September 11, 2026

REQUEST FOR PROPOSALS
218 N. WASHINGTON REDEVELOPMENT
RFP #27-021

Competitive sealed proposals will be received by the City of Albany, Procurement Division, 222 Pine Avenue, Suite 260, Albany, GA 31701 until **5:00 pm., on October 13, 2026,** for the purchase, absolute acquisition, and adaptive reuse of the City-owned building located at 218 N. Washington Street, Albany, GA 31701.

A Pre-Proposal Conference will be held on **September 21, 2026, at 10:00 a.m. via Zoom.** The Project Manager will provide an administrative overview of the development goals, outline the property submission expectations, and answer preliminary questions with a site walkthrough to be scheduled by addendum. The City of Albany strongly encourages all interested development teams to attend this virtual session. Link to meeting:
https://us06web.zoom.us/j/88929529863?pwd=jztfht55FJ0DGxkcV3887cbGqt2kyn.1

Meeting ID: 889 2952 9863 Passcode: 057978

The City of Albany strongly encourages Small Business firms to participate in this RFP. All corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation and listing of the principals of the corporation with their response.

The City of Albany reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City further reserves the right to request additional information from any respondent(s) as deemed necessary to accurately analyze responses.

For additional information, contact Ricky Gladney, Buyer, at (229) 302-1455. Submit all questions via email to rgladney@albanyga.gov cc: jswilliams@albanyga.gov, kross@albanyga.gov. The deadline for questions is **October 6, 2026, at 5:00 p.m**. Questions received after this deadline will not be answered. Replies of substance will be in the form of written addenda and made available to all potential proposers and posted publicly on the Georgia Procurement Registry.

City of Albany,

Joshua Williams, CPPB
Procurement Manager

CITY OF ALBANY
FINANCE DEPARTMENT
PROCUREMENT DIVISION
ALBANY, GEORGIA
INSTRUCTIONS TO BIDDERS

These instructions will bind bidders to terms and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder.
(a) The ability, capacity and skill of bidder to perform required service.
(b) Whether bidder can perform service promptly or within specified time.
(c) The character, integrity, reputation, judgment, experience and efficiency of bidder.
(d) The performance of previous contracts.
(e) The suitability of equipment or material for City use.
(f) The ability of bidder to provide future maintenance and parts service.
2. Payment terms are Net 30 unless otherwise specified. Favorable term discounts may be offered and will be considered in determining low bids if they are deemed advantageous to The City.
3. Unless otherwise specified all materials, supplies or equipment quoted herein must be delivered within thirty (30) days from date of notification of award or by exception noted on bid sheet.
4. Prospective bidders are responsible for examining the location of the proposed work or delivery and determining, in their own way, the difficulties, which are likely to be encountered in the execution of same.
5. The ESTIMATED QUANTITY given in the specifications or advertisement is for the purpose of bidding only. The City may purchase more or less than the estimated quantity, and the bidder must not assume that such estimated quantity is part of the contract.
6. All bids should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
7. All requested information should be included in the sealed bid envelope. All documents and information must be signed and included for your bid to receive full consideration**. Failure to submit any required information or document will be cause for bid to be rejected as non-responsive**.
8. Failure of the bidder to sign the bid document or have the signature of any authorized representative or agent on the bid **in the space provided will be cause for rejection of the bid**. Signature(s) must be written in ink.
9. Failure to enclose bid bond, where required, **will result in rejection of the bid**. Bond may be in the form of cash, certified check, cashier's check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.
10. **All bidders should provide their tax identification number with the bid**.
11. All bidding Corporations should provide the corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the bid.
12. Quote all prices F.O.B. Albany or our warehouse or as specified in bid documents.
13. If the bidder proposes to furnish any item of a foreign make or product, he/she should write "Foreign" together with the name of the originating country opposite such item on the bid.
14. When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The City reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interests of The City to do so for the purpose of testing.
15. The City will reject any material, supplies or equipment that do not meet the specifications, even though bidder lists the trade name or names of such materials on the bid or price quotation form.
16. Any alterations, erasures, additions or omissions of required information or any changes of specifications, or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, such as a variation that affects the price, quality or delivery date (when delivery is required by a specific time).
17. Each bid or proposal will be submitted in a **SEALED ENVELOPE**. Additionally, that envelope shall be clearly marked on the outside as a **Sealed Bid** with the **Bid Number** clearly printed.
18. Bids **must** be received and stamped by the Procurement Office before the date and time stipulated in bid documents. The City of Albany assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. No responsibility will attach to any City representative or employee for premature opening of bids not properly addressed or identified.
19. If only one bid is received, the bid may be rejected and/or re-advertised, except in the case of only one known source of supply.
20. Bids received late will not be accepted, and The City will not be responsible for late mail delivery.
21. Should a bid be misplaced by The City and found later it will be considered.
22. The unauthorized use of patented articles is done entirely at the risk of the bidder.
23. All bidders must be recognized and authorized dealers in the materials or equipment specified and be qualified to instruct in their application or use. A bidder at any time requested must satisfy the Procurement Office and City Commission that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
24. Only the latest model equipment as evidenced by the manufacturer's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed

of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished with the equipment. Where required by the State of Georgia Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Georgia Department of Revenue.

25. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Officer and/or the Department to which they are delivered. If defective material, equipment or supplies are discovered, the contractor, upon being instructed by the Procurement Officer, shall remove, or make good such material, equipment or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by The City will in no way lessen the responsibility of the contractor or release him from his obligation to perform and deliver to The City sound and satisfactory materials, equipment or supplies. The contractor agrees to pay the cost of all tests on defective material, equipment or supplies or allow the cost to be deducted from any monies due him by The City.
26. For multi-year contracts the following clauses pursuant to OCGA 36-60-13 apply: (1) The contract shall terminate absolutely and without further obligation on the part of The City or County at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed; (2) The contract may provide for automatic renewal unless positive action is taken by The City or County to terminate such contract, and the nature of such action shall be determined by The City or County and specified in the contract; (3) The contract shall state the total obligation of The City or County for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and (4) The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by The City.
27. Unless otherwise specified The City reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of The City.
28. The successful bidder shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. Contractor as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration.
29. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, Certificate of Origin and Georgia vendors shall provide Georgia Motor Vehicle form MV1.
30. The City reserves the right to reject any and all bids, to waive any informalities in the bid process, and to award the contract as may be in the best interest of the City and/or re-advertise for bids.
31. Local bidder (domiciled in Albany City Limits) will receive bid in the event of tie bids. In the case of tie bids between out of town companies or between local concerns, evaluated as equal, bid will be recommended or awarded by chance coin toss, or drawing straws. **The Board of Commissioners passed a local preference ordinance on January 27, 2015. Where applicable, this ordinance will govern. Local preference will not be a basis for award on bids that are federally funded**.
32. No bidder writing restrictive specifications for The City will be allowed to bid on the project.
33. Reasonable grounds for supposing that any bidder is interested in more than one bid for the same item will be considered sufficient cause for rejection of all bids in which he/she is interested.
34. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to The City/County or who has failed in any former contract with The City to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.
35. It is mutually understood and agreed that if any time the Procurement Officer shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Procurement Officer shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in bid/proposal. If after three working days of notification the conditions are not corrected to the satisfaction of the Procurement Officer, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by The City out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amount of such excess to The City on notice by the Procurement Officer of the excess due.
36. Contracts may be cancelled by The City with or without cause with 30-day written notice.
37. Any complaint from bidders relative to the Invitation to Bid or any attached specifications should be made prior to the time of opening of bids, otherwise such complaint cannot be properly considered.
38. Any bidder may withdraw his bid at any time before the time set for opening of bids. No bid may be withdrawn without cause in the 60-day period after bids are opened.
39. All questions, inquiries and requests for clarification shall be directed to Procurement.
40. **Prior to submission, all bidders are encouraged to check the website at www.albanyga.gov or call the Procurement Office at 229-431-3211 for any addendums.**

CITY OF ALBANY
GENERAL INFORMATION
RFP #27-021
218 N. WASHINGTON REDEVELOPMENT

1. **Submit one (1) original, six (6) physical copies, and one (1) complete, searchable digital version in PDF format on a USB flash drive** of your proposal on company letterhead, ensuring an authorized official signs all documents. The flash drive must be enclosed within the physical sealed proposal package. Submittals should be clearly marked on the outside as **"RFP #27-021, 218 N. WASHINGTON REDEVELOPMENT"**. Proposals should be submitted to:

CITY OF ALBANY
PROCUREMENT DIVISION
222 PINE AVENUE, SUITE 260
ALBANY, GEORGIA 31701

Link to additional information:
https://www.dropbox.com/scl/fo/2duje8gjrk2v8x6fgtf5e/ACeznirulad kRzovmn2z7is?rlkey=2lw46uzupo1ujdfksptlcgfte&st=xvzax4r5&dl=0

2. Proposals must be received no later than **5:00 P.M. October 13, 2026**, at the City of Albany Procurement Office, 222 Pine Avenue, Suite 260, Albany, Ga. 31701. Sealed responses may be hand delivered or mailed to the above listed address. **SEALED SUBMITTALS MUST BE DELIVERED IN WRITING. VERBAL RESPONSES ARE NOT ACCEPTABLE.** The City of Albany assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. If submittals are delivered by other than hand delivery, it is recommended that the respondent verify delivery. Any submittal received after the specified time and date will not be considered and will be returned unopened to the firm.

3. The contact person for this RFP is **Ricky Gladney, Buyer, at (229) 302-1455**. Explanation(s) desired by proposer(s) regarding the meaning or interpretation of this RFP must be requested from the Procurement office, in writing, as is further described below. Proposers are advised that from the date of release of this RFP until award of the contract, **NO contact with City of Albany personnel related to this RFP is permitted**, except as authorized by the Procurement office. Any such unauthorized contact may result in the disqualification of the proposer's submittal.

4. Requests for additional information or clarifications must be made in writing no later than the date specified in the RFP. Email rgladney@albanyga.gov, with copies (cc) to jswilliams@albanyga.gov and kross@albanyga.gov. The Procurement Office will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda **posted publicly on the Georgia Procurement Registry** prior to the Proposal Due Date. Proposers should not rely on any representations, statements, or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. It is the proposer's responsibility to ensure all addenda were received. The proposer should verify with the designated contact person prior to submitting a proposal that all addenda have been received. Proposers should acknowledge the number of addenda received as part of their proposals or sign a copy of the addenda and include it with the proposal submission.

5. Proposals received after the Proposal Due Date and time are late and will not be considered. The proposer may withdraw his/her submitted proposal by providing a written request to the Procurement Division before the stipulated closing date and time. Withdrawal of your proposal will not cause prejudice or interfere with the right of the proposer to submit a new proposal, provided the latter is received by the predetermined date and time provided herein. **No proposal may be withdrawn for a period of ninety (90) days following the stipulated closing date.**

6. The City of Albany may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

7. All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith, shall be borne by the proposer(s). No payment will be made for any responses received, or for any other effort required of or made by the proposer(s) prior to execution of a **Property Purchase and Development Agreement** approved by the City of Albany Board of Commissioners.

8. Proposers may be required to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

9. Proposers may take exceptions to any of the terms of this RFP unless the RFP specifically states where exceptions may not be taken. Should a proposer take exception where none is permitted, the proposal may be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals. Where exceptions are permitted, the City shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may request that the Proposer **modify their proposal to match the requirements described herein** or negotiate an acceptable alternative.

   No proposal shall be accepted from, nor will any contract or property agreement be awarded to, any proposer who is in arrears to the City of Albany upon any debt, fee, tax, or contract, or who is a defaulter, as surety or otherwise, upon any obligation to the City, or who is otherwise determined to be irresponsible or unreliable by the City of Albany.

10. The City of Albany may award a contract on the basis of information received without the RFP moving through all three phases described in the Selection Process section of the RFP. Therefore, each proposal phase should contain a proposer's best presentation of its position to serve.

    Selection Process Clause: An evaluation committee will review all proposals submitted. Based upon the background information reported in the RFP, the committee will determine whether the respondent is qualified or unqualified. **The purchase price offer** will not be the sole determining factor in selecting a firm. The committee will rank the qualified firms based on the **established evaluation criteria outlined in Section VI of this RFP**. The committee may require each firm to make a formal presentation regarding its qualifications and development concept. The top-ranked firms will be selected for final negotiations.

11. **COMPLIANCE WITH LAWS:** The proposer shall comply with all laws, ordinances, and regulations applicable to the property acquisition and redevelopment contemplated herein, including those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State, and local laws, ordinances, codes, and regulations that may in

any way affect the project. No reimbursement will be made by the City of Albany for any costs incurred prior to a formal, fully executed **Property Purchase and Development Agreement** resulting from this solicitation.

12. **INDEMNIFICATION AND INSURANCE:** Proposer assumes and agrees to be responsible for all claims for damages for injuries to persons or property arising out of its **due diligence activities, site inspections, and performance under any development agreement**, whether due to its own default or the negligence of its sub-contractors or agents. The proposer agrees to indemnify and hold

    harmless the City of Albany on account of such claims. To further assure the performance of this covenant, the proposer shall procure and maintain in force, at its expense, commercial general liability insurance of at least **$1,000,000** per occurrence and an annual aggregate of at least **$2,000,000**, naming the City of Albany as an additional insured during the project period. The proposer must also certify Workers' Compensation statutory coverage and Employers' Liability of at least **$1,000,000**.
13. **CANCELLATION OF TRANSACTION FOR CONVENIENCE:** The City of Albany shall have the right to cancel this RFP process or terminate negotiations prior to closing for its convenience by giving the proposer **sixty (60) calendar days** written notice of its election to do so. In the event of cancellation under this section, the City shall not be liable for any costs, fees, or development expenses incurred by the proposer.

14. **DEFAULT AND TERMINATION FOR CAUSE:** Provided a development agreement is executed, if a proposer shall fail to fulfill any of its development obligations or timeline milestones, the City of Albany may terminate the agreement for default by giving written notice to the proposer. If the transaction is terminated due to proposer default prior to closing, any earnest money deposits shall be forfeited to the City. Any termination or property reversion following the closing of the sale will be governed strictly by the conditions and cure periods outlined in the final **Property Purchase and Development Agreement** between the successful proposer and the City.

15. **PROPOSAL OWNERSHIP:** Upon receipt of the proposals by the City of Albany, the proposal documents and concepts shall become the property of the City without compensation to the proposers, for disposition or usage at the discretion of the City of Albany.

16. **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT:** The successful proposer will provide certification that they are in compliance with the Georgia Security and Immigration Compliance Act, certifying that the provisions of **O.C.G.A. § 13-10-91**, Chapter 300-10-1, per the Georgia Department of Labor, if applicable, have been complied with in full. Pursuant to **O.C.G.A. § 13-10-91**, all **subcontractors or development partners** entering into a contract or agreement for hire on this Project must be registered and participate in the Federal Work Authorization Program (E-Verify).

17. **PROPOSAL RESPONSE AND ADDENDA:** All respondents should provide information as detailed in this RFP and any other pertinent information which will assist the Evaluation Committee in selecting the most qualified firm. The City of Albany Staff will be available at the pre-proposal conference to answer questions and offer explanations as needed. Any reply resulting in a change in the Request For Proposals (RFP) will be issued formally as a written addendum and **posted publicly on the Georgia Procurement Registry**. It is highly recommended that all interested proposers attend this conference. This will be the only scheduled site visit and tour.

18. **PROPOSER COMPETENCY AND CAPACITY:** Proposer shall provide satisfactory evidence of

competency to perform the redevelopment and adaptive reuse project presented in the RFP. The minimum requirements are a permanent office, adequate workforce, and technical qualifications/experience, along with having a suitable financial status to meet obligations incidental to the property acquisition and construction. Submit with your proposal satisfactory evidence to meet these requirements.

19. **CLAIMS AND INSURANCE NOTICE:** The proposer will give immediate notice to the City of Albany of any claims or suits made or filed against the **redevelopment entity** or its subcontractors on any matter pertaining to this transaction. The **proposer** shall cooperate, assist, and consult with the City in any claim, suit, or action made or filed against the City as a result of or relating to the **proposer's** obligation under this project. Any cancellation or lapse of insurance affecting the **redevelopment project** shall be deemed a material breach, and the **Procurement Manager** must be notified immediately.

20. **EVALUATION CRITERIA:**

Development Concept & Downtown Revitalization Concept	25%
Financial Capacity & Project Feasibility	20%
Experience & Qualifications	15%
Acquisition Proposal & Transaction Terms	15%
Schedule	10%
Economic & Community Impact	10%
Financial Offer Validation (Fee/Cost)	5%

Award will be made to the responsible proposer whose proposal best meets the needs of the City of Albany as set forth herein. Proposers will be evaluated on the following criteria:

- **Development Concept & Downtown Revitalization Concept**: Quality, creativity, market relevance, active use, pedestrian orientation, compatibility with surrounding downtown activity, and contribution to the ongoing revitalization of Downtown Albany. **Weight - 25%**

- **Financial Capacity & Project Feasibility**: Credibility of sources and uses, equity, financing strategy, operating assumptions, contingencies, and ability to complete the project. **Weight - 20%**

- **Experience & Qualifications**: Provide an organizational chart that illustrates how the project team will be organized and managed. Provide resumes of the key team members with detailed relevant project experience. **Weight - 15%**

- **Acquisition Proposal & Transaction Terms:** Purchase price, earnest money, contingencies, due diligence period, closing readiness, public-assistance requests, and overall value to the property owner and downtown. **Weight - 15%**

- **Schedule:** Provide a schedule related to the project approach that details project tasks, milestone dates, review dates, and project design completion. The schedule will be incorporated into the agreement and failure to meet deadlines may constitute Contract non-compliance. All proposals must explain how the proposer will perform and navigate the required construction milestones, including resource assessments and estimated project staffing needs. **Weight - 10%**

- **Economic & Community Impact:** Private investment, jobs, business activity, tax-base impact, downtown synergy, and measurable public benefits. **Weight - 10%**

- **Financial Offer Validation:** Proposer shall outline their complete financial commitment breakdown, clarifying exact payment/closing terms and capital allocations required to transition

the real estate asset. **Weight - 5%**

21. **Certificate of Non-Collusion:** An executed copy of this form should accompany your submittal. (See Attached).

22. **Governing Law & Venue:** An executed copy of this form should accompany your submittal. (See Attached)

SECTION III: SCOPE OF WORK

1. **Property Context & "As-Is" Condition**
   - **The Asset:** The property is located at **218 N. Washington Street** in Downtown Albany. The Downtown Albany Master Plan identifies the building as the former **Water, Gas & Light building** and lists the structure as approximately **5,100 square feet**.
   - **Current State:** The building requires comprehensive renovation, rehabilitation, and adaptive reuse.
   - **As-Is Sale:** The property will be sold strictly **as-is**, unless otherwise negotiated and approved by the City. Respondents are solely responsible for conducting their own physical and legal due diligence regarding the building condition, environmental conditions, code compliance, and rehabilitation costs.

2. **Surrounding Priority Project Alignment**
   - **Master Plan Matrix:** The Master Plan recommends renovation and reuse of the building as part of the larger priority project area near **Pine Avenue, Flint Avenue, and N. Washington Street**.
   - **Public Synergy:** The surrounding priority footprint includes recommendations for a central common, parking improvements, an event lawn, a stage, a restroom building, and coordinated improvements that support downtown activity.
   - **Gateway Design:** The selected redevelopment concept must complement this surrounding vision. The final layout must tie directly into the planned Central Common and Parking improvement area to support downtown activation, pedestrian orientation, and district productivity.

3. **Acceptable Development Concepts**
   The City is seeking a realistic and financially feasible redevelopment concept that returns the property to an active and beneficial use. The City is open to creative, market-supported proposals, including:
   - **Office or professional service spaces.**
   - **Downtown business incubators or development centers.**
   - **Restaurants, cafes, retail storefronts, or entertainment-related uses.**
   - **Mixed-use commercial concepts.**
   - **Community-serving, public-facing, arts, culture, or tourism-supportive uses.**

4. **Required Developer Responsibilities & Structural Scope**
   The selected developer must demonstrate the financial and technical ability to complete the project. The physical scope of work includes:
   - **Interior Overhaul:** Complete interior remediation, structural stabilization, and modernization of all primary building systems.
   - **Historic Masonry Preservation:** Restoring, cleaning, and stabilizing the exterior facade. Proposers must preserve the raw, historic brick envelope of the building corridor. Painting, sealing, or coating the original exterior masonry walls is strictly prohibited.
   - **Regulatory Clearances:** Securing all necessary architectural approvals, historic district clearances, zoning compliance validations, and standard local construction permits.

5. **SCOPE OF PROPOSAL**

Each proposal must include the following information organized by section:

A. Developer Information

- Name of developer, firm, or development team;
- Primary contact person;
- Address, phone number, and email address;
- Detailed description of respondent background and development experience; and
- Examples of similar redevelopment, rehabilitation, adaptive reuse, or downtown projects completed.

B. Purchase Proposal

- Proposed purchase price;
- Proposed acquisition timeline;
- Requested due diligence period, if any; and
- Any contingencies related to financing, inspection, environmental review, or required structural approvals.

C. Redevelopment Concept

- Proposed use or mix of uses for the building;
- Detailed description of how the intended use supports the economic activation of Downtown Albany;
- Conceptual floor plan, site plan, renderings, or design images, if available;
- Comprehensive description of proposed exterior masonry preservation and interior infrastructure improvements;
- Proposed private investment amount;
- Estimated project delivery timeline; and
- Identification of any expected project phases.

D. Alignment with Downtown Albany Master Plan

- The proposal must explain explicitly how the project aligns with the Downtown Albany Master Plan, specifically regarding the recommendation to renovate and reuse the 218 N. Washington Street building and to structurally support and connect with the surrounding Central Common and Parking improvement area.

E. Financial Capacity

Respondents must provide clear evidence of financial capacity to successfully complete the acquisition and subsequent redevelopment, which may include:

- Official proof of funds;
- A formal bank financing letter;
- An institutional lender interest letter;
- Verified investor backing documentation;
- A detailed development budget; or
- Other comprehensive documentation showing the absolute ability to complete the project.

F. Project Timeline

- The proposal must include a projected master schedule detailing dates for property acquisition, due diligence, architectural design and permitting, construction or rehabilitation phases, project completion, and final opening or occupancy.

COMPLETE AND SUBMIT

GOVERNING LAW AND VENUE

Contractor agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Contractor further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

DATE: _____

COMPANY NAME:_____

AUTHORIZED REPRESENTATIVE NAME:_____

TITLE:_____

SIGNATURE:_____

COMPLETE AND SUBMIT

CERTIFICATION **OF** *NON-COLLUSION*

The bidder being sworn, disposes and says,_____

_____

The Contractor submitting this, and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

DATE:_____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME:_____

TITLE:_____

SIGNATURE: _____

** COMPLETE AND SUBMIT**

Drug Free Workplace Certification

DRUG FREE WORKPLACE REQUIREMENTS: The Contractor will provide the following certification that a Drug Free Workplace will be provided on the Project.

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating the "Drug Free Workplace Act", have been complied with in full. The undersigned further certifies that:

1. A drug free workplace will be provided for the Contractor's employees during the performance of the Contract; and
2. Each Contractor who hires a Subcontractor to work in a drug free workplace shall secure from that Subcontractor the following written certification:

DATE:_____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME:_____

TITLE:_____

SIGNATURE: _____

** COMPLETE AND SUBMIT**

DEBARRED BIDDERS/ INTEGRITY CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (49 CFR, Part 29):

The Contractor must certify that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the Contractor certifies that he or she shall obtain an identical certification from all its sub-contractors. The Contractor also agrees that when a subcontractor is unable to certify to any of the statements in this certification, the prospective participant shall submit an explanation to the Contractor.

DATE:_____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME:_____

TITLE:_____

SIGNATURE: _____

*** COMPLETE AND SUBMIT***

INDEMNITY AGREEMENT

This indemnity agreement made and entered into in favor of CITY OF ALBANY ("ALBANY"), a municipal corporation, by [RESPONDENT LEGAL NAME].

WHEREAS, [RESPONDENT LEGAL NAME] has submitted a proposal to ALBANY so as to provide [lease, acquisition, or operation of the 218 N. Washington Street facility under RFP #27-021].

NOW, THEREFORE, as an additional consideration in ALBANY awarding the RFP contract to [RESPONDENT LEGAL NAME],

[RESPONDENT LEGAL NAME] agrees to indemnify and hold harmless, ALBANY, its agents, principals, officers, and employees, their successors and assigns, individually and collectively, with respect to all third party claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of any alleged negligence of its officers, agents, or employees in connection with the product or services involved in the bid; provided this indemnity shall not extend to any damage, injury or loss due to ALBANY's sole negligence or willful injury.

[RESPONDENT LEGAL NAME] shall reimburse ALBANY for reasonable attorney fees and expenses of ALBANY in defending all such claims and shall also be responsible for payment of all judgements.

WITNESS THE HAND AND SEAL of the undersigned pursuant to proper corporate authority this, ____ day of _____, 20___.

[CORPORATE NAME]

By: _____

Title _____

Attest:_____

Title _____

[Affix Corporate Seal]

COMPLETE AND SUBMIT

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	
Address:	
Solicitation/Contract No.:	RFP #27-021
Solicitation /Contract Name:	218 N. Washington Redevelopment

CONTRACTOR AFFIDAVIT

I understand that the City of Albany may not enter into a contract with _____ (Name of Corporation) unless it has registered and does participate in the Federal Work Authorization Program defined in O.C.G.A. § 13-10-90(2), to-wit" (2) "Federal work authorization program" means any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the **City of Albany** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with sub-Contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13- 10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____

Federal Work Authorization User Identification (EEV/E-Verify Company Identification Number)

Date of Authorization

_____

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.

_____ _____

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent Contractor)

_____ _____

Signature (of Authorized Officer or Agent)

Date

Signed SUBSCRIBED AND SWORN BEFORE ME ON

_____ [NOTARY SEAL]

Notary Public

My Commission Expires: _____

** COMPLETE AND SUBMIT**

Advertisement Form

For All Firms Participating in the bid please answer questions below:

Please let us know how you heard about the BID/RFP advertisement by selecting one of the following.

1. Internet/Social Media to include Facebook, etc. Yes____ No____
2. City of Albany website Yes____ No____
3. City of Albany local access channel (channel 16) Yes____ No____
4. Georgia Procurement Registry Yes____ No____
5. Other: _____

Please indicate if you are a DBE: Yes_ No_____

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____