



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 3-2022

ISSUANCE DATE:	SEPTEMBER 26, 2022
THIS RESPONSE IS DUE BY:	OCTOBER 14, 2022 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 January 1, 2023 through December 31, 2023 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.