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MONROE COUNTY LAND BANK CORPORATION

REQUEST FOR QUOTES

APPRAISAL SERVICES for
the Monroe County Land Bank Corporation

Issued: February 12, 2026

Due: March 2, 2026

1) INTRODUCTION

Monroe County Land Bank Corporation (MCLBC or Land Bank herein) is seeking quotes from firms to provide appraisal services for the three properties identified below. These appraisals are required for the purpose of determining fair market values (FMVs) associated with land purchases. 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.

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

Monroe County Land Bank Corporation will retain a licensed real estate appraiser to prepare appraisal reports for the three single-family properties described below. The appraiser will provide an estimated “as-is” market value of the fee simple estate for each property. Appraisals shall be conducted as drive-by only, with no interior access. Appraisal reports shall be prepared in accordance with the requirements of the Appraisal Institute, the Code of Professional Ethics, and the Uniform Standards of Professional Appraisal Practice (USPAP). Respondents shall submit a written cost proposal that includes the total fee and the estimated time required to complete the appraisals.

| Municipality | Street Address | SBL # | Lot Size | Acres | Zoning | Appraisal Requested | Interior Access |
|----------------|-------------------|---------------|----------------|-------|--------|---------------------|--------------------|
| Town of Greece | 1504 English Road | 059.01-3-25.2 | 87.50 x 204.12 | 0.41 | R1-E | As-Is | No – Drive-by Only |
| Town of Greece | 16 Swansea Park | 060.83-3-15 | 40 x 125 | - | R1-E | As-Is | No – Drive-by Only |
| Town of Gates | 139 Renouf Drive | 119.20-1-13 | 50 x 157.50 | 0.18 | R-1-11 | As-Is | No – Drive-by Only |

Additionally, further information on the properties may be found on the County’s Real Property Tax Services department website [here](#).

4) QUALIFICATIONS

The selected applicant must:

- Must be a New York State licensed or certified real estate appraiser.
- Experience and successful track record on projects of similar size and scope
- Demonstrate knowledge of Monroe County real estate markets.
- Have familiarity with distressed, tax-foreclosed, or blighted properties preferred.

5) SCHEDULING AND COMPLETION

It is anticipated that an individual and/or firm will be selected no later than March 11, 2026. Selection will be based upon qualifications, experience, and pricing. These are one-time engagements/procurements. The Land Bank reserves the right to award multiple individuals and/or firms as a result of this solicitation and the Land Bank reserves the right to reject any and all responses received.

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

Bidders may conduct site visits to the properties prior to preparing a quote to ensure accurate and responsible submissions. Site visits are limited to drive-by access only, with no interior access. Bidders must contact Pat Gooch to coordinate access.

Quotes for all three properties listed above shall be submitted in person or via email. Submissions must contain an itemized list of not-to-exceed quotes and other required documents and must be clearly marked with the name of the RFQ: **“Monroe County Land Bank Corporation Appraisal Services” and “the Appraiser/Firm 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 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 2, 2026 by 3:00 p.m. ET**

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.

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.

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.