

REQUEST FOR QUALIFICATIONS: AS NEEDED LEGAL SERVICES

INTRODUCTION

A. Overview

The Sullivan County Land Bank Corporation ("SCLBC") is issuing this Request for Qualifications ("RFQ") to law firms and/or individual attorneys for the purpose of establishing a list of qualified vendors to provide as needed legal services to the SCLBC.

The SCLBC is seeking respondents with demonstrated experience in providing legal services that include, but are not limited to, advising land banks on real estate transactions, real property law, environmental law, contracts, labor and employment and municipal law.

The work contemplated is professional in nature. A respondent must be competent to perform services identified herein and financially solvent.

This RFQ shall not create a legal obligation on the part of the SCLBC or any respondents. The SCLBC reserves the right, in its sole discretion, to amend, suspend, terminate or reissue this RFQ, in whole or in part, at any stage. The SCLBC shall not be liable to respondents for any costs incurred in connection with the RFQ process. Submissions shall be deemed property of the SCLBC.

B. Context of RFQ

The SCLBC was incorporated in February of 2017 and has since been engaged in startup activities including, but not limited to, the adoption of bylaws and policies, recruitment of an executive director and the selection of potential properties for acquisition and rehabilitation. The SCLBC has been awarded a \$920,000 grant for the acquisition, assessment, and rehabilitation or demolition of properties in Sullivan County, with an initial focus on Monticello and Liberty, New York.

More information on the land bank, including its adopted procurement policy, is available at sullivancountylandbank.org

C. Time of Completion

An attorney retained by SCLBC shall provide services within a mutually agreed upon timeframe and/or in accordance with any deadlines imposed as a result of court action or by a third party.

D. Term of Qualification

The SCLBC will retain the list of qualified responders for a period of two years, from November 1, 2017 through October 31, 2019.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Services

Services may include, but are not limited to, the following areas of practice:

- Administrative Law
- Banking and Finance
- Bankruptcy
- Contracts
- Environmental
- Foreclosure and Forfeiture
- Labor and Employment
- Landlord/Tenant Law
- Litigation
- Mortgages and Lending
- Municipal Law
- Not-for-Profit Law
- Public Authority Law
- Probate
- Quiet Title
- Real Estate / Real Property
- Tax Law
- Workers Compensation

B. Qualifications

Respondents and/or their key personnel must have at least five (5) years' experience in their area(s) of expertise.

Respondents must be graduates of accredited law schools, be admitted to practice law in the State of New York and currently registered with the Office of Court Administration.

Familiarity with Sullivan County's real estate community and Sullivan County's legal community is a plus.

C. Work Assignments

Firms on the Qualified List will be considered for assignments based upon the following criteria:

- Performance and Experience;
- Hourly Rates/Fee Schedule or Structure (include pro-bono rates, if applicable);
- Education and Licensure;
- Backup Coverage.

EVALUATION CRITERIA AND SCORING

The SCLBC will take into consideration the Evaluation Criteria detailed below. A point system will be used to rank the experience and capacity of each Respondent.

A. Experience and Capacity

30 PTS for the depth of expertise and amount of experiences of the Respondent and its key personnel. The top 1/3 will be awarded a full 40 PTS. The middle 1/3 of respondents will be awarded 20 points. The bottom 1/3 of respondents will not be awarded points under this category.

30 PTS for depth of experience with New York State Land Bank Act, as well as land bank specific legal issues, including but not limited to: implementation of policies and procedures, tax issues, municipal law, tax foreclosure law, etc. The top 1/3 will be awarded a full 30 PTS. The middle 1/3 of respondents will be awarded 15 points. The bottom 1/3 of respondents will not be awarded points under this category.

20 PTS for organizational capacity and the ability to respond in a timely fashion.

10 PTS Quality/Completeness of Proposal Submission.

10 PTS for Fee Schedule and Affordability.

SUBMITTAL REQUIREMENTS

RFQ responses must be submitted both via hard copy and scanned e-mail copy sent to planning@co.sullivan.ny.us.

Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12-point font, and 8.5 by 11 inch format. Responses that have not been submitted via both hard copy and e-mail will not be considered. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.

The SCLBC reserves the right to seek additional information to clarify responses to this RFQ. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e., Corporation, Limited liability Company, etc.).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFQ "Principals" shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any over the activities of the Respondent
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
5. The RFQ Submittal Checklist attached hereto at the end of this RFQ and attached to the response.

B. Threshold Requirements

Documents to be submitted:

1. Organization Documents (or equivalent): Proof of formation and good standing of corporation, professional limited liability company or professional limited partnership) issued by the New York Secretary of State.
2. Evidence of License and Insurance: Evidence that insurance is in place or can be obtained if selected. Evidence of licenses held.
3. References. Three (3) references of related projects, including date of project, contact person and phone number and a brief description of the project.
4. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the SCLBC.

C. Main Proposal

Please provide the following information:

1. Legal services you are propose to offer as listed in Item A of Professional Service Requirements Scope of Service.

2. Relevant experience providing legal services to clients similar to the SCLBC and/or to clients undertaking activities similar to those of the SCLBC.
3. Statement of Qualifications
4. If applicable, MWBE certification.
5. Fee schedule or structure.

SELECTION PROCESS

A Selection Committee comprised of SCLBC board members and others deemed appropriate by the SCLBC Board will review qualifications in accordance with the evaluation criteria set forth herein and in accordance with SCLBC policies. Contract(s) shall be awarded to vendor(s) whose proposal(s) received the highest score(s) in accordance with criteria set forth in the RFQ. There will be no guarantee of assignments to anyone in the qualified candidate pool. The particulars of the assignment and cost proposals will determine the best candidate for any assignment.

QUESTIONS

Questions regarding this RFQ shall be submitted in writing via email to:

planning@co.sullivan.ny.us The last date to submit questions regarding the RFQ is September 29th, 2017 at 4:00 PM

SUBMITTAL DUE DATE

Responses to this RFQ are due by 4:00 pm on October 13, 2017.

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time and your firm's name. Hard copies must be delivered to:

Sullivan County Land Bank Corporation
c/o Sullivan County Division of Planning
100 North Street
Monticello, NY 12701

Responses to this RFQ must also be e-mailed to: planning@co.sullivan.ny.us

RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ

- Purpose of Response: (please check all that apply)
 - Administrative Law
 - Banking and Finance
 - Bankruptcy
 - Contracts
 - Environmental
 - Foreclosure and Forfeiture
 - Labor and Employment
 - Landlord/Tenant Law
 - Litigation
 - Mortgages and Lending
 - Municipal Law
 - Not-for-Profit Law
 - Public Authority Law
 - Probate
 - Quiet Title
 - Real Estate / Real Property
 - Tax Law
 - Workers Compensation
- Letter of Interest
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the New York Secretary of State (If Respondent is a joint venture a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- State License and or Certification
- References
- Conflict of Interest Statement & Supporting Documentation
- Description of Company
- Capacity of Company
- Pricing Proposal
- MBE/WBE, HUD Section 3, if applicable
- RFQ Submittal Requirements Checklist

Firm Name: _____