

OFFICE OF PLANNING & DEVELOPMENT
TOWN OF OYSTER BAY
NASSAU COUNTY, NEW YORK

REQUEST FOR PROPOSALS

FOR

PLANNING CONSULTANT

Solicitation Number: P&D 3-2018

NOTES:

1. ISSUANCE DATE: April 2, 2018
2. THIS RESPONSE IS DUE BY: April 20, 2018 by 3:00 PM

PROJECT NAME: **'ZOMBIE' AND VACANT PROPERTY RESEARCH/INVENTORY**

REQUEST FOR PROPOSALS

TABLE OF CONTENTS

	Page
Authorized Contact Person.....	3
Introduction.....	3
Contract Value.....	3
Form of Proposal.....	3
Qualification Based Selection Process.....	3
Criteria for Evaluation.....	3
Use of Sub-consultants and Other Subordinate Entities.....	4
Familiarization with Current Programs, Facilities and Documents.....	4
Payments and Claims.....	4
Scope of Services.....	4
Experience and Special Knowledge.....	5

AUTHORIZED CONTACT PERSON: Prospective firms are advised that the authorized Town of Oyster Bay contact person for all matters concerning this RFP is:

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

INTRODUCTION: In accordance with the General Municipal Law §104-b and the Town of Oyster Bay’s qualification based procurement policy, the Department of Planning and Development of the Town of Oyster Bay (hereinafter referred to as “Town”) is seeking proposals from qualified individuals or consulting firms interested in developing a database and performing research on property ownership to assist the Town in connection with the Zombie and Vacant Properties Remediation and Prevention Initiative. This Initiative is intended to support programs addressing homeowner retention, housing vacancy and blight prevention, with an emphasis on “zombie” property prevention and enforcement.

The procurement schedule is as follows (dates are subject to change upon notice):

- RFP Issue Date April 2, 2018
- Written Questions Due by April 6, 2018
- Town Responses Due by April 13, 2018
- Application Due Date April 20, 2018
- Contract Award Date May 8, 2018
- Contract Period May 15, 2018 through May 14, 2020

Questions concerning this Request for Proposals must be directed via email to Timothy Zike, Deputy Commissioner, Department of Planning and Development at TZike@oysterbay-ny.gov

CONTRACT VALUE: The Town currently estimates that the total value of the project is \$110,425.00

FORM OF PROPOSAL: Firms must submit three (3) copies of their proposals, their resumes, individual credentials, and proposed fee schedules.

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 firm(s) in their proposal(s) and based upon subsequent negotiations between the Town and the firm(s). The review process of the responses submitted is based on the qualifications of the firm for the nature of the services. 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: The criteria to be used by the Town in evaluating these proposals shall be the following:

- The magnitude, scope and complexity of the services to be rendered
- The experience of the firm in assignments of similar size, scope and complexity
- Special knowledge relevant to the project
- Special equipment or facilities relevant to the project
- The size, staffing, resources and financial capability of the firm versus the size of the assignment
- The firm's knowledge and experience with Town facility(ies) and programs involved in the assignment
- The firms past performance with the Town
- Time constraints and deliverability of service; and
- The firm's current workload, current workload remaining, workload remaining from prior years and total workload remaining with the Town.

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town. However, it is further expressly acknowledged that the cost of the services to be rendered is a substantial concern.

At its discretion, in accordance with the review process, the Town may elect to interview each firm, make visits to each firm and/or inspect prior work done by each firm. Following its review the Town will then notify the three highest ranked firms of their standing and will notify the remaining firms that they will not be chosen for this project. The top ranked firm will be invited to submit cost proposals, which will be subject to negotiation. If a satisfactory agreement cannot be negotiated with such firm at a fee determined by the Town to be fair and reasonable, then negotiations with such firm will be terminated and negotiations will be undertaken with the second highest ranked firm. Failing accord with the second highest ranked firm, negotiations will likewise terminate and negotiations will then be undertaken with the third highest ranked firm. If acceptable terms cannot be reached with the third highest ranked firm, the selection process will be terminated and the project will be re-evaluated by the Town.

USE OF SUBCONSULTANTS AND 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, i.e. experts. In such event, the proposal must clearly state the extent and nature of the work proposed to be delegated to the other entity and the cost reasonably estimated to be passed on to the Town in connection with the service. Further, if the proposed sub-consultant is an architectural, engineering or surveying firm, the proposal must also be accompanied by a completed and current Federal Form SF 330 if such for is not already on file with the Town.

FAMILIARIZATION WITH CURRENT PROGRAMS, FACILITIES AND DOCUMENTS: It is the sole responsibility of the prospective firms to familiarize themselves with the Town's current programs, facilities, documents and any other information which is necessary and relevant to the scope of this RFP. Upon sufficient and reasonable advance notice to the contact person named above,

arrangements may be made to visit and inspect any involved Town facilities and/or to view 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 retainer pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization and travel costs, regardless of whether they were incurred prior to or following the submission of the proposer's proposal.

PAYMENTS AND CLAIMS: Payments to the successful proposer will be made in accordance with the terms of the Town of Oyster Bay Standard Consultant Agreement to entered into between the firm and the Town.

*** Note: The Town makes no representation of the actual value of the work. Further, as part of the award process, a maximum dollar amount may be determined and may be incorporated into the agreement that is awarded pursuant to this Request for Proposals. The Town further states that it also makes no representation that actual services required will be for the full maximum dollar amount incorporated into the agreement.**

Kindly note that consideration will only be given to the responses received in this office on or before 3:00p.m., on April 20, 2018

SCOPE OF SERVICES: The Town seeks a qualified firm to conduct research to ascertain ownership of and liens on vacant, abandoned and zombie properties within the Town of Oyster Bay; and to identify responsible parties in order to resolve legal issues and repurpose them. This research shall result in an inventory/database to be provided to the Town's Department of Planning and Development. Such services may include, but not be limited to, the following:

- Identify zombie, vacant, and abandoned properties and properties at risk of foreclosure by reviewing code enforcement data and other Town records
- Research individual properties suspected of being vacant, zombie, or abandoned.
- Run title searches on vacant, zombie, and abandoned properties.
- Identify current property owners and their mortgagees, if any, to address issues with vacant, zombie, and abandoned properties.
- Reach out to financial institutions identified as lienholders on "zombie" properties to negotiate how to address such properties.
- Develop an interactive database of vacant, abandoned, zombie and 'at risk' properties identified by the consultant, Town employees, and residents.
- Coordinate with the Town's Division of I.T. to ensure formatting of interactive database will be compatible with Town hardware software to be utilized in updating and maintaining database upon completion of project.
- Continue to maintain and populate database with information over course of contract period.
- Adhere to biannual reporting requirements and to timeline set forth by the Disbursement Conditions Agreement between the Town and the Local Initiatives Support Corporation (see Appendix 1)
- At the completion of the program, report on how the following data was used to identify responsible parties to hold them accountable and to resolve legal issues and other barriers to repurposing such properties:
 - Research on the 300 individual properties suspected of being vacant, zombie, or abandoned
 - The data from running 300 title searches on such properties

- Identifying 150 current property owners and their mortgagees, if any, to address issues to such properties
- Reaching out to a total of at least nine (9) financial institutions identified as lienholders on zombie properties to negotiate how to address such properties

Appendix 1

A narrative report, detailing whether and how the following goals were met, which deliverables were produced and the timeline for when those goals were met and deliverables were produced, must be completed biannually according to the following benchmark schedule.

First Report

- Identify zombie, vacant and abandoned properties and properties at risk of foreclosure by reviewing code enforcement data and other Town records.
- Research 100 individual properties suspected of being vacant, zombie or abandoned.
- Run 100 title searches on such properties.
- Identify 50 current property owners and their mortgagees, if any, to address issues with such properties.
- Reach out to three (3) financial institutions identified as lienholders on zombie properties to negotiate how to address such properties.
- Develop and provide plan for addressing vacant properties in the Town based on the results of research into Town records, meetings with financial institutions, and results of title searches.

Second Report

- Continue to identify zombie, vacant and abandoned properties and properties at risk of foreclosure by reviewing code enforcement data and other Town records.
- Research an additional 100 individual properties suspected of being vacant, zombie or abandoned.
- Run an additional 100 title searches on such properties.
- Identify an additional 50 current property owners and their mortgagees, if any, to address issues with such properties.
- Reach out to an additional three (3) financial institutions identified as lienholders on zombie properties to negotiate how to address such properties.

Third Report

- Continue to identify zombie, vacant and abandoned properties and properties at risk of foreclosure by reviewing code enforcement data and other Town records.
- Research an additional 100 individual properties suspected of being vacant, zombie or abandoned.
- Run an additional 100 title searches on such properties.
- Identify an additional 50 current property owners and their mortgagees, if any, to address issues with such properties.
- Reach out to three (3) more financial institutions identified as lienholders on zombie properties to negotiate how to address such properties

Fourth Report

- Conduct research to ascertain ownership of & liens on ZV & A properties to identify responsible parties in order to resolve legal issues & repurpose them.
- Report on how the following data was used to identify responsible parties to hold them accountable & to resolve legal issues & other barriers to repurposing such properties:
 - Research on the 300 individual properties suspected of being ZV & A properties.
 - The data from running 300 Title searches on such properties.
 - Identify 150 current property owners & their mortgages to address issues.
 - Reaching out to a total of at least nine (9) financial institutions identified as lienholders on ZV & A properties to negotiate how to address such properties.

BIDDER'S DISCLOSURE AFFIDAVIT

RFP TITLE: _____

STATE OF NEW YORK)
)
 ss.
COUNTY OF)

_____, being duly sworn, deposes and says:

1. That I am _____ (age), and reside at (address) _____.
2. That I am a proposer for the contract which is the subject matter of this application and am familiar with all the facts and circumstances hereinafter set forth.
3. That neither deponent nor any other person mentioned in this affidavit is an officer or employee, or is related to an officer or employee of the Town of Oyster Bay – except: (if any, set forth details)

4. That no officer of the State of New York, or officer or employee of the Town of Oyster Bay, or Nassau County, or person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision 4 of Section 2 of the Election Law, or his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the proposer, or any officer, director or partner, member or employee of the proposer, or legally or beneficially owns or controls one (1) percent or more of the stock of the proposer, or is associated with the proposer in a joint venture, or is a party to an agreement with the proposer, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable aware of such contract – except (if any set forth details – see General Municipal Law Section 809)

5. That in the event there is any change in the matters set forth herein prior to the award of the contract, deponent(s) will file with the Town of Oyster Bay a supplemental affidavit indicating the details of such change within 48 hours of such change.

(signed)

Sworn to before me this _____ day of _____, 201_

NOTARY PUBLIC

CORPORATE DISCLOSURE AFFIDAVIT

RFP TITLE _____

STATE OF NEW YORK)

ss.

COUNTY OF)

_____, being duly sworn, deposes and says:

1. That I am the (office held) _____ of the (name of corporation) _____ and am fully familiar with all the facts and circumstances hereinafter set forth.

2. That the business address of (name of corporation) _____ is (address) _____.

3. That said corporation was incorporated under and pursuant to the Law of the State of _____.

4. That the following are the names and residences of each officer, director and shareholder: (set forth names, residences and relationship to corporation): _____.

5. That the corporate stock of said corporation has not been pledged to any person nor has any agreement been made to pledge the said stock – except (if any, set forth details): _____.

6. That neither deponent nor any other person mentioned in this affidavit is an officer or employee, or is related to an officer or employee of the Town of Oyster Bay – except (if any, set forth details): _____.

7. That no officer of the State of New York, or officer or employee of the Town of Oyster Bay, or Nassau County, or person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision 4 of Section 2 of the Election Law, or his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the proposer, or any officer, director or partner, member or employee of the proposer, or legally or beneficially owns or controls one (1) percent or more of the stock of the proposer, or is associated with the applicant in a joint venture, or is a party to an agreement with the proposer, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the award of such contract – except (if any set forth details – see General Municipal Law Section 809) _____.

8. That in the event there is any change in the matters set forth herein prior to the award of the contract, deponent(s) will file with the Town of Oyster Bay a supplemental affidavit indicating the details of such change within 48 hours of such change.

(signed)

Sworn to before me this
_____ day of _____, 201_

NOTARY PUBLIC