

Orleans Land Restoration Corporation

121 North Main Street
Albion, NY 14411

Office: (585) 589-7060
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Request for Proposals (RFP) – NYSOCR/CDBG Funding 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 Federal Community Development Block Grant (CDBG) funding from the New York State Office of Community Renewal (OCR). 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. The provision of technical assistance necessary for the administration of CDBG programs including, but not limited to assisting the OLRC:
 - a. In the establishment and maintenance of books of account
 - b. Developing and implementing management systems to provide appropriate recordkeeping
 - c. Assistance in the procurement, selection, and award of contracts as necessary
 - d. Preparation of required environmental review records
 - e. Assurance of consistency with all State and Federal requirements regarding procurement, labor standards, fair housing, etc.
 - f. Preparation of required reports
 - g. Oversight of audit activities
 - h. Preparation of grant closeout materials

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. Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services, including particular experience with CDBG, OCR, and commercial lending programs.
3. Identification and resumes of the persons who will provide the services.
4. 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

Offerer/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

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility:

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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: _____

(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: _____