



Town of Oyster Bay

Department of Planning and Development

Nassau County, New York

REQUEST FOR PROPOSALS

FOR

**CREATING AND MAINTAINING A
MORTGAGE IN DEFAULT REGISTRY FOR
THE TOWN OF OYSTER BAY
DEPARTMENT OF PLANNING AND DEVELOPMENT**

SOLICITATION NUMBER P&D 2-2019

ISSUANCE DATE:	DATE MARCH 4, 2019
THIS RESPONSE IS DUE BY:	DATE MARCH 18, 2019 BY 3:00 P.M.
COPIES TO SUBMIT:	Four (4) Hardcopies

**ASSISTANCE WITH CREATING AND MAINTAINING A
MORTGAGE IN DEFAULT REGISTRY FOR
THE TOWN OF OYSTER BAY
DEPARTMENT OF PLANNING AND DEVELOPMENT**

REQUEST FOR PROPOSALS

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AUTHORIZED CONTACT PERSON: Prospective firms are advised that the authorized Town of Oyster Bay (hereinafter referred to as the "Town") contact person for all matters concerning this Request For Proposal (hereinafter referred to as the "RFP") is:

Elizabeth L. Maccarone, Commissioner
Town of Oyster Bay Department of Planning and Development
74 Audrey Avenue
Oyster Bay, New York 11771
Telephone: (516) 624-6294
Fax: (516) 624-6240
e-mail: lmaccarone@oysterbay-ny.gov

INTRODUCTION: In accordance with the Town of Oyster Bay's procurement policy, the Town of Oyster Bay Department of Planning and Development (hereinafter referred to as the "Department") is seeking proposals from qualified firms to assist in creating and maintaining a mortgage in default registry for the Department pursuant to Chapter 96 (Dangerous Buildings and Abandoned Buildings), Section 21 (Registration of Real Property With Mortgage-in-Default) of the Code of the Town of Oyster Bay (copy of Local Law attached).

FORM OF PROPOSAL: Firms must submit four (4) hardcopies of each technical proposal with additional relevant information. Proposals should be organized as described in Attachment Number 1 herein.

QUALIFICATION BASED SELECTION PROCESS: The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the firms in their proposals and based upon any subsequent negotiations between the Town and the firms. The review process of the RFPs submitted shall be based on the qualifications of the firm for the nature of that project. The Town also reserves the right to subdivide individual items and award one or more portions to one firm and other portions to one or more other firms.

CRITERIA FOR EVALUATION: Pursuant to the Town of Oyster Bay Procurement Policy specified in Town Board Resolution Number 209-2018, the criteria to be used by the Town in evaluating these proposals shall include:

- The experience of the firm in assignments of similar size, scope and complexity.
- Special knowledge relevant to the project.
- The size, staffing, resources and financial capability of the firm.
- The firm's knowledge and experience with Town procedures and programs involved in the assignment.

- The firm's past performance with the Town.
- Time constraints and deliverability service.

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town.

USE OF SUBCONSULTANTS AND/OR OTHER SUBORDINATE ENTITIES: Prospective firms are advised that the Town will entertain proposals that include the use of sub-consultants and/or other subordinate entities. In such event, the proposal must clearly identify each sub-consultant or other subordinate entity must state the extent and nature of the work proposed to be delegated to the sub-consultant and/or other entity.

FAMILIARIZATION WITH CURRENT PROCEDURES, PROGRAMS, AND DOCUMENTS: It is the sole responsibility of the prospective firms to familiarize themselves with the current operations of the Town and Department and any other information which is necessary and relevant to the scope of this RFP upon sufficient and reasonable notice to the contact person named above, arrangements may be made to review applicable documents. Any and all costs borne by the prospective proposer in familiarizing themselves with the above are to be borne solely by the prospective proposer. In the event that the prospective proposer is ultimately awarded a contract pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization costs, employee training/certification, etc., regardless of whether they were incurred prior to or following the submission of the proposer's proposal.

PAYMENTS AND CLAIMS: The firm shall submit a wage/rate schedule for all staff and/or services as part of this Contract, as detailed in Attachment 1. The awarding resolution for this project to the firm(s) shall serve as the Agreement for which services will be provided. Payments to the successful proposer will be made in accordance with the terms of this RFP, whose specific details are included as part of Attachment 2.

INSURANCE REQUIREMENTS: The firm shall secure and maintain such insurance as will protect itself and the Town from claims under the Workmen's Compensation Acts, also secure and maintain bodily injury and property damage liability insurance coverage as will protect the firm and the Town from claims which may arise from the performance of all services under this Contract, in minimum limits of \$1,000,000.00, bodily injury and \$500,000.00 property damage, a Professional Liability Policy in an amount not less than \$1,000,000.00 insuring the firm against errors and omissions. The said insurance policies, endorsements and/or certificates will be submitted for approval as to form to the Town Attorney's Office prior to the approval of this Contract, and copies then filed with the Town.

SCOPE OF SERVICES

The Department, through this RFP, seeks the services of qualified firms to provide the Department with assistance in creating and maintaining a mortgage in default registry for the Department pursuant to Chapter 96 (Dangerous Buildings and Abandoned Buildings), Section 21 (Registration of Real Property With Mortgage-in-Default) of the Code of the Town of Oyster Bay (copy of Local Law attached).

This RFP will be for the period of the time of Contract acceptance through December 31, 2020 with an option, at the discretion of the Town and the selected firm, for two (2), one (1) year renewals.

Specific tasks for this assignment are expected to include, but may not necessarily be limited to:

1. Create an Application, subject to approval of the Department, for property owners and/or their agents for the registration of properties with a mortgage in default with all applicable information contained in Chapter 96, Section 21 of the Code of the Town of Oyster Bay.
2. Notifying property owners and/or their agents of the Town's new mortgage in default Code provision.
3. Maintaining and administering a registry of properties with a mortgage in default on behalf of the Department pursuant to Chapter 96, Section 21 of the Code of the Town of Oyster Bay.
4. Notifying the Department's Code Enforcement Bureau of delinquent property owners that are in violation of Chapter 96, Section 21 of the Code of the Town of Oyster Bay.

All proposers shall adhere to all applicable federal, state and local regulations in the preparation of the proposal and throughout the term of any contract issued pursuant to this RFP.

ATTACHMENT NUMBER 1

FORMAT OF PROPOSAL

Proposals should be organized as shown below with tab dividers between sections and should include all the information indicated. Note that elaborate brochures or other presentations beyond those sufficient to present a complete and extensive response to this solicitation are not desired. Four (4) hardcopies shall be submitted.

SECTION A. INTRODUCTORY STATEMENT

SECTION B. QUALIFICATIONS AND APPROPRIATENESS OF PROPOSED STAFF

1. Project team.
2. Provide names and resumes of key personnel proposed for this project.

SECTION C. APPROPRIATENESS AND QUALITY OF PROPOSER'S EXPERIENCE

1. Include experience with municipalities with a similar scope of work.
2. Minimum of two (2) references with contract information (recent, similar projects preferred).

SECTION D. PROPOSED METHODOLOGY

Based on the project description and scope of services, the firm should discuss how it would approach the project. This will include familiarization with Town codes and procedures, training and certification of staff, plan for interaction with Town personnel and residents, and management structure.

SECTION E. MANPOWER COSTS/ UNIT PRICES

Provide a schedule with employee wage rates and/or services for the contract period and the potential renewal options.

SECTION F. SUPPLEMENTAL INFORMATION

Any additional information relevant to the firm's qualifications for this project may be included at the firm's option.

ATTACHMENT NUMBER 2

SPECIAL REQUIREMENTS AND MODIFICATIONS

Provisions stated under Special Requirements and Modifications shall supersede and take precedence over information provided in the preceding documents and attachments.

1. Firms must provide a Maximum Hourly Wage Rate Schedule listing job classifications. The salary of all employees proposed in the response to this RFP must be within the limits of the schedule and will be subject to the approval of the Department of Planning and Development.
2. All payments will be made by check from the Town's Comptroller's Office after review and approval by the Department of Planning and Development and an audit by the Comptroller's Office of the Claim Form submitted by the firm.
3. All services shall be performed at the offices of the Town of Oyster Bay Department of Planning and Development, or other office as designated by the Town. The firm is not permitted to remove any files, plans, or paperwork from the designated office, unless authorization is given by the Commissioner of the Department of Planning and Development or his/her designee.
4. Under no circumstances shall the firm or any of its personnel, providing services as part of this Contract, also provide services of any nature relative to the subject application pursuant to the Town of Oyster Bay Code of Ethics. Further, the firm shall not provide services to the Town relative to the subject application if a personal or business interest exists between the applicant in said application and the firm or one of its personnel.
5. The firm shall not discriminate against employees or applicants for employment because of race, creed, color national origin, sex, age, disability or marital status and shall undertake and continue existing programs of affirmative action to ensure that group members and women are afforded equal employment opportunities without discrimination. When sub-consultants or other outside entities are to be utilized, the firm shall also make reasonable efforts to encourage the participation of Certified Minority and Women Owned Business Enterprises as sub-consultants, and to retain documentation of these efforts to be provided upon request of the Town. A listing can be found at www.nylovesmwbe.ny.gov.
6. In accordance with the Town of Oyster Bay Ethics Code, the attached Disclosure Affidavit form must be submitted along with your response to demonstrate that there is no conflict of interest between your firm and any employees or other relationships/arrangements/agreements with the Town of Oyster Bay. Additionally, a full disclosure of the company/firm's ownership must be included in the RFP response.

CONTRACT# _____ TITLE _____

**TOWN OF OYSTER BAY
DISCLOSURE QUESTIONNAIRE**

All questions on this questionnaire must be answered by an officer and any stakeholders who hold a majority or greater ownership interest in the proposer. Answers must be typewritten or printed in ink. If you need more space to answer any question, make as many photocopies of the appropriate page(s) as necessary and attach them to the questionnaire.

COMPLETE THIS QUESTIONNAIRE CAREFULLY AND COMPLETELY. FAILURE TO SUBMIT A COMPLETE QUESTIONNAIRE MAY MEAN THAT YOUR BID OR PROPOSAL MAY BE REJECTED AS NON-RESPONSIVE AND IT MAY NOT BE CONSIDERED FOR AWARD

NOTE: All questions require a response, even if response is "none" or "not-applicable." No blanks.

SECTION I: GENERAL INFORMATION

1. Business name (legal name): _____
2. Federal Employer ID No. (FEIN): _____
3. d/b/a – doing business as (if applicable): _____
County filed: _____
4. Website address (if applicable): _____
5. Business e-mail address: _____
6. Principal place of business address: _____
7. Telephone number: _____ 7. Fax number: _____
8. Does the business use, or has it used in the past five (5) years, any other business name, FEIN, or d/b/a other than what is listed in questions 1-3 above? Yes No
If yes, please provide details. _____

9. Authorized contact:
Name: _____
Title: _____
Telephone number: _____ Fax number: _____
E-mail: _____

10. How many years has this entity been in business? _____
11. The proposer is a (check one): Sole Proprietorship Partnership Corporation
 Other (Describe) _____

SECTION II: PRINCIPAL INFORMATION

1. Principal Name _____
 Date of birth ____/____/____ % Equity interest in Company _____
 Home address _____
 City/state/zip _____
 Telephone _____

2. Positions held in submitting business

3. Within the past five years, have you been a principal owner or officer of any business or not-for-profit organization other than the one submitting the questionnaire?
 YES ___ NO ; If Yes, provide details. _____

4. Has any governmental entity awarded any contracts to a business or organization listed in question 3 above in the past five (5) years while you were a principal owner or officer?
 YES ___ NO ; If Yes, provide details. _____

SECTION III: DUE DILIGENCE QUESTIONS - TO BE COMPLETED IF CONTRACT VALUE IS \$25,000.00 OR OVER IN A 12 MONTH PERIOD.

1. Does the business possess all certifications, licenses, permits, approvals, insurance, bonds or other authorizations issued by any local, state, or federal governmental entity in connection with the proposal/project, business services, operations, business, or ability to conduct its activities? Please note this does not include construction related activities such as building permits and certificates of occupancy.
 YES NO If no, please provide details _____

2. Does this business have one or more affiliates, and/or is it a subsidiary of, or controlled by, any other business?
 YES NO If Yes, provide details. _____

3. Has the proposer ever had a bond or surety cancelled or forfeited, or a contract with any entity terminated? YES NO If Yes, state the name of bonding agency, (if a bond), date, amount of bond and reason for such cancellation or forfeiture; or details regarding the termination.

4. On a separate document attached hereto, list all contracts that business has entered into with any municipality in the past three (3) years. Please list the names, address and contact person for the contracting entities.

5. Has the proposer, during the past five (5) years, been declared bankrupt? YES NO If Yes, state date, court jurisdiction, amount of liabilities and amount of assets _____

6. In the past five years, has this business and/or any of its owners and/or officers and/or any affiliated business, been the subject of a criminal investigation and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency?
YES NO If Yes, provide details for each such investigation. _____

7. In the past 5 years, have any owner and/or officer of any affiliated business been the subject of a criminal investigation and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency, where such investigation was related to activities performed at, for, or on behalf of an affiliated business.
YES NO If Yes, provide details for each such investigation. _____

8. In the past 5 years, has this business and/or any of its owners and/or officers and/or any affiliated business been the subject of an investigation by any government agency, including but not limited to federal, state and local regulatory agencies?
YES NO If Yes, provide details for each such investigation. _____

9. In the past 5 years, has any owner and/or officer of an affiliated business been the subject of an investigation by any government agency, including but not limited to federal, state and local regulatory agencies, for matters pertaining to that individual's position at or relationship to an affiliated business.
YES NO If Yes, provide details for each such investigation. _____

10. Has any current or former director, owner or officer or managerial employee of this business had, either before or during such person's employment, or since such employment(if the conduct pertained to events that allegedly occurred during the time of employment):

a) Any felony charge pending? YES NO If Yes, provide details for each such charge.

b) Any misdemeanor charge pending? YES NO If Yes, provide details for each such charge. _____

c) Any violations of administrative, statutory or regulatory provisions pending? YES NO If Yes, provide details for each such charge. _____

d) In the past ten (10) years, you been convicted, after trial or by plea, of any felony and/or any other crime, an element of which relates to truthfulness.? YES NO If Yes, provide details for each such conviction.

e) In the past ten (10) years, been convicted, after trial or by plea, of a misdemeanor? YES NO If Yes, provide details for each such conviction. _____

f) In the past ten (10)years, been found in violation of any administrative, statutory, or regulatory provisions? YES NO If Yes, provide details for each such occurrence.

11. In the past five (5) years, has this business or any of its owners or officers, or any other affiliated business had any sanction imposed as a result of judicial or administrative proceedings with respect to any professional license held? YES NO If Yes, provide details for each such instance.

12. For the past five (5) tax years, has this business failed to file any required tax returns or failed to pay any applicable federal, state or local taxes or other assessed charges? YES NO If Yes, provide details for each such year. _____

SECTION IV: CONFLICT OF INTEREST

Please disclose any conflicts of interest as outlined below. NOTE: If no conflicts exist, please expressly state "No conflict exists."

1. Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in being awarded this contract with the Town of Oyster Bay.

2. Any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in being awarded this contract with the Town of Oyster Bay.

3. Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in being awarded this contract with the Town of Oyster Bay.

CERTIFICATION

A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS QUESTIONNAIRE MAY RESULT IN RENDERING THE SUBMITTING BUSINESS ENTITY NOT RESPONSIBLE WITH RESPECT TO THE PRESENT PROPOSAL OR FUTURE PROPOSALS, AND, IN ADDITION, MAY SUBJECT THE PERSON MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I, _____, being duly sworn, state that I have read and understand all the items contained in the foregoing pages of this questionnaire and the following pages of attachments; that I supplied full and complete answers to each item therein to the best of my knowledge, information and belief. The undersigned also certifies that s/he has not altered the content of the questions in the questionnaire in any manner; has read and understands all of the items contained in the questionnaire and any attached pages; has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief; is knowledgeable about the submitting business's business and operations; understands that the Town of Oyster Bay will rely on the information supplied in this questionnaire when entering into a contract or agreement with the business; and is under duty to notify the Town of Oyster Bay of any material changes to the business's responses herein

Sworn to before me this _____ day of _____ 20__

Notary Public

Name of submitting business: _____

By: _____
Print name

Signature

Title

_____/_____/_____
Date