City of Albany, New York

REQUEST FOR QUALIFICATIONS (RFQ)
FOR THE PROVISION OF
CONSULTANT SERVICES RELATED TO THE
CAPITAL REGION SUSTAINABILITY PLAN

October 19, 2011
RFQ Number 2011-13

SECTION 1: PURPOSE

1.1 A consortium consisting of the City of Albany, the Capital District Regional Planning Commission, and others local municipalities will submit an application to the New York State Energy Research and Development Authority’s (NYSERDA) Cleaner, Greener Communities Regional Sustainability Planning Program for up to $1,000,000 in funding 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 from consultants to assist it with the preparation and implementation of a Capital Region Sustainability Plan. Minority Business Enterprises and Women's Business Enterprises are encouraged to submit their qualifications.

SECTION 2: PROJECT DESCRIPTION

2.1 The Capital Region Sustainability Plan will include, at a minimum:

• 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 applicant for the grant funds will be the City of Albany, which will have the responsibility for administrative management of the project. As such, all contracts will be with the City of Albany. However, the project will be regional in scope and will be overseen by a consortium of agencies and organizations including the Capital District Regional Planning, collaborating municipalities, and private sector partners. The organizational structure for the consortium has yet to be fully established.

2.3 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 (map attached).

2.4 Awards from the Cleaner, Greener Communities Regional Sustainability Planning Program are anticipate to be announced by the end of the 2011 calendar year and the regional sustainability plans will be required to be completed within eight months of award dates. While the Capital Region Sustainability Plan will be an ambitious undertaking, the project will benefit from building on established plans, programs, and activities in the region that have significant momentum, including: energy and climate action planning, regional transportation studies, solid waste reduction initiatives, renewable energy projects, and sustainable agriculture and local food programs.

2.5 See NYSERDA’s website (http://www.nyserda.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 via electronic mail with the subject line “Qualifications Enclosed - Consultant Services Capital Region Sustainability Plan” no later than Wednesday, October 26, 2011, at 12:00 p.m. at the following address:

Mayor’s Office of Energy & Sustainability
City of Albany
sustainability@ci.albany.ny.us
Respondents may also send qualifications to the following address:

Mayor’s Office of Energy & Sustainability
City of Albany
21 Lodge Street
Albany, NY 12207

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, methodology, 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 The City of Albany reserves the right to award the work contemplated by this RFQ, in whole or in part, to one or more firms and individuals. Consultant understands that the work contemplated herein is contingent upon grant monies being available to fund the project.

3.7 All consultants will be required to execute a formal service agreement with the City of Albany.

SECTION 4: SCOPE OF SERVICES:

4.1 The consortium preparing the Capital Region Sustainability Plan will require a variety of consulting services that may be provided by a consultant or consultant team. At a minimum, the consortium will rely on consultants to take a significant leadership role in the preparation of the following elements of the plan:

4.1.1 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.

4.1.2 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.

4.1.3 Recommendations of actions that should be taken at the regional, county and municipal level to achieve the long-term and short-term goals outlined in the plan. Particular attention should be given to projects that improve energy efficiency throughout the community, promote renewable energy, and result in reduced emissions of carbon. The plan should identify 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.

4.1.4 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.

4.2 In addition, consultants will need to coordinate their activities with the consortium’s stakeholder involvement process by:

4.2.1 Developing an implementation plan showing how the consortium of stakeholders will collaborate and their schedule with timetables of targeted milestones and completion dates for actions described in the plan.

4.2.2 Fostering stakeholder involvement throughout plan development and implementation and the public outreach process. A detailed work program, schedule, and budget for consultant services will be negotiated between the successful respondent and representatives of the consortium. All contracts will be managed by the City of Albany.

4.3 It is critical for the consultant to work closely with the consortium throughout the project to ensure that the Capital Region Sustainability Plan is completed within the deadlines established by the Cleaner, Greener Communities Regional Sustainability Planning Program. Grant announcements are expected by December 2011 and the regional sustainability plans will be required to be completed within eight months of award dates.

SECTION 5: QUALIFICATIONS OF PROPOSER:

5.1 Provide a brief history and description of the consultant submitting the proposal. Identify all staff members who will be assigned to this engagement if selected. Provide a statement of qualifications of each staff member who will be assigned to this engagement including training, certification, licensure, general experience,
and specific experience in providing the yard waste grinding services contemplated herein. Provide a signed cover letter from a person within the company who is authorized to make representations on behalf of the firm and to bind the firm.

5.2 Proposer shall meet the following minimum qualifications and submit proof of the following:

5.2.1 Lead Consultant Information. For the lead (or sole) consulting firm, provide the following information:
   a. Firm name
   b. Mailing address
   c. Telephone
   d. Website (if applicable)
   e. Contact name, email, phone number
   f. Form of Organization (partnership, corporation, sole proprietorship, etc.)
   g. Where Organized
   h. Names of principals, officers, and directors

5.2.2 Additional Consultants (if applicable). For each member of the consultant team, provide the following:
   a. Firm name
   b. Mailing address
   c. Telephone
   d. Website (if applicable)

5.2.3 Key Personnel. For key personnel to be involved in the project, please provide names, titles, period of service with the firm, and a resume or description of experience. Please limit responses to no more than two pages per person.

5.2.4 Statement of Qualifications. Provide a narrative description (up to five pages) of the qualifications of the consulting firm, or consulting team, for the proposed project.

5.2.5 Statement of Availability. Provide a brief statement on the availability of key personnel to undertake the proposed project, within the identified timeframe, starting on or about January 1, 2012 and finishing within eight months of start date.

5.2.6 List of Relevant Projects. Provide a list of up to fifteen projects equal in size or nature to the proposed project that have been successfully completed within the last seven years by the consulting firm, consulting team, or key personnel.

5.2.7 References. Provide names, telephone numbers, and emails of persons to be called for references regarding past performance of the consulting firm, consulting team, or key personnel on similar projects.
5.3 The City of Albany may make such inquiries it deems necessary to determine the ability of each respondent to perform the services contemplated by this RFQ. Respondent shall promptly furnish all information and data for this purpose as may be subsequently requested by the City of Albany.

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 in the following key areas (50%)

a. Experience and expertise in preparing inventories of greenhouse gas emissions and energy use
b. Experience and expertise in assessing community resources, including natural resources, labor market, and other economic assets, liabilities, and opportunities.
c. Experience and expertise in establishing long-term and short-term sustainability goals and developing metrics for evaluating progress towards those goals.
d. Experience and expertise in developing greenhouse gas emissions reduction implementation plans.
e. Experience and expertise in developing detailed, long-term multi-jurisdictional implementation plans.

6.2.2 Proven ability to coordinate work 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%)

6.2.4 Capacity to complete the full project within the stated deadline. (10%)

6.2.5 The proposal is in the best interest of the consortium. (10%)

6.3 Respondents may be required to make a presentation of their qualifications.

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 _______________________ 

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