



**Suffolk County Landbank Corporation**  
H. Lee Dennison Building, 2<sup>nd</sup> Floor  
100 Veterans Memorial Highway  
Hauppauge, New York 11788

November 28, 2017

## **Request for Qualifications (RFQ) for Non-Profit Community Housing Development Partners**

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

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

The Suffolk County Landbank Corporation (“SCLBC”) is soliciting qualified non-profit community housing development partners (“CHDP”) to provide housing maintenance, security, property management, rehabilitation, and disposition services in connection with the redevelopment and rehabilitation of vacant, abandoned, and foreclosed homes within Suffolk 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. SCLBC intends to qualify the organization(s) that (a) possess 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 SCLBC.

#### **1.2. Background.**

In 2013 the New York State Empire State Development Corporation approved the County’s application to establish the SCLBC, a not-for-profit, [Land Bank Corporation](#) which gives the County discretion to acquire, dispose of or redevelop tax delinquent, tax foreclosed, vacant or abandoned properties located throughout the County. Since 2015, it has been a strategic goal of the SCLBC to acquire and either rehabilitate or facilitate the redevelopment of vacant, homes in areas highly affected by the 2007-2008 subprime mortgage crisis, and subsequent foreclosure crisis. This program, nicknamed the ARBOR program (Acquire and Renovate Bank Owned Residences), seeks to stabilize neighborhoods and prevent decline in property values, while also revitalizing neglected communities, with an emphasis on owner occupancy of quality, modernized, rehabilitated, and affordable homes. The SCLBC redevelops these properties in a responsible by manner utilizing qualified organizations for purposes that benefit the surrounding communities, providing workforce housing to eligible and qualified homebuyers within certain income limits as established by the SCLBC.

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The SCLBC is currently seeking additional CHDPs which can successfully implement all program administration requirements in association with this effort and facilitate community revitalization and neighborhood stabilization.

**1.3. Contact Information.**

All Communications concerning this RFQ shall be directed to:

Andre Bermudez Project Manager Suffolk County Landbank Corp. H. Lee Dennison Building 100 Veterans Memorial Highway 2 <sup>nd</sup> Floor Hauppauge, New York 11788 631-853-6330
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Questions regarding this RFQ must be submitted via email to [andre.bermudez@suffolkcountyny.gov](mailto:andre.bermudez@suffolkcountyny.gov) by 5:00 p.m., Monday, December 18<sup>th</sup>, 2017 and will be answered via email. No contact with any SCLBC personnel other than the authorized contact person regarding this RFQ 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 SCLBC, to the attention of Andre Bermudez listed above, via regular mail or hand delivery, by 5:00 p.m. on Tuesday, January 2, 2018.

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

Respondents must submit five (5) printed and bound copies of the proposal and one complete, electronic copy on a USB Thumb Drive in PDF format.

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

**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 SCLBC to issue an RFP.
- This RFQ is not intended, and shall not be construed, to commit SCLBC to pay any costs incurred in connection with responding to this RFQ or to procure or contract for any services.

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- All costs incurred by you in connection with responding to this RFQ shall be borne solely by you.
- SCLBC reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof.
- SCLBC reserves the right to select one or more organizations to provide community housing development services as described in this RFQ.
- SCLBC reserves the right to enter into contracts on a yearly or other basis with options to extend at SCLBC discretion.
- All qualification statements shall become the property of SCLBC and will not be returned.
- All qualification statements will be made available to the public in accordance with law.
- SCLBC reserves the right to conduct in-person interviews of any, or all, respondents.
- Neither the SCLBC, 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 SCLBC is currently seeking qualification statements from CHDPs 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 SCLBC. The Respondent(s) selected shall be required to execute a written agreement with the SCLBC in accordance with the Scope of Services set forth herein.

### **2.2. Scope of Services**

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

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### **Property Rehabilitation and Maintenance**

- Perform or procure all services necessary to implement program activities relating to the maintenance, and rehabilitation of residential properties acquired, including, without limitation, the following (as agent of the SCLBC):
  - **Rehabilitation**
    - Interior and Exterior Construction, Rehabilitation and General Contracting, including but not limited to:
      - Engineering Inspection and determination of eligible improvements.
      - Architectural design
      - Preparation of project budgets, plans, specifications and work scopes for each property, subject to the approval of the SCLBC.
      - Securing of permits, variances, or other municipal approvals that may be necessary.
      - Interfacing with Town Building Code Officials as necessary.
      - Assessment and remediation of environmental hazards such as asbestos, lead based paint, underground oil tanks, and mold.
      - Construction compliance with Enterprise Green Communities Criteria or other Green building standards as may be approved by SCLBC
      - Monitoring of rehabilitation progress and project management.
        - Reporting progress to SCLBC officials.
  - **Maintenance**
    - Lawn and/or Snow Removal Services before, during, and after construction, as requested by the SCLBC and in accordance with approved specifications and applicable codes, until sale of the property.
    - Implement and maintain security measures throughout the holding period such as locks, alarms, and security fencing, to prevent break-ins, squatters, vandalism, and/or theft.
    - Activation of Utilities / Home Heating / Electrical / Water Service.
    - Appropriately insuring real estate on behalf of the SCLBC (Hazard, Liability, Construction Risk, Vacant Property)
  - **Implementation of a Local Hiring Program as may be specified by the SCLBC**
    - Interface with SCLBC and Suffolk County Department of Labor to source local workers
    - Incorporate Local Hiring Preferences into subcontractor/general contractor agreements
    - Incorporate other programming elements as may be designated by the SCLBC

### **Property Marketing and Disposition**

- Perform or procure for all services necessary to implement program activities relating to the disposition of program properties.
  - **Pre-Disposition**
    - Survey (as may be necessary).

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- As-Finished Property appraisal.
- **Marketing of properties**
  - 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.
    - Provide pre-purchase homebuyer counseling.
  - Implementation of a rent-to-own program on certain projects, as may be deemed necessary.
  - Market properties with or without the aid of an outside Real Estate Broker.
- **Homebuyer Subsidies**
  - Assist prospective homebuyers by providing access to mortgages and subsidy programs, including but not limited to:
    - New York State Affordable Housing Corporation (AHC) Subsidies.
    - HOME Investment Partnerships Program.

### **Programmatic Compliance**

- Maintain compliance with any and all local, state and federal laws in the execution of SCLBC projects, including but not limited to:
  - Article 16 of the NY State Not-For-Profit Corporation Law ("The Land Bank Act")
  - New York State M/WBE regulations
  - 
  - Local municipal codes
  - Building codes
  - Other regulations as may be required by funding providers (i.e. HUD, New York State)
- Maintain programmatic compliance with the following relevant policies and guidelines including but not limited to:
  - Contractual restrictions imposed by Enterprise Community Partners and the NYS Office of the Attorney General.
  - SCLBC Corporate Policies (available at [www.suffolkcountylandbank.org](http://www.suffolkcountylandbank.org))
    - Acquisition Policy
    - Disposition Policy
    - Procurement Policy
    - All other relevant SCLBC policies

### **Program Management and Reporting**

- Interface with SCLBC 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 SCLBC and/or the County regarding program progress and fund expenditures.
- CHDP must, with 7 days' notice, be available to attend SCLBC 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.

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**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. Proof of organization incorporation and non-profit status.
- f. The number of years your CHDP has been in business under the present name.
- g. The number of years your CHDP 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. Using the provided spreadsheet, "Exhibit 1 – Property List", please include a list of all single-family, residential properties which have been rehabilitated and sold by your CHDP in the past two (2) years.

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- 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 CHDPs 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 SCLBC, 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 SCLBC and paid by the SCLBC upon completion of construction in accordance with all applicable specifications and municipal codes. Total Development Costs will be based upon hard and soft costs incurred by the Contractor and may include maintenance, construction, and other transactional costs.
  - i. Please note that pursuant to Not-for-Profit Corporation Law §1617, the SCLBC shall not award any construction, demolition, renovation or reconstruction contract greater than \$10,000 except to the lowest bidder who, in its opinion, is qualified to perform the work required and who is responsible and reliable.
- b. The Contractor shall be entitled to a Developer Fee based upon the eligible Development Costs for each property acquired and rehabilitated. The identified development fee will be based on a percentage of Total Development Costs, but may include incentives and/or penalties relating to the timely and accurate completion of services.
- c. Although proposed fees will be taken into account, SCLBC reserves the right to negotiate a different fee structure with any organization selected. Please note that pursuant to its procurement policy, SCLBC will not necessarily select the firm with the lowest rates for services or select the same firm for all services listed above.

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#### **SECTION 4 EVALUATION**

SCLBC'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 SCLBC, which takes into consideration other factors in addition to costs, such as quality and efficiency."

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

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

<b><u>Administrative Credentials</u></b>	
Past Success with Similar Projects:	10%
Financial Viability:	10%
Staff Resumes:	10%
Organization's Unique Capabilities:	5%
References:	5%
<b>Sub-Total:</b>	<b>40%</b>
<b><u>Technical Services</u></b>	
Understanding of Project:	10%
Property Rehabilitation & Maintenance:	10%
Property Marketing & Disposition:	5%
Programmatic Compliance:	5%
Program Management & Reporting:	5%
<b>Sub-Total:</b>	<b>35%</b>
<b><u>Cost Proposal</u></b>	
Costs and Fees to SCLBC:	25%
<b>Sub-Total:</b>	<b>25%</b>
<b><u>TOTAL:</u> 100%</b>	