

## **Rochester Land Bank Corporation Request for Qualifications (RFQ) Licensed Land Surveyors**

### **Background and Description**

Rochester Land Bank Corporation (“RLBC”) is seeking an agreement with a Licensed Land Surveyor for professional services in providing instrument surveys for real property transactions. RLBC is a not-for-profit corporation and NY State public authority formed by the City of Rochester in 2013. Its mission is to return underutilized property to productive use, preserve and create quality housing, enhance the quality of life within neighborhoods, and encourage economic opportunities.

RLBC has various sale and purchase assistance programs which may require that we provide purchasers with a professional instrument survey. While the surveys requested may not be limited to these properties, RLBC currently anticipates requiring surveys related to the conveyance of approximately twenty (20) residential properties over the course of the year to meet the requirements of a purchase assistance program. **RLBC seeks to enter into one or more one-year contract(s) with qualified surveyor(s) to provide services on an as needed basis.**

### **Scope of Services**

The Primary services to be provided are **Residential Land Title Surveys**, but may include, but are not limited to, the following:

- Boundary and Right-of-Way Surveys and Retracements;
- Topographic Mapping;
- Monument Establishment and Perpetuation;
- Construction Staking;
- Other Survey Services Requested.

### **Proposal Format and Submittal Requirement**

Qualifications shall demonstrate that the firm or individual has the professional capability and availability to satisfactorily complete all the tasks as described in the Scope of Work section of this RFQ in a timely manner. Responses shall include:

- 1) The consultant’s/firm’s legal name, address, telephone number and principal contact’s e-mail address;

- 2) Location of managing office;
- 3) Name and location of firm/individual who will performing work under the contract;
- 4) Educational background, professional registrations and experience for all personnel who will be providing surveying services;
- 5) Description of the firm's/individual's prior experience, including any similar work completed;
- 6) A pricing schedule/range for the activities described in the above scope of services and the estimated time required – from initial request by RLBC to delivery of the completed survey – for the firm/individual to complete each activity type;
- 7) Description of the firm's/individual's current work activities and how these will be coordinated with the surveying services requested by RLBC;
- 8) Three (3) references knowledgeable of the firm's/individual's recent performance on similar projects, including the company name, location where services were provided, contact person(s), contact telephone number(s), contact e-mail address(es), and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's/individual's ability to perform the contract. RLBC reserves the right to use any information or additional references deemed necessary to establish the ability of the firm or individual to perform the contract. Negative references may be grounds for disqualification.
- 9) Examples of surveys completed, including:
  - a) vacant land,
  - b) single-family residential,
  - c) 2-4 family residential, as well as
  - d) commercial properties.

Redact any information that is confidential. Provide at least one from each noted category or provide an explanation for any omitted property type.

To allow for easier comparison of proposals during evaluation, the proposal format and submittals must follow the numbered format outlined above.

### **Evaluation Criteria and Selection**

The RLBC does not discriminate in any aspect of contracting on the basis of age, race, color, national origin, creed, disability, marital status, gender or sexual orientation.

Respondents will be evaluated and scored according to the following criteria. Each item must be addressed in the submittal in order to be considered responsive.

- 1) Overall quality of the submittal - 5%
- 2) The qualifications and experience of the professional personnel assigned to the project - 20%
- 3) The consultant's capability to meet time and project requirements and the availability of personnel to respond and provide services in a timely manner - 25%
- 4) Pricing schedule/range and delivery estimate - 20%
- 5) Present or projected workload that would affect completion of the project - 10%
- 6) References for similar projects - 15%
- 7) Respondent's location – 5%

### **Terms and Conditions**

The Rochester Land Bank Corporation reserves the right to accept, reject and/or waive any minor informalities in any offer not deemed to be in the best interest of RLBC and/or negotiate modifications to any proposal as it determines in its sole discretion, to be in the best interest of the RLBC. However, each responder must provide all information as requested in order for the proposal to be considered and may be disqualified for failure to submit any required attachment/exhibit/schedule, or for submitting incomplete or nonresponsive information, attachments, exhibits or schedules. Responses to this RFQ become the exclusive property of the RLBC and may be used by RLBC in any way it deems appropriate.

### **Contract Term**

Any Agreement shall be for a term of one year with any options to renew for additional terms. RLBC reserves the right to contract with multiple firms/individuals to provide the services listed here under the scope of work.

### **RFQ Timeline**

Issue RFQ	Tuesday, March 23, 2021
Submission Due Date	Friday April 16, 2021
Interviews (if necessary)	TBD
Notification to selected respondent(s)	est. Week of May 3, 2021

### **Submission Requirements**

Submissions in reply to this RFQ must be in the form of a “response package” containing a cover letter signed by a person authorized to enter into a contract with RLBC, the response and all required supporting information and documents. Respondents are required to provide an (1) original and five (5) copies of the complete response package.

The response package shall be delivered to:

Rianne Mitchell, Director of Capacity & Compliance  
Rochester Land Bank Corporation  
30 Church Street, Room 125-B  
Rochester, NY 14614

**Deadline for Submission**

**Friday, April 16, 2021 at 3:00 pm**

**Contact for Questions**

Questions regarding the requested services may be directed to:

Rianne Mitchell, Director of Capacity & Compliance  
Telephone: 585.428.6897  
Email: [Rianne.Mitchell@cityofrochester.gov](mailto:Rianne.Mitchell@cityofrochester.gov)