

LEGAL NOTICE  
**REQUEST FOR Proposals**

*SUNY Schenectady County Community College Facilities Master Plan Consultants*

SCHENECTADY COUNTY AND SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE (“SUNY Schenectady” or the “College”) is accepting proposals from professional planning firms to provide services related to the creative development of a Facilities Master Plan. The Facilities Master Plan will address the main campus and four (4) leased locations of SUNY Schenectady (the College). The Facilities Master Plan will consider current and future program uses to identify strategies for purchase, continued leasing, and expansion of existing and new spaces. This plan will direct the development of the college vision for the future in ways that reflect its mission as well as incorporate facilities MEP/Structural needs. The successful bidder will also need to integrate the previous Facilities Master Plan in with the new 2022 Facilities Masterplan.

Digital copies of specifications may be obtained from BidNet Direct at [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york) or by submitting a request to the Purchasing Department at [purchasing@schenectadycounty.com](mailto:purchasing@schenectadycounty.com). Paper copies may be picked up at the Purchasing Department, 2<sup>nd</sup> Floor, Schenectady County Office Building at 620 State Street, Schenectady, New York, 12305 between the hours of 9:00 A.M. and 4:00 P.M. weekdays, but must be requested via email 24 hours in advance.

All proposals must be delivered in a sealed envelope marked “Bid” and stating ***SUNY Schenectady County Community College Facilities Master Plan Consultants, RFP-2022-58R***, to the Purchasing Agent, no later than December 6, 2022 at 2:00 PM at which time they will be opened.

Bid Security shall be submitted with each bid as described in General Instructions to Bidders.

Woman and minority owned businesses are encouraged to submit proposals. Schenectady County is an Equal Employment Opportunity/Affirmative Action employer.

Schenectady County will make any investigation it deems necessary to determine the responsibility of any bidder to perform the work. The County reserves the right to reject any bid if an investigation of the bidder fails to satisfy the county that the bidder is responsible and can carry out the obligations of the contract.

Schenectady County reserves the right to waive any informality in a bid or to reject any or all bids.

Purchasing Department  
County of Schenectady  
Schenectady County Office Building  
620 State Street-2<sup>nd</sup> Floor  
Schenectady, NY 12305  
(518) 388-4240