



## **Request for Qualifications**

### **Contractor Pre-Qualification Applications**

#### **INVITATION TO QUALIFY: RESIDENTIAL CONSTRUCTION SERVICES**

To All Interested Parties:

The LCLBC has been awarded \$2.5 million through the NYS Homes and Community Renewal (HCR) Vacant Rental Program (VRP) and maintains ongoing rehabilitation, demolition, and new construction projects through the Land Bank Initiative (LBI). These funds support the renovation of distressed residential units, demolition of blighted structures, and other activities that require qualified contractors.

To manage these projects, the Land Bank is soliciting for a Pre-Qualified Contractor List. By qualifying for this list, your company will be eligible to receive bids. This streamlined approach eliminates the need to resubmit insurance, certifications, and business credentials for every individual project bid.

Interested contractors, of all trades, should complete the attached application and submit with all required documentation to the LCLBC. Please note that the LCLBC will continue to accept applications on a rolling basis. The LCLBC reserves the right to open and close this solicitation periodically according to the needs of the Land Bank.

We are seeking professional companies with experience in residential and mixed-use rehabilitation to partner with us on these upcoming projects. We look forward to reviewing your qualifications. Should you have any questions, please contact us at (585) 243-7550.

Founded in 2017, the Livingston County Land Bank Corporation (LCLBC) is a not-for-profit corporation based in Livingston County, New York. The LCLBC is dedicated to supporting community development and the local economy by facilitating the return of vacant, abandoned, underutilized, and tax-delinquent properties to productive use.

Sincerely,

Megan Crowe  
Executive Director  
Livingston County Land Bank Corporation

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**FOR RESIDENTIAL CONSTRUCTION SERVICES**

**1. PROGRAM OVERVIEW**

The LCLBC utilizes a qualification-based procurement process to manage residential construction projects. This RFQ establishes a Pre-Qualified Contractor List from which contractors will be solicited for project-specific bids.

**Qualification Process:**

1. Contractors respond to this RFQ application with all required documentation for review.
2. The Land Bank verifies insurance, certifications, references, and other qualifications.
3. Approved contractors are added to the Pre-Qualified Contractor List.
4. Pre-qualified contractors receive bid solicitations for applicable projects based on their trade specialties and certifications.

**2. CURRENTLY AVAILABLE PROJECT OPPORTUNITIES**

**Vacant Rental Program (VRP) Projects:**

The LCLBC has been awarded \$2,500,000 of VRP funding for the rehabilitation of vacant rental units in Livingston County. Eligible properties for this rehabilitation funding include: single-family rental properties, multi-family rental properties up to 5 units, and conversion of vacant commercial or mixed-use properties into 1-5 unit rental properties.

The Land Bank develops a scope of work in coordination with property owners for residential rehabilitation projects. All pre-qualified contractors are invited to submit bids on these scopes of work. The property owner selects a contractor and enters into an agreement directly with the selected contractor. The LCLBC anticipates awarding projects to the lowest quoted responsible contractor; however, property owners may select a higher-priced contractor and cover the cost difference.

**Land Bank Initiative (LBI) Projects:**

The LCLBC has been awarded \$2,000,000 in Land Bank initiative funding. This grant funding allows for the LCLBC to conduct demolition, rehabilitation, and new construction projects on properties owned by the LCBLC. Pre-qualified contractors may be invited to bid on these projects as they become available. These projects follow a separate procurement and contracting process with the Land Bank contracting directly with the selected contractor.

**Future Opportunities:**

Qualified contractors will be contacted as bid opportunities become available in the future.

**3. BIDDING PROCEDURES**

When projects become available, the Land Bank will release bid documents to pre-qualified contractors. Bid documents will include the scope of work, project-specific requirements, including any grant requirements, submission deadlines, and all other relevant details. By submitting bids, contractors acknowledge that they will be required to comply with any and all program and grant agreement specific requirements that may be applicable to a particular project.

The LCLBC reserves the right to award, or not award, multiple projects to the same contractor at the same time. Simultaneous awards will be based on size and scope of each individual project and the contractor's ability to complete work by required deadlines.

#### **4. REMOVAL FROM PRE-QUALIFIED CONTRACTOR LIST**

The LCLBC reserves the right to remove a contractor from the Pre-Qualified Contractor List for convenience or cause, including but not limited to:

- Unsatisfactory workmanship or failure to meet quality standards
- Failure to complete projects on schedule without justifiable cause
- Excessive or unsubstantiated change order requests
- Failure to maintain required insurance coverage or certifications
- Unsatisfactory business relations with property owners, the Land Bank, or project stakeholders
- Violation of program rules, grant requirements, or applicable laws
- Any conduct that reflects negatively on the Land Bank or its programs

#### **5. SUBMISSION REQUIREMENTS**

To be considered for the Pre-Qualified Contractor List, contractors must submit the following:

- Completed Contractor Response Form** (electronic submission or google form)
- Experience:** A list of three (3) residential projects completed in the last five years, including project location and a contact reference for each.
- Certifications (if applicable):** If available, a copy of the company's current EPA RRP Lead-Safe Certification (both individual renovator certificate and company certification) and/or New York State Department of Labor (NYSDOL) asbestos abatement license. Please note that these certifications are not a requirement for pre-qualification
- Insurance:** A Certificate of Insurance meeting the requirements outlined in Section 6 below. Livingston County Land Bank Corporation, State of New York, and the Housing Trust Fund Corporation must be listed as additional insured.

#### **6. INSURANCE REQUIREMENTS**

Contractors must provide and maintain the following insurance coverage as specified in LCLBC Standard Appendix C:

- **Commercial General Liability Insurance** (including Completed Operations Coverage): \$1,000,000 per occurrence / \$2,000,000 aggregate per project
- **Automobile Liability:** \$1,000,000 combined single limit for owned, hired, borrowed, and non-owned motor vehicles
- **Workers' Compensation:** Statutory Workers' Compensation and Employers' Liability Insurance for all employees (no exceptions, including sole proprietors)

#### **Additional Insured Requirements:**

The following entities must be listed as additional insured (not just certificate holders) on all applicable policies: Livingston County Land Bank Corporation, State of New York, and Housing Trust Fund Corporation. An additional insured endorsement must be provided; a statement on the certificate of insurance is not sufficient.

Insurance must be from an A.M. Best rated "secured" New York State licensed insurer. The contractor's coverage shall be primary coverage. Contractor must provide thirty (30) days prior written notice of cancellation, reduction, or material coverage change.

## **7. EQUAL OPPORTUNITY AND MWBE REQUIREMENTS**

The Land Bank is an Equal Opportunity organization. Minority Business Enterprises and Women Business Enterprises are encouraged to submit applications.

Contractors certified as MBE or WBE by New York State are encouraged to indicate their certification status on the application.

## **8. SUBMISSION INSTRUCTIONS**

The LCLBC is accepting submissions to the Pre-Qualified Contractor list via the two following methods:

The preferred submission is via google forms. Please visit this link to complete and submit the contractor response form:

<https://forms.gle/KkUEFjpPcPvg3aEq7>

Alternatively, the LCLBC can accept digital copies of the contractor response form, submitted via email to Nate Cole at [Natecole@livingstoncountyny.gov](mailto:Natecole@livingstoncountyny.gov)

Questions regarding this RFQ should be directed to the Land Bank at (585) 243-7550.