



# ALBANY COUNTY LAND BANK CORPORATION

**REQUEST FOR PROPOSALS FOR RENOVATION MENTOR  
CONSULTING SERVICES** Date Issued: June 22<sup>nd</sup>, 2018 Due:  
June 29<sup>th</sup>, 2018 at 2:00pm

## **BACKGROUND INFORMATION**

The Albany County Land Bank Corporation's ("Land Bank") was established in 2014 by Albany County to facilitate the process of acquiring, improving and redistributing vacant and abandoned properties. The Land Bank is a nonprofit organization committed to revitalizing neighborhoods and strengthening communities throughout Albany County. The Land Bank owns a variety of properties including both vacant buildings and lots. Currently the Land Bank owns about 500 properties.

Many Land Bank buyers are first time homebuyers and often also seek to renovate a home for the first time. As part of a pilot program to help provide guidance to these buyers the Land Bank is seeking a Renovation Mentor Consultant. This individual will be contributing to the mission of the Land Bank and assisting first time home buyers through the renovation process. This pilot program will start with five (5) buildings but the availability of additional work is possible if the pilot is expanded.

## **I. REQUIREMENTS OF CONTRACTOR**

### **MINIMUM QUALIFICATIONS FOR RENOVATION MENTORS**

Individuals interested in being a renovation mentor consultant should meet the following minimum criteria:

1. Individuals must have a minimum of 5 years of working full time doing residential full renovation work on vacant single and multi-family residential buildings of the architectural type found in the Albany County. These buildings include brick and wood row-house type as well as gable and flat roofed detached buildings.
2. Individual must have been the primary person responsible for all renovation work. For example, working as a licensed general contractor, acting as the general contractor function or the working as site superintendent on residential renovation jobs.
3. Provide an example of a work write up and cost estimate for a total renovation project.
4. Provide a professional resume outlining work history and experience.

4. Provide at least five (5) examples of full renovation projects completed. Individual should provide a written description with before and after photos of the renovation work.

4. Provide at least three (5) references, including addresses and telephone numbers on the form at the end of this RFP. At least two (2) of these five (5) references should be occupants of properties that were renovated by the individual who is responding to this RFP.

5. Provide any additional information which would serve to distinguish the respondent from other respondents submitting qualifications such as examples of work on projects similar to the projects contemplated by this RFP, and any special expertise or experience of respondent, etc.

6. The Land Bank may make such inquiries it deems necessary to determine the ability of each respondent to perform the services contemplated by this RFP. Respondent shall promptly furnish all information and data for this purpose as may be subsequently requested by the Land Bank.

## **II. SCOPE OF WORK**

1. Provide a full work write up and cost estimate of each Land Bank property that have been selected to be part of the mentorship program. Land Bank properties are tax foreclosed properties that have been vacant for many years. Contractors should assume that the scope of the writeup includes review of all parts of the building and of all building systems. The scope and estimated cost for the full renovation of property should meet minimum HUD standards and all local and municipal codes and regulation. Guidance as to the finish level will be provided primarily by the Land Bank but may be in collaboration with the buyer as well.
2. Attend a project kickoff meeting with the buyer and do regular check-ins of the project progress at 25%, 50%, 75% and final punch list completion of the project. Each of these meetings should be expected to average, two (2) hours in length.
3. Be available for a reasonable amount of assistance for project questions and concerns during the rehab process. The individual should provide an hourly rate for these additional consultations. This amount of additional assistance should not exceed twenty (20) hours over the course of the renovation which is expected to be complete in 1 year.

## **III. Insurance Requirements**

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 (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate.
- B. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits not less than \$1,000,000.00 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobile.
- C. Workers' Compensation and Employers' Liability in form and amounts required by law.

#### **IV. INDEMNIFICATION**

The successful contractor shall defend, indemnify and hold harmless the Land Bank, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful contractor, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

#### **V. NON-COLLUSIVE CERTIFICATION**

By submission of this RFP, each contractor and each person signing on behalf of any contractor certifies, and in the case of a joint proposal 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 proposal 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 contractor 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 contractor and will not knowingly be disclosed by the contractor prior to opening, directly or indirectly, to any other contractor or to any competitor; and
- (3) No attempt has been made or will be made by the contractor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

#### **VI. MWBE PROMOTION**

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. It is also the Land Bank's goal to award Procurement Contracts to those procurement contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment.

#### **VII. AFFIRMATIVE ACTION**

As required by Executive Law § 312, and in compliance with the Land Bank's procurement policy, any contractor awarded a procurement contract in excess of \$25,000 for services rendered to the Land Bank must acknowledge this affirmative action policy and agree to implement the same by making every reasonable effort to award any subcontracts (none of hereby authorized) to MBEs and WBEs and to utilize minority and labor in the performance of any agreement that is awarded to the contractor. Specifically, any contractor awarded a contract in excess of \$25,000 dollars will be expected to abide by the following provisions:

1. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section, affirmative action shall mean recruitment, employment, job

assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

2. At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein.
3. The contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the MWBE Threshold Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status

#### **VIII. NON-DISCRIMINATION POLICY**

In accordance with Article 15 of N.Y. Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor agrees that neither it nor any of its subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

#### **IX. PROPOSAL REQUIREMENTS**

1. Responses should complete the form at the end of this RFP with their pricing broken out but the items listed. Payments will not exceed these amounts regardless of the actual costs incurred in completing the services. Land Bank reserves the right to accept all or a portion of the work bid, however, it is the preference of the Land Bank to have one contractor complete the entire job. If you would like to add additional information please add additional pages.

#### **X. PROPOSAL SUBMISSION**

Proposals must be received at the Albany County Land Bank office:

Albany County Land Bank Corporation  
Attn: Amanda Wyckoff  
Director of Operations  
69 State Street, 8<sup>th</sup>  
Fl Albany, NY 12207

The proposal shall be contained in a sealed envelope, clearly marked "Albany County Land Bank – Renovation Mentor Consultant RFP." Email proposals 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 contractor submits via email.

Note: Submissions must be submitted and received by the date and time listed in the header of this RFP.

The Land Bank will not be responsible for any expenses incurred by any firm or person in preparing or submitting a proposal.

ACLB Renovation Mentor Consultant RFP

Consultant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Experience (Attach additional pages if necessary):

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\_\_\_\_\_  
\_\_\_\_\_  
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Reference Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Job Description: \_\_\_\_\_

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Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
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Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Job Description: \_\_\_\_\_

RENOVATION MENTOR CONSULTANT BID PRICING PER PROPERTY:

Project Scope of work and cost estimating report \$ \_\_\_\_\_

Meeting 1-Project Kick Off

Meeting 2-25% Completion

Meeting 3-50% Completion

Meeting 4-75% Completion

Meeting 5-Final punch list

Meetings Total: \$ \_\_\_\_\_

On Call assistance (Not to exceed 20 hours)\* \$ \_\_\_\_\_ per hour

\*The Land Bank reserves the right to approve additional hours at the stated hourly rate provided by the consultant. Any additional time request must be submitted in writing and preapproved by the Land Bank to be considered for invoicing.