas of expertise that are relevant to the project and tie it back to a particular challenge facing the College of Saint Rose project.

If you are responding as a team, please identify the lead respondent, the subcontracted they will contract with, and the history of their relationship working together. Respondents must include the same information for co-applicants and/or subcontractors who, as part of the responding team, will be responsible for completing any of the anticipated scope for this project.

- c. [Project Team:](#) Identify by name each of the team members who will be assigned to this project and provide a brief background for each, including relevant experiences, qualifications, and specify what role they will fill on the project.
- d. [Project Approach:](#) Description of the proposed approach and scope from beginning to completion of the project
- e. [Project Schedule:](#) Respondents are expected to provide a preliminary schedule, including the estimated start and end date of high-level tasks, project milestones, deliverables and





presentations. If a task is recurring such as attendance at neighborhood meetings, or similar, please provide the frequency and estimated total number of occurrences.

- f. **Experience and References:** Briefly describe any similar projects your firm and/or specific team members have successfully completed, and provide references, a short, summarized scope, proposed and final total budget numbers (total amount proposed during the procurement or hiring process and total all-in amount paid by the client upon final completion) and outcome (whether the goal of the project was realized or not).
- g. **Cost Proposal:** Respondents must submit a detailed cost proposal including all fees, hourly rates, and reimbursable expenses, to complete the project as detailed in the project approach section above.

## 8. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- a. **40% - Approach to Project:** Ability to develop, communicate, and manage a comprehensive (and efficient) project scope and to recognize and solve for when and how specific situations require professional expertise, specialized skillsets, and even certain personalities to smoothly implement an iterative/reductive planning process.
- b. **20% - Team Expertise:** The qualifications and experience of the personnel assigned to the project.
- c. **20% - References:** Feedback from the references provided in the response regarding past performance and relevancy of that project in predicting the likeliest outcome of our own if selected.
- d. **20% - Schedule & Fee Proposal:** Competitiveness and clarity of the proposed schedule and fee structure.

## 9. SUBMISSION INSTRUCTIONS

**All proposals must be received by 4:00 pm on March 28, 2025.** Late submissions will not be accepted. Proposals should be submitted in both electronic and printed formats:

Electronic format should be submitted via email, link to a shared document that can then be downloaded, or by delivering a physical digital storage device (memory stick) to the following contact person:



**Dylan Turek  
Senior VP of Development  
Advance Albany county Alliance  
111 Washington Ave., Suite 100  
Albany, NY 12210  
dturek@advancealbanycounty.com**

5 printed copies of the response should be submitted to the same contact person due at the same time and date as the electronic version.

Proposals must be clearly labeled “Proposal to ACPHLA for Comprehensive Redevelopment Planning Services at the Saint Rose Campus” and include the RFP Number in the subject line.

## **10. RFP TIMELINE**

The following timeline applies to this RFP:

- a. RFP Issued: February 24, 2025
- b. Deadline for Questions: March 12, 2025
- c. Proposals Due: March 28, 2025
- d. Interviews (if necessary): Week of March 31, 2025
- e. Notification of Selected Firm: Week of April 14, 2025

## **11. GENERAL TERMS AND CONDITIONS**

The issuance of this RFP constitutes an invitation to present proposals only. The ACPHLA reserves the right at its sole discretion to seek additional information or clarification on any proposal, to negotiate underwriting fees with any respondent once selected, score the responses in its sole discretion and to reject any and all proposals with or without cause. Under no circumstances will the ACPHLA have any liability to any respondents for any costs or expenses incurred in connection with this RFP or any response thereto. The ACPHLA will respect the confidential nature of the proposals and will restrict their distribution to the ACPHLA, its board members, and Albany County officials. The ACPHLA reserves the right to reject any and all proposals, waive any irregularities, and modify or cancel this RFP at any time.

## **12. INDEMNIFICATION**

The selected firm will be required to defend, indemnify and save harmless the ACPHLA and its members, officers, employees, and agents, from and against all claims, damages, losses and expenses (including



without limitations, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the selected firm, its employees or agents.

### **13. SPECIFICATION CLARIFICATION**

All inquiries with respect to this RFP shall be directed to the individual referenced in Section 9 above.

### **14. INSURANCE AND SECURITY REQUIREMENTS**

- a. The selected firm will be required to procure and maintain at its own expense the following insurance coverage:
  - i. Workers' Compensation and Employer's Liability Insurance: A policy or policies providing protection for the proposer's employees in the event of job-related injuries.
  - ii. Commercial General Liability Insurance and Automobile Liability Insurance (owned and non-owned) in amounts of not less than \$1,000,000 per occurrence
  - iii. Professional Liability Insurance: A policy or policies with limits of not less than \$2,000,000.
- b. All insurance must be issued by an insurer licensed to do business in the State of New York and must have an A.M. Best rating of not less than "A". Each policy of insurance shall be written on an occurrence basis and be in form and content satisfactory to the ACPHLA and shall provide that: (i) ACPHLA shall be named as certificate holder and additional insured on a primary and non-contributing basis; (ii) the insurance policies shall not be changed or cancelled until the expiration of thirty (30) days after written notice to the ACPHLA; (iii) the insurance policies shall be automatically renewed upon expiration and continued in force unless ACPHLA is given sixty (60) days written notice.
- c. No work shall be commenced under the contract until the selected proposer has delivered to the ACPHLA proof of issuance of all policies of insurance required by the contract to be procured by the selected proposer. If at any time, any of said policies shall be or become unsatisfactory to the ACPHLA, the selected proposer shall promptly obtain a new policy and submit proof of insurance of the same to the ACPHLA for approval. Upon failure of the selected proposer to furnish, deliver and maintain such insurance as above provided, this contract may, at the election of the ACPHLA, be forthwith declared suspended, discontinued or terminated. Failure of the selected proposer to procure and maintain any required insurance, shall not relieve the selected proposer from any liability under the contract, nor shall the insurance requirements be constructed to conflict with the obligations of the selected proposer concerning indemnification.
- d. If at any time, such insurance policies are discontinued, or altered, for foreseen or unforeseen reasons, the selected proposer must promptly notify the ACPHLA and obtain new insurance meeting all requirements.





- e. In the event of an aforementioned discontinuance, or the failure to promptly obtain new insurance, the ACPHLA may elect to suspend, discontinue, or terminate this contract.
- f. All liability stemming from, or related to, an aforementioned discontinuance will be borne by the selected proposer of this contract; and the ACPHLA will be indemnified in accordance with the terms and conditions in Section 12.

## **15. DISCLOSURE**

The selected firm(s) hereby agree that they shall disclose in advance any professional services to developers, businesses, or residents of the City of Albany for projects within the City during the terms of the Agreement with the ACPHLA.

## **16. NON-COLLUSIVE PROPOSAL CERTIFICATE AND ACKNOWLEDGMENT**

Each proposer shall complete and submit with its, his, or her response the “Non-Collusive Proposal Certificate” attached as Schedule A to this Request for Proposal.

## **17. BIDDER INFORMATION AND CERTIFICATION REQUIRED PURSUANT TO NEW YORK STATE FINANCE LAW §§139-j AND 139-k**

Each proposer shall complete and submit with its, his, or her response the “BIDDER INFORMATION AND CERTIFICATION REQUIRED PURSUANT TO NEW YORK STATE FINANCE LAW §§139-j AND 139-k” attached as Schedule B to this Request for Proposal.

## **18. PROCUREMENT FORMS AND REQUIREMENTS**

Additional requirements for this RFP are described below. Relevant statements, where required to be submitted, must be executed and included as follows:

- a. Iran Divestment Act: By submission of a response to this RFP, “each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.” The list in question is maintained by the New York State Office of General Services. For further information and to view this list please go to: <https://ogs.ny.gov/system/files/documents/2019/09/IranDivestmentActListofEntities.pdf>. If in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the response a signed statement which sets forth in detail the reasons therefor.
- b. Non-Discrimination and Diversity Requirements: Pursuant to Federal laws and regulations and the New York State Executive Law Article 15-A, the ACPHLA recognizes its obligation under the



law to prevent discrimination on the grounds of race, sex, creed, color, religion, national origin, sexual orientation, gender, age, disability, marital or domestic partner, or English proficiency and to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of its contracts.

- c. Further, by submission of a proposal in response to this RTRFP request, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that:

*“The respondent/contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, sex, creed, color, religion, national origin, sexual orientation, gender, age, disability, marital or domestic partner, or English proficiency in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The respondent/contractor will not participate directly or indirectly in the discrimination prohibited by the federal, state and local laws and regulations, including employment practices. In all solicitations, either by competitive bidding, or negotiation made by the respondent/contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the respondent/contractor of the respondent/contractor’s obligations under this Statement and the federal, state and local laws and regulations relative to non-discrimination on the grounds of race, sex, creed, color, religion, national origin, sexual orientation, gender, age, disability, marital or domestic partner, or English proficiency.”*

## 19. SUBMISSION REQUIREMENTS

- a. All proposers shall be required to submit a complete Proposal. As outlined in this Request for Proposal, all Proposals shall include the following completed forms:
- i. Response to Request for Proposals as outlined in Section 7.
  - ii. Non-Collusive Proposal Certificate and Acknowledgment Form as outlined in Section 16.
  - iii. Bidder Information and Certification Required Pursuant to New York State Finance Law §§139-j and 139-k as outlined in Section 17.
  - iv. An acknowledgment of understanding that by submitting a response the proposer certifies under penalty of perjury the above Iran Divestment Act statement, as outlined



in Section 19.a and the Non-Discrimination and Diversity statement, as outlined in Section 18.b.

- b. Failure to include all the above items may result in the proposal being considered nonresponsive.

## 20. SPECIFICATION CLARIFICATION

- a. All inquiries with respect to this Request for Proposals shall be directed to the following individual contact person at the address provided:

**Dylan Turek**  
**Senior VP of Development**  
**Advance Albany County Alliance**  
**111 Washington Ave**  
**Suite 100**  
**Albany, NY 12210**  
[dturek@advancealbanycounty.com](mailto:dturek@advancealbanycounty.com)

- b. All questions about the meaning or intent of the specifications shall be submitted in writing to the person designated in 20(a) above. Replies will be posted via the Advance Albany County Alliance website: [www.advancealbanycounty.com](http://www.advancealbanycounty.com), along with the electronic version of this RFP, and on the **New York State Contract Reporter**. Questions received less than four (4) business days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.
- c. In addition, any changes, additions or deletions to this RFP will also be posted on the Advance Albany County Website: [www.advancealbanycounty.com](http://www.advancealbanycounty.com), along with the electronic version of this RFP, and on the **New York State Contract Reporter**. Respondents are urged to check the ACPHLA's website frequently for notices of any clarification of or changes, additions, or deletions to this RFP.

*Pursuant to State Finance Law §§139-j and 139-k, this RFP includes and imposes certain restrictions on communication between the ACPHLA and an Offeror/bidder during the procurement process. An Offeror/bidder is restricted from making contacts from the earliest notice of intent to solicit offers (in this instance, the release of this RFP) through final award and approval of the resultant contract by the ACPHLA ("restricted period") to anyone except the individual designated in 17(a) above unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). ACPHLA employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offeror/bidder pursuant to State Finance Law §§139-j(7). Certain findings of non-responsibility can result in rejection for contract award and in*



*the event of two findings within a 4 year period, the Offeror/bidder is debarred from obtaining governmental Procurement Contracts.*

## **21. CONTRACT TERMINATION**

New York State Law §139-k(5) provides that every procurement contract award subject to the provisions of State Finance Law §§139-k and 139-j shall contain a provision authorizing the ACPHLA to terminate the contract in the event that the certification is found to be intentionally false or intentionally incomplete. An example of such language is provided below:

*The ACPHLA reserves the right to terminate this contract in the event it is found that the certification filed by the Offeror in accordance with New York State Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the ACPHLA may exercise its termination right by providing written notification to the Offeror in accordance with the written notification terms of this contract.*





**SCHEDULE A. NON-COLLUSIVE PROPOSAL CERTIFICATE**

By submission of this Proposal, each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint Proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- a. The prices in the Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer or with any competitor;
- b. Unless otherwise required by law, the prices which have been quoted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to the opening, directly or indirectly, to any other Proposer or to any competitor; and
- c. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

\_\_\_\_\_ (date)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (name and title)

(name of firm)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ ) SS:

On the \_\_ day of \_\_\_\_\_, 2024, before me, the undersigned, a notary public in and for said state, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this document and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature, the individual or the person/entity upon behalf of which the individual acted, executed this document.

\_\_\_\_\_  
Notary Public



**SCHEDULE B. BIDDER INFORMATION AND CERTIFICATION REQUIRED PURSUANT TO NEW YORK STATE FINANCE LAW §§139-j AND 139-k**

- a. **Compliance with NYS Finance Law §139-j.** Offeror affirms that it understands and agrees to comply with the procedures of the ACPHLA relative to permissible Contacts as required by State Finance Law §139-j.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

- b. Offeror Disclosure of Prior Non-Responsibility Determinations.

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

\_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Person Submitting this Form: \_\_\_\_\_

Date: \_\_\_\_\_

- i. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

c. No                      Yes





(Add additional pages as necessary)





- d. **Bidder Certification.** I certify that all information provided to the ACPHLA with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_