



REQUEST FOR QUALIFICATIONS Construction Management Services

Professional Service Contract

To All Interested Parties:

Attached is a copy of a Request for Qualifications for Construction Management Services for the Broome County Land Bank Corporation ("BCLBC" or "Land Bank"). These services are being solicited of a qualified and experienced individuals and/or firms (hereinafter "Respondents") capable of providing the BCLBC with Construction Management services, as well as to oversee the full rehabilitation of eligible properties in the BCLBC's Affordable Homes Program. Individuals and/or firms that have experience working with other New York based Land Banks or similar organizations are encouraged to respond.

The submission requirements and deadline for this Request for Qualifications are included in the attached document. The Land Bank may award multiple contracts as a result of this solicitation and reserves the right to terminate such contract(s) at any point during the period.

The Land Bank is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Section 3 Businesses, Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, Service-Disabled Veteran Owned Businesses, and Labor Surplus Area Firms are encouraged to submit qualifications.

Please submit Qualifications to:

Jessica Haas, Executive Director
Broome County Land Bank Corporation
60 Hawley Street, 5th Floor
Binghamton, New York 13901-1766
Jessica.Haas@BroomeCountyNY.gov

Attachments:

Request for Qualifications for Construction Management Services
Rating Sheet
EEO/MWBE Form
Non-Collusive Bidding Certificate



REQUEST FOR QUALIFICATIONS

Construction Management Services

Professional Service Contract

November 15, 2023

To Whom it May Concern:

The Broome County Land Bank Corporation is currently seeking respondents with demonstrated experience in providing construction management services for the BCLBC's Affordable Homes Program, specifically related to overseeing the renovation of homes under the BCLBC's ARPA grant with the City of Binghamton. That agreement calls for the full renovation of 10-12 single-family homes through 2025.

The Broome County Land Bank Corporation was incorporated in 2013 and is a public benefit corporation chartered by the State of New York overseen by a nine-member Board of Directors appointed by the Broome County Legislature. Authorized under Article 16 of the Not-For-Profit-Corporation Law, the BCLBC is empowered to acquire, demolish, rehabilitate, manage or develop tax-foreclosed, vacant or abandoned properties for the purpose of placing such properties back to productive reuse.

1.0 REQUIRED SCOPE OF SERVICES

1.1 The Construction Manager (CM) or firm shall provide construction management services, which will typically include construction inspections for compliance with construction documents, review of test results, payment applications/drawdowns, management of requests for information (RFI), change order review and negotiation, review and tracking of the construction schedule and quantities completed in the field, conduct construction coordination and progress meetings, and related CM services.

The CM may assist the BCLBC in their administration the projects including all construction contracts (prime and approved subcontractors) on the BCLBC's behalf. The administration of construction projects may but are not limited to: reviewing contractor schedules, project updates, coordination of the contractors and subcontractors, notifying the BCLBC of any delays, reviewing subsequent schedule updates, and informing the BCLBC of operations and progress.

The CM shall attend periodic meetings with the BCLBC, consultants, contractors, etc. These meetings shall include but are not limited to: pre-bidding meetings to develop and refine renovation scopes of work, all meetings during the bidding and awarding process, and throughout the duration of the renovation projects.

2.0 SUBMISSION REQUIREMENTS

2.1 A statement of interest in performing the proposed services

2.2 Individual/Firm Management Experience and Capacity

- Provide information regarding the individual/firm's qualifications to perform the proposed services outlined in the scope of the services above, including relevant experience providing services to other Land Banks or similar organizations (e.g., nonprofits, public authorities, etc;
- Identify the names and titles of those that will be assigned to BCLBC projects and

- provide resumes for each individual proposed to be assigned to these projects.
- Provide a list of current clients and projects managed, and a brief summary of work for each; and
- All members of the firm chosen by the BCLBC shall be in good standing.

2.3 Professional References

- Provide a minimum of three (3) professional references for projects that respondent and/or firm has managed where the services were similar to those outlined in this RFQ.
- Respondents are encouraged to supply a more comprehensive listing of past and current clients.
- Please identify all public and non-profit organizations, if any, for which the firm has provided services in the past five years.

2.4 Cost structure for additional reimbursable work beyond the proposed scope of work.

2.5 Completed EEO/MWBE form and Non-Collusive Bidding Certificate

3.0 QUALIFICATIONS EVALUATION

The Land Bank shall apply the following evaluation criteria for selecting an individual or firm. Such criteria are not necessarily listed in order of importance. The Land Bank reserves the right to weigh its evaluation criteria in any manner it deems appropriate; to reject any or all proposals, in whole or any part thereof; to re-solicit for proposals; and to waive any minor nonconformities in accordance with the Land Bank's determination of its own best interests.

Criteria	Max Points
• Quality and completeness of submission	10
• Qualifications of the individual/firm	35
• Relevant management experience & capacity	35
• Past record of performance, including Land Banks or related non-profit organizations	15
• Minority/Women Business Enterprise ("M/WBE") and/or Service-Disabled Veteran Owned Business ("SDVOB") Certification*	5

**Note that the Land Bank will consider M/WBE and/or SDVOB utilization plans.*

Once firms are evaluated on the above criteria, a committee of the Land Bank's Board of Directors and staff may invite individuals and/or firms to interview.

4.0 SCHEDULING AND COMPLETION

The Land Bank expects to undertake the selection process according to the following schedule:

RFQ release date:	November 15, 2023
Closing date for RFQ questions:	December 4, 2023
Deadline for submission of Qualifications:	December 7, 2023
Anticipated selection:	January 23, 2024

**This schedule is subject to change at the discretion of the Land Bank*

Please submit questions to Jessica Haas, Land Bank Executive Director at Jessica.Haas@BroomeCountyNY.gov by 4:00 PM on December 4, 2023. This is a one-time professional services contract.

5.0 QUALIFICATIONS SUBMISSION

Upon receipt of qualifications, submittals will be reviewed by a Committee comprised of Land Bank Board members and staff. The Land Bank may invite several qualified individuals and/or firms to interview for a more in-depth evaluation of qualifications and ability to meet the terms of the proposed contract. The individuals and/or firms will be asked to address their professional expertise as a part of their interview (and that of their sub-consultant(s)), with the planned scope of services outline above. Individuals and/or firms should be willing and able to provide additional information that may be required by the selection committee.

Interested parties should submit all required submittals to Jessica Haas by 4:00 PM on December 7, 2023 by mail, hand delivery or email as follows:

Email: Jessica.Haas@BroomeCountyNY.gov

By Mail or Hand Delivery

Broome County Land Bank
Attn: Jessica Haas
60 Hawley Street, 5th Floor
Binghamton, NY 13901
or
P. O. Box 1766
Binghamton, NY 13902

Please do not hesitate to call me at (607) 778-6001 with any questions.

Sincerely,

Jessica Haas
Executive Director

Attachment A-1

Construction Management Services Evaluation Form

FIRM NAME: _____ DATE: _____

Required Submissions	YES	NO
• EEO / MWBE Policy Statement		
• Non-Collusive Bidding Certificate		

EVALUATION CRITERIA	SCORE	MAX. POINTS	NOTES
• Quality and completeness of submission		10	
• Qualifications of the individual/firm		35	
• Relevant management experience & capacity		35	
• Past record of performance, including Land Banks or related non-profit organizations		15	
• Minority/Women Business Enterprise ("M/WBE") and/or Service-Disabled Veteran Owned Business ("SDVOB") Certification*		5	

TOTAL: _____

EVALUATOR NAME: _____

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT & M/WBE PARTICIPATION BROOME COUNTY LAND BANK CORPORATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of _____(name of organization) to provide equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status. This organization will undertake and/or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force. These programs will be in accordance with all relevant Federal and State non-discrimination laws and regulations.

This organization shall state in all solicitation and advertisements for employees that all qualified applicants will be afforded equal employment opportunities without discrimination. In addition, this organization shall request of any employment agency, labor union, or other authorized representative used to solicit employees that they will not discriminate on the basis of race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status, AND that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

Finally, this organization agrees to include these same EEO provisions in every subcontract in such a manner that the requirements will be binding upon the subcontractor doing work in connection with this contract.

M/WBE PARTICIPATION

This organization shall take good faith actions to achieve M/WBE participation in this contract by taking and documenting the following steps:

1. Actively and affirmatively solicit bids and/or quotes for subcontracts (and/or supplies) from qualified State certified MBEs or WBEs, including solicitations from M/WBE contractor associations.

Documentation shall include:

- a. Copies of solicitations to M/WBE firms and copies of any responses.
 - b. Copies of any advertisements placed for participation of M/WBEs (including dates of advertisements and publications)
2. Ensure that documents used to secure bids and/or quotes are made available in sufficient time for review by prospective M/WBE's.

3. If responses to the organization's solicitations were received, but a certified M/WBE was not selected, provide specific reasons that such enterprise was not selected.
4. Contractor will also ask for and maintain records of any actions that subcontractors have taken to achieve M/WBE participation.

This organization agrees to provide copies of said documentation illustrating good faith efforts upon award of contract.

Agreed on this _____ day of _____, 20_____

By: _____
(Signature)

Print Name: _____

Title: _____

NON-COLLUSIVE BIDDING CERTIFICATION

Special Note:

BIDDER MUST RETURN THIS FORM WITH THE PROPOSAL FORM

TO THE BROOME COUNTY LAND BANK CORPORATION:

In accordance with Section 103D of the New York State General Municipal Law, the Undersigned declares that, in submitting this Proposal, he/she is or they are the only person(s) interested in said Proposal that it is made without any connection with any person making another Proposal for the same Contract; that the Proposal is, in all respects, fair and without Collusion, Fraud or Mental Reservation; and that no officials of the Broome County Land Bank Corp. or any person in the employ of the Broome County Land Bank Corp., is directly or indirectly interested in said Proposal or in the Supplies, Materials, Equipment or Work to which it relates, or in any portion of the profits thereof.

NON-COLLUSIVE BIDDING CERTIFICATION: (Section 103d, as amended)

1. By submission of this Proposal, each Bidder and each Person signing on behalf of any Bidder 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 knowledge and belief:
 - A. 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 Bidder or with any Competitor.
 - B. Unless otherwise required by law, the prices which have been quoted in this Proposal, have not been knowingly disclosed by the Bidder and will not knowingly be disclosed, by the Bidder prior to Proposal Opening, either directly or indirectly, to any Bidder or to any Competitor.
 - C. No attempt has been made or will be made, by the Bidder, to induce any other person, partnership or corporation to submit or not submit a Proposal, with the purpose or restricting competition.

NAME OF BIDDER

SIGNATURE OF SIGNER

TITLE

NOTE:

A Proposal shall not be considered for award nor shall any award be made where: Paragraph 1, Subparagraphs A, B and C above, have not been complied with, providing however, that, if in any case, the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish, with the Proposal, a signed statement which sets forth, in detail, the reason therefore.

Where Paragraph 1, Subparagraphs A, B and C above, have not been complied with, the Proposal shall not be considered for award nor shall any award to made, unless, the Head of the Purchasing Unit of the political subdivision, public department, agency or official thereof, to which the Proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured; informed prospective customers of proposed or pending publications of new or revised price lists for such items or has sold the same items to other customers at the same prices as being Proposed; does not constitute, without more, a disclosure within the meaning of paragraph 1, subparagraphs A, B & C.

NON-COLLUSIVE AFFIDAVIT

STATE OF NEW YORK _____)
)ss.
 COUNTY OF _____)

being first duly sworn, deposes and says that:

- A. He/She is owner, partner, officer, representative or agent of:
-
- the Bidder that has submitted the attached Quotation.
- B. He/She is fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Quotation;
- C. Such quotation is genuine and is not a collusive or sham Quotation;
- D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived, agreed, directly or indirectly, with any other Bidder, firm or person, to submit a collusive or sham Qualification, in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Quotation or that of any other Bidder, or to fix any overhead, profit or cost element of the quote price or the quoted price of any other Bidder or to secure, through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Local Public Agency or any person interested in the proposed Contract, and;
- E. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

(Signed): _____

Subscribed and sworn to before me

this _____ day of _____ 20_____

My Commission expires: