

 **Niagara Orleans Land Improvement Corporation (NORLIC)**

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*Recording Secretary*

**REQUEST FOR PROPOSAL**

**TO:** Consulting Firms/Individuals

**FROM:** Andrea Klyczek, Executive Director

 Niagara Orleans Regional Land Improvement Corporation

**DATE:** December 13, 2018

The Niagara Orleans Regional Land Improvement Corporation (“NORLIC”) is currently inviting proposals from consultants to NORLIC and administrative services as requested.

**Background of NORLIC**

NORLIC is a charitable Not-for-Profit Corporation created November 9, 2017, pursuant to Article 16 of the Not-for-Profit Corporation Law of the State of New York.

The purpose of NORLIC is to address the member counties problems regarding vacant and abandoned property in a coordinated manner and to further foster the development of such property and promote economic growth through the return of vacant, abandoned, and tax-delinquent properties to productive use.

**Organizational Structure**

NORLIC is governed by a seven-member board consisting of Chairperson Richard E. Updegrove (Niagara County Manager), Vice-Chairman Brian Smith (President of the Greater Lockport Development Corporation), Secretary Thomas J. DeSantis (Acting Director of Planning and Development for Niagara County) and Members: Kyle R. Andrews (Niagara County Treasurer), Michael A. Casale (Commissioner of Niagara County Department of Economic Development), Lynne M. Johnson (Chairman of the Orleans County Legislature) and Robert DePaolo (Code Enforcement Officer for the City of North Tonawanda).

The staff is comprised of a President, Andrea Klyczek, Treasurer, Amy Fisk, and Recording Secretary, Heather Peck

**Specifications**

All applicants shall meet or exceed the minimum requirements contained herein. It is NORLIC’S intent that this RFP shall permit competition. It shall be the applicant’s responsibility to advise NORLIC in writing, if any language, requirement, specification, etc. or any combination thereof, inadvertently restricts or limits the requirements of this RFP to a single source. Such

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notification must be received by the President of NORLIC not later than five (5) days prior to the date set for proposals to close.

**Proposal Questions**

Respondents may submit questions via email to the President, Andrea Klyczek at andrea.klyczek@niagaracounty.com or call her at (716) 278-8761.

**Reservations of Rights**

NORLIC reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies and to accept any proposal that it deems to be in the best interest of NORLIC. Any appointment resulting from this RFP will not necessarily be awarded to the consultants(s) with the lowest fees. The appointment shall be awarded to the compliant consultant(s) whose proposal best meets the needs of NORLIC, in the judgment of the board of directors of NORLIC. NORLIC reserves the right to negotiate the terms and conditions of the contract with the successful consultant(s) to obtain the most advantageous situation for NORLIC. NORLIC reserves the right to request additional information from all consultant applicants.

**Basis for award**

NORLIC will rank the proposals received based on an evaluation of technical skills (50%), experience (30%), and cost (20%). NORLIC will select, at its option, one or more firms and/or individuals with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a firm or firms will be made in rank order.

**Services Requested**

The board is requesting a 2-year proposal from the consultant(s) for:

Grant Funding

1. The provision of technical assistance necessary for the administration of the grants including, but not limited to assisting NORLIC in the establishment and maintenance of books of account, developing and implementing management systems to provide appropriate recordkeeping, assistance in the procurement, selection, and award of contracts as necessary, preparation of required environmental review records, assurance of consistency with all Federal requirements regarding procurement, labor standards, fair housing, etc., preparation of required reports, oversight of audit activities, preparation of grant closeout materials, and all other activities of a general administrative nature.
2. Assistance regarding the financing of the community and economic development projects including assistance in the preparation of grant, loan, or deferred loan closing documents as applicable, procurement of project cost documentation, review of grant or disbursement documentation, and other related assistance as required.
3. Support in identifying and applying for additional funding opportunities, including assistance with grant application preparation, the development of work plans and budget outlines.
	* 1. The selected contractor will work in coordination with County and NORLIC staff in completing the grant administration and implementation activities.

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Existing Activity

*Community Development*

1. With respect to the rehab and sale of existing property, NORLIC will require services to include the review and analysis of rehab plans and costs, discussions with applicants and other parties as appropriate. Summaries, recommendations, and presentations to the NORLIC board.
2. Management of the technical assistance process including proper posting of RFP’s, bids, awards, etc. to comply with procurement policy and any other procurement guidelines as set forth in the “land bank act”. Full evaluation and grading of responses and a summary outlining the selection to be kept on file.
3. General administration, including all technical assistance necessary for compliance.

*Economic Development*

1. Coordination with NORLIC Counsel, County, City and NCIDA staff as appropriate in review and analysis of business plans and discussions with clients and other parties, when partnership with NORLIC is necessary in furtherance of economic development efforts.

**General Services**

1. Technical assistance regarding community, industrial, and economic development program planning and implementation, and other community and economic development activities as required.

**Proposal Requirements**

The purpose of all submitted proposals is to demonstrate the qualifications, competence, depth and capability of the person or firm seeking to provide consulting services to NORLIC in conformity with the requirements of this request for proposals.

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simple and economically, providing straightforward, concise description of the capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

* Background information that describes the nature and history of the firm or individual, including client listings and references.
* Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services including specific experience with land bank activity, CDBG funding, additional matching sources, and commercial financing.
* Identification and resumes of the person(s) who will provide the services.

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**Fee Schedule**

A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. NORLIC will award a cost reimbursement rather than a fixed price contract.

Routine travel expenses would be the responsibility of the firm. Disbursements incurred on behalf of NORLIC will be reimbursed on a monthly basis. Disbursements incurred on behalf of NORLIC greater than $500.00 must have prior approval of NORLIC staff.

**Insurance**

The individual(s) or firm at his/their sole expense shall acquire and maintain during the contract liability insurance acceptable to NORLIC and shall indemnify NORLIC, its officers, employees, servants and agents from and against any liability which they may incur, including reasonable attorney fees, to the extent that the damage, loss or liability was incurred by the negligent acts, errors or omissions of the consultant(s).

**Timeline for Selection Process**

All proposals must be submitting in writing to Andrea Klyczek, President at NORLIC, 6311 Inducon Corporate Drive, Sanborn, New York 14132 or by email to andrea.klyczek @niagaracounty.com by 4:30 pm on January 17, 2019. Responses received after this date will not be considered. Proposal must be irrevocable for 30 days and signed by the consultant. At the discretion of the NORLIC Board the consultant may be required to make an oral presentation and participate in an interview with the Board.