



39 West Main Street  
Rochester, NY 14614  
landbankcorp@monroecounty.gov

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## MONROE COUNTY LAND BANK CORPORATION

### REQUEST FOR QUOTES

AIR MONITORING SERVICES  
during Demolition of 16 Swansea Park

**Issued: March 16, 2026**

**Due: March 30, 2026**

#### 1) INTRODUCTION

Monroe County Land Bank Corporation (MCLBC or Land Bank herein) is seeking quotes from qualified environmental consulting firms to provide third-party air monitoring and project oversight services during the demolition of the structure located at 16 Swansea Park, Town of Greece. The purpose of these services is to ensure regulatory compliance and protect public health and safety throughout the demolition of the deteriorated property.

MCLBC previously issued a [Demolition RFP](#) on February 3<sup>rd</sup>. The Demolition RFP is available on the [Land Bank's website](#) for reference.

#### 2) BACKGROUND

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 and adding housing to Monroe County.

#### 3) SCOPE OF SERVICES

The selected consultant shall provide all labor, materials, and equipment to perform the following:

- **Asbestos Project Monitoring:** Provide a NYS DOL-certified Project Monitor to oversee abatement activities in accordance with 12 NYCRR Part 56 (Industrial Code Rule 56)
- **Air Sampling & Analysis:**
  - Perform background, work-in-progress, and final clearance air sampling.
  - Analyze samples via Phase Contrast Microscopy (PCM). If PCM results exceed 0.01 f/cc, Transmission Electron Microscopy (TEM) may be required.
  - All sampled must be analyzed by NYS DOH ELAP-certified laboratory.
- **Community Air Monitoring Plan (CAMP):**

- Continuous real-time monitoring for Volatile Organic Compounds (VOCs) and Particulate Matter.
- Establish of one upwind and at least two downwind monitoring stations.
- Record monitoring data at regular intervals and maintain monitoring logs.
- Immediate notification to Project Manager if levels exceed 0.100\ mg/m<sup>3</sup> above background for particulates.

**4) QUALIFICATIONS**

The selected applicant must:

- Have a valid NYS DOL Asbestos Contractor License
- Minimum of three (3) years of experience in environmental monitoring
- Staff must hold current NYS DOL certifications as Asbestos Project Monitors and/or Air Sampling Technicians.

**5) DELIVERABLES**

- **Daily Project Logs:** Digital copies of on-site observations, contractor headcounts, and any visual deficiencies.
- **Laboratory Reports:** Certified results delivered within 24 hours of sample collection.
- **Final Closeout Report:** A comprehensive bound (or PDF) report containing all sample data, licenses, and certificates of completion within 15 days of project end.

**6) 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.

**7) 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.

**8) QUOTE SUBMISSION**

Please provide a “Not-to-Exceed” fee schedule based on the following:

- **Project Monitor Rate:** \$ Amount per hour
- **PCM Air Sample Rate:** \$ Amount per sample
- **TEM Air Sample Rate:** \$ Amount per sample (if needed)
- **Final Report Fee:** Flat fee of \$ Amount

Quotes shall be submitted in person or via email. Submissions must be clearly marked with the name of the RFQ: **“Air Monitoring Services for 16 Swansea Park” and “the Contractor Name”**.

- Emailed copies of the quotes and other required documents must be sent to: [landbankcorp@monroecounty.gov](mailto:landbankcorp@monroecounty.gov) with the above text in the subject line.
- Hard copies of the quotes and other required documents may be submitted in a sealed envelope with the above text on the outside of the envelope and submitted to:

Monroe County Land Bank Corporation  
Request for Quotes  
C/o Pat Gooch  
50 West Main Street, Suite 1150  
Rochester, NY 14614

- **Submissions must be received by March 30, 2026 by 3:00 p.m. ET**

The submissions 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.

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](mailto: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.

#### **9) PROPOSAL 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.