



# NASSAU COUNTY

## LAND BANK CORPORATION

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

September 13, 2019

### **Request for Qualifications (RFQ) for Architectural and Engineering Services**

#### **SECTION 1 INTRODUCTION AND GENERAL INFORMATION**

##### **1.1. Introduction and Purpose.**

Pursuant to its procurement policy, the Nassau County Landbank Corporation (“NCLBC”) is seeking qualified licensed architect and engineering firm with the ability to design scopes of work and manage general contracting firms in the construction and rehabilitation of residential properties throughout Nassau County, New York. The ideal candidate will have past experience providing these services in a not-for-profit setting, providing affordable housing which has been funded by federal, state, and local government community development programs. If you are interested in assisting NCLBC with the provision of such services please prepare and submit a statement of your firm’s qualifications (hereinafter “qualification statement”) in accordance with the procedure and schedule in this RFQ. NCLBC intends to qualify the firm 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 or the RFQ process shall be directed to:

Ms. Brittney C. Russell  
Executive Director  
Nassau County Landbank Corp.

40 Main Street, Suite C  
Hempstead, New York 11505  
(516) 572-1398  
Fax: (516) 572-2790  
Email: [brussell@nassaucountyny.gov](mailto:brussell@nassaucountyny.gov)

Questions regarding this RFQ must be submitted via email to [brussell@nassaucountyny.gov](mailto:brussell@nassaucountyny.gov) by **4:00 p.m. EST, Wednesday, October 2, 2019** and will be answered via email prior to the submission due date.

Qualification statements must be submitted to, and received by NCLBC, to the attention of Brittney C. Russell listed above, via regular mail or hand delivery, by **4:00 p.m. on Wednesday, October 2, 2019.**

Qualification statements must 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:

- a. This document is an RFQ and does not constitute an RFP.
- b. This RFQ does not commit NCLBC to issue an RFP.
- c. 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.
- d. All costs incurred by you in connection with responding to this RFQ shall be borne solely by you.
- e. NCLBC reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof.
- f. NCLBC reserves the right to select one or more firms to perform the services as described in this RFQ.
- g. NCLBC reserves the right to enter into contracts on a yearly or other basis with options to extend at NCLBC discretion.
- h. All qualification statements shall become the property of NCLBC and will not be returned.
- i. All qualification statements will be made available to the public in accordance with law.

- j. NCLBC reserves the right to conduct in-person interviews of any, or all, respondents.
- k. Neither 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 architectural and engineering firms that possess the ability and experience to assist the NCLBC with the project scoping and management (including but not limited to: due diligence, maintenance, and rehabilitation) for residential home construction and rehabilitation projects located within the County, which will then be sold to income eligible homebuyers as affordable housing. The qualified respondent will assist the NCLBC by providing architectural services starting at the pre-acquisition phase of development and will assist with project management and scoping throughout the construction and rehabilitation period. 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 Section 2.2. 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:

##### **Pre-Development**

- Assist the NCLBC in the acquisition and pre-development of vacant land and structures
  - Visit properties selected by the NCLBC to determine feasibility of rehab projects
  - Provide a Cost and Feasibility Estimate which will assist the NCLBC in determining the financial feasibility of acquiring, rehabilitating, and reselling the home to an income qualified homebuyer
  - Provide a scope of work which will be required to bring the property to a saleable and quality condition, taking into account issues commonly affecting foreclosed properties in Nassau County, including but not limited to:
    - Broken or missing plumbing, electrical, and/or HVAC systems
    - Problems with Septic/Cesspool systems
    - Mold, Asbestos, Lead Paint, Oil Spills and other issues affecting environmental quality

##### **Design**

- Field measure and confirm all existing conditions
- Confirm all structures on the property are legal and meet zoning ordinances
- Design all building improvements to exterior, interior, plumbing, heating and electrical systems to current codes and regulations
- Prepare detailed construction documents which illustrate and specify the complete scope of construction for permit and bidding purposes
- Prepare, file and obtain building permits in conjunction with contractor information provided. (permit fees are a reimbursable expense)
- Typical design standards include repairing current condition to home to bring it to a repaired condition, updating systems and appliances as necessary.
- For non-living-space areas of the home, typically the NCLBC will require condition be returned to original (i.e. non CO'd finished basement or garage to be returned to original unfinished condition)

- Typical construction projects are for a single-family detached home between 1000-2000 square feet.
- Does the architect specify everything in detail and select actual finishes, colors, etc? ( Kitchen cabinets, counters, flooring hardware, etc). If so some statement could be put in the design phase.

### **Construction Phase**

- Work as Project Manager in the solicitation of outside consulting firms to engage in due diligence activities, including but not limited to:
  - Environmental/Asbestos/Lead assessments
  - Appraisal
  - Engineering inspections
  - Vacancy verification
- Solicit bids on behalf of the NCLBC for general contractor services
  - Prepare invitations for bid, in conformance with NCLBC and regulatory requirements
  - Host contractor walkthrough meetings to discuss scope of work requirements
  - Recommend award of bids based on NCLBC procurement requirements (i.e. lowest responsible bidder)
- Manage construction projects on behalf of NCLBC staff
  - Act as liaison between NCLBC and general contractor (“GC”)
    - Visit site and inspect progress/conformance on a weekly basis
    - Communicate regarding timeline issues
    - Communicate regarding change orders / unforeseen circumstances
  - Ensure GC’s conformance with municipal codes, permitting requirements, and proper execution of work scope

## **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.**

##### **1) General Information**

- a) Please provide an executive summary (not to exceed one (1) page) of the information contained in all the other parts of the qualification statement.
- b) Provide the name, address, telephone number, and e-mail address of the contact person responsible for answering any and all questions regarding the qualification statement.
- c) Indicate the number of years your firm has been in business under the present name.
- d) Indicate the number of years your firm has been under the current management.
- e) Indicate the location(s) from which services will be performed.
  - i) Please note that the selected respondent(s) will be required to travel to work sites, NCLBC offices, and other REO properties as is necessary.
- f) Please include a statement of work that describes the Respondent's understanding of the Project. The Respondent is expected to discuss its understanding of the proposed "Scope of Services."
  - i) The complexity, challenges and problems involved in performing the work.
  - ii) Approach and philosophy for dealing with problems.
  - iii) Experience dealing with key issues.
  - iv) Why your firm should be selected.
  - v) Any unique qualities your firm possesses that other firms do not have.
  - vi) Any additional issues or matters relating to the "Scope of Services" which the Respondent wishes to address.
- g) The NCLBC intends to complete at least six (6) rehabilitation projects by the end of 2019. Please provide a statement as to why you feel your firm is able to provide the services set forth in Section 2.2 in a timely manner which will ensure a quality result given the timeline set forth.

##### **2) Staffing and Qualifications**

- a) Identify and provide resumes of key staff you propose assigning to work with the NCLBC.
  - i) Include copies professional licenses and other affiliations for key personnel.
- b) Provide a copy of a valid and current New York State Architect license.

- c) 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. Describe the role and experience of key personnel assigned to other similar accounts who will be assigned to this account.
- d) Describe your firm's history of providing architectural and residential project management services to entities facilitating the rehabilitation of blighted homes for affordable housing purposes.
- e) Will temporary staff also be involved? If so, include details of their supervision and training.
- f) If you intend to use the services of sub-contractors please provide all of the above information in this section for each subcontractor.
- g) Provide three (3) references for which the firm has provided services (current governmental or quasi-governmental agencies preferred). Provide name of the organization, services, contact name, email address and telephone number. Please be aware that non-responsive references will not count toward a Respondent's qualifications.

### **3) Financial Viability**

- a) Submit current financial statements prepared and certified by an independent CPA and/or internal statements if certified statements are not available or have not been issued within the past 12 months
- b) Submit a summary of all litigation, if any, against the Respondent within the last three (3) years and disposition or outcome of same.
- c) Please indicate whether your firm is now or has been involved in any bankruptcy or re-organization proceedings in the last seven (7) years. If yes, please explain.

### **4) Compliance/Ethics**

- a) If you foresee any potential conflicts of interest arising from a contract with the NCLBC, please describe each such potential conflict in detail.
- b) Any Respondent to this RFQ is charged with the continuing duty to disclose to the NCLBC the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any companies or individuals with whom the County of Nassau or the NCLBC does business with respect to the services required by this RFQ. This duty continues for so long as the Respondent is retained on behalf of the NCLBC.
- c) Any Respondent to this RFQ is charged with the continuing duty to disclose to the NCLBC the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any NCLBC or Nassau County department, agency or employee. This duty continues for so long as the Respondent is retained on behalf of the NCLBC.
- d) Compliance Forms (included as Exhibit 1)
  - i) Provide an executed Statement of Non-Collusive Proposal Certification
  - ii) Provide an executed County of Nassau Consultant's Contractor's and Vendor's Disclosure Form.
  - iii) Provide an executed County of Nassau Lobbyist Registration and Disclosure Form.
  - iv) Provide an executed County of Nassau
  - v) Provide an executed Business History Form
  - vi) Provide an executed Principal Questionnaire Form.

**3.3. Cost.**

**1) Fee Schedule**

- a) Please provide an hourly rate or schedule of hourly rates for the services set forth in this RFQ.
  - b) Alternatively, please also provide a flat, do-not-exceed, per project fee for the services set forth in this RFQ.
- 2) Although proposed fees will be taken into account, NCLBC reserves the right to negotiate a lower or different fee structure with any firm selected.**
- 3) Please note that pursuant to its procurement policy, NCLBC will not necessarily select the firm with the lowest rates for services.**

**SECTION 4  
EVALUATION**

NCLBC’s objective is to select a firm, or firms, 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.

The selection process will begin with the review and evaluation of each of the written qualification statements. The purpose of this evaluation is two-fold:

1. to examine the responses for compliance with this RFQ;
2. to identify the complying firms that have the highest probability of fully performing the scope of services to the NCLBC at the best value.

The NCLBC will evaluate the qualification statements based upon the criteria for selection set forth below.

<b><u>Administrative Credentials</u></b>	
<ul style="list-style-type: none"><li>• Past Success with Similar Projects</li><li>• Financial Viability</li><li>• Staff Resumes</li><li>• Unique Capabilities</li><li>• References</li></ul>	40%
<b><u>Technical Services</u></b>	
Understanding of and approach to project	40%
<b><u>Cost Proposal</u></b>	
Proposed Fees	20%
<b><u>TOTAL:</u>    <u>100%</u></b>	

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

Yours truly,



Brittney C. Russell  
Executive Director – NCLBC