



CITY OF ALBANY
DEPARTMENT OF PLANNING & DEVELOPMENT

REQUEST FOR PROPOSALS
FOR THE PROVISION OF
WAREHOUSE DISTRICT HISTORIC RESOURCES SURVEY SERVICES

PROPOSALS DUE: APRIL 16, 2021
AT 2:00 PM

RFP 2021-11

MARCH 30, 2021

**REQUEST FOR PROPOSALS
FOR THE PROVISION OF PROFESSIONAL SERVICES FOR:**

**WAREHOUSE DISTRICT INTENSIVE LEVEL HISTORIC RESOURCES
SURVEY**

RFP No. 2021-11
March 30, 2021

IMPORTANT NOTICE:

A restricted period is currently in effect for this Procurement and it will remain in effect until approval of the Contract. Proposers are prohibited from contact related to this procurement with any City of Albany employee other than the designated contacts listed below refer to:

Designated Contacts for this Procurement:

For Project or Services Clarifications:.....Bradley Glass, Director
Department of Planning & Development

For Public Procurement Process Clarifications:Laura M. Gulfo, Esq.

SECTION 1: PURPOSE

- 1.1 The City of Albany hereby requests proposals from qualified Historic Preservation Consultant to conduct an Intensive-level Historic Resources Survey (HRS) of the Albany Warehouse District. The purpose of the HRS is to document all historic buildings, structures, sites, and objects, in sufficient detail to evaluate resources as part of the City of Albany’s Citywide Historic Preservation Plan and future listing on the State and National Register of Historic Places.

The neighborhood is comprised of small and large brick and concrete industrial buildings and warehouses from the early 20th century. The area contains some significant architecture and history is a vital part of the City’s historic fabric as it is the City’s earliest remaining industrial area. A number of buildings within the proposed area have been individually listed on the National Register. The anticipated product will be a Historic Resources Survey report with recommended next steps for the identified survey area.

Minority Business Enterprises and Women's Business Enterprises are encouraged to submit proposals. This project is made possible by the Historic Preservation

Fund, administered by the National Park Service, Department of the Interior under contract number PRK01-CLG20-2020-00008.

SECTION 2: PROJECT DESCRIPTION

- 2.1 The City of Albany (the “City”) solicits responses to this Request for Proposals (RFP) in order to select a Consultant to conduct an Intensive-level Historic Resources Survey of the Albany Warehouse District.

Completed in 2019, the Citywide Historic Preservation Plan identifies future survey areas throughout the City. Survey and documentation are key elements to the City’s historic preservation plan: its purpose is to collect and record information for significant buildings, sites, and structures worthy of some form of designation. An intensive survey provides detailed information about the historic resources in an area and provided recommendations for designation.

The goal of this proposal is to conduct an HRS of the Warehouse District. The survey area is centered on North Broadway and North Pearl Street corridors and would be bounded by Emmet Street on the north, Colonie Street on the south, Erie Boulevard on the east, and a portion of Loudonville Road and Tivoli Street on the west (Map A). The neighborhood is comprised of small and large brick and concrete industrial buildings and warehouses from the early 20th century. The area contains some significant architecture and history is a vital part of the City’s historic fabric as it is the City’s earliest remaining industrial area. A number of buildings within the proposed area have been individually listed on the National Register.

The anticipated product will be a Historic Resources Survey Report with recommended next steps for the identified survey area. Based on the findings and recommendations of the report the Planning goal is to list the Warehouse District on the State and National Register.

It is expected that one informational public meeting will be held for the survey area. The meeting will inform neighborhood residents, property owners and interested parties about an HRS is and the survey process as well as next steps after the survey is completed. At the completion of the survey, a presentation of the findings and recommendations for next steps will be made to the Historic Resources Commission.

The successful consultant may include a single firm or team of firms with the necessary experience and knowledge to provide the expertise to achieve the scope of services described in this RFP. The single firm, or team of firms, shall demonstrate their expertise and experience in all areas of historic preservation including but not limited to preservation survey and documentation; land use and preservation law; compliance with federal and state preservation law and regulations; city planning, preservation architecture, and community engagement.

The HRS must be completed and submitted to the New York State Historic Preservation Office by September 30, 2021. Qualified firms shall demonstrate proven history of experience in conducting Historic Resource Surveys. The consultant will engage property owners, community leaders and staff to develop a substantive and informative document.

SECTION 3: RECEIPT OF PROPOSALS

- 3.1 One electronic copy in a Portable Document Format (PDF) of the Proposal marked “Proposal – Warehouse District Intensive-Level HRS”, must be received by mail, hand delivery or electronically via BidNetDirect.com no later than Friday, April 16, 2021 at 2:00 p.m. If a Proposer chooses to submit a Proposal by mail or hand delivery, then four (4) copies of the Proposal must be received in a sealed envelope marked “Proposal Enclosed – RFP 2021-11 Warehouse District Historic Resource Survey” at the following address:

Laura M. Gulfo, Esq., Assistant Corporation Counsel
Office of Corporation Counsel
24 Eagle Street – Room 106
Albany, New York 12207

- 3.2 The proposals submitted will be the documents upon which the City of Albany will make its initial judgment regarding each proposer’s qualifications, methodology, and ability to provide the services contemplated by the contract.
- 3.3 The Consultant’s response to this RFP should provide enough detail for each task and/or phase of the work proposed so as to enable the evaluation / selection committee to assess methodologies and overall approach to be used by the Consultant in the development of the HRS. The Consultant’s response to this RFP will detail those tasks and/or phases of work to be conducted and completed by September 30, 2021, and will reflect the Consultant’s understanding of the project, and experience with conducting similar surveys.
- 3.4 Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the City to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the City, or participating in any selection interviews.
- 3.5 Submission of any proposal indicates an acceptance of the conditions contained in this RFP unless the submitted proposal clearly and specifically states otherwise.

- 3.6 The City of Albany reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional proposals.
- 3.7 The City of Albany reserves the right to award the collection services work, in whole or in part, to one or more collection agencies or firms.
- 3.8 Any award of the work contemplated by this RFP shall be conditioned on the later execution of a formal written contract. The City of Albany reserves the right to revoke or rescind any award at any time prior to the full execution of a formal written contract. A sample professional services agreement is available upon request.

SECTION 4: QUALIFICATIONS OF PROPOSER

- 4.1 Each Proposer shall provide a statement of qualifications including:
 - (a) A brief history and description of the consultant/firm submitting the proposal.
 - (b) Identification of the firm's professional staff members who will be assigned to this engagement if the firm's proposal is selected. Provide details of each professional staff member's qualifications, including years and types of experience, education, accomplishments, etc. Specify the extent of the availability and commitment of each such professional staff member who will be assigned to this engagement if the firm's proposal is selected.
 - (c) The Proposer must meet the Secretary of the Interior's Professional Qualifications Standards, 36 CFR 61, in Architecture/Historic Architecture, https://www.nps.gov/history/local-law/arch_stnds_9.htm.
 - (d) The Proposer must exhibit appropriate skills and qualifications in the field of historic preservation, including demonstrated project management skills and previous experience with local, state and federal applications and review processes.
 - (e) The Proposer should provide background and professional qualifications as well as, examples of similar successfully completed projects with project references.
 - (f) At least three (3) references from clients (preferably other municipalities) that your firm has provided services for, including names of contact person(s), addresses and telephone numbers.
 - (g) A signed cover letter from a person within the firm who is authorized to make representations on behalf of the firm and to bind the firm.

- (h) Any additional information which would serve to distinguish the firm from other firms submitting proposals such as examples of services provided similar to the services contemplated by this RFP, any special expertise or experience of the firm, technical preferences or requirements, etc.
- 4.2 Minority Business Enterprise and Women's Business Enterprise are highly encouraged to submit proposals.
- 4.3 The City of Albany may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposer shall promptly furnish all information and the City may subsequently request data for this purpose.

SECTION 5: SCOPE OF SERVICES

The HRS process will be led by a project team including staff of the City of Albany Department of Planning & Development and other pertinent City of Albany departments. In addition to the specific services detailed below, the Consultant Team shall coordinate with the City of Albany the documented scope of services contained herein, participate in team conference calls and meetings, and provide timely invoicing and reporting of project progress.

All Survey data must be entered into the State Historic Preservation Office's Cultural Resource Information System (CRIS) and hard copy of the Final HRS and report must be submitted to the New York State Historic Preservation Office by September 30, 2021.

At a minimum, the project will include the following tasks and plan elements:

5.1 Project Tasks

Task 1 - Project Initiation

Immediately upon endorsement of the Notice to Proceed, the consultant will meet with City of Albany staff to review and refine the project work plan and goals, finalize survey boundaries, survey forms, deliverables, timetables, etc.

Deliverable(s):

- Written minutes and/or summary of all meetings held.
- Copies of all project schedules and work plans.
- Draft survey form.

Task 2 – Pre-Fieldwork Research and Documentation

The consultant shall gather and assess the relative significance of all extant historic resources data and associated surveys, reports, studies, plans, publications, mapping and property data. Research should include information about the building's use and ownership history. Archival research should include both primary and secondary sources.

The inventory shall also assess the existing status of all known historic properties within the City of Albany including:

- a) Known properties that are listed on the National Register of Historic Places as an individual property or as part of a district;
- b) Locally designated buildings; and
- c) Properties eligible for the National Register of Historic Places.

Deliverable(s):

- Written summary and/or presentation of all inventory and findings.
- All historic or survey images and any previous reports or surveys.

Task 3 – Intensive-Level Historic Resources Survey

The consultant shall perform an HRS for each significant resources within the identified boundaries of the Warehouse District. The HRS will take a detailed look at each resource and collect in-depth information through photo documentation of the resource including all building exteriors and interiors, if possible. The HRS should include the following:

- Building number and street name;
- Ownership information;
- Historic name of building (if any);
- Current name of building (if any);
- Resource type (building, structure, object, site)
- Approximate date of construction;
- Name of Architect or builder;
- Outbuildings or landscape features (if any)- number and type;
- Current use;
- Historic use;
- Physical description of resource;
- Brief history and statement of significance;
- Contributing or non-contributing status;
- Historic images of resources (if found);and
- Images of exterior (and outbuildings, if any).

Deliverable(s):

- Written summary of all findings.

Task 4 – Public Information session and Outreach

The consultant will work with City staff to schedule and present one public outreach meeting.

Deliverable(s):

- Meeting Presentation
- Presentation handouts and minutes.

Task 5 – Draft Historic Resources Survey Report

The consultant shall produce a draft HRS report for City staff review. The draft HRS report must include the following:

- Title Page
 - Name of survey;
 - Municipality and county;
 - Name of survey sponsor;
 - Name of consultant;
 - Funding sources of the survey, if applicable; and
 - Date of completion.

- Methodology
 - Project Objective – A clear statement regarding the purpose of the survey and how it is intended to be used;
 - Explanation and justification of geographic and/or thematic scope of the survey (include a map); note number of acres and number of properties in survey area;
 - Brief description of the archival research techniques and field survey methods;
 - Summary of any previous survey efforts;
 - Dates of field work; and
 - Community involvement and participation, if applicable.

- Historic Context and Associated Property Types

This section of the report should broadly illuminate patterns of development and growth as represented by surviving historic resources in the survey area. It should be written in such a way as to be concise and easily understood by the public. It is not intended that it be an exhaustive account, rather, it should adhere succinctly to broad trends of development specific to the survey area and how these patterns are reflected by extant historic properties.

Associated property types that have relevance and importance in illustrating the various historic contexts will be included. A property type may include buildings, sites, structures, objects, historic districts, or any combination of these resources that share common physical and/or associative attributes.

The historic context should include images that help to illustrate the historical and architectural development of the survey area. These may include historic and current maps, photographs, site plans, etc. All images should be integrated into the text, labelled, and of high quality. Any maps or site plans should include a scale and north arrow.

The historic context should:

- Discuss significant historic themes, events, persons, architectural types and styles;

- Provide an overview of property types found in the survey area and how they relate to the historic context. Include images of property types representing different themes, architectural types or styles; and
 - Outline and justify the specific physical and associative characteristics and quality of historic integrity that properties much possess to represent their type and theme.
- Recommendations

This section of the survey report will explain what discoveries were made and suggestions for future work.

 - Summarize the survey results;
 - Discuss areas or topics requiring further investigation;
 - Provide recommendations of properties, both individual properties and potential historic districts, that appear to meet the National Register criteria;
 - An annotated list or table of inventoried properties to include, at a minimum, property name (if applicable), address, approximate date of construction, brief description, brief significance statement, and applicable NR criteria;
 - Map showing property locations
 - Note any historic preservation strategies and educational outreach opportunities, if applicable.
 - Bibliography
 - Provide a list of all sources consulted during the project using a standard bibliographic format such as MLA or Chicago Style.

Deliverable(s):

- Draft Historic Preservation Plan

Task 6 – Final Historic Resources Survey, report and recommendations

The consultant will provide a comprehensive final Historic Resources Survey Report that incorporates any needed changes from the draft report.

If a potential historic district is identified the consultant will need to delineate the historic district. A district map should be created that illustrates the boundaries of the proposed historic district, street numbers and street names, north arrow, scale, and contributing and non-contributing buildings. Ideally, the base map should be a tax or other parcel map.

- Include a brief narrative description and statement of significance and explain how the potential historic district meets the National Register criteria. Drawing on facts about the history of the district and the historic trends--local, State, or national--that the district reflects; make the case for the district's historic significance and integrity.

- Include a list or table of the buildings in the district stating if contributing or non-contributing
- Include streetscapes of the district

Task 7 – Data Entry into CRIS

The consultant shall enter all survey information directly into CRIS, including detailed data on potentially significant individual properties and/or potential historic districts. Data to be entered in CRIS includes:

- Location on GIS map in CRIS;
- Street number and street name;
- Historic name of building (if any);
- Current name of building (if any);
- Resource type (building, structure, object, site);
- Approximate date of construction;
- Outbuildings or landscape features (if any); state number and type;
- Current Use (from drop-down menu);
- Physical description of building;
- Brief history and statement of significance;
- Name of potential historic district (if applicable);
- Contributing or non-contributing status (if within a potential historic district); and
- Digital images of exterior (and outbuildings, if any); they should be jpeg files no larger than 30 MB.

Task 8 – Public Meeting to the Historic Resources Commission

The consultant will work with City staff to schedule one public meeting to the City of Albany’s Historic Resources Commission to present the HRS findings and recommendations.

Deliverable(s):

- Meeting Presentation
- Presentation handouts and minutes.

SECTION 6: PROJECT DELIVERABLES

The Consultant will be responsible for conducting research, fieldwork, writing the report, producing photographs, graphic formatting, presentations, uploading all data to the CRIS systems and otherwise producing the final survey report document. Proposed deliverables associated with each task and/or phase as proposed are to be clearly outlined in Consultant’s response

In general, deliverables shall include:

- Minutes of all project review team, Historic Resources Commission and public information meetings including items discussed, materials distributed, presentations, and understandings or agreements reached and next steps.

- All materials developed survey forms, photographs, renderings or illustration, developed as part of the Historic Resources Survey.
- Draft Historic Resources Survey report.
- Final Historic Resources Survey report.

6.1 Required Form and Copies

Materials shall be delivered in the following quantities and formats:

- Electronic files of all submissions, in native format and Portable Documents Format (PDF).
- One flash drive containing all images and electronic files of the project.
- One hard copy of the final Historic Resources Survey report.

SECTION 7: WORK PROPOSAL

- 7.1 Address the Scope of Services referenced in Section 4 above, including a detailed work plan and project approach that includes task definitions and methodology, milestones, and project schedule.

SECTION 8: COST PROPOSAL

- 8.1 Provide the proposed fee for each of the services set forth in Section 5 above.
- 8.2 The total budget for the Warehouse District Intensive-level Historic Resources Survey is \$12,000; proposals shall not exceed the budget.
- 8.3 Clearly set forth in detail any and all additional expenses for which reimbursement is expected. The proposal must, however, provide a guarantee that no additional fees will be charged to the City of Albany without prior written consent by the City.

SECTION 9: CONTRACT

- 9.1 The selected proposer(s) will be required to execute a contract with the City of Albany. The term of the contract shall commence upon the awarding of the contract through September 30, 2021.

SECTION 10: PROPOSAL EVALUATION

- 10.1 Proposals shall remain valid until the execution of a contract by the City of Albany.
- 10.2 Proposals shall be examined by the City Of Albany, Planning and Development Department to determine which Proposal provides the most favorable system in the most cost effective manner. The Proposal shall be thorough, comprehensive, detailed and meet the requirements of this RFP. A recommendation will be made

for a contract award to the Proposal with the overall best qualified proposal based on all the following criteria:

- Proposer's demonstrated capabilities, professional qualifications and experience;
 - The wherewithal of the proposer(s) to render the requested services to the City;
 - The total proposed cost; and
 - The completeness of the proposal.
- 10.3 The selection of a proposal will not be based solely on a monetary evaluation. Considerable weight will be given to experience in the areas required and the track record of the proposer(s).

SECTION 11: ALTERNATIVES

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

SECTION 12: INDEMNIFICATION

- 12.1 The selected proposer will be required to defend, indemnify and save harmless the City of Albany and its 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 proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 13: SPECIFICATION CLARIFICATION

- 13.1 All inquiries with respect to this Request for Proposals shall be directed to the individual referenced in Section 2.1 above.
- 13.2 All questions about the meaning or intent of the specifications shall be submitted **in writing**. Replies will be posted via the City's website: <https://albanyny.gov/RFPs>, along with the electronic version of this RFP. 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.
- 13.3 In addition, any changes, additions or deletions to this RFP will also be posted on the City's website: <https://albanyny.gov/RFPs>, along with the electronic version

of this RFP. Respondents are urged to check the City's website frequently for notices of any clarification of or changes, additions, or deletions to this RFP.

13.4 For project specific clarifications:

Bradley Glass
Director
Department of Planning and Development
200 Henry Johnson Blvd
Albany, NY 12210

SECTION 14: MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 14.1 Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- 14.2 If within twenty-four (24) hours after the proposals are opened, any proposer files a duly signed written notice with the City of Albany and promptly thereafter demonstrates to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of his proposal, that proposer may withdraw his proposal and any proposal security will be returned. Thereafter, that proposer will be disqualified from further proposal on the work.

SECTION 15: SUBMISSION REQUIREMENTS

- 15.1 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 as outlined in Section 4.
 - (b) Work proposal as outlined in Section 6.
 - (c) Cost proposal as outlined in Section 7.
 - (d) Non-Collusive Proposal Certificate and Acknowledgment Form as outlines in Section 16.
- 15.2 Failure to include all of the above items may result in the proposal being considered nonresponsive.

SECTION 16: INSURANCE AND SECURITY REQUIREMENTS

- 16.1 The selected proposer will be required to procure and maintain at its expense the following insurance coverage:
- (a) 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.

- (b) General Liability Insurance: A policy or policies of comprehensive general liability insurance with limits of not less than \$1,000,000.
 - (c) Professional Malpractice Insurance: A policy or policies with limits of not less than \$1,000,000.
- 16.2 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 in form and content satisfactory to the City of Albany Corporation Counsel, and shall provide that:
- (a) The City of Albany is named as an additional named insured on a primary and non-contributing basis, except with respect to the Workers' Compensation and Professional Malpractice Insurance policies;
 - (b) The insurance policies shall not be changed or cancelled until thirty days after the City receives written notice of such change or cancellation; and
 - (c) The insurance policies shall be automatically renewed upon expiration and continued in force unless the City is given thirty (30) days written notice to the contrary.
- 16.3 No work shall be commenced under the contract until the selected proposer has delivered to the City's Corporation Counsel 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 City, the selected proposer shall promptly obtain a new policy and submit proof of insurance of the same to the City 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 City, 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 17: NON-COLLUSIVE PROPOSAL CERTIFICATE & ACKNOWLEDGMENT

- 17.1 Each proposer shall complete and submit with its, his, or her proposal the "Non-Collusive Proposal Certificate" and the "Acknowledgment" found on the two (2) pages which follow this page.

**NON-COLLUSIVE PROPOSAL CERTIFICATE
PURSUANT TO
NEW YORK STATE
GENERAL MUNICIPAL LAW SECTION 103-D**

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:

- (1) 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;
- (2) 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
- (3) 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)

ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) ss.:

On this _____ day of _____, 2021, 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 (or they severally) acknowledged to me that he (or they) executed the same.

Notary Public

If Corporation:

STATE OF _____)
COUNTY OF _____) ss.:

On this _____ day of _____, 2021, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he 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 signed his name thereto by like order.

Notary Public

If Partnership:

STATE OF _____)
COUNTY OF _____) ss.:

On this _____ day of _____, 2021, 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 authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.

Notary Public