



Cattaraugus County Land Bank Corporation  
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# Cattaraugus County Land Bank Request for Proposal

## Comprehensive Housing Study and Needs Assessment

<b>RELEASE DATE:</b>	March 13th, 2025
<b>Questions are due electronically:</b>	March 26th, 2025
<b>Proposals are due electronically:</b>	April 15th, 2025 by 2pm

### Project Description:

Cattaraugus County Land Bank (CCLBC) is seeking proposals for a comprehensive housing study and needs assessment. The goal of the study will be to develop a strategy for the Cattaraugus County Land Bank and local municipalities that will guide the CCLBC, local and county wide housing policy decisions, encourage public-private collaborations, and be an instrumental tool for leveraging grant funding in the future.

All **questions** and **proposals** need to be submitted via email to [kmostricker@cattco.org](mailto:kmostricker@cattco.org). Any proposal received after April 15th, 2025 by 2pm will be rejected.

**Cattaraugus County Land Bank**

**Request for Proposal:**

Comprehensive Housing Study and Needs Assessment

**RELEASE DATE:**

March 13th, 2025

**From:**

Cattaraugus County Land Bank, Inc.

**Questions are due electronically:**

**March 26<sup>th</sup>, 2025**

**Proposals are due:**

**April 15th 2025 by 2pm EST**

**GENERAL INFORMATION:**

The mission of the Cattaraugus County Land Bank Corporation (CCLBC) is to restore and build value in the community by returning underutilized properties to dynamic and productive use, preserving and creating quality housing, enhancing the quality of life within neighborhoods, and encouraging private sector investment in cooperation with stakeholders who value responsible land ownership.

The primary objective of the Cattaraugus County Land Bank Corporation is to proactively address distressed properties and intervene in the cycle of blight that threatens otherwise vibrant neighborhoods within the towns, villages, and cities across the County. Acting as a strategic partner with local governments, the CCLBC confronts and alleviates the problems caused by vacant, abandoned, tax-delinquent, and tax foreclosed properties in Cattaraugus County and lessening the burden on the local government within the County by strategically acquiring, developing, improving, assembling, and selling distressed, vacant, abandoned and/or tax delinquent properties. By doing this, we have helped to Return improved properties to the tax roll and productive use and Increase homeownership and affordable housing opportunities.

CCLBC is also combating community deterioration and urban decay caused by vacant, abandoned, tax delinquent, and tax foreclosed properties by taking remedial action to eliminate the physical, economic, and social causes of such deterioration Controlling and modestly improving promising properties to attract reputable buyers committed to investing time and resources in improving them. We also collaborate with the private sector, municipalities, and housing provider agencies to improve structures for viable end use and remove derelict structures that do not meet a community need, leverage internal assets with external resources to effect change, and support municipal and regional redevelopment efforts.

**Project Description:**

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CCLBC is looking to have a better understanding of the housing stock and needs countywide. The Housing study will be a roadmap on how to move forward, bring in new resources, and address challenges. The Study will:

- Create actionable steps that will help to improve existing housing conditions, decrease the number of vacant and abandoned properties while collaborating with public/ private partners to create new housing choices that match the needs of the communities.
- Provide solutions and prepare for future development that will meet the needs of the community's residents
- Provides demographics, economic data on the current housing stock and real estate market and offer strategies and recommendations for the CCLBC to encourage and facilitate housing solutions and align with county and land bank priorities.
- Provide a guide to housing policy decisions, encourage public private collaboration and to be a tool for leveraging future funding opportunities.

The study will address quality, safety and blight issues by identifying vacant and underutilized housing within and near downtowns, villages, and main streets. The study will also summarize existing housing initiatives in the county, provide economic and demographic data, and provide an analyses of future housing needs.

The consultant will:

- Analyze the current housing inventory and characteristics, demographic and market demands,
- Identify critical gaps and issues in the housing supply,
- Engage the public to identify housing constraints, and provide strategies to meet the housing needs of the community.
- Recommend strategies to address gaps in access to housing.
- Identify specific new housing development locations along with an analysis of infrastructure needs for those locations.

### **Proposal Content:**

Consultants must include, but are not limited to, including the following information in their proposals:

#### **1. Cover Letter**

A description of the history, experience and qualifications of the consultant, and any sub contactors that will be performing the Scope of Services. Included in the cover letter, should be the following:

- Name, Address of all firms involved on the project (including subcontractors)
- History, size and structure of firm

- Names(s) of principals in the firms

## **2. Qualifications and Experience**

- Identification of Principal in Charge, Project Manager and roles of other key personnel. Include relevant project experience and copies of resumes of all personnel assigned to the project
- Describe similar projects your firm has undertaken with contact information.

## **3. Approach to Scope of Work**

- Provide a detailed description of the firms approach to how they will proceed with the project
- List specific tasks to be completed with the goals and objectives to be reached.

## **4. Timeline**

Timeline must include the activities to be performed by the firm, the number of hours and other resources required to complete each task, and the expected time to complete each task. The Proposal should include time schedules and milestones and other information as necessary to demonstrate the consultant's ability to complete the project on time. The CCLBC's goal is to have study completed no more than 18 months following contract execution.

## **5. References**

Please provide three referenced from agencies that are familiar with your work.

## **6. Budget and Justification**

- Provide a detailed description of costs that will not exceed **\$100,000**.
- Provide a detailed cost breakdown that includes a cost for each task identified in the Scope and Schedule and an estimate of manpower hours necessary to complete work. All cost assumptions must be clearly documented in this portion of the submittal. Include a budget for direct expenses.

## **7. Evaluation Criteria and Selection Process**

All proposals shall be reviewed and evaluated by EDPT Staff. Those companies determined acceptable for the award based on an evaluation using the selection criteria reflected below, will be interviewed either in person, on-line or by phone whichever is deemed most appropriate by the selection committee.

- Quality of proposed staff filling key positions and record of previously completed projects (minimum of 3, but not more than 5) of similar scope and size completed within the past 5-10 years. Please include a verifiable record of completing projects on time and on budget. A record of providing services that fully met or exceeded the client's expectations.
- Proposed Project Process Plan that includes a process design that demonstrates a detailed and comprehensive understanding of the project scope of services. The plan/process design includes all the requisite resources and the proposed schedule meets the project required timeline for project completion. The individual proposed to act as the primary contact that has the requisite skills and direct experience necessary

to successfully complete the project goals/objectives. The Process Plan accurately identifies all major challenges/opportunities and includes innovative/creative proposed solutions (best practices) that have produced verifiable positive results on past projects.

- Anticipated Project Schedule Completion- no more than 18 months.
- Total Fee for Services

### **Award of Contract**

The CCLBC Staff will forward their final recommendations for award to the CCCLBC Board of Directors for Approval. The Award will be made to the most qualified company after evaluation of all responses, interviews a thorough review of qualifications, completion of negotiations and acceptance of their fee. The right is reserved to reject any and all responses received; and, in all cases, the CCLBC will be the sole judge as to whether the response has, or has not, satisfactorily met the requirements of this RFP.

All questions and proposals need to be submitted via email to [kmostricker@cattco.org](mailto:kmostricker@cattco.org).

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