

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

Monday, April 14, 2025

7:00 PM

William J. Conboy II Legislative Chambers

County Legislature

Call to Order**Roll Call****PREVIOUS BUSINESS**

311. REQUIRING PROGRAMMATIC INFORMATION IN REQUESTS FOR LEGISLATIVE ACTION AND CODIFYING EXISTING PRACTICES

Sponsors: Conway, Burgdorf, Collins, Drake, Grimm, Lockart, Mauriello, Perlee and Whalen

3. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "A" FOR 2025: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK, AMENDING THE ALBANY COUNTY CHARTER AND LOCAL LAW NO. 8 FOR 1993 AS AMENDED, FOR THE PURPOSE OF CLARIFYING SALARIES FOR LEADERSHIP POSITIONS

Sponsors: Cunningham

92. REQUIRING ADVANCED NOTICE OF ACTS OF THE LEGISLATURE

Sponsors: Grimm

CURRENT BUSINESS:

96. AUTHORIZING A LEASE AGREEMENT WITH INTEGRATED TECHNOLOGY GROUP, LLC REGARDING SUITE NO. 21 AT THE MVP ARENA

Sponsors: Public Works Committee

97. AUTHORIZING AN AGREEMENT WITH DIRECT ENERGY BUSINESS, LLC REGARDING THE SUPPLY OF NATURAL GAS FOR VARIOUS COUNTY FACILITIES

Sponsors: Public Works Committee

98. AUTHORIZING AN AGREEMENT WITH WASTE MANAGEMENT-GREENRIDGE RDF, LLC REGARDING THE DISCHARGE AND TREATMENT OF LEACHATE TO THE WATER PURIFICATION DISTRICT'S NORTH PLANT

Sponsors: Public Works Committee

99. AUTHORIZING AN AGREEMENT WITH JOHNSON CONTROLS FIRE PROTECTION, LP REGARDING FIRE ALARM AND SPRINKLER TESTING IN VARIOUS COUNTY FACILITIES

Sponsors: Public Works Committee

100. AUTHORIZING AN AGREEMENT WITH ALL MIGHTY GENERAL CONTRACTING, LLC REGARDING DEMOLITION OF THE 52 HOWARD STREET PARKING GARAGE

Sponsors: Public Works Committee

101. AUTHORIZING AN AGREEMENT WITH ECKERT MECHANICAL, LLC REGARDING THE CHILLER REPLACEMENT PROJECT AT THE MVP ARENA

Sponsors: Public Works Committee

102. AUTHORIZING AN AGREEMENT WITH ALL STATES CONSTRUCTION, INC. D/B/A GORMAN CONSTRUCTION REGARDING PAVING ON CR2 (COLE HILL ROAD) IN THE TOWNS OF BERNE AND WESTERLO

Sponsors: Public Works Committee

103. AMENDING THE 2025 DEPARTMENT OF PUBLIC WORKS BUDGET: QUIET ZONE PROJECT FOR THE VILLAGE OF VOORHEESVILLE

Sponsors: Public Works Committee

104. AUTHORIZING AN AGREEMENT WITH THE CAPITAL REGION TRANSPORTATION COUNCIL REGARDING AN AMERICANS WITH DISABILITIES ACT SELF EVALUATION AND TRANSITION PLAN FOR PEDESTRIAN INFRASTRUCTURE

Sponsors: Public Works Committee

105. AUTHORIZING AN AGREEMENT WITH CREIGHTON MANNING ENGINEERING & SURVEYING, PLLC REGARDING ON-CALL ENGINEERING CONSULTING SERVICES FOR VARIOUS BRIDGE, ROADWAY, AND CULVERT PROJECTS

Sponsors: Public Works Committee

106. AUTHORIZING AN AGREEMENT WITH COLLIERS ENGINEERING & DESIGN, ARCHITECTURE, LANDSCAPE ARCHITECTURE, SURVEYING, CT P.C. REGARDING ON-CALL ENGINEERING CONSULTING SERVICES FOR VARIOUS PARKS AND RECREATIONS PROJECTS

Sponsors: Public Works Committee

107. AUTHORIZING AN AGREEMENT WITH HIGHWAY REHABILITATION CORP. REGARDING HOT-IN-PLACE ASPHALT RECYCLING ON CR 408 IN THE TOWN OF WESTERLO

Sponsors: Public Works Committee

108. AUTHORIZING A UTILITY EASEMENT AGREEMENT WITH NIAGARA MOHAWK POWER CORPORATION REGARDING THE LOCATION OF A NEW UTILITY POLE ON PROPERTY LOCATED AT 24 MARTIN ROAD IN THE VILLAGE OF VOORHEESVILLE

Sponsors: Public Works Committee

109. AMENDING RESOLUTION NO. 271 FOR 2024 AND MAKING A SEQR DETERMINATION

Sponsors: Public Works Committee

110. AMENDING RESOLUTION NO. 272 FOR 2024 AND MAKING A SEQR DETERMINATION

Sponsors: Public Works Committee

111. AMENDING RESOLUTION NO. 273 FOR 2024 AND MAKING A SEQR DETERMINATION

Sponsors: Public Works Committee

112. AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AMENDING THE 2025 DEPARTMENT OF SOCIAL SERVICES BUDGET

Sponsors: Social Services Committee

113. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH REGARDING REIMBURSEMENT FOR THE ADMINISTRATIVE COSTS OF THE CHILDREN AND YOUTH WITH SPECIAL HEALTH CARE NEEDS PROGRAM

Sponsors: Social Services Committee

114. AUTHORIZING AN AGREEMENT WITH CAYUGA CENTERS REGARDING THE PROVISION OF THE FUNCTIONAL FAMILY THERAPY PROGRAM

Sponsors: Social Services Committee

115. AUTHORIZING AN AGREEMENT WITH PROVO CANYON SCHOOL FOR THE PROVISION OF FOSTER CARE SERVICES

Sponsors: Social Services Committee

116. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF CHILDREN, YOUTH AND FAMILY SERVICES REGARDING FOSTER CARE AND ADOPTIVE PARENT RECRUITMENT

Sponsors: Social Services Committee

117. AUTHORIZING THE DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES TO PROVIDE VIRTUAL TRAINING TO CHILD PROTECTIVE WORKERS

Sponsors: Social Services Committee

118. AUTHORIZING AN AGREEMENT WITH ELECTION SYSTEMS & SOFTWARE, LLC REGARDING THE PURCHASE OF A HIGH-SPEED CENTRAL BALLOT SCANNER AND TABULATOR

Sponsors: Law Committee

119. AUTHORIZING AGREEMENTS WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. REGARDING THE DIGITIZATION AND INDEXING OF RECORDS

Sponsors: Law Committee

120. AMENDING THE 2025 CRIME VICTIM AND SEXUAL VIOLENCE CENTER BUDGET: PREVENTION EDUCATION

Sponsors: Law Committee

121. AMENDING RESOLUTION NO. 76 FOR 2022 AND AMENDING THE 2025 CRIME VICTIM AND SEXUAL VIOLENCE CENTER BUDGET

Sponsors: Law Committee

122. AMENDING AN AGREEMENT WITH AJ3 SOLUTIONS, LLC AND CATALOG AND COMMERCE SOLUTIONS, LLC REGARDING AN ELECTRONIC CONTRACT MANAGEMENT SYSTEM

Sponsors: Law Committee

123. AMENDING THE 2025 ALBANY COUNTY BUDGET: STREET PSYCHIATRY PROGRAM

Sponsors: R. Joyce, Lane, Miller and Pedo

124. AMENDING THE 2025 ALBANY COUNTY BUDGET: WILLOW PROGRAM

Sponsors: R. Joyce and Pedo

125. AUTHORIZING AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE REGARDING REIMBURSEMENT FOR THE INCARCERATION OF CRIMINAL ALIENS AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Sponsors: Public Safety Committee

126. APPROVING THE 2025 ALBANY COUNTY STOP-DWI PLAN AND AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE

Sponsors: Public Safety Committee

127. AMENDING THE 2025 SHERIFF'S OFFICE BUDGET: SPECIAL PROJECT COORDINATOR

Sponsors: Public Safety Committee

128. AMENDING RESOLUTION NO. 35 FOR 2025 REGARDING EMERGENCY MEDICAL TECHNICIAN DEFIBRILLATION SERVICES

Sponsors: Public Safety Committee

129. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES, OFFICE OF INTEROPERABLE AND EMERGENCY COMMUNICATIONS REGARDING THE 2024 PUBLIC SAFETY ANSWERING POINTS OPERATIONS GRANT PROGRAM AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Sponsors: Public Safety Committee

130. AMENDING RESOLUTION NO. 573 FOR 2023, AS AMENDED, REGARDING THE 2023 PUBLIC SAFETY ANSWERING POINTS OPERATIONS GRANT PROGRAM

Sponsors: Public Safety Committee

131. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE 2024 STATEWIDE INTEROPERABILITY COMMUNICATIONS GRANT AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Sponsors: Public Safety Committee

132. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF MENTAL HEALTH'S SUICIDE PREVENTION CENTER AND THE RESEARCH FOUNDATION FOR MENTAL HYGIENE REGARDING THE 2025-2026 CARES UP SUSTAINABILITY GRANT AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Sponsors: Public Safety Committee

133. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF MENTAL HEALTH'S SUICIDE PREVENTION CENTER AND THE RESEARCH FOUNDATION FOR MENTAL HYGIENE REGARDING THE 2025-2026 CARES UP GRANT AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Sponsors: Public Safety Committee

134. AMENDING THE 2025 SHERIFF'S OFFICE BUDGET: GUN INVOLVED VIOLENCE ELIMINATION XI INITIATIVE

Sponsors: Public Safety Committee and Domalewicz

135. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES REGARDING THE 2025 VIOLENCE INTERVENTION PROGRAM AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Sponsors: Public Safety Committee

136. AUTHORIZING AN AGREEMENT WITH NORTHERN RIVERS FAMILY OF SERVICES REGARDING RAISE THE AGE ENHANCED CASE MANAGEMENT AND COMMUNITY SUPPORT

Sponsors: Public Safety Committee

137. AUTHORIZING AN AGREEMENT WITH THE TOWN OF BETHLEHEM REGARDING THE USE OF TRAINING FACILITIES FOR ANNUAL FIREARMS CERTIFICATION

Sponsors: Public Safety Committee

138. AUTHORIZING AN AGREEMENT WITH HEALTH INSURANCE SOLUTIONS, INC. REGARDING THE ADMINISTRATION OF PRESCRIPTION DRUG BENEFITS FOR ALBANY COUNTY

Sponsors: Personnel Committee

139. FINALIZING THE ACCOUNTING OF THE 2024 ALBANY COUNTY BUDGET

Sponsors: Audit and Finance Committee

**140. AMENDING THE 2025 ALBANY COUNTY BUDGET:
ADMINISTRATIVE ADJUSTMENTS**

Sponsors: Audit and Finance Committee

**141. ADOPTING AN UPDATED DISPOSITION PLAN BY ALBANY COUNTY
FOR REAL PROPERTY ACQUIRED THROUGH THE 'IN REM'
DELINQUENT TAX FORECLOSURE PROCESS**

Sponsors: Audit and Finance Committee

**142. BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK,
AUTHORIZING VARIOUS MECHANICAL UPGRADES AND
IMPROVEMENTS FOR THE DEPARTMENT OF GENERAL
SERVICES, STATING THE MAXIMUM COST THEREOF IS
\$3,000,000, APPROPRIATING SAID AMOUNT THEREFORE, AND
AUTHORIZING THE ISSUANCE OF \$3,000,000 OF SERIAL BONDS
OF SAID COUNTY TO FINANCE SAID APPROPRIATION**

Sponsors: Audit and Finance Committee

**143. BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK,
AUTHORIZING A VEHICLE AND TRUCK REPLACEMENT PROJECT
FOR THE DEPARTMENT OF GENERAL SERVICES, STATING THE
MAXIMUM COST THEREOF IS \$500,000, APPROPRIATING SAID
AMOUNT THEREFORE, AND AUTHORIZING THE ISSUANCE OF
\$500,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID
APPROPRIATION**

Sponsors: Audit and Finance Committee

**144. BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK,
AUTHORIZING VARIOUS BUILDING UPGRADES AND
IMPROVEMENTS FOR THE DEPARTMENT OF GENERAL
SERVICES, STATING THE MAXIMUM COST THEREOF IS
\$7,000,000, APPROPRIATING SAID AMOUNT THEREFORE, AND
AUTHORIZING THE ISSUANCE OF \$7,000,000 OF SERIAL BONDS
OF SAID COUNTY TO FINANCE SAID APPROPRIATION**

Sponsors: Audit and Finance Committee

145. BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, AUTHORIZING COUNTY FACILITIES ROOF RENOVATIONS FOR THE DEPARTMENT OF GENERAL SERVICES, STATING THE MAXIMUM COST THEREOF IS \$1,500,000, APPROPRIATING SAID AMOUNT THEREFORE, AND AUTHORIZING THE ISSUANCE OF \$1,500,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION

Sponsors: Audit and Finance Committee

146. AUTHORIZING THE CORRECTION OF REAL PROPERTY TAXES IN THE TOWN OF COLONIE

Sponsors: Audit and Finance Committee

147. AUTHORIZING THE CORRECTION OF REAL PROPERTY TAXES IN THE CITY OF ALBANY

Sponsors: Audit and Finance Committee

148. AUTHORIZING A PAYMENT IN LIEU OF TAXES AGREEMENT WITH RESERVOIR ROAD SOLAR, LLC REGARDING REAL PROPERTY LOCATED AT ROUTE 156 (TAX MAP NO. 47.-1-27) IN THE TOWN OF KNOX

Sponsors: Audit and Finance Committee

149. MAKING A SEQR DETERMINATION AND AUTHORIZING THE PURCHASE OF PARCELS OF REAL PROPERTY IN THE CITY OF ALBANY

Sponsors: Audit and Finance Committee

150. AUTHORIZING AN AGREEMENT WITH THE ADVANCE ALBANY COUNTY ALLIANCE LOCAL DEVELOPMENT CORPORATION REGARDING THE ADMINISTRATION OF THE ALLIANCE ARTS AND CULTURE GRANT PROGRAM FOR 2024

Sponsors: Domalewicz

- 151.** AUTHORIZING AN AGREEMENT WITH THE ADVANCE ALBANY COUNTY ALLIANCE LOCAL DEVELOPMENT CORPORATION REGARDING THE ADMINISTRATION OF THE ALLIANCE ARTS AND CULTURE GRANT PROGRAM FOR 2025

Sponsors: Domalewicz

Adjournment

RESOLUTION NO. 311A

REQUIRING PROGRAMMATIC INFORMATION IN REQUESTS FOR LEGISLATIVE ACTION AND CODIFYING EXISTING PRACTICES

Introduced: 5/13/24

By : Conway, Burgdorf, Collins, Drake, Grimm, Lockart, Mauriello, Perlee, Whalen

WHEREAS, The Albany County Legislature is responsible for the approval of Albany County's contracting and procurement above a \$100,000 threshold; and

WHEREAS, In the course of its business, the Legislature considers many different contracts which relate to the direct provision of services to individuals, with services covering a wide range of areas including provision of warm shelter to the homeless, rehabilitation, workforce training, and many other types of programs; and

WHEREAS, In order to fully consider the impact of aforementioned programming, as well as the fitness of existing contractors to continue to provide those programs, County Legislators must often ask many additional questions in committee meetings in order to establish a basic framework for the operation and scope of the programs; and

WHEREAS, The aforementioned programmatic legislative items are submitted to the Legislature as "Requests for Legislative Action" from the executive branch of Albany County's government; and

WHEREAS, Requests for Legislative Action are not presently codified within the Legislature's Rules of Order or in the Albany County Charter, instead existing as convention reliant on the directive of the sitting County Executive; and

WHEREAS, Best practices suggest a basic codification of the form of Requests for Legislative Action would ensure the efficient consideration and passage of these items beyond the terms of existing officials; and

WHEREAS, Requests for Legislative Action should include additional detail regarding the efficacy and scope of direct service programs in order to allow legislators to consider the whole effect of a proposal prior to committee meetings, now, therefore be it

RESOLVED, By the Albany County Legislature, that Rule 11 of the Legislative Rules of Order shall be amended to read as follows:

RULE 11 - LEGISLATION PROCEDURE

Each resolution shall be consecutively numbered and the title shall state concisely the subject matter thereof. All resolutions and local laws which are to be presented to the Legislature for its consideration shall be delivered to the office of the Clerk of the Legislature, County Attorney and Majority and Minority Counsels, by 12:00 noon on the second Wednesday preceding the date of the organizational meeting, annual meeting or each regular monthly meeting of the Legislature, and by 12:00 noon two (2) business days prior to any special meeting that may be called. Any proposal submitted by the County Executive or any department, agency, office, or any other part of the executive branch, or by any other countywide elected official, shall include a cover letter and form detailing the following information, if applicable:

1. Purpose of request and/or type of contract;
2. Budgetary impact, including the amount increased or decreased in a specific budget line, any applicable bond resolutions, as well as a description of the source of funding divided by Federal, State, County, and Local shares;
3. Whether the requested action is required by mandate, and, if so, by what authority;
4. Previous legislative history, including similar items;
5. Term of contract;
6. Potential impact on pending litigation;
7. **Where applicable and practicable**, for programs, including contracted programs, providing direct services, products or other benefits to county residents: the number of persons to be served; the number of persons served in prior years [(if applicable)]; and **any other relevant statistics related to program delivery** [, if measured, quantifiable benefits to those benefiting from the program/service/products]; and
8. Justification in support of the requested action.

These proposals shall be known as a Request for Legislative Action (“RLA”). [The Clerk may reject any RLA that does not include the submissions required under this Rule.] The Clerk shall include all such resolutions and proposed local laws in the agenda to be distributed as herein set forth and make available to each legislator such agenda by 4:00 p.m. on the Tuesday preceding such meetings, exclusive of special meetings. The Clerk shall make the agenda for special meetings available one business day prior to the special meeting. Resolutions and local laws not contained in the printed agenda, but which require immediate attention, may be introduced with the consent of the majority of the Legislature with copies provided to members of the Legislature, the County Attorney, Majority and Minority Counsels and the Clerk of the Legislature prior to the start of the Legislative meeting at which the proposed

Rule 11 is being offered. Legislation offered under Rule 11 should be of the type where timely passage is of the essence, and legislation offered under lesser circumstances may not be allowed.

Each resolution shall be numbered in consecutive order beginning with number one each year. A resolution shall retain its number throughout the legislative process. However, if a resolution is amended, the letter A for the first time amended, the letter B for the second time amended, and so on shall be added to the resolution number to signify each amendment(s).

Each local law shall be assigned a letter for introduction purposes in consecutive order beginning with the letter A each year. Once duly adopted, a local law shall be assigned a number and numbered in consecutive order starting with the number one beginning with the first local law adopted each year.

Each resolution or local law shall have a title which shall concisely state the subject matter thereof.

Resolutions and local laws not contained in the printed agenda may only be introduced after all other printed agenda items have been addressed, and only with the consent of the majority of the Legislature, and only if complete copies thereof are provided to each member, the County Attorney, Majority and Minority Counsels and the Legislative Clerk prior to the introduction of said proposed Legislation.

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 311a

REQUIRING PROGRAMMATIC INFORMATION IN REQUESTS FOR LEGISLATIVE ACTION AND CODIFYING EXISTING PRACTICES

Introduced: 5/13/24

By : Conway, Burgdorf, Collins, Drake, Grimm, Lockart, Mauriello, Perlee, Whalen

WHEREAS, The Albany County Legislature is responsible for the approval of Albany County's contracting and procurement above a \$100,000 threshold; and

WHEREAS, In the course of its business, the Legislature considers many different contracts which relate to the direct provision of services to individuals, with services covering a wide range of areas including provision of warm shelter to the homeless, rehabilitation, workforce training, and many other types of programs; and

WHEREAS, In order to fully consider the impact of aforementioned programming, as well as the fitness of existing contractors to continue to provide those programs, County Legislators must often ask many additional questions in committee meetings in order to establish a basic framework for the operation and scope of the programs; and

WHEREAS, The aforementioned programmatic legislative items are submitted to the Legislature as "Requests for Legislative Action" from the executive branch of Albany County's government; and

WHEREAS, Requests for Legislative Action are not presently codified within the Legislature's Rules of Order or in the Albany County Charter, instead existing as convention reliant on the directive of the sitting County Executive; and

WHEREAS, Best practices suggest a basic codification of the form of Requests for Legislative Action would ensure the efficient consideration and passage of these items beyond the terms of existing officials; and

WHEREAS, Requests for Legislative Action should include additional detail regarding the efficacy and scope of direct service programs in order to allow legislators to consider the whole effect of a proposal prior to committee meetings, now, therefore be it

RESOLVED, By the Albany County Legislature, that Rule 11 of the Legislative Rules of Order shall be amended to read as follows:

RULE 11 - LEGISLATION PROCEDURE

Each resolution shall be consecutively numbered and the title shall state concisely the subject matter thereof. All resolutions and local laws which are to be presented to the Legislature for its consideration shall be delivered to the office of the Clerk of the Legislature, County Attorney and Majority and Minority Counsels, by 12:00 noon on the second Wednesday preceding the date of the organizational meeting, annual meeting or each regular monthly meeting of the Legislature, and by 12:00 noon two (2) business days prior to any special meeting that may be called. Any proposal submitted by the County Executive or any department, agency, office, or any other part of the executive branch, or by any other countywide elected official, shall include a cover letter and form detailing the following information, if applicable:

1. Purpose of request and/or type of contract;
2. Budgetary impact, including the amount increased or decreased in a specific budget line, any applicable bond resolutions, as well as a description of the source of funding divided by Federal, State, County, and Local shares;
3. Whether the requested action is required by mandate, and, if so, by what authority;
4. Previous legislative history, including similar items;
5. Term of contract;
6. Potential impact on pending litigation;
7. Where applicable and practicable, for programs, including contracted programs, providing direct services, products or other benefits to county residents: the number of persons to be served; the number of persons served in prior years; and any other relevant statistics related to program delivery; and
8. Justification in support of the requested action.

These proposals shall be known as a Request for Legislative Action ("RLA"). The Clerk shall include all such resolutions and proposed local laws in the agenda to be distributed as herein set forth and make available to each legislator such agenda by 4:00 p.m. on the Tuesday preceding such meetings, exclusive of special meetings. The Clerk shall make the agenda for special meetings available one business day prior to the special meeting. Resolutions and local laws not contained in the printed agenda, but which require immediate attention, may be introduced with the consent of the majority of the Legislature with copies provided to members of the Legislature, the County Attorney, Majority and Minority Counsels and the Clerk of the Legislature prior to the start of the Legislative meeting at which the proposed Rule 11 is being offered. Legislation offered under Rule 11 should be of the type where timely passage is of the essence, and legislation offered under lesser circumstances may not be allowed.

Each resolution shall be numbered in consecutive order beginning with number one each year. A resolution shall retain its number throughout the legislative process. However, if a resolution is amended, the letter A for the first time amended, the letter B for the second time amended, and so on shall be added to the resolution number to signify each amendment(s).

Each local law shall be assigned a letter for introduction purposes in consecutive order beginning with the letter A each year. Once duly adopted, a local law shall be assigned a number and numbered in consecutive order starting with the number one beginning with the first local law adopted each year.

Each resolution or local law shall have a title which shall concisely state the subject matter thereof.

Resolutions and local laws not contained in the printed agenda may only be introduced after all other printed agenda items have been addressed, and only with the consent of the majority of the Legislature, and only if complete copies thereof are provided to each member, the County Attorney, Majority and Minority Counsels and the Legislative Clerk prior to the introduction of said proposed Legislation.

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Referred to Law and Rules Review and Legislative Modernization Committees
– 5/13/24*

Negative Recommendation Law Committee – 2/26/25

*Negative Recommendation Rules Review and Legislative Modernization
Committee – 3/26/25*

LOCAL LAW NO. “A” FOR 2025

A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK, AMENDING THE ALBANY COUNTY CHARTER AND LOCAL LAW NO. 8 FOR 1993 AS AMENDED, FOR THE PURPOSE OF CLARIFYING SALARIES FOR LEADERSHIP POSITIONS

Introduced: 1/13/25

By Cunningham:

PURSUANT TO SECTIONS 10 AND 33 OF THE MUNICIPAL HOME RULE LAW AND SECTION 2702 OF THE ALBANY COUNTY CHARTER:

BE IT ENACTED by the Legislature of the County of Albany as follows:

SECTION I. Section 204 of the Albany County Charter is hereby amended as follows:

The County Legislature shall have the power to fix the compensation of its members and the leadership positions of Chairperson, Deputy Chairperson, Majority Leader and Minority Leader, which compensation shall be a stated annual salary to be paid in equal monthly installments by the Commissioner of Management and Budget. The County Legislature may fix the compensation of the County Legislature prior to the next election of such County Legislature. The compensation of the members and legislative leadership positions, after being initially established, shall not be increased nor decreased during the term of office, provided, however, the foregoing prohibition shall not prevent a member that assumes a legislative leadership position during a term of office from receiving the compensation of such position during such term of office, subject to this Charter and applicable laws or rules.

SECTION II. Effective Date.

This Local Law is adopted subject to permissive referendum pursuant to Section 24 of the New York State Municipal Home Rule Law.

RESOLUTION NO. 3

PUBLIC HEARING ON PROPOSED LOCAL LAW NO. “A” FOR 2025: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK, AMENDING THE ALBANY COUNTY CHARTER AND LOCAL LAW NO. 8 FOR 1993 AS AMENDED, FOR THE PURPOSE OF CLARIFYING SALARIES FOR LEADERSHIP POSITIONS

Introduced: 1/13/25

By Cunningham:

RESOLVED, By the County Legislature of the County of Albany that a public hearing on proposed Local Law No. “A” for 2025, “A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK, AMENDING THE ALBANY COUNTY CHARTER AND LOCAL LAW NO. 8 FOR 1993 AS AMENDED, FOR THE PURPOSE OF CLARIFYING SALARIES FOR LEADERSHIP POSITIONS” be held by the County Legislature in the William J. Conboy II Legislative Chambers, Albany County Courthouse, Albany, New York at 7:00 p.m. on Tuesday, February 25, 2025, and the Clerk of the County Legislature is directed to cause notice of such hearing to be published containing the necessary information in accordance with the applicable provisions of law.

Referred to Law Committee – 1/13/25

Favorable Recommendation Law Committee – 3/26/25

RESOLUTION NO. 92

REQUIRING ADVANCED NOTICE OF ACTS OF THE LEGISLATURE

Introduced: 3/10/25

By: Grimm

WHEREAS, The Albany County Legislature is responsible for adoption of Resolutions, local laws, and the annual budget in which topics of great importance to residents are decided; and

WHEREAS, In the course of its business, the Legislature frequently decides issues of the greatest importance with less than forty-eight hours notice to members and the general public; and

WHEREAS, In order to fully consider the impact of these measures an aging process must be introduced so that members and their constituents are fully informed of the impact of these votes; and

WHEREAS, This change will ensure more thoughtful actions and greater public awareness and participation in shaping the policies of this body and the County government, now, therefore be it

RESOLVED, By the Albany County Legislature, that Rules 11 and 16 of the Legislative Rules of Order shall be amended to read as follows:

RULE 11 - LEGISLATION PROCEDURE

Each resolution shall be consecutively numbered and the title shall state concisely the subject matter thereof. All resolutions and local laws which are to be presented to the Legislature for its consideration shall be delivered to the office of the Clerk of the Legislature, County Attorney and Majority and Minority Counsels, by 12:00 noon on the second Wednesday preceding the date of the organizational meeting, annual meeting or each regular monthly meeting of the Legislature, and by 12:00 noon two (2) business days prior to any special meeting that may be called. The Clerk shall include all such resolutions and proposed local laws in the agenda to be distributed as herein set forth and make available to each legislator such agenda by 4:00 p.m. on the Tuesday preceding such meetings, exclusive of special meetings. The Clerk shall make the agenda for special meetings available one business day prior to the special meeting. Notwithstanding the preceding, all Resolutions, local laws, adoption of the budget or any amendments of such shall not be considered until they have been introduced and publicly available for at least forty-eight hours. Resolutions and local laws not contained in the printed agenda, but which require immediate attention, may be introduced with the unanimous consent of [the majority of] the

Legislature with copies provided to members of the Legislature, the County Attorney, Majority and Minority Counsels and the Clerk of the Legislature prior to the start of the Legislative meeting at which the proposed Rule 11 is being offered. Legislation offered under Rule 11 should be of the type where timely passage is of the essence, and legislation offered under lesser circumstances may not be allowed.

Each resolution shall be numbered in consecutive order beginning with number one each year. A resolution shall retain its number throughout the legislative process. However, if a resolution is amended, the letter A for the first time amended, the letter B for the second time amended, and so on shall be added to the resolution number to signify each amendment(s).

Each local law shall be assigned a letter for introduction purposes in consecutive order beginning with the letter A each year. Once duly adopted, a local law shall be assigned a number and numbered in consecutive order starting with the number one beginning with the first local law adopted each year.

Each resolution or local law shall have a title which shall concisely state the subject matter thereof.

Resolutions and local laws not contained in the printed agenda may only be introduced after all other printed agenda items have been addressed, and only with the consent of the majority of the Legislature, and only if complete copies thereof are provided to each member, the County Attorney, Majority and Minority Counsels and the Legislative Clerk prior to the introduction of said proposed Legislation.

RULE 16 - VOTING PROCEDURE

Every member who shall be in the room when a question is stated by the Chair shall vote unless he or she abstains.

Voting shall be by a yes or no voice vote by the members present at the meeting, except when a roll call vote is required by law or by rule, then such member shall vote by a yes or no when they are identified during the roll call vote.

A member may [only] abstain from voting on a question (i) in which he or she has a direct personal or pecuniary/financial interest not common to other members of the Legislature or (ii) in the event the member was provided less than forty-eight (48) hours notice of any item on the agenda, as required by Rule 11. The member must announce their abstention prior to a vote and file with the Clerk the reason for their abstention. In such instances, the member shall remove themselves from any participation in discussion and/or debate on the subject. The names of members abstaining shall be recorded in the minutes of the meeting.

Voting on any motion or resolution is concluded when the Chair announces the decision.

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Referred to Law and Review and Legislative Modernization Committees – 3/10/25

Negative Recommendation Law Committee – 3/26/25

Negative Recommendation Rules Review and Legislative Modernization Committee – 3/26/25

MVP ARENA

Albany, New York

MEMORANDUM

To: Honorable Chairwoman of the Albany County Legislature – Joanne Cunningham
Honorable County Executive – Daniel McCoy
Honorable Members – Albany County Legislature

CC: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel

From: Bob Belber - General Manager

Date: February 13, 2025

Re: Request for approval to enter a three-year lease with Integrated Technology Group for Suite # 21 at the MVP Arena.

This letter is to request approval for Integrated Technology Group to lease for Suite # 21 effective as of May 1, 2025.

This tenant will be taking over rights to use Suite # 21 from Hannoush & Old Brick. The previous suite holders elected not to renew the suite because they did not like having to relocate to other seats when concerts and family shows were presented with a backdrop curtain. Integrated Technology Group understands that they will have to be relocated for those types of shows but they will be able to use their suite prior to the start of the shows and during intermission to entertain their clients and use the private bathroom. ITG is located in East Greenbush, NY and they are looking forward to using Suite # 21 during the three-year term May 1, 2025 through April 30, 2028.

The annual suite payment will be \$54,500 and the total amount that will be paid over the term of the lease will be \$163,500. The suites that are coming up for renewal this year will be renewed with an increase in the annual fee that will go from the old amount of \$51,000 to the new rate of \$54,500 annually.

Thank you for your assistance with this request.





County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6368, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Request for approval to enter a three-year lease with Intergrated Technology Group for Suite # 21 at the MVP Arena

Date: February 13, 2025

Department: MVP Arena

Attending Meeting: Bob Belber, GM

Submitted By: Christine Hayes

Title: HR Manager

Phone: 518-487-2011

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Intergrated Technology Group, LLC 44 Troy Road East Greenbush NY 12061 Michael Collins, Owner

Term: (Start/end date or duration) 05/01/2025 - 04/30/2028, three-years

Amount/Raise Schedule/Fee: \$54,500 Annually

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐

Anticipated in Budget: Yes ☒ No ☐

Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: 0 County: 100%

State: 0 Local: 0

County Budget Accounts:

Revenue Account and Line: AA712802451

Revenue Amount: \$54,500

Appropriation Account and Line: Enter text.

Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒

If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☒

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

This tenant will be taking over rights to use Suite # 21 from Hannoush & Old Brick. The previous suite holders elected not to renew the suite because they did not like having to relocate to other seats when concerts and family shows were presented with a backdrop curtain. Integrated Technology Group understands that they will have to be relocated for those types of shows but they will be able to use their suite prior to the start of the shows and during intermission to entertain their clients and use the private bathroom. ITG is located in East Greenbush, NY and they are looking forward to using Suite # 21 during the three-year term May 1, 2025 through April 30, 2028.

The annual suite payment will be \$54,500 and the total amount that will be paid over the term of the lease will be \$163,500. The suites that are coming up for renewal this year will be renewed with an increase in the annual fee that will go from the old amount of \$51,000 to the new rate of \$54,500 annually.



LETTER OF INTENT

BY

INTEGRATED TECHNOLOGY GROUP

FOR CORPORATE SUITE #21

The above-named party or parties recognize that corporate support is vital to the continued success of the Albany County Civic Center a.k.a. the MVP ARENA (hereafter the "MVP ARENA") and evidencing our support of this facility by this *Letter of Intent*.

This *Letter of Intent* demonstrates our intention to lease one of the MVP ARENA Private Corporate Suites, namely Suite #21 (hereafter the Suite). The cost to lease one of these suites will be FIFTY-FOUR THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$54,500.00) per contract year for a three (3) year term. The lease term is May 1, 2025, to April 30, 2028. The parties will endeavor to negotiate mutually acceptable lease terms within ninety (90) days of signing the letter of intent.

The SUITE will be furnished and consist of sixteen (16) seats. The basic amenities typically included in a SUITE are appended and made part of the *Letter of Intent*. Sixteen (16) passes will be provided at no charge for all Albany Firebirds arena football, Albany FireWolves lacrosse, and Siena College men's basketball home games. Sixteen (16) passes will also be provided for every ticketed event at the MVP ARENA in each contract year with the exception of the NCAA events. Suite tickets for NCAA championship events can be purchased by the Suite holder.

Furthermore, each SUITE holder will be entitled to purchase up to sixteen (16) additional tickets for all ticketed events. These tickets shall be in preferred locations outside of the SUITE. Certain events may be restricted to eight (8) additional "outside" seats.

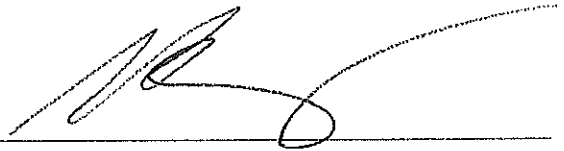
To further solidify this *Letter of Intent*, a non-refundable deposit of \$3,000.00 (THREE THOUSAND AND 00/100 DOLLARS) for the SUITE has been made upon the signing of this document. This deposit represents the first payment as indicated in the lease agreement.

MVP ARENASM

Albany, New York

Letter of Intent
INTEGRATED TECHNOLOGY GROUP
Suite #21
Page 2

Date: 2/13/25

Signature: 

Name (Print): Michael Collins

Title: Owner



INTEGRATED TECHNOLOGY GROUP, LLC
44 TROY ROAD • EAST GREENBUSH • NEW YORK • 12061
518.479.3881



60-7044/2223

5373

2/13/2025

PAY
TO THE
ORDER OF

MVP Arena

\$ **3,000.00

Three Thousand and 00/100*****

DOLLARS

MVP Arena
51 South Pearl Street
Albany, NY 12207

AUTHORIZED SIGNATURE

Security Features. Details on back.

MEMO

Suite Deposit



INTEGRATED TECHNOLOGY GROUP, LLC

MVP Arena

Date Type Reference
2/13/2025 Bill

Original Amt.
3,000.00

Balance Due
3,000.00

2/13/2025

Discount

Check Amount

5373

Payment
3,000.00
3,000.00

Key Bank

Suite Deposit

3,000.00

RESOLUTION NO. 96

AUTHORIZING A LEASE AGREEMENT WITH INTEGRATED TECHNOLOGY GROUP, LLC REGARDING SUITE NO. 21 AT THE MVP ARENA

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The General Manager of the MVP Arena has requested authorization to enter into a lease agreement with Integrated Technology Group, LLC regarding Suite No. 21 at the MVP Arena in the amount of \$54,500 annually for a term commencing May 1, 2025 and ending April 30, 2028, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into a lease agreement with Integrated Technology Group, LLC, East Greenbush, NY 12061 regarding Suite No. 21 at the MVP Arena in the amount of \$54,500 annually for a term commencing May 1, 2025 and ending April 30, 2028, and, be it further

RESOLVED, That the County Attorney is authorized to approve said lease agreement as to form and content prior to the execution thereof, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
WATER PURIFICATION DISTRICT
1 CANAL ROAD, SOUTH
ALBANY, NEW YORK 12204

REMITTANCE: 112 STATE ST., BASEMENT, ALBANY, NY 12207
PHONE: (518) 447-1611 FAX: (518) 433-0369
www.albanycountyny.gov

COMMISSION
DENNIS RIGOSU
CHAIRMAN

NICHOLAS W. FOGLIA
MAGGIE ALIX
CHARLES G. CARLUCCIO
GARRY NATHAN

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

February 24, 2025

Hon. Joanne Cunningham
Chairwoman
Albany County Legislature
112 State Street – Suite 710
Albany, New York 12207

**Re: Municipal Electric and Gas Alliance (MEGA) –Natural Gas Supply Contracts
Contract Authorization – Direct Energy Business (now NRG)**

Dear Chairwoman Cunningham,

The Albany County Energy Advisory Group (EAG) acting as the County's agent to secure the purchase of low cost energy is requesting authorization to use the Municipal Electric and Gas Alliance (MEGA) program with Direct Energy Business for the purpose of purchasing natural gas. Due to continued volatility in the natural gas market and based on the recommendation from our supplier, Direct Energy Business is recommending locking in the basis costs for both the County's daily and monthly natural gas accounts. The remaining supply costs will be purchased in blocks over the course of the next year. This approach will allow the County to take advantage of dips in the gas pricing and dollar cost average the supply charges over the course of the next several months.

The term of the contracts are summarized below:

Monthly pricing accounts: Basis (transportation) costs = \$ 0.419/MMBTU
Contract term: November 1, 2026 to October 31, 2027

Daily pricing accounts: Basis (transportation) costs = \$ 1.776/MMBTU
Contract term: November 1, 2026 to October 31, 2027

The contract terms above correspond to the current MEGA agreement which is attached to this letter along with the contracts from Direct Energy. The price difference between the accounts is associated with the usage and the cost of firm capacity or the guarantee of uninterruptable gas service for the daily accounts which include the North and South Treatment Plants and the Correctional Facility.

If you have any questions or concerns you may reach me at (518) 447-1617.

Sincerely,



Angelo Gaudio, P.E.
Executive Director

Enc. Direct Energy Contracts – Fixed daily pricing
Direct Energy Contracts – Fixed monthly pricing
MEGA endorsement letter
Purchasing Award Letter

cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6403, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization with Direct Energy Business, now operating as NRG to extend the natural gas daily and monthly accounts through the use of the Municipal Electric and Gas Alliance (MEGA) program.

Date: 2/25/2025
Department: Energy Advisory Group
Attending Meeting: Angelo Gaudio
Submitted By: Angelo Gaudio
Title: Executing Director
Phone: 518-447-1624

Purpose of Request: Contract Authorization 1 year term

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: Direct Energy Business (NRG)
194 Wood Avenue South, 2nd Floor, Iselin NY 08830

Term: (Start/end date or duration) 11/ 1,/2026 to 10/31/2027
Amount/Raise Schedule/Fee: Varies by Department

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal:	0	County:	100%
State:	0	Local:	0

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Varies by Department
Appropriation Amount:	Varies by Department

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒

If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☒ No ☐
 # of Response(s): Bid through MEGA
 # of MWBE: NA
 # of Veteran Business: NA
Bond Resolution No.: NA
Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Res#494, adopted 11/13/2023

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Due to the continued volatility in the natural gas market the County's natural gas supplier Direct Energy/NRG is recommending locking in the basis cost for the County's daily and monthly natural gas accounts. The remaining supply cost will be purchased in blocks over the next year. This approach will allow the County to take advantage of dips in gas pricing and dollar cost average the supply charges over the course of the next year.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET – ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588
WWW.ALBANYCOUNTY.COM

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA ONEILL
PURCHASING AGENT

NOTICE OF AWARD

January 21, 2025

Mr. Steven E. Mueller
Senior Account Manager
Direct Energy Business
194 Wood Avenue South, 2nd Floor
Iselin, NJ, 08830

RE: MEGA Natural Gas Contract

Dear Mr. Mueller:

Albany County is now participating in the MEGA (Municipal Electrical and Gas Alliance) program for the purposes of purchasing its natural gas for the accounts listed in the attached.

For monthly and daily accounts pricing is as follows:

Monthly Accounts
Term: 11/1/26 – 10/31/27
\$0.419 MMBTU

Daily Accounts
Term: 11/1/26– 10/31/27
\$1.776 MMBTU

This award is being made by the Energy Advisory Group and will be approved at the Albany County Public Works Committee, with final approval by the full Albany County Legislature.

As soon as practicable thereafter contract documents will be forwarded for your signature.

Respectfully,

Pamela O'Neill
Purchasing Agent

cc: David Reilly, Commissioner Management and Budget
Angelo Gaudio, Executive Director, Water Purification District



A Local Development Corporation
MEGAenergy.org

Municipal Electric and Gas Alliance
P.O. Box 181
Delmar, NY 12054
info@megaenergy.org

**ELECTRIC AND NATURAL GAS
PROGRAM AGREEMENTS THROUGH OCTOBER 2029
ENDORSEMENT**

Dear MEGA Participant,

MEGA is pleased to inform you that the program agreements for the electricity and natural gas supplies have been extended through October 31, 2029 as authorized by mutual agreement by MEGA, Genesee County, Constellation Energy, and NRG through a new public procurement awarded in 2024. MEGA's energy procurement program is available in the following utility territories: National Grid, New York State Electric & Gas, Central Hudson Gas & Electric, Rochester Gas & Electric, and National Fuel Gas until 2026, and from 2026 through 2029 in these territories plus Orange & Rockland Utilities, PSE&G – Long Island, and Con Edison.

Electric, Natural Gas Supply, and RECs Bid Award--"Piggybacking" authorized

MEGA's procurement for electric and natural gas supplies, and renewable energy credits, was conducted through Genesee County in conformance with New York State General Municipal Law and County Law. The Invitation to Bid was issued in November 2023, and bids were received on January 23, 2024. As MEGA has in the past, we have recommended the lowest qualified bidder be awarded the contracts by Genesee County. Our partner in this procurement, Genesee County, was in conformance with the "piggybacking" provisions of Section 408-a of the NYS County Law and Section 103(3) of the NYS General Municipal Law, allowing all political subdivisions and districts within the State of New York to participate in the contracts awarded as a result of this procurement.

We are pleased to give our endorsements as follows:

- To **Constellation Energy, Inc.** for all electricity supply program in the National Grid, New York State Electric & Gas, Central Hudson Gas & Electric, Rochester Gas & Electric utility territories through October 31, 2029, and for these territories plus Orange & Rockland Utilities, PSE&G – Long Island, and Con Edison from November 1, 2026 through October 31, 2029.
- To **NRG** for natural gas supply programs in the National Grid, New York State Electric & Gas, Rochester Gas & Electric, National Fuel Gas, and Central Hudson Gas & Electric utility territories through October 31, 2029, and these territories

plus Orange & Rockland Utilities, PSE&G – Long Island, and Con Edison from November 1, 2026 through October 31, 2029.

Copies of all the bid documentation are available by contacting MEGA at info@megaenergy.org.

As always, the energy supply program contracts will ensure that you achieve your energy goals - whether it is to maximize savings, achieve a low, stable rate, or add "green" renewable energy to your portfolio.

Please feel free to contact our consultants at EnergyNext, Inc., at 518-580-9244 to discuss market conditions before you make a pricing selection.

Municipal Electric and Gas Alliance operates in partnership with the New York State Association of Counties and serves more than 240 local governments and schools across New York State.

If you have any questions about the MEGA program, please don't hesitate to contact us at 518-429-0189.

Sincerely,

Mark LaVigne

Mark LaVigne
Executive Director

RESOLUTION NO. 494

AUTHORIZING AGREEMENTS WITH DIRECT ENERGY BUSINESS REGARDING THE SUPPLY OF NATURAL GAS FOR VARIOUS COUNTY FACILITIES

Introduced: 11/13/23

By Public Works Committee:

WHEREAS, By Resolution No. 428 for 2004, this Honorable Body established the Albany County Energy Advisory Group consisting of the Commissioner of the Department of Management and Budget, the Purchasing Agent and the Executive Director of the Water Purification District to act as the County's agent to obtain the lowest prices and the best terms pertaining to the purchase of natural gas and electric energy on behalf of the County, and

WHEREAS, The Executive Director of the Water Purification District has indicated that Albany County will continue to participate in the Municipal Electrical and Gas Alliance program for the purpose of purchasing its natural gas, and

WHEREAS, The Albany County Energy Advisory Group has recommended awarding the contract to Direct Energy Business regarding the supply of natural gas for various county facilities in order to take advantage of the current market rates, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Direct Energy Business, Iselin, NJ, 08830 regarding the supply of natural gas for various County Departments at a fixed monthly rate of \$0.475 per Dekatherm for the term commencing November 1, 2025 and ending October 31, 2026, and, be it further

RESOLVED, That the County Executive is authorized to enter into an agreement with Direct Energy Business, Iselin, NJ 08830 regarding the supply of natural gas for the Water Purification District's North and South Plants, and the County Correctional Facility at a fixed daily rate of \$2.14 per Dekatherm for the term commencing November 1, 2024 and ending October 31, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 11/13/23

R. Joyce abstained.



NEW YORK CUSTOMER DISCLOSURE

Price	Your price is \$1.776 per MMBTU. This price may change pursuant to the Purchase Price section (or Changes to Purchase Price section, as applicable) of the CMA and the Purchase Price section of the Transaction Confirmation.
Fixed or Variable and, if variable, how the price is determined	Variable: Refer to Purchase Price on Transaction Confirmation and Special Provisions section on Transaction Confirmation.
Third-Party Compensation Disclosure	The Purchase Price includes a fee of \$0.120 per MMBTU for Buyer's selected Energy Broker or Energy Consultant ("Agent"). Any future services Agent performs on Buyer's behalf may result in additional fees which shall be payable by Buyer and passed through to Agent on Buyer's behalf.
Length of the agreement and end date	12 Months
Process customer may use to rescind the agreement without penalty	Rescission without penalty not permitted
Amount of Early Termination Fee and method of calculation	Non - defaulting party has the right to terminate and liquidate all Transactions, calculate a settlement amount by calculating the Liquidation Value for each Transaction and aggregate all amounts owing - See the Remedies section of the CMA for more information
Amount of Late Payment Fee and method of calculation	Interest will be assessed on the late balance at the lower of 1.50% per month or the maximum amount permitted by law See the Billing and Payment section of the CMA for more information
Provisions for renewal of the agreement	Automatically renews in successive one-month terms unless affirmatively renewed or terminated by either party.
Conditions under which savings to the customer are guaranteed	Savings compared to the Utility rate are not guaranteed



NRG Business Marketing LLC
804 Carnegie Center,
Princeton, NJ, 08540
1.844.737.6742
nrg.com

Date: 01/21/2025
Time: 08:22 AM
Proposal Id: 68686477
Marketer Name: Mueller, Stephen

CUSTOMER INFORMATION

Customer Name: County of Albany

Contact Name: Karen Storm

Address: 112 State Street, Albany, NY 12207 US

Telephone: (518) 447-7140 **Fax:** 5184475588

Email: kstorm@albanycounty.com

Type: Renewal

Billing Contact:

Billing Address:

Telephone:

Fax:

NATURAL GAS TRANSACTION CONFIRMATION AND CUSTOMER DISCLOSURES

This Transaction Confirmation confirms the terms of the Gas Transaction entered into between NRG Business Marketing LLC ("Seller"), and the customer above ("Buyer" or "Customer") pursuant to the terms of the Commodity Master Agreement ("CMA") between Buyer and Seller dated May 15, 2015 as may be amended. The Purchase Price excludes Utility distribution charges and Taxes that are or may be the responsibility of Buyer. Gas volumes will be adjusted for Utility line loss, where applicable. The prices listed below are based on market conditions as of the time, stated above, that this Transaction Confirmation was issued and may be adjusted by Seller to reflect market conditions as of the date it is executed and returned by Buyer. THIS TRANSACTION CONFIRMATION WILL NOT BE EFFECTIVE UNTIL SIGNED BY BOTH PARTIES.

SERVICE LOCATIONS

(Additional pages may be attached if necessary)

Service Address	Utility Account Number	Rate
Erie St.	93999-37108	SC5
Port of Albany	48999-37103	SC5
840 Albany Shaker Rd	84199-37105	SC5

Payment Terms: [30] days

Late Fee: [1.50]% or, if lower, the maximum amount permitted by law.

DELIVERY PERIOD

Begin: 11/01/2026

End: 10/31/2027

The service start date hereunder will be the date that the Utility enrolls Customer for Seller's service. Seller will request the Utility to enroll Customer on the first meter read date within the Delivery Period.

Upon the expiration of the Delivery Period, this Transaction shall continue for successive one month terms (collectively the "Renewal Term") until either Party notifies the other Party in writing of its intention to terminate, at least 15 days prior to (1) the end of the Delivery Period or (2) during the Renewal Term, the earlier of the end of each successive month Renewal Term or the next cycle read date. After notice is given as contemplated in the previous sentence, the date of termination ("Termination Date") shall be the next effective drop date permitted by the Utility. The Purchase Price for delivery to the Delivery Point during the Renewal Term or for any period outside of the Delivery Period, shall be the then Market Price for delivery to the Delivery Point, unless otherwise agreed to in writing.

DELIVERY POINT

National Grid (Upstate) / 020918 TGP EAST DLY

CONTRACT QUANTITY (MMBTU)

Buyer and Seller agree that the Contract Quantity purchased and received means a positive volume up to or greater than the estimated quantities listed below, provided, that for purposes of determining whether a Material Deviation has occurred and for purposes of calculating Contract Quantities remaining to be delivered under the Remedies section of the CMA, Contract Quantity shall be determined by reference to the applicable estimated quantity(ies) listed below.

Volume Type :	Monthly		
November	11,885	May	6,716
December	12,772	June	4,179
January	13,276	July	6,068
February	13,039	August	6,786
March	13,294	September	6,520
April	7,506	October	8,123

PURCHASE PRICE

Nymex Plus : \$1.776/MMBTU

BILL TYPE

Dual

SPECIAL PROVISIONS

For inquiries related to your purchase, or for any other questions or complaints against Seller, please contact Seller at the address above. For general inquiries related to the sale and delivery of Gas you may contact the New York Public Service Commission, Department of Public Service ESCO hotline at 1-888-697-7728; write the PSC at the Office of Consumer Education & Advocacy, Three Empire State Plaza, Albany, NY 12223, or visit the PSC's website at <https://dps.ny.gov/>.

Buyer represents and acknowledges that: (a) any rights to a rescission period, longer grace periods or notice periods afforded to residential Buyers do not apply; and (b) upon any discontinuance of service by Seller, Seller will return Buyer to full Utility service by the next effective drop date permitted by the Utility, upon at least fifteen (15) days prior notice, provided that the utility has not already disconnected delivery of the service. If the Utility disconnects delivery of the service, then, effective immediately, Seller will not be responsible to provide Gas or any service under this Transaction Confirmation.

Buyer represents and warrants that (i) it will provide, to Seller, information reasonably required to substantiate its Gas usage, including information regarding its business, locations, meter/account numbers, historical/projected usage, time of use, hours of operation, utility rate classes, agreements, schedules, which in substantial part form the basis for the calculation of charges for the Transaction hereunder; (ii) acceptance of this Transaction Confirmation constitutes an authorization for release of such usage information; (iii) it will assist Seller in taking all actions necessary to effectuate transactions, including, if requested, executing an authorization form permitting Seller to obtain its usage information from third parties; (iv) the usage information provided is true and accurate as of the date furnished and as of the effective date of the Transaction; (v) it may rescind the authorization for release of such information at any time, upon prior written notice; provided however, that such rescission will be considered a Default by Buyer; and (vi) neither it, nor any transaction, has been solicited through "door-to-door sales" (as such term is defined under the Uniform Business Law § 349-d, and Buyer acknowledges that this representation is a material inducement to Seller entering into this Transaction Confirmation.

*According to the State of New York Public Service Commission's Uniform Business Practices, residential Buyers have the right to cancel a sales agreement, without penalty, within three business days after its receipt.

****According to the State of New York Public Service Commission's Uniform Business Practices and the State of New York General Business Law § 349-d for transactions solicited through "door-to-door sales" Buyers may not be charged a termination or early cancellation fee in excess of the greater of: (i) \$100 if the remaining term is 12 months or less and \$200 if the remaining term exceeds 12 months, or (ii) twice the estimated commodity supply bill for an average month, provided that an estimate of an average monthly bill was provided to the Buyer when the offer was made by the Seller along with the amount of any early termination fee based on such estimate.**

Buyer represents, warrants, and covenants that it is not a mass market customer as defined by the New York Department of Public Service Commission, and therefore it has an annual gas consumption that exceeds 750 dekatherms. Buyer further agrees that if it is such a customer ("mass market" as defined above) or becomes such a customer then such misrepresentation by Buyer is material, is a Default by Buyer, and notwithstanding anything to the contrary herein, this Transaction Confirmation may be terminated by the Seller without further notice or opportunity for Buyer to cure.

NYMEX Plus with Trigger: For each month of the Delivery Period, a Commodity Charge will be added to the Purchase Price for the Contract Quantity, subject to the Gas Settlement Adjustment provision. Unless the Commodity Charge has been set by agreement of the Parties in accordance with the instructions detailed below, the Commodity Charge shall be the per Dth price equal to the settlement price on the expiration date for that month's New York Mercantile Exchange Henry Hub natural gas futures contract ("NYMEX Contract").

Buyer may fix the Commodity charge for blocks of Commodity through a Buyer-initiated trigger process ("Trigger Order"). Trigger Orders may be initiated for a specific individual month ("Monthly Order") or for a specific set of contiguous months within the duration of the Delivery Period ("Strip Order"). Trigger Orders are filled on a best efforts basis during operating hours. The Commodity charge may be fixed by agreement of the Parties at any time prior to 1:00 PM on the expiration date of the applicable month's NYMEX Contract.

Buyer acknowledges that the Commodity charge may be set (fixed) for a period up to, but in no event beyond, the Delivery Period.

Buyer's "Responsible Trigger Contact(s)" have been identified as Karen Storm [kstorm@albanycounty.com]. Seller will generate a confirmation to be sent to Buyer's Responsible Trigger Contact each time the Commodity charge is fixed ("Trigger Confirmation"). Each such Trigger Confirmation will be made a part of, and is not a replacement for, this Transaction Confirmation. All orders are binding upon being filled. Any notices regarding Trigger Confirmations must be sent to trigger@nrg.com. Changes to the Responsible Trigger Contact must be communicated in writing through your NRG Account Executive.

Change in Utility Account Numbers:

The account number for a Service Location shall be the Utility Account Number set forth in the Service Locations section above or as attached, as applicable, or any replacement account number issued by the Utility from time to time.

National Grid Balancing Charge: Pursuant to the Niagara Mohawk tariff, P.S.C. 219, Gas, Rule 17.5, Buyers of gas on the National Grid system are responsible for a monthly Balancing Charge calculated using the Buyer's Maximum Peak Day Quantity ("MPDQ"). While this charge is billed by National Grid to Seller, Buyer acknowledges payment responsibility for the Balancing Charge in addition to all other charges provided for in this Agreement. The Balancing Charge that will be invoiced by Seller as "LDC Tariff Pass-Thru" to Buyer, will be a straight pass-through of the amount billed to Seller by National Grid and will not include any additional costs or mark-up.

Gas Settlement Adjustment with 10% Swing: For each month of the Delivery Period, Buyer will pay the Purchase Price within a 10% bandwidth of the Contract Quantities plus the following settlements and adjustments as applicable. "Contract Quantity" means the volumes specified above.

If the Actual Quantity is more than the Contract Quantity, then the Purchase Price for each additional Dth of Actual Quantity above 110% will be a) the Index Based Rate GD-Iroquois Zone 2 plus \$0.600 for November through March; or b) the Index Based Rate GD-Eastern Gas, South plus \$0.350 for April through October. If the Actual Quantity is less than 90% of the Contract Quantity, then Seller will credit Buyer at (a) the Index Based Rate GD-Eastern Gas, South plus \$0.000 for November through March; or b) the Index Based Rate GD-Eastern Gas, South plus \$0.000 for April through October for each Dth under the Contract Quantity . However, in the case of a Pipeline or Utility curtailment, Operational Flow Order (OFO) or Operational Matching Order (OMO), Seller may, at its discretion, adjust the Index Based Rate to a commercially reasonable replacement rate, and pass through any penalties caused by the Buyer that occurred during OFO/OMO events.

The "Index Based Rate" is the applicable rate indicated above as published in Platts Gas Daily.

Buyer acknowledges that it is acting for its own account, and that it has made its own independent decisions with respect to this Transaction Confirmation and that Seller is not acting as a fiduciary, financial, investment or commodity trading advisor for it in connection with the negotiation and execution of this Transaction Confirmation.

TAX EXEMPTION STATUS - If exempt, must attach certificate

In order to ensure accurate billing, tax status indication is required. Please check the appropriate status below:
☐ Non-Exempt
☐ Exempt (e.g. Residential, Non-Profit Organization, Manufacturing, Small Business, Agricultural, Resale, etc.)

Buyer :	County of Albany	Seller :	NRG Business Marketing LLC
By :	_____	By :	_____
Name :	_____	Name :	_____
Title :	_____	Title :	_____
Date :	_____	Date :	_____



NEW YORK CUSTOMER DISCLOSURE

Price	Your price is \$0.419 per MMBTU. This price may change pursuant to the Purchase Price section (or Changes to Purchase Price section, as applicable) of the CMA and the Purchase Price section of the Transaction Confirmation.
Fixed or Variable and, if variable, how the price is determined	Variable: Refer to Purchase Price on Transaction Confirmation and Special Provisions section on Transaction Confirmation.
Third-Party Compensation Disclosure	The Purchase Price includes a fee of \$0.120 per MMBTU for Buyer's selected Energy Broker or Energy Consultant ("Agent"). Any future services Agent performs on Buyer's behalf may result in additional fees which shall be payable by Buyer and passed through to Agent on Buyer's behalf.
Length of the agreement and end date	12 Months
Process customer may use to rescind the agreement without penalty	Rescission without penalty not permitted
Amount of Early Termination Fee and method of calculation	Non - defaulting party has the right to terminate and liquidate all Transactions, calculate a settlement amount by calculating the Liquidation Value for each Transaction and aggregate all amounts owing - See the Remedies section of the CMA for more information
Amount of Late Payment Fee and method of calculation	Interest will be assessed on the late balance at the lower of 1.50% per month or the maximum amount permitted by law See the Billing and Payment section of the CMA for more information
Provisions for renewal of the agreement	Automatically renews in successive one-month terms unless affirmatively renewed or terminated by either party.
Conditions under which savings to the customer are guaranteed	Savings compared to the Utility rate are not guaranteed



NRG Business Marketing LLC
804 Carnegie Center,
Princeton, NJ, 08540
1.844.737.6742
nrg.com

Date: 01/21/2025
Time: 08:23 AM
Proposal Id: 68686481
Marketer Name: Mueller, Stephen

CUSTOMER INFORMATION

Customer Name: County of Albany

Contact Name: Karen Storm

Address: 112 State Street, Albany, NY 12207 US

Telephone: (518) 447-7140 **Fax:** 5184475588

Email: kstorm@albanycounty.com

Type: Renewal

Billing Contact:

Billing Address:

Telephone:

Fax:

NATURAL GAS TRANSACTION CONFIRMATION AND CUSTOMER DISCLOSURES

This Transaction Confirmation confirms the terms of the Gas Transaction entered into between NRG Business Marketing LLC ("Seller"), and the customer above ("Buyer" or "Customer") pursuant to the terms of the Commodity Master Agreement ("CMA") between Buyer and Seller dated May 15, 2015 as may be amended. The Purchase Price excludes Utility distribution charges and Taxes that are or may be the responsibility of Buyer. Gas volumes will be adjusted for Utility line loss, where applicable. The prices listed below are based on market conditions as of the time, stated above, that this Transaction Confirmation was issued and may be adjusted by Seller to reflect market conditions as of the date it is executed and returned by Buyer. THIS TRANSACTION CONFIRMATION WILL NOT BE EFFECTIVE UNTIL SIGNED BY BOTH PARTIES.

SERVICE LOCATIONS

(Additional pages may be attached if necessary)

Service Address	Utility Account Number	Rate
449 New Salem Road	09224-22106	SC2
756 Albany Shaker Road	87251-01108	SC2
112 State Street	63399-37107	SC7
60 State Street	41912-68116	SC2
390 New Salem Rd	96224-21102	SC2
95 Tivoli Street	29252-67181	SC2
162 Washington Ave	91512-63114	SC2
165 Green Street	24912-68101	SC2
250 S. Pearl St.	02512-71119	SC2
52 S. Pearl St.	52799-37106	SC7
6 Lodge St.	50910-40019	SC7
32 Clinton Ave	80954-94007	SC7
Albany Shaker Rd.	81799-37107	SC7
830 Albany Shaker Road	38923-87006	SC2

Payment Terms: [30] days

Late Fee: [1.50]% or, if lower, the maximum amount permitted by law.

DELIVERY PERIOD

Begin: 11/01/2026

End: 10/31/2027

The service start date hereunder will be the date that the Utility enrolls Customer for Seller's service. Seller will request the Utility to enroll Customer on the first meter read date within the Delivery Period.

Upon the expiration of the Delivery Period, this Transaction shall continue for successive one month terms (collectively the “Renewal Term”) until either Party notifies the other Party in writing of its intention to terminate, at least 15 days prior to (1) the end of the Delivery Period or (2) during the Renewal Term, the earlier of the end of each successive month Renewal Term or the next cycle read date. After notice is given as contemplated in the previous sentence, the date of termination (“Termination Date”) shall be the next effective drop date permitted by the Utility. The Purchase Price for delivery to the Delivery Point during the Renewal Term or for any period outside of the Delivery Period, shall be the then Market Price for delivery to the Delivery Point, unless otherwise agreed to in writing.

DELIVERY POINT

National Grid (Upstate) / NGRID CNE07 MO DTI

CONTRACT QUANTITY (MMBTU)

Buyer and Seller agree that the Contract Quantity purchased and received means a positive volume up to or greater than the estimated quantities listed below, provided, that for purposes of determining whether a Material Deviation has occurred and for purposes of calculating Contract Quantities remaining to be delivered under the Remedies section of the CMA, Contract Quantity shall be determined by reference to the applicable estimated quantity(ies) listed below.

Volume Type :		Monthly	
November	7,308	May	2,603
December	9,822	June	1,792
January	11,220	July	1,763
February	9,734	August	1,763
March	8,816	September	2,091
April	5,106	October	4,533

PURCHASE PRICE

Nymex Plus : \$0.419/MMBTU

BILL TYPE

Dual

SPECIAL PROVISIONS

For inquiries related to your purchase, or for any other questions or complaints against Seller, please contact Seller at the address above. For general inquiries related to the sale and delivery of Gas you may contact the New York Public Service Commission, Department of Public Service ESCO hotline at 1-888-697-7728; write the PSC at the Office of Consumer Education & Advocacy, Three Empire State Plaza, Albany, NY 12223, or visit the PSC's website at <https://dps.ny.gov/>.

Buyer represents and acknowledges that: (a) any rights to a rescission period, longer grace periods or notice periods afforded to residential Buyers do not apply; and (b) upon any discontinuance of service by Seller, Seller will return Buyer to full Utility service by the next effective drop date permitted by the Utility, upon at least fifteen (15) days prior notice, provided that the utility has not already disconnected delivery of the service. If the Utility disconnects delivery of the service, then, effective immediately, Seller will not be responsible to provide Gas or any service under this Transaction Confirmation.

Buyer represents and warrants that (i) it will provide, to Seller, information reasonably required to substantiate its Gas usage, including information regarding its business, locations, meter/account numbers, historical/projected usage, time of use, hours of operation, utility rate classes, agreements, schedules, which in substantial part form the basis for the calculation of charges for the Transaction hereunder; (ii) acceptance of this Transaction Confirmation constitutes an authorization for release of such usage information; (iii) it will assist Seller in taking all actions necessary to effectuate transactions, including, if requested, executing an authorization form permitting Seller to obtain its usage information from third parties; (iv) the usage information provided is true and accurate as of the date furnished and as of the effective date of the Transaction; (v) it may rescind the authorization for release of such information at any time, upon prior written notice; provided however, that such rescission will be considered a Default by Buyer; and (vi) neither it, nor any transaction, has been solicited through "door-to-door sales" (as such term is defined under the Uniform Business Law § 349-d, and Buyer acknowledges that this representation is a material inducement to Seller entering into this Transaction Confirmation.

*According to the State of New York Public Service Commission's Uniform Business Practices, residential Buyers have the right to cancel a sales agreement, without penalty, within three business days after its receipt.

**According to the State of New York Public Service Commission's Uniform Business Practices and the State of New York General Business Law § 349-d for transactions solicited through "door-to-door sales" Buyers may not be charged a termination or early cancellation fee in excess of the greater of: (i) \$100 if the remaining term is 12 months or less and \$200 if the remaining term exceeds 12 months, or (ii) twice the estimated commodity supply bill for an average month, provided that an estimate of an average monthly bill was provided to the Buyer when the offer was made by the Seller along with the amount of any early termination fee based on such estimate.

Buyer represents, warrants, and covenants that it is not a mass market customer as defined by the New York Department of Public Service Commission, and therefore it has an annual gas consumption that exceeds 750 dekatherms. Buyer further agrees that if it is such a customer ("mass market" as defined above) or becomes such a customer then such misrepresentation by Buyer is material, is a Default by Buyer, and notwithstanding anything to the contrary herein, this Transaction Confirmation may be terminated by the Seller without further notice or opportunity for Buyer to cure.

NYMEX Plus with Trigger: For each month of the Delivery Period, a Commodity Charge will be added to the Purchase Price for the Contract Quantity, subject to the Gas Settlement Adjustment provision. Unless the Commodity Charge has been set by agreement of the Parties in accordance with the instructions detailed below, the Commodity Charge shall be the per Dth price equal to the settlement price on the expiration date for that month's New York Mercantile Exchange Henry Hub natural gas futures contract ("NYMEX Contract").

Buyer may fix the Commodity charge for blocks of Commodity through a Buyer-initiated trigger process ("Trigger Order"). Trigger Orders may be initiated for a specific individual month ("Monthly Order") or for a specific set of contiguous months within the duration of the Delivery Period ("Strip Order"). Trigger Orders are filled on a best efforts basis during operating hours. The Commodity charge may be fixed by agreement of the Parties at any time prior to 1:00 PM on the expiration date of the applicable month's NYMEX Contract.

Buyer acknowledges that the Commodity charge may be set (fixed) for a period up to, but in no event beyond, the Delivery Period.

Buyer's "Responsible Trigger Contact(s)" have been identified as Karen Storm [kstorm@albanycounty.com]. Seller will generate a confirmation to be sent to Buyer's Responsible Trigger Contact each time the Commodity charge is fixed ("Trigger Confirmation"). Each such Trigger Confirmation will be made a part of, and is not a replacement for, this Transaction Confirmation. All orders are binding upon being filled. Any notices regarding Trigger Confirmations must be sent to trigger@nrg.com. Changes to the Responsible Trigger Contact must be communicated in writing through your NRG Account Executive.

Change in Utility Account Numbers:

The account number for a Service Location shall be the Utility Account Number set forth in the Service Locations section above or as attached, as applicable, or any replacement account number issued by the Utility from time to time.

Buyer acknowledges that it is acting for its own account, and that it has made its own independent decisions with respect to this Transaction Confirmation and that Seller is not acting as a fiduciary, financial, investment or commodity trading advisor for it in connection with the negotiation and execution of this Transaction Confirmation.

Full Plant Requirement - No GSA

TAX EXEMPTION STATUS - If exempt, must attach certificate

In order to ensure accurate billing, tax status indication is required. Please check the appropriate status below:
☐ Non-Exempt
☐ Exempt (e.g. Residential, Non-Profit Organization, Manufacturing, Small Business, Agricultural, Resale, etc.)

Buyer : County of Albany

Seller : NRG Business Marketing LLC

By : _____
Name : _____
Title : _____
Date : _____

By : _____
Name : _____
Title : _____
Date : _____

RESOLUTION NO. 97

AUTHORIZING AN AGREEMENT WITH DIRECT ENERGY BUSINESS, LLC D/B/B NRG REGARDING THE SUPPLY OF NATURAL GAS FOR VARIOUS COUNTY FACILITIES

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, By Resolution No. 428 for 2004, this Honorable Body established the Albany County Energy Advisory Group consisting of the Commissioner of the Department of Management and Budget, the Purchasing Agent and the Executive Director of the Water Purification District to act as the County's agent to obtain the lowest prices and the best terms pertaining to the purchase of natural gas and electric energy on behalf of the County, and

WHEREAS, The Executive Director of the Water Purification District has indicated that Albany County will continue to participate in the Municipal Electrical and Gas Alliance Program for the purpose of purchasing its natural gas, and

WHEREAS, The Albany County Energy Advisory Group has recommended awarding the contract to Direct Energy Business, LLC d/b/a NRG regarding the supply of natural gas for various County facilities in order to take advantage of the current market rates, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Direct Energy Business, LLC d/b/a NRG, Iselin, NJ 08830 regarding the supply of natural gas for various County facilities at a fixed monthly rate of \$0.419/MMBTU and fixed daily rate of \$1.776/MMBTU for the term commencing November 1, 2026 and ending October 31, 2027, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
WATER PURIFICATION DISTRICT
1 CANAL ROAD, SOUTH
ALBANY, NEW YORK 12204

REMITTANCE: 112 STATE ST., BASEMENT, ALBANY, NY 12207
PHONE: (518) 447-1611 FAX: (518) 433-0369
www.albanycountyny.gov

COMMISSION
DENNIS RIGOSU
CHAIRMAN

NICHOLAS W. FOGLIA
MAGGIE ALIX
CHARLES G. CARLUCCIO
GARRY NATHAN

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

February 24, 2025

Hon. Joanne Cunningham
Chairwoman
Albany County Legislature
112 State Street – Suite 710
Albany, New York 12207

**Re: Contract Authorization – Waste Management (Formerly Finch Waste CO. LLC)
Leachate Treatment**

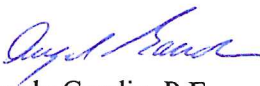
Dear Chairwoman Cunningham,

The Albany County Water Purification District (District) is requesting approval to exercise the optional one (1) contract renewal with Waste Management-Greenridge RDF LLC, formerly known as Finch Waste Co. LLC, for the continued discharge of leachate from the Waste Management Landfill located at 19 Peters Rd, Gansevoort, NY to the District's North Plant per the conditions outlined in the enclosed County Contract approved under Resolution 70 for 2023.

Under the one (1) year renewal option, Waste Management agrees to pay the District an annual fee of \$22,000, paid quarterly, plus a disposal fee of 02/100 dollars (\$0.02) per gallon of leachate discharged to the District. The total annual revenue for the contract term, which is set to run from March 9, 2025 to March 8, 2026 is estimated to be \$150,000.

If you have any questions or concerns you may reach me at (518) 447-1617.

Sincerely,


Angelo Gaudio, P.E.
Executive Director

Enc. Waste Management Agreement
Resolution 70 of 2023

cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6405, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

One year contract renewal with Waste Management for the discharge of leachate to the District's North Plant for treatment

Date: 2/24/25
Department: WDP
Attending Meeting: Angelo Gaudio
Submitted By: Angelo Gaudio
Title: Executive Director
Phone: 518-447-1624

Purpose of Request: Contract Authorization 1 year renewal

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: Waste Management-Greenridge RDF LLC
19 Peters Road, Gansevoort NY

Term: (Start/end date or duration) 3/9/25 - 3/9/26
Amount/Raise Schedule/Fee: Enter text.

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: 0 County: 0
State: 0 Local: 100%

County Budget Accounts:

Revenue Account and Line: G28130.02124
Revenue Amount: \$150,000 (estimated)
Appropriation Account and Line: NA
Appropriation Amount: NA

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☐

of Response(s): NA

of MWBE: NA

of Veteran Business: NA

Bond Resolution No.: NA

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 70 for 2023

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

A one year contract renewal to allow Waste Management-Greenridge RDF, formerly Finch CO, LLC to discharge landfill leachate to the District's North Plant for treatment. The District has had a long standing agreement with this facility and the District is estimating \$150,000 in revenue for the one year contract extension.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE COUNTY ATTORNEY
COUNTY OFFICE BUILDING
112 STATE STREET, ROOM 600
ALBANY, NEW YORK 12207-2021
(518) 447-7110 - FAX (518) 447-5564
WWW.ALBANYCOUNTY.COM

EUGENIA KOUTELIS CONDON
COUNTY ATTORNEY

JOHN W. LIGUORI
DEPUTY COUNTY ATTORNEY

MEMORANDUM

DATE: September 8, 2023

TO: **Angelo Gaudio**

FROM: Tracy Murphy
Assistant County Attorney

RE: Agreement Between the County of Albany
And Waste Management- Green Ridges RDF
Resolution No: 70 of 2023

Attached herewith is one agreement(s) of the above referenced agreement.

Kindly forward the agreement to the contractor.

Thank you.

TD/TB
Enclosure

AGREEMENT BETWEEN THE COUNTY OF ALBANY
AND WASTE MANAGEMENT-GREEN RIDGE RDF, LLC
FOR LEACHATE DISCHARGE AND TREATMENT AT THE
ALBANY COUNTY WATER PURIFICATION DISTRICT NORTH PLANT

PURSUANT TO RES. NO. 70 FOR 2023, ADOPTED MARCH 13, 2023

THIS AGREEMENT is made by and between Albany County, a municipal corporation, acting by and through its County Executive, with its principal place of business located at the Albany County Office Building, 112 State Street, Albany, New York 12207-2021 (hereinafter, the "County") and Waste Management-Green Ridge RDF, LLC, a Delaware limited liability company registered to do business in New York, with its principal place of business located at 424 Peters Road, Gansevoort, New York 12831 (hereinafter, the "LANDFILL;" and with the County, may be referred to herein individually as the "[P]arty," and together as the "[P]arties").

WITNESSETH:

WHEREAS, the LANDFILL is the owner of the Waste Management-Green Ridge RDF, Management Facility located at 424 Peters Road, Gansevoort, New York 12831; and

WHEREAS, the LANDFILL has a need for a secondary/emergency leachate disposal location, and has communicated with the Albany County Water Purification District (hereinafter, the "DISTRICT") about using the North Albany Wastewater Treatment Plant (hereinafter, the "North Plant") as said disposal location; and

WHEREAS, the DISTRICT has determined that its facilities are capable of accepting and treating controlled quantities of LEACHATE, without adversely affecting its plant or receiving water with its effluent discharge; and

WHEREAS, the LANDFILL seeks to secure an agreement with the DISTRICT, by and through the County, which would provide for the discharge and treatment of said LEACHATE at the North Plant of the DISTRICT; and

WHEREAS, the Albany County Legislature has authorized the County Executive to enter into an agreement with the LANDFILL regarding the aforesaid disposal of its leachate, pursuant to Resolution No. 70 for 2023, adopted March 13, 2023;

NOW THEREFORE, IT IS HEREBY MUTUALLY COVENANTED AND AGREED AS FOLLOWS:

ARTICLE 1. DEFINITIONS

1.1 LEACHATE - shall mean for the purpose of this AGREEMENT an "Industrial Waste" generated at the LANDFILL. Any solid waste in the form of a liquid, including, but not limited to, any suspended components in the liquid, that results from contact with or passage through solid waste.

1.2 BOD₅ - shall mean five day biochemical oxygen demand, that is, the quantity of oxygen required for the stabilization of the oxidizable organic matter after five days as determined by Standard Methods latest edition.

1.3 Chemical Oxygen Demand (COD) and Total Suspended Solids (TSS) - shall be as defined and as determined by Standard Methods latest edition.

1.4 Interference - shall be defined in 40 CFR part 403.3 (1).

1.5 Pass Through - shall be as defined in 40 CFR Part 403.3 (n). ARTICLE II.

ARTICLE 2. GENERAL REPRESENTATIONS AND PROVISIONS

2.1 At the time the Parties enter into this Agreement, the LANDFILL is not on the NYS DEC's Inactive Hazardous Waste Disposal Site, the LANDFILL has the authority and capacity to accept solid waste, and the terms of this Agreement are in, and shall remain, in effect; however, the requirements and conditions of this AGREEMENT are subject to change if the LANDFILL's status/classification changes.

2.2 The LANDFILL agrees to maintain its storage tank in good working order for LEACHATE storage should the discharge of LEACHATE to the DISTRICT be required to be suspended for a period of time.

2.3 The composition of LEACHATE wastes discharged by the LANDFILL to the DISTRICT under this AGREEMENT shall only include LEACHATE wastes collected within the LEACHATE containment areas at the LANDFILL. The LANDFILL shall not discharge any other types of wastes to the DISTRICT pursuant to this AGREEMENT.

2.4 It is recognized by the Parties that the specific concentration of contaminants in the LEACHATE waste is variable in nature, and the LANDFILL agrees to regulate the discharge of said contaminants to levels which will not result in the development of pass through or interference within the DISTRICT treatment facilities.

It is recognized by the parties that LEACHATE may contain contaminants other than what has been recently detected in the LEACHATE prior to this Agreement. As such, should any contaminant cause pass through or interference with the operation of the DISTRICT's facilities, the DISTRICT may establish specific discharge limits for same for the LANDFILL.

2.5 The DISTRICT agrees to accept, at the existing North Plant, an average monthly amount of LEACHATE containing no greater than ONE THOUSAND (1,000) pounds of BOD₅ per day.

2.6 The DISTRICT agrees to accept, at the existing North Plant, a maximum daily amount of LEACHATE containing no greater than ONE THOUSAND FIVE HUNDRED (1,500) pounds of BOD₅ per day.

2.7 The LANDFILL and the DISTRICT agree that the acceptable method to determine acceptable concentrations of LEACHATE for disposal at the DISTRICT will be through the sampling and analysis conducted by the LANDFILL (semi-annually), with the results submitted to the DISTRICT. Whenever the LANDFILL collects and analyzes additional samples, the results shall also be reported to the DISTRICT. The DISTRICT may also require the collection of samples to be analyzed at the DISTRICT facility, at no cost to the LANDFILL.

ARTICLE 3. LEACHATE; RECORDS

3.1 The LANDFILL and DISTRICT agree that the required LEACHATE sample be comprised of a grab sample on a monthly basis. This sample must be representative of the entire volume of LEACHATE discharged.

3.2 The DISTRICT agrees to receive a collected grab sample from the LANDFILL and perform as required and/or deemed necessary by the DISTRICT, laboratory analysis for the determination of COD, BOD₅ and TSS.

3.3 The LANDFILL agrees to inform the DISTRICT as to the analytical results it is required to perform per its 6 NYCRR Part 360 permit.

3.4 The LANDFILL agrees to allow the DISTRICT or its representatives, exhibiting proper credentials and identification, to enter the LANDFILL'S LEACHATE system, for the purpose of inspecting and/or sample collection.

3.5 The LANDFILL agrees to maintain records and allow the DISTRICT access to all records regarding the collection and disposal of LEACHATE for a minimum of three (3) years.

ARTICLE 4. FLOW MEASUREMENT

The LANDFILL, upon completion of each day's discharge, shall record the total volume of LEACHATE discharged. A summation sheet shall be provided to the DISTRICT at the end of each month during which discharge occurred.

ARTICLE 5. FEES; PAYMENT

5.1 In consideration of the terms and obligations contained in this AGREEMENT, the LANDFILL agrees to pay, and the County agrees to accept, an annual fee in the amount of TWENTY TWO THOUSAND AND 00/100 DOLLARS (\$22,000.00) to reserve the right to dispose leachate at the North Plant, and shall pay said annual fee on a quarterly basis.

5.2 In consideration of the terms and obligations contained in this AGREEMENT, the LANDFILL agrees to pay, and the County agrees to accept, a disposal rate of ZERO AND 02/100 DOLLARS (\$0.02) per gallon.

ARTICLE 6. FACILITIES OPERATION AND MANAGEMENT

6.1 Facilities and Operation. The LANDFILL has constructed and will continuously operate and maintain LEACHATE collection facilities and keep the same in good working order at all times.

6.2 Qualified Operator. The LANDFILL shall designate a qualified individual to oversee the sampling and discharge from the LEACHATE collection system.

6.3 Liaison. The DISTRICT shall designate one qualified individual to act as a liaison between the LANDFILL and the DISTRICT.

6.4 Sewer Use. The LANDFILL agrees to operate and maintain the facility in accordance with Local Law F for 2008 and amendments thereto.

6.5 Emergencies. The LANDFILL shall notify the DISTRICT immediately of any abnormal or emergency conditions affecting the discharge, such as spills that occurred developed or cause to have developed spill prevention and counter measure control containment, as required by Local Law F for 2008. Said procedures shall be approved by the DISTRICT and shall be submitted with 60 days after executing this contract.

6.6 Modification of Discharge Limits. The DISTRICT reserves the right to decrease allowable discharge limitation in accordance with Local Law F for 2008, pretreatment program regulations and SPDES permit limits and regulations. Any such modifications shall be in compliance with 40 CFR Part 403.18.

6.7 Review of Operation. The DISTRICT reserves the right to periodically inspect and review the operation of the LEACHATE collecting facilities and to request changes in operating procedures if it is deemed necessary and for good cause to protect DISTRICT operations and its permit. Modification of requirements may justify renegotiation of this AGREEMENT.

6.8 The discharge of wastewater solids or wastewater sludges, other than those normally present in the discharge from the LEACHATE collection system in its present state, is prohibited.

6.9 Any modification of the LANDFILL'S LEACHATE holding facilities as they presently exist shall be subject to review, for purposes of this Agreement, by the DISTRICT.

ARTICLE 7. PERMIT AND APPROVAL

7.1 The LANDFILL agrees to obtain all required governmental approvals and permits which pertain to LEACHATE disposal necessary to effectuate this AGREEMENT, including the payment of required fees for permit processing and approval.

7.2 The DISTRICT agrees to obtain all required governmental approvals and permits that pertains to LEACHATE disposal necessary to effectuate this Agreement, including the payment of required fees for permit processing and approval.

7.3 In accordance with 40 CFR Part 403.5, the LANDFILL is prohibited from allowing certain discharge to the DISTRICT, including, but not limited to:

- a. Pollutants which create a fire or explosion hazard in the POTW, including, but not limited to, wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Centigrade using the test methods specified in 40 CFR 261.21.
- b. Pollutants which will cause corrosive structural damage to the POTW or its appurtenances, but in no case discharges with pH lower than 5.0, unless the works is specifically designed to accommodate such discharges.
- c. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW resulting in Interference;
- d. Any pollutant, including oxygen demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the POTW.
- e. Heat in amounts which will inhibit biological activity in the POTW resulting in interference, but in no case heat in such quantities that the temperature at the POTW treatment plant exceeds 40°C (104°F) unless the Governmental Approval Authority, upon request of the POTW, approves alternate temperature limits.
- f. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through;
- g. Pollutants which result in the presence of toxic gasses, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
- h. Any trucked or hauled pollutants, except the discharge points designated by the POTW.
- i. Leachate with a pH less than 5.5 s.u. or greater than 10.0 s.u.

ARTICLE 8. FACILITIES SHUTDOWN

The LANDFILL agrees that it will terminate the discharge of LEACHATE wastes when such discharge might cause interference or pass through at the DISTRICT's treatment facility, or cause a SPDES permit violation.

ARTICLE 9. TERM OF AGREEMENT

9.1 This Agreement shall be mutually binding upon both parties for a term of two (2) years, commencing March 9, 2023 and ending March 8, 2025 with an option to renew for one (1) year, said extension to run consecutively.

9.2 This Agreement shall be amended immediately by either party when necessary to meet Federal,

State, and/or Local regulatory requirements. Should the DISTRICT be required to amend Albany County Water Purification District's Local Law Number 1, 1984, both parties reserve the right to re-negotiate this Agreement.

ARTICLE 10. INDEMNIFICATION

Where applicable to the discharge of LEACHATE; the LANDFILL shall defend, indemnify, and save harmless the County, its employees, and its agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the LANDFILL, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

ARTICLE 11. MODIFICATION OR AMENDMENT TO AGREEMENT

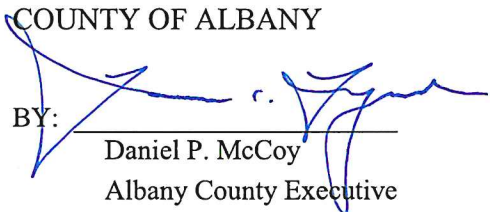
This AGREEMENT shall be amended immediately by either party when necessary to meet Federal, State, and/or Local regulatory requirements. Should the DISTRICT be required to amend Albany County Sewer District's Local Law Number 1 for 1984, both parties reserve the right to re-negotiate this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be signed the day and year first indicated below.

DATED: 9/7/2023

COUNTY OF ALBANY

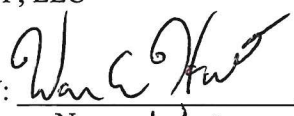
BY:


Daniel P. McCoy
Albany County Executive
or
Daniel C. Lynch
Deputy County Executive

WASTE MANAGEMENT-GREEN RIDGE
RDF, LLC

DATED: _____

BY:


Name Warren Harris
Senior District Manager
Title

STATE OF NEW YORK)
COUNTY OF ALBANY) SS.:

On the ____ day of _____, 2023, before me, the undersigned, personally appeared Daniel P. McCoy, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

STATE OF NEW YORK)
COUNTY OF ALBANY) SS.:

On the 24 day of September, 2023, before me, the undersigned, personally appeared Daniel C. Lynch personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

EUGENIA K. CONDON
Notary Public, State of New York
Registration No: 02CO4969817
Qualified in Albany County
Commission Expires July 23, 2026

STATE OF NEW YORK)
COUNTY OF Saratoga) SS.:

On the 28 day of August, 2023, before me, the undersigned, personally appeared Warren Hays, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Sue A Duggan
NOTARY PUBLIC

 **SUE A DUGGAN**
Notary Public, State of New York
Registration No. 01DU6432128
Qualified in Washington County
Commission Expires Apr. 25, 2026

RESOLUTION NO. 70

AUTHORIZING AN AGREEMENT WITH WASTE MANAGEMENT GREEN RIDGE RDF, LLC REGARDING THE DISCHARGE AND TREATMENT OF LEACHATE AT THE NORTH PLANT OF THE WATER PURIFICATION DISTRICT

Introduced: 3/13/23

By Public Works Committee:

WHEREAS, The Executive Director of the Water Purification District (District) has requested authorization to enter into an agreement with Waste Management Green Ridge RDF, LLC (Waste Management) regarding the discharge and treatment of leachate at the North Plant in the amount of \$22,000 for a term commencing March 9, 2023 and ending March 8, 2025, with a one-year renewal option, and

WHEREAS, The Executive Director has indicated that the District has a longstanding relationship with Waste Management for acceptance and treatment of leachate from its landfill located at 19 Peters Rd, Gansevoort, NY, to the District's North Plant, and

WHEREAS, The Executive Director has also indicated that Waste Management agrees to pay the District an annual fee of \$22,000, paid quarterly, plus a disposal fee of \$0.02 per gallon of leachate discharged at the District, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Waste Management Green Ridge RDF, LLC, Gansevoort, NY 12831, regarding the discharge and treatment of leachate at the North Plant in the amount of \$22,000, paid quarterly, plus a disposal fee of \$0.02 per gallon, for a term commencing March 9, 2023 and ending March 8, 2025, with a one-year renewal option, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 3/13/23

Kuhn abstained.

ACWPD REC'D
23 MAR 28

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 13th day of March, 2023, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 15th day of March, 2023.

A handwritten signature in black ink, appearing to read "Nicole Chambers", is written over a horizontal line.

Clerk, Albany County Legislature



Waste Management -
Green Ridge RDF, LLC
424 Peters Rd
Gansevoort, NY 12831
518-636-2141

February 3, 2025

Mr. Angelo Gaudio
Executive Director
Albany County Water Purification District
112 State St., Basement
Albany, New York 12207

RE: Waste Management-Greenridge RDF, LLC Leachate Treatment-Contract for 3/2025 to 3/2026

Dear Mr. Gaudio:

Waste Management – Green Ridge RDF, LLC understands the Water Purification District is presently in contract providing secondary emergency leachate treatment for Green Ridge RDF. This current contract expires March 8, 2025. Article 9 Term of the present agreement provides for a one-year extension.

We understand The Water Purification District will invoke the one-year extension clause. Waste Management – Green Ridge RDF, LLC would also like to invoke the one-year extension clause at the established contract rate and fees.

We look forward to continuing our relationship with The Water Purification District. Should you have any questions regarding this request, please do not hesitate to contact our office at (518) 636-2141.

Sincerely,

A handwritten signature in black ink, appearing to read 'Warren A. Harris IV'.

Warren A Harris IV
Sr District Manager

ACWPD REC'D
'25 FEB 7

RESOLUTION NO. 98

AUTHORIZING AN AGREEMENT WITH WASTE MANAGEMENT-GREENRIDGE RDF, LLC REGARDING THE DISCHARGE AND TREATMENT OF LEACHATE TO THE WATER PURIFICATION DISTRICT'S NORTH PLANT

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, By Resolution No. 70 for 2023, this Honorable Body authorized an agreement with the Waste Management-Greenridge RDF, LLC regarding the discharge and treatment of leachate to the Water Purification District's North Plant in the amount of \$22,000 per year plus \$0.02 per gallon for the term commencing March 9, 2024 and ending March 8, 2025 with a one-year option to renew, and

WHEREAS, The Executive Director of the Water Purification District has requested authorization to renew the agreement with Waste Management-Greenridge RDF, LLC regarding the discharge and treatment of leachate to the Water Purification District's North Plant in the amount of \$22,000 plus \$0.02 per gallon for a term commencing March 9, 2025 and ending March 8, 2026, and

WHEREAS, The Executive Director has indicated that the District has a longstanding relationship with Waste Management for acceptance and treatment of leachate from its landfill located at 19 Peters Rd, Gansevoort, NY, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Waste Management-Greenridge RDF, LLC, Gansevoort, NY 12831 regarding the discharge and treatment of leachate to the Water Purification District's North Plant in the amount of \$22,000 plus \$0.02 per gallon for a term commencing March 9, 2025 and ending March 8, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

February 07, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Re: RFB #2025-005 Annual Testing and Inspection of Fire Alarm and Sprinkler Systems

Dear Chairwoman Cunningham:

The Department of General Services respectfully requests the approval of a contract with Johnston Controls Fire Protection, LP, as the lowest bidder for annual testing and inspection of fire alarm and sprinkler systems of various County buildings.

The not to exceed cost of \$200,000 includes the base bid of \$145,830 plus a contingency allowance of \$54,170 for repairs not covered in the testing scope, for the full three-year term of the contract.

The projected term of this contract is May 1, 2025 – April 30, 2028.

Costs for these Services are included in the General Services budget under Fees for Services.

If you should have any further questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina
Commissioner

DML:kns
Enclosure(s)

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6351, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

The Department of General Services respectfully requests the approval of a contract with Johnston Controls Fire Protection, LP, as the lowest bidder for annual testing and inspection of fire alarm and sprinkler systems of various County buildings.

Date: 02/10/2025
Department: General Services
Attending Meeting: Commissioner Latina
Submitted By: David M. Latina
Title: Commissioner
Phone: 518-447-7210
Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Johnson Controls Fire Protection, LP 1399 Vischer Ferry Road, Clifton Park, NY 12065

Term: (Start/end date or duration) May 1, 2025 - April 30, 2028
Amount/Raise Schedule/Fee: \$200,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: 1620-4046
Appropriation Amount: \$200,000

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☒

of Response(s): 4

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of General Services respectfully requests the approval of a contract with Johnston Controls Fire Protection, LP, as the lowest bidder for annual testing and inspection of fire alarm and sprinkler systems of various County buildings.

The not to exceed cost of \$200,000 includes the base bid of \$145,830 plus a contingency allowance of \$54,170 for repairs not covered in the testing scope, for the full three-year term of the contract.

The projected term of this contract is May 1, 2025 - April 30, 2028.

Costs for these Services are included in the General Services budget under Fees for Services.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

To: Pam O Neill, Purchasing Agent

From: David M. Latina, Commissioner

Date: February 07, 2025

Re: RFB # 2025-005 Annual testing and inspection of fire alarm and sprinkler systems

I have reviewed the proposal received for annual testing and inspection of fire alarm and sprinkler systems for DGS managed facilities and recommend awarding a contract to Johnston Controls Fire Protection, LP as the lowest bidder, for a not to exceed cost of \$200,000. This includes a base cost of \$145,830 plus a contingency allowance of \$54,170 for repairs not covered in the testing scope for the full three-year term of the contract.

If you need any further information or have any questions, please feel free to contact me.

DML:kns



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: David Latina, Commissioner
Department of General Services

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: February 7, 2025

RE: RFB# 2025-005, Fire Alarm & Sprinkler System Annual Testing and Repair Services

I am in receipt of your recommendation to award the aforementioned to Johnson Controls in the amount of \$200,000.

As Johnson Controls is the lowest responsible and responsive bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.

**COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588
Pamela.oneill@albanycountyny.gov**

TITLE: Fire Alarm & Sprinkler System Annual Testing and Repair Services
RFB NUMBER: 2025-005

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

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

**IF YOU PLAN TO SUBMIT A BID, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFB.**

Company Name: Johnson Controls Fire Protection, LP

Address: 1399 Vischer Ferry Rd

City: Clifton Park State: NY Zip Code: 12065

Contact Person: Susan Gola

Title: Service Sales Executive

Phone Number: 518.901.8175 Fax Number: 518.383.4708 E-Mail: susan.gola@jci.com

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

☒ **Yes** / ☐ **No**

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail: susan.gola@jci.com

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: **Fire Alarm & Sprinkler System Annual Testing and Repair Services**
 Bid Number: **2025-005**

THIS BID 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 BIDDER proposes and agrees, if this Bid 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 Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Contract, that:

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

Date 1.15.25	Number 1
1.22.25	2
1.22.25	3
1.27.25	4

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

- (b) BIDDER 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 BIDDER deems necessary;

BF1

- (c) This Bid 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; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.

4. BIDDER will complete the Work for the following prices(s): (Attach Bid Proposal)
5. BIDDER agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. BIDDER 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 Bid:
 - (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")
 - (f) Bidder Qualification Questionnaire (Attachment "F")
 - (g) Non Interruption of Work Agreement (Attachment "G")

7. Communication concerning this Bid shall be addressed to:

Johnson Controls Fire Protection, LP

Susan Gola

1399 Vischer Ferry Road, Clifton Park, NY 12065

Phone: 518.901.8175

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

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: **Fire Alarm & Sprinkler System Annual Testing and Repair Services**
 Bid Number: **2025-005**

Location: **County Office Building**

Cost Per Year \$ 16,500

Total Cost 3 Year Term \$ 49,500

Location: **Department of Social Services**

Cost Per Year \$ 1,800

Total Cost 3 Year Term \$ 5,400

Location: **Stedman House**

Cost Per Year \$ 660

Total Cost 3 Year Term \$ 1,980

Location: **Judicial Center**

Cost Per Year \$ 14,000

Total Cost 3 Year Term \$ 42,000

Location: **Board of Elections**

Cost Per Year \$ 1,250

Total Cost 3 Year Term \$ 3,750

Location: **Mercantile Building**

Cost Per Year \$ 1,600

Total Cost 3 Year Term \$ 4,800

Location: **County Court House**

Cost Per Year \$ 6,500

Total Cost 3 Year Term \$ 19,500

Location: **Hall of Records**

Cost Per Year \$ 1,000

Total Cost 3 Year Term \$ 3,000

Location: **Health Department**

Cost Per Year \$ 1,400

Total Cost 3 Year Term \$ 4,200

Location: **Mental Health/CAC**

Cost Per Year \$ 1,400

Total Cost 3 Year Term \$ 4,200

BF3

Location: Spruce Street Garage

Cost Per Year \$ 300

Total Cost 3 Year Term \$ 900

Location: Family Court

Cost Per Year \$ 2,200

Total Cost 3 Year Term \$ 6,600

Regular Service Hourly Rate \$ 165.00

Emergency Service Hourly Rate \$ 247.50

Material Markup % 15

BF4

COUNTY OF ALBANY**BID FORM****BID IDENTIFICATION:**

Title: **Fire Alarm & Sprinkler System Annual Testing and Repair Services**
Bid Number: **2025-005**

COMPANY: Johnson Controls Fire Protection, LP

ADDRESS: 1399 Vischer Ferry Rd

CITY, STATE, ZIP: Clifton Park, NY 12065

TEL. NO.: 518.952.6040

FAX NO.: 518.383.4708

FEDERAL TAX ID NO.: 58-2608861

REPRESENTATIVE: Susan Gola

E-MAIL: susan.gola@lci.com

SIGNATURE AND TITLE: Susan Gola Service Sales Executive

DATE: 11/27/25

BF5

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. 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 organizations, under penalty of perjury, that to the best of 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.

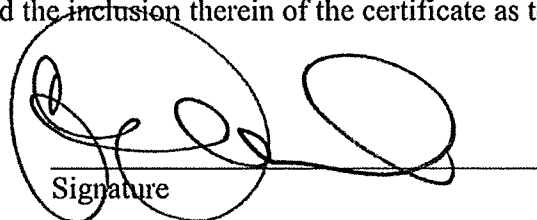
(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation


 Signature

Total Service Manager
 Title

Johnson Controls Fire Protection, LP
 Company Name

1/17/25
 Date

ATTACHMENT "B"
ACKNOWLEDGMENT BY BIDDER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 200__, 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, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 200__, 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, State of _____

Qualified in _____

Commission Expires _____

If Partnership:

STATE OF New York)
COUNTY OF Albany) SS.:

On the 27 day of January, 20025 before me personally came Heather Clark _____, 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 Johnson Controls Fire Protection, LP 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.



Susan Gola
Notary Public, State of New York

Qualified in Albany

Commission Expires 6/4/28

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME Johnson Controls Fire Protection, LP		3. IDENTIFICATION NUMBERS a) FEIN # 58-2608861 b) DUNS # 09-4738007	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) www.johnsoncontrols.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 1399 Vischer Ferry Road, Clifton Park, NY 12065		7. TELEPHONE NUMBER 518.952.6040	8. FAX NUMBER 518.383.4708
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Heather Clark Title Total Service Manager Telephone Number 518.952.6040 Fax Number 518.383.4708 e-mail Heather.clark@jci.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		☐ Yes ☒ No	
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:			
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		☐ Yes ☒ No	
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i>		☐ Yes ☒ No	

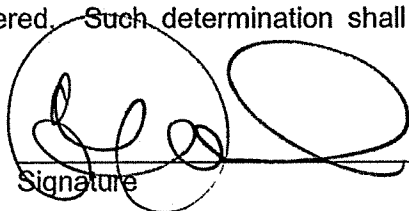
16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:	
a)	1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.	☐ Yes ☒ No
b)	been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?	☐ Yes ☒ No
c)	been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: 1. federal, state or local health laws, rules or regulations.	☐ Yes ☒ No
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."	☐ Yes ☒ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:	
a)	file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i>	☐ Yes ☒ No
b)	file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i>	☐ Yes ☒ No
c)	Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☒ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☒ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.	☐ Yes ☒ No

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES¹ : a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded; Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.	☐ Yes ☒ No
--	---

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.


 Signature

 Total Service Manager
 Title

 Johnson Controls Fire Protection, LP
 Company Name

1/17/25
 Date

ATTACHMENT "E"

Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A – General Contracts)

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

Name of Third Party Entity: Johnson Controls Fire Protection, LP

Address: 1399 Vischer Ferry Road

Clifton Park, NY 12065

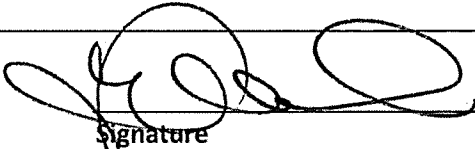
Phone Number(s): 518.962.6040

Description of activities to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

Water flow testing of fire sprinkler and fire pump systems

Description of where the work is to be performed within Albany County facilities:

Any Albany County facility with these systems.


Signature

Heather Clark

Printed Name

Total Service Manager

Title

1/17/25

Date

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

The undersigned guarantees the accuracy of all statements and answers herein contained. (Please print in ink or type in the spaces provided). Attach additional sheets if necessary. This statement of Bidder's qualifications is required of all Bidders. Additional data on Bidder's qualifications may be requested from selected Bidders after the Bid opening.

1. How many years has your firm been in business? 24 years

2. List up to three (3) projects of this nature that you have completed in the last three (3) years, and give the name, address and telephone number of a reference from each. Also give the completion date, the original contract bid price and the completed cost of each project listed.

1. Albany International Airport Sam Boschelli 518.378.5965

737 Albany Shaker Rd, Albany, NY 12211

\$125,000

2. Albany Housing Authority Colleen O'Keefe 518.641.7500

200 S Pearl St, Albany, NY 12202

\$70,000

3. Hudson Valley Community College Maxine Ortiz 518.629.4822

80 Vandenburg Ave, Troy, NY 12180

\$155,000

BQ1

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

3. List projects presently under contract by your firm, the dollar volume of the contract and the percentage completion of the contract.

See Above - Ongoing multi year inspection contracts

4. Has your firm ever failed to complete work awarded to it, if so, state where and why.

No

5. Is your firm presently or has your firm ever been a party defendant in a lawsuit commenced against your firm alleging failure to properly complete work in accordance with the contract for same; if so, give details.

No

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

6. Has your firm received two (2) final determinations within any consecutive six-year period, the second final determination occurring within the past five (5) years, that your firm willfully failed to pay the prevailing rate of wages or to provide supplements with Article 8 of the Labor Law, if so, give details.

No

7. Do you plan to sublet any part of this work? If so, give details.

No

8. Give the name, address and telephone number of an individual who represents each of the following and whom the Owner may contact to investigate your financial responsibility: a surety, and a bank.

N/A

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

9. Give a summary of your financial statement. (List assets and liabilities, use an insert sheet, if needed).

<https://investors.johnsoncontrols.com/financial-information/quarterly-and-annual-reports>

10. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business, and the address of the place of business. (If a corporation, state the name and title of all officers. If a partnership, state the name of all partners. If a trade name, state the names of the individuals who do business under the trade name.) It is absolutely necessary that information be furnished.

Johnson Controls Fire Protection, LP

Correct Name of Bidder

(a) The business is a: Limited Liability Company

(b) The address of principal place of business is: 1399 Vischer Ferr Road

Clifton Park, NY 12065

(c) The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

<https://www.johnsoncontrols.com/leadership>

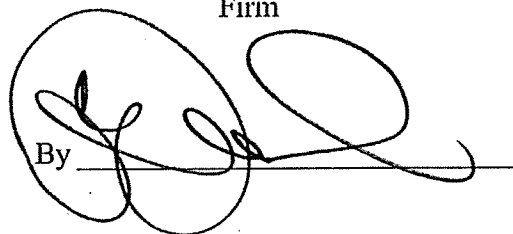
ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

11. Is your firm qualified to do business in the State of New York? Yes x No ____.
If No, signing this qualification statement constitutes agreement to obtain such qualification prior to award of contract immediately upon owner's request.

Dated: 1/17/25

Johnson Controls Fire Protection, LP

Firm

By 

Heather Clark

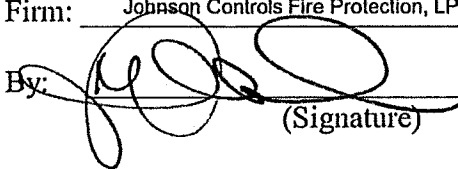
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ATTACHMENT "G"
NON-INTERRUPTION OF WORK AGREEMENT

By submission of the bid for:

The bidder agrees that if this bid is accepted, he/she will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the bidder or by any of the trades working in or about the public works and/or premises where the work is being performed.

Firm: Johnson Controls Fire Protection, LP

By:  _____
(Signature)

Heather Clark

(Typed)

Title: Total Service Manager

Date: 1/17/25

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of: New York)
) ss:
County of: Albany)

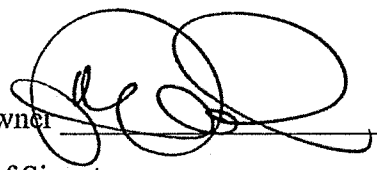
CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business Johnson Controls Fire Protection, LP

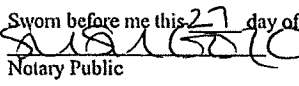
Signature of Owner 

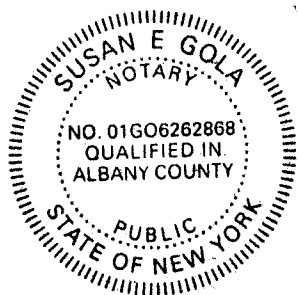
Address 1399 Vischer Ferry Road

Printed Name of Signatory Heather Clark

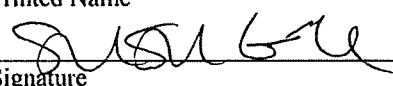
City, State, Zip Clifton Park, NY 12065

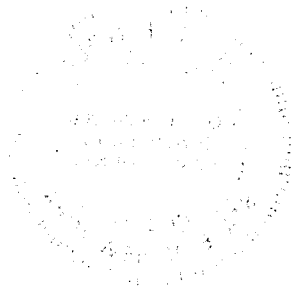
Title Total Service Manager

Sworn before me this 27 day of January, 2025

Notary Public

Susan Gola

Printed Name

Signature Date 1/27/25



RFB-2025-005 Fire Alarm & Sprinkler System Annual Testing and Repair Services
Bid Tabulation

	Bidder	Alarm & Suppression Inc	Artisans Fire Services	Johnson Controls	Syracuse Time & Alarm
1	County Office Building				
	Cost Per Year:	\$ 14,608.32	\$ 7,488.00	\$ 16,500.00	\$ 17,244.44
	Total Cost Three Year Term:	\$ 43,824.96	\$ 22,464.00	\$ 49,500.00	\$ 59,695.82
2	Department of Social Services				
	Cost Per Year:	\$ 2,434.72	\$ 3,744.00	\$ 1,800.00	\$ 3,113.33
	Total Cost Three Year Term:	\$ 7,304.16	\$ 11,232.00	\$ 5,400.00	\$ 10,054.99
3	Stedman House				
	Cost Per Year:	\$ 1,217.36	\$ 3,744.00	\$ 660.00	\$ 5,267.78
	Total Cost Three Year Term:	\$ 3,652.08	\$ 11,232.00	\$ 1,980.00	\$ 16,404.59
4	Judicial Center				

RFB-2025-005 Fire Alarm & Sprinkler System Annual Testing and Repair Services
Bid Tabulation

	Bidder	Alarm & Suppression Inc	Artisans Fire Services	Johnson Controls	Syracuse Time & Alarm
	Cost Per Year:	\$ 9,738.88	\$ 7,488.00	\$ 14,000.00	\$ 10,476.30
	Total Cost Three Year Term:	\$ 29,216.64	\$ 22,464.00	\$ 42,000.00	\$ 36,450.15
5	Board of Elections				
	Cost Per Year:	\$ 2,434.72	\$ 3,744.00	\$ 1,250.00	\$ 2,838.89
	Total Cost Three Year Term:	\$ 7,304.16	\$ 11,232.00	\$ 3,750.00	\$ 9,613.54
6	Mercantile Building Boilers				
	Cost Per Year:	\$ 2,434.72	\$ 3,744.00	\$ 1,600.00	\$ 2,328.89
	Total Cost Three Year Term:	\$ 7,304.16	\$ 11,232.00	\$ 4,800.00	\$ 7,669.17
7	County Court House				
	Cost Per Year:	\$ 9,738.88	\$ 3,744.00	\$ 6,500.00	\$ 7,982.22

RFB-2025-005 Fire Alarm & Sprinkler System Annual Testing and Repair Services
Bid Tabulation

	Bidder	Alarm & Suppression Inc	Artisans Fire Services	Johnson Controls	Syracuse Time & Alarm
	Total Cost Three Year Term:	\$ 29,216.64	\$ 11,232.00	\$ 19,500.00	\$ 28,017.29
8	Hall of Records				
	Cost Per Year:	\$ 3,652.08	\$ 3,744.00	\$ 1,000.00	\$ 5,706.30
	Total Cost Three Year Term:	\$ 10,956.24	\$ 11,232.00	\$ 3,000.00	\$ 18,264.53
9	Health Department				
	Cost Per Year:	\$ 1,826.04	\$ 7,488.00	\$ 1,400.00	\$ 2,388.89
	Total Cost Three Year Term:	\$ 5,478.12	\$ 22,464.00	\$ 4,200.00	\$ 7,897.92
10	Mental Heath/CAC				
	Cost Per Year:	\$ 1,217.36	\$ 3,744.00	\$ 1,400.00	\$ 2,458.89
	Total Cost Three Year Term:	\$ 3,652.08	\$ 11,232.00	\$ 4,200.00	\$ 8,164.20

RFB-2025-005 Fire Alarm & Sprinkler System Annual Testing and Repair Services
Bid Tabulation

	Bidder	Alarm & Suppression Inc	Artisans Fire Services	Johnson Controls	Syracuse Time & Alarm
11	Spruce Street Garage				
	Cost Per Year:	\$ 304.34	\$ 3,744.00	\$ 300.00	\$ 380.00
	Total Cost Three Year Term:	\$ 913.02	\$ 11,232.00	\$ 900.00	\$ 1,448.75
12	Family Court				
	Cost Per Year:	\$ 3,652.08	\$ 3,744.00	\$ 2,200.00	\$ 3,348.89
	Total Cost Three Year Term:	\$ 10,956.24	\$ 11,232.00	\$ 6,600.00	\$ 11,557.92
	Regular Service Hourly Rate	\$ 150.00	180.00 per tech	\$ 165.00	\$ 220.00
	Emergency Service Hourly Rate	*\$225.00/ *\$300.00	\$ 270.00	\$ 247.50	\$ 330.00
	Repair Material Markup Over Contractors Cost %	20.00%	30.00%	15.00%	40.00%

*\$225.00 rate m-f 5pm-8am & Saturdays

*\$300.00 rate Sundays/Holidays



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

February 27, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Re: RFB #2025-012 – 52 HOWARD STREET PARKING GARAGE DEMOLITION

Dear Chairwoman Cunningham:

Pursuant to RFB #2025-012 52 Howard Street Garage Demolition, the Department of General Services requests authorization for a contract with All Mighty General Contracting as the lowest bidder.

The scope of work shall encompass the complete demolition and removal of all structures, including foundation walls, footings, retaining walls, stairs, etc. as noted on Site and Demo Plans (8 Sheets) dated January 29, 2025. In addition, the scope of work includes the construction of a new retaining wall, sidewalk construction (and permit), isolated pavement improvements, striping, utility connections and fence work to allow for the site to be utilized as a functional parking lot.

The not to exceed cost of \$214,500.00 includes the base bid of \$195,000.00 and plus a 10% contingency allowance of \$19,500.00.

Costs for these Services will be covered under bonds HHXO Res No 10 of 2023 dated 2/13/2023

The projected term of this contract is May 1, 2025 – April 30, 2026.

A State Environmental Quality Review Type II Action has determined that the proposed project will not have a significant adverse environmental impact and does not require further environmental review.

If you should have any further questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina
Commissioner

DML:tas
Enclosure(s)

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6365, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

DGS Contract Authorization with All Mighty General Contracting for the 52 Howard Street Garage Demolition

Date: 2/27/2025
Department: General Services
Attending Meeting: Commissioner Latina
Submitted By: David M Latina
Title: Commissioner
Phone: 518-447-7210

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

All Mighty General Contracting, 298 Lark Street, Albany, NY 12110

Term: (Start/end date or duration) May 1, 2025 through April 30, 2026
Amount/Raise Schedule/Fee: \$214,500.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: CAPIT
Appropriation Amount: \$214,500.00

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☒

of Response(s): Four (4)

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Pursuant to RFB #2025-012 52 Howard Street Garage Demolition, the Department of General Services requests authorization for a contract with All Mighty General Contracting as the lowest bidder.

The scope of work shall encompass the complete demolition and removal of all structures, including foundation walls, footings, retaining walls, stairs, etc. as noted on Site and Demo Plans (8 Sheets) dated January 29, 2025. In addition, the scope of work includes the construction of a new retaining wall, sidewalk construction (and permit), isolated pavement improvements, striping, utility connections and fence work to allow for the site to be utilized as a functional parking lot.

The not to exceed cost of \$214,500.00 includes the base bid of \$195,000.00 and plus a 10% contingency allowance of \$19,500.00.

Costs for these Services will be covered under bonds HHXO Res No 10 of 2023 dated 2/13/2023.

The projected term of this contract is May 1, 2025 - April 30, 2026.

A State Environmental Quality Review Type II Action has determined that the proposed project will not have a significant adverse environmental impact and does not require further environmental review.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

To: Pam O Neill, Purchasing Agent

From: David M. Latina, Commissioner

Date: February 27, 2025

Re: RFB #2025-012 – 52 HOWARD STREET PARKING GARAGE DEMOLITION

After review of bids that were submitted for RFB #2025-012 – HOWARD STREET PARKING GARAGE DEMOLITION, I recommend awarding the contract to All Mighty General Contracting as the low bidder. The not to exceed total of \$ \$214,500.00 includes the base bid of \$195,000.00 plus a 10% contingency allowance of \$19,500.00.

If you need any further information or have any questions, please feel free to contact me.

DML:tas



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: David M. Latina
Commissioner

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: February 27, 2025

RE: RFB 2025-012 52 Howard Street Parking Garage Demolition

I am in receipt of your recommendation to award the aforementioned to All Mighty General Contracting in the amount not to exceed total of \$ \$214,500.00 includes the base bid of \$195,000.00 plus a 10% contingency allowance of \$19,500.00.

As All Mighty General Contracting is the lowest responsible and responsive bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: **52 Howard Street Parking Garage Demolition**
 Bid Number: **2025-012**

THIS BID 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 BIDDER proposes and agrees, if this Bid 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 Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Contract, that:

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

Date	Number
2/13/25	Addendum 1
2/14/25	Addendum 2
2/19/25	Addendum 3
2/24/25	Addendum 4

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

- (b) BIDDER 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 BIDDER deems necessary;

BF1

- (c) This Bid 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; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.
4. BIDDER will complete the Work for the following prices(s): (Attach Bid Proposal)
5. BIDDER agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. BIDDER 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 Bid:
- (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")
 - (f) Bidder Qualification Questionnaire (Attachment "F")
 - (g) Non Interruption of Work Agreement (Attachment "G")
 - (h) Required Apprenticeship Training Program Documentation (refer to RFB Section 27)
7. Communication concerning this Bid shall be addressed to:
- Kostandin Dino Kacani
- 298 Lark Street
- Albany NY 12110
- Phone: 518-331-3510
8. Terms used in this Bid have the meanings assigned to them in the Contract and General Provisions.

BF2

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: 52 Howard Street Parking Garage Demolition
 Bid Number: 2025-012

Conditions:

1. All bid prices must include all materials, labor, equipment, incidentals and other associated costs.
2. Base Bid work shall carry a 10% Base Bid Contingency Allowance for additional work discovered during construction beyond scope of work indicated on drawings and specifications. Contractor shall receive advance approval from the County Engineer prior to performing any additional work.

(a) LUMP SUM BASE BID: \$ 195,000 _____

(b) 10 % CONTINGENCY ALLOWANCE: \$ 19,500 _____

TOTAL BASE BID (a) + (b): \$ 214,500 _____
(Base Bid + 10% Contingency Allowance)

CERTIFICATE OF REGISTRATION NUMBER
(ARTICLE 8 PUBLIC WORK CONTRACTOR REGISTRY)

Registration Number: 25-64XPT-CR

BF3

COMPANY: All Mighty General Contracting

ADDRESS: 298 Lark Street

CITY, STATE, ZIP: Albany NY 12110

TEL. NO.: 518-331-3510

FAX NO.: 518-413-0853

FEDERAL TAX ID NO.: 27-2319888

***CERTIFICATE OF REGISTRATION NUMBER
(ARTICLE 8 PUBLIC WORK CONTRACTOR REGISTRY)***

Registration Number: 25-64XPT-CR

REPRESENTATIVE: Kostandin (Dino) Kacani

E-MAIL: dinokacani@gmail.com

SIGNATURE AND TITLE Kostandin Kacani OWNER/PRESIDENT

DATE 2/26/25

BF4

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. 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 organizations, under penalty of perjury, that to the best of 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation

Kostandin Kacani

Signature

Owner / President

Title

2/26/25

Date

All Mighty General Contracting

Company Name

ATTACHMENT "B" **ACKNOWLEDGMENT BY BIDDER**

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 200____, 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, State of _____

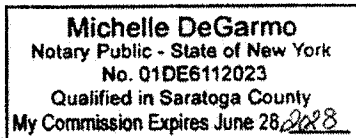
Qualified in _____

Commission Expires _____

If Corporation:

STATE OF New York)
COUNTY OF Saratoga) SS.:

On this 25th day of February, 20025, before me personally appeared Kostandin (Dino) Kacani to me known, who, being by me sworn, did say that he resides at (give address) 298 Lark Street, Albany NY 12210; that he is the (give title) Owner / President of the (name of corporation) All Mighty General Contracting, 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, State of New York

Qualified in Saratoga County

Commission Expires June 28, 2028

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 200____, 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, State of _____

Qualified in _____

Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME All Mighty General Contracting		3. IDENTIFICATION NUMBERS a) FEIN # 27-2319888 b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 298 Lark Street, Albany NY 12210		7. TELEPHONE NUMBER 518-331-3510	8. FAX NUMBER 518-413-0853
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Kostandin Dino Kacani Title Owner / President Telephone Number 518-331-3510 Fax Number 518-413-0853 e-mail dinokacani@gmail.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME Kostandin (Dino) Kacani	TITLE Owner / President	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. ☐ Yes ☒ No			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS: a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i> ☐ Yes ☒ No b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i> ☐ Yes ☒ No			

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES¹ : ☐ Yes ☒ No

a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

ALBANY COUNTY VENDOR RESPONSIBILITY QUESTIONNAIRE

FEIN# 27-2319888

State of:) New York
County of:) ss:
Saratoga

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business All Mighty General Contracting Signature of Owner *Kostandin Kocani*

Address 298 Lark Street

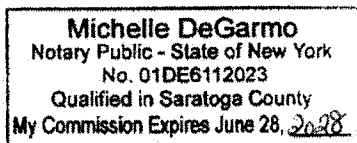
Printed Name of Signatory **Kostandin (Dino) Kacani**

City, State, Zip Albany, NY 12210

Title Owner / President

Sworn before me this 25th day of February 2015

Notary Public



Michelle DeGarmo

Printed Name

Signature _____

2/25/25
Date

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Kostandin Kaconi

Signature

Owner / President

Title

2/26/25

Date

All Mighty General Contracting

Company Name

ATTACHMENT "E"**Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A – General Contracts)**

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

Name of Third Party Entity: All Mighty General Contracting

Address: 298 Lark Street, Albany NY 12210

Phone Number(s): 518-331-3510

Description of activities to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

Dust and debris created during demolition of the existing structure will be managed by regularly sprinkling debris and runoff controls. A Stormwater Pollution Prevention Plan will be submitted within five (5) business days of a notice of bid award. This plan will include spill prevention protocol to prevent introduction of wastewater or other fluids into the stormwater system. Backfilling will implement measures to prevent erosion and ensure site stability to minimize the risk of pollutants entering the stormwater system.

Description of where the work is to be performed within Albany County facilities:

The proposed work will be performed at a single location within Albany County, 52 Howard St, Albany NY 12207

Kostandin Kacani

Signature

Kostandin (Dino) Kacani

Printed Name

Owner / President

Title

2/26/25

Date

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

The undersigned guarantees the accuracy of all statements and answers herein contained. (Please print in ink or type in the spaces provided). Attach additional sheets if necessary. This statement of Bidder's qualifications is required of all Bidders. Additional data on Bidder's qualifications may be requested from selected Bidders after the Bid opening.

1. How many years has your firm been in business? Fifteen (15) years

2. List up to three (3) projects of this nature that you have completed in the last three (3) years, and give the name, address and telephone number of a reference from each. Also give the completion date, the original contract bid price and the completed cost of each project listed.

1. National Grid, Chris Gilboy: 518-588-3091

\$156,580 / no change orders

Completion 6/7/24

2. Shelter Enterprises, Inc., Joe Halek: 518-237-4100

\$221,000 / no change orders

Completion 6/7/24 - no change orders

3. Latham Roofing and Contracting, Inc., Fred Balaj: 518-250-4057

\$62,000 / no change orders

Completion 10/17/24

BQ1

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

3. List projects presently under contract by your firm, the dollar volume of the contract and the percentage completion of the contract.

1. Frear Building, 2 3rd St, Troy NY 12180: \$74,500 contract / \$74,000 completion / 100% Complete

2. 151-153 Jay St, Albany NY 12210: \$1,200,000 contract / 20% complete

3. 61 Dana Ave, Albany NY 12208: \$500,000 contract / 50% complete

4. Has your firm ever failed to complete work awarded to it, if so, state where and why.

All Mighty General Contracting has never failed to complete awarded work.

5. Is your firm presently or has your firm ever been a party defendant in a lawsuit commenced against your firm alleging failure to properly complete work in accordance with the contract for same; if so, give details.

All Mighty General Contracting has never been a party defendant in a lawsuit alleging failure to properly complete work in accordance with a contract.

BQ2

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

6. Has your firm received two (2) final determinations within any consecutive six-year period, the second final determination occurring within the past five (5) years, that your firm willfully failed to pay the prevailing rate of wages or to provide supplements with Article 8 of the Labor Law, if so, give details.

All Mighty General Contracting has never recieved a final determination that our firm willfully failed to pay the prevailing rate of wages or to provide supplements with Article 8 of the Labor Law.

7. Do you plan to sublet any part of this work? If so, give details.

All Mighty General Contracting will collaborate with Leader Excavation, LLC for demolition work, and Flatley Read, Inc., a NYS Certified WBE, for project and compliance management.

8. Give the name, address and telephone number of an individual who represents each of the following and whom the Owner may contact to investigate your financial responsibility: a surety, and a bank.

Lauren Patenaude, The Murray Group, 518-777-7777

Josh Cukerstein, Capital Bank, 518-610-1609

BQ3

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

9. Give a summary of your financial statement. (List assets and liabilities, use an insert sheet, if needed).

Assets: \$15,000,000

Liabilities: \$9,000,000

Full financial statement available upon request

10. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business, and the address of the place of business. (If a corporation, state the name and title of all officers. If a partnership, state the name of all partners. If a trade name, state the names of the individuals who do business under the trade name.) It is absolutely necessary that information be furnished.

All Mighty General Contracting

Correct Name of Bidder

(a) The business is a: S-Corp

(b) The address of principal place of business is: 298 Lark Street, Albany NY 12210

(c) The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows: Kostandin (Dino) Kacani, 100% owner

BQ4

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

11. Is your firm qualified to do business in the State of New York? Yes X No ____.
If No, signing this qualification statement constitutes agreement to obtain such qualification prior to award of contract immediately upon owner's request.

Firm

Dated: _____

By _____

(Typed)

BQ5

ATTACHMENT "G"
NON-INTERRUPTION OF WORK AGREEMENT

By submission of the bid for:

The bidder agrees that if this bid is accepted, he/she will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the bidder or by any of the trades working in or about the public works and/or premises where the work is being performed.

Firm: All Mighty General Contracting

By: Kostandin Kacani
 (Signature)

Kostandin (Dino) Kacani
 (Typed)

Title: Owner / President

Date: 2/26/25



OFFICIAL CHECK

15115029
50-111/2
119

PAY TO THE ORDER OF DIRECTOR OF FINANCE ALBANY COUNTY

DATE 02/27/2025

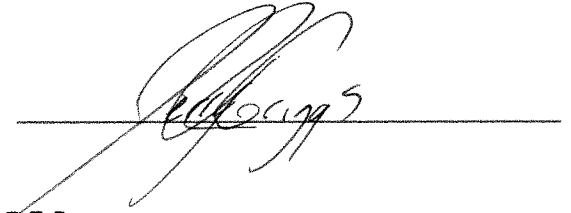
\$10,725.00

**** TEN THOUSAND SEVEN HUNDRED TWENTY FIVE AND 00/100****

REMITTER

Chemung Canal
Trust Company

MEMO:



⑈15115029⑈ ⑆021301115⑆ 235512753⑈

RFB# 2025-012					
52 Howard Street Parking Garage Demolition					
Thursday, February 27, 2025					
Vendor:	All Mighty General Contracting	Durable Demolition	Jackson Demolition	Ritter & Paratore Contracting	
LUMP SUM BASE BID:	\$195,000.00	\$375,000.00	\$292,950.00	\$224,444.00	
10% CONTINGENCY ALLOWANCE:	\$19,500.00	\$37,500.00	\$29,295.00	\$22,444.00	
TOTAL BID: (Base Bid + 10% Contingency Allowance)	\$214,500.00	\$412,500.00	\$322,245.00	\$246,888.00	

RESOLUTION NO. 10

BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, AUTHORIZING VARIOUS CAPITAL PROJECTS FOR THE DEPARTMENT OF GENERAL SERVICES, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$11,500,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$11,500,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION

Introduced: 2/13/23

By Audit and Finance Committee:

THE COUNTY LEGISLATURE OF THE COUNTY OF ALBANY, NEW YORK, HEREBY RESOLVES AS FOLLOWS:

Section 1. The County of Albany, New York (the “County”) is hereby authorized to undertake County facility roof renovations to various County owned properties, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County’s 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the “Capital Program”). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$1,500,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$1,500,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$1,500,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$1,500,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a)(1) of the New York Local Finance Law (the “Law”), is twenty-five (25) years.

Section 2. The County is hereby authorized to undertake various capital projects consisting of various building upgrades and improvements, such upgrades and improvements to include office modernization and upgrades prior to relocations (fit-up costs and office build out), pre and post site work, design fees, various internal and external upgrades and elevator modernizations, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County’s 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the “Capital Program”). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental

thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$7,000,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$7,000,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$7,000,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$7,000,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a)(1) of the New York Local Finance Law (the “Law”), is twenty-five (25) years.

Section 3. The County is hereby authorized to undertake various capital projects consisting of various mechanical upgrades and improvements, such upgrades and improvements to include all HVAC, energy management system improvements, all chiller and electrical systems, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County’s 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the “Capital Program”). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$3,000,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$3,000,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$3,000,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$3,000,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.13 of the New York Local Finance Law (the “Law”), is fifteen (15) years.

Section 4. Serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in the aggregate principal amount not to exceed \$11,500,000 to finance said appropriations are hereby authorized to be issued pursuant to the provisions of the Law.

Section 5. The following additional matters are hereby determined and stated:

(a) The buildings described above are class “A” buildings, as defined in Section 11.00a11(a) of the Law.

(b) Current funds are not required by the Law to be provided as a down payment prior to the issuance of the serial bonds authorized by this resolution or any bond anticipation notes issued in anticipation thereof in accordance with Section 107.00 of the Law.

(c) The proposed maturity of the bonds authorized by this resolution will exceed five (5) years.

Section 6. The serial bonds authorized by this resolution and any notes issued in anticipation of the sale of such bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any notes issued in anticipation of said bonds shall be general obligations of the County, payable as to both principal and interest by a general tax upon all the taxable real property within the County without limitation of rate or amount. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and provision shall be made annually in the budget of the County by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 7. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said notes and of Section 21.00, Section 23.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 63.00 and Section 164.00 of the Law, the powers and duties of the County Legislature pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the County Comptroller, the chief fiscal officer of the County.

Section 8. The County Comptroller is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

Section 9. The County Comptroller is further authorized to enter into a continuing disclosure undertaking with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

Section 10. Pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the “SEQR Act”) and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the “Regulations” and collectively with the SEQR Act, “SEQRA”), the County must satisfy the requirements contained in SEQRA prior to making a final determination whether to proceed with the above referenced project. Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The projects authorized by this resolution each constitute a “Type II action” pursuant to 6 NYCRR 617.5(c)(1), (2) and (31), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to such projects.

Section 11. The County may initially use funds from the General Fund or such other funds that may be available to pay the cost of the specific objects or purposes authorized by this resolution, pursuant to Section 165.10 of the Law. The County then reasonably expects to reimburse such expenditure with the proceeds of the bonds or bond anticipation notes authorized by Section 4 of this resolution. This resolution shall constitute the declaration of the County’s “official intent” to reimburse the expenditures authorized by Sections 1, 2 and 3 hereof with the proceeds of the bonds and notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

Section 12. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (1) (a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (2) such obligations are authorized in violation of the provisions of the constitution.

Section 13. This bond resolution shall take effect immediately and the Clerk of the County Legislature is hereby authorized and directed to publish the foregoing resolution in full (or a summary as permitted by the Law), together with a notice attached in substantially the form as prescribed in Section 81.00 of the Law, in the Evangelist and the Times Union, newspapers designated as the official newspapers of the County for such publication.

On long roll call vote the following members voted in favor: Burgdorf, Clay, Cleary, Collins, Commisso, Cunningham, Drake, Efekoro, Ethier, Feeney, Grimm, A.

*Joyce, R. Joyce, Lekakis, Lockart, Mauriello, McLean Lane, Miller, Perlee, Plotsky,
Reidy, Reinhardt, Ricard, Simpson, Smith, Tunny, Ward and Whalen – 28
Those opposed – 0
Resolution was adopted – 2/13/23*

Albany County
Office of Natural Resource Conservation
112 State Street, Room 1310
Albany, NY 12207-2021
Telephone: (518) 447-5670
<http://www.albanycounty.com>

MEMORANDUM

TO: Michael Lalli
CC:
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: July 12, 2024
RE: Purchase of 52 Howard St. Garage
SUBJECT: SEQR compliance

I have reviewed the proposed project provided by the County Executive's Office as it relates to State Environmental Quality Review (SEQR). According to the material provided, the project includes purchasing a garage located at 52 Howard St. in the City of Albany. An engineering report commissioned by the county determined that due to structural deficiencies, the existing structure must be demolished. Current plans include demolition of the structure and grading and paving the lot to provide surface parking.

As described above, this project meets the criteria established for SEQR Unlisted Actions. Accordingly, a short environmental assessment form (see attached) was completed and it has been determined that there will be no significant negative impact to the environment.

Should you have any questions or require additional information, please feel free to call me at your convenience.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Purchase and demolition of Howard St. Garage			
Project Location (describe, and attach a location map): 52 Howard St. City of Albany, ny			
Brief Description of Proposed Action: Albany County proposes to purchase a property located at 52 Howard St. (parcel 76.42-1-12.1) in the City of Albany, NY. An engineering report commissioned by the county in July of 2024 found that the garage structure located on the property is deemed to be unsafe and is recommended to be demolished as soon as possible. The county plans to demolish the structure and regrade and pave the lot to use as surface parking. This project is 100% county funded.			
Name of Applicant or Sponsor: Albany County Executive's Office		Telephone: 518-447-5642	
		E-Mail:	
Address: 112 State St. Room 1200			
City/PO: Albany		State: NY	Zip Code: 12207
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO ☒ YES ☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO ☐ YES ☒
3. a. Total acreage of the site of the proposed action?		.14 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.14 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☒ Urban ☐ Rural (non-agriculture) ☐ Industrial ☒ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☒ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	☒	☐
16. Is the project site located in the 100-year flood plan?	NO	YES
	☒	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	☐	☒
a. Will storm water discharges flow to adjacent properties?	☒	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☐	☒
If Yes, briefly describe:		
City of Albany separated storm sewer system		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment:	☒	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:	☒	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe:	☒	☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Michael Lalli</u> Date: _____ Signature: _____ Title: <u>Director of Operations</u>		

Agency Use Only [If applicable]

Project: Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☒	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☒	☐
7. Will the proposed action impact existing:		
a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐

Agency Use Only [If applicable]

Project:

Date:

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☒ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Albany County Legislature

Name of Lead Agency

Hon. Joanne Cunningham

Date

Chairwoman

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Laura DeBartano
Signature of Preparer (if different from Responsible Officer)

PRINT FORM



52 Howard St.

52

RESOLUTION NO. 100

AUTHORIZING AN AGREEMENT WITH ALL MIGHTY GENERAL CONTRACTING, LLC REGARDING DEMOLITION OF THE 52 HOWARD STREET PARKING GARAGE

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The Commissioner of the Department of General Services has requested authorization to enter into an agreement with All Mighty General Contracting, LLC regarding demolition of the 52 Howard Street Parking Garage in an amount not to exceed \$214,500 for a term commencing May 1, 2025 and ending April 30, 2026, and

WHEREAS, The Department of General Services, through the Purchasing Agent, received four bids for parking lot demolition work and All Mighty General Contracting, LLC was deemed the lowest qualified bidder, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with All Mighty General Contracting, LLC, Albany, NY 12210 regarding demolition of the 52 Howard Street Parking Garage in an amount not to exceed \$214,500 for a term commencing May 1, 2025 and ending April 30, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

February 27, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Re: RFB #2024-160 – MVP Arena Chiller Replacement Project
Dear Chairwoman Cunningham:

Pursuant to RFB #2024-160 MVP Arena Chiller Replacement Project, the Department of General Services requests authorization for a contract with Eckert Mechanical as the lowest bidder.

The scope of work shall encompass the replacement of chiller, motors, pumps, valves and suction diffusers. Comfort chiller is original to the building construction and is past its useful life. The project is needed to run the building more efficiently and help accommodate the increased building load of the front atrium enclosure. This work will offer significant energy reduction savings.

The not to exceed cost of \$1,052,225 includes the base bid of \$956,568 and plus a 10% contingency allowance of \$95,657.

This project is included in the 2024 Capital Plan. Costs for these Services will be covered under bond HKV3 Res No 9 of 2024 dated 2/13/2024.

The projected term of this contract is May 1, 2025 – April 30, 2026.

A State Environmental Quality Review Type II Action has determined that the proposed project will not have a significant adverse environmental impact and does not require further environmental review.

If you should have any further questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina
Commissioner

DML:kns
Enclosure(s)

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6406, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

The Department of General Services requests authorization for a contract with Eckert Mechanical as the lowest bidder for the MVP Chiller Replacement.

Date: 02/24/2025
Department: General Services
Attending Meeting: Commissioner Latina
Submitted By: David M. Latina
Title: Commissioner
Phone: 518-447-7210

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Eckert Mechanical, LLC 49 Sicker Road Latham, NY 12110

Term: (Start/end date or duration) May 1, 2025 - April 30, 2026
Amount/Raise Schedule/Fee: \$1,052,225

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: CAPIT
Appropriation Amount: \$1,052,225

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒

If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Eight (8)
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	HKV3 Res No 9 of 2024 dated 2/13/2024
Apprenticeship Program	Yes ☒ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Pursuant to RFB #2024-160 MVP Arena Chiller Replacement Project, the Department of General Services requests authorization for a contract with Eckert Mechanical as the lowest bidder.

The scope of work shall encompass the replacement of chiller, motors, pumps, valves and suction diffusers. Comfort chiller is original to the building construction and is past its useful life. The project is needed to run the building more efficiently and help accommodate the increased building load of the front atrium enclosure. This work will offer significant energy reduction savings.

The not to exceed cost of \$1,052,225 includes the base bid of \$956,568 and plus a 10% contingency allowance of \$95,657.

This project is included in the 2024 Capital Plan. Costs for these Services will be covered under bond HKV3 Res No 9 of 2024 dated 2/13/2024.

The projected term of this contract is May 1, 2025 - April 30, 2026.

A State Environmental Quality Review Type II Action has determined that the proposed project will not have a significant adverse environmental impact and does not require further environmental review.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

To: Pam O Neill, Purchasing Agent

From: David M. Latina, Commissioner

Date: February 19, 2025

Re: RFB #2024-160 – MVP Arena Chiller Replacement Project

After review of bids that were submitted for RFB #2024-160-MC – MVP Arena Chiller Replacement Project, I recommend awarding the contract to Eckert Mechanical, LLC as the lowest bidder. The not to exceed total of \$1,052,225 includes the base bid of \$956,568 plus a 10% contingency allowance of \$95,657.

If you need any further information or have any questions, please feel free to contact me.

DML:kns



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: David Latina
Commissioner

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: February 21, 2025

RE: RFB-2024-160 MVP Arena Chiller Replacement Project

I am in receipt of your recommendation to award the aforementioned to Eckert Mechanical, LLC in the amount of \$1,052,225.00

As Eckert Mechanical, LLC is the lowest responsible and responsive bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: MVP Arena Chiller Replacement
 Bid Number: 2024-160-MC

THIS BID 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 BIDDER proposes and agrees, if this Bid 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 Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Contract, that:

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

Date	12/27/2024	Number	1
	01/03/2025		2
	01/09/2025		3
	01/23/2025		4

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

- (b) BIDDER 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 BIDDER deems necessary;

BF1

- (c) This Bid 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; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.

4. BIDDER will complete the Work for the following prices(s): (Attach Bid Proposal)
5. BIDDER agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. BIDDER 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 Bid:
- (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")
 - (f) Bidder Qualification Questionnaire (Attachment "F")
 - (g) Non Interruption of Work Agreement (Attachment "G")
 - (h) Required Apprenticeship Training Program Documentation (refer to RFB Section 27)

7. Communication concerning this Bid shall be addressed to:

Russell Lincoln, President

Eckert Mechanical, LLC

rlincoln@eckertmechanical.com

Phone: (518) 459-4116 ext. 244

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

BF2

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: MVP Arena Chiller Replacement
 Bid Number: 2024-160-MC

Conditions:

1. All bid prices must include all materials, labor, equipment, incidentals, and other associated costs.
2. Base Bid work shall carry a 10% Base Bid Contingency Allowance for additional work discovered during construction beyond scope of work indicated on drawings and specifications. Contractor shall receive advance approval from the County Engineer prior to performing any additional work.

<u>MECHANICAL CONSTRUCTION</u> Lump Sum Base Bid (Price in Words): (Price in Numbers):	Nine Hundred Fifty Six Thousand Five Hundred Sixty Eight \$ 956,568.00
10% Contingency Allowance	\$ 95,657.00
TOTAL BID (Base Bid + Contingency Allowance) (Price in Words): (Price in Numbers):	One Million Fifty Two Thousand Two Hundred Twenty Five Dollars and Zero Cents \$ 1,052,225.00

Proposed Chiller Manufacturer for base bid: York

BF3

COUNTY OF ALBANY**BID FORM****BID IDENTIFICATION:**

Title: **MVP Arena Chiller Replacement**
Bid Number: **2024-160-MC**

COMPANY: Eckert Mechanical, LLC

ADDRESS: 49 Sicker Road

CITY, STATE, ZIP: Latham, NY 12110

TEL. NO.: (518) 459-4116

FAX NO.: (518) 459-1208

FEDERAL TAX ID NO.: 27-1557163

REPRESENTATIVE: Russell Lincoln, President

E-MAIL: rlincoln@eckertmechanical.com

SIGNATURE AND TITLE , President

DATE 01/30/2025

BF4

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. 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 organizations, under penalty of perjury, that to the best of 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation



Signature

President

Title

01/30/2025

Date

Eckert Mechanical, LLC

Company Name

ATTACHMENT "B" **ACKNOWLEDGMENT BY BIDDER**

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 200__, 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.

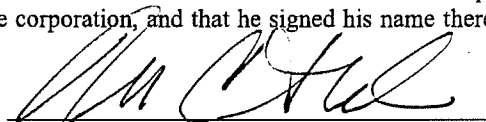
Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Corporation:

STATE OF New York)
COUNTY OF Albany) SS.:

On this 30th day of January, 20025, before me personally appeared Russell Lincoln to me known, who, being by me sworn, did say that he resides at (give address) Lake George, New York; that he is the (give title) President of the (name of corporation) Eckert Mechanical, LLC, 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.

NICOLE C. TRIMBLE
Notary Public, State of New York
No. 01CA6135839
Qualified in Albany County
Commission Expires October 24, 2025


Notary Public, State of New York
Qualified in Albany, N.Y.
Commission Expires 10-24-2025

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 200__, 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, State of _____
Qualified in _____
Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME Eckert Mechanical, LLC		3. IDENTIFICATION NUMBERS a) FEIN # 27-1557163 b) DUNS # 788341451	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) www.eckertmechanical.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 49 Sicker Road Latham, NY 12110		7. TELEPHONE NUMBER (518) 459-4116	8. FAX NUMBER (518) 459-1208
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Russell Lincoln Title President Telephone Number (518) 459-4116 Fax Number (518) 459-1208 e-mail rlincoln@eckertmechanical.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME Russell Lincoln	TITLE President	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		☐ Yes ☒ No	
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		☐ Yes ☒ No	
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		☐ Yes ☒ No	
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i>		☐ Yes ☒ No	

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:	
a)	1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.	☐ Yes ☒ No
b)	been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?	☐ Yes ☒ No
c)	been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: 1. federal, state or local health laws, rules or regulations.	☐ Yes ☒ No
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES ¹ HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."	☐ Yes ☒ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☒ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES ¹ WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☒ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.	☐ Yes ☒ No

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES¹ : ☐ Yes ☒ No
- a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN # 27-1557163

State of: New York)
) ss:
County of: Albany)

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business Eckert Mechanical, LLC

Signature of Owner

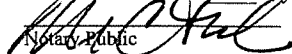


Address 49 Sicker Road

Printed Name of Signatory Russell Lincoln

City, State, Zip Latham, NY 12110

Title President

Sworn before me this 30th day of Janaury, 2025;

Notary Public

NICOLE C. TRIMBLE
Notary Public, State of New York
No. 01CA6135839
Qualified in Albany County
Commission Expires October 24, 2025

Nicole C. Trimble

Printed Name

Signature

01/30/2025

Date

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.



 Signature

 President
 Title

01/30/2025
 Date

Eckert Mechanical, LLC
 Company Name

ATTACHMENT "E"**Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A – General Contracts)**

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

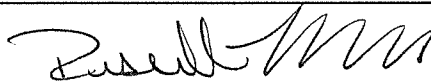
Name of Third Party Entity: _____

Address: _____

Phone Number(s): _____

Description of activities to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

Description of where the work is to be performed within Albany County facilities:



Signature

Russell Lincoln

Printed Name

President

Title

01/30/2025

Date

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

The undersigned guarantees the accuracy of all statements and answers herein contained. (Please print in ink or type in the spaces provided). Attach additional sheets if necessary. This statement of Bidder's qualifications is required of all Bidders. Additional data on Bidder's qualifications may be requested from selected Bidders after the Bid opening.

1. How many years has your firm been in business? 30 years

2. List up to three (3) projects of this nature that you have completed in the last three (3) years, and give the name, address and telephone number of a reference from each. Also give the completion date, the original contract bid price and the completed cost of each project listed.

1. Please see attachment "A"

2. _____

3. _____

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

3. List projects presently under contract by your firm, the dollar volume of the contract and the percentage completion of the contract.

Please see attachment "B"

4. Has your firm ever failed to complete work awarded to it, if so, state where and why.

No

5. Is your firm presently or has your firm ever been a party defendant in a lawsuit commenced against your firm alleging failure to properly complete work in accordance with the contract for same; if so, give details.

No

BQ2

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

6. Has your firm received two (2) final determinations within any consecutive six-year period, the second final determination occurring within the past five (5) years, that your firm willfully failed to pay the prevailing rate of wages or to provide supplements with Article 8 of the Labor Law, if so, give details.

No

7. Do you plan to sublet any part of this work? If so, give details.

RIGGING OF CHILLER

INSULATION

CONTROLS

8. Give the name, address and telephone number of an individual who represents each of the following and whom the Owner may contact to investigate your financial responsibility: a surety, and a bank.

USI Insurance Services - 3 Lera Jet Lane, Suite 104 Latham, NY (518) 514-3622

Key Bank - 66 S Pearl Street Albany, NY - (518) 257-8702

F.W. Webb - 17 Erie Blvd. Albany, NY - (518) 472-9322

BQ3

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

9. Give a summary of your financial statement. (List assets and liabilities, use an insert sheet, if needed).

Please see the attached financial statement

10. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business, and the address of the place of business. (If a corporation, state the name and title of all officers. If a partnership, state the name of all partners. If a trade name, state the names of the individuals who do business under the trade name.) It is absolutely necessary that information be furnished.

Eckert Mechanical, LLC
 Correct Name of Bidder

(a) The business is a: LLC

(b) The address of principal place of business is: 49 Sicker Road

Latham, NY 12110

(c) The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

Russell Lincoln, President/Owner

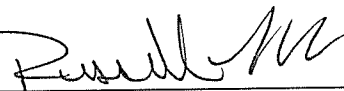
ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

11. Is your firm qualified to do business in the State of New York? Yes X No ____.
If No, signing this qualification statement constitutes agreement to obtain such qualification prior to award of contract immediately upon owner's request.

Eckert Mechanical, LLC

Firm

Dated: 01/30/2025

By 

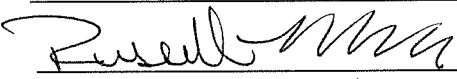
Russell Lincoln, President
(Typed)

ATTACHMENT "G"
NON-INTERRUPTION OF WORK AGREEMENT

By submission of the bid for: RFB-2024-160-MC
MVP Arena Chiller Replacement

The bidder agrees that if this bid is accepted, he/she will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the bidder or by any of the trades working in or about the public works and/or premises where the work is being performed.

Firm: Eckert Mechanical, LLC

By: 
(Signature)

Russell Lincoln
(Typed)

Title: President

Date: 01/30/2025

CNA SURETY**Bid Bond**Bond No. N/A**CONTRACTOR:***(Name, legal status and address)***ECKERT MECHANICAL, LLC**1062 Central Avenue
Albany, New York 12205**SURETY: Western Surety Company: South Dakota Corporation***(Name, legal status and principal place of business)*151 N. Franklin Street
17th Floor
Chicago, IL 60606

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:*(Name, legal status and address)***COUNTY OF ALBANY**112 State Street
Albany, New York 12207**BOND AMOUNT:** Five Percent of the Amount of Attached Bid (5% Amt Bid)**PROJECT:***(Name, location or address, and Project number, if any)*MVP Arena Chiller Replacement
Request for Bids #2024-136
MC - Mechanical Construction

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th day of January, 2025.

Prianna Bailey
(Witness)

Sydney Corany
(Witness)

ECKERT MECHANICAL, LLC*(Principal)**(Seal)**(Title)*

Western Surety Company

*(Surety)**(Seal)**April A. Adams*
(Title) April A. Adams, Attorney-in-Fact

INDIVIDUAL ACKNOWLEDGEMENT

State of)
)
 County of)

On the _____ day of _____, 20____, before me personally came

_____, to me known and known to me to be the Individual described in and who executed the foregoing instrument, and he acknowledged to me that he executed the same.

 Notary Public

LLC ACKNOWLEDGMENT

State of New York)
)
 County of Albany)

On the 13 day of January in the year 2025, before me personally came Russell Lincoln to me known, who, being by me duly sworn, did depose and say that (s)he reside(s) in Lake George; that (s)he is the President of the Eckert Mechanical LLC the LLC described in and which executed the above instrument.

NICHOLE C. TIMMELE
 Notary Public, State of New York
 No. 01CAG135239
 Qualified in Albany County
 Commission Expires October 24, 2025

 Notary Public

SURETY ACKNOWLEDGEMENT

State of New York)
)
 County of)

On the 13th day of January in the year 2025, before me personally came April A. Adams, to me known, who, being by me duly sworn, did depose and say that she reside(s) in Erie County, New York; that she is the Attorney-in-Fact of Western Surety Company the corporation described in and which executed the above instrument; that she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by authority of the board of directors of said corporation, and that she signed her name thereto by like authority.

 Notary Public

KATHERINE L. STEINER
 NOTARY PUBLIC, STATE OF NEW YORK
 QUALIFIED IN ERIE COUNTY
 MY COMMISSION EXPIRES 01/25/2025

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Michael W Karl, Bruce W Rogers, Lawrence DiGiulio, Andrew J Tokasz, Bradley E Byer, Todd McMahon, April A Adams, Steven Blumhagen, Timothy J Geiger, Michael Robert Bonetto, Daniel Thomas Kaminski, Lauren Bordonaro, Individually

of Buffalo, NY, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 7th day of September, 2023.



WESTERN SURETY COMPANY

Larry Kasten

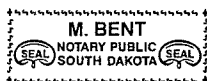
Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 7th day of September, 2023, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent

M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 13th day of January, 2025.



WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY
Sioux Falls, South Dakota
Statement of Net Admitted Assets and Liabilities
December 31, 2023

ASSETS

Bonds	\$ 1,935,600,431
Stocks	15,281,696
Cash, cash equivalents, and short-term investments	36,335,353
Receivables for securities	14,770,000
Investment income due and accrued	18,185,645
Premiums and considerations	70,728,009
Amounts recoverable from reinsurers	4,459,042
Net deferred tax asset	18,202,272
Receivable from parent, subsidiaries, and affiliates	12,895,815
Other assets	157,742
Total Assets	\$ 2,126,616,005

LIABILITIES AND SURPLUS

Losses	\$ 247,328,673
Loss adjustment expense	56,340,495
Commissions payable, contingent commissions and other similar charges	13,245,319
Taxes, License and fees (excluding federal and foreign income taxes)	5,075,390
Federal and foreign income taxes payable	829,556
Unearned premiums	316,760,881
Advance premiums	6,183,112
Ceded reinsurance premiums payable (net of ceding commissions)	4,347,066
Amounts withheld or retained by company for account of others	3,094,680
Provision for reinsurance	157,388
Payable to parent, subsidiaries and affiliates	9,464
Other liabilities	(6,171)
Total Liabilities	\$ 653,365,853

Surplus Account:

Common stock	\$ 4,000,000
Gross paid in and contributed surplus	286,896,195
Unassigned funds	1,182,353,957
Surplus as regards policyholders	<u>\$ 1,473,250,152</u>
Total Liabilities and Capital	\$ 2,126,616,005

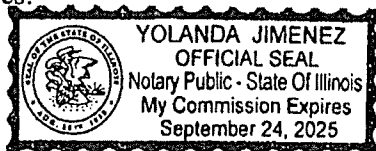
I, Julie Lee, Vice President of Western Surety Company hereby certify that the above is an accurate representation of the financial statement of the Company dated December 31, 2023, as filed with the various Insurance Departments and is a true and correct statement of the condition of Western Surety Company as of that date.

WESTERN SURETY COMPANY

By Julie Lee
Vice President, Accounting Policy & External Reporting

Subscribed and sworn to me this 14th day of March, 2024.

My commission expires:



By Yolanda Jimenez
Notary Public

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
ATTACHMENT A – COMPLETED CONSTRUCTION CONTRACTS**

Vendor Name: Eckert Mechanical, LLC

NYS Vendor ID: 1100018009

Question 3.0: List the ten most recent construction contracts the Business Entity has completed. If less than ten, include most recent subcontracts on projects up to that number:

1.	Agency/Owner RPI Nugent Hall Renovations		Award Date 7/21/2022	Amount \$1,246,884.14	Date Completed 7/28/2023
	Contact Person William Bury, LeChase	Telephone No. 518-462-0227	Designer Architect and/or Design Engineer Architecture Plus		
	Contract No. 223007.001	Prime or Sub Sub	Joint Venture (JV) Name, if applicable N/A		
2.	Agency/Owner OGS Project No. 46092-H Provide Exhaust Fans and Relocate Steam/Chilled Water Equipment		Award Date 9/29/2022	Amount \$708,748.00	Date Completed 5/16/2023
	Contact Person Haim El-Tilb, OGS EIC	Telephone No. 518-457-8203	Designer Architect and/or Design Engineer Sage Engineering Associates, LLP		
	Contract No. 46092-H	Prime or Sub Prime	Joint Venture (JV) Name, if applicable N/A		
3.	Agency/Owner State University Construction Fund – UAlbany Rehab Toilet Rooms for ADA		Award Date 10/14/2021	Amount \$694,507.00	Date Completed 1/26/2024
	Contact Person Ben Boswell, AOW Associates, Inc.	Telephone No. 518-650-8963	Designer Architect and/or Design Engineer Dembling + Dembling Arch.		
	Contract No. 21071-22A	Prime or Sub Sub	Joint Venture (JV) Name, if applicable N/A		
4.	Agency/Owner FAGE USA Dairy Industry, Inc. – Locker Room Renovations		Award Date 4/18/2022	Amount \$264,856.00	Date Completed 6/23/2023
	Contact Person Robert Wurz, Hayner Hoyt Corporation	Telephone No. 315-455-5941	Designer Architect and/or Design Engineer Webber/Smith Associates, Inc.		
	Contract No. 222115	Prime or Sub Sub	Joint Venture (JV) Name, if applicable N/A		
5.	Agency/Owner Troy Senior Center – City Station East Renovations		Award Date 6/16/2022	Amount \$293,061.00	Date Completed 3/20/2023
	Contact Person Paul Mueller, Greco Construction	Telephone No. 518-465-1155	Designer Architect and/or Design Engineer QPK Design		
	Contract No. 221330.00	Prime or Sub Sub	Joint Venture (JV) Name, if applicable N/A		

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
ATTACHMENT A – COMPLETED CONSTRUCTION CONTRACTS**

Vendor Name: Eckert Mechanical, LLC

NYS Vendor ID: 1100018009

Question 3.0: List the ten most recent construction contracts the Business Entity has completed. If less than ten, include most recent subcontracts on projects up to that number:

6.	Agency/Owner OGS Project No. 47216-P Ten Eyck OB Relab 5 th Floor	Award Date 5/4/2023	Amount \$232,269.00	Date Completed 1/12/2024
	Contact Person Eric Luft, OGS EIC	Telephone No. 518-474-8778	Designer Architect and /or Design Engineer MH Professional Engineering, PLLC	
	Contract No. 47216-P	Prime or Sub Prime	Joint Venture (JV) Name, if applicable N/A	EIN of JV, if applicable
	Agency/Owner Siena College Cushing Townhouses Renovation Phase 1	Award Date 3/30/2023	Amount \$233,187.00	Date Completed 8/18/2023
7.	Contact Person Erica McCarthy, LeChase	Telephone No. 518-806-9221	Designer Architect and /or Design Engineer WCGS Architects	
	Contract No. 2334002.007	Prime or Sub Sub	Joint Venture (JV) Name, if applicable N/A	EIN of JV, if applicable
8.	Agency/Owner Walmart Store # 2234-238 General Remodel – Oneonta NY	Award Date 7/26/2023	Amount \$149,427.00	Date Completed 1/5/2024
	Contact Person David Anderson, G.M. Crisalli & Associates, Inc.	Telephone No. 315-454-0000	Designer Architect and /or Design Engineer Massa Multimedia Architecture	
	Contract No. 2300428-C01	Prime or Sub Sub	Joint Venture (JV) Name, if applicable N/A	EIN of JV, if applicable
	Agency/Owner Walmart Store # 2234-248 General Remodel – Rome NY	Award Date 7/26/2023	Amount \$238,849.00	Date Completed 1/12/2024
9.	Contact Person David Anderson, G.M. Crisalli & Associates, Inc.	Telephone No. 315-454-0000	Designer Architect and /or Design Engineer Massa Multimedia Architecture	
	Contract No. 2300426-C2	Prime or Sub Sub	Joint Venture (JV) Name, if applicable N/A	EIN of JV, if applicable
10.	Agency/Owner OGS Project No. 45723-C Roof Drain Replacement	Award Date 3/28/2022	Amount \$33,258.00	Date Completed 1/24/2024
	Contact Person Marc Murray, VMJR Companies	Telephone No. 518-792-1128	Designer Architect and /or Design Engineer Bell & Spina Architects	
	Contract No. 22201-22A-00	Prime or Sub Sub	Joint Venture (JV) Name, if applicable N/A	EIN of JV, if applicable

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
ATTACHMENT B – UNCOMPLETED CONSTRUCTION CONTRACTS**

Vendor Name: Eckert Mechanical, LLC

Question 3.1: List all current uncompleted construction contracts:

NYS Vendor ID: 1100018009

1. Agency/Owner St. Johns Church 1 N. Market Street, Johnstown, NY 12095									
Contact Person Brian Conlin, VMJR Companies		Telephone No. 518-796-1230		Designer Architect and/or Design Engineer C.T. Male Associates		Award Date 12/19/2022		Completion Date 3/22/2024	
Contract No. 21213-23A-00		Prime or Sub Sub		Joint Venture (JV) Name, if applicable N/A					
2. Agency/Owner SDNY UAlbany Paine and Zenger Renovations – HTHWS/R Installations									
Contact Person David Shepard, Crisafulli Mechanical		Telephone No. 518-540-1782		Designer Architect and/or Design Engineer EVP Architecture & Engineering, PC		Award Date 8/23/2022		Completion Date 3/1/2024	
Contract No. 022078.08		Prime or Sub Sub		Joint Venture (JV) Name, if applicable N/A					
3. Agency/Owner US Army Corps of Engineers – Watervliet Arsenal Building 20 Renovation									
Contact Person Shyamal Shah, Intercontinental Construction		Telephone No. 973-365-1555		Designer Architect and/or Design Engineer Burns and McDonnell		Award Date 1/25/2023		Completion Date 10/25/2024	
Contract No. 42220-ECK		Prime or Sub Sub		Joint Venture (JV) Name, if applicable N/A					
4. Agency/Owner County of Albany DPW Coeymans Subdivision – New Garage (Plumbing)									
Contact Person Jason Preisner, Lamont Engineers		Telephone No. 518-234-4028		Designer Architect and/or Design Engineer Lamont Engineers, PC		Award Date 3/1/2023		Completion Date 3/29/2024	
Contract No. 4 – Plumbing (2020020)		Prime or Sub Prime		Joint Venture (JV) Name, if applicable					
Total Contract Amount \$146,736.00				Amount Sublet to others \$627,140.00		Uncompleted Amount \$2,214,224.50		EIN of JV, if applicable	
Total Contract Amount \$146,736.00				Amount Sublet to others \$0		Uncompleted Amount \$5,173.51		EIN of JV, if applicable	
Total Contract Amount \$146,736.00				Amount Sublet to others \$0		Uncompleted Amount \$34,102.70		EIN of JV, if applicable	

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
ATTACHMENT B – UNCOMPLETED CONSTRUCTION CONTRACTS**

Vendor Name: Eckert Mechanical, LLC

NYS Vendor ID: 1100018009

Question 3.1: List all current uncompleted construction contracts:

5.		Agency/Owner County of Albany DPW, Knox Subdivision – New Garage (Plumbing & Mechanical)		Award Date 3/1/2023		Completion Date 3/29/2024	
Contact Person Jason Preisner, Lamont Engineers		Telephone No. 518-234-4028		Designer Architect and/or Design Engineer Lamont Engineers, PC			
Contract No. 3 – HVAC & 4 - Plumbing		Prime or Sub Prime		Joint Venture (JV) Name, if applicable N/A			
		Total Contract Amount \$427,511.00		Amount Sublet to others \$76,746.00		Uncompleted Amount \$95,426.75	
6.		Agency/Owner Stanford Heights Fire District – New Fire Station		Award Date 3/14/2023		Completion Date 4/1/2025	
Contact Person Katrina Pacheco, H2M Architects & Engineers		Telephone No. 518-765-5105		Designer Architect and/or Design Engineer H2M Architects & Engineers			
Contract No. PC – Plumbing Contract		Prime or Sub Prime		Joint Venture (JV) Name, if applicable N/A			
		Total Contract Amount \$522,645.00		Amount Sublet to others \$39,450.00		Uncompleted Amount \$396,727.25	
7.		Agency/Owner Our Lady of Mercy Live Center – HVAC Renovations		Award Date 5/22/2023		Completion Date 2/16/2024	
Contact Person Michael Spencer, Gutu DeConzo		Telephone No. 518-266-9600		Designer Architect and/or Design Engineer Gutu DeConzo			
Contract No. 5748		Prime or Sub Sub		Joint Venture (JV) Name, if applicable N/A			
		Total Contract Amount \$332,120.00		Amount Sublet to others \$57,025.00		Uncompleted Amount \$18,981.00	
8.		Agency/Owner City of Albany – Remodeling for 165/170 Henry Johnson Blvd.		Award Date 6/16/2023		Completion Date 5/31/2024	
Contact Person Melissa Ellwanger, Synthesis Architects		Telephone No. 518-370-1576		Designer Architect and/or Design Engineer Synthesis Architects, LLP			
Contract No. #3 & #4 Plumbing/HVAC		Prime or Sub Prime		Joint Venture (JV) Name, if applicable N/A			
		Total Contract Amount \$610,243.00		Amount Sublet to others \$225,559.50		Uncompleted Amount \$396,710.55	
				EIN of JV, if applicable			

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
ATTACHMENT B – UNCOMPLETED CONSTRUCTION CONTRACTS**

Vendor Name: Eckert Mechanical, LLC **NYS Vendor ID: 1100018009**

Question 3.1: List all current uncompleted construction contracts:

9.	Agency/Owner County of Saratoga – Saratoga County Airport FBO Terminal Phase 2				Award Date 12/12/2023	Completion Date 5/15/2025
	Contact Person Tim Hanke, LeChase Construction	Telephone No. 518-831-9705	Designer Architect and /or Design Engineer Fennick McCreddie Architecture			
	Contract No. 2334027.008	Prime or Sub Sub	Joint Venture (JV) Name, if applicable N/A		EIN of JV, if applicable	
	Total Contract Amount \$2,315,000.00		Amount Sublet to others \$1,214,250.00		Uncompleted Amount \$2,248,120.00	
10.	Agency/Owner General Services Administration -- Leo O'Brien FHWA & FMCSA Office Renovations					
	Contact Person Stephen Thomas -- S.J. Thomas Co. Inc.	Telephone No. 315-472-5288	Designer Architect and /or Design Engineer NK Bhandari			
	Contract No. Plumbing & HVAC	Prime or Sub Sub	Joint Venture (JV) Name, if applicable		EIN of JV, if applicable	
	Total Contract Amount \$975,586.00		Amount Sublet to others \$661,895.00		Uncompleted Amount \$949,366.00	
Grand Total All Uncompleted Contracts						\$6,443,544.76

ECKERT MECHANICAL, LLC

ALBANY, NEW YORK

FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2023 AND 2022

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LUTZ, SELIG & ZERONDA, CPAs, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors and Members
Eckert Mechanical, LLC
Albany, New York

We have reviewed the accompanying financial statements of Eckert Mechanical, LLC (a New York Limited Liability Company) which comprise the balance sheets as of December 31, 2023 and 2022 and the related statements of income, member's equity and cash flow for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Eckert Mechanical, LLC to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Lutz, Selig & Zeronda, CPAs, L.L.P.

Latham, New York
April 19, 2024

ECKERT MECHANICAL, LLC**BALANCE SHEETS**
DECEMBER 31, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
<u>ASSETS</u>		
CURRENT ASSETS:		
Cash (Note 1)	\$ 1,222,872	\$ 1,200,967
Accounts receivables (Notes 1 and 2)	1,963,001	1,680,732
Inventory (Note 1)	2,050	2,500
Contact assets (Notes 1 and 3)	402,739	382,837
Other current assets	<u>55,302</u>	<u>211,147</u>
Total current assets	\$ 3,645,964	\$ 3,478,183
PROPERTY AND EQUIPMENT (Notes 1 and 4)	174,930	169,844
OPERATING LEASE - RIGHT OF USE ASSET (Notes 1 and 12)	<u>100,425</u>	<u>-</u>
TOTAL ASSETS	<u>\$ 3,921,319</u>	<u>\$ 3,648,027</u>
<u>LIABILITIES AND MEMBER'S EQUITY</u>		
CURRENT LIABILITIES:		
Current maturities of long-term debt (Note 7)	\$ 221,478	\$ -
Operating lease liability - current (Notes 1 and 12)	32,362	-
Accounts payable	529,460	375,552
Contract liabilities (Notes 1 and 3)	862,769	507,554
Accrued expenses and other current liabilities	<u>136,752</u>	<u>74,849</u>
Total current liabilities	\$ 1,782,821	\$ 957,955
OPERATING LEASE LIABILITY (Notes 1 and 12)	68,123	-
LONG-TERM DEBT (Note 7)	<u>660,437</u>	<u>-</u>
Total liabilities	\$ 2,511,381	\$ 957,955
COMMITMENTS AND CONTINGENCIES (Note 8)		
MEMBER'S EQUITY	<u>1,409,938</u>	<u>2,690,072</u>
TOTAL LIABILITIES AND MEMBER'S EQUITY	<u>\$ 3,921,319</u>	<u>\$ 3,648,027</u>

See independent accountants' review report and notes to financial statements.

ECKERT MECHANICAL, LLC**STATEMENTS OF INCOME AND MEMBER'S EQUITY**
YEARS ENDED DECEMBER 31, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
Revenue	\$ 8,237,857	\$ 9,293,969
Cost of revenue	<u>6,855,270</u>	<u>7,946,759</u>
Gross profit	\$ 1,382,587	\$ 1,347,210
Operating expenses	<u>1,127,355</u>	<u>1,127,647</u>
Income from operations	\$ 255,232	\$ 219,563
Other income	<u>21,698</u>	<u>766,028</u>
NET INCOME	\$ 276,930	\$ 985,591
Member's equity - beginning	2,690,072	2,573,073
Member's distributions	(557,064)	(868,592)
Redemption of membership units	<u>(1,000,000)</u>	<u>-</u>
MEMBER'S EQUITY - END	<u>\$ 1,409,938</u>	<u>\$ 2,690,072</u>

See independent accountants' review report and notes to financial statements.

ECKERT MECHANICAL, LLC**STATEMENTS OF CASH FLOW**
YEARS ENDED DECEMBER 31, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
CASH FLOW FROM OPERATING ACTIVITIES:		
Net income	\$ 276,930	\$ 985,591
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation	74,210	68,084
Gain on disposal of assets	(8,186)	-
Operating leases	60	
Paycheck protection program forgiveness	-	(765,715)
Changes in operating assets and liabilities:		
(Increase) decrease in:		
Accounts receivable	(282,269)	161,350
Inventory	450	1,300
Contract assets	(19,902)	311,498
Other current assets	155,845	1,867
Increase (decrease) in:		
Accounts payable	153,908	(356,063)
Contracts liabilities	355,215	(87,986)
Accrued expenses and other current liabilities	61,903	(122,773)
Net cash provided by operating activities	<u>\$ 768,164</u>	<u>\$ 197,153</u>
CASH FLOW FROM INVESTING ACTIVITIES:		
Purchase of property and equipment	\$ (79,296)	\$ (39,207)
Proceeds from sale of property and equipment	8,186	-
Net cash applied to investing activities	<u>\$ (71,110)</u>	<u>\$ (39,207)</u>
CASH FLOW FROM FINANCING ACTIVITIES:		
Repayment of long-term debt	\$ (18,085)	\$ -
Redemption of membership units	\$ (100,000)	\$ -
Member distributions	(557,064)	(868,592)
Net cash applied to financing activities	<u>\$ (675,149)</u>	<u>\$ (868,592)</u>
 NET INCREASE (DECREASE) IN CASH	 \$ 21,905	 \$ (710,646)
CASH - BEGINNING	<u>1,200,967</u>	<u>1,911,613</u>
 CASH - END	 <u><u>\$ 1,222,872</u></u>	 <u><u>\$ 1,200,967</u></u>

See independent accountants' review report and notes to financial statements.

ECKERT MECHANICAL, LLC**STATEMENTS OF CASH FLOW**
YEARS ENDED DECEMBER 31, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
SUPPLEMENTAL DISCLOSURES OF CASH INFORMATION:		
Cash paid during the year:		
Interest	\$ 2,813	\$ -
SCHEDULE OF NONCASH ACTIVITIES:		
Member units redeemed through the issuance of notes payable	\$ 900,000	\$ -

See independent accountants' review report and notes to financial statements.

ECKERT MECHANICAL, LLC

NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2023 AND 2022

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Business Activity

The Company is in the maintenance, service and construction of HVAC building systems and equipment business in Northeastern New York. As such, the Company grants credit to its customers, most of whom are located in this area.

On November 30, 2023, the Company redeemed the entire interest of two of its members.

b) Management's Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Due to the nature of the work required to be performed on many of the Company's performance obligations, the estimation of total revenue and cost at completion is complex, subject to many variables and requires significant judgment. As a significant change in one or more of these estimates could affect the profitability of the Company's contracts, the Company reviews and updates the Company's contract-related estimates regularly through a company-wide disciplined project review process in which management reviews the progress and execution of the Company's performance obligations and the estimate at completion. As part of this process, management reviews information including, but not limited to, any outstanding key contract matters, progress towards completion and the related program schedule and the related changes in estimates of revenues and costs. Management must make assumptions and estimates regarding labor productivity and availability, the complexity of the work to be performed, the cost and availability of materials, the performance of subcontractors, and the availability and timing of funding from the customer, among other variables. Actual results could differ from those estimates. These differences may be material.

c) Concentration of Credit Risk

Financial instruments which potentially subject the Company to a concentration of credit risk principally consist of cash and accounts receivable. The Company maintains cash balances with major financial institutions which at times exceed the federally insured limit. In addition, the Company grants credit to its customers. The risk of loss with respect to contract receivable is the balance owed at the time of default as the Company does not generally require collateral.

d) Cash

For purposes of the statements of cash flow, the Company considers all highly liquid debt instruments purchased with a maturity of 3 months or less to be cash.

ECKERT MECHANICAL, LLC**NOTES TO FINANCIAL STATEMENTS**
YEARS ENDED DECEMBER 31, 2023 AND 2022**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)****e) Accounts Receivable and Allowance for Doubtful Accounts**

Accounts receivable are carried at their estimated collectible amounts. Trade credit is generally extended on a short-term basis; thus accounts receivable do not bear interest, although a finance charge may be applied to receivables that are past due. Accounts receivables are periodically evaluated for collectability based on past credit history with customers and their current financial condition. The Company charges off accounts receivable when it becomes apparent based upon age or customer circumstances that amounts will not be collected. An allowance for doubtful accounts has not been provided, as it is management's opinion that losses, if any, would not be material to the financial statements.

f) Inventory

Inventory is stated at the lower of cost (first in – first out) or net realizable value. Net realizable value is the estimated selling price in the ordinary course of business, less reasonably predictable cost of completion, disposal, and transportation.

g) Property and Equipment

Property and equipment are recorded at cost. Renewals and betterments of property are accounted for as additions to asset accounts. Repairs and maintenance charges are expensed as incurred. Depreciation is provided on the straight-line method for financial reporting and income tax purposes. Estimated useful lives are 5 to 15 years for autos, office furniture, equipment, and leasehold improvements.

h) Income Taxes

On November 30, 2023, the Company redeemed the entire interest of two of its three members. As a result, the partnership was terminated. Effective December 1, 2023, the Company has elected to be treated as a Subchapter "S" Corporation under the Internal Revenue Code and the New York State Corporation Tax Law. Under these elections, the income, generally, is taxed directly to the shareholder. In addition, New York State imposes a minimum tax which the Company incurs in order to do business in the state. Accounting standards prescribe a recognition threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. These standards also provide guidance on de-recognition of tax benefits, classification on the balance sheet, interest and penalties, accounting in interim periods, disclosure and transition. The Company has evaluated any uncertain tax positions and related income tax contingencies and determined uncertain positions, if any, are not material to the financial statements. Penalties and interest assessed by income taxing authorities are included in operating expenses, if incurred. The income tax returns of the Company are generally subject to examination by the Internal Revenue Service and state taxing authorities for three years after they were filed. The Company is no longer subject to examination for years prior to December 31, 2020.

ECKERT MECHANICAL, LLC**NOTES TO FINANCIAL STATEMENTS**
YEARS ENDED DECEMBER 31, 2023 AND 2022**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)****i) Pass-Through Entity Tax**

The Tax Cuts and Job Act of 2017 limited an individual's state and local tax deduction to \$10,000, on their federal income tax return. In response, certain states have explored pass-through entity tax workarounds. In November 2020, the Internal Revenue Service provided guidance to allow a state deduction at the pass-through entity level. Each state's workaround is unique and creates complexities in the entity's accounting for the pass-through entity tax. New York State enacted the Pass-Through Entity Tax Act ("PTET") effective for tax years beginning on or after January 1, 2021. PTET allows pass-through entities to elect to pay the New York State tax due on the shareholders' allocation of taxable income of the Company.

The Company made the PTET election for years ended December 31, 2023 and 2022. Taxes paid and accrued related to PTET on behalf of its members and shareholder are reported as distributions and included in equity for the years ended December 31, 2023 and 2022.

j) Revenue Recognition

The Company enters into contracts with its clients that contain various types of pricing provisions, including fixed price and time-and materials. The Company recognizes revenues in accordance with ASU 2014-09, Revenue from Contracts with Customer, codified as ASC Topic 606 and the related amendments (collectively "ASC 606"). As such, the Company identifies a contract with a customer, identifies the performance obligations in the contract, determines the transaction price, allocates the transaction price to each performance obligation in the contract and recognizes revenues when (or as) the Company satisfies a performance obligation. The transaction price is the amount of consideration to which the Company expects to be entitled in exchange for transferring goods and services to the customer. The consideration promised in a contract with a customer may include both fixed amounts and variable amounts (e.g., bonuses/incentives, penalties/liquidated damages, returns) to the extent that it is probable that a significant reversal of cumulative revenue recognized will not occur when the uncertainty associated with the variable consideration is subsequently resolved. We estimate the amount of variable consideration at the most likely amount to which we expect to be entitled. Our estimates of variable consideration are based on our assessment of legal enforceability, anticipated performance and any other information (historical, current or forecasted) that is reasonably available to us.

The Company provides quality of workmanship warranties to customers that are included in the sale and are not priced or sold separately or do not provide customers with a service in addition to assurance of compliance with agreed-upon specifications and industry standards. The Company does not consider these types of warranties to be separate performance obligations.

Contracts are often modified to account for changes in contract specifications and requirements. The Company considers contract modifications to exist when the modification either creates new rights or obligations or changes the existing enforceable rights or obligations. The Company's contract modifications are for goods or services that are not distinct from existing contracts due to the significant integration provided in the context of the contract and are accounted for as if they were part of the original contract. The effect of a contract modification that is not distinct from the existing contract on the transaction price and the Company's measure of progress for the performance obligation to which it relates is recognized as an adjustment to revenue (either as an increase in or a reduction of revenue) on a cumulative catch-up basis.

ECKERT MECHANICAL, LLC**NOTES TO FINANCIAL STATEMENTS**
YEARS ENDED DECEMBER 31, 2023 AND 2022**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)****k) Advertising**

Advertising costs are expensed as incurred.

l) Sales Tax

States impose a sales tax on all of the Company's sales to non-exempt customers. The Company collects that sales tax and remits the entire amount to the State. Sales taxes collected and remitted to the State are excluded from revenue and cost of sales.

m) Reclassification

Certain amounts from the prior year have been reclassified to conform to the current year's presentation.

n) Subsequent Events

The Company has evaluated subsequent events through April 19, 2024, which is the date the financial statements were available to be issued. There are no material subsequent events which require recognition or disclosure.

o) Change in Accounting Principle

In June 2016, the FASB issued guidance (FASB ASC 326) which significantly changed how entities will measure credit losses for most financial assets and certain other instruments that are not measured at fair value through net income. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the company that are subject to the guidance in FASB ASC 326 were contract and trade receivables.

The Company adopted the standard effective January 1, 2023. The impact of the adoption is not considered material to the financial statements and primarily resulted in new/enhanced disclosures only.

2) ACCOUNTS RECEIVABLE

Accounts receivable consist of the following:

	<u>December 31,</u>		<u>December 31,</u>
	<u>2023</u>	<u>2023</u>	<u>2022</u>
Completed contracts	\$ 58,748	\$ 82,329	\$ 265,313
Uncompleted contracts	1,541,442	1,322,427	1,125,705
Trade	<u>362,811</u>	<u>275,976</u>	<u>451,064</u>
ACCOUNTS RECEIVABLE	<u>\$ 1,963,001</u>	<u>\$ 1,680,732</u>	<u>\$ 1,842,082</u>

ECKERT MECHANICAL, LLC**NOTES TO FINANCIAL STATEMENTS**
YEARS ENDED DECEMBER 31, 2023 AND 2022**3) CONTRACT ASSETS AND LIABILITIES**

Contract assets include amounts due under retainage provisions and costs and estimated earnings in excess of billings on uncompleted contracts.

A summary of the Company's contract assets consists of the following as of:

	<u>2023</u>	<u>2022</u>
Retainage receivable	\$ 361,199	\$ 357,561
Costs and estimated earnings in excess of billings	<u>41,540</u>	<u>25,276</u>
CONTRACT ASSETS	<u>\$ 402,739</u>	<u>\$ 382,837</u>

Retainage, included in contract assets, represents amounts withheld from billings to the Company's clients pursuant to provisions in the contracts and may not be paid to the Company until specific tasks are completed or the project is completed and, in some instances, for even longer periods.

Costs and estimated earnings in excess of billings on uncompleted contracts represent the excess of contract costs and profits over the amount of contract billings to date and are classified as a current asset.

Contract liabilities consist of amounts owed under retainage provisions and advance payments and billings in excess of revenue recognized and deferred revenue.

A summary of the Company's contract liabilities consists of the following as of:

	<u>2023</u>	<u>2022</u>
Retainage payable	\$ (1,670)	\$ -
Billings in excess of costs and estimated earnings	<u>(861,099)</u>	<u>(507,554)</u>
CONTRACT LIABILITIES	<u>\$ (862,769)</u>	<u>\$ (507,554)</u>

Retainage, included in contract liabilities, represents amounts invoiced to the Company by subcontractors where payments have been partially withheld pursuant to provisions in the contracts and may not be paid by the Company until specific tasks are completed or the project is completed, retainage has been collected from clients and, in some instances, for even longer periods.

Billings in excess of costs and estimated earnings represent the excess of contract billings to date over the amount of contract revenue recognized to date. The balance may fluctuate depending on the timing of contract billings and the recognition of contract revenue.

ECKERT MECHANICAL, LLC**NOTES TO FINANCIAL STATEMENTS**
YEARS ENDED DECEMBER 31, 2023 AND 2022**4) PROPERTY AND EQUIPMENT**

A schedule of property and equipment is as follows:

	<u>2023</u>	<u>2022</u>
Leasehold improvements	\$ 5,776	\$ 5,776
Equipment	146,422	146,422
Autos and trucks	366,129	323,451
Office furniture, fixtures and equipment	40,577	29,814
Totals	\$ 558,904	\$ 505,463
Less accumulated depreciation	383,974	335,619
PROPERTY AND EQUIPMENT	<u>\$ 174,930</u>	<u>\$ 169,844</u>

Depreciation expense was \$74,210 and \$67,742 for the years ended December 31, 2023 and 2022.

5) RELATED PARTY TRANSACTIONS

The Company purchased management and administrative services from an affiliate through November 30, 2023. Costs of these services included in operations were \$55,000 and \$60,000 for the years ended December 31, 2023 and 2022.

The Company rented its office and warehouse facilities from an affiliate under a month-to-month lease through November 30, 2023. Total rent paid to the affiliate was \$29,040 and \$31,680 for the years ended December 31, 2023 and 2022.

6) CONTRACT BACKLOG

A summary of the Company's contract backlog information is as follows:

	<u>2023</u>	<u>2022</u>
Beginning balance	\$ 3,689,272	\$ 3,992,362
Additional contract revenue entered into during the year:		
Contract adjustments and change orders	786,500	6,656,118
New contracts	10,842,836	4,312,928
Totals	\$ 15,318,608	\$ 14,961,408
Contract revenue earned during year	(7,367,395)	(11,272,136)
ENDING BALANCE	<u>\$ 7,951,213</u>	<u>\$ 3,689,272</u>

The Company entered into additional contract revenue from January 1, 2024, thru April 19, 2024 of \$2,934,139.

ECKERT MECHANICAL, LLC**NOTES TO FINANCIAL STATEMENTS**
YEARS ENDED DECEMBER 31, 2023 AND 2022**7) LONG-TERM DEBT**

Long-term debt consists of the following:

	<u>2023</u>	<u>2022</u>
Note payable to a former member in 24 monthly interest only installments at 7.5% until November 2025. Followed by 24 monthly installments of \$19,491, including interest at 3.75%; matures November 2027. (a)	\$ 450,000	\$ -
Note payable to a former member in 24 monthly installments of principle only, no interest; matures November 2025. (a)	431,915	-
Totals	\$ 881,915	\$ -
Less: current maturities	221,478	-
LONG-TERM DEBT	<u>\$ 660,437</u>	<u>\$ -</u>

(a) Secured by the assets of the Company.

Maturities of long-term debt as of December 31, 2023, are as follows:

2024	\$ 221,478
2025	228,522
2026	221,478
2027	<u>210,437</u>
TOTAL	<u>\$ 881,915</u>

Interest expense on long-term debt was \$2,813 and \$430 for the years ended December 31, 2023 and 2022.

8) COMMITMENTS AND CONTINGENCIES

The Company had a \$150,000 working capital line of credit that expired September 16, 2023 and was not renewed. Advances on this credit line were payable on demand and bear interest equal to the Adjusted Daily SOFR Index (4.3% at December 31, 2022) plus .10 percentage points, plus 3% marginal rate. The line was guaranteed by SRI Fire Sprinkler, LLC.

9) ADVERTISING

Advertising expense was \$2,093 and \$4,085 for the years ended December 31, 2023 and 2022.

ECKERT MECHANICAL, LLC**NOTES TO FINANCIAL STATEMENTS**
YEARS ENDED DECEMBER 31, 2023 AND 2022**10) EMPLOYEES' PENSION, PROFIT SHARING AND RETIREMENT FUNDS**

The Company contributes to a multi-employer defined benefit plan under the terms of a collective-bargaining agreement that covers its union-represented employees. The risks of participating in these multi-employer plans are different from single-employer plans in the following aspects:

- a) Assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of other participating employers.
- b) If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
- c) If the Company chooses to stop participating in some of its multi-employer plans, the Company may be required to pay those plans an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

The Company's participation in the plan for the annual periods ended December 31, 2022 and 2021 is outlined in the table below. Unless otherwise noted, the most recent Pension Protection Act (PPA) zone status available in 2022 and 2021 is for the plan's year-end at May 31, 2022 and May 31, 2021 respectively. The zone status is based on information that the Company received from the plans and is certified by the plans' actuaries as one of the five categories based on, among other factors, the funded status of the plan. Plan zone categories are as follows:

(D) Critical and Declining Status (Deep Red Zone) - (1) the plan is in critical status and (2) the plan actuary projects the plan will become insolvent within the current year or within either the next 14 years or the next 19 years, as specified in law.

(C) Critical Status (Red Zone) – the plan is generally less than 65 percent funded.

(S) Seriously Endangered Status (Orange Zone) – (1) the plan is in endangered status and (2) the plan has a funding deficiency in the current year or is projected to have one in the next six years.

(E) Endangered Status (Yellow Zone) – the plan is generally less than 80 percent funded.

(N) Not Endangered or Critical Status (Green Zone) – the plan is at least 80 percent funded.

The "FIP/RP Status Pending/Implemented" row indicates plans for which a financial improvement plan (FIP) or a rehabilitation plan (RP) is either pending or has been implemented.

Employer Identification Number	91-2055384
Pension Protection Act zone status:	
2022	N-Green
2021	N-Green
FIP/RP Status pending / implemented	Yes
Contributions by the Company:	
2023	\$ 1,014,364
2022	920,206
2021	516,881
Surcharge imposed	No
Expiration date of collective bargaining agreement	4/30/2023

ECKERT MECHANICAL, LLC**NOTES TO FINANCIAL STATEMENTS**
YEARS ENDED DECEMBER 31, 2023 AND 2022**EMPLOYEES' PENSION, PROFIT SHARING AND RETIREMENT FUNDS PLANS (Cont.)**

There have been no significant changes that affect the comparability of the contributions for the years ended December 31, 2023 and 2022.

The Company has an Internal Revenue Service approved contributory profit-sharing plan covering substantially all of its nonunion employees. Contributions to the profit-sharing plan are at the discretion of the Board of Directors. The Company also contributes 4% of compensation to a 401(k) plan subject to Internal Revenue Service limitations. Total combined contributions to the plans were \$24,995 and \$39,795 for the years ended December 31, 2023 and 2022.

11) PAYCHECK PROTECTION PROGRAM LOANS

In April 2020, the Company received a federally guaranteed loan in the amount of \$765,715, under the Paycheck Protection Program (PPP) established pursuant to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). In March 2021, the Company received a Paycheck Protection Program Second Draw Loan (PPP2) of \$765,715 under the Consolidated Appropriation Act, 2021. The Company used the funds in compliance with federal regulations, applied for forgiveness and both loans have been forgiven. Loan forgiveness income is reflected in other income (expense) for the year ended December 31, 2022, in the accompanying statement of income and members' equity.

12) OPERATING LEASES

In accordance with ACS 842, Leases, the Company's leases with terms longer than twelve months are recorded on the balance sheet. The Company leases a facility under a non-cancellable operating lease with a term of three years. The lease liability is discounted to the present value of the lease payments using the applicable risk-free rate.

Future lease commitments as of December 31, 2023 are as follows:

	<u>Real Estate</u>
2024	\$ 36,060
2025	36,781
2026	34,331
Totals	\$ 107,172
Discount to present value	(6,687)
NET LEASE LIABILITY	<u>\$ 100,485</u>

Weighted average remaining lease term	2.5 years
Weighted average discount rate	4.31%

Annual real estate lease expense totaled \$31,740 and \$29,040 for the years ended December 31, 2023 and 2022.

I N V O I C E

F.W. Webb Company	Customer P.O. Number
17 Erie Boulevard	EM55851
Albany, NY 12204-2589	Inv.Date Inv/Order#
	01/24/25 89264423
Sold to:	Ship to:
ECKERT MECHANICAL , LLC (66649)	SAME
1062 CENTRAL AVE	17 Erie Boulevard
ALBANY NY 12205-3549	ALBANY, NY 12204-2589

				Writer	Ship via	Dt Shipped
				NARD	SSV	01/24/25
				Page# 1 of 1		
Ord	Shp	B/O	Description	Net Price	Extension	
1	1	0	CPLG 1-1/4x1" LF BRS	21.850	21.85	
			BRA114X1COLF (422318)			
1	1	0	BU HEX HD 1x3/4" LF BRS	6.200	6.20	
			BRA1X34BULF (422365)			

Date Ordered	Tax	Freight	Handling	Subtotal	Total
01/24/25	0.00			28.05	28.05
Remit to: 160 MIDDLESEX TURNPIKE	Payment Terms:				
BEDFORD, MA 01730	2% 10TH, NET 30				

INVOICE

Construction Information Systems, Inc.
609 Route 146A
Clifton Park, NY 12065

Phone 518-373-9005

BILL TO: Eckert Mechanical Services
49 Sicker Road
Latham, NY 12110

INVOICE #: 12212
INVOICE DATE: 01/29/2025
DUE DATE: 02/28/2025
CUSTOMER ID: 1425

Note:

ITEM #	ITEM	DESCRIPTION	AMOUNT
1	Consulting with Paul Unter	On 12/30/2024 - Positive Pay Template created for Pioneer Bank; updated new address on PO forms and misc followups.	\$600.00
Subtotal			\$600.00
Sales Tax			\$0.00
Total			\$600.00

Plumbers and Steamfitters Local 7 Joint Apprenticeship and Training Committee

18 Avis Drive • Latham, New York 12110
www.ualocal7.org • (518) 785-9844

Mechanical Contractors Association

*Joseph Burniche, Co-Chairman
Theodore Lounsbury
Jesse Gorman*

Plumbers and Steamfitters Local 7

*Brian Lydon, Co-Chairman
Daniel Bliven
Omar Rivera*

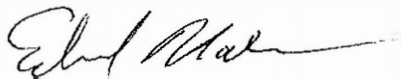
December 9, 2024

Re: Eckert Mechanical
1062 Central Ave.
Albany, N.Y. 12205

To Whom It May Concern:

Eckert Mechanical is a signatory contractor in good standing with Plumbers and Steamfitters Local 7. Local 7 Apprenticeship Program is a New York State registered apprenticeship Program. Apprentices employed through Local 7 are registered with the NYS Department of Labor.

Sincerely,



Edward Nadeau
Business Manager

RFB-2024-160 MVP Arena Chiller
Replacement Tabulation

Bidder	Eckert Mechanical	BPI Piping	TMI	Flach Industries	DiGesare Mechanical
Mechanical Construction Lump Sum	\$ 956,568.00	\$ 1,193,900.00	\$ 993,000.00	\$ 1,016,000.00	\$ 994,000.00
10% Contingency	\$ 95,657.00	\$ 119,390.00	\$ 99,300.00	\$ 101,600.00	\$ 99,400.00
Total Bid	\$ 1,052,225.00	\$ 1,313,290.00	\$ 1,092,300.00	\$ 1,117,600.00	\$ 1,093,400.00
Proposed Manufacturer	York	York	York	York	York

Bidder	Poestler & Jaeckle	Campito Plumbing	John W. Danforth
Mechanical Construction Lump Sum	\$ 1,017,000.00	\$ 985,727.00	\$ 1,050,000.00
10% Contingency	\$ 101,700.00	\$ 98,572.00	\$ 105,000.00
Total Bid	\$ 1,118,700.00	\$ 1,084,299.00	\$ 1,155,000.00
Proposed Manufacturer	York		York

A Fund Civic Center Capital Projects

Arena Equipment Replacement

Project Number: C1901 **Debt Account:** HKUY

Project Description: All equipment is at least 15 years old. Replace staging that is old and degrading. Spotlights are in need of frequent repair and replacement parts. Existing barricade lacks step to assist patrons from GA floor. The turnstiles are needed for accurate counts of patrons entering. Forklifts are up in age. The West End curtains will cover the lights in the suites for end stage shows that production often have concerns about during shows.

Amendment(s):

Project Status: _____		New	_____ 1	Existing	_____ Amended	_____ Continual	_____ Completed		
Authorized Funding		Pre-2024	2024	2025	2026	2027	2028	2029	Total
County State Federal Other		0.597							0.597
									-
Total Project Cost		0.597	-	-	-	-	-	-	0.597

Replacement of Chiller, BMS Control, Concourse heat/Fan Coil Replacement, Lighting Upgrade

Project Number: C1902 **Debt Account:** HKUZ

Project Description: Comfort Chiller is original to building construction and is past its useful life. The work for this project would also include replacement of motors, pumps, valves and suction diffusers. This work will offer significant energy reduction savings. This project is needed to run the building more efficiently and help accommodate the increased building load of the front atrium enclosure. Building sealing is needed to prevent loss of conditioned air. Concourse heat is needed rather than ambient from arena bowl. Additional BMS controls to automate more systems for energy conservation. Lighting upgrades are to replace high energy consumption bulbs.

Amendment(s):

Project Status: _____		New	_____ 1 _____	Existing	_____ Amended _____	_____ Continual _____	_____ Completed _____		
Authorized Funding		Pre-2024	2024	2025	2026	2027	2028	2029	Total
County State Federal Other		1.950			-	-	-	-	1.950
									-
Total Project Cost		1.950	-	-	-	-	-	-	1.950

Arena Floor, Kitchen Floor, Quad Stairs Refinishing and Atrium door patching

Project Number: C1903 **Debt Account:** HKUZ

Project Description: The main arena floor has sustained several significant gouges. Rebar is showing in several areas. There have been several attempts to patch, but they continue to come out. The kitchen floor has had years of wear and tear. The existing floor covering is coming up in pieces and makes the kitchen look unsanitary. The Quad stairs going to the bathrooms stick out because it sits next to the refinished concourse and bathroom lobby floors.

Amendment(s):

Project Status:		<u> </u> New	<u> </u> 1	<u> </u> Existing	<u> </u> Amended	<u> </u> Continual	<u> </u> Completed		
Authorized Funding		Pre-2024	2024	2025	2026	2027	2028	2029	Total
County State Federal Other	County	0.500							0.500
	State								
	Federal								
	Other								-
Total Project Cost		0.500	-	-	-	-	-	-	0.500

Albany County
Department of Economic Development, Conservation and Planning
112 State Street, Room 1310
Albany, NY 12207-2021
Telephone: (518) 447-5670
<http://www.albanycounty.com>

MEMORANDUM

TO: David Latina, Commissioner
CC:
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: February 18, 2025
RE: MVP Facility Chiller Replacement
SUBJECT: SEQR Determination

I have reviewed the documentation provided describing the above referenced project as it relates to State Environmental Quality Review (SEQR). According to the information provided, the county will replace the backup facility chiller and ancillary mechanical equipment at the MVP Arena.

As described above, the proposed project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c) subdivision (1)(2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.

HK V3

RESOLUTION NO. 9

BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, AUTHORIZING THE UNDERTAKING OF VARIOUS CAPITAL PROJECTS FOR THE MVP ARENA, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$1,625,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$1,625,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION

Introduced: 2/13/23

By Audit and Finance Committee:

THE COUNTY LEGISLATURE OF THE COUNTY OF ALBANY, NEW YORK, HEREBY RESOLVES AS FOLLOWS:

Section 1. The County of Albany, New York (the "County") is hereby authorized to undertake a capital improvement project consisting of the acquisition and installation of additional show power and transformer replacement at the MVP Arena (the "Arena") in the City of Albany, New York, including any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$200,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$200,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$200,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$200,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.13 of the New York Local Finance Law (the "Law"), is ten (10) years.

Section 2. The County is hereby authorized to undertake a capital improvement project at the Arena consisting of the acquisition and installation of new network bandwidth, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$250,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$250,000 of serial bonds (and bond anticipation

notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$250,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$250,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.32 of the New York Local Finance Law (the "Law"), is five (5) years.

Section 3. The County is hereby authorized to undertake a capital improvement project at the Arena consisting of the acquisition, reconstruction and installation of new loading dock, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$425,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$425,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$425,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$425,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a) of the New York Local Finance Law (the "Law"), is twenty-five (25) years.

Section 4. The County is hereby authorized to undertake a capital improvement project at the Arena consisting of the acquisition and installation of the East Side Stairwell enclosure, including any necessary site work and the acquisition, reconstruction and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning, engineering and feasibility studies and review, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$500,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$500,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$500,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$500,000 of said serial bonds are herein authorized to be

issued, within the limitations of Section 11.00a.12 of the New York Local Finance Law (the "Law"), is twenty-five (25) years.

Section 5. The County is hereby authorized to undertake a capital improvement project at the Arena consisting of various concourse upgrades, which shall include a walk-in cooler and replacement of flooring to the bathroom lobby stairs and kitchen, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$250,000 and said amount is hereby appropriated ~~therefor~~. The plan of financing includes the issuance of an amount not to exceed \$250,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$250,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$250,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a) of the New York Local Finance Law (the "Law"), is twenty-five (25) years.

Section 6. Serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in the aggregate principal amount not to exceed \$1,625,000 to finance said appropriations are hereby authorized to be issued pursuant to the provisions of the Law.

Section 7. The following additional matters are hereby determined and stated:

(a) The facility described above is a class "A" building, as defined in Section 11.00a. (11)(a) of the Law.

(b) Current funds are not required by the Law to be provided as a down payment prior to the issuance of the serial bonds authorized by this resolution or any bond anticipation notes issued in anticipation thereof in accordance with Section 107.00 of the Law.

(c) The proposed maturity of a portion of the bonds authorized by this resolution will exceed five (5) years.

Section 8. The serial bonds authorized by this resolution and any notes issued in anticipation of the sale of such bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any notes issued in anticipation of said bonds shall be general obligations of the County, payable as to both principal and interest by a general tax upon all the taxable real property within the County without limitation of rate or amount. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said

bonds and provision shall be made annually in the budget of the County by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 9. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said notes and of Section 21.00, Section 23.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 63.00 and Section 164.00 of the Law, the powers and duties of the County Legislature pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the County Comptroller, the chief fiscal officer of the County.

Section 10. The County Comptroller is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

Section 11. The County Comptroller is further authorized to enter into a continuing disclosure undertaking with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

Section 12. Pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the "SEQR Act") and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the "Regulations" and collectively with the SEQR Act, "SEQRA"), the County must satisfy the requirements contained in SEQRA prior to making a final determination whether to proceed with the above referenced projects. Based upon an examination of the projects and memoranda from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The projects authorized by this resolution described in Sections 1, 2, 3, 4 and 5 constitute a "Type II action" pursuant to 6 NYCRR 617.5(c)(1), (2) and (31),

and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to the projects.

Section 13. The County may initially use funds from the General Fund or such other funds that may be available to pay the cost of the specific objects or purposes authorized by this resolution, pursuant to Section 165.10 of the Law. The County then reasonably expects to reimburse such expenditure with the proceeds of the bonds or bond anticipation notes authorized by Section 6 of this resolution. This resolution shall constitute the declaration of the County's "official intent" to reimburse the expenditures authorized by Sections 1, 2, 3, 4 and 5 hereof with the proceeds of the bonds and notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

Section 14. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

(a) (1) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or

(2) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

(b) such obligations are authorized in violation of the provisions of the constitution.

Section 15. This bond resolution shall take effect immediately and the Clerk of the County Legislature is hereby authorized and directed to publish the foregoing resolution in full (or a summary as permitted by the Law), together with a notice attached in substantially the form as prescribed in Section 81.00 of the Law, in the Evangelist and the Times Union, newspapers designated as the official newspapers of the County for such publication.

RESOLUTION NO. 101

AUTHORIZING AN AGREEMENT WITH ECKERT MECHANICAL, LLC REGARDING THE CHILLER REPLACEMENT PROJECT AT THE MVP ARENA

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The Commissioner of the Department of General Services has requested authorization to enter into an agreement with Eckert Mechanical, LLC regarding the MVP Arena Chiller Replacement Project in an amount not to exceed \$1,052,225 for a term commencing May 1, 2025 and ending April 30, 2026, and

WHEREAS, The Department of General Services, through the Purchasing Agent, received eight bids regarding the Chiller Replacement Project and Eckert Mechanical, LLC was deemed the lowest responsible bidder, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Eckert Mechanical, LLC, Albany, NY 12110 regarding the MVP Arena Chiller Replacement Project in an amount not to exceed \$1,052,225 for a term commencing May 1, 2025 and ending April 30, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS

LISA M. RAMUNDO
COMMISSIONER

MICHAEL P. MCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
www.albanycountyny.gov

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

February 19, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham,

We request the Legislature's approval of an agreement with All States Construction, Inc, d/b/a Gorman Construction for Cold in Place (CIP) Recycling Project on CR2 (Cole Hill Rd.) starting in the Town of Berne and ending in the Town of Westerlo for a length of 4.8 miles.

CIP is one of the processes we use for maintaining the 290 center lane miles of County highways. The road chosen for this treatment has deteriorated beyond the point that milling and repaving would be sufficient, but has not deteriorated to the point where it requires full depth replacement.

In the CIP process, we grind ≈ 4 " into the existing asphalt surface. The product is then sent through a crusher, asphalt emulsion is added along with stone at a predetermined rate. Once the product is mixed, it is placed back onto the roadway through a paver and compacted to the desired density (95%).

The entire process takes place using a "train" which includes an emulsion tanker, milling machine, crusher/screener and an asphalt paver followed by a pneumatic and vibratory roller. The process basically turns the top 4" of asphalt into a recycled binder course. We then pave 2" of top course over that using the Hauling & Placing of Asphalt Contract. The CIP process extends pavement life by approximately 10 years.

We have been working with All States Construction, Inc., d/b/a Gorman Construction, for over 28 years. They are an approved contractor under the New York State contract (Group 31555, Award 23334) and have consistently delivered excellent service and quality work for the County at or under budget. Based on their proven track record, I highly recommend moving forward with All States Construction, Inc., d/b/a Gorman Construction at a cost not to exceed \$741,736.10.

If there are any questions or further information is needed regarding this request, please feel free to contact my office.

Sincerely
Lisa M. Ramundo, Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6395, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorizing an Agreement with All States Construction, Inc., d/b/a Gorman Construction for Cold-in-Place Recycling Projects.

Date: 2/19/25
Department: Public Works
Attending Meeting: Lisa M. Ramundo, Commissioner
Submitted By: Rosa Maria Tirino
Title: Director of Operations
Phone: 518-655-7919

Purpose of Request: Contract Authorization 6 months

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

All States Construction, Inc., d/b/a Gorman Construction, 200 Church St. Albany, NY 12202

Term: (Start/end date or duration) 06/01/2025-11/30/2025
Amount/Raise Schedule/Fee: \$741,736.10

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: TBD
Appropriation Amount: \$741,736.10

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒**Previous requests for Identical or Similar Action:**

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Department of Public Works requests the Legislature's approval of an agreement with All States Construction, Inc, d/b/a Gorman Construction for Cold in Place (CIP) Recycling Project on CR2 (Cole Hill Rd.) starting in the Town of Berne and ending in the Town of Westerlo for a length of 4.8 miles. CIP is one of the processes we use for maintaining the 290 center lane miles of County highways. The road chosen for this treatment has deteriorated beyond the point that milling and repaving would be sufficient, but has not deteriorated to the point where it requires full depth replacement. In the CIP process, we grind ≈ 4 " into the existing asphalt surface. The product is then sent through a crusher, asphalt emulsion is added along with stone at a predetermined rate. Once the product is mixed, it is placed back onto the roadway through a paver and compacted to the desired density (95%). The entire process takes place using a "train" which includes an emulsion tanker, milling machine, crusher/screener and an asphalt paver followed by a pneumatic and vibratory roller. The process basically turns the top 4" of asphalt into a recycled binder course. We then pave 2" of top course over that using the Hauling & Placing of Asphalt Contract. The CIP process extends pavement life by approximately 10 years. We have been working with All States Construction, Inc., d/b/a Gorman Construction, for over 28 years. They are an approved contractor under the New York State contract (Group 31555, Award 23334) and have consistently delivered excellent service and quality work for the County at or under budget. Based on their proven track record, I highly recommend moving forward with All States Construction, Inc., d/b/a Gorman Construction at a cost not to exceed \$741,736.10.

**GROUP 31555 - AWARD 23334 - COMPREHENSIVE LIQUID BITUMINOUS MATERIALS
(Statewide)**

LOT 3 - COLD RECYCLING (Version 06/28/2024)

AGENCY/USER COMPLETES THIS SECTION FOR QUICK QUOTE

Date when the Quick Quote form is sent to the contractor: January / 24 / 2025

NOTE:

1. The user and the contractor understand that the Project's Total Cost to be shown below will include all the needed Price Adjustments for the month indicated (the month when the Quick Quote form is sent to the contractor). If the project (or part of the project) is executed in a different month than the one used to calculate this Quick Quote, then the Project's Total Cost will change accordingly to reflect the Price Adjustments for the Month in which the project (or part of the project) was actually performed.

2. The contractor understands that **at no time may a quick quote unit price (without the Price Adjustment) exceed the contract price.** Materials cost, hauling expenses, etc., can be lowered by the contractor any time during the quick quote process.

Agency/User: Albany County DPW

Project Name: County Route 2 Quick Quote # 2

Project Location: Westerlo

Square Yards to Be Recycled = 73,400.000 SqY

Depth of Recycling : 4 inches

Square Yards of Shoulder to be Milled = SqY

Depth of Milling :

Shoulder Milling Disposal by:

The **Authorized User** may include gallon amounts for Emulsion and PG Binder, but the **Contractors** will choose only one of them (either Emulsion or PG Binder) for their quick quote response.

* Mix Design will be Provided by the Contractor at the time of the project (unless specifically provided by the Agency) but for the Quick Quote calculation purposes, the following table of conversion factors may be taken by the Authorized User as a guide to convert the project's SqY into the different items:

Emulsions- 1.8 gal/SY for 4" recycling and 1.35 gal / SY for 3" recycling

PG Binder - 1.35 gal/SY for 4" recycling; 1.00 gal/SY for 3" recycling

Aggregate - 90lbs/SY for 4" recycling and 68lbs/SY for 3" recycling

Portland Cement - 4lbs per SY for 4" recycling and 3lbs per SY for 3" recycling

Fog Seal - 0.1 gal/SY

Total Gallons of Emulsion = 99,090.000 Gallons

or

Total Gallons of PG Binder = 0.000 Gallons

Total Gallons Fog Seal = 5,900.000 Gallons

Total Tons Aggregate = 0.000 Tons

Portland Cement Required No 0.000 Tons of Cement

Additional Items (enter a check mark if item is required):

- | | |
|---|--|
| ☒ Work Zone Traffic Control by Contractor | Number of Pilot Vehicles <u>1</u> |
| ☐ Rumble Strips Required | Linear Feet of Rumble Strips <u> </u> |
| ☒ Additional Flaggers Required | Number of Additional Flaggers <u>1</u> |
| ☐ OCP Insurance Required | |

GROUP 31555 - AWARD 23334 - COMPREHENSIVE LIQUID BITUMINOUS MATERIALS
(Statewide)

LOT 3 - COLD RECYCLING (Version 06/28/2024)

Anticipated Project Start Date: 6/1/25

Agency/User Contact: Lisa Ramundo, Commissioner

Agency/User Telephone: 518-765-2055

Quick Quote must be returned by: 1/27/25

Agency/User Comments: (Note: Press Alt+Enter to create a new line)

Emulsion only for Cold in-Place Recycling. No PG Binder. No aggregate or cement required.

**GROUP 31555 - AWARD 23334 - COMPREHENSIVE LIQUID BITUMINOUS MATERIALS
(Statewide)**

LOT 3 - COLD RECYCLING (Version 06/28/2024)

CONTRACTOR COMPLETES THIS SECTION FOR QUICK QUOTE

Project Name: County Route 2 Quick Quote # 2

Contractor & PC #: PC70336 - All States Construction, Inc. dba Gorman Construction

Plant Location: 6 Freemans Bridge Rd, Scotia, NY 12302 Plant #: L0104

Estimated Haul Distance: Miles Telephone: 518-782-9988

Estimated Number of Days 6 or Hours to Complete the Project

Type of Recycling: In Place

Recycling Price = \$3.900 per Square Yard

Total Square Yards = 73,400.000 SqY

A. Recycling Total Cost = \$286,260.000

The **Authorized User** may include gallon amounts for Emulsion and PG Binder, but the **Contractors** will choose only one of them (either Emulsion or PG Binder) for their quick quote response.

* Mix Design will be Provided by the Contractor at the time of the project (unless specifically provided by the Agency) but for the Quick Quote calculation purposes, the following table of conversion factors may be taken by the Authorized User as a guide to convert the project's SqY into the different items:

Emulsions- 1.8 gal/SY for 4" recycling and 1.35 gal / SY for 3" recycling
PG Binder - 1.35 gal/SY for 4" recycling; 1.00 gal/SY for 3" recycling
Aggregate -- 90lbs/SY for 4" recycling and 68lbs/SY for 3" recycling
Portland Cement - 4lbs per SY for 4" recycling and 3lbs per SY for 3" recycling
Fog Seal - 0.1 gal/SY

B. Emulsion Price = \$3.850 per Gallon

Material Price Adjustment Calculation for the Month of: **January / 2025**

C. Monthly Material Price Adjustment - Emulsion per Gallon = -\$0.121

D. Emulsion Price with Price Adjustment (B + C) = \$3.729 per Gallon

E. Total Gallons of Emulsion = 99,090.000 Gallons

F. Emulsion Total Cost (D x E) = \$369,506.610

G. Liquid Bituminous Material (Fog Seal) Price = \$4.250 per Gallon

Material Price Adjustment Calculation for the Month of: **January / 2025**

H. Monthly Material (Fog Seal) Price Adjustment per Gallon = -\$0.094

I. Liquid Bitum. Mat. (Fog Seal) Price w/ Price Adjustment (L + M) = \$4.156 /Gal

J. Total Gallons of Fog Seal = 5,900.000 Gallons

K. Liquid Bituminous Material (Fog Seal) Total Cost (I x J) = \$24,520.400

L. Heat/Haul/Apply Price = \$0.100 per Gallon

M. Total Gallons of Emulsion = 99,090.000 Gallons

N. Heat/Haul/Apply Total Cost (L x M) = \$9,909.000

O. Aggregate Price = \$0.000 per Ton

P. Total Tons of Aggregate = 0.000 Tons

Q. Aggregate Total Cost (O x P) = \$0.000

R. Portland Cement Price = \$0.000 per Ton

S. Total Tons of Cement = 0.000 Tons

T. Portland Cement Total Cost (R x S) = \$0.000

**GROUP 31555 - AWARD 23334 - COMPREHENSIVE LIQUID BITUMINOUS MATERIALS
(Statewide)**

LOT 3 - COLD RECYCLING (Version 06/28/2024)

CONTRACTOR COMPLETES THIS SECTION FOR QUICK QUOTE

Project Name: County Route 2		Quick Quote # 2
Work Zone Traffic Control Price = \$0.500 per SY Total Square Yards = 73,400.000 SqY U. Work Zone Traffic Control Total Cost = \$36,700.000		
Surcharge - Small/Recycled in Short Segments Projects = \$0.000 per SY Total Square Yards = SqY V. Surcharge - Small/Recycled in Short Segments Proj. Total Cost = \$0.000		
Price Additional Flagger(s) = \$1,250.000 per Day Number of Additional Flagger(s) = 1 Number of Days = 6 W. Additional Flagger(s) Total Cost = \$7,500.000		
Price Additional for Rumble Strips = per Linear Foot Number of Linear Feet = LF X. Additional for Rumble Strips Total Cost = \$0.000		
Price Mobilization to Project Location = \$0.100 per Square Yard Total Square Yards = 73,400.000 SqY Y. Mobilization to Project Location Total Cost = \$7,340.000		
Shoulder Milling (Contractor Disposal) = \$0.000 per SY Total Square Yards = SqY Z. Shoulder Milling (Contractor Disposal) Total Cost = \$0.000		
Shoulder Milling (State/User Disposal) = \$0.000 per SY Total Square Yards = SqY AI Shoulder Milling (State Disposal) Total Cost = \$0.000		
BI OCP Insurance = \$0.000		
Project's Total Cost including all the Price Adjustments for: January / 2025		
Project's Total Cost including Price Adjustustment (A+F+K+N+Q+T+U+V+W+X+Y+Z+A1+B1) =		\$741,736.010
Can Contractor Supply? Yes		
Can Contractor meet Schedule? Yes		
Print Name Dane Mellon		Date 1/24/25
Contractor Signature Dane Mellon		
NOTE: 1. The user and the contractor understand that the Project's Total Cost shown above includes all the needed Price Adjustments for the month indicated (the month when the Quick Quote form was sent to the contractor). If the project (or part of the project) is executed in a different month than the one used to calculate this Quick Quote, then the Project's Total Cost will change accordingly to reflect the Price Adjustments for the Month in which the project (or part of the project) was actually performed. 2. The contractor understands that <u>at no time may a quick quote unit price (without the Price Adjustment) exceed the contract price.</u> Materials cost, hauling expenses, etc., can be lowered by the contractor any time during the quick quote process.		

CORE #:	1	2	3	4	5	6	7	8	9	DESIGN #
MILE POINT:	1000' from Route 443	4000' from Route 443	11,500' from Route 443	17,000' from Route 443						4009
Core Location:	Wheel Path	Lane Center	Lane Center	Edge						
Sieve Size	PERCENT PASSING									AVERAGE
1 1/2"	100.0	100.0	100.0	100.0						100.0
1"	100.0	100.0	100.0	100.0						100.0
1/2"	90.3	91.2	90.3	94.8						91.7
1/4"	64.0	67.1	75.1	71.7						69.5
1/8"	38.3	44.1	52.2	44.9						44.9
#20	15.4	17.6	19.2	15.4						16.9
#40	8.8	10.3	11.9	9.4						10.1
#80	2.5	3.0	3.1	2.3						2.7
#200	0.7	1.0	0.9	0.6						0.8
AC	5.5	6.37	7.8	5.98						6.41
Depth (in.)	8.0	8.0	5.5	6.0						
Recycle Depth:	4"			Add Stone:	None		Cement: None			

Route: Cole Hill Road
County/Town: Town of Berne
Customer: Albany County Highway Dept.

Start: State Route 443
End: CR 1
Length: 25,400'

Prepared By:
All States Emulsions, LLC
6 Freemans Bridge Rd
Scotia, NY

Recommendations
Existing material had an in place density of 142.3. The wet material density was 130.1. Based on testing results 2.5% of HFMS-2T produced stabilities well above the NYS minimum.



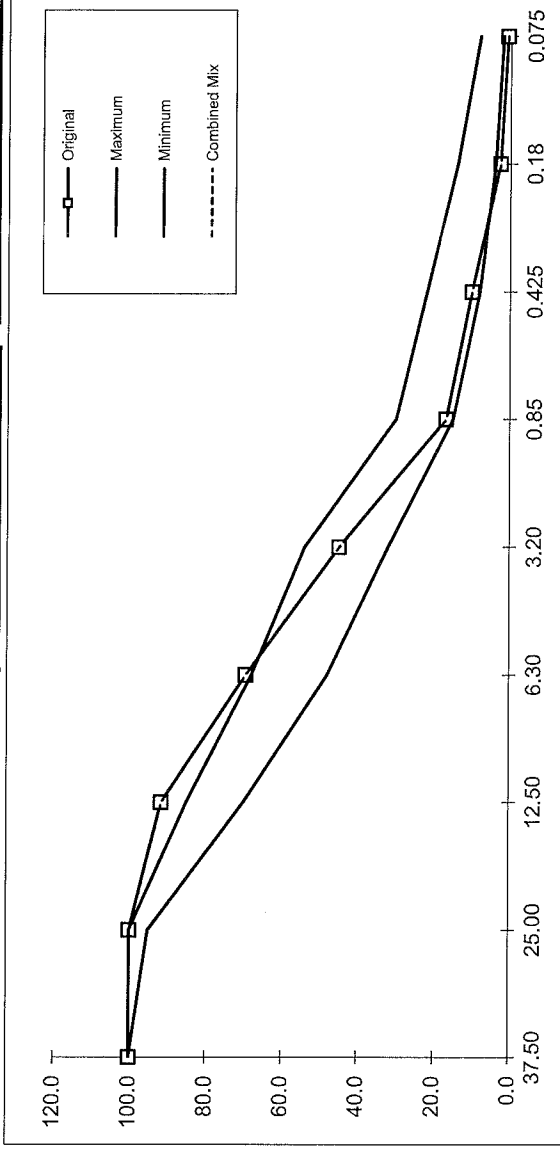
Mix Design

Location : Town of Berne
 Mix Design # : 4009

SIEVE NUMBER	Original
37.50	100.0
25.00	100.0
12.50	91.7
6.30	69.5
3.20	44.9
0.85	16.9
0.425	10.1
0.18	2.7
0.075	0.8

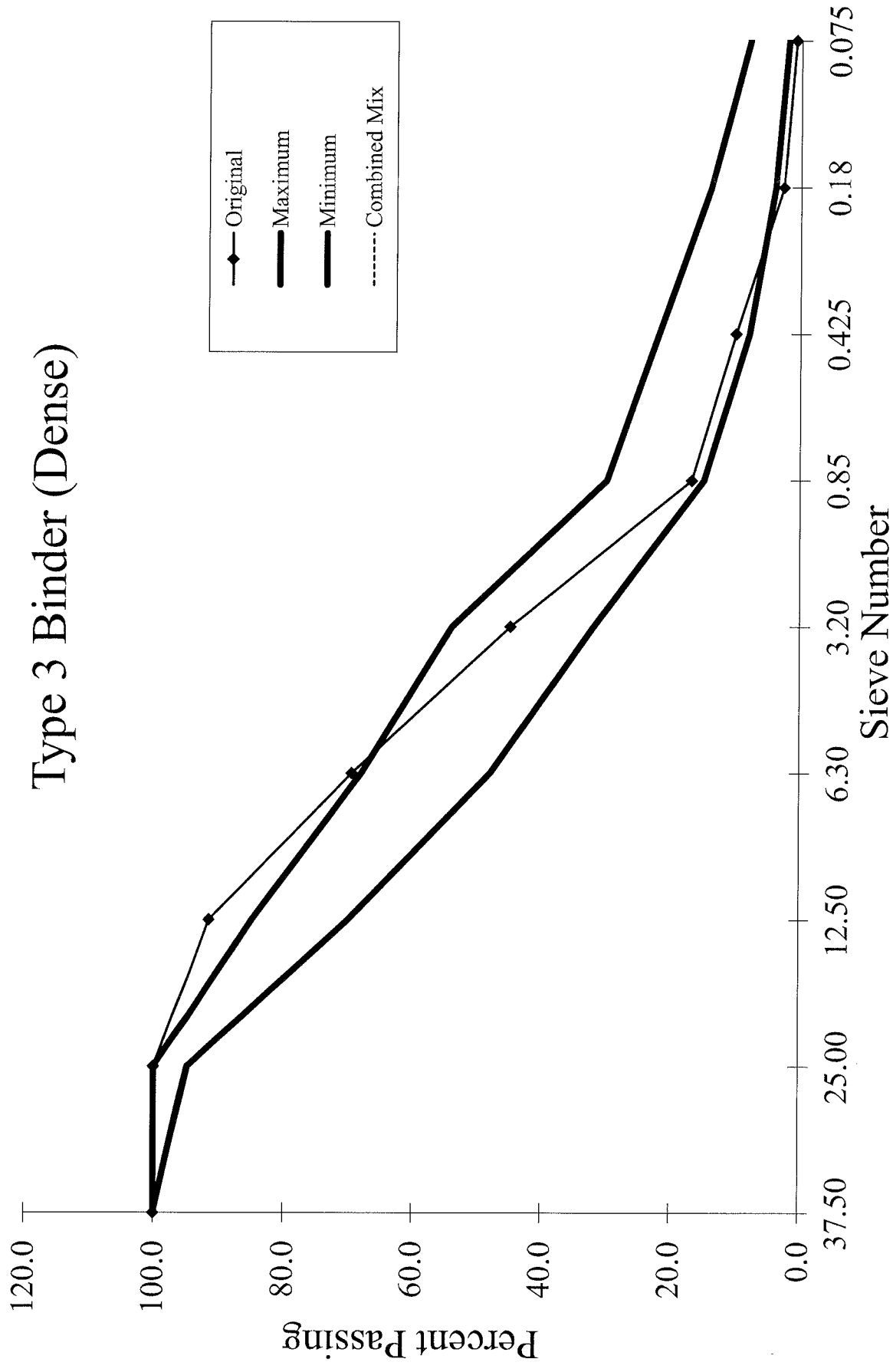
Road :	Cole Hill Road
Emulsion %:	2.50%
Emulsion (gal/yd ³)	1.27
ADDSTONE TYPE	ADDSTONE
ADDSTONE TYPE	2
Percent Added	0.0%
Added Stone(lb/yd ³)	0
Percent original	100.0%

SIEVE SIZE	Combined Mix
37.50	100.0
25	100.0
12.5	91.7
6.3	69.5
3.2	44.9
0.85	16.9
0.425	10.1
0.18	2.7
0.075	0.8



Rap Density
 Total Width

142.35 Emulsion % is a suggested starting point. May vary in the field.



Route: Cole Hill Road
County: Albany County Highway Dept.
Town: Town of Berne

Start: State Route 443
End: CR 1
Length: 25,400'

Prepared By:
All States Emulsions, LLC
6 Freemans Bridge Rd
Scotia, NY

Mix Design #:	4009
Emulsion Grade:	HFMS-2T

Dry Average	
Em. %	2.5
Stability	4278.1
Density	127.3
Sp. Gr.	2.040
Strength	272.36

Strength Type	Emulsion %	Stability	Density	Sp. Gr.
Dry	2.5	4019.2	129.16	2.07
		4373.1	125.22	2.007
		4442.1	127.4	2.042

12-18-24

ROAD DATA (DATE)

ROAD DATA (MILE)

Sample Location						Pavement Condition				
Sample #:	Mile Point:	Pavement Depth:	Subbase Depth:	Edge	Wheel Path	Lane Center	Road Center	Good	Rutted	Cracked
1	10.00' from Rt 443	8"		☐	☒	☐	☐	☒	☐	☐
2	14.00' from Rt 443	8"		☐	☐	☒	☐	☒	☐	☐
3	15.00' from Rt 443	12.5"		☐	☐	☐	☒	☐	☒	☒
4	16.00' from Rt 443	5.5"		☐	☐	☒	☐	☐	☒	☒
5	17.00' from Rt 443	6"		☒	☐	☐	☐	☐	☒	☒
6	21.00' from Rt 443	8.5"		☐	☐	☒	☐	☐	☒	☒
7	22.00' from Rt 443	8"		☒	☐	☐	☐	☐	☒	☒
8	24.50' from Rt 443	8"		☐	☐	☐	☒	☐	☒	☒
				☐	☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐	☐

Lab Comments:

Core Mill Road

RESOLUTION NO. 102

AUTHORIZING AN AGREEMENT WITH ALL STATES CONSTRUCTION, INC. D/B/A GORMAN CONSTRUCTION REGARDING PAVING ON CR2 (COLE HILL ROAD) IN THE TOWNS OF BERNE AND WESTERLO

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The Commissioner of the Department of Public Works has requested authorization to enter into an agreement with All States Construction, Inc. d/b/a Gorman Construction regarding cold-in-place asphalt recycling on CR2 (Cole Hill Road) in the Towns of Berne and Westerlo in an amount not to exceed \$741,737 for a term commencing June 1, 2025 and ending November 30, 2025, and

WHEREAS, The Commissioner has indicated that deterioration on this road requires remediation beyond milling and repaving, and

WHEREAS, The Department, pursuant to New York State contract, has recommended All States Construction, Inc. d/b/a Gorman Construction for the cold-in-place asphalt recycling, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with All States Construction, Inc. d/b/a Gorman Construction, Albany NY 12202 regarding cold-in-place asphalt recycling on CR2 (Cole Hill Road) in the Towns of Berne and Westerlo in an amount not to exceed \$741,737 for a term commencing June 1, 2025 and ending November 30, 2025, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
www.albanycountyny.gov

LISA M. RAMUNDO
COMMISSIONER

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

February 21, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham:

The Department of Public Works is requesting the Legislature's approval to re-appropriate \$247,545.00 and rename the 2025 Budget Line D95110.44079 Special Projects to D95110.44079.QUIET for the Quiet Zone Project in the Village of Voorheesville.

In accordance with Resolution 366 (8/13/2018) the County accepted \$340,000.00 from NYS Dormitory Authority for the Planning and Construction of a Quiet Zone in the Village of Voorheesville and in 2019 Resolution 440 (10/15/2019) Amended Public Works Budget by increasing appropriation account D5110.4079 Special Projects \$340,000.00.

The grant funds expended to date have paid for design services related to the quiet zone.

If there are any questions or further information is needed, please feel free to contact my office.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6407, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Approval to re-appropriate \$247,545 and rename account to Quiet Zone.

Date: 2/24/25
Department: Public Works
Attending Meeting: Lisa M. Ramundo, Commissioner
Submitted By: Rosa Maria Tirino
Title: Director of Operations
Phone: 518-655-7919

Purpose of Request: Budget Amendment 0

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
n/a

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: \$247,545.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☒ No ☐

Source of Funding - (Percentages)

Federal: Enter text. County: Enter text.
State: 100% Local: Enter text.

County Budget Accounts:

Revenue Account and Line: D95110.03073
Revenue Amount: \$247,545.00
Appropriation Account and Line: D95110.44079.QUIET
Appropriation Amount: \$247,545.00

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
Competitive Bidding Exempt: Yes ☒ No ☐

# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of Public Works is requesting the Legislature's approval to re-appropriate \$247,545.00 and rename the 2025 Budget Line D95110.44079 Special Projects to D95110.44079.QUIET for the Quiet Zone Project in the Village of Voorheesville. In accordance with Resolution 366 (8/13/2018) the County accepted \$340,000.00 from NYS Dormitory Authority for the Planning and Construction of a Quiet Zone in the Village of Voorheesville and in 2019 Resolution 440 (10/15/2019) Amended Public Works Budget by increasing appropriation account D5110.4079 Special Projects \$340,000.00. The grant funds expended to date have paid for design services related to the quiet zone.

APPROPRIATIONS										
BUDGET LINE						DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PRO	FOR POSITIONS ONLY						
				STATE POS. CODE	POSITION CONTROL					
D9	5110	44079	QUIET			Special Projects Quiet Zone	\$247,545		\$247,545	PUBLIC WORKS
						TOTAL APPROPRIATIONS	\$247,545	\$0		
ESTIMATED REVENUES										
BUDGET LINE						DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PRO	FOR POSITIONS ONLY						
				STATE POS. CODE	POSITION CONTROL					
D9	5110	03073				Special Projects		\$247,245	\$247,245	PUBLIC WORKS
						TOTAL REVENUES	\$0	\$247,245		
						GRAND TOTAL	\$247,545	\$247,245		

RESOLUTION NO. 103

AMENDING THE 2025 DEPARTMENT OF PUBLIC WORKS BUDGET: QUIET ZONE PROJECT FOR THE VILLAGE OF VOORHEESVILLE

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The Commissioner of the Department of Public Works has requested an amendment to the 2025 Department of Public Works Budget to reallocate funds for the Quiet Zone Project in the Village of Voorheesville, and

WHEREAS, The Commissioner has indicated that the County accepted a \$340,000 grant from the New York State Dormitory Authority for the planning and construction of a quiet zone, now, therefore, be it

RESOLVED, By the Albany County Legislature, that the 2025 Department of Public Works Budget is hereby amended as follows:

APPROPRIATIONS										
BUDGET LINE						DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PRO	FOR POSITIONS ONLY						
				STATE POS. CODE	POSITION CONTROL					
D9	5110	44079	QUIET			Special Project Quiet Zone	\$247,545		\$247,545	Public Works
						TOTAL APPROPRIATIONS	\$247,545	\$0		
ESTIMATED REVENUES										
BUDGET LINE						DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PRO	FOR POSITIONS ONLY						
				STATE POS. CODE	POSITION CONTROL					
D9	5110	3073				Special Projects		\$247,245	\$247,245	Public Works
						TOTAL REVENUES	\$0	\$247,245		
						GRAND TOTAL	\$247,545	\$247,245		

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL MCCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
www.albanycountyny.gov

LISA M. RAMUNDO
COMMISSIONER

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

February 21, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham,

The Department of Public Works (DPW) requests the Legislature's approval to enter into an agreement with the Capital Region Transportation Council (CRTC) for an Americans with Disabilities Act (ADA) Self Evaluation and Transition Plan, through the 2025 Transportation Planning Project Solicitation.

The Transportation Council has awarded Public Works \$22,000 for the Albany County ADA Self-Evaluation and Transition Plan for Pedestrian Infrastructure in the Transportation Council's 2024-2025 Unified Planning Work Program. Facilitating Transition Plans is a strategy in the Transportation Council's Coordinated Public Transit – Human Services Transportation Plan for the Capital District, which is part of New Visions 2050, the long-range metropolitan transportation plan for the Capital Region. The contract will span one year, with an option to extend for one additional year, upon mutual agreement between the Transportation Council and Albany County. The Transportation Council will administer the \$20,000 to the hired consultant on behalf of Albany County and will serve as project manager.

It is a County priority to ensure ADA compliance on County owned pedestrian facilities. Award of this grant will assist us with developing a list of physical barriers on County owned pedestrian facilities, outline methods to be utilized to remove these barriers and develop a schedule for taking the necessary steps to achieve compliance with Title II of the ADA.

Albany County's commitment to the project is \$2,000. Your approval of this request will enable us to move forward with drafting the necessary MOUs and implementing the program.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leaders
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6408, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Approval to enter into an agreement with the Capital Region Transportation Council (CRTC) for an Americans with Disabilities Act (ADA) Self Evaluation and Transition Plan.

Date: 2/24/25
Department: Public Works
Attending Meeting: Lisa M. Ramundo, Commissioner
Submitted By: Rosa Maria Tirino
Title: Director of Operations
Phone: 518-655-7919

Purpose of Request: Contract Authorization 1 year

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Capital Region Transportation Council, 1 Park Pl. #101, Albany, NY 12205

Term: (Start/end date or duration) 3/1/25-3/31/26
Amount/Raise Schedule/Fee: \$22,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 10%
State: Enter text. Local: 90%

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: D95110.44046
Appropriation Amount: \$2,000.00

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☒ No ☐
If Mandated, Cite Authority: NYS

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of Public Works (DPW) requests the Legislature's approval to accept grant funding and enter into agreement with the Capital Region Transportation Council (CRTC) for an Americans with Disabilities Act (ADA) Self Evaluation and Transition Plan, through the 2025 Transportation Planning Project Solicitation.

Introduction

The Capital Region Transportation Council (Transportation Council) is the designated Metropolitan Planning Organization (MPO) carrying out federal requirements for cooperative transportation planning and programming within the metropolitan area surrounding the Albany-Schenectady and Saratoga Springs urbanized areas.

The Transportation Council has budgeted \$22,000 for the Albany County ADA Self-Evaluation and Transition Plan for Pedestrian Infrastructure in the Transportation Council's 2024-2025 Unified Planning Work Program. Facilitating Transition Plans is a strategy in the Transportation Council's Coordinated Public Transit – Human Services Transportation Plan for the Capital District, which is part of New Visions 2050, the long-range metropolitan transportation plan for the Capital Region. The contract will span one year, with an option to extend for one additional year, upon mutual agreement between the Transportation Council and the contracted consultant. The Transportation Council will administer the consultant contract on behalf of Albany County and will serve as project manager.

Background on the Project

To date the Transportation Council has assisted nine municipalities to complete Self-Evaluations and Transition Plans for Pedestrian Infrastructure. The Transportation Council will contract with LaBella Associates to complete the Self-Analysis and Transition Plan. This solicitation will continue that work and is anticipated to use a similar data collection methodology. Recognizing that the United States Access Board adopted the Public Right of Way Accessibility Guidelines (PROWAG) in 2023, the Albany County Self-Evaluation and Transition Plan created under this contract will follow the PROWAG.

Study Purpose

This project aims to improve the accessibility of existing pedestrian infrastructure along Albany County roadways. The selected consultant will complete Albany County's Self-Evaluation and Transition Plan, in a format that may be adopted by the County.

Scope of Work

The Transportation Council anticipates completion of all tasks by March 31, 2026.

The Transportation Council and Albany County will assume joint ownership of all data collected as part of the project.

Task 1: Kickoff Meeting and up to two additional advisory meetings

LaBella will facilitate a kickoff meeting with a participant list provided by the County. LaBella will be available for up to two additional meetings with the County/Advisory group. Meetings may be open to the public, as determined in coordination with Albany County.

Task 2: Public Engagement

Albany County will advise the public of this project and its process, and solicit public input into the plan and its priorities. This may be done through posting the draft document on a public website or similar means. In addition, if requested by the County, the consultant will be available to provide one public presentation in addition to the presentation discussed further in Task 6. While the County will reach out to the public, the consultant will document all public input and incorporate public input as appropriate and in consultation with municipal and Transportation Council staff. Albany County will provide a detailed list of individuals consulted in a form that may be posted to the municipal website and included in the Self-Analysis and Transition Plan.

Task 3: Self-Evaluation Data Collection

Using the methodology already developed by LaBella and the Transportation Council, LaBella will train County staff to collect condition data for paved multi-use trails and for all pedestrian infrastructure in Albany County's public rights of way, including but not limited to sidewalks, curb ramps, pedestrian crossing signals, pedestrian street crossings, and transit stops. The County will then self-perform data collection of the system. All data will be collected into a Geographic Information System (GIS) compatible with ArcGIS. The Transportation Council will provide an inventory of all sidewalk locations and materials, and Albany County will provide an inventory of all multi-use trails.

Task 4: Transition Plan Schedule and Budget

In close coordination with Albany County and with public input, LaBella will create a method to prioritize necessary improvements, which will likely be based on the condition score and the location/proximity of the element to key land uses, such as a government office, transportation facility, or public accommodation. Once a prioritization method is determined, with County and Transportation Council concurrence, the consultant will create a schedule outlining improvements by location, with a rough cost estimate for each. This section may reflect standalone projects as well as regularly occurring programs, such as repaving programs. It will include actions each year.

Task 5: Final Self-Evaluation and Transition Plan

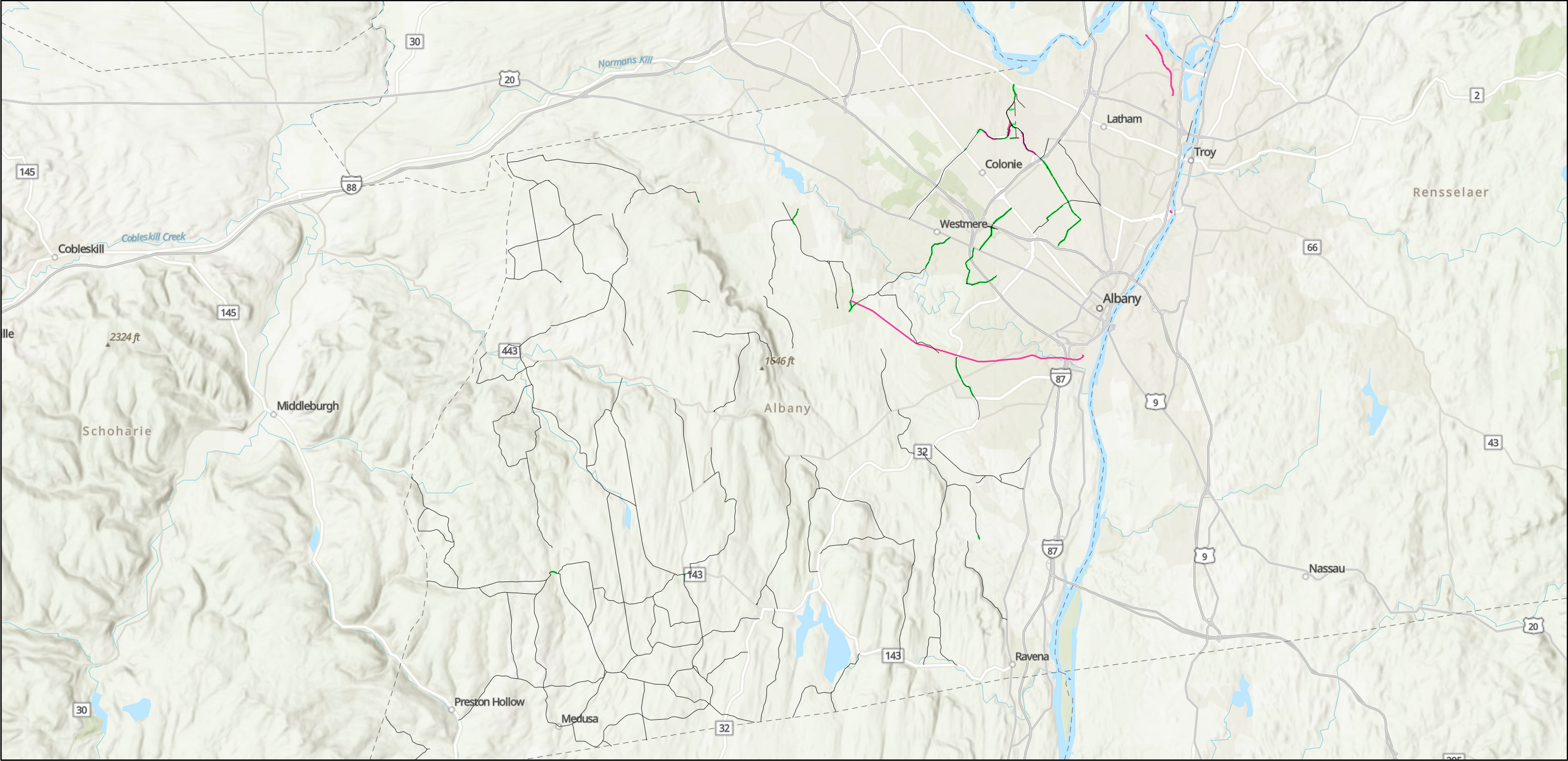
The consultant will compile all elements described above in Public Engagement, Self-Evaluation Data Collection, and Transition Plan Schedule and Budget. With reference to and incorporation of existing policy documents, the consultant will also create and add the following: individual responsible for implementation of the Transition Plan, ADA policy statement, ADA Coordinator (including name, address, and telephone number), and Complaint Procedure. The final document will include documentation of public input received over the creation of the plan and will provide information on requesting additional information and providing ongoing input. The final document will be in a format that may be adopted by the County.

The consultant will provide Albany County and the Transportation Council with all data collected, in ArcGIS or compatible format.

Task 6: Municipal Presentation

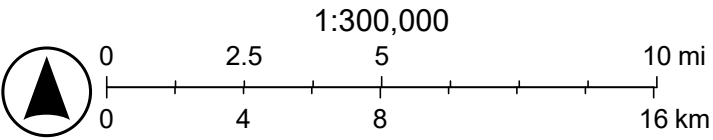
The consultant will present the final document in a public meeting or hearing as requested by the County, and answer questions about the document at the public meeting or hearing.

Albany County Sidewalks and Paths



11/14/2024

- County Owned Roads
- AlbanyCountyRoutesorAlbanyCountyOwnedSidewalks
- Paved Trails in Albany County
- World Hillshade



Esri, NASA, NGA, USGS, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, USFWS



2025 Transportation Planning Project Solicitation Guidance

Introduction

The Capital Region Transportation Council (Transportation Council) is seeking proposals for community planning initiatives to include in its work plan for the fiscal year beginning April 1, 2025. The Transportation Council's work plan is known as the Unified Planning Work Program (UPWP) within which federal transportation planning funds, made available through the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), are assigned to planning activities in the Capital Region. Planning proposals must advance the principles of the region's metropolitan transportation plan, New Visions 2050. The fiscal year 2025-2026 UPWP covers the period April 1, 2025, to March 31, 2026 and a minimum of \$250,000 in federal funds will be available for planning activities.

Eligible Sponsors

Cities, towns, villages, and counties in the Transportation Council's metropolitan planning area are eligible to apply. The Transportation Council's planning area includes the counties of Albany, Rensselaer, Saratoga (except the Town of Moreau and the Village of South Glens Falls) and Schenectady. The Transportation Council's member organizations are also eligible to apply. Applications from not-for-profits, neighborhood groups, and other organizations will be considered if the application is sponsored and submitted by at least one local government in the study area and the sponsor agrees to be involved in the planning process.

Regional Planning Principles

The principles contained in [New Visions 2050](#) guide the Transportation Council's investment of federal funds in transportation planning. UPWP planning proposals must advance New Visions principles which are consistent with [Federal planning factors](#). Key New Visions themes, followed by planning project examples, are provided on page 2.

New Visions 2050 Planning Themes and Project Examples

Quality Region Planning

- Land use and transportation plans
- Public participation initiatives
- Zoning code updates
- Development mitigation reviews

Infrastructure

- Sidewalk and trail location data collection
- Americans with Disabilities Act (ADA) Transition plans
- Flood vulnerability assessments

Regional Operations & Travel Reliability

- Traffic count data collection and analysis
- Travel demand modeling
- Traffic signal retiming plans

Safety

- Crash data analysis
- Education programs
- Speed studies

Transportation System Resiliency/Security

- Electric vehicle infrastructure planning
- Hazard mitigation plans
- Evacuation route planning

Complete Streets

- Corridor studies
- Demonstration projects
- Municipal staff training workshops

Bicycles and Pedestrians

- Bicycle and pedestrian counts
- Trail feasibility studies
- Safe Routes to School and bicycle/pedestrian plans

Transit and Mobility Options

- Mobility hub planning
- Transit supportive development plans
- Parking studies

Transportation Demand Management

- Park and ride lot plans and data collection
- Single occupant vehicle trip reduction planning
- Sustainable commuting programs

Freight

- Freight data collection
- Truck access and circulation studies
- Intermodal center planning

Environmental Stewardship

- Carbon reduction plans
- Climate action plans
- Green infrastructure plans

Transportation Related Technologies

- Smart city planning
- Coordinated traffic signal planning
- Curbside management plans

Eligible Planning Activities

For 2025, the UPWP solicitation is focused on communities interested in hiring a consultant to undertake Complete Streets planning, housing, land use, and site design strategic plans, ADA Self-Evaluations and Transition Plans, and other transportation corridor/Linkage Program planning initiatives. Applicants are encouraged to propose creative and innovative projects that address the region's evolving local and regional planning needs. Examples of recently funded projects may be found in the Transportation Council's current [2024-2025 UPWP](#). Intermunicipal proposals and cash matches above the minimum required are encouraged.

Requests for Transportation Council staff technical assistance including data collection and analysis, corridor field visits and existing conditions assessments, mapping, transportation related local government trainings and workshops, etc. may be submitted at any time through the Transportation Council/Capital District Regional Planning Commission's Technical Assistance Program. Technical assistance projects require a local contribution of in-kind services. Review the [Technical Assistance Program guidelines](#) for more information.

Transportation Council Programs		Total Project Cost Estimate Cap
Community Planning/Linkage Program		\$150,000 (maximum)
This program provides funding for local governments to prepare community-based transportation and land use plans consistent with New Visions 2050 planning and investment principles, for example: • Complete Streets Plans • Neighborhood and Area Transportation Plans • Corridor Studies and Concept Plans • Zoning and Land Use Regulations • Active Transportation Plans Consultant-assisted projects generally have a comprehensive scope of work and robust public outreach. For a list and map of completed plans, see the Linkage Program web page.		Match requirements: A cash match contribution of not less than 10% of the total project cost is required.
ADA Self-Evaluations and Transition Plans		\$150,000 (maximum)
This program provides funding for consultant assistance to local governments interested in: • Collecting data on the condition of all sidewalks, curb ramps, street crossings, bus stop loading areas, and pedestrian signals along public rights of way, in addition to paved multi-use paths. • Developing a municipal ADA policy statement, ADA Coordinator, and Complaint or Grievance Process. Transition plans have been funded in multiple Capital Region communities, most recently in the City of Rensselaer, Town of Clifton Park and Village of Menands. See the ADA Transition Plan webpage for additional resources and links to Transition Plans. Requests for ADA Self-Evaluations and Transition Plans will be evaluated using a different methodology than Community Planning/Linkage Program plans.		Match requirements: A cash match contribution of not less than 10% of the total project cost is required.

Cost Estimates

Total project cost estimates for consultant led planning work through this solicitation are capped at \$150,000 per project. The Transportation Council reserves the right to confirm or modify cost estimates based on past planning project experience. Costs for ADA Self-Evaluation and Transition Plans should be estimated assuming \$550/sidewalk mile. Project costs should be provided on the

application as 90% federal and 10% cash. (i.e. a \$100,000 total project cost would be \$90,000 federal and \$10,000 local cash).

Ineligible Activities

- National Environmental Protection Act (NEPA) environmental assessments
- State Environmental Quality Review Act (SEQRA) environmental assessments
- Detailed engineering
- Field land surveying for right of way mapping
- Right-of-way acquisition
- Storm water/sewer system design
- Site preparation
- Construction projects
- Transportation department operations

Project Administration

The UPWP is funded with federal transportation planning funds from FHWA and FTA. These funds are allocated to the Transportation Council by New York State and come with requirements at both the federal and state levels. If funding is awarded, in addition to the requirements outlined below, additional project administration guidance will be provided to project sponsors. A few key administration requirements:

- A Memorandum of Understanding (MOU) outlining the roles and responsibilities of the Transportation Council staff and project sponsors will be executed before projects can begin. If the MOU is not executed by September 30, 2025, planning funds will be forfeited.
- The Transportation Council will administer consultant contracts and provide additional technical assistance throughout the study process.
- The Transportation Council uses an abbreviated but competitive approach to consultant selection. Sponsors should be aware that if consultant assistance was used to prepare the planning project application or to develop the scope of work, that consultant will not be eligible for the contract. In addition, consultants on retainer to a municipality are not guaranteed planning project contracts.
- Consultant led planning studies are expected to be completed within eighteen (18) months of the date of contract execution. The following recommended schedule has been established:
 - Execute the MOU with the Transportation Council no later than September 30, 2025.
 - Within six (6) months of the date of the fully executed MOU, select a consultant.
 - Hold a study kick-off meeting within two (2) months of consultant contract execution.

- Consultant completes 100% of the scope of work within eighteen (18) months of contract execution.

If the above milestones are not met, the sponsor must submit a request for an extension to the Transportation Council's Planning Committee and the sponsor will not be eligible to request additional planning funds until the delayed project is complete.

- The Transportation Council will invoice sponsors for cash match contributions no later than December 1, 2025. Sponsors should ensure the availability of cash matches in calendar year 2025 budgets.
- Cash match sources may include state, county, and local funds as well as funds from private and not-for-profit groups with a direct connection or interest in the project. Other federal funds may not be used for the cash match.
- Federal funds for all project awards are capped.
- Failure to meet the Transportation Council's requirements may result in funding being revoked. Transportation Council reserves the right to cancel projects at any time.

Public Participation

Consultant led planning initiatives expected to result in recommendations or actions that directly or indirectly impact the public must provide opportunities for public input. The magnitude of a project and the Transportation Council's [Public Participation Plan](#) requirements will determine the extent of the public participation process. At a minimum, ADA Transition Plans must allow an opportunity for public comment. The Transportation Council will make the final determination on the need for public involvement for all proposed planning initiatives.

Title VI and Nondiscrimination

The Capital Region Transportation Council (Transportation Council) is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its metropolitan transportation planning process on the basis of race, color, or national origin as protected by Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d). Additionally, the Transportation Council will provide meaningful access to services for persons with Limited English Proficiency (LEP) in accordance with Executive Order # 13166. The Transportation Council is also committed to ensuring that no person is excluded from participation in, or denied the benefits of, its transportation planning process on the basis of sex, age, or disability as protected by Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. § 324), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. It is also the policy of the Transportation Council to ensure that all programs, policies, and other activities do not have disproportionate adverse effects on minority and low-income populations in accordance with Executive Order #12898.

Pre-Application Resources

Transportation Council staff are available to discuss planning project concepts with sponsors prior to submitting a proposal. Contact the Transportation Council at 518-458-2161 or info@capitalmpo.org if you would like to set up a pre-application in person or virtual meeting.

A virtual UPWP workshop is scheduled for Thursday, October 17, 2024, at 12 p.m. via Zoom.

Sponsor attendance is encouraged. Register at <https://us02web.zoom.us/meeting/register/tZ0pd--oqT0qGdN06qXcGz5r3GToeBYZ4Jha>. A video recording will be available on the Transportation Council's YouTube channel after the meeting.

Application Process

All proposals must be received by **Friday, December 6, 2024, at 5:00 p.m.** Project sponsors must complete an application form for each proposed project individually via Jotform. Applications received via mail or fax will not be accepted unless pre-approved by the Transportation Council's Executive Director.

For Community Planning/Linkage Program projects, apply at <https://form.jotform.com/crtcmpo/2025-planning-application>. Within the electronic application for Community Planning/Linkage Program projects, sponsors will need to upload the following:

1. A brief cover letter that includes a commitment to the local match requirement signed by the lead elected official or chief executive (.pdf format).
2. A project location map, if applicable (.pdf format).
3. Letters indicating commitment of transportation facility owners, if the project sponsor does not own the facility, to the project (.pdf format).
4. Letters from project partners providing matching funds. Do not include general letters of endorsement (.pdf format).

For ADA Self-Evaluations and Transition Plans, apply at <https://form.jotform.com/crtcmpo/2024-transition-plan>. Within the electronic application for ADA related initiatives, sponsors will need to upload the following:

1. A letter of commitment signed by the lead elected official or chief executive stating the commitment of local elected leaders to complete the Self-Analysis and Transition Plan and to implement the Transition Plan over time. The letter should include a commitment to the local match requirement (.pdf format).
2. Any and all required ADA-related documents the municipality has. This may include existing ADA Self Analysis and/or Transition Plans, and any other document that contains the municipal ADA policy statement, ADA Coordinator, and Complaint or Grievance Process (.pdf format).
3. If desired and applicable, provide a map of multi-use trail locations (.pdf format).

4. Any maintenance or ownership agreement files for pedestrian infrastructure on state and/or county roads (.pdf format).

Applications that do not adhere to the above requirements will not be accepted. For application questions, please contact the Transportation Council at 518-458-2161 or info@capitalmpo.org.

Project Evaluation

Proposals will be screened by Transportation Council staff to ensure they are complete and meet all program requirements. Project sponsors must submit a good-faith project budget which will be reviewed for appropriateness. A review of the local match requirement will also be undertaken and confirmed with project sponsors. Incomplete applications and those that do not meet the program requirements will not be considered for funding.

Transportation Council staff will evaluate proposals as follows. Proposals that best meet the evaluation criteria will be more competitive for funding.

Evaluation Criteria for Community Planning/Linkage Program Plans are:

1. Project advances one or more [New Visions principles](#) or [Federal planning factors](#). (up to 5 points)
2. Study Area includes or is adjacent to a Census Tract identified as low income or minority based upon the Transportation Council's [Title VI/Environmental Justice Analysis](#). (up to 4 points)
3. Proposal includes an intermunicipal partnership. (4 points)
4. Sponsor demonstrates strong commitment to the project (i.e., resolution supporting the proposal, exceed match requirements, implementation funds identified, etc.). (up to 3 points)
5. Proposed project implements a previously completed Transportation Council Plan (i.e., [Linkage Plans](#) or [regional plans](#)). New Visions 2050 does not apply. (up to 3 points)
6. Project sponsor demonstrates ability to support the project through staff, appointed officials or volunteers (up to 3 points)
7. Proposed project is innovative or demonstrates a creative or new approach to a transportation and/or land use issue. (up to 3 points)

Evaluation Criteria for ADA Self-Evaluations and Transition Plans are:

1. Reach and reasonableness of public outreach list provided, should include presentation of people who have a disability (20 points max)
2. Amount of match in relation to municipal sidewalk miles (20 points max)
3. Percent of municipal population that are people of color or have low incomes (10 points max)

4. Participants for Kick-Off Meeting – range of positions and ability to ensure success (20 points max)
5. Geographic balance amount counties, urban/rural, municipal type (10 points max)
6. Overall rating of application and supporting materials (20 points max)

Additional considerations include available funding, the proposed budget, type of project, geographic balance, number of Transportation Council supported project awards to sponsor in the last five years, and planning funds requested per capita of study area.

Timeline for Project Selection

October 7, 2024:	Call for projects released
October 17, 2024:	Sponsor workshop
December 6, 2024:	Applications due
December 2024:	Transportation Council staff evaluates and prioritizes projects/studies
January 8, 2025:	Staff shares list of proposed projects and funding recommendations with the Transportation Council's Planning Committee
January 29, 2025:	Planning Committee reviews, approves, and releases Draft 2025-2026 UPWP for public review
March 6, 2024:	Transportation Council Policy Board adopts Final 2025-2026 UPWP

Award Notification

Project sponsors will be notified as to the status of their proposals prior to the January 8, 2025, Planning Committee meeting at which projects will be recommended for funding. Recommended projects will be added into the draft 2025-2026 UPWP to be approved at the January 29, 2025, Planning Committee meeting. The Transportation Council's Policy Board will approve a final 2025-2026 UPWP on March 6, 2025, following a minimum 25-day public review process. Project funding will not be available for use until April 1, 2025, and the ability of planning initiatives to move forward will be dependent on Transportation Council staff availability.

Following Policy Board approval, sponsors awarded funding for Community Planning/Linkage Program projects or ADA Self-Evaluation and Transition Plans will receive project administration guidance and a Memorandum of Understanding (MOU) for signature from Transportation Council staff. The MOU must be executed before the project can begin.

APPENDIX B

ADA TRANSITION PLAN

The County of Albany

Americans with Disabilities Act (ADA) Transition Plan: Pedestrian Facilities in the Public Right-Of-Way

Introduction

The purpose of this Plan is to ensure that the County of Albany creates reasonable, accessible paths of travel in the public right-of-way for everyone, including people with disabilities. The County of Albany has made a significant and long-term commitment to improving the accessibility of their pedestrian facilities. The County's ADA Transition Plan will identify physical barriers and prioritize improvements that should be made to County-owned pedestrian facilities throughout the County of Albany. This Transition Plan will describe the existing policies and programs to enhance the overall pedestrian accessibility.

Legal Requirements

The federal legislation known as the American with Disabilities Act (ADA) enacted on July 26, 1990 provides comprehensive civil rights protections to persons with disabilities in the area of employment, state and local government services, and access to public accommodations, transportation and telecommunications. The County will follow ADA standards established by the State of New York.

Title II specifically applies to "public entities" (state and local governments) and the programs, services and activities they deliver. Title II Article 8, requires public entities to take several steps designed to achieve compliance. The County's ADA Transition Plan will, at a minimum, include:

1. A list of the physical barriers in County-owned pedestrian facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities.
2. A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible.
3. The schedule for taking the necessary steps to achieve compliance with Title II.

The Albany County Commissioner of Public Works is responsible for the plan's implementation. The County is in the process of identifying and assessing obstacles in the public right-of-way through the use of an Inventory Tool. Barrier Removal Priorities based on location priority and accessibility conditions will be a part of the inventory process. It is very important that the public be aware that their involvement in this plan is a valuable component to the County in compiling a workable plan of compliance. The Public's involvement is solicited in developing the ADA Transition Plan.

ADA Coordinator

The ADA Coordinator for the County of Albany shall be Tyrell Gladden. The ADA Coordinator shall be responsible for implementing the County's ADA Transition Plan.

Public Complaint

Public complaint, suggestions and comments can also be an integral part of the Transition Plan. Public comments may often drive the prioritization of improvements. To file a complaint, comment or request, please contact the ADA Coordinator for the County of Albany at the Division of Affirmative Action, Albany County Department of Human Resources, 112 State Street, Suite 900, Albany, NY 12207, phone: (518) 447-7010, fax (518) 447-5560, email: titlevicoordinator@albanycountyny.gov

Galal-Aldeen Cancer
ADA Coordinator
Title VI Coordinator
Director of Affirmative Action

Date

RESOLUTION NO. 104

AUTHORIZING AN AGREEMENT WITH THE CAPITAL REGION TRANSPORTATION COUNCIL REGARDING AN AMERICANS WITH DISABILITIES ACT SELF EVALUATION AND TRANSITION PLAN FOR PEDESTRIAN INFRASTRUCTURE

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The Commissioner of the Department of Public Works has requested authorization to enter into an agreement with the Capital Region Transportation Council (CRTC) regarding an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan for Pedestrian Infrastructure in an amount not to exceed \$2,000 for a term commencing March 1, 2025 and ending March 31, 2026, with a one-year renewal option, and

WHEREAS, The Commissioner has indicated that this study will assist with developing a list of infrastructure that is non-compliant with the ADA, identifying existing physical barriers to existing infrastructure, and prescribing methods to ensure compliance, and

WHEREAS, The CRTC will contribute \$20,000 and act as project manager for the completion of this study, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the Capital Region Transportation Council, Albany, NY 12205 regarding an Americans with Disabilities Act Self-Evaluation and Transition Plan for Pedestrian Infrastructure at a cost not to exceed \$2,000 for a term commencing March 1, 2025 and ending March 31, 2026, with a one-year renewal option, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL MCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
www.albanycountyny.gov

LISA M. RAMUNDO
COMMISSIONER

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

February 25, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham,

The Department of Public Works is requesting the Legislature's approval for a contract with Creighton Manning for On-Call Engineer Consulting Services for Various Bridge, Culvert, and Roadway Projects in Albany County not to exceed \$300,000.

The County Purchasing Agent received nine (9) proposals for this project (RFP#2025-009). Our engineering staff reviewed the proposals and based on our evaluation, we recommend awarding the contract to Creighton Manning due to their competitive unit pricing and demonstrated capacity to effectively deliver on-call services in a timely manner.

If there are any questions or further information is needed, please feel free to contact my office.

Sincerely,
Lisa M. Ramundo
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6409, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorizing an Agreement with Creighton Manning for On-Call Engineer Consulting Services for Various Bridge, Culvert, and Roadway Projects in Albany County.

Date: 2/24/25
Department: Public Works
Attending Meeting: Lisa M. Ramundo, Commissioner
Submitted By: Rosa Maria Tirino
Title: Director of Operations
Phone: 518-655-7919

Purpose of Request: Contract Authorization 2 years

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Creighton Manning, 2 Winners Cir., Albany, NY 12205

Term: (Start/end date or duration) 6/1/25-5/31/27
Amount/Raise Schedule/Fee: \$300,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: HHTH / HHTC
Appropriation Amount: \$200,000 / \$100,000

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☒

of Response(s): 9

of MWBE: 1

of Veteran Business: 0

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of Public Works is requesting the Legislature's approval for a contract with Creighton Manning for On-Call Engineer Consulting Services for Various Bridge, Culvert, and Roadway Projects in Albany County not to exceed \$300,000. The County Purchasing Agent received nine (9) proposals for this project (RFP#2025-009). Our engineering staff reviewed the proposals and based on our evaluation, we recommend awarding the contract to Creighton Manning Engineering (CME) due to their competitive unit pricing and demonstrated capacity to effectively deliver on-call services in a timely manner.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Lisa Ramundo
Commissioner

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: February 25, 2025

RE: RFP 2025-009 On-Call Engineer Consulting Services for Various Bridge, Culvert, and Roadway Projects in Albany County

I am in receipt of your recommendation to award the aforementioned to Creighton Manning Engineering in the amount of \$600,000.00.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposals submitted. I have no objection to the selection of Creighton Manning Engineering.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 765-7047
WWW.ALBANYCOUNTYNY.GOV

LISA M. RAMUNDO, P.E.
COMMISSIONER

RECOMMENDATION NOTICE

TO: Pamela O'Neill, Purchasing Agent

FROM: Lisa Ramundo, Commissioner

DATE: February 25, 2025

RE: RFP #2025-009 On-Call Engineering Consulting Services for Various Bridge, Culvert, and Roadway Projects in Albany County

We have reviewed the bid results for RFP#2025-009, pertaining to On-Call Engineering Consulting Services for Various Bridge, Culvert, and Roadway Projects in Albany County. Based on our evaluation, we recommend awarding the contract to Creighton Manning Engineering (CME) due to their competitive unit pricing and demonstrated capacity to effectively deliver on-call services in a timely manner.

If you have any questions, please feel free to contact my office.

RFP 2025-009 On-Call Engineering Services for Bridges, Culverts, and Roadways in Albany County

RATING SHEET

	C&S	CHA	CME	COLLIERS	FISHER	GPI	JMT	LABELLA	McLAREN
Lisa	4.900	4.900	4.938	4.6875	4.900	4.900	4.600	4.900	4.7375
Nick	3.300	4.100	4.750	3.775	4.050	4.075	3.850	3.900	3.975
Tony	4.700	4.500	5.000	4.4	4.450	4.800	4.250	4.400	4.7
Totals	12.900	13.500	14.688	12.863	13.400	13.775	12.700	13.200	13.413
Average	4.300	4.500	4.896	4.288	4.467	4.592	4.233	4.400	4.471
Rank	7	3	1	8	5	2	9	6	4

EVALUATION SCORE SHEET

RFP 2025-009

2/25/2025

Evaluation Score Sheet RFP#2025-009 On-Call Engineering Services for Various Bridge, Culvert, and Roadway Projects in Albany County

PROPOSER	JMT		Creighton Manning		CHA		GPI		Fisher		C&S		
	Weight												
Proposer's Comprehension of required work; Scope of Services	20%	5	1.000	4.75	0.950	5	1.000	5	1.000	5	1.000	5	1.000
Prior Experience in similar projects	20%	5	1.000	5	1.000	5	1.000	5	1.000	5	1.000	5	1.000
Total Proposed Price		4	1.000	5	1.250	4.75	1.188	4.75	1.188	4.75	1.188	4.75	1.188
Ability to keep project on schedule and within budget (Include examples and a proposed schedule)	20%	4.75	0.950	4.75	0.950	3.5	0.700	4.47	0.894	4	0.800	4.25	0.850
Proposed Project Staffing (Evaluation of Employee's Resumes)	10%	5	0.500	5	0.500	5	0.500	5	0.500	5	0.500	5	0.500
Client References		5	0.250	5	0.250	5	0.250	5	0.250	5	0.250	5	0.250
		4.700		4.900		4.638		4.832		4.738		4.788	

Name: Lisa M. Rando

Date: 2/25/25

EVALUATION SCORE SHEET
Evaluation Score Sheet RFP #2025-009 On-Call Engineering Services for Various Bridge, Culvert, and Roadway Projects in Albany County

RFP #2025-009: ON-CALL ENGINEER CONSULTING SERVICES FOR VARIOUS BRIDGE, CULVERT AND ROADWAY PROJECTS

PROPOSER	Criteria	Weight	JMT	Creighton Manning	CHA	GPI	Fisher	C&S	LaBella	McLAREN	Colliers
Proposer's Comprehension of required work, Scope of Services		20%	5	1,000	5	1,000	5	1,000	5	1,000	5
Prior Experience in Similar On-Call Engineering Services Projects		20%	5	1,000	5	1,000	5	1,000	5	1,000	5
Professional Qualifications		10%	4.5	0.450	5	0.500	4	0.400	4	0.400	5
Proposed Per Diem Hourly Rate		25%	3.25	0.813	5	1.250	4	1.000	4.75	1.188	3.75
Client References		5%	5	0.250	5	0.250	5	0.250	5	0.250	5
			3.513	4.000	3.700	3.838	3.638	3.813	3.588	3.775	3.625



EVALUATION SCORE SHEET
RFP 2025-009
On-Call Engineering Services for Various Bridge, Culvert, and Roadway Projects in Albany County

RFP #2025-009: ON-CALL ENGINEER CONSULTING SERVICES FOR VARIOUS BRIDGE, CULVERT AND ROADWAY PROJECTS

PROPOSER	Weight	IMT	Credition Manning	CSIA	GPI	Fisher	C&S	LABELLA	McLAREN	Calliers
Criteria										
Proposer's Completion of required work, Scope of Services	20%	4.5	0.900	5	1.000	3.5	0.700	4	0.800	4
Prior Experience in Similar On-Call Engineering Services Projects	20%	4.5	0.900	4	0.800	4	0.800	3.5	0.700	3.5
Professional Qualifications	10%	4.5	0.450	5	0.500	4.5	0.400	4.5	0.450	4
Proposed Per Diem Hourly Rate	25%	3	0.750	5	1.250	3.5	0.875	4	1.000	3.5
Client References	5%	4	0.200	4	0.200	3	0.150	4.5	0.225	4.5
		3.200	3.750	3.350	3.250	3.300	2.775	3.075	3.250	3.000

Name: Nicholas J. Calorelino Date: 02/25/2025

February 7, 2025



RFP# 2025-009

ON-CALL ENGINEERING CONSULTING SERVICES FOR VARIOUS BRIDGE, CULVERT AND ROADWAY PROJECTS IN ALBANY COUNTY

Submitted to:

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

February 7, 2025

Pamela O'Neill
Albany County Purchasing Agent
112 State Street, Room 1000
Albany, New York 12207



RE: RFP# 2025-009 On-Call Engineer Consulting Services for Various Bridge, Culvert, and Roadway Projects in Albany County

Dear Ms. O'Neill:

Over the last twenty-plus years Creighton Manning has partnered with Albany County Department of Public Works to make dozens of projects a reality, from the large innovative grade separated roundabout at the intersection of Washington Avenue and Fuller Road to culvert replacements on County Routes 2 and 111. This contract provides the opportunity to efficiently respond to all the County's needs with local staff who are familiar with the processes and infrastructure in the County. The Creighton Manning Team has the experience and expertise to assist with these challenges and we will meet the County's project management needs through our:

- **Experience:** The Creighton Manning Team has experience managing on-call assignments including administration support to manage long-term needs and pursue funding options and addressing emergencies by quickly assessing the situation and assigning the best-qualified team to be in the field or County offices to provide a solution. We have completed the following project related tasks in Albany County: project and corridor planning; developing conceptual alternatives for intersections and bridges; surveying and preparing basemaps and right-of-way plans; traffic evaluations of intersections and corridors; grant pursuits and successful awards; environmental and NYSDOT permitting; preliminary and final design of bridges, culverts, roads, trails, and traffic signals; advertised projects for construction, and recommended award of projects. In addition, our local construction inspection staff has worked with the County to make sure that the owner's intent is met in the field while protecting the County's interests and the public.
- **Qualified Staff:** We have over 100 staff in and around Albany County that perform the services included in the RFP every day - that is what we do! Our proximity and broad qualifications will allow us to respond quickly to the County. Skip Francis is an experienced contract manager for on-call municipal engineering services. Depending on the project and the County's needs, he will assign the appropriate team to the task beginning with our technical leaders as outlined in the proposal. We have teamed with FCM, as they provide cost effective administrative services that are unparalleled in our industry.
- **Communication:** One of the hallmarks of our firm is communication. We will serve as an extension of your staff and work closely with you to understand your goals, including budget and schedule, on each project and regularly communicate progress, issues, and resolutions. In addition, we will monitor the progress and resolve issues as the projects progress through the processes.

Please contact me directly at 518.689.1824, or via email at dadams@cmellp.com with any questions regarding our qualifications. Thank you for this opportunity and we look forward to continuing to work with the County.

Sincerely,

Creighton Manning Engineering and Surveying, PLLC

Don Adams, PE, PTOE
Director of Operations/Officer

SECTION I

SECTION I

Title Page



RFP #2025-009

On-Call Engineer Consulting Services for Various Bridge, Culvert and Roadway Projects in Albany County

SUBMITTED TO: Pamela O'Neill
Albany County Purchasing Agent
112 State Street, Room 1000
Albany, New York 12207

SUBMITTED BY: Creighton Manning
2 Winners Circle
Albany, New York 12205

CONTACT PERSON: Dale T. (Skip) Francis, PE
518.689.1820 (p)
518.446.0397 (f)
sfrancis@cmellp.com

CONTRACTUALLY: Donald Sovey, PLS
518.689.1825(p)
518.446.0397 (f)
dsovey@cmellp.com

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Proposal Form

Attachment “A” Non-Collusive Bidding Certificate

Attachment “B” Acknowledgement by Proposer

Attachment “C” Vendor Responsibility Questionnaire

Attachment “D” Iranian Energy Divestment Certification

Attachment “E” MS-4-1 Certification Statement RE: Stormwater Discharges

SECTION II

SECTION II

Qualification / Experience

Firm History

Creighton Manning is a transportation engineering, planning, and surveying firm with its headquarters in Albany County. The firm has been providing professional transportation services throughout New York State since 1965 and has local staff with expertise in the following:

- Bridge, Culvert, and Retaining Wall Design
- Roadway, complete streets, and roundabout design
- Sidewalk and Trail Design
- Traffic Engineering and Safety
- Traffic Signal Design
- Survey and Mapping
- Construction Support and Inspection
- Work Zone Traffic Control
- Public Involvement
- Environmental Permitting
- Public Utility Design



Number of Years in Business: 59 years

Number of Employees: 110

Primary Point of Contact:

Dale T. (Skip) Francis, PE, Project Manager

sfrancis@cmellp.com

518.689.1820

Address:

2 Winners Circle
Albany, NY 12205

The firm has 110 employees including 30 licensed professionals and continues to grow while maintaining our expertise in transportation services. Creighton Manning's office is located 12 miles from the County DPW's office. Our proximity will allow us to be responsive to Albany County's requests for assistance and will facilitate site visits. We are very familiar with Albany County based on our project experience, office headquarters, and key staff residences – all located in Albany County.

Our experience with Albany County DPW includes, but is not limited to the following projects over the past 15 years:

- CR 2 (Cole Hill Road) over Fox Creek Bridge Replacement
- CR 111 Culvert Replacement
- Krumkill Road Bridge
- CR 352 (Fox Creek Road) over Fox Creek (BIN 3301400) Bridge Replacement
- CR303 and CR311 Beaver Dam Road
- Gifford Hollow Road Culvert Rehabilitation Design and Construction Inspection
- Traffic Signal Design on Albany Shaker Road at Shaker Elementary
- CR 202 Superstructure Replacement and CR 353 Deck Replacement Design and Construction Inspection
- Albany County Large Culvert Replacement Design and Construction Inspection
- Groesbeck Road over Onesquethaw Kill Design and Construction Inspection
- Albany Shaker/Dalessandro Boulevard Construction Inspection
- Helderberg Hudson Rail Trail
- Fuller Road/Washington Avenue Extension Intersection Design and Construction Inspection
- Pinnacle Road (CR 303) Slope Stabilization Design and Construction Inspection
- Johnston Road/Normanskill Road Reconstruction Design and Construction Inspection
- Osborne Road Reconstruction Design and Construction Inspection

The firm is fully authorized to provide engineering and land surveying services in New York State.

Relevant On-Call Contract Experience

Creighton Manning serves as the prime consultant on several on-call contracts with counties, cities, transit agencies, and Metropolitan Planning Organizations. These contracts cover a range of engineering and planning services, but the one common element is being responsive to the municipality or agency. The following table summarizes our current on-call agreements.

Municipality/Agency	Services Included	Key Personnel	Award Date	On-Call Term
City of Albany	Traffic Engineering Traffic Signal Design Highway Design ITS Corridor & Speed Studies Construction Inspection Review Traffic Studies	Don Adams, PE, PTOE Mark Sargent, PE Ken Wersted, PE, PTOE Anthony Christian, PE Brian Jones	2019	5 years (3 + 2 optional)
City of Cohoes	Streetscape Design Planning Surveying	Jeffrey Pangburn, PE Dale (Skip) Francis, PE Mark Sargent, PE Ken Wersted, PE, PTOE Anthony Christian, PE Brian Jones	May 2023	5 years (3 + 2 optional)
CDTA Engineering	General Engineering Services Architecture	Sarah Carrol, PE, PTOE Michael Amabile, AICP	April 2021	5 years (3 + 2 optional)
CDTA Planning	Transit Operations Planning Transit Route Planning Transit Signal Priority	Sarah Carrol, PE, PTOE Michael Amabile, AICP	March 2022	1 year (under A/E term)
City of Rensselaer	Traffic Engineering Trail Design	Jeff Pangburn, PE Anthony Christian, PE	2021	Renewed through present
Saratoga County DPW	Structural Engineering Flag Response Grant Support Construction Inspection	Matt Hunt, PE Luke Thompson, PE Alex Brown, PE Brian Jones	2021	3 years
Westchester County	Structural Engineering Highway Design	Don Adams, PE Jared Anderson, PE Luke Thompson, PE Don Sovey, PLS	2018	2023
Dutchess County DPW	Structural Engineering Highway Design Traffic Signal Design Survey Construction Inspection	Matt Hunt, PE Dan Karkotsky, PE Chris Geroux, PE Jared Anderson, PE Don Sovey, PLS Hans Priebe, PE	2023	3 years
Greene County Highway Department	Structural Engineering Bridge Condition Assessments Highway Design Slope Stabilization Construction Inspection	Don Adams, PE Matt Hunt, PE Luke Thompson, PE Alex Brown, PE Brian Jones	2008	Renewed through present

Putnam County	Bike Infrastructure Trail Design Infrastructure Improvements Environmental Review Structural Inventory Site Survey	Don Adams, PE Luke Thompson, PE Gregory Beswick, PE Don Sovey, PLS Hans Priebe, PE	2013	2023
Rockland County	Highway Design	Don Adams, PE Jared Anderson, PE	May 2019	2024
Town of Malta	Transportation Engineering	Chris Geroux, PE	January 2022	Renewed through present
City of Syracuse	Traffic Engineering Transportation Design	Mark Sargent, PE Sarah Carrol, PE, PTOE	September 2023	3 years (1 + 2 options)
City of New Rochelle	Engineering Services Environmental Review Site Survey	Dale (Skip) Francis, PE Gregory Beswick, PE Ryan Farnum, PE Don Sovey, PLS	February 2023	3 years (1 + 2 options)
Niagara Frontier Transportation Authority	Transit Facility Studies Facility Design Environmental Review Capital Planning	Don Adams, PE Mark Sargent, PE Sarah Carrol, PE, PTOE Michael Amabile, AICP	December 2022	5 years
Seneca Nation Transit	Transit Planning Grant Writing Infrastructure Planning and Design	Dale (Skip) Francis, PE Ryan Farnum, PE	February 2021	3 years
Dutchess County Transportation Council	Transportation Planning Corridor Studies Traffic Analysis Transportation Safety	Mark Sargent, PE Mark Nadolny Michael Amabile, AICP Kenneth Wersted, PE	October 2022	4 years (2 + 2 optional)
Adirondack/Glens Falls Transportation Council	Traffic Engineering Transportation Planning Feasibility Studies Corridor Studies	Mark Sargent, PE Mark Nadolny Ken Wersted, PE, PTOE	April 2023	3 years

Services

BRIDGE AND STRUCTURE DESIGN

Creighton Manning has experience with on-call agreements with several counties where we provide bridge design, bridge inspection in accordance with NYSDOT Biennial Bridge Inspection protocols and analysis, and response to structural Red and Yellow Flags issued by NYSDOT. We have designed a variety of bridge and culvert replacement and rehabilitation projects to accommodate vehicular, pedestrian, and railroad traffic. Many of these projects were municipal projects with State and Federal funding, all of which required strict conformance to the NYSDOT Bridge Design Manual, NYSDOT LRFD Bridge Design Specifications, Highway Design Manual, and the Environmental Procedures Manual. The experience gained on these, and other projects has kept our staff up to date with the latest analysis tools and procedures for bridge rehabilitation/replacement and highway improvement projects.

Creighton Manning specializes in bridge design, rehabilitation, bridge inspection, and emergency repairs with special emphasis on accelerated bridge construction (ABC) and repair methods. Additional structural services include performing bridge load ratings, designing steel repairs, new bridge design, bridge rehabilitation, emergency

bridge strike response, temporary sheeting and shoring, dapping plans, culverts, retaining walls, and bridge inspections. Creighton Manning provides bridge design services for numerous counties, towns, and state agencies.



*CR202 over Black Creek Superstructure Replacement
Guilderland Center, Albany County*



*Replacement of Four Large Culverts
Various Locations, Albany County*

HIGHWAY DESIGN/TRANSPORTATION INFRASTRUCTURE DESIGN

Creighton Manning has designed highway rehabilitation projects and completed reconstruction of urban and rural roads. Our highway design engineers will develop a context-sensitive solution to address the multi-modal project objectives. To the extent feasible, highway reconstruction also offers the opportunity to replace water and sewer infrastructure and provide pedestrian accommodations. We have the experience and expertise to complete extensive highway reconstruction.

Transportation enhancement projects such as sidewalks, bicycle paths, ADA ramps, crosswalks, and transit stops have unique challenges that typically include constrained funding, limited right-of-way, and high public interest. Creighton Manning can assist the County with both the technical design requirements, including the presentation of alternatives, as well as the coordination and presentation to interested community groups and involved stakeholders. Pedestrian facilities have very specific Federal and State requirements to ensure compliance with ADA and PROWAG. Several Engineering Directives have been issued recently regarding the design, construction, and inspection of pedestrian facilities in the public right-of-way. Creighton Manning has continued to stay at the forefront of this movement and is considered an expert in the field.



*Fuller Road and Washington Avenue Intersection Reconstruction
City of Albany, Albany County*

Work Zone Traffic Control (WZTC) is a significant issue not only for vehicular traffic but also for pedestrians and bicyclists. A well-designed WZTC plan will minimize the impact of construction on the public while reducing adverse impacts on adjacent property owners. An efficient WZTC plan will also shorten the construction schedule and improve safety for the contractor and the traveling public. Creighton Manning has significant WZTC experience for NYSDOT and municipal highway and bridge projects. Successful strategies have included staged construction,

alternating one-way traffic, closure with detours, and temporary structures. Our expertise in traffic engineering and WZTC design will be a direct benefit to the County.

TRAFFIC ENGINEERING

Creighton Manning's traffic engineering services include traffic signal design, transportation corridor studies, multi-modal operations analysis, intersection traffic control evaluations, transportation safety studies, data collection, and design of work zone traffic control plans. We are the municipal traffic engineer for several cities and towns, providing SEQRA/Planning Board reviews. Creighton Manning also provides a niche transportation planning service to manage the traffic and parking demand for major sporting events, multi-day concerts, and major motion pictures. Creighton Manning has a staff of 10 traffic engineers including three certified Professional Traffic Operations Engineers (PTOE).



*Washington and Western Avenue Traffic Signal Improvements
City of Albany, Albany County*

STORMWATER

Creighton Manning's experience includes the design of various water quality treatment and water quantity control systems including the preparation and execution of Stormwater Pollution Prevention Plans for municipal projects. Building sites and transportation projects such as roadways and bridges require custom designs that have minimal maintenance and costs associated with them. With right-of-way constraints and the linear nature of roadway projects, Creighton Manning balances the requirements of the stormwater regulations with what can be reasonably achieved for a given project.



*Hudson Avenue Rehabilitation Stormwater Pollution Prevention Design
City of Glens Falls, Warren County*

Small municipal stormwater sewer systems located within the boundaries of an urbanized area are regulated under EPA's Phase II Stormwater Rule. This requires Municipal Separate Storm Sewer Systems (MS4) to develop a stormwater management program that will reduce the amount of pollutants carried by stormwater during storm events to waterbodies to the "maximum extent practicable". Creighton Manning is very familiar with New York State Standards and Specifications for Erosion and Sediment Control (NYSDEC's Blue Book) and has extensive experience in drainage and stormwater management design, with particular attention to compliance.

Creighton Manning provides comprehensive drainage design and stormwater management services including consulting and field support to assist clients with complying with stormwater regulations. The firm's stormwater management studies assess stormwater conditions, as well as provide cost-effective recommendations for the development of stormwater collection, conveyance, and treatment systems, and the development of a Storm Water Pollution Prevention Plan (SWPPP) in accordance with the 2010 NYS DEC Stormwater Manual. We will prepare Notice of Intent (NOI) applications and assist with permitting and regulatory approvals. The firm has local professional who ensure contractor compliance with the stormwater pollution prevention plan to ensure that the obligations under the NYSDEC and US Army Corp of Engineers (ACOE) permit are fulfilled.

SURVEY AND MAPPING

Creighton Manning has three licensed land surveyors who each have more than 30 years of experience, two permanent field crews, seasonal crews, and office support staff. Creighton Manning has prepared topographic maps documenting the property boundary and prepared legal descriptions for temporary easements, permanent easements and ROW acquisitions on numerous land development, civil engineering and transportation projects for municipalities and state agencies.

Creighton Manning's survey crews are proficient with modern survey technology and use conventional total stations, robots, and GPS. The firm's Surveying Department is equipped with electronic total stations and data collection equipment supported by CADD graphic workstations in both AutoCAD and Microstation platforms.

CONSTRUCTION INSPECTION

With all the other demands on County staff's time, it is difficult to accommodate inspection and oversight during the construction phase of a project. It is critical to have an experienced consultant to ensure the project is implemented in accordance with the specifications and approved plans, and as-built plans are prepared. Creighton Manning has qualified local staff who can conduct inspections of bridge, culvert, roadway, and utility projects.

Creighton Manning's engineers and inspectors maintain a thorough understanding of NYSDOT Policies, Standards, and Specifications. Staff are familiar with and have extensive experience implementing the guidance included in the NYSDOT standard specifications for highway construction and the Manual for Uniform Record Keeping (MURK). Creighton Manning's Chief Inspectors and Office Engineers have extensive experience with Field Manager and CEES software, which they have used on numerous contracts for electronic Inspector's Reports for Engineer's diaries, materials certifications, orders-on-contract, and contractor pay estimates.



*Construction Inspection Services for CR106 Culvert
Town of Coeymans, Albany County*

SEQR, NEPA, AND ENVIRONMENTAL REVIEW

Our team is well versed in state and federal environmental compliance and our staff has developed portions of generic Environmental Impact Statements (EIS) for area studies, and project-specific EIS for industrial, educational, recreational, and large mixed-use developments. We have provided agency review services of a similar nature as well. We have established effective working relationships with involved and interested agencies in the Capital Region and can guide the County through the SEQR process.

Creighton Manning's Surveying Services

- Boundary Surveys and Descriptions
- Topographic and Volumetric Surveys
- Commercial and Residential Surveys
- Right-of-Way Surveys
- Acquisition Map Preparations
- As-Built Surveys
- Construction Stake-out Surveying
- Machine Control Set-up
- GPS Control Surveys
- ALTA/ ACSM Surveys
- Digital Terrain and Elevation Models
- Photogrammetric Control Surveys
- Hydrographic and Fathometric Surveys
- Accident Site Surveys
- Deformation Surveys
- Subdivision Development Mapping and Review
- 3D Laser Scanning

SITE DESIGN AND LAYOUT

Creighton Manning’s civil engineering professionals have the diverse capabilities and in-depth knowledge to guide a project from site selection, through design, permitting, construction, and completion. Creighton Manning provides a wide range of civil engineering services for land development projects including site design and layout of vehicular and pedestrian circulation, access, parking, and loading. For each project, Creighton Manning’s civil engineering professionals evaluate the existing and proposed conditions, determine the feasible design options, and work closely with the County to select the most effective solution. Our site designers collaborate with our surveyors, landscape architects, and traffic engineers to produce constructible, functional, and aesthetically pleasing site designs that meet the zoning, subdivision, and land use regulations.



*Rensselaer Rail Station Parking Expansion
City of Rensselaer, Rensselaer County*

Subconsultant Services

In order to provide services that provide the maximum benefit to Albany County we are including the following subconsultants to fulfill some of the services the County may need.



FCM Engineering, PLLC was established in 2021 and has been providing municipal engineering and project administration services for municipalities that include the City of Schenectady, the Towns of Rotterdam, Wilton, Sand Lake, East Greenbush, and Herkimer, and the Village of Altamont (recently selected). As part of their municipal services, they have provided administration services on many locally administered projects that are being designed by other consultant engineering firms.

GRANT WRITING AND ADMINISTRATION

FCM Engineering’s grant development services include planning efforts that are important when developing concepts into future project funding opportunities. The team at FCM works with municipal staff, local officials, business and community leaders, residents, and facility users as part of a collaborative planning process. Their approach is that those partners represent the experts about their community, the business and political environment, and the vision of how they want to strategize going forward. FCM’s role is to complement that local knowledge and expertise with innovative strategies and practical ideas from our many years of experience working with state and federal grant programs. They have a demonstrated record of utilizing relevant data, engaged public participation, and consensus building to develop impactful community plans and competitive grant proposals.

CONTRACT ADMINISTRATION

FCM Engineering’s professionals have diverse public- and private-sector backgrounds and expertise to successfully administer the design, construction, and maintenance of municipal projects. The expectations on local government have never been greater and FCM offers services for municipalities in support of their in-house engineering as well as contracted resources. FCM works closely with municipal staff and local officials in bringing their experience to the successful delivery of municipal projects. These services include supervision and management of other consultants on projects, engineering support to various municipal departments, and the planning and administration of projects undertaken by municipal forces.

Gifford Engineering, LLC is a consulting engineering firm that has been practicing in the upstate New York since 1992. Their primary area of expertise is geotechnical engineering, but they also provide civil engineering, planning and development, structures, geoenvironmental, and mining services. They have offices in Niskayuna, NY, and Naples, FL serving both private and public clients.

GEOTECHNICAL STUDIES AND DESIGN

Gifford Engineering's geotechnical services commonly include subsurface investigation, laboratory testing, and reports with recommendations for foundation systems, earthworks, slope stability, retaining walls, soil improvement, and many other topics. Due to the specialized nature of their services, many projects warrant additional services, which commonly include preparation of construction documents, development and execution of a QA/QC program, special inspections, construction observation, and administration.

Similar Project Experience

Creighton Manning has six decades of experience providing transportation engineering services to municipal clients. While many projects could be highlighted, our representative experience with similar on-call agreements is highlighted on the following pages.



Greene County On-Call Agreement

County-wide, Greene County, New York

Project Description:

This contract involves assisting the Greene County Highway Department with a variety of engineering tasks. The tasks generally focus on bridges, but there have been a wide variety services provided over many years.

Representative Tasks:

1. Tropical Storm Irene Emergency Response – mobilized crews to inspect 130+ County structures within two weeks of the storm, and assisted the County with FEMA coordination
2. NYSDOT Inspection Red Flag Response
 - a. Beam section loss – field inspection, load rating, repair design, repair plans, and flag removal letter
 - b. Scour – field inspection, repair plans, and flag removal letter
3. Design of miscellaneous structure repair (not related to Red Flags) such as bridge joints and wingwall replacement
4. Hydraulic analysis for County culvert replacements
5. Cost and scope memorandum to assist in adding projects to the State Transportation Improvement Program (STIP)
6. Miscellaneous building assessments
 - a. Inspect and recommend repair for a failing concrete slab
 - b. Inspect and recommend strengthening of a salt shed wall
7. Slope stability evaluation – field inspection, obtain soil borings, coordinate with the County and the geotechnical subconsultant
8. Design of six (6) complete bridge and culvert replacement projects and over 20 bridge flag evaluations

Project Type:

On-call Agreement
Bridge and Culvert Design
Bridge Flag Evaluation
Bridge Inspection and Load Rating
Emergency Response

Client:

Greene County Highway
Department
240 W. Main Street
Catskill, NY 12414

Reference:

Scott Templeton
Superintendent
(518) 943-4600
stempleton@discovergreene.gov

Completion Date:

Ongoing



Saratoga County On-Call Engineer

County-wide, Saratoga County, New York

Project Description:

This contract involves assisting with any engineering need the Saratoga County Department of Public Works may have.

Representative Tasks:

1. NYSDOT Inspection Yellow/Red Flag Response
 - a. Beam section loss – field inspection, load rating, repair design, repair plans, and flag removal letter
 - b. Timber deck deterioration – load rating, load posting recommendation, and flag inactivation letter
 - c. Scour – hydraulic analysis, repair plans, and flag removal letter
2. Cost and scope memorandum to add projects to the County Capital Plan and assist in requesting State and Federal funding
3. Structural check of a proposed roof system for a County building
4. Design of four (4) bridge and culvert replacement projects, five (5) bridge and culvert rehabilitation projects, and multiple bridge flag evaluations including:
 - CR7 (South Shore Road) over Parker Brook
 - CR16 (Barkersville Road) over Tributary to Glowegee Creek
 - CR57 (Goode St) over Mourning Kill
 - CR12 (Lake Desolation Road) over Kayaderosseras Creek
 - CR7 (North Shore Road) over Glasshouse Creek
 - CR7 (South Shore Road) over Daly Creek
 - CR7 (South Shore Road) over Unnamed Tributary to the Great Sacandaga Lake

Project Type:

On-call Agreement
Bridge and Culvert Design
Bridge Flag Evaluation
Bridge Inspection and Load Rating

Client:

Saratoga County DPW
3654 Galway Road
Ballston Spa, NY 12020

Reference:

Greg Ball
Deputy Commissioner
(518) 885-2235
gball@saratogacountyny.gov

Completion Date:

2024



Albany Traffic and Transportation Engineering On-Call

City of Albany, Albany County, New York

Project Description:

Creighton Manning is the designated traffic and transportation engineer for the City of Albany.

Representative projects include:

- Center Square Study
- Speed Hump Pilot
- Red Light Running
- New Scotland Ave and State St Paving
- Traffic Signal Design
- Bender and Krumkill Road Work Zone Traffic Control
- Speed Hump Criteria and Design
- TIS Review Central/Colvin Aves
- Watervliet Ave Ext Striping Plan
- Citywide Speed Limit

Firm Role:

Creighton Manning provides on-call design services including pavement rehabilitation, sidewalk and trails, and ADA curb ramps; planning services including GIS mapping; traffic engineering including traffic signal design, traffic impact studies, and technical reviews; land surveying; and construction inspection services for many projects in the City of Albany.

Project Type:

On-Call Engineering
Transportation Engineering
Traffic Engineering

Client:

City of Albany
24 Eagle Street
Albany, NY 12207

Reference:

William E. Trudeau, Jr.,
Albany Department of Traffic
(518) 434-4318

Completion Date:

Ongoing



Dutchess County On-Call Professional Engineering Services

Various Municipalities, Dutchess County, New York

Project Description:

Creighton Manning is one of Dutchess County's consultants to provide professional engineering services on an on-call basis for various County funded transportation projects including, but not limited to, highway, bridge, and traffic engineering projects. Assignments under this on-call agreement include the following:

CR 9 (Beekman Road) over Sylvan Lake Outlet, Town of East Fishkill.

This project involved the analysis and load rating of bridge E-5 (BIN 3343080) to determine the remaining useful life of the existing structure. The firm also conducted a hydraulic assessment to determine the water elevation for a replacement structure. Following the initial bridge assessment, CM was selected to provide preliminary and final bridge design, survey, and construction inspection for the bridge replacement project.

Traffic Engineering for CR 93/Old Route 9, Town of Wappinger. This project involved the evaluation of potential traffic control improvements to the existing pre-timed traffic signal located at the CR 93/ Old Route 9 intersection. CM performed data collection and traffic analysis with recommendations for traffic control improvements provided in a technical report.

Dutcher Avenue and Henry Street Intersection Improvements, Village of Pawling. This assignment included engineering services for the preparation of an intersection improvement plan, including a concept plan indicating lane and shoulder widths, curb ramp locations, and pavement markings. Services also include Work Zone Traffic Control design and cost estimating.

Client:

Dutchess County DPW
626 Dutchess Turnpike
Poughkeepsie NY 12603

Reference:

Robert H. Balkind, Commissioner
(845) 486-2925

Duration:

2016-Present



Resumes

Resumes for our key staff can be found starting on page 15.

Key Staff Assignments

The potential services listed in the RFP are shown below with the staff members that would lead each respective task needed.

TASK	TEAM MEMBER ASSIGNED	FIRM
a) bridge, culvert and retaining wall structural analysis and design	Matt Hunt, PE Luke Thompson, PE	Creighton Manning
b) pavement and drainage evaluation and design	Chris Geroux, PE Tony Christian, PE Ryan Farnum, PE, CFM	Creighton Manning
c) parking evaluation and design	Skip Francis, PE Mark Sargent, PE	Creighton Manning
d) traffic studies	Mark Sargent, PE	Creighton Manning
e) intersection improvement studies and design	Chris Geroux, PE Tony Christian, PE Mark Sargent, PE	Creighton Manning
f) traffic signal studies and design	Dan Karkotsky, PE	Creighton Manning
g) stormwater studies, reviews and inspections	Ryan Farnum, PE, CFM	Creighton Manning
h) wetland mapping	Don Sovey, PLS	Creighton Manning
i) SWIPP inspections	Ryan Farnum, PE, CFM	Creighton Manning
j) geotechnical studies/design	Gregory Gifford, PhD, PE Jared Bazan	Gifford Engineering
k) preparation of complete construction drawings, specifications and estimates	Matt Hunt, PE Luke Thompson, PE Chris Geroux, PE Tony Christian, PE Mark Sargent, PE	Creighton Manning
l) contract administration	Fred Mastroianni, PE Bob Rice, PE Lorenzo DiStefano, PE	FCM Engineering
m) construction inspection	Brian Jones	Creighton Manning
n) cost estimating for both new construction and/or rehabilitation projects	Matt Hunt, PE Luke Thompson, PE Chris Geroux, PE Tony Christian, PE Mark Sargent, PE	Creighton Manning
o) grant writing and administration	Fred Mastroianni, PE Bob Rice, PE Lorenzo DiStefano, PE	FCM Engineering
p) ROW incidentals/acquisition	Don Sovey, PLS	Creighton Manning
q) bridge and culvert inspections	Brian Jones	Creighton Manning
r) environmental reviews	Skip Francis, PE	Creighton Manning
s) land use and zoning reviews	Skip Francis, PE	Creighton Manning

TASK	TEAM MEMBER ASSIGNED	FIRM
t) permitting	Skip Francis, PE	Creighton Manning
u) utility coordination	Matt Hunt, PE Luke Thompson, PE Chris Geroux, PE Tony Christian, PE Mark Sargent, PE	Creighton Manning
v) coordination with SHPO, DEC and Army Corp of Engineers	Skip Francis, PE	Creighton Manning
w) preparation of NEPA and SEQRA determination documents	Skip Francis, PE	Creighton Manning
x) shop drawing review	Jeff Pangburn, PE	Creighton Manning
y) attendance and administration of project kickoff and preconstruction meetings	Fred Mastroianni, PE Bob Rice, PE Lorenzo DiStefano, PE Matt Hunt, PE Luke Thompson, PE Chris Geroux, PE Tony Christian, PE Mark Sargent, PE Skip Francis, PE	FCM Engineering Creighton Manning
z) project administration support	Fred Mastroianni, PE Bob Rice, PE Lorenzo DiStefano, PE	FCM Engineering

Dale T. (Skip) Francis, PE

Civil/Site Group Leader / Project Manager

PROFESSIONAL EXPERIENCE SUMMARY

Skip has 35 years of experience in engineering consulting services and heavy construction contractor operations. His engineering experiences includes sketch planning, SEQRA review, civil/site design development, agency permitting, and construction support tasks for civil/site projects.

RELEVANT PROJECT EXPERIENCE

Town Designated Engineer Consulting Services, Various Municipalities, NY. Project Manager responsible for reviewing developer's applications to Planning Boards and provided recommendations for compliance with Municipal Zoning Ordinances and engineering standards for site design improvements. Projects included residential subdivisions and commercial/industrial site plans. Reviewed SEQRA documents regarding environmental impacts of proposed developments. Reviewed project Stormwater Management Pollution Prevention Plans (SWPPP) against requirements of local stormwater laws and the NYSDEC Stormwater Management Design Manual. For the last 17 years, Skip has represented various municipalities as their technical reviewer on various assignments:

- Town of Colonie (Albany County)
- Town of Niskayuna (Schenectady County)
- City of Saratoga Springs (Saratoga County)
- Town of Red Hook (Dutchess County)
- Town of Florida (Montgomery County)
- Town of New Baltimore (Green County)
- Town of New Paltz (Ulster County)
- Town of Plattekill (Ulster County)
- Town of Stanford (Dutchess County)

Engineering Services, Village of Menands, Albany County, NY. Client Manager for Work Order assignments related to municipal infrastructure design services and technical review of Site Plan applications for development.

Hilton Park Final Site Design, Town of New Scotland, Albany County, NY

Civil Engineer responsible for the final design documents for improvements to the 15-acre Town Park. Park amenities included two separate trailhead parking locations to access Albany County's Helderberg-Hudson Rail Trail, three information kiosks, and hardscape patio improvements around a historic barn structure that will be used as a public gathering space. Skip designed public water and wastewater utility collection systems to serve the barn structure, created lawn embankment for a small amphitheater, shallow basin with a mowable lawn surface during the summer season that can be seasonally converted to winter ice skating area, and general landscaping improvements.

Professional Registration:

- *Professional Engineer (NY and IN)*

Total Years of Experience: 35

Years with Firm: 5

Education:

- *B.S. Civil Engineering, 1990, Purdue University*

Professional Affiliations:

- *American Society of Civil Engineers (ASCE)*
- *National Society of Professional Engineers (NSPE)*
- *American Public Works Association (APWA)*

Jeffrey W. Pangburn, PE

Quality Assurance and Quality Control

PROFESSIONAL EXPERIENCE SUMMARY

Jeff is a Senior Project Manager in the Transportation Group and has over 30 years of experience including the design of highways, traffic signal systems, roundabouts, and transit stations. His experience also includes NEPA and SEQRA Environmental Impact Statements and Assessments, public hearings, and informational meetings.

RELEVANT PROJECT EXPERIENCE

On-Call Transportation Engineering Term Agreement, City of Albany: Project Manager on a five-year term agreement with Albany which performed Traffic Engineering, Highway and Traffic Signal Design, Complete Streets support, and Construction Support.

On-Call Engineering Term Agreement, City of Rensselaer, Rensselaer County, NY. Project Manager on a five-year term agreement with the City of Rensselaer which Creighton Manning performed Utility Design and Stormwater Services.

South Troy Industrial Park Road, City of Troy, Rensselaer County, NY. Senior Project Manager for the design and construction of this \$10M locally administered federal aid project that includes construction of a new industrial road along the Hudson River in Troy NY. The project also consists of right-of-way acquisition, pedestrian improvements, a railroad crossing upgrade, water main, traffic signal replacement, and pavement rehabilitation treatments on Main Street.

Washington Avenue Transit and Pedestrian Signal Improvements, City of Albany, Albany County, NY. Senior Project Manager for this LAFA highway rehabilitation and safety project. The project involves the design of Complete Street improvements to improve access to transit, traffic signal analysis, and improvements to address the history of pedestrian collisions. Project components consisted of relocation and consolidation of bus stations to facilitate better operations, widening of the roadway to incorporate a left turn lane and create parking bays, traffic signal replacement, and the installation of a mid-block traffic signal all in a constrained urban environment.

Columbia Street Pedestrian Accessibility and SRTS, City of Cohoes, Albany County, NY. Principal in Charge of the LAFA 1.4-mile rehabilitation project to address ADA pedestrian safety, bicycle accommodations, pavement conditions, and 7 traffic signals. The project also addresses combined sewer connections to address the MS4 Consent Order.

Professional Registration:

- *Professional Engineer (NY and PA)*

Total Years of Experience: 31

Years with Firm: 30

Education:

- *B.S., Civil Engineering, 1993, Rensselaer Polytechnic Institute, Troy*
- *M.S., Transportation Engineering, 1996, The University of Texas at Austin*

Professional Affiliations:

- *American Public Works Association*
- *American Society of Civil Engineers*
- *American Society of Highway Engineers*
- *New York State Association of Transportation Engineers*

Matthew Hunt, PE

Structural / Project Manager

PROFESSIONAL EXPERIENCE SUMMARY

Matt has been involved in a range of bridge and highway design projects over the past 23 years, including new bridges, bridge rehabilitations, inspection, load ratings, Design Reports, interchange design, site design, and intersection design.

RELEVANT PROJECT EXPERIENCE

Greene County Term Agreement, Various Towns, Greene County, NY. Structural Engineer/Project Manager for on-call engineering services to respond to emergency situations that arise within the County. Inspections are typically conducted within 48 hours of notification, repair concepts are developed within a week and plans and calculations are finalized within two weeks. Depending on the type of emergency, responsibilities include inspection to confirm and determine the extent of the emergency, load ratings, rehabilitation concept development, cost estimating, and plan development.

Saratoga County Term Agreement, Various Towns, Saratoga County, NY. Structural Engineer/Project Manager for on-call engineering services including response to emergency situations such as flooding, wash outs, and flags. Responsible for assessing the damage, developing repair concepts, coordinating with the County, and designing improvements. Scope of work has included load ratings, alternatives analysis, cost estimating, and plan development. Non-emergency responsibilities include assisting the County in establishing their capital program by estimating project costs.

Westchester County On-Call Engineering for Road and Bridge Reconstruction Projects, Westchester County, NY. Structural Engineer on an on-call engineering agreement task responsible for the preliminary and final design to rehabilitate the Park Avenue Viaduct over Bronx River Parkway (BIN 3348850) in Yonkers. The project involves rehabilitation of a 100-year-old, 140 ft. two-span concrete arch bridge. Matt is responsible for the design of the improvements to the concrete arch and abutments. The project also includes new pavement and sidewalk.

County Road 202 over Black Creek and County Road 353 over Ten Mile Creek, Towns of Guilderland and Rensselaerville, Albany County, NY. Project Manager for this County-funded superstructure replacement of the CR202 bridge and deck replacement of the existing CR353 structure. The CR202 bridge is located near Guilderland High School and required coordination with the administration to avoid significant impacts to school traffic. The project schedule was coordinated such that the bridge closure was limited to the summer break to alleviate traffic concerns. Responsibilities included managing the overall schedule and budget, as well as, leading the design, permitting, and contract document preparation phases of the project.

Professional Registration:

- *Professional Engineer (NY)*

Total Years of Experience: 23

Years with firm: 18

Education:

- *B.S., Civil Engineering, 2002, Clarkson University*

Professional Affiliations:

- *Association for Bridge Construction and Design, Member*

Awards:

- *New York State Society of Professional Engineers, Young Engineer of the Year, 2011*

Lucas E. Thompson, PE

Structural / Project Manager

PROFESSIONAL EXPERIENCE SUMMARY

Luke has 23 years of experience in all phases of the design, construction, inspection, and administration of bridge and highway projects for State agencies and municipalities. He has led the design of bridges from design approval through final design and led the construction inspection and administration including identifying and implementing field design changes and coordinating with owners, contractors, and stakeholders to ensure that projects are designed, administered, and constructed in accordance with plans, specifications, and contract documents.

RELEVANT PROJECT EXPERIENCE

CR352 (Fox Creek Road) over Fox Creek Bridge Replacement, Albany County, NY. Project Manager for the design of the replacement of the existing bridge with a three-sided precast concrete frame structure. The substructures will be abutments supported on CIP piles. Stream work included scour pools, rock riffles, and bank stabilization due to high flows and velocity. Responsibilities include development of design alternatives, preliminary and final design, utility coordination, environmental coordination and permitting, final PS&E, and overall project management

Krumkill Road over Normanskill Creek Bridge Rehabilitation, Town of New Scotland, Albany County, NY. Project Manager/Lead Structural Engineer for design of the Krumkill Road Bridge Rehabilitation. The Krumkill Road Bridge is a riveted truss structure that is over 80 years old, with fatigue prone details that may be susceptible to failure over time. Due for a repainting and minor repair of flagged details, Luke identified that further analysis of the bridge was warranted to ensure the bridge could maintain traffic safely for an extended service life. As a result of the analysis, additional repairs were designed so that the bridge will not be required to be load posted, and CM determined that the remaining life of the structure will be approximately 150 years after the repairs are completed. Responsibilities included development and evaluation of alternatives, load rating and fatigue life analysis, preparation of preliminary and final design, and coordination with the County, permitting, and overall project delivery.

Albany-Shaker Road/Dalessandro Blvd (CR151) Highway Resurfacing, Town of Colonie, Albany County, NY. Resident Engineer for the construction inspection and administration of the Locally Administered Federal Aid highway resurfacing project involving hot-in-place recycling, placement of polymer modified HMA, repairs to existing closed drainage systems, traffic signal inductance loop detectors, and striping of 1.44 center lane miles of Albany-Shaker Road /Dalessandro Blvd. (CR151) adjacent to the Albany International Airport. The project also included the expansion of the Cell Phone Lot for additional parking for the Albany International Airport.

Professional Registration:

- Professional Engineer (NY)

Total Years of Experience: 23

Years with firm: 11

Education:

- B.S., Civil Engineering, 2002, Rensselaer Polytechnic Institute
- M.E., Civil Engineering, 2003, Rensselaer Polytechnic Institute

Professional Affiliations:

- American Society of Civil Engineers (ASCE), Past President, Mohawk-Hudson Section
- ASCE Structural Engineering Institute, Member
- Association for Bridge Construction and Design (ABCD) - Eastern New York Chapter, Member
- Chi Epsilon National Civil Engineering Honor Society, Member

Certifications/Training:

- American Concrete Institute (ACI) Concrete Field Testing Technician - Grade I
- NorthEast Transportation Technician Certification Program (NETTCP) - Soils and Aggregate Inspector
- NYSDEC Erosion and Sediment Control Qualified Inspector

Christopher A. Geroux, PE

Highway / Project Manager

PROFESSIONAL EXPERIENCE SUMMARY

Chris is a Project Manager in the Highway Design group at Creighton Manning. He is a licensed Professional Engineer with 19 years of experience in the design and management of multi-million-dollar transportation engineering projects including the design of NYSDOT and locally administered Federal-Aid projects. Chris has 11 years of experience working for the New York State Department of Transportation (NYSDOT) Region 1.

RELEVANT PROJECT EXPERIENCE

Voorheesville Sidewalk Improvements, Village of Voorheesville, Albany County, NY. Project Manager responsible for the preliminary and final design for the construction of pedestrian improvements along NY Route 85A (Maple Avenue), Pine Street, and Main Street within the Village of Voorheesville. The project includes design of sidewalk improvements to the previously mentioned roadway segments within the Village, including ADA compliant curb ramps, high visibility crosswalks, and signage.

US Route 9W over CSX/CP Railroad Bridge Replacement, Town of Bethlehem, Albany County, NY. Project Manager responsible for the preliminary and final design of a NYSDOT RDSA task to replace the existing Route 9W bridge over CSX Railroad. The project includes approximately ¼ mile of full depth reconstruction and 2/3 miles of mill and fill of the existing pavement. The existing roadway will be reconfigured within the project limits to provide two 12 foot wide travel lanes and 8 foot wide shoulders. One 12 foot wide two way left turn will be provided for half of the project length. Excess pavement beyond the 8 foot wide shoulders will be removed and replaced with grass. The existing guide rail will be replaced where needed and side roads reconstructed in the vicinity of bridge replacement limits. The project also includes extensive coordination with CSXT to complete field survey and bridge borings.

West Old State Road New Sidewalks, Town of Guilderland, Albany County, NY. Project Manager responsible for the preliminary and final design for the construction of pedestrian improvements along West Old State Road within the Town of Guilderland. The project includes design of approximately 1,760 feet of sidewalk improvements within the Town.

South Troy Industrial Park Road, City of Troy, Rensselaer County, NY. Project Manager responsible for the preliminary and final design for the construction of a new roadway along River Street between Monroe Street and Adams Street. The project included the design of a new roadway, sidewalks, bridge, guide rail, and water main. The project also included complicated right-of-way acquisitions which included a partial building removal and condemnation on several properties.

Professional Registration:

- Professional Engineer (NY)

Total Years of Experience: 19

Years with firm: 7

Education:

- B.S., Interdisciplinary Engineering and Management, 2003, Clarkson University

Professional Association:

- American Society of Civil Engineers (ASCE), Member
- American Society of Highway Engineers (ASHE), Member

Anthony Christian, PE

Highway / Project Manager

PROFESSIONAL EXPERIENCE SUMMARY

Tony is a Project Manager with 16 years of experience in highway design, including geometric design, highway signage, and work zone traffic control.

RELEVANT PROJECT EXPERIENCE

Albany Shaker Road Corridor Improvements, Town of Colonie, Albany County, NY. Project Manager for the preliminary and final design, and construction support and inspections on pedestrian upgrades on Albany Shaker Road. The upgrades to these five signalized intersections included new and upgraded pedestrian signals with countdown timers and Accessible Pedestrian Signal buttons, ADA curb ramps, and crosswalks. This project also included a speed limit reduction with new signage and driver feedback signs.

Columbia Street Pedestrian Accessibility and SRTS Enhancements, City of Cohoes, Albany County, NY. Project Manager for this \$5.7 million federal aid project that involves the rehabilitation of 7000 LF of Columbia Street using a Complete Streets approach to improve pedestrian and bicycle accommodations. The design includes asphalt milling and overlay, a closed drainage system, green infrastructure practices, and five traffic signals with pedestrian accommodations.

South End Connector, City of Albany, Albany County, NY. Project Engineer for the design and construction of a 1.5-mile link between the existing Mohawk-Hudson Bike-Hike Trail and the Albany County Helderberg-Hudson Rail Trail. The links consist of on-road separated bicycle lanes, a sidepath, and an off-road trail under an elevated section of I-787. A critical step was identifying separation options for the bicycle lanes and sidepath that fit within the existing curb-to-curb width and provide a safe, comfortable facility. Additional tasks included public involvement, meeting with 10 different stakeholders, coordinating with the local transit provider to integrate the trail with a bus rapid transit station, cost estimates, and permitting with NYSDOT.

Bicycle and Pedestrian Master Plan, City of Albany, Albany County, NY. Project Manager responsible for assessment of walking and bicycling infrastructure, operations, and policies for this city-wide update to the Bicycle and Pedestrian Master Plan. Tony was also responsible for producing multiple typical sections showing how different bicycle treatments could fit within the City's streets. Tony assisted with producing materials for community outreach and technical advisory committee meetings.

Professional Registration:

- Professional Engineer (NY)

Total Years of Experience: 16

Years with firm: 11

Education:

- B.S., Civil Engineering,
2009, Virginia Tech,
Blacksburg, VA

Professional Association:

- American Society of Civil
Engineers (ASCE),
Member

Mark A. Sargent, PE

Traffic and Planning / Project Manager

PROFESSIONAL EXPERIENCE SUMMARY

Mark's transportation work experience spans more than 40 years in both the public and private sectors. He has managed a range of multi-modal transportation projects from planning and engineering studies through Preliminary and Final Design. Mark has facilitated public and advisory agency coordination on a variety of complex projects including system and demand management, planning studies, parking studies, corridor studies, technical reviews, highway design, and traffic signal design projects.

RELEVANT PROJECT EXPERIENCE

Washington Avenue / Patroon Creek Corridor Study, City of Albany, NY.

Project Manager for a complete streets feasibility study that evaluated a full range of complete streets elements to better accommodate all roadway users along Washington Avenue near the University at Albany. The project included multi-modal analysis and recommendations to improve safety and satisfy the project objectives. Mark was responsible for the overall project, public participation, and quality assurance of all project deliverables. materials for community outreach and technical advisory committee meetings.

Delaware Avenue Complete Streets Feasibility Study, Town of Bethlehem, Albany County, NY.

Project Manager responsible for the overall planning study that evaluated the feasibility of reducing the number of lanes on Delaware Avenue from four lanes to three, along with other complete streets enhancements such as median islands, bike lanes, and transit improvements. The study included a full public process and concluded the road diet was feasible, with the majority of the public involved (60 to 80 percent) supporting the alternative. Mark also managed task to support the Town's grant application enabling approximately \$5M in funding to be secured.

CDTA River Corridor Bus Rapid Transit, Cities of Albany and Troy, Albany and Rensselaer Counties, NY.

Senior Engineer / Task Manager responsible for the evaluation and preliminary design of transit priority measures at approximately 80 traffic signals on this 15-mile BRT corridor, including station planning, passive and active priority measures, queue jump lanes, and signal timing. The work was completed as part of the larger BRT project.

Design and Construction Inspection of Countywide Traffic Signal Upgrades within Dutchess County, Dutchess County, NY.

Project Manager for this 4-year term agreement to inventory, assess, and design upgrades at 29 traffic signals and 11 flashing beacon sites in the County. Additional work included traffic engineering alternatives analysis, MUTCD compliance, roundabout analysis, and preparation of the Design Report in Scope Summary Memorandum format, and construction inspection.

Professional Registration:

- *Professional Engineer (NY)*

Total Years of Experience: 41

Years with firm: 33

Education:

- *M.S., Transportation Engineering, 1998, Rensselaer Polytechnic Institute*
- *B.A. Geography, 1984, University of New Hampshire*

Professional Association:

- *Institute of Transportation Engineers (ITE), Member*
- *Institute of Transportation Engineers (ITE), Past Officer*

Dan Karkotsky, PE

Traffic Signal Design Engineer

PROFESSIONAL EXPERIENCE SUMMARY

Dan is a Project Engineer in Creighton Manning's Traffic group. He has over 14 years of experience involved with traffic and development-related projects including traffic signal design, pedestrian safety improvement design, traffic engineering and forecasting, traffic data collection, and report preparation.

RELEVANT PROJECT EXPERIENCE

Albany Shaker Road/Shaker El Highway Improvements, Town of Colonie, Albany County, NY. Project Engineer for the design of a new Albany County traffic signal and pedestrian accommodations at an existing intersection entrance to an elementary school. Dan was responsible for the final design of the new signal, and for coordinating with underground and overhead utility companies to either relocate existing utilities or modify the signal design to avoid potential conflicts.

Countywide Traffic Signal Upgrades, Dutchess County, NY. Project Engineer for this countywide signal upgrade. Dan was responsible for field assessments of over 40 traffic signals and flashing beacons, making prioritized recommendations, and designing a set of traffic signal plans for final construction. The traffic signal design included upgrading three intersections with far-side mast arm signals equipped with backplates and video detection, as well as the full or partial replacement of four flashing beacons with updated advisory speed plaques.

Albany Pedestrian Safety Improvements, City of Albany, Albany County, NY. This project is being completed under the guidelines of the NYS Pedestrian Safety Action Program (PSAP). As Project Engineer, Dan is responsible for the design of pedestrian safety improvements such as pedestrian warning and regulatory signs, pavement markings, new pedestrian signal and signal upgrades, and overhead signs at 13 signalized and 18 uncontrolled locations. Dan is also responsible for developing the engineer's estimate, project manual, and various bid documents.

Columbia Street Pedestrian Accessibility and SRTS Enhancements, City of Cohoes, Albany County, NY. This \$5.7 million federal aid project involves the rehabilitation of 7,000 linear feet of Columbia Street using a Complete Streets approach to improve pedestrian and bicycle accommodations. The design includes asphalt milling and overlay, a closed drainage system, green infrastructure practices, and four traffic signals with pedestrian accommodations. Dan serves as the lead Traffic Signal Project Engineer responsible for the design of four full traffic signal replacements, including pedestrian signal upgrades as well as the implementation of video detection for vehicles on all approaches at the intersection.

Professional Registration:

- Professional Engineer (NY)

Total Years of Experience: 14

Years with firm: 10

Education:

- M.E., Civil Engineering, Transportation Engineering and Design, 2011, Rensselaer Polytechnic Institute
- B.S., Civil Engineering, 2011, Rensselaer Polytechnic Institute

Professional Association:

- Institute of Transportation Engineers (ITE), Member

Certifications/Training:

- OSHA 40 Hour HAZWOPER

Ryan Farnum, PE, CFM

Hydraulic Engineer

PROFESSIONAL EXPERIENCE SUMMARY

Ryan has 12 years of civil and water resources engineering experience conducting site layout design, municipal permitting, stormwater management, hydrologic and hydraulic analyses, and floodplain evaluations. He is a registered professional engineer and a certified floodplain manager. Ryan works with clients, regulatory agencies, public officials, and contractors to provide engineering studies, design, specifications, and construction services. He has experience using drafting software, such as AutoCAD, and modeling software, such as HEC-RAS and HydroCAD.

RELEVANT PROJECT EXPERIENCE

Essex County Department of Public Works, Professional Engineering Services, Town of Elizabeth, Essex County, NY. Project Engineer for the hydrologic and hydraulic analysis for seven (7) bridge or culvert replacements. Responsibilities included analysis of hydrologic conditions and creation of a hydraulic model for existing and proposed scenarios.

CR 2 over tributary to the Little West Kill Culvert Replacement, Town of Lexington, Greene County, NY. The scope of work includes providing preliminary and final engineering design for a complete culvert replacement project. The span length and skew of the structure was modified to better match the stream geometry and ensure it could accommodate a 25-year storm event. Responsibilities included analysis of hydrologic conditions, creation of a hydraulic model for existing and proposed scenarios, and preparation of a hydraulic assessment memorandum.

McKinstry Road (County Road 7A) over Shawangunk Kill Bridge Replacement, Town of Gardiner, Ulster County, NY. Project Engineer for this \$3.0 million County-funded bridge replacement project. The project involves the complete replacement of a 135 ft steel truss with a new 155 ft steel truss. The new bridge and approach roadway were raised approximately 2 ft to meet hydraulic standards in this flood prone area. Responsibilities included analysis of hydrologic conditions, creation of a hydraulic model for existing and proposed scenarios, and preparation of a hydraulic summary report.

Lofts at Saratoga Blvd, Town of Malta, Saratoga County, NY. Project Engineer for the overall site design and stormwater management for the proposed residential complex. Responsibilities include preparation of the site plans and stormwater report.

Active Solar Site Plan, Village of Scotia, Schenectady County, NY. Project Engineer for overall site layout, grading plans, and stormwater management for solar farm installation. Responsibilities included preparation of the site plans and stormwater report.

Professional Registration:

- *Professional Engineer (NY)*

Total Years of Experience: 16

Years with firm: 10

Education:

- *B.S., Civil Engineering, 2010, Rensselaer Polytechnic Institute*
- *B.A., Environmental Planning and Resource Management, 1998, Binghamton University*

Donald Sovey, PLS

Chief of Survey

PROFESSIONAL EXPERIENCE SUMMARY

Don is a licensed Professional Land Surveyor with 39 years of applicable and practical experience in New York. His surveying and project management background consists of experience acquired on boundary/right-of-way surveys, topographic surveys, and on construction stakeout projects. He is in charge of all aspects of survey including proposals, scheduling, research, computations, and fieldwork. Don also manages project budgets and provides quality control.

RELEVANT PROJECT EXPERIENCE

Replacement of Four Large Culverts, Albany County, New York. Chief of Survey responsible for existing conditions and right-of-way survey and mapping for this County-funded project to replace four large culverts. The new culverts consisted of two pipe-arch structures and two concrete box culverts.

County Road 202 over Black Creek and County Road 353 over Ten Mile Creek, Towns of Guiderland and Rensselaerville, Albany County, NY. Chief of Survey responsible for deed research, existing conditions and right-of-way survey for this County-funded bridge rehabilitation project. The project involved the superstructure replacement of the CR202 bridge and deck replacement of the existing CR353 structure.

Westchester County On-Call Engineering for Road and Bridge Reconstruction Projects, Westchester County, NY. Chief of Survey on an on-call engineering agreement task responsible for the topographic survey and mapping for the design to rehabilitate the Park Avenue Viaduct over Bronx River Parkway (BIN 3348850) in Yonkers. The project involves rehabilitation of a 100-year-old, 140 ft. two-span concrete arch bridge including improvements to the concrete arch and abutments, new pavement and sidewalk.

South Troy Industrial Park Road, City of Troy, Rensselaer County, NY. Chief of Survey for this Locally Administered Federal Aid Project involving the design of a local road to access development parcels and remove truck traffic from urban residential neighborhoods. Specific responsibilities included design survey and ROW.

Helderberg Trail Link, Town of Bethlehem, Albany County, New York. Chief of Survey responsible for existing conditions, 2D and 3D mapping, and right-of-way survey for the Helderberg Rail Trail Connecting Link between Phases I and II. The project included construction of a bikeway on the abandoned Canadian Pacific Rail Line running from the Village of Voorheesville through the Towns of New Scotland and Bethlehem to the City of Albany. The project included paving an 8-foot path, drainage improvements, installing guide rail, signage, and construction of parking lots and access ways.

Professional Registration:

- *Professional Land Surveyor (NY, VT)*

Total Years of Experience: 39

Years with firm: 25

Education:

- *B.A., Environmental Science 1985, Plattsburgh State University*

Professional Affiliations:

- *NYS Association of Professional Land Surveyors*
- *Eastern New York Society of Land Surveyors*
- *Vermont Society of Land Surveyors*

Brian Jones

Construction Inspection Manager

PROFESSIONAL EXPERIENCE SUMMARY

Brian has 20 years of experience as an Engineering Technician, Construction Inspector and Project Manager. He is trained in Site Manager and APPIA, and has a working knowledge of the NYSDOT Specifications, MURK and MUTCD. He performs construction administration including running pre-construction meetings, contract quantity tracking software (APPIA) setup, identifying/ implementing field changes, change orders, coordination with Resident Engineers, supervision of inspection staff, owner coordination, progress meetings, final quantities, and closeout. He holds a current NYSDEC endorsed 4-hour Erosion and Sediment Control Training Certificate.

RELEVANT PROJECT EXPERIENCE

Albany County Large Culvert Replacements, Albany County, New York. Construction Manager for replacement of four large culverts and highway reconstruction at each site. Brian oversaw the field staff and coordinated with the County. Two adjacent corrugated metal pipe (CMP) culverts were replaced with a precast concrete box culvert on CR412. The existing box culvert on CR 404 was replaced with a CMP arch and the existing reinforced concrete pipe was replaced with an HDPE. The existing CMP culvert on CR 358 was replaced with a CMP arch. The existing concrete box culvert on CR 106 was replaced with a precast concrete box culvert.

Gifford Hollow Road over Tributary to the Switzkill Culvert Rehabilitation, Albany County, New York. Construction Manager for this Albany County culvert rehabilitation project consisting of repairs to the deteriorated fascia, removal of concrete barriers, installation of new rail, and regrading the stream channel.

Voorheesville Pedestrian Connectivity, Village of Voorheesville, Albany County, New York. Project Manager for the construction of ADA compliant sidewalk installation. Installation also included curb, asphalt, signs, and a modular block retaining wall. Responsible for managing the inspection staff which included a Resident Engineer. Additional duties included coordination between Albany County and NYSDOT to ensure FHWA reimbursement of all work that was performed.

US Route 4 Intersection and Pedestrian Improvements, Town of North Greenbush, Rensselaer County, NY. Project Manager on the realignment of the US Route 4/Bloominggrove Drive intersection that includes full depth paving and replacement of the existing traffic signal. Realignment of Winter Street Extension at US Route 4 and the installation of a traffic signal. A two-lane roundabout at the intersection of US Route 4 and Williams Road. Brian supervised the Resident Engineer and Level III construction inspector as well as the DBE sub-consultant inspector.

Total Years of Experience: 20

Years with firm: 19

Education:

- *B.S., Civil Engineering Technology, 2005, SUNY Institute of Technology*

Professional Affiliations:

- *American Society of Certified Engineering Technicians, Member*

Certifications/Training:

- *NICET Level IV - Highway Construction Inspection*
- *NICET – Underground Utilities Construction – Water and Sewer Lines*
- *NYSDEC 4-Hour Erosion and Sediment Control Training*
- *ACI – Grade I*
- *Certified NorthEast Transportation Technician Certification Program (NETTCP) - Soils and Aggregate Inspector*
- *Nuclear Density Gauge certified*
- *OSHA-10*
- *Confined Space Training*
- *WZTC Competent Person Training*

Fred C. Mastroianni, P.E.

Principal Engineer



PROFESSIONAL REGISTRATION:

PROFESSIONAL ENGINEER (PE)
NEW YORK

TOTAL YEARS OF EXPERIENCE:
44+

TOTAL YEARS WITH FIRM:
3

EDUCATION:

BS IN CIVIL ENGINEERING
UNION COLLEGE
SCHENECTADY NY; 1985

AAS IN CIVIL ENG TECH
HUDSON VALLEY CC; TROY NY
1979

ACADEMIA:

PAST ADJUNCT PROFESSOR
UNION COLLEGE
CIVIL ENGINEERING DEPT

- HIGHWAY DESIGN COURSE
- CONSTRUCTION MGT COURSE

PROFESSIONAL ASSOCIATIONS:

- NEW YORK STATE ASSOCIATION OF TRANSPORTATION ENGINEERS (NYSATE)
- AMERICAN SOCIETY OF HIGHWAY ENGINEERS (ASHE)
- CHAIR OF GLENVILLE, NY TRAFFIC SAFETY COMMITTEE

AWARDS:

NYSATE SECTION 1 ENGINEER
OF THE YEAR (2017)

PROFESSIONAL EXPERIENCE SUMMARY:

Mr. Mastroianni has over 44 years of experience in the civil engineering industry, designing and managing numerous transportation engineering projects that included highways, bridges, pedestrian and bicycle facilities, trails and multi-use paths. He has prepared and been responsible for the development of preliminary design plans, environmental assessments, final design plans, construction bid documents, project administration, construction management and inspection services. His experience also includes conducting quality control reviews of design plans, preparing specifications and engineer's estimate. He has worked with many municipalities in New York State, along with the New York State Department of Transportation and New York State Thruway Authority.

RELEVANT PROJECT EXPERIENCE:

PIN 1762.52 NY Route 50/Old Gick Road/Ingersoll Road Intersection Improvements, Town of Wilton, NY

This design only federally funded project includes the design, permitting, and construction of intersection improvements at the Old Gick Road/Ingersoll Road and Jones Road intersections with NY Route 50 in the Town of Wilton. The project also is evaluating the need for an additional northbound travel lane as well as accommodation for pedestrians and bicyclists. Mr. Mastroianni is administering the project on behalf of the Town of Wilton, which includes quality control review of the plans, environmental, and design approval documents; He attends all project meetings, reviews consultant invoices, and prepares federal reimbursement forms (FIN 426 and FIN 427) for reimbursement of project costs. Mr. Mastroianni is also working with the town to identify funding for the construction of the project.

PIN 1762.53 Traffic Safety & Ped Connectivity, Town of Wilton, NY

This locally administered federal aid project's intent is to improve intersection capacity and safety while providing a community connection from several large existing and proposed neighborhoods to the Dorothy Nolan Elementary School (Saratoga Springs School District) and the Town's Gavin Park. The project will enhance intersection capacity and safety, reduce congestion, and reduce delay during peak hour while also providing non-motorized connectivity and safer passage along the heavily traveled corridor. The project includes intersection improvements for two intersections, Carr Road / Northern Pines Road (CR 34) and Carr Road / Jones Road, as well as the construction of a multi-use path along Carr Road and Jones Road from Northern Pines Road to Jodi Lane. There are also segments of partial depth reconstruction on Carr Road and Jones Road to facilitate the installation of the multi-use path within the existing right-of-way. Mr. Mastroianni is administering the project on behalf of the Town of Wilton, which includes quality control review of the plans, environmental, and design approval documents; He attends all project meetings, reviews consultant invoices, and prepares federal reimbursement forms (FIN 426 and FIN 427) for reimbursement of project costs.

Robert (Bob) E. Rice, P.E.

Engineer & Planner



PROFESSIONAL REGISTRATION:

PROFESSIONAL ENGINEER (PE)
NEW YORK & MASSACHUSETTS

TOTAL YEARS OF EXPERIENCE:
33+

TOTAL YEARS WITH FIRM:
1+

EDUCATION:

BS IN CIVIL ENGINEERING
MINOR IN ECONOMICS
UMASS-LOWELL; LOWELL MA
1987-1991

MRP IN URBAN PLANNING
UALBANY; ALBANY NY
1993-1998

PROFESSIONAL ASSOCIATIONS:

- NEW YORK STATE ASSOCIATION OF TRANSPORTATION ENGINEERS (NYSATE), STATE DIRECTOR
- AMERICAN SOCIETY OF HIGHWAY ENGINEERS (ASHE)

AWARDS:

- COMMISSIONER'S AWARD (NYSDOT), 2021
- PUBLIC SERVICE EXCELLENCE AWARD, (NYS ACADEMY FOR PUBLIC ADMINISTRATION), 2021
- "REGIONAL EXCELLENCE" & "EXCELLENCE IN ENGINEERING" AWARDS (NYSDOT)
- STATEWIDE ENGINEER OF THE YEAR (NYSATE)

PROFESSIONAL EXPERIENCE SUMMARY:

Bob is a professional engineer with over 32 years of experience at NYSDOT, including serving as the Regional Planning and Program Manager in Regions 1 and 2 as well as the Regional Director of Operations in Region 2 and the Resident Engineer in Columbia County. He has demonstrated skills in the areas of transportation planning, project management, PEL Studies, traffic calming, SEQRA & land use, incident management, maintenance operations, active & multi-modal transportation, and grant writing. Bob's insight into project funding and the delivery of federal- and state-funded transportation projects is a benefit to municipalities and metropolitan planning organizations.

RELEVANT PROJECT EXPERIENCE:

Administration of Two BridgeNY Projects, Town of Herkimer, NY

Bob is currently leading FCM's support to the Town of Herkimer with the Administration of two BridgeNY projects: Shells Bush Rd / West Canada Creek Bridge Rehabilitation and the Osbourne Hill Rd Culvert Replacement.

Delaware Ave "Complete Streets" Project, Town of Bethlehem, NY

This project implements transportation improvements along Delaware Avenue between Elsmere Avenue and the City of Albany. In addition to roadway rehabilitation, the project features sidewalk, mid-block crossing, access management, and gateway improvements with the goal of creating a safer, inviting environment for all users. The project has required extensive coordination with the local business community. While at DOT, Bob served as the NYSDOT lead during the planning and preliminary engineering phases of this collaborative initiative. Construction is anticipated to begin in 2025.

Union Street (Rt 920P) Rehabilitation, Saratoga Springs, NY

Bob served as the project lead during the planning phase of this collaborative "complete streets" project. Union Street fronts the historic Saratoga Racetrack and the incorporation of pedestrian, bicycle, and equestrian elements into the project was desired in addition to the roadway improvements. Extensive coordination was required with NYRA, the City of Saratoga Springs, local elected officials, and community partners. Construction was completed in 2023 at a cost of \$5.7Million.

Albany Skyway Project, Albany, NY

Bob served as the project lead during the planning and preliminary engineering phases of this innovative project. Based on community input, NYSDOT repurposed an underutilized interstate offramp into a multi-use pedestrian trail that connects the Albany Waterfront with the downtown area. Maintenance responsibilities, ADA grade challenges, railroad coordination, and landscaping all presented challenges. Project required extensive coordination with FHWA, the City of Albany, and community partners. Construction was completed in 2022 at a cost of \$15.2Million.

Lorenzo DiStefano, P.E.

Associate Engineer



PROFESSIONAL REGISTRATION:

PROFESSIONAL ENGINEER (PE)
NEW YORK

TOTAL YEARS OF EXPERIENCE:
31+

TOTAL YEARS WITH FIRM:
<1

EDUCATION:

BS IN CIVIL ENGINEERING
TECHNOLOGY
SUNY INSTITUTE OF TECH
UTICA NY; 2002

AAS IN CIVIL ENG TECH
HUDSON VALLEY CC; TROY NY
1991

PROFESSIONAL ASSOCIATIONS:

- NEW YORK STATE ASSOCIATION OF TRANSPORTATION ENGINEERS (NYSATE)

PROFESSIONAL EXPERIENCE SUMMARY:

Mr. DiStefano is a professional engineer with over 31 years of experience at NYSDOT Region 1, including 8 years serving as the Regional Local Project Liaison (RLPL). As the RLPL, Lorenzo was directly responsible for the oversight, management, and delivery of approximately \$30Million annually of Federal and State funded local projects. Lorenzo has extensive experience designing and managing numerous transportation engineering projects, including highways, bridges, pedestrian and bicycle facilities, trails and multi-use paths. He has also prepared and been responsible for the development of preliminary design plans, environmental assessments, final design plans, construction bid documents, project administration, construction management and inspection services. His experience also includes quality control reviews of design plans, preparing specifications and engineer's estimates. Lorenzo is also an experienced mason, having designed and built many creative stone, concrete, and other masonry projects.

RELEVANT PROJECT EXPERIENCE:

Fuller Road & Washington Ave Intersection Improvement, Albany, NY

Lorenzo served as the project manager during the planning, design, and construction phases of this innovative project of putting Washington Avenue on new alignment and grade separating the Fuller Road/Washington Avenue intersection using a bridge over a roundabout. The project was a partnership between FHWA, Albany County, NYSDOT and SUNY Albany. Maintenance responsibilities, right-of-way, and the Albany Pine Bush all presented project challenges. Construction was completed in 2013 at a cost of \$18Million.

Delaware Ave "Complete Streets" Project, Town of Bethlehem, NY

This project implements transportation improvements along Delaware Avenue between Elsmere Avenue and the City of Albany. In addition to roadway rehabilitation, the project features sidewalk, mid-block crossing, access management, and gateway improvements with the goal of creating a safer, inviting environment for all users. The project has required extensive coordination with the local business community. While at DOT, Lorenzo served as the NYSDOT project manager during the planning and preliminary engineering phases of this collaborative initiative. Construction is anticipated to begin in 2025.

Albany Skyway Project, Albany, NY

Lorenzo served as the project manager during the planning and preliminary engineering phases of this innovative project. Based on community input, NYSDOT repurposed an underutilized interstate offramp into a multi-use pedestrian trail that connects the Albany Waterfront with the downtown area. Maintenance responsibilities, ADA grade challenges, railroad coordination, and landscaping all presented challenges. The project required extensive coordination with FHWA, the City of Albany and community partners. Construction was completed in 2022 at a cost of 15.2 Million

Resume of Gregory P Gifford PhD PE

865 Pearse Rd, Niskayuna NY 12309 (Summer) 1940 Cascades Dr Unit 11, Naples FL 34112 (Winter)
Tel: (631) 791-3011 Cell: (518) 369-2929 Email: Giffeng123@gmail.com

REGISTERED PROFESSIONAL ENGINEER:
New York, Massachusetts, and Florida

EMPLOYMENT HISTORY:

- 5/86 – pres. President and Chief Engineer at Gifford Engineering LLC, geotechnical, geoenvironmental, and civil engineering services.
- 9/93 – 6/10. Adjunct Professor of Civil Engineering, Union College, Schenectady, NY, & Rensselaer Polytechnic Institute, Troy, NY.
- 9/86 – 6/93 Assistant Professor of Civil Engineering, teaching duties include CE Materials, Soil Mechanics, Foundation Engineering, and Senior Design Project, Union College, Schenectady, NY.
- 5/83 – 5/86 Chief Engineer of commercial design/build company. Duties included estimating, design coordination, site planning, and development, board approvals, project management, and construction administration. DJ Beane Corp, Gilford, NH.
- 9/80 – 5/83 Instructor and Research Associate of Civil Engineering, including \$250,000 Federal DOT project while teaching Survey, Construction Estimating, and Soil Mechanics while working toward my PhD, WPI, Worcester, MA.
- 9/78 – 8/81 Assistant Professor of Civil Engineering, teaching Plane and Route Survey, Construction Methods and Estimating, Statics, Strength of Materials, Soils, Transportation and Concrete, Central New England College, Worcester, MA.
- 78 – 83 Part time Engineering Consultant, involved in design and management of varied projects, including foundation and structural design, of power plant in Somerset, NY, United Engineers & Constructors, Boston, MA and roadway and foundation investigation and design of I-84 extension in central CT, Bay State Environmental Consultants, East Longmeadow, MA.
- 3/77 – 3/78 Party Chief, Field, and Office Engineer for construction and production phases of a 6.5 mile pre-cast bridge trestle, Raymond International Builders, Ras Al Khaimah, United Arab Emirates.
- 10/76 – 3/77 Structural Engineer preparing licensing documents and structural design of fossil fuel and nuclear power plants, United Engineers & Constructors, Boston, MA.

EDUCATION:

- 9/81 – 1/84 Worcester Polytechnic Institute, Worcester, MA, PhD in Civil Engineering (Geotechnical), Dissertation: “An Investigation of Thaw-Weakening of a Silty Sand”.
- 9/74 – 5/76 University of Massachusetts, Amherst, MA, MS in Civil Engineering (Geotechnical), Thesis: “The Effect of Rate of Shear and Shape of Vane on Field Vane Results in Connecticut River Valley Varved Clays”.
- 9/70 – 5/74 University of Massachusetts, Amherst, MA, BS in Civil Engineering.

PUBLICATIONS:

Gifford, GP, D'Andrea, RA, & Sage, JD, "A Device for the Investigation of Thaw-Weakening of Soils" Transportation Research Record No. 918, pp. 10-15, January, 1984.

Gifford GP, "Decreased Shear Strength of a Silty Sand Subjected to Frost," Proceedings: Fifth International Conference on Permafrost, pp. 1085-1090, August 1988.

Gifford, GP, Landva, AO, & Hoffman, VC, "Consolidation of Peat – A Case History," Proceedings: Second International Symposium on Environmental Geotechnology, pp. 158-173, May 1989.

Gifford, GP, Landva, AO, & Hoffman, VC, "Geotechnical Considerations When Planning Construction on a Landfill," ASTM, STP 1070, Geotechnics of Waste Fills – Theory and Practice, pp. 41-56, June 1990.

Gifford, GP, Landva, AO, & Hoffman, VC, "Improvement of a Demolition Debris Landfill by Compaction", Proceedings: Mediterranean Conf on Environmental Geotechnology, May 1992.

Gifford, GP, "Solid Waste Management", NLA News, pp. 6-7, May 1992.

Gifford, GP, "Deep Vibrocompaction of a Loose Sand to Minimize Liquefaction Potential", The Building Official Code Administrator, pp. 24-27, March/April, 1996.

EXPERT WITNESS SERVICES:

Soil problem cases including: excavation failures, slope instability, blasting and vibration effects, inadequate subsurface investigation, earthworks problems, and transportation facilities.

COURSE AND CONFERENCE ATTENDANCE:

I have attended courses and conferences on topics such as Landfill Design, Landfill Final Cover System, Protection of the Environment, Ground Modification, Designing with Geosynthetics, Construction Law, Permafrost, Penetration Testing of Soils, Soil Dynamics and Design of Machine Foundations, and Electronic Cone Penetration Testing.

PRESENTATIONS:

In addition to adjunct professorship, I continue to present to varied groups on topics including; Slope Stability, Dynamic Compaction, Vibrocompaction, Concrete Construction, Derelict Soils, Construction Methods, and Project Management.

SELECTED HONORS AND AWARDS:

National Science Foundation Instrumentation and Laboratory Improvement Program grant for "Automation Control and Data Acquisition in Materials Testing".

Sloan Foundation grant to develop a college course in Solid Waste Management.

Faculty Research grant to conduct "Laboratory Investigation of Decomposition of Organic Soils".

PROFESSIONAL ORGANIZATIONS AND HONOR SOCIETIES:

American Society of Civil Engineers – Fellow & Life Member (Mohawk Hudson Section President, 2001 to 2002), American Society of Engineering Education, American Society of Testing Material, International Society of Foundation Engineers, Chi Epsilon, Sigma Xi, and Tau Beta Pi.

Jared C. Bazan
1399 Tamarac Road
Troy, NY 12180
518-428-3700
Jcbazange@gmail.com

Education: Rochester Institute of Technology Rochester, NY
Bachelor of Science: Civil Engineering Technology 2012

Hudson Valley Community College Troy, NY
Associates in Applied Technology May 2006

Computer Skills:

- Microsoft Word, Excel, Power Point, Outlook
- AutoCAD and AutoCAD Architectural Desktop
- Slide2 (slope stability analysis software)
- SPT911 (retaining wall software)
- Digitilt Slope Indicator Inclinator use and data analysis
- 3000 EZ plus Seismograph use and data analysis
- Adobe Acrobat X Pro

Experience: Gifford Engineering Niskayuna, NY
Civil Engineer/ Geotechnical Engineer September 2012 to Present

- Develop plans and estimate costs for installation of systems, and construction of structures.
- Plan and conduct field surveys to evaluate new sites as they will be affected by proposed projects.
- Design, write and produce soil classifications and boring logs.
- Conduct field and laboratory materials testing and analysis.
- Inspect project sites and evaluate contractor work to ensure conformance to design drawings and specifications and applicable codes.
- Confer with supervisor to determine project details, such as acceptance testing, and evaluation of field conditions.
- Responsible for reporting construction problems occurring at project sites to supervisor and negotiate changes to resolve conflicts.
- Prepare or read and review project drawings and structural specifications. Determine and review required testing and material requirements.
- Prepare daily reports and document project activities and data.
- Analyze proposed site factors and designed maps, graphs, tracings, and diagrams to illustrate findings.
- Draft detailed dimensioned drawings and design layouts for projects and to ensure conformance to construction documents and specifications.
- Slope stability analysis and monitoring.

LeChase Construction Services
Project Engineer

Schenectady, NY

January 2012 to August 2012

- Directed, coordinated and exercised functional authority for planning, organization, control and completion of construction project.
- Created and distributed punch lists to assist with the proper completion of the project.
- Assigned project personnel to specific aspects of project.
- Reviewed product design for compliance with engineering principles and company standards.
- Supervised and managed sub-contractors for a construction management firm.
- Ensured compliance of product design with customer contract requirements and related specifications.
- Supervised various sub-contractors to resolve conflicts in the field.
- Coordinated activities concerned with technical developments.
- Successfully handled preparing the building for fire stopping requirements.
- Evaluated and approved design changes, specifications and drawing releases.

Gifford Engineering
Civil Engineering Technician

Niskayuna, NY

July 2008 to January 2011

Town of Fairlee
Milfoil Removal Crew

Fairlee, VT

2002 to 2004

Ernest Bazan General Contracting
Residential Construction

East Nassau, NY
1995 to Present

Brookwood Mobil
Cashier/ Bookkeeping

Glenmont, NY
2003 to 2006

References:

- **Greg Gifford, P.E.** - Gifford Engineering: 631-791-3011
- **Tim Hanke** - LeChase Construction Services: 518-365-7726
- **Joseph C. Ritchey, P.E.** - Saratoga County Department of Public Works: 518-885-2235
- Other furnished references upon request.

SECTION III

SECTION III

References

In order to provide references for the greatest number of the firm's project and task managers, we have included contact information for four clients. These references can attest to the services that the Creighton Manning Team can provide to the city on an on-call basis.

City of Albany

William E. Trudeau Jr., Department of Traffic

24 Eagle Street, Albany, NY 12207

(518) 434-4318, (518) 858-6594 | wtrudeau@albany-ny.org

Creighton Manning has provided design services for pavement rehabilitation, sidewalk and trails, and ADA curb ramps; traffic engineering including traffic signal design, speed hump studies, traffic impact studies, and technical reviews; land surveying; and construction inspection services for many projects in the City of Albany including Madison Avenue, South End Connector, Washington-Western Avenue Traffic Signals and Hospital Area Traffic Study. Creighton Manning has been providing engineering services to the City of Albany for more than 15 years.

Greene County

Scott Templeton, Superintendent

240 W. Main Street, Catskill, NY 12414

(518) 943-4600 | stempleton@discovergreene.gov

Creighton Manning has provided bridge and culvert design, bridge flag evaluation, bridge inspection, load rating, other transportation services, and emergency response for many projects in Greene County including the Timber Lake Road Bridge, Tropical Storm Irene Emergency Response, Driver Feedback Signs, Dutchman's Landing Parking Lot Reconfiguration, Palenville Sidewalk Design and Construction Inspection and Windham Path Bank Stabilization. Creighton Manning has been providing engineering services to the Greene County for more than 15 years.

Village of Menands

Brian Marsh, Mayor

280 Broadway, Menands, NY 12204

(518) 434-2922 | bmarsh@menandsny.gov

Creighton Manning has provided transportation engineering services for projects like intersection control signs, street renumbering, surveying services, traffic code update, and emergency response tasks. Creighton Manning has been providing engineering services to the Village of Menands for more than 10 years.

SECTION IV

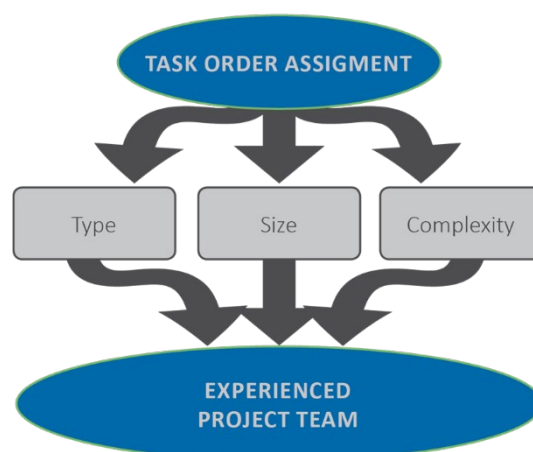
SECTION IV

Plan Implementation

Creighton Manning has been awarded several on-call contracts and has always been able to deploy staff to meet the needs of our clients. Our staff is available to work at and meet with Albany County staff on a regular basis, if desired. As transportation and infrastructure funding continues to grow, there is increased demand to identify and design new infrastructure, promote supportive policies, and conduct public outreach. We have experience and capacity and provide a high-quality service that will successfully support County staff. We have a long history of developing short and mid-range infrastructure plans that are realistic and constructible. We are also experienced in working with agencies and municipalities to establish and approve projects from a financial and environmental perspective; and have studied and implemented various projects that involve local, state, and federal rules and regulations.

Task Order Management

The keys to success for this on-call agreement are prompt responsiveness to assignments, clear and effective communication, working within the stipulated budget and schedule, and technically sound staff. Every project is unique. The setting and character of the area, the site constraints, the needs of end users, and the challenges and opportunities are unique factors that the Creighton Manning Team considers with any project. Our Contract Manager will assess the unique requirements of each task assignment, and then assemble the right project team of staff with the applicable skills to effectively deliver the project.



Recognizing the full complement of services that may come into play based on the scope, size, and complexity of a task is the crucial component of putting together a qualified and experienced team. Creighton Manning will kick off each task assignment by consulting with the County and developing the project scope of work based on the goals of the specific task assignment. A Project Charter will be developed for each task to focus our team on the critical success factors for each assignment.

PROJECT MANAGEMENT

We have several well-established project management practices that help our Project Managers and staff provide the service that is expected and deserved. Some of these systems include:

- Project Management Plan / Project Kickoff Meetings: Every project, small or large, is required to have a Project Management Plan and a Project Kickoff Meeting. A Kickoff Meeting is where CM's Project Manager, client's representative(s), and select members of CM's project team are made aware of their role on the project, the project objectives, schedule, scope of work, and critical success factors.
- Technical Reviews: CM's QA/QC process involves technical peer reviews to catch inconsistencies or conflicts early in the design process. This avoids costly rework and project delivery delays.
- Proactive Communications: Proactive communication is essential to maintaining the client's expectations and is the foundation of any successful project. Examples of communication include, but may not be limited to, direct telephone dialogue, face-to-face meetings, voice/video conference calls and weekly email progress summaries as the project progresses.

- Our Internal Weekly Manager Meetings: Each Friday morning CM holds weekly meetings with all Managers to coordinate the firm’s staffing priorities and deliverable commitments for the upcoming week. This meeting helps us focus on the proper experience level and number of staff is available to complete work. During this meeting we may adjust staff assignments so that critical project deadlines are met.
- Our Internal Monthly Project Manager Performance Meetings: CM’s executive staff review the status of all the projects of each Project Manager by reviewing the status of their project budgets relative to the work completed.

QUALITY ASSURANCE

Quality Assurance of the project deliverables will be accomplished through the CM Quality Control/Quality Assurance (QA/QC) Policy among the team members. We use specific QA/QC procedures establishes quality into project deliverables. We also consider potential ways to reduce schedules for both design and construction, with value engineering in mind. Specific QA/QC procedures include, but are not limited to, the following detailed independent reviews of:

- Quality Control Checklists
- Compliance with Company policies and procedures
- Compliance with SEQR requirements
- Compliance with applicable Design Standards
- Check of computations and design calculations
- Check of project design drawings for value engineering and constructability.

We will review our work products, including subconsultant submittals (if applicable), and provide quality assurance before forwarding documents to the Town.

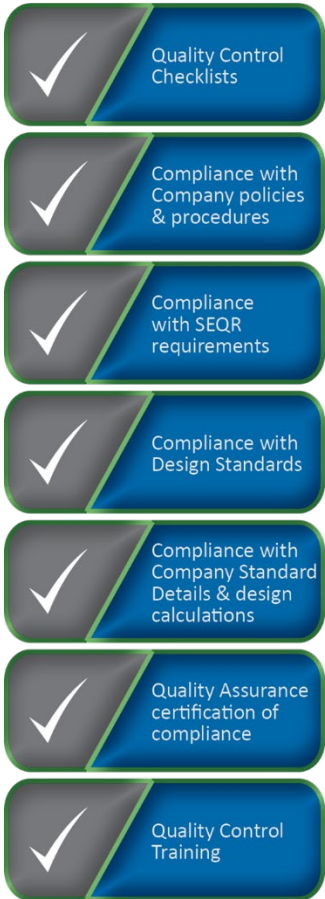
SCHEDULES/BUDGETS

The Project Manager will prepare a project schedule at the beginning of each assignment. As projects evolve, we will provide monthly invoices with a progress summary including schedule updates. Any additional work requested by the County will be documented in writing by the Creighton Manning Project Manager. Any additional scope and budget item(s) required to complete the requested assignment will be submitted to the County for approval prior to performing work.

WORKLOAD MANAGEMENT

The Creighton Manning Team can readily accommodate this on-call agreement and has staff available to assist Albany County on concurrent tasks while maintaining the project schedule and budget. Creighton Manning’s administrative practices and technical resources enable the firm to respond rapidly to clients’ requests when circumstances dictate. Creighton Manning’s primary workload management technique is our internal weekly staff meetings to assess staff utilization and project progress, and to coordinate priorities. As needed project coordination meetings allow project managers to track progress against project milestones and ensure staff resources are assigned to meet project schedules and deliverables.

QA/QC Procedures



SECTION V

SECTION V

Cost Proposal

In lieu of the Cost Proposal Form please see our proposed hourly rates in the chart below.

Position	Firm		
	Creighton Manning	FCM Engineering	Gifford Engineering
Hourly Rates			
Design Services			
Principal/Director Engineer	\$195		\$250
Project Manager	\$170	\$130	
Project Engineer			
Landscape Architect	\$115		
Civil	\$112		
Transportation	\$110		
Geotechnical			\$125
Environmental	\$110		
Structural	\$110		
Assistant Engineer	\$91		
Grant Writer	\$150	\$130	
Draftsperson	\$70		
Clerical	\$64		
Technician	\$90		
Construction Services			
Construction Manager	\$142		
Chief Inspector	\$137		
Inspector	\$95	\$90	
Draftsperson	\$70		
Clerical	\$64		
Survey Services			
Project Manager	\$175		
Licensed Land Surveyor	\$140		
Two-man Survey Crew	\$190		
Three-man Survey Crew	\$225		
Other Expenses			
Travel	\$.70/mi	\$.70/mi	\$.70/mi

SECTION VI

SECTION VI

Mandatory Documentation

The required documentation outlined below is provided on the following pages.

- *Proposal Form*
- *Attachment "A" Non-Collusive Bidding Certificate*
- *Attachment "B" Acknowledgement by Proposer*
- *Attachment "C" Vendor Responsibility Questionnaire*
- *Attachment "D" Iranian Energy Divestment Certification*
- *Attachment "E" MS-4-1 Certification Statement RE: Stormwater Discharges*

COUNTY OF ALBANY

PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: On-Call Engineer Consulting Services for Various Bridge, Culvert and Roadway Projects in Albany County
RFP Number: 2025-009

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	January 28, 2025	Number	1
	January 30, 2025		2
	February 5, 2025		3

(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:

Dale T. (Skip) Francis, PE
2 Winners Circle
Albany, NY 12205
 Phone: 518.689.1820
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: Architect/Engineer Consulting Services for Various Bridge, Culvert and Roadway
Projects in Albany County
RFP Number: 2025-009

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

DESIGN SERVICES	
Positions	Hourly Rates
Principal/Director Engineer	Please see hourly rate schedule in Section V
Project Manager	
Project Engineer	
Landscape Architect	
Civil	
Transportation	
Geotechnical	
Environmental	
Structural	
Assistant Engineer	
Grant Writer	
Draftsperson	
Clerical	
Technician	

CONSTRUCTION SERVICES	
Positions	Hourly Rates
Construction Manager	
Chief Inspector	
Inspector	
Draftsperson	
Clerical	

SURVEY SERVICES	
Positions	Hourly Rates
Project Manager	
Licensed land Surveyor	
Two-man Survey Crew	
Three-man Survey Crew	

OTHER	
Item	Unit Cost
Travel	
Software	
Other Fees	

COUNTY OF ALBANY

COST PROPOSAL FORM PROPOSAL IDENTIFICATION:

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

RFP Number: 2025-009

COMPANY: Creighton Manning Engineering and Surveying, PLLC

ADDRESS: 2 Winners Circle

CITY, STATE, ZIP: Albany, NY 12205

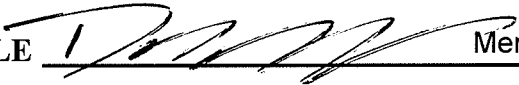
TEL. NO.: 518.689.1825

FAX NO.: 518.446.0397

FEDERAL TAX ID NO.: 14-1779483

REPRESENTATIVE: Donald Sovey, PLS

E-MAIL: dsovey@cmellp.com

SIGNATURE AND TITLE  Member

DATE February 7, 2025

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. 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 organizations, under penalty of perjury, that to the best of 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation


 Signature

Donald Sovey, PLS, Member
 Title

February 7, 2025
 Date

Creighton Manning Engineering and Surveying, PLLC
 Company Name

ATTACHMENT "B" **ACKNOWLEDGMENT BY PROPOSER**

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF New York)
COUNTY OF Albany) SS.:

On this 5 day of February, 2025, before me personally appeared Donald Sovey to me known, who, being by me sworn, did say that he resides at (give address) 41 Zelenke Drive, Wynantskill, NY 12198; that he is the (give title) Member of the (name of corporation) Creighton Manning Engineering and Surveying, PLLC, 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.

AMANDA E. FRIPP
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01FR6247865
Qualified in Schenectady County
Commission Expires September 23, 2027

A. E. Fripp
Notary Public, State of New York

Qualified in Schenectady County

Commission Expires 9-23-27

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME Creighton Manning Engineering and Surveying, PLLC		3. IDENTIFICATION NUMBERS a) FEIN # 14-1779483 b) DUNS # 044512494	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) www.cmellp.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 2 Winners Circle, Albany, NY 12205		7. TELEPHONE NUMBER 518.446.0396	8. FAX NUMBER 518.446.0397
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Donald Sovey, PLS Title Member Telephone Number 518.689.1825 Fax Number 518.446.0397 e-mail dsovey@cmellp.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME Donald Sovey	TITLE Member	b) NAME Benjamin Allis	TITLE Member
c) NAME Martin Kuzmowski	TITLE Member	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. ☐ Yes ☒ No			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS: ☐ Yes ☒ No ☐ Yes ☒ No a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i> b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i>			

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:	
a)	1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.	☐ Yes ☒ No
b)	been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?	☐ Yes ☒ No
c)	been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: 1. federal, state or local health laws, rules or regulations.	☐ Yes ☒ No
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES ¹ HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."	☐ Yes ☒ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☒ No ☐ Yes ☒ No ☐ Yes ☒ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES ¹ WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☒ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.	☐ Yes ☒ No

21.	IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES ¹ :	☐ Yes	☒ No
	a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;		
Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.			

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

ALBANY COUNTY VENDOR RESPONSIBILITY QUESTIONNAIRE

FEIN # 14-1779483

State of: New York)
) ss:
County of: Albany)

CERTIFICATION:

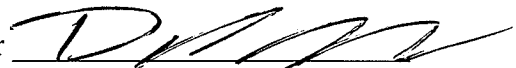
The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business Creighton Manning Engineering
 and Surveying, PLLC

Signature of Owner



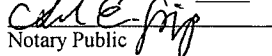
Address 2 Winners Circle

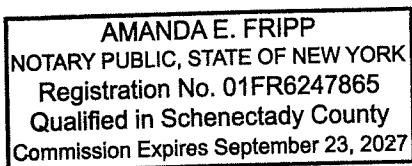
Printed Name of Signatory Donald Sovey, PLS

City, State, Zip Albany, NY 12205

Title Member

Sworn before me this 5 day of February, 2025;

Notary Public 



Donald Sovey, PLS

Printed Name



Signature

2/5/25
Date

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.



Signature

Donald Sovey, PLS, Member

Title

February 7, 2025

Date

Creighton Manning Engineering and Surveying, PLLC

Company Name

**Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A –
General Contracts)**

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

Name of Third Party Entity: Creighton Manning Engineering and Surveying, PLLC

Address: 2 Winners Circle

Albany, NY 12205

Phone Number(s): 518.689.1825

Description of activities to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

Stormwater pollution prevention plans developed as part of this on-call agreement will prevent
pollution to water bodies and wetlands.

Description of where the work is to be performed within Albany County facilities:

Various Albany County bridges, culverts, and roadways.



Signature

Donald Sovey, PLS

Printed Name

Member

Title

February 7, 2025

Date



2 Winners Circle | Albany | New York | 12205
www.cmellp.com | 518.446.0396

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT OF PUBLIC WORKS



INSERT RFP# 2025-009

ON-CALL ENGINEER CONSULTING SERVICES FOR VARIOUS BRIDGE, CULVERT AND ROADWAY PROJECTS IN ALBANY COUNTY

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588
Pamela.oneill@albanycountyny.gov

TITLE: On-Call Engineer Consulting Services for Various Bridge, Culvert, and Roadway Projects in Albany County
RFP NUMBER: 2025-009

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

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

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

☐ **Yes** / ☐ **No**

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail: _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP #2025-009

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- ☐ Could not meet Scope of Services.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- ☐ Project not suited to firm.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other reasons; please state and define: _____

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2025-009

Sealed Proposals for **On-Call Engineer Consulting Services for Various Bridge, Culvert, and Roadway 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 January 31, 2025 and or electronic submission Bid Net, Empire State Purchasing Group.

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, **starting** by close of business (4:30 p.m.) on Thursday, January 16, 2025.

Pamela O Neill
Purchasing Agent

Dated: **January 10, 2025**
Albany, New York

PUBLISH ONE DAY – Thursday, January 16, 2025-- THE EVANGELIST
PUBLISH ONE DAY – Thursday, January 16, 2025-- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
ON-CALL ENGINEER CONSULTING SERVICES FOR VARIOUS BRIDGE, CULVERT
AND ROADWAY PROJECTS IN ALBANY COUNTY
ALBANY COUNTY DEPARTMENT PUBLIC WORKS
RFP #2025-009

RFP DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

- 1.1 The County of Albany is seeking proposals for **On-Call Engineer Consulting Services for Various Bridge, Culvert, and Roadway Projects in Albany County** as requested by **Albany County Department of Public Works**.

SECTION 2: RECEIPT OF PROPOSALS

- 2.1 Three (3) copies, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. Proposals must be received no later than **4:30 P.M. on Friday January 31, 2025**, at the following address:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, New York 12207

Or electronic submission on BidNet Empire State Purchasing Group
<http://www.empirestatebidsystem.com>

- 2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.
- 2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in

preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.

- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.
- 2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.
- 2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.
- 2.8 Proposals will be examined and evaluated by **the Albany County Department of Public Works**.
- 2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

- 3.1 Provide the name, a brief history and description of your firm.
- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work. Engineers assigned to projects must have at least 5 years experience as a NYS licensed professional engineer.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with projects of similar nature requested as part of this RFP.
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.
- 3.7 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.
- 3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. 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. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

3.9 Proposers shall provide information/examples detailing ability to respond to on-call services in a timely fashion.

SECTION 4: SCOPE OF SERVICES

4.1 On-Call Engineering Services General Scope of Work

4.1.1 The selected Proposer shall provide on-call professional engineering services for a variety of Albany County bridge, culvert and roadway projects. The projects may be both small and large in scale, will require varying levels of involvement on behalf of the selected Respondent, and will often require a prompt turn-around of services.

4.1.2 Project assignments under this term contract will vary, and may include project management, planning, design and/or construction phase services for various bridge, culvert and roadway projects. Project examples/tasks include but are not limited to:

- a) bridge, culvert and retaining wall structural analysis and design
- b) pavement and drainage evaluation and design
- c) parking evaluation and design
- d) traffic studies
- e) intersection improvement studies and design
- f) traffic signal studies and design
- g) stormwater studies, reviews and inspections
- h) wetland mapping
- i) SWIPP inspections
- j) geotechnical studies/design
- k) preparation of complete construction drawings, specifications and estimates
- l) contract administration
- m) construction inspection
- n) cost estimating for both new construction and/or rehabilitation projects.
- o) grant writing and administration
- p) ROW incidentals/acquisition
- q) bridge and culvert inspections
- r) environmental reviews
- s) land use and zoning reviews
- t) permitting
- u) utility coordination

- v) coordination with SHPO, DEC and Army Corp of Engineers
- w) preparation of NEPA and SEQRA determination documents
- x) shop drawing review
- y) attendance and administration of project kickoff and preconstruction meetings
- z) project administration support

4.1.3 The items listed above are not necessarily a guarantee of future assignments that will be made under the resulting contract.

4.2 Consultant Services

4.2.1 Respondents' proposals must demonstrate their qualifications for the above mentioned Engineering Services. The selected Respondent may be required to perform services during the planning, design and/or construction phases.

4.2.2 Deliverables may include, but may not be limited to, evaluations, reports, permits, schedules, grant applications, PE stamped drawings/details, specifications, contract documents, addenda, bid tabulations, cost estimates/worksheets, and recommendations.

4.2.3 The selected Proposer may be required to attend public information and/or legislative committee meetings.

4.2.4 The selected Proposer may be required to assist in the bidding of projects designed pursuant to the "on-call" services contract. All such bidding shall be in accordance with state and local requirements. The selected consultant shall attend mandatory site visits, prepare addendums in response to requests for information, review all RFQ/RFB's and recommend selection to the County.

4.2.5 The selected Proposer may be required to provide monthly Status Reports to the County. Said Status Reports will outline the activities completed and variance(s) from planned activities for the previous month and planned activities for the upcoming month.

4.2.6 For projects designed pursuant to the "on-call" services contract, the selected Proposer may be required to hold pre-construction meetings.

4.2.7 During construction, the selected Proposer may be required to monitor and track financial activities, review applications for payments received from the general contractor and certify amounts for payment accurately reflect the amounts due and sufficiently protects the County's interests.

4.2.8 The selected Proposer shall keep proper records of all projects designed pursuant to this "on-call" services contract, including, but not limited to, copies of all project correspondence, design calculations, submittals, shop drawings, maps, schedules, plans, specifications, addenda, change orders, construction change directives,

contracts, as-builts and/or record drawings, and any pertinent data regarding the contract. All such project records (hard copy and electronic format) shall be submitted to the County after the completion of the project and shall become property of the County.

4.2.9 The selected Proposer must have sufficient staff to handle several projects simultaneously and promptly complete assigned tasks. Work must begin on assigned tasks within five (5) days of notification from the County or sooner if project requires immediate attention.

4.2.10 The County will have the sole discretion as to which projects, if any, will be assigned to the selected consultant or which projects the County decides to advertise via competitive request for qualifications or proposals. The selected consultant will be afforded the opportunity to submit proposals on any advertised request for qualifications or proposals.

4.2.11 Prior to the beginning of work on any project under this agreement, a written proposal for a not to exceed cost for each project will be required to be submitted to the County. The not to exceed cost shall include all reimbursables. No work shall commence until written approval has been given by the County.

4.2.12 The selected Proposer must have a thorough knowledge of project administration of State and Federal Aid projects. Proposer may be required to perform tasks and actions on behalf of the county throughout the funding request process, preliminary design, final design and construction phases with the intent to help secure funding and ensure that projects remain within the programmed cost, scope and schedule.

SECTION 5: TERM OF CONTRACT:

5.1 The contract period shall be for a period of two (2) years, fees shall remain the same over the two-year period. Contract shall commence on the date of the fully executed contract.

5.2 At the end of the initial two year contract term, upon mutual agreement between the County and the successful Proposer, the agreement may be renewed for one additional year, at the same rates agreed to in the original contract. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County.

5.3 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

- 6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services, and on the Cost Proposal Form included herein.
- 6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.
- 6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

SECTION 7: PROPOSAL SUBMISSIONS

- 7.1 In order for the County to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the County's evaluation process:

SECTION I:

Title Page - The title page should reflect the Request for Proposal subject, name of the proposer, address, telephone number and contact person.

Table of Contents - The Table of Contents must indicate the material included in the proposal by section and page number.

SECTION II:

Qualification / Experience - The Qualification / Experience section must address proposer's qualifications and experience to carry out the requested service, inclusive of, but not limited to: qualification to do business in NYS, number of years in business and length of experience.

Resumes - Resumes of professional staff members who will be involved in the County engagement must be included in this section.

SECTION III:

References - The References section must include references from similar type projects.

SECTION IV:

Plan Implementation - The Plan Implementation Section must address the Scope of Services in terms of the proposer's plan to carry out the requested service.

SECTION V:

Cost Proposal Section - The Cost Proposal Section must include all costs associated with the proposer's plan to carry out the requested service. Any cost proposal forms furnished by the County must be included in this section.

SECTION VI:

Mandatory Documentation - The Mandatory Documentation Section must include: The Non-Collusive Bidding Certificate (Attachment "A"), Acknowledgment by Proposer (Attachment "B"), and Vendor Responsibility Questionnaire (Attachment "C"); Iranian Energy Divestment Certification (Attachment "D").

SECTION 8: PROPOSAL EVALUATION

8.1 Proposals will remain valid until the execution of a contract by Albany County, unless otherwise rejected consistent with this RFP.

8.2 Proposals received will be evaluated by a committee with representation from the Albany County **DEPARTMENT OF PUBLIC WORKS**. Proposals shall be evaluated based upon the following:

CRITERIA	WEIGHT
Proposers comprehension of the required (work) Scope of Services	25%
Prior experience in similar on-call engineering services projects	15%
Professional Qualifications	10%
Proposed per diem hourly rate	40%
Client references	10%

8.3 Proposals will be examined and evaluated by the **Albany County Department of Public Works** with the advice of the Albany County Purchasing Agent to determine whether the requirements of this RFP are met and to make a recommendation to the Albany County Executive, the Albany County Contracts Administration Board or the County Legislature for a contract award.

8.4 A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties

SECTION 9: NOT IN USE

SECTION 10: ALTERNATIVES

- 10.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized.

SECTION 11: INDEMNIFICATION

- 11.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 12: SPECIFICATION CLARIFICATION

- 12.1 All inquiries with respect to this Request for Proposals must be directed to the Albany County Purchasing Agent as follows:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, NY 12207
Telephone: (518) 447-7140
Facsimile: (518) 447-5588
Email: pamela.oneill@albanycountyny.gov

- 12.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of Proposals will not be answered. The County will be bound only by responses given by formal written Addenda.
- 12.3 Other than the contact person identified in the Proposal, or their designee, prospective Proposers shall not approach County employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

SECTION 13: MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 13.1 Proposals may be modified or withdrawn at any time prior to the opening of Proposals 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.
- 13.2 If within twenty-four (24) hours after the Proposals are opened, any Proposer files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable

satisfaction of the County that there was a material and substantial mistake in the preparation of its Proposal, that Proposer may withdraw its Proposal and the Proposal Security will be returned. Thereafter, that Proposer will be disqualified from making a further or additional proposal on the work contemplated by this RFP.

- 13.3 Each proposal shall state that it is an irrevocable offer for a period of ninety (90) days from the Proposal opening date. After expiration of the irrevocable offer period, if no contract award has been made, a Proposal may be withdrawn if the Proposer does so in writing directed to the County Purchasing Agent; otherwise, Proposals remain in effect consistent with the terms of this RFP.

SECTION 14: PROPOSAL SECURITY

- 14.1 No proposal security is requested for this Proposal.

SECTION 15: INSURANCE AND SECURITY REQUIREMENTS

- 15.1 The successful Proposer will be required to procure and maintain at its own expense, the following insurance coverage:

- (a) **Worker's Compensation and Employer's Liability Insurance:** A policy or policies providing protection for Employees in the event of job related injuries.
- (b) **Automobile Liability Insurance:** A policy or policies of insurance with the limits of not less than \$500,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile 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 automobile.
- (c) **General Liability Insurance:** A policy or policies or comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000

- (d) **Errors and Omissions Insurance:** A policy or policies with limits not less than \$1,000,000.

- 15.2 Each policy of insurance required shall be of form and content satisfactory to the Albany County Attorney:

- (a) The insurance policies shall name the County of Albany as certificate holder and primary/non-contributory additional insured on all liability policies. **Proposal number must appear on insurance certificate.**
- (b) The policy shall not be changed or canceled until the expiration of thirty (30) days after written notice to Albany County. It shall be automatically renewed upon expiration and continued in force unless Albany County is given at least thirty (30) days written notice to the contrary.

15.3 No work shall be commenced under the contract until the successful Proposer has delivered to the County Purchasing Agent or his designee proof of issuance of all policies of insurance required by the Contract to be procured by the successful Proposer. If at any time, any of said policies shall expire or become unsatisfactory to the County, the successful Proposer shall promptly obtain a new policy and submit proof of insurance of the same to the County for approval. Upon failure of the successful Proposer to furnish, deliver and maintain such insurance as above provided, the contract may, at the election of the County, be forthwith declared suspended, discontinued or terminated. Failure of the successful Proposer to procure and maintain any required insurance, shall not relieve the successful Proposer from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the successful Proposer concerning indemnification.

SECTION 16: REMEDY FOR BREACH

16.1 In the event of a breach by CONTRACTOR, CONTRACTOR shall pay to the COUNTY all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the COUNTY to procure a substitute contractor to satisfactorily complete the contract work, together with the COUNTY'S own costs incurred in procuring a substitute contractor.

SECTION 17: CASH DISCOUNT

17.1 Cash discounts may be offered by a Proposer for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low Proposer.

17.2 For purposes of any applicable cash discount, the payment date shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

SECTION 18: FREEDOM OF INFORMATION LAW

18.1 Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. Proposers intending to seek an exemption from disclosure of these materials under the Freedom of Information Law (New York State Public Officers Law, Sections 84-90) must request the exemption in writing, at the time of the submission of the materials, setting forth the reason for the claimed exemption. In addition, the proposer must mark each page of its submission on which there appears any material claimed to be protected as confidential or proprietary with the following

legend, in bold face, capital letters at the top of each page: “THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW”. Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures.

SECTION 19: MACBRIDE PRINCIPLES

- 19.1 Contractor/Proposer hereby represents that said contractor/proposer is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. [3] for 1993, in that said contractor/proposer either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of their compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. [3] in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the contract/proposer in default and/or seeking debarment or suspension of the contractor/proposer.
- 19.2 In the case of a contract which must be let by competitive sealed bidding, whenever the lowest bidder has not agreed to stipulate to the conditions set forth in this section, and another bidder who has agreed to stipulate to such conditions has submitted a bid within five percent of the lowest bid for a contract to supply goods, services or construction of comparable quality, the contracting entity shall refer the contract to the County Legislature, which shall determine whether the lowest bidder is responsible. In making such determination, the County Legislature may consider, as a factor bearing on responsibility, whether the lowest bidder discriminates in employment in Northern Ireland.
- 19.3 As used in this section, the term “contract” shall not include contracts with government and non-profit organizations, contracts awarded pursuant to an emergency procurement procedure or contracts, resolutions, indentures, declarations of trust or other instruments of authorizing or relating to the authorization, issuance, award, sale or purchase or bonds, certificates of indebtedness, notes or other fiscal obligations of the County, provided that the policies of this section shall be considered when selecting managing underwriters in connection with such activities.
- 19.4 The provisions of this section shall not apply to contracts for which the County receive funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles, or to the extent that such funds are not otherwise withheld by the Department of Transportation.

SECTION 20: NOT IN USE

SECTION 21: AFFIRMATIVE ACTION REQUIREMENTS

- 21.1 It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors/proposers and subcontractors utilize minority and women labor to the greatest extent feasible.
- 21.2 In proposing on this contract, the Proposer acknowledges an understanding of this policy. The contractor/proposer shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.
- 21.3 In an effort to assist Proposers with compliance attached you will find the following:
Article SC19-Affirmative Action Plan and Department of Affirmative Action Compliance Forms.

SECTION 22: EXTENSION OF CONTRACTS TO ALL POLITICAL SUBDIVISIONS AND AUTHORIZED DISTRICTS LOCATED IN THE STATE OF NEW YORK

- 22.1 It is the intent of this Request For Proposals that all political subdivisions, and districts located in the State of New York, be entitled to make purchases of services from the resulting contract award.
- 22.2 No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
- 22.3 All purchases shall be subject to audit by the other political subdivisions for which the purchase was made.
- 22.4 All orders will be placed by the participating entities. Each participating entity shall be billed by and make payment directly to the successful Bidder.
- 22.5 Upon request, participating entities must furnish the Contractor with the proper tax exemption certificates or documentation of tax exempt status.
- 22.6 The sole responsibility in regard to performance of the contract, or any obligation, covenant, condition or term thereunder by the successful Proposer and the participating entities will be borne and is expressly assumed by the successful Proposer and the participating entities and not by Albany County. In the event of a failure or breach in performance of any such contract by a participating entity or the successful Proposer, Albany County, specifically and expressly disclaims any and all liability for such defective performance or breach, or failure of either

party to perform in accordance with its obligations, covenants and the terms and conditions of this Albany County centralized contract.

SECTION 23: INTERPRETATION

- 23.1 In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFP, and/or, the Agreement (between the County and the successful Proposer) and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) the Agreement; 2) the RFP; 3) the Contractor's proposal.

SECTION 24: NON APPROPRIATIONS CLAUSE

- 24.1 Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

SECTION 25: IRANIAN ENERGY SECTOR DIVESTMENT

- 25.1 Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:
- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
 - (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.
- 25.2 Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.
- 25.3 Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- (a) “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 its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).

Albany County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

25.4 Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefor. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The County of Albany has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Albany would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

SECTION 26: NOT IN USE

SECTION 27: STORMWATER MANAGEMENT PROGRAM

27.1 Bidder understands that Albany County is a regulated entity subject to the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-15-003), and must comply with the terms and conditions of the aforementioned Permit. Bidder further understands that under the New York State Environmental Conservation Law, it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards, and that Albany County adopted Local Law 7 of 2007 enabling the County to take action against any discharges that cause or contribute to a violation of water quality standards. Bidder agrees to comply with the terms and conditions of the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-15-003) as well as Albany County Local Law No. 7 for 2007 and any Best Management Practices developed pursuant to the foregoing, as established in Albany County’s Stormwater Management Program Plan. Bidder also agrees to implement any corrective actions identified by Albany County or a representative pursuant to the above regulations, and further

understands that any non-compliance by the County will not diminish, eliminate, or lessen Bidder's own liability. **Awarded bidder shall execute and deliver to the County a certification statement acknowledging the above provisions prior to commencing any work (see Sheet MS4-1/Attachment "E").**

SECTION 28: NOT IN USE

COUNTY OF ALBANY

PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: On-Call Engineer Consulting Services for Various Bridge, Culvert and Roadway
Projects in Albany County
RFP Number: 2025-009

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: Architect/Engineer Consulting Services for Various Bridge, Culvert and Roadway
Projects in Albany County
RFP Number: 2025-009

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

DESIGN SERVICES	
Positions	Hourly Rates
Principal/Director Engineer	
Project Manager	
Project Engineer	
Landscape Architect	
Civil	
Transportation	
Geotechnical	
Environmental	
Structural	
Assistant Engineer	
Grant Writer	
Draftsperson	
Clerical	
Technician	

CONSTRUCTION SERVICES	
Positions	Hourly Rates
Construction Manager	
Chief Inspector	
Inspector	
Draftsperson	
Clerical	

OTHER	
Item	Unit Cost
Travel	
Software	
Other Fees	

COUNTY OF ALBANY

COST PROPOSAL FORM PROPOSAL IDENTIFICATION:

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

RFP Number: 2025-009

COMPANY:

ADDRESS:

CITY, STATE, ZIP:

TEL. NO.:

FAX NO.:

FEDERAL TAX ID NO.:

REPRESENTATIVE:

E-MAIL:

SIGNATURE AND TITLE

DATE

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. 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 organizations, under penalty of perjury, that to the best of 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation

Signature

Title

Date

Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

**ATTACHMENT “C”
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

1. VENDOR IS: ☐ PRIME CONTRACTOR			
2. VENDOR’S LEGAL BUSINESS NAME		3. IDENTIFICATION NUMBERS a) FEIN # b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE		7. TELEPHONE NUMBER	8. FAX NUMBER
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THE QUESTIONNAIRE Name Title Telephone Number Fax Number e-mail			
13. LIST ALL OF THE VENDOR’S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A “YES,” AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. ☐ Yes ☐ No 			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS: a) An elected or appointed public official or officer? <i>List each individual’s name, business title, the name of the organization and position elected or appointed to, and dates of service</i> ☐ Yes ☐ No b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i> ☐ Yes ☐ No			

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:	
a)	1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.	☐ Yes ☐ No
b)	been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?	☐ Yes ☐ No
c)	been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: 1. federal, state or local health laws, rules or regulations.	☐ Yes ☐ No
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."	☐ Yes ☐ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability. b) file returns or pay New York State unemployment insurance? Indicate the years the vendor failed to file/pay the insurance and the current status of the liability. c) Property Tax Indicate the years the vendor failed to file.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES I WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☐ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.	☐ Yes ☐ No

21.	IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES ¹ :	☐ Yes	☐ No
	a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;		
Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.			

1 “Affiliate” meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity’s daily operations, that entity will be an “affiliate” for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of:)
) ss:
County of:)

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business

Signature of Owner _____

Address

Printed Name of Signatory _____

City, State, Zip

Title

Sworn before me this ____ day of _____, 20__;

Notary Public

Printed Name

Signature

Date

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name

Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A – General Contracts)

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

Name of Third Party Entity: _____

Address: _____

Phone Number(s): _____

Description of activities to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

Description of where the work is to be performed within Albany County facilities:

Signature

Printed Name

Title

Date

County of Albany
Article SC19- Affirmative Action Plan

STATEMENT OF POLICY

The following is taken from Resolution No. 495 adopted by the Albany County Legislature on October 9, 2018.

Resolved, That the Albany County Legislature hereby approves and adopts the updates to the Affirmative Action Policy as reflected in the document annexed hereto, and be it further that the updated Affirmative Action Plan shall take effect immediately, and that the Commissioner of Human Resources and Director of the Division of Affirmative Action are directed to implement the policies reflected in the updated language of the Affirmative Action policy immediately and on a County-wide basis.

The following is taken from Resolution No. 26 adopted by the Albany County Legislature on June 10, 1996.

Resolved, By the Albany County Legislature that the Affirmative Action Plan so endorsed by the Albany County Executive and which is currently on file with the Clerk of the County Legislature, shall be the official plan of the County of Albany including the objectives, procedures and goals so stipulated.

It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors and subcontractors utilize minority and women labor to the greatest extent feasible.

In bidding on this contract, the contractor acknowledges an understanding of this policy. The contractor shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.

ANTI-DISCRIMINATION CLAUSE 220-E - NYS Labor Law. Provisions in contracts prohibiting discrimination on account of race, creed, color or national origin in employment of citizens upon public works. Every contract for or on behalf of the state or a municipality for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies shall contain provisions by which the contractor with the state or municipality agrees: (a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the state of New York who is qualified and available to perform the work to which the employment relates; (b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, sex or national origin; (c) That there may be deducted from the amount payable to the contractor by the state or municipality under this contract a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract; (d) That this contract may be cancelled or terminated by the state or municipality, and all moneys due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract; and (e) The aforesaid provisions of this section covering every contract for or on behalf of the state or a municipality for the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the state of New York.

ADMINISTRATION

The County's Division of Affirmative Action is charged with the responsibility of monitoring Affirmative Action in all contracts. All County procurements will be made with an understanding that the complete participation of bona fide MBE and WBE shall be assured by balanced and equitable contract involvement.

The **subcontracting participation goals** for County public procurements are:

- to award 7% of the total dollar value of the contract to a certified MBE.
- to award 5% of the total dollar value of the contract to a certified WBE.

The **workforce goals** for County public procurements are as follows:

- 7% of the total workforce should be minorities.
- 5% of the total workforce should be women.

• CONTRACTOR'S RESPONSIBILITIES

The Contractor's responsibilities include, but are not limited to, the following. The Contractor **must**:

- 1) Submit to the Division of Affirmative Action a completed Schedule of MBE/WBE and Labor Performance or Request for Waiver within **fifteen (15) days** of receiving the Notice of Award.
- 2) Prior to being issued a Notice to Proceed, submit evidence of MBE/WBE contracts proposed to the Division of Affirmative Action.
- 3) Submit monthly utilization reports to the Division of Affirmative Action for review.
- 4) Immediately notify the Division of Affirmative Action of any changes during the project, especially if the change affects the Schedule of MBE/WBE and Labor Performance submitted for the project.
- 5) Make good faith efforts to replace an MBE/WBE subcontractor that is unable to perform successfully with another MBE/WBE.
- 6) Notify the Division of Affirmative Action of any suspected instances of companies fraudulently claiming MBE/WBE status.
- 7) If possible, provide any needed technical assistance to MBE/WBE firms under subcontract.
- 8) If possible, design payment schedules to minimize cash flow problems faced by MBEs/WBEs.
- 9) Maintain for three years such records as are necessary to determine compliance with MBE/WBE obligations and to submit regular reports to enable the Albany County MBE Officer to monitor this compliance.

• DEVELOPING A SCHEDULE OF MBE/WBE AND LABOR PERFORMANCE

The Schedule of MBE/WBE and Labor Performance must detail:

1. The contractor's name, address, phone number, federal identification number and the total dollar value of the contract.
2. Whether the contract is a joint venture.
3. The MBE and WBE goal for the contract.
4. A brief description of each proposed subcontractor, including the name, address, phone number, federal identification number and the total dollar amount of each subcontractor.
5. An estimate of the total number of hours to be worked on the project.

• COMPLIANCE

Each contractor must furnish monthly utilization reports while working on the project. The reports must detail the total number of hours worked, total minority /female labor hours and payments made to MBE and WBE firms.

- **WAIVER REQUEST FOR SUBCONTRACTING AND/OR LABOR PERFORMANCE**

Contractors which determine that the subcontracting and/or labor participation goals must cannot be achieved **must** request a waiver within **fifteen (15) days** of receiving the Notice of Award. The request must justify why the firm cannot accomplish the subcontracting and/or labor participation goals established for the project. The justification must detail actions taken to solicit MBE/WBE subcontractors, minority or female labor participation and the impediments encountered. Each waiver request will be evaluated individually. Submission of the request for waiver does **not** guarantee the requirements will be waived. Additional information or supporting documentation may be required to determine a contractor's good faith effort.

- **MBE/WBE RESPONSIBILITIES**

Each Minority Business Enterprise/Woman Business Enterprise shall:

1. Establish through certification that the company is a bona fide MBE/WBE. The Division of Affirmative Action reviews MBE/WBE eligibility status for contractors and subcontractors.
2. Exhibit an interest in bidding a particular project by attending pre-bid conferences and/or by responding timely to contract solicitations for bid quotations prior to bid date.
3. Be responsible for entering into all necessary contractual agreements.
4. Arrange for and supervise contract performance.
5. Secure equipment, materials and crew sufficient to complete their contract or subcontract.
6. Provide bonding, insurance and collateral as required for surety in contract performance.
7. Authorize payrolls, payments and reports as required for routine compliance.

The County will accept MBE/WBE Certifications made by other governmental agencies which are in compliance with our DBE policy.

SANCTIONS

SC-19.5.1

If **CONTRACTOR** cannot meet the WBE/MBE participation goals, he must document to the Albany County MBE Officer, that he has made all positive efforts to achieve it. Failure to meet the goals or to document that all positive efforts have been made to achieve it may result in the County invoking any legal or equitable remedy available to the County for breach of contract including withholding future payments under the **CONTRACT** involved; disqualification of the **CONTRACTOR** from future contracting opportunities for a period not to exceed two years; and cancellation of the contract and declaration of forfeiture of the **PERFORMANCE BOND**.

A decision by the Albany County MBE Officer to invoke the above sanctions shall be issued in writing by registered mail. The **CONTRACTOR** shall have ten (10) days from receipt of the decision to appeal the MBE Officer's decision to the Grievance committee of the Albany County Legislature. Both sides of the dispute shall have the opportunity to be heard at a meeting of the Grievance Committee to be held within ten (10) days of the receipt of an appeal, and the Committee shall send a final decision to both sides within ten (10) days by registered mail (or hand delivery in the case of the MBE Officer's copy).

STANDARDS

A **Minority Business Enterprise (MBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in that case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a minority person(s), and such ownership interest is real, substantial and continuing. The minority ownership must have and exercise the authority to independently control the business decisions of the entity.

A **Woman Business Enterprise (WBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in the case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a woman (women), and such ownership interest is real, substantial and continuing. The woman ownership must have and exercise the authority to independently control the business decisions of the entity. WBEs shall not be considered as MBEs unless 51% of the assets of the company is held by a minority person(s).

A **Disadvantaged Business Enterprise (DBE)** mean a business enterprise controlled by one or more socially or economically disadvantaged individuals and whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals who own it. Such disadvantaged may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to citizens of the United States (or lawfully admitted permanent residents) and who are African Americans, Puerto Ricans, Hispanic Americans, Asian-Pacific Americans, American Indians, Eskimos, Aleuts, Asian Indians and Women.

Minority: A person who is a member of one or more of the following groups:

- A) Black (not of Hispanic origin) – a person having origins in any of the Black racial group of Africa.
- B) Hispanic -- a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- C) Asian or Pacific Islander – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- D) Native American or Alaskan Natives – a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Woman: A person who is of the feminine gender who are not otherwise classified as a minority. For

assistance or additional information, contact

County of Albany

Division of Affirmative Action

112 State Street, Room 900, Albany, NY 12207

Phone: (518) 447-7010

Fax: (518) 447-5586

County of Albany
Division of Affirmative Action
MBE/WBE Compliance Forms



Daniel P. McCoy
Albany County Executive

County of Albany
Schedule of MBE/WBE and Labor Performance

The Division of Affirmative Action monitors subcontracting and labor participation for contracts let by agencies and authorities of Albany County. The Schedule of MBE/WBE and Labor Performance must be completed and submitted within 15 days of receiving the Notice of Award. The figures represent the contractor's best estimate of workforce needs and minority/female representation of that workforce.

Questions regarding completion of this form can be directed to the County of Albany, Division of Affirmative Action at (518) 447-7010.

Contractor: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Project Name: _____ Project Cost: _____ Completion Date: _____

Contract Description: _____

Bidder is an approved ☐ MBE ☐ WBE

If yes, specify agency: _____

Joint Venture

MBE/WBE participation is broken down into Joint Ventures with Bidder, Subcontracting Construction, Trucking or Services, and Materials or Supplies. Joint ventures between the Prime Bidder and MBE/WBE firms are shown below. Joint Ventures with Bidder (check one):

No MBE/WBE joint ventures
with Bidder on this Contract.

Bidder is joint venturing with the following firm(s)
(Attach a copy of joint venture agreements to this form)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Federal ID No.: _____

MBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

WBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

Sub-contractor Performance

MBE Goal: 7% x Total Bid Amount = \$ _____

WBE Goal: 5% x Total Bid Amount = \$ _____

Please provide the information requested for **all** subcontractors participating on this project (include MBE/WBE firms).

Sub-contractor Name, Address, Phone	MBE, WBE or N/A	Amount of Sub- contract & Award Date	Description of Work (Trade)	Start Date Completion Date	Contracted Payment Schedule
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				

I, _____, representative of _____
declare that the information provided is true and represents accurately my firm’s efforts to comply with the Affirmative Action Policy. We shall continue to make every effort to ensure that MBE/WBE firms have the maximum opportunity to compete for, and perform contracts let by the County of Albany.

SUBMIT MONTHLY**County of Albany MBE/WBE and
Labor Performance
Monthly Utilization Report**

This report must be completed by each firm working on the site and submitted to the General Contractor on a monthly basis. The General Contractor forwards the reports to the County of Albany, Division of Affirmative Action, 112 State Street, Room 900, Albany, NY 12207. Fax (518) 447-5560. For assistance, call (518) 447-7010.

Contractor:_____ Address:_____

City:_____ State:_____ Zip:_____

Telephone:_____ Fax Number:_____ Federal ID No.:_____

Project Name:_____ Project Cost:_____ Completion Date:_____

Reporting Period: _____ **Month** _____ **Year** _____

Trade	Number of Hours Worked by Minorities	Number of Hours Worked by Women	Number of Hours Worked by Non-Minorities	Total Hours Worked
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total(s):	0.00	0.00	0.00	0.00

Information Provided By _____

Date _____

MBE/WBE Payments

MBE/WBE Firm(s) Participating on the Project	Payments Made this Month	Payments Made to Date

INSTRUCTIONS

This form must be completed and submitted by the Contractor/Vendor by the **10th** of each month for the duration of the contract. The form must be accompanied by copies of checks (front and back) made payable to MBE/WBE subcontractor and suppliers.

This form is required pursuant to the contract specifications. Failure to submit will result in non-compliance.

County of Albany
Department of Human Resources Division of
Affirmative Action
112 State Street, Room 900, Albany, NY 12207
Phone:(518) 447-7010

NOTE: IF THERE IS NO ACTIVITY FOR THE REPORTING PERIOD, PLEASE NOTE ACCORDINGLY.

County of Albany
Waiver Request for MBE/WBE Subcontracting and/or Labor Performance

If your firm has determined that it is not feasible to meet the subcontracting and/or labor performance goals specified in the contract, complete and return this form within fifteen days of the Intent to Award. The request must identify reasons why the firm cannot reach the labor and subcontractor goals applicable. The Division of Affirmative Action will evaluate each waiver individually. Please be advised that sub- mission of this request does not guarantee waiver of the requirements. Attach additional sheets if necessary. Please refer to the County of Albany Criteria for Establishing Good Faith Effort.

Contractor: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Contract Type/Number: _____ Project Cost: _____

(☐) **Request Waiver of Minority/Women Labor Participation Goal. Please explain:**

Actions taken to include minority/women labor _____

(☐) **Request Waiver of Minority Subcontractor Participation Goal. Please explain:**

Actions taken to include MBE and/or WBE Subcontractor(s) _____

Signature

Name (Printed)

Title

County Of Albany
Criteria for Establishing Good Faith Effort

The following list of the good faith efforts criteria complies with NYS Executive Law, Article 15-A which should be considered for determining whether a contractor has documented good faith efforts:

1. Was a completed, acceptable utilization plan submitted in accordance with applicable requirements to meet goals for participation of certified minority and women-owned business enterprises established in the same contract?
2. Were advertisements placed in appropriate trade, general circulation and minority and women- oriented publications in a timely fashion?
3. Were written solicitations made in a timely fashion of certified minority and women-owned business enterprises listed in the directory of certified business?
4. Were timely responses to any such advertisements and solicitations provided by certified minority and women-owned business enterprises?
5. Did the contractor attend pre-bid, pre-award, or other meetings, if any, scheduled by the agency awarding the contract, with certified minority or women-owned business enterprises which the State or County agency determined were capable of performing the contract scope of work, for purposes of complying with goal requirements?
6. What efforts were undertaken by the contractor to reasonably structure the contract scope of work for purposes of subcontracting with certified minority and women-owned business enterprises?
7. How many minority and women-owned business enterprises in the directories of certified businesses could perform work required by the contract scope of work in your region?
8. What actions were taken to contact and assess the financial ability of certified minority and women- owned businesses enterprises to participation on the contract, and which enterprises are located out- side of the region in which the contract scope of work was or will be performed?
9. Were relevant plans, specification or terms and conditions of the contract, necessary to prepare an informed response to a contractor solicitation, provided in a timely fashion to certified minority or women-owned business enterprises?
10. What subcontract terms and conditions were offered to certified minority and women- owned business enterprises, and how do those subcontract terms and conditions compare to those offered in the ordinary course of the contractor's business and to other subcontractors of the contractor?
11. Has the contractor made payments for work performed by certified minority and women- owned business enterprises in a timely fashion so as to facilitate continued performance by certified minority or women-owned business enterprises?
12. Has the contractor offered to make up any inability to comply with the minority and women-owned business enterprise goals established in a contract, in other contracts being performed or to be awarded to the contractor?

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:

DESIGN SERVICES	
Positions	Hourly Rates
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	

DESIGN SERVICES	
Positions	Hourly Rates
Draftsperson	
Clerical	

CONSTRUCTION SERVICES	
Positions	Hourly Rates
Construction Manager	
Chief Inspector	
Inspector	
Draftsperson	
Clerical	

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

OTHER	
Item	Unit Cost
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

COUNTY OF ALBANY

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

RFP 2025-010

ADDENDUM # 2

January 30, 2025

The following Addendum No. 2 consisting of two (2) pages (including this cover page) is hereby issued on the 30 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 # 2

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

ITEM #1: The Cost Form provided includes a single line for hourly rates. As we employ multiple staff per design service with differing pay grades, can the hourly rate sheet be supplemented with a full rate sheet for the company? If not, can consultants submit a range of hourly rates?

ANSWER #1: The hourly rate sheet can be supplemented with a full rate sheet from the company.

End of Addendum # 2

COUNTY OF ALBANY

**ON-CALL ENGINEER CONSULTING SERVICES FOR
VARIOUS BRIDGE, CULVERT, AND ROADWAY PROJECTS IN
ALBANY COUNTY**

RFP 2025-009

ADDENDUM #3

February 5, 2025

The following Addendum No. 3 consisting of two (2) pages (including this cover page) is hereby issued on the 5 day of February 2025, in connection with the Request for Proposal 2025-009 as requested by Albany County Department of Public Works.

COUNTY OF ALBANY

**ON-CALL ENGINEER CONSULTING SERVICES FOR VARIOUS BRIDGE,
CULVERT, AND ROADWAY PROJECTS IN ALBANY COUNTY**

RFP 2025-009

ADDENDUM # 3

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

ITEM #1: In Section 27 Stormwater Management Program The incorrect Stormwater Permit number is listed. The correct Stormwater Permit number is GP-0-25-001.

End of Addendum #3

RESOLUTION NO. 105

AUTHORIZING AN AGREEMENT WITH CREIGHTON MANNING ENGINEERING & SURVEYING, PLLC REGARDING ON-CALL ENGINEERING CONSULTING SERVICES FOR VARIOUS BRIDGE, ROADWAY, AND CULVERT PROJECTS

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The Commissioner of the Department of Public Works has requested authorization to enter into an agreement with Creighton Manning Engineering & Surveying, PLLC regarding on-call engineering consulting services for various bridge, culvert, and roadway projects in an amount not to exceed \$300,000 for a term commencing June 1, 2025 and ending May 31, 2027, and

WHEREAS, The Department of Public Works, through the Purchasing Agent, received nine proposals and Creighton Manning Engineering and Surveying, PLLC was deemed the most qualified respondent, and

WHEREAS, The Commissioner has indicated that this agreement will help streamline work flow and provide efficiencies in operations, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Creighton Manning Engineering & Surveying, PLLC, Albany, NY 12205 regarding on-call engineering consulting services for various bridge, culvert, and roadway projects in an amount not to exceed \$300,000 for a term commencing June 1, 2025 and ending May 31, 2027, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL MCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
www.albanycountyny.gov

LISA M. RAMUNDO
COMMISSIONER

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

February 28, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham,

The Department of Public Works is requesting the Legislature's approval for a 2-year contract with Colliers Engineering & Design, for On-Call Engineer Consulting Services for Parks and Recreation Projects in Albany County not to exceed \$350,000.

The County Purchasing Agent received eight (8) proposals for this project (RFP#2025-010). Our engineering staff reviewed the proposals and based on our evaluation, we recommend awarding the contract to Colliers Engineering & Design due to their competitive unit pricing and demonstrated capacity to effectively deliver on-call services in a timely manner.

If there are any questions or further information is needed, please feel free to contact my office.

Sincerely,
Lisa M. Ramundo
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6410, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorizing an Agreement with Colliers Engineering & Design for On-Call Engineering Consulting Services for Parks and Recreation Projects in Albany County.

Date: 2/28/25
Department: Public Works
Attending Meeting: Lisa M. Ramundo, Commissioner
Submitted By: Rosa Maria Tirino
Title: Director of Operations
Phone: 518-655-7919

Purpose of Request: Contract Authorization 2 years

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Colliers Engineering & Design, 18 Corporate Woods Blvd. Suite 400, Albany , NY 12211

Term: (Start/end date or duration) 6/1/25-5/31/27
Amount/Raise Schedule/Fee: \$350,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: HHYA
Appropriation Amount: \$350,000

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☒

of Response(s): 8

of MWBE: 1

of Veteran Business: 0

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of Public Works is requesting the Legislature's approval for a 2-year contract with Colliers Engineering & Design for On-Call Engineer Consulting Services for Parks and Recreation Projects in Albany County not to exceed \$350,000. The County Purchasing Agent received eight (8) proposals for this project (RFP#2025-010). Our engineering staff reviewed the proposals and based on our evaluation, we recommend awarding the contract to Colliers Engineering & Design due to their competitive unit pricing and demonstrated capacity to effectively deliver on-call services in a timely manner.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Lisa Ramundo
Commissioner

FROM: Pamela O Neill *Pamela O Neill*
Purchasing Agent

DATE: February 25, 2025

RE: **RFP #2025-010 On-Call Engineering Consulting Services for Parks and Recreation Projects in Albany County**

I am in receipt of your recommendation to award the aforementioned to Colliers Engineering & Design in the amount not to exceed \$350,000.00.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposals submitted. I have no objection to the selection of Colliers Engineering & Design.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 765-7047
WWW.ALBANYCOUNTYNY.GOV

LISA M. RAMUNDO, P.E.
COMMISSIONER

RECOMMENDATION NOTICE

TO: Pamela O'Neill, Purchasing Agent

FROM: Lisa Ramundo, Commissioner

DATE: February 28, 2025

RE: RFP #2025-010 On-Call Engineering Consulting Services for Parks and Recreation Projects in Albany County

We have reviewed the bid results for RFP#2025-010, pertaining to On-Call Engineering Consulting Services for Parks and Recreation Projects in Albany County. Based on our evaluation, we recommend awarding the contract to Colliers Engineering & Design due to their competitive unit pricing and demonstrated capacity to effectively deliver on-call services in a timely manner. This will be a 2-year contract with an amount not to exceed \$350,000.

If you have any questions, please feel free to contact my office.

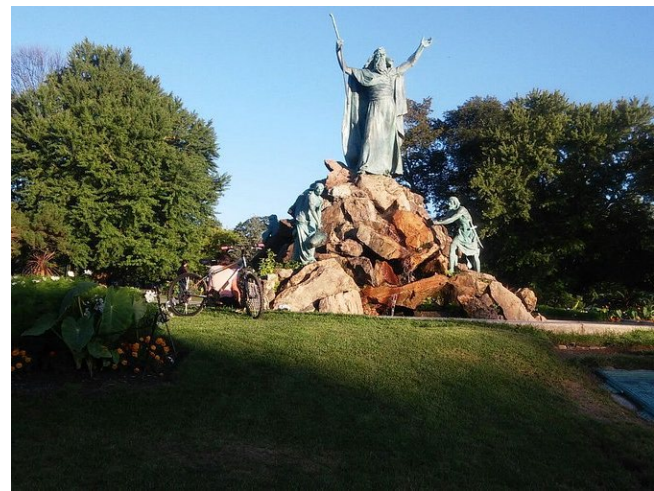
	AZAR	CHA	COLLIERS	FISHER	H2M	McLAREN	PASSERO
Nick	4.300	4.500	4.525	4	3.850	4.150	3.800
Tony	3.950	4.400	4.575	3.7	3.950	3.950	3.300
George	4.250	4.550	4.800	4.375	4.350	4.225	4.250
Totals	12.500	13.450	13.900	12.075	12.150	12.325	11.350
Average	4.167	4.483	4.633	4.025	4.050	4.108	3.783
Rank	3	2	1	7	6	5	8

WESTON SAMPSON
4.125
3.900
4.350

12.375

4.125

4



Prepared For
**Albany County Department of
Engineering & Design General Services**

RFP# 2025-010 On-Call Engineer Consulting Services for Various Parks and Recreation Projects in Albany County, NY

February 7, 2025
Proposal No. 25001879P
18 Corporate Woods Blvd., Suite 400
Albany, New York 12211

February 7, 2025

Pamela O'Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, New York 12207

RFP# 2025-010

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

Colliers Engineering & Design Project No. 25001879P

Dear Ms. O'Neill,

Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C. (CED) is very pleased to provide our qualifications to Albany County for above referenced opportunity.

We believe that CED has assembled a highly qualified team of professionals that will provide your agency with the right combination of experience, technical knowledge and familiarity state and local agencies, which will all contribute to the successful completion of this project. CED is a trusted provider of multi-disciplined engineering, design, and consulting services. Established in 1984 as Maser Consulting, we employ over 2,700 professionals nationwide.

We very much appreciate the opportunity to provide our qualifications for this project. If you have any questions or need further clarification, please feel free to reach out to me at via email brett.reynolds@collierseng.com

Sincerely,

Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C.



Brett D. Reynolds, PE
Principal

Section 1

Title Page

Table of Contents

RFP #2025-010

**On Call Engineer Consulting Services for
Parks and Recreation Projects in Albany County**

Closing On:

February 7, 2025
4:30 PM

Submitted By:

Colliers Engineering & Design Architecture, Landscape Architecture, Surveying, CT, P.C.

18 Corporate Woods Blvd., Suite 400
Albany, NY 12211

Contact:

Brett D. Reynolds, P.E.

Project Manager

Phone: 518 459 3252

Fax: 518 459 3284

E-mail: brett.reynolds@collierseng.com

Table of Contents

Section 1	Title Page Table of Contents
Section 2	Firm Overview / Qualifications / Experience / Staffing
Section 3	References
Section 4	Plan Implementation
Section 5	Cost Proposal
Section 6	Mandatory Documentation

Section 2

Qualifications

Team Overview



Engineering
& Design

Firm Overview

Colliers Engineering & Design is a trusted provider of multi-discipline engineering, architecture, consulting and design services delivering *customized solutions* to public and private clients.

Established in 1984 as Maser Consulting, Colliers Engineering & Design provides its same dedicated leadership, systems and services to clients. Today, the firm employs over 2,600 professionals nationwide. Over its history, the company has consistently been recognized nationally by Engineering News Record as a Top 500 Design Firm and ranked on The Zweig Group Hot Firm List of fastest growing companies.

Driven by our values of quality, accountability, and safety in the work environment, our dedicated professionals take pride in their commitment to providing clients the highest standards of customer service. Our full-service, in-house resources, advanced technologies, and proven project management approach combine to provide accessibility to resources and strategies that maximize the success of our clients' project potential.



Building Division

- Architecture
- Electrical Engineering
- Interior Design
- Mechanical
- Structural
- Planning

Civil/Site Division

- Civil/Site
- Landscape Architecture

Geo/Environmental Division

- Environmental
- Geotechnical
- Natural Resources

Governmental Services Division

- GIS
- Municipal
- Water/Wastewater
- Grants & Funding

Infrastructure Division

- Bridges & Structures
- Highways & Traffic Engineering
- Construction Engineering & Inspection
- Water
- Traffic Planning
- Rail

Project/Program Management

- Project Management
- Commissioning & Energy

Survey/Geospatial Division

- Survey/Geospatial
- Land Services
- SUE Services

Telecom & Utility Division

- Telecom
- Utility Design Engineering



FIRM OVERVIEW

OSPA Engineering Services, PC (OSPA) has been serving the NY community since 2008. With over 35 years of experience in the engineering field, we specialize in all aspects of civil, environmental and transportation engineering services.

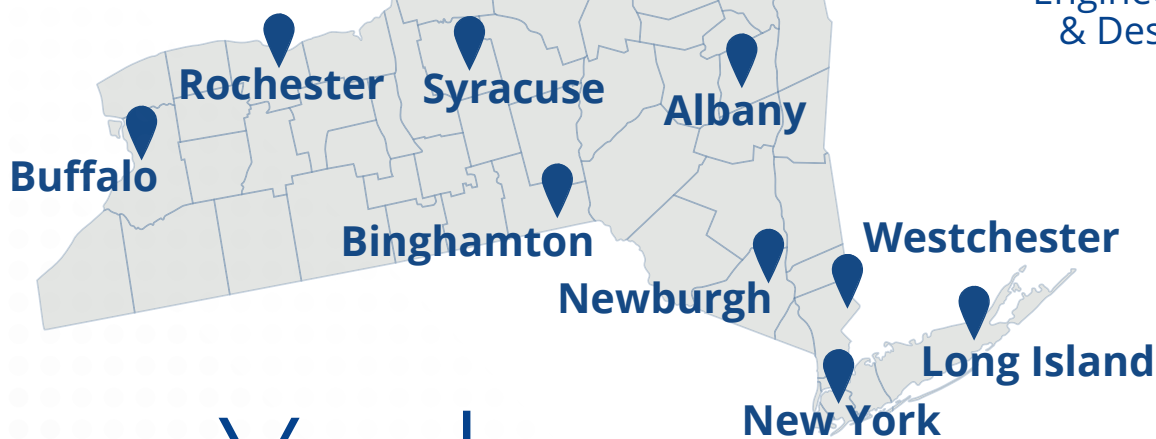
OSPA is a NYS certified Woman Owned/Disadvantaged Business (W/DBE) firm with our office located in Clifton Park, NY.

Our staff civil and environmental experience includes:

- More than 60 bridge/culvert replacement or rehabilitation projects requiring environmental studies, wetlands delineation and permitting;
 - Traffic analysis including conducting both long and short term traffic counts, speed zone study analysis, school zone analysis, traffic forecasting, sight distance studies and present and future Level of Service analysis for intersections.
 - Civil/site design for numerous projects including hotels, correctional facilities, rest areas, private developments, and training centers and campuses.
 - Stormwater design, Stormwater Pollution Prevention Plan (SWPPP) review, preparation and modeling for over 75 projects, including modeling for the NYS Fairgrounds in Syracuse, NY and for USACE of the 20,000 acre Fort Drum Military Base and Airfield in Watertown, NY;
 - More than 70 LDSA projects approved through the National Environmental Policy Act (NEPA) and State Environmental Quality Review Act (SEQR) including two Draft and Final Environmental Impact Statements (EIS);
 - The delineation, permitting and mitigation design of over 50 projects applying for Section 404 Nationwide Permits and numerous individual permits for wetlands disturbance with the United States Army Corps of Engineers (USACE) and Article 24/Section 401 permitting with the New York State Department of Environmental Conservation (NYSDEC);
 - Numerous endangered species surveys and investigations including habitat evaluations to determine the potential presence of species;
 - NYS Licensed and experienced in providing sampling of and specifications for the removal of asbestos and Phase 1 and Phase 2 Site Investigations;
 - Energy, noise and air impact analysis for several projects with federal and state funding;
 - Experienced in utilizing HydroCAD, HEC-RAS, SewerGems, and XPStorm for hydraulic and hydrologic analysis.
-



REGIONAL OVERVIEW



Engineering
& Design

New York

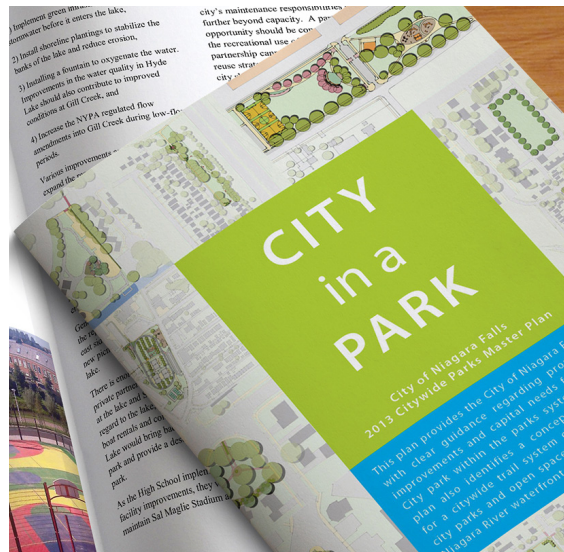
Driven by our long-time presence in the state of New York, we are continuing this commitment by offering expanded locations and services to benefit both public and private sector clients while meeting the state's unique requirements. Our professionals are dedicated to maintaining the consistency of service with the highest level of quality throughout each of our locations. Having multi-discipline capabilities under one roof with the expertise to execute them is an advantage to our clients that expedites project progress as safely and smoothly as possible.

- Architecture & Building Engineering
- Civil & Site Development
- Traffic/Transportation
- Dams, Bridges & Structures
- Highway Design
- Survey/Geospatial
- Construction Engineering & Inspection
- Land Use Planning
- Landscape Architecture
- Geotechnical Engineering
- Geographic Information Systems (GIS)
- Telecommunications
- Natural Resources
- Subsurface Utility Engineering
- Land Services/ Right-of-Way Acquisition
- Water
- Water/Wastewater
- Utilities/Energy & Renewables
- Utility Coordination
- Aerial & Mobile LiDAR Mapping



Firm Advantages

Colliers Engineering & Design possesses the in-house expertise to plan and design all levels of municipal parks, trails, and open space systems. Our approach is rooted in consistent communication, an inclusive engagement process, and a collaborative design process based on community objectives. Our internal team of planners, landscape architects, environmental specialists, and civil engineers work collaboratively to design welcoming and compelling public spaces that connect people and enhance the neighborhoods in which they call home.



- Over three decades of experience preparing park assessments and management plans, park and recreational facility design, ADA access and bicycle and pedestrian trails.
- Expertise in turf field design, recreation equipment specification, and safe playground design.
- Prioritizing construction methods and materials that are cost-effective, sustainable, and easily maintainable over the long term.
- Our design professionals live and work in your communities and understand the needs of your municipality.
- Creating high-performance, inclusive, multi-purpose landscapes that contribute to public health, equity, and collective community resilience by considering all user groups, all abilities, in all seasons.
- Use of site analysis and creative concept plans to give park and recreation officials a realistic and tangible understanding of a site's opportunities and constraints.
- Many of our LEED Accredited Professionals also possess specialty credentials in Building Design and Construction (LEED AP BD&C) or Neighborhood Development (LEED AP ND).

Qualifications

Contact & Qualifications

Colliers Engineering & Design

Brett D. Reynolds, PE

Principal

Email: brett.reynolds@collierseng.com

18 Corporate Woods Boulevard, Suite 400
1Albany, NY 12211

Direct Line: 518.459.3252

Cell: 518 469 4634

Park & Recreation Services

Colliers Engineering & Design's (CED) professional engineers, landscape architects, and planners provide viable solutions to local public clients and governmental agencies to help meet diverse planning, infrastructure, and capital improvement goals while maintaining function, natural resources, aesthetics, and quality of life. Our services encompass all aspects of public endeavors including local and regional utilities, water resources, parks and recreational spaces, public facilities, roadways, and streetscape design.

Our professionals take a responsive approach in helping public clients realize their long- and short-term objectives. Our expertise spans all aspects of municipal engineering, beginning with navigating grant and funding options, and following through with planning, design, permitting, and construction observation and administration. We have the appropriate skills and services to bring your projects to a successful close-out. The advantage afforded by our comprehensive suite of in-house support disciplines streamlines communications, enabling us to deliver the best options and value for your community.

CED professionals provide a full range of services to assist municipalities, counties, and state agencies:

- Licensed Civil Professional Engineers (PE)
- Licensed Landscape Architects (LLA)
- LEED® Accredited Staff
- Professional Land Surveyors (PLS)
- Geographical Information System Professionals (GISP)
- Certified Floodplain Managers (CFM)
- Professional Traffic Operations Engineers (PTOE)
- Licensed Professional Land Planners (PP & AICP)
- Environmental Scientists
- Licensed Professional Geologists (PG)
- Archaeologists
- Certified Construction Inspectors
- Geotechnical Engineers

Specific to Parks & Recreation projects, CED recognizes the importance for municipalities and counties to create and expand their recreation services and facilities to meet the needs of residents, guests and neighboring communities. CED creates park systems that reflect the richness of the community and offers a place of belonging for everyone. In keeping with the vision of our clients, the following priorities have been established:

- Sustainability
- Accessibility
- Equity
- Community Outreach
- Update Park Facilities and Amenities
- Maintenance
- Safety and Security
- Connectivity
- Health & Wellness
- Economic Impact

Trails & Connections

We believe a diversity of trail systems and networks is critical to connecting people with place.

Colliers Engineering & Design understands that many people desire to have increased accessibility to a range of walking and bicycle options in their neighborhoods and communities. Our team of professionals has extensive experience in the planning, design, and construction of active transportation networks to improve mobility options, close infrastructure gaps, and connect people to their destinations through nature.

Our process takes into consideration the existing transportation networks, area attributes, and user preferences to develop seamless connections to targeted destinations.



- Rails-to-Trails
- Greenway Trail Systems
- Pedestrian & Bicycle Trails
- Shared Use Mobility Paths
- Waterfront Trails

Civil & Site Engineering

From single buildings to large sites, we provide complete civil & site development services for all your project needs.

Colliers Engineering & Design engages with our clients as a strategic partner providing complete civil and site engineering services to both public and private clients. Our designs include residential, commercial, retail, financial, educational, recreational, restaurant, healthcare, landfill, energy, industrial, warehouse, mission critical and governmental. We begin with comprehensive site feasibility evaluations as part of the due diligence process to identify potential pitfalls and implement strategies to overcome them, and we have extensive experience in traditional development as well as mixed use, redevelopment, urban and brownfield projects.

We capitalize on our robust in-house capabilities and experience during the land planning and entitlement process, minimizing the need for future plan changes and delays. We have an outstanding track record of highlighting the benefits of each project with dynamic presentations to regulatory bodies and agencies to substantiate the basis for approvals and allay the concerns of an often wary public.



- Due Diligence Consulting
- Land Use Planning
- Land Surveying/GPS
- Site & Subdivision Design
- LEED Accredited Staff
- Landscape /Lighting Plans
- Stormwater Management
- Hydrologic & Hydraulic Studies
- Regulatory Permitting
- Hydrogeologic Analysis & Design
- Environmental Services
- Cultural Resource Management
- Traffic Impact Analysis
- Highway Improvements
- Water/Wastewater Engineering
- Geotechnical Studies
- Construction Stake-Out



Engineering
& Design

Construction Engineering & Inspection

Providing complete construction observation & inspection services.

Our professionals successfully oversee project construction from pre-construction through finalization with an outstanding track record for cost and schedule containment. Our professional licensed engineers and NICET certified construction staff have extensive on-the-job experience in supervision, observation, safety review and inspection with ongoing training that ensures required daily schedules are adhered to and all materials are procured and constructed according to plans and specifications.

This experience includes heavy highway, single and multi-span bridges, intersection and traffic signal improvements, marine improvements, railroad upgrades, water/ wastewater transmission, and park and recreation construction. We also have extensive experience in end-to-end transmission and distribution facilities, switching stations and substations, outage management.



- Scoping & Feasibility Studies
- Cost Estimation & Scheduling
- Condition Assessment & Asset Inventory
- Project Documentation
- Submittal & Design Review
- Critical Path Method (CPM)
- Construction Plan Analysis
- Construction Risk Identification & Avoidance
- Field Inspection
- Utility Relocation Coordination & Support
- Change Order & Field Conflict Resolution
- Quality Control
- Field Material Testing
- Resident Engineering
- Owner's Representation
- Expert Witness Testimony
- Safety Review
- Community Outreach
- Emergency Response



Engineering
& Design

Geotechnical Engineering

Providing innovative and cost-effective design and consultation services related to subsurface site characterization.

Colliers Engineering & Design's geotechnical professionals recognize the importance of providing practical and cost-effective solutions to help achieve project goals. Strong interdepartmental communications streamline our geotechnical services to blend with other in-house disciplines during the planning, design, and construction phases which ensure practical and efficient design. In addition, our Material Testing Laboratory is accredited by AASHTO (Re:Source) and US ACOE and is fully equipped to provide full assessments of the project subsurface conditions.

We can offer full site characterization services, including subsurface explorations, geophysical surveys, groundwater observations, seismic assessment, risk assessment, field & laboratory testing, stormwater testing, and geological hazard evaluation. We also provide design and construction services, as well as performance monitoring, rehabilitation, forensic engineering, and expert testimony.



- Shallow & Deep Foundations
- Excavation Support Systems (ESSs) & Underpinning
- Earth Retaining Structures
- Soil/Rock Slope Stabilization
- Marine & Waterfront Structures
- Dams & Flood Control Structures
- Pavements & Underdrains
- Performance-Based Design & Numerical Modeling
- Karst Hazards & Sinkhole Mitigation
- Seepage & Groundwater Control
- Ground Improvement
- Controlled Special Inspection
- Monitoring & Pre-construction Surveys
- Value Engineering



Engineering
& Design

Grants & Funding Services

Providing resources & expertise to help communities obtain and administer grants and other funding programs.

Our grant professionals have the expertise necessary to assist your municipality in shaping its future by obtaining the funding necessary for turning community visions into reality. Our experience encompasses the research, procurement and administration of grants for all types of projects.

We have procured and administered a range of grant types, including State Clean Water & Drinking Water Revolving Funds; Transportation Alternatives Programs; Community Development Block Grants; State Transportation Funding; Hazard Mitigation Assistance; Open Space, Recreation & Conservation Programs; Coastal Resiliency; Disaster Recovery Programs; Congestion Mitigation & Air Quality Improvement Programs; Emergency Services Funding; and Historic Preservation Programs.

In particular, our team's experience with Federal programs is invaluable to ensuring your project's compliance with all requirements, including environmental reviews, labor standards compliance, prevailing wage, reporting and recordkeeping.



- State & County Open Space & Recreation Grants
- EPA Clean Water State Revolving Fund
- EPA Drinking Water State Revolving Fund
- State Environmental Water Quality Improvement Programs
- MPO Highway Safety Improvement Program (HSIP) Local Safety Grants
- State DOT Grants
- FHWA Safe Routes to Schools
- FHWA Transportation Alternatives Program (TAP)
- HUD Community Development Block Grant (CDBG) & CDBG-Disaster Recovery (CDBG-DR)
- FEMA Flood Mitigation Assistance (FMA)
- FEMA Hazard Mitigation Grant Program (HMGP)
- USFWS National Boating Infrastructure Grant (NBIG)
- Federal Energy Efficiency and Conservation Block Grant
- State Planning Assistance Grants



Engineering
& Design

Land Survey & Measurement

Precision surveying providing accurate and reliable results.

Colliers Engineering & Design's survey professionals have the expertise to achieve highly accurate results while maintaining quality control. Whether the project calls for conventional surveying methods, cutting-edge geospatial scanning techniques or a combination of both, our professionally licensed land surveyors, highly-trained office technicians and field crews work seamlessly together to provide responsive and consistent professional survey services. Implementing this comprehensive approach for each project ensures our clients are receiving precision surveying and measurement services.

Our surveyors perform topographic and boundary surveys, construction stake-out and as-built surveys for existing and new residential and commercial properties. Our capabilities also include the use of hi-definition laser scanners enabling our professionals to quickly capture collect data from a multitude of sources including complex facilities, buildings, bridges, structures, and roadways.



- ALTA/NSPS Land Title Surveys
- Topographic & Boundary Surveys
- Construction Stake-Outs
- Site Remediation Surveys
- Highway Route Surveys
- GPS Surveying
- GIS Mapping
- State Compliant Tax Map Services
- As-Built Surveys/Construction Records
- 3D Hi-Definition Laser Scanning
- Hydrographic, Flood Elevation, Riparian & Wetlands Surveys
- Pipeline & Utility ROW Surveying
- Deformation and Displacement Monitoring Surveys
- Aerial Photo Control Surveys for Mapping
- Subsurface Utility Location & Ground Penetrating Radar
- Boundary Resolution Assistance
- On-Call Traffic Accident Surveys

Landscape Architecture

We recognize the fundamental relationship between a community and its landscape.

Our team of licensed and registered landscape architects and LEED accredited professionals provides a multi-disciplined approach to each project. With strategies that complement the public project environment, our professionals are experienced in all facets of landscape design, bidding document preparation and construction administration.

We routinely collaborate with architects, planners and other team members to specify amenities, plant materials and hardscape features to create the appropriate aesthetic balance between the requirements of the project and the natural environment. Our barrier-free designs incorporate features that enable everyone to participate in the spaces we create.



- Landscape Concept & Site Planning
- LEED & Sustainable Design
- Streetscape & Urban Design
- Active/Passive Park & Recreation Design
- Athletic Facility & Site Lighting Design
- Playground Inspection & Design
- Vegetation Inventories, Analysis & Maintenance Plans
- DEP Licensed Tree Experts
- Barrier-Free Compliance Review & Design
- Aquatic Facility Design
- Litigation Support
- Licensed Irrigation Design Professionals
- Construction Observation & Administration

Natural Resources

Restoring and protecting our natural resources for future generations.

Our Natural Resource scientists provide expertise for all stages of land and infrastructure development. Our planning, field design, natural resource assessment, and oversight services balance protecting the environment with the needs of the development community, regulatory agencies, the public, and other stakeholders.

Our professionals have the technical expertise, knowledge, background, and relationships to work with governing bodies and regulatory agencies including agency consultation, litigation support, and federal, state and local regulatory compliance and permitting.



- Wetlands/Waters Delineations
- Habitat Evaluation Assessment
- Riparian Zone Determinations & Assessment
- Forest & Vegetation Characterization, Inventory & Mapping
- Rare, Threatened & Endangered Species
- Environmental Assessments & Impact Statements (EA/EIS)
- Cultural Resources Consultations & Surveys
- Wetland & Riparian Mitigation Plans
- Ecological Restoration
- Functional Value Assessments
- Local Environmental Impact Assessment Compliance & Zoning Approvals
- State & Federal Ecological Permitting
- Environmental Compliance Monitoring
- Agricultural Lands Inventory, Assessment & Monitoring
- Invasive Species Inventory, Assessment & Control Planning



Engineering
& Design

Planning Services

Planning better, more sustainable communities through collaboration and design.

Our professional planners have the expertise and experience to address all aspects of municipal and regional planning and design. We analyze and evaluate existing resources and conditions to assist regional and local governments in the establishment of goals and objectives, and the development of strategic planning policies. These foundations are translated by our Professional Planners into action items, including master plans and zoning ordinances.

Utilizing a vast knowledge of planning standards, regulations, and innovative planning techniques, our Planning Team is uniquely positioned to service all municipal and regional planning needs.



- Community & Regional Comprehensive Master Plans
- Affordable Housing Plans
- Conservation Plans
- Form Based Codes
- Community Visioning & Public Outreach
- Recreation & Open Space Master Plans
- Redevelopment Area Studies & Plans
- Community Revitalization Plans
- Development Application Planning & Zoning Board Review
- Eminent Domain Litigation
- Grant Applications/Writing
- Ordinance Updates
- Litigation Support
- GIS Mapping & Analysis
- Sustainable Economic Development Plans
- Resilience and Adaptation Plans

Structural Engineering (Buildings)

Our engineers will ensure your project meets today's safety standards and your functional requirements.

Our structural engineers work with clients to design new structures and evaluate the integrity of existing structures to determine the feasibility for repair, renovations or adaptive reuse. Colliers Engineering & Design's reputation for providing engineering excellence, while exceeding client expectations, has made us a leader in providing creative solutions for the public, private, commercial, and institutional markets. Our engineers have the knowledge and experience to design projects constructed of steel, timber, reinforced concrete and masonry.

Streamlined coordination with other in-house services has facilitated an efficient approach and complete engineering package that spans all phases of structural design and construction, including feasibility studies, scope and condition assessment, code compliance review, static/dynamic load analyses, drawing preparation, bidding services, and construction administration.



- Structural Analysis
- Design Documentation
- BIM Modeling, 3D Analysis & Visualization, and Finite Element Analysis
- Value Engineering
- Construction Administration
- Peer Review
- Condition Assessments & Feasibility Studies
- Equipment Support & Anchorage
- Adaptive Reuse
- Additions/Expansions
- Design-Build
- Tenant Improvements
- Historic preservation & Restoration



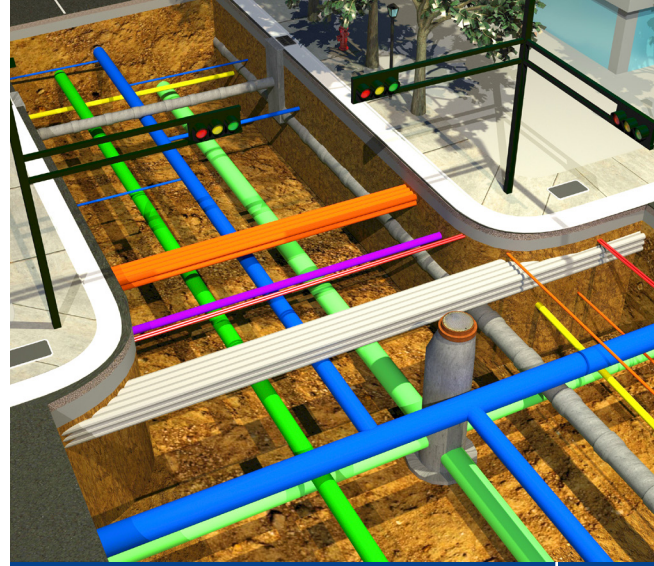
Engineering
& Design

Subsurface Utility Engineering

Working to assure public health, safety & welfare by providing the most complete information available.

Subsurface Utility Engineering (SUE) is an effective means of verifying and mapping the location of existing underground utilities. Our professionals operate in accordance with the ASCE-38-22 Standard Guideline for Investigating and Documenting Existing Utilities. Our professionals address all four quality levels (A, B, C & D) and combinations thereof in accordance with the Standard and in conjunction with Survey/Geospatial, Utility Coordination and Utility Engineering to provide complete end to end utility solutions for our clients. We work with DOTs, airports, railroads, transit, land development, building construction, all branches of government, utility owners and clients throughout the utility engineering process to develop an approach for each unique project type to confirm and resolve utility conflicts.

Colliers Engineering & Design SUE Professionals are very involved with standards development and industry groups including; the Utility Engineering & Surveying Institute (UESI), where our Team members serve on multiple national committees to improve standards and practices, and the SUE Association, where our experts serve in leadership roles to advance understanding and utilization of the SUE Process.



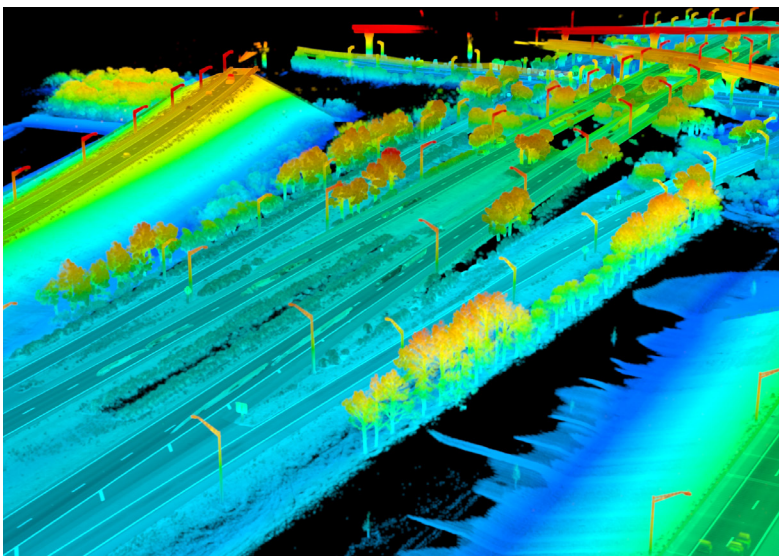
- Record Research & Compilation
- Utility Adjustment Coordination
- Utility Coordination Management
- Geophysical Utility Designation
- Underground Utility Exposure
- Comprehensive Data Management
- 3D Utility Modeling
- Integrated Survey Deliverables with Existing Utilities
- GIS Utility Information
- Risk Envelope for Utilities
- Overall Utilities Management
- Electric & Gas Line Locating
- Water & Sewer System Locating
- Georeferenced Mapping
- Excavation/Drilling Clearances
- Cable/Fiber/Phone Locating
- Concrete Evaluations & Conduit Mapping

UAS Services

We deliver reliable, repeatable and cost-effective advanced data solutions to our clients.

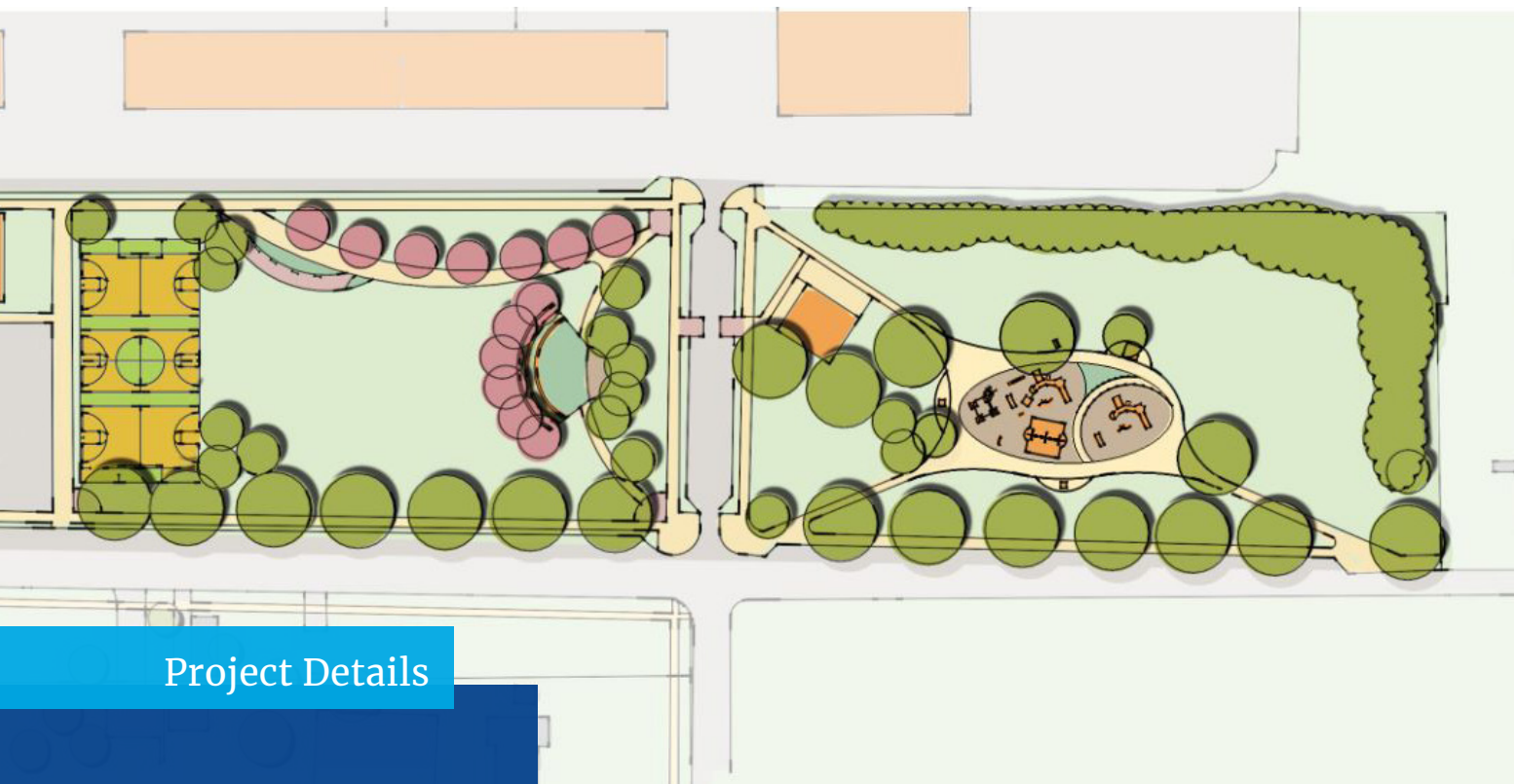
Colliers Engineering & Design offers Unmanned Aerial System (UAS) services that utilize professional grade-UAS flight platforms. Combined with advanced sensors and data processing, we deliver our clients reliable, repeatable and cost-effective solutions. All our UAS Crews are led by a Certificated Remote Pilot-in-Command who is trained in flight safety as well as proper aircraft deployment, data collection and evaluation. Our UAS team can be rapidly deployed in a safe and cost-effective manner, while ensuring unequaled data collection and processing.

Having multiple types of UAS aircraft and sensors enables our teams to access a wide variety of projects that might be difficult or unsafe to access with conventional survey equipment. Project types include mapping/survey, inspection, engineering support, environmental, critical infrastructure and emergency response.



- Aerial Survey & Mapping
- Critical Infrastructure Inspection & Mapping
- Change Detection
- Multi-Sensor Collection
- Hi-Resolution Imagery & Video
- Environmental Support
- Inspection Services
- Construction Monitoring & Volumetrics
- Asset Mapping & As-Builts
- UAS Program Development for Public Agencies
- Emergency Management/ Disaster Response
- Survey Support

Experience



Project Details

Client

City of Niagara Falls
Kevin A. Forma
Director of Planning &
Environmental
716 286 4477
kevin.forma@
niagarafallsny.gov

Citywide Parks Master Plan

Niagara Falls, NY

Colliers Engineering & Design conducted a City-wide Master Plan for the City of Niagara Falls which looked at the overall park system as a singular asset, while also evaluating individual parks to address the programmatic, accessibility, safety and maintenance needs of the City. The project included the inventory and analysis of 29 parks which was entered into a GIS database for the City to utilize as a mechanism for proactive park management and maintenance. Using the inventory as a base, the project team identified needs and opportunities within the overall system and applied them at the park-level to develop 29 individual park master plans. Overall recommendations covered general policy and approach, maintenance considerations, sustainability and accessibility. A system-wide wayfinding and connectivity plan was also included. The implementation strategy addressed planning level cost estimates, timeframes and potential funding sources.

The plan was heavily informed by community feedback, with consistent public outreach occurring throughout the project to actively engage residents and stakeholders. Outreach tools included online surveys, social media posts, interactive public workshops, stakeholder interviews and a project website.



Project Details

Client

City of Syracuse
Joshua Wilcox
Landscape Designer/Parks
Planner
315 907 8793
jwilcox@syr.gov

Inner Harbor Inclusive Playground

Syracuse, NY

The project's objective at the Inner Harbor is to create an engaging and accessible recreational space that fosters inclusivity, social interaction, and community engagement for individuals of all abilities through the development of a new inclusive and adaptive playground, and a new recreational equipment rental concession stand. The inclusive and adaptive playground is designed for all children including those with physical, sensory, and cognitive needs.

It features a range of accessible play equipment and structures, such as wheelchair-accessible ramps, inclusive swings, sensory play panels, and tactile components. The playground is contributing to the redevelopment of the Inner Harbor community and providing a gateway to the Empire State Trail.

Our team has provided site analysis, stakeholder coordination, conceptual design and cost estimating. We also provided coordination between this project and the NYSDOS Local Waterfront Revitalization Program (LWRP) for the Inner Harbor. Construction design will commence in Spring of 2024, and construction is anticipated for 2025.



Project Details

Client

Jawonio Inc.

Completion Date

2020

Construction Costs

\$14,000,000

Services

Landscape Architecture,
Geotechnical
Engineering,
Stormwater
Management Services,
Traffic/Transportation
Engineering,
Civil Engineering,
Survey

Jawonio Campus Redevelopment

New City, NY

Colliers Engineering & Design was retained to provide survey, site design, traffic engineering, and geotechnical services for the Jawonio Campus Redevelopment. For nearly 70 years, Jawonio has served the region's special needs residents, but as its programs and services have grown, so has its needs for new facilities. This \$14 million redevelopment includes a 70,000 SF office/community center, three log cabins for summer camp programs, and site improvements such as parking and stormwater management facilities.

Our services included stakeout surveys, a geotechnical investigation, a traffic study to determine existing and anticipated traffic volume, zoning analysis, Preliminary and Final Site Plan designs, preparation of a Stormwater Pollution Prevention Plan, preparation and submission of necessary permit applications, and project management. We also coordinated closely with the client to design the construction sequence in a manner that allows Jawonio to continue operations in the existing main building until the new main building is ready for occupancy, so as not to disrupt the activity and function of the important work Jawonio does.



Project Details

Client

Town of Clarkstown

Completion Date

2018

Construction Costs

\$750,000

Services

Construction
Management,
Geotechnical
Engineering,
Environmental,
Structural Engineering,
Civil Engineering, Survey

Lake Nanuet Bath House

Nanuet, NY

Colliers Engineering & Design provided design and construction management services for a 1,600 SF bath house building. The structure is comprised of locker rooms for life guards and bathroom and bath facilities for visitors. Our firm prepared all design plans, specifications, and bid documents and provided construction observation and management services.

The scope of the project also included construction upgrades to the Lake Nanuet pool drainage system, as well as the reconstruction of the concrete patios throughout the facility. The building structure consisted of a pre-fabricated system that was furnished by ROMTEC. In addition to the design of the new concrete foundations, Colliers Engineering & Design coordinated and designed all building features and reviewed all shop drawings from the fabricator. The project was successfully completed within the tight four month construction schedule deadline.



Project Details

Client

City of Newburgh, NY

Completion Date

2016

Construction Costs

\$180,000

Services

Sports & Recreational
Services

Delano-Hitch Park Basketball Court Rehabilitation

City of Newburgh, NY

Provided professional engineering services for the basketball court rehabilitation project at Delano-Hitch Park. The project involved rehabilitation of three basketball courts at the southwestern side of the park, including new playing surfaces, court markings, hoops, fencing, and modular bleacher slabs. Because the City had a limited budget with which to implement the improvements, it was imperative our professionals create a cost-effective solution for the work.

Services included conducting a site visit and collecting existing conditions data such as dimensions of the existing basketball playing surface, drain inlet locations, location of cracks in the court surface, and existing hoop locations. This data was used to generate a basemap of the project site, including a detailed court coloring layout and scheme. Once design plans were finalized, we also provided the City with bidding assistance services and shop drawing review.



Project Details

Client

City of Rome
Matt Andrews, Deputy
Director of Community &
Economic Development
315 339 7628

Highlights

- Stakeholder Engagement
- Concept and Graphic Development
- Inter-Agency Coordination
- Construction Drawings
- Bidding Assistance
- Construction Administration Assistance

James Street Park

Rome, NY

James Street Park comprises Veterans Memorial Park and Gansevoort Park—two complementary public parks bisected by North James Street. Unifying these two public space assets involved collaboration with city partners, cultural steward groups, and the larger community.

As a space bearing deep historical and social significance, groups including the Rome Veterans Group, Rome Historical Society, and Fort Stanwix all provided invaluable feedback. They directly informed the final design outcome, ensuring that proposed improvements aligned seamlessly with both parks' revered history.

Through the master planning process, phased priorities were defined for initial improvements. Project highlights for the first phase of park improvements include functional and ornamental lighting enhancements, improved walkway connectivity and accessible surfacing, curated plantings to enhance existing and proposed park features, and seamless integration of new and existing monuments. Our firm assisted the City with the bidding and construction administrative support. Both park spaces are constructed and open to the public.



Project Details

Client

City of Utica
Brian Thomas
Commissioner
bthomas@cityofutica.com
315 792 0181

Roscoe Conkling Park Master Plan

Utica, NY

In the spring of 2022, the City of Utica engaged our firm to develop a master plan to transform Roscoe Conkling Park into a four-season destination, providing a variety of amenities, recreational activities and the ability to host small events and concerts. At the onset of the project, site visits and an analysis of existing conditions were performed to inform potential recommendations and the development of concept plan alternatives. An Implementation Strategy will be developed, including cost estimates and the identification of potential funding sources, to assist the City of Utica with planning for implementation.



Project Details

Client

City of Niagara Falls
Kevin A. Forma
Director of Planning &
Environmental
716 286 4477
kevin.forma@
niagarafallsny.gov

Beech Avenue Park Master Plan and Final Design

Niagara Falls, NY

Beech Ave Park, a 5-acre site owned by the City of Niagara Falls, was previously the location of an industrial facility and is a Superfund Site. According to the New York State Department of Environmental Conservation (NYSDEC), this Superfund Site has undergone full environmental remediation, making it suitable and safe to be used as a park. The purpose of this project was to engage the community within the Highland Beech Neighborhood and the City of Niagara Falls to identify a vision for the park. A master plan has been developed identifying park amenities which will aim to fill potential recreational gaps within the community.

Our team is currently progressing the final design plans for this park. This includes site layout, grading and drainage, site furnishing selection, planting, lighting, planting design, and signage. The construction documentation is scheduled to be complete in the Spring of 2024.



Project Details

Client

City of Rochester
Erik Frisch
Deputy Commissioner
585 428 6709
erik.frisch@
cityofrochester.gov

Genesee River Park and Open Space Master Plan

Rochester, NY

The City of Rochester continues to move forward with their goal of redeveloping former industrial sites along the South Genesee River. The study area is strategically located across the river from the University of Rochester, just south of the Corn Hill historic district mixed use redevelopment, and adjacent to recent hospitality and student housing projects at Brooks Landing. Today, the study area's image is impacted by a series of large and blighted brownfield properties, relics of this neighborhood's industrial past. The key objective of this neighborhood-based planning process was to identify realistic strategies that will evolve this area from its current condition to the future vision defined by the community.

Recognizing a consensus based long term vision is critical to the success of this project and to maintain momentum at the neighborhood level, a wide variety of public involvement opportunities were incorporated into the planning process. Visioning workshops, design workshops, stakeholder meetings, and neighborhood-based outreach efforts were successfully incorporated at key intervals throughout the planning process to ensure continued and substantive involvement at all levels.



Project Details

Client

City of Rome

Highlights

- Master Planning
- Streetscapes
- Wayfinding Plan
- Greenways
- Park Planning and Design
- 3D Visualization
- Design Guidelines
- Branding and Marketing
- Site Specific Redevelopment Strategies
- Brownfields

Brownfield Opportunity Area

Rome, NY

The City of Rome completed a Brownfield Opportunity Area Plan for an approximate 500-acre area characterized with 30 brownfields located along the Mohawk River and Erie Canal. The City intends to redevelop the 500-acre former industrial area with a mix of residential, commercial, and recreational uses. Redevelopment will positively affect the City through job growth, business expansion, increased recreational opportunities, and environmental remediation.

The firm prepared a Nomination Study and Implementation Strategy for the study area in the southern portion of the City of Rome. The study area includes diverse land uses, ranging from residential neighborhoods, former industrial lands, a National Register listed park, and the City's Little Italy commercial district. This effort included an analysis of existing conditions for the entire study area, with a focus on identifying potential redevelopment strategies for catalytic redevelopment sites. Through this process we assisted the City with grant writing and technical support services, resulting in funding and investment for key projects, such as The Little Italy Colonnade and Rod Mill site redevelopment. The City also completed a Step 3 Brownfield Opportunity Area funding to complete further pre-development activities to position the study area for continued reinvestment and redevelopment.



Project Details

Client
City of Rome

Downtown Revitalization Initiative

Rome, NY

Worked—in collaboration with a team of expert subconsultants—with various state agencies to facilitate the development of a Strategic Investment Plan for downtown Rome. Monthly committee meetings, weekly coordination meetings with state agencies and monthly public outreach efforts were part of a robust engagement process focused on identifying priority projects and building ownership in local revitalization efforts. In addition to the development of the Strategic Investment Plan, our team prepared multiple studies to inform and enhance the Priority Project Profiles, including but not limited to traffic analyses, renderings, roadway design, conceptual site planning, structural analyses, cost estimates and site specific economic pro formas.



Project Details

Client

City of Rome
Matt Andrews, Deputy
Director of Community &
Economic Development
315 339 7628

Highlights

- Placemaking
- Urban Design
- Construction Documentation
- Flexible Design
- Art Installations
- Community Space

City Green Master Plan

Rome, NY

The City of Rome was the recipient of a \$10M grant from New York State's Downtown Revitalization Initiative (DRI) Project Highlights in 2018. Through the development of a Strategic Investment Plan, the community determined the best use for the \$10M to encourage economic development and vitality in the downtown core. City Green, located adjacent to City Hall was selected as a priority project to create a dynamic four-season public space to support special events, showcase art and be the hub of social activity in the downtown core.

Our firm worked closely with the City to create a unique and flexible design to accommodate farmers markets, concerts, outdoor movie nights, and to highlight the new building addition and entrance to City Hall. Creating a unique sense of place for residents and visitors was key to the design of this premier downtown asset.

We are currently working through the construction documentation process. It is anticipated this design work will be concluded in the Spring of 2024.



Project Details

Client

City of Rome
Matt Andrews, Deputy
Director of Community &
Economic Development
315 339 7628

Highlights

- Form Based Code
- Waterfront Master Planning
- Wayfinding
- 3D Visualization
- Branding/Marketing
- Park/Trail Design

Waterfront Village Design Plan

Rome, NY

The City of Rome retained our firm to lead three multi-disciplinary teams of consultants on the master planning, design and permitting of infrastructure and waterfront improvements for an 84-acre area adjacent to the Erie Barge Canal. It is bordered by South James St. to the west, Ann St. and Depeyster St. to the north, Erie Blvd. to the east, and the Erie Canal to the south. The City identified this area as being under-utilized with a unique potential to leverage its waterfront location in attracting mixed-use development. The proposed improvements included: upgrades to existing streets (curbing, pavement, landscaping); street extensions with new public utilities to foster redevelopment; and waterfront improvements (bulkhead walls, floating docks, trail extension, etc.) to improve access and draw people to the waterfront. The project also involved obtaining approvals from all involved agencies, including but not limited to NYSDEC, ACOE, SHPO, and USF&W. A SEQRA negative declaration was obtained through the completion of an Environmental Assessment Report that provided all of the typical environmental assessments and analyses normally included in an Environmental Impact Statement. This was a fast track project that required close coordination between multiple consultants and involved agencies. The project was successfully completed on time in approximately 7 months and within the budget established by the City.



Project Details

Client

Plattekill Veteran's
Committee

Completion Date

2018

Construction Costs

\$315,000

Services

Landscape Architecture,
Civil Engineering

Plattekill Veteran's Memorial Park

Town of Plattekill, NY

Colliers Engineering & Design developed the conceptual plan for a new Veteran's Memorial Park for the Town of Plattekill's Veteran's Committee. The plan included the development of approximately one acre of Town property into a Memorial Park for war veterans of all branches of the military. A construction cost estimate was also prepared for the committee to assist in securing grant funds for the project.

The completed Veteran's Memorial Park provides a main gathering area with monument, parking and drop-off area, a public service area, bench seating areas, fountain, native and aesthetic plant materials, and decorative stone walls.



Project Details

Client

City of Rochester
Erik Frisch
Deputy Commissioner
585 428 6709
erik.frisch@
cityofrochester.gov

Highlights

- Establishes the Genesee River as the “centerpiece” of Downtown Rochester
- Leverages public dollars to encourage private investment, boost the economy and create jobs
- Seeks to attract more visitors to the Genesee River and downtown destinations

ROC the Riverway

Rochester, NY

The lifeline of Rochester continues to be the Genesee River. Once the home of thriving industries, today it serves as the foundation of natural beauty, recreation, access, and opportunity. Connecting residents and visitors to this irreplaceable resource will allow the city to leverage existing assets, building the Rochester of the future.

The firm worked with the City of Rochester in the development of the ROC the Riverway Plan. ROC the Riverway focuses on the central core of the Genesee River, bringing to life a portion of the recently completed Local Waterfront Revitalization Plan (LWRP). The plan seeks to fund and implement the vision cultivated over years of planning and community engagement.



Project Details

Client

City of Utica
Brian Thomas, AICP
Commissioner
Department of Urban &
Economic Development
bthomas@cityofutica.com

Brownfield Opportunity Area Step 2 Utica, NY

The City of Utica completed a Pre-Nomination Study (Step 1) in 2014. The firm was retained to complete Step 2 of the nomination process for the area of the City known as the Central Industrial Corridor. The study area consists of 974 acres, 1,086 parcels, contained within four different character areas: Oriskany Street Corridor; Bagg's Square District; Broad Street Corridor; and the Harbor District.

Once completed, the Nomination Study will provide an in-depth and thorough description and analysis, including an economic and market trends analysis of existing conditions, opportunities, and reuse potential for properties located in the BOA - with an emphasis on three strategic sites as catalysts for revitalization.

This study will add to the transformational momentum that has been created in Utica and position the City for funding to leverage additional public and private investment.



Project Details

Client

City of Rochester
Kamal L. Crues, PE
585 428 7343
kamal.crues@
cityofrochester.gov

Aqueduct Reimagined

Rochester, NY

Our firm was retained by the City of Rochester to facilitate a multi-disciplinary effort to reimagine the existing Broad Street bridge into a 4 season outdoor gathering space in the heart of downtown. Known as the heart of the Roc the Riverway initiative, Aqueduct Reimagined seeks to create a one-of-a-kind public space that allows for safe, non-vehicular access to experience the layered history of this unique infrastructure, including the historic Erie Canal Aqueduct and former Rochester subway tunnel. A large team of design professionals, under our leadership, is supporting this feasibility and concept design effort, which will result in a preferred alternative to advance to final design. Critical path tasks completed as part of this effort include environmental due diligence, historic resource inventory, structural analysis, natural resource analysis within the Genesee River and schematic design. Community engagement is a significant element of the project, driven by the desire to build local consensus and meet the requirements of the NEPA engagement and EJ process. Engagement activities have ranged from 1:1 stakeholder meetings to pop-up events and large-scale public gatherings, including a tactical urbanism event which included the closure of the bridge to vehicular traffic. In addition to creating a public space on the bridge structure, the project facilitates the City's vision to provide continuous waterfront access north and south along the Genesee River, with the design of multiple promenades connecting the Genesee River trail at the east and west ends of the bridge.



Project Details

Client

Broome County
Beth A. Lucas
Director
607 778 2375

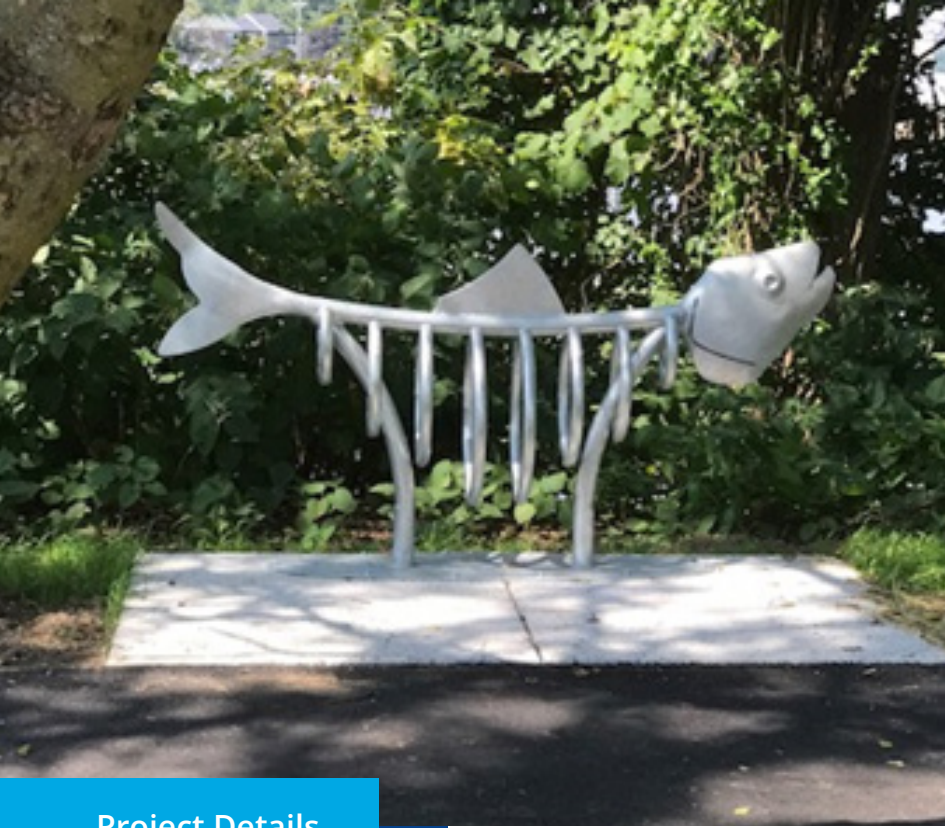
Highlights

- Blueway Master Plan
- Site Development and Project Identification
- Waterfront Policies
- Community Engagement

Local Waterfront Revitalization Program

Broome County, NY

CED worked with Broome County to develop a county-wide plan to identify projects that support recreation accessibility, greenway and blueway trail connectivity, open space conservation and environmental stewardship across the region. The project included an inventory and analysis of existing assets and resources, a needs assessment, project recommendations and conceptual design alternatives, and policies. CED also prepared template policies and regulations for use and adoption by local municipalities.



Project Details

Client
Palmyra Borough

Completion Date
2017

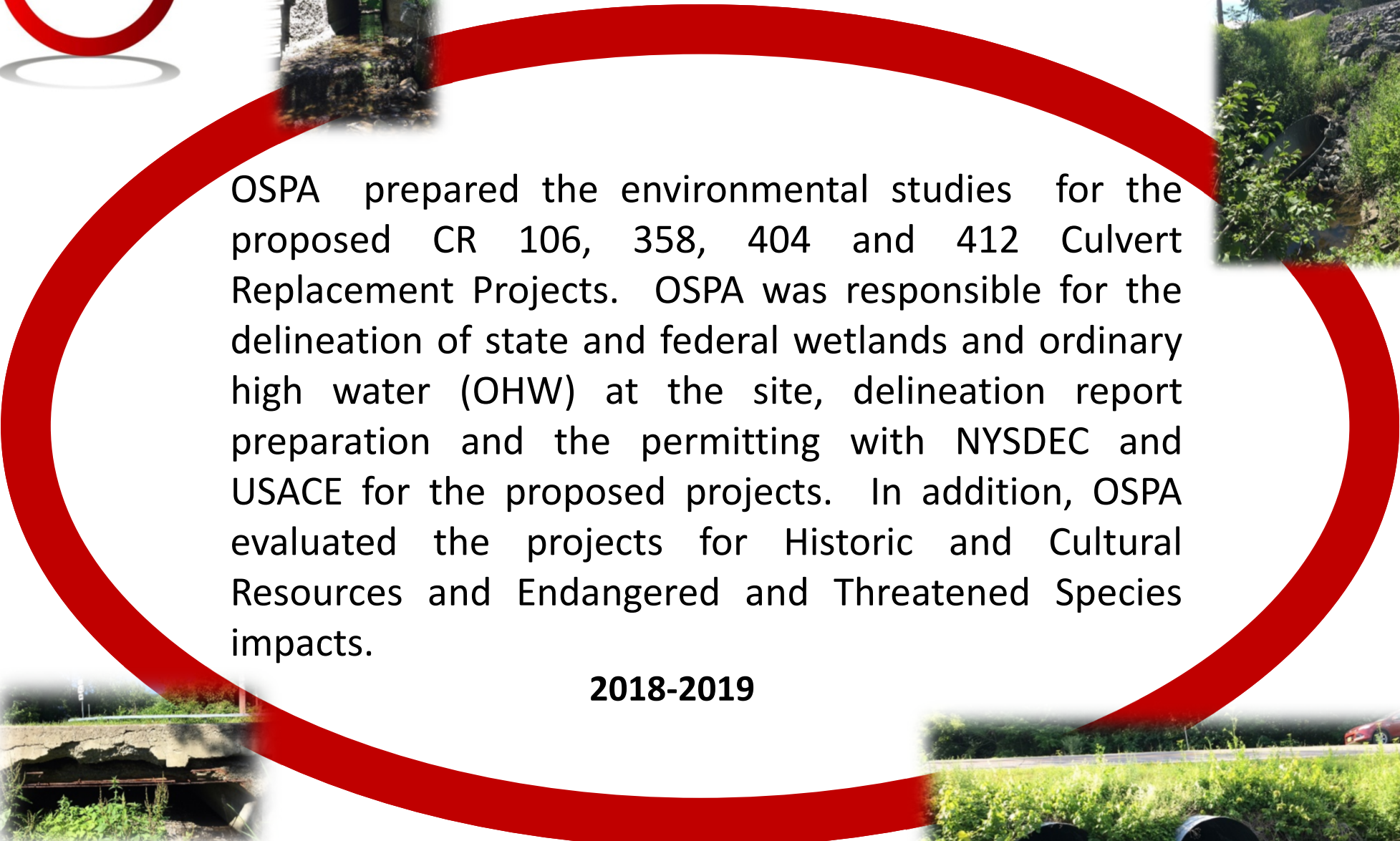
Construction Costs
\$177,660

Services
Construction
Management,
Landscape Architecture,
Municipal Engineering,
Survey

Palmyra Riverfront Park Improvements Borough of Palmyra, NJ

Colliers Engineering & Design provided design services, topographic survey, and construction management for a unique promenade project on the Delaware River in the Borough of Palmyra. The Borough received a grant from Burlington County to improve the only piece of publicly-owned river frontage, located just north of the Tacony-Palmyra Bridge. Augmenting the grant with local monies, the Borough opted for improvements that included an ADA-accessible walkway with seating areas, a pavilion/ gazebo located along the river and railings, site furnishings, and landscaping.

The design for the park included the use of pervious surfaces (porous pre-cast concrete, porous asphalt, and pervious rubberized surfacing) and plant materials native to this area. To accent the design, our professionals oversaw the creation and manufacturing of bike racks incorporating the local shad fish, a species indigenous to this area that runs upriver every April, noted as far back as colonial times.



OSPA prepared the environmental studies for the proposed CR 106, 358, 404 and 412 Culvert Replacement Projects. OSPA was responsible for the delineation of state and federal wetlands and ordinary high water (OHW) at the site, delineation report preparation and the permitting with NYSDEC and USACE for the proposed projects. In addition, OSPA evaluated the projects for Historic and Cultural Resources and Endangered and Threatened Species impacts.

2018-2019



Albany County Culverts, Various Locations, Albany County, NY



OSPA was responsible for the preparation of the wetlands and ordinary high water delineation, endangered and threatened species evaluation and the SEQR compliance for two State Park playground improvement projects. In addition, responsible for the NYSDEC and USACE permitting for the proposed projects.

2022-2024



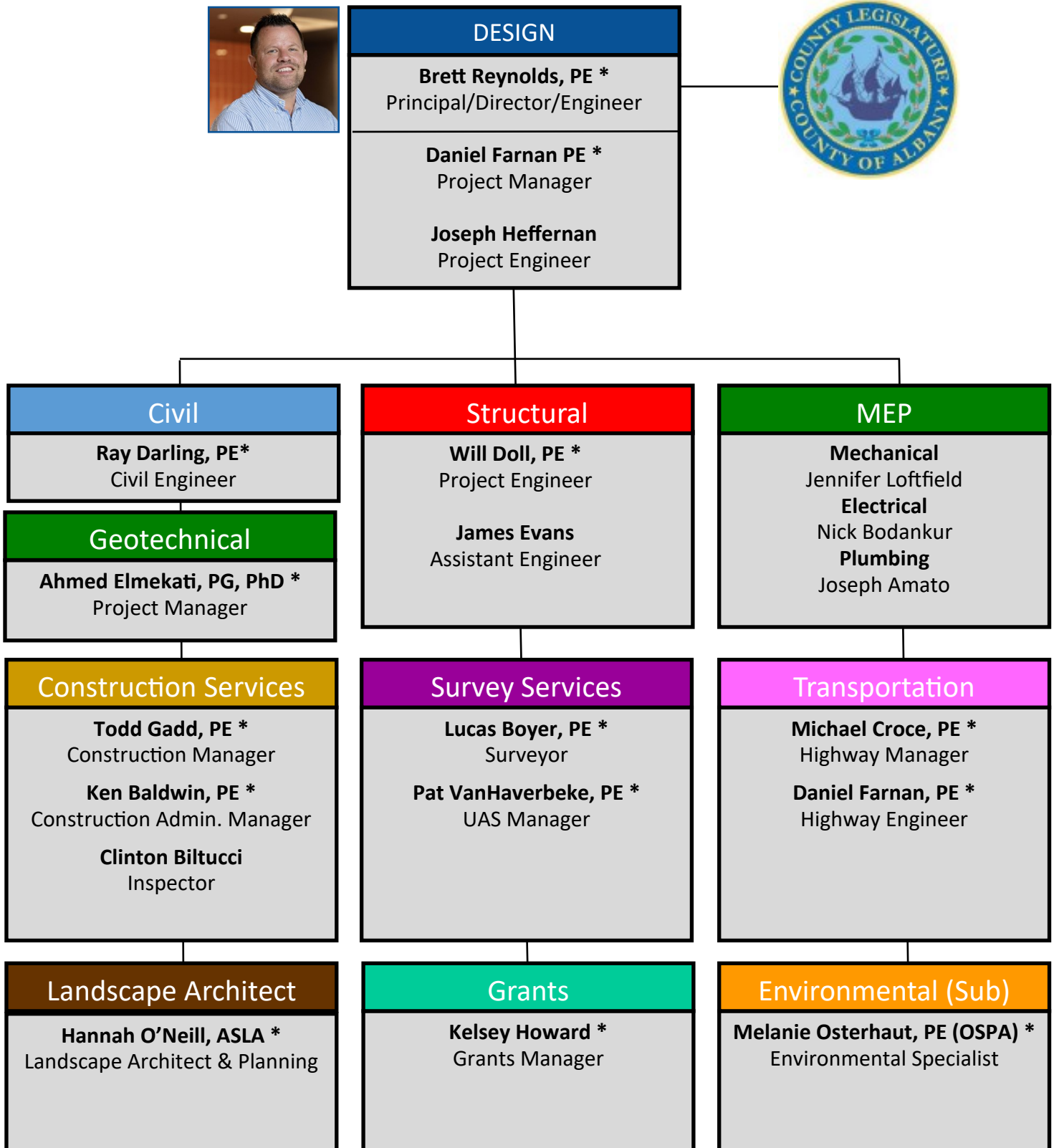
Spa and Rudd Pond State Park Playground Improvements

Staffing

KEY PERSONNEL & ORGANIZATION CHART



Engineering
& Design



* = Resumes Provided

Additional staff may include Draftsperson: Aiden Crouse; Administration: Cindy Fung, and Technicians to be determined.



Brett Reynolds, PE

Principal | Geographic Discipline Leader

Mr. Reynolds has experience in civil and structural engineering concentrated in the areas of bridge reconstruction and design, as well as highway design and earth retaining structures. He is experienced in conceptual, preliminary, and final design and the preparation of contract drawings and construction specifications. During his years in the industry, Mr. Reynolds has worked closely with NYSDOT and many county agencies throughout the Capital Region and greater NY.

Education

M.S. Civil Engineering,
Columbia University, 2006

B.S. Civil Engineering,
University of Buffalo, 2003

Professional Registrations

Professional Engineer (PE)
New Jersey, Connecticut, New
York, Pennsylvania, Vermont

Affiliations & Memberships

American Council of
Engineering Companies
(ACEC), New York, Eastern
Region Chair

American Society of Highway
Engineers

Mr. Reynolds' structural experience includes the design of bridges, culverts, and retaining walls, and more specifically includes structural design, preparation of design reports and contract plans, specification writing tasks, and coordination with all affected agencies. He is well-versed in various structural design software programs including Leap Bridge, Mathcad, and box culvert design software. Mr. Reynolds is also proficient in various roadway and hydraulic design software including HEC-RAS, and HEC-18.

Key Projects

Replacement of Adirondack & Beaver Pond Bridges (CR-15)

Village of Horicon, Warren County, NY

Project Director and Principal in Charge for the replacement two (2) separate bridges over the Mill Creek on County Route 15 and locally owned Johnson Road. Providing engineering services for the design of the full replacement of each structure, to include improvements to the surrounding highway and guiderail at each location. Services include ROW and topographic surveys, ROW acquisitions, structural design, hydraulic study, soils investigations, environmental impact analysis, general ecological and endangered species studies, surface water, and asbestos analyses. Permitting with the NYSDEC is also included. Currently, the project is in preliminary stages of design with construction expected in 2025 & 2026. This project is locally administered through the NYSDOT through the LDSA program.

East Street Culvert over Bond Creek

Fort Edward, Washington County, NY

Project Director and Principal in Charge for the rehabilitation and slip lining of New York State Canal Corporation culvert STRIN 100ES7E East Street over Bond Creek. Provided engineering services to evaluate multiple design alternatives that included a rehab and full replacement option. Proceeded with the client selected rehab of this existing 72" diameter, 100-ft long CMP to be fitted with a 66" HDPE slip liner and attached to new concrete headwalls and wing walls.

Services included ROW and topographic surveys, Concept/Preliminary and final plan sets, hydraulic study, soils investigations, environmental impact analysis, general ecological and endangered species studies, groundwater, surface water, hazardous waste, and asbestos analyses. Environmental permitting with the NYSDEC and USACE was required. Contract also provided construction administration and inspection services.

Replacement of Stop 13 Road Bridge over the Wynantskill

Sand Lake, Rensselaer County, NY

Project Director and Principal in Charge responsible for project design development and design report for this bridge project for the Town of Sand Lake. The project includes the development of design alternatives, completion of hydraulic studies, topographic and ROW survey and mapping, structures design, cost estimating, plans and specifications. In particular, a hydrologic and hydraulic study was conducted utilizing HEC-RAS, and the clear span of the proposed bridge was increased to allow for 2-feet of freeboard from the low chord. This is a State funded, locally administered project in NYSDOT Region 1.

Bridge R-8 Replacement, Mill Lane over the Landsman Kill

Rhinebeck, Dutchess County, NY

Project Director and Principal in Charge for the reconstruction Bridge R-8 (BIN 3343780), Mill Lane Over the Landsman kill. Provided engineering services for the design of the full replacement with single span, steel girder and concrete deck bridge. The existing bridge spanned over a privately owned dam to remain. Services included ROW and topographic surveys, ROW acquisitions, structural bridge design, hydraulic study, traffic counts, accident data, soils investigations, environmental impact analysis, general ecological and endangered species studies, groundwater, surface water, hazardous waste, and asbestos analyses. Environmental and Dam Safety permitting with the NYSDEC was required. Contract also provided construction administration and inspection services. This project is locally funded.

Replacement of Morner Road Culvert over Mill Creek

East Greenbush, Rensselaer County, NY

Project Director and Principal in Charge responsible for project design development and design report for this Bridge project for the East Greenbush. The project includes the development of design alternatives, completion of hydraulic studies, topographic and ROW survey and mapping, structures design, cost estimating, plans and specifications. A hydrologic and hydraulic study was conducted to size the proposed culvert utilizing Streamstats and HEC-RAS. This is a State funded, locally administered project in NYSDOT Region 1.

Morningthorpe Avenue Pedestrian Bridge Connection

Village of Brewster, Putnam County, NY

Sr. Project Manager responsible for Preliminary and Final Design services for the replacement of the Morningthorpe Avenue (CR 51) Bridge over the East Branch of the Croton River. The objective of the project was to replace the Morningthorpe Avenue pony truss bridge with a truss pedestrian bridge and shared-use path to provide pedestrian access to destinations between NYS Route 22 and the center of the Village of Brewster. Our services also included survey and ROW determination and obtaining the necessary permits for the USACOE, NYSDEC, and NYCDEP. The project will also replace or upgrade sidewalks along adjacent roadways for ADA/PROWAG compliance. This is a federally funded, locally administered (LDSA) project in region 8.



Daniel Farnan, PE, CPESC, CPSWQ

Senior Associate | Department Manager | Highway Infrastructure

Education

M.S. Civil Engineering
Ohio University, 2021

B.S. Civil Engineering
Technology, Rochester
Institute of Technology, 2007

A.A.S. Civil Engineering
Technology, Hudson Valley
Community College, 2004

Professional Registrations

Professional Engineer (PE)
New York, New Jersey, Penn,
and Vermont

Certified Professional in
Erosion and Sediment Control
(CPESC)

Certified Professional in
Stormwater Quality (CPSWQ)

Affiliations & Memberships

Association for Bridge
Construction and Design

Mr. Farnan has 17 years of experience in civil engineering, concentrated in the areas of highway and bridge projects, site development, stormwater management design, and Storm Water Pollution Prevention Plans (SWPPPs). He is experienced in conceptual, preliminary, and final design and the preparation of contract drawings and construction specifications associated with highway designs. During his years in the industry, Mr. Farnan has worked closely with NYSDOT and many county agencies throughout New York.

His highway and structure design experience includes the design of includes vertical and horizontal alignments, roadway drainage, guide rail, pavement design, bridges, culverts, retaining walls, and dams, and more specifically includes structural design, preparation of design reports and contract plans, specification writing tasks, and coordination with all affected agencies.

Mr. Farnan is also proficient with the State and Federal review process required for Locally Administered Federally Aided projects (LAFA), having worked on and managed 30+ Highway and Bridge projects in the LDSA program.

Key Infrastructure Projects

Replacement of Adirondack and Bever Pond Bridges (CR-15)

Town of Horicon, Warren County, NY

Sr. Project Manager for the replacement two (2) separate bridges over the Mill Creek on County Route 15 and locally owned Johnson Road. Providing engineering services for the design of the full replacement of each structure, to include improvements to the surrounding highway and guiderail at each location. Services include ROW and topographic surveys, ROW acquisitions, structural design, hydraulic study, soils investigations, environmental impact analysis, general ecological and endangered species studies, surface water, and asbestos analyses. Permitting with the NYSDEC is also included. Currently, the project is in preliminary stages of design with construction expected in 2025 & 2026. This project is locally administered through the NYSDOT through the LDSA program.

Route 306 Sidewalk Improvements

Town of Ramapo, Rockland County, NY

Sr. Project Manager for the design of 4,200 ft of new sidewalks on Route 306 in the Town of Ramapo, the objective of the project was to provide safe walking paths for a local community that utilizes to roadway for pedestrian modes of travel. The project goals were to improvement of pedestrian access, mobility, and safety along the

corridor. Services included ROW and topographic surveys, ROW acquisitions, design mapping, determination existing conditions, traffic counts, accident data and capacity analysis, soils investigations, environmental impact analysis, general ecological and endangered species studies, groundwater, surface water, hazardous waste, and asbestos analyses. A design report meeting NYSDOT formats was produced along with full plan sets and documents meeting the DOT criteria. This project was locally administered through the NYSDOT through the LDSA program.

Rockland County Quiet Zones

Towns of Orangetown & Clarkstown, Rockland County NY

Sr. Project Manager for this Locally Administered Federal-Aid project to implement a Quiet Zone across 22 railroad grade crossings on the CSX West Shore River Line. Project to improve safety and eliminate the routine sounding of train horns at highway grade crossings. Prepared design report and improved highway alignment, four-quadrant gates, channelization, and median barriers meet Federal Railroad Administration ruling to establish Quiet Zones. Significant public involvement, collaboration with CSX railroad, Federal Railroad Administration, NYSDOT, and several towns and villages in Rockland County. Responsible for the preparation of the Preliminary Engineering, Detailed Design and Construction Inspection/Support.

Culverts PA-01 & PA-04 Replacements, North Quaker Hill Road (CR-68)

Pawling, Dutchess County, NY

Sr. Project Manager for the replacement of two culverts, PA-01 and PA-04, North Quaker Hill Road (CR-68) over Unnamed Creeks. Providing engineering services for the design of the full replacement of each structure, to include improvements to the surrounding highway and guiderail at each location. Services include ROW and topographic surveys, ROW acquisitions, structural design, hydraulic study, soils investigations, environmental impact analysis, general ecological and endangered species studies, surface water, and asbestos analyses. Permitting with the NYSDEC is also included. Currently, the project is in preliminary stages of design with construction expected in 2024. This project is locally funded.

Reconstruction & Realignment of Myers Corner Road

Town of Wappinger, Dutchess County, NY

Project Manager for the reconstruction and realignment of 7,400 ft of Myers Corners Road. The objective of the project was to improve the sight distance, pavement section, reduce the number of accidents, horizontal and vertical alignment, adequate lane and shoulder widths, roadside safety improvements, and roadside drainage swales to tie into existing system. Services included ROW and topographic surveys, ROW acquisitions, design mapping, determination existing conditions, traffic counts, accident data and capacity analysis, soils investigations, environmental impact analysis, general ecological and endangered species studies, groundwater, surface water, hazardous waste, and asbestos analyses. A design report meeting NYSDOT formats was produced along with full plan sets and documents meeting the DOT criteria. This project was locally administered through the NYSDOT through the LDSA program.

Bridge R-8 Replacement, Mill Lane over the Landsman Kill

Rhinebeck, Dutchess County, NY

Project Manager for the reconstruction Bridge R-8 (BIN 3343780), Mill Lane Over the Landsman kill. Provided engineering services for the design of the full replacement with single span, steel girder and

concrete deck bridge. The existing bridge spanned over a privately owned dam to remain. Services included ROW and topographic surveys, ROW acquisitions, structural bridge design, hydraulic study, traffic counts, accident data, soils investigations, environmental impact analysis, general ecological and endangered species studies, groundwater, surface water, hazardous waste, and asbestos analyses. Environmental and Dam Safety permitting with the NYSDEC was required. Contract also provided construction administration and inspection services. This project is locally funded.

Killearn Road Improvements

Town of Washington, Dutchess County, NY

Project Manager for the study of the 3.5-mile Killearn Road corridor to determine causes of continuous deterioration in the existing gravel road. Inadequate drainage was found to be most of the cause. Design services required a full evaluation of up to six alternatives ranging from simple repairs to full depth reconstruction with paving. Services included ROW and topographic surveys, ROW acquisitions, design mapping, comprehensive hydrologic analysis, traffic counts, accident data and capacity analysis, soils investigations, and a design report to summarize findings.

Replacement of Morner Road Culvert over Mill Creek

East Greenbush, Rensselaer County, NY

Project Manager responsible for project design development and design report for this Bridge project for the East Greenbush. The project includes the development of design alternatives, completion of hydraulic studies, topographic and ROW survey and mapping, structures design, cost estimating, plans and specifications. A hydrologic and hydraulic study was conducted to size the proposed culvert utilizing Streamstats and HEC-RAS. This is a State funded, locally administered project in NYSDOT Region 1.

South Church Street

City of Schenectady, Schenectady County, NY

Assistant Project Manager for civil engineering services on Metroplex Development Authority's south Church Street – from Fuller to State Street – Improvements project. Services included reconstruction of 600 LF of South Church Street and converting the road from two-way traffic to one-way. Two adjacent properties were also converted into public parking lots as part of the project. Road reconstruction included curbing and curb bump outs, sidewalk improvements, drainage utility modifications and improvements, ADA ramp improvements, updated street lighting and electrical design, signage, and striping.

Knox Cave Rd

Towns of Berne and Knox, Albany County, NY

Assistant Project Manager for 3.5-mile road rehabilitation for Knox Cave Road in Albany County. The project included a combination of full-depth reconstruction and recycle-in-place treatments for the corridor, with roadside improvements to drainage and new guiderail. Five intersections were improved with new signage and modify geometry for better sight-distance. Improvements to road geometry included several substantiated vertical curves that were modified for safety. Services also included full-time construction inspection.



Joseph Heffernan, EIT

Project Engineer | Bridges & Structures

Education

B.S. Civil Engineering
Technology, Stony Brook
University, New York, 2019

Professional Registrations

Engineer in Training (EIT) New
York

Engineer-in-Training OSHA 10
Hour Certification Course,
Construction Safety and
Health

NYS DEC 4-Hour Erosion and
Sediment Control Training

Professional Affiliations

Association for Bridge
Construction and Design

Mr. Heffernan has experience working on a broad spectrum of projects in the field of Bridge & Highway projects, Civil/Site Projects, Retaining walls, stormwater management design & Storm Water Pollution Prevention Plans (SWPPPs). His project responsibilities have ranged from preparation of bid documents and cost estimating to design and inspection of culverts, work zone preparation, and sign design in accordance with the MUTCD.

Joe's structural experience includes the design of bridges, culverts, structural steel, and timber for building renovations; retaining walls and other earth-retaining structures; and the design and installation of solar arrays. His civil and highway design experience includes vertical and horizontal alignments, roadway drainage, and guide rail and pavement design. His experience also includes preparation of design reports in accordance with various agency standards, preparation of the contract plans, specification writing tasks, and project coordination.

Mr. Heffernan is also experienced in Construction Inspection (NICET I/II equivalent) and with APPIA software.

Key Projects

Replacement of Adirondack and Bever Pond Bridges (CR-15)

Town of Horicon, Warren County, NY

Project Engineer for the replacement two (2) separate bridges over the Mill Creek on County Route 15 and locally owned Johnson Road. Providing engineering services for the design of the full replacement of each structure, to include improvements to the surrounding highway and guiderail at each location. Services include ROW and topographic surveys, ROW acquisitions, structural design, hydraulic study, soils investigations, environmental impact analysis, general ecological and endangered species studies, surface water, and asbestos analyses. Permitting with the NYSDEC is also included. Currently, the project is in preliminary stages of design with construction expected in 2025 & 2026. This project is locally administered through the NYSDOT through the LDSA program.

Route 306 Sidewalk Improvements

Town of Ramapo, Rockland County, NY

Project Engineer for the design of 4,200 ft of new sidewalks on Route 306 in the Town of Ramapo, the objective of the project was to provide safe walking paths for a local community that utilizes to

roadway for pedestrian modes of travel. The project goals were to improvement of pedestrian access, mobility, and safety along the corridor. Services included ROW and topographic surveys, ROW acquisitions, design mapping, determination existing conditions, traffic counts, accident data and capacity analysis, soils investigations, environmental impact analysis, general ecological and endangered species studies, groundwater, surface water, hazardous waste, and asbestos analyses. A design report meeting NYSDOT formats was produced along with full plan sets and documents meeting the DOT criteria. This project was locally administered through the NYSDOT through the LDSA program.

South Church Street - Metroplex

City of Schenectady, Schenectady County, NY

Design Engineer for the reconstruction of South Church Street from State Street to Erie Boulevard. Provided engineering services in conjunction with the city of Schenectady and Metroplex, as the project was part of a larger improvement plan for Liberty Park, which is west of South Church Street. Services included ROW and topographic survey, traffic counts, accident data, pavement design, sidewalk design, roadway grading and drainage, roadway lighting, and roadway signage. In particular, South Church Street was changed to a one-way street, to increase street parking and increase driver and pedestrian safety at the intersection with State Street and the intersection with Fuller Street. Responsibilities included preparing Preliminary and Final plans for the roadway reconstruction, as well as correlating cost estimates and specifications.

Knox Cave Road

Village of Altamont, Albany County, NY

Design Engineer for the reconstruction of Knox Cave Road from Pleasant Valley Road to Warners Lake Road. Services included ROW and topographic surveys, traffic counts, accident data, pavement design, and roadway signage. Responsibilities included preparing Preliminary and Final plans for the roadway reconstruction, as well as correlating cost estimates and specifications. NYSDOT formats was produced along with full plan sets and documents meeting the DOT PDM criteria.

Bridge R-8 Replacement, Mill Lane over the Landsman Kill Rhinebeck,

Dutchess County, NY

Design Engineer for the reconstruction Bridge R-8 (BIN 3343780), Mill Lane Over the Landsman kill. Provided engineering services for the design of the full replacement with single span, steel girder and concrete deck bridge. The existing bridge spanned over a privately owned dam to remain. Services included ROW and topographic surveys, ROW acquisitions, structural bridge design, hydraulic study, traffic counts, accident data, soils investigations, environmental impact analysis, general ecological and endangered species studies, groundwater, surface water, hazardous waste, and asbestos analyses.

Foster Block Upgrades (500-Block State Street)

City of Schenectady, Schenectady County, NY

Design Engineer for the upgrades to the Foster Block, 500-State Street between South Clinton Street and Lafayette Street. Improvements included hardscape and landscaping upgrades, decorative lighting and foundation design, design of closed drainage system to tie into the existing system, landowner coordination, utility coordination, and coordination with city and property owners. Our services included topographic and ROW surveys, sidewalk grading and design, utility coordination, design conceptual alternatives, final construction documents, bid analysis, construction administration, and specific construction inspections/design modifications.



Ray L. Darling, Jr., PE

Associate | Department Manager | Civil/Site

Mr. Darling is a Department Manager in the Civil/Site Group. He is a Licensed Professional Engineer and Project Manager that leads engineering designs for public and private clients, participates in business development and manages client relations. He is experienced in evaluation, design and project management of civil & environmental projects, and has performed design of water, wastewater, stormwater, grading, and site improvements for private and municipal clients. He has extensive experience with contract administration and construction management for various engineering/architectural projects.

Education

BS, Civil/Environmental Engineering, Clarkson University

BS, Physics, SUNY Oneonta

Licenses

Professional Engineer (PE)
New York, Vermont

Affiliations & Memberships

NSPE

AWWA

NYWEA

APWA

Key Projects

Starr Whitehouse | NYSOPRHP | Shoreline Restoration

Hamlin Beach State Park | Project Manager

Project Manager for a shoreline restoration project, which includes geotechnical investigation, environmental permitting, preparation of site design plans, revetment stabilization, site grading, and coordination. Design: 2023/2024 Construction: TBD

New York State Office of Parks, Recreation & Historic Preservation | Indoor Air Quality Study | New Windsor Cantonment Site

Newburgh, NY | Project Manager

Project Manager to study the indoor air quality at the office space for the New Windsor Cantonment site. Submitted program narrative with improvement recommendations, and prepared design plans for HVAC improvements. Design: 2023 Construction: TBD

City of Albany Water Board | Professional Engineering Services Term Contract

Albany, NY | Program Manager

Project was a term contract. Responsibilities included responding to client requests & coordination, performing site visits, preparation of scope of services/fee estimate, allocation of staff resources, project management, and QA/QC. Design: 2023 Construction: TBD

New York State Office of Parks, Recreation & Historic Preservation | Upstate Engineering Services Term Contract

Statewide, NY | Program Manager

Project was a term contract. Responsibilities included responding to client requests & coordination, performing site visits, preparation of scope of services/fee estimate, allocation of staff resources, project management, and QA/QC. Design: 2022/2023 Construction: TBD

Regeneron Pharmaceuticals | Professional Engineering Services Term Contract

Rensselaer, NY | Program Manager

Project was a term contract. Responsibilities included responding to client requests & coordination, performing site visits, preparation of scope of services/fee estimate, allocation of staff resources, project management, and QA/QC. Design: 2022/2023 Construction: TBD

New York State Office of Parks, Recreation & Historic Preservation | Water System Rehab & Electrical Evaluation | Oquaga Creek State Park

Bainbridge, NY | Project Manager

Project included the evaluation of the campground's existing electrical system and water system. Evaluation includes recommendations for upgrading water supply wells, system distribution and electrical controls. Design: 2022/2023 Construction: TBD

Regeneron Pharmaceuticals | Bldg 81 Process Wastewater Bypass

Rensselaer, NY | Project Manager

Project included the design of a process waste bypass pumping system for an existing waste neutralization room. The project involved selecting pumps to convey process wastewater up through the roof and over to a different room, connecting to existing piping for discharge. Design: 2023 Construction: TBD

New York State Office of Parks, Recreation & Historic Preservation | Electric Infrastructure Replacement Feasibility Study | Saratoga Spa State Park

Saratoga Springs, NY | Project Manager

Project included the feasibility and options for replacing the upgrading the existing 1969 switchgear and associated equipment at the park. Goal is also to improve the resiliency and reliability of the electrical distribution system. Submitted program report with replacement options. Design: 2022/2023 Construction: TBD

New York State Office of Parks, Recreation & Historic Preservation | Access Road Bridge Evaluation | Schodack Island State Park

Schodack Landing, NY | Project Manager

Project included the visual and structural evaluation of a park access road bridge that has been Yellow Flagged by the NYSDOT. Project included preparation of Level 1 Load Rating report, Amtrak coordination, and full design plans, specifications and cost estimate for reinforced concrete deck repair. Design: 2022/2023 Construction: 2023

Starr Whitehouse/NYSOPRHP | Parking Lot & Accessibility Improvements, Reeves Meadow Visitor Center

Harriman State Park | Project Manager

Project included the evaluation of parking and accessibility for the visitor center, which includes roadway realignment options including a roundabout, electrical service review, septic system relocation, surveying, structural assessment and architectural conceptual improvements.



William Doll, PE

Principal Associate | Geographic Discipline Leader | Structural

Education

BS Architectural Engineering,
University of Colorado at
Boulder, 1997

Professional Registrations

Professional Engineer (PE)
New Jersey, New York,
Maryland, Delaware,
Pennsylvania

Computer Skills

Revit

AutoCAD

Staad

Encercalc

ADOSS

Mr. Doll is a Project Manager with over 21 years of experience in structural building design for new and existing structures. His expertise encompasses the development of structural systems based on the analysis of architectural drawings and site surveys. Mr. Doll also performs overall project management and preparation of structural engineering construction documents, including drawings and specifications from project conception through final design documents. His building design experience also includes foundation, super-structure, and lateral analysis.

Mr. Doll's responsibilities include client relations and the coordination of architects, geotechnical engineers, M/E/P engineers, and contractors for all aspects of projects, from pre-design to construction administration. His experience also includes the review of and collaboration with architects for contractor's bids, cost estimates, and change orders; compilation of proposals for new projects based on engineering feasibility and cost effectiveness; and the formulation of internal budgets and schedules for current and proposed projects.

Key Projects

Hamilton College New Squash Court Building

Village of Clinton, Oneida County, NY

New one-story building to house the 12 new squash courts adjacent to the existing field house. Roof framing consisted of metal roof deck supported by open web joists bearing on steel girders. Roof required to support high snow loads. Lateral system designed with steel moment frames and CMU shear walls. Foundation consisted of reinforced concrete spread footings. Reviewed all structural shop drawings and submittals.

The Castle Fun Center Soaring Eagle Elevated Load Platform/Tower Foundation

Town of Chester, Orange County, NY

Provided structural engineering services for the design of an elevated load platform and tower foundation as part of the installation of the new Soaring Eagle Zip Line ride at the Castle Fun Center. The ride layout required an elevated platform located at the base of the zip line that serves as a loading platform for the ride and provides foundation support to the zip line ride structure, including the large catenary load of the zip line main cable.

Hamilton College New Fitness Center

Village of Clinton, Oneida County, NY

Renovation of an existing steel and masonry building to house the new fitness center. Renovation included a new 4,000 SF steel-framed, two-story structure within the center of the existing 19th century stonewall building. The new building contained exposed steel and double height floor to ceiling glass windows.

SUNY Farmingdale Nold Hall

Village of Farmingdale, Nassau County, NY

Renovation of a 90,000 SF existing steel and masonry athletic field house on the campus of SUNY Farmingdale. Renovation consisted of modifications to the open-web steel roof trusses, new interior steel platform framing, new masonry wall openings, and new reinforced concrete spread footings.

EMS Station

Brooklyn Borough, Kings County, NY

New two-story EMS station building designed with steel framing supporting concrete and metal deck and bearing on reinforced CMU walls. Lateral support of the building provided by reinforced CMU walls and steel moment frames. Design also included reinforced concrete one-way slabs over the basement to support the apparatus floor for the EMS trucks. Foundation system consisted of reinforced concrete foundation walls and reinforced concrete spread footings. All design was coordinated with NYC DDC. Reviewed all structural shop drawings and submittals.

Manhattan Marymount College Faculty Offices

New York City, NY

Renovation of existing wood-framed townhouse for new faculty offices. Design consisted of new rooftop and rear yard extensions. Existing wood flooring was removed and replaced with new steel-framed structure and concrete-filled metal deck. New CMU walls at the elevator and stair core were designed to support the increased lateral forces due to the building alterations. Foundation system consisted of new reinforced concrete spread footings and mat footing at elevator and stair cores. Also reviewed concrete rebar and steel shop drawings.

United Cerebral Palsy, West End Avenue

New York City, NY

Designed the structural renovation of an existing seven-story factory into the offices and school of United Cerebral Palsy. The structural work included the design of new handicap accessible ramps and elevators; structural improvements to the floors for the new school rooms and offices; structural improvements to the existing roof to support a new playground; and the design of structural modifications to the façade for a new glass storefront. All work was coordinated with the architect and M/E/P to meet UCP standards and requirements.



Hannah O'Neill, ASLA

Senior Landscape Designer/Planning

Education

BLA, Landscape Architecture,
SUNY College of
Environmental Science and
Forestry

Professional Registrations

American Society of
Landscape Architects (ASLA)

Council of Landscape
Architectural Registration
Boards (CLARB)

Ms. O'Neill has over seven years of professional experience as a landscape designer and has experience in all phases of the design process. From feasibility and conceptual designs to construction documentation and implementation, she knows what it takes to see a project from start to finish. Through strategic planning and design practices, her projects have the natural blend of people and place aided by strong graphic communication through programs including SketchUp, Adobe Creative Suite, Civil 3D, and ArcGIS. Additionally, she has experience working with both public and private sectors and continually strives to bridge gaps between various stakeholders for efficient and effective project outcomes.

Key Projects

Village of Dolgeville | Dolgeville Brownfield Opportunity Area Nomination Study

Dolgeville, NY | Landscape Designer

Worked in tandem with the Village of Dolgeville, the Department of State (DOS), and a local steering committee to complete an area plan that provides strategic development opportunities for sites that have been negatively impacted by the presence, or perceived presence, of environmentally sensitive sites.

Capital District | Patroon Creek Greenway Feasibility Study

Albany, NY | Landscape Designer

Worked with the City of Albany and the regional transportation council to complete a comprehensive feasibility study of a 9-mile trail corridor that encompasses multi-jurisdictional lands. Key components of this study included the ecological restoration of Patroon Creek and surrounding habitats.

City of Little Falls | Little Falls Downtown Revitalization Initiative (DRI) Round 5

Little Falls, NY | Landscape Designer

Worked in tandem with the City of Little Falls, the Department of State (DOS), and a local planning committee to complete a Strategic Investment Plan for the City. The plan included projects that would financially, socially, and environmentally regenerate the city.

Delaware County Planning Department (DCPD) | Eastern Delaware County Bicycle Prioritization Study

Delaware County, PA | Landscape Designer

Worked with the County and stakeholders to develop a comprehensive bicycle and pedestrian multi-modal plan that would provide enhanced safety for pedestrians along the corridor and connect the existing and proposed pedestrian/bicycle plans for all adjacent municipalities. This plan included sidewalks, off-road paths, multi-use paths, and crossing improvements.

Niagara River Greenway | Lower Niagara River Shoreline Trail Connectivity Study

Niagara County, NY | Landscape Designer

Worked with the Niagara River Greenway to complete a comprehensive connectivity study that identified a strategy for completing the last segment of the Niagara River Greenway from the Town of Lewiston north to the Lake Ontario Shoreline. Final deliverables included a comprehensive report with existing conditions, alignments analysis, cost estimates, and funding opportunities.

Broome County | Local Waterfront Revitalization Program (LWRP)

Broome County, NY | Landscape Designer

Worked with the County and NYS Department of State (DOS) on a countywide LWRP to advance waterfront access and consistency throughout the County. As part of this project, a comprehensive existing conditions analysis, concept plans, and implementation guidance were delivered. A Blueway Trails Plan and an updated river trail guide were also developed as part of the Broome County LWRP.

City of Hartford | Gateway and Corridor Study Masterplan

Hartford, CT | Landscape Designer

Worked as part of a larger team as a designer to provide site design and 3D renderings. The project included the closure of an underutilized vehicular access road to expand pedestrian public space for multi-purpose programming.

City of Rome | James Street Park Improvements

Rome, NY | Landscape Designer

Worked with various city departments and engineering disciplines to provide conceptual planning and site design services for a park improvement project. The project went to full construction documents and out to bid in Spring 2023.

Bridgeport Harbor Station Site Reuse and Planning Study

Bridgeport, CT | Landscape Designer

Arrowhead Gateway Small Area Plan and Corridor Study

Hartford, CT | Landscape Designer

Newington Town Center

Newington, CT | Senior Landscape Designer



Michael Croce, PE

Principal Associate | Regional Discipline Leader
Highways & Traffic Engineering

Education

MS, Civil Engineering,
Michigan State University,
1998

BS, Civil Engineering, Clarkson
University, 1996

Licenses

Professional Engineer (PE)
New York, Pennsylvania

Affiliations & Memberships

Institute of Transportation
Engineers

New York State Association of
Transportation Engineers

American Council of
Engineering Companies
(ACEC)

NYSCHSA Affiliate Member

Awards

Institute of Transportation
Engineers 2007 Young
Consultant's Award

Project Specific ACEC, APWA,
and ABCD Awards

Mr. Croce has combined expertise in the disciplines of highway design, traffic operations, and safety. In highway design, his projects have ranged from limited access expressway to interchanges on the Interstate System and from county roads to small urban streets. Among his technical specialties is the analysis and design of intersections. He has managed and produced design approval documents, plans, specifications, and contract documents for private, municipal, state, and Locally Administered Federal Aid projects. Mr. Croce enjoys working closely with others to develop sound transportation solutions. He is experienced in the facilitation and conduct of public outreach activities, including meetings and open houses for transportation projects.

Key Projects

NYS DOT | NYS Route 17 at Exit 122, D010116, PIN 8006.72

Wallkill, NY | Lead Staff Person/Highway Design

Reconfiguration of major interchange carrying 40,000 vehicles per day. Responsible for scoping and preliminary traffic data collection and analyses. In-depth travel demand modeling and simulation for 4 alternatives. Authored DR/EIS content. Responsible for Contract 1 final design: 1 mile of NYS Route 17 upgraded to interstate standards, 1 mile of local roadway upgrades 3 bridges, 2 culverts, ITS features, traffic signals, heavy utility involvement. 800+ sheet drawing package. Evergreen. Construction support. (\$85M)

City of Elmira DPW | North Main Street

Elmira, NY

Managed roadway reconstruction, traffic calming, and streetscape enhancement project involving ADA curb ramps, recessed parking, on-site pedestrian detours, and substantial utility coordination. Design process included a steering committee and series of community input meetings;

Livingston County Highway | CR 62 (Bronson Hill Road) Rehabilitation

Avon, NY

Managing all aspects of design on this locally administered, federally aided project to rehabilitate pavement and improve drainage along a 5.1-mile stretch of two-lane rural roadway that accommodates passenger cars, heavy trucks, farm equipment, pedestrians, and bicyclists. Key features include public outreach content for the

County's website during COVID-19, a single-course milling and resurfacing with spot repairs, and spot shoulder widening, replacement of all cross-culverts including the design of three relatively small precast concrete box structures with natural bottoms and grading to avoid new guiderail and addressing potential wetland impacts considering a fee-in-lieu approach. Managed survey, pavement core, and right-of-way subcontracts. Final bid documents, advertisement, and inspection forthcoming.

City of Rochester | Dewey Avenue & Driving Park Avenue Intersection Realignment

City of Rochester

Managed expedited 5-month preliminary design to retain \$1M in ROW funding. Consolidated two offset, signalized intersections on locally administered federal aid involving extensive community engagement, vehicular-pedestrian-bicycle mobility measures, signals, utility relocations, building demolition, and construction support. *Awarded 2018 Genesee Branch APWA Project of the Year.*

NYSDOT | Scajaquada Expressway (NY Route 198) Corridor Transformation

Project Engineer/Assistant Project Manager

Project included development of alternatives and Environmental Impact Statement to bring an aging high-speed multi-lane facility into harmony with adjacent parkland and historic setting. Extensive community outreach. Accelerated plan development. Streetscape and multimodal focus.

City of Rochester | Mt. Hope Avenue

Rochester, NY | Design Engineer

Evaluated the feasibility of a multi-lane modern roundabout as an alternative to a complex five-legged signalized intersection in the City of Rochester, Monroe County, New York. Pedestrian safety and mobility were key considerations. Performed preliminary capacity analysis determining the need for multiple lanes. Developed a proposed geometry considering potential property and access impacts. Presented this alternative to City of Rochester and MCDOT representatives. Consulted with the NYSDOT Roundabout Design Unit on the proposed layout and provided additional information on multi-lane roundabout signing and pavement marking to the client.

City of Rochester | Dewey Avenue & Driving Park Avenue Intersection Realignment

Rochester, NY | Project Manager

Responsible for expedited preliminary design activities to consolidate an offset urban, signalized intersection at the gateway to the Maplewood neighborhood. The project involves improving safety for all users – vehicles, bicyclists, pedestrians, and transit buses. Tasks included detailed traffic analysis; roadway alignment optimization; extensive public outreach; development of the design approval document and preliminary design layouts; and significant municipal and utility coordination. Assisted City of Rochester with Highway Safety Improvement Program funding request. Managed all facets of detailed design and construction support for this \$2.4 million project. *Winner of 2018 NYS APWA Transportation Project of the Year.*



Ahmed H. Elmekati, PhD, PE

Principal Associate | Regional Discipline Leader
Geotechnical Services

Education

Ph.D. Civil Engineering,
Rensselaer Polytechnic
Institute, 2007

M.S. Civil Engineering,
Rensselaer Polytechnic
Institute, 2006

B.S. Civil Engineering,
Mansura, Egypt, 2001

Professional Registrations

Professional Engineer (PE)
New Jersey, New York,
Connecticut, Texas,
Massachusetts, Ohio, Maine,
Michigan, Rhode Island, New
York

Professional Certifications

OSHA 10 Hr Construction
Safety

Dr. Elmekati is a geotechnical engineer with more than 20 years of experience in geotechnical and foundation engineering. He currently serves as Senior Project Manager and is responsible for our geotechnical services in the NYC Metropolitan area, New York State, Northern New Jersey, New England, as well as Texas. Dr. Elmekati's experience includes planning geotechnical subsurface explorations and soil laboratory and field-testing programs, preparation and review of engineering proposals, engineering calculations, geotechnical recommendation reports, specifications, design details, construction instrumentation monitoring, and construction documents for several types of projects.

Dr. Elmekati has extensive experience in the analyses, design, and performance evaluation of geotechnical structures using state-of-the-practice numerical modeling tools including shallow and deep foundations, tunnels, excavation support systems, hydraulic barriers and dams, and ground improvement techniques. He is also experienced in multi-scale and multi-physics modeling of geotechnical systems.

Dr. Elmekati also has extensive experience during the construction phase of projects, including review of shop drawings; field overview, and progress documentation. He is experienced with construction monitoring including planning real-time deformation and vibration monitoring programs as well as assessing related records including impact on nearby adjacent structures and evaluation of full-scale instrumented load tests. He also has experience in providing construction litigation support, claims analysis, and forensic geotechnical evaluations. He has also performed value engineering and peer review of multiple projects.

Key Projects

Heatherdell Road Embankment

Village of Ardsley, Westchester County, NY

Geotechnical Project Manager for assessing the erosion observed within the embankment supporting Heatherdell Road in the Village of Ardsley, NY. The embankment extends approximately 45 ft in height with the lower portion supported by an existing 15-ft high retaining wall. The erosion lead to the development of very steep slopes that impeded the safety of the roadway. Duties included performing a geotechnical health assessment of the embankment and developing mitigation schemes to address slope stability and drainage.

Chain O'Hills Road Embankment

Woodbridge Township, Middlesex County, NJ

Geotechnical Project Manager for assessing the excessive erosion that was observed at multiple locations within the embankment supporting Chain O'Hills Road. The erosion lead to the development of very steep slopes that impeded the safety of the roadway. Duties included performing a geotechnical health assessment of the embankment and developing mitigation schemes to address slope stability and drainage conditions. The assessment was performed by combining surface information collected by airborne LiDAR with subsurface information collected through subsurface explorations. Duties also included preparing a geotechnical assessment report as well as performing cost/benefit analyses for the developed mitigation schemes.

NYS Route 303 Culvert Replacement

Orangeburg, Rockland County, NY

Geotechnical Project Manager for the replacement of the existing culvert that carries a private driveway over Sparkill Creek. Duties included planning and supervising a subsurface exploration, developing foundation recommendations, and construction considerations.

Legoland NY – NYS Route 17 Exit 125 Highway Improvements

Town of Goshen, Orange County, NY

Geotechnical Project Manager for the construction of multiple structures and roadways to improve the traffic patterns and provide access to the proposed Legoland Theme Park. The structures included a new double-span bridge along with related roadway embankments, new culverts, new sign structures, and the extension of an existing culvert passing below NYS Route 17. The new roadway embankments will extend up to 25 ft in height with the sides supported using T-walls. Duties included developing and overseeing a \$600K subsurface exploration program in accordance with NYSDOT Geotechnical Design Manual, developing foundation recommendations and performing performance analyses for the proposed structures as well as the design of a roadway embankment supported on soft soils. Duties also included providing engineering support during the construction phase of the project including, observation of pile installation, review of submittals, and review of contractors' change orders.

Kosciuszko Bridge

Brooklyn & Queens Boroughs, New York City, NY

Geotechnical Engineer for replacement of the existing 1.1-mile-long Kosciuszko Bridge. Evaluated ground settlement resulting from placing roadway embankments for the new Brooklyn Connector using 3D models developed in PLAXIS 3D and Settle3D. Evaluated the performance of a barrier wall at the Laurel Hill site during the construction of nearby excavations using information provided by real-time a real-time instrumentation monitoring program consisting of inclinometers. Evaluated the lateral pile response of pile foundations. Preliminary design of MSE and GRES walls during the pre-bid phase.

Goethals Bridge Replacement (I-287 over the Arthur Kill)

City of Elizabeth, NJ to Staten Island Borough, New York City, NY

As Geotechnical Engineer, led the design of a floating road system consisting of a mechanically stabilized earth embankment over very soft organic/peat stratum. The design was first performed using conventional methods. PLAXIS 3D was used to evaluate the performance and develop a maintenance plan that meets the project requirements. Overlooked the geotechnical design of piles supporting the temporary trestles on the project including estimating tip elevations, and lateral (L-Pile) and vertical capacities as well as pile driveability analyses using GRL-WEAP.

NYSTA/NYS DOT Tappan Zee Bridge (Governor Mario M. Cuomo Bridge)

Westchester County, NY

Project Geotechnical Engineer for the new twin cable-stayed bridge built to replace the old bridge over the Hudson River. Led the review of results of the subsurface exploration program consisting of Cone Penetration Tests and laboratory strength and stiffness tests to establish soil design parameters required for the design of the pile foundations in accordance with AASHTO LRFD. Performed comprehensive interpretation analyses of the axial and lateral pile load tests including analyses of strain gauge and inclinometer results and prepared the interpretive report.

MTA ESA CQ31

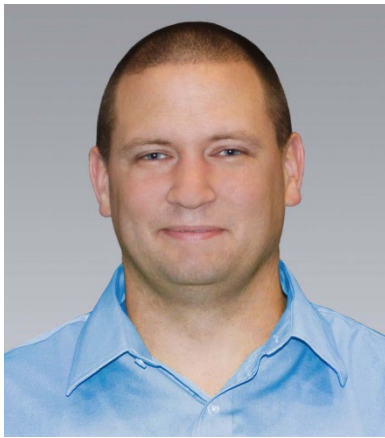
New York, NY

As Geotechnical Engineer, provided geotechnical and foundation engineering services for the East Side Access Project's second largest tunneling project to construct four short and shallow tunnels, three reception pits, three emergency access and vent shafts, and the completion of a previously started open-cut excavation. Performed static slope stability analyses and deformation analysis for various structures and their effect on existing structures.

NYCEDC Pier 79

Manhattan, NY

Geotechnical Project Manager for the installation of new fender piles to replace the existing timber fender pile systems. The new fender piles consisted of 120-ft steel monotube piles installed as one segment using a barge floating on the Hudson River. Duties included providing and overseeing controlled construction observation and special inspections during construction.



Lucas Boyer, PLS

Principal Associate | Project Manager | Survey

Mr. Boyer is a Project Manager with more than 18 years of experience in the survey industry, with particular expertise in providing survey and scanning services for boundary surveys, residential subdivisions, construction stakeouts, and environmental projects, including Superfund sites and hazardous waste projects. He has provided survey services to a variety of public clients, including New York State agencies such as the Department of Transportation, Thruway Authority, Office of General Services, and Department of Environmental Conservation, along with various municipalities. He has extensive knowledge of New York State survey standards and procedures and is proficient in performing all field procedures required to successfully complete any survey project.

Education

B.S. Surveying Engineering
Technology, State University
of New York at Alfred, 2006

Professional Registrations

Professional Land Surveyor
(PLS) New York

Professional Certifications

OSHA 40 Hr HAZWOPER
Training

MSHA Part 46 Miner Training

OSHA 30 Hr & 10 Hr
Construction Safety

Affiliations & Memberships

New York State Association of
Professional Land Surveyors

Eastern New York Society of
Land Surveyors

As Project Manager, Mr. Boyer's responsibilities include coordination of projects from proposals to completion; meeting with clients and governing bodies to gather data; review of all project materials including deed research, utility mapping, or other any other required documentation; execution of field work and mapping; maintaining budgets, scheduling, project coordination, and billing; and managing and scheduling the activities of field crews.

Key Projects

Building 12 Deaerator Clearance Scan

Multiple Locations in Upstate New York

Provided professional land surveying services for a confidential client to scan and model the existing interior of a boiler room to ensure proper fit of a new deaerator. Duties included performing four scans of the interior space, compiling the data, and creating a Revit model. The Revit model displayed interior features including walls, floor, piping, and equipment. Also responsible for generating point cloud data and Trueviews for the client. The major challenge presented by this project was the difficulty in obtaining proper coverage of the project area, which was limited by piping, machinery, and the general room layout. The client intends to use the Revit model to confirm that the proposed equipment will fit within existing conditions.

Stratton VA Hospital

Albany, Albany County, NY

Provided professional land surveying services for Sigma Psi provided existing condition survey and underground utility location by means of laser scanning and subsurface utility investigation using GPR.

PP-5 Willow Vale Road

Town of Pine Plains, Dutchess County, NY

Survey Project Manager responsible for execution of kickoff meeting, data collection, base mapping, right of way and Acquisition maps associated with the replacement of Willow Vale Road Bridge in the Town of Pine Plains, NY. Provided direction on performance of primary and secondary horizontal and vertical project control and the collection of survey and mapping data, including ground surveying and establishment of existing highway boundary. Provided Quality Control and quality assurance to final deliverables.

Stop 13 Road

Town of West Sand Lake, Rensselaer County, NY

Survey Project Manager responsible for execution of kickoff meeting, data collection, base mapping, and right of way associated with the replacement of Stop 13 Bridge in the Town of West Sand Lake, NY. Provided direction on performance of primary and secondary horizontal and vertical project control and the collection of survey and mapping data, including ground surveying and establishment of existing highway boundary. Provided Quality Control and quality assurance to final deliverables.

Mill Road Bridge in Region-8

Rhinebeck, Dutchess County, NY

Survey Project Manager responsible for execution of kickoff meeting, data collection, base mapping, and right of way associated with the replacement of Mill Road Bridge in the Town of Rhinebeck, NY. Provided direction on performance of primary and secondary horizontal and vertical project control and the collection of survey and mapping data, including ground surveying and establishment of existing highway boundary. Provided Quality Control and quality assurance to final deliverables.

Route 306 Ramapo

Town of Ramapo, Rockland County, NY

Survey Project Manager responsible for execution of kickoff meeting, data collection, base mapping, right of way and Acquisition maps associated with the sidewalk and road improvements in the Town of Ramapo, NY. Provided direction on performance of primary and secondary horizontal and vertical project control and the collection of survey and mapping data, including ground surveying and establishment of existing highway boundary. Provided Quality Control and quality assurance to final deliverables.

Myers Corners Road

Town of Wappinger Falls, Dutchess County, NY

Survey Project Manager responsible for execution of kickoff meeting, data collection, base mapping, right of way and Acquisition maps associated with the sidewalk and road improvements. Provided direction on performance of primary and secondary horizontal and vertical project control and the collection of survey and mapping data, including ground surveying and establishment of existing highway boundary. Provided Quality Control and quality assurance to final deliverables.

Route 32 & Route 9W

Town of Saugerties, Ulster County, NY

Project Manager responsible for execution of kickoff meeting, data collection, base mapping, and right of way associated with the sidewalk improvement in the Town of Saugerties, NY. Provided direction on performance of primary and secondary horizontal and vertical project control and the collection of survey and mapping data, including ground surveying and establishment of existing highway boundary. Provided Quality Control and quality assurance to final deliverables.

Morningthorpe Avenue Bridge Replacement

Village of Brewster, Putnam County, NY

Project Manager responsible for execution of kickoff meeting, data collection, base mapping, and right of way associated with the replacement of Morningthorpe Avenue Bridge in the Town of Brewster, NY. Provided direction on performance of primary and secondary horizontal and vertical project control and the collection of survey and mapping data, including ground surveying and establishment of existing highway boundary. Provided Quality Control and quality assurance to final deliverables.

Revitalization of North Swan Street Park

City of Albany, Albany County, NY

Party Chief responsible for performing a topographic and utility survey for extensive renovation of the North Swan Street Park. The survey tasks included the location of the parcel lines, pavement edges, curbing, utility poles, lights, walkways, pavement areas, and landscaped areas. Also located all visible evidence of surface and underground utilities. The survey was used to prepare design plans for the green-park redevelopment.

Town of Schenectady, Schenectady County, NY

Party Chief and Survey technician responsible for survey and mapping activities associated with the rehabilitation of Erie Blvd in the City of Schenectady, NY. Provided primary and secondary horizontal and vertical project control and the collection of survey and mapping data, including ground surveying and establishment of existing highway boundary.

Grant Hill Road Bridge Replacement

Town of Guilderland, Albany County, NY

Party Chief and Survey technician responsible for survey and mapping activities associated with the replacement of Grant Hill Road Bridge in the Town of Guilderland, NY. Provided primary and secondary horizontal and vertical project control and the collection of survey and mapping data, including ground surveying and establishment of existing highway boundary.

Education

M.S. Surveying Engineering
Technology, University of
Maine, 2019

B.S. Surveying Engineering
Technology, Alfred State
College – SUNY College of
Technology, 2011

Professional Registrations

Professional Land Surveyor
(PLS) New York, New Jersey,
Vermont, Massachusetts,
Rhode Island

FAA Part 107 sUAV Remote
Pilot

OSHA 10 Hour Occupational
Safety and Health and 40
Hour HAZWOPER Training

Affiliations & Memberships

New York Association of
Professional Land Surveyors
(NYSAPLS)

National Society of
Professional Surveyors (NSPS)

New Jersey Society of
Professional Land Surveyors
(NJSPLS)

Massachusetts Association of
Land Surveyors and Civil
Engineers (MALSCE)

Patrick VanHaverbeke, PLS

Principal Associate | Discipline Leader

Mr. VanHaverbeke is a Geographic Discipline Leader in the Survey group with over 17 years of experience in a wide variety of land surveying projects including UAS, boundary, topographic, ALTA, utility corridor, heavy construction, DOT, and railroad work. He is responsible for overseeing the execution of data collection in the field, as well as record research and mapping. He can collect data and complete projects efficiently, safely, and economically utilizing new technologies such as UAS (drones), terrestrial and mobile LiDAR systems.

Mr. VanHaverbeke's administrative skills allow him to manage projects with a sharp eye to scheduling, budgeting and overall project execution. His daily duties include the development of daily field and office schedules, weekly reports and client correspondence. He attends weekly meetings and develops reports on projects, billings, and workload. During these meetings he updates other managers on the status of work and makes commitments to meet critical deadlines.

Mr. VanHaverbeke is well versed in UAS based LiDAR and photogrammetric mapping services with a keen eye for project efficiencies with respect to data collection and extraction. His background as a licensed land surveyor gives him insight into required data accuracies and control requirements on a project by project basis.

Key Projects

American Land Title Surveys (ALTA) for Solar Panel Installation Sites

Various Locations in NY State

Used a combination of survey technology and techniques (UAS based LiDAR and photogrammetry, Static and RTK GNSS, conventional traverse with robotic total stations) to perform ALTA surveys on many large 50 to 150-acre sites across the state. This combination approach offers our clients a time and cost-efficient solution without sacrificing accuracy. Responsible for managing and/or performing all aspects of these projects from client management and budgeting to data delivery.

St. John Fisher College Topographic Survey

City of Rochester, Monroe County, NY

Utilized UAS based LiDAR and photogrammetry to update the existing base mapping for the 150+ acre college campus. Performed PIC duties during flights and was responsible for control work, which involved tying into existing monumentation. Performed photogrammetric processing utilizing raw imagery and the post processed and calibrated .las file from the LiDAR missions. Full topographic and planimetric extraction was performed and an updated base map and surface was delivered in CAD format.

Walmart UAV Based Pavement Inspection Proof of Concept

Town of East Greenbush, Rensselaer County, NY

Deployed a drone to map the existing Walmart plaza. The deliverables included an up-to-date orthoimage of the facility, as well as a densified point cloud and a textured 3D mesh of the site, all on state plane datum. The orthoimage was of high enough resolution that the areas of pavement cracking could be identified and mapped from the office, making the process much safer as well as providing a record of existing field conditions.

LiDAR Data Acquisition and ALTA Survey

Town of Schodack, Rensselaer County, NY

Pilot in Command (PIC) responsible for photogrammetric and LiDAR data acquisition covering a 150-acre parcel of mixed woods, fields, and roadway. The data was post-processed and tested to American Society for Photogrammetry and Remote Sensing (ASPRS) Positional Accuracy Standards for Digital Geospatial Data to generate one-foot contours to be used as part of an ALTA survey.

LiDAR Data Acquisition

North Miami, Miami-Dade County, FL

Pilot in Command (PIC) responsible for photogrammetric and LiDAR data acquisition covering a 200-acre active construction site as part of a monitoring and surveying program. The data was post-processed and tested to ASPRS Positional Accuracy Standards for Digital Geospatial Data to generate one-foot contours.

New York State Department of Transportation Photogrammetric Control

Staten Island Borough, New York City, NY

Laid out and located aerial photogrammetry targets as per NYSDOT standards and specifications. Lead surveyor responsible for implementing proper field techniques and post processing methods to adhere to NYSDOT requirements.

Route 17A ROW Determination and Planimetric Survey

Village of Goshen, Orange County, NY

Established control and performed a planimetric survey along Route 17A between Hatfield Lane and Houston Roads, as well as 100 feet down any connecting roads along the route. The survey located features such as utility poles, guide rails, and large trees within the ROW, as well as any utilities and culverts that were encountered. Also located any property monumentation found and did the

research required to establish the limits of the ROW throughout the corridor. This survey was later used to determine where to place a new gas pipeline through the project limits. The finished mapping was delivered electronically to the design team in AutoCAD Civil3D format.

Mount Kisco Route 117 Water Line Replacement

Village of Mount Kisco, Westchester County, NY

Performed a right of way and topographic survey along a 1.2-mile stretch of Route 117 for a water line replacement project. Aerial mapping services were utilized to aid in the data collection process due to the heavy traffic through the survey corridor. Conventional survey methods were used to locate property monumentation and utility infrastructure, including hydrants, service and main line valves, manhole elevations, and sewer and culvert pipe elevations and sizes. Responsible for all of the control work for the photogrammetry and for merging all of the aerial and conventional data into one seamless AutoCAD Civil3D deliverable.

Mohican-Battenkill Rebuild Project - Confidential Utility Client

Town of Fort Edward, Washington County, NY

Provided field stake-out of approximately 15 miles of power transmission line corridor, including the fee property lines and permanent easement lines, work and pulling pads, access roads, etc.

Nigro Companies Price Chopper

Town of Clifton Park, Saratoga County, NY

Performed boundary and topographic survey of existing shopping plaza for a re-design of the existing Price Chopper. Managed field crew, processed data, and established the boundary. QA/QC for topographic survey.

New York State Department of Transportation Culvert Survey

Essex County, NY

Established horizontal and vertical control for a topographic and ROW survey around a failing culvert. Used static GPS techniques to tie vertical control to NGS benchmarks on NAVD88 datum. Processed data for mapping and drafted control report.



Kelsey A. Howard

Principal Associate | Senior Grant Manager
Grants and Funding

Education

BA Political Science, University of Vermont, 2013

Grant Writing USA Workshop

Grant Management USA Workshops

Professional Registrations

Grant Professionals Association

Ms. Howard manages the preparation of grant and loan applications and the administration of awards for Colliers Engineering & Design. She communicates with funding program representatives on behalf of our clients, reviews program guidelines, and ensures that complete, competitive applications are submitted.

Ms. Howard has helped secure over \$139 million for clients' projects, working with over 70 towns, counties, utility authorities and others. In 2021 alone, over \$9.9 million was awarded for projects like water main relining and lead line replacement, public library renovations and additions, roadway reconstruction, bicycle sharrow treatments, streetscape corridor improvements, and park and recreation projects like skateparks, playgrounds, and pickleball courts. Some other projects previously funded include sanitary sewer improvements, ballfields, ADA facility upgrades, traffic signal optimization, and historic restoration and rehabilitation to carousels, monuments, train stations, and coast guard stations.

Key Projects

Improvements to Curtis Park (MSQ081, MSQ081A, MSQ0100)

Borough of Manasquan, Monmouth County, NJ

Secured and leveraged grants through multiple programs and rounds for this barrier-free playground project. Awarded \$55,000.00 through the NJDCA Local Recreation Improvement grant in January 2022. Monmouth County Municipal Open Space Grant program awarded \$150,000.00 in 2021 and \$90,000.00 in 2020.

La Trenta Field Complex Improvements (MVB511, MVB559)

Borough of Montvale, Bergen County, NJ

Secured multiple rounds of Bergen County Municipal Park Improvement Program funds for clay infield removal (\$113,538.00 in 2017), synthetic turf replacement (\$65,000.00 in 2018), softball infield, and parking lot and ADA accessibility improvements (\$96,309.00 in 2020).

Mallard Park Improvements (MSQ007, MSQ051)

Borough of Manasquan, Monmouth County, NJ

Provided grant writing and management services. Secured multiple rounds of Monmouth County Municipal Open Space grants - \$175,000.00 through 2014 round for ballfields and \$100,000.00 in

2017 round for site improvements and amenities. Project closed out in 2021.

Municipal Complex Hockey Rink Diversion (MCT060)

Township of Manchester, Ocean County, NJ

Major diversion application to divert municipally-owned park property from the Recreation and Open Space Inventory (ROSI). Conducted pre-application meeting, scoping hearing and pre-application package.

Water Main Relining and Valve Replacement (BLT269, BLT275, BLT282, BLT0284)

Township of Belleville, Essex County, NJ

Secured multiple rounds of Essex County CDBG funds - \$334,760.00 awarded October 2019, \$540,257.00 awarded May 2020, \$335,000.00 awarded October 2021. Requested additional \$854,175.00 in December 2021.

Sanitary Sewer Lining/Rehab (14000720A)

Jersey City Municipal Utilities Authority, Hudson County, NJ

Secured \$951,916.84 in EPA Clean Water State Revolving Fund (CWSRF) low-interest financing through the NJDEP and NJWB. Project closed out in 2021.

Ocean Avenue Water Main Replacement (POB013)

Borough of Point Pleasant Beach, Ocean County, NJ

Secured \$2,501,750 in EPA Drinking Water State Revolving Fund (CWSRS) low-interest and principal forgiveness financing through the NJDEP and NJWB. Project in construction.

Sanitary Sewer System Rehabilitation (OKB002)

Borough of Oaklyn, Camden County, NJ

Funding administration, reporting and drawdown requests for a \$6,810,000.00 USDA Rural Development Water and Waste Disposal Grant and Loan award.

Traffic Signal Optimization (UCC003F)

City of Union City and Township of Weehawken, Hudson County, NJ

Secured \$1,000,000.00 in December 2020 through the NJTPA Congestion Mitigation and Air Quality (CMAQ) program.

Euclid Avenue Area Improvements Phase I (MSQ076)

Borough of Manasquan, Monmouth County, NJ

Awarded \$160,400.00 in September 2020 through the Monmouth County CDBG. Provided grant writing and management services. Project closed out in 2021.



Todd Gadd, PE

Principal Associate | Regional Discipline Leader
Construction Engineering & Inspection

Education

BS, Civil and Environmental
Engineering, Clarkson
University, 1997

AAS, Construction Engineering
Technology, Alfred State
College, 1995

Licenses

New York

Professional Affiliations

Association of Bridge
Construction and Design, WNY
Chapter: Member and Past
Board Member

NYS County Highway
Superintendents Association:
Past President, Secretary, and
Treasurer

Mr. Gadd brings more than 25 years of experience focused on bridge, highway and building construction to his role as Colliers Engineering & Design's Construction Inspection Manager. He oversees the planning and execution of all construction inspection services, including administration, staffing, coordination, and reporting. He brings to each project the benefit of his multifaceted background as a Western New York County Highway Superintendent as well as a project superintendent and project manager for a construction company. He also adds extraordinary value to a broad range of Colliers Engineering & Design (CED) projects by participating in design & constructability reviews, estimating, and scheduling.

Mr. Gadd is well-known and respected across the New York State engineering community, owing to his recent tenure as President of the New York State County Highway Superintendents Association just prior to joining CED. He has built strong relationships with other consultants, municipalities, and agency officials statewide, which translates to smooth communication and heightened efficiency while managing time-critical projects that involve shifting needs and conditions.

Key Projects

NYS Thruway Authority, D214841 | North & South Grand Island Bridges, Steel Repairs, Retrofit/Repair of Roller Bearings and Pin/Hangers

Buffalo, NY | Project Manager

Under this estimated \$67 million project, Mr. Gadd is the Project Manager for the construction inspection on this \$3 million agreement. The Repair/Retrofit project will strengthen and enhance the durability of the North & South Grand Island Bridges from the harsh environmental conditions it is exposed to. The project will be staffed with a team of approximately five, including subconsultants. 2023 – Ongoing

State and Local Municipality Projects

Various Locations Across New York | Construction Inspection Manager

Responsible for a staff of 15-plus assigned to projects in the Buffalo, Rochester, Southern Tier, and Northern New York areas. Duties include managing existing staff and recruiting new staff as needed. Clients include the Cities of Buffalo and Rochester; Chautauqua, Livingston, Monroe, Ontario, and Steuben Counties; and NYS OGS

NYS DOT, D037997 | US Route 219 3R Pavement Restoration and Rehabilitation in Region 5

New York | Assistant Project Manager

Under this \$6.5 million project, Mr. Gadd is the Assistant Project Manager for the construction inspection on this \$1.5 million agreement. The US Route 219 Pavement Restoration and Rehabilitation project is a significant undertaking to restore a large stretch of Route 219 between Route 86 (formerly Route 17) and the Pennsylvania state line. Colliers Engineering & Design currently has three staff assigned.

Brewery Line Trail

City of Rochester, NY

Provided Construction Inspection Services for The City of Rochester's Brewery Line Trail Project. Included Park gateway improvements such as walkways, indigenous plantings, new street lighting, bio-retention areas, trail and river railing rehabilitation, new overlook railing, and a musical play feature. Design elements include connections to and through the neighboring High Falls Terrace Park, bike racks, seating, steep bank stabilization, and landscaping.

Wyoming County Highway Department

Wyoming County, NY | Highway Superintendent

Mr. Gadd oversaw 20+ Locally Administered Federal-Aid Projects including budgeting, consultant selection, design, construction, and closeout. The projects included highway/bridge reconstruction and rehabilitation, including many with design and construction totaling more than \$20 million. He was responsible for 30+ staff in the operation and maintenance of over 240 miles of highway, 86 bridges, and over 300 large culverts with an annual budget of approximately \$10 million. He coordinated with all levels of government from village mayors up to the NYS Governor's office. This includes direct contact with permitting agencies including the NYS DEC and the USACE. Of note, he was directly involved with working in and around several premier fish spawning creeks and streams within Western New York including the Wiscoy and East Koy Creek.

CR-412 Over Hannacrois Creek Culvert Replacement

Albany, NY

This project involved replacing aging corrugated metal pipe culverts with a four-sided concrete box culvert, featuring an 18-foot span and 6-foot rise. Comprehensive construction management ensured minimal environmental impact and enhanced infrastructure safety through the addition of guiderails, wing walls, and striping.

Kenneth W. Baldwin

Project Manager | Bridges & Structures

Education

AAS Civil Technology, Hudson Valley Community College, 1989

Professional Certifications

NYSDEC 4 Hr Erosion and Sediment Control Training

OSHA 10 Hr Construction Supervisor Safety Training

Certified Traffic Control Supervisor

Certified Flagger Instructor

Certified Flagger

ACI Field Testing Technician, Grade 1

TxDOT Certified 11.3.1, 18.3.1 & 18.6.1

Affiliations & Memberships

Albany Society of Engineers

Association for Bridge Construction and Design

American Legion

Veterans of Foreign Wars

Society of American Military Engineers

Mr. Baldwin has extensive experience in structural engineering, project management, and construction management for roadways and bridges. He has proven expertise in performing project management, design, coordination, and review functions for a multitude of projects that have improved major local, state, and regional infrastructure networks and systems, and he has worked extensively with federally-funded projects through NYSDOT, NYCDEP, NYSTA, and many other private and municipal clients.

Mr. Baldwin's bridge design and construction experience includes bridges, culverts, dams, retaining walls, and other earth retaining structures. His experience not only includes the structural design, plan preparation, and specification writing tasks, but also includes the tasks of project management, agency coordination, and presentation at public information meetings. He has ample experience in the logistics of bridge design and rehabilitation projects. These logistics include environmental permitting, hydrologic/hydraulic analysis, scour analysis, and coordination with all affected public stakeholders.

Key Projects

Maxwell Road Relocation

Town of Colonie, Albany County, NY

Design Project Manager and Construction Project Manager responsible for design, cost estimating, and contract letting documents for the project. Completed Storm Water Pollution Protection Plan (SWPPP) in accordance with NYSDEC regulations. Prepared and submitted necessary permits, including a Section 404-Wetlands Permit to the U.S. Army Corps of Engineers. Provided liaison with the various utility companies for the project. Design included plans, profiles, geometrics, including a roundabout, typical sections, drainage design, sanitary sewer and municipal water service relocation, wetland mitigation areas, soil and water pollution control plans and specifications. Since project was a pass-through project with Federal Funding, it was designed in accordance with New York State DOT Specifications. Mr. Baldwin monitored the use of APPIA software and reviewed project records to ensure conformance with NYSDOT specifications. This project was subject of numerous ARRA reviews by the FHWA without any major issues found. Responsible for a staff of five inspectors with a project construction cost of \$4.5M

Siena Perimeter Loop Road, Siena College

Town of Colonie, Albany County, NY

Design Engineer and Construction Manager for this \$1.5M project, which provided for the design and construction of a new perimeter road linking both sides of the Siena Campus together. This project called for two 11-foot wide travel lanes; 2,000 ft of new roadway with new curbing; and five-foot wide concrete sidewalks. Work included storm water management construction of modular retaining walls, and utility relocation. Other duties included managing and coordinating wetland delineation, permitting, cultural resource studies, geotechnical evaluations, and regular meetings between the Town and other interested agencies. Responsible for the construction management of project to ensure compliance with NYSDOT Specifications; monitoring testing firms and sub-consultants; and serving as liaison with Siena College, the Town of Colonie, and NYSDOT. Project utilized APPIA software for project management. Responsible for staff of two construction inspectors.

Replacement of the Grant Hill Road Bridge over the Normans Kill Creek

Town of Guilderland, Albany County, NY

Design Engineer and Construction Manager for this \$1.9M project, which provided for the design and construction inspection of a new 140 foot long bridge (bolted truss) over the Normans Kill Creek. Responsible for monitoring of project documentation to ensure compliance with MURK and NYSDOT specifications; management of engineering staff; management of testing firms and sub-consultants; and serving as liaison with the owner and NYSDOT. This project utilized APPIA software for record keeping. Responsible for staff of two construction inspectors.

Schenectady County Department of Public Works, New Structure at Duanesburg Churches Road

Town of Duanesburg, Schenectady County, NY

Construction Project Manager for this project, which required the removal of the damaged structural plat pipe, excavation and placement of new footings, a new precast arch structure, and stone fill. Monitored project resident engineer to ensure MURK requirements were met through the utilization of APPIA software. Ensured project documents and NYASDOT specifications were followed. Project was subject to NYSDOT and FHWA Fire reviews. No issues were found with either review.

British American Boulevard Sidewalk.

Town of Colonie, Albany County, NY

Design Engineer responsible for preparation of the Design Report for the Town of Colonie. Responsible for the design of the project, including plans, profiles, typical sections, cost estimate, and letting documents. Responsible for construction management services to the Town of Colonie during construction of the project. Provided on-site inspection, testing services, and processed contractor payments.

Replacement of the C.C.Camp Road Bridge over Catskill Creek

Town of Broome, Schoharie County, NY

Design Project Manager and Construction Manager for this \$1.2M project, which provided for the design and construction inspection of a new 100 foot long bridge (bolted truss) over the Catskill Creek. Responsible for preparation of project design to include design of the new structure with foundations, stream protection, and removal of the existing bridge. Also responsible for monitoring of project documentation to ensure compliance with MURK and NYSDOT specifications; management of engineering staff; management of testing firms and sub-consultants; and serving as liaison with owner and NYSDOT. This project utilized APPIA software for record keeping. Responsible for staff of 2 construction inspectors.

Pedestrian Bicycle Path and Route 7 Enhancement, SUNY Cobleskill

Town of Cobleskill, Schoharie County, NY

Design Engineer and Construction Project Manager for this \$1.2M project, which provided for the design and construction inspection of a new sidewalk along Route 7 at SUNY Cobleskill. The project included new pedestrian signalization, handicap accessible sidewalk, and striping. Responsible for monitoring of project documentation to ensure compliance with MURK and NYSDOT specifications; management of engineering staff; management of testing firms and sub-consultants; and liaison with owner and NYSDOT. This project utilized APPIA software for record keeping.

Rehabilitation of McLean Road and McLean Road Extension

City of Cortland, Cortland County, NY

Design Project Manager and Construction Project Manager responsible for conducting a pavement evaluation of this 4 km project and preparation of the Pavement Evaluation Report for Cortland County. The project was a pass through project for which all NYSDOT source documentation was utilized. Responsible for preparation of the contract documents in accordance with NYSDOT specifications, including rehabilitation plans, typical sections including pavement rehabilitation methodology, cost estimate, and specifications. Prepared letting documents for Cortland County. Responsible for construction management of the project as the Project Manager, with a Resident Engineer assisting on the project.

CR 100 Pavement Rehabilitation

Fulton County, NY

Construction Project Manager for this 4.25-mile project involving pavement rehabilitation, cold-in-place recycling, asphalt overlay, guiderail, and striping. The Project Manager role involved reviewing project documentation to ensure compliance with NYSDOT MURK, monitoring project schedule, monitoring contractor progress in the field, monitoring affirmative action through EBO, reviewing change orders and contract payments, meeting with owner, and processing final documentation. The project cost approximately \$1.5 million. Responsible for staff of two construction inspectors.



Clinton Biltucci

Senior Construction Inspector
Construction Engineering & Inspection

Education

BS, Civil Engineering,
Worcester Polytechnic
Institute

Certification

OSHA 10

FRA 214 Roadway Worker
Protection

SWPPP

NICET HCI Level 1

Confined Space Training

Substation Awareness
Training

Mr. Biltucci focuses his work on managing complex construction projects at rail facilities, industrial sites, and on state/local highways. He has extensive experience in heavy highway construction inspection, general contracting construction inspection, construction material testing, rail/track design, and project management. His project management responsibilities include cost estimating, bid preparation and packaging, project scheduling, hosting project coordination meetings, submittal reviews, coordination change orders, preparation and review of pay applications, and administration of quality control practices during construction.

Key Projects

Albany Airport | Runway 10-28 & Taxiway C Rehabilitation

Albany, NY | Construction Inspector

Scope of work included a 2" mill and 2" asphalt overlay, installation of new runway centerline lighting including new conduit & cable, pavement grooving & updated permanent markings, and installation of new galvanized end sections on existing stormwater drainage facilities. Duties included oversight of daily construction operations to verify conformance with FAA standards and specifications, full-time inspection of all demolition and restoration activities, and coordination of daily construction activities with Airport Operations. Daily construction updates and quantity tracking was provided to the client throughout the course of all construction related operations.

Great Lakes St. Lawrence Seaway Development Corporation | Concrete Diffuser Replacement / Concrete Teardrop Repair / Vertical Lift Gate Recess Concrete Repair

Massena, NY | Field Engineer

Responsible for providing daily construction oversight and quality assurance services related to three simultaneous construction projects at the Eisenhower Lock in Massena, NY. Scope of work included downstream diffuser replacements, upstream concrete repair work within inlet manifolds, and upstream concrete repairs to the vertical lift gate sill wall. The objective of work was to provide verification of the contractor's compliance with approved plans and quality assurance requirements throughout the course of construction.

NYSDOT | D262266 | I-787

Albany, NY | Construction Inspector II

Project work associated with the rehabilitation of I-787 included bridge deck overlays, substructure repairs, pavement repairs, soil and concrete testing, lining replacement of sanitary, water, and sewer systems, erosion control, sidewalk and curb reconstruction under ADA standards, guide rail installation, signage, lighting, striping and landscaping, and work zone traffic control. Responsibilities included providing inspection services based on NYSDOT specifications and standards as well as the NYSDOT approved plans.

AECOM | NYSDOT | I-787 Bridge Rehab | Rt. 7, 9 Paving Rehab

Albany, NY | Construction Inspector II

Project work associated with the rehabilitation of I-787 included full depth reconstruction, pavement repair, bridge deck overlays, concrete testing, curb reconstruction under ADA standards, guide rail installation, signage, lighting, striping and landscaping, and work zone traffic control. Paving rehabilitation included complete mill and fill (full depth) operations, pavement repairs, soil testing, traffic signal replacement, signage, lighting, striping, and the cleaning/re-setting of drainage items. Responsibilities included providing inspection services based on NYSDOT specifications and standards as well as the NYSDOT approved plans.

Rainbow Falls Slope Clean-up | NYSEG

NY | Project Manager

Responsible for the oversight and management of project tasks from the design phase throughout the completion of construction. Project scope included the rehabilitation of existing turbines, restoration of mechanical systems (hydraulic governor and wicket gates), replacement of electrical systems (transmission lines, transformers, and DC backup power). Responsibilities and duties included creating proposals, estimating in-house engineering costs and construction costs, assisting in design tasks, creating bid documents packages, conducting pre-bid meetings, reviewing contractor bids, managing daily construction operations, and approving invoices.

Rainbow Falls Commissioning | NYSEG

NY | Construction Manager

Scope of work included electrical and mechanical updates associated with the refurbishment of existing generator turbines. The updated communication systems required new logic input and programming to allow for remote operation of the hydro facility. Responsibilities comprised of providing daily oversight and direction to multiple contractors of various trades including but not limited to, providing daily safety briefings, producing daily progress reports, material tracking, project scheduling, and direct coordination with the project team and client representatives.



Nikhil Bodhankar, PE, LC, LEED AP

Senior Principal | Discipline Leader | Electrical Engineering

Mr. Bodhankar oversees A/E design efforts for both public and private clients, playing a key role in business development and client management to expand the firm's national presence. With experience in engineering research, sustainable infrastructure design, and renewable energy, he is committed to delivering innovative solutions. His diverse project portfolio, along with national recognition from the American Council of Engineering Companies (ACEC) and the National Society of Professional Engineers (NSPE), highlights his expertise. Mr. Bodhankar has held leadership roles including President of the Capital District Chapter of NSPE, Chair of the IEEE Standards Committee, and Board Member of the NSPE Foundation. Leveraging his broad experience in the A/E industry and leadership in both profit and nonprofit organizations, he helps guide the firm to ensure success and excellence in consulting services.

Education

MS, Electrical Engineering
Syracuse University

BE,
Electronics/Telecommunications
University of Pune, India

Professional Registrations

Professional Engineer (PE) NY,
NJ, VT, MA, NC, TX, CT, MI, PA
FCC Amateur Radio Licenses

Certifications

Lighting Certified (LC)
Professional

LEED Accredited Professional

NCEES Records

Practicing Institute of
Engineering (PIE) NYS
Continuing Education Evaluator

Affiliations & Memberships

IEEE, Senior Member

NSPE, Licensed Member &
Capital District Chapter
President

Sigma Xi, Full member

NCEES, PE Electrical committee
member

Key Projects

New York State Office of Parks, Recreation & Historic Preservation

Multiple parks in New York State | Client Manager

Provided engineering services across multiple projects focused on park improvements, including consulting on utility resiliency and reliability, upgrading electrical systems, and exploring geothermal and net-zero strategies as part of the New York State electrification initiative. Also conducted environmental studies, delineation, remediation strategies, and permitting. Provided Site/Civil, Survey, and SUE services, as well as Architectural, MEP, and structural engineering expertise for building and infrastructure upgrades, including water treatment and pumping station enhancements.

GE Global Research Center

Niskayuna, NY | Electrical Engineer

Managed the Design-Bid-Build of electrical facilities designs on GE-GRC research projects from inception to completion. Coordinated work order with trades and shutdown switch orders. Researched projects facilities design encompassing the following engineering disciplines: Aircraft Turbine Test Rigs, Explosion Proof and Hazardous Classified Systems, Cleanroom Systems, Chemical (Ph) Neutralization, Water Purification, Nano-Technology Specialty Equipment Design, E-Stop Safety Circuit Design, NEC Code Interpretation & NFPA Code Safety Analysis.

SUNY Polytechnic Institute

Albany, NY | Electrical Engineer

Electrical Engineer for the design of electrical systems using sustainable engineering practices and specified products that met or exceeded SUNY poly's facilities design standards. Designed lighting system using photometric software and specified devices that enabled audio/video product installation such as A/V station, conference room projector, and smart board system. Designed lab equipment power and communications infrastructure at SUNY polytechnic lab space. Other systems designed included fire alarm, communication, power distribution, lighting, lightning protection, and process equipment configuration.

SUNY Polytechnic Institute | NFN Office N-202 Fit-Up 32

Albany, NY | Electrical Engineer

Designed the electrical systems using sustainable engineering practices and specified products that met or exceeded SUNY poly's facilities design standards. On-call engineer to Design-Build contractor for projects such as rotunda upgrades, exterior flagpole and site lighting design, SUNY Poly tenant-renovations such as for Tokyo Electron.

Regeneron Pharmaceuticals, Inc.

East Greenbush, NY | Electrical Engineer

Electrical Engineer for the strategy and design services for the expansion of Regeneron Pharmaceuticals at the Mill Creek Business Park. The development program includes approximately 279,000 sq. ft. of office space (to be in two buildings with supporting parking structures) and 75,000 sq. ft. of warehouse space. Designed completely new campus site electrical and communications infrastructure during site master planning and exterior site lighting including lighting for parking lots, pedestrian, and vehicular traffic. Performed lighting calculations to demonstrate and comply with light spillover ordinance.

GE Healthcare

East Greenbush, NY | Electrical Engineer

Provided on-call services for M/E/P related work for 230,000 St. ft. cleanroom facility manufacturing GE's innovative flat panel X-ray technology. Worked on electrical designs on multiple projects including hook-up, TGMS design, site-wide CO detection and annunciation design to meet and exceed New York Carbon Monoxide detector law introduced in 2015.

State University of New York Albany | Food Service Renovations

Albany, NY | Electrical Engineer

Electrical Engineer for various food service ft-ups including Damien's ft-up and Cusato's ft-up at the UAlbany Campus Center, and the ft-up of Food on Demand at the Alumni Quad.

Excelsior College | Building 3 Interior Renovation

Albany, NY | Electrical Engineer

Design of interior renovations to a 16,000 sq. ft. portion of Building 3, with a total project cost of \$950,000. The project focused on open and flexible workspaces, offices, and staff support areas. The design improved overall function, thermal comfort, daylighting, and acoustics. Exciting finishes, light fixtures, and furniture helped brighten and modernize space.

Capital District Juvenile Secure Detention Facility

Albany, NY | Electrical Engineer

Electrical Engineer for existing facility assessment and design for additions and upgrades required to bring the existing Juvenile facility into compliance with the forthcoming Adolescent Offender population. This project involves 'hardening' an existing juvenile housing and education facility to accommodate the facilitates new role in housing sixteen & 17 y/o offenders. Project includes two new housing wings, a new vehicle sallyport and reception area, new education & administration space as well as new security control and door hardware throughout entire facility and general building upgrades.

New York State Education Department (SED) | Archival Storage Facility

Albany, NY | Electrical Engineer

Provided design assistance to determine feasibility of converting the Wadsworth Center within the Empire State Plaza into a Collection Stewardship and Storage facility for NYSED. Work included programming and development of three (3) preliminary design options for laying out the program within the facility. The program is anticipated to take up 330,000 GSF of the 465,000 GSF facility with a construction cost of approximately \$60 million.

New York State Office of Parks, Recreation & Historic Preservation | Upstate Engineering Services Term Contract

Statewide, NY | Engineering Principal

Term contract. Responsibilities included coordinating with Project Manager and engineering team in responding to client's project requests & coordination, performing site visits, preparation of scope of services/fee estimate, allocation of staff resources, project management, and QA/QC.

Olympic Regional Development Authority | Belleayre Upper Mt Snowmaking Pump Station & Whiteface Mountain snowmaking upgrade

High mount, NY | Engineering Principal

Design of a new snowmaking pump station building at Belleayre Ski Resort. Site design included connection to existing water and sanitary sewer services, stormwater management, grading, and erosion & sediment controls, and Electrical, Mechanical, and structural engineering. Whiteface mountain included upgrading switchgear and transformers to (5) pump stations and over 14 600 horsepower motors, drives, and pumps that will move one thousand gallons of water a minute! This increased the pressure going up the mountain, utilizing more efficient Lowe guns.



Jennifer Loftfield

Senior CADD Designer/Mechanical

Ms. Loftfield has over 20 years of experience in the field of consulting engineering with projects ranging from school renovations to new office buildings. She has utilized AutoCAD and Revit to produce construction documents while coordinating with project teams to deliver quality designs.

Key Projects

Education

AAS, Industrial Engineering and Design, HVCC

Lucas County | Canine Facility

Toledo, OH | Mechanical Designer

Implemented design of HVAC system. Coordinated with architects, structural, plumbing, and electrical engineers to deliver cohesive design. Generated construction documents using Revit MEP software.

Granger | Jackson YMCA Redevelopment

Jackson, MI | Mechanical Designer

Implemented design of HVAC and fire protection systems. Coordinated with architects, structural, plumbing, and electrical engineers to deliver cohesive design. Generated construction documents using Revit MEP software.

Colliers Engineering & Design | Office Renovation

Albany, NY | Mechanical Designer

Implemented design of HVAC, plumbing, fire protection systems. Coordinated with architects and electrical engineers to deliver cohesive design. Generated construction documents using Revit MEP software.

Town of Vestal | Vestal Fire Station

Vestal, NY | Mechanical Designer

Implemented design of HVAC, plumbing, fire protection systems. Coordinated with architects and electrical engineers to deliver cohesive design. Generated construction documents using Revit MEP software.

NYS Canal Corporation | Utica Maintenance Facility Renovations

Utica, NY | Mechanical Designer

Implemented design of HVAC and plumbing systems. Coordinated with architects and electrical engineers to deliver cohesive design.

Generated construction documents using AutoCAD software.

Honeywell | Pembroke Academy Boiler Replacement

Pembroke, NH | Mechanical Designer

Implemented design of HVAC system. Coordinated with electrical engineer to deliver cohesive design. Generated construction documents using Revit MEP software.

Lakeside Enterprises | Cayuga Street Dispensary

Cayuga, NY | Mechanical Designer

Implemented design of HVAC and plumbing systems. Coordinated with architects and electrical engineers to deliver cohesive design. Generated construction documents using Revit MEP software.

COR Development Co. | Home Goods Latham Fit Out

Latham, NY | Mechanical Designer

Implemented design of HVAC and plumbing systems. Coordinated with architects and electrical engineers to deliver cohesive design. Generated construction documents using AutoCAD software.

NYS Canal Corporation | Lysander Paint Shop Renovations

Lysander, NY | Mechanical Designer

Implemented design of HVAC system. Coordinated with architects and electrical engineers to deliver cohesive design. Generated construction documents using AutoCAD software.

Nelson World Wide | Bank of America Syracuse Renovations

Syracuse, NY | Mechanical Designer

Implemented design of HVAC system. Coordinated with architects and electrical engineers to deliver cohesive design. Generated construction documents using AutoCAD software.

Nelson World Wide | Bank of America Webster Renovations

Webster, NY | Mechanical Designer

Implemented design of HVAC system. Coordinated with architects and electrical engineers to deliver cohesive design. Generated construction documents using AutoCAD software.

Capital District Psychiatric Center | Bathroom Renovations

Albany, NY | Mechanical Designer

Town of Henrietta | Town Court Building

Henrietta, NY | Mechanical Designer

Implemented design of HVAC system. Coordinated with architects, plumbing, and electrical engineers to deliver cohesive design. Generated construction documents using Revit MEP software.



Joe Amato

Senior Project Engineer/Mechanical

With years of experience in the fields of HVAC and Plumbing design from conceptual to construction completion, Joe's work has emphasized energy conservation, efficiency and occupant comfort. Some of his experience includes: Education, Corrections, Entertainment, Department of Transportation, Medical, Laboratories, Central Heating and Cooling Plants, Data Centers, Museums and Historical Preservation.

Education

BS, Mechanical Engineering,
Union College

Affiliations & Memberships

ASHRAE

Key Projects

Union College Butterfield Hall

Schenectady, NY |

Modification of 4,700 sq. ft. third floor to convert offices, classrooms to laboratories and offices. This project was construction complete in 2011.

SUNY Cortland | Dowd Fine Arts Building

Cortland, NY

Lorem Total building revision for fine arts building, including two theatres, art rooms, art gallery, offices, studios and classrooms. Approximately 75,000 sq. ft. This project was construction complete in 2013.

Union College | Computer Room Cooling

Schenectady, NY

Provide HVAC system for data center - addition of chiller and connection to central chilled water system. Approx. 600 sq. ft. Construction completed in 2012.

Middlesex Regional Educational Services Commission

Sayreville, NJ

Lorem Total building revision for fine arts building, including two theatres, art rooms, art gallery, offices, studios and classrooms. Approximately 75,000 sq. ft. This project was construction complete in 2013.

NYS Department of Parks and Recreation

Saratoga Springs, NY

Survey and design for mechanical system rehabilitation, within Historical Preservation constraints, for rehabilitated Lincoln Bath House at Saratoga State Park.

Proctor's Theatre

Schenectady, NY

Provided MEP for building renovations at 440 State Street, a three-story building containing a dance studio, theatre, retail and offices.

Sovereign Bank

New Bedford, MA

Replaced air conditioning system and provided energy study.

Saratoga City School District

Saratoga, NY

Provided MEP systems for rehabilitation additions to all school buildings within the district including the High School, Middle School and five Elementary Schools.

Saratoga City School District | Rehabilitation Addition

Saratoga Springs, NY

Provided MEP systems for new bus garage including repair area, paint spray booth, underfloor radiant system and office space air conditioning.

NYS Cultural Education Center

Albany, NY

Provided MEP systems for conversion on the 11th floor to Museum and Archive Storage including dry fire protection system and strict humidification and temperature control.

Nixon Peabody | Renovation of Office Space

Albany, NY

Renovated office space to Class A offices for legal firm. Earned LEED CI silver. Approx. 9,000 sq. ft.

NYS Office of General Services

Albany, NY

Renovations to the Legislative Office Building Meeting Rooms A, B and C to improve lighting, acoustics, public address system, ventilation and air conditioning. Approx. 3,000 sq. ft.

NYS Division of Military and Naval Affairs

Saratoga Springs, NY

Renovations to building entrance including radiant floor heating and snowmelt system.

NYS Office of General Services

Delhi, NY

MEP design for the revision of the operating and exam rooms, including observation area, for the veterinary education building at the college. Approx. 8,000 sq. ft.

**Melanie C. Osterhout, PE
President/Project Manager**



Ms. Osterhout has more than 25 years of comprehensive civil and environmental engineering experience. Ms. Osterhout is experienced in all aspects of project permitting (wetlands, coastal zones, navigable waters, surface waters, erosion hazard zones and state owned land easements), wetland delineation, stormwater management design, the preparation of Environmental Impact Statements and Stormwater Pollution Prevention Plans, the NEPA and SEQR processes, site design, design plan preparation, remedial investigations and the design of plans for the protection of wetlands.

EDUCATION

B.S., Civil Engineering, Clarkson University, May 1995

PROFESSIONAL REGISTRATION

Professional Engineer: New York, 2001, No. 078778, Connecticut, 2000, No. 21672

NYS Licensed Asbestos Project Designer, Asbestos Inspector, ASHE Local and Regional Board of Director's

PROFESSIONAL EXPERIENCE

OSPA Engineering Services, PC (2011-Present)

Garden Street Bridge over Fallkill Creek, Poughkeepsie, Dutchess County, NY (2019-Present) Project manager responsible for the NEPA/SEQR evaluations for this federally and state funded project. Specific elements include endangered species habitat evaluations, clearance through OPRHP, permitting requirement evaluations, the preparation of the environmental sections of the design report, preparation of the SWPPP and obtaining all of the required permits for the project.

County Route 49 over the Neversink River Bridge Replacement, Town of Forestburgh, Sullivan County, NY (2022-Present) Project manager responsible for the preparation of the environmental impact analysis for this federally funded (LDSA) project under NEPA/SEQR. Specific elements included wetlands delineation, permitting requirements evaluation, hazardous materials, a Phase 1, the preparation of an endangered and threatened species evaluation document, Historic and Cultural Resource impacts evaluations, and the preparation of the environmental sections of the design report for the replacement of the bridge.

County Route 8/NY Touring Route 299 Shoulder Widening Project, Towns of New Paltz and Gardiner, Ulster County, NY (2018-Present) Project Manager responsible for the preparation of the environmental impact analysis for this federally funded project. Specific elements included wetlands delineation, endangered species evaluations, the preparation of the environmental sections of the design report including endangered species and historic resources, the preparation of an ETS package and a PSP package, the design of the proposed stormwater treatment, the identification of potential wetlands mitigation sites in the project area, completion of the NEPA/SEQRA process and preparation of the SWPPP and stormwater treatment plans for the project.

Coons Crossing over Anthony Creek, Halfmoon and Stillwater, Saratoga County, NY (2021-Present) Project manager responsible for the NEPA/SEQR evaluations for this federally and state funded project. Specific elements include hazardous materials sampling, endangered species habitat evaluations (ETS), clearance through OPRHP (PSP), permitting requirement evaluations, the preparation of the environmental sections of the design report and obtaining all of the required permits for the project.

County Route 6 over Hatch Brook, Benson, Hamilton County, NY (2017-2018) Project manager responsible for the preparation of the environmental impact analysis for this federally funded (LDSA) project under NEPA/SEQR. Specific elements included wetlands delineation; wetlands impact evaluations, permitting requirement evaluations, hazardous materials testing, the preparation of the environmental sections (Chapter IV) of the design report, the PSP and ETS packages and obtaining all of the required permits for the project.

Alplaus Avenue Bridge over the Alplaus Kill, East Glenville, Schenectady County, NY (2014-2015) Project manager responsible for the preparation of the environmental impact analysis for this federally

funded (LDSA) project under NEPA/SEQR. Specific elements included wetlands delineation, wetlands impact evaluations, permitting requirement evaluations, hazardous materials testing, the preparation of the environmental sections (Chapter IV) of the design report and obtaining all of the required permits for the project.

Veteran 's Road over Five Mile Creek Culvert Replacement, Town of Ticonderoga, Essex County, NY (2019-2021) Project manager responsible for the preparation of the environmental impact analysis for this state funded project. Specific elements included wetlands delineation, invasive species evaluations, preparation of the ETS and PSP packages, asbestos, lead-based paint and hazardous materials screening, the environmental sections of the Design Report and permitting through the NYSDEC and USACE.

Bulls Head Road over Wappinger Creek, Stamford, Delaware County, NY (2015-2017) Project manager responsible for the preparation of the environmental sections of the Design Report for this state and federally funded project. Evaluations included wetlands delineation, endangered species habitat surveys, flood plain and permitting evaluations and hazardous materials sampling.

Thirteenth Lake Road Culvert Replacement, Johnsbury, Warren County, NY (2019-2021) Project manager responsible for the preparation of the environmental evaluations for this state funded project. Evaluations included wetlands delineation, endangered species habitat surveys, flood plain and permitting evaluations and hazardous materials sampling. In addition, responsible for the permitting of the project with APA, NYSDEC and USACE.

Harrison Street over the Cayadutta Creek Bridge Replacement, Gloversville, Fulton County, NY (2019-2021) Project manager responsible for the NEPA/SEQR evaluations for this federally and state funded project. Specific elements include endangered species habitat evaluations, clearance through OPRHP, permitting requirement evaluations, the preparation of the environmental sections of the design report, and the preparation of the Endangered and Threatened Species (ETS) and Project Submittal Packages (PSP).

Bridge F-3, Washington Avenue over the Fishkill Creek, Fishkill, Dutchess County, NY (2019-2021) Project manager responsible for the wetlands delineation, permitting, asbestos removal design, endangered and threatened species studies and conducting the Phase 1 and Phase 2 Environmental Site Assessments for this county funded bridge replacement project. The project proposes to construct a new bridge on a new alignment including the removal of one structure for the new bridge.

Francis Avenue Bridge over I-890, Schenectady, Schenectady County, NY (2020) Project manager responsible for the preparation of the environmental impact analysis for this federally funded (LDSA) project. Specific elements included screening the project site for asbestos and lead, lead paint sampling, the preparation of a PSP and ETS and preparation of the environmental sections of the Design Report for this bridge deck replacement project.

Townsend Avenue over the Cayadutta Creek, Johnstown, Fulton County, NY (2019-2020) Project manager responsible for the preparation of the environmental impact analysis for this federally funded (LDSA) project. Specific elements included wetlands delineation, wetlands impact evaluations, hazardous materials inspection, endangered and threatened species impact and habitat analysis and historic and cultural resources impact analysis. Documents prepared included the Endangered and Threatened Species Package (ETS), Project Submittal Package (PSP) and the preparation of the FEA, EAF, SEERC and environmental portions of the Design Report. The project was progressed under NEPA and SEQRA. In addition, responsible for obtaining the Nationwide Permit #3 from USACE and NYSDEC.

Call Street over the Bennie Brook Culvert Replacement, Lake Luzerne, Warren County, NY (2019-2021) Project manager responsible for the preparation of the environmental impact analysis for this state funded project. Specific elements included wetlands delineation, wetlands impact evaluations, hazardous materials inspection, endangered and threatened species impact and habitat analysis, historic and cultural resources impact analysis and permitting.



Section 3

References

References

Albany County

Michael Lalli, Director of Operations for
Albany County
112 State Street
Albany, NY 12207
518.447.7770

Putnam County

John Tully, Deputy Commissioner
40 Gleneida Avenue, 3rd Floor
Carmel, New York 10512
845.878.6331

Ulster County DPW

Robert Parete, PE, Deputy Commissioner
313 Shamrock Lane
Kingston, New York 12401
845.340.3115

**Rockland County Department of General
Services**

Paul Brennan, Director of Purchasing
50 Sanatorium Road, Bldg. A
Pomona, New York 10970
845.364.3820

**Dutchess County Department of Public
Works**

Robert H. Balkind, PE Commissioner of DPW
22 Market Street
Poughkeepsie, New York 12601
845.486.2925

Section 4

Plan Implementation

SCOPE OF WORK

Based on the Request for Proposal (**RFP#2025-010**), it is our understanding that Albany County seeks Landscape Architecture, Engineering & Surveying services for future County Parks/Rail Trail projects, on an “as needed” basis, for a term of two years with the option to extend to a third year. The selection of a firm will be based upon an evaluation of the team’s full technical abilities, fees, and ability to meet the project schedule.

As a full service multi-disciplinary firm, CED possesses the in-house resources to provide all of the anticipated project types including: ***site assessment, code analysis, building inspection, building system inspection and/or testing, existing drawing and specification review, planning, feasibility study and recommendation, scenario review, estimating, preliminary design, design development, bid document development, bid review, construction administration, design responses for unanticipated or changed field conditions; analysis and participation in proposed design changes; and ongoing interpretation and classification of design plans, submittal review, site visits, punch lists, dispute mediation, project closeout.***

In an effort to be most responsive and expedite our services, our Albany staff (**18 Corporate Woods Blvd., Albany, NY**) will be utilized for these projects. We serve many communities throughout the Capital District and are available to meet and discuss project needs (typically in the same business week). Our team will respond to every proposal request by providing all required information in a timely fashion. We will also be available for interviews, if need, to present our related qualifications and experience. Upon a project award, we will be prepared to execute a contract agreement with Albany County to perform the work utilizing the County’s Agreement for Professional Services



ARCHITECTURE



INTERIOR
DESIGN



STRUCTURAL



MECHANICAL
ELECTRICAL
PLUMBING



SITE/CIVIL
LANDSCAPE
DESIGN



SUSTAINABILITY
& ENERGY
SOLUTIONS



ENVIRONMENTAL
SERVICES



CONSTRUCTION
BUDGETING

PLAN IMPLEMENTATION

At CED we believe design is about connecting PLACE, BUILDING and PEOPLE. Through built form we define the relationship between environment and human behavior. Our participatory planning and design strategies leverage our multi-discipline expertise to continuously innovate and provide our clients with forward thinking solutions. We analyze all factors that will make a design unique and add meaning through context of place.

Through built form we define the relationship between environment and human behavior. Our participatory planning and design strategies leverage our multi-discipline expertise to continuous innovate and provide our municipal clients with forward thinking solutions. We analyze all factors that will make a design unique and add meaning through context of place. Our design solutions support individuals, enrich daily life, and foster community.

With our shared commitment to public service, we have found these to be some of our most enjoyable and rewarding projects, and our team has built lasting personal and professional relationships with our municipal clients. Our Architects and Engineers leaders typically guide interdisciplinary teams through each project according to our design process and five key tenets of design.

Our solutions foster community, enrich daily life, and support individuals. This philosophy is especially true for government and municipal projects, as the facilities often serve as a connection for both occupants and the entire community. Without the municipal facility performing at full capacity for its users, the greater needs of the municipality cannot be met.

Collaboration

Our process is based on forming a collaborative partnership between all stakeholders and design team members. We engage the client and the community in the process, with all parties contributing with a sense of investment and ownership seeking successful results.

Listening

We start by listening to our clients to form an in depth understanding of project goals and objectives, so we can provide the best possible solution within the project parameters.

Transformative

We design transformative spaces in consideration of our three pillars of being human-centric, resilient, and sustainable to best support the project needs.

Inclusive

Regardless of project scale, we create inclusive environments that find the connection between community, site, building, and interior.

Holistic

Our holistic design process addresses adaptability, flexibility, the well-being of occupants, and long-term use of space, to create a more resilient and sustainable built environment.

PROJECT MANAGEMENT

The approach we take on each Term Project includes a comprehensive, yet straightforward, project management process to assure that project communication, coordination of information and development of solutions is provided through interaction and understanding by all members of the team. Clear communication and organized procedures for the transfer and documentation of information will be emphasized. To effectively communicate, **we will have one single point of contact** (Brett Reynolds), who will coordinate all CED service with the County. From inception through completion, we deliver projects following the project management processes below.

Initiation

At the onset of the project, we will gain an understanding and document the high-level project requirements in coordination with the clients assigned Project Manager. Clearly understanding the project objectives, success criteria, and anticipated milestones will allow us to assemble a team and develop a project specific approach to best meet the project needs. This is typically accomplished through an Initial Site Visit (if time allows) between the CED Project Manager and the key client stakeholders.

This process is key in establishing the **strong collaboration** that is one of CED's key tenets of design and necessary to develop the in-depth project understanding that must be understood upfront, and it starts by **simply listening** to the client needs and the problems they are looking to address.

Planning

After the Initiation Phase, we will prepare a fee proposal in coordination with the design team key participants with the goal of establishing baselines for **Scope, Schedule, and Costs**. We will clearly document assumptions being made in development of the baselines within our proposal and review the validity of those assumptions throughout project design efforts. Other planning activities that will occur, depending on the project's complexity, include stakeholder analysis and developing a Stakeholder Management Plan, analyzing the various risks for the project, and developing a Risk Mitigation Plan.

We find this is an important process that if properly completed will set-up the project for success. The pursuit of providing a **transformative design** that considers special requirements (such as material selection and detailing to optimize resiliency), and bringing a **holistic approach** to ensure all issues are considered (such as considering future needs with soil erosion/scour, or meanderings streams) is what guides us. These are all items that must be considered up front during the planning process from small to large projects.

Executing

This is the process where all the proper planning pays off. The team at this point fully understands the scope and is now doing the work. We understand that fully planning all activities followed by executing the work is not always possible. We can adapt accordingly and will plan the activities needed to execute specific portions of the work as project requirements necessitate such as an aggressive project schedule. While the team is performing the work the CED Project Manager will coordinate review meetings as necessary and promptly communicate any issues that

arise requiring client to addressing. Our approach has proven that CED provides responsiveness to accelerated schedules, creativity to challenging problems, and long-lasting professional relationships.

Monitoring & Controls

Quality is a key principle at CED. We have developed our own quality program that defines the framework for project approach, development, and delivery. While our strength is in our relationships, our execution lies in our quality. We will create and implement a Work Plan for each project, conduct periodic evaluations, and ensure complete, concise, and well-written design documentation.

Throughout the project the CED Project manager will be regularly monitoring the project's quality, schedule and costs. These items are considered with our Work Plans and how each project manages them are tailored based on the specific term assignment.

Schedule Control

A schedule baseline will be established in coordination with the Client during the Planning process. As the team executes the work the CED Project Manager will monitor schedule adherence and when necessary, will revise the schedule if any delays are realized. Changes are inevitable on projects and our approach is to simply communicate the impact of changes on the schedule to the Client. We will always look for creative solutions to help mitigate the risk of schedule delays due to changes.

Cost Control

We will begin cost analysis early in the project process and continuously review construction cost estimates throughout the life of the project providing revised estimates at each milestone deliverable. When a disparity between the estimate of probable construction cost and the project budget occurs, it must be resolved before proceeding to the next phase. There may be times when the scope required to meet the project objectives exceed the money allocated for the project. Every effort is made to alert project participants when there is reason to believe the project may be exceeding the budget. It is important to work with all parties to resolve scope and budget conflicts and to identify adjustments to the scope to bring the project within budget.

Project Closeout

We will process punch list, review closeout submittals, and distribute closeout documents. This is where we reflect on our project performance and how we did, where we can improve, and what lessons learned warrant discussion with the Client to help improve future projects. Depending on the project CED does have **3D Laser Scanning capabilities** that can help support providing the client with as-built documentation.

We have completed numerous Architectural-Engineering term projects and through our internal continuous improvement initiatives clients can trust we consider any prior project lessons learned items with their projects to help mitigate chances.

In summary, our CED Term Contract Approach provides a seamless design process that has been proven time after time over numerous term architectural & engineering services contracts.

KEY APPROACH TENANTS

- Carefully plan the work.
- Assemble the right design team.
- Prepare and Communicate the Work Plan and goals to the entire project team.
- Complete the technical work of the assignment.
- Communicate on progress and issues.
- Complete and document that our Quality Assurance program is adhered to.
- Submit the deliverables.
- Review with project team and/or end users.
- Submit accurate and timely invoices.
- Administer the bid and award process in a timely manner.
- Manage and track construction progress diligently, completing all project close out documentation.
- Follow-up with a “lessons learned” session to assure client satisfaction with the work effort and the delivered products or service.

PROJECT APPROACH

At CED, we do not dictate a personal architectural style or directional preference from the onset. What we do is listen to all parties involved and work with them collaboratively to develop creative, yet appropriate, design solutions. Those who use and maintain buildings have the best understanding of what they require, and we encourage their involvement in thoughtful and energetic design discussions. Working in a collaborative team process, we can encourage the participation of key stakeholders to review all work and input ideas from the very beginning of every project.

Our team will work cooperatively to achieve customized solutions to meet the objectives of your projects. We will start by carefully listen and documenting your programmatic needs so that can be guides for decision-making throughout all phases of the project. The CED team proactively looks to identify potential critical path issues and sees that they are discussed in a timely and effective manner. We will pay close attention to program components, schedule, and budget. Throughout the process we will work collaboratively with you to convey the vision, goals, and details of the project so that coordination is thorough and seamless. The size and breadth of our firm provides the resources to achieve the design requirements while meeting scheduling milestones.

Our lead project architect will serve as an integral part of the planning process and will transfer ideas from conceptual planning through project close-out. We feel it's essential for our project architect to be involved in all

aspects of the design from the initial programming, design and documentation phase, bidding, through the role of acting as the field representative during the construction of your facility. Our involvement at each of these levels allows for decisions to be made in the field that respect the core planning aspects established from the on-set of each project.

Collaboration

CED's approach to every project is simple: ***bring the best team to the table that will provide the greatest value to our clients.*** We understand that not all projects have the same demands, and the idea of providing collaborative resources allows our clients to draw from an expertise beyond the four walls of our office. Providing these resources enhances the experience, engages our clients, and produces creative solutions that exceed expectations.

We also see the value of long-term relationships that provide “Best Value” to our clients. These relationships allow our clients to draw from our past experiences as a cohesive team fostering creative solutions. This collaborative approach, shared values, and collective resources is what sets our partnership apart from other firms. One example of this collaboration is utilizing **OSPA (WBE/DBE)** for this team. They will be aiding the team in Environmental Services; however, we have teamed on many projects and feel that they are an extension of our vision of project delivery. Diversity, Equity and Inclusion are important at CED, including meeting (or exceeding) client goals.



WBE/DBE Teaming Partner

Our team has a long history of working on complex and diverse projects with team members located throughout the United States. We are very familiar with balancing leadership and collaboration to successfully execute projects. CED will lead the overall design effort, and as such, will lead the team and coordinate the project efforts.

The key things to focus on at the start of the project are a **clear delineation of scope and responsibilities, establishing a shared set of project goals and values, determining a communication and decision-making protocol** between all team members and client representatives, and most importantly, an **understanding that all parties are in this adventure together and striving for mutual success.**

CED's project manager will provide a clear line of communication, so all members are intimately knowledgeable of all facets of the project. This collaborative spirit is supported by open communication, regular but efficient meetings, and coordination between the team members. We at CED look forward to developing a long-term relationship and creating an environment that embraces your vision and exceeds expectations.

Stakeholders

Stakeholder involvement and participation is rarely ever alike, as each situation requires different methods and tools. Different level of stakeholder's participation may involve different approaches. Since the desire, or expectations of involvement may greatly vary, this level of involvement needs to be clearly defined to achieve the most effective outcome.

Early involvement of key stakeholders is essential to a positive planning session. Our first step would begin with a concern assessment, which would identify relevant and significant concerns. The input received from the concern assessment would then be discussed with the internal committee, prioritized, and brought back to the selective stockholder's group for further discussion.

The prioritized concerns would then be used to facilitate and confirm required program elements that would address and/or support the priority list in an open form.

The next step would be to decide what stakeholders would be engaged and at what level. This session would be to facilitate discussion focusing on needs vs wants and to confirm required programming elements and their impacts. These descriptive priorities would be the basis of developing a final conceptual program that would satisfy the facility requirements.

The final presentation of the programming results implemented through the design process would be made to participating stakeholders and selective committee members to show final impact and influences of the stakeholder sessions.

Communication

This is absolutely the key to our success. Maintaining a direct line of communication through-out our internal team and direct to the owner is priority. All information is shared to allow for a well-coordinated set of documents and to ensure the owner's needs are being met. A few tools that have made our projects successful are:

- Formal meeting minutes that are issued as "drafts" for team comment and then distributed to ALL team members to keep everyone engaged in the process.
- Electronic communication and filing for accessibility. This allows every team member to have hands-on access to the tools of the project.
- The use of an FTP site allowing owners, consultants, and the construction team to reference update drawings to confirm progress, coordinate conflicts, and adjust construction budgeting.
- Communication within the construction trades provides a quality project. Conditions change in the field as it relates back to the construction detailing generated back at the office. We understand this. Our project managers work directly with the trade contractors listening to their input to respond to field conditions insuring the best possible solutions, providing a quality/functional product that is not only cost effective but has the right touch of creativity.

Planning & Design Process

We approach each project by carefully studying the client's space needs, any existing structures, goals, company branding, and beyond to develop the design concept. Developing a balance between creativity and constructability is crucial. Our design process focuses on providing practical solutions to our client's needs, while inspiring new concepts and sustainable practices.

An initial meeting will focus on input from the stakeholders which may include department heads, staffing Board of Directors, consultants, and committee members. We understand that input from these entities will provide valuable insight reconfirming the ultimate programming needs of the new facilities.



We will come prepared to generate conceptual ideas on paper during this session to test building relationships as well as an overall conceptual site plan and desired amenities. At the close of this meeting, CED will have confirmation of programming elements along with adjacencies required to develop efficient but creative planning ideas. Following the initial meeting, CED will process the

information developed through the above programming session and generate conceptual planning ideas. The sketches will be used as a tool to identify the pros and cons of each conceptual layout. A presentation of the programming and concept plans will be made and be used as a guide to the next phases of design deliverables. We will work directly with the construction team throughout the process to assure all owner requirements are being met. In order to achieve this balance of program and budget, Bergman will provide timely input and recommendations at each phase of the project to provide value to the construction budget, schedule, programming and operational needs of the facility.

Quality Control

This process starts with our project manager assigned to your project. Your project manager will follow the design from project start-up to project close-out. This individual is engaged in early conversations understanding the “why” and “how” allowing the best decisions to be made following the critical paths of the project. This individual will review the documents at each check point of the project (Schematic Design, Design Development, Construction Documents & during budget review efforts) to assure the project stays on track. Our team takes pride in the work that we do and the bidding documents we prepare.



Another process we engage in is a Quality Assurance / Quality Control (QA/QC). This allows our documents to have a fresh eye on the decisions made, construction detailing, and offers an engaging conversation on the clarity of the documents. This type of internal site-down review resolves construction conflicts and minimizes contractor interpretations allowing for a quality set of bidding documents insuring the most competitive bids. Final phasing sets are also placed in the office encouraging all CED members to share their experiences with separate color pens, questioning details and ultimately improving the coordination of our final documents. Our project manager will then share these comments with the design team to ensure the checks & balances have been made.

Example Project (Lodge Street Building Assessment – Albany County OGS)

Initiation

Scott Allardice reached out to the CED Project Manager (Brett Reynolds), where the project particulars were discussed. The key issues of the project were degradation of the building façade, namely stone and windows, as well as potential danger to the general public.

Planning

After the Initiation Phase, the PM reached out to the Architectural and Buildings-Structural staff for a briefing of the issues, as well as the scope of work. All staff were in our Albany office, which was less than 10 minutes to the project site. A written scope of work and anticipated design fee (not to exceed) was submitted, and agreed upon, before commencement of work.

Executing

Understanding potential immediate issues, the project team scheduled a site inspection with Albany County and conducted the field inspection within one week of the original initiation for the project.

Monitoring & Controls

The architectural and structural staff worked in tandem during the inspection, communicating potential issues as they progressed through the inspection. Upon completion of the field work, the report was completed in a short amount of time. The report was peer reviewed, and the Project Manager acted as a third-party QA/QC review of the final document before it was presented to the client.

Schedule Control

The schedule was dictated by the imminent danger to the public, which led to the quick turnaround (proposal, field inspection and reporting).

Cost Control

A biproduct of the clear scope, and quick turnaround was the cost control. Very little potential for scope creep, or delays as there was a very tight turnaround.

Project Closeout

Upon completion of the reporting, a follow up discussion to make sure that the project goals were met, and that the report was clear/concise and met the County's expectations.



Section 5

Cost Proposal

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:

DESIGN SERVICES	
Positions	Hourly Rates
Principal/Director Engineer	\$250
Project Architect	\$230
Project Manager	\$2110
Project Engineer	\$175
Landscape Architect	\$175
Civil	\$175
Transportation	\$185
Geotechnical	\$250
Environmental	\$185
Mechanical	\$140
Plumbing/Fire Protection Engineer	\$185
Electrical	\$160
Structural	\$170
Assistant Engineer	\$110
Grant Writer	\$175
Technician	\$110

The rates shown are generally for the staff that could be utilized out of our Albany Office. We have many other staff that could be used at lower rates than shown. Please see the attached General Rate Sheet

DESIGN SERVICES	
Positions	Hourly Rates
Draftsperson	\$90
Clerical	\$75

CONSTRUCTION SERVICES	
Positions	Hourly Rates
Construction Manager	\$210
Chief Inspector	\$200
Inspector	\$120
Draftsperson	\$90
Clerical	\$75

SURVEY SERVICES	
Positions	Hourly Rates
Project Manager	\$190
Licensed land Surveyor	*205/PW / \$160 Non-PW
Two-man Survey Crew	*390/PW / \$215Non-PW
Three-man Survey Crew	N/A

*Please note that we typically provide 1-man crew, which was added as "Licensed Land Surveyor" PW referenced above referenced Prevailing Wage (only when required).

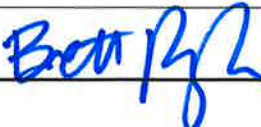
OTHER	
Item	Unit Cost
Travel	If required - Cost
Software	Cost
Other Fees	Cost

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:	Colliers Engineering & Design Architecture, Landscape Architecture, Surveying, CT, P.C.
ADDRESS:	18 Corporate Woods Boulevard, Suite 400
CITY, STATE, ZIP:	Albany, NY 12211
TEL. NO.:	518 459 3252
FAX NO.:	518 459 3284
FEDERAL TAX ID NO.:	47-1527546
REPRESENTATIVE:	Brett Reynolds
E-MAIL:	brett.reynolds@collierseng.com
SIGNATURE AND TITLE	
DATE	2/7/2025

Section 5 Rate Schedule

Technical Staff Rates 2025	
Billing Titles	Hourly Rates
Executive Principal	320.00
Senior Principal	280.00
Principal	250.00
Senior Technical Director	240.00
Senior Project Manager	230.00
Technical Director	210.00
Project Manager	200.00
Senior Project Specialist	185.00
Project Specialist	175.00
Technical Professional	165.00
Technical Specialist	155.00
Specialist	145.00
Senior Data Technician	135.00
Senior Technical Assistant	125.00
Technical Assistant	115.00
Field Technician	105.00
Data Technician	105.00
Survey Crew – 1 Person w/Robotic Equipment	155.00
Additional Survey Crew Member	65.00
SUE Crew (designating) – 1 Person	155.00
Additional (designating) Member	85.00
SUE Crew (locating) – 2 Person	210.00
Additional (locating) Member	85.00

Reimbursable Expenses	
General Expenses	Cost
Travel (Hotel, Airfare, Meals)	Cost
Sub-Consultants/Sub-Contractors	Cost
Plotting	4.50 / Each
Computer Mylars / Color Plots	100.00 / Each
Photocopies	0.19 / Each
Color Photocopies	2.05 / Each
Document Binding	4.05 / Each
Portable Media	100.00 / Each
Exhibit Lamination (24" x 36" or larger)	90.00 / Each
Initial Digital Signature	300.00
Additional Digital Signatures	75.00 / Each
Mileage Reimbursement*	0.655 / Per Mile
	Field Vehicle 0.75 / Per Mile

*Mileage reimbursement subject to change based upon IRS standard mileage rate.

Rates are effective through December 31, 2025



OSPA Engineering Services, PC	
Title	Billing Rates (with O/H and profit)
	2025
Principal in Charge	\$184.80
Project Manager	\$168.25
Engineer II	\$66.54
Technician III	\$68.75
Technician II	\$65.35

Section 6

Mandatory Documentation

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
01/28/25	1
02/05/25	2
02/05/25	3

(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;

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. 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 organizations, under penalty of perjury, that to the best of 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.



Signature

Brett Reynolds, Principal

Title
Colliers Engineering & Design, Architecture,
Landscape Architecture, Surveying, CT P.C.

Company Name

February 7, 2025

Date

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF New York)
COUNTY OF Albany) SS.:

On this 7 day of February, 2025, before me personally appeared Brett Reynolds to me known, who, being by me sworn, did say that he resides at (give address) 18 Corporate Woods Blvd, Albany, NY; that he is the (give title) Senior Principal of the (name of corporation) _____

Colliers Engineering & Design Architecture, Landscape Architecture, Surveying CT, P.C., 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.

JOANNE E. HUGHES
NOTARY PUBLIC-STATE OF NEW YORK
No. 01HU6396307
Qualified in Albany County
My Commission Expires 08-19-2027



Notary Public, State of New York
Qualified in Albany County
Commission Expires 08-19-2027

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

1. VENDOR IS: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C.		3. IDENTIFICATION NUMBERS a) FEIN # 47-1527546 b) DUNS # 95KT3	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) www.colliersengineering.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 101 Crawfords Corner Road, Holmdel, NJ 07733		7. TELEPHONE NUMBER 732.383.1950	8. FAX NUMBER 732.383.1984
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i> 18 Corporate Woods Blvd., Ste. 400, Albany, NY 12211		10. TELEPHONE NUMBER 518.459.3252	11. FAX NUMBER 518.352.3284
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Brett Reynolds Title Principal Telephone Number 518.459.3252 Fax Number 518.458.3284 e-mail brett.reynolds@collierseng.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.		See Attached list	
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, OR D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		☒ Yes ☐ No	
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:			
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		☐ Yes ☒ No	
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i>		☐ Yes ☒ No	

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:	
a)	1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.	☐ Yes ☒ No
b)	been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?	☐ Yes ☒ No
c)	been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: 1. federal, state or local health laws, rules or regulations.	☐ Yes ☒ No
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."	☐ Yes ☒ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☒ No ☐ Yes ☒ No ☐ Yes ☒ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☒ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.	☐ Yes ☒ No

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES¹ :

☐ Yes ☒ No

a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of:)
) ss:
County of:)

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Colliers Engineering & Design Architecture, Landscape
Architecture, Surveying, CT, P.C.

Name of Business

Address

18 Corporate Woods Blvd, Suite 400

City, State, Zip

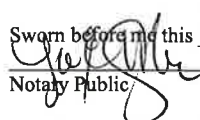
Albany, NY 12211

Signature of Owner



Printed Name of Signatory Brett Reynolds

Title

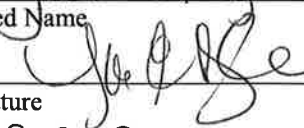
Sworn before me this 5th day of February, 2025

Notary Public

JOANNE E. HUGHES
NOTARY PUBLIC-STATE OF NEW YORK
No. 01HU6396307
Qualified in Albany County
My Commission Expires 08-19-2027

Printed Name

Joanne Hughes

Signature



Date

2-5-25

<u>Vendor's Principal Owners (Shareholders)</u>	<u>Title</u>
Joseph Dopico	President/Secretary/CEO
Richard Chelotti	Vice President
Adam Allen	Vice President
Paul Sterbenz	Vice President
Petros Tsoukalas	Treasurer
Russell McFall	Vice President
Sean O'Rourke	Vice President
Thomas Reder	Vice President
Andrew Hart	Vice President
Robert Telschow, Jr. PLS	Vice President
Jeffrey Bunce	
Andrew Fetherston	
Philip Grealy	
Jeffrey Allen	

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.



Signature
Brett Reynolds, Principal

Title
Colliers Engineering & Design Architecture, Landscape
Architecture, Surveying CT, P.C.

Company Name

February 7, 2025

Date

Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A – General Contracts)

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

Name of Third Party Entity: Colliers Engineering & Design Architecture, Landscape Architecture, Surveying CT

Address: 18 Corporate Woods Boulevard, Suite 400, Albany, NY 12211

Phone Number(s): 518.459.3252

Description of activities to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

Engineering & Surveying Services

Description of where the work is to be performed within Albany County facilities:

Various Locations


Signature

Brett Reynolds

Printed Name

Principal

Title

February 7, 2025

Date



Colliers Engineering & Design is a leading, multi-discipline engineering and architecture, design and consulting firm servicing public and private sector clients nationwide.

For a full listing of our office locations, please visit colliersengineering.com

1 877 627 3772



Engineers • Architects • Planners • Surveyors • Inspectors • Interior Designers
Landscape Architects • Environmental Scientists • Project Managers

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT OF PUBLIC WORKS



INSERT RFP# 2025-010

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

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION**

PAMELA O NEILL, PURCHASING AGENT

112 STATE STREET, ROOM 1000

ALBANY, NY 12207

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588
Pamela.oneill@albanycountyny.gov

TITLE: On-Call Engineer Consulting Services for Various Parks and Recreation Projects in Albany County
RFP NUMBER: 2025-010

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

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

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

☐ **Yes** / ☐ **No**

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail: _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP #2025-010

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- ☐ Could not meet Scope of Services.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- ☐ Project not suited to firm.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other reasons; please state and define: _____

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

**NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS # 2025-010**

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, January 31, 2025 and or electronic submission Bid Net, Empire State Purchasing Group.

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, **starting** by close of business (4:30 p.m.) on Thursday, January 16, 2025

Pamela O Neill
Purchasing Agent

Dated: **January 10, 2025**
Albany, New York

PUBLISH ONE DAY – **Thursday, January 16, 2025--** THE EVANGELIST
PUBLISH ONE DAY – **Thursday, January 16, 2025--** THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
ON-CALL ENGINEER CONSULTING SERVICES FOR VARIOUS PARKS AND
RECREATION PROJECTS IN ALBANY COUNTY
ALBANY COUNTY DEPARTMENT PUBLIC WORKS
RFP #2025-010

RFP DISTRIBUTION- IMPORTANT NOTICE

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

- 1.1 The County of Albany is seeking 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**.

SECTION 2: RECEIPT OF PROPOSALS

- 2.1 Three (3) copies, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. Proposals must be received no later than **4:30 P.M. on Friday January 31, 2025**, at the following address:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, New York 12207

Or electronic submission on BidNet Empire State Purchasing Group
<http://www.empirestatebidsystem.com>

- 2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

- 2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.
- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.
- 2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.
- 2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.
- 2.8 Proposals will be examined and evaluated by **the Albany County Department of Public Works**.
- 2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

- 3.1 Provide the name, a brief history and description of your firm.
- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work. Engineers assigned to projects must have at least 5 years experience as a NYS licensed professional engineer.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with projects of similar nature requested as part of this RFP.
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.

3.7 Proposer shall include a completed “Vendor Responsibility Questionnaire” (Attachment “C”) with the Proposal.

3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. 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. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

3.9 Proposers shall provide information/examples detailing ability to respond to on-call services in a timely fashion.

SECTION 4: SCOPE OF SERVICES

4.1 On-Call Engineering Services General Scope of Work

4.1.1 The selected Proposer will provide on-call professional engineering services for a variety of Albany County parks and recreation projects. The projects may be both small and large in scale, will require varying levels of involvement on behalf of the selected Proposer and will often require a prompt turn-around of services.

4.1.2 Project assignments under this term contract will vary, and may include planning, design and/or construction phase services for various bridges, culverts, roadways and parks and recreation projects. Project examples include but are not limited to:

- a) Repair/modification/new construction building design, HVAC, plumbing, electrical, utilities, site, civil, structural and geotechnical
- b) planning services or studies (building inspection, code compliance, review/advice, feasibility studies)
- c) pavement and drainage evaluation and design
- d) parking evaluation and design
- e) stormwater studies, reviews and inspections
- f) wetland mapping
- g) SWIPP inspections
- h) geotechnical studies/design
- i) preparation and support of complete construction drawings, specifications and estimates
- j) contract administration
- k) construction inspection
- l) cost estimating for both new construction and/or rehabilitation projects.
- m) grant writing and administration
- n) ROW incidentals/acquisition
- o) environmental reviews

- p) land use and zoning reviews
- q) permitting
- r) utility coordination
- s) coordination with SHPO, DEC and Army Corp of Engineers
- t) preparation of NEPA and SEQRA determination documents
- u) shop drawing review
- v) attendance and administration of project kickoff and preconstruction meetings

4.1.3 The items listed above are not necessarily a guarantee of future assignments that will be made under the resulting contract.

4.2 Consultant Services

4.2.1 Respondents' proposals must demonstrate their qualifications for Engineering Services. The selected Respondent(s) may be required to perform services during the planning, design and/or construction phases.

4.2.2 The selected consultant shall be familiar with local, state and federal building requirements.

4.2.3 Deliverables may include, but may not be limited to, evaluations, reports, permits, schedules, grant applications, PE stamped drawings/details, specifications, contract documents, addenda, bid tabulations, cost estimates/worksheets, and recommendations.

4.2.4 The selected consultant may be required to attend public information and/or legislative committee meetings.

4.2.5 The selected consultant may be required to assist in the bidding of projects designed pursuant to the "on-call" services contract. All such bidding shall be in accordance with state and local requirements. The selected consultant shall attend mandatory site visits, prepare addendums in response to requests for information, review all RFQ/RFB's and recommend selection to the County.

4.2.6 The selected consultant may be required to provide monthly Status Reports to the County. Said Status Reports will outline the activities completed and variance(s) from planned activities for the previous month and planned activities for the upcoming month.

4.2.7 For projects designed pursuant to the "on-call" services contract, the selected consultant may be required to hold pre-construction meetings prior to the start of construction.

4.2.8 During construction, the selected consultant may be required to monitor and track financial activities, review applications for payments received from the

general contractor and certify amounts for payment accurately reflect the amounts due and sufficiently protects the County's interests.

- 4.2.9 The selected consultant shall keep proper records of all projects designed pursuant to this "on-call" services contract, including, but not limited to, copies of all project correspondence, submittals, shop drawings, maps, schedules, plans, specifications, addenda, change orders, construction change directives, contracts, as-builts and/or record drawings, and any pertinent data regarding the contract. All such project records (hard copy and electronic format) shall be submitted to the County after the completion of the project and shall become property of the County.
- 4.2.10 The selected consultant must have sufficient staff to handle several projects simultaneously and promptly complete assigned tasks. Work must begin on assigned tasks within five (5) days of notification from the County or sooner if project requires immediate attention.
- 4.2.11 The County will have the sole discretion as to which projects, if any, will be assigned to the selected consultant or which projects the County decides to advertise via competitive request for qualifications or proposals. The selected consultant will be afforded the opportunity to submit proposals on any advertised request for qualifications or proposals.
- 4.2.12 Prior to the beginning of work on any project under this agreement, a written proposal for a not to exceed cost for each project will be required to be submitted to the County. The not to exceed cost shall include all reimbursables. No work shall commence until written approval has been given by the County.

SECTION 5: TERM OF CONTRACT:

- 5.1 The contract period shall be for a period of two (2) years. Contract shall commence on the date of the fully executed contract.
- 5.2 At the end of the initial two year contract term, upon mutual agreement between the County and the successful Proposer, the agreement may be renewed for one additional year, at the same rates agreed to in the original contract. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County.
- 5.3 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

- 6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services, and on the Cost Proposal Form included herein.

6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.

6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

SECTION 7: PROPOSAL SUBMISSIONS

7.1 In order for the County to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the County's evaluation process:

SECTION I:

Title Page - The title page should reflect the Request for Proposal subject, name of the proposer, address, telephone number and contact person.

Table of Contents - The Table of Contents must indicate the material included in the proposal by section and page number.

SECTION II:

Qualification / Experience - The Qualification / Experience section must address proposer's qualifications and experience to carry out the requested service, inclusive of, but not limited to: qualification to do business in NYS, number of years in business and length of experience.

Resumes - Resumes of professional staff members who will be involved in the County engagement must be included in this section.

SECTION III:

References - The References section must include references from similar type projects.

SECTION IV:

Plan Implementation - The Plan Implementation Section must address the Scope of Services in terms of the proposer's plan to carry out the requested service.

SECTION V:

Cost Proposal Section - The Cost Proposal Section must include all costs associated with the proposer's plan to carry out the requested service. Any cost proposal forms furnished by the County must be included in this section.

SECTION VI:

Mandatory Documentation - The Mandatory Documentation Section must include: The Non-Collusive Bidding Certificate (Attachment "A"), Acknowledgment by Proposer (Attachment "B"), and Vendor Responsibility Questionnaire (Attachment "C"); Iranian Energy Divestment Certification (Attachment "D").

SECTION 8: PROPOSAL EVALUATION

8.1 Proposals will remain valid until the execution of a contract by Albany County, unless otherwise rejected consistent with this RFP.

8.2 Proposals received will be evaluated by a committee with representation from the Albany County **INSERT DEPARTMENT NAME HERE**. Proposals shall be evaluated based upon the following:

CRITERIA	WEIGHT
Proposers comprehension of the required (work) Scope of Services	25%
Prior experience in similar on-call architectural and engineering services contracts	15%
Professional Qualifications	10%
Proposed per diem hourly rate	40%
Client references	10%

8.3 Proposals will be examined and evaluated by the **Albany County Department of Public Works** with the advice of the Albany County Purchasing Agent to determine whether the requirements of this RFP are met and to make a recommendation to the Albany County Executive, the Albany County Contracts Administration Board or the County Legislature for a contract award.

8.4 A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties

SECTION 9: NOT IN USE

SECTION 10: ALTERNATIVES

10.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized.

SECTION 11: INDEMNIFICATION

11.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 12: SPECIFICATION CLARIFICATION

- 12.1 All inquiries with respect to this Request for Proposals must be directed to the Albany County Purchasing Agent as follows:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, NY 12207
Telephone: (518) 447-7140
Facsimile: (518) 447-5588
Email: pamela.oneill@albanycountyny.gov

- 12.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of Proposals will not be answered. The County will be bound only by responses given by formal written Addenda.
- 12.3 Other than the contact person identified in the Proposal, or their designee, prospective Proposers shall not approach County employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

SECTION 13: MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 13.1 Proposals may be modified or withdrawn at any time prior to the opening of Proposals 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.
- 13.2 If within twenty-four (24) hours after the Proposals are opened, any Proposer files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material and substantial mistake in the preparation of its Proposal, that Proposer may withdraw its Proposal and the Proposal Security will be returned. Thereafter, that Proposer will be disqualified from making a further or additional proposal on the work contemplated by this RFP.
- 13.3 Each proposal shall state that it is an irrevocable offer for a period of ninety (90) days from the Proposal opening date. After expiration of the irrevocable offer period, if no contract award has been made, a Proposal may be withdrawn if the Proposer does so in writing directed to the County Purchasing Agent; otherwise, Proposals remain in effect consistent with the terms of this RFP.

SECTION 14: PROPOSAL SECURITY

- 14.1 No proposal security is requested for this Proposal.

SECTION 15: INSURANCE AND SECURITY REQUIREMENTS

15.1 The successful Proposer will be required to procure and maintain at its own expense, the following insurance coverage:

- (a) **Worker's Compensation and Employer's Liability Insurance:** A policy or policies providing protection for Employees in the event of job related injuries.
- (b) **Automobile Liability Insurance:** A policy or policies of insurance with the limits of not less than \$500,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile 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 automobile.
- (c) **General Liability Insurance:** A policy or policies or comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000

- (d) **Errors and Omissions Insurance:** A policy or policies with limits not less than \$1,000,000.

15.2 Each policy of insurance required shall be of form and content satisfactory to the Albany County Attorney:

- (a) The insurance policies shall name the County of Albany as certificate holder and primary/non-contributory additional insured on all liability policies. **Proposal number must appear on insurance certificate.**
- (b) The policy shall not be changed or canceled until the expiration of thirty (30) days after written notice to Albany County. It shall be automatically renewed upon expiration and continued in force unless Albany County is given at least thirty (30) days written notice to the contrary.

15.3 No work shall be commenced under the contract until the successful Proposer has delivered to the County Purchasing Agent or his designee proof of issuance of all policies of insurance required by the Contract to be procured by the successful Proposer. If at any time, any of said policies shall expire or become unsatisfactory to the County, the successful Proposer shall promptly obtain a new policy and submit proof of insurance of the same to the County for approval. Upon failure of the successful Proposer to furnish, deliver and maintain such insurance as above provided, the contract may, at the election of the County, be forthwith

declared suspended, discontinued or terminated. Failure of the successful Proposer to procure and maintain any required insurance, shall not relieve the successful Proposer from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the successful Proposer concerning indemnification.

SECTION 16: REMEDY FOR BREACH

16.1 In the event of a breach by CONTRACTOR, CONTRACTOR shall pay to the COUNTY all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the COUNTY to procure a substitute contractor to satisfactorily complete the contract work, together with the COUNTY'S own costs incurred in procuring a substitute contractor.

SECTION 17: CASH DISCOUNT

17.1 Cash discounts may be offered by a Proposer for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low Proposer.

17.2 For purposes of any applicable cash discount, the payment date shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

SECTION 18: FREEDOM OF INFORMATION LAW

18.1 Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. Proposers intending to seek an exemption from disclosure of these materials under the Freedom of Information Law (New York State Public Officers Law, Sections 84-90) must request the exemption in writing, at the time of the submission of the materials, setting forth the reason for the claimed exemption. In addition, the proposer must mark each page of its submission on which there appears any material claimed to be protected as confidential or proprietary with the following legend, in bold face, capital letters at the top of each page: "THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW". Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures.

SECTION 19: MACBRIDE PRINCIPLES

19.1 Contractor/Proposer hereby represents that said contractor/proposer is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. [3] for 1993, in that said contractor/proposer either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of their compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. [3] in 1993, including, but not limited to, imposing sanctions,

seeking compliance, recovering damages, declaring the contract/proposer in default and/or seeking debarment or suspension of the contractor/proposer.

19.2 In the case of a contract which must be let by competitive sealed bidding, whenever the lowest bidder has not agreed to stipulate to the conditions set forth in this section, and another bidder who has agreed to stipulate to such conditions has submitted a bid within five percent of the lowest bid for a contract to supply goods, services or construction of comparable quality, the contracting entity shall refer the contract to the County Legislature, which shall determine whether the lowest bidder is responsible. In making such determination, the County Legislature may consider, as a factor bearing on responsibility, whether the lowest bidder discriminates in employment in Northern Ireland.

19.3 As used in this section, the term “contract” shall not include contracts with government and non-profit organizations, contracts awarded pursuant to an emergency procurement procedure or contracts, resolutions, indentures, declarations of trust or other instruments of authorizing or relating to the authorization, issuance, award, sale or purchase of bonds, certificates of indebtedness, notes or other fiscal obligations of the County, provided that the policies of this section shall be considered when selecting managing underwriters in connection with such activities.

19.4 The provisions of this section shall not apply to contracts for which the County receive funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles, or to the extent that such funds are not otherwise withheld by the Department of Transportation.

SECTION 20: NOT IN USE

SECTION 21: AFFIRMATIVE ACTION REQUIREMENTS

21.1 It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors/proposers and subcontractors utilize minority and women labor to the greatest extent feasible.

21.2 In proposing on this contract, the Proposer acknowledges an understanding of this policy. The contractor/proposer shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.

- 21.3 In an effort to assist Proposers with compliance attached you will find the following:
Article SC19-Affirmative Action Plan and Department of Affirmative Action Compliance Forms.

SECTION 22: EXTENSION OF CONTRACTS TO ALL POLITICAL SUBDIVISIONS AND AUTHORIZED DISTRICTS LOCATED IN THE STATE OF NEW YORK

- 22.1 It is the intent of this Request For Proposals that all political subdivisions, and districts located in the State of New York, be entitled to make purchases of services from the resulting contract award.
- 22.2 No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
- 22.3 All purchases shall be subject to audit by the other political subdivisions for which the purchase was made.
- 22.4 All orders will be placed by the participating entities. Each participating entity shall be billed by and make payment directly to the successful Bidder.
- 22.5 Upon request, participating entities must furnish the Contractor with the proper tax exemption certificates or documentation of tax exempt status.
- 22.6 The sole responsibility in regard to performance of the contract, or any obligation, covenant, condition or term thereunder by the successful Proposer and the participating entities will be borne and is expressly assumed by the successful Proposer and the participating entities and not by Albany County. In the event of a failure or breach in performance of any such contract by a participating entity or the successful Proposer, Albany County, specifically and expressly disclaims any and all liability for such defective performance or breach, or failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this Albany County centralized contract.

SECTION 23: INTERPRETATION

- 23.1 In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFP, and/or, the Agreement (between the County and the successful Proposer) and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) the Agreement; 2) the RFP; 3) the Contractor's proposal.

SECTION 24: NON APPROPRIATIONS CLAUSE

- 24.1 Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on

the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

SECTION 25: IRANIAN ENERGY SECTOR DIVESTMENT

25.1 Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said Contractor/Proposer has not:

- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector in Iran.

25.2 Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

25.3 Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- (a) “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 its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).

Albany County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

25.4 Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefor. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The County of Albany has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Albany would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

SECTION 26: NOT IN USE

SECTION 27: STORMWATER MANAGEMENT PROGRAM

27.1 Bidder understands that Albany County is a regulated entity subject to the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-15-003), and must comply with the terms and conditions of the aforementioned Permit. Bidder further understands that under the New York State Environmental Conservation Law, it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards, and that Albany County adopted Local Law 7 of 2007 enabling the County to take action against any discharges that cause or contribute to a violation of water quality standards. Bidder agrees to comply with the terms and conditions of the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-15-003) as well as Albany County Local Law No. 7 for 2007 and any Best Management Practices developed pursuant to the foregoing, as established in Albany County's Stormwater Management Program Plan. Bidder also agrees to implement any corrective actions identified by Albany County or a representative pursuant to the above regulations, and further understands that any non-compliance by the County will not diminish, eliminate, or lessen Bidder's own liability. **Awarded bidder shall execute and deliver to the County a certification statement acknowledging the above provisions prior to commencing any work (see Sheet MS4-1/Attachment "E").**

SECTION 28: NOT IN USE

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:

DESIGN SERVICES	
Positions	Hourly Rates
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	

DESIGN SERVICES	
Positions	Hourly Rates
Draftsperson	
Clerical	

CONSTRUCTION SERVICES	
Positions	Hourly Rates
Construction Manager	
Chief Inspector	
Inspector	
Draftsperson	
Clerical	

OTHER	
Item	Unit Cost
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 _____

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. 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 organizations, under penalty of perjury, that to the best of 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation

Signature

Title

Date

Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

**ATTACHMENT “C”
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

1. VENDOR IS: ☐ PRIME CONTRACTOR			
2. VENDOR’S LEGAL BUSINESS NAME		3. IDENTIFICATION NUMBERS a) FEIN # b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE		7. TELEPHONE NUMBER	8. FAX NUMBER
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THE QUESTIONNAIRE Name Title Telephone Number Fax Number e-mail			
13. LIST ALL OF THE VENDOR’S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A “YES,” AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. ☐ Yes ☐ No 			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS: a) An elected or appointed public official or officer? <i>List each individual’s name, business title, the name of the organization and position elected or appointed to, and dates of service</i> ☐ Yes ☐ No b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i> ☐ Yes ☐ No			

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS: a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; ☐ Yes ☐ No 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract. b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct? ☐ Yes ☐ No c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: ☐ Yes ☐ No 1. federal, state or local health laws, rules or regulations.
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES ¹ HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? ☐ Yes ☐ No Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? ☐ Yes ☐ No Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability. b) file returns or pay New York State unemployment insurance? ☐ Yes ☐ No Indicate the years the vendor failed to file/pay the insurance and the current status of the liability. c) Property Tax ☐ Yes ☐ No Indicate the years the vendor failed to file.
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES ¹ WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? ☐ Yes ☐ No Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation. ☐ Yes ☐ No

21.	IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES ¹ :	☐ Yes	☐ No
	a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;		
Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.			

1 “Affiliate” meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity’s daily operations, that entity will be an “affiliate” for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of:)
) ss:
County of:)

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business

Signature of Owner _____

Address

Printed Name of Signatory _____

City, State, Zip

Title

Sworn before me this ____ day of _____, 20__;

Notary Public

Printed Name

Signature

Date

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name

Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A – General Contracts)

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

Name of Third Party Entity: _____

Address: _____

Phone Number(s): _____

Description of activities to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

Description of where the work is to be performed within Albany County facilities:

Signature

Printed Name

Title

Date

County of Albany
Article SC19- Affirmative Action Plan

STATEMENT OF POLICY

The following is taken from Resolution No. 495 adopted by the Albany County Legislature on October 9, 2018.

Resolved, That the Albany County Legislature hereby approves and adopts the updates to the Affirmative Action Policy as reflected in the document annexed hereto, and be it further that the updated Affirmative Action Plan shall take effect immediately, and that the Commissioner of Human Resources and Director of the Division of Affirmative Action are directed to implement the policies reflected in the updated language of the Affirmative Action policy immediately and on a County-wide basis.

The following is taken from Resolution No. 26 adopted by the Albany County Legislature on June 10, 1996.

Resolved, By the Albany County Legislature that the Affirmative Action Plan so endorsed by the Albany County Executive and which is currently on file with the Clerk of the County Legislature, shall be the official plan of the County of Albany including the objectives, procedures and goals so stipulated.

It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors and subcontractors utilize minority and women labor to the greatest extent feasible.

In bidding on this contract, the contractor acknowledges an understanding of this policy. The contractor shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.

ANTI-DISCRIMINATION CLAUSE 220-E - NYS Labor Law. Provisions in contracts prohibiting discrimination on account of race, creed, color or national origin in employment of citizens upon public works. Every contract for or on behalf of the state or a municipality for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies shall contain provisions by which the contractor with the state or municipality agrees: (a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the state of New York who is qualified and available to perform the work to which the employment relates; (b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, sex or national origin; (c) That there may be deducted from the amount payable to the contractor by the state or municipality under this contract a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract; (d) That this contract may be cancelled or terminated by the state or municipality, and all moneys due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract; and (e) The aforesaid provisions of this section covering every contract for or on behalf of the state or a municipality for the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the state of New York.

ADMINISTRATION

The County's Division of Affirmative Action is charged with the responsibility of monitoring Affirmative Action in all contracts. All County procurements will be made with an understanding that the complete participation of bona fide MBE and WBE shall be assured by balanced and equitable contract involvement.

The **subcontracting participation goals** for County public procurements are:

- to award 7% of the total dollar value of the contract to a certified MBE.
- to award 5% of the total dollar value of the contract to a certified WBE.

The **workforce goals** for County public procurements are as follows:

- 7% of the total workforce should be minorities.
- 5% of the total workforce should be women.

• CONTRACTOR'S RESPONSIBILITIES

The Contractor's responsibilities include, but are not limited to, the following. The Contractor **must**:

- 1) Submit to the Division of Affirmative Action a completed Schedule of MBE/WBE and Labor Performance or Request for Waiver within **fifteen (15) days** of receiving the Notice of Award.
- 2) Prior to being issued a Notice to Proceed, submit evidence of MBE/WBE contracts proposed to the Division of Affirmative Action.
- 3) Submit monthly utilization reports to the Division of Affirmative Action for review.
- 4) Immediately notify the Division of Affirmative Action of any changes during the project, especially if the change affects the Schedule of MBE/WBE and Labor Performance submitted for the project.
- 5) Make good faith efforts to replace an MBE/WBE subcontractor that is unable to perform successfully with another MBE/WBE.
- 6) Notify the Division of Affirmative Action of any suspected instances of companies fraudulently claiming MBE/WBE status.
- 7) If possible, provide any needed technical assistance to MBE/WBE firms under subcontract.
- 8) If possible, design payment schedules to minimize cash flow problems faced by MBEs/WBEs.
- 9) Maintain for three years such records as are necessary to determine compliance with MBE/WBE obligations and to submit regular reports to enable the Albany County MBE Officer to monitor this compliance.

• DEVELOPING A SCHEDULE OF MBE/WBE AND LABOR PERFORMANCE

The Schedule of MBE/WBE and Labor Performance must detail:

1. The contractor's name, address, phone number, federal identification number and the total dollar value of the contract.
2. Whether the contract is a joint venture.
3. The MBE and WBE goal for the contract.
4. A brief description of each proposed subcontractor, including the name, address, phone number, federal identification number and the total dollar amount of each subcontractor.
5. An estimate of the total number of hours to be worked on the project.

• COMPLIANCE

Each contractor must furnish monthly utilization reports while working on the project. The reports must detail the total number of hours worked, total minority /female labor hours and payments made to MBE and WBE firms.

- **WAIVER REQUEST FOR SUBCONTRACTING AND/OR LABOR PERFORMANCE**

Contractors which determine that the subcontracting and/or labor participation goals must cannot be achieved **must** request a waiver within **fifteen (15) days** of receiving the Notice of Award. The request must justify why the firm cannot accomplish the subcontracting and/or labor participation goals established for the project. The justification must detail actions taken to solicit MBE/WBE subcontractors, minority or female labor participation and the impediments encountered. Each waiver request will be evaluated individually. Submission of the request for waiver does **not** guarantee the requirements will be waived. Additional information or supporting documentation may be required to determine a contractor's good faith effort.

- **MBE/WBE RESPONSIBILITIES**

Each Minority Business Enterprise/Woman Business Enterprise shall:

1. Establish through certification that the company is a bona fide MBE/WBE. The Division of Affirmative Action reviews MBE/WBE eligibility status for contractors and subcontractors.
2. Exhibit an interest in bidding a particular project by attending pre-bid conferences and/or by responding timely to contract solicitations for bid quotations prior to bid date.
3. Be responsible for entering into all necessary contractual agreements.
4. Arrange for and supervise contract performance.
5. Secure equipment, materials and crew sufficient to complete their contract or subcontract.
6. Provide bonding, insurance and collateral as required for surety in contract performance.
7. Authorize payrolls, payments and reports as required for routine compliance.

The County will accept MBE/WBE Certifications made by other governmental agencies which are in compliance with our DBE policy.

SANCTIONS

SC-19.5.1

If **CONTRACTOR** cannot meet the WBE/MBE participation goals, he must document to the Albany County MBE Officer, that he has made all positive efforts to achieve it. Failure to meet the goals or to document that all positive efforts have been made to achieve it may result in the County invoking any legal or equitable remedy available to the County for breach of contract including withholding future payments under the **CONTRACT** involved; disqualification of the **CONTRACTOR** from future contracting opportunities for a period not to exceed two years; and cancellation of the contract and declaration of forfeiture of the **PERFORMANCE BOND**.

A decision by the Albany County MBE Officer to invoke the above sanctions shall be issued in writing by registered mail. The **CONTRACTOR** shall have ten (10) days from receipt of the decision to appeal the MBE Officer's decision to the Grievance committee of the Albany County Legislature. Both sides of the dispute shall have the opportunity to be heard at a meeting of the Grievance Committee to be held within ten (10) days of the receipt of an appeal, and the Committee shall send a final decision to both sides within ten (10) days by registered mail (or hand delivery in the case of the MBE Officer's copy).

STANDARDS

A **Minority Business Enterprise (MBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in that case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a minority person(s), and such ownership interest is real, substantial and continuing. The minority ownership must have and exercise the authority to independently control the business decisions of the entity.

A **Woman Business Enterprise (WBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in the case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a woman (women), and such ownership interest is real, substantial and continuing. The woman ownership must have and exercise the authority to independently control the business decisions of the entity. WBEs shall not be considered as MBEs unless 51% of the assets of the company is held by a minority person(s).

A **Disadvantaged Business Enterprise (DBE)** mean a business enterprise controlled by one or more socially or economically disadvantaged individuals and whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals who own it. Such disadvantaged may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to citizens of the United States (or lawfully admitted permanent residents) and who are African Americans, Puerto Ricans, Hispanic Americans, Asian-Pacific Americans, American Indians, Eskimos, Aleuts, Asian Indians and Women.

Minority: A person who is a member of one or more of the following groups:

- A) Black (not of Hispanic origin) – a person having origins in any of the Black racial group of Africa.
- B) Hispanic -- a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- C) Asian or Pacific Islander – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- D) Native American or Alaskan Natives – a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Woman: A person who is of the feminine gender who are not otherwise classified as a minority. For

assistance or additional information, contact

County of Albany

Division of Affirmative Action

112 State Street, Room 900, Albany, NY 12207

Phone: (518) 447-7010

Fax: (518) 447-5586

County of Albany
Division of Affirmative Action
MBE/WBE Compliance Forms



Daniel P. McCoy
Albany County Executive

County of Albany
Schedule of MBE/WBE and Labor Performance

The Division of Affirmative Action monitors subcontracting and labor participation for contracts let by agencies and authorities of Albany County. The Schedule of MBE/WBE and Labor Performance must be completed and submitted within 15 days of receiving the Notice of Award. The figures represent the contractor's best estimate of workforce needs and minority/female representation of that workforce.

Questions regarding completion of this form can be directed to the County of Albany, Division of Affirmative Action at (518) 447-7010.

Contractor: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Project Name: _____ Project Cost: _____ Completion Date: _____

Contract Description: _____

Bidder is an approved ☐ MBE ☐ WBE

If yes, specify agency: _____

Joint Venture

MBE/WBE participation is broken down into Joint Ventures with Bidder, Subcontracting Construction, Trucking or Services, and Materials or Supplies. Joint ventures between the Prime Bidder and MBE/WBE firms are shown below. Joint Ventures with Bidder (check one):

No MBE/WBE joint ventures
with Bidder on this Contract.

Bidder is joint venturing with the following firm(s)
(Attach a copy of joint venture agreements to this form)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Federal ID No.: _____

MBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

WBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

Sub-contractor Performance

MBE Goal: 7% x Total Bid Amount = \$ _____

WBE Goal: 5% x Total Bid Amount = \$ _____

Please provide the information requested for **all** subcontractors participating on this project (include MBE/WBE firms).

Sub-contractor Name, Address, Phone	MBE, WBE or N/A	Amount of Sub- contract & Award Date	Description of Work (Trade)	Start Date Completion Date	Contracted Payment Schedule
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				

I, _____, representative of _____
declare that the information provided is true and represents accurately my firm’s efforts to comply with the Affirmative Action Policy. We shall continue to make every effort to ensure that MBE/WBE firms have the maximum opportunity to compete for, and perform contracts let by the County of Albany.

SUBMIT MONTHLY**County of Albany MBE/WBE and
Labor Performance
Monthly Utilization Report**

This report must be completed by each firm working on the site and submitted to the General Contractor on a monthly basis. The General Contractor forwards the reports to the County of Albany, Division of Affirmative Action, 112 State Street, Room 900, Albany, NY 12207. Fax (518) 447-5560. For assistance, call (518) 447-7010.

Contractor:_____ Address:_____

City:_____ State:_____ Zip:_____

Telephone:_____ Fax Number:_____ Federal ID No.:_____

Project Name:_____ Project Cost:_____ Completion Date:_____

Reporting Period: _____ **Month** _____ **Year** _____

Trade	Number of Hours Worked by Minorities	Number of Hours Worked by Women	Number of Hours Worked by Non-Minorities	Total Hours Worked
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total(s):	0.00	0.00	0.00	0.00

Information Provided By _____

Date _____

MBE/WBE Payments

MBE/WBE Firm(s) Participating on the Project	Payments Made this Month	Payments Made to Date

INSTRUCTIONS

This form must be completed and submitted by the Contractor/Vendor by the **10th** of each month for the duration of the contract. The form must be accompanied by copies of checks (front and back) made payable to MBE/WBE subcontractor and suppliers.

This form is required pursuant to the contract specifications. Failure to submit will result in non-compliance.

County of Albany
Department of Human Resources Division of
Affirmative Action
112 State Street, Room 900, Albany, NY 12207
Phone:(518) 447-7010

NOTE: IF THERE IS NO ACTIVITY FOR THE REPORTING PERIOD, PLEASE NOTE ACCORDINGLY.

County of Albany
Waiver Request for MBE/WBE Subcontracting and/or Labor Performance

If your firm has determined that it is not feasible to meet the subcontracting and/or labor performance goals specified in the contract, complete and return this form within fifteen days of the Intent to Award. The request must identify reasons why the firm cannot reach the labor and subcontractor goals applicable. The Division of Affirmative Action will evaluate each waiver individually. Please be advised that sub- mission of this request does not guarantee waiver of the requirements. Attach additional sheets if necessary. Please refer to the County of Albany Criteria for Establishing Good Faith Effort.

Contractor:_____ Address:_____

City:_____ State:_____ Zip:_____

Telephone:_____ Fax Number:_____ Federal ID No.:_____

Contract Type/Number:_____ Project Cost:_____

(☐) **Request Waiver of Minority/Women Labor Participation Goal. Please explain:**

Actions taken to include minority/women labor _____

(☐) **Request Waiver of Minority Subcontractor Participation Goal. Please explain:**

Actions taken to include MBE and/or WBE Subcontractor(s) _____

Signature

Name (Printed)

Title

County Of Albany
Criteria for Establishing Good Faith Effort

The following list of the good faith efforts criteria complies with NYS Executive Law, Article 15-A which should be considered for determining whether a contractor has documented good faith efforts:

1. Was a completed, acceptable utilization plan submitted in accordance with applicable requirements to meet goals for participation of certified minority and women-owned business enterprises established in the same contract?
2. Were advertisements placed in appropriate trade, general circulation and minority and women- oriented publications in a timely fashion?
3. Were written solicitations made in a timely fashion of certified minority and women-owned business enterprises listed in the directory of certified business?
4. Were timely responses to any such advertisements and solicitations provided by certified minority and women-owned business enterprises?
5. Did the contractor attend pre-bid, pre-award, or other meetings, if any, scheduled by the agency awarding the contract, with certified minority or women-owned business enterprises which the State or County agency determined were capable of performing the contract scope of work, for purposes of complying with goal requirements?
6. What efforts were undertaken by the contractor to reasonably structure the contract scope of work for purposes of subcontracting with certified minority and women-owned business enterprises?
7. How many minority and women-owned business enterprises in the directories of certified businesses could perform work required by the contract scope of work in your region?
8. What actions were taken to contact and assess the financial ability of certified minority and women- owned businesses enterprises to participation on the contract, and which enterprises are located out- side of the region in which the contract scope of work was or will be performed?
9. Were relevant plans, specification or terms and conditions of the contract, necessary to prepare an informed response to a contractor solicitation, provided in a timely fashion to certified minority or women-owned business enterprises?
10. What subcontract terms and conditions were offered to certified minority and women- owned business enterprises, and how do those subcontract terms and conditions compare to those offered in the ordinary course of the contractor's business and to other subcontractors of the contractor?
11. Has the contractor made payments for work performed by certified minority and women- owned business enterprises in a timely fashion so as to facilitate continued performance by certified minority or women-owned business enterprises?
12. Has the contractor offered to make up any inability to comply with the minority and women-owned business enterprise goals established in a contract, in other contracts being performed or to be awarded to the contractor?

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:

DESIGN SERVICES	
Positions	Hourly Rates
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	

DESIGN SERVICES	
Positions	Hourly Rates
Draftsperson	
Clerical	

CONSTRUCTION SERVICES	
Positions	Hourly Rates
Construction Manager	
Chief Inspector	
Inspector	
Draftsperson	
Clerical	

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

OTHER	
Item	Unit Cost
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

COUNTY OF ALBANY

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

RFP 2025-010

ADDENDUM # 2

January 30, 2025

The following Addendum No. 2 consisting of two (2) pages (including this cover page) is hereby issued on the 30 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 # 2

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

ITEM #1: The Cost Form provided includes a single line for hourly rates. As we employ multiple staff per design service with differing pay grades, can the hourly rate sheet be supplemented with a full rate sheet for the company? If not, can consultants submit a range of hourly rates?

ANSWER #1: The hourly rate sheet can be supplemented with a full rate sheet from the company.

End of Addendum # 2

COUNTY OF ALBANY

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

RFP 2025-010

ADDENDUM # 3

February 5, 2025

The following Addendum No. 3 consisting of two (2) pages (including this cover page) is hereby issued on the 5 day of February 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 # 3

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

ITEM #1: In Section 27 Stormwater Management Program The incorrect Stormwater Permit number is listed. The correct Stormwater Permit number is GP-0-25-001.

End of Addendum # 3

RESOLUTION NO. 106

AUTHORIZING AN AGREEMENT WITH COLLIERS ENGINEERING & DESIGN, ARCHITECTURE, LANDSCAPE ARCHITECTURE, SURVEYING, CT P.C. REGARDING ON-CALL ENGINEERING CONSULTING SERVICES FOR VARIOUS PARKS AND RECREATIONS PROJECTS

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The Commissioner of the Department of Public Works has requested authorization to enter into an agreement with Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C. regarding on-call engineering consulting services for various parks and recreation projects in an amount not to exceed \$350,000 for a term commencing June 1, 2025 and ending May 31, 2027, and

WHEREAS, The Department of Public Works, through the Purchasing Agent, received eight proposals and Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C. was deemed the most qualified respondent, and

WHEREAS, The Commissioner has indicated that this agreement will help streamline work flow and provide efficiencies in operations, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C. regarding on-call engineering consulting services for various parks and recreation projects in an amount not to exceed \$350,000 for a term commencing June 1, 2025 and ending May 31, 2027, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
WWW.ALBANYCOUNTYNY.GOV

LISA M. RAMUNDO, P.E.
COMMISSIONER

February 24, 2025

Hon. Chairwoman Joanne Cunningham
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham,

We request the Legislature's approval of an agreement with Highway Rehab. Corp. for Hot-in-Place Asphalt Recycling along 5.96 miles of CR408 in the Town of Westerlo.

The Hot in Place Recycling (HIP) process rehabilitates and restores deteriorated asphalt pavement, minimizing the use of new materials. The roads chosen for this treatment are beyond milling and repaving, but are not in need of full depth replacement.

The HIP process consists of heating and scarifying the existing asphalt to loosen the pavement surface. Emulsified asphalt rejuvenator is applied, and the pavement is milled to a depth of 1.5 inches. The millings are mixed with rejuvenator and the recycled mix is placed back onto the roadway and compacted. 2 inches of top course is added to the recycled base material as part of our hauling and placing project. The HIP process extends pavement life over 10 years.

Highway Rehab. Corp is on New York State Contract Group 31555 Award 23334. I recommend Highway Rehab. Corp. as offering the best value for Albany County with project total of \$462,391.29. This work will be paid for out of the County's Highway Recycling Capital Plan.

If there are any questions or further information is needed regarding this request, please feel free to contact my office.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6412, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorizing an Agreement with Highway Rehab Corp. for Hot-in-Place Asphalt Recycling

Date: 2/24/25
Department: Public Works
Attending Meeting: Lisa M. Ramundo, Commissioner
Submitted By: Rosa Maria Tirino
Title: Director of Operations
Phone: 518-655-7919
Purpose of Request: Contract Authorization 1 year

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Highway Rehabilitation Corporation, 2258 NY-22, Brewster, NY 10509

Term: (Start/end date or duration) 06/01/2025-05/31/2026

Amount/Raise Schedule/Fee: \$462,391.29

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: HHTH
Appropriation Amount: \$462,391.29

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
Competitive Bidding Exempt: Yes ☒ No ☐
of Response(s): Enter text.

# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

We request the Legislature's approval of an agreement with Highway Rehab. Corp. for Hot-in-Place Asphalt Recycling along 5.96 miles of CR408 in the Town of Westerlo. The Hot in Place Recycling (HIP) process rehabilitates and restores deteriorated asphalt pavement, minimizing the use of new materials. The roads chosen for this treatment are beyond milling and repaving, but are not in need of full depth replacement. Highway Rehab. Corp is on New York State Contract Group 31555 Award 23334. I recommend Highway Rehab. Corp. as offering the best value for Albany County with project total of \$462,391.29. This work will be paid for out of the County's Highway Recycling Capital Plan.

GROUP 31555 - AWARD 23334 - COMPREHENSIVE LIQUID BITUMINOUS MATERIALS
(Statewide)

LOT 4 - HEATER SCARIFICATION (Version 04/01/2024)

AGENCY/USER COMPLETES THIS SECTION FOR QUICK QUOTE

Date when the Quick Quote form is sent to the contractor: **Feb** / **18** / **2025**

NOTE:

1. The user and the contractor understand that the Project's Total Cost to be shown below will include all the needed Price Adjustments for the month indicated (the month when the Quick Quote form is sent to the contractor). If the project (or part of the project) is executed in a different month than the one used to calculate this Quick Quote, then the Project's Total Cost will change accordingly to reflect the Price Adjustments for the Month in which the project (or part of the project) was actually performed.

2. The contractor understands that at no time may a quick quote unit price (without the Price Adjustment) exceed the contract price. Materials cost, hauling expenses, etc., can be lowered by the contractor any time during the quick quote process.

Agency/User: **Albany County DPW**

Project Name: **County Route 408**

Quick Quote #

Project Location:

Item 417.01 - Heater Scarification of Hot Mix Asphalt (HMA):

Estimated Total Quantity Required: **81,562.000** Square Yards

Additional Items (enter a check mark if required):

☒ Work Zone Traffic Control by Contractor Required

☐ Additional Flaggers Required

Number of Additional Flaggers:

☐ Pilot Vehicle Required

Number of Pilot Vehicles:

☐ OCP Insurance Required

GROUP 31555 - AWARD 23334 - COMPREHENSIVE LIQUID BITUMINOUS MATERIALS
(Statewide)

LOT 4 - HEATER SCARIFICATION (Version 04/01/2024)

Anticipated Project Start Date: TBD

Agency/User Contact: Lisa Ramundo, DPW Commissioner

Agency/User Telephone: (518) 655-7902

Quick Quote must be returned by: 02/18/25

Agency/User Comments: (Note: Press Alt+Enter to create a new line)

GROUP 31555 - AWARD 23334 - COMPREHENSIVE LIQUID BITUMINOUS MATERIALS
(Statewide)

LOT 4 - HEATER SCARIFICATION (Version 04/01/2024)

CONTRACTOR COMPLETES THIS SECTION FOR QUICK QUOTE

Project Name: County Route 408 Quick Quote # 0

PC Number **PC70344**

Contractor Name Highway Rehabilitation Corp. Telephone: 845-278-9645

Location of Bituminous Storage Facility: 1911 Loring's Crossing, Cortland NY

Estimated Haul Distance from Bituminous Storage Facility: 161.0 Miles Plant #:

Location of Equipment Storage Facility: 11061 Walden Ave., Alden NY

Estimated Haul Distance from Equipment Storage Facility: 274.0 Miles

Estimated Number of Days 9 or Hours to Complete the Project

A. Item 417.01-Heater Scarification of HMA: Price = \$4.370 / Square Yard

B. Total Square Yards = 81,562.000 Square Yards

C. Total Price for Heater Scarification of HMA (A x B)= **\$356,425.940**

D. Price for Mobilization from Contractor's Equipment Storage Facility to
Project Location = \$0.250 / Square Yard

E. Total Price for Mobilization from Contractor's Equipment Storage Facility to
Project Location (D x B) = **\$20,390.500**

F. Item 417.0101 - Recycling Agent Price = \$0.550 per Pound

Material Price Adjustment Calculation for the Month of: **Feb** / **2025**

G. Monthly Material (Recycling Agent) Price Adjustment per Pound = -\$0.003 per Pound

H. Recycling Agent Price with Price Adjustment (F + G) = \$0.547 per Pound

Conversion Factor = 1.4 lb/SqY

(For estimating purposes, all vendors to use 1.4 lb/SqY for Recycling Agent)

I. Recycling Agent Total Cost (H x (1.4 lb/SqY) x B) = **\$62,460.180**

J. Price to HEAT, HAUL and APPLY the Recycling Agent from the Contractor's
Bituminous Storage Facility to the Project Location = \$0.006 per Pound

Conversion Factor = 1.4 lb/SqY

(For estimating purposes, all vendors to use 1.4 lb/SqY for Recycling Agent)

K. Total Price to HEAT, HAUL and APPLY the Recycling Agent
from the Contractor's Bituminous Storage Facility
to the Project Location (J x (1.4 lb/SqY) x B) = **\$685.121**

GROUP 31555 - AWARD 23334 - COMPREHENSIVE LIQUID BITUMINOUS MATERIALS
(Statewide)

LOT 4 - HEATER SCARIFICATION (Version 04/01/2024)

CONTRACTOR COMPLETES THIS SECTION FOR QUICK QUOTE

Project Name: County Route 408 Quick Quote # 0

L. Work Zone Traffic Control Price = \$0.275 / Square Yards

M. Total Price for Work Zone Traffic Control (L x B) = **\$22,429.550**

Price Additional Flagger(s) = per Day

Number of Additional Flagger(s) = Number of Days =

N. Total Price Additional Flagger(s) = **\$0.000**

Price Pilot Vehicle w/ Driver = per Day

Number of Days = Number of Vehicles =

O. Total Price Pilot Vehicle w/ Driver = **\$0.000**

P. OCP Insurance =

Project's Total Cost including all the Price Adjustments for: May / 2025

Project's Total Cost including Price Adjustment (C to P) =

\$462,391.291

Can Contractor Supply? Yes

Can Contractor meet Schedule? Yes

Print Name Christine Magee

Date 2/18/25

Contractor Signature 

NOTE:

1. The user and the contractor understand that the Project's Total Cost shown above includes all the needed Price Adjustments for the month indicated (the month when the Quick Quote form was sent to the contractor). If the project (or part of the project) is executed in a different month than the one used to calculate this Quick Quote, then the Project's Total Cost will change accordingly to reflect the Price Adjustments for the Month in which the project (or part of the project) was actually performed.

2. The contractor understands that at no time may a quick quote unit price (without the Price Adjustment) exceed the contract price. Materials cost, hauling expenses, etc., can be lowered by the contractor any time during the quick quote process.

RESOLUTION NO. 107

AUTHORIZING AN AGREEMENT WITH HIGHWAY REHABILITATION CORP. REGARDING HOT-IN-PLACE ASPHALT RECYCLING ON CR 408 IN THE TOWN OF WESTERLO

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The Commissioner of the Department of Public Works has requested authorization to enter into an agreement with Highway Rehabilitation Corp. regarding hot-in-place asphalt recycling on CR 408 in the Town of Westerlo in an amount not to exceed \$462,392 for a term commencing June 1, 2025 and ending May 31, 2026, and

WHEREAS, The Commissioner has indicated that this road has deteriorated to a significant degree and this process will extend the life of the road by over ten years, and

WHEREAS, The Department, pursuant to New York State contract, has recommended Highway Rehabilitation Corp. regarding hot-in-place asphalt recycling, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Highway Rehabilitation Corp., Brewster, NY 10509 regarding hot-in-place asphalt recycling on CR 408 in the Town of Westerlo in an amount not to exceed \$462,392 for a term commencing June 1, 2025 and ending May 31, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

February 26, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Re: National Grid Easement for 24 Martin Rd, Voorheesville, NY 12186

Dear Chairwoman Cunningham:

General Services is requesting authorization to provide National Grid an easement for a new utility pole to be installed on the County's 24 Martin Rd, Voorheesville property for new electric services at the Voorheesville Central School District.

If you should have any further questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina
Commissioner

DML:tas
Enclosure(s)

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6416, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorizing a National Grid Easement for a new utility pole at 24 Martin Rd, Voorheesville, NY 12186

Date: 2/26/2025
Department: General Services
Attending Meeting: Commissioner Latina
Submitted By: David M Latina
Title: Commissioner
Phone: 518-447-7210

Purpose of Request: Other (State if not Listed) Utility Easement

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

National Grid, 300 Erie Boulevard West, Syracuse, NY 13202

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: Enter text.

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☐ No ☒
Anticipated in Budget: Yes ☐ No ☒
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: Enter text.
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:

Competitive Bidding Exempt:	Yes ☒ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Res No 817 of 12/2/2024

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

General Services is requesting authorization to provide National Grid an easement for a new utility pole to be installed on the County's 24 Martin Rd, Voorheesville property for new electric services at the Voorheesville Central School District.

GRANT OF EASEMENT

County of Albany, a municipal corporation existing under and by virtue of the laws of the State of New York having an address at 24 Martin Road, Voorheesville, New York 12186 (hereinafter referred to as "Grantor"), is the owner of that certain parcel of real property commonly known as 24 Martin Road located in the Town of New Scotland, County of Albany in the State of New York, identified on the tax maps of the County of Albany, as Section 71. Block 2 Lot 29 (SBL# 71.-2-29) and pursuant to that certain deed recorded with the County Clerk of the County of Albany on August 27, 1968 in Liber 1985 at Page 463 (the "Grantor's Land"), and Grantor, for consideration in the amount of One Dollar (\$1.00) and other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, hereby grants to **NIAGARA MOHAWK POWER CORPORATION**, a New York corporation, having an address at 300 Erie Boulevard West, Syracuse, New York 13202 and (hereinafter collectively referred to as "Grantees"), for Grantees and their lessees, licensees, successors, and assigns a perpetual and nonexclusive easement and right of way through, over, across, under and upon the Grantor's Land (the "Easement") under the following terms and conditions.

Section 1 – Description of the Easement. The Easement provides the Grantees with the right, privilege, and authority to:

a. construct, reconstruct, relocate, extend, repair, maintain, operate, inspect, patrol, and, at their pleasure, remove any poles or lines of poles, supporting structures, cables, crossarms, overhead and underground wires, guys, guy stubs, insulators, transformers, braces, fittings, foundations, anchors, lateral service lines, communications facilities, and other fixtures and appurtenances (collectively, the "Facilities"), which the Grantees shall require now and from time to time, for the transmission and distribution of high and low voltage electric current and for the purpose of transmitting intelligence and communication data, by any means, whether now existing or hereafter devised, for public or private use, in, through, upon, over, under, and across that certain portion of the Grantor's Land described in Section 2 below (the "Easement Area"), and any highways abutting or running through the Grantor's Land, and to renew, replace, remove, add to, and otherwise change the Facilities and each and every part thereof and the location thereof within the Easement Area, and utilize the Facilities within the Easement Area for the purpose of providing service to the Grantor and others; and

b. from time to time, without further payment therefor, to clear the Easement Area of obstructions or structures, and clear and keep cleared the Easement Area by physical and/or mechanical means, of any and all brush, trees, limbs, branches, roots, vegetation, or other obstructions; and

c. from time to time, without further payment therefor, to clear and keep cleared by physical and/or mechanical means, the Grantor's Land beyond the bounds of the Easement Area, of any and all trees, limbs, branches, roots or vegetation that, in the sole judgment of the Grantees, due to species or structural defects or their tall growing nature, are likely to fall into or encroach upon the Easement Area or interfere in any way with the safe and reliable operation of Grantees' existing or proposed Facilities; and

d. excavate or change the grade of the Grantor's Land as is reasonable, necessary, and proper for any and all purposes described in this Easement; provided, however, that the Grantees will, upon completion of the work, backfill and restore any excavated areas to reasonably the same condition as existed prior to such excavation; and

e. pass and repass on foot and with vehicles and equipment, along, over, across and upon the Easement Area and the Grantor's Land in order to access the Easement Area and construct, reconstruct, relocate, use, and maintain roads, paths, causeways, and ways of access to and from the Easement Area as is reasonable and necessary in order to exercise to the fullest extent the Easement.

Section 2 – Location of the Easement Area. The "Easement Area" shall consist of a portion of the Grantor's Land twenty (20) feet in width throughout its extent, the centerline of the Easement Area being the centerline of the Facilities. The general location of the Easement Area is shown on the sketch entitled, "**Easement Sketch-Exhibit A, WR# 30922796**", which sketch is attached hereto as Exhibit A and recorded herewith. The final and definitive location(s) of the Easement Area shall become established by and upon the final installation and erection of the Facilities by the Grantees in substantial compliance with Exhibit A hereto.

Section 3 – Facilities Ownership. It is agreed that the Facilities shall remain the property of the Grantees, their successors and assigns.

Section 4 – General Provisions. The Grantor, for itself, its heirs, legal representatives, successors, and assigns, hereby covenants and agrees with the Grantees that no act will be permitted within the Easement Area which is inconsistent with the Easement hereby granted; no buildings or structures, or replacements thereof or additions thereto, swimming pools, or obstructions will be erected or constructed above or below grade within the Easement Area; no trees

shall be grown, cultivated, or harvested, and no excavating, mining, or blasting shall be undertaken within the Easement Area without the prior written consent of the Grantees; the Easement shall not be modified nor the Easement Area relocated by the Grantor without the Grantees' prior written consent; the present grade or ground level of the Easement Area will not be changed by excavation or filling; the Grantees shall quietly enjoy the Grantor's Land; and the Grantor will forever warrant title to the Grantor's Land.

The Grantees, their successors and assigns, are hereby expressly given and granted the right to assign this Easement, or any part thereof, or interest therein, and the same shall be divisible between or among two or more owners, as to any right or rights created hereunder, so that each assignee or owner shall have the full right, privilege, and authority herein granted, to be owned and enjoyed either in common or severally. This Grant of Easement shall at all times be deemed to be and shall be a continuing covenant running with the Grantor's Land and shall inure to and be binding upon the successors, heirs, legal representatives, and assigns of the parties named in this Grant of Easement.

IN WITNESS WHEREOF, the Grantor has duly executed this Grant of Easement under seal this _____ day of _____, 20____.

County of Albany, a municipal corporation existing under and by virtue of the laws of the State of New York

By: _____
(signature)

Name: _____
(printed)

Its: _____
(title)

State of _____)
County of _____) ss:

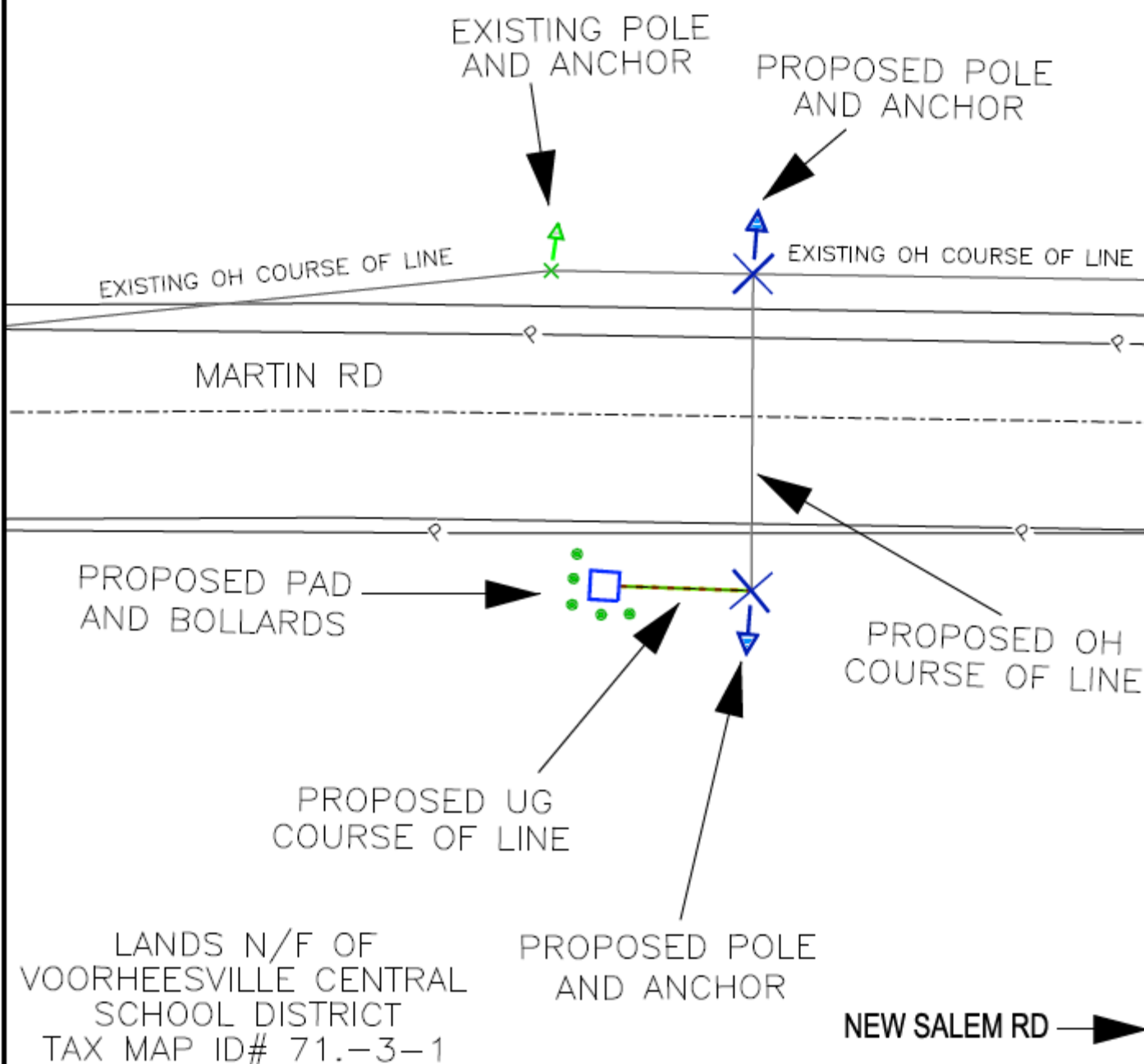
On the ____ day of _____ in the year 20____, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument

Notary Public

RETURN TO:

National Grid
Attention: Colin Sloan
Right of Way, Survey & Aviation
1125 Broadway
Albany, New York 12204

LANDS N/F OF
ALBANY COUNTY
TAX MAP ID# 71.-2-29



EASEMENT #:30922796

EASEMENT SKETCH - EXHIBIT A

NOT TO SCALE

DESIGNER: Jolicoeur, Kristina

DATE:10-17-24

WORK ORDER #: 30-24-30922796

24 MARTIN RD VOORHEESVILLE NY 12186

LANDS N/F OF
ALBANY COUNTY

TAX MAP ID# 71.-1-29
TOWN OF NEW SCOTLAND
ALBANY COUNTY

nationalgrid

550

This Indenture

Made the 27th day of August
Nineteen Hundred and Sixty-nine

State of New York
County of Albany

Recorded on the 27th day
of Aug at Albany N. Y.
at 10:00 o'clock A. M. in the
year 1969 of DEEDS at page 463
and examined.

Between **KENNETH BEACH** and **ALICE BEACH**, his wife, both residing
in Voorheesville, Town of New Scotland, Albany County, New York

INT 1969 REC 463

INT 1985 REC 463

part les of the first part, and

COUNTY OF ALBANY, a municipal corporation existing under and by virtue of
the Laws of the State of New York

Witnesseth that the parties of the first part, in consideration of
ONE \$ 00/100th of the sum of One Dollar (\$ 1.00)
lawful money of the United States, and other good and valuable consideration
paid by the party of the second part, do hereby grant and release unto the
part y of the second part, and assigns forever, all
that certain lot, piece or parcel of land situate, lying and being in the Town of
New Scotland, County of Albany, State of New York bounded and described as
follows:

BEGINNING at a point on the East line of Martin Road at its intersection
with the North line of a parcel of land now or formerly of Frank Remley, Jr.
and running thence South 87° 51' East and along the North line of the lands now or
formerly of Frank Remley, Jr. a distance of 234.5 feet to a point in the West line
of New York State Route 85A; thence along the West line of New York State Route
85A the following two courses and distances, to wit: North 25° 18' East a distance
of 130.1 feet; and thence North 22° 2' East a distance of 125.9 feet; thence North
16° 46' West a distance of 747.0 feet to a point; thence North 86° 2' West along
the South line of lands now or formerly of Stuart Lehman and wife a distance of
662.40 feet to a point; thence South 58° 43' West a distance of 107.1 feet to a
point; thence South 57° 45' East a distance of 269.4 feet to a point; thence South
31° 7' West a distance of 194.8 feet to a point on the East line of Martin Road;
and thence along the said East line of Martin Road South 39° 53' East a distance of
644.0 feet to a point; thence continuing along the East line of Martin Road South
49° 38' East a distance of 164.0 feet to the point or place of beginning containing
12.68 acres of land more or less.

Subject to all easements, covenants and restrictions of record, if any,
being a portion of the same premises conveyed by Ella Murray to the grantors
herein by deed dated February 7, 1948 and recorded in Albany County Clerk's
office on February 20, 1948 in Book 1106 of deeds at page 283.

NOTICE OF 1984

Aug 27 11 06 AM '69
ALBANY, N.Y.

11-***** 948 22 27 11 06 12 09

RESOLUTION NO. 817

AUTHORIZING UTILITY EASEMENTS WITH NIAGARA MOHAWK POWER CORPORATION AND VERIZON NEW YORK, INC. REGARDING THE INSTALLATION OF UTILITIES ON PROPERTY LOCATED AT 293 LAWSON LAKE ROAD IN THE TOWN OF COEYMANS

Introduced: 12/2/24

By Public Works Committee:

WHEREAS, The Commissioner of the Department of General Services has requested authorization to enter into utility easement agreements with the Niagara Mohawk Power Corporation and Verizon New York, Inc. regarding the installation of utilities on property located at 293 Lawson Lake Road in the Town of Coeymans for a fee of \$1.00 to remain in effect in perpetuity, and

WHEREAS, The Commissioner has indicated that this easement is necessary to allow for the installation of utility owned infrastructure necessary to supply electric and communication services to the Lawson Lake Upper Camp, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into utility easement agreements with the Niagara Mohawk Power Corporation, West Syracuse, NY 13202 and Verizon New York, Inc., New York, NY 10007 regarding the installation of utilities on property located at 293 Lawson Lake Road in the Town of Coeymans for a fee of \$1.00 to remain in effect in perpetuity, and, be it further

RESOLVED, That the County Attorney is authorized to approve said utility easement agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 108

AUTHORIZING A UTILITY EASEMENT AGREEMENT WITH NIAGARA MOHAWK POWER CORPORATION REGARDING THE LOCATION OF A NEW UTILITY POLE ON PROPERTY LOCATED AT 24 MARTIN ROAD IN THE VILLAGE OF VOORHEESVILLE

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, The Commissioner of the Department of General Services has requested authorization to enter into a utility easement agreement with Niagara Mohawk Power Corporation regarding the installation of a utility pole on property located at 24 Martin Road in the Village of Voorheesville for a fee of \$1 to remain in effect in perpetuity with the property, and

WHEREAS, The Commissioner has indicated that this easement is necessary to provide expanded electrical service to the Voorheesville Central School District, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into a utility easement agreement with Niagara Mohawk Power Corporation, Syracuse, NY 13202 regarding the installation of a utility pole on property located at 24 Martin Road in the Village of Voorheesville for a fee of \$1 to remain in effect in perpetuity with the property, and, be it further

RESOLVED, That the County Attorney is authorized to approve said utility easement agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 109

AMENDING RESOLUTION NO. 271 FOR 2024 AND MAKING A SEQR DETERMINATION

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, Albany County is undertaking the North Plant Treatment Processing Improvement Project (Project) for the Water Purification District and must make a determination pursuant to the State Environmental Quality Review Act (SEQRA), now, therefore, be it

RESOLVED, By the Albany County Legislature that the Legislature is Lead Agency for this Project and the above-named Project is a Type II action pursuant to SEQRA and no further environmental review is required, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 110

AMENDING RESOLUTION NO. 272 FOR 2024 AND MAKING A SEQR DETERMINATION

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, Albany County is undertaking the South Plant Treatment Processing Improvement Project (Project) for the Water Purification District and must make a determination pursuant to the State Environmental Quality Review Act (SEQRA), now, therefore, be it

RESOLVED, By the Albany County Legislature that the Legislature is Lead Agency for this Project and the above-named Project is a Type II action pursuant to SEQRA and no further environmental review is required, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 111

AMENDING RESOLUTION NO. 273 FOR 2024 AND MAKING A SEQR DETERMINATION

Introduced: 4/14/25

By Public Works Committee:

WHEREAS, Albany County is undertaking the Sludge Processing Improvement Project (Project) for the Water Purification District, which Project has been designated a Type I action, and

WHEREAS, The Executive Director of the Water Purification District has indicated that a full Environmental Assessment Form has been completed and, after review, it has been recommended that the Project will not have a significant adverse impact on the environment pursuant to the State Environmental Quality Review Act (SEQRA), now, therefore, be it

RESOLVED, By the Albany County Legislature that the Legislature is Lead Agency for this Project and the Legislature has considered the recommendation and materials submitted and hereby determines that the Project will not have a significant adverse impact on the environment and hereby issues a negative declaration, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210-2304
(518) 447-7300
WWW.ALBANYCOUNTY.COM

ERIN M. STACHEWICZ
COMMISSIONER
TYRELL L. GLADDEN
EXECUTIVE DEPUTY COMMISSIONER

February 28, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Room 710
Albany, NY 12207

Dear Chairwoman Cunningham:

The Department of Social Services (DSS) respectfully requests legislative approval to amend the 2025 Adopted Budget by adding \$14,401 in Adult Protective (AP) ARPA-3 funding appropriated by the NYS Office of Children and Family Services (OCFS) to enhance, improve, and expand the ability of the AP Services Unit to investigate allegations of abuse, neglect, and exploitation.

Sincerely,

Erin M. Stachewicz
Commissioner

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Esq. Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6381, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization for Social Services to Accept Adult Protective ARPA-3 Grant Funding through NYS OCFS

Date: 2/25/2025
Department: Social Services
Attending Meeting: Erin M. Stachewicz, Commissioner
Submitted By: Maggie Watson Skarlis
Title: Contract Administrator
Phone: 518-447-7583

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

NYS Office of Children & Family Services
Capital View Office Park
52 Washington Street
Rensselaer, New York 12144-2834

Term: (Start/end date or duration) 12/1/2024 - 06/30/2025
Amount/Raise Schedule/Fee: \$14,401

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☐ No ☒
Spreadsheet attached: Yes ☒ No ☐

Source of Funding - (Percentages)

Federal: 100% County: 0
State: 0 Local: 0

County Budget Accounts:

Revenue Account and Line: A6010 44046
Revenue Amount: \$14,401
Appropriation Account and Line: A6010 04610
Appropriation Amount: \$14,401

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☒ No ☐
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
Bond Resolution No.: Enter text.
Apprenticeship Program Yes ☐ No ☒
Previous requests for Identical or Similar Action:
Resolution/Law Number and Date: N/A

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Requesting authorization for DSS to accept Adult Protective American Rescue Plan Act (ARPA) 3 grant funding to enhance, improve, and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation [i.e., by hiring additional staff; purchasing protective equipment; promoting the use of telehealth services; providing tangible services for clients (e.g., rental assistance, transportation, food/meal delivery)].

APPROPRIATIONS							Total Annual			
ACCOUNT NO. Pos Cntrl				RESOLUTION DESCRIPTION	INCREASE	DECREASE	Cost	DEPARTMENT NAME		
A	6010	4	4046	Fees for Services	\$	14,401	\$	2,161,338	Social Services	
TOTAL APPROPRIATIONS					\$	14,401	\$	-	SOCIAL SERVICES	
ESTIMATED REVENUES										
ACCOUNT NO.				RESOLUTION DESCRIPTION	DECREASE	INCREASE	DEPARTMENT NAME			
REVENUES										
A	6010	0	4610	Social Services Administration		\$	14,401	\$	12,368,852	Social Services
TOTAL ESTIMATED REVENUES					\$	-	\$	14,401		SOCIAL SERVICES
GRAND TOTALS					\$	14,401	\$	14,401		SOCIAL SERVICES



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

DaMia Harris-Madden, Ed.D., MBA, M.S.
Commissioner

Local Commissioners Memorandum

Transmittal:	24-OCFS-LCM-28
To:	Local Departments of Social Services Commissioners Services Directors Adult Protective Supervisors
Issuing Division/Office:	Division of Child Welfare and Community Services Division of Administration
Date:	January 6, 2025
Subject:	Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant Final Allocation and Elder Justice Act – Adult Protective Services Grant Allocation
Contact Person(s):	See section VI.
Attachments:	Attachment A: <i>LDSS/District Allocation Amounts</i> Attachment B: <i>Large Purchase Request for Expenditure Exceeding \$5,000</i> Attachment C: <i>Federal and State Recognized Tribes in New York State and County of Residence</i> Attachment D-1: <i>ARPA Annual Program Report Template and Instructions</i> Attachment D-2: <i>EJA Annual Program Report Template and Instructions</i> Attachment E: <i>Attachment For U.S. Administration for Community Living Grants APS</i> Attachment F: <i>Attachment For U.S. Administration for Community Living Grants EJA</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the American Rescue Plan Act (ARPA) of 2021: Grants to Enhance Adult Protective Services administered by the Administration for Community Living (ACL) and the Elder Justice Act (EJA) – Adult Protective Services Grant. Federal funds in the amount of \$2,293,979 are available to LDSSs for use from October 1, 2024, through June 30, 2025. This LCM provides information on each LDSS allocation (Attachment A), how the funds can be used, and annual reporting and claiming requirements.

II. Background

These funds were made available to states to provide resources to enhance, improve, and expand adult protective services' (APS) ability to investigate allegations of abuse, neglect, and exploitation. The New York State Office of Children and Family Services (OCFS) surveyed the LDSSs to ascertain the needs and services of vulnerable adults in their county as well as their staff's needs. The survey identified the following needs and services: the need for additional/temporary staff; additional personal

protective equipment; the use of telehealth services; and tangible services for clients, such as rental assistance, transportation, and food and meal delivery.

III. Program Implications

LDSSs can only use the funds for the allowable expenditures noted below. LDSSs must not use their allocation to supplant any New York State (NYS) APS funds, and the funds can only be used to supplement existing state and LDSS APS resources. OCFS reserves the right to reallocate any unspent funds from an LDSS to other LDSSs that have claims that exceed their allocations.

The funds can only be used for the following purposes:

- Establishing or enhancing the availability for elder shelters and other emergency, short-term housing and accompanying wraparound services for APS clients.
- Establishing, expanding or enhancing statewide and local-level elder justice networks to remove bureaucratic obstacles and improve coordination across the many state and local agencies interacting with APS clients who have experienced abuse, neglect, or exploitation.
- Working with tribal APS efforts, such as conducting demonstrations on state-tribal APS partnerships to better serve tribal elders who experience abuse, neglect, and exploitation; partnering with tribes within the state to include tribal elder abuse data in the state's National Adult Maltreatment Reporting System (NAMRS); and undertaking demonstrations to better understand elder abuse experienced by tribal individuals living in non-tribal communities and served by state APS programs.
- Improving or enhancing existing APS processes for receiving reports, conducting intakes and investigations, planning/providing for services, making case determinations, documenting and closing cases, and continuous quality improvement.
- Improving and supporting remote work, such as the purchase of communications and technology hardware, software, or infrastructure to provide adult protective services such as
 - laptops,
 - smartphones,
 - electronic tablets,
 - Wi-Fi hotspots, and
 - software to facilitate secure video conferencing and virtual meetings.
- Improving data collection and reporting at the caseworker, local, and state levels in a manner that is consistent with NAMRS.
- Costs associated with establishing new or improving existing processes for responding to alleged scams and frauds.
- Costs associated with community outreach.
- Costs associated with providing goods and services to APS clients.
- Acquiring personal protective equipment and supplies.
- Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs.
- Training costs.
- Costs associated with assisting APS clients to secure the least restrictive option for emergency or alternative housing, and with obtaining, providing, or coordinating with care transitions as appropriate; these funds can be used to temporarily assist an APS client in securing housing services with a Family-Type Home for Adults.

Any prospective equipment purchases of \$5,000 or more **per unit** must receive **prior** approval from OCFS per 45 CFR 75.320(a)(2).¹ Equipment refers to tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that

¹ 45 CFR 75.439(b)(2).

equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes or \$5,000. Each LDSS is required to submit Attachment B to OCFS for any proposed equipment purchase costing \$5,000 per unit or more.

When submitting equipment purchase requests using Attachment B, the following information is required:

- Identification of and cost of purchase.
- Purpose and intended use of the proposed purchase.
- Market research completed (i.e., obtaining bids, assessment of lease vs. purchase).
- Efforts to adhere to recommended requirements of the “Buy American Act,” which requires federal agencies to procure domestic products and materials when consistent with public interest and reasonable costs (<https://www.gao.gov/products/105519>).

OCFS will review the purchase request within three business days after receipt of the completed Attachment B. OCFS will respond to the LDSS in writing with an approval or disapproval as soon as a decision is made. Once OCFS prior approval is received, LDSSs should then follow their own procurement policies.

Additionally, LDSSs with New York State or federally recognized tribes residing within the LDSS jurisdiction must work collaboratively with the tribes to provide support to those individuals aged 60 or older who have an APS need. A list of tribes and their respective LDSS jurisdiction is in Attachment C.

IV. Annual Reporting Requirements

LDSSs awarded funding need to submit an annual programmatic report that details how the funds were used in accordance with the federal requirements and what challenges and successes they encountered in using the funds. A template and instructions are provided in Attachments D-1 due August 10, 2025, and D-2 due February 10, 2025. Completed programmatic reports must be emailed to Julie Kelleher at Julie.Kelleher@ocfs.ny.gov.

V. Claiming Requirements

There is \$2,293,979 in federal funds available for the expenditures described in this LCM.

Claims for these funds must be submitted as described below.

- The EJA 2024-25 project is to be used only to reimburse expenditures from October 1, 2024, through November 30, 2024, and final accepted in the Automated Claiming System (ACS) by January 31, 2025.
- The Adult Protective ARPA 3 project is to be used only to reimburse expenditures from December 1, 2024, through June 30, 2025, and final accepted in the Automated Claiming System (ACS) by July 31, 2025.

Expenditures for both the Adult Protective Services Grant (ARPA 3) and Elder Justice Act 2024-25 projects should be claimed through the RF17 claim package for special project claiming. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923, *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries*, and the LDSS-2347, *Schedule D DSS Administrative Expenses Allocation and Distribution by Function*

and Program. After final acceptance of the RF2A claim package, the individual project costs are then reported under the project label Adult Protective ARPA Final on the LDSS-4975A, RF17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs.*

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the RF17 Worksheet while overhead costs are automatically brought over from the RF-2A, Schedule D, and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the LDSS-923B, Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.* Program costs should be reported as object of expense code 37 - Special Project Program Expense on the LDSS-923B, Summary - Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.*

Total project costs should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*, as 100% federal share. For each LDSS, the expenditures reported for the Adult Protective ARPA 2 will be reimbursed up to the amount of the LDSS's allocation.

Further instructions for completing time studies, the LDSS-923 and the Schedule D, and the RF17 claim package are found in Chapters 4, 7, and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRM is available online at <http://otda.state.ny.net/bfdm/finance/>.

VI. Contacts

Questions pertaining to the reports may be directed to:

Julie Kelleher, Director, Bureau of Adult Services
518-402-1639
Julie.Kelleher@ocfs.ny.gov

Questions pertaining to the allocations may be directed to:

Shonna Clinton, Local Operations Manager, Bureau of Budget Management
(518) 474-1361
Shonna.Clinton@ocfs.ny.gov

Any ACS claiming questions should be directed to the OTDA Bureau of Financial Services by email or telephone:

Justin Gross (Regions I-V)
(518) 474-7549
otda.sm.Field_Ops.I-IV@otda.ny.gov

Michael Simon (Region VI)
(212) 961-8250
Michael.Simon@otda.ny.gov

/s/ Gail Geohagen-Pratt

Issued by:

Name: Gail Geohagen-Pratt

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

/s/ Sharon Devine

Issued by:

Name: Sharon Devine

Title: Deputy Commissioner

Division/Office: Division of Administration

**Attachment A:
LDSS/District Allocation Amounts**

LDSS/District	Adult Protective ARPA 3 Allocation	EJA 2024-25 Allocation	LDSS/District	Adult Protective ARPA 3 Allocation	EJA 2024-25 Allocation
Albany	\$14,401	\$3,513	Ontario	\$74,737	\$18,233
Allegany	\$1,196	\$292	Orange	\$29,895	\$7,293
Broome	\$31,428	\$7,667	Orleans	\$2,990	\$729
Cattaraugus	\$6,439	\$1,571	Oswego	\$11,465	\$2,797
Cayuga	\$23,918	\$5,835	Otsego	\$0	\$0
Chautauqua	\$29,896	\$7,293	Putnam	\$16,411	\$4,003
Chemung	\$44,248	\$10,795	Rensselaer	\$0	\$0
Chenango	\$13,998	\$3,415	Rockland	\$38,738	\$9,451
Clinton	\$17,938	\$4,376	Saratoga	\$16,475	\$4,019
Columbia	\$17,937	\$4,376	Schenectady	\$17,937	\$4,376
Cortland	\$0	\$0	Schoharie	\$20,942	\$5,109
Delaware	\$30,504	\$7,442	Schuyler	\$0	\$0
Dutchess	\$5,979	\$1,459	Seneca	\$5,640	\$1,376
Erie	\$74,738	\$18,233	St. Lawrence	\$9,353	\$2,282
Essex	\$0	\$0	St. Regis	\$0	\$0
Franklin	\$16,402	\$4,001	Steuben	\$104,632	\$25,526
Fulton	\$9,837	\$2,400	Suffolk	\$58,168	\$14,190
Genesee	\$8,969	\$2,188	Sullivan	\$0	\$0
Greene	\$2,674	\$652	Tioga	\$5,979	\$1,459
Hamilton	\$11,736	\$2,863	Tompkins	\$4,936	\$1,204
Herkimer	\$5,979	\$1,459	Ulster	\$5,471	\$1,335
Jefferson	\$0	\$0	Warren	\$0	\$0
Lewis	\$9,003	\$2,196	Washington	\$101,456	\$24,751
Livingston	\$0	\$0	Wayne	\$0	\$0
Madison	\$0	\$0	Westchester	\$78,000	\$19,029
Monroe	\$8,968	\$2,188	Wyoming	\$0	\$0
Montgomery	\$10,661	\$2,601	Yates	\$0	\$0
Nassau	\$40,903	\$9,979			
Niagara	\$0	\$0	NYC	\$597,793	\$145,837
Oneida	\$5,675	\$1,384			
Onondaga	\$199,653	\$48,707	Statewide Totals	Adult Protective ARPA 3 \$1,844,098	EJA 2024-25 \$449,884

**Attachment B:
Large Purchase Request for Expenditure Exceeding \$5,000 Form**

Email equipment requests costing \$5,000 or more per unit to Julie Kelleher at
Julie.Kelleher@ocfs.ny.gov

Date:	
Grantee Organization:	
Grantee Contact Name:	
Grantee Email:	
Grant Number:	
Attach three cost estimates for the piece of equipment you requested and indicate which bid you are choosing. Cost estimates can be bids from vendors/dealerships or print outs of cost from sellers.	
Describe the purpose/intended use of the equipment and how the equipment will benefit the program.	
What percentage of the total cost of the equipment/supply will these grant funds cover? If other funding is available, please identify the source and amount. For instance, if the total cost of the item is \$10,000, and the grant program is responsible for \$5,000, and state/territory funds will be used for the remaining \$5,000, write 50% in this space. If grant funds will be used to for the full cost of the purchase, write 100% in this space.	

What is the estimated percentage of time the equipment will be used by the APS program? If this purchase is being shared with other programs, indicate the percentage of time that the program will use this item. For instance, if you're purchasing a vehicle partially with APS grant funds and partially with state/territory funds, and your program will only have access to the vehicle 50% of the time, write 50% in this space. If the APS program will have access to the purchase 100% of the time, write 100% in this space.	
Include an analysis of lease and purchase alternatives to determine which would be the most economical and practical procurement of the recipient and the federal government.	
Buy American Requirement: Attach information indicating the equipment is produced in the United States.	

Attachment C:
Federal and State Recognized Tribes in New York State and County of Residence

Tribe	County of Residence
Cayuga Nation of Indians	Seneca, Cayuga
Oneida Indian Nation	Onondaga
St. Regis Mohawk Tribe	Franklin
Seneca Nation of Indians	Erie, Cattaraugus, Chautauqua
Tonawanda Band of Seneca	Genesee
Tuscarora Nation	Niagara
Unkechaug and Shinnecock Indian Nations	Suffolk

ATTACHMENT D-1:
ARPA Annual Program Report Template and Instructions
New York State ACL ARPA Grant Report

REPORTING PERIOD: December 1, 2024- June 30, 2025

DUE DATE: August 10, 2025

Name of Local Department
of Social Services/District:

Name and Title of Reporter:

Strategy Selected:

Overall Goal: List the Project Goal that was selected on page 2 of the LDSS attestation.

**Objectives/Activities
Updated MM/DD/YY**

List the **specific strategy** selected on page 1 of the LDSS attestation that supports the goal noted above and the actual activity completed.

**APS Process
Model Topic**

Select the corresponding input/resource and stage of the case process.

**Description of
Accomplishments (Q1)**

List what was accomplished by implementing the strategy/activity. List any significant partners and their role in the activity.

Outputs (Q4)

List services purchased, goods or staff acquired and **total expenditure**. List the number of APS clients who received the service or activity. List the number of those who were age 60 or older.

Description of Impact (Q3)

Describe the impact the activity had on the goal. Are there measurable outcomes that can be included to support the impact? Have risks been decreased and safety increased?

Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.

Instructions: The LDSS must complete and submit an Annual Program Performance Report for both ARPA (Attachment D-1) and EJA (Attachment D-2) funding to OCFS using the attached reporting forms.

EJA: LDSSs must submit the annual report (Attachment D-2) no later than February 10, 2025.

ARPA: LDSSs must submit the *annual* (Attachment D-1) report to OCFS no later than August 10, 2025.

The following charts provide examples of report completion, linking activities with stages in the APS process and definitions of services.

New York State ACL ARPA Grant Report EXAMPLE REPORTING PERIOD: December 1, 2024 – June 30, 2025				
Example 1: Overall Goal: Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.				
Objectives/Activities Updated MM/DD/YY	APS Process ModelTopic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Establish/enhance elder shelters or other emergency housing and wraparound services with the development of a new contract(s) for emergency shelter	Community and interagency partnerships	Local government approved several contractual agreements with local motels. Identification of three new emergency housing locations, spread out throughout the county, closer to shopping areas.	Current expenditures for emergency housing for this reporting period are \$30,600 . Twelve clients have received this service, eight of whom are age 60 or older.	Twelve clients were removed from unsafe and unsanitary conditions to locations near their current neighborhoods where they could continue to use the same shopping areas and maintain existing social and professional relationships while long-term housing issues were addressed. Such placements allow for independence and dignity to remain intact.
Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.				
Example 2: Overall Goal: Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected, or exploited by others.				
Objectives/Activities Updated MM/DD/YY	APS Process ModelTopic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Improve/support remote work through	Create new/enhance existing operational	Ten laptops with MiFi and 10 cell phones	Current equipment and contract	Initial and follow-up visits for all 40

the purchase of laptops and cell phones for case workers.	supports.	were purchased for eight case workers and two supervisors.	expenditures total \$20,000. The equipment has been used for 10 months on 40 APS investigations/cases. Thirty of those cases involved clients age 60 or older.	cases were conducted and documented timely. Service availability is confirmed more expeditiously as this can be verified while in the field. Case notes are completed while in the field and are detailed, concise and timely.
Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.				

ATTACHMENT D-2:
EJA Annual Program Report Template and Instructions
New York State ACL EJA Grant Report

EJA REPORTING PERIOD: October 1, 2024- November 30, 2025
DUE DATE February 10, 2025

Name of Local Department
of Social Services/District:

Name and Title of Reporter:

Strategy Selected:

Overall Goal: List the Project Goal

Objectives/Activities Updated MM/DD/YY List the specific strategy selected on page 1 of the LDSS attestation that supports the goal noted above and the actual activity completed.	APS Process Model Topic Select the corresponding input/resource and stage of the case process.	Description of Accomplishments (Q1) List what was accomplished by implementing the strategy/activity. List any significant partners and their role in the activity.	Outputs (Q4) List services purchased, goods or staff acquired and total expenditure . List the number of APS clients who received the service or activity. List the number of those who were age 60 or older.	Description of Impact (Q3) Describe the impact the activity had on the goal. Are there measurable outcomes that can be included to support the impact? Have risks been decreased and safety increased?

Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.

Mapping to the APS Process Model and Annual Report <i>The simplified map includes the sample activities ACL outlined in the Federal Register Notice.</i>				
Inputs/Resources	Intake	Investigation	Post-Investigation	Quality Assurance
APS Staff • Training/education • Personnel costs, including hazard pay • Travel for in-person investigations • Costs for PPE and supplies for in-person visits Community/ Interagency Partnerships • Public awareness and community outreach • Costs for and associated with establishing new or improving existing processes for responding to COVID-19 scams and frauds Consult Support Create New/ Enhance Existing Operational Supports Purchase of equipment and associated technologies that will allow for secure remote work and enhance APS workers' ability to interview and investigate while they cannot physically visit during to COVID-19 crisis. Legal and Ethical processes	Screening and Assessment Tools Case Planning Tools Create New/ Enhance Reporting Systems • Purchase of new or improvements to existing data systems and/or technology infrastructure related to reporting.	Assessment Interviews Collecting Physical Evidence Consult Support Determinations and Services Recommendations	Obtaining Client Agreement and Implementing Service Plan Referring Clients to Community Partners or Services: • Purchasing goods and services • Purchase/provision of PPE for clients and/or expenses for COVID-related cleanup/sanitation services • Paying for the least restrictive option for emergency or alternative housing Monitor Status of Victim and Services	Documentation of Investigation/ Services • Purchase of new or improvements to existing data systems and/or technology infrastructure related to case management Expand Data Capacity Customer Satisfaction Quality Assurance Review

The following table contains existing service categories and definitions for a range of home- and community-based services. This list is provided to help track and report goods and services purchased/obtained for APS clients being served by COVID-19-related funding. Grantees are encouraged to use this table to facilitate analysis and reporting.

SERVICE NAME	SERVICE DEFINITION	UNIT NAME	UNIT DEFINITION
Assistive Technology /Durable Equipment	Durable medical equipment (chair lifts, wheelchairs, walkers, emergency response systems) or anything given to or lent on a short-term basis, including technology or equipment, such as tablet computers, cell phones, or other devices, for a client to use in their home to maintain safety, allow for socialization, and/or promote participation in activities from the older adult's home. Note: Please report any expenditures related to cell phone or internet <i>access plans</i> under Consumable Supplies	1) Expenditure 2) Units	Cost and quantity of items of assistance.
Care/Case Management Services	Development and implementation of a service plan to mobilize the formal and informal resources and services identified in the assessment to meet the client's needs. Includes the development and oversight of a plan to ensure the client's safety and well-being; developing a safety plan with a person's support network; referring and arranging support services; etc.	1) Expenditure 2) Hours	The cost and amount of time (measured in hours) to provide assistance.
Caregiver Support Services	Assistance to family and other informal caregivers to improve or sustain capacity for caring for the older adult or adult with disabilities. Includes counseling, support groups, training, respite, etc.	1) Expenditures 2) Units	The cost and number of units or sessions.
Community Day Services	Services or activities provided to adults who require care and supervision in a protective setting for part of a 24-hour day. Includes out-of-home supervision, health care, recreation and/or independent living skills training offered in centers commonly known as adult day, adult day health, senior centers, and disability day programs.	1) Expenditure 2) Hours	The cost and amount of time (measured in hours) to provide assistance.

New York State ACL EJA Grant Report
EXAMPLE
REPORTING PERIOD: October 1, 2024 – November 30, 2025

Example 1: Overall Goal: Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.

Objectives/Activities Updated MM/DD/YY	APS Process ModelTopic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Establish/enhance elder shelters or other emergency housing and wraparound services with the development of a new contract(s) for emergency shelter	Community and interagency partnerships	Local government approved several contractual agreements with local motels. Identification of three new emergency housing locations, spread out throughout the county, closer to shopping areas.	Current expenditures for emergency housing for this reporting period are \$30,600. Twelve clients have received this service, eight of whom are age 60 or older	Twelve clients were removed from unsafe and unsanitary conditions to locations near their current neighborhoods where they could continue to use the same shopping areas and maintain existing social and professional relationships while long-term housing issues were addressed. Such placements allow for independence and dignity to remain intact.

Challenges, Barriers, Alterations (Q2): Describe what if any challenges or barriers were encountered during the reporting period, what actions were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.

Example 2: Overall Goal: Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected, or exploited by others.

Objectives/Activities Updated MM/DD/YY	APS Process ModelTopic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Improve/support remote work through	Create new/enhance existing operational	Ten laptops with MiFi and 10 cell phones	Current equipment and contract	Initial and follow-up visits for all 40

the purchase of laptops and cell phones for case workers.	supports.	were purchased for eight case workers and two supervisors.	expenditures total \$20,000. The equipment has been used for 10 months on 40 APS investigations/cases. Thirty of those cases involved clients age 60 or older.	cases were conducted and documented timely. Service availability is confirmed more expeditiously as this can be verified while in the field. Case notes are completed while in the field and are detailed, concise and timely.
Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.				

ATTACHMENT E: FOR U.S. ADMINISTRATION FOR COMMUNITY LIVING GRANTS APS

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 354(a) states “all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification.”

(i)	Subrecipient Name	Attachment A
(ii)	Subrecipient's unique entity identifier	Local Social Service Districts
(iii)	Federal Award Identification Number (FAIN)	2301NYEJAP 2101NYAPC6
(iv)	Federal award date to the recipient by the HHS awarding agency	EJA: August 10, 2023 ARPA APS: August 1, 2021
(v)	Subaward period of performance start and end dates	EJA: October 1, 2024 – November 30, 2025 ARPA APS: December 1, 2024 – June 30, 2025
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Attachment A
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity including the current obligation	Attachment A
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A
(ix)	Federal award project description	Elder Justice Act, section 2042(b) of title XX of the Social Security Act American Rescue Plan for Adult Protective Services under SSA Title XX Section 2042(b)
(x)	Name of the HHS awarding agency, pass-through entity and contact information for awarding official of the pass-through entity	Administration for Community Living: Shonna Clinton – (518) 474-2812 Shonna.Clinton@ocfs.ny.gov
(xi)	CFDA number and name	EJA: 93.698 - Elder Justice Act – Adult Protective Services ARPA APS: 93.747 – American Rescue Plan for Adult Protective Services under SSA Title XX Section 2042(b)
(xii)	Identification of whether the award is research and development (R&D)	N

(xiii)	Indirect cost rate for the federal award (including if the de minimum rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75.
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ATTACHMENT F: FOR U.S. ADMINISTRATION FOR COMMUNITY LIVING GRANTS EJA

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 354(a) states “all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification.”

(i)	Subrecipient Name	Attachment A
(ii)	Subrecipient’s unique entity identifier	Local Social Service Districts
(iii)	Federal Award Identification Number (FAIN)	2301NYEJAP
(iv)	Federal award date to the recipient by the HHS awarding agency	April 1, 2023
(v)	Subaward period of performance start and end dates	October 1, 2024 – November 30, 2024
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Attachment A
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity including the current obligation	Attachment A
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A
(ix)	Federal award project description	EJAP Adult Protective Services Formula Grants to States
(x)	Name of the HHS awarding agency, pass-through entity and contact information for awarding official of the pass-through entity	Administration for Community Living: Shonna Clinton – (518) 474-2812 Shonna.Clinton@ocfs.ny.gov
(xi)	CFDA number and name	93.698 – EJAP Adult Protective Services Formula Grants to States
(xii)	Identification of whether the award is research and development (R&D)	N
(xiii)	Indirect cost rate for the federal award (including if the de minimum rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75

RESOLUTION NO. 112

AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AMENDING THE 2025 DEPARTMENT OF SOCIAL SERVICES BUDGET

Introduced: 4/14/25

By Social Services Committee:

WHEREAS, The Commissioner of the Department of Social Services has been notified by the New York State Office of Children and Family Services that American Rescue Plan Act grant funding is available to enhance, improve, and expand Adult Protective Services (APS) in the amount of \$14,401 for a term commencing December 1, 2024 and ending June 30, 2025, and

WHEREAS, The Commissioner has indicated that the funding will be used to enhance, improve, and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation by hiring additional staff, purchasing protective equipment, promoting the use of telehealth services, and providing rental assistance, transportation, and meal delivery, and

WHEREAS, The Commissioner has also requested a 2025 Department of Social Services budget amendment to appropriate the aforementioned grant funding in the amount of \$14,401, now, therefore, be it

RESOLVED, By the Albany County Legislature that the 2025 Department of Social Services Budget is amended as follows:

					APPROPRIATIONS			Total Annual	DEPARTMENT NAME
					RESOLUTION DESCRIPTION	INCREASE	DECREASE	Cost	
A	6010	4	4046		Fees for Services	\$ 14,401		\$ 2,161,338	Social Services
					TOTAL APPROPRIATIONS	\$ 14,401	\$ -		SOCIAL SERVICES
					ESTIMATED REVENUES				
					RESOLUTION DESCRIPTION	DECREASE	INCREASE	DEPARTMENT NAME	
					REVENUES				
A	6010	0	4610		Social Services Administration		\$ 14,401	\$ 12,368,852	Social Services
					TOTAL ESTIMATED REVENUES	\$ -	\$ 14,401		SOCIAL SERVICES
					GRAND TOTALS	\$ 14,401	\$ 14,401		SOCIAL SERVICES

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



COUNTY OF ALBANY

DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES

112 STATE STREET - SUITE 300

ALBANY, NEW YORK 12207

(518) 447-7324 - FAX (518) 447-7578

www.albanycounty.com

DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. MCCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
DEPUTY COMMISSIONER

February 23, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham:

The Department for Children, Youth and Families is seeking legislative authorization to enter into a contract with the New York State Department of Health regarding The Children and Youth with Special Health Care Needs Program in the amount of \$136,804 for the period October 1, 2024 – September 30, 2025.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Maira Manning, LCSW-R
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6358, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contractual Authorization with the New York State Department of Health regarding the Children with Special Health Care Needs Program

Date: February 23, 2025
Department: Children, Youth and Families
Attending Meeting: Moira Manning, Commissioner
Submitted By: Scott McNelis
Title: Contract Administrator
Phone: 7306

Purpose of Request: Contract Authorization

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
NYSDOH
Division of Family Health, Fiscal Unit,
ESP Corning Tower - Room 878,
Albany, NY 12237-0657

Term: (Start/end date or duration) 10/1/2024 - 09/30/2025
Amount/Raise Schedule/Fee: \$136,804

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: Enter text.
State: 100 Local: Enter text.

County Budget Accounts:

Revenue Account and Line: AA4059 03401
Revenue Amount: \$136,804
Appropriation Account and Line: AA4059 12187/44046 A4059.8 A6119.12281 A6119.8
Appropriation Amount: \$18,796 / \$8,851 \$10,770 \$62,547 \$35,840

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☒ No ☐
If Mandated, Cite Authority:	Public Health Law Title II-A of Article 25
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☒ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 24-31, 23-85, 386-20, 19-87, 17-39, 15-310, 15-83
2/12/24, 3/13/23, 11/9/20, 3/11-19, 2/13/17, 8/10/15, 3/9/15

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Please See Justification

Department for Children, Youth and Families
Request for Contractual Authorization
with the New York State Department of Health regarding
The Children and Youth with Special Health Care Needs Program

The Department for Children, Youth and Families is seeking Legislative authorization to enter into a contractual agreement with the New York State Department of Health (NYSDOH), in the amount of \$136,804, for the period of October 1, 2024 through September 30, 2025, for administrative costs incurred by the Department, for the provision of services for Children and Youth with Special Health Care Needs (CYSHCN).

Local governments have responsibility for administering the CYSHCN program subject to regulations of the Commissioner of Health. Administrative funds are provided to all municipalities to offset cost incurred in the implementation of the program.

The Children and Youth with Special Health Care Needs Program seeks to improve the system of care for children with special health care needs from birth to 21 years of age and their families. Children served by the CYSHCN Program have an illness or condition for which they need extra health care and support services. A few examples of such conditions include cerebral palsy or muscular dystrophy, asthma, sickle cell anemia, diabetes, heart conditions, depression, conduct disorder, and attention deficit hyperactivity disorder.

The program also supports help for families of CYSHCN by giving them information on health insurance and connecting them with health care providers. These programs will also work with families to help them meet the medical and non-medical needs of their children.



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, M.D., M.P.H.
Commissioner

JOHANNE E. MORNE, M.S.
Executive Deputy Commissioner

February 13, 2025

C35703GG COUNTY OF ALBANY

Re: Notice of Federal Award Subrecipient Information Maternal and Child Health Services CFDA # 93.994

Dear CYSHCN Provider,

Pursuant to § 200.331 of the Uniform OMB Circular, this letter is to confirm and identify your New York State Department of Health as grant funded under the following Federal award:

- a) Subrecipient Name: **County of Albany**
- b) Subrecipient's unique entity identifier: **0**
- c) Federal Award project description: **Maternal and Child Health Services**
- d) Program Name: **CYSHCN, DOH01-CYSHCN-2020**
- e) Name of Federal Awarding Agency, pass-through entity, and contact information for award official of the pass-through entity:
 - Federal Award Agency: **U.S. Department of Health and Human Services – Health Resources and Services Administration**
 - Pass-through Entity: **NYS Department of Health**
 - Contact: **Kirsten Siegenthaler, Division of Family Health**
- f) CFDA Number and Name: **93.994 Maternal and Child Health Services Block Grant to the States**
- g) Amount of Federal funds obligated by this action by the pass-through entity to the subrecipient: **\$136,804**
- h) Federal Award Identification Number (FAIN): **B0445233**
- i) Federal Award Date (see § 200.39 Federal award date): **10/1/2024**
- j) Subaward Period of Performance start and end date: **10/01/2024 – 09/30/2025**
- k) Total Amount of Federal Funds obligated to the subrecipient by the pass-through entity including the current obligation: **\$136,804**
- l) Total Amount of Federal Award committed to the subrecipient by the pass-through entity: **\$525,680**
- m) Research & Development Award? **No**
- n) Indirect cost rate for the Federal Award: **Refer to executed copy of the respective contract for rate approved by the New York State Department of Health.**

If you have any questions about the source of funding of your contract with the Department, please contact your contract manager or program manager. Thank you.

Division of Family Health, Center for Community Health

New York State Department of Health

ESP CT Room 859, Albany, NY 12237

RESOLUTION NO. 31**AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH REGARDING REIMBURSEMENT FOR THE ADMINISTRATIVE COSTS OF THE CHILDREN AND YOUTH WITH SPECIAL HEALTH CARE NEEDS PROGRAM**

Introduced: 2/12/24

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with the New York State Department of Health regarding reimbursement for the administrative costs of the Children and Youth with Special Health Care Needs Program (CYSHCN) in the amount of \$136,804 for a term commencing October 1, 2023 and ending September 30, 2024, and

WHEREAS, The Commissioner has indicated that CYSHCN seeks to improve the system of care for children aged 0 to 21 years old with special health care needs for which they require extra health care and support, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Department of Health regarding reimbursement for the administrative costs of CYSHCN in the amount of \$136,804 for a term commencing October 1, 2023 and ending September 30, 2024, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 113

**AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE
DEPARTMENT OF HEALTH REGARDING REIMBURSEMENT FOR THE
ADMINISTRATIVE COSTS OF THE CHILDREN AND YOUTH WITH
SPECIAL HEALTH CARE NEEDS PROGRAM**

Introduced: 4/14/25

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with the New York State Department of Health regarding reimbursement for the administrative costs of the Children and Youth with Special Health Care Needs Program (CYSHCN) in the amount of \$136,804 for a term commencing October 1, 2024 and ending September 30, 2025, and

WHEREAS, The Commissioner has indicated that CYSHCN seeks to improve the system of care for children from birth to 21 years old with special health care needs for which they require extra health care and support, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Department of Health regarding reimbursement for the administrative costs of CYSHCN in the amount of \$136,804 for a term commencing October 1, 2024 and ending September 30, 2025, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. MCCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET – SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
Deputy Commissioner

February 24, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham:

Enclosed is our Request for Legislative Action from the Department for Children, Youth and Families for permission to enter into contractual agreement with Cayuga Center for the provision of Functional Family Therapy (FFT).

The requested agreement is for the term of January 1, 2025 – December 31, 2025 in the amount of \$309,489.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Maira Manning, LCSW-R
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6385, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization for Clinical Prevention Services with Cayuga Center to Facilitate a Functional Family Therapy Program

Date: February 24, 2025
Department: Children, Youth and Families
Attending Meeting: Moira Manning, Commissioner
Submitted By: Scott McNelis
Title: Contract Administrator
Phone: 7306
Purpose of Request: Contract Authorization

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Cayuga Center
101 Hamilton Avenue
Auburn, NY 13021

Term: (Start/end date or duration) 1/1/2025 - 12/31/2025
Amount/Raise Schedule/Fee: \$303,489

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal:	16	County:	32
State:	52	Local:	0

County Budget Accounts:

Revenue Account and Line:	AA6071 03670	AA6119 04615
Revenue Amount:	\$157,814	\$48,558

Appropriation Account and Line:	AA6071 44046
Appropriation Amount:	\$303,489

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☒ No ☐

If Mandated, Cite Authority: Title 4 of Article 6 of the Social Services Law, sections 409 through 409-b

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous Requests Resolution/Law Number: 23-403, 22-419, 21-408, 20-18

Date of Adoption: 10/10/23, 11/14/22, 11/8/21, 2/10/20

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Please see attached

Department for Children, Youth and Families justification for a Contractual Agreement with Cayuga Center for the provision of Clinical Prevention Services, Targeting Functional Family Therapy (FFT) Programming

The Department for Children, Youth and Families respectfully requests legislative authorization to enter into a contractual agreement with Cayuga Center the provision of Functional Family Therapy (FFT). The requested contract term is for January 1, 2025 – December 31, 2025 for the amount of \$303,489. The total prevention contract amount for Cayuga Center is \$790,971.

The Department, in collaboration with the Department of Probation, issued a Request for Proposals for Prevention Services—RFP-2024-085-- PREVENTION SERVICES on July 4, 2024 with responses due August 2, 2024. Prevention programming focuses on either preventing children from entering foster care, detention or shortening their stay if placed in either. Children enter care either as a result of abuse, neglect and/or Juvenile Justice involvement.

The Department recognizes the importance and necessity for the development of effective collaborations in order to meet the complex needs of families and children within the shrinking fiscal resources. As such, the RFP issued promoted innovative, creative approaches to meet the needs of children and families and allowed much flexibility for agencies to propose how to most effectively do so. It does require a formal collaborative, whereas the prevention service has a reciprocal relationship with either a Youth Bureau funded, and/or community agency for the children and their families to have diverse, holistic programming of formalized and recreational/community-based services. It also requires that all children in the family that are five (5) years and older, must be engaged in at least one consistent recreational or community support activity. The parent/guardians must also be engaged with a community support activity. The idea is that these supports will remain in place for the family when the formal services have ended.

Many families and their children have been impacted by complex trauma, suffer from mental health issues, substance abuse issues and domestic violence. These children are either at significant risk of foster care placement or have been placed in foster care. It is necessary for Albany County to have creative and strategic programming that intervenes with the family immediately, assists the children and works with the foster care system inclusive of Family Court and Child Protective Services to expedite permanency and increase family functioning.

Functional Family Therapy (FFT) is an intensive family-focused, home and community-based program for youth and their families. The program is a structured, time-limited, evidence based, clinical intervention. Cayuga Center provides FFT, which is rated “Well-Supported” by the Title IV-E Prevention Services Clearinghouse and is a component of the New York State Family First Prevention Act Prevention Plan.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Moira Manning, Commissioner
Children Youth and Family Services

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: February 6, 2025

RE: RFP#2024-085, Prevention Services-FFT

I am in receipt of your recommendation to award the aforementioned to Cayuga Center in the amount of \$303,489.00

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Cayuga Center.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.

RESOLUTION NO. 403**AUTHORIZING AN AGREEMENT WITH CAYUGA CENTERS REGARDING
THE PROVISION OF THE FUNCTIONAL FAMILY THERAPY PROGRAM**

Introduced: 10/10/23

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with Cayuga Centers regarding the provision of the Functional Family Therapy Program (FFT) in an amount not to exceed \$434,168 for a term commencing January 1, 2024 and ending December 31, 2024, which is the final one-year option to renew, and

WHEREAS, The Commissioner has indicated that the FFT Program is an evidenced-based practice as an alternative to detention for youth displaying a range of problematic behaviors from excessive school absences, acting out, and incorrigibility, to more serious behaviors such as conduct disorder, violent acting out, and substance abuse, with the goal of preventing the need for placement or replacement in foster care, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Cayuga Centers, Auburn, NY 13021 regarding the provision of the FFT Program in an amount not to exceed \$434,168 for a term commencing January 1, 2024 and ending December 31, 2024, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 114

AUTHORIZING AN AGREEMENT WITH CAYUGA CENTERS REGARDING THE PROVISION OF THE FUNCTIONAL FAMILY THERAPY PROGRAM

Introduced: 4/14/25

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with Cayuga Centers regarding the provision of the Functional Family Therapy (FFT) Program in an amount not to exceed \$303,489 for a term commencing January 1, 2025 and ending December 31, 2025, with two one-year options to renew, and

WHEREAS, The Commissioner has indicated that the FFT Program is an evidenced-based practice that serves as an alternative to detention for youth displaying a range of problematic behaviors from excessive school absences, acting out, and incorrigibility, to more serious behaviors such as conduct disorder, violent acting out, and substance abuse, with the goal of preventing the need for placement or re-placement in foster care, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Cayuga Centers, Auburn, NY 13021 regarding the provision of the FFT Program in an amount not to exceed \$303,489 for a term commencing January 1, 2025 and ending December 31, 2025, with two one-year options to renew, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



COUNTY OF ALBANY

DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES

112 STATE STREET – SUITE 300

ALBANY, NEW YORK 12207

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DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. MCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
Deputy Commissioner

February 24, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham:

Enclosed is our Request for Legislative Action from the Department for Children, Youth and Families for permission to contract with Provo Canyon School for the provision of foster care services.

The requested contract is for the term of January 1, 2025 – December 31, 2026 for rates at no more than the Maximum State Aid Rate (MSAR) as mandated by New York State.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6389, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization with Provo Canyon School for Provision of Residential Foster Care

Date: February 24, 2025

Department: Children, Youth and Families

Attending Meeting: Moira Manning, Commissioner

Submitted By: Scott McNelis

Title: Contract Administrator

Phone: 7306

Purpose of Request: Contract Authorization

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Provo Canyon School

PO Box 400

Orem, UT 84059-0400

Term: (Start/end date or duration)

1/1/2025 - 12/31/2026

Amount/Raise Schedule/Fee:

Maximum State Aid Rate

BUDGET INFORMATION:

Is there a Fiscal Impact:

Yes ☒ No ☐

Anticipated in Budget:

Yes ☒ No ☐

Spreadsheet attached:

Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: 40 County: 10

State: 50 Local: 0

County Budget Accounts:

Revenue Account and Line:

AA 6119 3619/3661

Revenue Amount:

Appropriation Account and Line:

AA 6119 44405

Appropriation Amount:

Maximum State Aid Rate

ADDITIONAL INFORMATION:

Mandated Program/Service:

Yes ☒ No ☐

If Mandated, Cite Authority: NYS Social Services Law 3714 and 383 Family Court Act
1051, 352.2 and 756

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 18-504, 20-387, 22-433, 24-598
11/13/18, 11/9/20, 11/14/22, 10/15/24

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

See Attached Justification

The Department for Children, Youth and Families
Justification for a Contract Authorization with Provo Canyon School for the
Provision of Residential Foster Care

In accordance with the mandates articulated in Social Services Law 371 and 383, local districts are required to provide and pay for foster care services for youth in need of such services. The Department for Children, Youth and Families respectfully requests legislative authorization to enter into a contractual agreement with Provo Canyon School for the provision of residential foster care services. The requested contract term is for January 1, 2025 – December 31, 2026. When children are placed in foster care with a particular provider, Albany County will pay no more than the Maximum State Aid Rate (MSAR) as mandated by New York State. If children are placed out of state, Albany County will pay no more than the Approved agency rate by the corresponding state.

The primary objective of Foster care is to reconcile children with the biological parents. However, if the parents are unable or unwilling to care for the child, or if the child is an orphan, then the first choice of adoptive parents is a relative known as kinship care. Most kinship care is done informally, without the involvement of a court or public organization. If no related family member is willing or able to adopt, the next preference is for the child to be adopted by foster parents or by someone else involved in the child's life.

If these options are not viable, the plan for the minor may be to enter other planned permanent living arrangements. This option allows the child to stay in custody of the state and the child can stay placed in a foster home, with a relative or a long-term care facility, such as a residential child care community or, for children with development disabilities, physical disabilities or mental disabilities, a treatment center.

RESOLUTION NO. 598**AUTHORIZING AGREEMENTS WITH FOSTER CARE PROVIDERS**

Introduced: 10/15/24

By Social Services Committee

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into agreements with New York State approved foster care agencies for children whose care has become the responsibility of Albany County, and

WHEREAS, The Commissioner has indicated that consideration for the services rendered by the agencies is in the form of a rate established by the New York State Office of Children and Family Services as a maximum per diem reimbursement per child, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into agreements with the agencies set forth in the Foster Care Agency list annexed hereto at rates no more than the Maximum State Aid Rate as mandated by New York State for a term commencing January 1, 2025 and ending December 31, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Foster Care Agency

Abbot House
 Access: Supports for Living Inc.
 AdoptUSKids
 Adelphoi
 Anderson Center for Autism
 Astor House
 Awixa Home of Long Island
 Baker Hall dba OLV Human Services
 Bancroft
 Becket Family of Services
 Behavioral Health Services
 Bennington School, Inc.
 Berkshire Farm Center & Services
 Buffalo Urban League, Inc.
 Cardinal Cushing Centers
 Cardinal McCloskey
 Casey Family Programs
 Catholic Charities of Saratoga Warren
 and Washington (Donovan House)
 Catholic Family Center of Rochester
 Catholic Guardian Services
 Cattaraugus Co DSS
 Cayuga Centers
 Cayuga Co DSS
 Charlton School
 Chautauqua Co DSS
 Chemung Co DSS
 Chenango Co DSS
 Child and Family Services of Erie County
 Children's Aid Society
 Children's Home of Poughkeepsie
 Children's Village
 Children's Home Of Jefferson County
 Children's Home of Kingston
 Children's Home of Wyoming Conf.
 Clinton Co DSS
 Coalition for Hispanic Family Services
 Community Maternity Services
 Cornell Abraxas Group, Inc.
 Cortland Co DSS
 Dare Family Services
 Delaware Co DSS
 Devereaux Center
 Dutchess Co
 Easter Seals

Address

100 North Broadway Irvington NY 10533
 11877 State Route 9w, West Coxsackie, Ny 12192
 605 Global Way, Linthicum Heights, MD 21090
 1119 Village Way Latrobe, PA 15650
 4885 Route 9 Staatsburg, NY 12580
 6339 Mill Street Rhinebeck NY 12572
 199 Benton Place Bay Shore NY 11706
 780 Ridge Road Lackawanna NY 14212
 1255 Caldwell Road, Cherry Hill, NJ 08034
 PO Box 299 Pike NH 03780
 435 Shrewsbury St, Worcester, MA 01604
 192 Fairview Street Bennington VT 05201
 13640 Route 22 Canaan NY 12029
 15 Genesee St, Buffalo, NY 14203
 405 Washington St. Hanover, MA 02339
 115 E. Sevens Ave, Site LL5 Valhalla, NY 10595
 2001 Eighth Avenue, Ste 2700 Seattle, WA 98121

 142 Regent Street Saratoga Springs NY 12866
 87 N Clinton Ave, Rochester, NY 14604
 1011 1st Ave 10th Fl, New York, NY 10022
 1 Leo Moss Dr #600 Olean NY 14760
 101 Hamilton Avenue Auburn NY 13021
 160 Genesee Street Auburn NY 13021
 PO Box 47 Burnt Hills NY 12027
 7N Erie Street Mayville NY 14757
 425 Pennsylvania Ave Elmira NY 14904
 PO Box 590 5 Court Street Norwich NY 13815
 330 Delaware Ave, Buffalo, NY 14202
 711 Third Ave., Suite 700 New York, NY 10017
 10 Children's Way Poughkeepsie, NY 12601
 One Echo Hills Dobbs Ferry, NY 10522
 1704 State Street Watertown NY 13601
 26 Grove Street Kingston NY 12401
 1182 Chenango Street Binghamton NY 13091
 13 Durkee Street Plattsburgh NY 12901
 315 Wyckoff Ave, Brooklyn, NY 11237
 27 North Main Avenue Albany NY 12203
 2840 Liberty Avenue, 3rd floor, Pittsburgh PA 15222
 60 Central Avenue Cortland NY 13045-5590
 265 Medford Street Somerville MA 02143
 111 Main Street Delhi NY 13753
 Route 9 Box 40 Red Hook NY 12571
 60 Market Street Poughkeepsie NY 12061
 200 Zachary Road Manchester NH 03109

Eckerd Youth Alternative, Inc.	100 North Starcrest Drive, PO Box 7450, Clearwater FL 33785
Elmcrest Children's Center	960 Salt Springs Road Syracuse, NY 13224
Equinox, Inc.	95 Central Avenue Albany NY 12206
Erie Co DSS	478 Main Street Buffalo NY 14202
Family Services of Westchester	2975 Westchester Ave Ste 401, Purchase, NY 10577
Families Thrive Inc	176 Anderson Ave Ste F202, Rochester, NY 14607
Ferncliff Manor	1154 Saw Mill River Road Yonkers, NY 10710
Forestdale, Inc	67-35 112th St. Forest Hills, NY 11375
Foundations Behavioral Health	833 East Butler Avenue Doylestown, PA 18901
Franklin Co DSS	184 Finney Boulevard Ste 123 Malone NY 12953
Fulton Co DSS	PO Box 549 4 Daisy Lane Johnstown NY 12095
Gateway- Longview, Inc	10 Symphony Circle Ste 1 Buffalo, NY 14201
Genesee Co DSS	5130 E. Main Street Batavia NY 14020
Genesee Lake School	36100 Genesee Lake Road Oconomowoc, WI 53066
Glove House	220 Franklin St. Elmira, NY 14904
Good Shepherd Services	305 7th Ave Fl 9, New York, NY 10001
Graham Windham	1 Pierrepont Plaza, Suite 901 Brooklyn, NY 11201
Green Chimneys	400 Doansburg Road Brewster NY 10509
Greene Co DSS	411 Main Street Suite 238 Catskill NY 12414
Gustavus Adolphus Child and Family Svcs	40 Gardenville Parkway W, West Seneca, NY 14224
Hallmark Youth Care	12800 W Creek Pkwy, Richmond, VA 23238
Hamilton Co DSS	PO Box 725 White Birch Lane Indian Lake NY 12842
Harmony Heights	P.O. Box 569 Oyster Bay, NY
Heartshare /Saint Vincent's	66 Boerum Place Brooklyn, NY 11201
Heartspring	8700 E. 29th St. N. Wichita, KS 67226
Herkimer Co DSS	301 N. Washington St., Ste 2110 Herkimer NY 13350
Hillcrest Education Center	PO Box 4699 Pittsfield MA 02120
Hillside Family of Agencies	1183 Monroe Avenue Rochester NY 14620
Homespace Corporation	1030 Ellicott St, Buffalo, NY 14209
Hope for Youth	201 Dixon Ave. Amityville, NY 11701
House of Good Shepherd	1550 Champlin Avenue Utica NY 13502
Howard Center	41 Spruce St, Burlington, Vt 05401
Ignite Teen Treatment Center	3722 Lone Mesa Dr, Las Vegas, NV 89147
Inflight, Inc.	116 South Road Germantown NY 12526
Jefferson Co DSS	250 Arsenal Street Waterown NY 13601
Jewish Board of Family & Children Svcs	135 West 50th St. New York, NY 10020
Jewish Child Care Assoc of New York	858 E. 29th Street Brooklyn, NY 11210
Julia Dyckman Andrus Memorial, Inc.	1156 N Broadway, Yonkers, NY 10701
KidLink (aka Keystone)	1110 Westwood Place, Brentwood TN 37027
KidsPeace Children's Hospital	4087 Independence Drive Schnecksville PA 18078
KidsPeace National Centers	4086 Independence Drive Schnecksville PA 18078
KidsPeace National Centers of N.A.	4085 Independence Drive Schnecksville PA 18078
Kidsave	P.O. Box 5441 Washington, D.C. 20016-1041
Kinship Family and Youth Services	6251 County Route 64, Hornell, NY 14843
Lake Grove at Maple Valley, Inc.	6 Farley Road Wendell MA 01379
Lakeview Neuro-Rehabilitation Ctr	101 Highwatch Road Effingham Falls NH 03814
Lasalle School	391 Western Avenue Albany NY 12203
Leake and Watts Services	463 Hawthorne Ave. Yonkers, NY 10705

Lewis Co DSS	PO Box 193 527 Outer Stowe St. Lowville NY 13367
Liberty Resources, Inc	1045 James Street Syracuse, NY 13203
Lincoln Hall	PO Box 600, Route 202, Lincolndale NY 10522
Little Flower Children Services	186 Joralemon St. Brooklyn, NY 11201-4326
Livingston Co DSS	1 Murray Hill Dr Mt. Morris NY 14510
Long Island Adolescent and Family Svcs	1413 Stony Brook Rd, Stony Brook, NY 11790
Lutheran Social Services	Gustavus Adolphus 200 Gustavus Ave Jamestown, NY 14701
Madison Co DSS	North Court Street Bldg1 PO Box 637 Wampsville NY 13163
Martin De Porres School	218-24 136th Ave, Springfield Gardens, NY 11413
Mental Health Assoc of Ulster County	PO Box 2304 Kingston NY 12402
Mercy First	525 Convent Road Syosset, NY 11791
Ministry for Hope, Inc.	1 High St, Port Jefferson, NY 11777
Monarch Center for Autism	22001 Fairmount Blvd. Cleveland, OH 44118
Monroe Co. DSS	691 St. Paul Street #1 Rochester NY 14605
Montgomery Co DSS	PO Box 745 County Office Building Fonda NY 12068-0745
Mountain Lake	50 Riverside Drive Lake Placid NY 12946
Nassau County	60 Charles Lindbergh Boulevard, Ste 160, Uniondale NY 11553
Native American Community Services	1005 Grant St, Buffalo, NY 14207
New Alternatives for Children, Inc.	37 W 26th St, New York, NY 10010
New Directions Youth and Family Svcs	356 Main Street Randolph NY 14772
New Hope Treatment Centers	7515 Northside Dr, Ste 200, No Charleston SC 29420
New York Foundling	590 Avenue of the Americas, New York, NY 10001
Niagara Co DSS	20 East Ave Lockport NY 14094
North American Family Institute/NAFI	26 Howley Street Peabody MA 01960
NAFI Connecticut, Inc.	20 Batterson Park Rd., Ste 300
Northeast Ctr for Youth and Families	203 East Street Easthampton MA 01027
Northeast Parent & Child Society	120 Park Avenue Schenectady NY 12304
Northern Rivers/Northeast	20 Batterson Park Rd., Ste 300 Farmington CT 06032
Ohel Children's Home and Family Svcs	1268 E 14th St, Brooklyn, NY 11230
Onondaga Co DSS	421 Montgomery Street Syracuse NY 13202
Ontario Co. DSS	3010 County Complex Dr Canandaigua NY 14424
Orange Co DSS	Box Z 11 Quarry Rd Goshen NY 10924
Orleans Co. DSS	14016 NY -31 Albion NY 14411
Oswego Co DSS	100 Spring Street PO Box 1320 Mexico NY 13144
Otsego Co DSS	197 Main Street Cooperstown NY 13326
Parson's Child & Family Center	60 Academy Road Albany NY 12208
Pathways, Inc.	222 Sidney Baker St, Kerrville, TX 78028
Putnam Co DSS	110 Old Route Six Center Carmel NY 10512
Rehabilitation Support Services	2113 Western Avenue Guilderland NY 12084
Rensselaer County DSS	127 Bloomingrove Drive Troy NY 12180
Rising Ground Inc.	151 Lawrence Street Brooklyn NY 11201
Rockland Co DSS	50 Sanitorium Rd Building L Pomona NY 10970
Sandstone Care	11820 Parklawn Dr Rockville, Maryland, 20852
Saratoga County DSS	152 West High Street Ballston Spa NY 12020
Schaffer Children's Shelter	224 Park Avenue, Schenectady, NY 12304
Schenectady County DSS	797 Broadway Schenectady NY 12308
Schoharie Co DSS	PO Box 687 Schoharie NY 12157
Schuyler Co DSS	323 Owego Street #5 Montour NY 14865

SCO Family of Services	1 Alexander Pl. Glen Cove, NY 11542
Seamen's Society for Children/Families	50 Bay St, Staten Island, NY 10301
Seneca Co DSS	1 Dipronio Dr. Waterloo NY 13165
Sheltering Arms Children & Family Svcs	2 Park Avenue, New York, NY 10016
Snell Farm Children's Center	7320 Snell Hill Road Bath, NY 14810
Spark Academy	5600 North Heritage School Drive Provo, Utah 84604
Springbrook	1 Havenwood Lane Travelers Rest, SC 29690
St. Anne's Institute	160 North Main Avenue Albany NY 12206
St. Catherine's Center	40 North Main Avenue Albany NY 12203
St. Christopher's, Inc.	71 South Broadway Dobbs Ferry NY 10522
St. Colman's Home	11 Haswell Rd, Watervliet, NY 12189
St. Dominic's Family Services	500 Western Hwy, Blauvelt, NY 10913
St. John Bosco Child & Family Svcs	PO Box 349, 233 Birch Road, Wallkill NY 12589
St. John's Residence for Boys, Inc.	150 Beach 110th St, Rockaway Park, NY 11694
Stetson School	454 So. Street, PO Box 309, Barre MA 01005
Steuben Co DSS	3 Pulteney Square E. Bath NY 14810
Sullivan Co DSS	Family Services Box 231 16 Community Lane Liberty NY 12754
Summit Children's Residence	339 N. Broadway Nyack, NY 10960
The Center for Discovery	P.O. Box 840 Harris, NY
The New York Foundling, Inc.	590 Avenue of the Americas New York, NY 10011
The Stevens School	24 Main Street Swansea MA 02777
The Woods School	P.O. Box 36 Langhorne, PA 19047
Timothy Hill Children's Ranch	298 Middle Rd. Riverhead, NY 11901
Tioga Co DSS	PO Bpx 240 Owego NY 13827
Tompkins Co DSS	320 W Martin Luther King Jr. State Street Ithaca NY 14850
Toomey Residential	1654 W. Onondaga St. Syracuse, NY 13204
Transitional Services Assoc, Inc.	57 Kirby Road Saratoga Spings NY 12866
Ulster Co DSS	1061 Development Court Kingston NY 12401-1959
Vanderhyden Hall	PO Box 218 Wynantskill NY 12198
Villa of Hope (aka St. Joseph's Villa)	3300 Dewey Avenue Rochester NY 14616
Warren County DSS	Human Services 1340 State Route 9 Lake George NY 12845
Wayne Co DSS	77 Water Street Lyons NY 14489
Westchester Co DSS	County Office Bldg #2 112 East Post Rd White Plains NY 10601
Whitney Academy	10 Middleboro Road East Freetown MA 02717
William George Agency	380 Freeville Road Freeville NY 13068
Wyoming Co DSS	466 N. Main Street Warsaw NY 14569
Yates Co DSS	417 Liberty Street #2122 Penn Yan, NY 14527
Yonkers Residential Center, Inc.	317 S. Broadway Yonkers NY 10705
You Gotta Believe!	254 W 31st Street, NY, NY 10001
Youth Opportunities	3700 West Kilgore Avenue Muncie, IN 47304

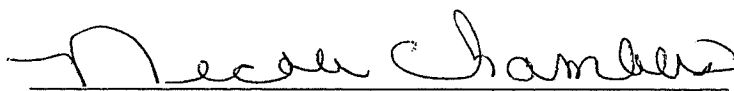
Adopted by unanimous vote – 10/15/24

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 15th day of October, 2024, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 17th day of October, 2024.


Clerk, Albany County Legislature

RESOLUTION NO. 115

**AUTHORIZING AN AGREEMENT WITH PROVO CANYON SCHOOL FOR
THE PROVISION OF FOSTER CARE SERVICES**

Introduced: 4/14/25

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with Provo Canyon School as an approved foster care agency for children whose care has become the responsibility of Albany County, and

WHEREAS, The Commissioner has indicated that consideration for the services rendered by the agency is in the form of a rate established by the New York State Office of Children and Family Services as a maximum per diem reimbursement per child, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Provo Canyon School, Orem, UT 84059 at rates not to exceed the maximum state aid rate as mandated by New York State for a term commencing January 1, 2025 and ending December 31, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. MCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET - SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
Deputy Commissioner

February 24, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham:

Enclosed is our Request for Legislative Action from the Department for Children, Youth and Families for authorization to submit a Proposal to receive available funding through the Office of Children and Family Services pertaining to Foster/Adoptive Parent Recruitment.

There is availability of a funding allocation of \$25,000 for the purpose of finding a permanent home for children in Foster Care.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6390, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization to submit a Proposal to receive available funding through the Office of Children and Family Services pertaining to Foster/Adoptive Parent Recruitment

Date: February 24, 2025
Department: Children, Youth and Families
Attending Meeting: Moira Manning, Commissioner

Submitted By: Scott McNelis
Title: Contract Administrator
Phone: 7306

Purpose of Request: Approval of Plan/Procedure Proposal Submission

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
NYS OCFS
52 Washington Street
Rensselaer NY 12144

Term: (Start/end date or duration) October 1, 2024 - June 30, 2025
Amount/Raise Schedule/Fee: Enter text.

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☐ No ☒
 Anticipated in Budget: Yes ☐ No ☒
 Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: Enter text.
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☐ No ☒
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
Bond Resolution No.: Enter text.
Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 22-63
3/14/22

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)
See Justification

Department for Children, Youth and Families

Backup Material for Authorization to submit a Proposal for available funding through the Office of Children and Family Services for foster/adoptive parent recruitment activities to increase permanency

The Department respectfully requests Legislative authorization to submit a proposal for grant funding from the Office of Children and Family Services (OCFS). There is availability of funding through the Family First Prevention Act for the purpose of finding permanent home for children in foster care. Albany County was identified with an allocation of \$25,000 for 2025.

OCFS issued a Local Commissioners Memorandum (LCM) on February 14, 2025, to inform local social services districts about the availability of Adoption and Legal Guardianship funds for local Department of social services (DCYF) for recruitment activities. The Department plans to utilize these funds for activities associated with foster/adoptive parent recruitment, including advertising, publication development and dissemination and event/venue costs associated with recruitment efforts.



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

DaMia Harris-Madden, Ed.D., MBA, M.S.
Commissioner

Local Commissioners Memorandum

Transmittal:	25-OCFS-LCM-03
To:	Local Departments of Social Services Commissioners
Issuing Division/Office:	Division of Child Welfare and Community Services/Bureau of Permanency Services
Date:	February 14, 2025
Subject:	Adoption and Legal Guardianship Incentive Funds for Local Departments of Social Services (LDSSs) Recruitment Activities
Contact Person(s):	See section VI.
Attachments:	Attachment A: <i>District Allocation Amounts SFY 2024-2025</i> Attachment B: <i>Certification Re: Non-Supplantation and Plan for Adoption and Legal Guardianship Incentive Payment Program Funding for Recruitment Efforts and Increased Permanency Outcomes</i> Attachment C: <i>Attachment for U.S. Department of Health and Human Services Grants - FFY 2022 Adoption and Legal Guardianship Incentive Program</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of \$1,475,000 from the Adoption and Legal Guardianship Incentive Payments Program (AIPP) in the state fiscal year (SFY) 2024-2025 for foster/adoptive parent and legal guardianship recruitment activities to increase permanency outcomes. This LCM also provides information on each district's allocation, the allocation methodology, how districts may use the funds, and planning and claiming requirements.

II. Background

The AIPP was established by the Administration for Children and Families in 1997 as part of the Adoption and Safe Families Act. The objective of the AIPP is to provide incentives to states and eligible tribes to annually increase the number of children in foster care who find permanent homes through adoption or legal guardianship. In 2014, the program was reauthorized and revised to allow incentives to be paid to jurisdictions for improved performance in both adoptions and legal guardianship of children in foster care. The program was reauthorized in 2021 as part of the Family First Prevention Services Act, signed into law in February 2018. The program recognizes states and tribes for improving their performance in finding permanent homes for children in foster care and is reauthorized annually.

Note: This allowability is based on the appropriation language under Chapter 53 of the laws of 2023.

B. Requirements to Receive Funds

To receive the allocated funds, LDSSs must complete the Attestation of Use of *Certification Re: Non-Supplantation and Adoption and Legal Guardianship Incentive Funding* (Attachment B) and submit the form to OCFS for approval via email to OCFS.SM.Permanency.Services@ocfs.ny.gov. Completed attestations (Attachment B) are due by February 25, 2025.

Description of how the funding will be utilized Districts must select one or more of the allowable expenditure categories listed above or select "other" and provide a description of their plan for use of funds.

Non-supplantation of funds. This attestation form (Attachment B) provides certification that the funds will not be used to supplant other state, local, or private funds and that claims for reimbursement under this appropriation will not be submitted for the same type and level of funds covered by any other state or locally authorized appropriations.

IV. Allocation Methodology

OCFS has a total of \$1,475,000 available from the Adoption and Legal Guardianship Incentive Payment Program to allocate equally among all LDSSs. Each LDSS will receive \$25,000.

V. Fiscal and Claiming

There are \$1,475,000 in federal funds for the expenditures described in this LCM. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning October 1, 2024, through June 30, 2025, and final accepted in the Automated Claiming System (ACS) by July 31, 2025.

Expenditures for the **ADOP GUARD RECRUIT** project should be claimed through the RF17 claim package for special project claiming. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the (LDSS-923) *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries* and the (LDSS-2347) *Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program*. After final acceptance of the RF2A claim package, the individual project costs are then reported under the project label **ADOP GUARD RECRUIT** project on the (LDSS-4975A) *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*. Salaries, fringe benefits, staff counts, and central services costs are not allowable expenses.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the (LDSS-923B) *Summary - Administrative, Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Program costs should be reported as object of expense code 37 – (Special Project Program Expense) on the (LDSS-923B) *Summary - Program, Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*.

Attachment A

District Allocation Amounts SFY 2024-2025

District	Allocation	District	Allocation
Albany	\$25,000	Ontario	\$25,000
Allegany	\$25,000	Orange	\$25,000
Broome	\$25,000	Orleans	\$25,000
Cattaraugus	\$25,000	Oswego	\$25,000
Cayuga	\$25,000	Otsego	\$25,000
Chautauqua	\$25,000	Putnam	\$25,000
Chemung	\$25,000	Rensselaer	\$25,000
Chenango	\$25,000	Rockland	\$25,000
Clinton	\$25,000	Saratoga	\$25,000
Columbia	\$25,000	Schenectady	\$25,000
Cortland	\$25,000	Schoharie	\$25,000
Delaware	\$25,000	Schuyler	\$25,000
Dutchess	\$25,000	Seneca	\$25,000
Erie	\$25,000	St. Lawrence	\$25,000
Essex	\$25,000	St. Regis	\$25,000
Franklin	\$25,000	Steuben	\$25,000
Fulton	\$25,000	Suffolk	\$25,000
Genesee	\$25,000	Sullivan	\$25,000
Greene	\$25,000	Tioga	\$25,000
Hamilton	\$25,000	Tompkins	\$25,000
Herkimer	\$25,000	Ulster	\$25,000
Jefferson	\$25,000	Warren	\$25,000
Lewis	\$25,000	Washington	\$25,000
Livingston	\$25,000	Wayne	\$25,000
Madison	\$25,000	Westchester	\$25,000
Monroe	\$25,000	Wyoming	\$25,000
Montgomery	\$25,000	Yates	\$25,000
Nassau	\$25,000		
Niagara	\$25,000	NYC	\$25,000
Oneida	\$25,000		
Onondaga	\$25,000	Statewide Total	\$ 1,475,000

Attachment B

**Certification Re: Non-Supplantation and Adoption and Legal Guardianship Incentive Program
Funding for Recruitment Efforts and Increased Permanency Outcomes**

This is to certify that Albany County social services district will use the allocation of these funds authorized in the amount of \$ 25,000⁰⁰ through activities aimed at improving recruitment efforts and increase permanency outcomes through adoption and Kinship Guardianship Assistance Program (KinGAP) finalizations.

Such funds will not be used to supplant any other state or local funds. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation, except to fund expenditures to continue or expand activities that were funded for this purpose.

Plan for use of funds: (Check all that apply.)

☐ Hiring or securing the services of a professional photographer and/or media consultation to improve images and narratives of children freed for adoption who meet the photo listing requirements.

☒ Activities associated with foster/adoptive parent recruitment, including advertising, publication development/dissemination, and/or event/venue costs associated with recruitment activities.

☐ Supporting kinship foster parents in meeting approval requirements, including but not limited to purchasing services and/or items to remove barriers to approval, such as those relating to fire safety requirements, sleeping arrangements, car seats, medical clearances, and transportation.

☐ Activities associated with education and recruitment of kinship guardianship when reunification and adoption are not permanency options.

Name of person completing the form: Amanda Tiffany Thomas Date: 02-18-2025

Name of Commissioner: Moira Manning

Commissioner's signature: [Signature] Date: 2/19/25

Email completed attestations to OCFS.SM.Permanency.Services@ocfs.ny.gov by February 25, 2025.

Attachment C

**ATTACHMENT FOR U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES GRANTS –
FFY 2022 ADOPTION AND LEGAL GUARDIANSHIP INCENTIVE PROGRAM**

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 352 states “all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification.”

(i)	Subrecipient name	Local department of social services
(ii)	Subrecipient's unique entity identifier	Local department of social services
(iii)	Federal award identification number (FAIN)	2201NYAIPP
(iv)	Federal award date to the recipient by the HHS awarding agency	October 1, 2021
(v)	Subaward period of performance start and end date	October 1, 2024 – June 30, 2025
(vi)	Amount of federal funds obligated to the subrecipient by the pass-through entity to the subrecipient	Attachment A
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity, including the current obligation	Attachment A
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A
(ix)	Federal award project description	FFY 2022 Adoption and Legal Guardianship Incentive Program
(x)	Names of the HHS awarding agency and pass-through entity, and contact information for awarding official of the pass-through entity	Administration for Children and Families Questions pertaining to the allocations: Shonna Clinton – (518) 474-1361 Shonna.Clinton@ocfs.ny.gov
(xi)	CFDA number and name	93.603 Adoption and Legal Guardianship Incentive Payments
(xii)	Identification of whether the award is research and development (R&D)	N
(xiii)	Indirect cost rate for the federal award (including if the de minimis rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75.

RESOLUTION NO. 63

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION WITH THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES REGARDING THE PROVISION OF BEHAVIORAL HEALTH AND CHILD PROTECTIVE SERVICES

Introduced: 3/14/22

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has been notified by the New York State Office of Children and Family Services (OCFS) that \$90,000 in Child Abuse Prevention and Treatment Act and Comprehensive Addiction and Recovery Act of 2016 grant funds are available to Albany County, and

WHEREAS, The Commissioner has requested authorization to submit a grant application to the OCFS regarding the provision of support to child protective services staff in their response to families and infants affected by alcohol and substance abuse in Albany County in the amount of \$90,000 for a term commencing from September 1, 2021 and ending December 31, 2022, and

WHEREAS, The Commissioner has indicated that no County share or in-kind match is required and that the grant funds will be used to hire or to contract for a full-time or part-time behavioral health consultant or public health nurse to work alongside Child Protective Services and preventive services caseworkers to identify and support the behavioral health needs of both the adults and children where substance abuse is an issue, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to the New York State Office of Children and Family Services regarding the provision of Behavioral Health and Child Protective Services in the amount of \$90,000 for a term commencing September 1, 2021 and ending December 31, 2022, and, be it further

RESOLVED, That the County Attorney is authorized to approve said application as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 3/14/22

RESOLUTION NO. 116

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE
NEW YORK STATE OFFICE OF CHILDREN, YOUTH AND FAMILY
SERVICES REGARDING FOSTER CARE AND ADOPTIVE PARENT
RECRUITMENT**

Introduced: 4/14/25

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to submit a grant application to the New York State Office of Children and Family Services (OCFS) regarding foster care and adoptive parent recruitment in the amount of \$25,000 for a term commencing October 1, 2024 and ending June 30, 2025, and

WHEREAS, The Commissioner has indicated that the grant funds will be used for activities associated with foster care and adoptive parent recruitment, including advertising, publication development, dissemination, and event venue costs associated with recruitment efforts, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to OCFS regarding foster care and adoptive parent recruitment in the amount of \$25,000 for a term commencing October 1, 2024 and ending June 30, 2025, and, be it further

RESOLVED, That the County Attorney is authorized to approve said application as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. MCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET - SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
Deputy Commissioner

February 24, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham:

Enclosed is our Request for Legislative Action from the Department for Children, Youth and Families for authorization to adopt a Resolution for a Proposal Submission and Grant Acceptance of \$25,000 from the Office of Children and Family Services, in order to fulfill training requirements for Virtual Training of Child Protective Workers and to Amend the 2025 Adopted Budget.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information)**

Authorization Employees of the Department of Children, Youth and Families to attend Virtual Training of Child Protective Workers

Date:	February 24, 2025	Submitted By:	Scott McNelis
Department:	Children, Youth and Families	Title:	Contract Administrator
Attending Meeting:	Moirra Manning, Commissioner	Phone:	7306

Purpose of Request: Approval of Plan/Procedure

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
NYS OCFS
52 Washington Street
Rensselaer NY 12144

Term: (Start/end date or duration)	Ongoing after April 1, 2025
Amount/Raise Schedule/Fee:	

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☐ No ☒
Spreadsheet attached:	Yes ☒ No ☒

Source of Funding – (Percentages)

Federal:	0	County:	0
State:	100	Local:	0

County Budget Accounts:

Revenue Account and Line:	
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	

Request for Bids / Proposals:

Competitive Bidding Exempt:	Yes ☒ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.

Apprenticeship Program

Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 24-340 6/10/24

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

See Attached

APPROPRIATIONS

ACCOUNT N	RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
AA 6119 4 4042 000	Printing and Advertising	25,000	0		DCYF
	TOTAL APPROPRIATIONS	25,000	0		

ESTIMATED REVENUES

ACCOUNT N	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
AA 6119 0 3610 000	Social Services Administration	0	25,000		DCYF
	TOTAL ESTIMATED REVENUES	0	25,000		
	GRAND TOTALS	25,000	25,000		

Department for Children, Youth and Families

**Authorization Request for Proposal Submission and Grant Acceptance from the
Office of Children and Family Services for Virtual Training of Child Protective
Workers and to Amend the 2025 Adopted Budget**

The Albany County Department for Children, Youth, and Families (ACDCYF) respectfully requests Legislative authorization for a Proposal Submission and Grant Acceptance of \$25,000 from the Office of Children and Family Services, in order to fulfill training requirements for Virtual Training of Child Protective Workers and to Amend the 2025 Adopted Budget.

STATE OF NEW YORK

7341--B

2023-2024 Regular Sessions

IN ASSEMBLY

May 17, 2023

Introduced by M. of A. HEVESI -- read once and referred to the Committee on Children and Families -- reported and referred to the Committee on Rules -- recommitted to the Committee on Children and Families in accordance with Assembly Rule 3, sec. 2 -- committee discharged, bill amended, ordered reprinted as amended and recommitted to said committee

AN ACT to amend the social services law, in relation to allowing for child protective services workers to complete certain required training through distance learning methods

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Paragraph (b) of subdivision 5 of section 421 of the social services law, as amended by chapter 525 of the laws of 2006, is amended to read as follows:

(b) promulgate regulations setting forth training requirements which shall specify, among other things, that all persons hired by a child protective service on or after April first, nineteen hundred eighty-six shall have satisfactorily completed a course approved by the department within the first three months of employment, in the fundamentals of child protection, provided, however, that on or after April first, two thousand twenty-five, such course may be satisfactorily completed through distance learning methods which evince that all participants are in attendance for the duration of the course and are able to ask questions of the instructor. Each county shall be authorized to adopt a local law, ordinance or resolution to provide for a local department of social services to fulfill the training requirement established by this paragraph through a distance learning method, excluding the annual in service training requirement. Such course shall include at least basic training in the principles and techniques of investigations, including relationships with other investigative bodies, legal issues in child protection, and methods of remediation, diagnosis, treatment and

EXPLANATION--Matter in *italics* (underscored) is new; matter in brackets [-] is old law to be omitted.

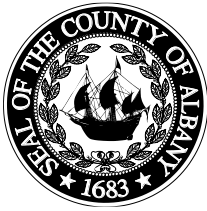
LBD10845-06-4

A. 7341--B

2

prevention. Such regulations shall also specify that all persons employed by a child protective service on or after December first, two thousand six shall satisfactorily complete six hours of annual in service training, beginning in their second year of employment. Such annual in service training shall include, but is not limited to, review of the protocols for identification and investigation of child abuse and maltreatment, any developments in legal, treatment and prevention issues in child protection, and review and analysis of field experiences of child protective services workers.

§ 2. This act shall take effect immediately.



COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES

To: Division of Child Welfare and Community Services/Bureau of Permanency Services

From: Amanda Tiffany – Albany County Department for Children, Youth and Families –
Home Finder Supervisor

Re: 25-OCFS-LCM-03

Date: 18 February 2025

Albany County Department for Children, Youth and Families Home Finder Unit would like to use the \$25,000 from the Adoption and Legal Guardianship Incentive Payments Program (AIPP) to purchase advertising through Lamar Advertising for CDTA Bus signage to recruit foster parents for Albany County. Once approval is received we would reach out directly to Lamar to come up with a plan to obtain signage that is within the \$25,000 budget.

If you have any questions in regard to this matter please feel free to reach out to me.

RESOLUTION NO. 117

AUTHORIZING THE DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES TO PROVIDE VIRTUAL TRAINING TO CHILD PROTECTIVE WORKERS

Introduced: 4/14/25

By Social Services Committee:

WHEREAS, Pursuant to New York State Social Services Law, each County is authorized to adopt a local law, ordinance, or resolution to provide for a local department of social services to fulfill the training requirement through a distance learning method, excluding the annual in-service training requirement beginning on or after April 1, 2025, and

WHEREAS, The Commissioner of the Department of Children, Youth and Families (DCYF) has requested authorization to provide virtual training to child protective workers beginning April 1, 2025, now, therefore, be it

RESOLVED, By the Albany County Legislature that the DCYF is authorized to provide virtual training to child protective workers beginning April 1, 2025, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



**ALBANY COUNTY
BOARD OF ELECTIONS**
224 S. Pearl St Albany, NY 12202
(518) 487-5060 • Fax (518) 487-5077
boardofelections@albanycounty.com
www.albanycounty.com/vote

Commissioners
ALISON MCLEAN LANE, DEMOCRATIC
RACHEL BLEDI, REPUBLICAN

Deputy Commissioners
DAVID CADY, DEMOCRATIC
MELISSA KERMANI, REPUBLICAN

MEMO

TO: Joanne Cunningham, Chairwoman of the Legislature
Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Dave Reilly, Commissioner of Management & Budget

FROM: Rachel Bledi, Board of Elections Republican Commissioner
Alison McLean Lane, Board of Elections Democratic Commissioner

RE: Purchase of High-Speed Ballot Scanner

DATE: 03/05/2025

Please be advised that the Albany County Board of Elections is seeking approval to purchase a high-speed central ballot scanner and tabulator to facilitate ballot canvassing in the amount of \$150,160. The DS950 is manufactured by Election Systems and Software, the same company that supplies our voting machines and ballot creation software. We currently have one ballot scanner and have determined that a second scanner is necessary to handle the volume of ballot scanned and ensure a back-up machine is available in the event maintenance is required.

The DS950 is listed on NYS OGS Contract No. PC69386, Award #23198 with a contract period of June 15, 2021 – June 14, 2026. The Board of Elections has received a reimbursable NYS Grant, Ballot By Mail Grant, in the amount of \$123,994.27 to help offset the cost.

REQUEST FOR LEGISLATIVE ACTION

Contract and Purchase Approval for Board of Elections with Elections Systems & Software

..title

Purchase of High-speed ballot scanner

..body

Date:	03/05/2025	Submitted By:	Rachel Bledi & Alison McLean Lane
Department:	Board of Elections	Title:	Commissioner of Elections
Attending Meeting:	Rachel Bledi and Alison McLean Lane	Phone:	(518) 487-5070

Purpose of Request: Contract Authorization

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: Election Systems & Software

Term: (Start/end date or duration)	03/01/2025 to 12/31/2025
Amount/Raise Schedule/Fee:	\$150,160

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☒ No ☐
Spreadsheet attached:	Yes ☐ No ☒

Source of Funding – (Percentages)

Federal:	0	County:	18%
State:	82%	Local:	0

Enter text.

County Budget Accounts:

Revenue Account and Line:	A1450 03026
Revenue Amount:	\$123,995
Appropriation Account and Line:	A1450 22900
Appropriation Amount:	\$150,160

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☒ No ☐
If Mandated, Cite Authority:	Election Law
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☐

Previous requests for Identical or Similar Action:

DESCRIPTION OF REQUEST:

Please be advised that the Albany County Board of Elections is seeking approval to purchase a high-speed central ballot scanner and tabulator to facilitate ballot canvassing in the amount of \$150,160. We currently have one ballot scanner and have determined that a second scanner is necessary to handle the volume of ballot scanned and ensure a back-up machine is available in the event maintenance is required. The DS950 is listed on NYS OGS Contract No. PC69386, Award #23198 with a contract period of June 15, 2021 – June 14, 2026. The Board of Elections has received a reimbursable NYS Grant, Ballot By Mail Grant, in the amount of \$123,994.27 to help offset the cost.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Rachel Bledi, Commissioner
Alison McLean-Lane, Commissioner

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: March 5, 2025

RE: Purchase of High-Speed Scanner and Tabulator

I am in receipt of your recommendation to purchase a DS950 High-Speed Scanner and Tabulator from Election Systems and Software in the amount of \$150,160.00.

As Election Systems and Software has a current NYS Contract PC69386 and the item is available for purchase from the NYS Contract I approve your recommendation.

Please obtain the necessary contract approval of the Albany County Legislature so that we may issue a purchase order.



Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | customer.services@ogs.ny.gov | 518-474-6717

Contract Award Notification Update

Subject: Price List Updates – Election Systems & Software, LLC

DATE: July 09, 2024

AWARD #: [23198](#)

GROUP #: 22300

AWARD DESCRIPTION: Voting Systems and Related Services and Accessories

CONTRACT PERIOD: June 15, 2021 – June 14, 2026

CONTACT: OGS.sm.PS_AA_Voting@ogs.ny.gov

CONTRACT NO.: PC69386

CONTRACTOR: Election Systems & Software, LLC.

Election Systems & Software, LLC.:

An annual price list increase was approved in accordance with the Contract Sections 2.9, Price List Updates and Section 2.9.3, Maximum Price Increase for the following Products:

Part/Stock Number	Product Name	Previous Net NYS Price	New Net NYS Price
67500	DS200 Digital Scanner	\$6,430.00	\$6,640.00
67500-1	DS200 Digital Scanner	\$6,050.00	\$6,245.00
6800	DS850 Central Scanner	\$126,510.00	\$130,680.00
EW-PYO STANDARD BASE PKG-1	EMS Program Your Own (PYO) Software	\$21,230.00	\$21,930.00
EW-PYO STANDARD BASE PKG-2	EMS Program Your Own (PYO) Software	\$40,430.00	\$41,760.00
EW-PYO STANDARD BASE PKG-3	EMS Program Your Own (PYO) Software	\$67,990.00	\$70,230.00
/110091	Hardware and Software Modifications	\$280.00	\$285.00
/213805	AutoMARK Firmware License/Maintenance	\$73.00	\$75.25
/211711	DS200 - Extended Warranty with Biennial Maintenance Upgrade	\$138.00	\$142.50
/211710	DS200 - Extended Warranty with Annual Maintenance Upgrade	\$180.00	\$185.75
/211231	DS850 - Extended Warranty with Annual Maintenance Upgrade	\$1,660.00	\$1,710.00
/110097-1	ES&S Certified Technician Program	\$2,255.00	\$2,325.00

97-00556	ExpressVote XL Secure Card Container (Additional)	\$136.16	\$140.50
67341	ExpressVote XL Curtain (Additional)	\$99.45	\$102.50
98-00077	ExpressVote XL Universal Voting Console (UVC) Keypad with Headphones	\$259.88	\$268.25
67300	ExpressVote XL Keys for Random Locks	\$4.56	\$4.70
290-00001-00	ExpressVote XL Battery Backup	\$373.31	\$385.00
4200	ExpressVote Printer	\$815.52	\$840.00
98-10022-00	ExpressVote Printer Soft-Sided Carrying Case	\$50.16	\$51.75
6101	ExpressVote Printer Connecting Cable (Additional)	\$7.81	\$8.05
95100	DS950 High-Speed Scanner and Tabulator	\$145,366.57	\$150,160.00
6833	DS950 Keys	\$6.81	\$7.00
70-00001	ExpressVote Blank Ballot Card Stock - 11" (250 per pkg)	\$27.31	\$28.20
70-00002	ExpressVote Blank Ballot Card Stock - 14" (250 per pkg)	\$28.56	\$29.50
70-00004	ExpressVote Blank Ballot Card Stock - 19" (250 per pkg)	\$34.81	\$35.90
213101	DS300 Firmware License/Maintenance	\$104.26	\$107.50
213140	ExpressVote XL Firmware License/Maintenance	\$108.00	\$111.50
213080	DS950 Firmware License/Maintenance	\$2,154.00	\$2,225.00
211713	DS300 - Extended Warranty with Biennial Maintenance Upgrade - For Units Within Original Five (5) Year Warranty Period	\$133.04	\$137.25
211714	DS300 - Extended Warranty with Annual Maintenance Upgrade - For Units Within Original Five (5) Year Warranty Period	\$173.76	\$179.45
211935	ExpressVote XL - Extended Warranty with Annual Maintenance Upgrade - For Units Within	\$95.00	\$98.00



DS950[®]

High-Speed Scanner and Tabulator

No rescanning

If scanning is interrupted, there's no need to rescan all the ballots. Green lights indicate a ballot has been tabulated and red lights indicate it has not been tabulated.

Less adjudication

Intelligent Mark Recognition (IMR[®]) and Positive Target Recognition & Alignment Compensation (PTRAC[®]) technologies reduce the number of ballots requiring time-consuming manual adjudication.

Easy to use

Touch-screen interface walks the user through the tabulation process step by step. Monitor position is adjustable for different heights and convenient storage.

Customizable, full-speed sorting

No scanning interruptions for damaged ballots or ballots with exceptions. Sorts ballots into:

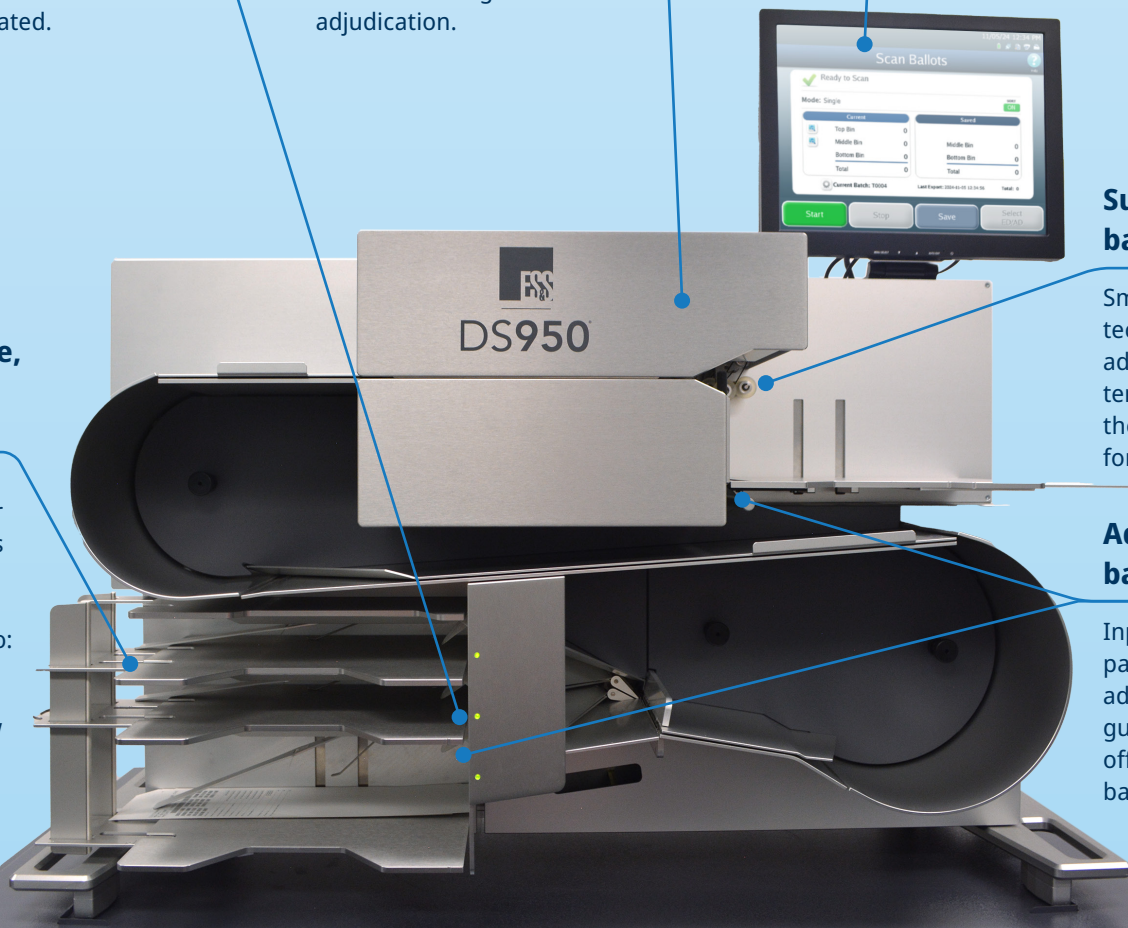
- Requires further review
- Write-ins
- Counted

Superior ballot feeding

Smart Pick technology auto-adjusts reverse belt tension, reducing the opportunity for misfeeds.

Advanced ballot control

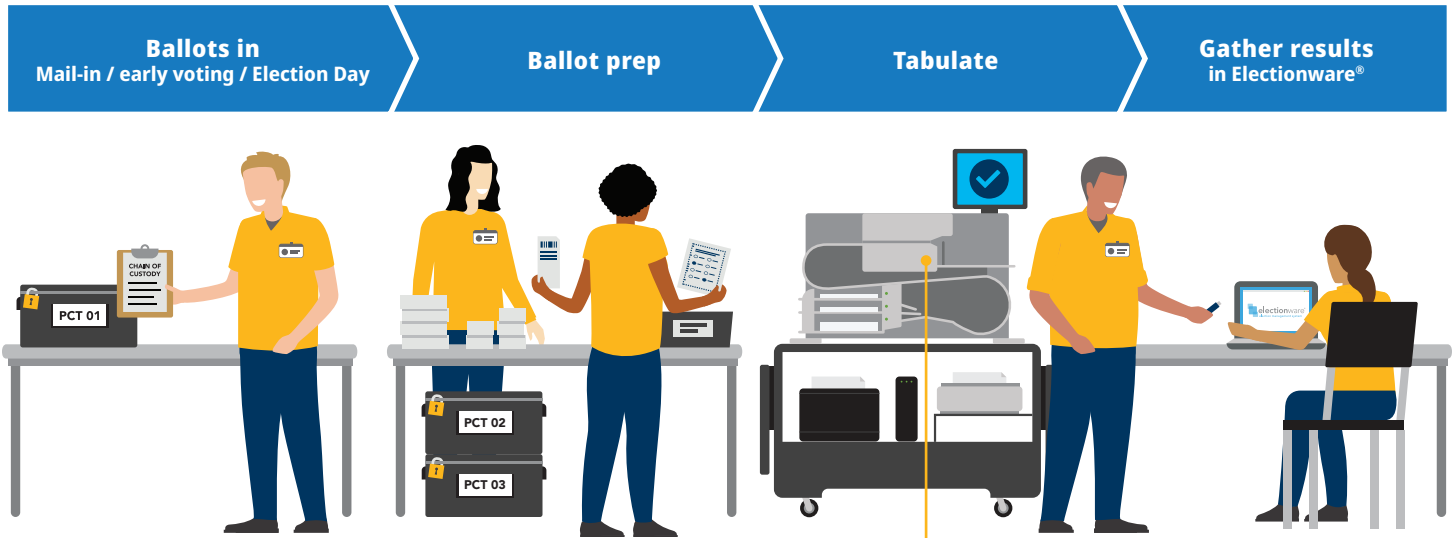
Input tray friction pad and output tray advanced ballot guide engineering offer improved ballot control.



Complete ballot control from start to finish

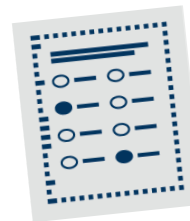
Let the DS950 handle scanning, separating and sorting ballots all without missing a beat. All ES&S tabulators scan ballots in any orientation – no need to make sure ballots are face-up and top-edge first before scanning.

Process more ballots in less time



What you *don't* get with commercial-off-the-shelf (COTS) tabulators:

- **Purpose-built equipment.** Election experts designed ES&S tabulators specifically for elections.
- **Fewer scanning interruptions.** ES&S tabulators scan and tabulate previously folded and damaged ballots.
- **Customizable sorting.** ES&S tabulators allow for user-definable, real-time sorting, including both physical and digital ballot management.
- **Longer product life.** ES&S products are engineered with industrial-grade components, ensuring a 5-7 year production and service parts supply. Our parts manufacturers are dedicated to maintaining form, fit and functional equivalents when an inevitable change comes. This allows ES&S to support our products typically 10+ years.



280

14-inch flat ballots
processed per minute

Security you can count on®



The DS950 offers so many security features, we couldn't include them all here. To learn more about the great lengths we go to protect our systems and data, visit essvote.com/feature/security.

Albany County, New York - Board of Elections
Purchase Proposal Quote - NY OGS Contract No. PC69386
Submitted by Election Systems & Software

Quote Date: 2/10/2025
Quote Valid Through: 3/12/2025

Purchase Solution Includes:

Quantity	Item Description	Unit Price	Extended Price
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Voting System

1	DS950 High-Speed Scanner and Tabulator: DS950 (Includes Steel Table/Cart, Start-Up Kit, Dust Cover, Reports Printer, Battery Backup, USB Cable, Two (2) Standard 8GB Memory Devices, Installation, Shipping and Five (5) Year Hardware Warranty with Biennial Maintenance)	\$150,160.00	\$150,160.00
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Total Purchase Solution **\$150,160.00**

Payment Terms

Amount due within thirty (30) calendar days of contract execution:	\$75,080.00
Amount due within thirty (30) calendar days of delivery of Hardware and/or Software:	\$75,080.00

Annual License and Maintenance and Support Fees After Year 1

1	Annual Post-Warranty Firmware License and Maintenance and Support Fees: Firmware License - DS950	\$2,225.00	\$2,225.00
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Total Annual Post-Warranty License and Maintenance and Support Fees After Year 1 **\$2,225.00**

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
3. Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.

RESOLUTION NO. 118

AUTHORIZING AN AGREEMENT WITH ELECTION SYSTEMS & SOFTWARE, LLC REGARDING THE PURCHASE OF A HIGH-SPEED CENTRAL BALLOT SCANNER AND TABULATOR

Introduced: 4/14/25

By Law Committee:

WHEREAS, The Commissioners of the Board of Elections have requested authorization to enter into an agreement with Election Systems & Software, LLC regarding the purchase of a DS950 high-speed central ballot scanner and tabulator in the amount of \$150,160 for the term commencing March 1, 2025 and ending December 31, 2025, and

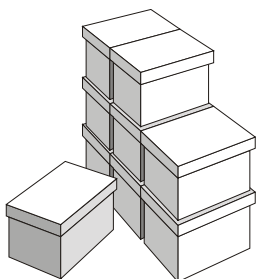
WHEREAS, The Commissioners have indicated that this equipment is available for purchase from Election Systems & Software, LLC via statewide centralized contract, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Election Systems & Software, LLC, Omaha, NE 68137 regarding the purchase of a DS950 high-speed central ballot scanner and tabulator in the amount of \$150,160 for the term commencing March 1, 2025 and ending December 31, 2025, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

BRUCE A. HIDLEY
COUNTY CLERK



ALBANY COUNTY
HALL OF RECORDS
ALBANY COUNTY CLERK

CRAIG A. CARLSON
DEPUTY COUNTY CLERK

Cover Letter

To: Hon. Dan McCoy, County Executive
Hon. Joanne Cunningham, Chairwoman, County Legislature
From: Bruce A. Hidley, County Clerk
Subject: Request for permission to enter into contracts with New York State Industries for the Disabled, Inc.
Date: February 21, 2024

Honorable Chairwoman Cunningham:

The County Clerk and the Albany County Hall of Records, in partnership with the City of Watervliet, are seeking authorization to enter into two contracts with New York State Industries for the Disabled, Inc in the amounts of \$164,724.00 and \$101,013.25. These contracts are for the digitization of records as part of the awarded New York State Local Government Efficiency grant that was accepted in Resolution 677 of 2024.

We have received a number of these discretionary grants since 1989 for various digitization projects, including the Albany County Clerk's Office's Pistol Permits and Appropriation Maps, the digitizing and indexing of the Town of Colonie's Vital Records, Contracts, and Payroll Records, the digitization and indexing of the Town of Guilderland's Vital Records, Town Board Meeting Minutes, and Payroll Records, and the Village of Menands' Vital Records, Village Board Meeting Minutes, and Payroll Records.

The Albany County Hall of Records, in partnership with the County's IT Department, and the City of Watervliet, will be utilizing this grant money to assist with the digitization and indexing of the Albany County Deed Books, along with the Vital Records, Oaths of Office, Ordinance Books, and City Council Meeting Minutes for the City of Watervliet. The newly digitized records will be stored on Albany County's Laserfiche Rio Electronic Content Management System. This will result in greater security and ease of access for and to these essential records as Albany County continues to fulfill its commitment to Shared Services.

Thank you for your attention to this matter and please feel free to contact me if I can provide any further information.

Cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Esq. Majority Counsel
James Curran, Esq. Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6398, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Request for Authorization to agree to two contracts with New York State Industries for the Disabled, Inc., the City of Watervliet and Albany County

Date: 02/21/2025
Department: Hall of Records
Attending Meeting: Ricardo Wright-Ramos
Submitted By: Ricardo Wright-Ramos
Title: Archivist
Phone: 518-487-5150

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

New York State Industries for the Disabled, Inc. 11 Columbia Circle Drive Albany, NY 12203-5156

Term: (Start/end date or duration) 02/01/2025 - 02/01/2027
Amount/Raise Schedule/Fee: \$265,737.25

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal:	0	County:	10
State:	90	Local:	0

County Budget Accounts:

Revenue Account and Line:	A31411-03040
Revenue Amount:	\$239,163.53
Appropriation Account and Line:	A91411-44046
Appropriation Amount:	\$265,737.25

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:

Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolution No. 677 of 2024

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Hall of Records, in conjunction with the City of Watervliet, are requesting a resolution to agree to two contracts with New York State Industries for the Disabled, Inc in the amounts of \$164,724.00 and \$101,013.25. These contracts are for the digitization of County and City records as part of the planned New York State Local Government Efficiency grant project that was accepted in Resolution 677 of 2024 and will serve to bolster the County-wide Shared Services Program by bringing the City of Watervliet into the County-wide digital records repository. Upon completion of the project, employees of both Albany County and the City of Watervliet will see improved access to a great number of their records, as they are digitized and made searchable electronically, improving the access to these records for the residents of Albany County.



Shared Services Document Scanning Proposal For Albany County

Submitted: February 12, 2025

**Submitted By: Jason Abare
eBizDocs, Inc.
(518) 456-1011
jabare@ebizdocs.com**

STATEMENT OF SERVICES

SCOPE OF WORK

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and document scanning for Albany County. The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

Albany County Documents include:

- Deed Books
- Microfilm

eBizDocs Team will work closely with the designated representatives from Albany throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY OF CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Conversion Services
- Transmission of Images
- Post Scan Indexing
- Delivery and File Back-up
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following eBizDocs individuals, who will be responsible for completion of production activities.

- | | |
|---------------------------------------|------------------------------|
| 1. Kara Heniges
(518) 456-1011 | Project Manager |
| 2. Ken Major
(518) 456-1011 | Network Systems Analyst |
| 3. Nick DeBenedetto
(518) 456-1011 | Business Development Manager |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

Albany will box all records for pick-up by driver and deliver to eBizDocs' production facility in Menands. Shipment dates, schedules and volume of boxes to be determined.

5.0 DOCUMENT PREPARATION

Albany County:

Film:

- eBizDocs will ensure film is not broken or damaged.
- eBizDocs will load film and make ready for imaging and ensure frames are legible.
- eBizDocs will ensure there are target separations.
- For old and fragile film, breaking is not unusual, and splicing would be required.

Paper:

- Bound Books: Spine will not be cut

6.0 DOCUMENT CONVERSION SERVICES

Albany County:

Film:

- Rolls are a mix of 16mm and 35mm.
- Estimated number of images per reel is 600

Albany County has chosen the enhanced film conversion process:

- Inspection of all images on roll
- Blank images will be deleted
- Light level adjustment per frame
- Rotation adjustment per frame

Note: Film imaging is harder to determine the quality when imaging than the paper. You have light and dark densities, so we have to quickly determine if the poor image is inherent in the film or just a poor scan. We do this by comparing the image before and after the poor image(s). If the image(s) before and after are readable, then we determine the poor image is a poor original.

Albany County Deed Books:

- All books are bound
- Pages measure 11x17
- Books will be scanned to 300 DPI grayscale TIFF images
- Estimated total number of images to capture is 135,000
- Where applicable, customer will note where to stop scanning when there are blank pages. Otherwise, EBD will scan all pages, even if blank

eBizDocs is not able to improve the quality of a poor original. If poor quality originals are found, a “Best Image Available” document may be scanned prior to the original imaged document.

Details of Books:**Oath of Office Records**

8 books

1400 pages, 2 certificates per page

Index: name

Hardbound

Ordinances

21 books (4 do not have pins/clips)

Mostly single pages, no cropping needed

Typed, OCR and index by date and ordinance # (4 digits)

Majority have 150 images/book, 3 books have 300 images/book

Resolutions

66 books

Single pages with attachments

Typed, OCR and index by date and resolution number

200-225 images/book

Birth, Death, Marriage, Ledger style

9 books—Large (17x20) , 100 images per book

1 book—Large (10x14), 50 images

Index by date and name

35 lines (indexed)/page

Attachments—glued and taped, need to take off, scan and place back in page where found

Birth records

1 binder

1 per 8.5x11 page

50 images

Index name and date

Marriage Records

14 books

Bound

Index name and date

200 images

Delayed Birth books

4 books

13x15

Bound

200 images/book

Index date and name

2 certs/page

No cropping

Certs are glued in and many covering other certificates. Remove and scan. Customer is aware that removal may damage page/certificate.

Birth Index books

2 books

8.5x11

Bound

300 images/book

Index date and name

Average of 15 indexes/page/book to index

Death records

16 Bound books

11x16

350 images/book

2 certificates/page, crop

Birth records

15 bound books (these are the original of the copied birth records in the office downstairs)

11x16

200 images/book

2 certificates/page

Crop

Index: Name and date

Death/Live Birth

10 binders

Pages in plastic sleeves (EBD to remove from sleeves and place back in)

1 certificate per page

150 images/binder

Index: name and date

Minute books

24 books

Bound

Index: description on spine

300 images/book

eBizDocs is not able to improve the quality of a poor original. If poor quality originals are found, a “Best Image Available” document may be scanned prior to the original imaged document.

7.0 TRANSMISSION OF IMAGES

Data will be sent to Albany via a Secure Portal to their preferred platform.

8.0 POST-SCANNING INDEXING & ORGANIZING

- eBizDocs will index Albany County records as follows:
Film: By 3 Digit Book number (on film roll box)
Books: By 3 Digit Book Number (on spine or cover)

9.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at eBizDocs during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from Albany County can be made via email and delivered via email. The cost is \$19.00 per retrieval plus the imaging fee.

Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.

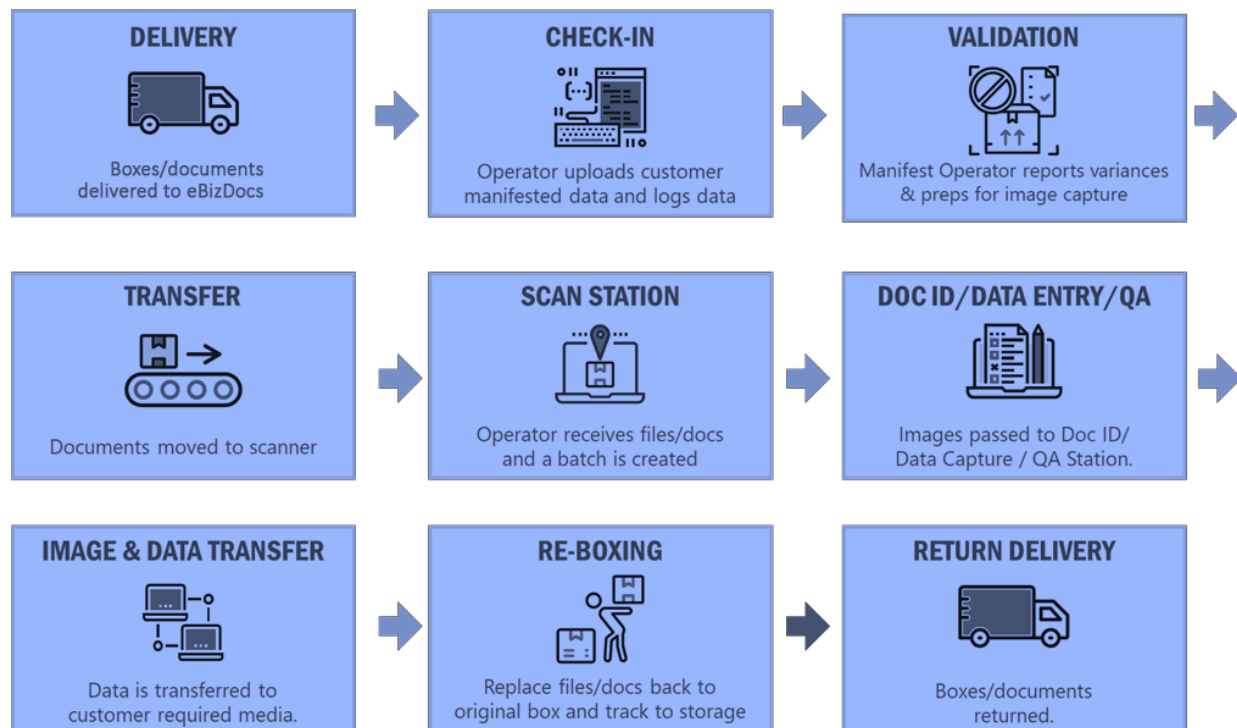
10.0 SERVICE LEVEL AND RETENTION

Documents will be returned to Albany County once scanning is complete.

11.0 PRODUCTION PLANNING AND PROCESS CONTROL ACTIVITIES

The Production phase commences with the transfer of project knowledge from ramp-up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp-up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- EBD will insert a “File Level” barcode sheet as well as “Document Type” barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in “Attended Mode” to assure that the best quality image is rendered.
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- EBD utilizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- EBD utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition, other steps are typically introduced which may include:
- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to “Release”. This is a random effort after all errors in the process have been corrected.

Workflow QC

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

Pricing Summary

Albany County							
Document Conversion--Books and Film							
Description	Books / Binders	<= 11x17 Images	<= 11x17 Image Cost	Over 11x17 Images	Format Image Cost		Estimated Cost
Deed Books							
Bound Books	225	135,000	\$ 0.89				\$ 120,150.00
Microfilm Reels-Min \$40/Roll	990	594,000	\$ 0.074				\$ 43,956.00
Albany County Estimated Total:							\$ 164,106.00
Other:							
Transport: Return	2		\$ 100.00				\$ 200.00
Retrievals	22		\$ 19.00				\$ 418.00

Estimated total for Albany County: \$164,724.00

Pricing Summary (Continued)

Estimated grand total: \$164,724.00

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

EBD expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted.



Shared Services Document Scanning Proposal For City of Watervliet

Submitted: February 12, 2025

**Submitted By: Jason Abare
eBizDocs, Inc.
(518) 456-1011
jabare@ebizdocs.com**

STATEMENT OF SERVICES

SCOPE OF WORK

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and document scanning for the City of Watervliet, NY. The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

City of Watervliet Documents include:

- Vital records

eBizDocs Team will work closely with the designated representatives from Watervliet throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY OF CONTENTS

The following sections are included in this SOW:

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3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following eBizDocs individuals, who will be responsible for completion of production activities.

- | | |
|---------------------------------------|------------------------------|
| 1. Kara Heniges
(518) 456-1011 | Project Manager |
| 2. Ken Major
(518) 456-1011 | Network Systems Analyst |
| 3. Nick DeBenedetto
(518) 456-1011 | Business Development Manager |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

Watervliet will box all records for pick-up by driver and deliver to eBizDocs' production facility in Menands. Shipment dates, schedules and volume of boxes to be determined.

5.0 DOCUMENT PREPARATION

City of Watervliet:

Document preparation will be needed to remove packaging, staples, paperclips, sticky notes prior to scanning, and will be completed by eBizDocs.

- Bound books: Spine will not be cut
- Books with pins/clips: Pages will be removed where possible and will be placed back into book covers, but will not be re-pinned or re-clipped back in.
- Binders: Pages will be removed and placed back into ring binders

6.0 DOCUMENT CONVERSION SERVICES

City of Watervliet Vital Records Books

- Books are a mix of hardbound books and books with pins/clips/binders
- Largest page measures 17x20
- Documents will be scanned to 300 DPI, grayscale TIFF images.
- Documents will be scanned in order received.
- Where applicable, customer will note where to stop scanning when there are blank pages. Otherwise, EBD will scan all pages, even if blank.
- Where there are multiple certificates per page, certificates will be cropped into individual certificates and indexed per certificate.
- Where there are certificates covering text or another certificate, EBD must remove certificate, scan all content, including what is covered.
- Customer understands that anything glued to a page that must be removed in order to be scanned will risk damage to the certificate or the page it is attached to and EBD will not be held liable for damage.
- Pages in plastic sleeves: EBD must remove, scan, and reinsert into plastic sleeves.

Details of Books:

Oath of Office Records

8 books

1400 pages, 2 certificates per page

Index: name

Hardbound

Ordinances

21 books (4 do not have pins/clips)

Mostly single pages, no cropping needed

Typed, OCR and index by date and ordinance # (4 digits)

Majority have 150 images/book, 3 books have 300 images/book

Resolutions

66 books

Single pages with attachments

Typed, OCR and index by date and resolution number

200-225 images/book

Birth, Death, Marriage, Ledger style

9 books—Large (17x20) , 100 images per book

1 book—Large (10x14), 50 images

Index by date and name

35 lines (indexed)/page

Attachments—glued and taped, need to take off, scan and place back in page where found

Birth records

1 binder

1 per 8.5x11 page

50 images

Index name and date

Marriage Records

14 books

Bound

Index name and date

200 images

Delayed Birth books

4 books

13x15

Bound

200 images/book

Index date and name

2 certs/page

No cropping

Certs are glued in and many covering other certificates. Remove and scan. Customer is aware that removal may damage page/certificate.

Birth Index books

2 books

8.5x11

Bound

300 images/book

Index date and name

Average of 15 indexes/page/book to index

Death records

16 Bound books

11x16

350 images/book

2 certificates/page, crop

Birth records

15 bound books (these are the original of the copied birth records in the office downstairs)

11x16

200 images/book

2 certificates/page

Crop

Index: Name and date

Death/Live Birth

10 binders

Pages in plastic sleeves (EBD to remove from sleeves and place back in)

1 certificate per page

150 images/binder

Index: name and date

Minute books

24 books

Bound

Index: description on spine

300 images/book

eBizDocs is not able to improve the quality of a poor original. If poor quality originals are found, a “Best Image Available” document may be scanned prior to the original imaged document.

7.0 TRANSMISSION OF IMAGES

Data will be sent to Watervliet via a Secure Portal to their preferred platform.

8.0 POST-SCANNING INDEXING & ORGANIZING

- eBizDocs will index City of Watervliet records as follows:

Oath of Office Records

Index: name

Ordinances

Typed, OCR and index by date and ordinance # (4 digits)

Resolutions

Typed, OCR and index by date and resolution number

Birth, Death, Marriage, Ledger style

Index by date and name

Birth records

Index name and date

Marriage Records

Index name and date

Delayed Birth books

Index date and name

Birth Index books

2 books

Index date and name

Ave of 15 indexes/page/book to index

Death records
Name and Date
2 certificates/page, crop

Death/Live Birth
Pages in plastic sleeves (EBD to remove from sleeves and place back in)
Index: name and date

Minute books
Index: description on spine

9.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at eBizDocs during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from Watervliet can be made via email and delivered via email. The cost is \$19.00 per retrieval plus the imaging fee.

Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.

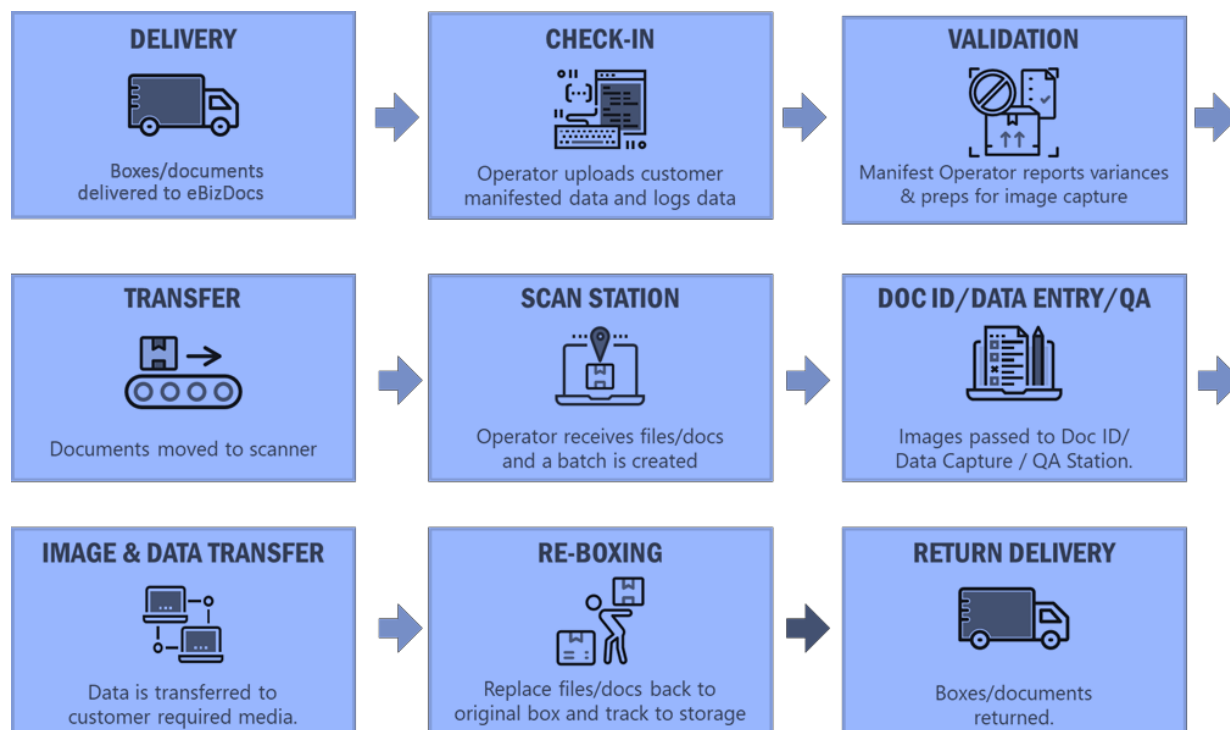
10.0 SERVICE LEVEL AND RETENTION

Documents will be returned to City of Watervliet once scanning is complete.

11.0 PRODUCTION PLANNING AND PROCESS CONTROL ACTIVITIES

The Production phase commences with the transfer of project knowledge from ramp-up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp-up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- EBD will insert a “File Level” barcode sheet as well as “Document Type” barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in “Attended Mode” to assure that the best quality image is rendered.
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- EBD utilizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- EBD utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition, other steps are typically introduced which may include:
- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to “Release”. This is a random effort after all errors in the process have been corrected.

Workflow QC

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

Pricing Summary

City of Watervliet							
Book Scanning							
Description	Books / Ledgers	<= 11x17 Images	Per page price	Est # hrs needed to crop certificates	Hrly charge for cropping		Estimated Cost
Minute Books	24	7,200	\$ 0.89				\$ 6,408.00
Ledgers	12	1,550	\$ 3.25				\$ 5,037.50
Non-Ledger Books	144	31,300	\$ 0.89				\$ 27,857.00
Binders	11	1,550	\$ 0.135				\$ 209.25
Cropping Vital Record Certificates				85	\$ 28.50		\$ 2,422.50
Indexing	Images to key	Keystrokes	Keystroke Price				
Watervliet Books	35,800	4,074,000	\$ 0.014				\$ 57,036.00
Watervliet Estimated Total:							\$ 98,970.25
Other:							
		Prep charge:					
Prep hours to remove and replace plastic sleeves	50	\$ 28.50					\$ 1,425.00
Transport: Return	2		\$ 100.00				\$ 200.00
Retrievals	22		\$ 19.00				\$ 418.00

Estimated total for City of Watervliet: \$101,013.25

Pricing Summary (Continued)

Estimated grand total: \$101,013.25

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

EBD expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted.

RESOLUTION NO. 677

**AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE
DEPARTMENT OF STATE REGARDING THE LOCAL GOVERNMENT
EFFICIENCY GRANT PROGRAM**

Introduced: 11/12/24

By Audit and Finance Committee:

WHEREAS, The County Clerk has requested authorization to enter into an agreement with the New York State Department of State regarding the Local Government Efficiency Grant Program in the amount of \$308,896 for the term commencing January 1, 2024 and ending December 31, 2028, and

WHEREAS, The County Clerk has indicated that the funding, which requires a 10% County match, will be used to digitize and index Albany County deed books and City of Watervliet vital records, oaths of office, ordinance books, and City Council meeting minutes, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Department of State regarding the Local Government Efficiency Grant Program in the amount of \$308,896 for the term commencing January 1, 2024 and ending December 31, 2028, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 119

AUTHORIZING AGREEMENTS WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. REGARDING THE DIGITIZATION AND INDEXING OF RECORDS

Introduced: 4/14/25
By Law Committee:

WHEREAS, The County Clerk has requested authorization to enter into agreements with New York State Industries for the Disabled, Inc. regarding the digitization and indexing of Albany County and City of Watervliet records in a total amount of \$265,738 for the term commencing February 1, 2025 and ending February 1, 2027, and

WHEREAS, The County Clerk has indicated that \$164,724 will be used to digitize Albany County records and \$101,014 will be used to digitize City of Watervliet records, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with New York State Industries for the Disabled, Inc., Albany, NY 12203 regarding the digitization and indexing of Albany County and City of Watervliet records in a total amount of \$265,738 for the term commencing February 1, 2025 and ending February 1, 2027, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
CRIME VICTIM AND SEXUAL VIOLENCE CENTER
112 STATE STREET, ROOM 1010
ALBANY, NEW YORK 12207-2077
OFFICE: (518) 447-7100 | FAX (518) 447-7102
24-HOUR SEXUAL ASSAULT HOTLINE: (518) 447-7716
CVSVC@ALBANYCOUNTYNY.GOV
WWW.ALBANYCOUNTYNY.GOV/CVSVC

AMANDA WINGLE
DIRECTOR

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

KENDRA WALL
DEPUTY DIRECTOR

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St. Room 710
Albany, NY 12207

February 19, 2025

Dear Chairwoman Cunningham:

In 2024, the Crime Victim and Sexual Violence Center (CVSVC) was awarded a grant from the New York State Department of Health (NYSDOH) for a project entitled “Communities Mobilizing for Safety: A Public Health Approach to Sexual Violence Prevention.” The purpose of this project is to plan, implement, and evaluate community-level violence prevention strategies for the NYSDOH Rape Prevention and Education Program. The grant funding is for \$170,000/year during the time period 11/1/2024-1/31/2029, totaling \$722,500 over 4 years and 3 months.

In October 2024, the County Legislature granted authorization for the County Executive to enter into an agreement with DOH for the entire amount and duration of the contract (Resolution 24-612). While the full \$170,000 for 2025 was accounted for in the overall revenue for the 2025 budget, a portion of it was not allocated at the time of budget submission. We are respectfully asking permission to allocate \$30,950 of the grant funding to the Fees for Services line, thus increasing the line to \$35,100 at no additional cost to the County.

Thank you for your consideration of this matter.

Respectfully submitted,

Amanda Wingle
Director

Cc:
Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Esq. Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6392, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Budget Amendment to Reflect Grant Funding from the New York State Department of Health

Date: 2/19/2025
Department: Crime Victim & Sexual Violence Center
Attending Meeting: Amanda Wingle
Submitted By: Amanda Wingle
Title: Director
Phone: 518-447-4911

Purpose of Request: Budget Amendment Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
New York State Department of Health
Bureau of Perinatal, Reproductive, and Sexual Health
Corning Tower Rm. 821
Albany, NY 12237

Term: (Start/end date or duration) 2/1/2025-1/31/2026
Amount/Raise Schedule/Fee: \$30,950

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☐ No ☒
Spreadsheet attached: Yes ☒ No ☐

Source of Funding - (Percentages)

Federal: 100 County: Enter text.
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: 04495
Revenue Amount: \$30,950
Appropriation Account and Line: 44046
Appropriation Amount: \$30,950

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 24-277, 24-612

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Crime Victim & Sexual Violence Center was awarded a grant from the New York State Department of Health (DOH) for \$170,000/year. While the full amount was included in the overall revenue for the 2025 budget, a portion of it was not allocated at the time of budget submission. We are asking permission to amend the 2025 budget to allocate \$30,950 of the grant funding to the Fees for Services line, at no additional cost to the County. This project will be implemented using a core community engagement approach to advance health equity for priority populations, necessitating extensive involvement of community agencies and community members. Thus these funds will be utilized to: (1) compensate partner community agencies for their participation in the project (i.e. utilization of agency's space and staff for program activities), (2) provide incentives for community member involvement, and (3) provide training for the community leadership team.

APPROPRIATIONS					
BUDGET LINE				DESCRIPTION	INCREASE
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY	
			STATE	POSITION	
			POS. CODE	CONTROL	

A	4610	44046			Fees for Services	\$ 30,950.00
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TOTAL APPROPRIATIONS	\$ 30,950.00
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ESTIMATED REVENUES					
BUDGET LINE				DESCRIPTION	DECREASE
FUND	ORG	OBJ	PROJECT		

A	4610	04495			Sexual Assault Prevention Educ
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TOTAL REVENUES	\$ -
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GRAND TOTAL	\$ 30,950.00
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DECREASE	UNIT COST	DEPARTMENT NAME
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\$35,100 Crime Victim & Sexual Violence Center

\$ -

INCREASE	UNIT COST	DEPARTMENT NAME
----------	-----------	-----------------

\$30,950.00 \$115,300 Crime Victim & Sexual Violence Center

\$30,950.00

\$30,950.00



HEALTH RESEARCH INCORPORATED

August 7, 2024

Karen Ziegler
Director
Albany County Crime Victim and Sexual Violence Center
112 State Street, Room 1010
Albany, NY 12207

Dear Karen Ziegler,

Thank you for your proposal submitted in response to the New York State Department of Health (the Department) and Health Research Inc. (HRI) 'Communities Mobilizing for Safety: A Public Health Approach to Sexual Violence Prevention' Request for Proposals #CCH-2024-01.

Congratulations! I am writing to inform you that Albany County Crime Victim and Sexual Violence Center has been selected for an award. Selection was based on the competitive review and evaluation of your organization's application.

The annual award amount is \$170,000. The following table outlines the anticipated dates, length, and award amounts for this grant. Final grant awards are contingent on the review and approval of HRI.

RPE Grant Year	Contract Length	Contract Dates	Maximum Funds Available
Year 1	3 months	11/1/24 to 1/31/25	\$42,500
Year 2	1 year	2/1/25 to 1/31/26	\$170,000
Year 3	1 year	2/1/26 to 1/31/27	\$170,000
Year 4	1 year	2/1/27 to 1/31/28	\$170,000
Year 5	1 year	2/1/28 to 1/31/29	\$170,000
Total: 4 years & 3 months			Total: \$722,500

You may request a debriefing of your application. It will be limited only to your application and will not include any discussion of other applications. Requests for debriefing must be received no later than August 20, 2024. To request a debriefing, please send an email to Rachel Wilson at SVPrevention@health.ny.gov. In the subject line, please include "Debriefing Request - Communities Mobilizing for Safety RFA."

The proposed timeline to execute this contract on or around November 1st is outlined below. Contract execution dates are dependent on negotiations and HRI approvals.

- Every organization is required to successfully register with SAM.gov **before** HRI will execute contracts. If your organization is not already registered, go to SAM.gov to obtain a unique entity

ID (UEI) number **as soon as possible**. Once you receive the number, you may complete your registration with SAM.gov.

- On or around August 8 – Your assigned Program Manager will be contacting you to negotiate final budgets for contract execution, including any unallowable expenses or activities and to answer any questions that you may have regarding this communication.
- **August 23 – updated budget forms due to Program Manager for review and approval.**
- Between August 23 & November 1 – Program Manager will submit updated budget to the Department & HRI leadership for review and approval. The fiscal manager will outreach for any additional edits.
- November 1 – anticipated date for HRI to send contract for signature.

If you have any questions, or concerns, please contact Rachel Wilson at (518) 474-8780 or Rachel.Wilson@health.ny.gov.

Sincerely,

A handwritten signature in cursive script that reads "Bernadette Dolen".

Bernadette Dolen
Director
Sexual Violence Prevention Unit
Bureau of Perinatal, Reproductive, and Sexual Health
New York State Department of Health

cc: Rachel Wilson

RESOLUTION NO. 277**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF HEALTH, BUREAU OF PERINATAL, REPRODUCTIVE, AND SEXUAL HEALTH REGARDING PREVENTION EDUCATION**

Introduced: 5/13/24
By Law Committee:

WHEREAS, The Director of the Albany County Crime Victim and Sexual Violence Center has requested authorization to submit a grant application to the New York State Department of Health, Bureau of Perinatal, Reproductive, and Sexual Health regarding Rape Prevention and Education Program funding in the amount of \$170,000 for the term commencing November 1, 2024 and ending January 31, 2029, and

WHEREAS, The Director has indicated that the funding will be used to plan, implement, and evaluate community-level sexual violence prevention strategies, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to the New York State Department of Health, Bureau of Perinatal, Reproductive, and Sexual Health regarding Rape Prevention and Education Program funding in the amount of \$170,000 for the term commencing November 1, 2024 and ending January 31, 2029, and, be it further

RESOLVED, That the County Attorney is authorized to approve said application as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 5/13/24

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 13th day of May, 2024, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 15th day of May, 2024.

A handwritten signature in black ink, appearing to read "Nicole Chambers", is written over a horizontal line.

Clerk, Albany County Legislature

RESOLUTION NO. 278**AMENDING RESOLUTION NO. 113 FOR 2021, AS AMENDED, REGARDING PREVENTION EDUCATION AND AMENDING THE 2024 CRIME VICTIM AND SEXUAL VIOLENCE CENTER BUDGET**

Introduced: 5/13/24

By Law Committee:

WHEREAS, By Resolution No. 113 for 2021, this Honorable Body authorized an agreement with the New York State Department of Health, Bureau of Women, Infant and Adolescent Health regarding the Rape Prevention and Education Program grant in the amount of \$166,750 for the term commencing February 1, 2022 and ending January 31, 2024, and

WHEREAS, By Resolution No. 458 for 2021, this Honorable Body authorized additional funding in the amount of \$30,000 for a new total amount of \$196,750, and

WHEREAS, By Resolution No. 213 for 2023, this Honorable Body authorized additional funding in the amount of \$147,563 for a new total amount of \$344,313 and to reflect a term ending date of October 31, 2024, and

WHEREAS, The Director of the Crime Victim and Sexual Violence Center has requested to further amend the agreement with the New York State Department of Health, Bureau of Women, Infant and Adolescent Health to accept \$7,500 in additional funding, and

WHEREAS, The Director has also requested a budget amendment in order to incorporate the additional funding into the 2024 Crime Victim and Sexual Violence Center Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that Resolution No. 113 for 2021 as amended, is hereby further amended to include an additional \$7,500 for a new total amount of \$351,813, and, be it further

RESOLVED, That the 2024 Crime Victim and Sexual Violence Center Budget is amended as follows:

Increase Revenue Account A4610 0 4495 NYS DOH by \$7,500

Increase Appropriation Account A4610.4 by \$7,500 by increasing the following line items:

Increase Line Item A4610 4 4035 Postage by \$1,250

Increase Line Item A4610 4 4042 Printing & Advertising by \$1,250

Increase Line Item A4610 4 4046 Fees for Services by \$5,000

and, be it further

RESOLVED, That the County Attorney is authorized to approve said amendments as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 5/13/24

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 13th day of May, 2024, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 15th day of May, 2024.

A handwritten signature in cursive script, reading "Nicole Chambers", is written over a horizontal line.

Clerk, Albany County Legislature

RESOLUTION NO. 612

AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH, BUREAU OF PERINATAL, REPRODUCTIVE, AND SEXUAL HEALTH REGARDING PREVENTION EDUCATION AND AMENDING THE 2024 CRIME VICTIM AND SEXUAL VIOLENCE CENTER BUDGET

Introduced: 10/15/24

By Law Committee:

WHEREAS, The Director of the Crime Victim and Sexual Violence Center has requested authorization to enter into an agreement with the New York State Department of Health, Bureau of Perinatal, Reproductive, and Sexual Health regarding prevention education in the amount of \$722,500 for the term commencing November 1, 2024 and ending January 31, 2029, and

WHEREAS, The Director has also requested a budget amendment in order to incorporate a portion of the funding into the 2024 Crime Victim and Sexual Violence Center Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Department of Health, Bureau of Perinatal, Reproductive, and Sexual Health regarding prevention education in the amount of \$722,500 for the term commencing November 1, 2024 and ending January 31, 2029, and, be it further

RESOLVED, That the 2024 Crime Victim and Sexual Violence Center Budget is amended as follows:

APPROPRIATIONS										
BUDGET LINE					DESCRIPTION		INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY						
				STATE	POSITION					
				POS. CODE	CONTROL					
A	4610	12239		001		Prevention Educator	\$7,956		\$47,735	CVSVC
A	4610	11028			450001	Director	\$2,117		\$105,060	CVSVC
A	4610	12243			450029	Coordinator of Community Education	\$2,722		\$54,444	CVSVC
A	4610	22050				Computer Equipment	\$1,667		\$2,500	CVSVC
A	4610	44020				Office Supplies	\$233		\$350	CVSVC
A	4610	44038				Travel/Mileage	\$592		\$888	CVSVC
A	4610	44042				Printing & Advertising	\$667		\$1,000	CVSVC
A	4610	44046				Fees for Services	\$6,000		\$9,000	CVSVC
A	4610	44049				Special Programs	\$1,150		\$1,725	CVSVC
A	4610	89010				State Retirement	\$1,743		\$2,615	CVSVC
A	4610	89030				Social Security	\$1,743		\$2,615	CVSVC
A	4610	89060				Hospital and Medical	\$1,743		\$2,615	CVSVC
TOTAL APPROPRIATIONS							\$28,333	\$0		
ESTIMATED REVENUES										
BUDGET LINE					DESCRIPTION		DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT							
A	4610	04495				Sexual Assault Prevention Educ		\$28,333		CVSVC
TOTAL REVENUES							\$0	\$28,333		
GRAND TOTAL							\$28,333	\$28,333		

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
CRIME VICTIM AND SEXUAL VIOLENCE CENTER
112 STATE STREET, ROOM 1010
ALBANY, NEW YORK 12207-2077
OFFICE: (518) 447-7100 | FAX (518) 447-7102
24-HOUR SEXUAL ASSAULT HOTLINE: (518) 447-7716
CVSVC@ALBANYCOUNTYNY.GOV
WWW.ALBANYCOUNTYNY.GOV/CVSVC

AMANDA WINGLE
DIRECTOR

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

KENDRA WALL
DEPUTY DIRECTOR

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St. Room 710
Albany, NY 12207

February 27, 2025

Dear Chairwoman Cunningham:

In February 2022, CVSVC was awarded funds from the Family Violence Prevention and Services Act (FVPSA) American Rescue Plan (ARP) Rape Crisis and Sexual Assault Programs Supplemental COVID-19 Grant. The original Grant Period/Term was October 1, 2021 - September 30, 2024, and the original total amount was \$194,670. We have just been notified that they have revised the Grant Period/Term to October 1, 2021 - June 30, 2025, with a revised total award amount of \$203,262. We would like to modify the 2025 budget to accept the \$8,592 in additional funding.

FVPSA-ARP grants can be used to meet the basic needs of survivors of sexual assault and can be used to support the operation and administration of rape crisis centers and sexual assault services. This funding will be allocated toward staff salaries and materials for community awareness and prevention activities. Staff salaries are not increasing; the funding is being put toward the salaries already indicated in the budget.

Thank you for your consideration of this matter.

Respectfully submitted,

Amanda Wingle
Director

Cc:
Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Esq. Majority Counsel
James Curran, Esq. Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6417, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Budget modification for Additional Funding from Family Violence Prevention and Services Act (FVPSA) Grant

Date: 2/27/2025
Department: Crime Victim & Sexual Violence Center
Attending Meeting: Amanda Wingle
Submitted By: Amanda Wingle
Title: Director
Phone: 518-447-4911

Purpose of Request: Budget Amendment Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

New York State Office of Child and Family Services (OCFS)
52 Washington St., Rm 334 North
Rensselaer, NY 12144

Term: (Start/end date or duration) October 1, 2021 - June 30, 2025
Amount/Raise Schedule/Fee: \$8,592

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☐ No ☒
Spreadsheet attached: Yes ☒ No ☐

Source of Funding - (Percentages)

Federal: Enter text. County: Enter text.
State: 100 Local: Enter text.

County Budget Accounts:

Revenue Account and Line: 03495
Revenue Amount: \$8,592
Appropriation Account and Line: 4610.1, 4610.4
Appropriation Amount: \$8,592

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 22-76

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The request is to modify the 2025 budget to accept an additional \$8,592 in grant funding. In February 2022, CVSVC was awarded funds from the Family Violence Prevention and Services Act (FVPSA) American Rescue Plan (ARP) Rape Crisis and Sexual Assault Programs Supplemental COVID-19 Grant. The original Grant Period/Term was October 1, 2021 - September 30, 2024, and the original total amount was \$194,670. We have just been notified that they have revised the Grant Period/Term to October 1, 2021 - June 30, 2025, with a revised total award amount of \$203,262. We respectfully ask for approval to accept the additional \$8,592 in grant funding. While \$2,592 will be added to the Fees for Services line, the remaining \$6,000 we are receiving will offset a portion of Special Programs expenses and the Deputy Director salary that were already budgeted for 2025.

APPROPRIATIONS					
BUDGET LINE				DESCRIPTION	INCREASE
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY	
			STATE	POSITION	
			POS. CODE	CONTROL	

A	4610	44046			Fees for Services	\$ 2,592.00
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TOTAL APPROPRIATIONS	\$ 2,592.00
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ESTIMATED REVENUES					
BUDGET LINE				DESCRIPTION	DECREASE
FUND	ORG	OBJ	PROJECT		

A	4610	03495			Sexual Assault Prev. Educ. Grant
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TOTAL REVENUES	\$ -
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GRAND TOTAL	\$ 2,592.00
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DECREASE	UNIT COST	DEPARTMENT NAME
----------	-----------	-----------------

\$6,742 Crime Victim & Sexual Violence Center

\$ -

INCREASE	UNIT COST	DEPARTMENT NAME
----------	-----------	-----------------

\$ 2,592.00 Crime Victim & Sexual Violence Center

\$ 2,592.00

\$ 2,592.00



February 27, 2025

Albany County Crime Victim and Sexual Violence Center
Karen Ziegler, Director
Karen.ziegler@albanycountyny.gov

Grant Number: SA03

Re: Family Violence Prevention and Services Act (FVPSA) American Rescue Plan (ARP) Rape Crisis and Sexual Assault Programs Supplemental COVID-19 Grant – Revised Award Letter

Original Grant Period/Term: October 1, 2021 – September 30, 2024

Revised Grant Period/Term: October 1, 2021 – June 30, 2025

Original Total Award Amount: \$194,670

Additional Award/4th Payment Amount: \$8,592

Revised Total Award Amount: \$203,262

Dear Karen Ziegler,

On or about February 22, 2022, your agency received a letter notifying you of an award amount for the above-referenced grant. As stated in that letter, awards were contingent on the availability of funding. This letter is to inform you that **your agency has been awarded additional funds under this grant.**

The total award amount referenced above is a revised final award and reflects an increase to the original award. This award supersedes the previous award. Additional awards are being made available because some original grant funds were declined, and the Office of Children and Family Services (OCFS) has reallocated those funds to increase the awards to providers who opted to accept funding. These grants are funded with Family Violence Prevention and Services Act (FVPSA) Supplemental funds Rape Crisis Centers, through the American Rescue Plan Act of 2021 (ARP) and are subject to federal regulations that can be found at <https://www.gpo.gov/fdsys/pkg/FR-2016-11-02/pdf/2016-26063.pdf> and <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

Grant awards may be utilized for expenses incurred and paid during the period from **October 1, 2021, through June 30, 2025**. The attached revised ***Family Violence Prevention and Services Act (FVPSA) Rape Crisis Centers and Sexual Assault Programs Supplemental COVID-19 Funding Overview and Guidelines*** provides a detailed description of the grant requirements, including allowable uses of the funding. The revised guidelines also include details regarding maintaining prequalification status in the New York Statewide Financial System (SFS)⁴, current recertification of your Vendor Responsibility Questionnaire in the VendRep System⁵, remaining current with the New York State Attorney General's Charities Bureau⁶, and submittal of current Workman's Compensation and New York State Disability Certificates.

As a reminder, these grant awards are not established nor processed in the OCFS Contract Management System (CMS). A payment of the Additional Award/4th Payment Amount referenced above will be disbursed

⁴ <https://grantsmanagement.ny.gov/get-prequalified>

⁵ See <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>

⁶ Charities annual filing (CHAR500) | New York State Attorney General (ny.gov)

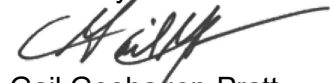
directly to the program as an additional direct payment made through the Statewide Financial System (SFS). **To accept the award and payment, the agency must submit an acceptance and attest to all statements in the award acceptance submission through an online survey at the following link:** <https://forms.office.com/g/ipYuiVwhhZ>

Payment will be made within 30 days of submission of the acceptance statement and completion of all required reporting for the period 10/1/2023 – 9/30/2024, due to OCFS on October 30, 2024.

If you have questions or need assistance, please contact your OCFS program manager or email the OCFS Bureau of Domestic Violence Prevention and Victim Support at ocfs.sm.dvbureau@ocfs.ny.gov.

Awards are contingent upon the continued availability of funds, approval of the New York State Division of Budget, provision of all required vendor responsibility documentation, prequalification, or current certification in the SFS Grants Management, and OCFS's determination that the provider is responsible and in good standing.

Sincerely,



Gail Geohagen-Pratt
Deputy Commissioner
Division of Child Welfare and Community Services

OCFS Agency Contact Information

Program Area: Child Welfare and Community Services (CWCS)

**Re: Domestic Violence Program COVID-19 Testing, Vaccination, and Mobile Health Units Supplemental Funding Grant
Award – Revised Award Letter**

Program Staff:

Name & Title	Telephone	Email
Deirdre Sherman, Program Manager	(518) 402-6775	Deirdre.Sherman@ocfs.ny.gov
Marie Limbach, Program Supervisor	(518) 473-8267	Marie.Limbach@ocfs.ny.gov

RESOLUTION NO. 76

AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES REGARDING FAMILY VIOLENCE PREVENTION AND SERVICES ACT SUPPLEMENTAL COVID-19 FUNDING AND AMENDING THE 2022 CRIME VICTIM AND SEXUAL VIOLENCE CENTER BUDGET

Introduced: 3/14/22
By Law Committee:

WHEREAS, The Director of the Crime Victim and Sexual Violence Center has requested authorization to enter into an agreement with the New York State Office of Children and Family Services regarding Family Violence Prevention and Services Act Supplemental COVID-19 funding in the amount of \$64,890 per year for a total amount of \$194,670 for the term commencing October 1, 2021 and ending September 30, 2024, and

WHEREAS, The Director has indicated that this funding will be used to assist with the transition to virtual services and support the increased emergency needs of sexual assault survivors as a result of the COVID-19 public health emergency, and

WHEREAS, The Director has also requested a budget amendment in order to incorporate this funding into the 2022 Crime Victim and Sexual Violence Center Budget, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Office of Children and Family Services regarding Family Violence Prevention and Services Act Supplemental COVID-19 funding in the amount of \$64,890 per year for a total amount of \$194,670 for the term commencing October 1, 2021 and ending September 30, 2024, and, be it further

RESOLVED, That the 2022 Crime Victim and Sexual Violence Center Budget is hereby amended as follows:

Increase Revenue Account A3495 NYS OCFS FVPSA Funding by \$64,890

Increase Appropriation Account A4610.2 by \$18,000 by increasing the following line items:

Increase Line Item A4610 2 2050 Computer Equipment by \$12,000

Increase Line Item A4610 2 2999 Misc Equipment by \$6,000

Increase Appropriation Account A4610.4 by \$46,890 by increasing Line Item A4610 4 4046 Fees for Services by \$46,890

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 3/14/22

RESOLUTION NO. 121

**AMENDING RESOLUTION NO. 76 FOR 2022 AND AMENDING THE 2025
CRIME VICTIM AND SEXUAL VIOLENCE CENTER BUDGET**

Introduced: 4/14/25

By Law Committee:

WHEREAS, By Resolution No. 76 for 2022, this Honorable Body authorized an agreement with the New York State Office of Children and Family Services regarding Family Violence Prevention and Services Act Supplemental COVID-19 funding in the amount of \$64,890 per year for a total amount of \$194,670 for the term commencing October 1, 2021 and ending September 30, 2024, and

WHEREAS, The Director of the Crime Victim and Sexual Violence Center has requested authorization to amend the agreement in order to reflect a new term ending date of June 30, 2025 and an additional \$8,592 in funding, and

WHEREAS, The Director has also requested authorization to amend the 2025 Crime Victim and Sexual Violence Center Budget in order to incorporate a portion of the additional funding, now, therefore, be it

RESOLVED, By the Albany County Legislature that Resolution No. 76 for 2022 is hereby amended to reflect a new term ending date of June 30, 2025 and a new total amount of \$8,592, and, be it further

RESOLVED, That the 2025 Crime Victim and Sexual Violence Center Budget is amended as follows:

Increase Revenue Account A4610 0 3495 Sexual Assault Prevention Education by \$2,592

Increase Appropriation Account A4610.4 by \$2,592 by increasing Line Item A4610 4 4046 Fees for Services by \$2,592

and, be it further

RESOLVED, That the County Attorney is authorized to approve said amendment as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

February 27, 2025

The Honorable Joanne Cunningham
Chairwoman, Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairwoman Cunningham,

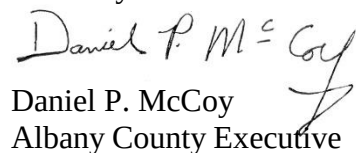
The purpose of this request for legislation is to amend contract 2024-2276 with AJ3 Solutions, LLC, and Catalog and Commerce Solutions, LLC for the operations and maintenance of an electronic contract management system.

This request follows a first-year implementation period of September through December that was previously authorized by the Contract Administration Board's approval at its October meeting awarding contract # 2024-2276.

Due to a clerical error by the vendor, \$7,200 due on 01/01/25 was not included in the initial request for contract authorization that went before the CAB for the contract term 09/15/24-09/14/25. To remediate this in the future, we are requesting authorization for the \$7,200 that was not included in Year 1, and, Year 2 in full as outlined in contract 2024-2276 as outlined in SCHEDULE A of the contract totaling \$68,600 trueing the county up on this commitment through 09/14/26.

Please advise if there are any questions.

Sincerely


Daniel P. McCoy
Albany County Executive

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Esq. Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6427, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Amend Contract with AJ3 Solutions, LLC, and Catalog and Commerce solutions, LLC for an Electronic Contract Management System

Date: 2/27/2025

Department: CEO

Attending Meeting: Joshua Beams

Submitted By: Joshua Beams

Title: Sr. Policy Analyst

Phone: 518-447-4850

Purpose of Request: Other (State if not Listed) Contract Amendment

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

AJ3 Solutions, P.O. Box 102, Victor, NY 14565 and Catalog and Commerce Solutions 263 East St., Pittsford, NY 14534

Term: (Start/end date or duration) 1/1/25-12/31/28

Amount/Raise Schedule/Fee: \$353,700

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐

Anticipated in Budget: Yes ☒ No ☐

Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%

State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.

Revenue Amount: Enter text.

Appropriation Account and Line: A1680 44021

Appropriation Amount: \$353,700

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒

If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☒

of Response(s): 7

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The purpose of this request for legislation is to amend contract 2024-2276 with AJ3 Solutions, LLC, and Catalog and Commerce Solutions, LLC for the operations and maintenance of an electronic contract management system.

This request follows a first-year implementation period of September through December that was previously authorized by the Contract Administration Board's approval at its October meeting awarding contract # 2024-2276.

Due to a clerical error by the vendor, \$61,200 was not included in the initial request for contract authorization that went before the CAB. To remediate this in the future, we are requesting authorization for the full cost of the 5 years, \$353,700, as described in contract 2024-2276 as outlined in SCHEDULE A of the contract (attached).

This request is for four one-year terms with a contract period starting January 1, 2025 and ending December 31, 2028.

PROFESSIONAL SERVICE AGREEMENT
BETWEEN THE COUNTY OF ALBANY,
AJ3 SOLUTIONS, LLC, AND CATALOG AND COMMERCE SOLUTIONS, LLC
FOR AN ELECTRONIC CONTRACT MANAGEMENT SYSTEM
CONTRACT NO. 2024-2276

This Agreement is made by and between the County of Albany, a municipal corporation, acting by and through its County Executive, with its principal place of business located at the Albany County Office Building, 112 State Street, Albany, New York 12207-2021 (hereinafter, the "County"), AJ3 Solutions, LLC, a registered New York limited liability company, with its principal place of business located at 7690 Pine Tree Drive, Victor, New York 14564, and a mailing address of P.O. Box 102, Victor, New York 14565, and Catalog and Commerce Solutions, LLC, a Pennsylvania limited liability company registered to conduct business in New York State, with a principal place of business located at 263 East Street, Pittsford, New York 14534 (hereinafter, together with AJ3 Solutions, LLC, the "Consultant," and with AJ3 Solutions, LLC and the County, the Consultant, may be referred to herein individually as a "[P]arty" or together as the "[P]arties").

WITNESSETH:

WHEREAS, the County requires an electronic contract management system; and

WHEREAS, the Albany County Purchasing Division (hereinafter, the "Purchasing Division") has issued a request for proposals for the aforesaid contract system, said request having been denominated as RFP #2024-091, issued on June 21, 2024, and published on June 27, 2024 (hereinafter, the "RFP"); and

WHEREAS, the Purchasing Division has issued two (2) addenda to the RFP, the first on July 9, 2024 (hereinafter, the "Addendum #1"), and the second on July 18, 2024 (hereinafter, the "Addendum #2," and with the Addendum #1, may be referred to herein as the "Addenda"); and

WHEREAS, the Consultant has submitted a proposal on July 19, 2024 to provide the aforesaid contract system (hereinafter, the "Proposal"); and

WHEREAS, the County has accepted the Proposal of the Consultant to provide the aforesaid contract system; and

WHEREAS, this Agreement sets forth the understanding reached by the parties herein;
and

NOW, THEREFORE THE PARTIES HERETO DO MUTUALLY COVENANT AND AGREE AS FOLLOWS:

ARTICLE 1. THE CONTRACT DOCUMENTS: INTERPRETATION

1.1 The Contract Documents consist of the following: this Agreement; the RFP, which is incorporated by reference and made a part hereof; the Addenda, which are incorporated by reference and made a part hereof; and the Proposal, which is incorporated by reference and made a part hereof (collectively, may be referred to herein as "the Agreement").

1.2 In the event of any discrepancy, disagreement or ambiguity among the Contract Documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) this Agreement; 2) the Addenda in the following order: Addendum #2, Addendum #1; 3) the RFP; 4) the Proposal.

ARTICLE 2. SCOPE OF SERVICES

2.1 Consistent and together with the Addenda, the Consultant shall provide the services described in the RFP at SECTION #: SCOPE OF SERVICES, pages RFP 3 and RFP4, and as requested by the County (hereinafter, the “services”). While providing the services, the Consultant shall comply with all of the requirements, provisions, terms and conditions, etc. contained/described in the RFP, including but not limited to, those contained in the Exhibit A Addendum Albany County Technology Procurement – Contractor Administrative Terms and Conditions, unnumbered pages 1 through 8 (hereinafter, the “RFP-Exhibit A”).

2.2 In addition to the services described in Paragraph 2.1, above, the Consultant shall provide the services described in the Proposal, a portion of which is attached hereto as Schedule A and made a part hereof, in a manner consistent with the requirements, provisions, terms and conditions, etc. contained in the RFP, including but not limited to, the RFP-Exhibit A, and the Addenda.

2.3 The Consultant shall perform the services described in Paragraphs 2.1 and 2.2 in accordance with the timeline described in Schedule A.

2.4 The Consultant shall not perform any services beyond those described in the Proposal (hereinafter, the “extra service(s)”) unless it has obtained prior written approval from the County.

Consultant shall render all services in a professional manner.

ARTICLE 3. COMPENSATION

3.1 In consideration of the terms and obligations of this Agreement, the County agrees to pay, and the Consultant agrees to accept, an amount not to exceed NINETY-SEVEN THOUSAND, TWO HUNDRED AND 00/100 DOLLARS (\$97,200.00), in accordance with the pricing described in Schedule A, as full compensation for all services rendered under this Agreement.

3.2 The parties agree that the dollar amount identified in Paragraph 3.1 of this Agreement includes all expenses incurred providing the services and all travel costs, parking fees, overhead costs, profit and any other ancillary fees and costs including, but not limited to, permits, licenses and insurance.

ARTICLE 4. PAYMENT

Payment shall be made to the Consultant by the County basis upon the Consultant’s submission of a properly executed Albany County Claim Form, plus all supporting documentation, to Joshua Beam, Sr. Policy Analyst. Upon review and approval of the claim form, payment shall be rendered promptly.

ARTICLE 5. TERM OF AGREEMENT

The term of this Agreement shall commence on the execution of this Agreement by the Parties and shall continue in effect through September 15, 2025. Upon mutual agreement by the Parties, the Agreement may be renewed for up to four (4) one-year terms, said terms to run consecutively.

ARTICLE 6. TERMINATION OF AGREEMENT; REMEDY FOR BREACH

6.1 This Agreement may be terminated by the County or the Consultant as follows:

6.1.1 The County may terminate the Agreement if the Consultant if the Consultant is substantially in breach of any of its provisions. Additionally, the County may,

without cause, order the Consultant in writing, to suspend, delay or interrupt the services in whole or in part for such period of time as the County may determine.

6.1.2 The Consultant may terminate the Agreement if the County is substantially in breach of it.

6.2 In the event of a breach by the Consultant, the Consultant shall pay to the County all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the County to procure a substitute consultant to satisfactorily complete the services, together with the County's own costs incurred in procuring a substitute consultant.

ARTICLE 7. ASSIGNMENT

7.1 The Consultant specifically agrees as required by Section 109 of the N.Y. GENERAL MUNICIPAL LAW that the Consultant is prohibited from assigning, transferring, conveying, subcontracting or otherwise disposing of this Agreement, or of the Consultant's right, title, or interest therein, without the prior written consent of the County.

7.2 The Consultant shall not subcontract for any portion of the services required under this Agreement without the prior written approval of the County. Any such subcontractor shall be subject to the terms and conditions of this Agreement and any additional terms and conditions the County may deem necessary or appropriate.

ARTICLE 8. AVAILABLE DATA

All technical or other data relative to this Agreement in the possession of the County or in the possession of the Consultant shall be made available to the other party to this Agreement without expense to the other party.

ARTICLE 9. COOPERATION

The Consultant shall cooperate with representatives, agents and employees of the County and the County shall cooperate with representatives, agents and employees of the Consultant to the end that services/work may proceed expeditiously and economically.

ARTICLE 10. NON-DISCRIMINATION

In accordance with Article 15 of N.Y. EXECUTIVE LAW (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Consultant agrees that neither it nor any of its County approved sub-consultants shall, by reason of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or status as a victim of domestic violence, refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

ARTICLE 11. RELATIONSHIP

The Consultant is, and shall function as, an independent consultant under the terms of this Agreement and shall not be considered an agent or employee of the County for any purpose. The employees and agents of the Consultant shall not in any manner be, or be held out to be, agents or employees of the County.

ARTICLE 12. INDEMNIFICATION

The Consultant shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Consultant, its employees or agents, to the extent of its responsibility for such claims, damages, losses and expenses.

ARTICLE 13. NON-APPROPRIATIONS

Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Consultant of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

ARTICLE 14. APPLICABLE LAW

The laws of the State of New York shall govern this Agreement. The designated venue is Albany, New York.

ARTICLE 15. RECORDS

Proper and full accounting records shall be maintained by the Consultant which records shall clearly identify the costs of the services/work performed. The records shall be subject to periodic and final audit by the County upon request. Such records shall be accessible to the County for a period of six (6) years following the date of final payment.

ARTICLE 16. INSURANCE

16.1 The Consultant shall procure and maintain for the entire term of this Agreement, without additional expense to the County, insurance policies of the kinds and in the amounts provided in the Schedule B attached hereto and made a part hereof. The insurance policies shall name the "County of Albany" as certificate holder and primary/non-contributory additional insured. Such policies may only be changed upon 30 days prior written approval by the County.

16.2 The Consultant shall, prior to commencing any of the work/services outlined herein, furnish the County with Certificates of Insurance showing that the requirements of this article have been met. The Consultant shall also provide the County with updated Certificates of Insurance prior to the expiration of any previously-issued certificate. No work/services shall be commenced under this Agreement until the Consultant has delivered the Certificates of Insurance to the County. Upon failure of the Consultant to furnish, deliver and maintain such insurance certificates as provided above, the County may declare this Agreement suspended, discontinued or terminated.

16.3 As required by Section 108 of the N.Y. GENERAL MUNICIPAL LAW, this Agreement shall be of no force and effect unless the Consultant shall secure compensation for the benefit of, and keep insured during the life of this Agreement, all employees engaged thereon in compliance with the provisions of the N.Y. WORKERS' COMPENSATION LAW. The Consultant shall require any subcontractor authorized by the County to do likewise for all of their employees engaged thereon, all in compliance with the provisions of the N.Y. WORKERS' COMPENSATION LAW and of Schedule

B of this Agreement.

ARTICLE 17. NO WAIVER OF PERFORMANCE

Failure of the County to insist upon strict and prompt performance of the provisions of this Agreement, or any of them, and the acceptance of such performance thereafter shall not constitute or be construed as a waiver or relinquishment of the County's right thereafter to enforce the same strictly according to the tenor thereof in the event of a continuous or subsequent default on the part of the Consultant.

ARTICLE 18. MODIFICATION

This Agreement may only be modified by a formal written amendment executed by the parties.

ARTICLE 19. EXECUTION OF DOCUMENTS

This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement, but all of which together shall constitute one and the same instrument.

ARTICLE 20. HEADINGS - CONSTRUCTION

The headings appearing in this Agreement are for the purpose of easy reference only and shall not be considered a part of this Agreement or in any way to modify, amend or affect the provisions hereof.

ARTICLE 21. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties and no representations or promises have been made except as herein expressly set forth.

ARTICLE 22. COMPLIANCE WITH MacBRIDE PRINCIPLES

The Consultant hereby represents that it is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. 3 for 1993, in that the Consultant either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of its compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. 3 in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the Consultant in default and/or seeking debarment or suspension of the Consultant.

ARTICLE 23. EXTRA SERVICES/WORK

If the Consultant is of the opinion that any services/work it has been directed to perform is beyond the scope of this Agreement and constitutes extra services/work, the Consultant shall promptly notify the County of that opinion. The County shall be the sole judge as to whether or not such services/work is in fact beyond the scope of this Agreement and whether or not it constitutes extra services/work. In the event the County determines such services/work does constitute extra services/work, it shall provide extra compensation to the Consultant on a negotiated basis.

ARTICLE 24. IRANIAN ENERGY SECTOR DIVESTMENT

The Consultant hereby represents that said consultant is in compliance with N.Y. GEN. MUN. LAW

§ 103-g entitled “Iranian Energy Sector Divestment,” in that said consultant has not:

- a. Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b. Acted as a financial institution and extended \$20 Million or more in credit to another person for 45 days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector in Iran.

ARTICLE 25. STORMWATER MANAGEMENT PROGRAM

Not applicable to this Agreement.

ARTICLE 26. GREEN INFRASTRUCTURE POLICY

Not applicable to this Agreement.

ARTICLE 27. MISCELLANEOUS PROVISIONS

27.1 In addition to the Iranian Energy Sector Divestment (per N.Y. GEN. MUN. LAW § 103-9) described above, the Consultant also acknowledges that it shall follow and all of the other policies and procedures contained/described in the RFP.

27.2 During the term of this Agreement, the Consultant agrees that, in the event of its reorganization or dissolution as a business entity or change in business, the Consultant shall give the County 30 days written notice in advance of such event.

27.3 The Consultant shall at all times obtain and maintain all licenses and/or certifications required by New York State, or other relevant regulating body, to perform the services required under this Agreement.

27.4 If any term, part, provision, section, subdivision or paragraph of this Agreement shall be held to be unconstitutional, invalid or ineffective, in whole or in part, such determination shall not be deemed to invalidate the remaining terms, parts, provisions, sections, subdivisions or paragraphs.

27.5 The County shall bear no responsibility other than that set forth in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed the day and year first indicated below.

COUNTY OF ALBANY

DATED: 10/16/24

BY:



Daniel P. McCoy
County Executive

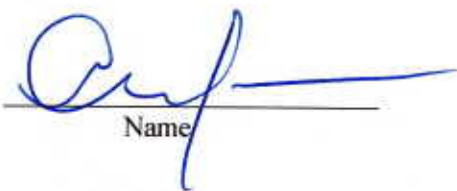
or

Michael P. McLaughlin
Deputy County Executive

AJ3 SOLUTIONS, LLC

DATED: 10/12/2024

BY:



Name

MEMBER
Title

CATALOG & COMMERCE
SOLUTIONS, LLC

DATED: 10/11/24

BY:



Name

Partner / Member
Title

NOTARY ACKNOWLEDGEMENT

STATE OF NEW YORK)
COUNTY OF ALBANY) ss.:
CITY OF ALBANY)

On this _____ day of _____, 2024, before me personally came Daniel P. McCoy, to me known and known to me to be the Albany County Executive and the same person who executed the foregoing instrument; and they acknowledged that they executed the foregoing instrument on behalf of the County of Albany, New York as said Executive pursuant to the authority vested in them.

Notary Public, State of New York

NOTARY ACKNOWLEDGEMENT

STATE OF NEW YORK)
COUNTY OF ALBANY) ss.:
CITY OF ALBANY)

On this 11th day of April, 2024, before me personally came Michael P. McLaughlin, me known and known to me to be the Deputy County Executive and the same person who executed the foregoing instrument; and they acknowledged that they executed the foregoing instrument on behalf of the County of Albany, New York as said Executive pursuant to the authority vested in them.



Notary Public, State of New York

EUGENIA K. CONDON
Notary Public, State of New York
Registration No: 02CO4969817
Qualified in Albany County
Commission Expires July 23, 2026

NOTARY ACKNOWLEDGEMENT

STATE OF New York)
COUNTY OF Ontario) ss.:
CITY OF Victor)

On this 12TH day of OCTOBER, 2024, before me personally came ARTHUR JAMES, to me known and known to me to be the MEMBER of A33 SOLUTIONS, LLC, and the same person who executed the foregoing instrument; and he/she/they acknowledged that he/she/they executed the foregoing instrument on behalf of A33 SOLUTIONS, LLC, as said MEMBER pursuant to the authority vested in him/her/they.

BRIANNA L. MICHIELSEN
Notary Public, State of New York
Wayne County Reg. #01MI6398729
Commission Expires 10/07/29

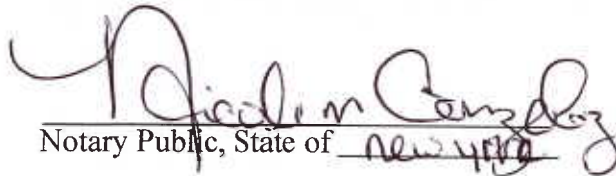

Notary Public, State of New York

NOTARY ACKNOWLEDGEMENT

STATE OF NEW YORK)
COUNTY OF MONROE) ss.:
CITY OF Rochester)

On this 11TH day of OCTOBER, 2024, before me personally came Michael Key, to me known and known to me to be the member of Catalyst and Commerce SOLUTIONS, and the same person who executed the foregoing instrument; and he/she/they acknowledged that he/she/they executed the foregoing instrument on behalf of Catalyst and Commerce SOLUTIONS, as said member pursuant to the authority vested in him/her/they.

NICOLE M. GONZALEZ
Notary Public, State of New York
Qualified in Monroe County
Reg. No. 01GO6339995
My Commission Expires 4/11/2028


Notary Public, State of new york

SCHEDULE A
SCOPE OF SERVICES; PRICING

Contract Management Software ("CMS") – Catalog & Commerce Solutions, LLC

One-time purchase of MyContract software license from Catalog & Commerce Solutions, LLC in the amount of \$44,950.00

- 50% at Signing/Start (\$22,475.00)
- 25% at completion of Phase 2 (\$11,238.00)
- 25% at start of Phase 4 (\$11,237.00)

Annual Support, Hosting and Maintenance of CMS

- Year 2 - \$7,200.00 – Due January 1, 2025
- Year 3 - \$7,400.00 – Due January 1, 2026
- Year 4 - \$7,600.00 – Due January 1, 2027
- Year 5 - \$7,800.00 – Due January 1, 2028

CMS Implementation, Administration and Support – AJ3 Solutions, LLC

CMS Four-Phase Implementation, Administration and Training from AJ3 Solutions, LLC. Payment invoiced and due on a quarterly basis.

- Year 1 - \$52,250
- Year 2 - \$54,000
- Year 3 - \$55,750
- Year 4 - \$57,500
- Year 5 - \$59,250

Phase 1: Define existing contracts and insurance processes.

- Identify current contracts/insurance forms, process, procedures, and key staff.
- Review forms, processes, and procedures with Customer's key staff.
- Develop transition plan for forms, processes, and procedures to e-contract software.

Phase 2: Transition forms, processes, and procedures to e-contract software.

- Obtain and upload into e-contract software Customer's users and contact information.
- Obtain and upload into e-contract software Customer's vendor information.
- Uploading up to 10 contract forms and inserting proper coding into the e-contract software.
- Uploading into software contract workflows defined in Phase 1.
- Consult with e-contract software developer when necessary.

Phase 3: Test Run of contracts through e-contract software.

- Provide one in-person training to select group of staff.
- Provide ongoing virtual trainings as needed.
- Provide contract and insurance support and administration to the select staff.
- Consult with e-contract software developer when necessary.

Phase 4: Go Live!

- Provide one in-person training available to all desiring County staff.
- Provide ongoing virtual trainings as needed.
- Provide contract and insurance support and administration County-wide
- Consult with e-contract software developer when necessary.

Post Implementation Administration and Support Services

Contract Administration and Support Services

- Review and respond to County staff and vendor questions, concerns, issues with regards to preparation, workflow and execution of contracts in the contract software.
- Provide guidance and consultation to County Staff and vendors regarding the Contract Software, contract forms, policies, procedures and proper supporting documentation.
- Provide annual training for County staff on preparation, workflow and execution of electronic contracts in the software, as requested.
- Create contract templates as requested in the contract software from forms provided to consultant by the County.
- Create contract workflows as requested by the County in the contract software.
- Refer to County Attorney any questions outside of administering the contracts process, procedure and policies (i.e. questions regarding terms and conditions).
- Consult with County staff regarding the changing of any contract process, procedure, policy and terms.
- Consult with e-contract software developer regarding any issues, changes, etc. with the Contract Software.

SCHEDULE B
INSURANCE COVERAGE

The kinds and amounts of insurance to be provided are as follows:

1. Workers' Compensation and Employers Liability Insurance: A policy or policies providing protection for employees in the event of job-related injuries or a waiver of the requirements of this insurance with such waiver to be issued by New York State.
2. Automobile Liability Insurance: A policy or policies with the limits of not less than \$500,000 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 arising out of the ownership, maintenance or use of any automobiles; and with the limits of \$500,000 for damage because of injury to or destruction of property, including the loss of the use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobiles.
3. General Liability Insurance: A policy or policies of comprehensive all-risk insurance including coverage for demolition of structures with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000.

4. Professional Liability Insurance: A policy or policies of professional liability insurance with limits of not less than \$1,000,000.

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
Electronic Contract Management System
Albany County Law Department
RFP #2024-091

RFP DISTRIBUTION- IMPORTANT NOTICE

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

- 1.1 The County of Albany is seeking proposals for an Electronic Contract Management System, as requested by Albany County Law Department.
- 1.2 Albany County seeks the services of an organization that can provide an Electronic Contract Management System as well as system administration of said product and support service of said product.
- 1.3 RFP responders may be required to do a presentation of their product to the Albany County Law Department and the Albany County Executive's Office at our discretion

SECTION 2: RECEIPT OF PROPOSALS

- 2.1 Five (5) copies, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. Proposals must be received no later than **4:30 P.M. on Friday July 19, 2024**, at the following address:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, New York 12207

Or electronic submission on BidNet Empire State Purchasing Group
<http://www.empirestatebidsystem.com>

- 2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

- 2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.
- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.
- 2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.
- 2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.
- 2.8 Proposals will be examined and evaluated by the Albany County Executive's Office, Albany County Department of Management & Budget, and the Albany County Law Department.
- 2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

- 3.1 Provide the name, a brief history and description of your firm.
- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with ***the implementation, system administration, support of an Electronic Contract Management System.***
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.

3.7 Proposer shall include a completed “Vendor Responsibility Questionnaire” (Attachment “C”) with the Proposal.

3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. 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. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES

4.1 The County would like an Electronic Contract Management System that has, but not limited to, the following qualities. Prospective proposer shall describe in detail in their proposal the following:

- a) The ability to create, modify, securely store, and electronic workflow/approval routing of contracts.
- b) Ability to host a repository of preformatted contract templates that a user can choose from to start the contracting process.
- c) Have the functionality to send automated alerts to users when a contract is awaiting their action. Including automated alerts for upcoming contract end dates/renewals.
- d) Ability to work with the Albany County Law Department to create preformatted contract templates.
- e) The ability to apply electronic signatures either in parallel or sequence.
- f) Provide an easily searchable system, for current or expired Contract Documents with complete digital archiving.
- g) Document version control and the ability to compare versions and originators.
- h) The ability to route a contract outside of the County’s network to external vendors or legal counsel for the purpose of review, editing, negotiation, digitally signature, and finalizing the document.
- i) The ability to store and link to a contract other related documents such as certificates of insurance, bonds, scope of work, purchase orders and/or other necessary exhibits.
- j) Customer support during County’s business hours for technical difficulties.
- k) The system must allow for Allow role-based security and task assignments.
- l) Provide automatic circulation of a .pdf of a signed document to all designated recipients once the document is completed.
- m) Incorporate end user permissions to ensure proper approvals of Contract Documents and display where a document is in the approval process.
- n) Allow users to download documents and folders saved in the software.
- o) Ability to audit status, access, and usage of system resources.
- p) Provide a “legacy load” capability which enables batch uploading of existing paper contracts and the ability to search those contracts.
- q) Graphical approval workflows, that display where a contract is in the approval process, who still needs to approve it, and can note the role and relevance of each approver.

r) Successful proposer shall provide implementation support and training for the County. Please explain the approach to implementation and expected timeline along with the approach to training. Please also detail training resources that are available to the County after implementation is complete.

SECTION 5: TERM OF CONTRACT:

5.1 The initial contract period shall be one year, starting at the date the contract with the chosen Contractor is executed.

5.2 At the end of the initial one year contract term upon mutual agreement of the County and the Contractor, the agreement may be renewed for four (4) additional years, in one (1) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County.

5.3 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services

6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.

6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

SECTION 7: PROPOSAL SUBMISSIONS

7.1 In order for the County to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the County's evaluation process:

SECTION I:

Title Page - The title page should reflect the Request for Proposal subject, name of the proposer, address, telephone number and contact person.

Table of Contents - The Table of Contents must indicate the material included in the proposal by section and page number.

SECTION II:

Qualification / Experience - The Qualification / Experience section must address proposer's qualifications and experience to carry out the requested service, inclusive of, but not limited to: qualification to do business in NYS, number of years in business and length of experience.

Resumes - Resumes of professional staff members who will be involved in the County engagement must be included in this section.

SECTION III:

References - The References section must include references from similar type projects.

SECTION IV:

Plan Implementation - The Plan Implementation Section must address the Scope of Services in terms of the proposer's plan to carry out the requested service.

SECTION V:

Cost Proposal Section - The Cost Proposal Section must include all costs associated with the proposer's plan to carry out the requested service. Any cost proposal forms furnished by the County must be included in this section.

SECTION VI:

Mandatory Documentation - The Mandatory Documentation Section must include: The Non-Collusive Bidding Certificate (Attachment "A"), Acknowledgment by Proposer (Attachment "B"), and Vendor Responsibility Questionnaire (Attachment "C"); Iranian Energy Divestment Certification (Attachment "D").

SECTION 8: PROPOSAL EVALUATION

8.1 Proposals will remain valid until the execution of a contract by Albany County, unless otherwise rejected consistent with this RFP.

8.2 Proposals received will be evaluated by a committee with representation from the Albany County Executive's Office, Albany County Department of Management & Budget, and the Albany County Law Department. Proposals shall be evaluated based upon the following weight by proposal section:

CRITERIA	WEIGHT
SECTION II: Qualification / Experience	20%
SECTION III: References	10%
SECTION IV: Plan Implementation	50%
SECTION V: Cost Proposal Section	20%

8.3 Proposals will be examined and evaluated by the Albany County Executive's Office, Albany County Department of Management & Budget, and the Albany County Law Department. with the advice of the Albany County Purchasing Agent to determine whether the

requirements of this RFP are met and to make a recommendation to the Albany County Executive, the Albany County Contracts Administration Board or the County Legislature for a contract award.

- 8.4 A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties

SECTION 9: Section not in use

SECTION 10: ALTERNATIVES

- 10.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized.

SECTION 11: INDEMNIFICATION

- 11.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 12: SPECIFICATION CLARIFICATION

- 12.1 All inquiries with respect to this Request for Proposals must be directed to the Albany County Purchasing Agent as follows:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, NY 12207
Telephone: (518) 447-7140
Facsimile: (518) 447-5588
Email: pamela.oneill@albanycountyny.gov

- 12.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of Proposals will not be answered. The County will be bound only by responses given by formal written Addenda.
- 12.3 Other than the contact person identified in the Proposal, or their designee, prospective Proposers shall not approach County employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

SECTION 13: MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 13.1 Proposals may be modified or withdrawn at any time prior to the opening of Proposals 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.
- 13.2 If within twenty-four (24) hours after the Proposals are opened, any Proposer files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material and substantial mistake in the preparation of its Proposal, that Proposer may withdraw its Proposal and the Proposal Security will be returned. Thereafter, that Proposer will be disqualified from making a further or additional proposal on the work contemplated by this RFP.
- 13.3 Each proposal shall state that it is an irrevocable offer for a period of ninety (90) days from the Proposal opening date. After expiration of the irrevocable offer period, if no contract award has been made, a Proposal may be withdrawn if the Proposer does so in writing directed to the County Purchasing Agent; otherwise, Proposals remain in effect consistent with the terms of this RFP.

SECTION 14: PROPOSAL SECURITY

- 14.1 No proposal security is requested for this Proposal.

SECTION 15: INSURANCE AND SECURITY REQUIREMENTS

- 15.1 The successful Proposer will be required to procure and maintain at its own expense, the following insurance coverage:
- (a) **Worker's Compensation and Employer's Liability Insurance:** A policy or policies providing protection for Employees in the event of job related injuries.
 - (b) **Automobile Liability Insurance:** A policy or policies of insurance with the limits of not less than \$500,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile 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 automobile.
 - (c) **General Liability Insurance:** A policy or policies or comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000

Personal Injury

\$1,000,000

- (d) **Professional Liability Insurance:** A policy or policies with limits not less than \$1,000,000.

15.2 Each policy of insurance required shall be of form and content satisfactory to the Albany County Attorney:

- (a) The insurance policies shall name the County of Albany as certificate holder and primary/non-contributory additional insured on all liability policies. **Proposal number must appear on insurance certificate.**
- (b) The policy shall not be changed or canceled until the expiration of thirty (30) days after written notice to Albany County. It shall be automatically renewed upon expiration and continued in force unless Albany County is given at least thirty (30) days written notice to the contrary.

15.3 No work shall be commenced under the contract until the successful Proposer has delivered to the County Purchasing Agent or his designee proof of issuance of all policies of insurance required by the Contract to be procured by the successful Proposer. If at any time, any of said policies shall expire or become unsatisfactory to the County, the successful Proposer shall promptly obtain a new policy and submit proof of insurance of the same to the County for approval. Upon failure of the successful Proposer to furnish, deliver and maintain such insurance as above provided, the contract may, at the election of the County, be forthwith declared suspended, discontinued or terminated. Failure of the successful Proposer to procure and maintain any required insurance, shall not relieve the successful Proposer from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the successful Proposer concerning indemnification.

SECTION 16: REMEDY FOR BREACH

16.1 In the event of a breach by CONTRACTOR, CONTRACTOR shall pay to the COUNTY all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the COUNTY to procure a substitute contractor to satisfactorily complete the contract work, together with the COUNTY's own costs incurred in procuring a substitute contractor.

SECTION 17: CASH DISCOUNT

17.1 Cash discounts may be offered by a Proposer for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low Proposer.

17.2 For purposes of any applicable cash discount, the payment date shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

SECTION 18: FREEDOM OF INFORMATION LAW

18.1 Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. Proposers intending to seek an exemption from disclosure of these materials under the Freedom of Information Law (New York State Public Officers Law, Sections 84-90) must request the exemption in writing, at the time of the submission of the materials, setting forth the reason for the claimed exemption. In addition, the proposer must mark each page of its submission on which there appears any material claimed to be protected as confidential or proprietary with the following legend, in bold face, capital letters at the top of each page: “THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW”. Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures.

SECTION 19: MACBRIDE PRINCIPLES

19.1 Contractor/Proposer hereby represents that said contractor/proposer is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. [3] for 1993, in that said contractor/proposer either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of their compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. [3] in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the contract/proposer in default and/or seeking debarment or suspension of the contractor/proposer.

19.2 In the case of a contract which must be let by competitive sealed bidding, whenever the lowest bidder has not agreed to stipulate to the conditions set forth in this section, and another bidder who has agreed to stipulate to such conditions has submitted a bid within five percent of the lowest bid for a contract to supply goods, services or construction of comparable quality, the contracting entity shall refer the contract to the County Legislature, which shall determine whether the lowest bidder is responsible. In making such determination, the County Legislature may consider, as a factor bearing on responsibility, whether the lowest bidder discriminates in employment in Northern Ireland.

19.3 As used in this section, the term “contract” shall not include contracts with government and non-profit organizations, contracts awarded pursuant to an emergency procurement procedure or contracts, resolutions, indentures, declarations of trust or other instruments of authorizing or relating to the authorization, issuance, award, sale or purchase or bonds, certificates of indebtedness, notes or other fiscal obligations of the County, provided that the policies of this section shall be considered when selecting managing underwriters in connection with such activities.

- 19.4 The provisions of this section shall not apply to contracts for which the County receive funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles, or to the extent that such funds are not otherwise withheld by the Department of Transportation.

SECTION 20: Section not in use

SECTION 21: AFFIRMATIVE ACTION REQUIREMENTS

- 21.1 It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors/proposers and subcontractors utilize minority and women labor to the greatest extent feasible.
- 21.2 In proposing on this contract, the Proposer acknowledges an understanding of this policy. The contractor/proposer shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.
- 21.3 In an effort to assist Proposers with compliance attached you will find the following:
Article SC19-Affirmative Action Plan and Department of Affirmative Action Compliance Forms.

SECTION 22: EXTENSION OF CONTRACTS TO ALL POLITICAL SUBDIVISIONS AND AUTHORIZED DISTRICTS LOCATED IN THE STATE OF NEW YORK

- 22.1 It is the intent of this Request For Proposals that all political subdivisions, and districts located in the State of New York, be entitled to make purchases of services from the resulting contract award.
- 22.2 No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
- 22.3 All purchases shall be subject to audit by the other political subdivisions for which the purchase was made.
- 22.4 All orders will be placed by the participating entities. Each participating entity shall be billed by and make payment directly to the successful Bidder.

22.5 Upon request, participating entities must furnish the Contractor with the proper tax exemption certificates or documentation of tax exempt status.

22.6 The sole responsibility in regard to performance of the contract, or any obligation, covenant, condition or term thereunder by the successful Proposer and the participating entities will be borne and is expressly assumed by the successful Proposer and the participating entities and not by Albany County. In the event of a failure or breach in performance of any such contract by a participating entity or the successful Proposer, Albany County, specifically and expressly disclaims any and all liability for such defective performance or breach, or failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this Albany County centralized contract.

SECTION 23: INTERPRETATION

23.1 In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFP, and/or, the Agreement (between the County and the successful Proposer) and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) the Agreement; 2) the RFP; 3) the Contractor's proposal.

SECTION 24: NON APPROPRIATIONS CLAUSE

24.1 Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

SECTION 25: IRANIAN ENERGY SECTOR DIVESTMENT

25.1 Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:

- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

25.2 Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

25.3 Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- (a) “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 its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).

Albany County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

25.4 Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefor. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The County of Albany has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Albany would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

RESOLUTION NO. 122

AMENDING AN AGREEMENT WITH AJ3 SOLUTIONS, LLC AND CATALOG AND COMMERCE SOLUTIONS, LLC REGARDING AN ELECTRONIC CONTRACT MANAGEMENT SYSTEM

Introduced: 4/14/25
By Law Committee:

WHEREAS, The County Executive has requested authorization to amend an agreement with AJ3 Solutions, LLC and Catalog and Commerce Solutions, LLC regarding an electronic contract management system, and

WHEREAS, The County Executive has indicated that the contract was previously authorized by the Contract Administration Board and that amending the agreement to include an additional \$7,200 is necessary to remedy a clerical error, and

WHEREAS, The County Executive has also requested authorization to enter into the first of four one-year options to renew the agreement in the amount of \$68,600 for the term commencing September 15, 2025 and ending September 14, 2026, now, therefore, be it

RESOLVED, By the Albany County Legislature that Contract #2024-2276 is hereby amended to reflect a new total amount not to exceed \$104,400 for the term commencing September 15, 2024 and ending September 14, 2025, and, be it further

RESOLVED, That the County Executive is authorized to enter into the first of four one-year options to renew the agreement with AJ3 Solutions, LLC, Victor, NY 14565 and Catalog and Commerce Solutions, LLC, Pittsford, NY 14534 regarding an electronic contract management system in the amount of \$68,600 for the term commencing September 15, 2025 and ending September 14, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTYNY.GOV

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

March 7, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Rm 710
Albany, NY 12207

Chairwoman Cunningham,

We respectfully request to transfer funds from the Albany County Improvement Initiative funding to the Department of Mental Health to fund part of the Street Psychiatry pilot program. Street Psychiatry is an innovative strategy for delivering community behavioral health services to vulnerable populations, many of whom may be unhoused. It is a nationally recognized model of engaging individuals in need who have traditionally been unable or reluctant to engage with traditional office-based behavioral health services. This program will build upon existing community behavioral health resources and will complement and enhance the current range of DMH behavioral health services and supports, including community crisis response and outreach. This program will include additional staff for public outreach, support, and treatment for vulnerable and unhoused populations in the county.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Dennis Feeney, Majority Leader

Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6456, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization for budget amendment transferring from the Improvement Initiative fund to Department of Mental Health for street psychiatry.

Date: 3/7/25

Department: CEO

Attending Meeting: Anna Sapak, Cameron Sagan

Submitted By: Anna Sapak

Title: Policy Analyst

Phone: 518-447-5671

Purpose of Request: Budget Amendment Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Enter text.

Term: (Start/end date or duration) Enter text.

Amount/Raise Schedule/Fee: \$99,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐

Anticipated in Budget: Yes ☐ No ☒

Spreadsheet attached: Yes ☒ No ☐

Source of Funding - (Percentages)

Federal: Enter text. County: 100%

State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.

Revenue Amount: Enter text.

Appropriation Account and Line: see budget amendment

Appropriation Amount: \$99,000

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒

If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The County Executive's Office is requesting authorization to transfer \$99,000 from the Improvement Initiative fund to the Department of Mental Health to support the launch of the Street Psychiatry program. Street Psychiatry is an innovative strategy for delivering community behavioral health services to vulnerable populations many of whom may be unhoused. It is a nationally recognized model of engaging individuals in need who have traditionally been unable or reluctant to engage with traditional office-based behavioral health services. This program will include additional staff for public outreach, support, and treatment for vulnerable and unhoused populations in the county.

USE WHOLE NUMBERS ONLY

BUDGET LINE				DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY				
				STATE POS. CODE	POSITION CONTROL			
A	4310	44046				\$99,000		Mental Health
A	8020	44976					\$99,000	Economic Development
TOTAL APPROPRIATIONS						\$99,000	\$99,000	

ESTIMATED REVENUES

USE WHOLE NUMBERS ONLY

BUDGET LINE				DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY				
				STATE POS. CODE	POSITION CONTROL			
TOTAL REVENUES						\$0	\$0	
GRAND TOTAL						\$99,000	\$99,000	

Optimizing Crisis Solutions For Families Experiencing Homelessness

Tracks:

**Youth Engagement &
Leadership in Ending
Homelessness**

**Harnessing The
Power Of Outreach**

**Creative Strategies To Prevent
And End Student Homelessness**

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Presenters:

Angelo Callis

Norwich Youth and Family Services

Emma Lo

Connecticut Mental Health Center

Jason Villani, MLS

New Britain Public Library

Angelo Callis

Norwich Youth and Family Services

Street Psychiatry

The New Haven Story

Emma Lo, MD



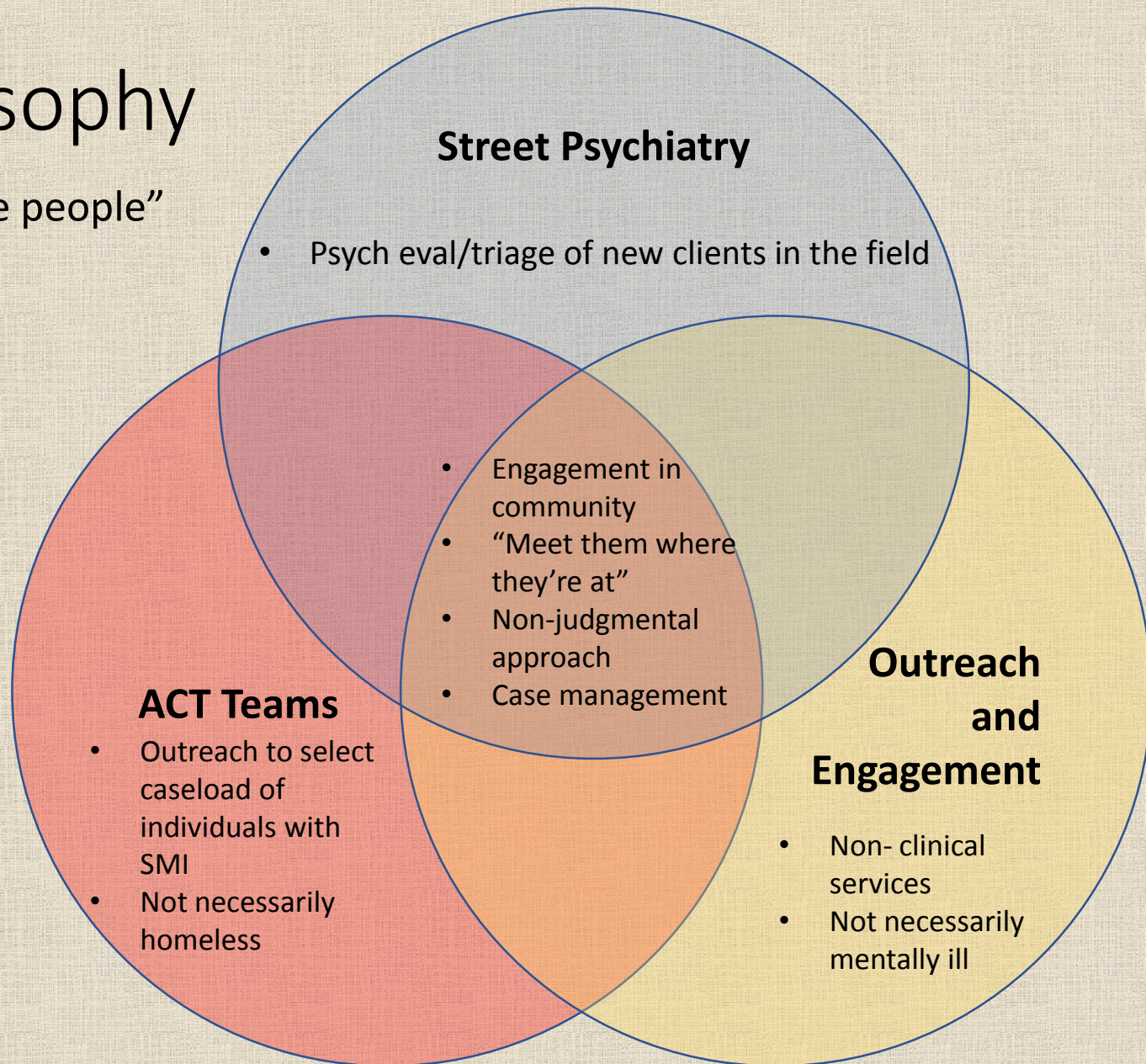
What is street psychiatry?

- Street psychiatry is the practice of providing mental health care directly to people who are residing on the streets, in parks, under bridges, or other community-based places where homeless individuals may be found



Philosophy

“Go to the people”



Model programs

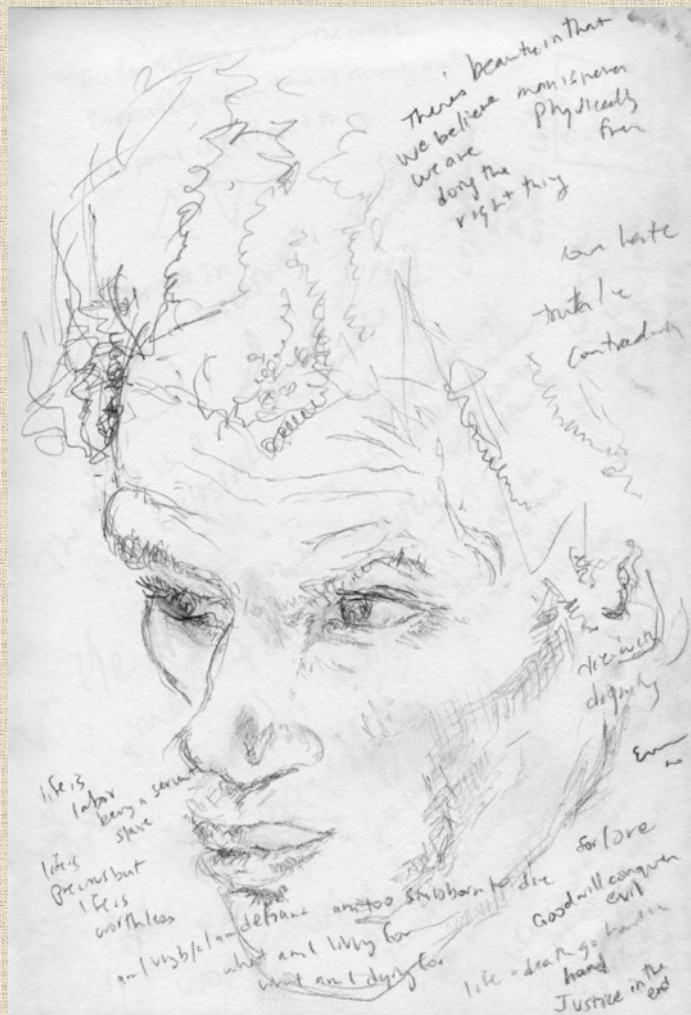


Why street psychiatry?

- Chronic, serious mental illness
- Barriers to accessing care
 - Feeling alienated, stigmatized, and invisible (12)
 - Lack of knowledge about how to obtain insurance and contact a physician
 - Lack of transportation, phone, ID
 - Burdensome requirements
 - Prioritizing basic daily survival over health care (9)
 - Substance use
- Outreach interventions can improve housing, employment, mental health, substance use, quality of life, & other indicators (13)
- Reduced psychiatric symptoms, days homeless, & hospitalizations; improved mental health & substance abuse treatment follow up (28, 30, 31)



Mental Health of Homeless People



- Between $\frac{1}{4}$ and $\frac{1}{2}$ of homeless people suffer from SMI and/or substance use disorders (32)
- 66% lifetime prevalence of suicidal ideation, 50% attempt suicide (23)
- 49% have been victims of violence (7)
- 38% of homeless individuals with SMI have never received care (26)
- Even among those who agree they need mental health services, only $\frac{1}{4}$ of referred actually received care (25)

Homelessness in 2018: target population

- US: **553,000 homeless people**
 - $\frac{1}{4}$ are chronically homeless
 - $\frac{2}{3}$ of chronically homeless are unsheltered
- CT: **3,383 homeless people**
- New Haven: **529 homeless people**
 - 96 unsheltered
 - ~Half with SMI or substance use disorder

["The 2018 Annual Homeless Assessment Report to Congress."](https://www.hudexchange.info/resources/documents/2018-AHAR-Part-1.pdf)

<https://www.hudexchange.info/resources/documents/2018-AHAR-Part-1.pdf>

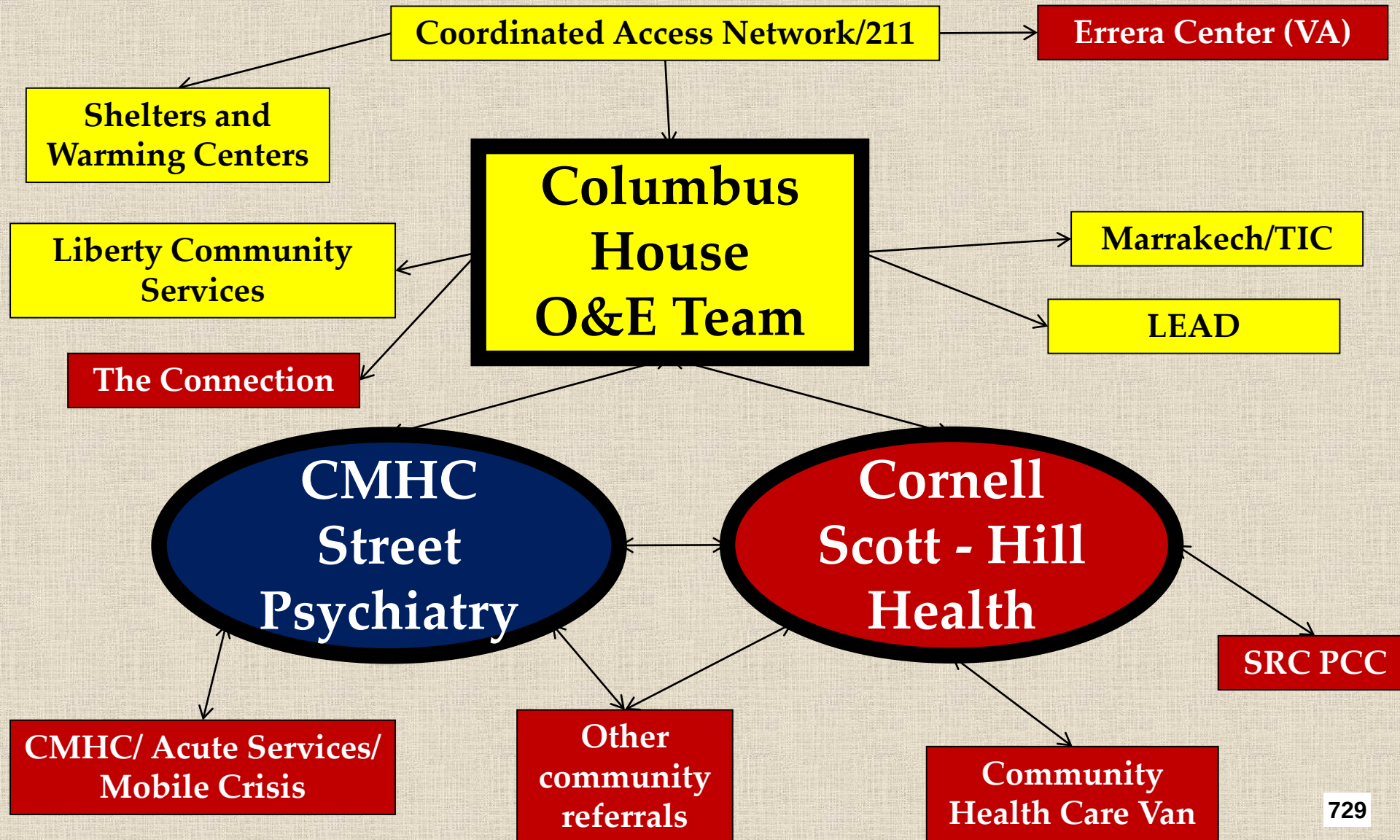
Connecticut Coalition to End Homelessness. "Connecticut Counts: 2018 report on homelessness in Connecticut." Dec 2018. <https://cceh.org/wp-content/uploads/2018/05/CT-Counts-May-2018-v2.pdf>



New Haven Outreach Areas

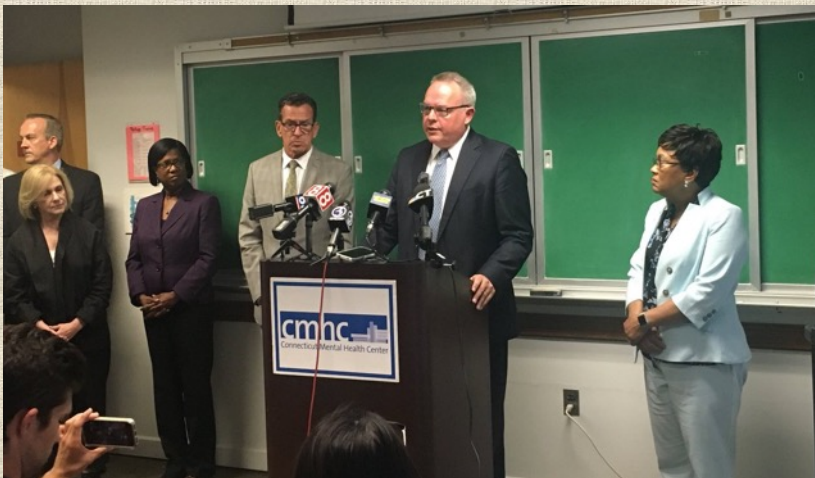
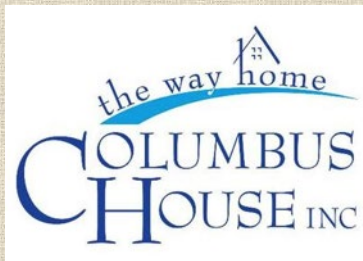


1. Resources in New Haven



2. Program development

- Roundtable discussions with homeless care provider stakeholders
- Meetings with Mayor Toni Harp – Opioid Response Work Group
- Meetings with DMHAS and leadership
- International Street Medicine Symposium



K2 Crisis

- August 15, 2018
- DMHAS response
- Catalyst for program funding



https://www.tbo.com/news/publicsafety/-It-is-taking-people-out-More-than-70-people-overdose-on-K2-in-a-single-day-in-New-Haven_170945282



https://news.vice.com/en_us/article/43p8xp/new-haven-k2-overdoses-climb-to-over-100-im-afraid-its-going-to-mess-people-up

3. Program implementation

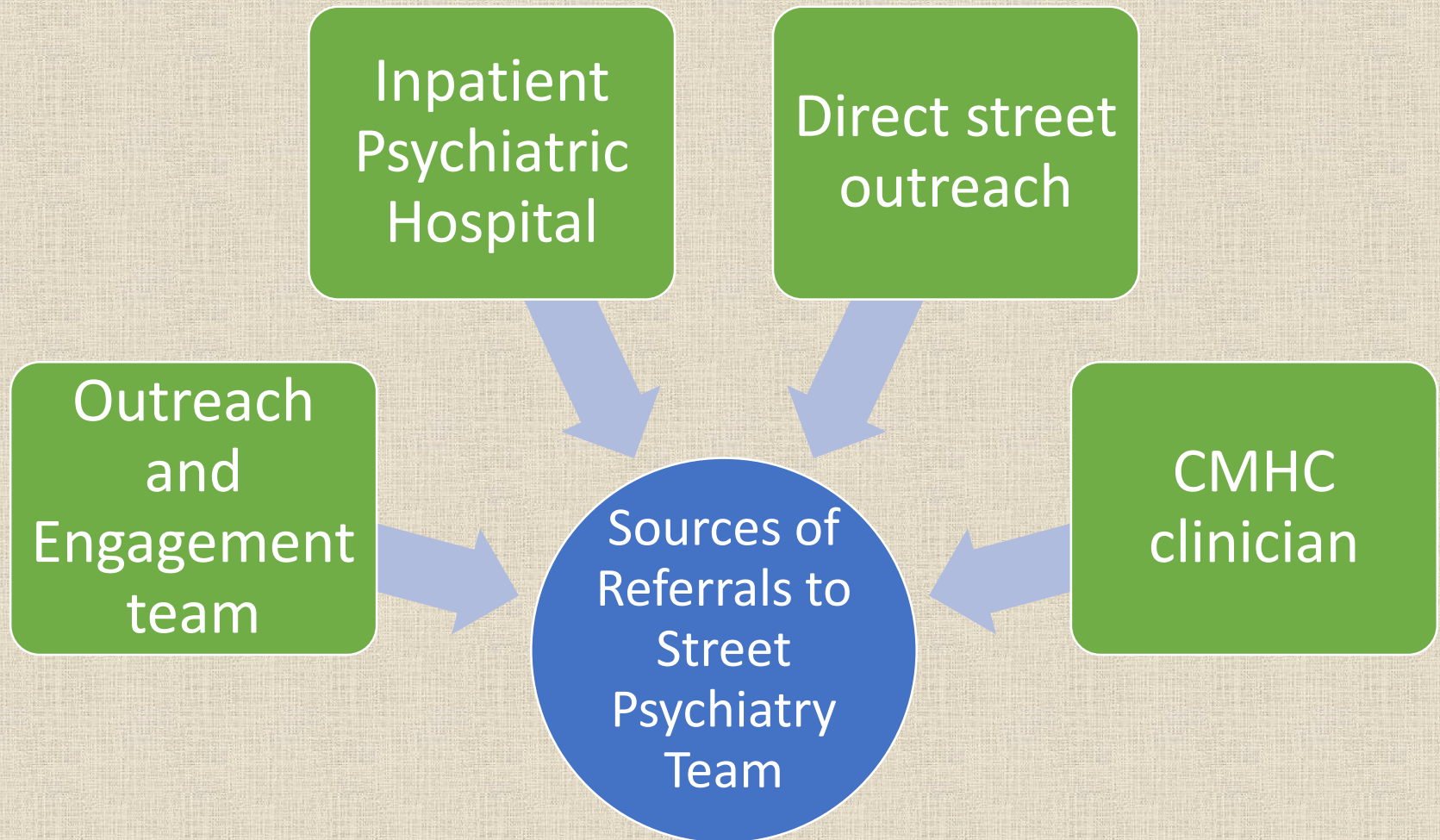
- Documentation
 - Mobile records
- Legal issues
 - ROI
 - Establishing doctor-patient relationship
- Operational issues and conceptualization within DMHAS

Screenshot of the WITS Connecticut web application showing the Program Enrollment List. A blue arrow points to the 'Street Psychiatry PreAdmission' entry.

Actions	Program Name	Start Date	End Date	Facility	Notes
	Street Psychiatry PreAdmission	12/12/2018		CHMC BICOP	

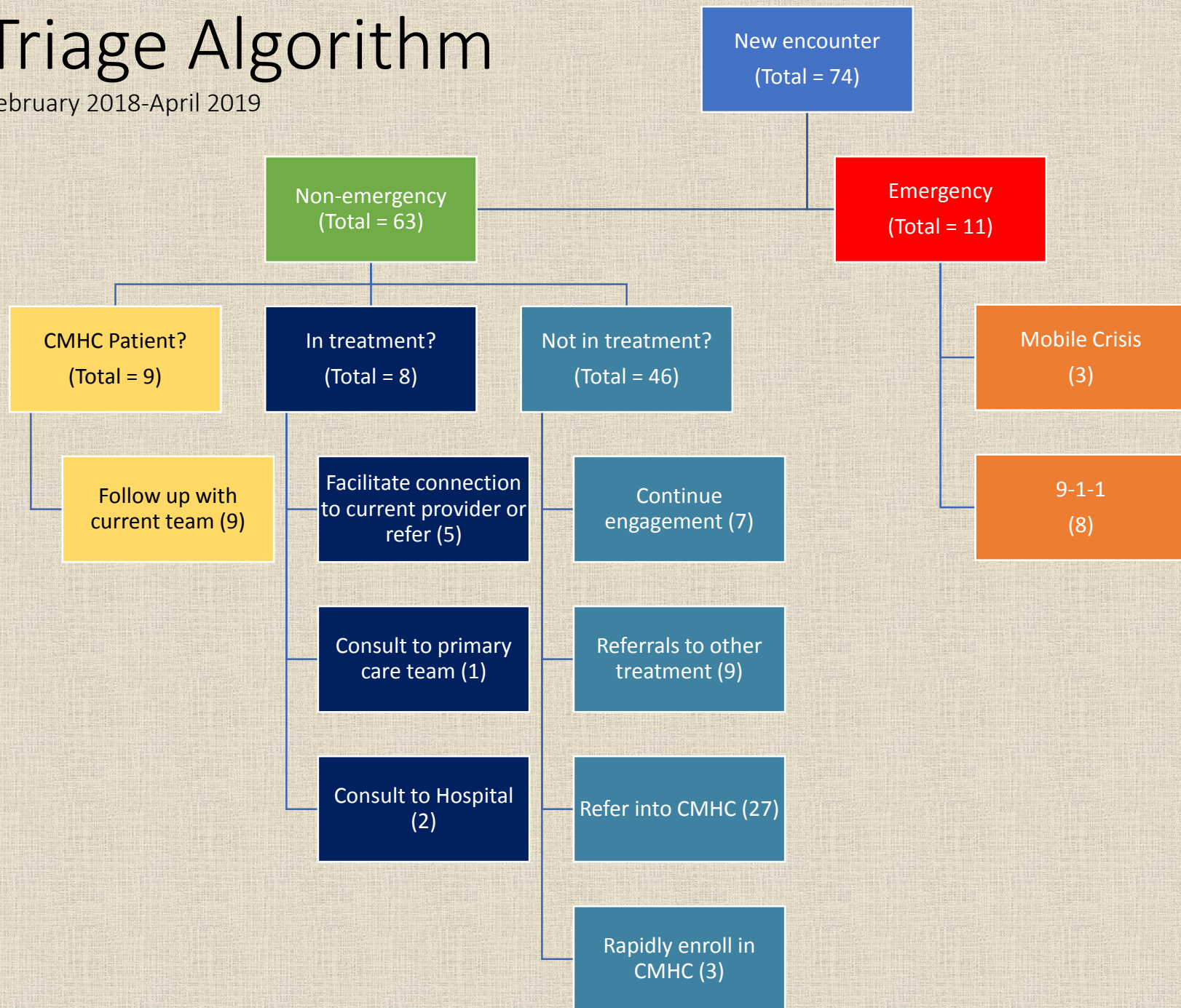
Program Enrollment List	
Actions	Program Name
	Street Psychiatry PreAdmission

Referral network



Triage Algorithm

February 2018-April 2019





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Jason Villani, MLS

New Britain Public Library

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contact training@cceh.org

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Implementing the Street Psychiatry Model in New Haven, CT: Community-Based Care for People Experiencing Unsheltered Homelessness

Emma Lo¹ · Brooke Lifland² · Eliza C. Buel³ · Lilanthi Balasuriya⁴ · Jeanne L. Steiner¹

Received: 15 January 2021 / Accepted: 22 May 2021

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Abstract

“Street psychiatry” is an innovative model that serves people experiencing unsheltered homelessness, a vulnerable population with increased rates of mental illness and substance use disorders. Through community-based delivery of mental health and addiction treatment, street psychiatry helps the street-dwelling population overcome barriers to accessing care through traditional routes. Throughout the United States, street psychiatry programs have arisen in multiple cities, often in partnership with street medicine programs. We discuss the philosophy of street psychiatry, document operational highlights involved in the development of a street psychiatry program in New Haven, CT, suggest key ingredients to implementing a street psychiatry program, and explore challenges and future frontiers. Street psychiatry is an effective person-centered model of service delivery with the potential to be applied in a variety of urban settings to serve people experiencing street homelessness.

Keywords Street psychiatry · Street medicine · Homeless · Unsheltered homelessness · Serious mental illness · Implementation

Introduction

Mental illness and substance use disorders are disproportionately prevalent among people experiencing homelessness. Estimates suggest that between one-quarter and one-half suffer from a serious mental illness or substance use disorder (The, 2010 *Annual Homeless Assessment Report to Congress*, 2010). They exhibit significantly higher prevalence of psychotic and mood disorders (Fazel et al., 2008), in addition to high rates of childhood trauma, family instability, and poverty (Sullivan, 2000). People experiencing unsheltered

homelessness, also known as “street homeless” or “rough sleepers,” bear a particularly heavy burden of mental illness and substance use disorders. They are 1.6 times more likely to suffer from a mental illness or substance use disorder than their sheltered counterparts (Levitt et al., 2009; Montgomery et al., 2016). Meanwhile, health care access for people experiencing homelessness and serious mental illness can be a challenge due to barriers like insurance, transportation, access to phones, mistrust and stigmatization, and prioritization of survival (Martins, 2008); these barriers are magnified for the unsheltered population. When accessing health care, people experiencing homelessness use emergency and hospital care over preventive or primary care; as a result, those who are unsheltered generate costs to the health care system that are more than three times those generated by the sheltered population (Folsom et al., 2005; K. A. Koh & Roncarati, 2019). Unmet mental health care needs are enormous for people experiencing homelessness—21% of respondents of one survey reported an unmet mental health care need (Baggett et al., 2010); though this may be an underestimate since many feel stigmatized if they admit to having a mental health problem. Despite best efforts to refer to mental health or substance use disorder treatment, follow-up does not always occur. While 37% of homeless individuals in one

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³ Massachusetts Mental Health Center, 20 Vining St, Boston, MA 02115, USA

⁴ Yale National Clinician Scholars Program, Yale University School of Medicine, 333 Cedar St, New Haven, CT 06510, USA

study agreed they had an emotional problem, and half of these people agreed to be referred to mental health services, only one-fourth of those referred actually received care (G. Morse et al., 1985).

Homelessness is a public health problem affecting cities across the United States and the world in increasing numbers. In the United States, approximately 568,000 people experienced homelessness on a given night in 2020 (Henry et al., 2020). In response to enormous health disparities and extreme care gaps, medical entities have strategized ways to reach people experiencing homelessness. One effective mechanism of reaching this group is through street outreach, which reaches some of the most difficult to engage individuals experiencing homelessness (Lam & Rosenheck, 1999), whose needs are often not met by traditional services (K. A. Koh, 2020). “Street medicine,” the delivery of medical care directly to rough sleepers where they reside through street outreach, is practiced throughout the world and is recognized as an important—and often the only—way of reaching this population. It involves an assertive, compassionate, non-judgmental approach and recognizes that health care is a human right (Withers, 2011).

The Argument for Street Psychiatry

An emerging field within street medicine is “street psychiatry,” which is the delivery of mental health and addiction services to people experiencing unsheltered homelessness wherever they can be found; for example, under bridges, in parks, or in encampments. Street psychiatry recognizes that the unique needs of rough sleepers necessitate a different model of mental health and addiction care delivery. It is philosophically aligned with Assertive Community Treatment (ACT), an evidence-based, proactive approach to meeting people with serious mental illness “where they’re at” both literally and figuratively in an interdisciplinary, holistic, and person-centered way (Bond & Drake, 2015). Street psychiatry differs from ACT, however, in that it seeks to engage new clients: people experiencing homelessness who have yet to be connected to treatment of any kind or who have not succeeded in accessing treatment.

Street outreach programs may be run by outreach workers and case managers without clinical staff, while street psychiatry programs have built-in clinical staff that can provide psychiatric diagnosis and treatment. It is not surprising that both community-based models have demonstrated positive impacts. Street outreach teams that provide mobile case management services have been found to significantly improve psychiatric illness, increase linkage to psychiatric and addiction treatment, and increase outpatient resource utilization for the sickest and most vulnerable unsheltered individuals (Fisk et al., 2006; Hwang et al., 2005; Lam & Rosenheck, 1999; G. A. Morse et al., 1992). There is

growing evidence that street psychiatry teams (which may also be described as “mental health outreach” or “psychiatric street outreach”) improve a number of outcomes as well. One study found that intensive outreach by a psychiatric social worker and availability of weekly psychiatrist visits at a homeless shelter increased engagement with outpatient psychiatric and substance use disorder treatment (Bradford, Gaynes, Kim, Kaufman, & Weinberger, 2005). In a study of a psychiatric outreach program in Sydney, the rate of psychiatric admissions for people with schizophrenia who received services from the program was significantly lower than those who did not receive services (Buhrich & Teesson, 1996). Street psychiatry teams are also well-equipped to respond to mental health crises, and can help meet the rising need for non-police responses to mobile crisis care (Hogan & Goldman, 2021). One mobile crisis team designed for people experiencing homelessness with severe mental illness demonstrated significant reduction in psychiatric symptoms and days homeless for participants (Morris & Warnock, 2001).

Street psychiatry programs have thrived in many cities, and include Project for Psychiatric Outreach to the Homeless (Janian Health) in New York, NY (APA Gold Award, 2013), Vanderbilt Street Psychiatry in Nashville, TN, House of Hope in Providence, RI, Mercy Care Street Medicine in Atlanta, GA, and the Sulzbacher Homeless Outreach Project Expansion in Jacksonville, FL (Christensen, 2009). Many other street medicine programs such as Boston Health Care for the Homeless in Boston, MA (H. K. Koh & O’Connell, 2016) and mobile crisis teams like CAHOOTS (Crisis Assistance Helping Out On The Streets) in Eugene, OR (Hecht, 2020) incorporate mental health providers into their interdisciplinary teams. We will discuss how a street psychiatry program was conceptualized and implemented in the U.S. city of New Haven, CT.

Process and Timeline of Implementation

In 2016, the year in which this project was first being explored, New Haven’s Point-in-Time Count volunteers counted 625 people experiencing homelessness on a given night, with more than 100 of them unsheltered (*Connecticut Counts: 2016 Report on Homelessness in Connecticut. Connecticut Coalition to End Homelessness, 2016*). At that time, multiple organizations were already serving people experiencing homelessness by providing case management, housing, food, shelter, and clothing. Many primary care and mental health clinics also accepted patients experiencing homelessness, who were generally eligible for state Medicaid insurance. One street medicine team provided primary care through street-based outreach, and another operated a medical van and mobile syringe services program. However, there were no mental health providers doing street-based outreach at the time. A previous clinician-led outreach and

engagement team, run by the Connecticut Mental Health Center (CMHC), had lost funding many years ago and since scaled back to a smaller case manager-led team. Meanwhile, street medicine providers and outreach and engagement workers were identifying numerous individuals suspected to be experiencing mental illness, but they faced barriers in linking those patients to mental health treatment. Those clients would struggle to follow up through traditional clinics due to rigid requirements, such as mandatory group psychotherapy, strict no-show policies, and delays in seeing a prescriber, as well as chaotic lives that were poorly suited for clinic-based care. Ongoing street-based outreach alongside the existing teams continued to reinforce the need for an integrated mental health practitioner embedded within the teams. Established outreach organizations and treatment providers agreed that this network of medical and social services could be augmented with the addition of a street psychiatry component. Leaders of CMHC's long-dissolved clinical homeless outreach and engagement team supported the idea and helped inform the current project's logistics and sustainability (See Fig. 1 for timeline details).

Psychiatry residents and public psychiatry fellows were the first unofficial staff who conducted mental health outreach, with support by Yale Psychiatry Residency and the Yale Public Psychiatry Fellowship. This flexibility allowed for the groundwork to be incorporated into trainees' dedicated research time, avoided incurring excess costs early on, and served as a valuable learning experience in public sector psychiatry and program implementation (Lo et al., 2021).

Meanwhile, model agencies around the country were contacted to inform the program's design and one program, Janian Health, provided a live consultation by meeting in depth with New Haven's multiple stakeholders as led by CMHC. Meetings proceeded to discuss where and how a

street psychiatry team should form. Given its historic dedication to underserved populations including New Haven's homeless, flexibility in billing structure, and academic support through a partnership with Yale, CMHC emerged as a natural location and leader of the new team. However, integration of the existing services was important in order to create a functional network that provided complete yet unduplicated services. A collaborative network, Street Outreach Services, was formed, which included the existing New Haven Outreach and Engagement Network (composed of several non-clinical outreach and case management agencies), Cornell Scott-Hill Health Homeless Health Care Team, and the proposed CMHC Street Psychiatry Team. People with lived experience were also essential during this process. Formerly homeless individuals of the Homeless Advocacy Network introduced the team to encampments at the earliest stages, the Peer Support Specialist program at CMHC provided consultation about program design, and we collaborated with the Sex Workers and Allies Network (SWAN), a harm-reduction group run by people with lived experience, through street outreach early on and later in designing community-based psychotherapy groups.

A major public health event occurred in August 2018 on the New Haven Green, a public space where many people experiencing homelessness reside. A potent strain of K2, a synthetic cannabinoid, led to over 100 emergency department visits over a three-day period. Making national news, this event shed an unfortunate light upon a growing problem of drug use and homelessness, drawing attention from the City of New Haven, Yale University, and Connecticut's Department of Mental Health and Addiction Services (DMHAS), all of whom would later partner together to prevent future overdose events. The K2 crisis, though tragic, helped catalyze DMHAS' decision to fund the CMHC Street

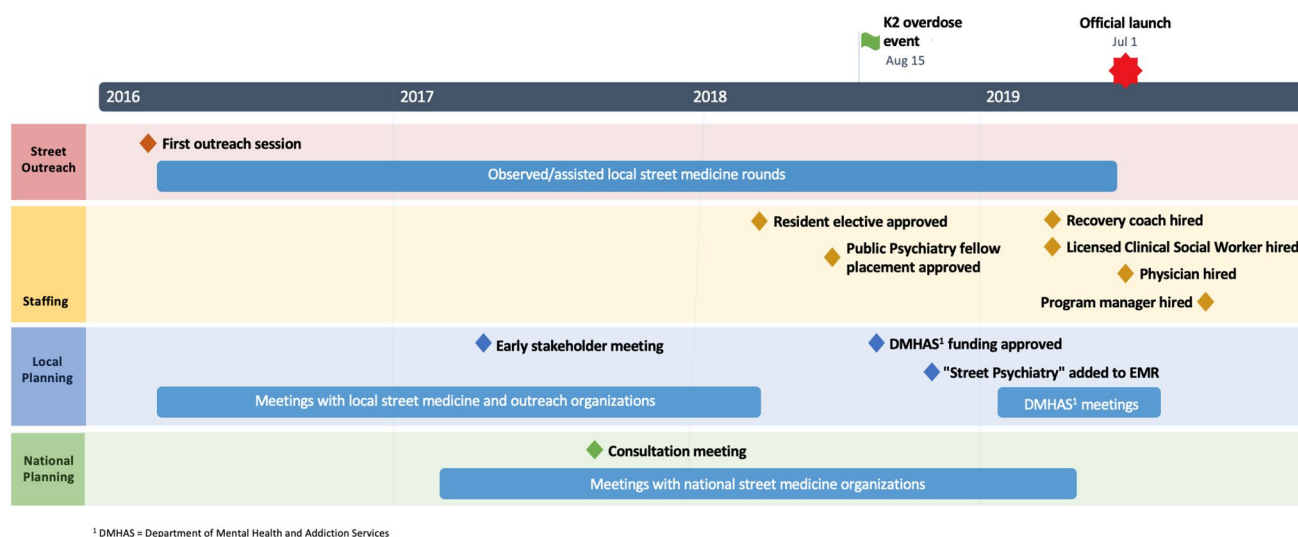


Fig. 1 Timeline of Connecticut Mental Health Center (CMHC) Street Psychiatry program implementation highlights and milestones

Psychiatry Team as a new community-based program tasked with responding and preventing these types of overdose events.

A program manager, recovery coach (with lived experience), clinical social worker, vocational specialist, and psychiatrist were expeditiously hired by DMHAS to create the team, which launched officially in 2019. Since that time, the team has been dispatching to various community locations such as encampments, the New Haven Green, soup kitchens, and public places such as libraries, bus stops, and train stations. Scheduled for outreach about four days per week, the team covers multiple neighborhoods of the Greater New Haven area. Referrals to the team have come from the inpatient hospital, outreach workers, and outpatient medical and mental health providers, but the majority of individuals are identified during outreach rounds on the street.

Workflow in the Community

A natural workflow emerged as the team encountered more and more individuals in the community from 2017 to 2019. The Street Psychiatry Team documented 650 encounters between July 2017 and January 2020 (constituting 239 unique individuals).

Dispositions were categorized based on the initial encounter; however, it should be noted that these categories were fluid and often changed after the first contact (See Fig. 2 for disposition workflow). Twenty (8.4%) individuals were already enrolled in CMHC's outpatient services, so their provider teams were contacted and a plan devised to improve engagement. Some were already registered patients of another community mental health agency; therefore, the CMHC Street Psychiatry team facilitated

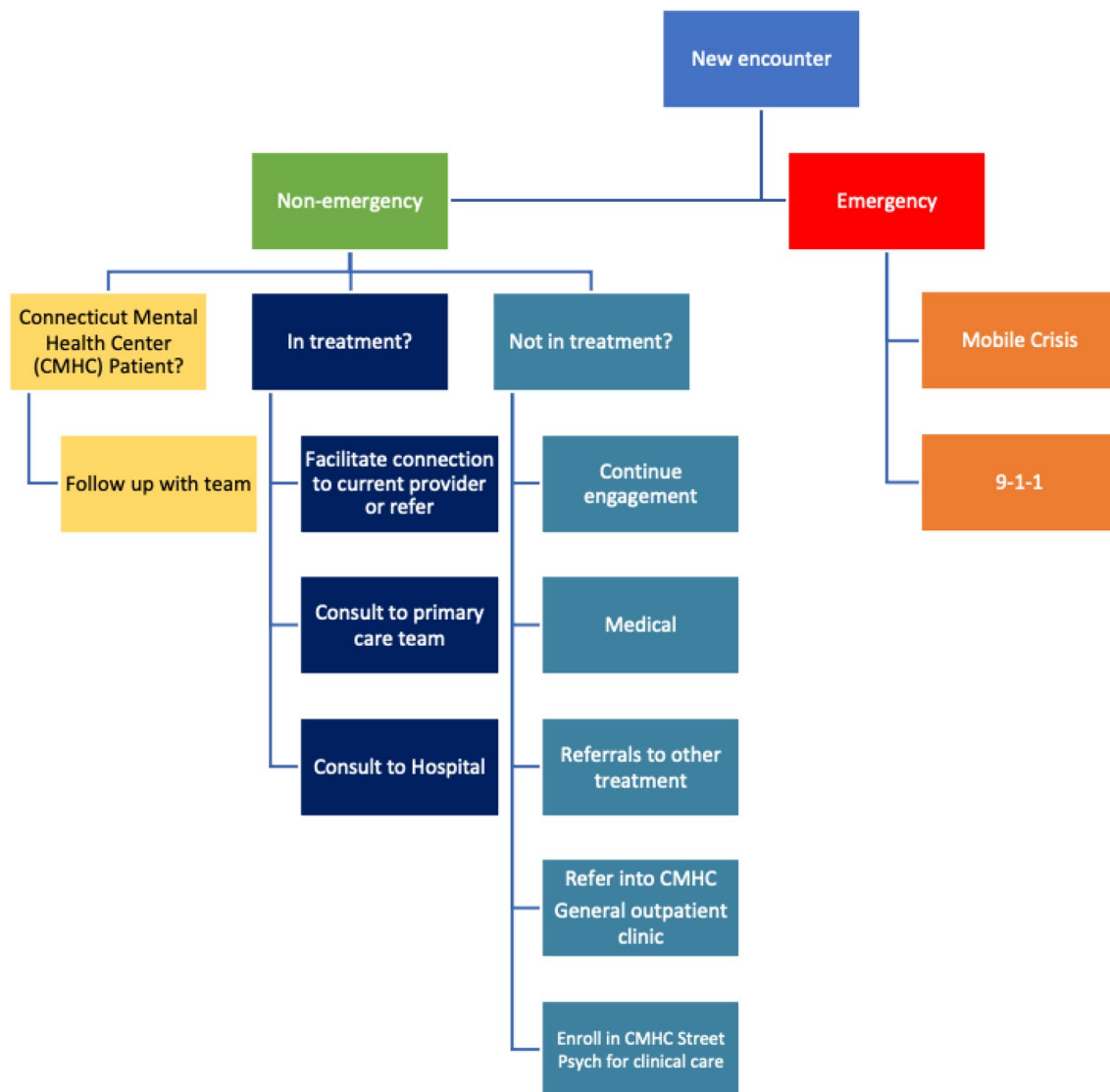


Fig. 2 Disposition workflow for initial encounters of newly engaged homeless individuals

connection to that provider for 27 individuals (11.3%). Occasionally, that existing care provider was actually a primary care provider or an inpatient hospital requesting consultation.

Most individuals (181 of 239) who were assessed by the team were not connected to any form of treatment on initial contact. A large proportion (85 or 35.6%) were not yet ready for treatment on first encounter and continued engagement was planned through the provision of basic resources like socks or food and getting to know the person's own goals. Thirty-six (15%) were deemed appropriate for referral to another community agency that would address their specific need (e.g. methadone program, free medical clinic, the street medicine team, or a previous mental health clinic with whom the person had a relationship). Of those yet to be connected to care, 34 (14.2%) were assisted in establishing care at CMHC's main or satellite clinics and 20 (8.3%) were deemed to require the intensive services of the CMHC Street Psychiatry Team and were enrolled under this team's clinical care, in which case intake paperwork, consent forms, and releases were signed in the community to enable psychiatric treatment by the team. This process often lasted several visits; however, the team was equipped to do immediate enrollment in certain cases, such as for the induction of buprenorphine. Insurance status, co-morbidities, homelessness duration, severity of illness, and logistical barriers to care were all considerations in deciding appropriateness for the Street Psychiatry Team, which would at times be the only entity able to accommodate patients facing barriers at traditional clinics. Basic first aid only or other non-emergent medical care was administered to several people as well (6 or 2.5%).

Occasionally (11 or 4.6% of the time) individuals required emergency medical or psychiatric evaluation by the team, for whom the mobile crisis team was called for backup or an ambulance was arranged, almost always with the consent of the individual. The team's experience in navigating mental health crises will play a key role in the city's new Community Crisis Response Team, an initiative to reduce police response to mental health crises in favor of care by trauma-informed, behavioral health-trained professionals.

Subsequent encounters often led to a variety of other voiced needs, which the street psychiatry team worked to address. In striving to be person-centered and recovery-oriented, those needs ranged from survival such as food, clothing, or hydration; to social service resources for needs like housing; to harm reduction supplies like syringe services; to therapy for exploring past trauma. The above numbers represent only initial encounters; longitudinal relationships built over time, working at the person's own pace, and working toward achieving their own goals are some of the core values of the street psychiatry team.

Administrative data and medical record review was approved by the Yale Institutional Review Board with study protocol ID 2,000,026,342.

Aspects of Successful Implementation

A street psychiatry program is a novel way to address the mental health and substance use disorder needs of the unsheltered homeless population as well as address the crisis of homelessness in our urban communities. Street psychiatry models are becoming more prevalent around the country and world. However, there is no one template that applies to every community. Each community requires localized strategies due to differences in politics, financial and human resources, and intricacies of the homeless population itself. For example, New Haven has a street homeless population on the scale of hundreds; while larger cities must design programs able to address the needs of thousands. Our own successful methods may serve as a guide for others to consider when endeavoring to start a similar program on this scale.

Key Aspects of Successful Implementation

1. *Consistent Outreach:* Consistency in conducting regular street outreach was essential not only to building trust within an often mistrustful population, but also for the purpose of providing iterative feedback to inform the developing program. Because of early, regular outreach with partner organizations, conversations about program design could be contextualized in real-life experience. Furthermore, individuals engaged by providers early on and seen longitudinally benefited from the foundation of therapeutic rapport.
2. *Collaboration with Community and Stakeholders:* It was essential to gauge the needs and interests of community stakeholders such as the existing street medicine teams and homeless outreach teams due to the potential overlap of services. Frank discussions of logistics such as under what health care entity the Street Psychiatry Team should reside, were important early on to define what niche the new team would fill. Longstanding community providers gave important input about community gaps and program design. Relationships built with these stakeholders laid groundwork for future collaboration on mutual cases and sharing of resources. The interdisciplinary nature of these collaborations was a strength: many levels of training such as nurse and nurse practitioner, physician, Licensed Clinical Social Worker, Master in Business Administration, outreach worker/case manager, vocational specialist, and recovery coach were all important to the design of a community network that cares for people with complex needs. People with lived experience played an important role in the program's design,

as the team conducted early outreach with formerly homeless individuals, consulted with CMHC's Peer Support Specialists, and collaborated in the community with SWAN. Regrettably, early stakeholder meetings did not directly include people with lived experience; however, the team now employs, conducts outreach with, and relies upon the expertise of numerous people with past lived experience of homelessness who remain essential to the mission and function of the program. Design of street medicine programs should include people who are currently or formerly homeless; people with lived experience often have the most wisdom with regard to what their communities need and can serve as important allies in reaching a population largely mistrustful of medical systems.

3. *Integrated Care Model:* A team able to work seamlessly on medical and psychiatric issues on a continuum was very valuable in our program design. Historically, reduced access to basic medical care contributes to poorer health outcomes in individuals who experience serious mental illness (Lawrence & Kisley, 2010). Integrated care—the cohesive integration of mental health and primary care—is recognized as relieving access issues, improving communication, and treating patients holistically, which can be especially beneficial for those experiencing homelessness (Jego et al., 2018). In our model, the street psychiatry and street medicine teams are frequently co-located. While full primary care and mental health care integration would be ideal, differing medical records and medico-legal challenges limit the full integration of these two teams. However, by working closely together with frequent communication the teams can exchange information and coordinate easily. Our integrated model embraces person-centered care by offering a multitude of services like medical case management, recovery coaching, vocational counseling, harm reduction supplies, and connection to housing services, in addition to mental health and primary care. The teams' multifaceted roles allow for versatility in providing care despite a fragmented system.
4. *Response to Crisis:* The emergence of a crisis can be leveraged as an argument for resources. The K2 overdose on the New Haven Green event happened during the planning phase of our program, but before funding was yet secured to support it. Given the extensive attention received by the city, state, and academic institution in the area, there was public pressure for a rapid and specific solution. DMHAS recognized the potential of this program to serve the needs of this population, and applied existing funds toward this cause. Though its mission did not initially focus specifically on drug overdose, the Street Psychiatry Team was able to naturally incorporate overdose-prevention into its daily priorities

and pivot needed attention toward prevention of mass-overdose events amidst the growing opioid epidemic.

5. *International Community:* The Street Medicine Institute was a wonderful resource for the team in networking with street psychiatry programs across the U.S. and world. Annual international symposia bring together providers on a multitude of topics related to the practice of street medicine. It was essential to have the expertise and best practices from these existing programs, which also provided legitimacy to our program by exemplifying successful models. This shared global community continues to inspire students, residents, and other medical practitioners to initiate their own street psychiatry programs, and our program has begun to assist others in their own implementation journeys.

Limitations and Challenges

While street psychiatry teams overcome many obstacles to providing quality care to people experiencing homelessness, the model has several limitations. A core feature of street psychiatry is the provision of care in unconventional settings including soup kitchens, train stations, encampments, and under freeway overpasses. Privacy can be difficult due to the public nature of these spaces and the presence of bystanders, but requiring individuals to come in to an office for privacy would create a significant barrier. The team often improvises with borrowed spaces and tactful distancing from nearby individuals. Acquiring bloodwork requires that the person come to a clinic, which is often not realistic given daily survival needs, and the team carries only limited medical equipment. Documentation remains an ongoing challenge. While the electronic health record allows for entry of patient information, it requires full name and date of birth as a minimum. Some people may feel comfortable providing only a first name or an alias. Therefore, secure spreadsheets and paper documentation are necessarily invoked in many cases, at the expense of pristine and accessible data sets.

Sustainability is an important challenge in the implementation of a street psychiatry program. Programs we researched were funded by a combination of grants, institutional support, government funding, fee-for-service payments, and charitable contributions. Several factors limit a fee-for-service model, including the slow work of engagement that results in more informal visits not meeting strict billing criteria and the traditional definition of a clinic having “four walls” for billable care. Only a minority of our street psychiatry visits result in enough information to document a billable encounter, so the program remains at the mercy of state budgetary discretion and political tides. Even for billable services, this population is often uninsured or under-insured depending on the state's decision to expand Medicaid.

Future Directions

It's heartening that the number of street psychiatry programs in the U.S. is increasing in response to well-documented needs. It is important to evaluate the impact of this model in order to achieve a level of evidence, as seen in data for ACT teams, that will bring more widespread recognition of its value. Programs addressing the mental health needs of individuals experiencing homelessness will need to adapt to a variety of factors within their communities such as changing funding streams, politics, opportunities for collaboration, and other local dynamics, but there are core elements of street psychiatry programs that might be adopted more uniformly as the evidence grows.

Typical indicators that are relatively easy to measure in studies of people experiencing homelessness include housing status, hospital utilization, and health status; though these may not be the most meaningful determinants of success of these programs. Ultimately, finding ways to hear the voices and perspectives of people who experience unsheltered homelessness should guide future research as well as continued program development. Programs should strongly consider participatory research methods including community engagement and focus groups with stakeholders to understand the specific needs, desires, and best practices that can be promulgated. Our services and continued advocacy to support them will be most effective when projects are designed, implemented, and analyzed by teams that include people with lived experience. In addition to pursuing research and program evaluation, we must continue to expand education and training opportunities on person-centered clinical care for people who experience homelessness.

Conclusion

While each community requires an individualized approach to program development, street psychiatry is an innovative model of delivery that can be applied in urban settings in which people experiencing unsheltered homelessness and serious mental illness do not have access to appropriate mental health care or substance use disorder treatment. Street psychiatry promotes the ideal that health care, including mental health care and addictions treatment, is a basic human right. The practice of delivering interdisciplinary mental health care directly in the community has been a bedrock of our field for decades, and this newer iteration of bringing care to people "where they are" is a fitting addition to Public Psychiatry's armamentarium. Street psychiatry programs have been successfully implemented in urban communities, leading to the delivery of humanistic, person-centered care to some of our most vulnerable citizens.

Funding Dr. Balasuriya is supported by the Yale National Clinician Scholars Program and by the U.S. Department of Veterans Affairs (VA) Office of Academic Affiliations through the VA/National Clinician Scholars Program and Yale University. These views do not in any capacity represent the federal government or the VA. This work was funded in part by the State of Connecticut, Department of Mental Health and Addiction Services, but this publication does not express the views of the Department of Mental Health and Addiction Services or the State of Connecticut. The views and opinions expressed are those of the authors.

Declarations

Conflict of interest The authors have no relevant financial or non-financial interests to disclose.

Ethical Approval This retrospective chart review study involving human participants was in accordance with the ethical standards of the institutional and national research committee and with the 1964 Helsinki Declaration and its later amendments or comparable ethical standards. The Human Investigation Committee (IRB) of Yale University approved this study.

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RESOLUTION NO. 122

AMENDING AN AGREEMENT WITH AJ3 SOLUTIONS, LLC AND CATALOG AND COMMERCE SOLUTIONS, LLC REGARDING AN ELECTRONIC CONTRACT MANAGEMENT SYSTEM

Introduced: 4/14/25
By Law Committee:

WHEREAS, The County Executive has requested authorization to amend an agreement with AJ3 Solutions, LLC and Catalog and Commerce Solutions, LLC regarding an electronic contract management system, and

WHEREAS, The County Executive has indicated that the contract was previously authorized by the Contract Administration Board and that amending the agreement to include an additional \$7,200 is necessary to remedy a clerical error, and

WHEREAS, The County Executive has also requested authorization to enter into the first of four one-year options to renew the agreement in the amount of \$68,600 for the term commencing September 15, 2025 and ending September 14, 2026, now, therefore, be it

RESOLVED, By the Albany County Legislature that Contract #2024-2276 is hereby amended to reflect a new total amount not to exceed \$104,400 for the term commencing September 15, 2024 and ending September 14, 2025, and, be it further

RESOLVED, That the County Executive is authorized to enter into the first of four one-year options to renew the agreement with AJ3 Solutions, LLC, Victor, NY 14565 and Catalog and Commerce Solutions, LLC, Pittsford, NY 14534 regarding an electronic contract management system in the amount of \$68,600 for the term commencing September 15, 2025 and ending September 14, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTYNY.GOV

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

February 27, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Rm 710
Albany, NY 12207

Chairwoman Cunningham,

We respectfully request to transfer funds from the Improvement Initiative Funds to the Department of Health to supplement the Women and Infants Linking Lifetime Opportunities for Wellness (WILLOW) Program.

This program provides education and resources to at-risk pregnant people. Additional funds will allow the Department of Health to distribute basic pregnancy, post-partum, and infant supplies to program participants.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6420, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Budget amendment for Albany County regarding the Women and Infants Linking Lifetime Opportunities for Wellness (WILLOW) Program

Date: 2/27/25

Department: CEO

Attending Meeting: Cameron Sagan, Anna Sapak

Submitted By: Anna Sapak

Title: Policy Analyst

Phone: 518-447-5671

Purpose of Request: Budget Amendment Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Enter text.

Term: (Start/end date or duration) Enter text.

Amount/Raise Schedule/Fee: 150,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐

Anticipated in Budget: Yes ☐ No ☒

Spreadsheet attached: Yes ☒ No ☐

Source of Funding - (Percentages)

Federal: Enter text. County: 100%

State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.

Revenue Amount: Enter text.

Appropriation Account and Line: See Budget Amendment

Appropriation Amount: \$150,000.00

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒

If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☒

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The County Executive's office is requesting to transfer \$150,000 from the Improvement Initiative fund to the Albany County Department of Health. ACDOH currently runs the Women and Infants Linking Lifetime Opportunities for Wellness (WILLOW) Program, which offers support and education for at-risk pregnant people. This additional funding will allow the Program to purchase and distribute basic pregnancy, post-partum, and infant supplies to participants.

USE WHOLE NUMBERS ON					
BUDGET LINE				DESCRIPTION	
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY	
				STATE POS. CODE	POSITION CONTROL
A	98020	44976	10000		
					Albany County Improvement Initiative
A	94010	44046	WIL25		
					Women Infants Linking Lifet '25-'26
					TOTAL APPROPRIATIONS

[illegible]

GRAND TOTAL	
--------------------	--

LY			
INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME

\$ 150,000.00

\$ 150,000.00

Economic Development

Health Department

\$150,000.00

\$ 150,000.00

LY			
DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME

\$ -

\$ -

\$150,000

\$ 150,000.00

AMENDING THE 2025 ALBANY COUNTY BUDGET: WILLOW PROGRAM

WHEREAS, The County Executive has requested authorization to amend the 2025 Albany County Budget by transferring funds from the Albany County Improvement Initiative Fund to the Department of Health to support the Women and Infants Linking Lifetime Opportunities for Wellness (WILLOW) Program, now, therefore, be it

USE WHOLE NUMBERS ONLY									
BUDGET LINE				DESCRIPTION		INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY					
				STATE POS. CODE	POSITION CONTROL				
A	98020	44976	10000			Albany County Improvement Initiative	\$ 150,000.00		Economic Development
A	94010	44046	WIL25			Women Infants Linking Lifet '25-'26	\$ 150,000.00		Health Department
						TOTAL APPROPRIATIONS	\$150,000.00	\$ 150,000.00	
ESTIMATED REVENUES									
USE WHOLE NUMBERS ONLY									
BUDGET LINE				DESCRIPTION		DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY					
				STATE POS. CODE	POSITION CONTROL				
						TOTAL REVENUES	\$ -	\$ -	
						GRAND TOTAL	\$150,000	\$ 150,000.00	

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

755

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

January 27, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Re: Request for Legislative Action
Grant Acceptance

JO
Dear Ms. Cunningham:

Enclosed, please find the Albany County Sheriff's Office Request for Legislative Action.

This request will authorize the Albany County Executive to accept reimbursement funding for incurring costs due to the incarceration of undocumented criminal aliens. The United States Department of Justice, Bureau of Justice Assistance has made available assistance to states and local governments that are affected by incarceration costs for criminal aliens through the State Criminal Alien Assistance Program (SCAAP). Previous legislative action authorized the submission of the grant application, which we estimated to total \$25,000. One of the SCAAP program requirements states all SCAAP funds must be used for correctional purposes only. The County was notified that the actual grant amount was \$52,284.00 therefore, we are requesting to increase appropriation line A93150.22750 Security Equipment by \$52,284.00.

Please present the enclosed at the next available Legislative Meeting for consideration and action. Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig D. Apple, Sr.", is written over the typed name and title.

Craig D. Apple, Sr.
Sheriff

Cc. Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title
Legislative approval to accept the BJA FY2024 SCAPP AWARD
..body

Date:	January 24, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	518-487-5440

Purpose of Request: Budget Amendment 01/01/2025 – 12/31/2025

CONTRACT TERMS/CONDITIONS:**Party Names and Addresses:**

US Dept of Justice, Bureau of Justice Assistance 810 7th Street N.W. SCAPP, Washington DC 20531

Term: (Start/end date or duration)	07/01/2022 – 06/30/2023
Amount/Raise Schedule/Fee:	\$52,284.00

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☐ No ☒
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	100%	County:	0
State:	0	Local:	0

County Budget Accounts:

Revenue Account and Line:	A43150.04390
Revenue Amount:	\$52,284.00
Appropriation Account and Line:	A93150.22750
Appropriation Amount:	\$52,284.00

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date:	#42 of 2024
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DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

To authorize Albany County to accept reimbursement grant funds for incurring costs due to the incarceration of undocumented criminal aliens.

BIA FY 2024 State Criminal Alien Assistance Program (SCAAP) Award Details

Fiscal Year	State	Legal Name	Application Number	Salary	Total Days	DHS Confirmed Days	Unknown Days	Award Amount
2024	NY	COUNTY OF OSWEGO	GRANT14184480	4,104,351.18	55,729	0	69	\$740
2024	NY	COUNTY OF WYOMING	GRANT14163197	2,702,366.67	18,869	0	62	\$1,292
2024	NY	COUNTY OF HERKIMER	GRANT14200531	2,157,799.61	17,044	0	107	\$1,972
2024	NY	COUNTY OF YATES	GRANT14183509	3,394,442.02	12,973	0	81	\$3,085
2024	NY	COUNTY OF LIVINGSTON	GRANT14181250	4,304,842.61	47,821	0	354	\$4,638
2024	NY	COUNTY OF STEUBEN	GRANT14181733	4,423,366.17	49,426	0	472	\$6,148
2024	NY	GENESEE COUNTY, NY	GRANT14181567	2,681,720.24	20,528	0	452	\$8,595
2024	NY	COUNTY OF CHAUTAQUA	GRANT14174251	6,583,492.31	64,902	181	364	\$8,633
2024	NY	COUNTY OF NIAGARA	GRANT14161312	10,746,409.75	128,574	0	786	\$9,562
2024	NY	COUNTY OF ONEIDA	GRANT14165838	12,924,569.27	117,277	0	597	\$9,577
2024	NY	MONROE COUNTY	GRANT14162504	41,365,914.28	288,089	114	321	\$9,614
2024	NY	ST. LAWRENCE COUNTY	GRANT14190995	4,221,637.72	38,569	0	716	\$11,407
2024	NY	COUNTY OF ULSTER	GRANT14181704	11,968,918.21	64,908	118	366	\$13,685
2024	NY	COUNTY OF JEFFERSON	GRANT14184774	5,132,253.43	50,102	0	1,027	\$15,313
2024	NY	BROOME COUNTY	GRANT14172005	14,151,770.10	123,216	179	1,300	\$25,380
2024	NY	COUNTY OF SCHENECTADY, NEW YORK	GRANT14213060	12,743,591.20	64,605	464	477	\$29,940
2024	NY	COUNTY OF FRANKLIN	GRANT14165261	3,959,022.03	31,658	0	1,874	\$34,111
2024	NY	DUTCHESS COUNTY OF (INC)	GRANT14163002	18,948,883.00	68,944	10	1,040	\$42,091
2024	NY	COUNTY OF ALBANY	GRANT14205780	21,480,611.31	166,479	123	2,634	\$52,284
2024	NY	COUNTY OF ONONDAGA	GRANT14163376	26,679,656.30	146,039	0	1,986	\$52,809
2024	NY	ERIE COUNTY OF NEW YORK	GRANT14208624	56,932,954.90	284,377	11	1,829	\$53,686
2024	NY	COUNTY OF WESTCHESTER	GRANT14209474	107,750,030.50	281,433	660	2,278	\$171,794
2024	NY	COUNTY OF ORANGE	GRANT14207130	33,732,250.71	113,812	1,405	3,762	\$236,207
2024	NY	COUNTY OF ROCKLAND	GRANT14189882	16,294,995.34	35,477	2,127	2,076	\$312,195
2024	NY	COUNTY OF SUFFOLK	GRANT14191899	114,707,184.36	330,469	16,320	5,572	\$1,286,979
2024	NY	NASSAU COUNTY OF	GRANT14200479	105,351,648.00	283,551	18,298	20,266	\$2,302,661
2024	NY	NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION	GRANT14191054	511,834,734.82	3,642,452	344,494	180,372	\$12,281,565
2024	OH	UNION COUNTY	GRANT14165769	1,091,031.25	20,412	0	226	\$1,758
2024	OH	MONTGOMERY COUNTY	GRANT14177444	10,557,636.73	212,256	97	1,576	\$12,266
2024	OH	CUYAHOGA, COUNTY OF	GRANT14212008	48,815,332.20	607,343	193	4,399	\$54,219
2024	OH	BUTLER COUNTY OHIO	GRANT14190548	8,687,026.70	327,372	6,915	9,166	\$67,983
2024	OH	OHIO DEPARTMENT OF REHABILITATION & CORRECTION	GRANT14219935	540,032,150.30	16,219,619	47,777	104,452	\$788,421
2024	OK	CUSTER COUNTY	GRANT14189758	721,159.66	54,626	0	304	\$584
2024	OK	COUNTY OF CARTER	GRANT14194218	1,325,099.00	56,711	0	489	\$1,663
2024	OK	CLEVELAND COUNTY	GRANT14181299	4,024,308.99	196,447	338	1,519	\$5,759
2024	OK	COMANCHE COUNTY FACILITIES AUTHORITY	GRANT14161568	1,724,931.90	155,670	347	4,861	\$8,522
2024	OK	COUNTY OF TULSA	GRANT14207067	15,521,776.86	457,599	4,220	12,041	\$84,855
2024	OK	OKLAHOMA DEPARTMENT OF CORRECTIONS	GRANT14175351	119,130,901.64	6,793,568	88,828	177,857	\$730,612
2024	OR	COUNTY OF MALHEUR	GRANT14195514	1,049,222.60	30,694	210	1,937	\$10,910
2024	OR	UMATILLA COUNTY	GRANT14211504	2,005,697.69	52,891	1,331	489	\$11,658
2024	OR	POLK COUNTY	GRANT14195754	2,963,235.81	44,359	251	1,026	\$12,952
2024	OR	JACKSON, COUNTY OF	GRANT14162076	4,985,037.86	110,394	776	2,979	\$25,801
2024	OR	MARION, COUNTY OF	GRANT14200697	12,440,325.80	162,308	3,582	11,480	\$176,810
2024	PA	COUNTY OF LYCOMING	GRANT14160843	2,472,326.54	82,734	17	749	\$3,348
2024	PA	COUNTY OF FAYETTE	GRANT14181473	4,789,430.07	60,317	0	321	\$3,710
2024	PA	CRAWFORD COUNTY	GRANT14160930	3,249,236.77	70,629	165	508	\$4,748
2024	PA	COUNTY OF CENTRE	GRANT14179122	3,917,139.68	65,534	137	581	\$6,508
2024	PA	WESTMORELAND COUNTY COURTHOUSE	GRANT14192694	8,698,589.57	227,687	340	2,025	\$13,564
2024	PA	COUNTY OF CUMBERLAND	GRANT14196139	4,907,599.93	123,429	1,216	988	\$14,299
2024	PA	COUNTY OF ERIE	GRANT14162476	11,558,282.00	239,190	4	2,060	\$14,522
2024	PA	COUNTY OF PIKE	GRANT14162645	6,204,000.13	78,195	463	824	\$16,036

2025 BUDGET AMENDMENT

		APPROPRIATIONS			
RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	INCREASE	DECREASE	
A9	3150 2 2750	Security Equipment	52,284.00		
TOTAL APPROPRIATIONS			52,284.00	0.00	

		REVENUES			
RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE	
A4	3150 04390	Alien Assistance Program		52,284.00	
TOTAL REVENUES			0.00	52,284.00	
GRAND TOTALS			52,284.00	52,284.00	

RESOLUTION NO. 42

AUTHORIZING AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, REGARDING REIMBURSEMENT FOR THE INCARCERATION OF CRIMINAL ALIENS AND AMENDING THE 2024 SHERIFF'S OFFICE BUDGET

Introduced: 2/12/24

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has indicated that the United States Department of Justice, Bureau of Justice Assistance, has made funding available through the State Criminal Alien Assistance Program (SCAAP) regarding reimbursement for incarceration costs for undocumented criminal aliens at the Albany County Correctional Facility, and

WHEREAS, The Sheriff has requested authorization to enter into an agreement with the United States Department of Justice, Bureau of Justice Assistance, in the amount of \$34,884 regarding the SCAAP reimbursement, and

WHEREAS, The Sheriff further requested a budget amendment to reflect the reimbursement amount and to comply with a SCAAP requirement that reimbursement funding be spent for correctional purposes, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the United States Department of Justice, Bureau of Justice Assistance, in an amount not to exceed \$34,884 regarding reimbursement for the incarceration of criminal aliens, and, be it further

RESOLVED, That the 2024 Sheriff's Office Budget is amended as follows:

Increase Revenue Account A3150 0 4390 Alien Assistance Program by \$34,884

Increase Appropriation Account A3150.2 by \$34,884 by increasing Line Item A3150 2 2750 Security Equipment by \$34,884

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 2/12/24

RESOLUTION NO. 125

AUTHORIZING AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE REGARDING REIMBURSEMENT FOR THE INCARCERATION OF CRIMINAL ALIENS AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has indicated that the United States Department of Justice, Bureau of Justice Assistance, has made funding available through the State Criminal Alien Assistance Program (SCAAP) regarding reimbursement for incarceration costs for undocumented criminal aliens at the Albany County Correctional Facility, and

WHEREAS, The Sheriff has requested authorization to enter into an agreement with the United States Department of Justice, Bureau of Justice Assistance in the amount of \$52,284 regarding the SCAAP reimbursement, and

WHEREAS, The Sheriff has further requested a budget amendment to reflect the reimbursement amount and to comply with a SCAAP requirement that reimbursement funding be spent for correctional purposes, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the United States Department of Justice, Bureau of Justice Assistance, in an amount not to exceed \$52,284 regarding reimbursement for the incarceration of criminal aliens, and, be it further

RESOLVED, That the 2025 Sheriff's Office Budget is amended as follows:

2025 BUDGET AMENDMENT									
APPROPRIATIONS									
RESOLUTION NO.	BTCH	ACCOUNT NO.				RESOLUTION DESCRIPTION	INCREASE	DECREASE	
		A9	3150	2	2750	Security Equipment	52,284.00		
						TOTAL APPROPRIATIONS	52,284.00	0.00	
REVENUES									
RESOLUTION NO.	BTCH	ACCOUNT NO.				RESOLUTION DESCRIPTION	DECREASE	INCREASE	
		A4	3150		04390	Alien Assistance Program		52,284.00	
						TOTAL REVENUES	0.00	52,284.00	
						GRAND TOTALS	52,284.00	52,284.00	

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

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CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

January 30, 2025

Honorable Joanne Cunningham
Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is requested authorizing the County Executive to enter into an Agreement with the New York State Governor's Traffic Safety Committee in the amount of \$572,737.00 for the 2025 Albany County STOP-DWI Plan. These funds will be used to support this plan which accounts for and includes multi-agency police enforcement and DWI supplies for all participating agencies in Albany County, STOP-DWI Program staffing, and educational/awareness campaigns and programs. The STOP-DWI Plan covers the dates of October 1, 2024 – September 30, 2025.

Should there be any questions, do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig D. Apple, Sr.", written over a horizontal line.

Craig D. Apple, Sr.
Sheriff

Att.

cc: Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Chairwoman

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Legislative approval for authorization to approve the Stop DWI Plan for 2025.

..body

Date:	January 30, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	518-487-5440

Purpose of Request: Approval of Plan/Procedure 10/01/2024-09/30/2025

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: New York State Department of Motor Vehicles - GTSC
6 Empire State Plaza, Albany N.Y. 12228

Term: (Start/end date or duration) 10/01/2024-09/30/2025
Amount/Raise Schedule/Fee: \$572,737.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
 Anticipated in Budget: Yes ☒ No ☐
 Spreadsheet attached: Yes ☐ No ☒

Source of Funding – (Percentages)

Federal: Enter text. County: Enter text.
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☐ No ☒
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
Bond Resolution No.: Enter text.
Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: #130 (03/11/24)

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Approve the Stop DWI Plan for 2025 (attached) – submit to NYS Dept of Motor Vehicle and authorize the execution of any necessary agreements for the implementation of the Stop DWI Program.

RESOLUTION NO. 130

APPROVING THE 2024 ALBANY COUNTY STOP-DWI PLAN AND
AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE
GOVERNOR'S TRAFFIC SAFETY COMMITTEE

Introduced: 3/11/24

By Public Safety Committee and Miller:

WHEREAS, The Coordinator of the Albany County STOP-DWI Program has prepared a STOP-DWI Plan pursuant to the New York State Vehicle and Traffic Law, and

WHEREAS, The proposed STOP-DWI Plan for 2024 must be certified by the Albany County Legislature and approved by the New York State Department of Motor Vehicles (DMV), and

WHEREAS, Upon approval by the New York State DMV, the County will receive \$570,937 for multi-agency police enforcement, prosecution, probation, rehabilitation, public information, and education in an effort to reduce alcohol-related crashes, injuries and deaths, now, therefore, be it

RESOLVED, By the Albany County Legislature that the 2024 Albany County STOP-DWI Plan is hereby ratified and approved, and, be it further

RESOLVED, That the County Executive is authorized to enter into any and all necessary agreements regarding the implementation of the approved 2024 STOP-DWI Plan, including agreements for the receipt of \$570,937 from the New York State DMV for a term commencing January 1, 2024 and ending December 31, 2024, and, be it further

RESOLVED, That the County Attorney is authorized to approve any agreements associated with the aforementioned approved plan as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 3/11/24

KATHY HOCHUL
Governor



Department of Motor Vehicles

GOVERNOR'S TRAFFIC SAFETY COMMITTEE
6 EMPIRE STATE PLAZA • ALBANY, NY 12228

JUSTIN O'CONNOR
Director
(518) 474-0972
Fax: (518) 473-6946

January 10, 2025

Craig Apple
Coordinator
Albany County STOP DWI Program
16 Eagle Street
Albany, NY 12207

Dear Sheriff Apple:

We are pre-approving your 2025 STOP DWI Plan as submitted. You will receive an official approval from our office once you have submitted your certification page or county resolution. Thank you for your dedication and continued work to address the problem of impaired driving.

Commissioners Rules and Regulations section 172.3 (c), states that "Approval of a plan by the commissioner will be made only after prior approval and documented endorsement of the plan by the local governing body. Documentation of endorsement is to be in the form of a copy of the local resolution adopting the plan and authorizing expenditures after approval of the plan by the commissioner."

NY CRR Section 172.3(e) states that a "written notification of all plan amendments and budget modifications which propose either expenditures in previously unfunded areas or items or increased expenditures in previously funded areas or items must be sent to the commissioner. In the case of previously unfunded areas or items, such notifications must be sent at least 15 days prior to the expenditure. Written approval by the commissioner is required of such budget modifications only if the sum total of all budget modifications within a fiscal year exceeds 10 percent of the originally approved budget."

We recognize that county governments continue to experience the same fiscal constraints as the rest of the state. In these difficult times, we have a duty to ensure that program spending is constrained to activities that prevent impaired driving, including the enforcement of impaired driving laws, and is not used to supplant local expenses. If you plan to modify this STOP DWI budget plan, you must notify the GTSC (Governor's Traffic Safety Committee) before incurring any costs.

If you have any questions about your plan or the program in general, please contact Dylan Keenan at the GTSC at STOP.DWI.PROGRAM@dmv.ny.gov or (518) 486-6615.

Sincerely,

Renée Borden
Program Manager I

RB/JK/DK/mr

TrafficSafety.ny.gov

Albany County STOP DWI Plan

Contact Information

Plan Submitted by Coordinator

Name: Craig Apple

Title: Sheriff

Agency: Albany County Sheriff's Office

Street Address: 16 Eagle Street

City/State/ZIP: Albany, New York. 12207

Phone Number: 518-487-5400

Fax Number:

Email: stopdwi@albanycountyny.gov



County Fiscal Agent

Name: Tina Harris

Title: Fiscal Agent

Agency: Albany County Sheriff's Office

Street Address: 16 Eagle Street

City/State/ZIP: Albany, New York. 12207

Phone Number: 518-487-5453

Fax Number:

Email: Tina.Harirs@albanycountyny.gov

County Administrator Contact

Name: Matthew James Nash

Title: First Sergeant

Agency: Albany County Sheriff's Office

Street Address: 16 Eagle Street

City/State/ZIP: Albany, New York. 12207

Phone Number: 518-655-7993

Fax Number:

Email: stopdwi@albanycountyny.gov

Plan Overview

Component Totals

Component	Grand Total
Law Enforcement	\$125,800.00
Court Related/Prosecution	\$50,000.00
Probation	\$64,000.00
Rehabilitation	\$27,700.00
Public Information/Education	\$18,900.00
Administration	\$286,337.00

Total STOP-DWI Budget: \$572,737.00

Estimated fine revenue for 2026: \$225,000.00

Other source(s) of revenue: \$41,000.00

Total Estimated Revenues: \$266,000.00

Rollover/Funds balance: \$0.00

(Not planning to use rollover)

Other source(s) of revenue:

Victim Impact Panels and Alive at 25 Classes

Additional Comments:

Remainder of budget will be covered by the county general fund.

Law Enforcement Component Summary

Personal Services

Funded Positions

Title	Agency	Funding Type	Total
-------	--------	--------------	-------

Total Funded Positions: \$0.00

Law Enforcement Component Activity (Overtime/Equipment) Budget

Jurisdiction	Agency	DWI Patrol/Overtime	OTPS/Equipment
County	Albany County Sheriff's Office	\$0.00	\$0.00

Overtime: \$0.00

Equipment: \$0.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$0.00

Other Than Personal Services

Vehicle Description	Agency	Vehicle Funding
---------------------	--------	-----------------

Vehicle Total: \$0.00

Vehicle Maintenance Description	Agency	Maintenance Funding
---------------------------------	--------	---------------------

Vehicle Maintenance Total: \$0.00

Equipment Description	Agency	Equipment Funding
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Equipment Total: \$0.00

Supply Description	Supply Funding
As needed supplies including, but not limited to, breath test tubes, blood kits, urine kits, DWI Warning and Field Note Cards, etc. All items will be purchased as needed.	\$5,000.00

Supply Total: \$5,000.00

Training/Travel Description	Training/Travel Funding
-----------------------------	-------------------------

Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
Albany Police Department	\$20,000.00
Albany County Sheriff's Office	\$12,800.00

Contractual Service Description	Contractual Service Funding
Altamont Police Department	\$2,000.00
Bethlehem Police Department	\$19,000.00
Coeymans Police Department	\$2,000.00
Cohoes Police Department	\$9,000.00
Colonie Police Department	\$20,000.00
Green Island Police Department	\$4,000.00
Guilderland Police Department	\$20,000.00
Menands Police Department	\$4,000.00
Watervliet Police Department	\$8,000.00

Contractual Service Total: \$120,800.00

Other Item Description	Other Funding
------------------------	---------------

Other Item Total: \$0.00

Activities to be funded in this area

Scheduled blanket patrol details will be scheduled in conjunction with the NYS STOP-DWI High Visibility Engagement Campaigns and may include other mobilization campaigns. Other campaigns are generally unannounced and would be based on needs determined by the specific law enforcement agency. These needs could include additional patrols around community events where a high probability of impaired driving may occur. Some law enforcement agencies may request for use of funds for underage liquor sale enforcement. These must be pre-approved by the STOP DWI Administrator in advance and concluding data must be sent to the Albany County STOP DWI Unit at the conclusion of the detail.

Total Other Than Personal Services: \$125,800.00

Law Enforcement Component Grand Total: \$125,800.00

Court Related/Prosecution Component Summary

Personal Services

Funded Positions

Title	Agency	Funding Type	Total
Assistant DA DWI Prosecutor	Albany County District Attorney's Office	Partially	\$50,000.00

Total Funded Positions: \$50,000.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$50,000.00

Other Than Personal Services

Equipment Description	Equipment Funding
-----------------------	-------------------

Equipment Total: \$0.00

Supply Description	Supply Funding
--------------------	----------------

Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
-----------------------------	-------------------------

Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
---------------------------------	-----------------------------

Contractual Service Total: \$0.00

Other Item Description	Other Funding
------------------------	---------------

Other Item Total: \$0.00

Court Fee Description	Court Fee Funding
-----------------------	-------------------

Court Fee Total: \$0.00

Activities to be funded in this area

The Assistant District Attorney whose position will be partially funded will be a member of the vehicular crimes unit and will be directly involved with the prosecution of DWI and DWAI-Drugs Cases within Albany County.

Total Other Than Personal Services: \$0.00

Court Related/Prosecution Component Grand Total: \$50,000.00

Probation Component Summary

Personal Services

Funded Positions

Title	Agency	Funding Type	Total
Probation Officer	Albany County Probation Department	Partially	\$39,000.00
Probation Officer	Albany County Probation Office	Partially	\$25,000.00

Total Funded Positions: \$64,000.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$64,000.00

Other Than Personal Services

Equipment Description	Equipment Funding
Equipment Total: \$0.00	

Supply Description	Supply Funding
Supply Total: \$0.00	

Training/Travel Description	Training/Travel Funding
Training/Travel Total: \$0.00	

Contractual Service Description	Contractual Service Funding
Contractual Service Total: \$0.00	

Other Item Description	Other Funding
Other Item Total: \$0.00	

Victim Impact Panel Description	Victim Impact Panel Funding
Victim Impact Panel Total: \$0.00	

Activities to be funded in this area

The positions funded through this office will be within the DWI Unit of the Albany County Probation Office. One position will be a case manager position and the other will be an Ignition Interlock Manager. It will be their duties to manage DWI Probation cases in Albany County (including any transfers) and to monitor the installation, use, and removal of Ignition Interlock Devices.

Total Other Than Personal Services: \$0.00

Probation Component Grand Total: \$64,000.00

Rehabilitation Component Summary

Personal Services

Funded Positions

Title	Agency	Funding Type	Total
-------	--------	--------------	-------

Total Funded Positions: \$0.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$0.00

Other Than Personal Services

Equipment Description	Equipment Funding
-----------------------	-------------------

Equipment Total: \$0.00

Supply Description	Supply Funding
--------------------	----------------

Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
-----------------------------	-------------------------

Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
Honor Court	\$22,000.00
Addictions Care Center of Albany (ACCA)	\$5,000.00

Contractual Service Total: \$27,000.00

Other Item Description	Other Funding
Victim Impact Panel Speakers	\$700.00

Other Item Total: \$700.00

Activities to be funded in this area

Albany County STOP DWI will continue to provide funding for both Honor Court and Addictions Care Center of Albany (ACCA). ACCA will assist when needed with speakers for public speaking engagements and offer treatment options at these events. ACCA also provides preventative educational programs for all ages about drug s and addiction and the importance of healthy life choices in these areas. Honor Court is a rehabilitation agency focused on changing the lives of people accused of alcohol and drug related crimes, including Driving While Intoxicated. It was designed to be an alternative to incarceration and provides education, vocational training, treatment, and employment to area citizens who have been arrested as a result of their use of drugs and/or alcohol.

Total Other Than Personal Services: \$27,700.00

Rehabilitation Component Grand Total: \$27,700.00

Public Information/Education Component Summary

Personal Services

Funded Positions

Title	Agency	Funding Type	Total
-------	--------	--------------	-------

Total Funded Positions: \$0.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$0.00

Other Than Personal Services

Equipment Description	Equipment Funding
-----------------------	-------------------

Equipment Total: \$0.00

Supply Description	Supply Funding
Alive at 25 materials: handbooks provided to each student, certificates, educational updates, and teacher manuals.	\$1,500.00

Supply Total: \$1,500.00

Training/Travel Description	Training/Travel Funding
-----------------------------	-------------------------

Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
Mini Grants to six area high schools for assistance with Post Prom events. These grants are by request and must be pre-approved by the Administrator.	\$2,400.00
Victim Speakers (panels, schools, events, etc)	\$3,000.00
Community Advertising	\$5,000.00
MVP Arena Advertising Sponsorships	\$5,000.00
Funding for Teen Youth Summit	\$2,000.00

Contractual Service Total: \$17,400.00

Other Item Description	Other Funding
------------------------	---------------

Other Item Total: \$0.00

Activities to be funded in this area

Up To six local high schools can submit for a mini grant up to \$400.00 to assist with post-prom events. Applications must be submitted in writing to the STOP DWI Unit for approval. Albany County STOP DWI will continue sponsorships at the MVP Areal (formerly the Times Union Center) which are contracted annually for PSA advertising at venues. Albany County STOP DWI will also assist with sponsorship funding for the annual Youth Summit which targets various topics, including impaired driving. Small stipends will be given to victim speakers as needed for community presentations.

Total Other Than Personal Services: \$18,900.00

Public Information/Education Component Grand Total: \$18,900.00

Administration Component Summary

Personal Services

Funded Positions

Title	Agency	Funding Type	Total
Administrator	Albany County Sheriff's Office	Fully	\$131,409.00
STOP-DWI Specialist	Albany County Sheriff's Office	Fully	\$88,645.00
STOP-DWI Specialist	Albany County Sheriff's Office	Fully	\$56,283.00

Total Funded Positions: \$276,337.00

Overtime funding: \$10,000.00

Fringes: \$0.00

Total Personal Services: \$286,337.00

Other Than Personal Services

Equipment Description	Agency	Equipment Funding
-----------------------	--------	-------------------

Equipment Total: \$0.00

Supply Description	Supply Funding
--------------------	----------------

Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
-----------------------------	-------------------------

Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
---------------------------------	-----------------------------

Contractual Service Total: \$0.00

Other Item Description	Other Funding
------------------------	---------------

Other Item Total: \$0.00

Recognition Awards/Events Description	Recognition Funding
---------------------------------------	---------------------

Recognition Total: \$0.00

Activities to be funded in this area

Administration officials will be responsible for the day-to-day operations of the STOP-DWI Program in this County. Filing proper paperwork, submitting for grant money, proper disbursement of funds, etc.

Total Other Than Personal Services: \$0.00

Administration Component Grand Total: \$286,337.00

RESOLUTION NO. 126

**APPROVING THE 2025 ALBANY COUNTY STOP-DWI PLAN AND
AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE
GOVERNOR'S TRAFFIC SAFETY COMMITTEE**

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Coordinator of the Albany County STOP-DWI Program has prepared a STOP-DWI Plan pursuant to the New York State Vehicle and Traffic Law, and

WHEREAS, The proposed STOP-DWI Plan for 2025 must be certified by the Albany County Legislature and approved by the New York State Department of Motor Vehicles (DMV), and

WHEREAS, Upon approval by the New York State DMV, the County will receive \$572,737 for multi-agency police enforcement, prosecution, probation, rehabilitation, public information, and education in an effort to reduce alcohol-related crashes, injuries, and deaths, now, therefore, be it

RESOLVED, By the Albany County Legislature that the 2025 Albany County STOP-DWI Plan is hereby ratified and approved, and, be it further

RESOLVED, That the County Executive is authorized to enter into any and all necessary agreements regarding the implementation of the approved 2025 STOP-DWI Plan, including agreements for the receipt of \$572,737 from the New York State DMV for a term commencing October 1, 2024 and ending September 30, 2025, and, be it further

RESOLVED, That the County Attorney is authorized to approve any agreements associated with the aforementioned approved plan as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

781

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

February 14, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

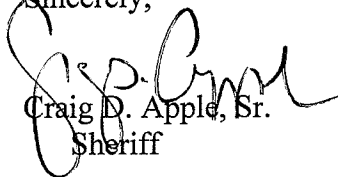
Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is requested to create one (1) full time Special Project Coordinator position at the Albany County Corrections & Rehabilitative Services Center. This position is necessary and required to expand our program, provide wrap around services and further reduce recidivism. There will be no impact to Albany County as this position will be funded with the U.S. Department of Housing and Urban Development Grant.

Should you have any questions, please feel free to contact me.

Sincerely,


Craig D. Apple, Sr.
Sheriff

Cc: Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Request for Legislative approval for personnel adjustments at the Albany County Correctional Facility

..body

Date:	February 14, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Correctional Facility	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	518-487-5440

Purpose of Request: Budget Amendment Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: Enter text.

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
 Anticipated in Budget: Yes ☐ No ☒
 Spreadsheet attached: Yes ☒ No ☐

Source of Funding – (Percentages)

Federal: 100% County: 0%
 State: 0% Local: 0%

County Budget Accounts:

Revenue Account and Line: Enter text.
 Revenue Amount: Enter text.
 Appropriation Account and Line: Enter text.
 Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
 If Mandated, Cite Authority: Enter text.
 Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☐ No ☐
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
 Bond Resolution No.: Enter text.
 Apprenticeship Program Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 699 OF 2024

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

To create one (1) Special Project Coordinator position at the Albany County Corrections & Rehabilitative Service Center.

RESOLUTION NO. 669

AMENDING THE 2024 SHERIFF'S OFFICE BUDGET: COMMUNITY PROJECT FUNDING GRANT

Introduced: 11/12/24

By Public Safety Committee:

WHEREAS, By Resolution No. 128 for 2024, this Honorable Body authorized an agreement with the United States Department of Housing and Urban Development regarding the Community Project Funding Grant in an amount of \$500,000 for the term commencing January 1, 2024 and ending August 31, 2030, and

WHEREAS, The Albany County Sheriff has requested an amendment to the 2024 Sheriff's Office Budget in order to use this funding for the renovation of the Sheriff's Homeless Improvement Program facility, now, therefore, be it

RESOLVED, By the Albany County Legislature, that the 2024 Sheriff's Office Budget is hereby amended as follows:

2024 BUDGET AMENDMENT				
APPROPRIATIONS				
ACCOUNT NO.		RESOLUTION DESCRIPTION	INCREASE	DECREASE
A 3150	1	9900 HUD24 OVERTIME	240,000.00	
A9 3150	2	2750 HUD24 SECURITY EQUIPMENT	85,000.00	
A9 3150	4	4070 HUD24 EQUIPMENT REPAIR AND RENTAL		325,000.00
TOTAL APPROPRIATIONS			325,000.00	
REVENUES				
ACCOUNT NO.		RESOLUTION DESCRIPTION		
TOTAL REVENUES				
GRAND TOTALS			325,000.00	325,000.00

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 11/12/24

2025 Budget Amendment

RESOLUTION NO. BTCH		ACCOUNT NO.		Appropriations		Revenues	
				Resolution Description	Increase	Decrease	Pos Cntrl
A1 3150	1 2267 011	10000		Special Project Coordinator	53,401.00		390501
A1 3150	1 9900			Overtime		53,401.00	
				Total Appropriations	53,401.00	53,401.00	
				Revenues			
				Total Revenue			
				Grand Totals	53,401.00	53,401.00	
RESOLUTION NO. BTCH		ACCOUNT NO.		Resolution Description	Decrease	Increase	

RESOLUTION NO. 127

AMENDING THE 2025 SHERIFF'S OFFICE BUDGET: SPECIAL PROJECT COORDINATOR

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to amend the 2025 Sheriff's Office Budget to create a full-time Special Project Coordinator position that will allow for the expansion of programming, provide wrap-around services, and further reduce recidivism, and

WHEREAS, The Sheriff has indicated that this position will be funded using the United States Department of Housing and Urban Development Grant, now, therefore, be it

RESOLVED, That the 2025 Sheriff's Office Budget is hereby amended as follows,

2025 Budget Amendment											
							</				

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

786

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

February 11, 2025

Honorable Joanne Cunningham
Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

JO
Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is requested to amend Resolution #35 of 2025 authorizing an agreement between the County of Albany and participating municipalities for Emergency Medical Technician Defibrillation Service. Resolution #35 was approved for a total amount of \$1,492,181.40 for the time frame of 1/1/2025-12/31/2025.

Delmar Bethlehem EMS has requested additional staffing to cover weekends. As a result, an increase of \$25,132.80 is necessary to cover additional services.

The new amended total amount for the time frame of 1/1/2025-12/31/2025 for Emergency Medical Technician Defibrillation Service would be \$1,517,314.20, if approved.

Should there be any questions, do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig D. Apple, Sr.", is written over the typed name and title.

Craig D. Apple, Sr.
Sheriff

Att.

cc: Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Chairwoman

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Legislative approval to amend previously authorized agreements between Albany County and participating Municipalities for Emergency Medical Technicians-Defibrillation.

..body

Date: February 11, 2025 Submitted By: Craig D. Apple, Sr.
 Department: Sheriff's Office Title: Sheriff
 Attending Meeting: Sheriff Craig D. Apple, Sr. Phone: 518-487-5440

Purpose of Request: Contract Authorization 01/01/2025-12/31/2025

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
 Enter text.

Term: (Start/end date or duration) 01/01/2025-12/31/2025
 Amount/Raise Schedule/Fee: \$1,517,314.20

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
 Anticipated in Budget: Yes ☒ No ☐
 Spreadsheet attached: Yes ☐ No ☒

Source of Funding -- (Percentages)

Federal: Enter text. County: 100%
 State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: A23110.02265
 Revenue Amount: \$1,517,314.20
 Appropriation Account and Line: Enter text.
 Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
 If Mandated, Cite Authority: Enter text.
 Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☐ No ☒
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
 Bond Resolution No.: Enter text.
 Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: #35-2025

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Amending previously authorized agreements between the County and participating municipalities for Emergency Medical Technicians-Defibrillation for a new total of \$1,517,314.20 for 2025. Spreadsheet attached

RESOLUTION NO. 128

AMENDING RESOLUTION NO. 35 FOR 2025 REGARDING EMERGENCY MEDICAL TECHNICIAN DEFIBRILLATION SERVICES

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, By Resolution No. 35 for 2025, this Honorable Body authorized agreements with the Towns of Berne, New Scotland, Rensselaerville, and Westerlo and the Delmar/Bethlehem Volunteer Ambulance Service to provide Emergency Medical Technician-Defibrillation services through the County's Emergency Medical Services Program for a total amount of \$1,492,181.40 for a term commencing January 1, 2025 and ending December 31, 2025, and

WHEREAS, The Sheriff has indicated that the Delmar/Bethlehem Volunteer Ambulance Service has requested additional staffing to cover weekends, resulting in an increase of \$25,132.80 to cover the additional services, now, therefore, be it

RESOLVED, By the Albany County Legislature that Resolution No. 35 for 2025 is hereby amended in the amount of \$25,132.80 for a new total amount of \$1,517,314.20, and, be it further

RESOLVED, That the County Attorney is authorized to approve said amendment as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

February 25, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Jo
Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to apply for and accept funding from the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications. The attached announcement is for the "24 Public Safety Answering Points (PSAP) Operations Grant Program" award.

The award amount for Albany County is \$235,855.00. There are no matching funds associated with this grant.

This grant was previously authorized under RLA 23-573, attached.

The term of this contract will be 24 months from 1/1/24 to 12/31/25.

These funds will assist with the costs involved in maintaining our multi-jurisdictional PSAP operating expenses (such as PSAP computer equipment, PSAP furniture and recording equipment.)

We will be purchasing items over \$100,000.00 under this grant for computer costs for our PSAP.

Should there be any questions, do not hesitate to call.

Sincerely,

 A handwritten signature in black ink, appearing to read "Craig D. Apple, Sr.", written over the typed name and title.

Craig D. Apple, Sr.
Sheriff

Cc: Hon. Daniel McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Chairwoman

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Contract Authorization to apply, accept and spend the 2024 Public Safety Answering Points (PSAP) Operations Grant.

..body

Date:	February 28, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Enter text.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization Authorize application and acceptance of the 2024 NYS DHSES PSAP Operations Grant, enter into a grant contract, and expend the funds.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Bldg. 7A, Suite 710, Albany, NY 12242

Term: (Start/end date or duration)	January 1, 2024 – December 31, 2025
Amount/Raise Schedule/Fee:	\$235,855.00 with no match

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☒ No ☐
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	Enter text.	County:	Enter text.
State:	100%	Local:	Enter text.

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolution No. 573 of 2023.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Authorize application and acceptance of the 2024 NYS Division of Homeland Security and Emergency Services (DHSES), Office of Interoperable and Emergency Communications, Public Safety Answering Points (PSAP) Operations Grant, enter into a grant contract with NYS DHSES for said grant, and expend the funds. The award amount is \$235,855.00 with no match and is to be spent on costs involved in maintaining our multi-jurisdictional PSAP operating expenses, including but not limited, to PSAP computer equipment, PSAP furniture, and recording equipment. The grant term is 24 months with the performance period running from January 1, 2024 to December 31, 2025.

RESOLUTION NO. 573

AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES, OFFICE OF INTEROPERABLE AND EMERGENCY COMMUNICATIONS REGARDING THE 2023 PUBLIC SAFETY ANSWERING POINTS OPERATIONS GRANT PROGRAM AND AMENDING THE 2023 SHERIFF'S OFFICE BUDGET

Introduced: 12/4/23

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into an agreement with the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications regarding the Public Safety Answering Points Operations Grant Program in the amount of \$235,855 for the term commencing January 1, 2023 and ending December 31, 2023, and

WHEREAS, The Sheriff has indicated that this funding will be used to assist with the costs involved in maintaining Albany County's multi-jurisdictional Public Safety Answering Points Operations, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate this funding into the 2023 Sheriff's Office Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications regarding the Public Safety Answering Points Operations Grant Program in the amount of \$235,855 for the term commencing January 1, 2023 and ending December 31, 2023, and, be it further

RESOLVED, That the 2023 Sheriff's Office Budget is hereby amended as follows:

Create and Increase Revenue Account A3020 0 3308 PSAP Grant by \$235,855

Create and Increase Appropriation Account A3020.2 by \$235,855 by creating and increasing Line Item A3020 2 2050 Computer Equipment by \$235,855

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 12/4/23

A. Joyce abstained.



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Daniel P. McCoy
Albany County Executive
Harold L. Joyce Albany County Office Building
112 State Street, Room 1200
Albany, NY 12207

Dear Mr. McCoy:

I am pleased to announce that Albany County has been awarded \$235,855 under the New York State 2024 Public Safety Answering Point Operations Grant Program (2024 PSAP Grant). This program, administered by my agency, allows for State support to counties for eligible public safety call-taking and dispatching expenses. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the state.

The performance period for the 2024 PSAP grant will be 24 months, beginning calendar year 2024 (January 1, 2024 – December 31, 2025). Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days of the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated PSAP point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline Bray". The signature is written in a cursive, flowing style.

Jackie Bray
Commissioner

2025 Budget Amendment

Appropriations					
RESOLUTION NO. BTCH	ACCOUNT NO.	Resolution Description	Increase	Decrease	
A9 3020	2 2050	Computer Equipment	235,855.00		Create
Total Appropriations			235,855.00	0.00	
Revenues					
RESOLUTION NO. BTCH	ACCOUNT NO.	Resolution Description	Decrease	Increase	
A3 3020	03308	PSAP Grant		235,855.00	Create
Total Revenue				235,855.00	
Grand Totals			235,855.00	235,855.00	

Attn: Comptrollers Office - project code - POP23 (Description "PSAP 2024 Grant")

RESOLUTION NO. 129

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES, OFFICE OF INTEROPERABLE AND EMERGENCY COMMUNICATIONS REGARDING THE 2024 PUBLIC SAFETY ANSWERING POINTS OPERATIONS GRANT PROGRAM AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to and enter into an agreement with the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications regarding the Public Safety Answering Points Operations Grant Program in the amount of \$235,855 for the term commencing January 1, 2024 and ending December 31, 2025, and

WHEREAS, The Sheriff has indicated that this funding will be used to assist with the costs involved in maintaining Albany County's multi-jurisdictional Public Safety Answering Points Operations, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate this funding into the 2025 Sheriff's Office Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit an application to and enter into an agreement with the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications regarding the Public Safety Answering Points Operations Grant Program in the amount of \$235,855 for the term commencing January 1, 2024 and ending December 31, 2025, and, be it further

RESOLVED, That the 2025 Sheriff's Office Budget is hereby amended as follows:

2025 Budget Amendment											
Appropriations											
RESOLUTION NO.	BTCH			ACCOUNT NO.		Resoultion Description		Increase	Decrease		
		A9	3020	2	2050	POP24 Computer Equipment		235,855.00		Create	
						Total Appropriations		235,855.00	0.00		
Revenues											
RESOLUTION NO.	BTCH			ACCOUNT NO.		Resoultion Description		Decrease	Increase		
		A3	3020		03308	POP24 PSAP Grant			235,855.00	Create	
						Total Revenue		235,855.00			
						Grand Totals		235,855.00	235,855.00		
Attn: Comptrollers Office - project code - POP23 (Description "PSAP 2024 Grant")											

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

February 18, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to amend the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications grant contract. The attached announcement is for the "23 Public Safety Answering Points (PSAP) Operations Grant Program" award.

The award amount for Albany County is \$235,855.00. There are no matching funds associated with this grant.

This grant was previously authorized under RLA 23-573 and 24-45, attached.

The new term of this contract will be 33 months, from 1/1/23 to 9/30/25.

These funds will assist with the costs involved in maintaining our multi-jurisdictional PSAP operating expenses (such as network connectivity, software licensing, etc.)

Should there be any questions, do not hesitate to call.

Sincerely,

[Signature]
Craig D. Apple, Sr.
Sheriff

Cc: Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Chairwoman

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Legislative Approval to extend term of previously authorized contract authorization with
NYS DHSES, Office of Interoperable and Emergency Communications

..body

Date:	February 27, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Craig D. Apple, Sr.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization 01/01/2023-09/30/2025

CONTRACT TERMS/CONDITIONS:**Party Names and Addresses:**

New York State Division of Homeland Security and Emergency Services,
1220 Washington Avenue, Bldg. 7A, Suite 710, Albany, NY 12242

Term: (Start/end date or duration)	January 1, 2023 - September 30, 2025
Amount/Raise Schedule/Fee:	\$235,855.00

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☒ No ☐
Spreadsheet attached:	Yes ☐ No ☒

Source of Funding – (Percentages)

Federal:	0	County:	0
State:	100%	Local:	0

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☐
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Res #573-23 & Res #45-24

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Authorize an extension for this grant performance period until September 30, 2025 and amend the contract as necessary. This extension of the previously authorized grant will enable full use of all grant award funds in support of maintaining our multi-jurisdictional PSAP operating expenses as previously authorized. This will make the overall term 33 months (January 1, 2023 – September 30, 2025).



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

October 24, 2023

The Honorable Daniel P. McCoy
Albany County Executive
Harold L. Joyce Albany County Office Building
112 State Street, Room 1200
Albany, NY 12207

Dear Mr. McCoy:

I am pleased to announce that Albany County has been awarded \$235,855 under the New York State 2023 Public Safety Answering Point Operations Grant Program (2023 PSAP Grant). This program, administered by my agency, allows for State support to counties for eligible public safety call-taking and dispatching expenses. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the state.

The performance period for the 2023 PSAP grant will be 12 months, beginning calendar year 2023 (January 1, 2023 – December 31, 2023). Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 30 calendar days of the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated PSAP point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of *"your public safety first"* responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner

RESOLUTION NO. 573

AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES, OFFICE OF INTEROPERABLE AND EMERGENCY COMMUNICATIONS REGARDING THE 2023 PUBLIC SAFETY ANSWERING POINTS OPERATIONS GRANT PROGRAM AND AMENDING THE 2023 SHERIFF'S OFFICE BUDGET

Introduced: 12/4/23

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into an agreement with the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications regarding the Public Safety Answering Points Operations Grant Program in the amount of \$235,855 for the term commencing January 1, 2023 and ending December 31, 2023, and

WHEREAS, The Sheriff has indicated that this funding will be used to assist with the costs involved in maintaining Albany County's multi-jurisdictional Public Safety Answering Points Operations, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate this funding into the 2023 Sheriff's Office Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications regarding the Public Safety Answering Points Operations Grant Program in the amount of \$235,855 for the term commencing January 1, 2023 and ending December 31, 2023, and, be it further

RESOLVED, That the 2023 Sheriff's Office Budget is hereby amended as follows:

Create and Increase Revenue Account A3020 0 3308 PSAP Grant by \$235,855

Create and Increase Appropriation Account A3020.2 by \$235,855 by creating and increasing Line Item A3020 2 2050 Computer Equipment by \$235,855

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 12/4/23

A. Joyce abstained.

RESOLUTION NO. 45

AMENDING RESOLUTION NO. 573 FOR 2023 REGARDING THE 2023
PUBLIC SAFETY ANSWERING POINTS OPERATIONS GRANT PROGRAM

Introduced: 2/12/24

By Public Safety Committee:

WHEREAS, By Resolution No. 573 for 2023, this Honorable Body authorized an agreement with the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications regarding the Public Safety Answering Points Operations Grant Program in the amount of \$235,855 for the term commencing January 1, 2023 and ending December 31, 2023, and

WHEREAS, The Albany County Sheriff has requested authorization to amend the agreement to reflect a term ending December 31, 2024 rather than December 31, 2023, now, therefore, be it

RESOLVED, By the Albany County Legislature that Resolution No. 573 for 2023 is amended to reflect a term ending December 31, 2024, and, be it further

RESOLVED, That the County Attorney is authorized to approve said amendment as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

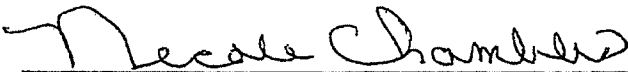
Adopted by unanimous vote - 2/12/24

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 12th day of February, 2024, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 15nd day of February, 2024.


Clerk, Albany County Legislature

2024 BUDGET AMENDMENT

RESOLUTION NO. BTCH	ACCOUNT NO.	APPROPRIATIONS		
		RESOLUTION DESCRIPTION	INCREASE	DECREASE
A9 3020	2 2050	POP23 COMPUTER EQUIPMENT	235,855.00	
				CREATE

TOTAL APPROPRIATIONS	235,855.00	0.00
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REVENUES

RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION		
		PSAP GRANT	DECREASE	INCREASE
A3 3020	03308	POP23	0.00	235,855.00
		TOTAL REVENUES	0.00	235,855.00
		GRAND TOTALS	235,855.00	235,855.00

Attn: Comptrollers Office - project code - POP23 (Description "PSAP 2023 Grant")

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

February 24, 2025

Honorable Joanne Cunningham
Albany County Legislature
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to apply for and accept grant funding and enter into a contract with the State of New York, Division of Homeland Security and Emergency Services, for the 2024 Statewide Interoperability Communications Grant - Formula Based funding.

This grant was previously authorized under Resolution 23-574.

Our award is in the amount of \$1,175,916.00 with no match. The grant period is for 36 months, from January 1, 2024 to December 31, 2026.

We will be purchasing items over \$100,000.00 under this grant.

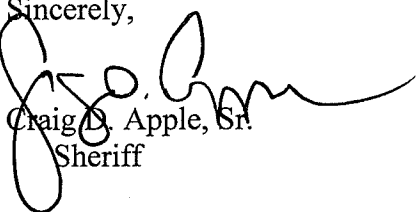
Project #1. Motorola Solutions. Land/Mobile radio maintenance. \$724,000.00

Project #2. Motorola Solutions subscriber costs. \$451,916.00

There is no match fund requirement. The grant period is for 3 years, from January 1, 2024 to December 31, 2026.

Should there be any questions, please do not hesitate to call.

Sincerely,


Craig D. Apple, Sr.
Sheriff

cc: Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Chairwoman

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Contract Authorization to apply, accept and spend the 2024 Statewide Interoperability Communications Grant.

..body

Date:	February 28, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Enter text.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization Authorize application and acceptance of the 2024 NYS DHSES, Statewide Interoperability Communications Grant (formula based funding); enter into a grant contract, and expend the funds as listed below.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Bldg. 7A, Suite 710, Albany, NY 12242
Enter text.

Term: (Start/end date or duration) January 1, 2024 – December 31, 2026
Amount/Raise Schedule/Fee: \$1,175,916.00 with no match

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
 Anticipated in Budget: Yes ☒ No ☐
 Spreadsheet attached: Yes ☒ No ☐

Source of Funding – (Percentages)

Federal: Enter text. County: Enter text.
State: 100% Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☐ No ☐
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
Bond Resolution No.: Enter text.
Apprenticeship Program Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolution No. 574 of 2023.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Authorize application and acceptance of the 2024 NYS Division of Homeland Security and Emergency Services, Statewide Interoperability Communications Grant (formula based funding); entrance into a grant contract with NYS DHSES for said grant; and expenditure of the funds as follows. The award amount is \$1,175,916.00 with no match and specific authorization is sought for expenditure on purchases in excess of \$100,000.00 including \$724,000.00 with Motorola Solutions for land/mobile radio maintenance and \$451,916.00 with Motorola Solutions for subscriber costs. The grant term is 36 months from January 1, 2024 to December 31, 2026.

RESOLUTION NO. 574

AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE 2023 STATEWIDE INTEROPERABILITY COMMUNICATIONS GRANT AND AMENDING THE 2023 SHERIFF'S OFFICE BUDGET

Introduced: 12/4/23

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into an agreement with the New York State Division of Homeland Security and Emergency Services in order to accept 2023 Statewide Interoperability Communications Grant-Formula Based Funding in an amount of \$1,175,916 for a term commencing January 1, 2023 and ending December 31, 2025, and

WHEREAS, The Sheriff has indicated that the aforementioned grant funds will be utilized to build upon the Albany County 911 Interoperable Communications System, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate the aforementioned grant funding into the 2023 Sheriff's Office Budget, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Division of Homeland Security and Emergency Services in order to accept 2023 Statewide Interoperability Communications Grant-Formula Based Funding in an amount of \$1,175,916 for a term commencing January 1, 2023 and ending December 31, 2025, and, be it further

RESOLVED, That the 2023 Sheriff's Office Budget is hereby amended as follows:

Create and Increase Revenue Account A3110 0 3306 Homeland Security by \$1,175,916

Create and Increase Appropriation Account A3110.2 by \$1,175,916 by creating and increasing Line Item A3110 2 2100 Communication Equipment by \$1,175,916

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 12/4/23

A. Joyce abstained.



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

October 24, 2023

The Honorable Daniel P. McCoy
Albany County Executive
Harold L. Joyce Albany County Office Building
112 State Street, Room 1200
Albany, NY 12207

Dear Mr. McCoy:

I am pleased to announce that Albany County has been awarded \$1,175,916 under the New York State 2023 Statewide Interoperable Communications Grant Program (2023 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2023 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2023 SICG-Formula grant will be 36 months, beginning January 1, 2023 – December 31, 2025, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Daniel P. McCoy
Albany County Executive
Harold L. Joyce Albany County Office Building
112 State Street, Room 1200
Albany, NY 12207

Dear Mr. McCoy:

I am pleased to announce that Albany County has been awarded \$1,175,916 under the New York State 2024 Statewide Interoperable Communications Grant Program (2024 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2024 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2024 SICG-Formula grant will be 36 months, beginning January 1, 2024 – December 31, 2026, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner

Albany County Request for Contract Approval
--

Contract #	2023-1430
Contract Type	C) County Legislative Contract
Contract Action	A) New
Contract Action Type	
Department	A3110 - Sheriff
Date Submitted	Thursday, November 09, 2023
Contact Person	Miller, Doug
Contact Phone	() -518
Vendor Info	Division of Homeland Security & Emergency Services 1220 Washington Avenue Bldg 7A Suite 710, Albany , NY 12242
Estimated Amount	\$1,175,916.00
Estimated Term	1/1/2023 to 12/31/2025
Scope of Services	Grant Funding will be utilized to build on to the Albany County 911 Interoperable Communications System
Budget Line Item	AA3110 - 22100 - - -
Fiscal Impact	County: 0.00% State: 100.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date
For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature

2025 Budget Amendment

Appropriations					
RESOLUTION NO. BTCH	ACCOUNT NO.	SIG24	Resolution Description	Increase	Decrease
A9 3110	2 2100	SIG24	Communication Equipment	1,175,916.00	
Total Appropriations				1,175,916.00	0.00
Revenues					
RESOLUTION NO. BTCH	ACCOUNT NO.	SIG24	Resolution Description	Decrease	Increase
A3 3110	03306	SIG24	Homeland Security		1,175,916.00
Total Revenue					1,175,916.00
Grand Totals				1,175,916.00	1,175,916.00

Attn: Comptrollers Office - project code - SIG24 (Description "Statewide Interoperable Communications Grant")

ALBANY COUNTY SHERIFF'S OFFICE

818

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

March 3, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

JO
Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to apply for, accept, and spend grant funding from the New York State Office of Mental Health's Suicide Prevention Center (OMH SPCNY) and the Research Foundation for Mental Hygiene (RFMH), FY2025-2026 Cares Up Sustainability Grant.

The term of this contract will be 24 months.

The award amount for the Albany County is \$40,000.00. These funds will be utilized to assist in the renewal of The Albany County Sheriff's Office Wellness App, PEER Team training, and Administrative support.

This grant was previously approved by the Albany County Legislature in 2023 under Resolution No.542.

Should there be any questions, do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig D. Apple Sr.", is written over the typed name and title.

Craig D. Apple Sr.
Sheriff

Cc. Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Legislative approval to apply, accept and spend the 2025 NY CARES UP Sustainability Grant funding and contract authorization for the same.

..body

Date:	March 4, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization Authorize a contract to accept 2025 NY Cares Up Sustainability Grant funding and authorize expenditure to assist with the renewal of the Albany County Sheriff's Office Wellness App, Sheriff's PEER Team training, and Administrative Support.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: Research Foundation for Mental Hygiene (RFMH) Inc., 150 Broadway, Suite 301, Menands, NY 12204

Term: (Start/end date or duration)	April 1, 2025 – March 31, 2027
Amount/Raise Schedule/Fee:	\$40,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☐ No ☒
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	Enter text.	County:	Enter text.
State:	100%	Local:	Enter text.

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolutions No. 216 of 2022 and No. 542 of 2023

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

This grant will support our wellness solution which allows the Sheriff's Office to provide all employees and their family members customized, confidential mobile wellness education, support, and resources. It will also assist with additional training for our Agency PEER Team for critical incident support and debrief.

RESOLUTION NO. 216

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND AN
AGREEMENT WITH THE RESEARCH FOUNDATION FOR MENTAL
HYGIENE FOR GRANT FUNDING**

Introduced: 6/13/22

By Public Safety Committee and Mr. Miller:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to and enter into an agreement with the Research Foundation for Mental Hygiene regarding grant funding in the amount of \$40,000 for the term commencing April 4, 2022 and ending December 31, 2022, and

WHEREAS, The Sheriff has indicated that this funding will be utilized to offer education and support in the area of mental health well-being to uniformed officers as they cope with stressful situations on a daily basis, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to and enter into an agreement with the Research Foundation for Mental Hygiene regarding grant funding in the amount of \$40,000 for the term commencing April 4, 2022 and ending December 31, 2022, and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application and agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 6/13/22

RESOLUTION NO. 542

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE RESEARCH FOUNDATION FOR MENTAL HYGIENE FOR GRANT FUNDING AND AMENDING THE 2023 SHERIFF'S OFFICE BUDGET

Introduced: 11/13/23
By Audit and Finance Committee:

WHEREAS, By Resolution No. 216 for 2022, this Honorable Body authorized an agreement with the Research Foundation for Mental Hygiene, Inc. regarding grant funding in the amount of \$40,000 for the term commencing April 4, 2022 and ending December 31, 2022, and

WHEREAS, The Albany County Sheriff has indicated that an additional \$5,000 is now available, and has requested authorization to accept this additional amount, and

WHEREAS, A budget amendment is necessary to incorporate the full \$45,000 into the 2023 Albany County Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the Research Foundation for Mental Hygiene regarding a revised grant total in the amount of \$45,000, and, be it further

RESOLVED, That the 2023 Sheriff's Office Budget is hereby amended as follows:

Increase Revenue Account A3110 0 2770 Other Unclassified Revenues by \$45,000

Increase Appropriation Account A3110.4 by \$45,000 by increasing Line Item A3110 4 4046 Fees for Services by \$45,000

and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application and agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 11/13/23

2025 BUDGET AMENDMENT

APPROPRIATIONS

RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	INCREASE	DECREASE
A9 3110	4 4046	FEES FOR SERVICES	40,000.00	
TOTAL APPROPRIATIONS			40,000.00	0.00

REVENUES

RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE
A2 3110	02770	UNCLASSIFIED	0.00	40,000.00
TOTAL REVENUES			0.00	40,000.00
GRAND TOTALS			40,000.00	40,000.00



Office of Mental Health

KATHY HOCHUL
Governor

ANN MARIE T. SULLIVAN, M.D.
Commissioner

MOIRA TASHJIAN, MPA
Executive Deputy Commissioner

NY CARES UP

March 3, 2025

Albany County Corrections
Sergeant Dave Poole
165 Henry Johnson Blvd.
Albany, NY 12203

Dear Sergeant Dave Poole:

The New York State Office of Mental Health's Suicide Prevention Center (OMH SPCNY) and the Research Foundation for Mental Hygiene (RFMH) would like to congratulate **Albany County Corrections** for selection as a CARES UP Sustainability grant recipient. This \$40,000 grant award over a two-year period will help to support your continued efforts to foster resilience and promote mental health within your agency.

The first step for Sustainability grantees will be to attend the CARES UP Sustainability Kick-Off, a virtual meeting scheduled for **March 28th from 9:00-10:00 AM**. During this informational session, the CARES UP grant team will provide grant awardees with an overview of the deliverables during the first year and discuss next steps. A meeting invite will be sent in the coming days.

You will also be contacted by the Research Foundation of Mental Hygiene (RFMH), the entity that manages all our grant contracts, with a draft contract for your review and signature. Grant contracting processes will be covered during our virtual Kick-Off meeting.

We look forward to meeting you with you on March 28th. In the meantime, if you have any questions, please reach out to us at CARESUP@omh.ny.gov

Sincerely,

Jay Carruthers, MD
Director, OMH Suicide Prevention Center of New York

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

March 3, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

JO
Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office Emergency Medical Services Unit to apply for, accept, and spend grant funding from the New York State Office of Mental Health's Suicide Prevention Center (OMH SPCNY) and the Research Foundation for Mental Hygiene (RFMH), FY2025-2026 Cares Up Grant.

The term of this contract will be 24 months.

The award amount for the Albany County is \$60,000.00. These funds will be utilized to enable increased in-service training, assist with funding for a dedicated mental health professional, and for PEER Team training.

Should there be any questions, do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig D. Apple Sr.", written over a printed name and title.

Craig D. Apple Sr.
Sheriff

Cc. Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Contract authorization to apply, accept and spend the 2025 NY CARES UP Grant funding.

..body

Date:	March 4, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization Authorize a contract to accept the 2025 NY Cares Up Grant funding and utilize it to enable increased in-service mental health training, assist with funding for a dedicated mental health professional, and assist with adding EMS personnel to the Agency PEER Team.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: Research Foundation for Mental Hygiene (RFMH) Inc., 150 Broadway, Suite 301, Menands, NY 12204

Term: (Start/end date or duration)	24 months
Amount/Raise Schedule/Fee:	\$60,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☐ No ☒
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	Enter text.	County:	Enter text.
State:	100%	Local:	Enter text.

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolutions No. 216 of 2022 and No. 542 of 2023

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

This grant will be utilized to enable increased in-service mental health training for Sheriff's EMS personnel, assist with funding for a dedicated mental health professional to work alongside Sheriff's EMS to benefit both Agency personnel and the public, and assist with adding EMS personnel to the Agency's PEER team for critical incident response and support.

2025 BUDGET AMENDMENT

APPROPRIATIONS					
RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	INCREASE	DECREASE	
A1 3110	1 9900	Overtime	52,000.00		
A9 3110	4 4046	Fees forService	8,000.00		
TOTAL APPROPRIATIONS			60,000.00	0.00	

REVENUES					
RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE	
A2 3110	02770	UNCLASSIFIED	0.00	60,000.00	
TOTAL REVENUES			0.00	60,000.00	
GRAND TOTALS			60,000.00	60,000.00	

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

March 4, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Dear Chairwoman Cunningham:

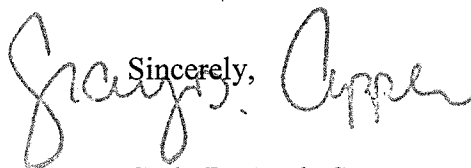
The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to amend a grant contract with the New York State Division of Criminal Justice Services (DCJS) for the Gun Involved Violence Elimination (GIVE) XI Initiative as follows. Approval is sought to authorize the Sheriff's Office to move \$9,786.00 from budget line A93110.2.2750.GIVE24 to A93110.1.9900.GIVE24. This action will enable the most efficient use of the grant funding without changing the scope of services originally laid out for this grant.

The term of this contract remains at 12 months, from July 1, 2024 to June 30, 2025.

This grant was previously approved by the Albany County Legislature in 2024 under Resolution No.476.

Should there be any questions, do not hesitate to call.

Sincerely,


Craig D. Apple Sr.
Sheriff

Cc. Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Legislative approval to amend the Gun Involved Violence Elimination (GIVE) XI Initiative.

..body

Date:	March 4, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	518-487-5440

Purpose of Request:	Budget Amendment	07/01/2024-06/30/2025
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CONTRACT TERMS/CONDITIONS:**Party Names and Addresses:**

Division of Criminal Justice Services

1220 Washington Avenue Building 7A, Suite 710, Albany N.Y. 12242

Term: (Start/end date or duration)	07/01/2024-06/30/2025
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Amount/Raise Schedule/Fee:

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☒ No ☐
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	0	County:	0
State:	100%	Local:	0

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date:	#476 of 2024
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DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Amend prior resolution to adjust the budget amendment.

2025 BUDGET AMENDMENT

RESOLUTION NO. BTCH		ACCOUNT NO.		APPROPRIATIONS		
				RESOLUTION DESCRIPTION	INCREASE	DECREASE
A9	3110	1	9900	GIVE24 OVERTIME	9,786.00	
A9	3110	2	2750	GIVE24 SECURITY EQUIPMENT		9,786.00
TOTAL APPROPRIATIONS					9,786.00	9,786.00

REVENUES

RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE
GRAND TOTALS			9,786.00	9,786.00

RESOLUTION NO. 476

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES REGARDING THE 2024 GUN INVOLVED VIOLENCE ELIMINATION GRANT AND AMENDING THE 2024 SHERIFF'S OFFICE BUDGET

Introduced: 8/12/24

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to and enter into an agreement with the New York State Division of Criminal Justice Services regarding the Gun Involved Violence Elimination (GIVE) Initiative in the amount of \$375,000 for the term commencing July 1, 2024 and ending June 30, 2025, and

WHEREAS, The Sheriff has indicated that the GIVE Initiative is a partnership between the Sheriff's Office, New York State Division of Criminal Justice Services, the Albany County District Attorney's Office, the Probation Department, and the City of Albany Police Department and that funding will assist with the costs involved in having a full-time individual assigned to the Albany-based Capital Region Crime Analysis Center, as well as individuals assigned to the Sheriff's Albany Detail as it relates to the GIVE Initiative, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate the aforementioned funding, now, therefore, be it

RESOLVED, By the Albany County Legislature, that the County Executive is authorized to submit a grant application to and enter into an agreement with the New York State Division of Criminal Justice Services regarding the Gun Involved Violence Elimination Initiative in the amount of \$375,000 for the term commencing July 1, 2024 and ending June 30, 2025, and, be it further

RESOLVED, That the 2024 Sheriff's Office Budget is hereby amended as follows:

APPROPRIATIONS					
ACCOUNT NO.		RESOLUTION DESCRIPTION		INCREASE	DECREASE
A9 3110	1	9900 GIVE24	OVERTIME	345,000.00	CREATE
A9 3110	2	2750 GIVE24	SECURITY EQUIPMENT	30,000.00	CREATE
			TOTAL APPROPRIATIONS	375,000.00	0.00
REVENUES					
ACCOUNT NO.		RESOLUTION DESCRIPTION		DECREASE	INCREASE
A3 3110		03334 GIVE24	OPERATION GIVE		375,000.00 CREATE
			TOTAL REVENUES	0.00	375,000.00
			GRAND TOTALS	375,000.00	375,000.00

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 8/12/24

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

February 26, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Re: Request for Legislative Action

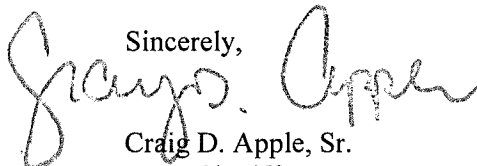
Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to accept funding and enter into a Grant Contract with the New York State Division of Criminal Justice Services (DCJS), as a recipient of FY2025 Violence Intervention Program funding as well as to amend the budget and expend the funds as shown below.

The grant award amount for the Albany County Sheriff's Office is \$500,000.00. The initial period of performance for the grant is an 18 month term from January 1, 2025 through June 30, 2026. These funds will be used by the Sheriff's Office to strengthen public safety and law enforcement efforts in the city of Albany, including offsetting the costs and expenses associated with personnel and non-personnel services and equipment related to said safety and enforcement activities. There are no matching funds associated with this grant.

Should there be any questions, do not hesitate to call.

Sincerely,

Craig D. Apple, Sr.
Sheriff

Att.

cc: Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Contract Authorization to accept and spend 2025 NYS DCJS Violence Intervention Program funding.

..body

Date:	March 4, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization Authorize acceptance of 2025 NYS DCJS Violence Intervention Program grant funding, enter into a grant contract, and expend the funds on personnel and non-personnel services and equipment related to public safety and law enforcement in the city of Albany.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: New York State Division of Criminal Justice Services, 80 S. Swan Street, Albany, NY 12210

Term: (Start/end date or duration)	January 1, 2025 – June 30, 2026
Amount/Raise Schedule/Fee:	\$500,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☐ No ☒
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	Enter text.	County:	Enter text.
State:	100%	Local:	Enter text.

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Accept funding and enter into a contract with NYS DCJS as a recipient of 2025 Violence Intervention Program grant, amend the budget as needed, and authorize expenditure of said funds on personnel and non-personnel services and equipment related to public safety and law enforcement in the city of Albany as stipulated by NYS.

2025 BUDGET AMENDMENT

APPROPRIATIONS					
RESOLUTION NO. BTCH	ACCOUNT NO.		RESOLUTION DESCRIPTION	INCREASE	DECREASE
A9 3110 1	9900	VIP25	Overtime	300,000.00	CREATE
A9 3110 2	2750	VIP25	Security Equipment	200,000.00	CREATE
Total Appropriations				500,000.00	0.00
REVENUES					
RESOLUTION NO. BTCH	ACCOUNT NO.		RESOLUTION DESCRIPTION	DECREASE	INCREASE
A3 3110	VIP25		Violence Improvement Program	500,000.00	CREATE
Total Revenue				0.00	500,000.00
Grand Totals				500,000.00	500,000.00

Attn: Comptrollers Office - new project code - VIP25



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Albany County Sheriff's Office	Date: February 24, 2025
Program Name: Violence Intervention Program	Award Amount¹: \$500,000
Contact Name: Michael McLaughlin, Deputy County Executive	Contract Materials Return Date: Within 30 days of receipt of this award notice
Email: grantcontracts@albanycountyny.gov	Contract #: C450903
GMS Project ID #: VI25-1044-D00	DCJS #: VI23450903
Additional Information: The Division of Criminal Justice Services, in consultation with the Executive Chamber and Division of the Budget, is providing \$500,000 to the Albany County Sheriff's Office to strengthen public safety and law enforcement efforts within the city of Albany. Through the announced "Albany Public Safety Surge," the Sheriff's Office may use this funding to offset the costs and expenses associated with personnel and non-personnel services related to safety and enforcement activities. These activities should build upon the existing Gun Involved Violence Elimination (GIVE) initiative efforts and be coordinated with the Capital Region Crime Analysis Center (CAC), as well as the New York State Police.	
Please note that this will be for an initial 18-month term 1/1/25 to 6/30/26.	
Grant Questions	
Primary Contact Nicole Edick Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518-457-2634 Email: nicole.edick@dcjs.ny.gov	Secondary Contact: Maura Gagan Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518-485-9922 Email: maura.gagan@dcjs.ny.gov

Thank you for all the work you do. We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

Attachments: GMS Manual (*please refer to page 4 of the GMS Manual on creating a GMS account. You do not need to create a project, as is the project created on your behalf.*)

^[1] The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

RESOLUTION NO. 130

AMENDING RESOLUTION NO. 573 FOR 2023, AS AMENDED, REGARDING THE 2023 PUBLIC SAFETY ANSWERING POINTS OPERATIONS GRANT PROGRAM

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, By Resolution No. 573 for 2023, this Honorable Body authorized an agreement with the New York State Division of Homeland Security and Emergency Services, Office of Interoperable and Emergency Communications regarding the Public Safety Answering Points Operations Grant Program in the amount of \$235,855 for the term commencing January 1, 2023 and ending December 31, 2023, and

WHEREAS, By Resolution No. 45 for 2024, this Honorable Body amended the agreement to reflect a term ending December 31, 2024 rather than December 31, 2023, and

WHEREAS, The Sheriff has requested authorization to amend the agreement to reflect a new term end date of September 30, 2025 rather than December 31, 2024, now, therefore, be it

RESOLVED, By the Albany County Legislature that Resolution No. 573 for 2023, as amended, is amended to reflect a term ending September 30, 2025, and, be it further

RESOLVED, That the County Attorney is authorized to approve said amendment as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

February 24, 2025

Honorable Joanne Cunningham
Albany County Legislature
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to apply for and accept grant funding and enter into a contract with the State of New York, Division of Homeland Security and Emergency Services, for the 2024 Statewide Interoperability Communications Grant - Formula Based funding.

This grant was previously authorized under Resolution 23-574.

Our award is in the amount of \$1,175,916.00 with no match. The grant period is for 36 months, from January 1, 2024 to December 31, 2026.

We will be purchasing items over \$100,000.00 under this grant.

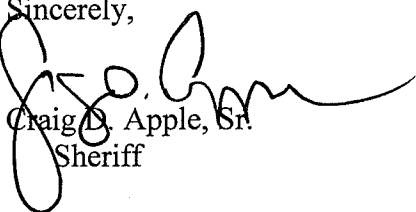
Project #1. Motorola Solutions. Land/Mobile radio maintenance. \$724,000.00

Project #2. Motorola Solutions subscriber costs. \$451,916.00

There is no match fund requirement. The grant period is for 3 years, from January 1, 2024 to December 31, 2026.

Should there be any questions, please do not hesitate to call.

Sincerely,


Craig D. Apple, Sr.
Sheriff

cc: Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Chairwoman

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Contract Authorization to apply, accept and spend the 2024 Statewide Interoperability Communications Grant.

..body

Date:	February 28, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Enter text.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization Authorize application and acceptance of the 2024 NYS DHSES, Statewide Interoperability Communications Grant (formula based funding); enter into a grant contract, and expend the funds as listed below.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Bldg. 7A, Suite 710, Albany, NY 12242
Enter text.

Term: (Start/end date or duration) January 1, 2024 – December 31, 2026
Amount/Raise Schedule/Fee: \$1,175,916.00 with no match

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
 Anticipated in Budget: Yes ☒ No ☐
 Spreadsheet attached: Yes ☒ No ☐

Source of Funding – (Percentages)

Federal: Enter text. County: Enter text.
State: 100% Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☐ No ☐
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
Bond Resolution No.: Enter text.
Apprenticeship Program Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolution No. 574 of 2023.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Authorize application and acceptance of the 2024 NYS Division of Homeland Security and Emergency Services, Statewide Interoperability Communications Grant (formula based funding); entrance into a grant contract with NYS DHSES for said grant; and expenditure of the funds as follows. The award amount is \$1,175,916.00 with no match and specific authorization is sought for expenditure on purchases in excess of \$100,000.00 including \$724,000.00 with Motorola Solutions for land/mobile radio maintenance and \$451,916.00 with Motorola Solutions for subscriber costs. The grant term is 36 months from January 1, 2024 to December 31, 2026.

RESOLUTION NO. 574

**AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DIVISION
OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING
THE 2023 STATEWIDE INTEROPERABILITY COMMUNICATIONS GRANT
AND AMENDING THE 2023 SHERIFF'S OFFICE BUDGET**

Introduced: 12/4/23

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into an agreement with the New York State Division of Homeland Security and Emergency Services in order to accept 2023 Statewide Interoperability Communications Grant-Formula Based Funding in an amount of \$1,175,916 for a term commencing January 1, 2023 and ending December 31, 2025, and

WHEREAS, The Sheriff has indicated that the aforementioned grant funds will be utilized to build upon the Albany County 911 Interoperable Communications System, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate the aforementioned grant funding into the 2023 Sheriff's Office Budget, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Division of Homeland Security and Emergency Services in order to accept 2023 Statewide Interoperability Communications Grant-Formula Based Funding in an amount of \$1,175,916 for a term commencing January 1, 2023 and ending December 31, 2025, and, be it further

RESOLVED, That the 2023 Sheriff's Office Budget is hereby amended as follows:

Create and Increase Revenue Account A3110 0 3306 Homeland Security by \$1,175,916

Create and Increase Appropriation Account A3110.2 by \$1,175,916 by creating and increasing Line Item A3110 2 2100 Communication Equipment by \$1,175,916

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 12/4/23

A. Joyce abstained.



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

October 24, 2023

The Honorable Daniel P. McCoy
Albany County Executive
Harold L. Joyce Albany County Office Building
112 State Street, Room 1200
Albany, NY 12207

Dear Mr. McCoy:

I am pleased to announce that Albany County has been awarded \$1,175,916 under the New York State 2023 Statewide Interoperable Communications Grant Program (2023 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2023 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2023 SICG-Formula grant will be 36 months, beginning January 1, 2023 – December 31, 2025, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Daniel P. McCoy
Albany County Executive
Harold L. Joyce Albany County Office Building
112 State Street, Room 1200
Albany, NY 12207

Dear Mr. McCoy:

I am pleased to announce that Albany County has been awarded \$1,175,916 under the New York State 2024 Statewide Interoperable Communications Grant Program (2024 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2024 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2024 SICG-Formula grant will be 36 months, beginning January 1, 2024 – December 31, 2026, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner

Albany County Request for Contract Approval
--

Contract #	2023-1430
Contract Type	C) County Legislative Contract
Contract Action	A) New
Contract Action Type	
Department	A3110 - Sheriff
Date Submitted	Thursday, November 09, 2023
Contact Person	Miller, Doug
Contact Phone	() -518
Vendor Info	Division of Homeland Security & Emergency Services 1220 Washington Avenue Bldg 7A Suite 710, Albany , NY 12242
Estimated Amount	\$1,175,916.00
Estimated Term	1/1/2023 to 12/31/2025
Scope of Services	Grant Funding will be utilized to build on to the Albany County 911 Interoperable Communications System
Budget Line Item	AA3110 - 22100 - - -
Fiscal Impact	County: 0.00% State: 100.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature

2025 Budget Amendment

Appropriations					
RESOLUTION NO. BTCH	ACCOUNT NO.	SIG24	Resolution Description	Increase	Decrease
A9 3110	2 2100	SIG24	Communication Equipment	1,175,916.00	
Total Appropriations				1,175,916.00	0.00
Revenues					
RESOLUTION NO. BTCH	ACCOUNT NO.	SIG24	Resolution Description	Decrease	Increase
A3 3110	03306	SIG24	Homeland Security		1,175,916.00
Total Revenue					1,175,916.00
Grand Totals				1,175,916.00	1,175,916.00

Attn: Comptrollers Office - project code - SIG24 (Description "Statewide Interoperable Communications Grant")

RESOLUTION NO. 131

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE 2024 STATEWIDE INTEROPERABILITY COMMUNICATIONS GRANT AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to and enter into an agreement with the New York State Division of Homeland Security and Emergency Services regarding the 2024 Statewide Interoperability Communications Grant-Formula Based Funding in an amount of \$1,175,916 for a term commencing January 1, 2024 and ending December 31, 2026, and

WHEREAS, The Sheriff has indicated that the aforementioned grant funds will be used for Motorola Solutions radio maintenance and subscriber costs, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate the aforementioned grant funding into the 2025 Sheriff's Office Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to and enter into an agreement with the New York State Division of Homeland Security and Emergency Services regarding the 2024 Statewide Interoperability Communications Grant-Formula Based Funding in an amount of \$1,175,916 for a term commencing January 1, 2024 and ending December 31, 2026, and, be it further

RESOLVED, That the 2025 Sheriff's Office Budget is hereby amended as follows:

2025 Budget Amendment										
Appropriations										
RESOLUTION	BTCH	ACCOUNT NO.				Resolution Description		Increase	Decrease	
		A9	3110	2	2100	SIG24	Communication Equipment	1,175,916.00		Create
							Total Appropriations	1,175,916.00	0.00	
Revenues										
RESOLUTION	BTCH	ACCOUNT NO.				Resolution Description		Decrease	Increase	
		A3	3110		03306	SIG24	Homeland Security		1,175,916.00	Create
							Total Revenue		1,175,916.00	
							Grand Totals	1,175,916.00	1,175,916.00	
Attn: Comptrollers Office - project code - SIG24 (Description "Statewide Interoperable Communications Grant")										

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

854

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

March 3, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

JO
Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to apply for, accept, and spend grant funding from the New York State Office of Mental Health's Suicide Prevention Center (OMH SPCNY) and the Research Foundation for Mental Hygiene (RFMH), FY2025-2026 Cares Up Sustainability Grant.

The term of this contract will be 24 months.

The award amount for the Albany County is \$40,000.00. These funds will be utilized to assist in the renewal of The Albany County Sheriff's Office Wellness App, PEER Team training, and Administrative support.

This grant was previously approved by the Albany County Legislature in 2023 under Resolution No.542.

Should there be any questions, do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig D. Apple Sr.", is written over the typed name and title.

Craig D. Apple Sr.
Sheriff

Cc. Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Legislative approval to apply, accept and spend the 2025 NY CARES UP Sustainability Grant funding and contract authorization for the same.

..body

Date:	March 4, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization Authorize a contract to accept 2025 NY Cares Up Sustainability Grant funding and authorize expenditure to assist with the renewal of the Albany County Sheriff's Office Wellness App, Sheriff's PEER Team training, and Administrative Support.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: Research Foundation for Mental Hygiene (RFMH) Inc., 150 Broadway, Suite 301, Menands, NY 12204

Term: (Start/end date or duration)	April 1, 2025 – March 31, 2027
Amount/Raise Schedule/Fee:	\$40,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☐ No ☒
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	Enter text.	County:	Enter text.
State:	100%	Local:	Enter text.

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolutions No. 216 of 2022 and No. 542 of 2023

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

This grant will support our wellness solution which allows the Sheriff's Office to provide all employees and their family members customized, confidential mobile wellness education, support, and resources. It will also assist with additional training for our Agency PEER Team for critical incident support and debrief.

RESOLUTION NO. 216

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND AN
AGREEMENT WITH THE RESEARCH FOUNDATION FOR MENTAL
HYGIENE FOR GRANT FUNDING**

Introduced: 6/13/22

By Public Safety Committee and Mr. Miller:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to and enter into an agreement with the Research Foundation for Mental Hygiene regarding grant funding in the amount of \$40,000 for the term commencing April 4, 2022 and ending December 31, 2022, and

WHEREAS, The Sheriff has indicated that this funding will be utilized to offer education and support in the area of mental health well-being to uniformed officers as they cope with stressful situations on a daily basis, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to and enter into an agreement with the Research Foundation for Mental Hygiene regarding grant funding in the amount of \$40,000 for the term commencing April 4, 2022 and ending December 31, 2022, and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application and agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 6/13/22

RESOLUTION NO. 542

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE RESEARCH FOUNDATION FOR MENTAL HYGIENE FOR GRANT FUNDING AND AMENDING THE 2023 SHERIFF'S OFFICE BUDGET

Introduced: 11/13/23
By Audit and Finance Committee:

WHEREAS, By Resolution No. 216 for 2022, this Honorable Body authorized an agreement with the Research Foundation for Mental Hygiene, Inc. regarding grant funding in the amount of \$40,000 for the term commencing April 4, 2022 and ending December 31, 2022, and

WHEREAS, The Albany County Sheriff has indicated that an additional \$5,000 is now available, and has requested authorization to accept this additional amount, and

WHEREAS, A budget amendment is necessary to incorporate the full \$45,000 into the 2023 Albany County Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the Research Foundation for Mental Hygiene regarding a revised grant total in the amount of \$45,000, and, be it further

RESOLVED, That the 2023 Sheriff's Office Budget is hereby amended as follows:

Increase Revenue Account A3110 0 2770 Other Unclassified Revenues by \$45,000

Increase Appropriation Account A3110.4 by \$45,000 by increasing Line Item A3110 4 4046 Fees for Services by \$45,000

and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application and agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 11/13/23

2025 BUDGET AMENDMENT

APPROPRIATIONS

RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	INCREASE	DECREASE
A9 3110	4 4046	FEES FOR SERVICES	40,000.00	
TOTAL APPROPRIATIONS			40,000.00	0.00

REVENUES

RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE
A2 3110	02770	UNCLASSIFIED	0.00	40,000.00
TOTAL REVENUES			0.00	40,000.00
GRAND TOTALS			40,000.00	40,000.00



Office of Mental Health

KATHY HOCHUL
Governor

ANN MARIE T. SULLIVAN, M.D.
Commissioner

MOIRA TASHJIAN, MPA
Executive Deputy Commissioner

NY CARES UP

March 3, 2025

Albany County Corrections
Sergeant Dave Poole
165 Henry Johnson Blvd.
Albany, NY 12203

Dear Sergeant Dave Poole:

The New York State Office of Mental Health's Suicide Prevention Center (OMH SPCNY) and the Research Foundation for Mental Hygiene (RFMH) would like to congratulate **Albany County Corrections** for selection as a CARES UP Sustainability grant recipient. This \$40,000 grant award over a two-year period will help to support your continued efforts to foster resilience and promote mental health within your agency.

The first step for Sustainability grantees will be to attend the CARES UP Sustainability Kick-Off, a virtual meeting scheduled for **March 28th from 9:00-10:00 AM**. During this informational session, the CARES UP grant team will provide grant awardees with an overview of the deliverables during the first year and discuss next steps. A meeting invite will be sent in the coming days.

You will also be contacted by the Research Foundation of Mental Hygiene (RFMH), the entity that manages all our grant contracts, with a draft contract for your review and signature. Grant contracting processes will be covered during our virtual Kick-Off meeting.

We look forward to meeting you with you on March 28th. In the meantime, if you have any questions, please reach out to us at CARESUP@omh.ny.gov

Sincerely,

Jay Carruthers, MD
Director, OMH Suicide Prevention Center of New York

RESOLUTION NO. 132

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF MENTAL HEALTH'S SUICIDE PREVENTION CENTER AND THE RESEARCH FOUNDATION FOR MENTAL HYGIENE REGARDING THE 2025-2026 CARES UP SUSTAINABILITY GRANT AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to and enter into an agreement with the New York State Office of Mental Health's Suicide Prevention Center and the Research Foundation for Mental Hygiene regarding the 2025-2026 Cares Up Sustainability Grant in an amount of \$40,000 for a term commencing April 1, 2025 and ending March 31, 2027, and

WHEREAS, The Albany County Sheriff has indicated that the aforementioned grant funds will be used to assist in the renewal of the Sheriff's Office Wellness App, PEER Team training, and administrative support, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate the aforementioned funding into the 2025 Sheriff's Office Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to and enter into an agreement with the New York State Office of Mental Health's Suicide Prevention Center and the Research Foundation for Mental Hygiene regarding the 2025-2026 Cares Up Sustainability Grant in an amount of \$40,000 for a term commencing April 1, 2025 and ending March 31, 2027, and, be it further

RESOLVED, That the 2025 Sheriff's Office Budget is amended as follows:

2025 BUDGET AMENDMENT									
APPROPRIATIONS									
RESOLUTION NO.	BTCH		ACCOUNT NO.		RESOLUTION DESCRIPTION		INCREASE	DECREASE	
		A9 3110 4	4046		FEES FOR SERVICES		40,000.00		
					TOTAL APPROPRIATIONS		40,000.00	0.00	
REVENUES									
RESOLUTION NO.	BTCH		ACCOUNT NO.		RESOLUTION DESCRIPTION		DECREASE	INCREASE	
		A2 3110	02770		UNCLASSIFIED		0.00	40,000.00	
					TOTAL REVENUES		0.00	40,000.00	
					GRAND TOTALS		40,000.00	40,000.00	

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

March 3, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

JO
Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office Emergency Medical Services Unit to apply for, accept, and spend grant funding from the New York State Office of Mental Health's Suicide Prevention Center (OMH SPCNY) and the Research Foundation for Mental Hygiene (RFMH), FY2025-2026 Cares Up Grant.

The term of this contract will be 24 months.

The award amount for the Albany County is \$60,000.00. These funds will be utilized to enable increased in-service training, assist with funding for a dedicated mental health professional, and for PEER Team training.

Should there be any questions, do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig D. Apple Sr.", written over a printed name and title.

Craig D. Apple Sr.
Sheriff

Cc. Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Contract authorization to apply, accept and spend the 2025 NY CARES UP Grant funding.

..body

Date:	March 4, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization Authorize a contract to accept the 2025 NY Cares Up Grant funding and utilize it to enable increased in-service mental health training, assist with funding for a dedicated mental health professional, and assist with adding EMS personnel to the Agency PEER Team.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: Research Foundation for Mental Hygiene (RFMH) Inc., 150 Broadway, Suite 301, Menands, NY 12204

Term: (Start/end date or duration)	24 months
Amount/Raise Schedule/Fee:	\$60,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☐ No ☒
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	Enter text.	County:	Enter text.
State:	100%	Local:	Enter text.

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolutions No. 216 of 2022 and No. 542 of 2023

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

This grant will be utilized to enable increased in-service mental health training for Sheriff's EMS personnel, assist with funding for a dedicated mental health professional to work alongside Sheriff's EMS to benefit both Agency personnel and the public, and assist with adding EMS personnel to the Agency's PEER team for critical incident response and support.

2025 BUDGET AMENDMENT

RESOLUTION NO. BTCH		APPROPRIATIONS			
		ACCOUNT NO.	RESOLUTION DESCRIPTION	INCREASE	DECREASE
A1 3110	1 9900		Overtime	52,000.00	
A9 3110	4 4046		Fees forService	8,000.00	
			TOTAL APPROPRIATIONS	60,000.00	0.00

RESOLUTION NO. BTCH		REVENUES			
	ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE	
A2 3110	02770	UNCLASSIFIED	0.00	60,000.00	
		TOTAL REVENUES	0.00	60,000.00	
		GRAND TOTALS	60,000.00	60,000.00	

RESOLUTION NO. 133

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF MENTAL HEALTH'S SUICIDE PREVENTION CENTER AND THE RESEARCH FOUNDATION FOR MENTAL HYGIENE REGARDING THE 2025-2026 CARES UP GRANT AND AMENDING THE 2025 SHERIFF'S OFFICE BUDGET

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to and enter into an agreement with the New York State Office of Mental Health's Suicide Prevention Center and the Research Foundation for Mental Hygiene regarding the 2025-2026 Cares Up Grant in an amount of \$60,000 for a term commencing April 1, 2025 and ending March 31, 2027, and

WHEREAS, The Albany County Sheriff has indicated that the aforementioned grant funds will be used to enable increased in-service training, assist with funding for a dedicated mental health professional, and be used for PEER Team training, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate the aforementioned funding into the 2025 Sheriff's Office Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to and enter into an agreement with the New York State Office of Mental Health's Suicide Prevention Center and the Research Foundation for Mental Hygiene regarding the 2025-2026 Cares Up Grant in an amount of \$60,000 for a term commencing April 1, 2025 and ending March 31, 2027, and, be it further

RESOLVED, That the 2025 Sheriff's Office Budget is amended as follows:

2025 BUDGET AMENDMENT										
APPROPRIATIONS										
RESOLUTION NO.	BTCH					ACCOUNT NO.		RESOLUTION DESCRIPTION	INCREASE	DECREASE
			A1	3110	1	9900		Overtime	52,000.00	
			A9	3110	4	4046		Fees forService	8,000.00	
								TOTAL APPROPRIATIONS	60,000.00	0.00
REVENUES										
RESOLUTION NO.	BTCH					ACCOUNT NO.		RESOLUTION DESCRIPTION	DECREASE	INCREASE
			A2	3110		02770		UNCLASSIFIED	0.00	60,000.00
								TOTAL REVENUES	0.00	60,000.00
								GRAND TOTALS	60,000.00	60,000.00

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

March 4, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to amend a grant contract with the New York State Division of Criminal Justice Services (DCJS) for the Gun Involved Violence Elimination (GIVE) XI Initiative as follows. Approval is sought to authorize the Sheriff's Office to move \$9,786.00 from budget line A93110.2.2750.GIVE24 to A93110.1.9900.GIVE24. This action will enable the most efficient use of the grant funding without changing the scope of services originally laid out for this grant.

The term of this contract remains at 12 months, from July 1, 2024 to June 30, 2025.

This grant was previously approved by the Albany County Legislature in 2024 under Resolution No.476.

Should there be any questions, do not hesitate to call.

Sincerely,
A handwritten signature in cursive script that reads "Craig D. Apple Sr.".

Craig D. Apple Sr.
Sheriff

Cc. Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Legislative approval to amend the Gun Involved Violence Elimination (GIVE) XI Initiative.

..body

Date:	March 4, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	518-487-5440

Purpose of Request:	Budget Amendment	07/01/2024-06/30/2025
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CONTRACT TERMS/CONDITIONS:**Party Names and Addresses:**

Division of Criminal Justice Services

1220 Washington Avenue Building 7A, Suite 710, Albany N.Y. 12242

Term: (Start/end date or duration)	07/01/2024-06/30/2025
------------------------------------	-----------------------

Amount/Raise Schedule/Fee:

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☒ No ☐
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	0	County:	0
State:	100%	Local:	0

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date:	#476 of 2024
---------------------------------	--------------

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Amend prior resolution to adjust the budget amendment.

2025 BUDGET AMENDMENT

RESOLUTION NO. BTCH		ACCOUNT NO.		APPROPRIATIONS		
				RESOLUTION DESCRIPTION	INCREASE	DECREASE
A9	3110	1	9900	GIVE24 OVERTIME	9,786.00	
A9	3110	2	2750	GIVE24 SECURITY EQUIPMENT		9,786.00
TOTAL APPROPRIATIONS					9,786.00	9,786.00

REVENUES

RESOLUTION NO. BTCH	ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE
GRAND TOTALS			9,786.00	9,786.00

RESOLUTION NO. 476

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO AND AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES REGARDING THE 2024 GUN INVOLVED VIOLENCE ELIMINATION GRANT AND AMENDING THE 2024 SHERIFF'S OFFICE BUDGET

Introduced: 8/12/24

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to and enter into an agreement with the New York State Division of Criminal Justice Services regarding the Gun Involved Violence Elimination (GIVE) Initiative in the amount of \$375,000 for the term commencing July 1, 2024 and ending June 30, 2025, and

WHEREAS, The Sheriff has indicated that the GIVE Initiative is a partnership between the Sheriff's Office, New York State Division of Criminal Justice Services, the Albany County District Attorney's Office, the Probation Department, and the City of Albany Police Department and that funding will assist with the costs involved in having a full-time individual assigned to the Albany-based Capital Region Crime Analysis Center, as well as individuals assigned to the Sheriff's Albany Detail as it relates to the GIVE Initiative, and

WHEREAS, The Sheriff has also requested a budget amendment to incorporate the aforementioned funding, now, therefore, be it

RESOLVED, By the Albany County Legislature, that the County Executive is authorized to submit a grant application to and enter into an agreement with the New York State Division of Criminal Justice Services regarding the Gun Involved Violence Elimination Initiative in the amount of \$375,000 for the term commencing July 1, 2024 and ending June 30, 2025, and, be it further

RESOLVED, That the 2024 Sheriff's Office Budget is hereby amended as follows:

APPROPRIATIONS					
ACCOUNT NO.		RESOLUTION DESCRIPTION		INCREASE	DECREASE
A9 3110	1	9900 GIVE24	OVERTIME	345,000.00	CREATE
A9 3110	2	2750 GIVE24	SECURITY EQUIPMENT	30,000.00	CREATE
			TOTAL APPROPRIATIONS	375,000.00	0.00
REVENUES					
ACCOUNT NO.		RESOLUTION DESCRIPTION		DECREASE	INCREASE
A3 3110		03334 GIVE24	OPERATION GIVE		375,000.00 CREATE
			TOTAL REVENUES	0.00	375,000.00
			GRAND TOTALS	375,000.00	375,000.00

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 8/12/24

RESOLUTION NO. 134

AMENDING THE 2025 SHERIFF'S OFFICE BUDGET: GUN INVOLVED VIOLENCE ELIMINATION XI INITIATIVE

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Sheriff has requested authorization to amend the 2025 Sheriff's Office Budget to reallocate Gun Involved Violence Elimination XI Initiative funding to allow for more efficient use of the funding before the grant period concludes, now, therefore, be it

RESOLVED, By the Albany County Legislature that the 2025 Sheriff's Office Budget is amended as follows:

2025 BUDGET AMENDMENT										
APPROPRIATIONS										
RESOLUTION NO.	BTCH	ACCOUNT NO.					RESOLUTION DESCRIPTION		INCREASE	DECREASE
		A9	3110	1	9900	GIVE24	OVERTIME		9,786.00	
		A9	3110	2	2750	GIVE24	SECURITY EQUIPMENT			9,786.00
							TOTAL APPROPRIATIONS		9,786.00	9,786.00
REVENUES										
RESOLUTION NO.	BTCH	ACCOUNT NO.					RESOLUTION DESCRIPTION		DECREASE	INCREASE
							GRAND TOTALS		9,786.00	9,786.00

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY SHERIFF'S OFFICE**CRAIG D. APPLE, SR.**
SHERIFF**MICHAEL S. MONTELEONE**
EXECUTIVE UNDERSHERIFF

County Court House
Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

February 26, 2025

Honorable Joanne Cunningham
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Re: Request for Legislative Action

Dear Chairwoman Cunningham:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow the Albany County Sheriff's Office to accept funding and enter into a Grant Contract with the New York State Division of Criminal Justice Services (DCJS), as a recipient of FY2025 Violence Intervention Program funding as well as to amend the budget and expend the funds as shown below.

The grant award amount for the Albany County Sheriff's Office is \$500,000.00. The initial period of performance for the grant is an 18 month term from January 1, 2025 through June 30, 2026. These funds will be used by the Sheriff's Office to strengthen public safety and law enforcement efforts in the city of Albany, including offsetting the costs and expenses associated with personnel and non-personnel services and equipment related to said safety and enforcement activities. There are no matching funds associated with this grant.

Should there be any questions, do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Craig D. Apple, Sr." is written over the typed name and title.

Craig D. Apple, Sr.
Sheriff

Att.

cc: Hon. Daniel P. McCoy, County Executive
Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISLATIVE ACTION**Description (e.g., Contract Authorization for Information Services):**

..title

Contract Authorization to accept and spend 2025 NYS DCJS Violence Intervention Program funding.

..body

Date:	March 4, 2025	Submitted By:	Craig D. Apple, Sr.
Department:	Sheriff's Office	Title:	Sheriff
Attending Meeting:	Sheriff Craig D. Apple, Sr.	Phone:	(518) 487-5440

Purpose of Request: Contract Authorization Authorize acceptance of 2025 NYS DCJS Violence Intervention Program grant funding, enter into a grant contract, and expend the funds on personnel and non-personnel services and equipment related to public safety and law enforcement in the city of Albany.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: New York State Division of Criminal Justice Services, 80 S. Swan Street, Albany, NY 12210

Term: (Start/end date or duration)	January 1, 2025 – June 30, 2026
Amount/Raise Schedule/Fee:	\$500,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact:	Yes ☒ No ☐
Anticipated in Budget:	Yes ☐ No ☒
Spreadsheet attached:	Yes ☒ No ☐

Source of Funding – (Percentages)

Federal:	Enter text.	County:	Enter text.
State:	100%	Local:	Enter text.

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	Enter text.
Appropriation Amount:	Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Accept funding and enter into a contract with NYS DCJS as a recipient of 2025 Violence Intervention Program grant, amend the budget as needed, and authorize expenditure of said funds on personnel and non-personnel services and equipment related to public safety and law enforcement in the city of Albany as stipulated by NYS.

2025 BUDGET AMENDMENT

APPROPRIATIONS					
RESOLUTION NO. BTCH	ACCOUNT NO.		RESOLUTION DESCRIPTION	INCREASE	DECREASE
A9 3110	1	9900	VIP25 Overtime	300,000.00	CREATE
A9 3110	2	2750	VIP25 Security Equipment	200,000.00	CREATE
Total Appropriations				500,000.00	0.00
REVENUES					
RESOLUTION NO. BTCH	ACCOUNT NO.		RESOLUTION DESCRIPTION	DECREASE	INCREASE
A3 3110	VIP25		Violence Improvement Program	500,000.00	CREATE
Total Revenue				0.00	500,000.00
Grand Totals				500,000.00	500,000.00

Attn: Comptrollers Office - new project code - VIP25



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Albany County Sheriff's Office	Date: February 24, 2025
Program Name: Violence Intervention Program	Award Amount¹: \$500,000
Contact Name: Michael McLaughlin, Deputy County Executive	Contract Materials Return Date: Within 30 days of receipt of this award notice
Email: grantcontracts@albanycountyny.gov	Contract #: C450903
GMS Project ID #: VI25-1044-D00	DCJS #: VI23450903
Additional Information: The Division of Criminal Justice Services, in consultation with the Executive Chamber and Division of the Budget, is providing \$500,000 to the Albany County Sheriff's Office to strengthen public safety and law enforcement efforts within the city of Albany. Through the announced "Albany Public Safety Surge," the Sheriff's Office may use this funding to offset the costs and expenses associated with personnel and non-personnel services related to safety and enforcement activities. These activities should build upon the existing Gun Involved Violence Elimination (GIVE) initiative efforts and be coordinated with the Capital Region Crime Analysis Center (CAC), as well as the New York State Police. Please note that this will be for an initial 18-month term 1/1/25 to 6/30/26.	
Grant Questions	
Primary Contact Nicole Edick Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518-457-2634 Email: nicole.edick@dcjs.ny.gov	Secondary Contact: Maura Gagan Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518-485-9922 Email: maura.gagan@dcjs.ny.gov

Thank you for all the work you do. We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

Attachments: *GMS Manual (please refer to page 4 of the GMS Manual on creating a GMS account. You do not need to create a project, as is the project created on your behalf.)*

^[1] The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

RESOLUTION NO. 136

AUTHORIZING AN AGREEMENT WITH NORTHERN RIVERS FAMILY OF SERVICES REGARDING RAISE THE AGE ENHANCED CASE MANAGEMENT AND COMMUNITY SUPPORT

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Director of the Probation Department has requested authorization to enter into an agreement with Northern Rivers Family of Services regarding case management services for the Raise the Age population in an amount not to exceed \$400,000 for a term commencing April 1, 2025 and ending March 31, 2026, and

WHEREAS, The Director has indicated that the Purchasing Department has determined a Request for Proposals is no longer required for these services due to the specific grant requirements for the Participants Achieving Through Hard Work Program, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Northern Rivers Family of Services, Albany, NY 12208 regarding case management services for the Raise the Age population in an amount not to exceed \$400,000 for a term commencing April 1, 2025 and ending March 31, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

DANIEL P. MCCOY
County Executive



COUNTY OF ALBANY
PROBATION DEPARTMENT
60 SOUTH PEARL STREET
ALBANY, NEW YORK 12207
PHONE: (518) 487-5200
FAX: (518) 487-5204
www.albanycounty.com

WILLIAM CONNORS
Director

Lori Haggerty
Deputy Director

Michael OConnor
Principal Probation Officer

February 7, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

Re: Raise the Age Enhanced Case Management and Community Support

Dear Chairwoman Cunningham:

Enclosed is a request for Legislative Action for permission to enter into a contract for Raise the Age service with Northern Rivers. RFP #2021 was originally awarded to Northern Rivers after proposals were submitted and a thorough evaluation was performed. The RFP term of contract was for one year with two (2) additional years in one-year intervals. Albany County Purchasing has determined an RFP is no longer required due to the specific grant requirements.

The program is designed to provide enhanced case management services to Raise the Age population, while incorporating the use of parent advocates and community coaches/credible messengers. These individuals will be members of the community with real life experiences that will be helpful in assisting youth and families navigate the juvenile justice system, all of which will be under the supervision and guidance of a case manager. Services will include mentoring, transportation, skill building, parental support/education, housing assistance and vocational/educational advocacy. Northern Rivers will work closely with the Probation Department responding to each youth's individual needs.

This program will be funded through Raise the Age reimbursement with no cost to the County. It is estimated to be \$400,000 and will serve up to 100 families a year at the Probation Department. It is anticipated that each youth will remain in the program on an average 90-120 days.

It is respectfully requested this be considered. If you have any questions or need additional information, please do not hesitate to contact me directly at (518) 487-5194.

Sincerely,

William Connors

Probation Director

WC/km

Enc.

cc: Honorable Dennis Feeney, Majority Leader
Honorable Frank Mauriello, Minority Leader
Rebekah Kennedy, Esq., Majority Counsel
James Curran, Esq., Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6352, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization to contract with Northern Rivers for Participants Achieving Through Hard Work (PATH)

Date: February 10, 2025
Department: Probation Department
Attending Meeting: William Connors
Submitted By: William Connors
Title: Probation Director
Phone: 518-487-5194

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Northern Rivers, 60 Academy Road, Albany, NY 12208

Original Awarding Agency / Funder:
New York State Division of Criminal Justice Services, 80 South Swan Street, Albany, NY 12210

Term: (Start/end date or duration) 4.1.2025-3.31.2026
Amount/Raise Schedule/Fee: \$400,000.

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: 0 County: 0
State: 100 Local: 0

County Budget Accounts:

Revenue Account and Line: A3140 03322
Revenue Amount: \$400,000.
Appropriation Account and Line: A3140 44046R
Appropriation Amount: \$400,000.

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☒ No ☐
If Mandated, Cite Authority:	New York State Executive law RTA
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 24-133

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The program is designed to provide enhanced case management services to Raise the Age population, while incorporating the use of parent advocates and community coaches/credible messengers. These individuals will be members of the community with real life experiences that will be helpful in assisting youth and families navigate the juvenile justice system, all of which will be under the supervision and guidance of a case manager. Service will include mentoring, transportation, skill building, parental support/education, housing assistance and vocational/educational advocacy. Northern Rivers will work closely with the Probation Department responding to each youth's individual needs.

PROFESSIONAL SERVICE AGREEMENT
BETWEEN THE COUNTY OF ALBANY
AND PARSONS CHILD AND FAMILY CENTER

Contract No. 2024-1821
Resolution No. 133 of 2024

THIS AGREEMENT is made by and between the County of Albany, a municipal corporation organized under the laws of the State of New York, acting by and through its County Executive, with a principal office at the Albany County Office Building, 112 State Street, Albany, New York 12207 (hereinafter, the "County"), and Parsons Child and Family Center, with a principal address located at 60 Academy Road, Albany, New York 12208 (hereinafter, the "Consultant," the County and the Consultant may be referred to individually as a "[P]arty" and together as the "[P]arties").

W I T N E S S E T H:

WHEREAS, the County has a need for the provision of Raise the Age-Enhanced Case Management and Community Support Services (RTA-ECMCSS) for the Albany County Probation Department, said request having been denominated RFP #2021—107, and having been issued by the Albany County Purchasing Division (hereinafter called the "Purchasing Division") on July 8, 2021 and published on July 15, 2021 (hereinafter called the "RFP"); and

WHEREAS, in response thereto, Consultant has submitted a proposal on August 3, 2021 (hereinafter called the "Proposal"); and

WHEREAS, the County has accepted the Proposal of the Consultant to provide the aforesaid services; and

WHEREAS, the County Legislature has authorized the County Executive to enter into an agreement with the Consultant regarding the aforesaid services through Resolution No. 36 of 2022, adopted February 14, 2022; and

WHEREAS, The Director of the Probation Department has indicated that this Agreement is the second of two one-year renewals with Parsons Child and Family Center; and

WHEREAS, the County Legislature has authorized the County Executive to enter into this one-year renewal for case management services to Raise the Age population through Resolution No. 133 of 2024, adopted March 11, 2024; and

WHEREAS, in furtherance thereof, the parties hereto desire to formalize their understanding and agreement regarding the provision of the aforementioned supplies, and to execute a fully-integrated agreement with respect thereto;

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY COVENANT AND AGREE AS FOLLOWS:

ARTICLE 1. THE CONTRACT DOCUMENTS; INTERPRETATION

- 1.1 The Contract Documents consist of the following: this Agreement; the RFP, which is incorporated herein and made a part hereof in its entirety by reference; and the Proposal, which is incorporated herein and made a part hereof in its entirety by reference (collectively called "the Agreement" hereinafter).
- 1.2 In the event of any discrepancy, disagreement, or ambiguity among the documents which comprise this Agreement, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement, or ambiguity: 1) this Agreement; 2) the RFP; 3) the Proposal.

ARTICLE 2. SCOPE OF SERVICES TO BE PERFORMED BY CONTRACTOR

- 2.1 The Consultant shall provide case management services to the Raise the Age population for the Albany County Probation Department. The Services the Consultant shall provide include those described in the RFP at SECTION 4: SCOPE OF SERVICES, pages RFP3 through RFP8, along with the Program Narrative described in the Proposal at Section II – Program Narrative, pages 8 through 19.
- 2.2 In addition to the services described in paragraph 2.1, above, the Consultant agrees to expand the number of youths being served from fifty (50) to seventy (70) and agrees to extend the length of time a youth may remain in program from ninety (90) – one hundred twenty (120) days to one hundred twenty (120) – one hundred eighty (180) days.

ARTICLE 3. COMPENSATION

- 3.1 In consideration of the terms and obligations contained in this Agreement, the County agrees to pay, and the Consultant agrees to accept, an amount not to exceed FOUR HUNDRED THOUSAND AND 00/100 (\$400,000.00) DOLLARS for all services performed under this Agreement.

ARTICLE 4. PAYMENT

Payment shall be made to the Consultant by the County, quarterly, in an amount not to exceed ONE HUNDRED THOUSAND AND 00/100 (\$100,000.00) DOLLARS per quarter upon the Consultant's submission of a properly executed Albany County Claim Form, plus all supporting documentation, to the County, and acceptance by the County of the Claim Form.

ARTICLE 5. TERM OF THE AGREEMENT

This Agreement shall commence on April 1, 2024 and continue in effect until March 31, 2025.

ARTICLE 6. TERMINATION OF AGREEMENT; REMEDY FOR BREACH

6.1 This Agreement may be terminated by the County or the Consultant as follows:

6.1.1 The County may terminate this Agreement if the Consultant refuses or fails to supply enough properly skilled workers or proper materials to meet any of its requirements, if the Consultant fails to make payment to County-approved subcontractors for materials or labor, or disregards laws, ordinances, or rules and regulations or orders of a public entity having jurisdiction over the work, or if the Consultant is substantially in breach of any of its provisions. Additionally, the County may, without cause, order the Consultant in writing, to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine.

6.1.2 The Consultant may terminate this Agreement if the County is substantially in breach of it. Termination will take effect thirty (30) days post breach.

6.2 In the event of a breach by the Consultant, the Consultant shall pay to the County all direct damages caused by such breach.

ARTICLE 7. ASSIGNMENT

7.1 The Consultant specifically agrees as required by Section 109 of the N.Y. GENERAL MUNICIPAL LAW that the Consultant is prohibited from assigning, transferring, conveying, subcontracting or otherwise disposing of this Agreement, or of the Consultant's right, title, or interest therein, without the prior written consent of the County.

7.2 The Consultant shall not subcontract for any portion of the services required under this Agreement without the prior written approval of the County. Any such subcontractor shall be subject to the terms and conditions of this Agreement and any additional terms and conditions the County may deem necessary or appropriate.

ARTICLE 8. AVAILABLE DATA

All technical or other data relative to this Agreement in the possession of the County or in the possession of the Consultant shall be made available to the other party to this Agreement without expense to the other party.

ARTICLE 9. COOPERATION

The Consultant shall cooperate with representatives, agents and employees of the County and the County shall cooperate with representatives, agents and employees of the Consultant to the end that work may proceed expeditiously and economically.

ARTICLE 10. NON-DISCRIMINATION

In accordance with Article 15 of N.Y. EXECUTIVE LAW (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Consultant agrees that neither it nor any of its County approved sub-consultants shall, by reason of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or status as a victim of domestic violence, refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

ARTICLE 11. RELATIONSHIP

The Consultant is, and shall function as, an independent consultant under the terms of this Agreement and shall not be considered an agent or employee of the County for any purpose. The employees and agents of the Consultant shall not in any manner be, or be held out to be, agents or employees of the County.

ARTICLE 12. INDEMNIFICATION

The Consultant shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Consultant, its employees or agents, to the extent of its responsibility for such claims, damages, losses and expenses.

The County shall defend, indemnify and save harmless the Consultant, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the County, its employees or agents, to the extent of its responsibility for such claims, damages, losses and expenses.

ARTICLE 13. NON-APPROPRIATIONS

Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Consultant of such occurrence and this Agreement shall terminate on the last day of the fiscal

period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted. Notwithstanding, the County shall pay Consultant for services already provided in accordance with this Agreement prior to such notification.

ARTICLE 14. APPLICABLE LAW

The laws of the State of New York shall govern this Agreement. The designated venue is Albany, New York.

ARTICLE 15. RECORDS

Proper and full accounting records shall be maintained by the Consultant which records shall clearly identify the costs of the services/work performed. The records shall be subject to periodic and final audit by the County upon request. Such records shall be accessible to the County for a period of six (6) years following the date of final payment.

ARTICLE 16. INSURANCE

- 16.1 The Consultant shall procure and maintain for the entire term of this Agreement, without additional expense to the County, insurance policies of the kinds and in the amounts provided in the Schedule A attached hereto and made a part hereof. The insurance policies shall name the County as an additional insured. Such policies may only be changed upon 30 days prior written approval by the County.
- 16.2 The Consultant shall, prior to commencing any of the services outlined herein, furnish the County with Certificates of Insurance showing that the requirements of this article have been met. The Consultant shall also provide the County with updated Certificates of Insurance prior to the expiration of any previously-issued certificate. No work shall be commenced under this Agreement until the Consultant has delivered the Certificates of Insurance to the County. Upon failure of the Consultant to furnish, deliver and maintain such insurance certificates as provided above, the County may declare this Agreement suspended, discontinued or terminated.
- 16.3 As required by Section 108 of the N.Y. GENERAL MUNICIPAL LAW, this Agreement shall be of no force and effect unless the Consultant shall secure compensation for the benefit of, and keep insured during the life of this Agreement, all employees engaged thereon in compliance with the provisions of the N.Y. WORKERS' COMPENSATION LAW. The Consultant shall require any subcontractor authorized by the County to do likewise for all of their employees engaged thereon, all in compliance with the provisions of the N.Y. WORKERS' COMPENSATION LAW and of Schedule A of this Agreement.

ARTICLE 17. NO WAIVER OF PERFORMANCE

Failure of the County to insist upon strict and prompt performance of the provisions of this Agreement, or any of them, and the acceptance of such performance thereafter shall not constitute or be construed as a waiver or relinquishment of the County's right thereafter to enforce the same strictly according to the tenor thereof in the event of a continuous or subsequent default on the part of the Consultant.

ARTICLE 18. MODIFICATION

This Agreement may only be modified by a formal written amendment executed by the parties.

ARTICLE 19. EXECUTION OF DOCUMENTS

This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement, but all of which together shall constitute one and the same instrument.

ARTICLE 20. HEADINGS - CONSTRUCTION

The headings appearing in this Agreement are for the purpose of easy reference only and shall not be considered a part of this Agreement or in any way to modify, amend or affect the provisions hereof.

ARTICLE 21. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties and no representations or promises have been made except as herein expressly set forth.

ARTICLE 22. COMPLIANCE WITH MacBRIDE PRINCIPLES

The Consultant hereby represents that it is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. 3 for 1993, in that the Consultant either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of its compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. 3 in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the Consultant in default and/or seeking debarment or suspension of the Consultant.

ARTICLE 23. EXTRA SERVICES/WORK

If the Consultant is of the opinion that any services/work it has been directed to perform is beyond the scope of this Agreement and constitutes extra services/work, the Consultant shall promptly notify the County of that opinion. The County shall be the sole judge as to whether or not such services/work is in fact beyond the scope of this Agreement and whether or not it constitutes extra services/work. In the event the County determines such services/work does constitute extra services/work, it shall provide extra compensation to the Consultant on a negotiated basis.

ARTICLE 24. IRANIAN ENERGY SECTOR DIVESTMENT

The Consultant hereby represents that said consultant is in compliance with N.Y. GEN. MUN. LAW § 103-g entitled "Iranian Energy Sector Divestment," in that said consultant has not:

- a. Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b. Acted as a financial institution and extended \$20 Million or more in credit to another person for 45 days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

ARTICLE 25. MISCELLANEOUS PROVISIONS

- 25.1 In addition to the Iranian Energy Sector Divestment (per N.Y. GEN. MUN. LAW § 103-9) described above, the Consultant also acknowledges that it shall follow and all of the other policies and procedures described in the RFP.
- 25.2 During the term of this Agreement, the Consultant agrees that, in the event of its reorganization or dissolution as a business entity or change in business, the Consultant shall give the County 30 days written notice in advance of such event.
- 25.3 The Consultant shall at all times obtain and maintain all licenses and/or certifications required by New York State, or other relevant regulating body, to perform the services required under this Agreement.
- 25.4 If any term, part, provision, section, subdivision or paragraph of this Agreement shall be held to be unconstitutional, invalid or ineffective, in whole or in part, such determination shall not be deemed to invalidate the remaining terms, parts, provisions, sections, subdivisions or paragraphs.
- 25.5 The County shall bear no responsibility other than that set forth in this Agreement.
- 25.6 All notices, consents, waivers, directions, requests or other instruments or communications

provided for under this Agreement shall be deemed properly given if, and only if, delivered personally, sent by registered or certified United States mail, postage prepaid, or, with the prior consent of the receiving party, dispatched via facsimile transmission.

SCHEDULE A

INSURANCE COVERAGE

Workers' Compensation and Employers' Liability Insurance: A policy or policies providing protection for employees in the event of job-related injuries.

Automobile Liability Insurance: A policy or policies with the limits of not less than \$500,000 combined for each accident because of bodily injury, sickness, or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile 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 automobile.

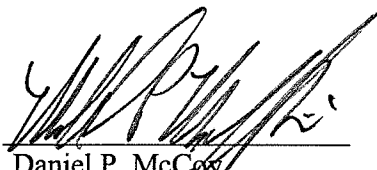
General Liability Insurance: A policy or policies of comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000.00
Bodily Injury	\$1,000,000.00
Personal Injury	\$1,000,000.00

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) hereunder set forth.

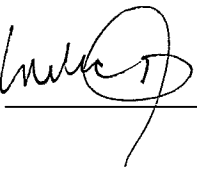
COUNTY OF ALBANY

DATED: 01/17/24

BY: 
 Daniel P. McCoy
 Albany County Executive
 or
 Michael P. McLaughlin
 Deputy County Executive

PARSONS CHILD AND FAMILY CENTER

DATED: 6.10.24

BY: 
 William T. Gettman, Jr.
 CEO

NOTARIAL PUBLIC
 STATE OF NEW YORK
 COUNTY OF ALBANY
 JESSICA L. HARRIS
 Notary Public
 My Commission Expires 12/31/2025

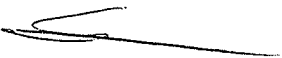
STATE OF NEW YORK)
COUNTY OF ALBANY) SS:

On the _____ day of _____, 2024, before me, the undersigned, personally appeared Daniel P. McCoy, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity as County Executive, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
COUNTY OF ALBANY) SS.:

On the 17th day of June, 2024, before me, the undersigned, personally appeared Michael P. McLaughlin, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity as Deputy County Executive, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.


EUGENIA K GORDON
Notary Public
Notary Public, State of New York
Registration No: 02CO4969817
Qualified in Albany County
Commission Expires July 23, 2026

STATE OF New York)
COUNTY OF Albany) SS.:

On the 10th day of June, 2024, before me, the undersigned, personally appeared William T. Gettman, Jr. personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.


Notary Public

DANA M. LAYMON
NOTARY PUBLIC - STATE OF NEW YORK
NO. 01LA6169797
QUALIFIED IN ALBANY COUNTY
MY COMMISSION EXPIRES JULY 02, 2027

Connors, William (Probation Dept)

From: O'Neill, Pamela
Sent: Wednesday, September 25, 2024 3:22 PM
To: Breslin, Colleen
Subject: RE: Questions

Hi Colleen

Thank you so much for the detailed information below.

With PATH already being the approved program I do agree that a RFP will not be needed.

I don't want to jeopardize the loss of funding or a lapse in services.

Thank you!

Pamela O'Neill, CPPB
 Purchasing Agent
 Albany County Division of Purchasing
 112 State Street, Room 1000
 Albany, NY 12207
 tel 518.447.7139
 fax 518.447.5588
www.albanycounty.com
pamela.oneill@albanycountyny.gov

Confidentiality Notice: This fax/e-mail transmission, with accompanying records, is intended only for the use of the individual or entity to which it is addressed and may contain confidential and/or privileged information belonging to the sender, including individually identifiable health information subject to the privacy and security provisions of HIPAA. This information may be protected by pertinent privilege(s), e.g., attorney-client, doctor-patient, HIPAA etc., which will be enforced to the fullest extent of the law. If you are not the intended recipient, you are hereby notified that any examination, analysis, disclosure, copying, dissemination, distribution, sharing, or use of the information in this transmission is strictly prohibited. If you have received this message and associated documents in error, please notify the sender immediately for instructions. If this message was received by e-mail, please delete the original message.

From: Breslin, Colleen <Colleen.Breslin@albanycountyny.gov>
Sent: Tuesday, September 24, 2024 2:53 PM
To: O'Neill, Pamela <Pamela.O'Neill@albanycountyny.gov>
Cc: Murphy, Tracy <Tracy.Murphy@albanycountyny.gov>
Subject: RE: Questions

Hi Pam

Sorry this is taking up so much of your time. From memory, I believe the other two submissions were similar but Northern Rivers was the only one that provided a clear program structure. Again, the PATH program is specific to Northern Rivers and they are the only agency providing this particular program. I can review the other two responses if necessary.

The state may or may not fund this moving forward if the program were not PATH. My guess is they would question the change but would probably fund but that is just an educated guess on my part. More importantly there would be a break in service while the County awaits state approval of the new program. As of now, the State is about a year behind in approving RTA plans.

RESOLUTION NO. 133**AUTHORIZING AN AGREEMENT WITH NORTHERN RIVERS FAMILY OF SERVICES REGARDING RAISE THE AGE ENHANCED CASE MANAGEMENT AND COMMUNITY SUPPORT**

Introduced: 3/11/24

By Public Safety Committee:

WHEREAS, The Director of the Probation Department has requested authorization to enter into an agreement with Northern Rivers Family of Services regarding case management services to the Raise the Age population in an amount not to exceed \$400,000 for a term commencing April 1, 2024 and ending March 31, 2025, and

WHEREAS, The Director has indicated that Northern Rivers Family of Services was awarded the contract in 2022 and this contract is the second of two one-year renewals with Northern Rivers Family of Services, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Northern Rivers Family of Services, Albany, NY 12208 regarding case management services to the Raise the Age population in an amount not to exceed \$400,000 for a term commencing April 1, 2024 and ending March 31, 2025, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

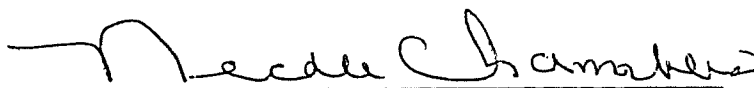
Adopted by unanimous vote – 3/11/24

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 11th day of March, 2024, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 13th day of March, 2024.


Clerk, Albany County Legislature

RESOLUTION NO. 136

AUTHORIZING AN AGREEMENT WITH NORTHERN RIVERS FAMILY OF SERVICES REGARDING RAISE THE AGE ENHANCED CASE MANAGEMENT AND COMMUNITY SUPPORT

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Director of the Probation Department has requested authorization to enter into an agreement with Northern Rivers Family of Services regarding case management services for the Raise the Age population in an amount not to exceed \$400,000 for a term commencing April 1, 2025 and ending March 31, 2026, and

WHEREAS, The Director has indicated that the Purchasing Department has determined a Request for Proposals is no longer required for these services due to the specific grant requirements for the Participants Achieving Through Hard Work Program, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Northern Rivers Family of Services, Albany, NY 12208 regarding case management services for the Raise the Age population in an amount not to exceed \$400,000 for a term commencing April 1, 2025 and ending March 31, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



LEE C. KINDLON
DISTRICT ATTORNEY

COUNTY OF ALBANY
OFFICE OF THE DISTRICT ATTORNEY
ALBANY COUNTY JUDICIAL CENTER
6 LODGE STREET
ALBANY, NEW YORK 12207
518-487-5460
518-487-5093 - FAX

JOSEPH J. MEANY
CHIEF ASSISTANT DISTRICT ATTORNEY

JESSICA BLAIN-LEWIS
DEPUTY CHIEF ASSISTANT DISTRICT ATTORNEY

March 24, 2025

The Honorable Joanne Cunningham
Chairwoman, Albany County Legislature
112 State Street, Suite 710
Albany, New York 12208

Dear Chairwoman Cunningham:

The District Attorney's Office respectfully requests approval to enter into a Contract with the Town of Bethlehem for the use of the Bethlehem Police Department's Range and Training Facility at 357 old Quarry Road, in the hamlet of Selkirk. The Contract will allow our Investigators to conduct their annual firearm certification at the facility. It will commence upon execution and end on December 31, 2025.

Please find attached for your review the proposed Agreement from the Town of Bethlehem.

If any additional information is needed, please do not hesitate to contact me or our office.

Respectfully,

A handwritten signature in blue ink, reading "Lee C. Kindlon".

Lee C. Kindlon
District Attorney

CC: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Thomas Debose, Counsel to the Chair
James P. Curran, Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

Date: 3/24/2025
Submitted By: Patrick Collins
Department: Office of the Albany County District Attorney
Title: Chief Compliance and Ethics Counsel
Phone: 518-275-4781
Department Rep. Attending Meeting: Lee Kindlon, District Attorney

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Click or tap here to enter text.

Term: (Start/end date or duration) March 3, 2025 – December 31, 2025

Costs:

Amount/Raise Schedule/Fee: \$250 per use, \$1,250 anticipated
Source of Funding – (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100
Local: Click or tap here to enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.
Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Current Budget: Yes ☒ No ☐
Budget Spreadsheet attached: Yes ☐ No ☒
Bond Res. No.: Click or tap here to enter text.
Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Click or tap here to enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Town of Bethlehem and Bethlehem Police Department have authorized the District Attorney's Office Investigators to utilize its gun range for target training. The contract costs \$250 per use, and we anticipate no more than 5 uses. This training is required by the office so that our Investigators remain qualified.



TOWN OF BETHLEHEM CONTRACT

Police Department

ALBANY COUNTY DISTRICT ATTORNEY'S OFFICE

POLICE RANGE & TRAINING FACILITY USE AGREEMENT 2025

THIS AGREEMENT made and entered into this 3 day of March, 2025 by and between the Town of Bethlehem, a municipal corporation of the State of New York, having its principal office located at the Bethlehem Town Hall, 445 Delaware Avenue, Delmar, NY 12054 (hereinafter referred to as the "Town"), and the Albany County District Attorney's Office, a governmental entity having its principal place of business located at 6 Lodge St, Albany, NY 12207 (hereinafter referred to as the "Invitee").

WHEREAS, the Town has authorized this agreement pursuant to Town Board Resolution No. 2024-009 approved by the Town of Bethlehem Town Board on the 27th day of March, 2024.

WHEREAS, the Town is the owner of the Town of Bethlehem Police Department Range and Training Facility, 357 Old Quarry Road, hamlet of Selkirk, in the Town of Bethlehem, County of Albany, New York; and

WHEREAS, the Invitee desires to use all or a portion of the Range and Training Facility for personnel training, and the Invitee has agreed to provide the necessary funds, expertise, manpower, equipment and materials to operate, insure and protect such site, all at no cost, risk or expense to the Town; and

WHEREAS, the Town of Bethlehem authorizes its use of its Training Facilities as a benefit to selected law enforcement agencies in the furtherance of public safety.

NOW, THEREFORE, in consideration of the mutual promises made by each party herein, the Town and Invitee agree as follows:

1. The term of this Agreement shall commence on the day of its full execution, and shall expire at 12:00 PM on December 31, 2025. Individual dates and locations of usage will be determined and scheduled through the Bethlehem Police Department Headquarters Division at (518) 439-9973.
2. The Town hereby grants the Invitee permission to utilize the Town of Bethlehem Police Department Range and Training Facility ("Facility"). The Facility currently is comprised of two 15-lane 50-yard rifle/pistol ranges, one of which with 5-lanes extending to 100 yards, 38-student classroom, 3-lane Firearms Training Systems (FATS) A/V Simulator Room, gun cleaning room, restrooms, and storage shed, but the Town Police Department, through its Headquarters Division, may restrict the portions of the Facility which may be utilized by the Invitee.
3. The Invitee agrees to indemnify, defend and hold harmless the Town and its officers and employees from and against any and all claims, suits, actions, cost and expense (including

reasonable attorneys' fees), involving injury to person or property arising out of the use of the Facility.

4. The Invitee shall provide proof of comprehensive general liability insurance coverage during the entire term of this Agreement, as follows: Bodily Injury & Property Damage; One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) annual aggregate naming the "Town of Bethlehem, 445 Delaware Avenue, Delmar, NY 12054" as an additional insured. Alternatively, in the event the Invitee is self-insured, the Invitee may provide a letter on the Invitee's letterhead addressed to the Town of Bethlehem stating that the Invitee is currently self-insured for general liability and the letter is being submitted as evidence of the Invitee's intent to pay its legal obligations for meritorious general liability claims made against it. Additionally, the Invitee shall provide Workers' Compensation and Employees Liability Insurance providing protection for employees of the Invitee in the event of job-related injuries.
5. The Town of Bethlehem shall not be responsible for any amounts paid or due as benefits to any officer(s) and/or employee(s) of the Invitee due to personal injury or death occurring during the use of the Facility. It is mutually understood that the Invitee and the Town of Bethlehem shall be responsible for payment of benefits, including workers' compensation, General Municipal Law § 207(c) and comparable benefits, to only their own respective officers and employees.
6. The Invitee agrees that it has inspected the Facility and finds it to be acceptable for the purposes and use intended.
7. As part of the rights and obligations of the Invitee to indemnify, defend and hold harmless the Town, the Invitee shall promptly notify the Town of any act or occurrence involving losses, damages, expenses or demands, indemnified against in this Agreement. All such notices must be in writing and must be sent to the Town at the following address:

Town Attorney, Town of Bethlehem
Bethlehem Town Hall
445 Delaware Avenue
Delmar, New York 12054

Each notice is deemed to have been properly served if personally delivered or deposited into the United States Mail, with proper postage.

8. The Invitee understands and agrees it must provide its own ammunition, target backers and targets when utilizing the range. Any such target backers will be left at the range and may be used by Town police personnel. Upon the completion of each usage, the Invitee will ensure the facilities are in the same condition as when they began.
9. The Town retains an unconditional right of entry and may cancel any scheduled dates of use of the Facility upon notice to the Invitee or terminate this Agreement upon written notice to the Invitee at the address set forth above.
10. The Invitee agrees to pay the Town a daily maintenance fee of Two Hundred Fifty Dollars (\$250.00) consistent with net 30 terms upon receipt of invoice after usage, to assist with the costs of maintaining and repairing the Facility. If the maintenance fee is not paid, within the agreed upon terms, the Invitee shall not be permitted to use the Facility in the future.
11. In the event the Invitee needs to cancel or reschedule a booked date, notice shall be provided to the Headquarters Division Point of Contact at least fourteen (14) calendar days

prior to the scheduled date. The Invitee may request to reschedule a booked date, subject to availability. Cancellations within the fourteen (14) calendar day window will be subject to a \$250.00 cancellation fee. This clause may be waived in cases of emergency or unforeseen circumstances beyond the control of the Invitee.

12. This Agreement and provided appendix constitute the entirety of the agreement between the parties. No modifications, oral or written, have been agreed to, or will be binding, after the dates of signature. Any changes or amendments hereto shall be made in writing and subscribed to by the parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year above written.

TOWN OF BETHLEHEM

ALBANY COUNTY DISTRICT
ATTORNEY'S OFFICE

By: 

By: _____

Gina F. Cocchiara

Name: _____

Chief of Police

Title: _____

Date: March 20, 2025

Date: _____

Appendix – Range and Training Facility Operational Guidelines

- Only use facilities and/or ranges you are scheduled for.
- No plastic-based backers allowed on either range. Cardboard only.
- Steel targets are for handgun use only. NO RIFLE unless frangible rounds are utilized.
- The fixed turning target system on Range 1 is off limits unless you have booked that particular range and have been trained on using this system. No Armor Piercing ammunition allowed on Range 1 (Fixed Turning Target System).
- No vehicles driven / parked on lawn areas.

End of the day lockup procedures:

- Sweep all brass and empty sweepers into available buckets.
- Empty garbage into the dumpster (classroom, gun cleaning room and bathrooms)
- Clean out personal items from refrigerator
- Mop, sweep, scrub floors, counters, sinks, toilets, tables (as necessary). There is not cleaning staff on site, so please keep the facilities clean.
- Close all doors (sheds, classroom, bathrooms, gun cleaning room, etc.)
- Lock exterior doors *at* end of day
- If anything is broken or damaged, please contact the previously designated Headquarters Division Point of Contact.
- When done for the day, text the Headquarters Division Point of Contact advising such.

Appendix subject to change based on the operational needs of the Town of Bethlehem Police Department, in accordance with clause # 12 of the Facility Use Agreement.

RESOLUTION NO. 137

AUTHORIZING AN AGREEMENT WITH THE TOWN OF BETHLEHEM REGARDING THE USE OF TRAINING FACILITIES FOR ANNUAL FIREARMS CERTIFICATION

Introduced: 4/14/25

By Public Safety Committee:

WHEREAS, The Albany County District Attorney has requested authorization to enter into an agreement with the Town of Bethlehem for the use of the Bethlehem Police Department's Range and Training Facility in an amount of \$250 per use for a term commencing March 3, 2025 and ending December 31, 2025, and

WHEREAS, The District Attorney has indicated that the District Attorney's Office Investigators will utilize the gun range to conduct their annual firearm certification, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the Town of Bethlehem for the use of the Bethlehem Police Department's Range and Training Facility in an amount of \$250 per use for a term commencing March 3, 2025 and ending December 31, 2025, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF HUMAN RESOURCES
112 STATE STREET – SUITE 900
ALBANY, NY 12207
(518) 447-5510 – FAX (518) 447-5586
WWW.ALBANYCOUNTYNY.GOV

EMMA L. TEAGUE
COMMISSIONER

SHANNON L. COFFIL
DEPUTY COMMISSIONER

February 28, 2025

Honorable Joanne Cunningham
Chairwoman, Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairwoman Cunningham,

Attached please find the RLA to approve the contract with Health Insurance Solutions Incorporated as the Administrator for the Albany County Prescription Drug Plan for employees.

Health Insurance Solutions Inc. was the selected bidder through the RFP process. Attached please find the recommendation from our benefits consultant, which includes the RFP score charts and summary analysis.

Please feel free to contact me with any additional questions you may have.

Sincerely,

Shannon Coffil

Deputy Commission of Albany County Human Resources

Cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Esq. Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6355, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Human Resource Department is Requesting Contract Authorization for Prescription Benefits Administrator

Date: 2-12-2025
Department: Human Resources
Attending Meeting: Emma Teague and Shannon Coffil
Submitted By: Shannon Coffil
Title: Deputy Commissioner of Human Resources
Phone: 518-447-4869

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: Health Insurance Solutions Inc.
Enter text. 114 West Broad Street, Suite A.
Telford, PA 18969

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: \$0.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒

If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☒ No ☐
 # of Response(s): 2
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
Bond Resolution No.: Enter text.
Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Enter text. Human Resources is looking to approve the contract with Health Insurance Solutions Incorporated as the Administrator for the Albany County Prescription Drug Plan for employees. Health Insurance Solutions Incorporated is a third-party utilizes its expertise to enhance the specialty pharmacy copayment or patient assistance programs offered by pharmaceutical manufacturers to generate savings on costly specialty medications to both the covered member and to the County of Albany.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Shannon Coffil, Acting Commissioner
Human Resources

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: January 21, 2025

RE: RFP-2024-110 Prescription Benefits Administrator

I am in receipt of your recommendation to award the aforementioned to Health Insurance Solutions, Inc.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Health Insurance Solutions, Inc.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.

MEMORANDUM

DATE: JANUARY 17, 2025

FROM: LOCEY & CAHILL, LLC

**TO: SHANNON COFFIL, ACTING COMMISSIONER
COUNTY OF ALBANY DEPARTMENT OF HUMAN RESOURCES**

**RE: 2020 SPECIALTY PHARMACEUTICAL PROGRAM
REQUEST FOR PROPOSAL (RFP) ANALYSIS AND RECOMMENDATION**

Locey & Cahill, LLC has been asked to provide a review of the Specialty Pharmaceutical Program Request for Proposal (“RFP”) responses recently received from the Alera Group and Health Insurance Solution, Inc. (“HISI”) as they relate to the County’s Prescription Benefit Administrator RFP #2024-110.

The County’s Specialty Pharmaceutical RFP relates to a program whereby a third-party utilizes its expertise to enhance the specialty pharmacy copayment or patient assistance programs offered by pharmaceutical manufacturers to generate savings on costly specialty medications to both the covered member and to the County of Albany. The program also provides direct outreach to patients to review potential cost reductions using alternative medications designed to treat the covered member’s illness or injury while ensuring equal to or better outcomes from a medical efficacy perspective.

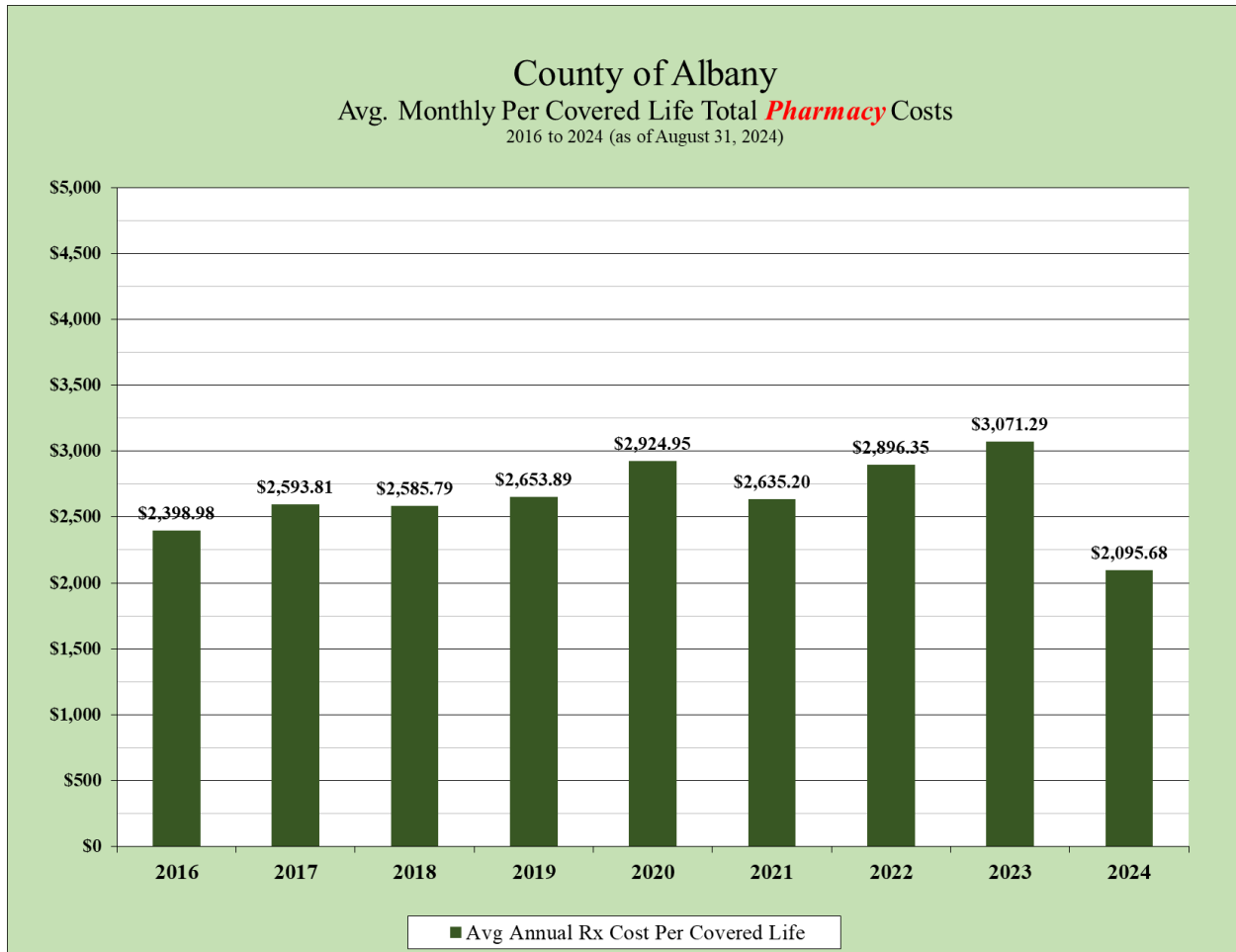
While these programs can be effective in reducing an employer’s costs associated with Specialty Pharmaceuticals, the success and the ultimate cost savings lie in the ability of the PBM to work collaboratively with the County’s Members that utilize these high-cost drugs as well as the drug manufacturers in securing reimbursements for these medicines.

To date, the combination of the use of Express Scripts, Inc. (“ESI”) and HISI has translated to an initial cost savings and an ongoing return on its investment for the County of Albany. In fact, in the first-year of operation, HISI worked with the County to produce a substantive decrease in pharmacy costs on a per covered life basis.

Based on reports provided by the County of Albany, the cost of the pharmacy plan (claims and administrative expenses) in 2020 was \$2,924.95 per covered life. In 2021, the first full year that HISI was implemented with the County, the cost was \$2,635.20 per covered life for the year.

This is an overall cost reduction of 9.91% for the pharmacy benefit plan which in dollars equated to an approximate \$1.4 million reduction in costs from 2020 to 2021. Since that initial reduction, the costs have increased each year by industry average trends with the 2-year average increase being reported at just under 8%.

On the following page, we have provided a summary of the County’s pharmacy benefit plan costs for your review and reference.



Given the current state of the pharmaceutical market and with very generous guaranteed benefits for the covered member of the Albany County Health Insurance Plan, it is difficult to attach a dollar savings associated with each of these programs. However, in reviewing these programs we believe that the firm that is best suited to maximize these savings while causing the least amount of member disruption and while allowing the County to continue its pursuit of establishing a Municipal Cooperative Health Benefit Plan is the Health Insurance Solutions, Inc. (HISI) Program.

We have come to this conclusion based on our review of the proposals, based on the unique nature of the HISI Program, based on the fact that the County of Albany has to maintain its current benefit model pursuant to its collective bargaining agreements, and based on the fact that the County of Albany is in the process of trying to develop a Municipal Cooperative Health Benefit Plan and be issued a Certificate of Authority from the New York State Department of Financial Services in accordance with Article 47 of the New York State Insurance Law.

We believe that by renewing with HISI, the County of Albany will be continuing a program that has shown some financial success over the past few years with little member impact. We make this statement as it is our understanding that the County has not identified any substantive issues with HISI's approach from a member interaction or use perspective.

Our review and scoring of the proposals are as follows:

Health Insurance Solutions, Inc.

- While the proposal presented by Health Insurance Solutions, Inc. (“HISI”) was extremely vague in terms of its savings estimates and its specialty pharmaceutical cost structure, we were able to estimate the impact of HISI on the Count by reviewing pre and post plan costs.
- We previously had concerns with the benefit and administrative integration between this provider and ESI (the County’s current PBM). However, we have determined that as long as this program continues to be set up as an “add-on” to the County’s current prescription drug program, we can get assurance that no members of the County’s Plan would be adversely affected by the HISI add-on, and all members will be able to get their prescription drugs through either the HISI program or the current ESI arrangement.
- The County realized a sharp decrease in pharmacy costs upon the implementation of HISI’s direct negotiation program and other cost cutting approaches. While it is difficult to predict future savings, we believe HISI has demonstrated the ability to assist the County in lowering its pharmacy benefit costs and we believe this will continue if HISI is renewed.
- When HISI first proposed to the County, we had concerns that there may be confusion from members as they deal with multiple sources for their pharmaceutical needs. This is where the effectiveness of HISI can be measured. We believe HISI effectively communicated and collaborated with members of the County’s Plan, as we didn’t hear of any disruption or complaints over the past couple of years.
- Based on the information that we reviewed and researched, we believe that the HISI Program presents itself as the program that has the highest upside with regards to savings for the County, has the least amount of disruption as the County is continuing an existing program, and meets the future needs of the County as it looks to establish an Article 47 Municipal Cooperative Health Benefits Plan.

Alera Group

- The Alera Group proposal would have the County of Albany move its pharmacy benefits program from its current self-insured arrangement with Express Scripts, Inc. to a “non-profit labor organization” plan run by the United Brotherhood of Carpenters and Joiners of America.
- Since both the United Brotherhood of Carpenters and Joiners of America and the County both utilize Express Scripts, Inc as their Pharmacy Benefit Manager, the County would expect to have access to the same pharmacy network and that the management protocols would be similar for members. While not as seamless as continuing with the current plan model, we feel a transition to this plan would present less issues and complications as compared to other solutions which may incorporate a change in Prescription Benefit Managers. Integrating this type of savings with ESI as opposed to introducing a new outside company to the mix.
- We are concerned that a move to the United Brotherhood of Carpenters and Joiners of America Plan could conflict with one or more of the County’s collective bargaining agreements and this would have to be vetted prior to any decision to change the County’s pharmacy benefit plan.

SHANNON COFFIL, ACTING COMMISSIONER
COUNTY OF ALBANY DEPARTMENT OF HUMAN RESOURCES
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- Lastly, we are concerned that moving the pharmacy benefits plan to a “non-profit labor organization” plan run by the United Brotherhood of Carpenters and Joiners of America will “derail” the ability of the County to establish an Article 47 Municipal Cooperative Health Benefits Plan.

Our scoring of the RFP’s is as follows:

RFP #2024-110: Prescription Benefit Administrator
Proposal Rating Worksheet
Proposer: Health Insurance Solutions

		Reviewer 1	
Description of Criterion	Weight	Rate	Score
Experience and qualifications of the firm	15%	5	0.75
Quality and feasibility of the proposed approach	20%	5	1
Demonstrated ability to manage high-cost prescription drug costs	25%	5	1.25
References and past performance	20%	5	1
Pricing and overall value	20%	5	1
TOTALS:			5

RFP #2024-110: Prescription Benefit Administrator
Proposal Rating Worksheet
Proposer: Relph Benefit Advisors (Alera Group)

		Reviewer 1	
Description of Criterion	Weight	Rate	Score
Experience and qualifications of the firm	15%	5	0.75
Quality and feasibility of the proposed approach	20%	2	0.4
Demonstrated ability to manage high-cost prescription drug costs	25%	4	1
References and past performance	20%	5	1
Pricing and overall value	20%	4	0.8
TOTALS:			3.95

**SHANNON COFFIL, ACTING COMMISSIONER
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In summation, we feel there are additional savings which can be generated beyond this program by leveraging the financial assistance programs offered by pharmaceutical manufacturers, but to achieve these cost reductions it will require the County and its collective bargaining units to work in a collaborative effort.

We hope you find our review and summary of the proposals received for the County's specialty pharmaceutical program helpful. As always, should you have any questions or concerns regarding this information or any other issues facing the County of Albany from an employee benefits perspective, please feel free to contact our office at 315-425-1424.

Thank you and please remain healthy and safe.

RFP #2024-110: Prescription Benefit Administrator

Proposal Rating Worksheet

Proposer: Health Insurance Solutions

		Reviewer 1		Reviewer 2		Reviewer 3		Reviewer 4	
Description of Criterion	Weight	Rate	Score	Rate	Score	Rate	Score	Rate	Score
Experience and qualifications of the firm	15%	5	0.75		0		0		0
Quality and feasibility of the proposed approach	20%	5	1		0		0		0
Demonstrated ability to manage high-cost prescription drug costs	25%	5	1.25		0		0		0
References and past performance	20%	5	1		0		0		0
Pricing and overall value	20%	5	1		0		0		0
TOTALS:			5		0		0		0

NOTES:

RFP #2024-110: Prescription Benefit Administrator**Proposal Rating Worksheet****Proposer: Relph Benefit Advisors (Alera Group)**

		Reviewer 1		Reviewer 2		Reviewer 3		Reviewer 4	
Description of Criterion	Weight	Rate	Score	Rate	Score	Rate	Score	Rate	Score
Experience and qualifications of the firm	15%	5	0.75		0		0		0
Quality and feasibility of the proposed approach	20%	2	0.4		0		0		0
Demonstrated ability to manage high-cost prescription drug costs	25%	4	1		0		0		0
References and past performance	20%	5	1		0		0		0
Pricing and overall value	20%	4	0.8		0		0		0
TOTALS:			3.95		0		0		0

NOTES:

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

HUMAN RESOURCES



RFP#2024-110

PRESCRIPTION BENEFITS ADMINISTRATOR

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

**COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588**

TITLE: Prescription Benefits Administrator RFP NUMBER: 2024-110

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

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

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

☐ **Yes** / ☐ **No**

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP #2024-110 Prescription Benefits Administrator

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- ☐ Could not meet Scope of Services.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- ☐ Project not suited to firm.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other reasons; please state and define: _____

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2024-110

Sealed Proposals for **Prescription Benefits Administrator** as requested by the Albany County Department of Human Resources 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, October 11, 2024 and or electronic submission Bid Net, Empire State Purchasing Group.

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, starting by close of business (4:30 p.m.) on Thursday, September 12, 2024

Pamela O Neill
Purchasing Agent

Dated: August 27, 2024
Albany, New York

PUBLISH ONE DAY – Thursday, September 12, 2024 -- THE EVANGELIST
PUBLISH ONE DAY – Thursday, September 12, 2024 -- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
PRESCRIPTION BENEFITS ADMINISTRATOR
ALBANY COUNTY DEPARTMENT OF HUMAN RESOURCES
RFP-2024-110

RFP DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

- 1.1 The County of Albany employs a workforce of approximately 2200 employees. Through this Request for Proposals (RFP) the County will contract with a qualified entity for Prescription Benefits Administration overseeing the Prescription Benefits Manager for the County. Prospective Proposers must offer a proposal that will meet the qualifications and the scope of services as described in Section 4: Scope of Services.

SECTION 2: RECEIPT OF PROPOSALS

- 2.1 An electronic copy of the Proposal on CD or flash drive and other required documents must be submitted with the name and number of the Proposal and the name and address of the Proposer. Proposals must be received no later than **4:30 P.M. on FRIDAY, OCTOBER 11, 2024** at the following address:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, New York 12207

Or electronic submission on BidNet Empire State Purchasing Group
<http://www.empirestatebidsystem.com>

- 2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

- 2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.
- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.
- 2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.
- 2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.
- 2.8 Proposals will be examined and evaluated by **the Albany County Department of Human Resources.**
- 2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

- 3.1 Provide the name, a brief history and description of your firm.
- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with Prescription Benefits Administrator.
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.

3.7 Proposer shall include a completed “Vendor Responsibility Questionnaire” (Attachment “C”) with the Proposal.

3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. 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. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES

The selected vendor will be responsible for the following:

4.1 *Administration and oversight of Prescription Drug Manager (PBM) Program:*

- Administer the PBM program, ensuring seamless integration with our existing healthcare plans.
- Provide real-time online and mobile access to prescription drug information for our members.
- Offer customer service support, including 24/7 call centers and online support.

4.2 *Management of High-Cost Prescription Drug Costs:*

- Develop and implement strategies to manage and reduce high-cost prescription drug expenditures.
- Offer cost-effective alternatives and educate members on their options.
- Monitor and report on drug utilization and cost trends, providing actionable insights and recommendations.

4.3 Flexibility for Expansion:

- Include a provision that allows other companies and counties to join under this agreement without the need for a full RFP process under their jurisdictions.
- Provide a detailed explanation of how this process will be managed to ensure compliance with all relevant regulations and maintain the integrity of the agreement.

4.4 Technical Proposal:

- Detailed description of the services to be provided, including methodologies and processes.
- Explanation of how the firm will manage the PBM program, including integration with existing systems and member access.
- Strategies for managing high-cost prescription drug costs and ensuring member education.

- Management and Staffing:
 - Organizational structure and key personnel assigned to this project.
 - Resumes of key personnel and their relevant experience.
- 4.5 Implementation Plan:
- Detailed timeline for implementation, including key milestones and deliverables.
 - Risk management plan and strategies for mitigating potential issues.
- 4.6 Pricing:
- Comprehensive pricing structure, including all fees and costs associated with the services provided.
 - Explanation of any cost-saving measures and their potential impact.
- 4.7 Compliance and Flexibility:
- Description of the process for allowing other companies and counties to join under this agreement.
 - Assurance of compliance with all relevant regulations and requirements.
- 4.8 Proposal Requirements
- Proposals must include the following information:
- Executive Summary:
 - Overview of the firm's experience and qualifications.
 - Summary of the proposed approach to managing the PBM program and high-cost prescription drug costs.

SECTION 5: TERM OF CONTRACT:

- 5.1 The contract period shall be for a period of four (4) years.
- 5.2 At the end of the initial four (4) year contract term upon mutual agreement of the County and the Contractor, the agreement may be renewed for two (2) additional years, in two (2) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County.
- 5.2 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

- 6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services
- 6.2 Detail the fee structure for the Proposal.
- 6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

SECTION 7: PROPOSAL SUBMISSIONS

- 7.1 In order for the County to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the County's evaluation process:

Section I – Title/ Table of Contents

Section II – Qualification and Experience

Section III – References

Section IV – Scope of services, delivery of services and plan implementation

Section V – Cost proposal – explanation

Section VI – Mandatory documents must include: The Non-Collusive Bidding Certificate (Attachment "A"), Acknowledgment by Proposer (Attachment "B"), and Vendor Responsibility Questionnaire (Attachment "C"); Iranian Energy Divestment Certification (Attachment "D").

SECTION 8: PROPOSAL EVALUATION

- 8.1 Proposals will remain valid until the execution of a contract by Albany County, unless otherwise rejected consistent with this RFP.

- 8.2 Proposals received will be evaluated by a committee with representation from the Albany County Department of Human Resources. Proposals shall be evaluated based upon the following:

CRITERIA	WEIGHT
Experience and qualifications of the firm	15%
Quality and feasibility of the proposed approach	20%
Demonstrated ability to manage high-cost prescription drug costs	25%
References and past performance	20%
Pricing and overall value	20%

- 8.3 Proposals will be examined and evaluated by the Albany County Department of Human Resources with the advice of the Albany County Purchasing Agent to determine whether the requirements of this RFP are met and to make a recommendation to the Albany County Executive, the Albany County Contracts Administration Board or the County Legislature for a contract award.

- 8.4 A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties.

SECTION 9: ALTERNATIVES

- 9.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized.

SECTION 10: INDEMNIFICATION

- 10.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 11: SPECIFICATION CLARIFICATION

- 11.1 All inquiries with respect to this Request for Proposals must be directed to the Albany County Purchasing Agent as follows:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, NY 12207
Telephone: (518) 447-7140
Facsimile: (518) 447-5588
Email: pamela.oneill@albanycountyny.gov

- 11.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of Proposals will not be answered. The County will be bound only by responses given by formal written Addenda.
- 11.3 Other than the contact person identified in the Proposal, or their designee, prospective Proposers shall not approach County employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

SECTION 12: MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 12.1 Proposals may be modified or withdrawn at any time prior to the opening of Proposals 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.

12.2 If within twenty-four (24) hours after the Proposals are opened, any Proposer files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material and substantial mistake in the preparation of its Proposal, that Proposer may withdraw its Proposal and the Proposal Security will be returned. Thereafter, that Proposer will be disqualified from making a further or additional proposal on the work contemplated by this RFP.

12.3 Each proposal shall state that it is an irrevocable offer for a period of ninety (90) days from the Proposal opening date. After expiration of the irrevocable offer period, if no contract award has been made, a Proposal may be withdrawn if the Proposer does so in writing directed to the County Purchasing Agent; otherwise, Proposals remain in effect consistent with the terms of this RFP.

SECTION 14: PROPOSAL SECURITY

14.1 No proposal security is requested for this Proposal.

SECTION 15: INSURANCE AND SECURITY REQUIREMENTS

15.1 The successful Proposer will be required to procure and maintain at its own expense, the following insurance coverage:

- (a) **Worker's Compensation and Employer's Liability Insurance:** A policy or policies providing protection for Employees in the event of job related injuries.
- (b) **Automobile Liability Insurance:** A policy or policies of insurance with the limits of not less than \$500,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile 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 automobile.
- (c) **General Liability Insurance:** A policy or policies or comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000

15.2 Each policy of insurance required shall be of form and content satisfactory to the Albany County Attorney:

(a) The insurance policies shall name the County of Albany as certificate holder and primary/non-contributory additional insured on all liability policies. **Proposal number must appear on insurance certificate.**

(b) The policy shall not be changed or canceled until the expiration of thirty (30) days after written notice to Albany County. It shall be automatically renewed upon expiration and continued in force unless Albany County is given at least thirty (30) days written notice to the contrary.

15.3 No work shall be commenced under the contract until the successful Proposer has delivered to the County Purchasing Agent or his designee proof of issuance of all policies of insurance required by the Contract to be procured by the successful Proposer. If at any time, any of said policies shall expire or become unsatisfactory to the County, the successful Proposer shall promptly obtain a new policy and submit proof of insurance of the same to the County for approval. Upon failure of the successful Proposer to furnish, deliver and maintain such insurance as above provided, the contract may, at the election of the County, be forthwith declared suspended, discontinued or terminated. Failure of the successful Proposer to procure and maintain any required insurance, shall not relieve the successful Proposer from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the successful Proposer concerning indemnification.

SECTION 16: REMEDY FOR BREACH

16.1 In the event of a breach by CONTRACTOR, CONTRACTOR shall pay to the COUNTY all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the COUNTY to procure a substitute contractor to satisfactorily complete the contract work, together with the COUNTY's own costs incurred in procuring a substitute contractor.

SECTION 17: CASH DISCOUNT

17.1 Cash discounts may be offered by a Proposer for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low Proposer.

17.2 For purposes of any applicable cash discount, the payment date shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

SECTION 18: FREEDOM OF INFORMATION LAW

18.1 Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. Proposers intending to seek an exemption from disclosure of these materials under the Freedom of Information Law (New York State Public Officers Law, Sections 84-90) must request the exemption in writing, at the time of the submission of the materials, setting forth the reason for the claimed exemption. In addition, the proposer must mark each page of its submission

on which there appears any material claimed to be protected as confidential or proprietary with the following legend, in bold face, capital letters at the top of each page: "THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW". Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures.

SECTION 19: MACBRIDE PRINCIPLES

19.1 Contractor/Proposer hereby represents that said contractor/proposer is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. [3] for 1993, in that said contractor/proposer either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of their compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. [3] in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the contract/proposer in default and/or seeking debarment or suspension of the contractor/proposer.

19.2 In the case of a contract which must be let by competitive sealed bidding, whenever the lowest bidder has not agreed to stipulate to the conditions set forth in this section, and another bidder who has agreed to stipulate to such conditions has submitted a bid within five percent of the lowest bid for a contract to supply goods, services or construction of comparable quality, the contracting entity shall refer the contract to the County Legislature, which shall determine whether the lowest bidder is responsible. In making such determination, the County Legislature may consider, as a factor bearing on responsibility, whether the lowest bidder discriminates in employment in Northern Ireland.

19.3 As used in this section, the term "contract" shall not include contracts with government and non-profit organizations, contracts awarded pursuant to an emergency procurement procedure or contracts, resolutions, indentures, declarations of trust or other instruments of authorizing or relating to the authorization, issuance, award, sale or purchase of bonds, certificates of indebtedness, notes or other fiscal obligations of the County, provided that the policies of this section shall be considered when selecting managing underwriters in connection with such activities.

19.4 The provisions of this section shall not apply to contracts for which the County receive funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles, or to the extent that such funds are not otherwise withheld by the Department of Transportation.

SECTION 20: PRIVACY OF PERSONAL HEALTH INFORMATION

20.1 In order to comply with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), the CONTRACTOR, (deemed a BUSINESS ASSOCIATE as defined at 45 CFR § 164.501), its employees, administrators and agents shall not use or disclose

Protected Health Information (PHI), (as defined in 45 CFR § 164.501) other than as permitted or required by this AGREEMENT with the COUNTY (deemed a HYBID ENTITY as defined at 45 CFR § 164.504) or as Required By Law (as defined in 45 CFR § 164.501). The CONTRACTOR shall maintain compliance with all U.S. Department of Health and Human Services, Office for Civil Rights, policies, procedures, rules and regulations applicable in the context of this AGREEMENT.

20.2 OBLIGATIONS, ACTIVITIES AND PERMITTED USES AND DISCLOSURES

- a. Except as otherwise limited in this AGREEMENT, the CONTRACTOR may use PHI for the proper management and administration of the CONTRACTOR, to perform functions, activities or services for, or on behalf of COUNTY as specified in the Scope of Services contained in this AGREEMENT or to carry out the legal responsibilities of the CONTRACTOR as required by the Scope of Services, provided that such use or disclosure would not violate the Privacy Rule (as defined in 45 CFR Part 160 and Part 164, subparts A and E) if done by the COUNTY or the minimum necessary policies and procedures of the COUNTY. Except as otherwise limited in this AGREEMENT, the CONTRACTOR may disclose PHI for the proper management and administration of the CONTRACTOR and to perform functions, activities or services for, or on behalf of COUNTY as specified in the Scope of Services of this AGREEMENT, provided such disclosures are Required By Law or reasonable assurances are obtained that the information will remain confidential, be used or disclosed solely for the purpose it was disclosed or as Required By Law, and that any violation of such confidentiality will be reported to CONTRACTOR
- b. The CONTRACTOR agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided by this AGREEMENT, and, upon knowledge of a violation, to mitigate any known harmful effects of such a disclosure. The CONTRACTOR shall immediately report to the COUNTY any use or disclosure of PHI not provided by this AGREEMENT of which it becomes aware. The CONTRACTOR shall ensure any agents and subcontractors of the CONTRACTOR to the extent allowed by this AGREEMENT, to whom PHI is supplied, created, used or maintained on behalf of the COUNTY, shall be bound by the requirements of this Article.
- c. The CONTRACTOR shall provide access to PHI in a designated record set in accordance with 45 CFR § 164.524. The CONTRACTOR shall make any amendments to PHI in a designated record set that the COUNTY directs or agrees to in accordance with 45 CFR § 164.526. The CONTRACTOR shall make available the information required to provide an accounting of disclosures in accordance with 45 CFR § 164.528.
- d. The CONTRACTOR shall make internal practices, books, records, including policies and procedures on PHI received from, or created or received by the CONTRACTOR on behalf of the COUNTY available to the Secretary of the Department of Health and Human Services or his designee for the purposes of determining the CONTRACTOR's compliance with this Article.

20.3 TERMINATION

- a. Upon the COUNTY'S knowledge of a breach or violation of this Article by the CONTRACTOR, the COUNTY, pursuant to 45 CFR § 164.504(e)(2)(iii), may terminate the AGREEMENT if it determines that such a breach violated a material term of this Article. Notwithstanding that, the COUNTY may provide an opportunity for the CONTRACTOR to cure the breach or end the violation within a time set by the COUNTY and, if cure is not possible or does not occur within the time limit, immediately terminate the AGREEMENT without penalty. If neither termination nor cure is feasible, the COUNTY shall report the violation to the Secretary.
- b. Upon termination of this AGREEMENT, if feasible, the CONTRACTOR, shall return or destroy all PHI received from, or created or received by the CONTRACTOR on behalf of the COUNTY that the CONTRACTOR still maintains in any form and retain no copies of such information, or, if such return or destruction is not feasible, extend the protections of this AGREEMENT to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible.

SECTION 21: AFFIRMATIVE ACTION REQUIREMENTS

- 21.1 It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors/proposers and subcontractors utilize minority and women labor to the greatest extent feasible.
- 21.2 In proposing on this contract, the Proposer acknowledges an understanding of this policy. The contractor/proposer shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.
- 21.3 In an effort to assist Proposers with compliance attached you will find the following:
Article SC19-Affirmative Action Plan and Department of Affirmative Action Compliance Forms.

SECTION 22: EXTENSION OF CONTRACTS TO ALL POLITICAL SUBDIVISIONS AND AUTHORIZED DISTRICTS LOCATED IN THE STATE OF NEW YORK

- 22.1 It is the intent of this Request For Proposals that all political subdivisions, and districts located in the State of New York, be entitled to make purchases of services from the resulting contract award.
- 22.2 No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
- 22.3 All purchases shall be subject to audit by the other political subdivisions for which the purchase was made.
- 22.4 All orders will be placed by the participating entities. Each participating entity shall be billed by and make payment directly to the successful Bidder.
- 22.5 Upon request, participating entities must furnish the Contractor with the proper tax exemption certificates or documentation of tax exempt status.
- 22.6 The sole responsibility in regard to performance of the contract, or any obligation, covenant, condition or term thereunder by the successful Proposer and the participating entities will be borne and is expressly assumed by the successful Proposer and the participating entities and not by Albany County. In the event of a failure or breach in performance of any such contract by a participating entity or the successful Proposer, Albany County, specifically and expressly disclaims any and all liability for such defective performance or breach, or failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this Albany County centralized contract.

SECTION 23: INTERPRETATION

- 23.1 In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFP, and/or, the Agreement (between the County and the successful Proposer) and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) the Agreement; 2) the RFP; 3) the Contractor's proposal.

SECTION 24: NON APPROPRIATIONS CLAUSE

- 24.1 Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty

or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

SECTION 25: IRANIAN ENERGY SECTOR DIVESTMENT

25.1 Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said Contractor/Proposer has not:

- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector in Iran.

25.2 Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

25.3 Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- (a) “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 its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).

Albany County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

25.4 Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefor. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The County of Albany has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Albany would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

SECTION 26: Not in use

SECTION 27: Not in use

SECTION 28: Not in use

COUNTY OF ALBANY

PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Prescription Benefits Administrator
RFP Number: 2024-110

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”)

- 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: Prescription Benefits Administrator
RFP Number: 2024-110

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TEL. NO.: _____

FAX NO.: _____

FEDERAL TAX ID NO.: _____

REPRESENTATIVE: _____

E-MAIL: _____

SIGNATURE AND TITLE _____

DATE _____

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. 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 organizations, under penalty of perjury, that to the best of 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation

Signature

Title

Date

Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, 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, State of _____

Qualified in _____

Commission Expires _____

**ATTACHMENT “C”
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

1. VENDOR IS: ☐ PRIME CONTRACTOR			
2. VENDOR’S LEGAL BUSINESS NAME		3. IDENTIFICATION NUMBERS a) FEIN # b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE		7. TELEPHONE NUMBER	8. FAX NUMBER
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THE QUESTIONNAIRE Name Title Telephone Number Fax Number e-mail			
13. LIST ALL OF THE VENDOR’S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A “YES,” AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. ☐ Yes ☐ No 			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS: a) An elected or appointed public official or officer? <i>List each individual’s name, business title, the name of the organization and position elected or appointed to, and dates of service</i> ☐ Yes ☐ No b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i> ☐ Yes ☐ No			

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS: a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; ☐ Yes ☐ No 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract. b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct? ☐ Yes ☐ No c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: ☐ Yes ☐ No 1. federal, state or local health laws, rules or regulations.
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES ¹ HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? ☐ Yes ☐ No Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? ☐ Yes ☐ No Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability. b) file returns or pay New York State unemployment insurance? ☐ Yes ☐ No Indicate the years the vendor failed to file/pay the insurance and the current status of the liability. c) Property Tax ☐ Yes ☐ No Indicate the years the vendor failed to file.
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES ¹ WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? ☐ Yes ☐ No Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation. ☐ Yes ☐ No

21.	IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES ¹ :	☐ Yes	☐ No
	a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;		
Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.			

1 “Affiliate” meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity’s daily operations, that entity will be an “affiliate” for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of:)
) ss:
County of:)

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business

Signature of Owner _____

Address

Printed Name of Signatory _____

City, State, Zip

Title

Sworn before me this ____ day of _____, 20__;

Notary Public

Printed Name

Signature

Date

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name

County of Albany
Article SC19- Affirmative Action Plan

STATEMENT OF POLICY

The following is taken from Resolution No. 495 adopted by the Albany County Legislature on October 9, 2018.

Resolved, That the Albany County Legislature hereby approves and adopts the updates to the Affirmative Action Policy as reflected in the document annexed hereto, and be it further that the updated Affirmative Action Plan shall take effect immediately, and that the Commissioner of Human Resources and Director of the Division of Affirmative Action are directed to implement the policies reflected in the updated language of the Affirmative Action policy immediately and on a County-wide basis.

The following is taken from Resolution No. 26 adopted by the Albany County Legislature on June 10, 1996.

Resolved, By the Albany County Legislature that the Affirmative Action Plan so endorsed by the Albany County Executive and which is currently on file with the Clerk of the County Legislature, shall be the official plan of the County of Albany including the objectives, procedures and goals so stipulated.

It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors and subcontractors utilize minority and women labor to the greatest extent feasible.

In bidding on this contract, the contractor acknowledges an understanding of this policy. The contractor shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.

ANTI-DISCRIMINATION CLAUSE 220-E - NYS Labor Law. Provisions in contracts prohibiting discrimination on account of race, creed, color or national origin in employment of citizens upon public works. Every contract for or on behalf of the state or a municipality for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies shall contain provisions by which the contractor with the state or municipality agrees: (a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the state of New York who is qualified and available to perform the work to which the employment relates; (b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, sex or national origin; (c) That there may be deducted from the amount payable to the contractor by the state or municipality under this contract a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract; (d) That this contract may be cancelled or terminated by the state or municipality, and all moneys due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract; and (e) The aforesaid provisions of this section covering every contract for or on behalf of the state or a municipality for the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the state of New York.

ADMINISTRATION

The County's Division of Affirmative Action is charged with the responsibility of monitoring Affirmative Action in all contracts. All County procurements will be made with an understanding that the complete participation of bona fide MBE and WBE shall be assured by balanced and equitable contract involvement.

The **subcontracting participation goals** for County public procurements are:

- to award 7% of the total dollar value of the contract to a certified MBE.
- to award 5% of the total dollar value of the contract to a certified WBE.

The **workforce goals** for County public procurements are as follows:

- 7% of the total workforce should be minorities.
- 5% of the total workforce should be women.

• CONTRACTOR'S RESPONSIBILITIES

The Contractor's responsibilities include, but are not limited to, the following. The Contractor **must**:

- 1) Submit to the Division of Affirmative Action a completed Schedule of MBE/WBE and Labor Performance or Request for Waiver within **fifteen (15) days** of receiving the Notice of Award.
- 2) Prior to being issued a Notice to Proceed, submit evidence of MBE/WBE contracts proposed to the Division of Affirmative Action.
- 3) Submit monthly utilization reports to the Division of Affirmative Action for review.
- 4) Immediately notify the Division of Affirmative Action of any changes during the project, especially if the change affects the Schedule of MBE/WBE and Labor Performance submitted for the project.
- 5) Make good faith efforts to replace an MBE/WBE subcontractor that is unable to perform successfully with another MBE/WBE.
- 6) Notify the Division of Affirmative Action of any suspected instances of companies fraudulently claiming MBE/WBE status.
- 7) If possible, provide any needed technical assistance to MBE/WBE firms under subcontract.
- 8) If possible, design payment schedules to minimize cash flow problems faced by MBEs/WBEs.
- 9) Maintain for three years such records as are necessary to determine compliance with MBE/WBE obligations and to submit regular reports to enable the Albany County MBE Officer to monitor this compliance.

• DEVELOPING A SCHEDULE OF MBE/WBE AND LABOR PERFORMANCE

The Schedule of MBE/WBE and Labor Performance must detail:

1. The contractor's name, address, phone number, federal identification number and the total dollar value of the contract.
2. Whether the contract is a joint venture.
3. The MBE and WBE goal for the contract.
4. A brief description of each proposed subcontractor, including the name, address, phone number, federal identification number and the total dollar amount of each subcontractor.
5. An estimate of the total number of hours to be worked on the project.

• COMPLIANCE

Each contractor must furnish monthly utilization reports while working on the project. The reports must detail the total number of hours worked, total minority /female labor hours and payments made to MBE and WBE firms.

- **WAIVER REQUEST FOR SUBCONTRACTING AND/OR LABOR PERFORMANCE**

Contractors which determine that the subcontracting and/or labor participation goals must cannot be achieved **must** request a waiver within **fifteen (15) days** of receiving the Notice of Award. The request must justify why the firm cannot accomplish the subcontracting and/or labor participation goals established for the project. The justification must detail actions taken to solicit MBE/WBE subcontractors, minority or female labor participation and the impediments encountered. Each waiver request will be evaluated individually. Submission of the request for waiver does **not** guarantee the requirements will be waived. Additional information or supporting documentation may be required to determine a contractor's good faith effort.

- **MBE/WBE RESPONSIBILITIES**

Each Minority Business Enterprise/Woman Business Enterprise shall:

1. Establish through certification that the company is a bona fide MBE/WBE. The Division of Affirmative Action reviews MBE/WBE eligibility status for contractors and subcontractors.
2. Exhibit an interest in bidding a particular project by attending pre-bid conferences and/or by responding timely to contract solicitations for bid quotations prior to bid date.
3. Be responsible for entering into all necessary contractual agreements.
4. Arrange for and supervise contract performance.
5. Secure equipment, materials and crew sufficient to complete their contract or subcontract.
6. Provide bonding, insurance and collateral as required for surety in contract performance.
7. Authorize payrolls, payments and reports as required for routine compliance.

The County will accept MBE/WBE Certifications made by other governmental agencies which are in compliance with our DBE policy.

SANCTIONS

SC-19.5.1

If **CONTRACTOR** cannot meet the WBE/MBE participation goals, he must document to the Albany County MBE Officer, that he has made all positive efforts to achieve it. Failure to meet the goals or to document that all positive efforts have been made to achieve it may result in the County invoking any legal or equitable remedy available to the County for breach of contract including withholding future payments under the **CONTRACT** involved; disqualification of the **CONTRACTOR** from future contracting opportunities for a period not to exceed two years; and cancellation of the contract and declaration of forfeiture of the **PERFORMANCE BOND**.

A decision by the Albany County MBE Officer to invoke the above sanctions shall be issued in writing by registered mail. The **CONTRACTOR** shall have ten (10) days from receipt of the decision to appeal the MBE Officer's decision to the Grievance committee of the Albany County Legislature. Both sides of the dispute shall have the opportunity to be heard at a meeting of the Grievance Committee to be held within ten (10) days of the receipt of an appeal, and the Committee shall send a final decision to both sides within ten (10) days by registered mail (or hand delivery in the case of the MBE Officer's copy).

STANDARDS

A **Minority Business Enterprise (MBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in that case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a minority person(s), and such ownership interest is real, substantial and continuing. The minority ownership must have and exercise the authority to independently control the business decisions of the entity.

A **Woman Business Enterprise (WBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in the case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a woman (women), and such ownership interest is real, substantial and continuing. The woman ownership must have and exercise the authority to independently control the business decisions of the entity. WBEs shall not be considered as MBEs unless 51% of the assets of the company is held by a minority person(s).

A **Disadvantaged Business Enterprise (DBE)** mean a business enterprise controlled by one or more socially or economically disadvantaged individuals and whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals who own it. Such disadvantaged may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to citizens of the United States (or lawfully admitted permanent residents) and who are African Americans, Puerto Ricans, Hispanic Americans, Asian-Pacific Americans, American Indians, Eskimos, Aleuts, Asian Indians and Women.

Minority: A person who is a member of one or more of the following groups:

- A) Black (not of Hispanic origin) – a person having origins in any of the Black racial group of Africa.
- B) Hispanic -- a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- C) Asian or Pacific Islander – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- D) Native American or Alaskan Natives – a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Woman: A person who is of the feminine gender who are not otherwise classified as a minority. For

assistance or additional information, contact

County of Albany

Division of Affirmative Action

112 State Street, Room 900, Albany, NY 12207

Phone: (518) 447-7010

Fax: (518) 447-5586

County of Albany
Division of Affirmative Action
MBE/WBE Compliance Forms



Daniel P. McCoy
Albany County Executive

County of Albany
Schedule of MBE/WBE and Labor Performance

The Division of Affirmative Action monitors subcontracting and labor participation for contracts let by agencies and authorities of Albany County. The Schedule of MBE/WBE and Labor Performance must be completed and submitted within 15 days of receiving the Notice of Award. The figures represent the contractor's best estimate of workforce needs and minority/female representation of that workforce.

Questions regarding completion of this form can be directed to the County of Albany, Division of Affirmative Action at (518) 447-7010.

Contractor: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Project Name: _____ Project Cost: _____ Completion Date: _____

Contract Description: _____

Bidder is an approved ☐ MBE ☐ WBE

If yes, specify agency: _____

Joint Venture

MBE/WBE participation is broken down into Joint Ventures with Bidder, Subcontracting Construction, Trucking or Services, and Materials or Supplies. Joint ventures between the Prime Bidder and MBE/WBE firms are shown below. Joint Ventures with Bidder (check one):

No MBE/WBE joint ventures
with Bidder on this Contract.

Bidder is joint venturing with the following firm(s)
(Attach a copy of joint venture agreements to this form)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Federal ID No.: _____

MBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

WBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

Sub-contractor Performance

MBE Goal: 7% x Total Bid Amount = \$ _____

WBE Goal: 5% x Total Bid Amount = \$ _____

Please provide the information requested for **all** subcontractors participating on this project (include MBE/WBE firms).

Sub-contractor Name, Address, Phone	MBE, WBE or N/A	Amount of Sub- contract & Award Date	Description of Work (Trade)	Start Date Completion Date	Contracted Payment Schedule
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				

I, _____, representative of _____
declare that the information provided is true and represents accurately my firm’s efforts to comply with the Affirmative Action Policy. We shall continue to make every effort to ensure that MBE/WBE firms have the maximum opportunity to compete for, and perform contracts let by the County of Albany.

SUBMIT MONTHLY**County of Albany MBE/WBE and
Labor Performance
Monthly Utilization Report**

This report must be completed by each firm working on the site and submitted to the General Contractor on a monthly basis. The General Contractor forwards the reports to the County of Albany, Division of Affirmative Action, 112 State Street, Room 900, Albany, NY 12207. Fax (518) 447-5560. For assistance, call (518) 447-7010.

Contractor:_____ Address:_____

City:_____ State:_____ Zip:_____

Telephone:_____ Fax Number:_____ Federal ID No.:_____

Project Name:_____ Project Cost:_____ Completion Date:_____

Reporting Period: _____ **Month** _____ **Year** _____

Trade	Number of Hours Worked by Minorities	Number of Hours Worked by Women	Number of Hours Worked by Non-Minorities	Total Hours Worked
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total(s):	0.00	0.00	0.00	0.00

Information Provided By _____

Date _____

MBE/WBE Payments

MBE/WBE Firm(s) Participating on the Project	Payments Made this Month	Payments Made to Date

INSTRUCTIONS

This form must be completed and submitted by the Contractor/Vendor by the **10th** of each month for the duration of the contract. The form must be accompanied by copies of checks (front and back) made payable to MBE/WBE subcontractor and suppliers.

This form is required pursuant to the contract specifications. Failure to submit will result in non-compliance.

County of Albany
Department of Human Resources Division of
Affirmative Action
112 State Street, Room 900, Albany, NY 12207
Phone:(518) 447-7010

NOTE: IF THERE IS NO ACTIVITY FOR THE REPORTING PERIOD, PLEASE NOTE ACCORDINGLY.

County of Albany
Waiver Request for MBE/WBE Subcontracting and/or Labor Performance

If your firm has determined that it is not feasible to meet the subcontracting and/or labor performance goals specified in the contract, complete and return this form within fifteen days of the Intent to Award. The request must identify reasons why the firm cannot reach the labor and subcontractor goals applicable. The Division of Affirmative Action will evaluate each waiver individually. Please be advised that sub- mission of this request does not guarantee waiver of the requirements. Attach additional sheets if necessary. Please refer to the County of Albany Criteria for Establishing Good Faith Effort.

Contractor:_____ Address:_____

City:_____ State:_____ Zip:_____

Telephone:_____ Fax Number:_____ Federal ID No.:_____

Contract Type/Number:_____ Project Cost:_____

(☐) **Request Waiver of Minority/Women Labor Participation Goal. Please explain:**

Actions taken to include minority/women labor _____

(☐) **Request Waiver of Minority Subcontractor Participation Goal. Please explain:**

Actions taken to include MBE and/or WBE Subcontractor(s) _____

Signature

Name (Printed)

Title

County Of Albany
Criteria for Establishing Good Faith Effort

The following list of the good faith efforts criteria complies with NYS Executive Law, Article 15-A which should be considered for determining whether a contractor has documented good faith efforts:

1. Was a completed, acceptable utilization plan submitted in accordance with applicable requirements to meet goals for participation of certified minority and women-owned business enterprises established in the same contract?
2. Were advertisements placed in appropriate trade, general circulation and minority and women- oriented publications in a timely fashion?
3. Were written solicitations made in a timely fashion of certified minority and women-owned business enterprises listed in the directory of certified business?
4. Were timely responses to any such advertisements and solicitations provided by certified minority and women-owned business enterprises?
5. Did the contractor attend pre-bid, pre-award, or other meetings, if any, scheduled by the agency awarding the contract, with certified minority or women-owned business enterprises which the State or County agency determined were capable of performing the contract scope of work, for purposes of complying with goal requirements?
6. What efforts were undertaken by the contractor to reasonably structure the contract scope of work for purposes of subcontracting with certified minority and women-owned business enterprises?
7. How many minority and women-owned business enterprises in the directories of certified businesses could perform work required by the contract scope of work in your region?
8. What actions were taken to contact and assess the financial ability of certified minority and women- owned businesses enterprises to participation on the contract, and which enterprises are located out- side of the region in which the contract scope of work was or will be performed?
9. Were relevant plans, specification or terms and conditions of the contract, necessary to prepare an informed response to a contractor solicitation, provided in a timely fashion to certified minority or women-owned business enterprises?
10. What subcontract terms and conditions were offered to certified minority and women- owned business enterprises, and how do those subcontract terms and conditions compare to those offered in the ordinary course of the contractor's business and to other subcontractors of the contractor?
11. Has the contractor made payments for work performed by certified minority and women- owned business enterprises in a timely fashion so as to facilitate continued performance by certified minority or women-owned business enterprises?
12. Has the contractor offered to make up any inability to comply with the minority and women-owned business enterprise goals established in a contract, in other contracts being performed or to be awarded to the contractor?

RESOLUTION NO. 138

AUTHORIZING AN AGREEMENT WITH HEALTH INSURANCE SOLUTIONS, INC. REGARDING THE ADMINISTRATION OF PRESCRIPTION DRUG BENEFITS FOR ALBANY COUNTY

Introduced: 4/14/25

By Personnel Committee:

WHEREAS, The Commissioner of the Department of Human Resources has requested authorization to enter into an agreement with Health Insurance Solutions, Inc. regarding the administration of prescription drug benefits for Albany County in an estimated amount of \$2,095.68 per covered life as reflected in the Request for Proposal, for the term commencing April 1, 2025 and ending March 31, 2029, with two additional one-year options to renew, and

WHEREAS, The Department of Human Resources, through the County Purchasing Agent, received two bids regarding the administration of prescription drug benefits for Albany County, and Health Insurance Solutions, Inc. was selected as the lowest responsible bidder, and

WHEREAS, The Commissioner has indicated that Health Insurance Solutions, Inc. will generate savings to both the covered members and the County of Albany, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Health Insurance Solutions, Inc., Telford, PA 18969 regarding the administration of prescription drug benefits for Albany County in an estimated amount of \$2,095.68 per covered life as reflected in the Request for Proposal, for the term commencing April 1, 2025 and ending March 31, 2029, with two additional one-year options to renew and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



SUSAN A. RIZZO
COUNTY COMPTROLLER

STEPHANIE SLOMINSKI CIA CFE
CHIEF AUDITOR

COUNTY OF ALBANY
OFFICE OF THE COMPTROLLER
112 STATE STREET, ROOM 1030
ALBANY, NEW YORK 12207-2021
(518) 447-7130
susan.rizzo@albanycountyny.gov

EDWARD L. DOTT
EXECUTIVE DEPUTY COMPTROLLER

FRANK COMMISSO
EXECUTIVE DEPUTY COMPTROLLER

March 5, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street – Suite 710
Albany, New York 12207

RE: RLA – Final Countywide Adjustments to the 2024 Adopted Budget

Dear Chairwoman Cunningham,

The Department of Audit and Control is requesting approval of countywide end-of-year adjustments to the 2024 Adopted Budget. These adjustments are necessary to appropriately close 2024. Additional supporting detail will be provided to the County Legislature the week of March 24, 2025.

Should you require any additional information, please let me know.

Sincerely,

Susan A. Rizzo
Albany County Comptroller

CC: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Necole Chambers, Clerk of the Legislature
Caitlin O'Brien, Chief of Staff
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

Final Countywide Adjustments to the 2024 Adopted Budget

Date: March 5, 2025
Submitted By: Susan A. Rizzo
Department: Department of Audit and Control
Title: Albany County Comptroller
Phone: (518) 447-7130
Department Rep.
Attending Meeting: Susan A. Rizzo

Purpose of Request:

- ☐ Adopting of Local Law
 - ☐ Amendment of Prior Legislation
 - ☐ Approval/Adoption of Plan/Procedure
 - ☐ Bond Approval
 - ☒ Budget Amendment
 - ☐ Contract Authorization
 - ☐ Countywide Services
 - ☐ Environmental Impact/SEQR
 - ☐ Home Rule Request
 - ☐ Property Conveyance
 - ☐ Other: (state if not listed) _____
-

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- ☐ Contractual
- ☐ Equipment
- ☐ Fringe
- ☐ Personnel
- ☐ Personnel Non-Individual
- ☐ Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: N/A

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- ☐ Change Order/Contract Amendment
- ☐ Purchase (Equipment/Supplies)
- ☐ Lease (Equipment/Supplies)
- ☐ Requirements
- ☐ Professional Services
- ☐ Education/Training
- ☐ Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim

☐ Release of Liability

☐ Other: (state if not listed) _____

Contract Terms/Conditions:

Party (Name/address):

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee:

Click or tap here to enter text.

Scope of Services:

Click or tap here to enter text.

Bond Res. No.:

Date of Adoption:

CONCERNING ALL REQUESTS

Mandated Program/Service:

Yes ☒ No ☐

If Mandated Cite Authority:

Local Finance Law

Is there a Fiscal Impact:

Yes ☒ No ☐

Anticipated in Current Budget:

Yes ☒ No ☐

County Budget Accounts:

Revenue Account and Line:

Detail to be submitted the week of March 24, 2025.

Revenue Amount:

Appropriation Account and Line:

Detail to be submitted the week of March 24, 2025.

Appropriation Amount:

Source of Funding – (Percentages)

Federal:

State:

County:

Local:

Click or tap here to enter text.

Term

Term: (Start and end date)

Length of Contract:

Click or tap here to enter text.

Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain:

Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number:

Date of Adoption:

Click or tap here to enter text.

Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

Final countywide adjustments to the 2024 adopted budget are necessary to close the 2024 fiscal year.
Supporting detail will be provided to the County Legislature the week of March 24, 2025.

Albany County Comptroller's Office
2024 Year End Budget Adjustment Report
As of March 21st, 2025

A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A91010	10008	Dir Of Operations (LBC)	\$ 2,773.04	
A91010	10009	Dir Budget & Fisc Study (CHR)	\$ 0.12	
A91010	11354	Dir Intergov & Legis Affairs	\$ 0.23	
A91010	11892	Operations Manager (MAJ)	\$ 0.15	
A91010	11920	First Deputy Clerk (CLK)	\$ 0.20	
A91010	12032	Dep Legislative Counsel (MAJ)	\$ 0.12	
A91010	12550	Senior Policy Analyst (MAJ)	\$ 0.32	
A91010	12563	Sr Policy Analyst PT (MAJ)	\$ 137.16	
A91010	19954	Enhanced Pay	\$ 3,388.15	
A91010	19970	Temporary Help		\$ 41,144.98
A91010	44042	Printing And Advertising	\$ 79.19	
A91010	89060	Hospital and Medical Insurance		\$ 89,915.00
A91164	11000	Personal Services	\$ 486.30	
A91164	18147	Custodial Worker		\$ 19,540.24
A91164	19950	Longevity Raise	\$ 6,550.00	
A91164	44036	Telephone	\$ 420.13	
A91164	44046	Fees For Services	\$ 235.95	
A91164	44101	Electric	\$ 10,351.48	
A91164	44105	Water	\$ 1,496.38	
A91165	10113	District Attorney		\$ 2,477.99
A91165	11000	Personal Services	\$ 46,341.09	
A91165	11150	Bureau Chief Assistant DA	\$ 2,561.76	
A91165	12013	Assistant District Attorney IV		\$ 142,176.00
A91165	12017	Criminal Law Associate		\$ 104,158.96
A91165	12558	Confidential Asst to the DA	\$ 254.15	
A91165	14021	Criminal Investigator DA	\$ 27,492.53	
A91165	14032	Senior Criminal Investigator	\$ 7,814.67	
A91165	14920	Sr Community Prosecution Coord	\$ 0.81	
A91165	19850	Sick Leave Incentive	\$ 1,000.00	
A91165	19951	Health Insurance Buyout	\$ 8,333.33	
A91165	19980	Clothing Allowance	\$ 900.00	
A91165	44020	Office Supplies	\$ 6,749.26	
A91165	89060	Hospital and Medical Insurance		\$ 120,489.00
A91165	11150D	Bureau Chief Assistant DA	\$ 0.21	
A91165	12017D	Criminal Law Associate		\$ 31,518.03
A91165	19954X	Enhanced Pay - ATP	\$ 2,711.15	
A91170	11000	Personal Services	\$ 35,355.39	
A91170	11042	Public Defender	\$ 0.02	
A91170	12021	Assistant Public Defender I		\$ 328,556.00
A91170	12036	Social Services Coordinator	\$ 0.02	
A91170	14032	Senior Criminal Investigator	\$ 0.01	
A91170	15028	Mitigation Specialist	\$ 0.19	

Albany County Comptroller's Office
2024 Year End Budget Adjustment Report
As of March 21st, 2025

A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A91170	16206	Clerk I	\$ 0.12	
A91170	19951	Health Insurance Buyout	\$ 500.00	
A91170	44036	Telephone	\$ 1,392.01	
A91171	11000	Personal Services	\$ 2,990.95	
A91171	11044	Alternate Public Defender	\$ 0.12	
A91171	14013	Criminal Investigator	\$ 0.20	
A91171	15025	Legal Secretary	\$ 0.13	
A91171	16401	Confidential Secretary	\$ 0.26	
A91171	19954	Enhanced Pay		\$ 18,920.98
A91171	89060	Hospital and Medical Insurance	\$ 15,929.32	
A91172	19951	Health Insurance Buyout	\$ 666.67	
A91172	44043	Legal Fees	\$ 42,189.22	
A91172	89010	State Retirement	\$ 4,793.36	
A91172	89060	Hospital and Medical Insurance		\$ 47,649.25
A91173	11000	Personal Services	\$ 31.66	
A91173	16401	Confidential Secretary	\$ 0.07	
A91173	19935	Law Intern Program		\$ 31.73
A91185	10120	Coroner	\$ 0.08	
A91185	16207	Clerk I PT	\$ 115.27	
A91185	18670	Coroner Per Diem		\$ 239.91
A91185	44037	Insurance	\$ 89.26	
A91185	44042	Printing And Advertising	\$ 35.30	
A91230	10100	County Executive	\$ 0.16	
A91230	11000	Personal Services	\$ 16,391.61	
A91230	11810	Deputy County Executive	\$ 489.66	
A91230	12049	Counsel to County Executive	\$ 0.01	
A91230	15506	Executive Assistant	\$ 8,544.33	
A91230	19919	Graduate Fellowship Program		\$ 25,446.31
A91230	44046	Fees For Services	\$ 20.54	
A91230	89060	Hospital and Medical Insurance		\$ 109,421.75
A91310	11000	Personal Services	\$ 2,918.09	
A91310	11224	Tax Records Manager	\$ 0.09	
A91310	12574	Financial Operations Manager	\$ 0.16	
A91310	16311	Finance Clerk		\$ 96,293.00
A91310	16314	Finance Clerk II	\$ 2,554.62	
A91310	16320	Foreclosure Clerk		\$ 12,167.97
A91310	19951	Health Insurance Buyout	\$ 3,500.00	
A91310	19970	Temporary Help		\$ 15,413.46
A91310	44036	Telephone	\$ 289.94	
A91310	44046	Fees For Services	\$ 1,383.38	
A91310	44117	TaxOnAdultUseCannabisDistMuni	\$ 521,791.94	
A91310	89060	Hospital and Medical Insurance	\$ 7,699.21	

Albany County Comptroller's Office
2024 Year End Budget Adjustment Report
As of March 21st, 2025

A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A91315	11000	Personal Services	\$ 3,203.19	
A91315	11381	Associate Operations Supr	\$ 0.01	
A91315	12521	Auditor	\$ 1,530.97	
A91315	12557	Confd Asst Comptroller (LEG)		\$ 6,150.84
A91315	19951	Health Insurance Buyout	\$ 1,416.67	
A91340	11000	Personal Services	\$ 67,657.67	
A91340	12307	Policy & Compl Coor (GRANTS)		\$ 12,293.89
A91340	12500	Senior Budget Analyst	\$ 0.01	
A91340	12578	Perf Mgt & Data Analytics Coor		\$ 37,956.00
A91340	16024	Data Analyst		\$ 21,424.00
A91340	16401	Confidential Secretary	\$ 0.03	
A91340	19950	Longevity Raise	\$ 150.00	
A91340	19965	Accrued Liability		\$ 136,500.00
A91340	44035	Postage	\$ 11.26	
A91340	44042	Printing And Advertising	\$ 1,069.78	
A91340	89010	State Retirement	\$ 2,785.14	
A91345	11000	Personal Services	\$ 2,039.01	
A91345	11041	Purchasing Agent	\$ 0.11	
A91345	19951	Health Insurance Buyout		\$ 2,083.19
A91345	44046	Fees For Services	\$ 44.07	
A91355	11000	Personal Services	\$ 365.71	
A91355	12632	GIS Coordinator	\$ 0.19	
A91355	15510	Administrative Aide		\$ 365.90
A91410	10112	County Clerk	\$ 0.08	
A91410	11146	Executive Deputy County Clerk	\$ 0.17	
A91410	16204	Clerk II		\$ 916.92
A91410	19951	Health Insurance Buyout	\$ 916.67	
A91411	11000	Personal Services	\$ 2,658.90	
A91411	11390	Deputy County Clerk	\$ 0.04	
A91411	11900	Records Manager II	\$ 0.01	
A91411	16204	Clerk II		\$ 4,238.56
A91411	44037	Insurance	\$ 837.13	
A91411	89010	State Retirement	\$ 742.48	
A91420	12005	Assistant County Attorney III	\$ 0.10	
A91420	12006	Assistant County Attorney IV	\$ 40.23	
A91420	12007	Assistant County Attorney V	\$ 7,254.99	
A91420	12532	Research Analyst	\$ 0.14	
A91420	12537	County Enforcement Technician	\$ 0.13	
A91420	14130	Investigator		\$ 61,395.66
A91420	19950	Longevity Raise	\$ 250.00	
A91420	19951	Health Insurance Buyout	\$ 166.67	
A91420	44039	Conferences/Training/Tuition	\$ 1,501.66	

Albany County Comptroller's Office
2024 Year End Budget Adjustment Report
As of March 21st, 2025

A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A91420	44040	Books Transcripts Subscript.	\$ 4,437.85	
A91420	44042	Printing And Advertising	\$ 406.38	
A91420	44043	Legal Fees	\$ 10,886.36	
A91420	44046	Fees For Services	\$ 27,111.84	
A91420	44054	Transcription Services	\$ 1,073.69	
A91420	44454	Project Growth	\$ 109.84	
A91420	89010	State Retirement	\$ 8,156.78	
A91430	11000	Personal Services	\$ 231.31	
A91430	11243	Director of Civil Service	\$ 448.88	
A91430	12410	Deputy Personnel Officer	\$ 0.30	
A91430	12419	Personnel Technician III	\$ 0.06	
A91430	19950	Longevity Raise		\$ 680.55
A91432	11000	Personal Services	\$ 1,107.40	
A91432	11012	Commissioner HR	\$ 0.13	
A91432	11117	Deputy Commissioner HR	\$ 0.10	
A91432	12414	Personnel Assistant		\$ 23,765.76
A91432	12421	Staff Development Coordinator	\$ 3,750.23	
A91432	16412	Receptionist	\$ 0.20	
A91432	19950	Longevity Raise	\$ 2,850.00	
A91432	44035	Postage	\$ 653.97	
A91432	89060	Hospital and Medical Insurance	\$ 15,403.73	
A91440	11000	Personal Services	\$ 522.61	
A91440	11233	Deputy Commissioner Plan PRJ	\$ 5,082.36	
A91440	12590	Civil Engineer II	\$ 42.81	
A91440	12608	Plant Utilities Engineer II	\$ 0.21	
A91440	13605	Engineering Technician	\$ 0.17	
A91440	17101	Construction Manager	\$ 0.10	
A91440	19951	Health Insurance Buyout		\$ 5,000.00
A91450	11015	Commissioner of Elections	\$ 1,388.30	
A91450	16802	Supr Elections Specialist	\$ 305.99	
A91450	16806	Elections Specialist		\$ 8,761.86
A91450	19950	Longevity Raise	\$ 3,150.00	
A91450	19951	Health Insurance Buyout	\$ 3,083.34	
A91450	19975	Election Day Staffing		\$ 667,842.00
A91450	44037	Insurance	\$ 834.23	
A91610	11000	Personal Services	\$ 2,527.31	
A91610	11017	Commissioner OGS	\$ 0.11	
A91610	11109	Special Asst to Commisioner	\$ 0.97	
A91610	12534	Operations Analyst		\$ 9,634.72
A91610	19950	Longevity Raise	\$ 500.00	
A91610	44046	Fees For Services	\$ 1,259.25	

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A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A91610	89060	Hospital and Medical Insurance	\$ 5,347.08	
A91620	11000	Personal Services	\$ 9,334.94	
A91620	12538	Fiscal Officer	\$ 0.98	
A91620	14411	Security Supervisor	\$ 0.35	
A91620	14422	Watchman	\$ 0.18	
A91620	15501	Administrative Aide	\$ 0.04	
A91620	17135	Plumber	\$ 1.33	
A91620	18112	Senior Maintenance Mechanic		\$ 42,815.06
A91620	18114	Building Maintenance Mechanic		\$ 50,925.26
A91620	18146	Custodial Work Supr PT	\$ 90.98	
A91620	19950	Longevity	\$ 6,300.00	
A91620	19951	Health Insurance Buyout	\$ 2,187.50	
A91620	44024	Housekeeping Supplies	\$ 4,415.76	
A91620	44046	Fees For Services	\$ 23,656.75	
A91620	44105	Water	\$ 4,936.45	
A91640	11000	Personal Services	\$ 396.85	
A91640	17236	Equipment Coordinator	\$ 0.11	
A91640	18192	Garage Attendant		\$ 4,303.18
A91640	44102	Gas And Oil	\$ 1,282.37	
A91640	89010	State Retirement	\$ 71.18	
A91640	89060	Hospital and Medical Insurance	\$ 2,552.67	
A91660	16614	Messenger		\$ 41,700.00
A91660	19951	Health Insurance Buyout	\$ 333.34	
A91660	44035	Postage	\$ 42,616.07	
A91670	11000	Personal Services	\$ 1,690.94	
A91670	17301	Offset Printing Machine Supr	\$ 0.07	
A91670	17302	Assistant Offset Printing Mach		\$ 7,966.32
A91670	17302	Assistant Offset Printing Mach		\$ 3,688.68
A91670	19950	Longevity Raise	\$ 100.00	
A91680	11000	Personal Services	\$ 1,039.06	
A91680	12720	Audiovisual Prod Specialist	\$ 0.25	
A91680	12816	Information Security Analyst	\$ 0.19	
A91680	13732	Assistant Graphic Artist	\$ 74.96	
A91680	13733	Graphic Artist Web Developer	\$ 0.17	
A91680	19950	Longevity Raise		\$ 2,114.63
A91680	19951	Health Insurance Buyout	\$ 1,000.00	
A91680	19982	On Call Pay		\$ 5,108.33
A91985	44000	Distribution to Municipalities	\$ 2,875,821.93	
A92490	44039	Conferences/Training/Tuition	\$ 1,130,329.84	
A92960	44039	Conferences/Training/Tuition	\$ 1,780,914.79	
A92960	44046	Fees For Services	\$ 17,040.00	
A92960	44252	Medical Services / Therapy		\$ 455,987.00

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A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A93020	11000	Personal Services	\$ 22,426.49	
A93020	13306	Telecommunicator		\$ 163,741.49
A93020	19900	Overtime		\$ 22,557.45
A93020	44036	Telephone	\$ 54,503.19	
A93020	89060	Hospital and Medical Insurance		\$ 162,113.00
A93110	11000	Personal Services	\$ 63,911.21	
A93110	11382	Asst Deputy Dir Emergency Mgt	\$ 0.03	
A93110	12050	Counsel to Sheriff	\$ 0.18	
A93110	12512	Accountant II	\$ 0.21	
A93110	14131	Sheriff Senior Investigator	\$ 1,697.87	
A93110	14132	Sheriffs Investigator		\$ 78,859.00
A93110	14138	Deputy Sheriff		\$ 786,275.00
A93110	14301	Fire Coordinator PT	\$ 0.23	
A93110	14305	K9 Training Coordinator PT	\$ 285.19	
A93110	14502	Court Attendant		\$ 60,004.04
A93110	15501	Administrative Aide	\$ 0.34	
A93110	16236	Clerk Typist I	\$ 10,523.23	
A93110	18114	Building Maintenance Mechanic	\$ 0.04	
A93110	19900	Overtime		\$ 373,072.00
A93110	19916	NYS HC & MH Worker Bonus Prg	\$ 6,000.00	
A93110	19943	Paramedics PT		\$ 107,635.00
A93110	19946	Emergency Medical Tech PT		\$ 65,902.51
A93110	19985	Out of Title Pay	\$ 209.25	
A93110	44028	Safety Supplies	\$ 9,037.69	
A93110	44036	Telephone	\$ 2,377.87	
A93110	44071	Property Repair And Rental	\$ 27.14	
A93110	89010	State Retirement	\$ 37,376.95	
A93110	89030	Social Security		\$ 296,330.00
A93110	89060	Hospital and Medical Insurance		\$ 666,024.36
A93140	11000	Personal Services	\$ 7,312.29	
A93140	11045	Director of Probation III	\$ 0.12	
A93140	12510	Budget Officer	\$ 0.26	
A93140	12551	Policy Analyst	\$ 0.11	
A93140	14203	Probation Supervisor	\$ 5,181.63	
A93140	14213	Senior Probation Officer		\$ 42,567.50
A93140	14223	Probation Officer		\$ 802,806.65
A93140	16016	Keypunch Operator	\$ 1.20	
A93140	16104	Account Clerk II	\$ 0.12	
A93140	44035	Postage	\$ 525.78	
A93140	44101	Electric	\$ 18,470.91	
A93140	89060	Hospital and Medical Insurance		\$ 176,833.37

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A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A93140	12279R	RTA Coordinator	\$ 147.15	
A93140	14203R	Probation Supervisor RTA	\$ 6,479.27	
A93140	14213R	Senior Probation Officer RTA	\$ 4,448.66	
A93150	11000	Personal Services	\$ 327,527.48	
A93150	11370	Supr Correctional Facility	\$ 0.23	
A93150	11375	Director Of Programs	\$ 1.25	
A93150	11377	Major	\$ 1,485.84	
A93150	12274	Special Project Coordinator PT	\$ 0.25	
A93150	12301	Corrections Captain	\$ 18,521.00	
A93150	12302	Corrections Lieutenant	\$ 39,717.75	
A93150	12306	Assistant Director of Programs	\$ 0.14	
A93150	12309	Commander	\$ 2,191.81	
A93150	12322	Inmate Services Specialist	\$ 3,808.12	
A93150	12325	Corrections Counselor	\$ 750.03	
A93150	14112	Corrections First Sergeant	\$ 22,087.93	
A93150	14113	Corrections Sergeant	\$ 155,144.28	
A93150	14117	Senior Identification Officer	\$ 1,160.38	
A93150	14118	Identification Officer	\$ 5,826.88	
A93150	16052	User Specialist Clerk	\$ 491.36	
A93150	16102	Account Clerk I	\$ 12,754.65	
A93150	16202	Clerk III	\$ 10,364.40	
A93150	16512	Senior Stores Clerk	\$ 1,500.25	
A93150	16514	Stores Clerk	\$ 731.21	
A93150	17021	Maintenance Mechanic III	\$ 18,691.60	
A93150	17115	Electrician	\$ 0.33	
A93150	18001	Cook Manager I	\$ 315.66	
A93150	18006	Cook	\$ 31,565.19	
A93150	18013	Supr Food Services Help	\$ 0.19	
A93150	18114	Building Maintenance Mechanic	\$ 3,751.19	
A93150	19850	Sick Leave Incentive	\$ 251,403.88	
A93150	19900	Overtime	\$ 1,451,681.44	
A93150	19948	Shift Differential	\$ 277,061.80	
A93150	19952	Compensatory Time Payout	\$ 82,580.09	
A93150	19954	Enhanced Pay	\$ 95,000.00	
A93150	22150	Maintenance Equipment	\$ 73.14	
A93150	22600	Medical Equipment	\$ 306.00	
A93150	44024	Housekeeping Supplies	\$ 1,599.00	
A93150	44104	Natural Gas	\$ 51,327.52	
A93150	44251	Medical Care	\$ 702,600.16	
A93150	44253	Food And Concessions	\$ 125,284.81	
A93150	89030	Social Security	\$ 257,779.52	

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A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A93189	14135	Sheriffs First Sergeant	\$ 2,465.02	
A93189	19900	Overtime Regular	\$ 2,926.03	
A93189	19950	Longevity Raise	\$ 5,000.00	
A93189	19970	Temporary Help	\$ 2,619.50	
A93189	44046	Fees For Services	\$ 56,780.83	
A93189	89010	State Retirement	\$ 26,495.66	
A93189	89030	Social Security	\$ 388.55	
A94010	11000	Personal Services	\$ 60,082.18	
A94010	11260	Dir Environ Mtl Hlth Svs	\$ 0.01	
A94010	11266	Dir Emergency Preparation Mgt	\$ 0.18	
A94010	12128	Registered Nurse		\$ 66,777.46
A94010	12147	School Specialist	\$ 0.02	
A94010	12148	Grant Administrator	\$ 0.07	
A94010	12156	Public Health Educator II	\$ 0.06	
A94010	12161	Public Health Planner	\$ 20.65	
A94010	15120	Clinic Assistant	\$ 0.42	
A94010	16106	Account Clerk III	\$ 94.32	
A94010	19951	Health Insurance Buyout	\$ 8,958.34	
A94010	44035	Postage	\$ 3,214.16	
A94010	44046	Fees For Services		\$ 722,794.41
A94010	44101	Electric	\$ 4,426.69	
A94010	44903	DGS Shared Services Charges	\$ 120,580.36	
A94010	89030	Social Security		\$ 130,600.00
A94010	89060	Hospital and Medical Insurance		\$ 223,078.52
A94059	12182	Evaluation Services Supervisor	\$ 0.12	
A94059	16104	Account Clerk II		\$ 13,527.24
A94059	16106	Account Clerk III	\$ 9,110.44	
A94059	16302	Medical Clerk Typist	\$ 0.01	
A94059	19916	NYS HC & MH Worker Bonus Prg	\$ 3,000.00	
A94059	19951	Health Insurance Buyout	\$ 1,416.67	
A94310	11000	Personal Services	\$ 11,239.40	
A94310	11021	Director of Mental Health	\$ 0.06	
A94310	11121	Deputy Director For Admin	\$ 0.11	
A94310	12105	Clinical Director	\$ 0.12	
A94310	12201	Supervising Social Worker		\$ 129,327.00
A94310	12203	Staff Social Worker II		\$ 155,429.00
A94310	12205	Staff Social Worker		\$ 245,434.00
A94310	12260	Reentry Coordinator	\$ 134.64	
A94310	15189	BH Sys Integration Coordinator	\$ 0.11	
A94310	15190	Assoc Director Info & Syst Dev	\$ 19,155.15	
A94310	16104	Account Clerk II		\$ 860.00

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A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A94310	16197	Insurance Billing Manager	\$ 8,409.16	
A94310	16901	Consumer Affairs Specialist	\$ 0.15	
A94310	19900	Overtime	\$ 7,904.35	
A94310	19950	Longevity Raise		\$ 1,478.90
A94310	19952	Compensatory Time Payout	\$ 149.07	
A94310	19990	Vacation Buy Back	\$ 19,473.64	
A94310	44092	L.E.A.D. Funding	\$ 902.59	
A94310	44249	Inpatient Hospitalization	\$ 2,534,795.66	
A94310	89010	State Retirement		\$ 99,906.00
A94310	89030	Social Security		\$ 123,634.00
A94310	89060	Hospital and Medical Insurance		\$ 139,330.17
A94320	11000	Personal Services	\$ 1,478.90	
A94322	44441	(Northeast DBA) The Workshop	\$ 90.00	
A94610	11000	Personal Services	\$ 243.65	
A94610	11028	Director Crime Victims Center	\$ 26,208.80	
A94610	12232	Clinical Supervisor	\$ 16,648.49	
A94610	44036	Telephone	\$ 461.66	
A94610	89060	Hospital and Medical Insurance		\$ 20,619.66
A95630	44450	CDTA	\$ 18,220.54	
A96010	12178	UA Assessment Nurse		\$ 162,178.94
A96010	12215	Caseworker		\$ 544,192.84
A96010	12275	Asst Supr Eligibility Examiner		\$ 146,613.00
A96010	12276	Eligibility Examiner III		\$ 297,438.33
A96010	12421	Staff Development Coordinator	\$ 8,227.82	
A96010	15222	Eligibility Examiner II		\$ 955,618.00
A96010	15243	Supervising Welfare Fraud Invs	\$ 0.01	
A96010	16101	Support Collection Asst Mgt	\$ 0.95	
A96010	16109	Support Collection Manager	\$ 5,000.20	
A96010	19951	Health Insurance Buyout	\$ 7,666.67	
A96010	44035	Postage	\$ 7,358.91	
A96010	44046	Fees For Services	\$ 3,458.50	
A96010	44072	Vehicle Maintenance	\$ 34.80	
A96010	44903	DGS Shared Services Charges	\$ 2,500.71	
A96010	44907	Legal Service Charge Back	\$ 177,409.43	
A96010	89030	Social Security		\$ 449,585.00
A96010	89060	Hospital and Medical Insurance		\$ 532,860.00
A9601001	15225	Eligibility Examiner I		\$ 606,531.20
A9601002	12543	Resource Development Spec I		\$ 54,924.66
A9601020	11218	Coordinator of Long Term Care	\$ 0.15	
A9601020	11902	Assistant Director Of Accounts	\$ 0.04	
A9601081	12264	Coordinator Child Enforcement	\$ 1.47	

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A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A96055	44046	Fees For Services	\$ 644,747.59	
A96070	44425	EISEP		\$ 748,500.00
A96071	44046	Fees For Services		\$ 1,299,724.08
A96100	44252	Medical Services Therapy	\$ 4,903,152.08	
A96109	44046	Fees For Services		\$ 3,603,428.00
A96119	11000	Personal Services	\$ 20,634.81	
A96119	11010	Commissioner	\$ 0.07	
A96119	11212	Director Children & Family Svs	\$ 0.18	
A96119	11902	Assistant Director Of Accounts	\$ 5,000.11	
A96119	12104	Clinical Director Childrens	\$ 0.02	
A96119	12212	Senior Caseworker		\$ 120,186.89
A96119	12421	Staff Development Coordinator	\$ 0.01	
A96119	12504	Reimbursement Coordinator	\$ 0.10	
A96119	19900	Overtime	\$ 56,376.52	
A96119	19916	NYS HC & MH Worker Bonus Prg	\$ 3,000.00	
A96119	19990	Vacation Buy Back	\$ 203.90	
A96119	44402	Secure Detention	\$ 47,690.69	
A96119	44406	Division for Youth	\$ 141,553.03	
A96119	44903	DGS Shared Services Charges	\$ 120,186.89	
A96119	89030	Social Security		\$ 148,517.00
A96119	89060	Hospital and Medical Insurance		\$ 307,838.29
A96119	44402R	Secure Detention	\$ 1,051,938.48	
A9611902	12215	Caseworker		\$ 585,097.92
A96120	44046	Fees For Services		\$ 394,821.73
A96140	44046	Fees For Services		\$ 426,000.00
A96142	44046	Fees For Services	\$ 69,124.29	
A96510	11000	Personal Services	\$ 2,710.14	
A96510	11027	Director III	\$ 4,988.13	
A96510	11927	Veterans Service Officer I		\$ 8,540.83
A96510	44035	Postage	\$ 186.66	
A96510	44036	Telephone	\$ 299.15	
A96510	44042	Printing And Advertising	\$ 10.18	
A96510	89030	Social Security	\$ 346.57	
A96610	11000	Personal Services	\$ 1,309.35	
A96610	17905	Inspector		\$ 3,554.87
A96610	19951	Health Insurance Buyout	\$ 583.33	
A96610	44035	Postage	\$ 98.19	
A96610	44036	Telephone	\$ 1,309.00	
A96610	44999	Misc Contractual Expense	\$ 255.00	
A96772	11000	Personal Services	\$ 6,754.12	

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A FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
A96772	12270	Aging Specialist	\$ 34.27	
A96772	12290	Special Project & Strat Coor	\$ 51.51	
A96772	19900	Overtime		\$ 7,173.23
A96772	19951	Health Insurance Buyout	\$ 333.33	
A96772	89010	State Retirement		\$ 17,172.57
A96989	44901	Payments to Debt Service	\$ 940,185.48	
A96989	44920	Convention Center Planning Ctr	\$ 1,410,278.20	
A96989	44999	Other Economic Opportunity Dev	\$ 470,092.73	
A97310	11029	Executive Director	\$ 0.20	
A97310	19950	Longevity Raise		\$ 0.20
A97410	11000	Personal Services	\$ 4,253.60	
A97410	11010	Commissioner	\$ 1,444.99	
A97410	11110	Deputy Commissioner		\$ 17,891.00
A97410	11152	Program Coordinator II	\$ 12,223.93	
A97410	11153	Recreation Facility Mgt III	\$ 192.06	
A97410	11304	Community Health Wellness Coor		\$ 43,715.00
A97410	15298	Community Program Educator	\$ 3.27	
A97410	19950	Longevity Raise	\$ 150.00	
A97410	19970	Temporary Help	\$ 44,721.66	
A97410	44036	Telephone	\$ 1,225.56	
A97410	44046	Fees For Services	\$ 22,085.58	
A97410	44101	Electric	\$ 9,611.30	
A97410	89010	State Retirement	\$ 25,185.85	
A97410	89030	Social Security	\$ 29.42	
A97410	89060	Hospital and Medical Insurance		\$ 18,988.25
A98020	11000	Personal Services	\$ 110.89	
A98020	11022	Dir Dev Conservation Planning	\$ 0.01	
A98020	12624	Commemoration Coordinator PT	\$ 1,082.60	
A98020	12628	Sr Natural Resource Planner	\$ 0.16	
A98020	89060	Hospital and Medical Insurance		\$ 400.93
A99060	89060	Hospital and Medical Insurance		\$ 1,435,428.98
A99901	99901	Transfers to Other Funds	\$ 112,081.60	
REVENUE				
ORG	OBJECT	DESCRIPTION	INCREASE	
A11985	01110	SALES TAX	\$	2,866,264.43
A FUND TOTALS			\$ 24,429,882.77	\$ 24,499,882.77

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CD FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
CD9901	99901	Transfers to Other Funds	\$ 165,840.98	
REVENUE				
ORG	OBJECT	DESCRIPTION	INCREASE	
CD	0511	Appropriated Reserves	\$	165,840.98
CD FUND TOTALS			\$ 165,840.98	\$ 165,840.98

CS FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
CS9171	44047	Consultant Fees		\$ 61,897.00
CS9172	44999	Misc. Contractual Expense	\$ 26,810.00	
CS9905	89050	Unemployment Insurance		\$ 218,020.00
CS9930	44999	Misc. Contractual Expense	\$ 18,780.84	
CS9931	44902	Transfers to Other Funds	\$ 2,110,457.90	
REVENUE				
ORG	OBJECT	DESCRIPTION	INCREASE	
CS1193	01290	Risk Retention Charges	\$	876,131.74
CS1904	01684	Workers Compensation Recov	\$	600,000.00
CS2193	02401	Interest and Earnings	\$	400,000.00
CS FUND TOTALS			\$ 2,156,048.74	\$ 2,156,048.74

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D FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
D95010	11000	Personal Services	\$ 1,039.49	
D95010	11011	Commissioner Of Public Work	\$ 149.08	
D95010	11111	Deputy Commissioner DPW	\$ 201.87	
D95010	11232	Superintendent Of Buildings	\$ 0.09	
D95010	16204	Clerk II	\$ 0.38	
D95010	16207	Clerk I PT	\$ 2.21	
D95010	44035	Postage	\$ 39.51	
D95020	12605	Traffic Engineer	\$ 0.32	
D95020	12812	Traffic Safety Instructor	\$ 768.98	
D95020	13603	Senior Engineering Technic		\$ 65,325.41
D95020	89010	State Retirement		\$ 16,354.00
D95110	11000	Personal Services	\$ 22,368.83	
D95110	17205	Highway Foreman II	\$ 12,841.27	
D95110	17210	Equipment Operator Instruc	\$ 1,875.41	
D95110	17212	Equipment Operator		\$ 29,422.61
D95110	17217	Equipment Operator III	\$ 1,079.42	
D95110	19900	Overtime	\$ 67,329.51	
D95110	19950	Longevity Raise	\$ 2,150.00	
D95110	19951	Health Insurance Buyout	\$ 2,083.33	
D95110	89060	Hospital and Medical Insur		\$ 127,129.39
D99060	89060	Hospital and Medical Insur	\$ 126,301.71	
D FUND TOTALS			\$ 238,231.41	\$ 238,231.41

DM FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
DM9513	17503	Automotive Body Mechanic	\$ 1,000.41	
DM9513	17903	Blacksmith & Welder	\$ 999.37	
DM9513	44999	Misc Contractual Expense	\$ 266.26	
DM9513	89060	Hospital and Medical Insurance	\$ 138,466.83	
DM9906	89060	Hospital and Medical Insurance		\$ 140,732.87
DM FUND TOTALS			\$ 140,732.87	\$ 140,732.87

Albany County Comptroller's Office
2024 Year End Budget Adjustment Report
As of March 21st, 2025

G FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
G98110	19951	Health Insurance Buyout	\$ 166.67	
G98110	89060	Hospital and Medical Insurance	\$ 5,582.44	
G98120	11000	Personal Services	\$ 153.99	
G98120	17014	Collection System Mechanic	\$ 0.01	
G98130	11000	Personal Services	\$ 5,527.42	
G98130	11331	Superintendent Of Operatio	\$ 0.01	
G98130	13613	Permit Compliance Manager	\$ 0.02	
G98130	17012	Collection Sys Maint Forem	\$ 0.17	
G98130	44037	Insurance	\$ 18,225.15	
G98130	89030	Social Security		\$ 29,655.88
G FUND TOTALS			\$ 29,655.88	\$ 29,655.88

Albany County Comptroller's Office
2024 Year End Budget Adjustment Report
As of March 21st, 2025

NH FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
NH9602	11000	Personal Services	\$ 179,232.10	
NH9602	11305	Director of Safety Securit	\$ 0.23	
NH9602	11310	Medical Director	\$ 0.18	
NH9602	11316	Supr Buildings Grounds & E	\$ 0.88	
NH9602	11317	Executive Deputy Director	\$ 0.01	
NH9602	11319	Director of Nursing Servic	\$ 984.51	
NH9602	11327	Director of Speech Therapy	\$ 6.96	
NH9602	11335	Director of Patient Relati	\$ 0.05	
NH9602	12124	Wound Care Nurse	\$ 12.81	
NH9602	12150	Occupational Therapist	\$ 6.29	
NH9602	12165	Resident Care Coordinator	\$ 103.29	
NH9602	14413	Senior Security Guard	\$ 515.95	
NH9602	15112	Nursing Assistant		\$ 456,348.23
NH9602	18006	Cook	\$ 5,498.55	
NH9602	18008	Assistant Cook	\$ 2,634.62	
NH9602	18135	Grounds Person	\$ 836.44	
NH9602	18580	Per Diem Therapies PT	\$ 13,771.25	
NH9602	19900	Overtime	\$ 536,360.77	
NH9602	19911	Holiday Pay	\$ 38,034.50	
NH9602	19948	Shift Differential	\$ 48,872.26	
NH9602	44023	Other Medical Services	\$ 23,901.90	
NH9602	44024	Housekeeping	\$ 2,570.90	
NH9602	44037	Insurance	\$ 3,399.98	
NH9602	44046	Fees For Services	\$ 7,860.46	
NH9602	44069	Contracted Service		\$ 140,533.00
NH9602	44101	Electric	\$ 46,508.81	

Albany County Comptroller's Office
2024 Year End Budget Adjustment Report
As of March 21st, 2025

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NH FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
NH9602	44250	Other Medical Services	\$ 17,444.42	
NH9602	44252	Medical Services Therapy	\$ 2,618.85	
NH9602	44253	Food And Concessions	\$ 139,475.49	
NH9602	44699	Assessment	\$ 111,344.00	
NH9602	44903	Shared Services Charges	\$ 99,566.10	
NH9602	89010	State Retirement		\$ 273,357.00
NH9602	89030	Social Security		\$ 164,515.77
NH9602	89060	Hospital and Medical Insur		\$ 164,515.00
NH9602	13132	Licensed Practical Nurse		\$ 82,293.56
G FUND TOTALS			\$ 1,281,562.56	\$ 1,281,562.56

V FUND				
APPROPRIATIONS				
ORG	OBJECT	DESCRIPTION	INCREASE	DECREASE
V91380	44046	Fees For Services	\$ 25,750.00	
V91380	77808	Yield Reduction Payment	\$ 612,045.22	
REVENUE				
ORG	OBJECT	DESCRIPTION	INCREASE	
V29710	02401	Interest and Earnings		\$ 637,795.22
V FUND TOTALS			\$ 637,795.22	\$ 637,795.22

RESOLUTION NO. 139

FINALIZING THE ACCOUNTING OF THE 2024 ALBANY COUNTY BUDGET

Introduced: 4/14/25

By Audit and Finance Committee:

WHEREAS, The Albany County Comptroller's Office has informed the Albany County Legislature that certain budget amendments are necessary to finalize the accounting of the 2024 Albany County Budget, and

WHEREAS, The Comptroller has filed with the Clerk of the Legislature a list of adjustments to the 2024 Budget to provide for sufficient appropriations to accommodate 2024 expenditures and encumbrances, now, therefore, be it

RESOLVED, By the Albany County Legislature that the 2024 Albany County Budget is hereby amended and finalized as indicated in the detailed accounting annexed hereto, and, be it further

RESOLVED, That the Clerk of the Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207
PHONE: (518) 447-5525 FAX: (518) 447-5589
www.albanycounty.com

M. DAVID REILLY, JR
COMMISSIONER

January 29, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Room 710
Albany, NY 12207

Chairwoman Cunningham,

Legislative Authorization is requested to make several administrative adjustments to various departments' 2025 budgets, as shown on the attached spreadsheet. We were made aware of these issues after the budget was approved by the Legislature.

I look forward to discussing this at the next round of Legislative Committee meetings. If you have any questions before then, please reach out.

Sincerely yours,

M. David Reilly

Cc:

Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6321, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Request for administrative adjustments to the 2025 budget.

Date: 1/29/2025
Department: Management and Budget
Attending Meeting: David Reilly
Submitted By: David Reilly
Title: Commissioner
Phone: 518-447-7031

Purpose of Request: Budget Amendment Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: \$677,116.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☐ No ☒
Spreadsheet attached: Yes ☒ No ☐

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: See attached budget amendment
Revenue Amount: See attached budget amendment
Appropriation Account and Line: See attached budget amendment
Appropriation Amount: See attached budget amendment

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:

Competitive Bidding Exempt:	Yes ☒ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of Management and Budget is requesting to make several administrative adjustments to various department's 2025 operating budgets. The changes are included in the attached budget amendment spreadsheet. The Department of Management and Budget was made aware of these adjustments after the 2025 Budget was adopted by the County Legislature. The adjustments are budget neutral, and reflect an aggregate net adjustment of \$677,116.00.

APPROPRIATIONS

		BUDGET LINE				DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY						
				STATE POS. CODE	POSITION CONTROL					
A	1170	12253		001	150143	Director of Training (& Mitigation Services)	\$3,310		\$113,623	Public Defender
A	1170	12058		001	150206	Forensic Attorney	\$3,219		\$110,516	Public Defender
A	1170	22001				Office Equipment	\$161,078		\$190,806	Public Defender
A	4010	12130		001	400203	Public Health Nurse II	\$424		\$70,155	Health
A	4010	12930		001	400222	Public Health Sanitarian I	\$412		\$53,431	Health
A	4010	12933		002	400248	Public Health Sanitarian IV	\$1,030		\$87,304	Health
A	4010	12120		002	410067	Registered Nurse II	\$2,004		\$62,320	Health
D	5020	13601		001	580008	Principal Engineering Techn	\$1,465		\$81,076	Public Works
D	5020	13603		004	580012	Senior Engineering Technician		\$1,465	\$61,249	Public Works
D	5110	17212		023	590035	Equipment Operator I	\$2,374		\$47,142	Public Works
D	5110	17212		018	590030	Equipment Operator I		\$2,374	\$50,807	Public Works
D	5110	16206		002	590002	Clerk I	\$1,483		\$50,934	Public Works
D	5110	44046				Fees for Services		\$1,483	\$274,517	Public Works
A	4610	12237		004	450011	Crime Victim Caseworker	\$322		\$49,701	Crime Victims
A	4610	12237		003	450010	Crime Victim Caseworker	\$412		\$49,784	Crime Victims
A	4610	12240		001	450027	Crime Victim Case Manager		\$441	\$54,294	Crime Victims
A	4610	12240		002	450028	Crime Victim Case Manager	\$867		\$55,160	Crime Victims
A	1420	12267		006	250090	Assistant County Attorney VI	\$77,545		\$116,329	Law
A	1420	12006		001	250064	Assistant County Attorney IV		\$68,896	\$103,354	Law
A	1432	12412		002	270062	Personnel Assistant II	\$1,182		\$54,102	Human Resources
A	1432	12412		004	270064	Personnel Assistant II	\$1,182		\$54,102	Human Resources
A	1432	12412		001	270009	Personnel Assistant II	\$1,182		\$54,102	Human Resources
A	1432	12412		003	270063	Personnel Assistant II	\$1,182		\$54,102	Human Resources
A	1340	12308		002	200024	Grants Specialist	\$7,021		\$42,021	Management & Budget
A	1340	19965				Accrued Liability	\$26,421		\$276,421	Management & Budget
A	1230	11129		001	170056	Director of Strategic Planning		\$9,000	\$93,859	County Exec
A	1230	12550		002	170018	Senior Policy Analyst	\$9,000		\$87,553	County Exec

A	4310	16106		001	430246	Account Clerk III	\$1,931	\$66,269	Mental Health
A	4310	16106		002	430247	Account Clerk III	\$1,931	\$66,269	Mental Health
A	4310	16106		003	430248	Account Clerk III	\$1,931	\$66,269	Mental Health
A	4310	12754		002	430254	Mental Health Clinician II	\$412	\$72,469	Mental Health
A	1310	16320		001	180090	Foreclosure Clerk	\$45,000	\$60,000	Finance
A	1310	89010				State Retirement	\$6,503	\$177,919	Finance
A	1310	89030				Social Security	\$3,443	\$126,775	Finance
A	1310	89060				Hospital & Medical Insurance	\$14,850	\$356,614	Finance
A	3110	44046	LET24			Fees For Services	\$103,000	\$335,534	Sheriff's Office
A	3110	19900	LET24			Overtime	\$25,000	\$2,025,000	Sheriff's Office

TOTAL APPROPRIATIONS	\$507,116	\$83,659
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ESTIMATED REVENUES

BUDGET LINE				DESCRIPTION		DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY					
				STATE POS. CODE	POSITION CONTROL				
A	1170	03351					\$175,228		Public Defender
A	1170	03352					\$120,229		Public Defender
A	4610	03495				\$170,000		\$213,428	Crime Victims
A	4610	04495					\$170,000	\$254,350	Crime Victims
A	3110	03305	LET24				\$128,000	\$128,000	Sheriff's Office

TOTAL REVENUES	\$170,000	\$593,457
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GRAND TOTAL	\$677,116	\$677,116
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RESOLUTION NO. 140

**AMENDING THE 2025 ALBANY COUNTY BUDGET: ADMINISTRATIVE
ADJUSTMENTS**

Introduced: 4/14/25

By Audit and Finance Committee:

WHEREAS, The Commissioner of the Department of Management and Budget has requested a budget neutral amendment to the 2025 Albany County Budget to address issues raised after the Budget was approved by the Legislature, now, therefore, be it

RESOLVED, That the 2025 Albany County Budget is hereby amended as follows:

APPROPRIATIONS										
BUDGET LINE						DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY						
				STATE POS. CODE	POSITION CONTROL					
A	1170	12253		001	150143	Director of Training (& Mitigation Services)	\$3,310		\$113,623	Public Defender
A	1170	12058		001	150206	Forensic Attorney	\$3,219		\$110,516	Public Defender
A	1170	22001				Office Equipment	\$161,078		\$190,806	Public Defender
A	4010	12130		001	400203	Public Health Nurse II	\$424		\$70,155	Health
A	4010	12930		001	400222	Public Health Sanitarian I	\$412		\$53,431	Health
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D	5110	17212		023	590035	Equipment Operator I	\$2,374		\$47,142	Public Works
D	5110	17212		018	590030	Equipment Operator I		\$2,374	\$50,807	Public Works
D	5110	16206		002	590002	Clerk I	\$1,483		\$50,934	Public Works
D	5110	44046				Fees for Services		\$1,483	\$274,517	Public Works
A	4610	12237		004	450011	Crime Victim Caseworker	\$322		\$49,701	Crime Victims
A	4610	12237		003	450010	Crime Victim Caseworker	\$412		\$49,784	Crime Victims
A	4610	12240		001	450027	Crime Victim Case Manager		\$441	\$54,294	Crime Victims
A	4610	12240		002	450028	Crime Victim Case Manager	\$867		\$55,160	Crime Victims
A	1420	12267		006	250090	Assistant County Attorney VI	\$77,545		\$116,329	Law
A	1420	12006		001	250064	Assistant County Attorney IV		\$68,896	\$103,354	Law
A	1432	12412		002	270062	Personnel Assistant II	\$1,182		\$54,102	Human Resources
A	1432	12412		004	270064	Personnel Assistant II	\$1,182		\$54,102	Human Resources
A	1432	12412		001	270009	Personnel Assistant II	\$1,182		\$54,102	Human Resources
A	1432	12412		003	270063	Personnel Assistant II	\$1,182		\$54,102	Human Resources
A	1340	12308		002	200024	Grants Specialist	\$7,021		\$42,021	Management & Budget
A	1340	19965				Accrued Liability	\$26,421		\$276,421	Management & Budget
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A	4310	16106		001	430246	Account Clerk III	\$1,931		\$66,269	Mental Health
A	4310	16106		002	430247	Account Clerk III	\$1,931		\$66,269	Mental Health
A	4310	16106		003	430248	Account Clerk III	\$1,931		\$66,269	Mental Health
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A	1310	16320		001	180090	Foreclosure Clerk	\$45,000		\$60,000	Finance
A	1310	89010				State Retirement	\$6,503		\$177,919	Finance
A	1310	89030				Social Security	\$3,443		\$126,775	Finance
A	1310	89060				Hospital & Medical Insurance	\$14,850		\$356,614	Finance
A	3110	44046	LET24			Fees For Services	\$103,000		\$335,534	Sheriff's Office
A	3110	19900	LET24			Overtime	\$25,000		\$2,025,000	Sheriff's Office
						TOTAL APPROPRIATIONS	\$507,116	\$83,659		
ESTIMATED REVENUES										
BUDGET LINE						DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	PROJECT	FOR POSITIONS ONLY						
				STATE POS. CODE	POSITION CONTROL					
A	1170	03351				Aid to Defense Discovery Reform		\$175,228		Public Defender
A	1170	03352				Aid to Defense Supplemental		\$120,229		Public Defender
A	4610	03495				Sexual Assault Prev.Educ.Grant	\$170,000		\$213,428	Crime Victims
A	4610	04495				Sexual Assault Prevention Educ		\$170,000	\$254,350	Crime Victims
A	3110	03305	LET24			Civil Defense		\$128,000	\$128,000	Sheriff's Office
						TOTAL REVENUES	\$170,000	\$593,457		
						GRAND TOTAL	\$677,116	\$677,116		

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
FINANCE DIVISION
112 STATE STREET, ROOM 1340
ALBANY, NEW YORK 12207-2021
(518) 447-7070 - FAX (518) 447-5516
www.albanycountyny.gov

M. DAVID REILLY, JR.
COMMISSIONER

JEFFREY NEAL
DIRECTOR OF FINANCE

March 5, 2025

Honorable Joanne Cunningham
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

RE: Amendment to the County's "Disposition Plan for Real Property Acquired by Albany County Through the 'In Rem' Delinquent Real Property Tax Foreclosure Process" (Disposition Plan)

Dear Chairperson Cunningham,

The United States Supreme Court decision in *Tyler v Hennepin County*, Minnesota, 598 U.S. 631 (2023) and April 2024 amendments to the NYS Real Property Tax Law (RPTL) Via Article VII Budget Bills require the County to adopt changes to the Disposition Plan adopted in 2019.

Nothing contained in this proposed Disposition Plan prohibits consideration of sales which the County has determined in its sole judgement and discretion will best benefit the public use or community benefit of the people of the County under RPTL §1166.

However, this 2025 Disposition Plan language limits litigation risks as the County proceeds as prescribed under the amended RPTL by prioritizing public sales where parcels have potential equity above the extinguished taxes.

I will be available at the Audit and Finance Committee meeting, and for any other questions that may arise related to this matter.

Respectfully Submitted,

Jeff Neal, Director of Finance

cc Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Esq. Majority Counsel
James Curran, Esq. Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6429, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

ADOPTING AN UPDATED DISPOSITION PLAN BY ALBANY COUNTY FOR REAL PROPERTY ACQUIRED THROUGH THE 'IN REM' DELINQUENT TAX FORECLOSURE PROCESS

Date: March 5, 2025
Department: Management and Budget
Attending Meeting: Jeff Neal, Finance
Submitted By: Jeffrey J. P. Neal
Title: Director of Finance
Phone: 518-447-4912

Purpose of Request: Amending prior Legislation Resolution 29 of 2019

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) N/A
Amount/Raise Schedule/Fee: N/A

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: N/A
State: Enter text. Local: N/A

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount:
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☒ No ☐
If Mandated, Cite Authority: NYS RPTL, Article 11, as amended

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolution 29 of 2019

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

In Response to the 2023 US Supreme Court decision in Tyler v Hennepin County, NYS amended the NYS RPTL Article 11 Proceedings in April 2024 to require distribution of “surplus proceeds” from the conveyance of tax foreclosed properties.

The Department of Law and the Department of Management and Budget drafted language to comply with the new requirements, while retaining the County’s authority to sell and convey tax foreclosed property under NYS RPTL § 1166.

This Disposition Plan is intended to replace prior adopted versions, most recently amended by Resolution 29 in February 2019.

§ 360-34. Applicability.

All conveyances authorized by the County Legislature of the County's RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosed properties after January 1, 2025 shall be subject to the provisions of this updated Disposition Plan.

§ 360-35. Adoption of disposition plan.

This updated "Disposition Plan for Real Property Acquired by Albany County Through the RPTL Article 11 Title 3 'In Rem' Delinquent Tax Lien Foreclosure Process," as filed with the Clerk of the County Legislature, is hereby approved and adopted, replacing all prior disposition plans for delinquent tax lien foreclosed properties.

§ 360-36. Authority to implement agreements.

- A. The County Executive is authorized to enter into any and all agreements regarding the implementation of this updated Disposition Plan.
- B. The County Attorney is authorized to approve all agreements related to this updated Disposition Plan as to form and content.

§ 360-37. Legal authority.

- A. Real Property Tax Law ("RPTL") § 1166 provides that: "Whenever any tax district shall become vested with the title to real property by virtue of a foreclosure proceeding brought pursuant to the provisions of this article, such tax district is hereby authorized to sell and convey the real property so acquired, either with or without advertising for bids, notwithstanding the provisions of any general, special or local law."
- B. That section further provides that: "No such sale shall be effective unless and until such sale has been approved and confirmed by a majority vote of the governing body of the tax district, except that no such approval shall be required when the property is sold at public auction to the highest bidder. The provisions of title six of this article shall govern the distribution of any surplus attributable to such sale."
- C. Real Property Actions and Proceedings Law ("RPAPL") § 231 provides that "sale of real property made in pursuance of a judgment affecting the title to, or the possession, enjoyment or use of real property shall be at public auction to the highest bidder." The County's Tax Enforcement Officer, as defined in RPTL §1102.3 (i) and County Charter §502 (h), appointed by Legislative Resolution ("Enforcing Officer") is appointed by RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien proceeding State Court filings as the officer to make such sale.
- D. This Disposition Plan is intended to be compliant with the United States Supreme Court decision in *Tyler v Hennepin County*, Minnesota, 598 U.S. 631 (2023) and compliant with the RPTL as amended in April of 2024.
- E. Nothing contained in this Disposition Plan shall prohibit consideration of sales which the County has determined in its sole judgement and discretion will best benefit the public use or community benefit of the people of the County which may result from such disposition.

§360-38. Rescinded Resolutions.

The following Legislative Resolutions are hereby rescinded to allow for the County to comply with the RPTL as amended in 2024: Resolution 306 of 2000, related to County staffing public auctions; Resolution 80 for 2008, related to bidder requirements and Resolution 29 of 2019, which established the current County Disposition Plan.

§ 360-39. Statement of intent, policy and plan.

It is the intent, policy and plan of Albany County to sell and convey all properties, title to which have been acquired by it through the RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure process, in accordance with the following provisions which it has determined in its sole judgment and discretion will best effectuate the benefit to the community that will result from such disposition.

Pursuant to Resolution 46 of 1995, the County of Albany will proceed with enforcement of delinquent real property taxes as prescribed in Article 11 Title 3 of the RPTL. The County notes that in response to recent United States Supreme Court precedent, *Tyler v Hennepin County*, Minnesota, 598 U.S. 631 (2023), amendments to the RPTL have been adopted, which address municipal distribution of "surplus proceeds" of sales of its delinquent tax lien foreclosed real property, which distributions were previously not required in RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure proceedings.

The amount of the "surplus proceeds" shall be established by the Enforcing Officer, or his designee, and shall be the calculation of funds received in excess of extinguished real property taxes, fees and interest due at foreclosure, together with any County expenditures related to each parcel while in County ownership. This amount is hereafter referenced as the "County Cost".

It is the intent of the Albany County Legislature to bring its County "In Rem" delinquent real property tax lien foreclosed properties Disposition Plan into compliance with recent State law amendments and current Federal case law.

§ 360-40. Disposition plan provisions.

The County shall henceforth convey all properties acquired by it through Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure subject to the following provisions:

A. Once the County's RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure proceeding Deed in Foreclosure is filed with the County Clerk, a list of foreclosed properties shall be forwarded to the County Legislature for review. This listing shall contain assessment roll records of former owner(s)' names, the property address, tax map number, in which County legislative district it is located, and the amount of taxes, fees, and interest extinguished by the foreclosure, as well as any other applicable information requested by the County Legislature.

Requests for reacquisition by former owners, or by the estates of former owners, of properties may be considered while the property remains in County ownership. If and when certified funds are deposited in an amount required by the Legislature or by Court Order, the County shall convey the parcel back to the former owner, or the estate thereof, as per RPTL § 1136(4)(b), thereby restoring potential equity in the property to the them.

Where no reacquisition request is made, the County Legislature may approve any, all, or none of the parcels so listed, for sale at public auction. Properties approved for sale through public auction under this process shall proceed under the following conditions:

- (1) Properties Legislatively approved for auction shall not require additional legislative review and approval of recorded bids, pursuant to RPTL § 1166 as amended.
 - (2) The approved properties shall be publicly listed by the Enforcing Officer or his designee, for a minimum of thirty (30) days. Bidding on these properties shall be conducted by in accordance with RPAPL §231 and by a licensed auctioneer under contract with the County, under conditions previously set by that legislatively approved contract.
 - (3) The County reserves the right to set a minimum bid on any or all properties. Where a minimum bid is set, that amount shall be the County Cost needed to calculate surplus proceeds. The licensed auctioneer shall begin the bidding the amount so specified.
 - (4) Auction properties shall be conveyed to the highest qualified bidder, per the terms and conditions of that auction. Closings shall be conducted by the County Department of Law, or its designee, at the direction of the Enforcing Officer as defined in §360-37 above. All Deeds conveying these properties shall be recorded by the County.
- B. It is the intent of the County for the auction sale to establish “full value” for each property as defined by RPTL § 1197.2.(a): “Where the property was sold by a public sale/auction, the amount paid for the property shall be accepted as the full value of the property. No party may maintain a claim for surplus or any other claim or action against the tax district on the basis that the amount paid for the property did not fairly represent the property's value.”
- C. Where no bid advances above the minimum bid set for a property pursuant to Section A (3) above by the officer/individual appointed to conduct the sale, then no “surplus proceeds” will be due to the former owner or other interested parties from future County conveyance of that property.
- D. Where the County of Albany retains a property for public use, or transfers a property by a process other than by public sale, including those processes noted in § 360-41(A)(1)-(7) of this Disposition Plan, the potential surplus equity shall be established via RPTL § 1196(1)(a)(i)-(ii). Any claim to said surplus, to the extent it exists, shall be distributed consistent with RPTL § 1197.
- E. Local municipality(ies) shall be provided with written notice of any proposed sale of property located within that municipality (City, Town or Village), no less than 30 days prior to listing such property for sale.

§360-41. Dispositional Alternatives to Public Auction.

RPTL §1166 allows County discretion in the conveyance of delinquent real property tax lien foreclosed properties. Where the County Legislature withholds properties from approval for public auction sale as defined in §360-40 above, it may discretionarily authorize conveyance of properties according to the following conditions:

A. Properties may be discretionally conveyed by the County to itself for its stated governmental purposes. The Legislature shall request a calculation of potential surplus proceeds that may arise from such sale, from the Enforcing Officer as defined above.

These parcels are intended for review by the Legislative Conservation, Sustainability and Green Initiatives Committee. Where requested, that review will be undertaken by the staff of the County Department of Economic Development, Conservation and Planning.

All properties conveyed in this manner shall comply with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus proceeds exist.

B. Properties may be discretionally conveyed by the County back to their immediate former owner(s) upon a showing of hardship. The sale price for reacquisition of these properties shall be the amount of their outstanding delinquent tax liability (inclusive of interest, penalties, and legal charges) with respect to the property prior to foreclosure and all current taxes levied (inclusive of interest, penalties, and legal charges) prior to the date of reacquisition. The full amount of the sale price and closing costs must be submitted to the County to be held by it in escrow as a prerequisite to the request for approval of the County Legislature for the reacquisition, which monies will be refunded only in the event such approval is not granted.

The recipient of the property is required to close within 120 days of certified legislation approving the reacquisition. The Deed back shall provide that any and all liens upon and other interests in the property which were extinguished as the result of its foreclosure, except to the extent they were subsequently reduced, discharged, satisfied and/or otherwise terminated of record, upon the recording of said Deed shall be thereby reinstated and restored to the full extent they existed at the time they were so extinguished.

All property sales conveyed in this manner shall resolve claims for surplus proceeds via the reacquisition.

C. Properties may be discretionally conveyed by the County to individuals or entities who own an abutting or adjacent property. The sale price for these properties shall be the appraised value, an amount equal to the extinguished delinquent real property tax liability with respect to the property being conveyed, or such other value set by legislative Resolution. The recipient of the property is required to close within 120 days of certified legislation approving the conveyance. All property sales conveyed in this manner shall comply with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus exists.

D. Properties may be discretionally conveyed by the County to other municipal corporations for use for a governmental purpose. The amount to be paid for the property shall be its assessed value, outstanding delinquent tax liability (inclusive of interest, penalties and legal charges) prior to its foreclosure, or some other amount which reflects the benefit to the community stemming from the proposed use of the property.

Where conveyed pursuant to this section, the municipal corporation shall be required to agree to accept liability for any potential “surplus proceeds” as set forth in RPTL §§ 1196 and 1197(2)(a)-(b). The County shall thereby be released from liability for any payments related to “surplus proceeds” as a condition of sale.

A Deed provision requiring that the property be used for a stated governmental purpose or open space preservation or conservation purpose and providing that the County shall have a right of reacquisition through reverter in the event the property is at any time not or no longer being so used may be required.

E. Properties may be discretionally conveyed by the County to not-for-profit/nonprofit entities for use for a public purpose. The amount to be paid for the property shall be its assessed value, outstanding delinquent tax liability (inclusive of interest, penalties and legal charges) prior to foreclosure, or some other amount which reflects the benefit to the community stemming from the proposed use of the property. All property sales conveyed in this manner shall comply with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus exists.

A Deed provision requiring that the property be used for a stated public purpose and providing the County shall have a right of reacquisition through reverter in the event the property is at any time not or no longer being so used may be required.

F. Properties may be discretionally conveyed by the County to individuals or entities for economic development purposes:

The amount to be paid for these properties shall comply with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus exists.

A Deed provision requiring a right of reacquisition through reverter in the event the property is not or no longer being so used may be required. Public notification of the availability of the property proposed for private sale shall be made through all appropriate means (newspaper, website, etc.) prior to authorization of sale by the County Legislature. Additional written notice to the local municipality(s) in which the property is located shall be required no less than 30 days prior to consideration by the County Legislature of such property transfer. Proof of compliance with the aforementioned written notice requirement shall be provided to the Legislature as a precondition to the Legislature's consideration of any conveyance falling under this subsection.

The recipient of the property is required to close within 120 days of certified legislation approving transfer.

G. Where properties have been withdrawn from foreclosure under NYS RPTL §1138 the County may conditionally offer such parcels for public bid via sealed bid for consistent with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus exists.

It shall be the bidder's responsibility to research all information relevant to their bid. Prior to submission for Legislative approval of conveyance from these bids, the full amount of the sale price and closing costs must be submitted to the County in escrow.

A signed statement by the bidder acknowledging receipt of full disclosure regarding the condition of the property, insofar as known to the County, will be required as a condition of bidding.

The County shall not be liable for any conditions known or unknown with respect to these properties, and the purchaser will be required to execute a release, hold-harmless and indemnification agreement in this regard at the closing of the sale. Deed title will be transferred directly to the successful bidder pursuant to assignment without recourse.

Certified funds in the amount offered shall be deposited with the County Treasurer prior to the County Legislature's authorization of the conveyance.

The County reserves the right and authority to offer any parcel for public bid in this manner, even if not withdrawn under §1138.

H. Properties which may be discretionally conveyed by the County to the Albany County Land Bank Corporation ("Land Bank"):

(1) The Land Bank shall be authorized to bid at any Albany County Public sales, subject to review and approval of its Board.

(2) Where conveyed outside of the auction or sealed bid processes set forth above, the sale price for the conveyance of properties to the Land Bank or its LLC shall be consistent with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus proceeds exist.

(3) County employees and members of the Albany County Legislature who are involved with the negotiation or preparation of the sale and closing process of properties title to which has been acquired by the County through the "In Rem" delinquent tax lien foreclosure process, have access to knowledge or information about a parcel conveyed by the County to the Land Bank or about the present or proposed use of nearby parcels through their County position, which knowledge or information is not accessible to the general public, or who have the authority to appoint employees who have any of the foregoing powers or access to the foregoing information, are specifically precluded from purchasing properties conveyed to the Land Bank by the County during and for two years after the termination of their County employment.

(4) Properties which have received EnergizeNY benefit loan financing from the Energy Improvement Corporation for energy-efficiency or renewable energy upgrades shall not be conveyed to the Land Bank unless that loan, inclusive of interest, has been completely repaid.

§ 360-42. All Sales and conveyances discretionary; additional requirements or conditions; approval.

All County sales and conveyances of properties title to which has been acquired by the County through the RPTL Article 11 Title 3 "In Rem" delinquent tax lien foreclosure process, are discretionary and the County Executive and/or County Legislature may for any reason reject any sale request or rescind any approval, except in the conveyance of parcels bid under the conditions of § 360-40. A. above.

§360-43. Sale and Conveyance of County owned surplus property:

County owned surplus real property which was not acquired by the RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure process shall continue to be disposed of pursuant to provisions of Albany County Code § 653, which authorizes the County Executive to sell and convey surplus real property owned by the County subject to County legislative approval.

§ 360-44. Closing procedure.

- A. Closings will proceed at the Direction of the Department of Law or its designee. Terms of sale will be reviewed by the County Attorney, prior to bid. Conditions of private sale are set forth above and subject to conditions set by adopted Resolutions authorizing those conveyances.
- B. In the event Albany County has acquired title to these properties through "In Rem" delinquent real property tax lien foreclosure proceedings in accordance with RPTL Article 11, Title 3 and the right, title, interest, claim, lien, and equity of redemption of all persons therein have been presumptively extinguished under said provisions of law, such presumption will become conclusive after two years from the date of the recording of the deed thereof to the purchaser.
- C. The Deed conveying title to the purchaser will be a Quit Claim Deed from the County containing the assessment roll description of the property as it appeared on the delinquent tax roll for the year upon which the County acquired title by foreclosure and not a metes and bounds description, per existing law.
- D. All sales shall be final, absolute, and without recourse, and in no event shall the County be or become liable for any defects in title or for any cause whatsoever, and no claim, demand, or suit of any nature shall exist in favor of the purchaser, their heirs, successors, or assigns, against the County arising from such sales.
- E. Private Sale conveyances must close within 120 days of Legislative approval. If any such property fails to close within the required period of time, only the County Legislature may grant an extension.
- F. Property(s) authorized for conveyance to the Land Bank must close within six months (180 days) of Legislative approval. If any such property fails to close within the required period of time, only the County Legislature may grant an extension.
- G. Parcels conveyed from Public Auction Bid will be governed by the Terms of Conditions of auction, but are required to close within 120 days of bid deposit(s), if not otherwise stated at the time of bidding.

- H. The County will provide the necessary Deeds, transfer tax statements (TP584), and real property transfer reports (RP5217). The County will be responsible for costs that arise during its ownership. Any amounts not payable to the County when bid or authorized for closing shall be the responsibility of the bidder. There will be no pro-rations of unpaid real property tax bills at closing.

§ 360-45. Reporting

- A. A yearly summary of RPTL Article 11 Title 3 "In Rem" delinquent tax lien foreclosed property conveyances will be provided to the Legislature. The report will contain information on the number of properties sold by type and location, and will contain information on the projected public auctions for the coming year.
- B. A copy of any "surplus proceeds" report required for submission to the Court(s) by State Law will also be forwarded to the County Legislature when submitted to the Court. Such reporting will contain identification of properties with "full value" below the County cost of foreclosed taxes and additional costs incurred.

Whereas, the US Constitution reserves the right of Real Property Taxation to the States, and

Whereas, NYS prescribes collection and enforcement proceedings in adopted law, and

Whereas, Albany County adopted the proceedings specified under NYS RPTL Article 11, Title 3 by Resolution 46 of 1995, and

Whereas, NYS amended those proceedings in April of 2024 to require distribution of “surplus proceeds” from conveyance of tax foreclosed parcels as well as other related procedures, and

Whereas, the Albany County Legislature, working in conjunction with the County Executive’s Office, the Department of Law and various County Offices has created an updated Disposition Plan to comply with the amended NYS RPTL, now, therefore, be it so

Resolved by the Albany County Legislature that the updated “Disposition Plan for Real Property Acquired by Albany County Through the ‘In Rem’ Delinquent Real Property Tax Foreclosure Process” as filed with the Clerk of the County Legislature is hereby approved and adopted, replacing all prior disposition plans for real property tax foreclosed properties, and be it further

Resolved that the County Executive is authorized to enter into any and all necessary agreements regarding the implementation of the approved Disposition Plan, and be it further

Resolved that the County Attorney is authorized to approve any necessary agreements related to the aforementioned approved plan as to form and content, and, be it further

Resolved that the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 141

ADOPTING AN UPDATED DISPOSITION PLAN BY ALBANY COUNTY FOR REAL PROPERTY ACQUIRED THROUGH THE 'IN REM' DELINQUENT TAX FORECLOSURE PROCESS

Introduced: 4/14/25

By Audit and Finance Committee:

WHEREAS, The United States Constitution reserves the right of Real Property taxation to the States, and

WHEREAS, New York State prescribes collection and enforcement proceedings in adopted law, and

WHEREAS, Albany County adopted the proceedings specified under New York State Real Property Tax Law Article 11, Title 3 by Resolution 46 of 1995, and

WHEREAS, After the United States Supreme Court decision in *Tyler V. Hennepin County*, New York State amended the Real Property Tax Law in April of 2024 to require distribution of “surplus proceeds” from conveyance of tax foreclosed parcels as well as other related procedures, and

WHEREAS, The Albany County Legislature, working in conjunction with the County Executive's Office, the Department of Law, and various County Offices, has created an updated Disposition Plan to comply with the amended New York State Real Property Tax Law, now, therefore, be it

RESOLVED, By the Albany County Legislature that the updated “Disposition Plan for Real Property Acquired by Albany County Through the ‘In Rem’ Delinquent Real Property Tax Foreclosure Process” as annexed hereto is hereby approved and adopted, replacing all prior disposition plans for real property tax foreclosed properties, and, be it further

RESOLVED, That the County Executive is authorized to enter into any and all necessary agreements regarding the implementation of the approved Disposition Plan, and, be it further

RESOLVED, That the County Attorney is authorized to approve any necessary agreements related to the aforementioned approved plan as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

§ 360-34. Applicability.

All conveyances authorized by the County Legislature of the County's RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosed properties after January 1, 2025 shall be subject to the provisions of this updated Disposition Plan.

§ 360-35. Adoption of disposition plan.

This updated "Disposition Plan for Real Property Acquired by Albany County Through the RPTL Article 11 Title 3 'In Rem' Delinquent Tax Lien Foreclosure Process," as filed with the Clerk of the County Legislature, is hereby approved and adopted, replacing all prior disposition plans for delinquent tax lien foreclosed properties.

§ 360-36. Authority to implement agreements.

- A. The County Executive is authorized to enter into any and all agreements regarding the implementation of this updated Disposition Plan.
- B. The County Attorney is authorized to approve all agreements related to this updated Disposition Plan as to form and content.

§ 360-37. Legal authority.

- A. Real Property Tax Law ("RPTL") § 1166 provides that: "Whenever any tax district shall become vested with the title to real property by virtue of a foreclosure proceeding brought pursuant to the provisions of this article, such tax district is hereby authorized to sell and convey the real property so acquired, either with or without advertising for bids, notwithstanding the provisions of any general, special or local law."
- B. That section further provides that: "No such sale shall be effective unless and until such sale has been approved and confirmed by a majority vote of the governing body of the tax district, except that no such approval shall be required when the property is sold at public auction to the highest bidder. The provisions of title six of this article shall govern the distribution of any surplus attributable to such sale."
- C. Real Property Actions and Proceedings Law ("RPAPL") § 231 provides that "sale of real property made in pursuance of a judgment affecting the title to, or the possession, enjoyment or use of real property shall be at public auction to the highest bidder." The County's Tax Enforcement Officer, as defined in RPTL §1102.3 (i) and County Charter §502 (h), appointed by Legislative Resolution ("Enforcing Officer") is appointed by RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien proceeding State Court filings as the officer to make such sale.
- D. This Disposition Plan is intended to be compliant with the United States Supreme Court decision in *Tyler v Hennepin County*, Minnesota, 598 U.S. 631 (2023) and compliant with the RPTL as amended in April of 2024.

- E. Nothing contained in this Disposition Plan shall prohibit consideration of sales which the County has determined in its sole judgement and discretion will best benefit the public use or community benefit of the people of the County which may result from such disposition.

§360-38. Rescinded Resolutions.

The following Legislative Resolutions are hereby rescinded to allow for the County to comply with the RPTL as amended in 2024: Resolution 306 of 2000, related to County staffing public auctions; Resolution 80 for 2008, related to bidder requirements and Resolution 29 of 2019, which established the current County Disposition Plan.

§ 360-39. Statement of intent, policy and plan.

It is the intent, policy and plan of Albany County to sell and convey all properties, title to which have been acquired by it through the RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure process, in accordance with the following provisions which it has determined in its sole judgment and discretion will best effectuate the benefit to the community that will result from such disposition.

Pursuant to Resolution 46 of 1995, the County of Albany will proceed with enforcement of delinquent real property taxes as prescribed in Article 11 Title 3 of the RPTL. The County notes that in response to recent United States Supreme Court precedent, *Tyler v Hennepin County*, Minnesota, 598 U.S. 631 (2023), amendments to the RPTL have been adopted, which address municipal distribution of "surplus proceeds" of sales of its delinquent tax lien foreclosed real property, which distributions were previously not required in RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure proceedings.

The amount of the "surplus proceeds" shall be established by the Enforcing Officer, or his designee, and shall be the calculation of funds received in excess of extinguished real property taxes, fees and interest due at foreclosure, together with any County expenditures related to each parcel while in County ownership. This amount is hereafter referenced as the "County Cost".

It is the intent of the Albany County Legislature to bring its County "In Rem" delinquent real property tax lien foreclosed properties Disposition Plan into compliance with recent State law amendments and current Federal case law.

§ 360-40. Disposition plan provisions.

The County shall henceforth convey all properties acquired by it through Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure subject to the following provisions:

A. Once the County's RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure proceeding Deed in Foreclosure is filed with the County Clerk, a list of foreclosed properties shall be forwarded to the County Legislature for review. This listing shall contain assessment roll records of former owner(s)' names, the property address, tax map number, in which County legislative district it is located, and the amount of taxes, fees, and interest extinguished by the foreclosure, as well as any other applicable information requested by the County Legislature.

Requests for reacquisition by former owners, or by the estates of former owners, of properties may be considered while the property remains in County ownership. If and when certified funds are deposited in an amount required by the Legislature or by Court Order, the County shall convey the parcel back to the former owner, or the estate thereof, as per RPTL § 1136(4)(b), thereby restoring potential equity in the property to the them.

Where no reacquisition request is made, the County Legislature may approve any, all, or none of the parcels so listed, for sale at public auction. Properties approved for sale through public auction under this process shall proceed under the following conditions:

- (1) Properties Legislatively approved for auction shall not require additional legislative review and approval of recorded bids, pursuant to RPTL § 1166 as amended.
 - (2) The approved properties shall be publicly listed by the Enforcing Officer or his designee, for a minimum of thirty (30) days. Bidding on these properties shall be conducted by in accordance with RPAPL §231 and by a licensed auctioneer under contract with the County, under conditions previously set by that legislatively approved contract.
 - (3) The County reserves the right to set a minimum bid on any or all properties. Where a minimum bid is set, that amount shall be the County Cost needed to calculate surplus proceeds. The licensed auctioneer shall begin the bidding the amount so specified.
 - (4) Auction properties shall be conveyed to the highest qualified bidder, per the terms and conditions of that auction. Closings shall be conducted by the County Department of Law, or its designee, at the direction of the Enforcing Officer as defined in §360-37 above. All Deeds conveying these properties shall be recorded by the County.
- B. It is the intent of the County for the auction sale to establish “full value” for each property as defined by RPTL § 1197.2(a): “Where the property was sold by a public sale/auction, the amount paid for the property shall be accepted as the full value of the property. No party may maintain a claim for surplus or any other claim or action against the tax district on the basis that the amount paid for the property did not fairly represent the property's value.”
- C. Where no bid advances above the minimum bid set for a property pursuant to Section A (3) above by the officer/individual appointed to conduct the sale, then no “surplus proceeds” will be due to the former owner or other interested parties from future County conveyance of that property.
- D. Where the County of Albany retains a property for public use, or transfers a property by a process other than by public sale, including those processes noted in § 360-41(A)(1)-(7) of this Disposition Plan, the potential surplus equity shall be established via RPTL § 1196(1)(a)(i)-(ii). Any claim to said surplus, to the extent it exists, shall be distributed consistent with RPTL § 1197.
- E. Local municipality(ies) shall be provided with written notice of any proposed sale of property located within that municipality (City, Town or Village), no less than 30 days prior to listing such property for sale.

§360-41. Dispositional Alternatives to Public Auction.

RPTL §1166 allows County discretion in the conveyance of delinquent real property tax lien foreclosed properties. Where the County Legislature withholds properties from approval for public auction sale as defined in §360-40 above, it may discretionarily authorize conveyance of properties according to the following conditions:

A. Properties may be discretionally conveyed by the County to itself for its stated governmental purposes. The Legislature shall request a calculation of potential surplus proceeds that may arise from such sale, from the Enforcing Officer as defined above.

These parcels are intended for review by the Legislative Conservation, Sustainability and Green Initiatives Committee. Where requested, that review will be undertaken by the staff of the County Department of Economic Development, Conservation and Planning.

All properties conveyed in this manner shall comply with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus proceeds exist.

B. Properties may be discretionally conveyed by the County back to their immediate former owner(s) upon a showing of hardship. The sale price for reacquisition of these properties shall be the amount of their outstanding delinquent tax liability (inclusive of interest, penalties, and legal charges) with respect to the property prior to foreclosure and all current taxes levied (inclusive of interest, penalties, and legal charges) prior to the date of reacquisition. The full amount of the sale price and closing costs must be submitted to the County to be held by it in escrow as a prerequisite to the request for approval of the County Legislature for the reacquisition, which monies will be refunded only in the event such approval is not granted.

The recipient of the property is required to close within 120 days of certified legislation approving the reacquisition. The Deed back shall provide that any and all liens upon and other interests in the property which were extinguished as the result of its foreclosure, except to the extent they were subsequently reduced, discharged, satisfied and/or otherwise terminated of record, upon the recording of said Deed shall be thereby reinstated and restored to the full extent they existed at the time they were so extinguished.

All property sales conveyed in this manner shall resolve claims for surplus proceeds via the reacquisition.

C. Properties may be discretionally conveyed by the County to individuals or entities who own an abutting or adjacent property. The sale price for these properties shall be the appraised value, an amount equal to the extinguished delinquent real property tax liability with respect to the property being conveyed, or such other value set by legislative Resolution. The recipient of the property is required to close within 120 days of certified legislation approving the conveyance. All property sales conveyed in this manner shall comply with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus exists.

D. Properties may be discretionally conveyed by the County to other municipal corporations for use for a governmental purpose. The amount to be paid for the property shall be its assessed value, outstanding delinquent tax liability (inclusive of interest, penalties and legal charges) prior

to its foreclosure, or some other amount which reflects the benefit to the community stemming from the proposed use of the property.

Where conveyed pursuant to this section, the municipal corporation shall be required to agree to accept liability for any potential “surplus proceeds” as set forth in RPTL §§ 1196 and 1197(2)(a)-(b). The County shall thereby be released from liability for any payments related to “surplus proceeds” as a condition of sale.

A Deed provision requiring that the property be used for a stated governmental purpose or open space preservation or conservation purpose and providing that the County shall have a right of reacquisition through reverter in the event the property is at any time not or no longer being so used may be required.

E. Properties may be discretionally conveyed by the County to not-for-profit/nonprofit entities for use for a public purpose. The amount to be paid for the property shall be its assessed value, outstanding delinquent tax liability (inclusive of interest, penalties and legal charges) prior to foreclosure, or some other amount which reflects the benefit to the community stemming from the proposed use of the property. All property sales conveyed in this manner shall comply with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus exists.

A Deed provision requiring that the property be used for a stated public purpose and providing the County shall have a right of reacquisition through reverter in the event the property is at any time not or no longer being so used may be required.

F. Properties may be discretionally conveyed by the County to individuals or entities for economic development purposes:

The amount to be paid for these properties shall comply with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus exists.

A Deed provision requiring a right of reacquisition through reverter in the event the property is not or no longer being so used may be required. Public notification of the availability of the property proposed for private sale shall be made through all appropriate means (newspaper, website, etc.) prior to authorization of sale by the County Legislature. Additional written notice to the local municipality(s) in which the property is located shall be required no less than 30 days prior to consideration by the County Legislature of such property transfer. Proof of compliance with the aforementioned written notice requirement shall be provided to the Legislature as a precondition to the Legislature's consideration of any conveyance falling under this subsection.

The recipient of the property is required to close within 120 days of certified legislation approving transfer.

G. Where properties have been withdrawn from foreclosure under NYS RPTL §1138 the County may conditionally offer such parcels for public bid via sealed bid for consistent with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus exists.

It shall be the bidder's responsibility to research all information relevant to their bid. Prior to submission for Legislative approval of conveyance from these bids, the full amount of the sale price and closing costs must be submitted to the County in escrow.

A signed statement by the bidder acknowledging receipt of full disclosure regarding the condition of the property, insofar as known to the County, will be required as a condition of bidding.

The County shall not be liable for any conditions known or unknown with respect to these properties, and the purchaser will be required to execute a release, hold-harmless and indemnification agreement in this regard at the closing of the sale. Deed title will be transferred directly to the successful bidder pursuant to assignment without recourse.

Certified funds in the amount offered shall be deposited with the County Treasurer prior to the County Legislature's authorization of the conveyance.

The County reserves the right and authority to offer any parcel for public bid in this manner, even if not withdrawn under §1138.

H. Properties which may be discretionally conveyed by the County to the Albany County Land Bank Corporation ("Land Bank"):

(1) The Land Bank shall be authorized to bid at any Albany County Public sales, subject to review and approval of its Board.

(2) Where conveyed outside of the auction or sealed bid processes set forth above, the sale price for the conveyance of properties to the Land Bank or its LLC shall be consistent with the conditions set forth in RPTL §§ 1196 and 1197(2)(a)-(b) to establish the full value of the parcel related to the conveyance, and to determine if any surplus proceeds exist.

(3) County employees and members of the Albany County Legislature who are involved with the negotiation or preparation of the sale and closing process of properties title to which has been acquired by the County through the "In Rem" delinquent tax lien foreclosure process, have access to knowledge or information about a parcel conveyed by the County to the Land Bank or about the present or proposed use of nearby parcels through their County position, which knowledge or information is not accessible to the general public, or who have the authority to appoint employees who have any of the foregoing powers or access to the foregoing information, are specifically precluded from purchasing properties conveyed to the Land Bank by the County during and for two years after the termination of their County employment.

(4) Properties which have received EnergizeNY benefit loan financing from the Energy Improvement Corporation for energy-efficiency or renewable energy upgrades shall not be conveyed to the Land Bank unless that loan, inclusive of interest, has been completely repaid.

§ 360-42. All Sales and conveyances discretionary; additional requirements or conditions; approval.

All County sales and conveyances of properties title to which has been acquired by the County through the RPTL Article 11 Title 3 "In Rem" delinquent tax lien foreclosure process, are discretionary and the County Executive and/or County Legislature may for any reason reject any sale request or rescind any approval, except in the conveyance of parcels bid under the conditions of § 360-40. A. above.

§360-43. Sale and Conveyance of County owned surplus property:

County owned surplus real property which was not acquired by the RPTL Article 11 Title 3 "In Rem" delinquent real property tax lien foreclosure process shall continue to be disposed of pursuant to provisions of Albany County Code § 653, which authorizes the County Executive to sell and convey surplus real property owned by the County subject to County legislative approval.

§ 360-44. Closing procedure.

- A. Closings will proceed at the Direction of the Department of Law or its designee. Terms of sale will be reviewed by the County Attorney, prior to bid. Conditions of private sale are set forth above and subject to conditions set by adopted Resolutions authorizing those conveyances.
- B. In the event Albany County has acquired title to these properties through "In Rem" delinquent real property tax lien foreclosure proceedings in accordance with RPTL Article 11, Title 3 and the right, title, interest, claim, lien, and equity of redemption of all persons therein have been presumptively extinguished under said provisions of law, such presumption will become conclusive after two years from the date of the recording of the deed thereof to the purchaser.
- C. The Deed conveying title to the purchaser will be a Quit Claim Deed from the County containing the assessment roll description of the property as it appeared on the delinquent tax roll for the year upon which the County acquired title by foreclosure and not a metes and bounds description, per existing law.
- D. All sales shall be final, absolute, and without recourse, and in no event shall the County be or become liable for any defects in title or for any cause whatsoever, and no claim, demand, or suit of any nature shall exist in favor of the purchaser, their heirs, successors, or assigns, against the County arising from such sales.
- E. Private Sale conveyances must close within 120 days of Legislative approval. If any such property fails to close within the required period of time, only the County Legislature may grant an extension.
- F. Property(s) authorized for conveyance to the Land Bank must close within six months (180 days) of Legislative approval. If any such property fails to close within the required period of time, only the County Legislature may grant an extension.
- G. Parcels conveyed from Public Auction Bid will be governed by the Terms of Conditions of auction, but are required to close within 120 days of bid deposit(s), if not otherwise stated at the time of bidding.

- H. The County will provide the necessary Deeds, transfer tax statements (TP584), and real property transfer reports (RP5217). The County will be responsible for costs that arise during its ownership. Any amounts not payable to the County when bid or authorized for closing shall be the responsibility of the bidder. There will be no pro-rations of unpaid real property tax bills at closing.

§ 360-45. Reporting

- A. A yearly summary of RPTL Article 11 Title 3 "In Rem" delinquent tax lien foreclosed property conveyances will be provided to the Legislature. The report will contain information on the number of properties sold by type and location, and will contain information on the projected public auctions for the coming year.
- B. A copy of any "surplus proceeds" report required for submission to the Court(s) by State Law will also be forwarded to the County Legislature when submitted to the Court. Such reporting will contain identification of properties with "full value" below the County cost of foreclosed taxes and additional costs incurred.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

February 13, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Re: Bond Resolution Various Mechanical Upgrades & Improvements

Dear Chairwoman Cunningham:

The Department of General Services respectfully requests approval of a bond resolution authorizing \$3,000,000 for Various Mechanical Upgrades & Improvements. As part of our efforts to maintain any/all existing facilities, this project will address any mechanical repairs to our properties. These improvements will generally include, but not limited to, all HVAC, energy management system improvements, all chiller and electrical systems.

These projects are included in the current Capital Plan.

If you should have any further questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina
Commissioner

DML:tas
Enclosure(s)

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6362, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Bond Resolution, Various Mechanical Upgrades & Improvements

Date: 2/12/2025
Department: General Services
Attending Meeting: Commissioner Latina
Submitted By: David M Latina
Title: Commissioner
Phone: 518-447-7210

Purpose of Request: Bond Approval Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: \$3,000,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:

Competitive Bidding Exempt:	Yes ☐ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of General Services respectfully requests approval of a bond resolution authorizing \$3,000,000 for Various Mechanical Upgrades & Improvements. As part of our efforts to maintain any/all existing facilities, this project will address any mechanical repairs to our properties. These improvements will generally include, but not limited to, all HVAC, energy management system improvements, all chiller and electrical systems.

These projects are included in the current Capital Plan.

Various Building Upgrades & Improvements

Project Number: DGS-23-01

Project Status: 1 New Existing Amended

Amendment(s):

As part of our efforts to maintain all existing facilities, this project will address any office modernization & upgrades, relocations, renovations, any pre & post site work, design fees, various internal / external upgrades, and elevator modernizations.

Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)			7.000	7.000	7.000			21.000
NYS Reimbursement								
Total County Cost	-	-	7.000	7.000	7.000	-	-	21.000

County Facility Roof Renovations

Project Number: DGS-23-02

Project Status: 1 New Existing Amended

Amendment(s):

The purpose of this project is to address the ongoing needed reconstructure and renovations to the roofs of various County owned properties. This project is essential to keeping our buildings safe and avoid additional problems.

Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)			1.500	0.500	0.500			2.500
NYS Reimbursement								
Total County Cost	-	-	1.500	0.500	0.500	-	-	2.500

Various Mechanical Upgrades & Improvements

Project Number: DGS-23-03

Project Status: 1 New Existing Amended

Amendment(s):

As part of our efforts to maintain any/all existing facilities, this project will address any mechanical upgrades to our properties. These improvements will generally include, but not be limited to, all HVAC, energy management system improvements, all chiller, and electrical systems.

Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)			3.000	3.000	3.000			9.000
NYS Reimbursement								
Total County Cost	-	-	3.000	3.000	3.000	-	-	9.000

General Services Capital Plan Summary: All Projects

New Projects: 3

Existing Projects: 2

Amended Projects: 9

Project Financing (in millions of dollars)

Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)	45.190	6.550	13.800	12.000	12.000	1.500	0.500	91.540
NYS Reimbursement	(0.310)	(0.310)	(0.810)	(0.310)	(0.310)	(0.310)	(0.310)	(2.670)
Total County Cost	44.880	6.240	12.990	11.690	11.690	1.190	0.190	88.870

RESOLUTION NO. 10

BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, AUTHORIZING VARIOUS CAPITAL PROJECTS FOR THE DEPARTMENT OF GENERAL SERVICES, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$11,500,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$11,500,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION

Introduced: 2/13/23

By Audit and Finance Committee:

THE COUNTY LEGISLATURE OF THE COUNTY OF ALBANY, NEW YORK, HEREBY RESOLVES AS FOLLOWS:

Section 1. The County of Albany, New York (the "County") is hereby authorized to undertake County facility roof renovations to various County owned properties, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$1,500,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$1,500,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$1,500,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$1,500,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a)(1) of the New York Local Finance Law (the "Law"), is twenty-five (25) years.

Section 2. The County is hereby authorized to undertake various capital projects consisting of various building upgrades and improvements, such upgrades and improvements to include office modernization and upgrades prior to relocations (fit-up costs and office build out), pre and post site work, design fees, various internal and external upgrades and elevator modernizations, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental

thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$7,000,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$7,000,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$7,000,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$7,000,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a)(1) of the New York Local Finance Law (the "Law"), is twenty-five (25) years.

Section 3. The County is hereby authorized to undertake various capital projects consisting of various mechanical upgrades and improvements, such upgrades and improvements to include all HVAC, energy management system improvements, all chiller and electrical systems, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$3,000,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$3,000,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$3,000,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$3,000,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.13 of the New York Local Finance Law (the "Law"), is fifteen (15) years.

Section 4. Serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in the aggregate principal amount not to exceed \$11,500,000 to finance said appropriations are hereby authorized to be issued pursuant to the provisions of the Law.

Section 5. The following additional matters are hereby determined and stated:

(a) The buildings described above are class "A" buildings, as defined in Section 11.00a11(a) of the Law.

(b) Current funds are not required by the Law to be provided as a down payment prior to the issuance of the serial bonds authorized by this resolution or any bond anticipation notes issued in anticipation thereof in accordance with Section 107.00 of the Law.

(c) The proposed maturity of the bonds authorized by this resolution will exceed five (5) years.

Section 6. The serial bonds authorized by this resolution and any notes issued in anticipation of the sale of such bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any notes issued in anticipation of said bonds shall be general obligations of the County, payable as to both principal and interest by a general tax upon all the taxable real property within the County without limitation of rate or amount. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and provision shall be made annually in the budget of the County by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 7. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said notes and of Section 21.00, Section 23.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 63.00 and Section 164.00 of the Law, the powers and duties of the County Legislature pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the County Comptroller, the chief fiscal officer of the County.

Section 8. The County Comptroller is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

Section 9. The County Comptroller is further authorized to enter into a continuing disclosure undertaking with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

Section 10. Pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the "SEQR Act") and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the "Regulations" and collectively with the SEQR Act, "SEQRA"), the County must satisfy the requirements contained in SEQRA prior to making a final determination whether to proceed with the above referenced project. Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The projects authorized by this resolution each constitute a "Type II action" pursuant to 6 NYCRR 617.5(c)(1), (2) and (31), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to such projects.

Section 11. The County may initially use funds from the General Fund or such other funds that may be available to pay the cost of the specific objects or purposes authorized by this resolution, pursuant to Section 165.10 of the Law. The County then reasonably expects to reimburse such expenditure with the proceeds of the bonds or bond anticipation notes authorized by Section 4 of this resolution. This resolution shall constitute the declaration of the County's "official intent" to reimburse the expenditures authorized by Sections 1, 2 and 3 hereof with the proceeds of the bonds and notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

Section 12. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (1) (a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (2) such obligations are authorized in violation of the provisions of the constitution.

Section 13. This bond resolution shall take effect immediately and the Clerk of the County Legislature is hereby authorized and directed to publish the foregoing resolution in full (or a summary as permitted by the Law), together with a notice attached in substantially the form as prescribed in Section 81.00 of the Law, in the Evangelist and the Times Union, newspapers designated as the official newspapers of the County for such publication.

On long roll call vote the following members voted in favor: Burgdorf, Clay, Cleary, Collins, Commisso, Cunningham, Drake, Efekoro, Ethier, Feeney, Grimm, A.

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 13th day of February, 2023, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 14th day of February, 2023.


Clerk, Albany County Legislature

RESOLUTION NO. 142

**BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK,
AUTHORIZING VARIOUS MECHANICAL UPGRADES AND
IMPROVEMENTS FOR THE DEPARTMENT OF GENERAL SERVICES,
STATING THE MAXIMUM COST THEREOF IS \$3,000,000,
APPROPRIATING SAID AMOUNT THEREFORE, AND AUTHORIZING THE
ISSUANCE OF \$3,000,000 OF SERIAL BONDS OF SAID COUNTY TO
FINANCE SAID APPROPRIATION**

Introduced: 4/14/25

By Audit and Finance Committee:



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

February 13, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Re: Bond Resolution for Vehicle and Truck Replacement Project

Dear Chairwoman Cunningham:

The Department of General Services respectfully requests approval of a bond resolution authorizing \$500,000 for Vehicle and Truck Replacement Project. This project would replace fleet pool vehicles in accordance with our Department Vehicle Replacement Plan. This plan would replace 11 +/- vehicles per year for the next 2 years and the vehicles being replaced are 10 years old or older. This project was amended to change the completion date to 2026.

This project has been included in the current Capital Plan.

If you should have any further questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina
Commissioner

DML:tas
Enclosure(s)

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6363, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Bond Resolution for Vehicle and Truck Replacement Project

Date: 2/12/2025
Department: General Services
Attending Meeting: Commissioner Latina
Submitted By: David M Latina
Title: Commissioner
Phone: 518-447-7210

Purpose of Request: Bond Approval Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: \$500,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:

Competitive Bidding Exempt:	Yes ☐ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of General Services respectfully requests approval of a bond resolution authorizing \$500,000 for Vehicle and Truck Replacement Project. This project would replace fleet pool vehicles in accordance with our Department Vehicle Replacement Plan. This plan would replace 11 +/- vehicles per year for the next 2 years and the vehicles being replaced are 10 years old or older. This project was amended to change the completion date to 2026.

This project has been included in the current Capital Plan.

Albany County Office Building RenovationsProject Number: DGS-02-01Project Status: New Existing 1 Amended

Amendment(s):

2023-2027 Consolidating project into new project going forward.

This project provides for the renovation of the Harold L. Joyce Albany County Office Building. The project includes a new roof, HVAC and electrical systems, ADA compliance, elevator modernization and various interior and exterior upgrades. This project began in the Fall of 2002 and is estimated to be complete in 2023. The project has a useful life of 20 to 30 years.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)		20.484	1.300	-	-				21.784
NYS Reimbursement									
Total County Cost		20.484	1.300	-	-	-	-	-	21.784

Facility Improvement ProjectProject Number: DGS-08-01Project Status: New Existing 1 Amended

Amendment(s):

2022-2026 reduce total cost

2023-2027 Consolidating project into new project going forward.

As part of a continuing program to maintain existing facilities, this project consists of interior painting, carpeting, HVAC modifications, departmental relocation costs, design fees, construction fit-up costs (retrofit / office buildout), moving expenses and the installation of energy management systems at various facilities. Also included are expenses for Times Union Center garage and Spruce Street garage from 2016.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)		8.442	0.500	-	-				8.942
NYS Reimbursement									
Total County Cost		8.442	0.500	-	-	-	-	-	8.942

Vehicle and Truck Replacement ProjectProject Number: DGS-12-01Project Status: New Existing 1 Amended

Amendment(s):

2022-2026 add additional year to project

2023-2027 add additional years and increase yearly costs.

This project would replace fleet pool vehicles in accordance with our Department Vehicle Replacement Plan. This plan would replace 11 +/- vehicles per year for the next 2 years and the vehicles being replaced are 10 years old or older. This project was amended to change the completion date to 2024.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)		2.114	0.250	0.500	0.500	0.500	0.500	0.500	4.864
NYS Reimbursement									
Total County Cost		2.114	0.250	0.500	0.500	0.500	0.500	0.500	4.864

County-wide Facilities EvaluationProject Number: DGS-15-01Project Status: New 1 Existing Amended

Amendment(s):

Many of the County's facilities are aged and would benefit from a structural and engineering evaluation. The proposed evaluation will allow the County to make the best use of its resources. This project will include evaluation and engineering fees starting in 2015, with any construction beginning in the out years.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)		1.350							1.350
NYS Reimbursement									
Total County Cost		1.350	-	-	-	-	-	-	1.350

RESOLUTION NO. 11

BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, AUTHORIZING THE ACQUISITION OF VEHICLES FOR THE DEPARTMENT OF GENERAL SERVICES, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$500,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$500,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION

Introduced: 2/13/23

By Audit and Finance Committee:

THE COUNTY LEGISLATURE OF THE COUNTY OF ALBANY, NEW YORK, HEREBY RESOLVES AS FOLLOWS:

Section 1. The County of Albany, New York (the "County") is hereby authorized to acquire fleet motor pool vehicles and various other equipment, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$500,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$500,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$500,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$500,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.77 of the New York Local Finance Law (the "Law"), is three (3) years.

Section 2. Serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in the aggregate principal amount not to exceed \$500,000 to finance said appropriation are hereby authorized to be issued pursuant to the provisions of the Law.

Section 3. The following additional matters are hereby determined and stated:

- (a) Current funds are not required by the Law to be provided as a down payment prior to the issuance of the serial bonds authorized by this

resolution or any bond anticipation notes issued in anticipation thereof in accordance with Section 107.00 of the Law.

(b) The proposed maturity of the bonds authorized by this resolution will not exceed five (5) years.

Section 4. The serial bonds authorized by this resolution and any notes issued in anticipation of the sale of such bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any notes issued in anticipation of said bonds shall be general obligations of the County, payable as to both principal and interest by a general tax upon all the taxable real property within the County without limitation of rate or amount. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and provision shall be made annually in the budget of the County by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 5. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said notes and of Section 21.00, Section 23.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 63.00 and Section 164.00 of the Law, the powers and duties of the County Legislature pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the County Comptroller, the chief fiscal officer of the County.

Section 6. The County Comptroller is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

Section 7. The County Comptroller is further authorized to enter into a continuing disclosure undertaking with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

Section 8. Pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the "SEQR Act") and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the "Regulations" and collectively with the SEQR Act, "SEQRA"), the County must satisfy the requirements contained in SEQRA prior to making a final determination whether to proceed with the above referenced project. Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The project authorized by this resolution constitutes a "Type II action" pursuant to 6 NYCRR 617.5(c)(31), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to the project.

Section 9. The County may initially use funds from the General Fund or such other funds that may be available to pay the cost of the specific objects or purposes authorized by this resolution, pursuant to Section 165.10 of the Law. The County then reasonably expects to reimburse such expenditure with the proceeds of the bonds or bond anticipation notes authorized by Section 2 of this resolution. This resolution shall constitute the declaration of the County's "official intent" to reimburse the expenditures authorized by Section 1 hereof with the proceeds of the bonds and notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

Section 10. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (1) (a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (2) such obligations are authorized in violation of the provisions of the constitution.

Section 11. This bond resolution shall take effect immediately and the Clerk of the County Legislature is hereby authorized and directed to publish the foregoing resolution in full (or a summary as permitted by the Law), together with a notice attached in substantially the form as prescribed in Section 81.00 of the Law, in the Evangelist and the Times Union, newspapers designated as the official newspapers of the County for such publication.

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 13th day of February, 2023, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 14th day of February, 2023.

A handwritten signature in black ink, appearing to read "Nicole Chamber", is written over a horizontal line.

Clerk, Albany County Legislature

RESOLUTION NO. 142

**BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK,
AUTHORIZING VARIOUS MECHANICAL UPGRADES AND
IMPROVEMENTS FOR THE DEPARTMENT OF GENERAL SERVICES,
STATING THE MAXIMUM COST THEREOF IS \$3,000,000,
APPROPRIATING SAID AMOUNT THEREFORE, AND AUTHORIZING THE
ISSUANCE OF \$3,000,000 OF SERIAL BONDS OF SAID COUNTY TO
FINANCE SAID APPROPRIATION**

Introduced: 4/14/25

By Audit and Finance Committee:



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

February 13, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Re: Bond Resolution for Various Building Upgrades & Improvements

Dear Chairwoman Cunningham:

The Department of General Services respectfully requests approval of a bond resolution authorizing \$7,000,000 for Various Building Upgrades & Improvements. As part of our efforts to maintain all existing facilities, this project will address any office modernization & upgrades prior to relocations (fit-up costs & office build out), any pre & post site work, design fees, various internal / external upgrades and elevator modernizations.

These projects are included in the current Capital Plan.

If you should have any further questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina
Commissioner

DML:tas
Enclosure(s)

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6364, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Bond Resolution for Various Building Upgrades & Improvements

Date: 2/12/2025
Department: General Services
Attending Meeting: Commissioner Latina
Submitted By: David M Latina
Title: Commissioner
Phone: 518-447-7210

Purpose of Request: Bond Approval Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: \$7,000,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:

Competitive Bidding Exempt:	Yes ☐ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☐

Previous requests for Identical or Similar Action:
Resolution/Law Number and Date:

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of General Services respectfully requests approval of a bond resolution authorizing \$7,000,000 for Various Building Upgrades & Improvements. As part of our efforts to maintain all existing facilities, this project will address any office modernization & upgrades prior to relocations (fit-up costs & office build out), any pre & post site work, design fees, various internal / external upgrades and elevator modernizations.

These projects are included in the current Capital Plan.

Various Building Upgrades & Improvements

Project Number: DGS-23-01

Project Status: 1 New Existing Amended

Amendment(s):

As part of our efforts to maintain all existing facilities, this project will address any office modernization & upgrades, relocations, renovations, any pre & post site work, design fees, various internal / external upgrades, and elevator modernizations.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)				7.000	7.000	7.000			21.000
NYS Reimbursement									
Total County Cost		-	-	7.000	7.000	7.000	-	-	21.000

County Facility Roof Renovations

Project Number: DGS-23-02

Project Status: 1 New Existing Amended

Amendment(s):

The purpose of this project is to address the ongoing needed reconstructure and renovations to the roofs of various County owned properties. This project is essential to keeping our buildings safe and avoid additional problems.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)				1.500	0.500	0.500			2.500
NYS Reimbursement									
Total County Cost		-	-	1.500	0.500	0.500	-	-	2.500

Various Mechanical Upgrades & Improvements

Project Number: DGS-23-03

Project Status: 1 New Existing Amended

Amendment(s):

As part of our efforts to maintain any/all existing facilities, this project will address any mechanical upgrades to our properties. These improvements will generally include, but not be limited to, all HVAC, energy management system improvements, all chiller, and electrical systems.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)				3.000	3.000	3.000			9.000
NYS Reimbursement									
Total County Cost		-	-	3.000	3.000	3.000	-	-	9.000

General Services Capital Plan Summary: All Projects

New Projects: 3

Existing Projects: 2

Amended Projects: 9

Project Financing (in millions of dollars)

Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)	45.190	6.550	13.800	12.000	12.000	1.500	0.500	91.540
NYS Reimbursement	(0.310)	(0.310)	(0.810)	(0.310)	(0.310)	(0.310)	(0.310)	(2.670)
Total County Cost	44.880	6.240	12.990	11.690	11.690	1.190	0.190	88.870

RESOLUTION NO. 10

BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, AUTHORIZING VARIOUS CAPITAL PROJECTS FOR THE DEPARTMENT OF GENERAL SERVICES, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$11,500,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$11,500,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION

Introduced: 2/13/23

By Audit and Finance Committee:

THE COUNTY LEGISLATURE OF THE COUNTY OF ALBANY, NEW YORK, HEREBY RESOLVES AS FOLLOWS:

Section 1. The County of Albany, New York (the "County") is hereby authorized to undertake County facility roof renovations to various County owned properties, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$1,500,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$1,500,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$1,500,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$1,500,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a)(1) of the New York Local Finance Law (the "Law"), is twenty-five (25) years.

Section 2. The County is hereby authorized to undertake various capital projects consisting of various building upgrades and improvements, such upgrades and improvements to include office modernization and upgrades prior to relocations (fit-up costs and office build out), pre and post site work, design fees, various internal and external upgrades and elevator modernizations, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental

thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$7,000,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$7,000,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$7,000,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$7,000,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a)(1) of the New York Local Finance Law (the "Law"), is twenty-five (25) years.

Section 3. The County is hereby authorized to undertake various capital projects consisting of various mechanical upgrades and improvements, such upgrades and improvements to include all HVAC, energy management system improvements, all chiller and electrical systems, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$3,000,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$3,000,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$3,000,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$3,000,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.13 of the New York Local Finance Law (the "Law"), is fifteen (15) years.

Section 4. Serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in the aggregate principal amount not to exceed \$11,500,000 to finance said appropriations are hereby authorized to be issued pursuant to the provisions of the Law.

Section 5. The following additional matters are hereby determined and stated:

(a) The buildings described above are class "A" buildings, as defined in Section 11.00a11(a) of the Law.

(b) Current funds are not required by the Law to be provided as a down payment prior to the issuance of the serial bonds authorized by this resolution or any bond anticipation notes issued in anticipation thereof in accordance with Section 107.00 of the Law.

(c) The proposed maturity of the bonds authorized by this resolution will exceed five (5) years.

Section 6. The serial bonds authorized by this resolution and any notes issued in anticipation of the sale of such bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any notes issued in anticipation of said bonds shall be general obligations of the County, payable as to both principal and interest by a general tax upon all the taxable real property within the County without limitation of rate or amount. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and provision shall be made annually in the budget of the County by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 7. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said notes and of Section 21.00, Section 23.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 63.00 and Section 164.00 of the Law, the powers and duties of the County Legislature pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the County Comptroller, the chief fiscal officer of the County.

Section 8. The County Comptroller is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

Section 9. The County Comptroller is further authorized to enter into a continuing disclosure undertaking with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

Section 10. Pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the "SEQR Act") and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the "Regulations" and collectively with the SEQR Act, "SEQRA"), the County must satisfy the requirements contained in SEQRA prior to making a final determination whether to proceed with the above referenced project. Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The projects authorized by this resolution each constitute a "Type II action" pursuant to 6 NYCRR 617.5(c)(1), (2) and (31), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to such projects.

Section 11. The County may initially use funds from the General Fund or such other funds that may be available to pay the cost of the specific objects or purposes authorized by this resolution, pursuant to Section 165.10 of the Law. The County then reasonably expects to reimburse such expenditure with the proceeds of the bonds or bond anticipation notes authorized by Section 4 of this resolution. This resolution shall constitute the declaration of the County's "official intent" to reimburse the expenditures authorized by Sections 1, 2 and 3 hereof with the proceeds of the bonds and notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

Section 12. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (1) (a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (2) such obligations are authorized in violation of the provisions of the constitution.

Section 13. This bond resolution shall take effect immediately and the Clerk of the County Legislature is hereby authorized and directed to publish the foregoing resolution in full (or a summary as permitted by the Law), together with a notice attached in substantially the form as prescribed in Section 81.00 of the Law, in the Evangelist and the Times Union, newspapers designated as the official newspapers of the County for such publication.

On long roll call vote the following members voted in favor: Burgdorf, Clay, Cleary, Collins, Commisso, Cunningham, Drake, Efekoro, Ethier, Feeney, Grimm, A.

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 13th day of February, 2023, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 14th day of February, 2023.


Clerk, Albany County Legislature

RESOLUTION NO. 144

**BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK,
AUTHORIZING VARIOUS BUILDING UPGRADES AND IMPROVEMENTS
FOR THE DEPARTMENT OF GENERAL SERVICES, STATING THE
MAXIMUM COST THEREOF IS \$7,000,000, APPROPRIATING SAID
AMOUNT THEREFORE, AND AUTHORIZING THE ISSUANCE OF
\$7,000,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID
APPROPRIATION**

Introduced: 4/14/25

By Audit and Finance Committee:



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL McLAUGHLIN
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTYNY.GOV

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

February 13, 2025

Honorable Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Re: Bond Resolution for County Facilities Roof Renovations

Dear Chairwoman Cunningham:

The Department of General Services respectfully requests approval of a bond resolution authorizing \$1,500,000 for County Facility Roof Renovations. The purpose of this project is to address the ongoing needed reconstruction and renovations to the roofs of various County owned properties. This project is essential to keeping our buildings safe and avoid additional problems.

This project has been included in the current Capital Plan.

If you should have any further questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina
Commissioner

DML:tas
Enclosure(s)

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6366, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Bond Resolution for County Facilities Roof Renovations

Date: 2/12/2025
Department: General Services
Attending Meeting: Commissioner Latina
Submitted By: David M Latina
Title: Commissioner
Phone: 518-447-7210

Purpose of Request: Bond Approval Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: \$1,500,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:

Competitive Bidding Exempt:	Yes ☐ No ☐
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Department of General Services respectfully requests approval of a bond resolution authorizing \$1,500,000 for County Facility Roof Renovations. The purpose of this project is to address the ongoing needed reconstruction and renovations to the roofs of various County owned properties. This project is essential to keeping our buildings safe and avoid additional problems.

This project has been included in the current Capital Plan.

Various Building Upgrades & ImprovementsProject Number: DGS-23-01Project Status: 1 New Existing Amended

Amendment(s):

As part of our efforts to maintain all existing facilities, this project will address any office modernization & upgrades, relocations, renovations, any pre & post site work, design fees, various internal / external upgrades, and elevator modernizations.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)				7.000	7.000	7.000			21.000
NYS Reimbursement									
Total County Cost		-	-	7.000	7.000	7.000	-	-	21.000

County Facility Roof RenovationsProject Number: DGS-23-02Project Status: 1 New Existing Amended

Amendment(s):

The purpose of this project is to address the ongoing needed reconstructure and renovations to the roofs of various County owned properties. This project is essential to keeping our buildings safe and avoid additional problems.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)				1.500	0.500	0.500			2.500
NYS Reimbursement									
Total County Cost		-	-	1.500	0.500	0.500	-	-	2.500

Various Mechanical Upgrades & ImprovementsProject Number: DGS-23-03Project Status: 1 New Existing Amended

Amendment(s):

As part of our efforts to maintain any/all existing facilities, this project will address any mechanical upgrades to our properties. These improvements will generally include, but not be limited to, all HVAC, energy management system improvements, all chiller, and electrical systems.

	Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)				3.000	3.000	3.000			9.000
NYS Reimbursement									
Total County Cost		-	-	3.000	3.000	3.000	-	-	9.000

General Services Capital Plan Summary: All Projects

New Projects: 3

Existing Projects: 2

Amended Projects: 9

Project Financing (in millions of dollars)

Year	Pre 2022	2022	2023	2024	2025	2026	2027	Total
County Debt (Bonds & BANS)	45.190	6.550	13.800	12.000	12.000	1.500	0.500	91.540
NYS Reimbursement	(0.310)	(0.310)	(0.810)	(0.310)	(0.310)	(0.310)	(0.310)	(2.670)
Total County Cost	44.880	6.240	12.990	11.690	11.690	1.190	0.190	88.870

RESOLUTION NO. 10

BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, AUTHORIZING VARIOUS CAPITAL PROJECTS FOR THE DEPARTMENT OF GENERAL SERVICES, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$11,500,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$11,500,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION

Introduced: 2/13/23

By Audit and Finance Committee:

THE COUNTY LEGISLATURE OF THE COUNTY OF ALBANY, NEW YORK, HEREBY RESOLVES AS FOLLOWS:

Section 1. The County of Albany, New York (the "County") is hereby authorized to undertake County facility roof renovations to various County owned properties, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$1,500,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$1,500,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$1,500,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$1,500,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a)(1) of the New York Local Finance Law (the "Law"), is twenty-five (25) years.

Section 2. The County is hereby authorized to undertake various capital projects consisting of various building upgrades and improvements, such upgrades and improvements to include office modernization and upgrades prior to relocations (fit-up costs and office build out), pre and post site work, design fees, various internal and external upgrades and elevator modernizations, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental

thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$7,000,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$7,000,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$7,000,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$7,000,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.12(a)(1) of the New York Local Finance Law (the "Law"), is twenty-five (25) years.

Section 3. The County is hereby authorized to undertake various capital projects consisting of various mechanical upgrades and improvements, such upgrades and improvements to include all HVAC, energy management system improvements, all chiller and electrical systems, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, as further described in the 2023 Capital Plan in the County's 2023-2027 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$3,000,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$3,000,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$3,000,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$3,000,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00a.13 of the New York Local Finance Law (the "Law"), is fifteen (15) years.

Section 4. Serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in the aggregate principal amount not to exceed \$11,500,000 to finance said appropriations are hereby authorized to be issued pursuant to the provisions of the Law.

Section 5. The following additional matters are hereby determined and stated:

(a) The buildings described above are class "A" buildings, as defined in Section 11.00a11(a) of the Law.

(b) Current funds are not required by the Law to be provided as a down payment prior to the issuance of the serial bonds authorized by this resolution or any bond anticipation notes issued in anticipation thereof in accordance with Section 107.00 of the Law.

(c) The proposed maturity of the bonds authorized by this resolution will exceed five (5) years.

Section 6. The serial bonds authorized by this resolution and any notes issued in anticipation of the sale of such bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any notes issued in anticipation of said bonds shall be general obligations of the County, payable as to both principal and interest by a general tax upon all the taxable real property within the County without limitation of rate or amount. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and provision shall be made annually in the budget of the County by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 7. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said notes and of Section 21.00, Section 23.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 63.00 and Section 164.00 of the Law, the powers and duties of the County Legislature pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the County Comptroller, the chief fiscal officer of the County.

Section 8. The County Comptroller is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

Section 9. The County Comptroller is further authorized to enter into a continuing disclosure undertaking with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

Section 10. Pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the "SEQR Act") and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the "Regulations" and collectively with the SEQR Act, "SEQRA"), the County must satisfy the requirements contained in SEQRA prior to making a final determination whether to proceed with the above referenced project. Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The projects authorized by this resolution each constitute a "Type II action" pursuant to 6 NYCRR 617.5(c)(1), (2) and (31), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to such projects.

Section 11. The County may initially use funds from the General Fund or such other funds that may be available to pay the cost of the specific objects or purposes authorized by this resolution, pursuant to Section 165.10 of the Law. The County then reasonably expects to reimburse such expenditure with the proceeds of the bonds or bond anticipation notes authorized by Section 4 of this resolution. This resolution shall constitute the declaration of the County's "official intent" to reimburse the expenditures authorized by Sections 1, 2 and 3 hereof with the proceeds of the bonds and notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

Section 12. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (1) (a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (2) such obligations are authorized in violation of the provisions of the constitution.

Section 13. This bond resolution shall take effect immediately and the Clerk of the County Legislature is hereby authorized and directed to publish the foregoing resolution in full (or a summary as permitted by the Law), together with a notice attached in substantially the form as prescribed in Section 81.00 of the Law, in the Evangelist and the Times Union, newspapers designated as the official newspapers of the County for such publication.

On long roll call vote the following members voted in favor: Burgdorf, Clay, Cleary, Collins, Commisso, Cunningham, Drake, Efekoro, Ethier, Feeney, Grimm, A.

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 13th day of February, 2023, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 14th day of February, 2023.


Clerk, Albany County Legislature

RESOLUTION NO. 145

**BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK,
AUTHORIZING COUNTY FACILITIES ROOF RENOVATIONS FOR THE
DEPARTMENT OF GENERAL SERVICES, STATING THE MAXIMUM COST
THEREOF IS \$1,500,000, APPROPRIATING SAID AMOUNT THEREFORE,
AND AUTHORIZING THE ISSUANCE OF \$1,500,000 OF SERIAL BONDS OF
SAID COUNTY TO FINANCE SAID APPROPRIATION**

Introduced: 4/14/25

By Audit and Finance Committee:



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
REAL PROPERTY TAX SERVICE AGENCY
112 STATE STREET, ROOM 1340
ALBANY, NEW YORK 12207
OFFICE: (518) 487-5291
FAX: (518) 447-2503
www.albanycountyny.gov

MICHAEL McGUIRE
DIRECTOR

February 19, 2025

Honorable Joanne Cunningham, Chairperson
Albany County Legislature
112 State Street, Rm 710
Albany, NY 12207

Re: RP-554 Application for Corrected Tax Roll
Victory Christian Church
29 Vly Rd, Town of Colonie, Tax ID # 29.15-2-13.1

Dear Chairperson Cunningham,

The Town of Colonie Assessor, Mr. Ron Monfils, has submitted an Application for Corrected Tax Roll for the benefit of Victory Christian Church, owners of 29 Vly Rd, Town of Colonie NY, Tax ID # 29.15-2-13.1.

Due to an Unlawful Entry error, as defined under NYS RPRL §550 (7) (a) the tax exempt Victory Christian Church owned property incorrectly appeared in the taxable portion of the assessment roll. Victory Christian Church purchased 29 Vly Rd from Capital Church Inc. on 7/2/2024, both organizations are exempt from real property taxes. Upon their acquisition Victory Christian Church applied for an Tax Exemption for Nonprofit Organizations - Mandatory Class, pursuant to RPTL 420-a. RPTL 420-a permits an exempt owner to keep a tax exemption when a property transfers from one exempt owner to another. The property should not have received a 2025 tax bill.

Real Property Tax Law §554 allows for the correction of Unlawful Entry errors made on the assessment and tax roll. I recommend that the Albany County Legislature approve the correction to the tax rolls and authorize the reissue of a corrected 2025 property tax bill in the amount \$0.00.

Sincerely,

Michael McGuire, IAO, CCD
Real Property Tax Service Agency

CC: Dennis Feeny, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6382, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

REQUEST TO AUTHORIZE THE CORRECTION OF THE 2025 PROPERTY TAX BILL OF 29 VLY ROAD, TOWN OF COLONIE, TAX MAP IDENTIFICATION NUMBER 29.15-2-13.1

Date: 2/19/2025
Department: Real Property
Attending Meeting: Michael McGuire
Submitted By: Michael McGuire
Title: Director
Phone: 518-487-5292

Purpose of Request: Other (State if not Listed) Tax Bill Correction

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: Enter text.

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☐ No ☒
Anticipated in Budget: Yes ☐ No ☐
Spreadsheet attached: Yes ☐ No ☐

Source of Funding - (Percentages)

Federal: Enter text. County: Enter text.
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Town of Colonie Assessor, Mr. Ron Monfils, has submitted an Application for Corrected Tax Roll for the benefit of Victory Christian Church, owners of 29 Vly Rd, Town of Colonie NY, Tax ID # 29.15-2-13.1.

Due to an Unlawful Entry error, as defined under NYS RPRL §550 (7) (a) the tax exempt Victory Christian Church owned property incorrectly appeared in the taxable portion of the assessment roll. Victory Christian Church purchased 29 Vly Rd from Capital Church Inc. on 7/2/2024, both organizations are exempt from real property taxes. Upon their acquisition Victory Christian Church applied for an Tax Exemption for Nonprofit Organizations - Mandatory Class, pursuant to RPTL 420-a. RPTL 420-a permits an exempt owner to keep a tax exemption when a property transfers from one exempt owner to another. The property should not have received a 2025 tax bill.

Real Property Tax Law §554 allows for the correction of Unlawful Entry errors made on the assessment and tax roll. I recommend that the Albany County Legislature approve the correction to the tax rolls and authorize the reissue of a corrected 2025 property tax bill in the amount \$0.00.



Department of Taxation and Finance
Office of Real Property Tax Services

Application for Corrected Tax Roll

RP-554
(12/19)

Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners Victory Christian Church		
Mailing address of owners (number and street or PO box) 10 North Russel Rd		Location of property (street address) 29 Vly Rd
City, village, or post office Albany	State NY	ZIP code 12206
Daytime contact number 518-573-8712	Evening contact number	Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 29.15-2-13.1
Account number (as appears on tax bill) 002988		Amount of taxes currently billed 10,410.50
Reasons for requesting a correction to tax roll: Property sold 7/2/2024 from Capital Church to Victory Christian Church. Capital Church exemption approved 3/1/2024 and Victory Church approved for 3/1/2025. Property was in roll section 8 with exempt code 25110 for July 2024 final assessment roll. This property should have remained in roll section 8 for the 2024 assessment roll and fully exempt from taxation and proration.		

I hereby request a correction of tax levied by Town of Colonie for the year(s) Jan 2025 bill
(County, city, village, etc.)

Signature of applicant 	Date 1/30/2025
----------------------------	-------------------

Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received 1/30/2025	Period of warrant for collection of taxes 1/1/2025 - 3/31/2025
Last day for collection of taxes without interest 1/31/2025	Recommendation Approve application ☒ Deny application ☐
Signature of official 	Date 2/19/2025

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of _____ who must consider the attached report and recommendation as equivalent of petitions filed under section 553.

Part 3 – For use by the tax levying body or official designated by resolution _____ (insert number or date, if applicable)

Application approved (mark an X in the applicable box):

Clerical error ☐ Error in essential fact ☐ Unlawful Entry ☒

Amount of taxes currently billed	Corrected tax
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): _____

Signature of chief executive officer, or official designated by resolution	Date
--	------

Instructions

General information

Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer).

When to send

Submit the application only **before** the collection warrant expires.

Wholly exempt parcel

Attach statement signed by assessor or majority of board of assessors substantiating that assessor obtained proof that parcel should have been granted tax exempt status on tax roll.

Payment requirements

You may pay without interest and penalties **only** if:

- the application was filed with the County Director on or before the last day that taxes may be paid without interest (see *Date application received* in Part 2); **and**
- you pay the corrected tax within eight days of the date on which the notice of approval is mailed to the applicant (see Part 3).

If either of these conditions is not satisfied, interest, penalties, or both must be paid on the corrected tax.

For use by Collecting Officer:

Order from tax levying body received on _____
Date

Corrected tax due	Date tax roll corrected
Interest and penalties (if applicable)	Date tax bill corrected
Total corrected tax due	Date application and order added to tax roll
Date payment received	

Signature of collecting officer	Date
---------------------------------	------

Albany County Real Property Tax Service Agency
Tax Bill Correction Worksheet

Date: 2/19/2025
Municipality: Town of Colonie
Property Address: 29 Vly Rd
Tax ID Number: 29.15-2-13.1
Tax(s) to be corrected: 2025 County / Town Tax

Original Bill

Levy Description	Taxable Value / U	Rate	Tax Amount
Albany County Tax	684,000	5.734929	\$ 3,922.69
Colonie Town Tax	684,000	4.493181	\$ 3,073.34
Pro-rate Tax 2025			\$ 3,414.47
Total Tax Due			\$ 10,410.50

Correct Bill

Levy Description	Taxable Value / U	Rate	Tax Amount
Albany County Tax	-	5.734929	\$ -
Colonie Town Tax	-	4.493181	\$ -
Pro-rate Tax 2025			\$ -
Total Tax Due			\$ -

Correction

Original Amount Due	\$ 10,410.50
Correct Amount Due	\$ -

McGuire, Michael

From: Monfils, Ronald <monfilsr@colonie.org>
Sent: Thursday, January 30, 2025 2:23 PM
To: McGuire, Michael
Cc: 'victorycfo@yahoo.com'
Subject: EXTERNAL Corrected Tax Roll 29, Vly Rd Town of Colonie
Attachments: doc11275620250130141838.pdf

Caution: This email originated from outside of Albany County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If this email appears suspicious, please submit it using the Phish Alert Button in Outlook.

Mike,

Attached please find an application for corrected tax bill for the property located at 29 Vly Rd, tax map #29.15-2-13.1. The property was owned by Capital Church and in roll section 8 (exempt roll) with exemption code 25115 for the 2024 final assessment roll. Sometime after the school tax bill was mailed the exemption was deleted and the property was put in roll section 1 (taxable roll). This is a church to church sale and the property should have remained exempt. Since then, Victory Christian Church purchased the property on July 2, 2024 and applied for the exemption for the 2025 assessment roll. Please correct the unlawful January 2025 general tax bill for Albany County and Town of Colonie in the sum of zero each and, please remove the unlawful proration tax of \$3,414.47. The 2025 general tax bill should have zero amount due.

Sincerely,



Ron Monfils
Sole Assessor
Department of Assessment
Town of Colonie
Memorial Town Hall
534 New Loudon Road
Latham, New York 12110
(518) 783-2701 Fax (518) 783-2784

**TOWN OF COLONIE
GENERAL TAX BILL 2025**

* For Fiscal Year 01/01/2025 to 12/31/2025

* Warrant Date 12/31/2024

Bill No. 002988
Sequence No. 14521
Page No. 1 of 1

MAKE CHECKS PAYABLE TO:

Kimberly J. Cuva
Receiver of Taxes

TO PAY IN PERSON

Town of Colonie
Memorial Town Hall
534 New Loudon Rd
Latham, NY 12110
Mon - Fri 8:30 am - 4:30 pm

Victory Christian Church
10 North Russell Rd
Albany, NY 12206

SWIS S/B/L ADDRESS & LEGAL DESCRIPTION & CK DIGIT

012601 29.15-2-13.1

Address: 29 Vly Rd

Village of: Colonie

School: South Colonie

NYS Tax & Finance School District Code:

620 - Religious

Roll Sect. 1

Parcel Acreage: 2.89

Account No.

Bank Code

Estimated State Aid: CNTY 116,009,296
TOWN 4,138,480

PROPERTY TAXPAYER'S BILL OF RIGHTS

The Total Assessed Value of this property is:

The **Uniform Percentage of Value** used to establish assessments in your municipality was:

The assessor estimates the **Full Market Value** of this property as of January 1, 2024 was:

If you feel your assessment is too high, you have the right to seek a reduction in the future. A publication entitled "Contesting Your Assessment in New York State" is available at the assessor's office and on-line: www.tax.ny.gov. Please note that the period for filing complaints on the above assessment has passed.

<u>Exemption</u>	<u>Value</u>	<u>Tax Purpose</u>	<u>Full Value Estimate</u>	<u>Exemption</u>	<u>Value</u>	<u>Tax Purpose</u>	<u>Full Value Estimate</u>
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PROPERTY TAXES

<u>Taxing Purpose</u>	<u>Total Tax Levv</u>	<u>% Change From Prior Year</u>	<u>Taxable Assessed Value or Units</u>	<u>Rates per \$1000 or per Unit</u>	<u>Tax Amount</u>
Albany County Tax	35,761,407	2.5	684,000.00	5.734929	3,922.69
Colonie Town Tax	28,282,315	2.4	684,000.00	4.493181	3,073.34
Pro-rate Tax 2025			0.00		3,414.47

Property description(s): N-33 E-100 Loralee Dr X-20-07

<u>PENALTY SCHEDULE</u>	<u>Penalty/Interest</u>	<u>Amount</u>	<u>Total Due</u>
Due By: 01/31/2025	0.00	10,410.50	10,410.50
02/28/2025	104.11	10,410.50	10,514.61
03/31/2025	208.21	10,410.50	10,618.71

TOTAL TAXES DUE \$10,410.50

Apply For Third Party Notification By:

Taxes paid by CA CH

RETURN THE ENTIRE BILL WITH PAYMENT AND PLACE A CHECK MARK IN THIS BOX [] IF YOU WANT A RECEIPT OF PAYMENT. THE RECEIVER'S STUB MUST BE RETURNED WITH PAYMENT.

**GENERAL TAX BILL 2025
RECEIVER'S STUB**

Bill No. 002988
012601 29.15-2-13.1
Bank Code

Village of: Colonie
School: South Colonie
Property Address: 29 Vly Rd

Victory Christian Church
10 North Russell Rd
Albany, NY 12206

Pay By: 01/31/2025	0.00	10,410.50	10,410.50
02/28/2025	104.11	10,410.50	10,514.61
03/31/2025	208.21	10,410.50	10,618.71

**TOTAL TAXES DUE
\$10,410.50**

STATE OF NEW YORK
COUNTY - Albany
TOWN - Colonie
VILLAGE - Colonie
SWIS - 012601

2024 FINAL ASSESSMENT ROLL
WHOLLY EXEMPT SECTION OF THE ROLL - 8
THESE ASSESSMENTS ARE ALSO USED FOR VILLAGE PURPOSES
PROPERTY LOCATION SEQUENCE
UNIFORM PERCENT OF VALUE IS 048.00

PAGE 706
VALUATION DATE-JUL 01, 2023
TAXABLE STATUS DATE-MAR 01, 2024

TAX MAP PARCEL NUMBER	CURRENT OWNERS NAME	CURRENT OWNERS ADDRESS	PROPERTY LOCATION & CLASS	ASSESSMENT	EXEMPTION CODE	VILLAGE	COUNTY	TOWN	SCHOOL	ACCOUNT NO.
SCHOOL DISTRICT	PARCEL SIZE/GRID COORD	TOTAL	TAX DESCRIPTION	TAXABLE VALUE						
30.13-2-1	48A Sunset Blvd	331 Com vac w/im	VILL OWNED	13650	0	51,100	51,100	51,100		
Colonie, Village of	South Colonie 012601	N-48 E-Sunset Blvd	VILLAGE TAXABLE VALUE							
2 Thunder Rd	X-13-06	ACRES 1.65	COUNTY TAXABLE VALUE							
Albany, NY 12205-2402	EAST-0638790 NRTN-0994110	DEED BOOK 2231 PG-00245	TOWN TAXABLE VALUE							
	FULL MARKET VALUE	106,458	SCHOOL TAXABLE VALUE							
29.15-2-13.1	620 Religious	South Colonie 012601	CHURCH, SCH 25110	0	684,000	684,000	684,000			
Capital Church Inc.	N-33 E-100 Loralae Dr	X-20-07	VILLAGE TAXABLE VALUE							
PO Box 12273	ACRES 2.89	EAST-0631124 NRTN-0996124	COUNTY TAXABLE VALUE							
Albany, NY 12212-2273	DEED BOOK 2204 PG-00377	FULL MARKET VALUE	TOWN TAXABLE VALUE							
		1425,000	SCHOOL TAXABLE VALUE							
41.7-3-54.2	210 1 Family Res	South Colonie 012601	PARSONAGE	21600	0	151,000	151,000	151,000		
Colonie Gospel Chapel Inc	ACRES 0.28	EAST-0631950 NRTN-0991280	VILLAGE TAXABLE VALUE							
32 Lapham Dr	DEED BOOK 2511 PG-1005	FULL MARKET VALUE	COUNTY TAXABLE VALUE							
Albany, NY 12205		314,583	TOWN TAXABLE VALUE							
			SCHOOL TAXABLE VALUE							
29.20-1-63.1	10 Winston Pl	612 School	SCH DIST	13800	0	571,000	571,000	571,000		
Central School District #1	South Colonie 012601	N-1675 E-Winston Pl	VILLAGE TAXABLE VALUE							
102 Lora Lee Dr	X-41-17	ACRES 2.80	COUNTY TAXABLE VALUE							
Albany, NY 12205-2223	EAST-0633950 NRTN-0992298	FULL MARKET VALUE	TOWN TAXABLE VALUE							
		1189,583	SCHOOL TAXABLE VALUE							
42.9-3-12.2	50 Wolf Rd	464 Office bldg.	NY STATE	12100	32000,000	32000,000	32000,000	32000,000		
New York State, People of	South Colonie 012601	Plot	VILLAGE TAXABLE VALUE							
BSC Accounts Payable Unit	N-60 E-Wolf Rd	S-113-74	COUNTY TAXABLE VALUE							
PO Box 2117	ACRES 11.70 BANK	EAST-0638840 NRTN-0989300	TOWN TAXABLE VALUE							
Albany, NY 12220-0117	DEED BOOK 2974 PG-299	FULL MARKET VALUE	SCHOOL TAXABLE VALUE							
		66666,667								

RESOLUTION NO. 146

AUTHORIZING THE CORRECTION OF REAL PROPERTY TAXES IN THE TOWN OF COLONIE

Introduced: 4/14/25

By Audit and Finance Committee:

WHEREAS, This Legislative Body has received one application from the Director of the Real Property Tax Service Agency for correction of real property taxes, and

WHEREAS, The application has been investigated by the Director who recommends to this Honorable Body that the Tax Roll involved be corrected pursuant to RPTL § 556, now, therefore, be it

RESOLVED, By the Albany County Legislature that the listed Tax Roll for the Town of Colonie be corrected with respect to the following parcel of real property:

<u>APPLICANT</u>	<u>DESCRIPTION OF REAL PROPERTY AS SHOWN ON TAX ROLL OR BILL</u>	<u>AMOUNT</u>
Assessor Ron Monfils	29 Vly Road Tax Map No. 29.15-2-13.1 2025 Collection	\$0.00

and, be it further

RESOLVED, Said correction shall be in accordance with Form RP-556 as submitted with favorable recommendations by the Director in accordance with the provisions of the New York State Real Property Tax Law, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
REAL PROPERTY TAX SERVICE AGENCY
112 SATE STREET, ROOM 1340
ALBANY, NEW YORK 12207
OFFICE: (518) 487-5291
FAX: (518) 447-2503
www.albanycountyny.gov

MICHAEL McGUIRE
DIRECTOR

February 19, 2025

Honorable Joanne Cunningham, Chairperson
Albany County Legislature
112 State Street, Rm 710
Albany, NY 12207

Re: RP-554 Application for Corrected Tax Roll
260 Bradford St, City of Albany, Tax Map Identification # 65.46-2-9.2

Dear Chairperson Cunningham,

The Albany County Land Bank has submitted 1 Application for Corrected Tax Roll to correct erroneous 2025 property tax bill issued for 260 Bradford St, City of Albany, Tax Map Identification # 65.46-2-9.2. The Albany County Land Bank acquired 260 Bradford St on 6/12/2023.

The Albany County Land Bank was established under Article 16 of the NYS Not-For-Profit Corporations Law, the Land Bank Act. All property owned by the Albany County Land Bank is exempt from taxation upon acquisition of the property. Additionally the Land Bank Act also exempts the Albany County Land Bank from all special ad valorem levies, special assessments, sewer rents and user charges. Due to an unlawful entry error as defined under NYS RPTL §550 (7)(a) wholly tax exempt property was entered on the taxable portion of the 2024 assessment roll and subsequent tax rolls.

Real Property Tax Law §554 allows for the correction of unlawful entry errors on the assessment and tax rolls. I recommend that the Albany County Legislature approve the correction to the tax rolls and authorize the reissue of corrected bill in the amount of \$0.00.

Sincerely,

Michael McGuire, IAO, CCD
Real Property Tax Service Agency

CC: Dennis Feeny, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6383, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

REQUEST TO AUTHORIZE THE CORRECTION OF THE 2025 PROPERTY TAX BILL OF 260
BRADFORD STREET, CITY OF ALBANY, TAX MAP IDENTIFICATION NUMBER 65.4-2-9.2

Date: 2/19/2025
Department: Real Property
Attending Meeting: Michael McGuire
Submitted By: Michael McGuire
Title: Director
Phone: 518-487-5292

Purpose of Request: Other (State if not Listed) tax bill correction

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: Enter text.

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☐ No ☒
Anticipated in Budget: Yes ☐ No ☐
Spreadsheet attached: Yes ☐ No ☐

Source of Funding - (Percentages)

Federal: Enter text. County: Enter text.
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Albany County Land Bank has submitted 1 Application for Corrected Tax Roll to correct erroneous 2025 property tax bill issued for 260 Bradford St, City of Albany, Tax Map Identification # 65.46-2-9.2. The Albany County Land Bank acquired 260 Bradford St on 6/12/2023.

The Albany County Land Bank was established under Article 16 of the NYS Not-For-Profit Corporations Law, the Land Bank Act. All property owned by the Albany County Land Bank is exempt from taxation upon acquisition of the property. Additionally the Land Bank Act also exempts the Albany County Land Bank from all special ad valorem levies, special assessments, sewer rents and user charges. Due to an unlawful entry error as defined under NYS RPTL §550 (7) (a) wholly tax exempt property was entered on the taxable portion of the 2024 assessment roll and subsequent tax rolls.

Real Property Tax Law §554 allows for the correction of unlawful entry errors on the assessment and tax rolls. I recommend that the Albany County Legislature approve the correction to the tax rolls and authorize the reissue of corrected bill in the amount of \$0.00.



Department of Taxation and Finance
Office of Real Property Tax Services

Application for Corrected Tax Roll

RP-554
(12/19)

Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners Albany County Land Bank Corporation		
Mailing address of owners (number and street or PO box) 111 Washington Ave Ste. 601		Location of property (street address) 260 Bradford Street
City, village, or post office Albany	State NY	ZIP code 12210
Daytime contact number 518 407 0309	Evening contact number	Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 65.46-2.9.2
Account number (as appears on tax bill) 33167		Amount of taxes currently billed 9,642.21
Reasons for requesting a correction to tax roll: Rec date: 06/13/2023 ; it was approved in 2024, Res. #139, Deed date: 06/17/2023 ; introduced 3.11.24, File Attached R2023-10486		

I hereby request a correction of tax levied by Albany County for the year(s) 2025.
(County, city, village, etc.)

Signature of applicant 	Date 2/3/25
----------------------------	-----------------------

Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received 2/3/25	Period of warrant for collection of taxes 1/1/25 - 12/31/25
Last day for collection of taxes without interest 1/31/25	Recommendation Approve application ☒ Deny application ☐
Signature of official 	Date 2/18/25

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of _____ who must consider the attached report and recommendation as equivalent of petitions filed under section 553.

Part 3 – For use by the tax levying body or official designated by resolution _____
(insert number or date, if applicable)

Application approved (mark an X in the applicable box):

Clerical error ☐ Error in essential fact ☒ Unlawful Entry ☐

Amount of taxes currently billed	Corrected tax
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): _____ _____
--

Signature of chief executive officer, or official designated by resolution	Date
--	------

Instructions

General information

Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer).

When to send

Submit the application only **before** the collection warrant expires.

Wholly exempt parcel

Attach statement signed by assessor or majority of board of assessors substantiating that assessor obtained proof that parcel should have been granted tax exempt status on tax roll.

Payment requirements

You may pay without interest and penalties **only** if:

- the application was filed with the County Director on or before the last day that taxes may be paid without interest (see *Date application received* in Part 2); **and**
- you pay the corrected tax within eight days of the date on which the notice of approval is mailed to the applicant (see Part 3).

If either of these conditions is not satisfied, interest, penalties, or both must be paid on the corrected tax.

For use by Collecting Officer:

Order from tax levying body received on _____
Date

Corrected tax due	Date tax roll corrected
Interest and penalties (if applicable)	Date tax bill corrected
Total corrected tax due	Date application and order added to tax roll
Date payment received	

Signature of collecting officer	Date
---------------------------------	------

Albany County Real Property Tax Service Agency
Tax Bill Correction Worksheet

Date: 2/19/2025
Municipality: City of Albany
Property Address: 260 Bradford St
Tax ID Number: 65.46-2-9.2
Tax(s) to be corrected: 2025 County / City Tax

Original Bill

Levy Description	Taxable Value / Unit	Rate	Tax Amount
County Tax	728,700	2.769957	\$ 2,018.47
City Tax	728,700	10.46211	\$ 7,623.74
Total Tax Due			\$ 9,642.21

Correct Bill

Levy Description	Taxable Value / Unit	Rate	Tax Amount
County Tax	-	2.769957	\$ -
City Tax	-	10.46211	\$ -
Total Tax Due			\$ -

Correction

Original Amount Due	\$ 9,642.21
Correct Amount Due	\$ -

CITY OF ALBANY - 2025 PROPERTY TAXES

FISCAL YEAR: 1/1/2025 to 12/31/2025

WARRANT 12/31/2024

ESTIMATED COUNTY STATE AID: \$116,009,296

MAKE CHECKS PAYABLE TO:

CITY OF ALBANY
CITY HALL, RM. 110
24 EAGLE ST.
ALBANY, NY 12207

BANK

BILL
251522

TAX MAP NUMBER
65.46-2-9.2

TO PAY IN PERSON:

City Hall Room 109
24 Eagle Street
Albany, NY 12207
(518) 434-5035

PROPERTY INFORMATION:

ACCOUNT #: 33167
DIMENSION: 60.00 X 109.00
ROLL SECTION: 1 CLASS: 614 - SPEC. SCHOOL
LOCATION: 260 Bradford St
SCHOOL: Albany
FULL MARKET VALUE: As of 3/1/24 728,700
UNIFORM % OF VALUE: 100.00
LAND ASSESSMENT: 93,000
TOTAL ASSESSMENT: 728,700

PROPERTY OWNER:

ACLB Holdings, LLC
111 Washington Ave Ste 100
Albany, NY 12210

EXEMPTION VALUE FULL VALUE TAX PURPOSE

PROPERTY TAX PAYERS BILL OF RIGHTS

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill. The filing date for this assessment has passed.

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR LEVY	TAXABLE VALUE OR UNITS	RATE	TAX AMOUNT
COUNTY TAX	20,746,477	3.0	728,700.00	2.76995700	2,018.47
CITY TAX	62,981,000	2.0	728,700.00	10.46211000	7,623.74
TOTAL TAXES/FEES DUE BY: JANUARY 31, 2025:					\$9,642.21

Full Payment Options

PAY BY	TAX AMOUNT	INTEREST	TOTAL DUE
01/31/2025	9,642.21	0.00	9,642.21
02/28/2025	9,642.21	385.69	10,027.90
03/31/2025	9,642.21	482.11	10,124.32

-OR-

Installment Payment Options

First Installment Due On or Before January 31st			
PAY BY	TAX AMOUNT	INTEREST	TOTAL DUE
01/31/2025	4,821.11	0.00	4,821.11
Second Installment			
PAY BY	TAX AMOUNT	INTEREST	TOTAL DUE
07/31/2025	4,821.10	433.90	5,255.00

The Treasurer's office may now accept installment payments for this bill as shown above. This may be a change from any prior bills. For more information, see the reverse.
Note: Please refer to reverse side for important information.

RECEIVER'S STUB MUST BE RETURNED. FOR A RECEIPT OF PAYMENT, RETURN THIS ENTIRE BILL.

CITY OF ALBANY - 2025 PROPERTY TAXES RECEIVER'S STUB

CITY OF: ALBANY
PROPERTY ADDRESS: 260 BRADFORD ST

SCHOOL: ALBANY

ACCOUNT #: 33167
BILL NUMBER: 251522
Tax Map #: 65.46-2-9.2
BANK CODE:

ACLB Holdings, LLC
111 Washington Ave Ste 100
Albany, NY 12210

	Tax Amount	Interest	Total Due
01/31/2025	9,642.21	0.00	9,642.21
02/28/2025	9,642.21	385.69	10,027.90
03/31/2025	9,642.21	482.11	10,124.32

TOTAL INSTALLMENT #1
\$4,821.11
OR TO PAY IN FULL
\$9,642.21

00000033167000000096422100000010027900000001012432



ALBANY COUNTY
LAND BANK CORPORATION

BOARD OF DIRECTORS

Charles Touhey, Chair
Touhey Associates

Joseph J. LaCivita, Vice Chair
City of Watervliet

Natisha M. Alexander, Treasurer
Resident

Samuel Wells, Secretary
Resident

Mark Bobb-Semple
Resident

Anthony Capece
*Executive Director, Central
Avenue BID*

Juanita Nabors
Resident

Joseph Seman-Graves
Resident

David C. Rowley
*Managing Partner, Cooper
Erving & Savage*

EXECUTIVE DIRECTOR

Sean M. Maguire, AICP CECd

January 27th, 2025

Albany County Real Property Tax Service Agency
Michael McGuire, Director
Harold L. Joyce Albany County Office Building
112 State St., Room 1340
Albany, NY 12207

Re: New York State Land Bank Statutory Exemptions

Dear Mr. McGuire:

The Albany County Land Bank was established in 2014 by Albany County to facilitate the process of acquiring, improving, and redistributing tax-foreclosed, vacant, or abandoned properties. As a New York State Land Bank established under Article 16 of the New York State Not-For-Profit Corporation Law (the Land Bank Act) all income, operations and real property of the Albany County Land Bank Corporation is exempt from taxation by the State of New York and by any of its political subdivisions. New York State Land Banks are also exempt from all special ad valorem levies, special assessments, sewer rents and user charges. In accordance with §1608(a) of the Land Bank Act, the tax-exempt status of all land bank property, inclusive of all statutory exemptions, is effective upon the date of transfer of title to a land bank.

Enclosed, please find tax correction forms pertaining to property taxes levied on real property owned by the Albany County Land Bank Corporation. I respectfully request these corrections be reviewed and corrected in accordance with the exemptions provided to us under New York State law.

I have attached more information pertaining to the statutory exemptions provided to New York State Land Banks for your reference. Should you have any questions, please do not hesitate to contact our office at (518) 407-0309 or via email at info@albanycountylandbank.org. Thank you for your time and consideration.

Regards,

Sean M. Maguire, AICP CECd



ALBANY COUNTY – STATE OF NEW YORK
BRUCE A. HIDLEY COUNTY CLERK
16 EAGLE STREET, ALBANY, NEW YORK 12207

COUNTY CLERK'S RECORDING PAGE

THIS PAGE IS PART OF THE DOCUMENT – DO NOT DETACH



INSTRUMENT #: R2023-10486

Receipt#: 20230621407

Clerk: LF

Rec Date: 06/13/2023 02:41:20 PM

Doc Grp: D

Descrip: DEED

Num Pgs: 7

Rec'd Frm: ALBANY COUNTY DEVISION OF
FINANCE

Party1: ALBANY COUNTY DEPT OF
MANAGEMENT & BUDGET COMMISSIONER

Party2: ACLB HOLDINGS LLC

Muni: ALBANY CITY

Recording:

Cover Page	0.00
Recording Fee	0.00
Cultural Ed	0.00
Records Management - Coun	0.00
Records Management - Stat	0.00
TP584	0.00
Notice of Transfer of Sal	0.00
RP5217 Residential/Agricu	0.00
RP5217 - County	0.00

Sub Total: 0.00

Transfer Tax
Transfer Tax - State 0.00

Sub Total: 0.00

Total: 0.00

**** NOTICE: THIS IS NOT A BILL ****

***** Transfer Tax *****

Transfer Tax #: 6913

Transfer Tax

Total: 0.00

Record and Return To:

SASE/ALBANY COUNTY

Bruce A. Hidley
Albany County Clerk

6 LP
A15.

RECORD AND RETURN TO:
ALBANY COUNTY DIVISION OF FINANCE
112 State Street, Room 1340
Albany, New York 12207

DEED

THIS INDENTURE, made the 7th day of June 2023, between

M. DAVID REILLY, JR., Commissioner of the Albany County Department of Management and Budget, as **ENFORCING OFFICER OF THE COUNTY OF ALBANY, NEW YORK, TAX DISTRICT**, having its principal office located at 112 State Street, Albany, New York 12207 ("Grantor") and

ACLB HOLDINGS, LLC, a subsidiary of the Albany County Land Bank Corporation having its principal office located at 111 Washington Ave, Suite 100, Albany, New York 12210 ("Grantee"),

WHEREAS, pursuant to Article Eleven, Title 3, of the Real Property Tax Law the Tax District heretofore brought a proceeding in the County Court of the State of New York, County of Albany, under **Index No. 05418-16** entitled "In the Matter of the Foreclosure of Tax Lien "In Rem" Delinquent Proceeding brought pursuant to Article Eleven, Title 3 of the Real Property Tax Law by THE COUNTY OF ALBANY, NEW YORK, TAX DISTRICT, against the Parcels of Real Property included in the **LIST OF DELINQUENT TAXES filed on December 8, 2016 covering the CITY OF ALBANY, Albany County**", and

WHEREAS, a Summary Final Judgment of Foreclosure by Default was granted to the Tax District in said proceeding on May 26, 2023 and entered on May 26, 2023 directing the Grantor to execute and cause to be recorded a Deed conveying to the Tax District title to the parcels of real property located in the City of Albany, County of Albany, State of New York described in said List of Delinquent Taxes as "**PARCEL No. ALBANY 05418-16-432 (260 Bradford Street, City of Albany [Tax Map No. 65.46-2-9.2])**", a more particular description of which parcel is annexed hereto as Exhibit "A", and

WHEREAS, the Albany County Legislature, the governing body of the Tax District, by Resolution No. 501 for the Year 2022 adopted December 5, 2022 has approved and authorized the sale and conveyance of said parcel by the Tax District to the Grantee for the sum hereinafter set forth as the consideration for this Deed, and

WHEREAS, by the Assignment annexed hereto simultaneously herewith being recorded, the Tax District has assigned to the Grantee the Tax District's right pursuant to the said Judgment of Foreclosure to have the Grantor execute and cause to be recorded a Deed conveying title to said parcel to the Tax District and authorized the Grantor to by virtue of said assignment execute and cause to be recorded a Deed conveying title to said parcel to the Grantee, instead of to the Tax District,

NOW, THEREFORE, WITNESSETH that the Grantor pursuant to said Judgment of Foreclosure, Resolution and Assignment in consideration of payment by the Grantee of the sum of FIVE THOUSAND DOLLARS (\$5,000.00) AND NO CENTS to the Tax District does hereby grant, release and convey title to said parcel unto the Grantee, its successors and assigns, instead of to the Tax District.

TO HAVE AND TO HOLD, all and singular, said parcel hereby granted, released and conveyed unto the Grantee, its successors and assigns, forever.

IN WITNESS WHEREOF the Grantor has hereunto set his hand on the date above written.



**M. DAVID REILLY, JR., ENFORCING OFFICER
COUNTY OF ALBANY, NEW YORK, TAX DISTRICT**

ACKNOWLEDGMENT

STATE OF NEW YORK)
) SS.:
COUNTY OF ALBANY)

On the 7th day of June 2023, before me, the undersigned, personally appeared M. DAVID REILLY, JR., personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity as Enforcing Officer of the County of Albany, New York, Tax District, and that by his signature on the instrument the individual, or the person upon behalf of which he acted, executed the instrument.



NOTARY PUBLIC - STATE OF NEW YORK

EUGENIA K. CONDON
Notary Public, State of New York
Registration No: 02CO4969817
Qualified in Albany County
Commission Expires July 23, 2026

LIST OF DELINQUENT TAXES
FOR
CITY OF ALBANY, ALBANY COUNTY

PARCEL FORCLOSURE NO: 0000556
FORECLOSURE PROCEEDING INDEX NO: 5107-13
PARCEL LOCATION: 260 BRADFORD ST. CITY OF ALBANY
PARCEL TAX MAP NUMBER: 06504600020090020000
PARCEL PROPERTY CLASS CODE: 614
OWNER LISTED ON DELINQUENT TAX BILL: PROJECT STRIVE.
REPUTED PARCEL OWNER(S): PROJECT STRIVE
AS OF 10/3/2013
MAILING ADDRESS: 135 ONTARIO ST
ALBANY, NY 12206

DELINQUENT TAXES

<u>YEAR</u>	<u>TYPE OF TAX</u>	<u>AMOUNT DUE</u>
2012	PROPERTY	389.51

Exhibit "A"

ASSIGNMENT

ASSIGNMENT, made this 7th day of June 2023, by the COUNTY OF ALBANY, NEW YORK, TAX DISTRICT, having its principal office located at 112 State Street, Albany, New York 12207, ("Tax District") to the ACLB HOLDINGS, LLC, a subsidiary of the Albany County Land Bank Corporation having its principal office located at 111 Washington Ave, Suite 100, Albany, New York 12210 ("Assignee").

WHEREAS, pursuant to Article Eleven, Title 3, of the Real Property Tax Law the Tax District heretofore brought a proceeding in the County Court of the State of New York, County of Albany, **Index No. 05418-16** entitled "In the Matter of the Foreclosure of Tax Lien "In Rem" Delinquent Proceeding brought pursuant to Article Eleven, Title 3 of the Real Property Tax Law by THE COUNTY OF ALBANY, NEW YORK, TAX DISTRICT, against the Parcels of Real Property included in the **LIST OF DELINQUENT TAXES filed on December 8, 2016 covering the CITY OF ALBANY, Albany County**", and

WHEREAS, a Summary Final Judgment of Foreclosure by Default was granted to the Tax District in said proceeding on May 26, 2023 and entered on May 26, 2023 directing the Enforcing Officer of the Tax District to execute and cause to be recorded a Deed conveying to the Tax District title to the parcel of real property located in City of Albany, County of Albany, State of New York described in said List of Delinquent Taxes as "**PARCEL No. ALBANY 0548-16-432 (260 Bradford Street, City of Albany [Tax Map No. 65.46-2-9.2])**", a more particular description of which parcel is annexed hereto as Exhibit "A", and

WHEREAS, the Albany County Legislature, governing body of the Tax District, by Resolution No. 501 for the Year 2022 adopted December 5, 2022 approved and authorized the sale and conveyance of said parcel by the Tax District to the Grantee for the sum of FIVE THOUSAND DOLLARS (\$5,000.00) AND NO CENTS.

FOR COUNTY USE ONLY

C1. SWIS Code

010100

C2. Date Deed Recorded

6/13/23

C3. Book

R2023

C4. Page

10486

New York State Department of
Taxation and Finance

Office of Real Property Tax Services

RP- 5217-PDF

Real Property Transfer Report (8/10)



PROPERTY INFORMATION

1. Property
Location

260

BRADFORD STREET

* STREET NUMBER

* STREET NAME

ALBANY

* CITY OR TOWN

VILLAGE

12206

* ZIP CODE

2. Buyer
Name

ACLB HOLDINGS, LLC

* LAST NAME/COMPANY

FIRST NAME

LAST NAME/COMPANY

FIRST NAME

3. Tax
Billing
AddressIndicate where future Tax Bills are to be sent
if other than buyer address(at bottom of form)

LAST NAME/COMPANY

FIRST NAME

STREET NUMBER AND NAME

CITY OR TOWN

STATE

ZIP CODE

4. Indicate the number of Assessment
Roll parcels transferred on the deed

1

of Parcels

OR

☐ Part of a Parcel

(Only If Part of a Parcel) Check as they apply:

4A. Planning Board with Subdivision Authority Exists

☐

4B. Subdivision Approval was Required for Transfer

☐

4C. Parcel Approved for Subdivision with Map Provided

☐5. Deed
Property
Size

* FRONT FEET

X

* DEPTH

OR

0.15

* ACRES

6. Seller
Name

ENFORCING OFFICER OF THE

COUNTY OF ALBANY, NY

* LAST NAME/COMPANY

FIRST NAME

LAST NAME/COMPANY

FIRST NAME

*7. Select the description which most accurately describes the
use of the property at the time of sale:

I. Community Service

Check the boxes below as they apply:

8. Ownership Type is Condominium

☐

9. New Construction on a Vacant Land

☐

10A. Property Located within an Agricultural District

☐10B. Buyer received a disclosure notice indicating that the property is in an
Agricultural District☐

SALE INFORMATION

11. Sale Contract Date

* 12. Date of Sale/Transfer

6/12/23

*13. Full Sale Price

5,000.00

(Full Sale Price is the total amount paid for the property including personal property.
This payment may be in the form of cash, other property or goods, or the assumption of
mortgages or other obligations.) Please round to the nearest whole dollar amount.

15. Check one or more of these conditions as applicable to transfer:

- ☐ A. Sale Between Relatives or Former Relatives
☐ B. Sale between Related Companies or Partners in Business.
☐ C. One of the Buyers is also a Seller
☒ D. Buyer or Seller is Government Agency or Lending Institution
☐ E. Deed Type not Warranty or Bargain and Sale (Specify Below)
☐ F. Sale of Fractional or Less than Fee Interest (Specify Below)
☐ G. Significant Change in Property Between Taxable Status and Sale Dates
☐ H. Sale of Business is Included in Sale Price
☐ I. Other Unusual Factors Affecting Sale Price (Specify Below)
☐ J. None

Comment(s) on Condition:

14. Indicate the value of personal
property included in the sale

.00

Deed with Assignment

ASSESSMENT INFORMATION - Data should reflect the latest Final Assessment Roll and Tax Bill

16. Year of Assessment Roll from which Information taken (YY) 22

*17. Total Assessed Value 400,000

*18. Property Class 614

*19. School District Name ALBANY

*20. Tax Map Identifier(s)/Roll Identifier(s) (If more than four, attach sheet with additional Identifier(s))

65.46-2-9.2

CERTIFICATION

I Certify that all of the items of information entered on this form are true and correct (to the best of my knowledge and belief) and I understand that the making of any willful
false statement of material fact herein subject me to the provisions of the penal law relative to the making and filing of false instruments.

SELLER SIGNATURE

SELLER SIGNATURE

BUYER SIGNATURE

BUYER SIGNATURE

BUYER CONTACT INFORMATION

(Enter information for the buyer. Note: If buyer is LLC, society, association, corporation, joint stock company, estate or
entity that is not an individual agent or fiduciary, then a name and contact information of an individual/responsible
party who can answer questions regarding the transfer must be entered. Type or print clearly.)

ACLB HOLDINGS, LLC

* LAST NAME

FIRST NAME

(518)

407-0309

* AREA CODE

* TELEPHONE NUMBER (Ex: 000000)

111

WASHINGTON AVE, STE 100

* STREET NUMBER

* STREET NAME

ALBANY

NY

12210

* CITY OR TOWN

* STATE

* ZIP CODE

BUYER'S ATTORNEY

LAST NAME

FIRST NAME

AREA CODE

TELEPHONE NUMBER (Ex: 000000)

RESOLUTION NO. 147

AUTHORIZING THE CORRECTION OF REAL PROPERTY TAXES IN THE CITY OF ALBANY

Introduced: 4/14/25

By Audit and Finance Committee:

WHEREAS, This Legislative Body has received one application from the Director of the Real Property Tax Service Agency for correction of real property taxes, and

WHEREAS, The application has been investigated by the Director who recommends to this Honorable Body that the Tax Roll involved be corrected pursuant to RPTL § 556, now, therefore, be it

RESOLVED, By the Albany County Legislature that the listed Tax Roll for the City of Albany be corrected with respect to the following parcel of real property:

<u>APPLICANT</u>	<u>DESCRIPTION OF REAL PROPERTY AS SHOWN ON TAX ROLL OR BILL</u>	<u>AMOUNT</u>
Assessor Trey Kingston	260 Bradford Street Tax Map No. 65.46-2-9.2 2025 Collection	\$0.00

and, be it further

RESOLVED, Said correction shall be in accordance with Form RP-556 as submitted with favorable recommendations by the Director in accordance with the provisions of the New York State Real Property Tax Law, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
REAL PROPERTY TAX SERVICE AGENCY
112 SATE STREET, ROOM 1340
ALBANY, NEW YORK 12207
OFFICE: (518) 487-5291
FAX: (518) 447-2503
www.albanycountyny.gov

MICHAEL McGUIRE
DIRECTOR

February 19, 2025

Honorable Joanne Cunningham, Chairperson
Albany County Legislature
112 State Street, Rm 710
Albany, NY 12207

Re: Request for authorization to enter into two Payment in Lieu of Taxes (PILOT) agreements with Reservoir Road Solar, LLC

Dear Chairperson Cunningham,

The Real Property Tax Service Agency respectfully requests authorization to enter into a Payment in Lieu of Taxes (PILOT) agreement with Reservoir Road Solar, LLC. Reservoir Road Solar, LLC is proposing to develop one 5 Megawatt AC solar energy system on a parcel of land located within the Town of Knox East of NYS Route 156 (Tax Map #47.-1-27).

Real Property Tax Law (RPTL) § 487 exempts the value of a solar energy system from local property taxes. Under the law, any increase in the property value attributable to the addition of the solar energy system is exempt from property taxes for fifteen years. Pursuant to §487, a taxing jurisdiction can require a solar developer to pay an annual fee or "payment in lieu of taxes" as a replacement for the taxes it would have otherwise collected. Under the law, PILOT amounts cannot exceed what the tax amount would have been without the §487 exemption.

The developer proposed an annual PILOT payment of \$1,000 per Megawatt AC of Capacity with a two percent annual escalator. This amount falls within the NYSEDA PILOT rate guidance for National Grid territory. Based on the size of this project the first year PILOT payment will be \$5,000.00. The 15-year term shall commence on January 1st of the year immediately following completion of construction, or the date when the Project is recognized as exemption from taxation on the municipal assessment roll, which will result in an initial PILOT payment in January of 2027.

Sincerely,

Michael McGuire, IAO, CCD
Real Property Tax Service Agency

CC: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6384, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

REQUESTING AUTHORIZATION TO ENTER INTO A PILOT AGREEMENT WITH RESERVOIR ROAD SOLAR, LLC

Date: 2/19/2025
Department: Real Property
Attending Meeting: Michael McGuire
Submitted By: Michael McGuire
Title: Director
Phone: 518-487-5292

Purpose of Request: Other (State if not Listed) Solar PILOT agreement

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Reservoir Road Solar, LLC
55 Technology Dr, Ste 102
Lowell, MA 01851

Term: (Start/end date or duration) 01/01/2027
Amount/Raise Schedule/Fee: Fiscal Year Payment to County Year 1 \$ 5,000.00 Year 2 \$ 5,100.00
Year 3 \$ 5,202.00 Year 4 \$ 5,306.04 Year 5 \$ 5,412.16 Year 6 \$ 5,520.40 Year 7 \$ 5,630.81 Year 8 \$ 5,743.42
Year 9 \$ 5,858.29 Year 10 \$ 5,975.46 Year 11 \$ 6,094.97 Year 12 \$ 6,216.87 Year 13 \$ 6,341.20 Year 14 \$
6,468.03 Year 15 \$ 6,597.39

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☐ No ☒
Spreadsheet attached: Yes ☐ No ☐

Source of Funding - (Percentages)

Federal: Enter text. County: Enter text.
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: A1310 01081 - Other Payments In-Lieu of Taxes
Revenue Amount: \$5,000 a year with annual 2% escalator for 15 years
Appropriation Account and Line: Enter text.

Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☒ No ☐
If Mandated, Cite Authority: Albany County Legislature Resolution 21-192
Request for Bids / Proposals:
 Competitive Bidding Exempt: Yes ☒ No ☐
 # of Response(s): Enter text.
 # of MWBE: Enter text.
 # of Veteran Business: Enter text.
Bond Resolution No.: Enter text.
Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolution 24-366 and 24-367

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The Real Property Tax Service Agency respectfully requests authorization to enter into a Payment in Lieu of Taxes (PILOT) agreement with Reservoir Road Solar, LLC. Reservoir Road Solar, LLC is proposing to develop one 5 Megawatt AC solar energy system on a parcel of land located within the Town of Knox East of NYS Route 156 (Tax Map #47.-1-27).

Real Property Tax Law (RPTL) § 487 exempts the value of a solar energy system from local property taxes. Under the law, any increase in the property value attributable to the addition of the solar energy system is exempt from property taxes for fifteen years. Pursuant to §487, a taxing jurisdiction can require a solar developer to pay an annual fee or “payment in lieu of taxes” as a replacement for the taxes it would have otherwise collected. Under the law, PILOT amounts cannot exceed what the tax amount would have been without the §487 exemption.

The developer proposed an annual PILOT payment of \$1,000 per Megawatt AC of Capacity with a two percent annual escalator. This amount falls within the NYSERDA PILOT rate guidance for National Grid territory. Based on the size of this project the first year PILOT payment will be \$5,000.00. The 15-year term shall commence on January 1st of the year immediately following completion of construction, or the date when the Project is recognized as exemption from taxation on the municipal assessment roll, which will result in an initial PILOT payment in January of 2027.

PAYMENT IN LIEU OF TAXES AGREEMENT

FOR SOLAR ENERGY SYSTEMS

by and among

ALBANY COUNTY, THE TOWN OF KNOX ASSESSOR

and

RESERVOIR ROAD SOLAR, LLC

Dated as of _____, 2025

RELATING TO THE PREMISES LOCATED EAST OF NYS
ROUTE 156 (BERNE-ALTAMONT ROAD) (TAX MAP 47.-1-27)
IN THE TOWN OF KNOX, ALBANY COUNTY, NEW YORK

PAYMENT IN LIEU OF TAXES AGREEMENT
FOR SOLAR ENERGY SYSTEMS PURSUANT TO REAL PROPERTY TAX LAW § 487

THIS PAYMENT IN LIEU OF TAXES (PILOT) AGREEMENT FOR SOLAR ENERGY SYSTEMS PURSUANT TO REAL PROPERTY TAX LAW § 487 (“Agreement”), effective as of the ___ day of _____, 2025 (“Effective Date”), is by and between RESERVOIR ROAD SOLAR, LLC, a Delaware Limited Liability Company, having an address at 55 Technology Drive, Suite 102, Lowell, Massachusetts 01851 (“Owner”), the COUNTY OF ALBANY, New York, a New York municipal corporation having its principal office located at 112 State Street, Albany, New York 12207 (“County”), and the TOWN OF KNOX ASSESSOR, 2192 Berne-Altamont Road, Altamont, New York 12009 (“Assessor”).

The Owner, the County, and the Assessor are collectively referred to in this Agreement as the “Parties” and are individually referred to as a “Party.”

The County is herein referred to as the “Taxing Jurisdiction.”

DEFINITIONS

Agreement – shall mean the executed PILOT agreement.

Annual Payment – shall mean annual payments made by the Owner to the County on behalf of the Taxing Jurisdiction in lieu of real property taxes attributable to the Project.

Assessor – shall mean the appropriate officer or officers charged with assessing the value of real property for purposes of determining real property taxes assessed by the Taxing Jurisdiction.

Completion Date - shall mean the date that a Certificate of Completion is issued by the municipal building department of the municipality in which the Project is located.

County – shall mean the County of Albany, New York.

Exemption – shall mean the real property tax exemption granted pursuant to RPTL 487.

Fiscal Year – shall mean each successive twelve (12) month period commencing on January 1 and ending on December 31.

Notice of Termination – shall mean a letter sent by U.S Certified. Mail to all Taxing Jurisdiction informing them that the Owner is discontinuing the production of electricity and is decommissioning its equipment.

Owner – shall mean the owner of the Project.

Project – shall mean the solar energy system that the Owner plans to build and operate.

Property – shall mean the description of land as described in Exhibit A upon which the Project will be constructed.

Solar Energy System – is as defined in RPTL 487 (1)(b).

Taxable Status Date – shall mean March 1st of each fiscal year.

Taxing Jurisdiction – Shall mean the County.

RECITALS

WHEREAS, Owner has submitted a Notice of Intent to the Taxing Jurisdiction that it plans to build and operate a “Solar Energy System” as defined in New York Real Property Tax Law (“RPTL”) §487 (1)(b) (“Project”) with an expected nameplate capacity (“Capacity”) of approximately 5 Megawatts AC on a parcel of land located within the Town of KNOX, Albany County, east of NYS Route 156 (Berne-Altamont Road) and identified as SBL # 47.-1-27, as described in Exhibit A (“Property”); and

WHEREAS, the Taxing Jurisdiction have not opted out of RPTL 487; and

WHEREAS, pursuant to RPTL 487 (9)(a), the Taxing Jurisdiction have indicated their intent to require a payment in lieu of taxes agreement with the Owner, under which the Owner (or any successor owner of the Project) will be required to make annual payments to the Taxing Jurisdiction for each year during the term of this Agreement; and

WHEREAS, the Owner has submitted or will submit to the Assessor an RP-487 Application for Tax Exemption of Solar or Wind Energy Systems or Farm Waste Energy Systems (“Form RP-487”), demonstrating the eligibility of the Project for a real property tax exemption pursuant to RPTL 487(4); and

WHEREAS, the Town of Knox has not opted out of RPTL 487 pursuant to the requirements set forth in RPTL 487 (8)(a), and as such the project may be exempt from Town of Knox real property taxation; and

WHEREAS, the Parties intend that, during the term of this Agreement, any increase in value of the Property due to the Project will be exempt from real property taxation in accordance with and to the extent authorized by RPTL 487 (“Exemption”).

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1.0 Representations of the Parties.

1.1 The Owner hereby represents, warrants, and covenants that, as of the date of this Agreement:

1. The Owner is duly organized, and a validly existing limited liability company duly authorized to do business in the State of New York, has requisite authority to conduct its business as presently conducted or proposed to be conducted under this Agreement, and has full legal right, power, and authority to execute, deliver, and perform all applicable terms and provisions of this Agreement.

2. All necessary action has been taken to authorize the Owner's execution, delivery, and performance of this Agreement and this Agreement constitutes the Owner's legal, valid, and binding obligation enforceable against it in accordance with its terms.

3. None of the execution or delivery of this Agreement, the performance of the obligations in connection with the transactions contemplated hereby, or the fulfillment of the terms and conditions hereof will (i) conflict with or violate any provision of the Owner's Certificate of Incorporation or Formation, bylaws or other organizational documents or of any restriction or any agreement or instrument to which the Owner is a party and by which it is bound; (ii) conflict with, violate, or result in a breach of any applicable law, rule, regulation, or order of any court or other taxing Jurisdiction or authority of government or ordinance of the State or any political subdivision thereof; or (iii) conflict with, violate, or result in a breach of or constitute a default under or result in the imposition or creation of any mortgage, pledge, lien, security interest, or other encumbrance under this Agreement or under any term or condition of any mortgage, indenture, or any other agreement or instrument to which it is a party or by which it or any of the Owner's properties or assets are bound. There is no action, suit, or proceeding, at law or in equity, or official investigation before or by any government authority pending or, to its knowledge, threatened against the Owner, wherein an anticipated decision, ruling, or finding would result in a material adverse effect on the Owner's ability to perform its obligations under this Agreement or on the validity or enforceability of this Agreement.

4. The Project meets the guidelines set forth by the New York State Energy Research and Development Authority and all other applicable provisions of law necessary for the Project to be entitled to Exemption, and Owner has submitted all required documentation and received all necessary approvals related there to.

1.2 The Taxing Jurisdiction hereby respectively represent, warrant, and covenant that, as of the date of this Agreement:

1. The Taxing Jurisdiction are each duly organized, validly existing, and in good standing under the laws of the State of New York and has full legal right, power, and authority to execute, deliver, and perform all applicable terms and provisions of this Agreement.

2. All necessary action has been taken to authorize the Taxing Jurisdiction's execution, delivery, and performance of this Agreement, and this Agreement constitutes the Taxing Jurisdiction's legal, valid, and binding obligation enforceable against it in accordance with its terms.

3. [Intentionally omitted].

2.0 Tax Exemption; Payment in Lieu of Real Property Taxes.

2.1 Tax-Exempt Status of the Project Facility. It is the intent of the Parties that, pursuant to RPTL 487, a Form RP-487 has or will be filed by the Owner with the Assessor establishing that the Project is eligible for the Exemption.

2.2 Term. Owner agrees to make annual payments to the Taxing Jurisdiction in lieu of real property taxes attributable to the Project for a period of fifteen (15) consecutive fiscal tax years in amounts and at the times set forth in Sections 2.3 and 4.0 (“Annual Payments”). The Parties agree that Annual Payments may not exceed the amounts that would otherwise be payable by Owner to the Taxing Jurisdiction in respect to the Project but for the Exemption. Such fifteen (15) year term shall commence on January 1st of the year immediately following the date when the Project is recognized as exempt from taxation on the assessment roll of the Town, pursuant to RPTL 487 (“Commencement Date”), and shall end on the fifteenth Fiscal Year thereafter (“Term”).

2.3 Payments. The first Annual Payment shall be in the amount of One Thousand and 00/100 Dollars] (\$1,00.00) per interconnected Megawatt AC of Capacity, and thereafter, Annual Payments will escalate by two percent (2%) per year. Based on the Capacity of 5 Megawatts AC, Annual Payments to be made by Owner to the Taxing Jurisdiction during the Term of this Agreement shall be as listed in Exhibit B, attached hereto and made a part hereof. Each Annual Payment will be paid to the County in accordance with Sections 4.0 and 2.4 of this Agreement.

2.4 Payment and Billing. The Annual Payment amount and payment date will be noted on an annual bill issued by the County to the Owner, provided that any failure by the County to issue such a bill shall not relieve Owner of its obligation to make timely payments under this Section.

2.5 Depreciation and Changes in Tax Rate. Owner agrees that the Annual Payments to be made under this Agreement will not be reduced on account of a depreciation factor or reduction in the Taxing Jurisdiction’s respective tax rate, and the Taxing Jurisdiction agree that the Annual Payments will not be increased on account of an inflation factor or increase in the Taxing Jurisdiction’s respective tax rate, all of which factors have been considered in arriving at the Annual Payment amounts reflected in this Agreement.

2.6 Special Districts and Underlying Property. Owner agrees that the Annual Payment shall not include any property taxes due and payable to the Town of Bethlehem, any special district and/or any property taxes levied against the underlying land on which the Project is sited. Owner agrees that such Town of Bethlehem, special district and underlying land taxes shall be made in addition to the Annual Payment.

3.0 Change in Capacity.

3.1 Change in Capacity at Mechanical Completion: Adjustments to Payments. If on the date that the Project is mechanically complete and Owner has commenced production of electricity (the “Completion Date”), the Capacity of the Project is increased as a result of the replacement or upgrade of existing Project equipment or property, or the addition of new Project equipment or property, or any other reason whatsoever, the Annual Payments set forth in Exhibit

B will be increased on a pro rata basis, as mutually agreed upon by the Parties in their respective reasonable discretion.

3.2 Change in Capacity After Mechanical Completion: Adjustments to Payments. If, after the Completion Date, the Capacity of the Project is increased as a result of the replacement or upgrade of existing Project equipment or property, or the addition of new Project equipment or property, or any other reason whatsoever, the Annual Payments set forth in Exhibit B shall be increased on a pro rata basis for the remaining years of the Term, as mutually agreed upon by the Parties in their respective reasonable discretion.

4.0 Payment Collection.

4.1 Payment to the Taxing Jurisdiction. Annual Payments to the Taxing Jurisdiction as specified in Exhibit “B” hereof shall be made in lawful money of the United States of America by check payable to the County Treasurer and mailed to the County of Albany, 112 State Street, Room 1200, Albany, New York 12207, Attn: Albany County Treasurer, and are due no later than January 31st of each Fiscal Year (the “Annual Payment Date”).

4.2 Late Payments. All late Annual Payments, or portions thereof, shall accrue interest at the statutory rate for late tax payments under New York Law (“Interest”), and are subject to a late fee equal to twelve percent (12%) of any outstanding amount due. Owner shall pay the attorney fees, costs and disbursements, filing fees, and other Court costs, and all other costs incurred by a Taxing Jurisdiction in the collection of its share of any unpaid amounts required by this Agreement to have been paid.

4.3 In the event of the failure by the Owner to make the required Annual Payment, the Taxing Jurisdiction shall notify the Assessor in writing of such failure, whereupon the Assessor shall remove the RPTL 487 exemption for the Project and immediately return the Project to its full value on the tax roll for taxation purposes. Additionally, in the event of such failure the Taxing Jurisdiction shall have the right to pursue any remedy against the Owner for in personam monetary relief now or hereafter existing at law, in equity or by statute.

5.0 Tax Status. Tax Certiorari. Separate Tax Lot.

5.1 Exemption. The Parties acknowledge and agree that the Project is to be assessed as exempt from real property taxation in accordance with and to the extent authorized by RPTL 487. The Taxing Jurisdiction agrees as long as the Owner timely pays the Annual Payments throughout the Term and upon the terms and conditions of this Agreement, the Taxing Jurisdiction will not levy any ad valorem real property taxes with respect to the Project to which the Project might otherwise be subject to under New York law.

5.2 Payments of Special Assessments or Special District Assessments. This Agreement is not intended to affect, and will not preclude the Taxing Jurisdiction from assessing, any other taxes, fees, charges, rates or assessments which the Owner is obligated to pay, including, but not limited to, special assessments or special district assessments, fees, or charges for services provided by the Taxing Jurisdiction to the Project other than taxes or charges from which the Project is exempt pursuant to RPTL 487.

5.3 Tax Certiorari. Provided that the Project is recognized as exempt upon the assessment rolls of the Taxing Jurisdiction in accordance with RPTL 487 during each Fiscal Year of the Term hereof, Owner covenants that it will not commence any proceeding pursuant to Article 7 of the RPTL or any other applicable State or Federal law, for the review of any assessment covered by this Agreement.

5.4 Separate Lots. [Intentionally omitted].

6.0 Underlying Land. Notwithstanding anything to the contrary contained in this Agreement, the Owner hereby acknowledges and agrees that the Taxing Jurisdiction shall continue to assess and levy real property taxes against the Property upon which the Project is constructed.

7.0 Assignments, Binding Effect.

7.1 Assignment, generally. This Agreement may not be assigned by Owner without the prior written consent of the Taxing Jurisdiction; such consent may not be unreasonably withheld if the assignee has agreed in writing to accept all obligations of the Owner. The restrictions on assignment contained herein do not prohibit or otherwise limit changes in control of Owner. If Owner assigns this Agreement with the advance written consent of the Taxing Jurisdiction, the Owner shall be released from all obligations under this Agreement upon assumption hereof in writing by the assignee, provided that Owner shall, as a condition of such assignment and to the satisfaction of the Taxing Jurisdiction, in their respective sole and absolute discretion, cure any defaults and satisfy all liabilities arising under this Agreement prior to the date of such assignment. A memorandum of this Agreement shall be recorded by Owner, at Owner's cost and expense, in the Albany County Clerk's Office, and the Taxing Jurisdiction shall reasonably cooperate in the execution of any required assignments with the Owner and its successors.

7.2 Assignment to Affiliate or Financing Party. Owner may, with advance written notice to the Taxing Jurisdiction and without prior consent, assign this Agreement to an affiliate of Owner or to any party who has provided or is providing financing to Owner for the construction, operation and/or maintenance of the Project.

7.3 Binding Effect. This Agreement shall inure to the benefit of, and shall be binding upon, the Taxing Jurisdiction, the Owner and their respective successors and assigns.

8.0 Statement of Good Faith. The Parties agree that the payment obligations established by this Agreement have been negotiated in good faith in recognition of and with due consideration of the full and fair taxable value of the Project.

9.0 Additional Documentation and Actions. Subject to applicable laws and regulations, each Party shall hereafter, execute and deliver or cause to be executed and delivered, such reasonable additional instruments and documents as the other Parties reasonably requests for the purpose of implementing or effectuating the provisions of this Agreement. Owner shall pay all reasonable attorneys' and consulting fees incurred by the Taxing Jurisdiction to review and negotiate any such instruments or documents.

10.0 Notices. All notices, consents, requests, or other communications provided for or permitted to be given hereunder by a Party must be in writing and will be deemed to have been properly given or served upon the personal delivery thereof, via courier delivery service, by hand, or by certified mail, return receipt requested. Such notices shall be addressed or delivered to the Parties at their respective addresses shown below.

If to Owner:

Reservoir Road Solar, LLC
55 Technology Drive, Suite 102
Lowell, Massachusetts 01851

If to the County:

Albany County Executive
112 State Street
Albany, New York 12207

With a copy to:

Albany County Attorney
112 State Street, Room 600
Albany, New York 12207

If to the Assessor:

Town of Knox Assessor
2192 Berne-Altamont Road
Altamont, New York 12009

Any such addresses for the giving of notices may be changed by either Party by giving written notice as provided above to the other Party. Notice given by counsel to a Party shall be effective as notice from such Party.

11.0 Applicable Law. This Agreement will be made and interpreted in accordance with the laws of the State of New York without regard to principles of conflicts of law. The Parties each consent to the jurisdiction of the New York State Supreme Court, County of Albany regarding any and all matters, including interpretation or enforcement of this Agreement or any of its provisions. Accordingly, any litigation arising under this Agreement shall be brought solely in such Court.

12.0 Termination Rights of the Owner.

12.1 The Owner may terminate this Agreement in the event the Owner provides notice to the Taxing Jurisdiction that it is discontinuing the production of electricity and is decommissioning its equipment (a "Notice of Termination").

12.2 Upon Owner's delivery of the Notice of Termination, the Owner shall annually pay to the Taxing Jurisdiction, on or before January 31st of each Fiscal Year, an amount equal to the assessed value of the Project for such Fiscal Year, as determined in accordance with the provisions of the RPTL, multiplied by the respective tax rate of the Taxing Jurisdiction for such Fiscal Year that would be applicable to Project without regard to the application of RPTL 487 to the Project. Owner shall be liable for Annual Payments due in the Fiscal Year of such termination, except that if Owner is required to pay any pro-rata portion of real property taxes for the unexpired portion of any Fiscal Year, the Annual Payments for such Fiscal Year shall be reduced pro rata so that the Owner is not required to pay both Annual Payments and real property taxes for any period of time.

13.0 Termination Rights of Taxing Jurisdiction. Notwithstanding anything to the contrary in this Agreement, the Taxing Jurisdiction may terminate this Agreement on ten (10) days written Notice of Termination to Owner if:

13.1 Owner fails to timely make the Annual Payments required under this Agreement, unless such payment, with Interest, is received by the Taxing Jurisdiction within fifteen (15) days of the Annual Payment Date; or

13.2 Owner has filed, or has had filed against it, a petition for voluntary or involuntary bankruptcy, liquidation, receivership, or executes an assignment for the benefit of creditors, or is otherwise insolvent.

13.3 Upon the Taxing Jurisdiction delivery of a Notice of Termination and the Owner's failure to cure any default within ten (10) days of delivery thereof, the provisions of Section 12.2 hereof shall apply. In the event the Owner has failed to timely make the payments required under this Agreement, including accrued Interest thereon under Section 4.1, and the Taxing Jurisdiction have terminated this Agreement, in addition to the foregoing, each Taxing Jurisdiction may pursue any remedy against the Owner for in personam monetary relief now or hereafter existing at law, in equity or by statute to collect the total amount due. In the event this Agreement is terminated pursuant to this Section 13.3, then the provisions of Section 12.2 hereof shall apply.

14.0 Remedies; Waiver and Notice.

14.1 No Remedy Exclusive. No remedy herein conferred upon or reserved to Party is intended to be exclusive of any other remedy or remedies provided by this Agreement, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement.

14.2 Delay. No delay or omission in exercising any right or power accruing upon the occurrence of any breach of an obligation hereunder shall impair any such right or power or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed expedient.

14.3 No Waiver. In the event any provision contained in this Agreement should be breached by any Party and thereafter duly waived by the other Party so empowered to act, such waiver shall be limited to the particular breach so waived and shall not be deemed to be a waiver of any other breach hereunder. No waiver, amendment, release or modification of this Agreement shall be established by conduct, custom or course of dealing.

15.0 Entire Agreement. The Parties agree that this is the entire, fully integrated Agreement between them with respect to payments in lieu of taxes for the Project.

16.0 Amendments. This Agreement may not be effectively amended, changed, modified, altered or terminated except by an instrument in writing executed by the Parties hereto.

17.0 No Third-Party Beneficiaries. The Parties state that there are no third-party beneficiaries to this Agreement.

18.0 Severability. If any article, section, subdivision, paragraph, sentence, clause, phrase, provision or portion of this Agreement shall for any reason be held or adjudged to be invalid or illegal or unenforceable by any Court of competent jurisdiction, such article, section, subdivision, paragraph, sentence, clause, phrase, provision or portion so adjudged invalid, illegal or unenforceable shall be deemed separate, distinct and independent and the remainder of this Agreement shall be and remain in full force and effect and shall not be invalidated or rendered illegal or unenforceable or otherwise affected by such holding or adjudication.

19.0 Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

[Signature Page Follows]

Executed by the undersigned as of the day and year first written above, each of whom represents that it is fully and duly authorized to act on behalf of and bind its principals.

RESERVOIR ROAD SOLAR, LLC

By: _____

Name:

Title:

Date:

COUNTY OF ALBANY, NEW YORK

By: _____

Name: _____

Title: _____

Date: _____

TOWN OF KNOX ASSESSOR

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A
DESCRIPTION OF LAND

EXHIBIT B
ANNUAL PAYMENTS

Fiscal Year	Payment to County
Year 1	\$ 5,000.00
Year 2	\$ 5,100.00
Year 3	\$ 5,202.00
Year 4	\$ 5,306.04
Year 5	\$ 5,412.16
Year 6	\$ 5,520.40
Year 7	\$ 5,630.81
Year 8	\$ 5,743.42
Year 9	\$ 5,858.29
Year 10	\$ 5,975.46
Year 11	\$ 6,094.97
Year 12	\$ 6,216.87
Year 13	\$ 6,341.20
Year 14	\$ 6,468.03
Year 15	\$ 6,597.39

RESOLUTION NO. 148

AUTHORIZING A PAYMENT IN LIEU OF TAXES AGREEMENT WITH RESERVOIR ROAD SOLAR, LLC REGARDING REAL PROPERTY LOCATED AT ROUTE 156 (TAX MAP NO. 47.-1-27) IN THE TOWN OF KNOX

Introduced: 4/14/25

By Audit and Finance Committee:

WHEREAS, The County Executive has requested authorization to enter into a Payment in Lieu of Taxes (PILOT) agreement with Reservoir Road Solar, LLC regarding the development of a five-megawatt solar energy system located east of NY Route 156 (Tax Map No. 47.-1-27) in the Town of Knox, and

WHEREAS, New York State law exempts the value of a solar panel system from local property taxes for a period of 15 years but also permits taxing agencies to enter into PILOT agreements with solar panel system owners, and

WHEREAS, By Resolution No. 192 for 2021, this Honorable Body established the intent of the County of Albany to enter into PILOT agreements for all new solar energy systems with a capacity of 500 Kilowatts or greater, and

WHEREAS, The proposed PILOT agreement would require an annual payment of \$5,000 with a 2% annual escalator clause over a period of 15 years beginning on the first taxable status date following completion of construction, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into a PILOT agreement with Reservoir Road Solar, LLC, Lowell, MA 01851 regarding the development of a five-megawatt solar energy system located east of NY Route 156 (Tax Map No. 47.-1-27) in the Town of Knox, with an initial payment of \$5,000, with a 2% price escalator over a period of 15 years, beginning on the first taxable status date following completion of construction, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

February 27, 2024

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State Street., Rm 710
Albany, NY 12207

Chairwoman Cunningham,

The Albany County Executive's Office seeks Legislative permission to enter into an agreement with Albany LLC to purchase the property located at 877 South Pearl Street/13 Binghamton Street, New York, for a sum not to exceed \$1,100,000. The property will be developed into a regional fire tower providing a training facility for local volunteer and professional fire departments. Albany County proposed a similar action in 2024 for 42 Route 9W in Glenmont, however that property proved unsuitable. Albany County is currently conducting a feasibility study of 877 South Pearl/13 Binghamton to ensure it is suitable for this project and will not proceed with a purchase unless the feasibility study comes back with a positive recommendation.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6418, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Requesting authorization to make a SEQR determination of, and to purchase, 877 South Pearl and 13 Bingham Street

Date: 2/27/2025
Department: County Executive Office
Attending Meeting: Michael Lalli
Submitted By: Wesley Hartmann
Title: Operations Analyst
Phone: 5184477036

Purpose of Request: Amending prior Legislation Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Albany Port District Commission, 106 Smith Blvd, Albany, NY 12202

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: Not to exceed \$1,100,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: A98020.44512
Appropriation Amount: \$1,100,000

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolution No. 489

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

We are seeking permission to make a SEQR determination of 877 South Pearl and 13 Bingham Street, located in Albany, NY. Following this determination and a feasibility study, we would then like to contract with the Albany Port District Commission to purchase aforementioned property.

FOR LEASE**877 South Pearl Street / 13 Binghamton Street— Albany, NY****TAX ID: 87.09-3-2—87.10-2-7.1 - 87.10-2-3.1 - 98.10-2-8****Potential Use:**

- ⇒ Light Manufacturing
- ⇒ Warehousing
- ⇒ Wholesaling
- ⇒ Storage
- ⇒ Gas Station
- ⇒ Building Sales & Materials
- ⇒ Construction Contractors

Features:

- 20.5 Acres of vacant land
- Light Industrial Zoning District (C-M)
- Municipal Water & Sewer is available
- Able to subdivide if needed
- Over 400 FT of frontage on S. Pearl St.
- Less than 1.5 miles from the future home of the US's first offshore wind tower manufacturer
- South portion is adjacent to the south entrance of the port of Albany.
- North portion is at the end of Binghamton St.
- Potential to build up to 50,000 SF building on the south portion
- Potential to build up to 100,000 SF building on the north portion
- Negotiable lease terms

	1 mile	3 miles	5 miles
Population			
2015	2035	81000	153155
2020	2065	81767	154282
Households			
2015	856	34830	66758
2020	868	35220	67362
Average Household Income			
2015 \$	49,116	\$ 62,237	\$ 73,906
2020 \$	54,065	\$ 70,844	\$ 84,128



Josh Skubon

518.463.8763

portofalbany.us

jskubon@portofalbany.us

2024 Albany County Fire Training Campus

Albany Fire Department Recommendations (September 2024)

High-rise fire training tower to provide realistic training for a variety of evolutions including:

- Hose Line advancement
- Fire attack
- Ventilation
- Search and rescue
- Laddering and rappelling
- Roof operations
- Firefighter Bail-Out exercises
- Confined space exercises
- High-angle rescue operations
- Elevator Rescues
- Simulated fires in basements 1st, 2nd, 3rd and upper level floors
- Civilian Egress

To Include:

- Props for vertical ventilation
- Hazardous Materials training (including Lithium Ion Battery Ops, Decon procedures)
- Siamese Fire Department connections
- Sprinkler Systems
- Accident victim extrication
- Confined space scenarios
- Rope rescue
- EVOC course

Facility Equipped with:

- 30 Student Classroom
- Offices for Training Staff
- Restrooms / Showers
- Storage for tools and equipment
- Multiple live fire burn areas (multiple floors)
- Hydrants / Drainage *(as opposed to ResCo.)*

- Cpap?

American Fire Training Systems

WHP Training Towers

NFPA 1402:2019 "Standard on Facilities for Fire Training and Associated Props"

Standard on Facilities for Fire Training and Associated Props. NFPA 1402 provides guidance for the planning of fire service training centers, focusing on the main components necessary to accomplish general fire fighter training effectively, efficiently, and safely.

RESOLUTION NO. 489

MAKING A SEQR DETERMINATION AND AUTHORIZING THE PURCHASE OF PARCELS OF REAL PROPERTY IN THE TOWN OF BETHLEHEM AND AMENDING THE 2024 ALBANY COUNTY BUDGET

Introduced: 8/12/24

By Audit and Finance Committee, Commisso and Cleary:

WHEREAS, The County Executive has requested authorization to purchase from Albany LLC the following parcels of real property located in the Town of Bethlehem for an amount not to exceed \$1,100,000:

26 Route 9W (Tax Map No. 87.03-2-3)

42 Route 9W (Tax Map No. 87.03-2-4)

Route 9W (Tax Map No. 87.03-2-5./2)

and

WHEREAS, The County Executive has indicated that said purchase will allow for the establishment of a regional police and firefighter training facility, and

WHEREAS, This purchase has been designated an Unlisted action pursuant to the State Environmental Quality Review Act (SEQRA), and

WHEREAS, The County Executive has indicated that a full Environmental Assessment Form has been completed and, after review, it has been recommended that the Legislature determine that this action will not have a significant adverse impact on the environment, and

WHEREAS, The County Executive has indicated that a budget amendment is necessary in order to complete the purchase, now, therefore, be it

RESOLVED, By the Albany County Legislature, that this Honorable Body has considered the recommendation and materials submitted and hereby determines that this purchase will not have a significant adverse impact on the environment pursuant to SEQRA, and, be it further

RESOLVED, That the County Executive is hereby authorized to execute on behalf of the County of Albany any and all documents necessary to purchase from Albany LLC the following parcels of real property located in the Town of Bethlehem for an amount not to exceed \$1,100,000:

26 Route 9W (Tax Map No. 87.03-2-3)

42 Route 9W (Tax Map No. 87.03-2-4)
Route 9W (Tax Map No. 87.03-2-5./2)

and, be it further

RESOLVED That the 2024 Albany County Budget is hereby amended as follows:

APPROPRIATIONS						
BUDGET LINE			DESCRIPTION	INCREASE	DECREASE	DEPARTMENT NAME
FUND	ORG	OBJ				
A9	8020	44512	Public Safety Collaboration	\$1,100,000		Economic Development
			TOTAL APPROPRIATIONS	\$1,100,000	\$0	
ESTIMATED REVENUES						
BUDGET LINE			DESCRIPTION	DECREASE	INCREASE	DEPARTMENT NAME
FUND	ORG	OBJ				
A2	1310	02401	Int & Earnings on Investments		\$1,100,000	Finance
			TOTAL REVENUES	\$0	\$1,100,000	
			GRAND TOTAL	\$1,100,000	\$1,100,000	

and, be it further

RESOLVED, That the County Attorney is authorized to approve said documents as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

RESOLUTION NO. 149

MAKING A SEQR DETERMINATION AND AUTHORIZING THE PURCHASE OF PARCELS OF REAL PROPERTY IN THE CITY OF ALBANY

Introduced: 4/14/25

By Audit and Finance Committee:

WHEREAS, By Resolution No. 489 for 2024, this Honorable Body authorized the County Executive to purchase various parcels of real property from Albany LLC in order to develop a regional fire tower training facility, in an amount not to exceed \$1,100,000, and

WHEREAS, The County Executive has indicated that upon further review such parcels have proven unsuitable for the fire tower project, and therefore the County has not moved forward with the purchase, and

WHEREAS, The County Executive has requested authorization to purchase the following parcels of real property located in the City of Albany from the Albany Port District Commission for an amount not to exceed \$1,100,000:

877 S Pearl Street (Tax Map No. 87.9-3-2)

13 Binghamton Street (Tax Map No. 87.10-2-3.1)

13 Binghamton Street (Tax Map No. 87.14-1-6)

, and

WHEREAS, The County Executive has further indicated that a feasibility study of these parcels is currently being conducted to ensure it is a suitable location for this project and will not proceed with a purchase unless the feasibility study comes back with a positive recommendation, and

WHEREAS, The County Executive has indicated that said purchase will allow for the establishment of a regional police and firefighter training facility, and

WHEREAS, This purchase has been designated an Unlisted action pursuant to the State Environmental Quality Review Act (SEQRA), and

WHEREAS, The County Executive has indicated that a full Environmental Assessment Form has been completed and, after review, it has been recommended that the Legislature determine that this action will not have a significant adverse impact on the environment, now, therefore, be it

RESOLVED, By the Albany County Legislature, that this Honorable Body has considered the recommendation and materials submitted and hereby determines that this purchase will not have a significant adverse impact on the environment pursuant to SEQRA, and, be it further

RESOLVED, That the County Executive is hereby authorized to execute on behalf of the County of Albany any and all documents necessary to purchase from Albany Port District Commission, Albany NY 12202 the following parcels of real property located in the City of Albany for a total amount not to exceed \$1,100,000:

877 S Pearl Street (Tax Map No. 87.9-3-2)

13 Binghamton Street (Tax Map No. 87.10-2-3.1)

13 Binghamton Street (Tax Map No. 87.14-1-6)

and, be it further

RESOLVED, That the County Attorney is authorized to approve said documents as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

March 4th, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St. Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham:

This request is for a contract authorization between Albany County and the Advance Albany County Alliance for the disbursement of funding for the Alliance Arts and Culture Grant Program for 2024. This funding will provide the Alliance with money to disburse to selected applicants for the use of fostering artistic innovation, historical preservation, and community engagement by enhancing the County's vibrant arts and cultural landscape.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6316, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract authorization for an agreement with the Advance Albany County Alliance Local Development Corporation regarding the Alliance Arts Counsel

Date: 1/28/2025
Department: Economic Development
Attending Meeting: Kevin O'Connor/Dave Reilly
Submitted By: Patrick Curran
Title: Senior Policy Analyst
Phone: 5184475639

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Advance Albany County Alliance, 11 Washington Ave. Albany, NY 12207

Term: (Start/end date or duration) 1/1/2025 - 12/31/2025
Amount/Raise Schedule/Fee: \$497,350.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal:	0	County:	100
State:	0	Local:	0

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	A98020-44484-10000 - 22477111
Appropriation Amount:	\$497,350.00

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

This request is for a contract authorization between Albany County and the Advance Albany County Alliance for the disbursement of funding for the Alliance Arts and Culture Grant Program for 2024. This funding will provide the Alliance with money to disburse to selected applicants for the use of fostering artistic innovation, historical preservation, and community engagement by enhancing the County's vibrant arts and cultural landscape.

JOHN REGAN, CHAIR
ALAN GOLDBERG
JUDIE GILMORE
LEN TANTILLO
LINDA JACKSON CHALMERS
CHRISTINE MILES KELLIHER

Request for Expressions of Interest (RFEI)

Introduction

The Advance Albany County Alliance (AACA) is pleased to announce an opportunity for artists, cultural organizations, and community groups to express interest in applying for the AACA Cultural and Arts Grant Program. This grant program aims to support Albany County's economic growth and community engagement by fostering initiatives that enhance the county's vibrant arts and cultural landscape.

Purpose of this RFEI

This RFEI is issued to gauge interest from eligible individuals and organizations with projects that align with AACA's goals. Through this process, AACA seeks to identify potential applicants with impactful ideas and determine the level of community interest for future grant awards. Expressions of interest submitted in response to this RFEI are non-binding and will inform the development of a more formal grant application process.

Program Overview

The AACA Cultural and Arts Grant Program seeks to:

- Support artistic excellence across all disciplines
- Promote cultural diversity in Albany County's communities
- Enhance community engagement by making arts and culture accessible to all
- Stimulate economic growth through the expansion of arts and culture initiatives
- Support artistic projects that introduce innovative ideas, techniques, or perspectives

Eligibility

This RFEI invites submissions from the following entities:

- Individual artists and creators
- Nonprofit cultural organizations
- Community groups and collectives
- Educational institutions with a focus on arts and culture
- Local or municipal government organizations

Eligible Project Types

Expressions of interest may include, but are not limited to, the following types of projects:

- Public art installations

- Cultural festivals and events
- Educational workshops and programs
- Artist residencies and fellowships
- Projects focused on the preservation and promotion of historical and cultural heritage

Funding

Grant funding will vary depending on project scope and impact, typically ranging from \$25,000 to \$500,000. Funds may be used for artist fees, materials and supplies, marketing, venue rental, equipment, and administrative expenses directly related to the project.

Submission Requirements

Interested applicants are encouraged to submit a brief expression of interest that includes:

1. **Organization/Artist Information:** Name, contact information, and a brief description of the organization or individual artist.
2. **Project Summary:** A one-page summary of the proposed project, including goals, key activities, and intended impact.
3. **Alignment with Program Goals:** A statement explaining how the project aligns with one or more objectives of the AACA Cultural and Arts Grant Program.
4. **Estimated Budget:** A preliminary budget estimate, including potential use of grant funds.
5. **Timeline:** Proposed timeline for the project, including any major milestones.
6. **Previous Experience:** A brief summary of relevant projects or accomplishments, if applicable.

Submission Process

Please submit your expression of interest by Friday, November 29, 2024, via email to spaulsen@advancealbanycounty.com. Submitted materials should be concise and limited to no more than 3 pages.

Review and Notification

All submitted expressions of interest will be reviewed by the AACA Arts & Culture Advisory Council. Selected applicants will be invited to participate in the full application process for the Cultural and Arts Grant Program. Notification of selection for the next stage of the process will be provided within 4-6 weeks of the submission deadline.

Disclaimer

This RFEI does not constitute an offer or guarantee of funding. It is intended solely to gather information about interest and the nature of potential projects. AACA reserves the right to issue or not issue further requests based on the responses received.

Contact Information

For questions regarding this RFEI or the Cultural and Arts Grant Program, please contact:

Sara Paulsen or Antionette Hedge

Advance Albany County Alliance

Email: spaulsen@advancealbanycounty.com or adukes-hedge@advancealbanycounty.com

Phone: 518-447-5602



ALBANY COUNTY BUSINESS HUB
111 WASHINGTON AVE
SUITE 100
ALBANY, NEW YORK 12210
(518) 447-5602

ADVANCE ALBANY COUNTY ALLIANCE
CULTURE & ARTS ADVISORY COUNCIL

JOHN REGAN, CHAIR
ALAN GOLDBERG
JUDIE GILMORE
LEN TANTILLO
LINDA JACKSON CHALMERS
CHRISTINE MILES KELLIHER

November 15, 2024

Dear Culture & Arts Applicant,

Re: Transmittal of RFI for Culture and Arts Grant Program

On behalf of the Culture & Arts Advisory Council, I am pleased to transmit the following Request for Expressions of Interest (RFEI) issued by the Advance Albany County Alliance (AACA). This document invites artists, cultural organizations, and community groups to express their interest in the upcoming AACA Cultural & Arts Grant Program. The program is designed to support County Executive Daniel P. McCoy's vision for economic growth and cultural development in Albany County by funding projects that foster creativity, community engagement, and artistic excellence.

As outlined in the RFEI, the AACA seeks to gauge interest from eligible individuals and organizations whose projects align with Albany County's goals of promoting cultural diversity, accessibility to the arts, and economic development through the expansion of arts initiatives. Eligible applicants may include individual artists, nonprofit cultural organizations, community groups, educational institutions, and private companies whose projects contribute to the county's cultural and artistic growth, such as architecture and design firms.

The RFEI provides a comprehensive overview of the program, eligibility criteria, and funding details, including grants ranging from \$25,000 to \$500,000, depending on the project scope. We encourage you to review the submission guidelines and consider how your project or initiative may contribute to the continued growth of Albany County's cultural landscape.

For those interested in applying, expressions of interest must be submitted by November 29, 2024, and we kindly request that you follow the guidelines provided

in the attached document. Please note that the RFEI serves as a preliminary stage for selecting potential applicants to proceed to the full grant application process.

This is an open-ended program, welcoming a wide range of innovative and unique project proposals that align with AACA's mission, allowing applicants the freedom to explore creative approaches to enhancing Albany County's cultural and economic vitality. AACA encourages applicants to be bold in their proposals, envisioning transformative projects that push creative boundaries and make a lasting impact on Albany County's cultural landscape.

Should you have any questions regarding the program or the submission process, please feel free to contact:

Sara Paulsen or Antionette Hedge

Advance Albany County Alliance

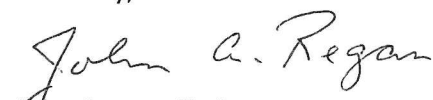
Email: spaulsen@advancealbanycounty.com or

adukes-hedge@advancealbanycounty.com

Phone: 518-447-5602

We look forward to your participation and to seeing the innovative proposals that emerge from this opportunity.

Sincerely,


John Regan, Chair
Culture & Arts Advisory Council

RESOLUTION NO. 150

AUTHORIZING AN AGREEMENT WITH THE ADVANCE ALBANY COUNTY ALLIANCE LOCAL DEVELOPMENT CORPORATION REGARDING THE ADMINISTRATION OF THE ALLIANCE ARTS AND CULTURE GRANT PROGRAM FOR 2024

Introduced: 4/14/25

By Domalewicz:

WHEREAS, The County Executive's Office has requested authorization to enter into an agreement with the Advance Albany County Alliance Local Development Corporation regarding the administration of the Alliance Arts and Culture Grant Program for 2024 in an amount not to exceed \$497,350 for a term commencing January 1, 2025 and ending December 31, 2025, and

WHEREAS, The County Executive has indicated that the Advance Albany County Alliance will disburse such funding to selected applicants for the purpose of fostering artistic innovation and community engagement by enhancing the vibrant arts and cultural landscape of Albany County, now, therefore, be it

RESOLVED, By the Albany County Legislature, that the County Executive is hereby authorized to enter into an agreement with the Advance Albany County Alliance Local Development Corporation, Albany, NY 12207 regarding the administration of the Alliance Arts and Culture Grant Program for 2024 in an amount not to exceed \$497,350 for a term commencing January 1, 2025 and ending December 31, 2025, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

March 4th, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St. Rm. 710
Albany, NY 12207

Dear Chairwoman Cunningham:

This request is for a contract authorization between Albany County and the Advance Albany County Alliance for the disbursement of funding for the Alliance Arts and Culture Grant Program for 2025. This is a continuation of funding from the prior year. This funding will provide the Alliance with money to disburse to selected applicants for the use of fostering artistic innovation, historical preservation, and community engagement by enhancing the County's vibrant arts and cultural landscape.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6414, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract authorization for an agreement with the Advance Albany County Alliance Local Development Corporation regarding the Alliance Arts Counsel

Date: 2/26/25
Department: Economic Development
Attending Meeting: Kevin O'Connor/Dave Reilly
Submitted By: Patrick Curran
Title: Senior Policy Analyst
Phone: 518-447-5639

Purpose of Request: Contract Authorization Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Advance Albany County Alliance - 111 Washington Avenue, Albany, NY 12207

Term: (Start/end date or duration) 1/1/2026 - 12/31/2026
Amount/Raise Schedule/Fee: \$250,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal:	0	County:	100
State:	0	Local:	0

County Budget Accounts:

Revenue Account and Line:	Enter text.
Revenue Amount:	Enter text.
Appropriation Account and Line:	A98020-44484-10000
Appropriation Amount:	\$250,000.00

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

This request is for a contract authorization between Albany County and the Advance Albany County Alliance for the disbursement of funding for the Alliance Arts and Culture Grant Program for 2025. This is a continuation of funding from the prior year. This funding will provide the Alliance with money to disburse to selected applicants for the use of fostering artistic innovation, historical preservation, and community engagement by enhancing the County's vibrant arts and cultural landscape.

JOHN REGAN, CHAIR
ALAN GOLDBERG
JUDIE GILMORE
LEN TANTILLO
LINDA JACKSON CHALMERS
CHRISTINE MILES KELLIHER

Request for Expressions of Interest (RFEI)

Introduction

The Advance Albany County Alliance (AACA) is pleased to announce an opportunity for artists, cultural organizations, and community groups to express interest in applying for the AACA Cultural and Arts Grant Program. This grant program aims to support Albany County's economic growth and community engagement by fostering initiatives that enhance the county's vibrant arts and cultural landscape.

Purpose of this RFEI

This RFEI is issued to gauge interest from eligible individuals and organizations with projects that align with AACA's goals. Through this process, AACA seeks to identify potential applicants with impactful ideas and determine the level of community interest for future grant awards. Expressions of interest submitted in response to this RFEI are non-binding and will inform the development of a more formal grant application process.

Program Overview

The AACA Cultural and Arts Grant Program seeks to:

- Support artistic excellence across all disciplines
- Promote cultural diversity in Albany County's communities
- Enhance community engagement by making arts and culture accessible to all
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- Support artistic projects that introduce innovative ideas, techniques, or perspectives

Eligibility

This RFEI invites submissions from the following entities:

- Individual artists and creators
- Nonprofit cultural organizations
- Community groups and collectives
- Educational institutions with a focus on arts and culture
- Local or municipal government organizations

Eligible Project Types

Expressions of interest may include, but are not limited to, the following types of projects:

- Public art installations

- Cultural festivals and events
- Educational workshops and programs
- Artist residencies and fellowships
- Projects focused on the preservation and promotion of historical and cultural heritage

Funding

Grant funding will vary depending on project scope and impact, typically ranging from \$25,000 to \$500,000. Funds may be used for artist fees, materials and supplies, marketing, venue rental, equipment, and administrative expenses directly related to the project.

Submission Requirements

Interested applicants are encouraged to submit a brief expression of interest that includes:

1. **Organization/Artist Information:** Name, contact information, and a brief description of the organization or individual artist.
2. **Project Summary:** A one-page summary of the proposed project, including goals, key activities, and intended impact.
3. **Alignment with Program Goals:** A statement explaining how the project aligns with one or more objectives of the AACA Cultural and Arts Grant Program.
4. **Estimated Budget:** A preliminary budget estimate, including potential use of grant funds.
5. **Timeline:** Proposed timeline for the project, including any major milestones.
6. **Previous Experience:** A brief summary of relevant projects or accomplishments, if applicable.

Submission Process

Please submit your expression of interest by Friday, November 29, 2024, via email to spaulsen@advancealbanycounty.com. Submitted materials should be concise and limited to no more than 3 pages.

Review and Notification

All submitted expressions of interest will be reviewed by the AACA Arts & Culture Advisory Council. Selected applicants will be invited to participate in the full application process for the Cultural and Arts Grant Program. Notification of selection for the next stage of the process will be provided within 4-6 weeks of the submission deadline.

Disclaimer

This RFEI does not constitute an offer or guarantee of funding. It is intended solely to gather information about interest and the nature of potential projects. AACA reserves the right to issue or not issue further requests based on the responses received.

Contact Information

For questions regarding this RFEI or the Cultural and Arts Grant Program, please contact:

Sara Paulsen or Antionette Hedge

Advance Albany County Alliance

Email: spaulsen@advancealbanycounty.com or adukes-hedge@advancealbanycounty.com

Phone: 518-447-5602



ADVANCE ALBANY COUNTY ALLIANCE
CULTURE & ARTS ADVISORY COUNCIL

ALBANY COUNTY BUSINESS HUB
111 WASHINGTON AVE
SUITE 100
ALBANY, NEW YORK 12210
(518) 447-5602

JOHN REGAN, CHAIR
ALAN GOLDBERG
JUDIE GILMORE
LEN TANTILLO
LINDA JACKSON CHALMERS
CHRISTINE MILES KELLIHER

November 15, 2024

Dear Culture & Arts Applicant,

Re: Transmittal of RFI for Culture and Arts Grant Program

On behalf of the Culture & Arts Advisory Council, I am pleased to transmit the following Request for Expressions of Interest (RFEI) issued by the Advance Albany County Alliance (AACA). This document invites artists, cultural organizations, and community groups to express their interest in the upcoming AACA Cultural & Arts Grant Program. The program is designed to support County Executive Daniel P. McCoy's vision for economic growth and cultural development in Albany County by funding projects that foster creativity, community engagement, and artistic excellence.

As outlined in the RFEI, the AACA seeks to gauge interest from eligible individuals and organizations whose projects align with Albany County's goals of promoting cultural diversity, accessibility to the arts, and economic development through the expansion of arts initiatives. Eligible applicants may include individual artists, nonprofit cultural organizations, community groups, educational institutions, and private companies whose projects contribute to the county's cultural and artistic growth, such as architecture and design firms.

The RFEI provides a comprehensive overview of the program, eligibility criteria, and funding details, including grants ranging from \$25,000 to \$500,000, depending on the project scope. We encourage you to review the submission guidelines and consider how your project or initiative may contribute to the continued growth of Albany County's cultural landscape.

For those interested in applying, expressions of interest must be submitted by November 29, 2024, and we kindly request that you follow the guidelines provided

in the attached document. Please note that the RFEI serves as a preliminary stage for selecting potential applicants to proceed to the full grant application process.

This is an open-ended program, welcoming a wide range of innovative and unique project proposals that align with AACCA's mission, allowing applicants the freedom to explore creative approaches to enhancing Albany County's cultural and economic vitality. AACCA encourages applicants to be bold in their proposals, envisioning transformative projects that push creative boundaries and make a lasting impact on Albany County's cultural landscape.

Should you have any questions regarding the program or the submission process, please feel free to contact:

Sara Paulsen or Antionette Hedge

Advance Albany County Alliance

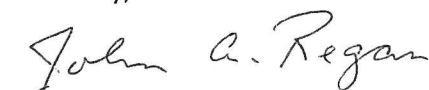
Email: spaulsen@advancealbanycounty.com or

adukes-hedge@advancealbanycounty.com

Phone: 518-447-5602

We look forward to your participation and to seeing the innovative proposals that emerge from this opportunity.

Sincerely,



John Regan, Chair

Culture & Arts Advisory Council

RESOLUTION NO. 151

AUTHORIZING AN AGREEMENT WITH THE ADVANCE ALBANY COUNTY ALLIANCE LOCAL DEVELOPMENT CORPORATION REGARDING THE ADMINISTRATION OF THE ALLIANCE ARTS AND CULTURE GRANT PROGRAM FOR 2025

Introduced: 4/14/25

By Domalewicz:

WHEREAS, The County Executive's Office has requested authorization to enter into an agreement with the Advance Albany County Alliance Local Development Corporation regarding the administration of the Alliance Arts and Culture Grant Program for 2025 in an amount not to exceed \$250,000 for a term commencing January 1, 2026 and ending December 31, 2026, and

WHEREAS, The County Executive has indicated that the Advance Albany County Alliance will disburse such funding to selected applicants for the purpose of fostering artistic innovation and community engagement by enhancing the vibrant arts and cultural landscape of Albany County, now, therefore, be it

RESOLVED, By the Albany County Legislature, that the County Executive is hereby authorized to enter into an agreement with the Advance Albany County Alliance Local Development Corporation, Albany, NY 12207 regarding the administration of the Alliance Arts and Culture Grant Program for 2025 in an amount not to exceed \$250,000 for a term commencing January 1, 2026 and ending December 31, 2026, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.