



REQUEST FOR PROPOSALS (RFP)

Building a Tactical Revitalization Plan for Downtown Albany, NY

February 11, 2013

RFP prepared by Capitalize Albany Corporation

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Section 1: Overview

Capitalize Albany Corporation, with the assistance of the City of Albany and Downtown stakeholders, is seeking an innovative multi-disciplinary consultant team to 1) craft a clear vision for the revitalization of downtown Albany, 2) develop a detailed tactical market-driven revitalization plan, 3) create the Corning Preserve Phase 2 Master Plan and 4) provide preliminary assistance with the implementation of the plan to ensure the achievement of the vision.

It is expected that the breadth and depth desired for this plan will require a dynamic, multi-disciplinary team capable of providing bold, creative and actionable recommendations that honor Downtown Albany's rich history, capitalize on current momentum and maximize its future potential as the heart of New York State's "Tech Valley." The plan will bring Downtown's diverse stakeholders together to build a vision for the plan area's future and commit to strategies that will achieve cross-sector success.

The tactical plan will be an inspiring document that, through its implementation, will position Downtown's future as the ideal urban center – a strong economic hub, a vibrant neighborhood and a modern, dynamic destination. The objectives and strategies built into the plan should focus on attracting a new generation of talent and organizations in addition to strengthening and revitalizing the built environment. The plan will capitalize on the City's 400-year history and its inherent assets, while identifying a target niche that appeals to modern urban sensibilities and maximizes local impact of Tech Valley's technological boom.

Implementation of the plan will create an environment that grows the tax base and attracts and retains workforce talent and commercial enterprises; young professionals, families and empty-nesters; residential developers; new businesses and retailers; and entertainment venues. The action-oriented, market driven plan will strengthen Downtown's identity and economic vitality.

Section 2: Tactical Plan Area

The scope of this plan will include the greater Downtown Albany area, which builds upon the boundaries of the Downtown Albany Business Improvement District. The plan area includes the City's historic central business district as well as incorporating the Hudson riverfront and increasingly active North Warehouse district – two unique opportunities to increase the vitality of the plan area and grow the tax base.

Within the boundaries lie new commercial office buildings; significant historic architectural structures; centers of state, county and local government; diverse arts and entertainment destinations; world-class dining establishments; newly-developed residential offerings; parks and recreation facilities; and access to the Hudson River. The plan area also includes several exciting development opportunity sites and underutilized buildings with potential for re-use.

Downtown Albany is surrounded by the historic, mixed-use neighborhoods of Arbor Hill, Sheridan Hollow, Capitol Hill, Center Square and the South End. The connections between these neighborhoods and Downtown will be recognized by the plan, and recommendations for maximizing the neighborhoods' relationships to the plan area will be made.

The Downtown Albany tactical plan preliminary map (page 16) illustrates the study area, surrounding neighborhoods, and key nodes and corridors within the district. The Downtown investment map (page 17) highlights major projects developed or underway throughout Downtown that will serve as the foundation for future revitalization.

Section 3: Scope of Work

The components outlined below should serve as a guide to the development of proposed services and deliverables. The consultant's proposal shall define specific services and deliverables according to the consultant team's approach to the tactical planning process. The proposal may include services and deliverables outside of the components outlined below given that they comply with the "Cost Proposal" guidelines in Section 4.

A) Existing Conditions Analysis

Downtown Albany, like other downtowns across the country, is shaped by a complex array of economic, social, and environmental factors. It is from the comprehension of the critical and relevant trends and factors affecting the City's opportunities and challenges that the foundation of the plan will be built.

The consultant will be expected to collect, analyze, and report on information related to existing demographic, socio-economic, and psychographic trends; existing real estate market, including office, retail, and residential – including supply and demand, cost/rental rates, vacancy rates, absorption rates and capture rates; existing competition with other downtowns (local and regional); existing fiscal responsibilities and tax structure; existing available financial assistance options; existing branding, marketing, and promotion efforts; existing quality of life issues including, open space/public parks, entertainment, and cultural; existing infrastructure, transportation, and parking; existing underutilized/available spaces by typology; and existing physical conditions, including land use, density, size, and ownership.

As part of the Existing Conditions Analysis, the consultant shall review, assess and incorporate, as appropriate, the following plans, studies, and items in their process:

- Capitalize Albany Plan
- Albany 2030 Comprehensive Plan
- Corning Preserve Phase I/Albany Riverfront Plan
- Brownfield Opportunity Area Assessment
- Arbor Hill Neighborhood Plan
- South End Neighborhood Plan (Capital South)
- Bicycle Master Plan
- Capital Region Regional Economic Development Plan

The consultant shall also review, and incorporate as appropriate, relevant information provided by the following project partners in the consultant's process:

- Capitalize Albany Corporation
- City of Albany, NY
- Downtown Albany BID
- City of Albany Dep't of Development & Planning
- The Mayor's Office of Energy & Sustainability
- Albany County Convention Visitors Bureau
- Albany Colonie Regional Chamber of Commerce
- Albany Convention Center Authority
- Times Union Center
- Palace Theatre
- Capital Repertory Theatre
- Center Square Neighborhood Association
- Mansion Neighborhood Association
- South End Neighborhood Association
- Ten Broeck Neighborhood Association
- Washington Square Neighborhood Association
- Capital District Transportation Authority (CDTA)

The work completed as part of the Existing Conditions Analysis shall compile all necessary data to properly inform the implementation section of the plan and serve as a baseline from which implementation progress will be measured.

Key Deliverable(s):

- Summary of existing conditions and comparative analysis
- Summary of opportunities and challenges
- Market analysis report(s) (residential, retail, office, etc.)

Potential Optional Deliverable(s):

- Existing financial resources report
- Existing organizational capacity report

B) Stakeholder Engagement

The success of this plan will depend on the buy-in from stakeholders earned through a transparent and participatory process. The stakeholder engagement process should be specifically designed to be accessible, understandable, and attractive to all participants. This will be achieved through providing creative opportunities for stakeholder input, as well as presenting complex concepts in a manner that can be easily digested and will ignite the imagination.

The consultant will be expected to engage and collect data/information from stakeholders through a variety of means including, but not limited to, digital and print media; interviews, focus groups, public meetings, and surveys; and/or other creative means. The consultant will collect other data/information as needed based on the analysis of existing data/information and the results of community involvement in interviews, focus groups, public meetings, surveys, and/or other creative means. The consultant shall convene, as needed, action teams/working groups to provide targeted input to thematic/geographic areas. The consultant shall create a detailed stakeholder communications/messaging plan as well as define communication flows between the consultant team and the Capitalize Albany tactical plan committee, staff and action teams/working groups. The consultant is expected to collect all data/information necessary through stakeholder engagement to ensure a high-quality, innovative, market driven plan with broad-based community support.

The Stakeholder Engagement component shall incorporate feedback provided by the community during a series of six Stakeholder Forums held by Capitalize Albany Corporation throughout the last six months.

Key Deliverable(s):

- Stakeholder engagement/communications/messaging plan
- Execution of stakeholder engagement plan
- Summary of stakeholder feedback

Potential Optional Deliverables:

- Public charrette
- Website/social media/crowd sourcing
- Media relations plan

C) Vision & Goals

The tactical plan must clearly present a bold, forward-thinking, long-range, collective vision for Downtown Albany that is rooted in the potential demonstrated by the Existing Conditions Analysis and feedback provided by local stakeholders and defines success. This plan should serve as a blueprint of how to build from prior successes, maximize existing potential and define what Downtown should be striving toward throughout the next decade. In other words, this plan should not only show *how* to take Downtown Albany's renaissance to the next level – but also *define* what the next level should be. This clear vision is essential to the success of the tactical plan. It will be the driving motivation for stakeholders to be involved in the planning process as well as carrying out the implementation plan. This vision should rally the Downtown community – as well as the region – to think about Downtown in a new light and strive toward achieving the goals laid out in the plan.

The consultant will be expected to work to provide the overall principles that will guide the plan over time, and provide compelling motivation for stakeholder involvement in the plan and its implementation.

Key Deliverable(s):

- Concise and compelling vision statement
- Visual representation of the Downtown vision.

D) Corning Preserve Phase 2 Master Plan

Albany has developed many plans for various parts of its waterfront. The Corning Preserve, sandwiched between I-787 and the Hudson River, occupies the prime location on Albany's riverfront. In strategic terms, it represents the single most important opportunity for the city's downtown waterfront and merits a thoughtful and open-minded analysis of its rightful future. Because of the waterfront's importance to the future of Albany and its place in the region, this analysis should begin by exploring the "big choices" facing the city as it looks to improve this site. The park as it stands is lovely and popular, but begs the question as to whether it truly measures up to the full potential of its premier setting along the Hudson riverfront of the capital of the Empire State.

Following the distribution of the Request for Qualifications (RFQ), the City of Albany approached Capitalize Albany Corporation to leverage an existing pool of funding, provided in part by New York State Department of State (DOS) under Title 11 of the Environmental Protection Fund (EPF), for the creation of a Master Plan for Corning Preserve Phase 2 improvements. Work under Phase 2 complements and builds on work completed under Phase 1 and lays the groundwork for design and construction of the "Performance Place" project as well as future waterfront enhancements. Phase 1 improvements were completed in August 2002 and included the Hudson Riverway that provides pedestrian access from downtown over I-787 to the Corning Preserve, an amphitheater, waterfront esplanade, visitor's center and landscaping. The design and construction of the Phase 1 improvements were supported through previous EPF awards.

As anticipated in the original contract with DOS, the City of Albany will coordinate with Capitalize Albany Corporation (formerly Albany Local Development Corporation) on project management, coordinating schedules and meetings, and acting as a liaison to government agencies. Because of this nexus and the inseparable connection between the success of Downtown and the Hudson waterfront, this project has been folded into the overall Downtown tactical plan in order to create efficiency, maximize results and leverage the overall visioning process and implementation recommendations that will be created through the tactical planning process.

This Master Planning process should integrate seamlessly into the overall Downtown tactical planning initiative. Due to the specific requirements of the DOS program, however, the Waterfront Master Plan must also serve as a stand-alone document and satisfy DOS compliance guidelines. As such, the selected consultant team will be required to execute a separate written agreement with the City of Albany for the creation of the Corning Preserve Phase 2 Master Plan and meet all DOS grant requirements.

The successful consultant team will generate both the full tactical plan as well as the Corning Preserve Phase 2 Master Plan document. While tactical plan work related to the Hudson waterfront may be broader in overall scope, the Corning Preserve Phase 2 Master Plan portion of the tactical plan must at minimum meet the scope requirements listed below:

1) Project Scoping Session

The City of Albany, Riverfront Advisory Committee, NYS Department of State, Capitalize Albany Corporation and the consultant shall hold an initial meeting to:

- Review the project scope, project requirements, roles and responsibilities of project partners, the number of public meetings and techniques for public involvement, site conditions, and to transfer any information to the consultant which would assist in completion of the project;
- Revisit the latest master plan concept and discuss approaches to developing alternatives for the layout and design, development program, preferred amenities, and scope of improvements; and,
- Verify project funding sources.

Key Deliverables:

- Scoping meeting with appropriate parties.
- Meeting summary which indicates the agreements/understandings reached.

2) *Site Reconnaissance*

Utilizing existing site reconnaissance reports prepared for previous phases of the project, the consultant shall conduct a site reconnaissance for this phase of development which shall include to the extent not completed under previous studies, the following:

- Site survey showing extent of project boundary;
- Identification of ownership/grant/lease status of any lands to be incorporated into the design;
- Soil and, as appropriate, core samplings to determine site stability;
- Topography and hydrology;
- Natural resources, including location of mature trees;
- Manmade structures or facilities on or adjacent to the site;
- Above and below ground infrastructure;
- Shoreline and bulkhead conditions;
- View corridors;
- Historic and archeological resources; and,
- Projected climate-change related impacts as per the City of Albany's draft vulnerability assessment.

Key Deliverables:

- A map or maps at a scale to be agreed upon in the scoping session showing the above information and other appropriate information that may be identified as a result of the project scoping session.

3) *Community Visioning*

The consultant shall conduct a public meeting to obtain input regarding community and local waterfront issues, opportunities, and goals for the park's future. This meeting/workshop shall be designed to obtain public input for the development of the Master Plan.

Key Deliverables:

- Minutes/written summary of the public meeting.

4) *Draft Master Plan*

The consultant shall identify and describe the most appropriate development/park amenity alternatives based upon the public input and analyses completed in the previous tasks. The plan shall include, but not be limited to:

- The range of most appropriate park improvements, including;
 - A state-of-the-art covered stage
 - Improvements to the existing 800-seat amphitheater
 - Parking facilities including the reconstruction of the existing parking area with improved access at Quay Street, new potential mooring attachments for larger vessels and day boat tie-ups, signage, lighting, and utilities.
 - Walkways and connections associated with the existing trail system, including site furnishings, landscaping and related amenities.
 - Reconstruction and/or rehabilitation of restrooms and equipment storage facilities
 - Shoreline stabilization
- Cost estimates for the improvements;
- Infrastructure improvements needed to support the proposed improvements, such as improvements to transportation systems, infrastructure and utilities, environmental conditions (such as containing runoff through grading or drainage structures, revegetating the shoreline, etc.) or way-finding signs from parking lots;
- Alternative schematic designs of the improvements and park amenities to create a more attractive and functional park; and,
- An action plan that includes recommendations to achieve the desired redevelopment objectives.

The consultant shall submit the draft plan to DOS for review and approval, and shall incorporate DOS's comments, prior to the Community Meeting.

Key Deliverables:

- Draft Master Plan.

5) *Community Meeting*

The consultant shall conduct a community meeting to present the Draft Master Plan and obtain feedback from project stakeholders and the public. The consultant shall document the feedback comments and submit a summary of the public meeting to DOS for review.

Key Deliverables:

- Public information meeting held.
- Minutes/Summary of meeting prepared and submitted to the DOS.

6) *Final Master Plan*

Based on feedback provided during the community meeting, and any comments prepared by project partners and the DOS, the consultant shall revise the Draft Master Plan and supporting materials and complete a Final Master Plan. The Final Master Plan shall contain all materials developed under previous tasks. The consultant shall submit the Final Report to DOS for review and approval. DOS comments must be addressed to the satisfaction of the DOS in the Final Report prior to publication and distribution.

Key Deliverables:

- Final report and all supporting materials as described above.

The successful consultant team will demonstrate a strong understanding of how this initiative directly aligns with the goals of the Downtown tactical plan and a strong proposal for ensuring compliance with DOS requirements, while creating a seamless process for stakeholders and integrating the Waterfront Master Plan into the overall tactical plan.

Corning Preserve Covered Stage and Amphitheater Improvements Construction Documents

The City of Albany was awarded an additional grant from the NYS Department of State for the preparation of the detailed designs of “Performance Place” including a covered stage and improvements to the existing amphitheater. Completion of the Downtown tactical revitalization plan and the Corning Preserve Phase 2 Master Plan are seen as a necessary preliminary step in this project, laying the groundwork for a more detailed design.

Upon the consultant’s satisfactory completion of the products contemplated in this RFP and review and approval by the waterfront steering committee/action team, the consultant will be asked to provide continued services for the for “Performance Place” portion of the Master Plan. If asked, the consultant shall provide a detailed scope of work and cost proposal for architectural and engineering design of portions of the Master Plan related to the “Performance Place” project. Final costs and scope of work for design of the “Performance Place” project shall be negotiated at the time of request to determine whether services will be continued to include this work. Final documents for “Performance Place” must be certified by a licensed professional engineer, architect, or landscape architect and the appropriate seal must be affixed to these documents. At least two public meetings will be required to solicit public input on the designs.

E) Implementation Plan

The Implementation Plan is a critical component of the final product. The success of Downtown Albany will not just reside with the completion of the plan, but rather the programs, policies, and stewardship that are put into place to create and encourage a sustainable environment for investment.

It is expected that this plan will be a bold, aggressive and creative roadmap to achieve dramatic and transformational results in Downtown Albany, while proposing an executable, action-oriented strategy for implementation. It, therefore, must strategically plan for efficient use of limited public resources and maximize leveraging of private investment. The plan shall develop a funding strategy for the proposed objectives, projects and strategies through analysis of existing tools and development resources and recommendations for the type and structure of future financing tools and development incentives.

Generally speaking, the consultant will be expected to work to provide a prioritized implementation plan that identifies critical path initiatives, specific funding resources, structural /organizational capacity, and partnerships/players to facilitate implementation of each of the recommendations for achievement of the community’s vision. Desired components of the implementation plan include the following:

1) Development Opportunities

The consultant shall provide information on the viability of development and redevelopment opportunities in the plan area. This should include the identification of catalytic development projects - accompanied with appropriate supporting documentation and visuals.

Potential Optional Deliverables:

- Pro forma analysis of the redevelopment program
- Fiscal impact/tax generation analysis

- Project design concepts
- Downtown design guidelines and zoning changes

2) Targeted Attraction and Retention Strategies

The consultant shall provide targeted attraction and retention strategies. This should include recommendations to assist in repositioning assets to attract businesses, employees, and residents.

Potential Optional Deliverables:

- Business attraction and retention plan
- Talent attraction program
- Retail recruitment and tenanting strategy
- Resident retention and attraction plan

3) Financial Assistance Options

The consultant shall provide information on available financial assistance options. This includes identifying and reporting on possible incentives, financing strategies, and funding sources available at both the public and private level. The consultant shall also determine if any of the funding sources are underutilized and whether there is an opportunity that such sources could be leveraged to encourage investment. The consultant should identify potential public-private partnership structures that will include a review of regional/national best practices that leverage new funding sources and/or adapt current tools and mechanisms.

Potential Optional Deliverables:

- Financing/incentive tool development strategy
- Revenue generation plan
- Tax restructuring/incentive plan

4) Marketing and Placemaking Strategies

The consultant shall bring a firm understanding that a major element of the success of downtown will be a strong, creative, and appropriate marketing and placemaking effort. The consultant will be tasked with providing marketing and placemaking strategies that will provide community commitment and attract investment.

Potential Optional Deliverables:

- Wayfinding and signage plan
- Comprehensive marketing and branding plan

5) Quality of Life and Infrastructure Initiatives

The consultant shall provide information on quality of life and infrastructure initiatives. This should include strategies relating to parks/open space, entertainment, and cultural activities/facilities. Opportunities to build on downtown's amenities should also be identified and presented. The consultant should also provide parking recommendation strategies/initiatives.

Potential Optional Deliverables:

- Parking strategic plan
- Parks/open space/streetscape plans
- Entertainment and cultural program

The plan shall include realistic timeframes, necessary regulatory changes and specific funding strategies as well as identify the individuals and organizations who will lead each implementation effort.

As part of the plan the consultant will provide a performance reporting system. The implementation plan should ensure flexibility to be able to take advantage of new opportunities and changing conditions.

Key Deliverable(s):

- Summary of applicable best practices
- Implementation Plan (including funding strategies, partnerships and timeframes/schedule)
- Performance Reporting System/metrics

Potential Optional Deliverables:

- Implementation Guide (standalone editable document)

F) Wow Factor

Capitalize Albany Corporation and the many stakeholders who will be a part of creating the tactical plan are looking for a product that is unique to Albany as well as exciting, engaging and eye-catching – not the static downtown “plan in a can.” With that in mind, the consultant team should strive to propose an unexpected and interesting component that will elevate the tactical plan to a product worthy of the businesses, talent, residents and visitors the implementation plan will be designed to retain and attract. This might be something artistic, tech-driven, entertainment-related, tactical urbanism or beyond. Deployment of the “wow factor” may come during any of the above-outlined components or throughout the process. It can be designed to attract attention to the initiative, test implementation strategies, collect information or inform stakeholders. The main criterion here is that this component is out-of-the-box while being directly applicable to the goals of this initiative.

G) Final Reports, Documents and Presentations

The proposed scope of work should include the creation and printing of all materials including final reports, summaries, documents and presentations. Final products must be visually stimulating, easy-to-read and as succinct as possible. Final products must serve as marketing tools, and (where possible) brochure formats that can be cost-effectively reproduced for mass distribution should be developed to spread information about the tactical plan. The consultant shall provide 20 printed copies and one electronic copy of each final tactical plan document upon completion of the tactical plan.

Electronic copies of all meeting minutes/notes, studies, assessments, presentations and reports completed as part of the project, must be given to Capitalize Albany Corporation as well as all data collected or generated for those items.

Section 4: Response Requirements

A) Letter of Submittal

The consultant’s proposal shall contain a letter of submittal from the lead consultant firm acknowledging the consultant’s understanding of, and the requirements set forth by, this Request for Proposals (RFP) - including commitment to its proposal. The letter must be signed and dated by a person authorized to legally bind the consultant to a contractual relationship. The letter should also contain the name and complete contact information for the principal from the lead consultant firm assigned to this project.

B) Project Approach, Scope of Work & Deliverables

The proposal shall address the scope of services referenced in Section 3 above, including a complete description of the consultant's proposed approach, deliverables, methodology and schedule. The consultant should include a timeline and work plan, including all project requirements, proposed tasks, services and activities necessary to accomplish the scope of work outlined above. The consultant should provide a detailed description of each of the consultant's proposed deliverables – such as those outlined in Section 3 of this RFP – to be submitted under the proposed contract. The consultant shall also include details for communication/interactions with Capitalize Albany Corporation staff as well as Advisory Committee/ Action Team members.

C) Team Profile, Qualifications and Experience

All responses to the RFP should include a finalized list of firms and individuals proposed as a part of the consultant team, and an updated organizational chart. Where this list differs from that which was proposed in the RFQ response detailed information should be provided about any addition or exclusion, including a rationale for the new individual or firm's inclusion/exclusion.

For firms/individuals not included in the RFQ response (Deadline was January 11, 2013), the information provided shall describe/exhibit the consultant's understanding of and experience with similar market-driven implementable downtown revitalization plans. For any new team member, the RFP response shall include the following detailed information:

- Rationale for the addition;
- Information on each additional firm, including the name of the firm, year established, and a brief resume for the firm's principals;
- Description of each firm or individual's qualifications for the development of a downtown revitalization tactical plan, including a description of relevant experience on similar projects for each firm on the team; and,
- Names and contact information for specific staff members who are anticipated to be assigned to the project by each firm, their role in the project, and a detailed resume listing their individual work experience in this role on similar projects.

D) Reference and Quality of Performance History

The consultant shall provide a minimum of three (3) professional references for which it has provided work similar to the work proposed for this project within the past three (3) years. For the purposes of this section each sub-consultant shall also comply with this requirement.

E) MWBE (certified Minority and Women-owned Business Enterprises)

The consultant shall indicate if it is MWBE certified firm and which, if any, of the sub-consultants are MWBE certified firms as well. The percentage of the work each MWBE firm involved shall be provided.

F) Local Participation

The consultant shall indicate which, if any, of the sub-consultants are local based firms with branch offices in the Albany area or greater Capital Region and the percentage of the work they will perform.

G) Cost Proposal

The consultant shall provide a total not-to-exceed fee for performing the services and completing all key deliverables outlined in this RFP (see Section 3). The proposed total fee shall be supported by a detailed list of costs for performing each of the proposed services and key deliverables. In cases where the consultant chooses to propose additional services/deliverables that do not appear in this RFP or are listed as “potential optional deliverables,” the consultant should quote such service/deliverable as an option with a specific cost total and a detailed description of the item. The consultant should also list the specific cost for the “Wow Factor” component.

Capitalize Albany Corporation and the City of Albany reserve the right to negotiate the scope, as well as the inclusion or exclusion of specific services/deliverables before award of the final contract(s).

The consultant shall specifically identify what services/deliverables can be accomplished with funding available in the amount of \$157,810 for the development of the Corning Preserve Phase 2 Master Plan component, referenced in Section 3, subsection D above. The scope negotiated for this component will be executed under a separate contract with the City of Albany and regulated by New York State Department of State.

Section 5: Additional Submittal Requirements

A) Principal Contact and Information Requests

The principal point of contact for all matters relating to this RFP, including any inquiries, is:

Sarah M. Reginelli
Director of Economic Development
Capitalize Albany Corporation
21 Lodge Street, Albany, NY 12207
518.434.2532 x22
SReginelli@CapitalizeAlbany.com

All inquiries regarding the RFP must be submitted in writing on or before Friday, March 1, 2013. No response to inquiries after this date will be given.

B) Submission of Proposals

Respondents shall submit one (1) digital copy (pdf), one (1) printed original and fifteen (15) printed copies of their proposal by 5:00 p.m. EST, Thursday, March 7, 2013 to:

Sarah M. Reginelli
Director of Economic Development
Capitalize Albany Corporation
21 Lodge Street, Albany, NY 12207
518.434.2532 x22
SReginelli@CapitalizeAlbany.com

Additionally, in accordance with New York State Public Authority Law section 287, each bidder is required to complete/submit a “Non-Collusive Bidding Certification” with their bid. Please find the required form attached to this RFP (see “Schedule A”). All submitted proposals will be held, unopened, until 5:00 p.m. EST, Thursday, March 7, 2013.

C) Rejection of Proposals

Capitalize Albany Corporation reserves the right at its sole discretion to reject any and all proposals received without penalty.

D) Costs to Propose

All costs incurred in the preparation of the submittal and participation in the selection process, including interviews at the Corporation's office, is the sole responsibility of the consultant.

E) Other Reserved Rights

All information submitted becomes property of Capitalize Albany Corporation. The Corporation reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP during the proposal preparation period. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of the Corporation. Bidders should note that the Capitalize Albany Corporation is a public authority subject to New York State's Freedom of Information Law (FOIL) – bidders should conspicuously mark any sections of their proposal which they consider propriety. The Corporation makes no warranty to bidders about whether such marked information is not releasable in accordance with FOIL.

F) Insurance & Indemnification

To the fullest extent permitted by law, the consultant, its agents and assigns shall defend, indemnify, and save harmless Capitalize Albany Corporation, City of Albany, and New York State Department of State as well as each entities' officers, employees and agents, from and against all claims, actions, causes of action, injuries, damages, losses, liabilities, and expenses (including, without limitation, reasonable attorney's fees and court costs) or other liabilities of any kind and character which arise out of or result from work under this engagement, other than claims for Capitalize Albany Corporation's own negligence. The indemnification shall survive the expiration or earlier termination of this engagement.

Upon selection, the successful consultant will be required to procure and maintain at its own expense insurance coverage including at minimum: workers' compensation and employer's liability insurance; general liability insurance with limits not less than \$1,000,000; professional malpractice insurance and/or errors and omissions insurance with limits not less than \$1,000,000 issued by an insurer licensed to do business in the State of New York; and automobile liability insurance, all naming Capitalize Albany Corporation, The City of Albany and New York State Department of State as additionally insured.

No work shall commence under the contract(s) until the selected consultant has delivered to Capitalize Albany Corporation or its designee proof of issuance of all policies of insurance required by the Contract. If at any time, any of said policies shall be or become unsatisfactory to Capitalize Albany Corporation, the selected consultant shall promptly obtain a new policy and submit proof of insurance of the same to the Corporation for approval. Upon failure of the selected proposer to furnish, deliver and maintain such insurance as above provided – and detailed in contract negotiations – the contract may, at the election of the Corporation, be declared suspended, discontinued or terminated. Failure of the selected consultant to procure and maintain any required insurance shall not relieve the selected consultant from any liability under the contract, nor shall the insurance requirements be constructed to conflict with the obligations of the selected consultant concerning indemnification.

G) Conditions of Submittal

Respondents are responsible for reviewing and certifying compliance with Capitalize Albany Corporation conditions of submittal. The Capitalize Albany Corporation will make no allowance or concession to any bidder for any alleged misunderstanding of this RFP. Full conditions for submittal can be found at www.CapitalizeAlbany.com. Any supplemental information or guidelines relating to the RFP will be posted to this link, and respondents are responsible for checking this link for updates.

Section 6: Evaluation and Selection Process

A) Evaluation of Proposal

Proposals will be evaluated by Capitalize Albany Corporation Tactical Plan Committee, which will be comprised of members from the Capitalize Albany Corporation Board and its staff. Proposals will be evaluated upon the following eight criteria:

- 1) Qualifications and experience of the consultant, and sub-consultants, with similar projects, including experience with both detailed plan development and plan implementation;
- 2) Qualifications and experience of the specific staff of both the consultant and sub-consultant assigned to the project;
- 3) Demonstrated capacity through previous work to be creative and innovative, and use strategic and effective approaches that result in an implementation-ready plan with a bold vision;
- 4) Demonstrated capacity to creatively, efficiently and effectively involve and communicate with diverse stakeholders;
- 5) Demonstrated understanding of the project and awareness of the project area;
- 6) Quality and completeness of the recommended approach, strategies and processes for tactical plan, and specifically implementation plan, development;
- 7) Cost effectiveness of the proposal; and,
- 8) Applicability, quality and relevance of proposed “wow factor” enhancement to the proposal.

The selection of a proposal will not be based solely on a monetary evaluation. Considerable weight will be given to each of the eight criteria listed above.

B) Clarification of Proposal Contents

The Director of Economic Development of Capitalize Albany Corporation may contact the consultant team for clarification of any portion of the consultant team’s proposal.

C) Selection

The selection of a consultant is a two-step process. The top-rated respondents to the RFP will be invited to Albany for interviews. The interviews will be conducted by the Capitalize Albany Corporation Tactical Plan Committee. Following the interviews, one consultant team will be recommended by the Committee to the Capitalize Albany Corporation Board for tentative selection pending further negotiation of contract terms and conditions.

D) Notification

Notification for the top-rated respondents to be invited to interview is tentatively scheduled for the week of March 25, 2013. The interviews are tentatively scheduled for the week of April 8, 2013. Notification of the selected consultant for further negotiation of contract is tentatively scheduled for the week of April 22, 2013.

E) Contract(s)

The selected consultant and Capitalize Albany Corporation will negotiate a contract including final scope, work plan, deliverables, sub-consultants, and cost. Final contract approval is tentatively scheduled for May 2013. Capitalize Albany Corporation reserves the right to negotiate a contract with the chosen consultant, including the proposed sub-consultants or with sub-consultants preferred by Capitalize Albany Corporation. The final contract may include all or an appropriate sub-set of services outlined in the RFP. The contract may also include additional services identified and agreed upon by both parties during the negotiation period. If, after negotiation, a contract cannot be agreed upon Capitalize Albany Corporation may select the next highest ranked respondent until a selection is made and a contract is issued.

Work proposed under Section 3, subsection D – Corning Preserve Phase 2 Master Plan will be executed under a separate contract negotiated with the City of Albany, NY. Negotiation of this contract will include the minimum allowances outlined above.



Investment and Redevelopment Projects from 1996 - 2012

The City of Albany Department of Development & Planning provides this figure for illustrative purposes only. Unauthorised attempts to modify or utilize this figure for other than its intended purposes are prohibited. All locations are approximate. The City makes no claims or guarantees about the accuracy or currency of the data provided and expressly disclaims liability for errors and omissions in its contents.



City of Albany

DOWNTOWN DEVELOPMENT

SCHEDULE A

NON-COLLUSIVE BIDDING CERTIFICATION
(Reference: Public Authorities Law Section 2878)

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

1. The prices in this bid 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 bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signature: _____

Date: _____

Printed Name: _____

Title: _____