The Center for NYC Neighborhoods, Inc.

New York State Blue Buffers - Title Company
Request for Proposal

New York State Homes and Community Renewal - Funded by the New York State Clean Water, Clean Air, and Green Jobs Environmental Bond Act of 2022 (EBA)

Date Issued: Dec 29, 2025

Proposals Due: 5 pm, Jan 13, 2025

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Attachments

CENTER for NYC NEIGHBORHOODS

1.0 Overview

Blue Buffers is a new voluntary buyout program established under Title 3 Restoration and Flood Risk Reduction, Section 58-0303 of the New York State Clean Water, Clean Air, and Green Jobs Environmental Bond Act of 2022 (EBA).

The EBA provides $250 million to the Housing Trust Fund Corporation's Office of Resilient Homes and Communities (RHC) to purchase private real property identified as at-risk to flooding from willing sellers, demolish and remove structures and/or infrastructure on the property, and transfer properties to land stewards to facilitate the restoration of beneficial open space, flood mitigation, and shoreline stabilization which shall be subject to recorded use restrictions.

Blue Buffers is required by law to restrict voluntary buyouts to at-risk properties. RHC will identify areas of highest risk based on established criteria and then begin community outreach in those areas. This entry to the program is considered Pathway 1. However, communities who have not been identified by RHC as high-risk and would like to participate in Blue Bluffers may request consideration by responding to the Notice of Funding Availability (NOFA) for Pathway 2. Only property owners and renters in these identified areas, either via Pathway 1 or Pathway 2, will be able to apply for a buyout.

RHC has awarded the Center for NYC Neighborhoods (the Center) as its local administrator to administer the Blue Buffers program statewide. To support our efforts, the Center is seeking a qualified firm (Vendor) to provide title services to property owners who may be interested in participating in the Blue Buffers program.

PROGRAM OVERVIEW

The goal of the Blue Buffers program is to create safe buffer zones by acquiring contiguous parcels of land and removing existing structures to reduce flood risk. It also seeks to relocate residents from high-risk flood areas to safer locations.

Communities may participate in the program through one of two pathways.

Pathway 1: Communities that have experienced repeated flooding and have had more than one flood insurance claim have been identified by the program as priority communities. The program will conduct outreach to these communities to gauge interest and participation.

Pathway 2: Communities not on the priority list in Pathway 1 will have the opportunity to be selected for participation through a competitive application process. The program will release a Notice of Funding Availability (NOFA) to which interested communities can apply after the initial outreach to communities in Pathway 1 are completed.

As the local administrator, the Center will develop a program website, application form, and case management database system of record (SOR) to accept program applications from property owners in eligible communities. The SOR will collect demographic and other required information, as well as have the ability to accept uploads of supporting documentation.

Title services are required for participants in the program to ensure that properties acquired through Blue Buffers are conveyed with a clear and insurable title. Title services may include conducting full title searches, resolving outstanding liens or encumbrances, and issuing owner's policies to the municipalities or other approved entity that will acquire the property. These services are critical to support the transfer of property for demolition and subsequent land restoration under the program.

The Center and its subcontractors will provide services to program participants in accordance with the program's specific policies and procedures, manage potentially sensitive and nuanced interactions with program applicants, provide quality control for compliant program files, and coordinate with applicants, design professionals, municipalities, sub-recipients, program staff, and other stakeholders.

2.0 Purpose of the Solicitation

Through this solicitation, the Center is seeking a qualified Vendor to provide a title search, curative title services and owner's policy issuance to the designated municipal land steward or other approved entity who will take ownership of the property. These services will ensure that program acquisition can proceed with a clear title, supporting participants in the Blue Buffers program.

The Center reserves the rights to:

- Reject any and all responses, whether in whole or in part;
- Modify the project description;
- Modify the terms of this solicitation at any time in its sole discretion;
- Amend, modify, or withdraw this solicitation;
- Revise any requirements of this solicitation;
- Require supplemental statements or information from any respondent;
- Extend the deadline for submission of responses hereto;
- Negotiate or hold discussions with any respondent to correct deficient responses which do not conform to the instructions contained herein;
- Cancel, or reissue in whole or in part, this solicitation, if the Center determines in its sole discretion that it is in its best interest to do so;
- Extend the term of any agreement on terms consistent with this procurement; and
- Select multiple firms to provide the requested services if deemed appropriate by the Center.

The Center makes no representations or warranties regarding the accuracy of information provided in this solicitation and will have no liability or obligation with regard to its contents. Respondents will not be reimbursed for costs incurred in the preparation of the proposal.

3.0 Scope of Services

The Center seeks to procure one (1) qualified firm to complete the services requested herein. The selected firm must also possess the capacity/qualification to complete related administration tasks required by the Program. This section provides a detailed description of the scope of services. Please refer to this section when completing Attachment 5—Cost Proposal, which must be included in response to this solicitation. All deliverables shall be subject to review and approval by the Center prior to payment.

The Center anticipates up to 1000 title and curative services requests over the life of the program; this is subject to change depending on the value of properties and available capital funding. Upon submission, Vendor shall run a title report and provide title curative services for applications received through Blue Buffers in which unresolved mortgage liens and/or other tangled title complications are clouding a property's title. Vendor shall be responsible for curing all identified title issues and coordinating with the property owner's attorney when applicable. The Program requires that all properties convey with clear, marketable, and insurable title, free of liens and encumbrances, prior to closing. Properties that cannot achieve clear title within Program timelines will not proceed to acquisition.. The Center expects that the successful respondent will be able to achieve a clear title for most issues within 30 days.

Services provided by the successful respondent should include the ability to provide the following:

- Title Search and Property Reports
  Conduct full title searches and provide a property report including:
    - Property information (Owner name(s), Address, BBL, County)
    - Property Assessment/Tax Information
    - Deed Information and legal description of property
    - Mortgage(s) judgment/federal & state tax liens
    - Patriot Act and Bankruptcy Search
    - Copy of all recorded deed and open lien documents associated with the subject property
    - Other types of liens, including but not limited to mechanic's and judgment liens
- Curative Services
    - Identify and resolve title defects, including but not limited to unreleased mortgages, liens, judgments, breaks in the chain of title, probate/estate issues, and conflicting deed descriptions, working with the seller's counsel.
    - Identify and advise on easements, right-of-way, restrictive covenants, and other encumbrances that may interfere with demolition, flood mitigation or municipal use.
    - Prepare and record corrective instruments as necessary (e.g., releases, affidavits, quitclaims).
- Title: Commitments and Policies
    - Provide title commitments before closing, clearly identifying requirements and exceptions.
    - Issue an owner's title insurance policies in the name of the acquiring municipality or other entity.
    - Provide endorsements as appropriate to support public ownership and intended land use.
    - Must be able to issue policies in all New York counties via underwriting relationships.

- Closing and Settlement Services
  - Prepare and coordinate closings and settlement statements.
  - Conduct closing (in-person or virtual), ensure proper execution of all documents,
  - Prepare and record covenants, deeds and other transfer documents, and agreements that are executed at closing.
  - Ensure timely recording of deeds and other instruments with the appropriate jurisdiction.
- Escrow Services
  - Establish and manage escrow accounts to hold program funds, including but not limited to purchase amounts, relocation awards, and tax reimbursements, until such time as all closing conditions are satisfied and release is confirmed by the Center in its sole discretion.
  - Disburse escrow funds to the seller and applicable lien holders at closing in accordance with a Center approved settlement statement.
  - Hold relocation awards as conditional escrow funds after closing and disburse only upon written authorization by the Center confirming satisfaction of program payment conditions.
  - Maintain secure recordkeeping and sub-ledger accounting per transaction; provide monthly escrow reconciliation reports; retain records for audit.
  - Ensure compliance with New York State laws governing escrow accounts and fiduciary responsibility.
  - Execute an escrow agreement or written escrow instructions in a form acceptable to the Center.
- Reporting, Compliance, and Coordination
  - Provide frequent written status updates to the program regarding searches, curative actions, and closings.
  - Maintain secure copies of all reports, commitments, policies, escrow statements and closing documents for program records.
  - Coordinate with the program's case management and municipal counsel to align closings with program timelines.
  - Ensure compliance with all applicable federal, state and local laws, including data privacy and confidentiality requirements.
- Service Standards
  - Deliver initial property reports and title commitments within agreed timeframes (e.g., within 10 business days of requests).
  - Demonstrate ability to provide services across all New York State counties and municipalities.
  - Notify the Center staff immediately if/when there's any issue that may affect the transaction.
- Second Disbursement – Relocation Award as needed
  - Issuance of relocation award held in escrow and released as second disbursement following closing, upon written authorization by the Center.
  - Return unused relocation awards to RHC.

The Vendor will also perform quality control and quality assurance to identify and address process challenges and capacity issues. The Vendor will raise any such challenges and planned solutions as part of an agreed-upon schedule of reporting and transparent communications with the Center.

By providing these services, the Vendor would be helping Blue Buffers to assist applicants who have applied to the program but have property report defects, so that homeowners may be able to qualify for a purchase agreement, and with our award, relocate to safer locations outside of high-risk flood areas.

The vendor should demonstrate the ability to provide services throughout the following county(ies):

- **Suffolk County and Broome County**

The vendor will provide a list of all New York State counties and municipalities in which they can provide the services requested herein.

INSURANCE REQUIREMENTS

The successful Vendor will be required to provide the types and amounts of insurance as listed below, for the duration of its performance of the work. Should any work be subcontracted to another party then the subcontractor must also comply with the following requirements:

- Commercial General Liability Insurance. In an amount not less than $1,000,000 per occurrence, bodily injury (including death) and property damage combined; $1,000,000 per occurrence for personal and advertising injury; $2,000,000 products/completed operations aggregate; and $2,000,000 per location aggregate. Such insurance shall be written on an “occurrence” basis and shall apply on a primary, non- contributory basis irrespective of any other insurance, whether collectible or not. The policies shall be endorsed to name the Center, the Housing Trust Fund Corporation and the State of New York as “Additional Insureds”.

- Comprehensive Automobile Liability Insurance. In an amount not less than $1,000,000 combined single limit for both bodily injury and property damage covering all owned, non-owned and hired vehicles utilized in or related to the Vendor’s activity or performance under the proposal..

- Workers’ Compensation, Employer’s Liability, and Disability Benefits. Covering employers’ liability, workers compensation coverage, and disability benefits coverage as required by the provisions of the Workers’ Compensation Law of the State of New York..

- Excess Liability Insurance. In an amount not less than $5,000,000 per occurrence and $5,000,000 per location aggregate limit, applying on a primary, non-contributory basis irrespective of any other insurance, whether collectible or not, and applying in excess over all limits and coverages noted in the first two bullets above. This policy shall be written on an "occurrence" basis and shall be endorsed to name the Center, the Housing Trust Fund Corporation and the State of New York as "Additional Insureds".

- Professional Liability ("Errors & Omissions") Insurance. In an amount not less than $1,000,000 per claim limit under lender's professional liability policy, providing coverage for damages arising out of the acts, errors or omissions of the Vendor and those acting under the Vendor's direction or control and those for whose acts the Vendor may be liable, and relating to the professional services rendered. If coverage under such policy is terminated upon or after completion of the program, then an extended reporting period of not less than two (2) years will be purchased by Vendor.

- Network Security or Cyber Insurance. Network Security or Cyber Insurance covering actual or alleged acts, errors or omissions committed by the vendor, its agents or employees with limits of not less than $2,000,000 per occurrence. The policy shall expressly provide, but not be limited to, coverage for the following perils:
  - Unauthorized use/ access of a computer system;
  - Defense of any regulatory action involving a breach of privacy;
  - Failure to protect Confidential Information of any Covered Entity from disclosure;
  - Notification costs, whether or not required by statute.

The total cost of the insurance, as listed above, must be incorporated into the vendor's quote, proposal or response. The additional insured protection afforded the Center, the Housing Trust Fund Corporation and the State of New York must be on a primary and noncontributory basis. All policies must include a waiver of subrogation in favor of the Center, the Housing Trust Fund Corporation and the State of New York, and no policies may contain any limitations/exclusions for New York Labor Law claims.

All policies shall be written with insurance companies licensed to do business in New York and rated not lower than A+ in the most current edition of AM Best's Property Casualty Key Rating guide. All of the carriers that provide the above required insurance must provide direct written notice of cancellation or nonrenewal to the Center at least 30 days before such cancellation or nonrenewal is effective, except for cancellations due to non-payment of premium, in which case 10 days written notice is acceptable.

While the majority of communications will occur between the Vendor and the seller's attorney, the Vendor may, on occasion and when necessary, interact directly with program applicants. In such cases the vendor shall:

- Collect and verify sensitive information with discretion.
- Ensure data security, privacy and confidentiality in accordance with Program requirements.
- Maintain complete and accurate case files documenting key milestones, decisions, and communications.
- Handle potentially sensitive or emotional conversations with professionalism and care.

4.0 Required Minimum Qualifications

Only responsible firms possessing the technical and financial competence to perform, as well as an exemplary record of integrity, will be considered for selection under this solicitation. Before selecting a vendor, the Center intends to review the state lists of firms excluded from procurement participation. Contracts shall not be awarded to debarred, suspended, or otherwise ineligible firms. Accordingly, **responses to this Request for Proposals must include a completed NYS Vendor Responsibility Questionnaire and notarized certification, along with verification that a completed NYS Vendor Responsibility Questionnaire has been filed with the NYS Office of the State Comptroller: http://www.osc.state.ny.us/vendrep/. (See Attachment 3—NYS Vendor Responsibility Questionnaire for Profit Business)**

The following are required minimum qualifications for selection:

- Neither respondent nor any person or entity associated or partnering with the respondent has been the subject of any adverse findings that may prevent the Center from selecting the respondent. Such adverse findings include, but are not limited to, the following:
  - Negative findings from the New York State Inspector General, a federal Inspector General or from the U.S. Government Accountability Office, or from an Inspector General in another state;
  - Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in New York or another state;
  - Pending litigation with New York State, a municipality located in New York or another state;
  - Arson conviction or pending case;
  - Harassment conviction or pending case;
  - Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings;
  - In rem foreclosure;
  - Sale of tax lien or substantial tax arrears;
  - Fair Housing violations or current litigation;
  - Defaults under any Federal, State or locally-sponsored program;
    - A record of substantial building code violations or litigation against properties owned and/or managed by respondent or by any entity or individual that comprises respondent;
    - Past or pending voluntary or involuntary bankruptcy proceeding; Conviction of fraud, bribery, or grand larceny;
    - Listing on the federal or state excluded parties lists respondent has or will have prior to work all necessary licenses, certifications, approvals, and other needed credentials to perform work in New York State pursuant to this solicitation.

- Requirements of Legal Entities: Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the State of New York at the time of the submission of their responses to this solicitation. **Such**

respondents shall attach a certificate of good standing from the New York Secretary of State to their submissions.

5.0 Required Information to be Submitted

5.1 Response Format

Respondents shall complete and submit all forms, information, and other documentation listed herein (including, without limitation, any attachments to this solicitation) as part of their submissions. Only complete submissions will be evaluated. In all instances, the Center's determination regarding the completeness of any response shall be final. Please refer to *Section 5.7* herein for a detailed description of the content required in the response to this solicitation.

5.2 Deadlines & Completion Dates

Responses must be delivered in accordance with the requirements herein to the Center no later than **5:00 pm (EDT) on January 13th, 2026**. Submissions delivered after this date and time will not be considered.

Respondents assume all risks associated with delivery. Delivery delays shall not excuse late submissions. The respondent is responsible to ensure that emails and attachments are delivered on time and in a legible format. The determination of whether any submission was received on time is at the sole discretion of the Center.

5.3 Submission Delivery

Responses can be submitted to the Center by mail or email using the address and email address provided:

- Address: The Center for New York City Neighborhoods, Inc.
  Blue Buffers Program
  ATTN: Tiffany Chambliss
  60 Broad Street, Suite 3850
  New York, NY 10004
- Email: proposals@cnycn.org

5.4 *Requests for information*

All questions and correspondences must be sent to the Center by email at proposals@cnycn.org by no later than **5:00 pm on January 9th, 2026**. Responses to all substantive questions, including any substantive questions arising from the Respondents' Meeting, will be posted on the Center's website as noted above. Questions received to any other email address or by phone may not receive a response. Questions and responses as well as any presentation materials used during this meeting will be carefully logged and included in the Request for Information (RFI) Log.

It is the sole responsibility of the respondent to check for amendments, RFI logs, and additional information on the Center's website at http://cnycn.org/contracting.

5.5 Timeline

Please note that the timeline provided below includes target dates and may change.

Date Solicitation Issued	12/29/2025
Respondents' Meeting	TBD
Last Day to Submit Questions - 5:00 pm (EDT)	1/09/2026
Submission Deadline - 5:00 pm (EDT)	1/13/2026

5.6 RFP Response Content

The items discussed in this section do not necessarily represent all required information for the response to be considered complete. The respondent is responsible for reading the solicitation in its entirety and providing all information requested herein.

5.6.1 Executive Summary

The Executive Summary shall be a maximum of one (1) page and shall include the following information:

- Firm Information;
  - Legal status (individual practitioner, partnership, LLC, corporation, nonprofit, charitable institution, etc.);
  - DUNS Number;
  - Length of time in business;
  - Number of employees;
  - Types of services provided by the firm relevant to this solicitation;
  - Brief description of any significant change(s) to the firm's management and/or structure if related to the work described in this solicitation, including any mergers in the last five (5) years
  - A list of all New York State counties the firm operates in
- Phone Number and Email Address for:
  - Person administratively responsible for the response to this solicitation;
  - Person authorized to contractually obligate the Respondent.
- Subcontractors
  - Indicate whether or not use of subcontractors is anticipated and scope of work for subcontractors will perform. Respondents are encouraged to provide specific opportunities and partnerships with minority-and/or women-owned business enterprises, Section 3 or Service-Disabled Veteran-Owned Small Businesses (SDVOSB).
- Disclosure
  - Disclose all allegations or claims of substandard work, unethical or illegal practices or debarment or suspension from State - or Federally - funded projects and provide documentation as to the resolution of these matters. Respondent must not be suspended or debarred from participation in State- or Federally-funded projects. Include completed NYS Vendor Responsibility Questionnaire, with notarized certification. http://www.osc.state.ny.us/vendrep/.

5.6.2 Technical Approach & Work Plan (maximum of 5 pages)

Respondents shall present a clear and straightforward work plan in the execution of the scope of work, which shall include, at a minimum:

- Summary of understanding of the scope of work;
- Description of the firm's workload and impact on its current capacity to perform the needed inspection services;
- Number of teams available; and
- Description of any software anticipated for use.

Respondents who demonstrate that they have the staff and technical expertise immediately will be scored higher than those who do not.

5.6.3 Relevant Experience

Responses are to include previous projects that demonstrate relevant experience and identify public sector clients for whom Respondent has provided similar work in the past five (5) years. Respondents must include any projects conducted for New York City or New York State. For each project described, please provide:

- Client name;
- Brief description of the relevance of the referenced assignment to this RFP;
- If subcontracting is proposed, provide subcontractors' project experience for relevant work.

Respondents who demonstrate experience and success in providing such title services will be scored higher.

5.6.4 Key Personnel

Provide education, work experience, licensure and certifications, and other relevant information for the key personnel listed below who will be assigned to the contract for inspection services.

<u>Contract Manager:</u> The Contract Manager will be responsible for reporting to senior Center staff on contractual and financial issues, participating in contract administration, invoicing, and engaging the Center when significant scope or change of work order is needed. The Contract Manager must have at least five (5) years of experience in relevant services.

<u>Project Manager:</u> The Project Manager will coordinate and delegate the assignments to the Contractor's staff (title examiner, curative specialist, and closing/settlement coordinator) and serve as the point of contact for Center staff. The Project Manager will be responsible for promptly notifying the Center upon completion of the work, including curative services with applicable and closing/settlement coordination to facilitate closings. The Project Manager will be responsible for prompt reporting of issues or potential issues regarding work scope, product, or conflict to the Center. The Project Manager must have at least four (4) years of experience in relevant services, including, but not limited to, the services outlined in this solicitation.

<u>Quality Manager:</u> The Quality Manager will be responsible for the establishment, implementation, monitoring and enforcement of the respondent's Quality Control program. The Quality Manager must have at least three (3) years of experience in relevant services with a minimum of one year of experience with similar projects.

Professionals shall have appropriate and adequate skill and experience to support the Center's Blue Buffers Program and will be evaluated as such. An organization chart showing the relationship of these and other positions is desired but not mandatory.

5.6.5 References (Please Provide 2)

Respondents shall identify two (2) relevant references on either on-going or recently completed projects. Please provide the following information for each reference:

- Name and Role of the Contact in the completion/administration of the relevant project
- Phone number and email address

References will be asked a consistent set of questions requesting a numerical score, which will be tabulated and applied to the available points for the category.

The Center may seek information from references regarding subjects that include, but are not limited to, the quality of services provided, anticipated ability to perform the services required in this solicitation and the responsiveness of the respondent to the client during the engagement. Information provided by references will be used by the Center for evaluation purposes. References should be available and aware of their inclusion in the respondent's submission and pending contact. The Center reserves the right to attempt, or not to attempt, to re-contact or notify respondent of its inability to connect with references in an initial effort. The Center is not responsible for the lack of responsiveness of the references listed by respondents, and the Center is not required to alert respondents of a reference's unresponsiveness during the submission evaluation period. Inability to contact references will not be looked upon favorably.

The Center reserves the right to deploy, at its sole discretion, a variety of methods and communication approaches to contact references, depending on what the Center deems to be the most effective and efficient manner.

5.6.6 Costs

Complete the Cost Proposal attached hereto as Attachment 5—Cost Proposal and include it in the response to this solicitation.

5.6.7 Attachments

Resumes and other materials helpful to the technical evaluation may also be included in the response to this solicitation (i.e. short project descriptions, brochures, etc.)

5.6.8 Commitment to Complying with Applicable Federal, State, & Local Regulations

Respondents must comply with the legal and regulatory requirements herein. In addition, respondents must complete and submit applicable forms in the Attachments. Respondents who demonstrate a commitment to complying with applicable Federal, state, and local regulations, including M/WBE, Section 3 income requirements and SDVOSBs, will receive the most points. The Respondent shall complete Attachment 1—MWBE Utilization Plan and Attachment 2—Section 3 Plan and provide the following information:

- If the respondent is a New York State-certified M/WBE firm, provide documentation evidencing certification. For M/WBE firms that are not certified but have applied for certification, provide evidence of filing, including the filing date.
- A description of the instances, if any, in which the respondent has worked with M/WBE firms on previous transactions by engaging in joint ventures or other partnering or subcontracting arrangements. Submissions should include the nature of the engagement, how such arrangement was structured, and a description of how the services and fees were allocated.
- A statement of the Respondent's willingness, if any, to engage in M/WBE partnering or mentoring arrangements with an M/WBE firm selected by the respondent. Such a statement should include an explanation of how the respondent would suggest structuring such an arrangement and allocating services and fees between the firms participating in the arrangement.
- Provide a plan for ensuring the participation of minority group members and women.
- If the respondent is a HUD Section 3 self-certified firm or plans to sub-contract to Section 3 firms, complete a self-certification form and provide supporting documentation. (See Attachment 6-Section 3 Self-Certification Form)

New York State Law: Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140- 145, the Center recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of the Center's contracts. The Center encourages firms that are M/WBE certified in New York State, or any other city or state, or the federal government, to respond to this solicitation.

Business Participation Opportunities for MWBEs: The Center is committed to achieving significant MWBE participation in its contracts and will use good faith efforts to ensure that qualified MWBE firms are included in the selection of a firm to provide the above described services. For purposes of this solicitation, HTFC hereby establishes an overall goal of 30% for MWBE participation – 15% for New York State certified minority- owned business enterprises ("MBE") participation and 15% for New York State certified women-owned business enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). The selected respondent will be required to document its "good faith efforts" to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the solicited services. The directory of MWBEs can be viewed at: https://ny.newnycontracts.com. Respondents that are not M/WBEs are strongly encouraged to consider partnering, or making other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate in the above-described services performed under the contract(s) awarded to the successful respondent(s).

Section 3 of the Housing & Urban Development Act of 1968: In addition to the above diversity requirements, and pursuant to Section 3 of the Housing & Urban Development Act of 1968, the Center is committed to ensuring that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

A “Section 3 resident” is: 1) a public housing resident; or 2) a low- or very low- income person residing in the metropolitan area or Non-Metropolitan County where the Section 3 covered assistance is expended. A “Section 3 business concern” is a business that can provide evidence that they meet one of the following criteria: 1) 51 % or more owned by Section 3 residents; or 2) at least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or 3) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet one of the preceding two qualifications.

5.7 Changes to Response Wording

A respondent shall not change the wording of its response after the submission due date specified herein, and no words or comments will be added to the response unless requested by the Center for purposes of clarification.

5.8 Respondent’s Errors and Omissions

The Center reserves the right to reject a submission that contains an error or omission. The Center also reserves the right to request correction of any errors or omissions and/or to request any clarification or additional information from any respondent, without opening up clarifications for all respondents. Respondents will be provided a reasonable period of time in which to submit written responses to the Center’s requests for clarification or additional information. Respondents shall respond by the deadline stated in the correspondence.

5.9 Respondent’s Expenses

Respondents are solely responsible for their own expenses in preparing a response and for subsequent negotiations with the Center, if any. The Center will not be liable to any respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

5.*10 Acceptance of Responses*

This solicitation is not an agreement to purchase services. The Center is not bound to enter into a Contract with any Qualified Firm. Responses will be assessed in light of the qualification review criteria. The Center will be under no obligation to receive further information, whether written or oral, from any respondent.

5.11 Finalist Interview

The Center reserves the option, at its sole discretion, to invite qualified respondents to a finalist interview. If the Center elects to conduct finalist interviews, each qualified respondent will be required to give a strictly timed presentation. This presentation should highlight construction inspection services provided for similar organizations. The Center may alter the scoring of a qualified respondent’s submission based upon the presentation. The Center, at its sole discretion, may choose the time and place of this interview. Respondents are responsible for all costs or expenses incurred to attend such.

6.0 Selection Process

Proposals responsive to the requirements of this RFP will be evaluated and scored in accordance with the Evaluation Criteria below. During or after the review of responses, the Center may submit written questions and requests for clarification, and may conduct interviews. The Center shall evaluate each respondent in terms of:

Evaluation Criteria		Maximum Points
Technical Factors		
1.	Relevant Experience	30
2.	Technical Approach and Work Plan	15
3.	Staffing Plan	20
4.	Organizational Capacity and Historic Performance	15
5.	Commitment to Comply with all Applicable Federal, State and Local Regulations, including M/WBE and Section 3	10
6.	Cost	10
	Maximum Points	**100**

"Cost" points will be awarded as follows:

- The lowest-priced qualifying technical proposal will be awarded the full 10 points. Other bidders will be awarded as follows:

Total Cost Points = (lowest bidder cost/other bidder cost) x 10.

After evaluation of selected Technical Proposals and Cost Proposals, the Center reserves the right to award without delay. The Center will issue a Letter of Intent to Award and a Notice to Proceed when costs are negotiated and the contract is executed.

7.0 Other Conditions

7.1 Ownership of Responses

All documents, including responses submitted to the Center become the property of the Center.

7.2 Proprietary Information

Only information considered trade secrets or non-published financial data may be classified as proprietary or confidential. Such information within the response must be clearly marked. Responses containing substantial contents marked as confidential or proprietary may be rejected by the Center. Provision of any information marked as confidential or proprietary shall not prevent the Center from disclosing such information if required by law.

7.3 Confidentiality of Information

Information pertaining to the Center obtained by the respondent as a result of participating in this solicitation is confidential and must not be disclosed without written authorization from the Center.

7.4 Collection and Use of Personal Information

Respondents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this solicitation requires respondents to provide the Center with personal information of employees who have been included as resources in response to this solicitation, respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Center. Such written consents are to specify that the personal information may be forwarded to the Center for the purposes of responding to this solicitation and use by the Center for the purposes set out herein. The Center may, at any time, request the original consents or copies of the original consents from respondents, and upon such request being made, respondents will immediately supply such originals or copies to the Center.

8.0 Conflicts of Interest

In the event of real or apparent conflicts of interest, the Center reserves the right to impose additional conditions upon Firms. The selected Firm will be subject to the provisions on conflicts of interest set forth in section 74 of the New York State Public Officers Law.

Attachment 1:

MWBE Utilization Plan

The MWBE Utilization Form contained on the following pages must be submitted with the formal response to this solicitation.

Attachment 2:

Section 3 Plan

The Section 3 Plan contained on the following pages must be submitted with the formal response to this solicitation.

Attachment 3:
NYS Vendor Responsibility Questionnaire for Profit Business

Only responsible firms who have the technical and financial competence to perform as well as an exemplary record of integrity will be selected under this procurement. Before selecting a firm, the Center intends to review the federal and state lists of firms excluded from procurement. Contracts shall not be awarded to debarred, suspended, or otherwise ineligible firms. Accordingly, responses to this Request for Statements of Qualifications must include a completed NYS Vendor Responsibility Questionnaire and notarized certification, along with verification that a completed NYS Vendor Responsibility Questionnaire has been filed with the NYS Office of the State Comptroller: http://www.osc.state.ny.us/vendrep/.

On the following pages is the NYS Vendor Responsibility Questionnaire for Profit Business.

Attachment 4:
Response Template for Reference (OPTIONAL)

This form is provided for your convenience and <u>can</u> be used to respond to this RFP.

Blue Buffers Title Company Vendor
Title Services
Response Form
(OPTIONAL)

____
Name of Respondent

____
Address of Respondent

____
Contact Name, Title

____
Contact Phone Number, Email Address

Please fill out this form in its entirety and include the required attachments. The sections of the solicitation referenced herein provide additional details regarding the information required in the submission of a response. Additional pages may be attached if the respondent needs more space to provide a response to a question. Where this applies, please write "see attached".

1. EXECUTIVE SUMMARY
(Section 5.6.1)

☐ Check here if additional sheets relevant to this section are attached

A. Legal Status

Place an 'x' next to which of these best describes your organization.

______ Individual Practitioner
______ Partnership
______ LLC
______ Corporation
______ Non-Profit Organization
______ Charitable Institution

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B. Firm Information

Attach to this form a description of your organization's background, including but not limited to the following items:

I. Brief history of organization
II. Types of services provided by your organization relevant to this RFP
III. Brief description of significant changes to management and/or structure (if related to work described in this RFP), including any mergers in the last five years
IV. Provide name, address, phone number, and email of a firm representative
V. Discussion of anticipated use of subcontractors (respondents are encouraged to provide specific opportunities and partnerships with minority- and/or women-owned business enterprises)

2. TECHNICAL APPROACH & WORK PLAN

(Section 5.6.2)

☐ Check here if additional sheets relevant to this section are attached.

A. Describe a summary of understanding of the scope of work, firm's workload and its impact on availability to perform services for the Blue Buffers Program, number of teams available, and description of any software anticipated for use:

____

____

____

____

____

____

____

____

____

____

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____

____

3. RELEVANT EXPERIENCE

(Section 5.6.3)

☐ Check here if additional sheets relevant to this section are attached.

A. *Using the lines below, identify completed projects similar to those in this RFP. If you wish to attach a description instead of using this form, please write "see attached" below.*

____

____

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____
____
____
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____
____

4. KEY PERSONNEL
(Section 5.6.4)

☐ Check here if additional sheets relevant to this section are attached.

A. Contract Manager

Name:____

Title in Organization:____

Number of Years of Relevant Experience:______________________________________
(Must be at least 5 years)

Work Experience Description
(if attaching a resume of additional sheets, write "see attached" below):
____
____
____
____
____
____
____
____

Licenses & Certifications:____

B. Project Manager

Name:____

Title in Organization:____

Number of Years of Relevant Experience:______________________________________
(must be at least 4 years)

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Work Experience Description:
(if attaching a resume of additional sheets, write "see attached" below):

Licenses & Certifications:

C. Quality Manager

Name:

Title in Organization:

Number of Years of Relevant Experience:
(must be at least 3)

Work Experience Description:

Licenses & Certifications:

5. REFERENCES
(Section 5.6.5)

☐ Check here if additional sheets relevant to this section are attached.

Identify two (2) relevant, recent references below for the Center to contact.

A. Reference 1

Name:____

Phone Number:____

Email Address:____

Brief Description of Relevant Project:____

What was your organization's role on the relevant project?________________________________

B. Reference 2

Name:____

Phone Number:____

Email Address:____

Brief Description of Relevant Project:____

What was your organization's role on the relevant project?________________________________

What was your organization's role on the relevant project?

6. COSTS

(Section 5.6.6)

Complete the Cost Proposal attached hereto as *Attachment 5 - Cost Proposal* and include it in a separate sealed envelope in response to this RFP.

7. REQUIRED ATTACHMENTS

(Section 5.6.7)

Please ensure the following are attached:

- ☐ *Copies of any licenses and certifications of key personnel identified herein*
- ☐ *Resumes of key personnel*
- ☐ *M/WBE Utilization Plan (Attachment 1)*
- ☐ *Section 3 Plan (Attachment 2)*
- ☐ *NYS Vendor Questionnaire (Attachment 3)*
- ☐ *Any items referenced above by writing "see attached"*
- ☐ *If applicable, evidence of M/WBE certification or application for certification*
- ☐ *Cost Proposal*

8. COMMITMENT TO COMPLYING WITH APPLICABLE FEDERAL, STATE, & LOCAL REGULATIONS

(Section 5.6.8)

☐ Check here if additional sheets relevant to this section are attached.

A. Is your organization a New-York State certified M/WBE firm? (Yes or No):

If "yes", attach evidence of certification or evidence of filing if not yet certified.

B. Has your organization worked with M/WBE firms previously? (Yes or No):

If "yes", please describe the nature of the engagement (i.e. joint venture, partnering, subcontracting), how such arrangement was structured, and a description of how the services and fees were allocated.

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C. Is your organization willing to engage in M/WBE partnering or mentoring arrangements with an M/WBE firm selected by the respondent? (Yes or No):______________________________________

If "yes", explain how you suggest structuring such an arrangement and allocating services and fees between the firms participating in the arrangement:

D. Provide a plan for ensuring the participation of minority group members and women:

Agreement

I, the undersigned, hereby affirm that I am qualified to represent the firm identified above and that I have provided accurate information on this form and its attachments to the best of my knowledge. I accept that additional documents may be required at the request of the Center for NYC Neighborhoods.

Firm Representative Name and Title (Print)

Firm Representative Signature Date

Blue Buffers Title Company Vendor
Request for Statements of Qualifications and Cost Proposals
Type of Services

Attachment 5: Cost Proposal

Instructions

Complete the Cost Proposal using the template provided below for each of the following three deliverables, which are further detailed in *Section 3.0 - Scope of Services*:

- **Item 1** Title Search and Property Reports
- **Item 2** Curative Services
- **Item 3** Title: Commitments and Policies
- **Item 4** Closing and Settlement Services

Failure to use the provided template may result in disqualification of the Cost Proposal. Please note that the unit pricing provided in this Cost Proposal shall be inclusive of time and effort to handle administrative tasks such as the weekly progress reports and attendance at progress meetings further discussed in *Section 3.0 - Scope of Services*.

Cost Proposal

ITEM 1 TITLE SEARCH AND PROPERTY REPORTS				
DELIVERABLES (Specify Labor Categories)	**Fees**	**Per Unit Fee**	**ESTIMATED COST**	**TOTALS**
Conduct full title searches				
Provide a property report (see *Scope of Services* for report details*)*				
			ITEM 1 - TOTAL (a)	

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ITEM 2 CURATIVE SERVICES				
DELIVERABLES (Specify Labor Categories)	**Fees**	**Per Unit Fee**	**ESTIMATED COST**	**TOTALS**
Identify and resolve title defects				
Address easements, right-of-way, restrictive covenants, etc that may interfere with demolition, flood mitigation or municipal use				
Prepare and record corrective instruments as necessary				
			ITEM 2 - TOTAL (b)	

ITEM 3 TITLE: COMMITMENTS AND POLICIES				
DELIVERABLES (Specify Labor Categories)	**Fees**	**Per Unit Fee**	**ESTIMATED COST**	**TOTALS**
Provide title commitments before closing				
Issue an owner's title insurance policies in the name of the acquiring municipality				
Provide endorsements as appropriate to support public ownership and				

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intended land use				
			ITEM 3 - TOTAL (c)	

ITEM 4 CLOSING AND SETTLEMENT SERVICES				
DELIVERABLES (Specify Labor Categories)	**Fees**	**Per Unit Fee**	**ESTIMATED COST**	**TOTALS**
Prepare and coordinate settlement statements				
Conduct closing (in-person or virtual)				
File and record covenants, transfers of deed, and agreements				
Escrow services				
			ITEM 4 - TOTAL (d)	

LUMP SUM FEE (a + b + c + d)	

Agreement

I, the undersigned, hereby affirm that I am qualified to represent the firm identified above and that the cost proposal provided on this form is feasibly accurate and complete to the best of my knowledge and ability. I accept that additional information and/or documents may be required at the request of the Center for NYC Neighborhoods.

____

Corporate Representative Name and Title (Print)

____

Corporate Representative Signature Date

Attachment 6:

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Section 3 Self Certification Form

The Section 3 Self Certification Form is to be completed and submitted from **only** those respondents that are self-certifying Section 3 status of their business

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