



REQUEST FOR QUALIFICATIONS Commercial and Residential Real Estate Services

Professional Service Contract

To All Interested Parties:

Attached is a copy of a Request for Qualifications for Real Estate Services for the Broome County Land Bank Corporation (“BCLBC” or “Land Bank”). These services are being solicited at this time to assist the Land Bank with the purchase and sale of properties. The Land Bank is seeking a licensed real estate agent and/or agency who is licensed in the State of New York to market and sell residential and commercial real estate. The scope of services includes, but are not limited to showing and listing of properties on the Greater Binghamton Multiple Listing Service (MLS), open house(s) and showing(s) of Land Bank properties, preparation of sale contract(s), etc. The Land Bank is seeking services from agents with a strong understanding of the Land Bank’s mission and its County-Wide Demolition and Affordable Homes Programs. Please note that the Land Bank follows specific criteria as it relates to buyer income and affordability guidelines for program eligibility specifically related to their Affordable Homes Program. Individuals and/or firms with experience working with other Land Banks or similar governmental entities, public authorities or other non-profit organizations are encouraged to submit qualifications.

The submission requirements and deadline for this Request for Qualifications are included in the attached document. The Land Bank anticipates awarding multiple contracts as a result of this solicitation in 12-month periods with the option for yearly extensions up to three years total. The Land Bank reserves the right to terminate such contracts 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 Commercial and Residential Real Estate Services
Affordable Homes Program Information & Attestation
Rating Sheet
EEO/MWBE Form
Non-Collusive Bidding Certificate



REQUEST FOR QUALIFICATIONS

Commercial and Residential Real Estate Services

Professional Service Contract

April 11, 2024

To Whom it May Concern:

The Broome County Land Bank Corporation is currently seeking qualifications for Commercial and Residential Real Estate Services from licensed real estate agents and/or agencies. Qualifications should include your and/or your firm's understanding of the Land Bank's mission, including the Land Bank's Affordable Homes Program and buyer eligibility requirements. The contract would consist of a one (1) year term, subject to yearly extensions for up to three (3) years total.

1.0 REQUIRED SCOPE OF SERVICES

The qualified, licensed, real estate agents and/or agency's scope of services will include, but not be limited to the following:

- 1.1 Assist the Land Bank in development of marketing materials and brochures describing the sites that are for sale including physical characteristics and other pertinent information.
- 1.2 Assist the Land Bank in preparation of the offerings and related documents.
- 1.3 Develop and provide a database of qualified and prospective purchasers of properties.
- 1.4 Market sites on a local basis, including direct contacts, advertising, internet website marketing, and posting on the Greater Binghamton Multiple Listing Service (MLS).
- 1.5 Assist with negotiation of all aspects of the sales contract(s) and other requirements related to the purchase(s) and/or sale(s) of Land Bank properties.
- 1.6 Assist the Land Bank, its co-development partner(s)/vetting partner(s), and its attorney(s) in coordinating efforts to achieve a timely and efficient documentation and closing of transactions.
- 1.7 Assist as requested with various other miscellaneous real estate activities such as providing general real estate economic information and analysis on real estate issues of interest to the Land Bank, provide general expertise to the Land Bank on real estate related matters.
- 1.8 Services will include consultation with Land Bank staff relating to real estate needs of the Land Bank.
- 1.9 Presentations at Executive Sessions and public meetings may be required during any resulting contract.
- 1.10 All services shall be administered in conformance with Federal and State Laws, and applicable Land Bank policies and procedures.

2.0 SUBMISSION REQUIREMENTS

- 2.1 A statement of interest in performing the proposed services, such as a cover letter
- 2.2 Qualifications (e.g., resumes, CVs, etc.)

- Provide information regarding the individual or firm's qualifications to perform the proposed services, including:
 - Must be licensed in the State of New York and be in good standing.
 - Must have an excellent reputation in the real estate community.
 - Must be knowledgeable in the local real estate market and have a minimum of five (5) years' experience with commercial and residential properties.

2.3 Personnel Qualifications and Experience

- Include a list of personnel who would be providing services for the Land Bank.
- For each person, please include a resume with the following information: relevant experience including any experience working with similar non-profits, municipalities, and any other relevant information including but not limited to experience working with low-income, first-time homebuyers and/or knowledge of affordable housing program requirements

2.4 Commission/Fees, that includes a list of all fees/commissions that the individual or the firm charges for its services, including but not limited to one-time fees, hourly fees, monthly fees, yearly fees, and any other charges.

2.5 If applicable, the names of sub consultants or associate consultants, who would be engaged by your firm including their background, relevant experience, key personnel, location of offices that would provide services, etc.

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

3.0 EVALUATION

The Land Bank shall apply the following evaluation criteria for selecting individuals and/or firm(s). 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.

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

Criteria	Max Points
<ul style="list-style-type: none"> Ability of the individual/firm to meet or exceed the requirements defined in the RFQ, including the range of services offered 	25
<ul style="list-style-type: none"> Experience, qualifications and references, including local real estate market knowledge and any knowledge of affordable housing program requirements 	20
<ul style="list-style-type: none"> Experience with Land Banks and/or other governmental entities or similar non-profit organizations 	20
<ul style="list-style-type: none"> Completeness of response to RFQ as outlined in this solicitation package 	15
<ul style="list-style-type: none"> Commissions/Fees 	15
<ul style="list-style-type: none"> Minority/Women Business Enterprise (“M/WBE”) and/or Service-Disabled Veteran Owned Business (“SDVOB”) Certification 	5

Once firms are evaluated on the above criteria, a committee of the Land Bank’s Board of Directors may invite 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: April 11, 2024
- Closing date for RFQ questions: April 26, 2024 4:00 P.M.
- Deadline for submission of qualifications: May 3, 2024 4:00 P.M.
- Anticipated selection: May 21, 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 LandBank@BroomeCountyNY.gov by 4:00 PM on April 26, 2024. It is anticipated that a contract will be awarded by May 21, 2024 to the selected individuals and/or firms. The Land Bank anticipates awarding multiple contracts in 12-month periods with the option for yearly extensions up to three years total.

5.0 PROPOSAL SUBMISSION

Upon receipt of qualifications, all submittals will be reviewed by a Committee comprised of Land Bank Board Members and Land Bank staff. The Land Bank may invite several qualified individuals and/or firms to interview for a more detailed 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 outlined 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 Robert O’Donnell by 4:00 PM on May 3, 2024 by mail, hand delivery or email as follows:

Email: LandBank@BroomeCountyNY.gov

By Mail or Hand Delivery

Broome County Land Bank
Attn: Robert O'Donnell
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

Affordable Homes Program Information & Attestation

The Land Bank’s Affordable Homes Program was jump started shortly after the organization’s inception in 2013. With the assistance of municipal and local not-for-profit organizations, the Land Bank has been able to complete full rehabilitations and subsequent sales of several properties in Broome County with several more under construction or in pre-development phases.

For this program, the Land Bank will either partner with a local not-for-profit affordable housing developer who will manage the construction and assist the Land Bank in affordability analyses upon sale of the property or the Land Bank will serve as the project manager overseeing the construction with assistance from a local affordable housing agency working with interested buyers. Each home completed under this program is marketed and sold to low-to-moderate income (LMI) individuals and families.

Each property the Land Bank acquires ranges in complexity, which results in varying levels of construction necessary to complete full rehabilitations. The average development cost to the Land Bank to complete an Affordable Home is approximately \$150,000 to \$200,000. The Land Bank will typically sell these homes between \$85,000 and \$130,000 to qualified buyers and depending on the current market.

The Land Bank’s Affordable Homes Program has been very successful at providing quality homeownership opportunities to individuals and families who may otherwise not have access. To date, the Land Bank’s program has a 100% success rate with all approved buyers fulfilling housing related payments with no defaults. Our buyers have even built upon the Land Bank’s success by adding fences, landscaping, and other personal touches.

Once an Affordable Home is complete, the Land Bank will utilize a local realtor to market the property to low-to-moderate income (LMI) individuals and families. The Land Bank recommends that interested buyers engage a local realtor to represent them.

In order to be considered “eligible” to submit a purchase offer on a Land Bank Affordable Home, interested buyers must:

- Secure a pre-qualification letter from a mortgage lender
- Not exceed the Land Bank’s household income limit as determined by the Department of Housing and Urban Development for Binghamton, NY here: <https://www.huduser.gov/portal/datasets/il.html>*

*Please note that income limit may vary depending on the project funding source and that HUD updates income limits on an annual basis. For specific information, please contact the Land Bank directly.

I, _____, hereby attest that I have read, reviewed, and understand the above information regarding the Broome County Land Bank’s Affordable Homes Program.

Signature _____ Date _____

Complete & return to the Land Bank with submission

Attachment A-2

Real Estate Services Evaluation Form

FIRM NAME: _____ DATE: _____

Required Submissions	YES	NO
• Affordable Homes Program Information & Attestation		
• EEO / MWBE Policy Statement		
• Non-Collusive Bidding Certificate		

EVALUATION CRITERIA	SCORE	MAX. POINTS	NOTES
• Ability of the individual/firm to meet or exceed the requirements defined in the RFQ, including the range of services offered		25	
• Experience, qualifications and references, including local real estate market knowledge and any knowledge of affordable housing program requirements		20	
• Experience with Land Banks and/or other governmental entities or similar non-profit organizations		20	
• Completeness of response to RFQ as outlined in this solicitation package		15	
• Commissions/Fees		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.

