



## Land Bank Rehabilitations Request for Qualifications

For Inclusion on the Qualified Residential Rehabilitation Contractor List

Issued: December 20, 2016

**Due Date: Friday January 13, 2017 – 4:00pm**

The Greater Syracuse Land Bank (herein “Land Bank”) seeks to identify Residential Rehabilitation Contractors. Once a Contractor is determined to be Qualified through this RFQ process, they will be eligible to submit bids on RFPs for rehabilitation projects in the 2017 and 2018 calendar years.

Interested Contractors are required to submit the following documentation in hard copy in a sealed envelope addressed to:

Greater Syracuse Land Bank  
Attn: Ben Gray  
431 E Fayette Street, Suite 375  
Syracuse, NY 13202

Incomplete submissions will not be considered. The Land Bank reserves the right to request additional documentation from Contractors.

### **Questions:**

Any questions regarding the RFQ requirements must be submitted in writing and can be emailed to [bgray@syracuselandsbank.org](mailto:bgray@syracuselandsbank.org) or submitted in hard copy to the Land Bank’s offices (Attn.: Ben Gray).

**It is anticipated that the homes eligible for rehabilitation will require an array of repairs up to and including major repairs. The scope of work for each repaired structure will vary but may include (but not limited to) the following:**

- Obtaining all necessary state and local permits and approvals prior to the commencement of work.
- Demolition of damaged interior and exterior materials; foundation leveling, repair, and/or elevation; and structural damage repair.
- Certification for work disturbing lead-based paint is required under the US EPA’s Renovation, Repair and Painting rules.
- Building envelop repair, including roof repair or replacement and attendant damage; door and window replacement; and siding / veneer repair or replacement.
- Mechanical (HVAC), electrical and plumbing systems repair or replacement.
- Dry wall repair or replacement; rough and trim carpentry.
- Surface preparation and painting; flooring repair or replacement.
- Cabinet and appliance replacement.
- Project close-out including obtaining certificate of occupancy from applicable authorities.
- Asbestos containing material mitigation; if necessary.
- Exterior site work if necessary (ie. paving, masonry, drainage, landscaping)

**431 E. Fayette Street, Suite 375; Syracuse NY 13202 / P: 315-422-2301 / E: [info@syracuselandsbank.org](mailto:info@syracuselandsbank.org)**

**[www.syracuselandsbank.org](http://www.syracuselandsbank.org)**

### **Minimum Qualifications:**

- Respondents must have been in business for a minimum of 5 years.
- Respondents must be financially solvent and adequately capitalized.
- Demonstrated ability to commit to residential rehabilitation, reconstruction, and carry out such projects within 90-120 days.
- Company and appropriate staff must be an EPA lead certified renovator.
- Respondent must demonstrate financial resources to perform and complete the work and to provide all required warranties.

### **Materials Required for Submission:**

#### **1) General Requirements**

- Complete the attached Regulatory Compliance Questionnaire. If you answer “yes” to any of the questions included, you must attach a written explanation and supporting documentation.
- Attach a copy of any professional license that you hold.
- Attach Certificate(s) of Liability Insurance with the following limits:
  - Commercial General Liability ("CGL") coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate. If CGL coverage contains a General Aggregate Limit, such General Aggregate Limit shall apply separately to each Property. CGL coverage shall be written on ISO occurrence form GC 00 01 (1093) or a substitute form providing equivalent coverage with no endorsements limiting or restricting coverage with respect to New York State Labor law. Deductible must not exceed \$10,000.
  - Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits of not less than One Million Dollars (\$1,000,000.00) per accident.
- Attach Certificate of Workers Compensation Insurance

#### **2) Documentation for a Sampling of Past-Projects**

Provide the following documentation for at least three (3) residential rehabilitation projects completed in 2015 or 2016:

- Initial estimate of project with project specifications.
- Signed Contract with Client (price and other propriety information may be redacted).
- Before and after photos of projects from 2015 & 2016.
- Final project close out paperwork signed by client.

#### **3) Experience and Capacity**

Attach a written response that answers the following questions:

*Experience and Demonstrated Ability to Perform*

- How long has your company been in this line of work?
- Is your company a State Certified M/WBE?

- Attach a list of all construction projects over \$25,000 completed in 2015 & 2016 including the address, client and contact information along with scope of work and date completed.
- In 2015 what was your company's average length of time between the date the contract was awarded and project completion?
- Has a client ever terminated a contract with you for failure to perform? If yes, explain the circumstances.

*Equipment and Labor*

- Describe any efforts you make to hire local labor.
- Describe how many employees are assigned to each project, their responsibilities, experience, and related certifications.
- Please list the company and contact person that you have used for the following licensed scopes of work.
  - o Electrical
  - o Plumbing
  - o HVAC

Submit responses in person or via the mail to:

Attn: Ben Gray  
Greater Syracuse Land Bank  
431 East Fayette Street, Suite 375  
Syracuse, NY 13202

Alternatively, responses may be emailed to [bgray@syracuselandsbank.org](mailto:bgray@syracuselandsbank.org). Please title the subject line: "Residential Contractor RFQ."

Note: Submissions must be received by 4:00 PM FRIDAY, January 13<sup>th</sup>.

## Regulatory Compliance Questionnaire

If you answer “yes” to either of the questions below, you must attach a written explanation and supporting documentation.

- 1) In the past two years has the Contractor been cited, fined, or penalized for any OSHA safety violations? Yes / No (circle one). If yes, explain the nature of the violation and how it was resolved.
  
- 2) In the past two years has the Contractor been cited, fined, or penalized by the City of Syracuse or County of Onondaga for failure to obtain or abide by permits required. Yes / No (circle one). If yes, explain the nature of the violation and how it was resolved.