

**REQUEST FOR QUALIFICATIONS FOR
ALLEGANY COUNTY LAND BANK CORPORATION
LEGAL REPRESENTATION SERVICES**

I. BACKGROUND

The Allegany County Land Bank Corporation was established pursuant to Article 16 of the New York Not-For-Profit Corporation Law (“NPCL”). The Corporation’s mission is to address the problems of vacant, abandoned, or tax delinquent property in Allegany in a coordinated manner through the acquisition of real property pursuant to New York Not-for-Profit Corporations Law section 1608 and returning that property to productive use in order to strengthen the economy, improve the quality of life, and improve the financial conditions of the municipalities, through the use of the powers and tools granted to Land Banks by the Laws of the State of New York.

The Allegany Land Bank engages in a broad variety of residential redevelopment projects in the including, but not limited to, acquisition of derelict and underutilized properties, rehabilitation of vacant properties, demolition and marketing of properties for sale.

II. GENERAL

The intent and purpose of this Request for Qualifications (the “RFQ”) is to solicit responses for selection of an attorney, attorneys, or a firm to represent the Corporation in all legal matters. The Land Bank is seeking representation in the following areas of law 1) Real Property transactions, property development and management; 2) Not-For Profit Corporate representation, and 3) Litigation.

It is the intent of the Corporation to select one or more attorneys or firms to provide the following types of services as needed:

1. Not-For Profit Corporation Representation.
2. Representation in the areas of commercial and residential real estate transactions. Including sales, purchases, deeds, leases, land contracts, mortgages, notes, and workouts.
3. Representation in matters of real estate litigation. Including transactional disputes, eviction, foreclosure, and defense of negligence actions.
4. Representation in matters concerning real property development and management.

5. Representation of the Corporation in matters related to New York Public Authorities Law.
6. Representation in regards to the issuance of bonds.
7. Representation in matters of environmental law and the New York Environmental Quality Review Act (SEQRA).
8. Preparation of corporate policies and resolutions for monthly meetings, and representation at those meetings when requested.
9. Representation in the areas of Freedom of Information Law and Open Meetings law.

III. QUALIFICATION REQUIREMENTS

In order to be considered for selection, your qualifications submittal must include the following:

1. An introduction to the individual or law firm, including name(s) and summary of relevant experience (including resumes) of individuals who will work with the Corporation in a professional capacity.
2. Physical location of all offices of the individual or firm with a description of the size and specific location of the office that will provide the proposed services.
3. If applicable, the names of subcontractors or joint venture partners who would be engaged by your firm including their background and relevant experience, key personnel, location of offices that would provide services, etc. (All as outlined for the primary Attorney or Firm).
4. A statement of interest in performing some or all of the proposed services outlined in section II.
5. A statement of qualifications to include recent specialized experience of the Attorney(s) or Firm and major subcontractors/joint venture partners in areas of representation sought.
6. A list of references including name, address, and phone number. References should include past and present clients.
7. A description of your proposed approach to providing the services requested. Your description should address such items as how you will staff the project and the need for subcontractor support.

8. Evidence (if any) that your firm has established and implemented an Affirmative Action Program.
9. The fee basis for the services being proposed and the method of billing.

IV. QUALIFICATIONS SUBMISSION

1. Qualifications must be submitted to:

Brian Loucks
Allegheny County Land Bank, Chairman
6087 RT 19N, Suite 300
Belmont, NY 14813

Qualifications may be submitted on or before January 1st, 2019.

2. The Land Bank reserves the right, at any time, to reject any or all submissions of Qualifications, request Qualifications from and select a provider not previously submitting Qualifications, waive any requirements of the RFQ, alter the scope of services, or issue a subsequent Request for Proposals.
3. Firms should be willing and able to provide additional information that may be required by the Land Bank. Also, interviews and office visits may be requested at the discretion of the Land Bank.
4. The criteria that will be considered by the Land Bank will be the information submitted under items 1 through 9 of section III. Your proposal should address as many of these items as practicable.

V. SCOPE OF SERVICES REQUIRED

Your submittal should represent as completely as practicable your experience in all areas of law relevant to the representation requested in section II.

VI. PROFESSIONAL SERVICE CONTRACT

After a provider or providers are recommended to the Board, and if the Board approves of the selection, the Board will authorize by resolution a professional service contract with the selected provider. The contract shall include all those provisions as required by law and those deemed necessary and appropriate by the Land Bank's counsel. Specific terms of the contract may be negotiated with the selected provider prior to Board authorization of the final contract.

VII. PROFESSIONAL INSURANCE

All selected providers will be required to retain professional malpractice insurance in

an amount to be determined by the board relative to the potential liability associated with services to be provided to the Land Bank