

## REQUEST FOR PROPOSALS: CONSTRUCTION INSPECTION SERVICES

### INTRODUCTION

#### A. Overview

The Sullivan County Land Bank Corporation (SCLBC) is issuing this Request for Proposals (RFP) for individuals and firms to complete residential rehabilitation inspection and estimating professional services for homes to be acquired by the SCLBC.

The SCLBC seeks respondents with demonstrated experience in providing inspection and estimating services that include, but are not limited to, identifying building code and structural deficiencies, developing detailed scopes of work and estimating costs for repairs needed.

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

This RFP 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 RFP, in whole or in part, at any stage. The SCLBC shall not be liable to respondents for any costs incurred in connection with the RFP process. Submissions shall be deemed property of the SCLBC.

#### B. Context of RFP

The SCLBC was incorporated in February of 2017 and is working with up to nine (9) residential properties in need of varying levels of 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. Properties that are not slated for demolition will need to be renovated and returned to the market.

More information on the Land Bank, including its adopted procurement policy, is available at [www.sullivancountylandbank.org](http://www.sullivancountylandbank.org)

#### C. Time of Completion

The firm or firms retained by SCLBC shall provide services within a mutually agreed upon timeframe and/or in accordance with any deadlines imposed by the SCLB Board.

#### 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 will include:

- Site Inspections and walk-throughs of Properties identified by Land Bank Board
- Develop a Scope of Work for each Property identified.
- Develop Cost Estimate to accompany the Scope of Work

### B. Qualifications

Respondents must list the certifications or licenses held to show experience with home inspection services and cost estimating and scope of services development.

### C. Proposal Requirements

A proposal submitted in response to this RFP shall be formatted as follows to assure consistency:

*Section A.* Understanding of the Scope of Services to be provided for the Land Bank *Section B.*

Proposed Fee Schedule

*Section B.* Qualifications, Experience, Resume & Qualifications and Resume of Key Personnel *Section C.*

Client/Reference List: Please include the name and contact information for three professional references who can attest to your performance.

*Section D.* Conflict of Interest(s): This section should disclose any potential conflicts of interest that the firm may have in performing these services for the Land Bank

*Section E.* Miscellaneous/Other information (This section is for any further pertinent data and information not included elsewhere in the RFP).

### D. 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:

1. 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.
2. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits not less than \$500,000 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.
3. Workers' Compensation and Employers' Liability in form and amounts required by law.

The Land Bank shall be named as an additional insured on the policies required by subparagraphs (A and B) above (100 North Street, Monticello, NY 12701).

The successful bidder shall furnish certificates of insurance to the Land Bank and corresponding policy endorsement setting forth the required coverage hereunder prior to commencing any work, and such policies shall contain an endorsement requiring the carrier to give at least ten days' prior notice of cancellation to the Land Bank. All insurance required shall be primary and non-contributing to any insurance maintained by the Land Bank. The successful bidder shall ensure that any subcontractors

hired carry insurance with the same limits and provisions provided herein. The successful bidder agrees to cause each subcontractor to furnish the Land Bank with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such subcontractor commencing any work.

**E. Indemnification**

The successful contractor shall defend, indemnify and save 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.

**F. 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.

**G. 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.

**H. 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

**I. 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.

**J. Miscellaneous Requirements**

1. The Land Bank will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.
2. The contents of the proposal submitted by the successful firm and this RFP may become part of the contract for these services. The successful firm will be expected to execute said contract with the Land Bank.
3. Proposals shall be signed in ink by the individual or authorized principal of the responding party.
4. The Land Bank reserves the right to reject any and all proposals received or to negotiate separately in any manner necessary to serve the best interests of the Land Bank.
5. The selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of any agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Land Bank.

**SUBMITTAL REQUIREMENTS**

RFP responses must be submitted both via hard copy and e-mail copy sent to [planning@co.sullivan.ny.us](mailto:planning@co.sullivan.ny.us).

Each respondent shall submit two (2) copies of the proposal 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 RFP will be cause for rejection of submittals.

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

1. Cover Letter: A cover letter, addressed to the SCLBC indicating the Respondent's desire to provide inspection and cost estimating services, as well as a summary of items included in the submittal.
2. Experience of Respondent: A list of projects recently completed, as well as current projects undertaken by the Respondent. Project listings should include types of services performed with an emphasis on residential construction inspection and estimating, names and locations of projects, owners' name and address, brief description of the project and the design solution, date of completion, cost (if possible) and project duration.
4. Professional Staff: A listing of the professional staff of the firm assigned to this project, including principals, detailing their qualifications, such as title, education, Certification, licenses, professional societies, experience and length of service with the firm. The willingness to discuss the scope of rehabilitation work with staff prior to issuance of final report, a full and complete understanding of housing rehabilitation and the knowledge and use of standard specifications for building codes. Include turnaround time for all professional services, detailing a typical housing rehabilitation project by construction trade.
5. References: A listing of clients of projects currently in progress, as well as past projects, to include name, title, address and telephone number. Clients listed should be public sector clients and involve projects similar to those listed herein.
6. Fee Proposal: Firms wishing to participate in this Request for Proposal are required to indicate the fee for professional services for the project listed herein. Please break down costs on a per property basis.

Professional services shall include at a minimum the following:

- A. Initial consultation and inspection of the residential unit to include a detailed scope of work to be performed that will address the sub-standard housing conditions, code violations and potential environmental hazards. The scope of work must also include a detailed cost estimate for all work to be performed. It is expected that this report and estimate will be prepared and submitted to the SCLBC within 5 business days.
7. Basis of Award of Contract: The Home Inspection services are considered professional services and there is no obligation to select the lowest proposal. However, cost is a factor in the selection process and the following criteria will be used in selecting firms:
    - A. Cost of Services
    - B. Experience of firm with like projects
    - C. Ability to complete work on time
  8. Equal Employment Opportunity: Firms are advised that the SCLBC is committed to Equal Employment Opportunity.

9. Evidence of License and Insurance: Evidence that insurance is in place or can be obtained if selected. Evidence of licenses held.

## SELECTION PROCESS

Proposals will be reviewed by the SCLBC Board consistent with SCLBC policies. Contract(s) shall be awarded to vendor(s) whose proposal(s) are the most qualified in accordance with the submittal requirements set forth in the RFP. 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 RFP should be submitted in writing via email to: [planning@co.sullivan.ny.us](mailto:planning@co.sullivan.ny.us)

The last date to submit questions regarding the RFP is September 29th, 2017 at 4:00 PM

## SUBMITTAL DUE DATE

Responses to this RFP 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 RFP must also be e-mailed to: [planning@co.sullivan.ny.us](mailto:planning@co.sullivan.ny.us)