



Request for Proposals (RFP) for Legal Services and Bond Counsel

FREQUENTLY ASKED QUESTIONS

Published 4/28/2025

1. When are proposals due?

Proposals are due no later than 3 p.m. on Thursday, May 15th, 2025. Proposals must be submitted via email to Olivia Sewak at info@albanyida.com with the subject line "Proposal for Legal Services". Proposals must be submitted as a complete package in PDF format. Late proposals will not be accepted.

2. Can Respondents bid on one specific area of the RFP?

Yes, Respondents may bid on any discreet area of the Request for Proposals. However, the Agency is seeking one firm to act as General Counsel and Bond/Special Counsel, and one additional firm to act as General Conflict and Bond/Special Conflict Counsel.

3. What are the selection criteria for submitted proposals?

As detailed in the RFP, proposals will be evaluated using the following criteria: qualifications and experience, overall organization, quality and completeness of the proposal, quality of references, and cost effectiveness. Respondents should ensure that their proposals address each criterion.

4. Will Respondents be notified if their proposal is not selected?

Yes, all Respondents will be notified as to whether or not they were selected to provide the scope of work contained in the subject RFP.

5. What should proposals include in terms of fee structure?

Proposals for General Counsel should include billing rates for up to three (3) key attorneys, as well as an estimate for any reimbursable fees or expenses that may be incurred in the execution of Agency business. For Bond/Special Counsel services, Respondents should propose fees to be charged to Project Applicants according to Tables 1 and 2 found in Section 7 of the RFP. Respondents should also propose estimated fees with respect to administrative actions, including extensions and modifications of existing documents for Agency projects. Please view the full Request for Proposals for more information.

6. What is conflict counsel?

Conflict counsel is utilized on an as-needed basis in the event of a conflict of interest with the primary counsel or if specific expertise is required that is not readily available to the primary counsel. Conflict counsel should be able to perform the full scope of work required of the primary counsel.

7. What are the minimum requirements to respond to this request for proposals?

Respondents must be a licensed attorney/firm admitted to practice law in New York State. Additionally, Respondents should have a minimum of five (5) years of experience acting as counsel for Industrial Development Agencies or other public authorities.