



NASSAU COUNTY

LAND BANK CORPORATION

ONE WEST STREET
MINEOLA, NEW YORK 11501
TEL: 516-572-1398
FAX: 516-572-2789

December 20, 2018

Request for Qualifications (RFQ) for Co-Development Partner

SECTION 1 INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Nassau County Landbank Corporation (“NCLBC”) is soliciting qualified organizations to provide housing acquisition, construction, rehabilitation, and disposition services in connection with vacant parcels and vacant, abandoned, and foreclosed homes within Nassau County (“The County”). Please prepare and submit a statement of your organization’s qualifications (hereinafter “Qualification Statement”) in accordance with the procedure and schedule in this RFQ. NCLBC intends to qualify the organization(s) that (a) possesses the professional, financial, and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by NCLBC.

1.2. Background.

The NCLBC was incorporated by Nassau County (2016) as a New York not-for-profit corporation, created under state authority and approval, with the mission to direct its funding and efforts to decrease the number of abandoned properties within the County, having the effect of restoring such properties to productive use and revitalizing, improving and creating value in the communities in which they are located. The NCLBC acquires interests in real property to manage and remedy impediments to redevelopment, and transfer real property for productive uses, under specific criteria, to remove blight and foster reinvestment in our county’s neighborhoods.

1.3. Contact Information.

All Communications concerning this RFQ shall be directed to:

Ms. Brittney Russell Executive Director Nassau County Landbank Corp. 40 Main Street, Suite C Hempstead, New York 11550
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Questions regarding this RFQ must be submitted via email to brussell@nassaucountynv.gov by January 7, 2019 and will be answered via email. No contact with any NCLBC personnel other than the authorized contact person regarding this project is allowed until such time as an award has been made. All answers which pertain specifically to this project will be compiled and distributed to the list of respondents prior to the submission due date.

Qualification statements must be submitted to, and received by NCLBC, to the attention of Brittney Russell listed above, via regular mail or hand delivery, by 12 P.M. (NOON) January 10, 2019.

Qualification statements should be submitted in tabbed and labeled binders, not permanently bound.

Respondents must submit five (5) printed copies of the proposal and one electronic copy on Compact Disc or DVD in PDF format.

NCLBC may modify, supplement or amend the provisions of this RFQ as deemed necessary or appropriate by and in the sole judgment of NCLBC.

Conditions Applicable to RFQ.

Your submission of the qualification statement is deemed to be consent to the following:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit NCLBC to issue an RFP.
- This RFQ is not intended, and shall not be construed, to commit NCLBC to pay any costs incurred in connection with responding to this RFQ or to procure or contract for any services.
- All costs incurred by you in connection with responding to this RFQ shall be borne solely by you.
- NCLBC reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof.
- NCLBC reserves the right to select one or more organizations to provide community housing development services as described in this RFQ.
- NCLBC reserves the right to enter into contracts on a yearly or other basis with options to extend at NCLBC discretion.
- All qualification statements shall become the property of NCLBC and will not be returned.
- All qualification statements will be made available to the public in accordance with law.
- NCLBC reserves the right to conduct in-person interviews of any, or all, respondents.

- Neither the NCLBC, nor its respective staff, consultants, or advisors shall be liable for any claims or damages arising out of or in connection with the solicitation or preparation of the qualification statement.

SECTION 2 SCOPE OF SERVICES

2.1. Overview

The NCLBC is currently seeking qualification statements from Non-Profit organizations that possess the ability and experience to acquire, maintain, rehabilitate, and sell to eligible, income qualified homebuyers, vacant and foreclosed homes located within the County. The Respondent must state in its proposal if it can provide the Services including but not limited to those set forth below in Section 2.2 (Scope of Services). The Respondent must affirmatively state if it is unable to provide a particular service. The Respondent must provide detailed information as to how the Respondent will provide the listed services set forth in paragraph 2.2. The Scope of Services does not include the selected Respondent taking title to the properties acquired. Title to such properties shall be held by the NCLBC. The Respondent(s) selected shall be required to execute a written agreement with the NCLBC in accordance with the Scope of Services set forth herein.

2.2. Scope of Services

NCLBC seeks a comprehensive proposal that describes the full process necessary to implement specific requirements which include but are not limited to the following:

Property Acquisition

- Assist the NCLBC in the acquisition of vacant, bank foreclosed homes (“REO” or “Real Estate Owned”), and as requested by the NCLBC, vacant and abandoned homes that are in the foreclosure process but not yet in title to a bank or lending institution (“Zombie Foreclosures”), all in high foreclosure zones as specified by the NCLBC
 - Interface with banks and other entities to identify potential purchases of REO Properties and Zombie Foreclosures as applicable.
 - Assist with the negotiation with banks and other entities to facilitate the disposition of REO Properties and Zombie Foreclosures, as applicable.
 - Determine terms of sale as specified by NCLBC officials.

Property Construction, Rehabilitation and Maintenance

- Perform or procure all services necessary to implement program activities relating to the construction, maintenance, and rehabilitation of residential properties acquired, including, without limitation, the following:
 - Preparation of project budgets, plans, specifications and work scopes for each property, subject to the approval of the NCLBC.
 - Securing of permits, variances, or other municipal approvals that may be necessary.
 - Engineering Inspection and determination of eligible improvements.
 - Architectural design.

- Property appraisal.
- Title Insurance.
- Phase I - Environmental Site Assessment.
- Lead Based Paint Hazard Inspection and Clearance.
- Survey.
- Property Maintenance / Security / Lawn and/or Snow Removal Services before, during, and after construction, as requested by the NCLBC and in accordance with approved specifications and applicable codes, until sale of the property.
- Utilities / Home Heating / Electrical / Water Service.
- Interior and Exterior Construction, Rehabilitation and General Contracting, including but not limited to unique features and programs such as:
 - Participation in a low maintenance lawn reseeding demonstration program.
 - Participation in the Center for Neighborhood Technology's "Wetrofit" program.
 - Participation in Home Energy Audit programs.
 - Construction compliance with Enterprise Green Communities Criteria.
 - Interfacing with Town Building Code Officials as necessary.
 - Lead-based paint hazard inspection and clearance.
- Monitoring of rehabilitation progress and project management.
 - Reporting to NCLBC officials .

Property Marketing and Disposition

- Perform or procure for all services necessary to implement program activities relating to the disposition of program properties.
 - Assist/ Coordinate with local Community Development Agency's for homebuyer selection.
 - Market properties to prospective homebuyers concurrently with rehabilitation to limit holding period duration.
 - Develop and provide all program forms and documents.
 - Prequalify prospective homebuyers.
 - Processing homebuyer applications.
 - Income eligibility screening.
 - Screening of applicant's financial ability to purchase.
 - Assist prospective homebuyers by providing technical assistance and/or access to mortgages and subsidy programs, including but not limited to:
 - New York State Affordable Housing Corporation (AHC) Subsidies.
 - HOME Investment Partnerships Program.
 - Provide pre-purchase homebuyer counseling, if necessary.

Programmatic Compliance

- Maintain compliance with any and all local, state and federal laws in the execution of NCLBC projects, including but not limited to:
 - Article 16 of the NY State Not-For-Profit Corporation Law ("The Land Bank Act")
 - Local municipal codes
- Maintain programmatic compliance with the following relevant policies and guidelines including but not limited to:
 - Contractual restrictions imposed by State Of New York Office of the Attorney General's Community Revitalization Initiative Program.
 - NCLBC Corporate Policies (available at www.Nassaucountylandbank.org)

- Acquisition Policy
- Disposition Policy
- Procurement Policy
- All other relevant NCLBC policies

Program Management and Reporting

- Interface with NCLBC regarding routine program administration issues, keep current on federal, state and local policy changes that may impact program requirements, and provide reports upon request to the NCLBC and/or the County regarding program progress and fund expenditures.
- Contractor must, with 7 days' notice, be available to attend NCLBC Board meetings and staff meetings and other meetings or presentations related to the State of New York Office of the Attorney General's Community Revitalization Initiative Program.

SECTION 3 SUBMISSION REQUIREMENTS

3.1. General Requirements.

Your qualification statement must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3.

3.2. Administrative Information Requirements.

Please provide the following information:

- a. An Executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the qualification statement.
- b. Name, address, telephone number, and e-mail address of the contact person responsible for answering any and all questions regarding the qualification statement.
- c. An executed Public Disclosure Statement.
- d. An executed Proposal/Bid Certification.
- e. Executed compliance forms included in Exhibit 1.
- f. The number of years your organization has been in business under the present name.
- g. The number of years your organization has been under the current management.
- h. Any judgments, claims or suits within the last three (3) years in which your organization has been adjudicated liable. If yes, please explain.
- i. Location(s) from which services will be performed.
- j. Identify and provide resumes of key staff you propose assigning to this matter.

- k. Confirm appropriate professional and/or state licenses to perform activities.
- l. Whether your organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
- m. Describe other accounts involving similar services, in particular identify any governmental, public authority, public agency, and/or other quasi-governmental entities in New York for which you serve or have served in a similar capacity. Describe the role and experience of key personnel assigned to other similar accounts who will be assigned to this account.
- n. Please provide a spreadsheet list of all single-family, residential properties which have been rehabilitated and sold by your organization in the past three (3) years.
- o. Will temporary staff also be involved? If so, include details of their supervision and training.
- p. Please set forth why your organization should be selected.
- q. Please set forth any unique qualities your organization possesses that other organizations do not have.
- r. Please provide three (3) references for which the organization has provided similar services (current governmental or quasi-governmental agencies preferred). Provide name of the organization, services, contact name and telephone number.
- s. If you foresee any potential conflicts of interest arising from providing the above referenced scope of services to the NCLBC, please describe each such potential conflict in detail.
- t. If you intend to use the services of sub-contractors please provide all of the above information in this section for each subcontractor.

3.3. Cost Proposal.

- a. Eligible Total Development Costs will be approved by the NCLBC and paid by the NCLBC upon completion of construction in accordance with all applicable specifications and municipal codes. The Contractor shall be entitled to a flat fee (the “Developer Fee”) based upon the eligible Total Development Costs for each property acquired and rehabilitated. The NCLBC has determined that this amount shall not exceed 15% of the Total Development Costs.
- b. Your cost proposal should also include a separate fee in connection with Property Maintenance / Security / Lawn and/or Snow Removal Services, as may be requested by the NCLBC, for the period following rehabilitation of each property in accordance with all applicable specifications and municipal codes and prior to sale of the property.
- c. Your cost proposal should be within the maximums stated above. Although proposed fees will be taken into account, NCLBC reserves the right to negotiate a different fee

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structure with any organization selected. Please note that pursuant to its procurement policy, NCLBC will not necessarily select the firm with the lowest rates for services or select the same firm for all services listed above.

**SECTION 4
EVALUATION**

NCLBC’s objective is to select an organization, or organizations, that will provide high quality and cost effective services. Pursuant to its procurement policy, “Procurement contracts for professional services shall be selected based upon the Best Value to the NCLBC, which takes into consideration other factors in addition to costs, such as quality and efficiency.”

NCLBC will consider qualification statements only from firms that demonstrate the capability and willingness to provide high quality services to NCLBC in the manner described in this RFQ.

Award Criteria for this RFQ will include, but may not be limited to the following:

<u>Administrative Credentials</u>	
Past Success with Similar Projects:	10%
Financial Viability:	10%
Staff Resumes:	10%
Organization’s Unique Capabilities:	5%
References:	5%
Sub-Total:	40%
<u>Technical Services</u>	
Understanding of Project:	10%
Property Acquisition:	5%
Property Rehabilitation & Maintenance:	10%
Property Marketing & Disposition:	5%
Programmatic Compliance:	5%
Program Management & Reporting:	5%
Sub-Total:	40%
<u>Cost Proposal</u>	
Developer Fee:	10%
Property Maintenance / Security / Lawn and/or Snow Removal Services:	10%
Sub-Total:	20%
<u>TOTAL:</u> 100%	

We thank you in advance for your response to the RFQ.

Yours truly,

A handwritten signature in black ink, appearing to read "BRussell". The signature is fluid and cursive, with the first name "Brittney" and last name "Russell" clearly distinguishable.

Brittney C. Russell
Executive Director – NCLBC