

Legal Aid Society of Northeastern New York

Construction Bid Form for
Renovations to Lower Ground Floor Project

Prepared by Nolan Engineering, PLLC

PROPERTY INFORMATION

Legal Aid Society of Northeastern New York

95 Central Ave.

Albany, NY 12206

OWNER INFORMATION

Marshall Coulter

Director of Facilities

95 Central Ave.

Albany, NY 12206

Phone: 518-533-5926

Email: mcoulter@lasnny.org

CONTRACTOR INFORMATION

Name:

Company Name:

Address:

Phone:

Email:

ABOUT LEGAL AID SOCIETY

LASNNY is a 501(c)3 nonprofit law firm. As an LSC grantee, LASNNY is the primary provider of civil legal services, including advice, referrals, legal education and representation, to low income and those who qualify in northeastern New York.

PROJECT DESCRIPTION & SCOPE OF WORK

This project includes renovations to the lower ground level floor of an existing 2-story office building for the creation of a Housing Justice hub space for LASNNY which will enhance collaboration, improve functionality while creating a more modern and inviting environment for its employees and clients. The interior scope of work is to include demolition and new work to provide for a fresh interior layout of office space with new walls, doors, ceilings and finishes throughout with updates to existing mechanical, electrical and plumbing, in support of this new layout. The footprint of the area of work is approximately 5,450 SF. The exterior envelope is to remain as is with some updates for an entry at the rear street level to provide ADA accessibility and an entry canopy, the replacement of an existing stair at a second exit/entry point and resurfacing the deteriorated pavement area at the full width of the building.

The existing space was used as a recreational area for surrounding area youth that will now be updated for this Housing Justice Hub space as described above. Part of the project objective is to create an interior layout to accommodate single office units as well as shared open office areas with workstations and a conference rooms space for meetings & collaboration. Most new walls will be constructed to 10 ft in height (overall space height is currently approx. 18'-2" in height). New interior doors and sidelites will be provided along with new lighting and HVAC ductwork throughout that will need to meet the energy efficiency standards of New York State and provide optimal climate control for the new spaces. Existing plumbing will be removed and no new plumbing work will be done at the area of new toilet rooms. New electrical work throughout will need to be provided. An existing exterior door at one location, and a precast stair at another entry/exit location at the rear street level entry will be removed and replaced along with new area of pavement needed. Street Access to the renovation space is located at the rear of the building along Sherman Street. All construction activities

are expected to be isolated to the rear area of the building at the level of construction while maintaining all existing access and circulation from the building to the upper floors for both employees, clients and services as identified by the owner. Contractor mobilization areas for the duration of the construction period will be identified by the owners contact person(s) at the rear lots of the building at the scheduled pre bid walk through.

See drawing set for full scope of scheduled work.

DRAWINGS

Drawings titled Legal Aid Society, dated 10/15/25, by Nolan Engineering, PLLC

Drawing sheets included with this bid:

G1.0	Cover Sheet & Project Notes
A0.1	Existing Removals Plan & Code Information Plan
A1.0	Proposed Floor Plan and Reflected Ceiling Plan
A1.1	Toilet Room Plans, Details & Schedules
A1.2	Exterior Work Plans & Details
E1.0	Proposed Electrical Power & Lighting Plan
M/P1.0	Proposed HVAC Layout, Wastewater Piping & Water Supply Plans

CONDITIONS

Site visit: Thursday October 30th @ 1:00 pm. At building site 95 Central Ave., Albany, NY 12206

The purpose of this visit is to become familiar with the site conditions and ask any questions related to the project. Confirm your attendance with Marshall Coulter, Director of Facilities, prior to meeting.

Bid Period: Bid is due by or before Friday November 14th @ 5:00 pm. (opportunity to request an extension to be submitted in writing to owner)

Bid, to include information described below along with this form, may be emailed to Marshall Coulter, Director of Facilities, at mcoulter@lasnny.org.

This is a state funded, prevailing wage project that is required to meet the minority/women owned business (MWBE) threshold minimum of 30%. Construction on the project is to start no later than **February 1st 2026** with a substantial completion date of no later than **May 1st 2026**. Any construction milestones will be identified by the owner at the scheduled site visit. Contractor will be responsible for securing all necessary permits and approvals from the city building department.

COMPANY INFORMATION

Provide attached information about your company. This may include background information about your company, company philosophy, any biographical information on project leaders, notable projects you have built, or any pertinent information.

PROOF OF INSURANCE

Provide proof of Commercial General Liability Insurance and Worker's Compensation.

PROPOSAL

The undersigned, having examined the construction drawings and visited the project site to become familiar with all conditions affecting the work, proposes to provide all materials, labor, services, etc. required for the base bid sum noted below. Provide the time period required, to include estimated start date and completion date, to deliver the construction project according to the drawings noted.

Cost:

Construction start date:

Construction completion date:

Signature (Submitted by)

Date

PROJECT COSTS

Provide attached sheet showing the cost breakdowns for the project.

PAYMENT TERMS

Owner will use standard AIA contract for construction.

ADDITIONAL INFORMATION

If any clarifications to the proposal are necessary, provide information here or on attached sheet.

OWNER ACCEPTANCE

Upon review of this proposal, I, Marshall Coulter, on behalf of Legal Aid Society of Northeastern New York, do accept the above proposal.

Marshall Coulter

Date