



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

November 28, 2017

Request for Qualifications (RFQ) for Revolving Loan Fund (RLF) Technical Assistance

SECTION 1 INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Suffolk County Landbank Corporation (“SCLBC”), a not-for-profit corporation of the State of New York, is issuing this Request for Qualifications (“RFQ”) for microloan technical assistance providers with the expertise and capacity to assist the SCLBC in launching a revolving loan fund (“RLF”) for the assessment and cleanup of brownfield properties. A brownfield property is defined as "real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant".

It is anticipated that these funds will be loaned to developers and small businesses in conjunction with the sale of tax liens as an incentive to redevelop long neglected, problem properties.

The SCLBC anticipates contracting with a service provider during the first quarter of 2018.

1.2. Background.

The SCLBC was established in 2013 to facilitate the transfer of tax-delinquent brownfield properties to developers with the willingness and ability to acquire and remediate the sites, bringing them to productive and clean reuse. The process by which the SCLBC transfers title keeps local municipalities (i.e. Suffolk County) as well as the SCLBC itself out of chain of title. This is accomplished via tax lien sale to a buyer, who is then entitled to a tax deed under the Suffolk County Tax Act.

As part of grant funding awarded through the New York State Office of the Attorney General’s Community Revitalization Initiative program, the Suffolk County Landbank expects to receive \$200,000 as an initial capitalization for a revolving loan fund dedicated to the environmental assessment and environmental cleanup required on brownfield properties acquired via the SCLBC.

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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 nd Floor Hauppauge, New York 11788 631-853-6330

Questions regarding this RFQ must be submitted via email to andre.bermudez@suffolkcountyny.gov by 5:00 p.m., Monday, December 18th, 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.
- All costs incurred by you in connection with responding to this RFQ shall be borne solely by you.

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- 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 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

As highlighted in Section 1 of this RFQ, the SCLBC intends to establish an RLF to assist developers and small businesses in financing the environmental assessment and remediation of brownfield properties. These microloans will be awarded to developers at low or zero interest, to be specifically used for the investigation and cleanup of environmentally contaminated properties. The repayment term of the loan would be such, as to coincide with the environmental remediation of the property, allowing for the developer or small business to repay the loan at such a time when the property in question can be refinanced by conventional means.

The SCLBC is seeking qualification statements from microloan technical assistance providers (“Consultant(s)”) who would be qualified to assist the SCLBC in establishing procedures, applications, and other documentation necessary to establish this fund. As the SCLBC does not have this expertise in-house, the Consultant would aid SCLBC staff with the creation of the loan program, and the establishment of risk management criteria. Ideally the Consultant should possess the qualifications, experience, as well as risk analysis tools to provide recommendations to the SCLBC’s staff on a project by project basis. The initial capitalization of the RLF is \$200,000, and the SCLBC anticipates making awards in the range of \$20,000-\$100,000, although this may vary depending on project needs.

The benefit of establishing this revolving loan fund is to accomplish the SCLBC’s mission to efficiently facilitate the return of distressed and underutilized properties within Suffolk County to productive uses consistent with the comprehensive plans of the jurisdictions in which they are located. Currently there are

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approximately 50 tax-delinquent brownfield sites under consideration by the SCLBC. Via the Suffolk County Tax Act, the SCLBC is able to acquire tax liens to these sites and transfer them to developers possessing the interest and ability to remediate the properties and bring them to productive, compliant, and tax positive use. Many of the properties being considered cannot be developed without significant subsidy in the way of liability releases, tax credits, acquisition subsidy, and financing. The Revolving Loan Fund will help to fill this financing gap in certain transactions.

The redevelopment of these sites contributes to economic development by fostering temporary and permanent job creation, while removing blight and protecting public health. The SCLBC's brownfields program is the only Land Bank program of its kind addressing the redevelopment of brownfield sites, and has been recognized nationally.

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:

Establishment of RLF Program to be capitalized by the SCLBC

The selected consultant will aid the SCLBC in the following areas:

- Identification of risk management criteria
- Provide or establish tools to perform due diligence and evaluate loan options
- Establish loan terms which allow for the reuse of loan funds for future applicants, but also aid recipients in accomplishing project goals
- Ensure the compliance with any applicable New York State laws relating to the issuance of small business loans

Value Added Services

- While not a requirement, if the Consultant is able to offer access to additional financing sources (i.e. SBA Loans) which can further project goals for applicants, the SCLBC will consider this as an additional bonus in its evaluation and selection of consultants

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.

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- 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. The number of years your firm has been in business under the present name.
- d. The number of years your firm has been under the current management.
- e. Any judgments, claims or suits within the last three (3) years in which your organization has been adjudicated liable? If yes, please explain.
- f. Location(s) from which services will be performed.
- g. Identify and provide resumes of key staff you propose assigning to this matter.
- h. Confirm appropriate professional and/or state licenses to perform activities (if applicable).
- i. 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.
- j. 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.
- k. Will temporary staff also be involved? If so, include details of their supervision and training.
- l. Please set forth why your organization should be selected.
- m. Please set forth any unique qualities your organization possesses that other Consultants do not have.
- n. 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.
- o. 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.
- p. If you intend to use the services of sub-contractors please provide all of the above information in this section for each subcontractor.

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3.3. Cost Proposal.

Please set forth your firm's proposed cost for the Scope of Services identified in Section 2. Please provide a blended hourly rate. Alternatively please provide a per-project/loan fee.

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:

<u>Administrative Credentials</u>	
Past Success with Similar Projects:	10%
Staff Resumes:	5%
Organization's Unique Capabilities:	5%
References:	5%
Sub-Total:	25%
<u>Technical Services</u>	
Understanding of Project:	5%
Alignment with Scope of Services:	5%
Value Added Services:	5%
Programmatic Compliance:	5%
Program Management & Reporting:	5%
Sub-Total:	25%
<u>Cost Proposal</u>	
Costs and Fees to SCLBC:	50%
Sub-Total:	50%
<u>TOTAL:</u>	
<u>100%</u>	