

**COUNTY OF ALBANY**

**ON-CALL ENGINEER CONSULTING SERVICES FOR  
VARIOUS PARKS AND RECREATION PROJECTS IN ALBANY  
COUNTY**

**RFP 2025-010**

**ADDENDUM # 1**

January 28, 2025

The following Addendum No. 1 consisting of seven (7) pages (including this cover page) is hereby issued on the 28 day of January 2025, in connection with the Request for Proposal 2025-010 as requested by Albany County Department of Public Works.

**COUNTY OF ALBANY**  
**ON-CALL ENGINEER CONSULTING SERVICES FOR VARIOUS PARKS AND  
RECREATION PROJECTS IN ALBANY COUNTY**

**RFP 2025-010**

**ADDENDUM # 1**

*The following information is provided as a result of a question(s) posed by vendor(s):*

**ITEM #1: Our firm is preparing proposals for the Bridge, Culvert, and Roadway Projects On-Call and the Parks & Recreation Projects On-Call contracts. To ensure we provide a thorough and comprehensive response, we kindly request a one- to two-week extension of the submission deadline.**

**ANSWER #1:** We are issuing a one week extension.

Sealed Proposals for On-Call Engineer Consulting Services for Various Parks and Recreation Projects in Albany County as requested by Albany County Department of Public Works will be received by the Albany County Purchasing Agent, Room 1000, 112 State Street, Albany, New York 12207 until 4:30 PM, local time on Friday February 7, 2025 and or electronic submission Bid Net, Empire State Purchasing Group.

**ITEM #2: Can you please confirm whether the participation goals for County public procurements (7% MBE, 5% WBE) apply to this contract? If so, should proposers submit the MBE/WBE Compliance Forms included with the RFP?**

**ANSWER #2:** Please review page 32 of the Proposal Documents (Article SC19- Affirmative Action Plan) The successful proposer will be required to comply with the Affirmative Action policy for any contract that exceeds \$100,000.

**ITEM #3: On page RFP3, Section 3.8, "The Proposer shall furnish to the County , within five (5) days of a request, all such information and data for this purpose as may be requested." Can you please confirm the five-day requirement is for task-related information (approach, ability to perform work, fee) and not to mobilize staff to begin the project?**

**ANSWER #3:** Section 3 (3.1 to 3.9) pertain to the qualifications of the firm to complete the outlined tasks. Not to mobilize staff to begin the project.

**ITEM #4: The department is adding Survey Services to the Proposal Form. Please use the new Proposal Form included in this Addendum.**

**End of Addendum # 1**

# COUNTY OF ALBANY

## PROPOSAL FORM

### PROPOSAL IDENTIFICATION:

Title: **On-Call Engineer Consulting Services for Various Parks and Recreation Projects in Albany County**

RFP Number: **2025-010**

### THIS PROPOSAL IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent  
Albany County Department of General Services  
Purchasing Division  
112 State Street, Room 1000  
Albany, NY 12207

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Instructions to Proposers, including without limitation those dealing with the Disposition of Proposal Security. This Proposal may remain open for ninety (90) days after the day of Proposal opening. Proposer will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of County's Notice of Award.
3. In submitting this Proposal, Proposer represents, as more fully set forth in this Contract, that:

- (a) Proposer has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date

Number

(receipt of all of which is hereby acknowledges) and also copies of the Notice to Proposers and the Instructions to Proposers;

- (b) Proposer has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as Proposer deems necessary;

(c) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; PROPOSER has not solicited or induced any person, firm or a corporation to refrain from Proposing; and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over the owner.

4. Proposer will complete the Work for the following prices(s): (Attach Proposal)

5. Proposer agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. Proposer agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.

6. The following documents are attached to and made a condition of this Proposal:

(a) Non-Collusive Bidding Certificate (Attachment "A")

(b) Acknowledgment by Bidder (Attachment "B")

(c) Vendor Responsibility Questionnaire (Attachment "C")

(d) Iranian Energy Divestment Certification (Attachment "D")

(e) MS-4-1 Certification Statement RE: Stormwater Discharges (Attachment "E")

7. Communication concerning this Proposal shall be addressed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

8. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

# COUNTY OF ALBANY

## COST PROPOSAL FORM

### PROPOSAL IDENTIFICATION:

Title: **On-Call Engineer Consulting Services for Various Parks and Recreation Projects in Albany County**  
RFP Number: **2025-010**

Proposers shall quote the following hourly rate per each discipline listed:

<b>DESIGN SERVICES</b>	
<b>Positions</b>	<b>Hourly Rates</b>
Principal/Director Engineer	
Project Architect	
Project Manager	
Project Engineer	
Landscape Architect	
Civil	
Transportation	
Geotechnical	
Envioronmental	
Mechanical	
Plumbing/Fire Protection Engineer	
Electrical	
Structural	
Assistant Engineer	
Grant Writer	
Technician	

<b>DESIGN SERVICES</b>	
<b>Positions</b>	<b>Hourly Rates</b>
Draftsperson	
Clerical	

<b>CONSTRUCTION SERVICES</b>	
<b>Positions</b>	<b>Hourly Rates</b>
Construction Manager	
Chief Inspector	
Inspector	
Draftsperson	
Clerical	

<b>SURVEY SERVICES</b>	
<b>Positions</b>	<b>Hourly Rates</b>
Project Manager	
Licensed Land Surveyor	
Two-man Survey Crew	
Three-man Survey Crew	

<b>OTHER</b>	
<b>Item</b>	<b>Unit Cost</b>
Travel	
Software	
Other Fees	

## COUNTY OF ALBANY

### COST PROPOSAL FORM PROPOSAL IDENTIFICATION:

Title: **On-call – Engineer Consulting Services for Various Parks and Recreation Projects in Albany County**

RFP Number: **2025-010**

**COMPANY:**

---

**ADDRESS:**

---

**CITY, STATE, ZIP:**

---

**TEL. NO.:**

---

**FAX NO.:**

---

**FEDERAL TAX ID NO.:**

---

**REPRESENTATIVE:**

---

**E-MAIL:**

---

**SIGNATURE AND TITLE**

---

**DATE**

---