

Finger Lakes Regional Land Bank Corporation

**REQUEST FOR QUALIFICATIONS (RFQ) FOR DEVELOPMENT SERVICES INCLUDING ENGINEERING
/ARCHITECTURAL SERVICES AND ENVIRONMENTAL SERVICES**

Date Issued: 01/05/2024

Due: 02/02/2024 3:00 PM

NOTICE IS HEREBY GIVEN that submissions will be received by the Finger Lakes Regional Land Bank Corporation (the "Land Bank") to provide Development Services including Engineering/Architectural Services and Environmental Services. This Request for Qualifications ("RFQ") is a competitive process designed to serve the Land Bank's best interests and to provide firms a fair opportunity for consideration of their services. The request is open to all qualified firms able to deliver the services specified in this RFQ. All qualifications will be treated as confidential, except as may be required under the Freedom of Information Law, and reviewed only by the Land Bank. Qualifications must be received at the Land Bank offices located at 1 DiPronio Drive, Waterloo, NY 13165, no later than 3:00pm on the date and time listed in the header of this RFQ.

Respondents who submit printed qualifications shall submit them in a sealed envelope, clearly marked "Land Bank - QUALIFICATIONS FOR DEVELOPMENT SERVICES". Email submissions are acceptable, but the Land Bank will not be responsible if the email is not received before the date and time indicated at the header of this RFQ. The Land Bank will also not be responsible for any issues associated with email (Ex: bounce backs, files that are too large, etc.) if the consultant or firm submits via email. It is the firm's sole responsibility to confirm that qualifications have been submitted by the deadline.

1. Background Information:

The Finger Lakes Regional Land Bank Corporation acquires, improves, and redistributes vacant, blighted, and tax abandoned properties to eliminate the harms and liabilities caused by such properties and return them to productive use, while being consistent with local municipalities' redevelopment and comprehensive plans. The Land Bank is charged with streamlining and facilitating the processes by which vacant, abandoned, and underutilized properties can be returned to productive use. The Land Bank owns a variety of properties including both vacant and improved lots, the majority of the Land Bank's existing inventory are vacant lots in Villages and Hamlets where demolition has previously taken place. The Land Bank is housed within and staffed by the Seneca County Department of Planning & Community Development.

The Land Bank seeks services from New York State licensed and experienced engineering and architectural firms as well as environmental services firms (the "team" or "consultants") for the provision of professional services, to include the evaluation of vacant and abandoned buildings; cost estimates for the stabilization or demolition of vacant and abandoned properties. The team

will also work in the preparation of construction drawings, specifications, plans, cost/price estimates, bid documents, advertisements; bid negotiation; construction administration; and such other related needs as FLRLBC may define in its redevelopment of formerly tax foreclosed or abandoned properties (the "Properties") and/or construction of new housing units. Environmental services in conjunction with these activities may include Environmental Site Assessments, regulated building material surveys, asbestos air monitoring, and preparing required environmental review documents for submission to NYS Homes and Community Renewal (HCR) or other granting agencies as necessary.

The Land Bank is particularly interested in exploring cost saving methods of new construction beyond stick built such as manufactured housing, modular housing, utilization of structural insulated panels, etc. The Land Bank, recognizing the high cost of construction, seeks to lower overall construction costs as much as practically possible.

The Land Bank seeks to streamline the development of its properties through this RFQ by onboarding a group of professionals or firms with individual specializations to form a comprehensive development team. The team of consultants will enable the Land Bank to consistently initiate projects in partnership with its various organizations such as Habitat for Humanity of Seneca County, Seneca Housing Inc., Finger Lakes Area Counseling and Referral Agency (FLACRA), and Ithaca Neighborhood Housing Services.

2. Minimum Qualifications For Development Services:

- a. NYS Licensed Structural Engineer with no less than 5 years experience as a licensed professional.
- b. NYS Licensed Architect with no less than 5 years experience as a licensed professional.
- c. Environmental Firms should have the necessary qualifications to conduct Environmental Site Assessments, Asbestos Surveys and Air monitoring, Lead Surveys, National Environmental Policy Act (NEPA) reviews, etc.
- d. NYS Licensed Surveyor with no less than five years experience as a licensed professional.
- e. Demonstrate prior experience in the services requested by this RFQ in accordance with applicable codes, standards, rules, and regulations.
- f. The contractors and sub-contractors may not have any recent history of the following:
 - Local, State or Federal tax arrears
 - Labor Violations
 - Arson, fraud, bribery, or grand larceny conviction or pending case
 - A record of substantial building code violations or litigations on property in Seneca County.
 - Formal debarment or suspension from entering into contracts with any

governmental agency.

- g. The consultants or team must identify at least one single point of contact to the Land Bank.
- h. The Land Bank may make such inquiries it deems necessary to determine the ability of each respondent to perform services contemplated by this RFQ. Respondent shall promptly furnish all information and data for this purpose as may be subsequently requested by the Land Bank.

3. Description of General Development Services:

1. Vacant and Abandoned Building Evaluations

- a. The consulting team will conduct building evaluations for the purpose of determining if the structure is safe to abate per industrial code rule 56. This report requires at a minimum (1) site visit and the completion of a letter and basic photographic documentation for submittal to various government and oversight agencies, including DOL. Expected completion time is 10 Business days or less from the site visit.
- b. Building evaluations and development of a stabilization plan for emergency and proactive stabilization projects. Included in these reports should be at least one (1) site visit, basic evaluation on the existing conditions and a written recommendation of work to complete a stabilization.

2. Demolition Administration

- a. Demolition Document Development and Bidding. The consulting team will prepare demolition documents and cost estimates as necessary for competitive bidding of demolition projects. The firm will also assist in project management of demolitions by providing oversight and administration of demolition contractors including permitting and necessary inspections for payment authorizations etc. The team will also assist in the coordination of asbestos air surveying and air monitoring as required for demolition projects.

3. Stabilization and/or Rehabilitation of Vacant and Abandoned Buildings

- a. The consulting team, in coordination with FLRLBC and its partners will prepare schematics, drawings, site plans, RBM surveys, and general scopes of work for the rehabilitation of vacant and abandoned properties. The FLRLBC works with various community partners including Seneca County Habitat for Humanity, Seneca Housing Inc. Finger Lakes Area Counseling and Referral Agency (FLACRA), and Ithaca Neighborhood Housing Services (INHS). The consulting team shall assist the Land Bank in coordinating activities and scopes of work under co-development agreements for the successful execution of the project.

4. New Infill Construction of Housing

- a. The consulting team, in coordination with the FLRLBC and its partners will prepare site plans, drawings, schematics, and general scopes of work for the creation of new infill housing construction on Land Bank properties throughout Seneca County. The consulting team will conduct any necessary environmental reviews as required by local municipalities or NYS funding agencies and prepare

applications for any required permits. The team will also be charged with the design of infill housing in character with individual neighborhoods. The team will explore the design of character appropriate infill utilizing methods of modular, manufactured, structural insulated panels, or any other type of construction to save overall costs. The team will also be expected to design projects per any standards required by HCR or other state funding as applicable.

- b. The team will also provide general construction administration including assistance with the bidding process for contractors and providing construction oversight for quality of workmanship over the course of projects. The team will also assist in the processing of payment applications, change orders, and other elements of construction administration.
5. Grant Administration
- a. The team shall review and incorporate into projects all applicable building standards and other guidelines as required by funding agencies and other programs including but not limited to NYS Homes and Community Renewal, Historic Tax Credits, Empire State Development, Empire State Supportive Housing Initiative. The Land Bank seeks to develop projects with partner agencies that receive funding from various programs.

4. **Equal Employment Opportunities for Minority Group Members and Women.** The Land Bank does not discriminate against any employee, contractor or applicant for employment or respondent to this RFQ because of race, creed, color, national origin, sex, age, disability or marital status, or any other protected class under the Human Rights Law, and the Land Bank will continue its existing programs of affirmative action, to ensure that minority group members and women are afforded equal employment opportunities without discrimination in accordance with Executive Law 15-A:1.

RFQ respondents should review Appendix A of this RFQ which contains language which will be required to be contained in a contract with the Land Bank as required by Executive Law 15-A and which are hereby made a part of this RFQ.

The Land Bank may require RFQ respondents who are hired by the Land Bank to provide information regarding their non-discrimination policy. See Appendix A.

5. **Participation By Minority Group Members and Women with Respect to State (a.k.a. Land Bank) Contracts.** It is the policy of the Land Bank that Minority-Owned Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts with the Land Bank in accordance with Executive Law 15-A and the Land Bank's Policy on Minority and Women-Owned Business Enterprises/Equal Employment Opportunity (Land Bank Resolution 22-24). M/WBE are encouraged to submit materials for this RFQ and, if applicable, provide their M/WBE certification or status of a pending certification.

6. Required Standard Terms of Contracts with the Land Bank

Appendix A of this RFQ contains contractual provisions which will be required in any agreement made between the Land Bank and a respondent to this RFQ and which are hereby expressly made part of this RFQ. This list is not exclusive and other provisions may be required. Respondents who cannot agree to the following terms should not submit a response to this RFQ.

7. Miscellaneous Requirements

- a. The Land Bank will not be responsible for any expenses incurred by any firm in preparing or submitting a response to this RFQ. All qualifications shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.
- b. The contents of the qualifications submitted by the successful firm and this RFP may become part of the contract for these services. The successful firm will be expected to execute said contract with the Land Bank.
- c. The Land Bank reserves the right to reject any and all qualifications received or to negotiate separately in any manner necessary to serve the best interests of the Land Bank.
- d. The selected firm(s) is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of any agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Land Bank.
- e. Qualifications submitted shall be valid for a minimum of sixty (60) days from the date of opening.

8. Response Requirements

- a. The Respondents should address the following information for each firm or team member: (a) primary contact, business address, phone number, fax number, e-mail address, and Federal ID number for contractor; (b) a brief description of the firm's history and experience in providing services covered by this RFQ; and (c) describe other projects involving similar works (including name of clients served, and length of time providing such services).
- b. Proposer shall provide a description and past experience of their firm. Contractor shall also provide references including governmental agencies (if applicable) where similar work has been performed over the past five years.
- c. Responses shall include a resume describing the qualifications and background of the primary contact person and other key staff who will be assigned to projects covered by this RFQ. Please note that the individuals listed will be expected to be available should the Corporation request to conduct interviews. Such resumes should describe relevant training and experience as it relates to the Scope of Services.

- d. Provide a list of three to five relevant client references, including a contact person's name, address and phone number.
- e. Conflict of Interest(s): This section should disclose any potential conflicts of interest that the firm may have in performing these services for the Land Bank.
- f. Please include a proposed fee structure and general cost estimates for the activities described in Section 3, General Development Services.
- g. All respondents must sign the Affirmation attached to this RFQ as Appendix B which is hereby expressly made part of this RFQ and submit with their materials. If submitting a joint bid, each entity or person who is part of the group submitting must sign the Affirmation.

9. Submission

Qualifications must be received by the Finger Lakes Regional Land Bank Office by the date and time listed on the header of this RFQ.

The proposal shall be contained in a sealed envelope, clearly marked "FLRLBC – Development Services." Email submissions are acceptable but the Land Bank will not be responsible if the email is not received before the date and time indicated below. The Land Bank will also not be responsible for any issues associated with email (Ex: bounce backs, files that are too large, etc.) if the respondent submits via email.

Mailing Address:

Finger Lakes Regional Land Bank Corporation
Attn: Joe McGrath
CEO/President
1 DiPronio Drive
Waterloo, NY 13165

Email Addresses:

To: jmcgrath@co.seneca.ny.us

cc: csryan@co.seneca.ny.us

Email submissions must include both addresses.

All inquiries regarding this RFQ please contact via email jmcgrath@co.seneca.ny.us **AND** csryan@co.seneca.ny.us. Inquiries by phone may be made by calling 315-539-1730.