

# Orleans Land Restoration Corporation

121 North Main Street  
Albion, NY 14411

Office: (585) 589-7060  
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Request for Proposals (RFP) – Technical Operational Administration  
Orleans Land Restoration Corporation  
July 23, 2024

## Background

The Orleans Land Restoration Corporation (OLRC) promotes economic development within Orleans County by providing funding and by acquiring real property, improving, maintaining and managing such property. By doing so it administers funding sources for various economic development projects and programs. The OLRC is seeking the services of firms or individuals to assist in the implementation and administration of this mission.

## Scope of Services

The firm(s) or individual(s) will be expected to provide the following services:

1. Assistance regarding the administration of the OLRC loan program, using the Corporation's own funds or funds obtained through grants, loans or other sources including:
  - a. The review and analysis of loan applications
  - b. Assistance in the preparation of loan closing documents and review of loan disbursement documentation
  - c. Assistance to borrowers regarding employment requirements and documentation
  - d. Monitoring of employment and financial information
  - e. Loan portfolio management activities
  - f. Preparation of loan status reports
2. Technical assistance regarding project development including:
  - a. Economic development program planning and implementation
  - b. Preparation of grant applications and other applications for assistance
3. Oversight and management of the OLRC's properties and holdings negotiating contracts to sell, lease or otherwise dispose of such property, mortgaging such property and otherwise taking steps to facilitate the development or use and operation of such properties including:
  - a. The processing of grant material
  - b. Overseeing remediation investigations including soil, air and waste sampling.
  - c. Preparing operating budgets
  - d. Accounting, data collection
  - e. Reporting as required.
4. Assist OLRC with regulatory and corporate compliance including but not limited to:
  - a. Generating and filing Public Authority documentation
  - b. Maintaining operational financial records such as check books, charts of account and financial reports
  - c. Provide support for Board meetings including generation of agendas, formal minutes and meeting documentation.

## Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Identification and resumes of the persons who will provide the services.
3. 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. The OLRC will award a cost reimbursement rather than a fixed price contract.

## Selection

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

## Submission Procedures

One copy (electronic or paper) of the proposal should be addressed to:  
Michael Dobell, CEO  
Orleans Land Restoration Corporation  
121 North Main Street  
Albion, NY 14411  
MDobell@orleansdevelopment.org

Proposals must be received by the OLRC no later than 4:00 p.m., October 1, 2024.

## Miscellaneous

1. The OLRC reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
2. The OLRC assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.

**EXHIBIT A**

**Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)**

I affirm that I understand and agree to comply with the procedures of OLRC relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT B**

**Offeror/Bidder Certification:**

I certify that all information provided to OLRC with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**EXHIBIT C (Continued)**

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

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(Add additional pages as necessary)

Offerer certifies that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_ Signature

Name: \_\_\_\_\_ Title: \_\_\_\_\_