

**REQUEST FOR PROPOSALS**  
**Sherman Street Parking Lot Project:**  
**Grading, Excavation, Paving and Striping, and Retaining Wall**

**PROPOSALS DUE:**

**October 31, 2024**

**RFP**

This RFP has been developed specifically for the Legal Aid Society of Northeastern New York to develop a parking lot (Grading, Excavation, Paving and Striping, and Retaining Wall) on Sherman Street, Albany NY.

**Legal Aid Society of Northeastern New York**

**REQUEST FOR PROPOSALS**

**Sherman Street Parking Lot Project: Grading, Excavation, Paving and Striping, and Retaining Wall**

Issued: September XXX 2024

Designated Contacts for this Procurement:

For Project Specific Clarifications:

Marshall Coulter

Phone: (518) 533-5926

Email: [MCoulter@Lasnny.org](mailto:MCoulter@Lasnny.org)

**SECTION 1: PURPOSE**

The Legal Aid Society of Northeastern New York (LASNNY) is seeking qualified firms for establishment of a parking lot on Sherman Street in the City of Albany.

LASNNY provides equal employment opportunities and bids from Minority Business Enterprises and Women's Business Enterprises are highly encouraged.

**SECTION 2: RECEIPT OF PROPOSALS:**

2.1 Anticipated Procurement Schedule:

Issue RFP: September XX, 2024

Proposals Due: October 31, 2024

2.2 One (1) electronic copy in Portable Document Format (PDF) of the Proposal must be submitted no later than **October 31 at 5:00pm EST** at the following addresses:

Nic Rangel, [e.n.rangel@lasnny.org](mailto:e.n.rangel@lasnny.org) and Marshall Coulter at [mcoulter@lasnny.org](mailto:mcoulter@lasnny.org)

2.3 Each proposal submitted will be the document upon which LASNNY will make its initial judgment regarding each proposer's qualifications, methodology, and ability to provide the requested services.

- 2.4 Those submitting proposals do so entirely at their own expense. There is no express or implied obligation by LASNNY to reimburse any entity, firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by LASNNY, or participating in any selection interviews.
- 2.5 Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.
- 2.6 LASNNY reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, negotiate potential contract terms with any respondent to this RFP, have discussions with any respondent to this RFP to correct and/or clarify responses which do not conform to the instructions contained herein and to disregard all non-conforming, non-responsive or conditional proposals.
- 2.7 LASNNY reserves the right to award the services, in whole or in part, to one or more entities, firms and/or individuals.
- 2.8 Any award of the services shall be conditioned on the later execution of a formal written contract. LASNNY reserves the right to revoke or rescind any award at any time prior to the full execution of a formal written contract.
- 2.9 Do not submit marketing materials.

### **SECTION 3: QUALIFICATIONS OF PROPOSER:**

- 3.1 Each proposer shall provide a statement of qualifications including:
1. A brief history and description of the entity/firm submitting the proposal.
  2. Identification of the entity/firm's professional staff members who will be assigned to this engagement if the entity/firm's proposal is selected. Specify a project manager and contact person to coordinate the services for LASNNY.
  3. Proof proposer at all times obtains and maintains all licenses, if required by Federal, State and Local Laws, to perform the services contemplated by this Agreement.
  4. At least three (3) references, including addresses and telephone numbers.
  5. A signed cover letter from a person within the entity/firm who is authorized to make representations on behalf of the firm and to bind the entity/firm.
  6. A summary of the entity/firm's general experience in providing similar services.

7. Any additional information which would serve to distinguish the entity/firm from other entities/firms submitting proposals.
- 3.2 LASNNY may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposers shall promptly furnish all information and data for this purpose as may be subsequently requested by LASNNY.

#### **SECTION 4: SCOPE OF SERVICES:**

- 4.1 This RFP requests proposals from qualified vendors for establishment of a 44 stall parking lot on 9 vacant lots located on Sherman Street, Albany, NY (69, 71, 73, 77, 79, 81, 83, 83.5, and 85 Sherman Street) encompassing roughly .47 acres.
- 4.2 Work to be performed shall include, but shall not be limited to, excavation, grading, milling, retaining wall construction, utilities, stormwater management practices, erosion and sediment control, paving, curbing, lighting, landscaping, striping, traffic control measures, winter conditions, and other general conditions.
- 4.3 All work shall conform in all respects with the “Record Plan” prepared by Lansing Engineering, P.C., dated December 19, 2022, entitled “Legal Aid Society Parking Expansion”, as approved by the City of Albany Planning Board on November 29, 2022 as Development Plan Review # 0138.
- 4.4 Contractor shall be responsible for coordinating with all relevant agencies and utility providers, including but not limited to the City of Albany, National Grid, and telecommunication provider(s).
- 4.5 Contractor must provide an accurate construction schedule and set forth anticipated procurement dates for essential elements of the project, including retaining wall construction, binder course paving, top course paving, and anticipated completion date.
- 4.6 Contractor must coordinate with LASNNY to schedule access to the work area at least one (1) week prior to commencement of work in order to ensure that staff and visitors can make other arrangements for parking.

#### **SECTION 6: COST PROPOSAL:**

- 6.1 Please provide a cost proposal for providing all of the services referenced above, which shall contain itemized pricing and a statement of values to the maximum extent possible. Lump sum pricing is discouraged.
- 6.2 Clearly set forth in detail any and all exclusions, if any, and any additional expenses for which you expect to be reimbursed. The proposal shall state that any payments above and beyond the proposed contract value shall only be made pursuant to a valid change order

with prior written consent by LASNNY.

## **SECTION 7: PROPOSAL EVALUATION:**

- 7.1 Proposals shall remain valid until the execution of a contract by LASNNY.
- 7.2 Proposals shall be examined and evaluated by LASNNY to determine whether each proposal meets the requirements of this RFP. A recommendation will be made to the Executive Director and Board of Directors for a contract award based on the following criteria:
- Proposer's demonstrated capabilities, professional qualifications, experience, character, reputation, training, and efficiency. The wherewithal of the proposer(s) to render the requested services to LASNNY in a timely fashion. Total proposed cost. Completeness of the proposal. Status as a MWBE, service-disabled veteran owned, small business, or local business. Quality of the material and services offered.
- 7.3 The selection of a proposal will not be based solely on a monetary evaluation.

## **SECTION 8: ALTERNATIVES:**

- 8.1 Proposals may include alternative matters or items not specified or requested in this RFP. However, all such alternative matters or items must be listed separately from the proposal and the cost(s) thereof must be separate and itemized.

## **SECTION 9: INDEMNIFICATION:**

- 9.1 The selected proposer will be required to defend, indemnify, and save harmless LASNNY, its 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 intentional act or omission of the selected proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses, and expenses.

## **SECTION 12: INSURANCE AND SECURITY REQUIREMENTS:**

- 12.1 The selected proposer will be required to procure and maintain at their own expense the following insurance coverage:
- (a) Workers' Compensation and Employer's Liability Insurance: Must show evidence of Worker's Compensation insurance at State statutory limits, a policy or policies providing protection for employees in the event of job-related injuries;
  - (b) Commercial General Liability (CGL): A policy or policies of comprehensive general liability insurance of general liability limits of \$1,000,000 per occurrence/\$2,000,000 aggregate;

- (c) Excess/Umbrella Insurance: A policy or policies of insurance with limits of \$2,000,000 per occurrence/\$2,000,000 aggregate.
- (d) Automobile Liability Insurance: In the event that Respondent is using a vehicle in business, a policy or policies of comprehensive automobile liability insurance with limits of not less than \$1,000,000 for each accident because of bodily injury, sickness, or disease, including death at any time, resulting therefrom, sustained by any person caused by accident; and a policy or policies with limits of not less than \$1,000,000 for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of any automobiles, including owned, non-owned and hired.
- (e) Certificate of Disability Benefits Insurance: A policy of Disability Insurance, Disability Self-Insurance or Attestation of Exemption.

12.2 Each policy of insurance required shall be in form and content satisfactory to the General Counsel, and shall provide that:

- (a) LASNNY is named as an additional named insured **on a primary and non-contributing basis**.
- (b) The insurance policies shall not be changed or cancelled until the expiration of thirty (30) days after written notice to LASNNY.
- (c) The insurance policies shall be automatically renewed upon expiration and continued in force unless LASNNY is given sixty (60) days written notice to the contrary.

12.3 No work shall be commenced under the contract until the selected proposer has delivered to LASNNY 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 LASNNY, the selected proposer shall promptly obtain a new policy and submit proof of insurance of the same to LASNNY for approval. Upon failure of the selected proposer to furnish, deliver and maintain such insurance as above provided, the Contract may, at the election of LASNNY, 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.

### **SECTION 13: CONFLICT OF INTEREST AND CONFIDENTIALITY ACKNOWLEDGMENT:**

13.1 Each proposer shall complete and submit a conflict of interest agreement and confidentiality agreement included with this RFP.

### **SECTION 14: BIDDER RESPONSIBILITY AND NYS FINANCE LAW CERTIFICATION**

- 14.1 Each proposer shall complete and submit with its or their proposal the “Bidder Certification” and the “Disclosure of Prior Non-Responsibility Determinations” forms included with this RFP.
- 14.2 Each proposer shall complete and submit with its or their proposal the Vendor Responsibility Questionnaire, which can be found online: <https://www.osc.ny.gov/state-vendors/vendrep/not-profit-construction-questionnaire>

## **SECTION 15: PROCUREMENT FORMS AND REQUIREMENTS:**

- 15.1 Additional requirements for this RFP are described below. Relevant statements, where required to be submitted, must be executed and included in the submission in the following order: 1. Iran Divestment Act Statement and 2. Non-Discrimination and Diversity Requirements.
- 15.3 Non-Discrimination and Diversity Requirements:

LASNNY 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 LASNNY contracts.

In furtherance of these rules and principles, LASNNY highly encourages the participation of certified minority and women-owned business enterprises (“MWBE”) at the NYS goal levels and the employment of minority groups’ members and women in the performance of its contracts. LASNNY hereby notifies all Contractors submitting a proposal that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, sex, creed, color, religion, national origin, sexual orientation, gender, age, disability, marital or domestic partner, or English proficiency in consideration for award.

## **SECTION 16: SUBMISSION REQUIREMENTS:**

- 16.1 All Proposers shall be required to submit a complete proposal. As outlined in this RFP, all proposals shall include the following:
- A) Statement of Qualifications
  - B) Cost Proposal
  - C) An acknowledgment of understanding that by submitting a bid the proposer certifies under penalty of perjury the above Non-Discrimination and Diversity statement.
  - D) Bidder Responsibility and NYS Finance Law Certification form as outlined in

Section 14.

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