

REPOST

City of Albany, New York

REQUEST FOR QUALIFICATIONS (RFQ) FOR A PROJECT COORDINATOR FOR THE CAPITAL REGION SUSTAINABILITY PLAN

March 19, 2012
RFQ-CG-001

SECTION 1: PURPOSE

- 1.1 A consortium consisting of the City of Albany, the Capital District Regional Planning Commission, and other local municipalities received a grant from the New York State Energy Research and Development Authority's (NYSERDA) *Cleaner, Greener Communities Regional Sustainability Planning Program* to prepare a Capital Region Sustainability Plan. The Capital Region consists of Albany, Saratoga, Rensselaer, Schenectady, Columbia, Greene, Warren and Washington Counties.

In that regard, the City of Albany hereby requests the submission of written qualifications for a Project Coordinator to provide consultant services in association with the administration of the Capital Region Sustainability Plan.

SECTION 2: DESCRIPTION OF CAPITAL REGION SUSTAINABILITY PLAN

- 2.1 The Capital Region Sustainability Plan will include:
- A baseline assessment of the region, including a regional greenhouse gas emissions and energy use inventory for Columbia, Greene, Warren and Washington Counties (Albany, Saratoga, Rensselaer, Schenectady Counties will be completed as part of the NYS Climate Smart Communities Program and methodology should be consistent) and an assessment of natural resource and economic assets, liabilities and opportunities Albany, Saratoga, Rensselaer, Schenectady, Columbia, Greene, Warren and Washington Counties and an assessment of natural resource and economic assets, liabilities and opportunities for the entire region. The plan will identify data gaps and steps to fill them.
 - Long-term and short-term sustainability goals for the region including greenhouse gas reductions and sustainability goals for energy supply, transportation, water management, waste management, land use, open space, agriculture, housing and economic development. The plan should include metrics for each goal and a commitment to annual reporting.
 - Actions to achieve greenhouse gas reduction or other sustainability goals, including barriers to successful implementation and proposed means for removing such barriers. Descriptions should include metrics of progress and co-benefits such as job creation and taxpayer savings.

- An implementation plan showing how the municipalities will collaborate and their schedule with timetables of targeted milestones and completion dates for actions described in the plan.
 - Innovative and comprehensive stakeholder involvement throughout plan development and implementation to ensure good representation across the diverse eight county region.
- 2.2 The geographic scope of the Capital Region Sustainability Plan will include the counties of Albany, Saratoga, Rensselaer, Schenectady, Columbia, Greene, Warren and Washington, all located in New York State.
- 2.3 See NYSERDA’s website (<http://www.nysesda.org/cfa/files/cgc-guidance-document.pdf>) for additional information on the Cleaner, Greener Communities Regional Sustainability Planning Program.

SECTION 3: RECEIPT OF PROPOSALS

- 3.1 Due to the grant-related time constraints, an electronic copy of the respondent’s qualifications must be received with the subject line “Qualifications Enclosed – Project Coordinator - Capital Region Sustainability Plan” no later than Monday, April 2, 2012, at 5:00 p.m. to the following:

**New Deadline:
April 13, 2012 at 5:00 pm**

Douglas Melnick, AICP
 Director of Planning
 Department of Development and Planning
 21 Lodge Street
 Albany, NY 12207
melnickd@ci.albany.ny.us

Respondents may also send qualifications via postal service to the above address.

- 3.2 Each proposal submitted will be the document upon which the City of Albany will make its initial judgment regarding each proposer's qualifications and ability to provide the requested services.
- 3.3 Those submitting qualifications do so entirely at their own expense. There is no express or implied obligation by the City to reimburse any firm or individual for any costs incurred in preparing or submitting their qualifications, preparing or submitting additional information requested by the City, or participating in any selection interviews.
- 3.4 Submission of qualifications indicates an acceptance of the conditions contained in this RFQ unless the submitted proposal clearly and specifically states otherwise.

- 3.5 The City of Albany reserves the right to accept or reject any and all qualifications in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.
- 3.6 All consultants will be required to execute a formal service agreement with the City of Albany.

SECTION 4: SCOPE OF SERVICES:

- 4.1 The Project Coordinator will:
 - 4.1.1 Provide support to a professional team of staff and consultants lead by the City of Albany;
 - 4.1.2 Provide project and administrative support, assist with public and stakeholder outreach, assist with coordinating the regional consortium, review documents, provide consultant management, be responsible for all grant-related reporting to NYSERDA, and other duties;
 - 4.1.2 Assist the consortium with NYSERDA’s Cleaner Greener Communities Implementation Phase after the completion of the Sustainability Plan;
 - 4.1.3 Be primarily situated in City of Albany municipal offices, with travel throughout the region required.

SECTION 5: QUALIFICATIONS OF PROPOSER:

- 5.1 The successful candidate should have experience in research, project and grant management, and the management of consultants. Knowledge and experience in land use planning, energy policy, and local government is desirable. Ability to work independently and manage time and workload effectively is required. The ability to communicate with civic, community, government and other special interest groups is essential. Successful candidate must demonstrate effective communication skills, both written and oral, as well as computer proficiency in word processing, spreadsheets, presentation and related software.

SUBMISSION OF PROPOSALS

- 5.2 Proposals must include:
 - 5.2.1 A statement of interest and resume;
 - 5.2.2 Background and Experience: Provide a brief history of your business and include a description of your experience with similar projects.
 - 5.2.3 Identify proposed project staffing and include copies of resumes/C.V.'s for all personnel as well as any applicable certifications, licenses, etc. Responses from an

organization must identify the specific individual who would serve the full term of the contract;

5.2.4 References: Names and contact information for at least three (3) clients or employers for which similar projects have been completed;

5.2.5 Proposed hourly rate.

5.2.6 Provide a brief statement on the availability to undertake the proposed project within the identified timeframe, starting on or about April 9, 2012 and finishing within one (1) year of start date.

SECTION 6: EVALUATION OF QUALIFICATIONS:

6.1 Qualifications shall remain valid until the City of Albany enters into a contract with a qualified consultant.

6.2 Consultant(s) will be evaluated based on the following criteria:

6.2.1 Experience and expertise. (70%)

6.2.2 Proven ability to coordinate activities with multiple partners, including municipalities, not-for-profit organizations, and private agencies. (20%)

6.2.3 Experience completing projects on tight deadlines, within budget, and in a professional and thorough manner while balancing the competing needs of multiple partners. (10%)

SECTION 7: INDEMNIFICATION:

7.1 To the fullest extent permitted by law, the consultant, its agents and assigns shall defend, indemnify, and save harmless the City of Albany, its 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 the City of Albany's own negligence. This indemnification shall survive the expiration or earlier termination of this engagement.

SECTION 8: SPECIFICATION CLARIFICATION:

8.1 All inquiries with respect to this Request for Qualifications shall be directed to:

Doug Melnick, AICP
Director of Planning
Director, Mayor's Office of Energy & Sustainability
21 Lodge Street
Albany, NY 12207
518.434.2532 x15

melnickd@ci.albany.ny.us

- 8.2 All questions about the meaning or intent of the specifications shall be submitted via email to the individual referenced above in Section 8.1. Replies will be transmitted to all interested parties that request updates. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

SECTION 9: INSURANCE AND SECURITY REQUIREMENTS:

- 9.1 The selected consultant will be required to procure and maintain at their own expense the following insurance coverage:
- (a) **Workers' Compensation and Employer's Liability Insurance:** A policy or policies providing protection for employees in the event of job-related injuries.
 - (b) **General Liability Insurance:** A policy or policies of comprehensive general liability insurance with limits of not less than three million dollars (\$3,000,000.00) per occurrence.
 - (c) **Errors and Omissions Insurance:** A policy or policies of errors and omissions insurance. Said 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".
 - (d) **Automobile Liability Insurance:** A policy or policies 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.
- 9.2 Each policy of insurance required shall be in form and content satisfactory to the City of Albany, and shall provide that:
- (a) The City of Albany is named as an additional 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 the City of Albany.
 - (c) The insurance policies shall be automatically renewed upon expiration and continued in force unless the City of Albany is given sixty (60) days written notice to the contrary.
- 9.3 No consultant will be permitted to perform work unless it has delivered and has on file with the City of Albany or its designee proof of issuance of all policies of insurance required herein. If, at any time, any of said policies shall be or become unsatisfactory to the City, consultant shall promptly obtain a new policy and submit proof of same to the City for approval. Upon failure of consultant to furnish, deliver, and maintain such insurance as above provided, the engagement may, at the election

of the City, be declared suspended, discontinued or terminated. Moreover, consultant shall place the liability carrier on notice on behalf of the City for any potential claim or complaint regarding any work performed under the engagement and shall also provide the City with written proof the carrier has been placed on notice. Failure of the consultant to procure and maintain any required insurance shall not relieve the consultant from any liability under the engagement, nor shall the insurance requirements be constructed to conflict with the obligations of the consultant concerning indemnification.

ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 2011, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she/they severally acknowledged to me that he/she/they executed the same.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 2011, before me personally appeared _____ to me known, who, being by me sworn, did say that he/she is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he/she signed his/her name thereto by like order.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) **SS.:**

On this _____ day of _____, 2011, before me personally came _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of _____ and that he/she has the City of Albany to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.

Notary Public, State of _____
Qualified in _____
Commission Expires _____