

MONROE COUNTY LAND BANK CORPORATION

REQUEST FOR PROPOSALS

GENERAL COUNSEL for
the Monroe County Land Bank Corporation

I. INTRODUCTION

The Monroe County Land Bank Corporation (MCLBC or Land Bank herein) is seeking proposals for General Counsel Services for a term of November 1, 2025 to October 31, 2028. The Request for Proposal (“RFP”) 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 firms able to deliver all requirements specified in this RFP. Proposals should address the general criteria and mandatory minimum criteria for the services. All proposals will be treated as confidential and reviewed only by the Land Bank.

II. 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. Monroe County Land Bank is anticipated to need legal services relating to contracts with vendors, contractors, and professional service organizations; purchase and sale of real property; enforcement mortgages and other instruments to dispose of real property in a manner consistent with the goals of the MCLBC.

III. PROPOSAL REQUIREMENTS

GENERAL PROPOSAL REQUIREMENTS

A proposal submitted in response to this RFP is to be formatted as follows to assure consistency:

- Section A. Understanding of the Scope of Services to be provided for the MCLBC
- Section B. Proposed Fee Schedule
- Section C. Qualifications & Experience
- Section D. Resume & Qualifications of Key Personnel
- Section E. Client/Reference List
- Section F. Conflict of Interest(s): This section should disclose any potential conflicts of interest that the firm may have in performing these services for the MCLBC
- Section G. Miscellaneous/Other information: This section is for any further pertinent data and information not included elsewhere in the RFP

MISCELLANEOUS REQUIREMENTS

- MCLBC will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.
- The contents of the proposal submitted by the successful firm and this RFP may become part of the contract for these services. The successful firm will be expected to execute said contract with MCLBC.
- MCLBC reserves the right to reject any and all proposals received or to negotiate separately in any manner necessary to serve the best interests of MCLBC.
- The selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of any agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of MCLBC.

IV. INSURANCE REQUIREMENTS

Prior to any individual contract award, the successful firm 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.

V. INDEMNIFICATION

The successful firm shall defend, indemnify and save harmless MCLBC, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful firm, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

VI. 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.

VII. EVALUATION OF PROPOSALS

Proposals will be independently evaluated by the MCLBC Board of Directors on the basis of the criteria listed below:

- Proven record of experience, including referrals, in providing the type of services detailed herein
- Ability to provide services in a cost-effective and timely manner

- Personnel qualifications
- Understanding of the services requested (including completeness and clarity of submission), MCLBC and the qualitative nature of the services detailed herein
- Additional criteria described below

SPECIFIC PROPOSAL REQUIREMENTS

MCLBC desires to appoint an attorney or firm who will be general counsel to MCLBC and who will serve as the primary legal representative of MCLBC. The successful firm will provide the Land Bank with legal guidance relating but not necessarily limited to:

- Not-for-Profit Corporation representation and tax-exempt organizations (501c3)
- Representation in the areas of commercial and residential real estate transactions, including sales, purchases, deeds, leases, land contracts, mortgages, notes and workouts
- Representation in matters of real estate litigation
- Representation in matters concerning real property development and management
- Representation in matters related to the New York State Public Authority Law
- Representation in matters of environmental law and the New York Environmental Quality Review Act (SEQRA), land uses and local building code issues
- Preparation of corporate policies and resolutions for monthly meetings, and representations at those meeting
- Representation in the areas of Freedom of Information Law and Open Meetings Law
- Procurement and bidding
- Represent the MCLBC in litigation in federal or state courts and arbitration and/or grievance resolution in administrative forums
- Review, prepare, and negotiate contracts and other legal documents
- Any other matters as directed by the Monroe County Land Bank Corporation

MANDATORY MINIMUM REQUIREMENTS

- Must have experience in the general representation of municipal authorities and/or land banks
- Must maintain a bona fide principal office in the State of New York.
- Must have sufficient support staff available to provide all general legal services required by MCLBC including, but not limited to, legal research, preparation of resolutions, preparation of contracts and other legal documents, and the preparation of all documents necessary
- If attendance is required, the firm must agree that services in connection with attendance at regularly scheduled meeting of the MCLBC will be billed at hourly rates specified in the proposal, or included in the retainer
- Additional general counsel, litigation, special meeting attendance, and other legal services will be billed at hourly rates specified in the proposal
- Proposals shall remain valid for a minimum of ninety (90) days or until the awarding of the bid by the MCLBC, unless otherwise rejected consistent with this RFP

VIII. PROPOSED FEE SCHEDULE

- The proposed fee schedule should define the billing cycle used by the firm
- The proposed fee schedule should define whether billing is strictly hourly, strictly an annual retainer, or a combination of retainer plus an hourly schedule for items not include in the retainer
- Include partners, associates, and paralegal that would be primarily responsible for work accomplished in this proposal
- It is anticipated that there will be periodic communication via phone, fax, email, or other medium

These brief communications are either to be covered in the retainer, or if billed on an hourly basis the hourly rates and time thresholds for the billings are both to be specified.

IX. PROPOSAL SUBMISSION

An electronic version of the Proposal and other required documents must be submitted, clearly marked with the name of the proposal and the name and address of the Contractor via email to landbankcorp@monroecounty.gov by 5:00 pm on November 14, 2025.

The Proposal submitted by the individual Contractor is the document upon which the MCLBC will make its initial judgement regarding the Contractor's qualifications, understanding of the MCLBC's scope and objectives, and ability to complete services under the contract.

Submission of any Proposal indicates acceptance of the conditions contained in this RFP, unless clearly and specifically noted otherwise in the Proposal. The MCLBC reserves the right to reject any and all Proposals, in whole or in part, submitted in response to this RFP. The MCLBC reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive, or conditional Proposals.

The MCLBC may, at any time by written notification to all Contractors, change any portion of the RFP described and detailed herein. All questions concerning this RFP 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 RFP and posted on the MCLBC Website.