



**REQUEST FOR PROPOSALS  
HISTORIC TAX CREDIT APPLICATION SERVICES**

**Date Issued: November 13, 2020**

**Due: Thursday, December 17, 2020 @ 3:00 pm**

To Whom It May Concern:

The Greater Mohawk Valley Land Bank, Inc. (GMVLB) is a local public authority and nonprofit committed to the acquisition and rehabilitation of local abandoned and distressed structures, and the revitalization of neighborhoods in the Mohawk Valley Region. The GMVLB is requesting proposals to perform an application for Commercial Historic Tax Credits for 132 W Grand Street, Palatine Bridge, NY 13428.

**A. Instructions to Bidders**

Name of the Bid:	132 W Grand St Historic Tax Credit Application Services RFP
Deadline for Questions:	Friday, December 11, 2020 at 5:00 pm
Deadline for Bid Submittal:	Thursday, December 17, 2020 at 3:00 pm
Bid Opening:	Friday, December 18, 2020 at 9:30 am
Bids Shall Be Submitted to:	Greater Mohawk Valley Land Bank P.O. Box 53 Little Falls, NY 13365
Method of Submittal:	Certified Mail or In-Person Delivery
Contact Person, Title:	John Mazzearella III, Project Manager
E-mail for Questions:	johnm@gmvlb.org
Phone for Questions:	315-823-0814

Proposals must be received by the Greater Mohawk Valley Land Bank by Thursday, December 17, 2020 at 3:00 pm in order to be considered. If you wish to bid, please submit your submittal in a sealed mailing container or envelope which is plainly marked on the outside with the notation: 'BID ENCLOSED – 132 W GRAND ST HISTORIC TAX CREDIT APPLICATION SERVICES. It is the bidder's responsibility to submit their proposals timely and completely because no extensions for revisions, corrections, amendments, or supplements will be given past the bid due date.

## **B. Consultant Qualifications**

Successful bidder must have experience completing Part A and Part B of the Historic Tax Credit Application as established by the National Parks Service, Department of the Interior. Successful bidder is required to provide for itself and maintain at its own cost and expense until the completion of the work a professional liability insurance policy pertinent to the services to be rendered herein. The successful bidder shall furnish certificates of insurance to the GMVLB for review upon notice of selection and prior to executing contract.

## **C. Project Background**

132 W Grand Street in Palatine Bridge (Stone Lodge) is a large limestone Richardsonian Romanesque Mansion built in 1886. The limestone building sits on approximately 12 acres of partially wooded land. The limestone building had, until recently, an attached circa 1965 wood framed single-story section that was formerly a restaurant/bar section. The property, also until recently, contained a smaller two-story single-family building located approximately 200 feet north-west of the limestone structure.

## **D. Requested Services (Scope of Work)**

Conduct assessment of property and historical significance to region. Document existing condition and floorplan and complete application for commercial tax credits on behalf of GMVLB. GMVLB will provide renovation plan and Consultant shall align renovation plan with the goals of the Historic Tax Credit Program. Deliverables shall include completing and submitting Part A and Part B of the Historic Tax Credit Program, and corresponding with NYS Office of Historic Preservation and National Parks Service to ensure application approval.

## **E. Selection Criteria & Process**

The Greater Mohawk Valley Land Bank, Inc. may elect to interview potential consultants in person and these consultants would be notified accordingly. It is expected that a final proposal selection will be made on December 1, 2020. However, the GMVLB reserves the right to extend the deadline for submissions and bidder.

The organization's selection of a consultant shall be based on the following criteria:

- Demonstrated experience and expertise with reasonably similar projects.
- References, including current and/or past clients.
- Understanding of the program and the needs of the organization.
- Comprehensiveness of proposed services.
- Price.

All information will be reviewed carefully. The GMVLB reserves the right to select the consultant whom is evaluated to be best qualified for the work associated with this project.

Upon award of the bid, the GMVLB will work with the successful bidder to execute a contract as soon as possible. A written contract will be presented for signing and project work forms will be used. If the GMVLB is unable to reach an agreement with the successful bidder within a reasonable time period, the bid will be awarded to another party.

## **F. General Conditions**

### **1. Non-Collusive Certification**

By submission of this RFP, each contractor and each person signing on behalf of any contractor certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the contractor and will not knowingly be disclosed by the contractor prior to opening, directly or indirectly, to any other contractor or to any competitor; and
- (3) No attempt has been made or will be made by the contractor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

### **2. MWBE Promotion**

It is the policy of the GMVLB that Minority-Owned Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts. It is also the GMVLB's goal to award Procurement Contracts to those procurement contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment.

### **3. SDVOB Promotion**

It is the policy of the GMVLB that Service-Disabled Veteran Owned Businesses (SDVOBs) are afforded the maximum opportunity to participate in the performance of contracts. It is also the GMVLB's goal to award Procurement Contracts to those procurement contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment.

#### **4. Affirmative Action**

As required by Executive Law § 312, and in compliance with the GMVLB's procurement policy, any contractor awarded a procurement contract more than \$25,000 for services rendered to the GMVLB must acknowledge this affirmative action policy and agree to implement the same by making every reasonable effort to award any subcontracts to MBEs and WBEs and to utilize minority and labor in the performance of any agreement that is awarded to the contractor. Specifically, any contractor awarded a contract more than \$25,000 dollars will be expected to abide by the following provisions:

- a. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section, affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
- b. At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein.
- c. The contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the MWBE Threshold Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status

#### **5. Non-Discrimination Policy**

In accordance with Article 15 of N.Y. Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor agrees that neither it nor any of its subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

## **G. Submission Requirements**

1. Primary Contact: Provide the name and contact information for the firm and the person representing the firm including firm mailing address, firm and agent phone number(s), firm website, and agent email address.
2. Project Team Qualifications: Provide a summary of professional qualifications for the consultant firm and personnel to be involved with the work. Provide responsibilities and resumes for each team member. When sub-contractors are included as a part of the project team provide similar information for each firm and individual.
3. Relevant Project Experience & References: List at least three comparable projects successfully completed by the consultant and provide the names and contact information for persons familiar with the firm's work who may be contacted as references.
4. Project Fixed Pricing: Provide a fixed project price for completing all activities necessary to complete the tasks, including labor and materials, as described in the scope of work. Also indicate the cost for sub-contractors if they are used for any activity associated with completing the scope of work.
5. Rate Schedule: Provide rate schedule for all staff and for all services including sub-contractors if they are used for any activity associated with completing the scope of work.
6. Schedule: Provide project and pay schedules for consideration. It is our intention have activities commence within 30 days of contract execution.

### **Failure to follow and submit all items above may result in proposal disqualification.**

The GMVLB may waive at its discretion any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the GMVLB and the Consultant.

## **H. Submission**

Please submit a printed copy of your proposal in a sealed envelope to:

**Greater Mohawk Valley Land Bank**  
**Attn: 132 W Grand St HTC Application Services RFP**  
**P.O. Box 53**

Historic Tax Credit Services RFP 2020 for 132 W Grand  
St, Palatine Bridge



## Little Falls, NY 13365

In-person submission can also be arranged prior to bid deadline by calling the Contact. Proposals will be opened publicly at GMVLB office located at 500 E Main St, Suite 2A, Little Falls, NY 13356 on Tuesday, December 1, 2020, at 9:30 am. Persons wishing to attend must notify the Contact due to office restrictions. This Request for Proposals does not obligate the Greater Mohawk Valley Land Bank, Inc., to reimburse any respondent for any costs incurred in the preparation of submission of a proposal, nor bind the GMVLB in any way.

### **I. Payment**

Payment for the work authorized under this contract will be paid for upon receipt of an original invoice within thirty (30) days and after all services are delivered, inspected and accepted by the Contact Person. Payment schedule will follow a series of milestones that will be developed and agreed upon prior to work commencing.

The invoice shall clearly state on business letterhead:

1. The Consultant name
2. Description of work performed, and
3. Date(s) of services
4. Amount due and balance forward

Invoices shall be billed to: Greater Mohawk Valley Land Bank

Invoices shall be mailed to: P.O. Box 53, Little Falls, NY 13365

Final payment will not be made until approval has been given by the Contact Person. The GMVLB may withhold payment for reasons including, but not limited to the following: unsatisfactory job performance or progress, defective work, disputed work, failure to comply with material provisions of the contract, third party claims filed or reasonable evidence that a claim will be filed or other reasonable cause.

### **J. Questions**

Please direct all questions to John Mazzearella III, Project Manager - 315-823-0814 or [johnm@gmvlb.org](mailto:johnm@gmvlb.org) by Friday, November 20, 2020 at 5:00 pm. Questions and answers will be shared directly with respondents and will also be posted on our RFP webpage below this solicitation on Monday, November 23, 2020.