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MONROE COUNTY LAND BANK CORPORATION

REQUEST FOR QUOTES

LAND SURVEYING SERVICES for
5 Beechwood Drive, Town of Gates, NY

Issued: May 29, 2026

Due: June 10, 2026

1) **INTRODUCTION**

The Monroe County Land Bank Corporation (MCLBC or Land Bank herein) is seeking quotes for contractors to provide land surveying services for the property identified below. Respondents must offer a proposal that will meet the scope of services, qualifications, and general description of work activities identified in this RFQ. The Request for Quotes (“RFQ”) is a competitive process designed to serve the Land Bank’s best interests and to provide firms a fair opportunity for consideration of their services. The request is open to all qualified organizations able to deliver all requirements specified in this RFQ.

Municipality	Street Address	SBL #	Lot Size	Acres	Zoning
Town of Gates	5 Beechwood Drive	104.11-2-7	69.82x183.85	0.40	R-1-8

*The property located at 5 Beechwood Drive currently contains a deteriorated residential structure that is proposed for demolition.

2) **BACKGROUND**

The Monroe County Land Bank Corporation (MCLBC), was established in early 2024. MCLBC aims to lower the number of vacant or “zombie” properties located in the 29 towns and villages of Monroe County by returning them to spaces of productive use for these communities.

3) **SCOPE OF SERVICES**

The selected contractor will be expected to provide professional surveying services completed by June 30, 2026, including but not limited to:

Boundary Surveys:

- Conduct field surveys to establish and confirm property boundaries.

Topographic Survey:

- Capture terrain and elevation data where necessary.

Plat & Legal Descriptions:

- Prepare certified survey plats and legal property descriptions in compliance with NYS requirements.
- Survey plats shall depict property boundaries, dimensions, acreage, and other relevant features.

Stakeout & Marking:

- The consultant shall determine the location of property lines and public right of way lines for the properties, and show a tie distance to the nearest intersection.
- The consultant shall map all easements of record, fences, gravel and or paved driveways, buildings, with dimensions, and ties to nearest property lines, any structures or improvements within five (5) feet of the property lines.
- Consultant shall locate all visible utilities.
- Consultant shall set or recover corner markers for each corner and set an appropriate number of Points on Line, (P.O.L.).
- The consultant shall indicate on the map(s) all controlling survey points and monuments found and utilized to establish the road right of way and property lines.
- The consultant shall locate any trees appearing to be on the property line, noting dbh and species.

Utilities:

- The consultant shall submit a U-Dig request prior to completing field work and provide proof of the ticket number(s) to the Land Bank. Visible utilities and utility mark-outs observed during the active ticket period shall be reflected on the survey.
- Available record utility information and data may be provided by the Land and shall be reviewed and incorporated into the survey.
- In cases where demolition or site disturbance is anticipated, utility identification shall be sufficient to support safe coordination of service disconnections.

Abstracts & Supporting Documentation

- Provide abstracts or relevant supporting survey documentation as necessary to substantiate boundary determinations.
- Title evidence should be formatted as a formal abstract.

Deliverables

- Digital CAD files of the completed survey.
- Signed and sealed hard copies of the final survey plat for each property.
- Maps should be certified to the Monroe County Land Bank Corporation.
- The English system of measurement shall be used to prepare the map. The maps shall be mapped on legal size, 8-1/2" x 14".

The selected consultant shall prepare and submit preliminary survey maps to the Monroe County Land Bank Corporation. MCLBC will share preliminary maps with the Monroe County Survey Office (MCSO) for review. Consultants should address and revise maps in response to any review comments prior to preparation of final signed and sealed survey documents.

All work must adhere to New York State surveying standards, local municipal codes, and industry best practices.

4) QUALIFICATIONS & REQUIREMENTS

Interested contractors must meet the following requirements:

- Licenses and insured to perform surveying services in New York State.
- Demonstrated capacity to complete work within designated timeframes.

5) INSURANCE REQUIREMENTS

Prior to any individual contract award, the successful individual(s) or firm(s) shall procure and maintain for the duration of the contact, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

6) MINORITIES AND WOMEN BUSINESS ENTERPRISES

MCLBC seeks a diverse applicant pool and prohibits discrimination and harassment of any type and affords equal employment opportunities without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.

7) QUOTE SUBMISSION

Contractors can submit their quotes in person or via email. Submissions must contain contractor's quotes and other required documents and must be clearly marked with the name of the RFQ: **"Monroe County Land Bank Corporation Land Surveying Services for 5 Beechwood Drive"** and **"the Contractor's Name"**.

- Emailed copies of the quotes and other required documents must be sent to landbankcorp@monroecounty.gov with the above text in the subject line.
- Hard copies of the quotes and other required documents must be submitted in a sealed envelope with the above text on the outside of the envelope and submitted to:
Monroe County Land Bank Corporation
Pat Gooch
Land Surveying Services 5 Beechwood Drive
50 West Main Street, Suite 1150
Rochester, NY 14614
- **Submissions must be received by June 10, 2026 by 12:00 p.m. ET.** The submission packet shall include:

Cover Letter

- Provide full legal name of the company and mailing address.
- Name a specific point of contact for questions and correspondence related to this proposal, provide phone number and e-mail address.

Envelope 1 (Time Frame and Contractor Information)

- Proposed schedule including start/end date for the project
- Contractor's firm history and background describing the qualification and background of the firm/primary contact person and other key staff assigned to this project.
- List at least three (3) relevant references

Envelope 2 (Cost Proposal and Required Forms)

The Cost Proposal and Required Forms envelope shall be enclosed in a separate sealed envelope clearly labeled "Cost Proposal and Required Forms" with the name of the Contractor show on the outside. Said envelope shall contain the following:

- Proof of applicable licensing in order to complete the project.
- Detailed budget for all required project activities.
- Billing rate schedule
- Proof of general liability insurance.

The Quote submitted by the individual firm will serve as the basis for MCLBC's initial evaluation of the firm's qualifications, understanding of the scope and objectives, and ability to perform the requested services. Submission of a Quote indicates acceptance of the conditions contained in this RFQ, unless clearly and specifically noted otherwise in the submission. MCLBC reserves the right to reject any and all Quotes, in whole or in part, submitted in response to this RFQ. MCLBC reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive, or conditional submissions.

The MCLBC may, at any time by written notification to all Contractors, change any portion of the RFQ described and detailed herein. All questions concerning this RFQ shall be submitted in writing to landbankcorp@monroecounty.gov. Replies will be issued by Addenda e-mailed to all parties recorded as having received this RFQ, as well as posted on the MCLBC Website.

8) ANTICIPATED TIMELINE

- RFQ released/distributed on May 29, 2026.
- Requests for RFQ clarification must be submitted in writing via email to Pat Gooch via landbankcorp@monroecounty.gov no later than June 4, 2026.
- All questions will be answered and documented in writing as an addendum to the RFQ. These will be sent out to all respondents who received the original RFQ, and posted to the MCLBC Website.
- Final submissions must be received by 12:00 p.m. on June 10, 2026.

9) EVALUATION, REVIEW, AND SELECTION PROCESS

Quotes shall remain valid for a minimum of 90 days or until the awarding of the bid by MCLBC, unless otherwise rejected consistent with this RFQ.

The Board of Directors will evaluate the submissions to determine whether the requirements of the RFQ are met and to make a recommendation to MCLBC Board of Directors for final decisions. During the evaluation of submissions, MCLBC Board of Directors may require clarification of information or may invite contractors to an oral presentation to clarify and/or validate submission contents. The successful firm will be required to enter into a Services Agreement with MCLBC.