



Suffolk County Landbank Corporation
H. Lee Dennison Building, 11th Floor
100 Veterans Memorial Highway
Hauppauge, New York 11788

January 31, 2019

Request for Price Quotes (RFPQ) for Construction Management Consultant

1.1. Introduction and Purpose.

The Suffolk County Landbank Corporation (SCLBC) is a not-for-profit corporation, which was organized in accordance with the New York State Land Bank Act. The overall purpose of the SCLBC is to facilitate the redevelopment of distressed and underutilized properties within Suffolk County. The SCLBC is soliciting an experienced residential construction project consultant. If you share a passion for working in a fast-paced company committed to professional excellence, then we're interested in talking to you.

Please prepare and submit a statement of you or your organization's qualifications as well as desired compensation as pertains the below responsibilities. SCLBC intends to contract the person or organization(s) that (a) possesses the professional 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. Job Description/Responsibilities

Reporting to the Suffolk County Land Bank Project Manager and other staff, the Zombie Home Liaison will perform the following responsibilities:

- Coordinate site access with architect and sub-consultants.
- Oversee the development of a cost and feasibility estimate.
- Oversee environmental and historic assessments of potential acquisitions.

- Review final project scope with architects and development partners.
- Attend contractor walk-thru.
- Travel to job site to monitor progress.
- Meet and interact personally with development partners, architects, contractors, and engineers
- Review payments and change orders with project manager.
- Manage many aspects of the reconstruction of homes from design to coordination of schedules, inspections during various construction phases, and monitoring permits
- Develop project schedules, plan materials, and purchase orders, ensuring work is within project scope.
- Problem solve by identifying and anticipating any problems with budget and timeline and suggesting a path forward toward resolution.
- Responsible for managing subcontractors' progress against plan.
- Oversee the construction schedule, budget and ensure the project is completed within deadline and budget.

1.3 Neighborhood Locations

- North Bellport
- Central Islip
- Mastic, Mastic Beach, Shirley
- Wyandanch

Please submit all resumes, qualifications, salary requirements and questions to:

Via Mail	Via Email
Suffolk County Landbank Corp 100 Veterans Memorial Hwy. 11th Floor Hauppauge, NY 11788	Landbank@suffolkcountyny.gov