

Albany Community Development Agency

Request for Proposal (RFP) – Residential Asbestos Survey Services

RFP No.: 2026-ASB-001

Issue Date: January 27, 2026

Proposal Due Date & Time: February 27, 2026 at 4:00pm

Albany Community Development Agency

200 Henry Johnson Blvd

Albany, NY 12210

Attn: Michael Foley

Email: mfoley@albanyny.gov

Phone: 518-434-5255

1. Project Overview & Purpose

The **City of Albany, Albany Community Development Agency** (“ACDA”) seeks qualified, licensed, and certified asbestos inspection firms to conduct **residential asbestos surveys** on properties where renovation, demolition, repair, or other construction-related activities are planned. This service will help ensure compliance with **New York State Industrial Code Rule 56 (12 NYCRR Part 56)**, which requires that buildings undergoing renovation, demolition, remodel, or repair work first receive an asbestos survey conducted by a **NYSDOL-certified asbestos inspector** before work begins.

This RFP invites proposals for professional services to perform visual inspections, bulk sampling, laboratory analysis, reporting, and related deliverables as detailed below.

2. Scope of Work

The selected Consultant shall perform, at a minimum, the following for each property:

2.1 Asbestos Survey Services

- Conduct thorough pre-work asbestos surveys in accordance with 12 NYCRR Part 56 requirements, including:

- Review of building plans/records, if available;
- Systematic visual inspection of all areas potentially containing asbestos-containing materials (ACMs), presumed ACMs (PACM), and suspect materials; and
- Collection of bulk samples according to NYSDOL and EPA/OSHA methods.

2.2 Laboratory Analysis

- Submit samples to a **NYSDOL-approved laboratory** for analysis confirming the presence/absence of asbestos.

2.3 Reporting

- Provide a written asbestos survey report including:
 - Property description and scope of inspection;
 - Methodology and sample results;
 - Locations, quantities, and condition of all identified ACMs/PACMs;
 - Digital photos documenting suspect materials;
 - Recommendations for management or abatement where applicable.

2.4 Compliance & Transmittals

- Provide all documentation required by NYS regulations:
 - Submit copies of the completed survey to the ACDA,
 - Transmit survey copies to:
 - The applicable local jurisdiction issuing permits, and
 - The **NYSDOL Asbestos Control Bureau – Albany District Office** as required by 12 NYCRR Part 56.

2.5 Optional Services (as may be requested)

- Attend project conferences;
- Provide support for asbestos abatement planning and contractor selection;
- Conduct periodic inspections during renovation/repair if ACMs are present.

3. Regulatory Requirements & Standards

Consultant must certify that:

- Work will comply with **NYSDOL Industrial Code Rule 56 (12 NYCRR Part 56)** for asbestos surveys and notifications;
- Inspectors are **certified asbestos inspectors** as defined by NYSDOL;
- Sampling and analysis meet NYSDOL, EPA, and OSHA requirements.

Consultants must carry all necessary licenses and certifications required by New York State law.

4. Proposal Content & Submission Format

Proposals should include, at minimum:

4.1 Company Information

- Legal name, address, and contact information;
- NYS Asbestos Contractor license number(s);
- Certificates of key staff (inspectors).

4.2 Relevant Experience

- Description of similar asbestos survey services performed, especially residential projects;
- References (minimum three, with contact info).

4.3 Methodology

- Proposed approach for conducting surveys, including sampling protocols and QA/QC procedures.

4.4 Pricing

- Detailed fee schedule (per property, per sample, etc.);
- Estimated travel and incidental costs.

4.5 Compliance & Insurance

- Evidence of insurance coverage (liability, professional liability, workers' comp);
- Statement of compliance with applicable laws and regulations.

4.6 Delivery & Schedule

- Typical turnaround time for survey reports;
- Availability
- Ability to perform at a minimum 20 survey reports.

Proposals must be submitted electronically in PDF format to the Albany Community Development Agency designated email (above) by the due date and time.

5. Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and certifications of personnel;
- Experience with NYS asbestos regulations;
- Quality and completeness of proposal;
- Proposed pricing and value;
- References and past performance.

ACDA reserves the right to:

- Reject any or all proposals;
- Request clarifications or interviews;
- Award contracts in whole or in part.

6. Schedule

Milestone	Date
RFP Issued	January 27, 2026
Question Deadline	February 23, 2026
Proposal Deadline	February 27, 2026
Anticipated Award	March 6, 2026

7. Terms & Conditions

- This RFP does **not** obligate the City to award a contract.
- All costs of proposal preparation are the responsibility of the proposer.
- The City may require a formal professional services agreement upon award.
- **Indemnification.** To the fullest extent permitted by law, the selected Proposer shall indemnify, defend and hold harmless the City of Albany and its officers, boards, directors, employees, and agents from and against any and all claims, damages, losses, and expenses, including but not limited to attorney's fees, for any actual or alleged injury to any person or persons, including death, or damage to or destruction of property arising out of any act or omission on the part of the selected Proposer, its employees, agents, or subcontractors for any work or services performed on behalf of the City of Albany.
- **Modification and withdrawal.** Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a Proposal must be executed)

and delivered to the place where Proposals are to be submitted at any time prior to the opening of Proposals. If within twenty-four (24) hours after the Proposals are opened, any Proposer files a duly signed written notice with the City and promptly thereafter demonstrates to the reasonable satisfaction of the City 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 further Proposal on the work.

- **Insurance & Security Requirements.** The selected Proposer will be required to procure and maintain at its own expense the following insurance coverage: (a) Workers' Compensation and Employer's Liability Insurance: Must show evidence of Worker's Compensation insurance at State statutory limits, a policy or policies providing protection for employees in the event of job-related injuries. This insurance requirement shall only apply to a Proposer who has employees; and (b) General Liability Insurance: A policy or policies of comprehensive general liability insurance with limits of at least one million dollars (\$1,000,000).

Each policy of insurance required shall be in form and content satisfactory to the Corporation Counsel, and shall provide that: (a) The City of Albany is named as an additional named insured on a primary and non-contributing basis. (b) The insurance policies shall not be changed or cancelled until the expiration of thirty (30) days after written notice to the City of Albany Corporation Counsel's Office. (c) The insurance policies shall be automatically renewed upon expiration and continued in force unless the City of Albany Corporation Counsel's Office is given sixty (60) days written notice to the contrary.

No work pursuant to the resulting contract shall commence until the selected Proposer(s) has/have delivered to the Corporation Counsel or her designee proof of issuance of all policies of insurance required by the Contract to be procured by the selected Proposer(s). If at any time, any of said policies shall be or become unsatisfactory to the City, the selected Proposer(s) shall promptly obtain a new policy and submit proof of insurance of the same to the City for approval. Upon failure of the selected Proposer(s) to furnish, deliver and maintain such insurance as above provided, this Contract may, at the election of the City, be forthwith declared suspended, discontinued or terminated. Failure of the selected Proposer(s) to procure and maintain any required insurance shall not relieve the selected Proposer(s) from any liability under the Contract, nor shall the insurance requirements be construed to conflict with the obligations of the selected Proposer(s) concerning indemnification.

- **Non-Collusive Proposal Certificate and Acknowledgment.** Each Proposer shall complete and submit with its, his, or her Proposal the "Non-Collusive Proposal Certificate" and the "Acknowledgment" found on the two (2) pages which follow this page.
- **Procurement Forms & Requirements.** Additional requirements for this RFP are described below. Relevant statements, where required to be submitted, must be executed and included in the submission in the following order: (1) Iran Divestment Act Statement; and (2) Non-Discrimination and Diversity Requirements.

Iran Divestment Act: By submission of a bid in response to this Bid request, "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 paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.” The list in question is maintained by the New York State Office of General Services. For further information and to view this list please go to: <https://ogs.ny.gov/iran-divestment-act-2012>. If 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 therefor. A political subdivision may award a bid to a bidder who cannot make the certification pursuant to paragraph a of N.Y. General Municipal Law § 103-g on a case-by-case basis.

- **Non-Discrimination and Diversity Requirements:** Pursuant to Federal laws and regulations, the New York State Executive Law Article 15-A and the City of Albany General Code Chapter 48, Article III Omnibus Human Rights Law, the City recognizes its obligation under the law to prevent discrimination on the grounds of race, sex, creed, color, religion, national origin, sexual orientation, gender, age, disability, marital or domestic partner, or English proficiency and to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of City contracts.

In furtherance of these rules and principles, the City of Albany highly encourages the participation of certified minority- and women-owned business enterprises (“MWBE”) at the City’s goal levels and the employment of minority groups’ members and women in the performance of its contracts. The City of Albany hereby notifies all Consultants submitting a Proposal that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit Proposals in response to this invitation and will not be discriminated against on the grounds of race, sex, creed, color, religion, national origin, sexual orientation, gender, age, disability, marital or domestic partner, or English proficiency in consideration for award.

- **Certification.** Further, by submission of a bid in response to this Bid request, 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:

“The respondent/contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, sex, creed, color, religion, national origin, sexual orientation, gender, age, disability, marital or domestic partner, or English proficiency in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The respondent/contractor will not participate directly or indirectly in the discrimination prohibited by the federal, state and local laws and regulations, including employment practices. In all solicitations, either by competitive bidding, or negotiation made by the respondent/contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the

respondent/contractor of the respondent/contractor's obligations under this Statement and the federal, state and local laws and regulations relative to Non-discrimination on the grounds of race, sex, creed, color, religion, national origin, sexual orientation, gender, age, disability, marital or domestic partner, or English proficiency.”

- ***Living Wage.*** When providing the services contemplated by this RFP, the entity must comply with section 42-161 of the City of Albany Code, which requires payment of a living wage to all its employees working on the service contract. This requirement shall only apply to a Proposer who has employees.

8. Contact Information

For questions regarding this RFP:

Name: Michael Foley

Email: mfoley@albanyny.gov

Phone: 518-434-5255

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

By submission of this Proposal, each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint Proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to the opening, directly or indirectly, to any other Proposer or to any competitor; and
- (3) No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(date)

(signature)

(name and title)

(name of firm)

ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 2026, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she (or they severally) acknowledged to me that he/she (or they) executed the same.

Notary Public, State of _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 2026, before me personally appeared _____ to me known, who, being by me sworn, did say that he/she resides at (give address) _____; that he/she is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he/she signed his/her name thereto by like order.

Notary Public, State of _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 2026, 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 _____

Living Wage Compliance

City Code § 42-161 requires a living wage be paid to employees by any contractors awarded a contract by the City primarily for furnishing services to or for the City (excluding the purchase of goods or other property, the leasing of property or the development, redevelopment or rehabilitation of real property) and that involves an expenditure by the City to the contractor of at least \$20,000, or the retention by the contractor of fees of at least \$30,000, during a period of one year.

The current Living Wage, as defined by the ordinance is as follows:

If at least 70% of health care benefits are covered by employer:	\$ 16.72
Other:	\$ 19.43

Pursuant to the law, every Proposal shall include a written commitment by the applicant to pay all covered employees a living wage and shall include a list of job titles and wage levels of all covered employees. Please provide titles and wage levels below for each employee who directly expends his/her time on a contract with the City.

Company Name:

Job Title	Wage Range

By signing below you are agreeing to pay all covered employees a Living Wage as set forth above for the duration of the contract with the City.

Title: _____

Date: _____

Office Use Only	
Contract No:	
Dates:	