



Request for Proposals

Legal Counsel Retainer Services

Issue Date: Friday, May 8, 2026

Proposal Due Date: Monday, June 1, 2026, by 5:00 PM EST

1. Introduction

The Hudson River Valley Greenway (“Greenway”) invites qualified law firms or attorneys to submit proposals for legal retainer services. The selected firm or attorney will provide legal advice and related services to the Greenway’s Boards and staff on an as-needed basis.

The Greenway seeks experienced counsel with broad knowledge of New York State public entities, employment law, contracts, governance, procurement, liability, insurance, and public sector operations. Experience with federal grants and nonprofit or quasi-governmental organizations is also preferred.

2. About the Hudson River Valley Greenway

The Hudson River Valley Greenway is a collaborative structure made up of three related organizations and one subsidiary nonprofit that work together to advance shared goals in conservation, planning, heritage tourism, trail development, and community investment. These organizations operate under both state and federal authority while maintaining separate legal responsibilities.

Greenway Entities

Hudson River Valley Greenway Communities Council

A New York State Agency created under the Hudson River Valley Greenway Act of 1991. The Council provides grants and planning support to local communities and coordinates certain state administrative functions.



Greenway Conservancy for the Hudson River Valley, Inc.

A New York State public benefit corporation created under the Hudson River Valley Greenway Act of 1991 that serves as the employer of Greenway staff and manages most fiscal, operational, programmatic, and administrative functions. The Conservancy also manages a separate, subsidiary nonprofit organization.

Hudson River Valley National Heritage Area

A federally designated National Heritage Area administered in partnership with the Greenway entities. It receives annual federal appropriations to support Greenway staff, grants, and programs.

3. Organization Staffing and Operations

The Greenway employs eight staff members, including seven full-time employees and one part-time employee, all employed by and paid through the Conservancy. Staff administer a wide range of state and federal programs.

Core activities include:

- Grants and sponsorships to municipalities and nonprofit organizations
- Management of a 36-mile section of the Empire State Trail, called the Albany-Hudson Electric Trail
- Trail construction and capital improvements, provided through grants
- Heritage tourism and educational programs
- Contract administration
- Fiscal management of state and federal funds

4. Scope of Services

The selected attorney or firm will provide legal services on an hourly retainer basis, as requested.

Services may include, but are not limited to:

Governance and Board Support

- Legal advice to Boards, officers, and executive leadership



- Review of bylaws, governance policies, and board procedures
- Guidance on ethics, conflicts, and fiduciary duties

Employment and Human Resources

- Advice on personnel matters
- Review of employee policies and handbook language
- Payroll and compensation agreement review
- Employment law compliance

Contracts and Agreements

- Drafting and review of contracts, MOUs, service agreements, leases, and grant-related agreements
- Risk review of proposed partnerships and projects

Government and Regulatory Matters

- Advice related to New York State agency obligations
- Guidance on procurement and public authority compliance
- Review of state and federal funding agreements
- Support responding to legal requests from state offices or agencies

Claims and Disputes

- Review of legal notices or claims
- Guidance regarding responses to potential or actual litigation
- Drafting and filing documents and making court appearances in response to litigation actions
- Negotiation support related to settlements or mitigation agreements
- Coordination with outside litigation counsel, if needed

General Counsel Services

- Timely responses to routine legal questions



- Preventive legal guidance to reduce organizational risk
- Review of insurance policies and response to potential claims
- Preferred: Ability to meet on-site in the Albany, NY area as needed

5. Desired Qualifications

Proposers should demonstrate:

- Admission to practice law in New York
- Minimum five years of relevant legal experience
- Experience representing public authorities, state agencies, municipalities, or nonprofit organizations
- Knowledge of New York employment law and contract law
- Experience with public procurement and board governance
- Familiarity with federal grant compliance preferred
- Strong communication skills and responsiveness

6. Contract Term

The Greenway anticipates awarding an initial one-year retainer agreement, with options to renew based on performance, funding, and organizational need.

7. Proposal Requirements

Proposals should include the following:

1. Cover letter expressing interest
2. Firm or attorney background
3. Relevant qualifications and experience
4. Names and resumes of key personnel expected to be directly working with the Greenway
5. Description of approach to retainer services
6. Proposed hourly fee structure
7. At least three professional references
8. Disclosure of any actual or potential conflicts of interest



Hudson River Valley Greenway

KATHY HOCHUL
Governor

KEVIN BURKE
Chair, Greenway Conservancy

MEG DOWNEY
Chair, Greenway Council

ANDY KITZMANN
Executive Director

8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Knowledge of public sector legal issues
- Ability to provide timely and practical counsel
- Cost and value
- References
- Overall responsiveness to this RFP

The Greenway reserves the right to request interviews, negotiate terms, reject any or all proposals, or cancel this solicitation at any time.

9. Questions

All questions must be submitted by email only to the contact below no later than May 20, 2026. No phone calls will be accepted. Responses to emailed questions may be posted periodically in the New York State Contract Reporter.

10. Submission Instructions

Proposals must be submitted electronically no later than: *Monday, June 1, 2026, by 5:00 PM EST*

- Email proposals to: Andy.Kitzmann@Hudsongreenway.ny.gov
- Subject: Legal Counsel Retainer Services Proposal
- Submit completed proposal materials in PDF format.

11. Contact Information



Hudson River Valley Greenway

KATHY HOCHUL
Governor

KEVIN BURKE
Chair, Greenway Conservancy

MEG DOWNEY
Chair, Greenway Council

ANDY KITZMANN
Executive Director

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Hudson River Valley Greenway
Maurice D. Hinchey Hudson River Valley National Heritage Area
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Andy.Kitzmann@Hudsongreenway.ny.gov

12. Equal Opportunity and Diversity Requirements

The Hudson River Valley Greenway is an Equal Opportunity Employer and encourages proposals from certified Minority- and Women-Owned Business Enterprises (MWBES), Service-Disabled Veteran-Owned Businesses (SDVOBs), small businesses, and firms owned by members of historically underrepresented groups.

All proposers shall comply with applicable federal, state, and local laws related to nondiscrimination and equal employment opportunity, including but not limited to the New York State Division of Human Rights requirements and Article 15-A and Article 17-B of the New York State Executive Law, where applicable.

The selected contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, gender identity or expression, sexual orientation, age, disability, marital status, military status, genetic predisposition, or any other protected status under law.

The Greenway strongly encourages the use of diverse subcontractors and suppliers when subcontracting opportunities are available.