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LIVINGSTON COUNTY LAND BANK CORPORATION

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REQUEST FOR PROPOSALS FOR CONTRACTOR CONSULTANT/TECHNICIAN SERVICES

Date Issued: April 1, 2019

Due: April 16, 2019 at 3:00 p.m.

The Livingston County Land Bank Corporation (LCLBC) is seeking a request for proposals for contractor consultant/technician services for property rehabilitation and demolition funded by the Land Bank Community Revitalization Initiative. The RFQ is open to individuals, firms and non-profit agencies with experience in property inspections, rehabilitations and demolitions.

Background Information

LCLBC's mission is to support community development and the local economy by facilitating the return of vacant, abandoned, underutilized, and tax-delinquent properties to productive use. LCLBC is in the process of acquiring properties throughout Livingston County, with the assistance of grant funding from the Land Bank Community Revitalization Initiative.

Scope of Work

The successful bidder will be awarded a two-year contract to serve as a contractor consultant/technician working on an on-call per-property basis. The successful bidder shall have the experience and technical expertise necessary to complete work in three phases.

The Land Bank expects to complete, over the two-year period, four (4) property rehabilitations and two (2) property demolitions. The number of property inspections will vary. Completion of initial property review or inspection does not guarantee property will be selected for acquisition for rehabilitation or demolition.

Initial Phase.

- Conduct preliminary interior and exterior inspection of homes to ascertain rehabilitation or demolition eligibility based on Land Bank criteria give to selected bidder.
- Completion of an estimated cost range to complete rehabilitation or demolition work based on criteria provided by the Land Bank to selected bidder.
- Report of initial visual inspection, cost range and rehabilitation or demolition recommendation should be reported to Board of Directors within one-week of the date of property visit.

Work Write-Up Phase.

- If property meets qualifications for LCLBC criteria for rehabilitation or demolition, complete inspection report to document findings and determine deficiencies of each home based upon housing standards and local building codes.
- Complete visual examination of property to observe and record environmental hazards, including but not limited to, oil spills, septic field leakage and other suspicious containers.
- Prepare scope of work with written specifications and drawings meeting all federal, state and local requirements including detailed cost estimate for review and comment by the LCLBC Board of Directors.
- Assist in the writing of competitive bid documents for property inspection, rehabilitation and demolition work. Assist in the opening of said competitive bids and provide contractor/subcontractor recommendations to the Land Bank Board of Directors.

Construction Phase.

- Conduct pre-construction meetings with Contractors and the LCLBC Board of Directors and staff to discuss work to be completed.
- Assist contractors and LCLBC with interpretation of specifications and contract conditions.
- Facilitate communication between LCLBC and contractors, mediating any differences or conflicts.
- Conduct random inspections on a regular basis to monitor contractor compliance with plans, specifications, all applicable federal, state and local codes, and workmanship standards and document progress during the construction phase of the project with written and photographed documentation.

- Complete paperwork and reports as required, including written inspection reports from all site visits, change orders, contractor progress payment approvals and any other documents required by federal, state and local codes, and submit them to LCLBC.

Bid Requirements

All interested bidders shall submit a bid package that includes the following information:

- At least 3 references from previous clients of related work completed within the past 10 years.
- Detailed explanation of the specialized experience and technical competence of the firm or individual with respect working on property rehabilitation or demolition projects.
- Detailed explanation of experience in building trades. The successful bidder shall have a minimum of one-year experience in a building construction supervisory position, trades instruction, local code enforcement, or rehabilitation inspection.
- Detailed explanation of proven knowledge of building, zoning, and property rehabilitation and demolition standard codes.
- A proven ability to communicate effectively both orally and in technical writing.
- The past record of the firm or individual with respect to accessibility to clients, ability to meet deadlines, and ability to coordinate several projects.
- The firm or individual's proximity to and familiarity with LCLBC's service area of Livingston County.
- The capability of the firm or individual's ability to carry out all aspects of required activities, including any experience or education in preparing detailed cost estimates, drawings and specifications.
- Explanation of the firm or individual's experience and technical competence in working on grant-funded property rehabilitation and demolition projects or other property rehabilitation or demolition programs.
- A detailed, per-property base cost estimate for work completion for each of the three phases of work.

Contractor Requirements

As required by the Land Bank's grantor, Enterprise Community Partners, Inc. selected respondents shall:

1. Be legally licensed to complete work in all governing jurisdictions;

2. Have demonstrated prior experience in the rehabilitation of housing in accordance with applicable codes, standards, rules and regulations, including references from at least three (3) relevant rehabilitation projects completed within the last five (5) years;
3. Have a demonstrated use of responsible and licensed subcontractors;
4. Have a satisfactory bank reference;
5. Have evidence of insurance in conformance with the requirements set forth below;
6. Have appropriate certifications by general contractor or subcontractor for all lead-based paint and asbestos activities;
7. Have a transparent and effective system for tracking costs and lien releases; and
8. Have acceptable ratings, as deemed by the Land Bank's grantor, of a completed credit check provided by Dun & Bradstreet, if applicable.

If unable to comply with one or more of the above requirements, including insurance requirement below, respondents shall provide written explanations of reasons for non-compliance.

Insurance Requirement

The successful bidder shall be required to provide for itself and maintain at its own cost and expense until the completion of the work the following forms of insurance:

- A. Commercial General Liability coverage with limits of liability not less than One Million Dollars (\$1,000,000) per occurrence, not less than Two Million Dollars (\$2,000,000) annual aggregate, and not less than Two Million Dollars (\$2,000,000) in products/completed operations aggregate.
- B. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits not less than One Million Dollars (\$1,000,000) combined for each accident.
- C. Workers' Compensation and Employers' Liability in form and amounts required by law.

The Livingston County Land Bank Corporation (6 Court Street – Room 302, Geneseo, NY 14454) and Enterprise Community Partners, Inc. (11000 Broken Land Parkway, Suite 700, Columbia, MD 21044) shall be named as additional insured on the policies required by subparagraphs (A) and (B) above. The successful bidder shall furnish certificates of insurance along with ACORD 25 and 855 to LCLBC and corresponding policy endorsements setting forth the required coverage hereunder prior to entering any property or commencing any work, and such policies shall contain an endorsement (1) requiring the carrier to give at least ten days' prior notice of cancellation to LCLBC, and (2) waiving subrogation. The successful bidder shall provide LCLBC with copies of these policies and endorsements.

All insurance required by this contract shall be primary and non-contributing to any insurance maintained by LCLBC. The successful bidder's policy may not contain any exclusion for NYS Labor Law, injury to employees or injury to subcontractors. Subcontractors are required to have an unmodified Commercial General Liability policy without limitation with respect to Employers Liability and injury to Independent Contractors. The successful bidder shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The successful bidder agrees to cause each subcontractor to furnish LCLBC with copies of certificates of insurance along with ACORD 25 and 855 and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such contractor entering any property or commencing any work.

Indemnification by the Successful Bidder

To the fullest extent permitted by applicable law, the successful bidder shall indemnify, defend, and hold harmless LCLBC and its contractors, officers, directors, servants, agents, representatives, and employees (each, individually, an "indemnified party" and, collectively, the "indemnified parties"), from and against all liabilities, damages, losses, costs, expenses (including, without limitation, any and all reasonable attorneys' fees and disbursements), causes of action, suits, claims, damages penalties, obligations, demands or judgments of any nature, including, without limitation, for death, personal injury and property damage and claims brought by third parties for personal injury and/or property damage (collectively, "damages") incurred by any indemnified party to the extent caused by (i) any breach of this contract by the successful bidder, its subcontractors, officers, directors, members, servants, agents, representatives, or employees, or (ii) the malfeasance, misfeasance, nonfeasance, negligence, unlawful act or omission, or intentional misconduct of the successful bidder, its subcontractors, officers, directors, members, servants, agents, representatives, or employees, arising out of or in connection with this contract or the work.

Non-Collusive Bidding Certification

By submission of this bid, each bidder and each individual signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the

bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
and

3. No attempt has been made or will be made by the bidder to induce any other individual, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Bid Submission

Bid submissions will only be accepted in hard copy by LCLBC. Bids may be submitted either via postal mail or in person.

LCLBC will not be responsible for any expenses incurred by any firm or individual in preparing or submitting a bid.

Submit three (3) copies of bids via hard copy and address all bids to:

Livingston County Land Bank Corporation
ATTN: Angela Ellis, Executive Director
6 Court Street – Room 305
Geneseo, NY 14454

All bids shall be contained in a sealed envelope, clearly marked “Livingston County Land Bank – Contractor Consultant/Technician RFP.”

For more information or for any questions on this bid, please contact: Joe Gunther, Program Specialist at 585-243-7563 or JGunther@co.livingston.ny.us.

Note: Submissions must be received by **3:00 p.m. on April 16, 2019**