



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

MONROE COUNTY LAND BANK CORPORATION

REQUEST FOR PROPOSALS

Installation of Modular Homes for
Monroe County Land Bank Corporation Properties

Issued: February 3, 2026

Due: March 4, 2026

1. PURPOSE

The Monroe County Land Bank Corporation (MCLBC or Land Bank herein) is seeking proposals from qualified modular and cross-modular home builders and installers for the installation of new single-family modular or cross-modular homes on up to three (3) lots. The homes shall be code-compliant modular or cross-modular homes or certified in compliance with HUD Manufactured Home Construction and Safety Standards (“HUD Standard”) and will be suitable for placement as infill housing within established residential neighborhoods and be consistent and compatible with the aesthetics of the neighboring structures in the surrounding neighborhood.

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 organizations able to deliver all requirements specified in this RFP. Proposals should address the general criteria for the services. All proposals will be treated as confidential and reviewed only by the Land Bank.

2. RFP COORDINATOR; ISSUING OFFICE

Patrick Gooch, Staff
Monroe County Land Bank Corporation
50 West Main Street, Suite 1150
Rochester, NY 14614
landbankcorp@monroecounty.gov

3. TIMELINE

The schedule of events for this RFP is anticipated to proceed as follows:

- RFP released/distributed on February 3, 2026
- A bidder’s conference will be held 8:30 AM, February 11, 2026 at CityPlace, 50 West Main Street, Rochester, NY 14614.
- Requests for RFP clarification must be submitted in writing via email to the RFP Coordinator (email above) no later than February 17, 2026.

- All questions will be answered and documented in writing as an addendum to the RFP. These will be sent out to all respondents who received the original RFP on or before February 20, 2026.
- Final RFP Submissions must be received by 3:00 PM ET on March 4, 2026 at the address shown in Section 2.
- Proposals will be opened 3:15 PM ET on March 4, 2026 in the Business Center of CityPlace, 50 West Main Street, Rochester, NY 14614.
- Contractor will be selected on or around March 11, 2026. An award notice will be sent within one (1) week.
- Selected Contractor will provide architectural/site plans suitable for building permit(s) to the Land Bank for review and approval within one (1) month of award notification. Anticipated to be due April 10.

4. BACKGROUND

The Monroe County Land Bank Corporation (MCLBC), established in early 2024, 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 communities and homeowners. MCLBC is acquiring three lots throughout Monroe County and intends to build a single-family home on each by November 30, 2026. The three lot locations and lot sizes are described below. **Proposals for any combination of lots will be accepted (e.g. proposal to develop all three lots, two lots, or one lot).**

Municipality	Street Address	SBL #	Lot Size	Zoning
Town of Greece	1504 English Road	059.01-3-25.2	87.50 x 204.12	R1-E
Town of Greece	16 Swansea Park*	060.83-3-15	40 x 125	R1-E
Town of Gates	139 Renouf Drive	119.20-1-13	50 x 157.50	R-1-11

*The property located at 16 Swansea Park currently contains a deteriorated residential structure that is proposed for demolition. A separate RFP for demolition is being issued on February 3, 2026.

5. SCOPE OF SERVICES

This RFP is intended to identify the best qualified modular home installer to provide the following services related to this project:

- Develop sketch plans for the Land Bank’s review and submission with this RFP.
 - The selected contractor will be responsible for completing architectural/site plans for the Land Bank’s review and suitable for building permit of proposed residential structure that is complimentary to existing housing stock in the area.
 - See timeline above, but architectural/site plans for the Land Bank’s review and suitable for building permit anticipated to be due April 10.
- Comply with all federal, state, county, city, town, and other applicable laws, ordinances, rules, and regulations and all orders and rules of any duly constituted authorities affecting the property or bearing on the performance of the work.
- Obtain at Contractor’s sole cost and expense, all permits, authorizations, approvals, and licenses necessary for the planning, performance, and completion of the work in accordance with the requirements of the respective municipal agencies and other authorities having jurisdiction over the project.
- Provide the Land Bank with at least forty-eight (48) hours’ notice prior to commencing the work at the property.

- Contact Dig Safely NY at least forty-eight (48) hours prior to beginning any excavation at the property and not proceed with any excavation until Dig Safely NY has completed their work and appropriately marked all utilities.
- Provide before and after time/date stamped photos of the property features for the project record.
- Confirm all utilities are connected and/or protected as necessary to perform the work before commencing any work at the project site.
- Arrange for proper utility (gas, electric, water, and sewer) connections for the project.
- No equipment or dumpsters shall be placed on any roadway without proper traffic control and approval by the appropriate Highway Superintendent.
- Exercise caution as to not damage any pedestrian sidewalk. If a sidewalk is damaged, the Contractor must repair or replace the damaged portion in a timely manner and prior to the project's completion date.
- Completely remove all construction waste materials and debris from the property. The Contractor will arrange for transportation of the construction materials and debris to lawful disposal, storage, or recycling locations, as necessary.
- Remove all trash, scrap, and debris from the entire property. Cleanup of the property will be performed on a daily basis, including any materials intruding into any sidewalk and roadway.
- Obtain, at Contractor's sole cost and expense, a certificate of occupancy upon completion of the work in accordance with the requirements of the respective municipal agencies and other authorities having jurisdiction over the project.
- Pricing should be specified per home/lot as a turnkey price per home. Price of optional items such as basement, two-car garage, or other optional items should be specified per lot and optional features should be identified in the turnkey price.
- Contractor must be able to prepare site, install home, and provide final invoice by November 30, 2026.

SITE WORK

The new modular home unit ("the unit") is to be located on the site in accordance with applicable zoning and setback requirements. Note in your proposal if variances or special permits are needed to install the unit on site.

Grading & Landscaping

The awarded Contractor shall grade the site as needed and bring in appropriate fill or remove appropriate fill to provide a stable base for the unit's foundation and for moving the unit on to site. When all site work is complete, including adding any additional clean fill or topsoil needed around the unit, the Contractor shall repair any ruts or other damage to the site, rake, and seed/mulch. Contractor shall grade the soil around the unit's foundation with positive pitch so that water drains away from foundation.

Tree Removal

It is anticipated that tree removal may be required at some of the proposed sites. Contractors shall include anticipated tree removal within their scope of work and identify associated costs in the Price Proposal Form (Appendix A). Final quantities and costs may be adjusted based on site conditions.

Sidewalks

The awarded Contractor shall install concrete sidewalks from each dwelling entrance to the new driveway and along the road frontage if required by municipality.

UTILITIES

The awarded Contractor is responsible for connecting and coordinating the connection of all new utilities to the unit.

Water & Sanitary Sewer

The Contractor shall be expected to contact the appropriate jurisdiction to coordinate connection of the new structure to the water main and sanitary sewer main that supplies the site. The Land Bank prefers to use existing laterals where possible. But recognizes existing infrastructure may not be in working order or may not be sited appropriately for future use. Your proposal should identify two costs:

- 1) A cost if connecting to existing laterals/service lines.
- 2) A cost for installing new laterals/service lines from house to sewer and water main.

Electric

The Contractor must install a complete new 200-amp service in the unit, which shall include a meter cabinet, service wire, weather head and insulated anchor. The panel shall be 200-amp panel with a minimum of forty (40) positions mounted on plywood back board. A new grounding system shall be installed per code. Wiring shall conform to state and NEC codes. All wiring shall be inspected by a licensed electrical inspector and copy of the certificate of compliance must be supplied to the Land Bank. The Contractor shall also install electric circuits to the electric panel, including electric to the garage or any other site electrical necessary.

Telecommunications

The Contractor shall make unit ready for telecommunications and where possible have applicable service providers connect services to the new structure and pay any associated fees to ensure the site is capable of accessing common telecommunications such as cable, phone, and internet.

Gas

If indicated on sketch plan, the awarded Contractor shall install appropriate supply lines for natural gas and stub out black iron pipe for natural gas supplier to connect to. Consult with gas supplier as to location of line and any necessary brackets, flex connector, etc. that will need to be provided by contractor to connect to gas supplier's main. The Land Bank prefers to use existing service lines where possible. But recognizes existing infrastructure may not be in working order or may not be sited appropriately for future use. Your proposal should identify two costs:

- 1) A cost if connecting to existing laterals/service lines.
- 2) A cost for installing new laterals/service lines from house to transmission line.

MODULAR HOME SPECIFICATIONS

The modular home unit proposed shall meet at least the following basic minimum requirements:

- The unit shall have three (3) bedrooms and two (2) bathrooms.
- The size of the unit shall be approximately 1,400 square feet. In the event that a smaller unit is necessary to meet lot requirements of municipality, Contractor should identify size of proposed unit and the municipal code and/or site constraints that necessitates a smaller unit.

- The unit shall be Energy Star rated and certified. The Contractor shall provide a copy of the certification with its proposal for the designed unit along with the required sticker that needs to be affixed to the unit per required codes.
- The unit shall have a pitched roof with shingles, vinyl siding with shutters, or equivalent durable exterior material. The Land Bank shall select from options of color schemes on the interior, as well as shingle and siding colors.
- Roofing shall be, at a minimum, twenty-five (25) year architectural grade shingles with ice and water barrier on the eaves. Continuous white aluminum K type gutters with downspouts are to be installed. The downspouts must be directed away from the foundation and terminate on splash blocks. The unit shall include gable end overhangs, roof ridge vent and soffit vents.
- The unit shall have 2 x 6 exterior walls that complies with 2025 Residential Code.
- The unit shall have 2 x 4 interior walls. Ceiling insulation shall comply with the 2025 Residential Code. Upon assembly of modular unit drywall shall be fully installed and finished to provide smooth walls and ceilings throughout home. Interior walls and ceiling shall be primed and painted, with color schemes selected by the Land Bank.
- Front and rear entrance doors shall be in-swing with deadbolts (all locksets and deadbolts are to be keyed alike), 36" wide. Front and rear doors shall have treated 8'x 8' landings/decks with 4' wide stairs, railings, etc. The awarded Contractor is to ensure that installation complies with building codes.
- Front and side entrance doors shall be covered with appropriately sized gable roof systems.
- Storm doors shall be white self-storing glass and screen. The doors must have a solid paneled bottom that the glass or screen is lowered into for storage or must have some other similar type of self-storing capability.
- Interior doors shall be provided and installed for all rooms, including bedrooms, bathrooms, and closets.
- All windows shall be double hung tilt-in vinyl units with welded sashes and frames. All windows shall be Energy Star rated. All windows shall have screens.
- Heating and air conditioning system shall meet Energy Star rating requirements and will be appropriately sized for the square footage of the home. The Contractor shall install an external compressor on a synthetic pad next to the new home. All lines from the home to the compressor unit must be adequately protected from damage. A disconnect for the compressor must be installed outside the home by the compressor unit in a weatherproof box. All wiring must be in compliance with applicable codes.
- All water fixtures shall be code-compliant low consumption and have shutoff valves installed (at a minimum toilet, sinks/faucets, tub/showers, laundry, water heater).
- A whole house shutoff valve must be installed in an easily accessible location. The Contractor shall also install two (2) exterior frost-free hose valves. With preference for one (1) in the rear of the house and one (1) on the driveway side of the house.
- At a minimum, the unit shall have a forty (40) gallon high efficiency hot water heater.
- Exterior GFCI receptacles (two) with in-use type covers are to be installed and located by each exterior door.
- High efficiency LED compact fluorescent bulbs shall be supplied for all light fixtures. Including one exterior light by each exterior door.
- Each bedroom shall have AC/DC smoke detectors installed. Combination smoke/carbon monoxide detectors are to be installed throughout the rest of unit, including within fifteen (15) feet of all bedrooms.

- The flooring installed throughout the unit shall include typical carpet/pad and linoleum or equivalent flooring. The Land Bank shall have the choice of flooring color and type if cost does not change. Linoleum or equivalent waterproof flooring shall be installed at both entrance doors, kitchen, and bathrooms, with appropriate termination strips installed on the edge.

GARAGE SPECIFICATIONS

A one (1) car attached or detached garage that is at a minimum 12 feet wide by 20 feet deep shall be constructed. The garage will match the aesthetic of the house.

DRIVEWAY SPECIFICATIONS

A driveway shall be installed that meets municipal code, which includes using all stone subbase materials and asphalt to the curb-cut along the travel lane to the door of the garage.

FOUNDATION SPECIFICATIONS

Contractor shall provide a foundation plan that meets specifications acceptable to code using the drawings/specifications with Engineer stamped prints submitted to building inspector. The Contractor shall set the new unit on the new foundation per code and the manufacturer's specifications on concrete block, as well as install tie down straps according to code.

OPTIONAL FEATURES:

Basement

If proposing a basement, crawl space or similar below ground space describe the measurements and features. Contractor should clearly label pricing for this optional feature that is outside of the turnkey price.

Two-Car Garage

Minimum garage specifications are outlined above. However, contractor can propose a two (2) car garage that meets municipal code. Typically, 24' x 24' with a sideman door. Contractor should clearly label pricing for this optional feature that is outside of the turnkey price.

ISSUES AND CONCERNS

Document all issues and concerns regarding your proposal, particularly highlight areas of the submission guidelines that may not be met and why.

Notes on Pricing

Bidders are required to satisfy themselves, by personal examination of the site, as to work involved and of the difficulties likely to be encountered in the performance of work under this Bid. No pleas of ignorance of conditions that exist, or that may hereafter exist, or of any conditions or difficulties that may be encountered in the execution of the work under this bid as a result of failure to make the necessary examination and investigation, will be accepted as an excuse for any failure to or omission on the part of the bidder to fulfill in every respect all the requirements, specifications etc., nor will same be accepted as a basis for any claim for extra compensation.

CERTIFICATE OF OCCUPANCY:

Upon completion of all work, the unit shall be inspected by the local Code Enforcement Officer for the issuance of a Certificate of Occupancy. The Contractor shall provide copies of the Certificate of Occupancy to the Land Bank and shall also provide all warranties, instruction manuals, etc. that are pertinent to the unit's installation.

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. All Contractors/Subcontractors shall carry commercially reasonable amounts of insurance, including at minimum the following:

- All Contractors/Subcontractors must carry Commercial General Liability Insurance in amounts not less than \$1,000,000 per occurrence/per location, \$2,000,000 in the annual aggregate, and \$2,000,000 products/completed operations aggregate.
- All Contractors/Subcontractors must carry Auto Insurance in amounts not less than \$1,000,000
- All Contractors/Subcontractors must carry Workers' Compensation & Disability Insurance in amounts complying with industry standards for the type of work that the Subcontractor is conducting.
- If the Contractors/Subcontractors will be involved in any environmental remediation of any kind, the Subcontractor must have Environmental Pollution Liability Insurance with a \$1,000,000 limit to new construction projects or demolition.

The General Contractor shall procure and maintain in effect builder's risk comprehensive insurance with Casualty and liability coverage for damages, costs or expenses (including reasonable attorney's fees), covering all work, activities and operations associated with the project, which protects Developer and MCLBC from any potential liability resulting from or arising out of any work, activities or operations.

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. PROPOSAL SUBMISSION

Contractors shall submit one (1) original hard copy and one (1) electronic copy via email or USB drive of its full RFP response in the envelopes and format required below.

Submissions must be received by 3:00 PM ET on March 4, 2026 at the address shown in Section 2 and emailed submissions via landbankcorp@monroecounty.gov. All proposal envelopes and subject line of email shall be clearly marked with the following: **"Monroe County Land Bank Corporation 2026 Modular Home RFP."** The delivered sealed packet shall contain a cover letter and two (2) separate envelopes as follows:

Cover Letter (1 per response)

- 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 (Design Proposal, Contractor Information and References)

The Design Proposal, Contractor Information and References envelope shall be enclosed in a separate sealed envelope clearly labeled “Design Proposal, Contractor Information and References” with the name of the Contractor shown on the outside. Said envelope shall contain the following:

- Sketch plan for the installation of a modular home unit meeting at least the minimum modular home requirements as outlined in this RFP. **(1 per address responding to)**
- Project schedule that includes a proposed start and end date for the project. **(1 per address responding to)**
- Contractor’s firm history and background.
- List of at least three (3) relevant client references for modular home installation projects completed in the past five (5) years.
- Resume describing the qualifications and background of the primary contact person and other key staff assigned to this project.

Envelope 2 (Cost, Subcontractors and Required Forms)

The Cost, Subcontractors and Required Forms envelope shall be enclosed in a separate sealed envelope clearly labeled “Cost, Subcontractors and Required Forms” with the name of the Contractor shown on the outside. Said envelope shall contain the following:

- Proof of licensing by all contractors and subcontractors required in order to complete the project.
- Detailed budget for all required project activities. **(1 per address responding to)**
- Fully executed Price Proposal Form, Appendix A. **(1 per address responding to)**
- Billing rate schedule.
- A list of all sub-recipients and subcontractors, including names, contacts and addresses, that the Contractor plans to use for the project. **(1 per address responding to)**
- Proof of insurance meeting the requirements as indicated in this RFP.

9. PROPOSAL EVALUATION, REVIEW AND SELECTION PROCESS

Proposals shall remain valid for a minimum of 90 days or until the awarding of the contract by the MCLBC, unless otherwise rejected consistent with this RFP.

The Board of Directors will evaluate the proposals to determine completeness and eligibility based on the requirements of the RFP and will use the scoring criteria below. Evaluation includes, but is not limited to: alignment with the Land Bank’s goals for the site, alignment with RFPs minimum specifications, and schedule of completion. During the evaluation of Proposals, the MCLBC Board of Directors may require clarification of information or may invite contractors to an oral presentation to clarify and/or validate Proposal contents.

A selected Contractor will be notified after March 11, 2025. And a site plan and contract will be requested to move forward.

SCORING CRITERIA	MAXIMUM POINTS
Team	
<ul style="list-style-type: none"> • Proven experience installing factory-built homes. • Fully staffed development team including architects, engineers, surveyors, construction manager, etc. 	10
Cost & Value	
<ul style="list-style-type: none"> • Reasonable budget and costs that enumerate and cover permit fees, site acquisition, site preparation, manufacture, delivery and installation costs. Use Attachment A and include additional pages required to communicate all costs • Final product that can appraise adequately for traditional bank loan products • Long-term value proposition of the homes 	30
Project Execution	
<ul style="list-style-type: none"> • Financial qualifications to fund proposed houses • Execution plan and timeline for each site • Team relevant experience with delivery and installation 	30
Finished Product and Aesthetics	
<ul style="list-style-type: none"> • Designs & configurations demonstrate minimum square footage & accommodate site constraints. • Designs are compatible with existing street façade • Homes have elevated roof pitches & permanently affixed to the site • Each site assessed for proposes of delivery and installation 	30
TOTAL MAXIMUM POINTS	100

- 10. Reservation of Rights:** The Land Bank reserves the right to refuse any and all proposals, in part or in their entirety. The Land Bank is not committed, by virtue of this RFP, to award a contract, or to procure or contract for services. The proposals submitted in response to this RFP become the property of the Land Bank. If it is in its best interest, the Land Bank reserves the right to:
- a. Make a selection based solely on the proposals submitted or negotiate further with one or more Contractors. The Contractor selected will be chosen on the basis of the greatest benefit to the Land Bank as determined by the Board of Directors.
 - b. Negotiate contracts with the selected Contractor.
 - c. Award a contract to more than one Contractor for any portion of the service specifications.
 - d. The Land Bank reserves the right to perform such investigations as may be deemed necessary to ensure competent personnel and management will be utilized in the performance of the contract to be awarded under this RFP. The Land Bank reserves the right to reject any proposal if the information submitted by, or investigation of, such Contractor fails to satisfy the Land Bank that the Contractor is properly qualified to carry out the obligations set forth in this RFP and/or the resulting contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

Contractors must be aware that any contract resulting from this RFP is subject to prior approval by the Land Bank’s Board of Directors. And that the successful firm will be required to enter into a Services Agreement with the MCLBC.

11. ALTERNATE PROPOSALS

The Land Bank reserves the right to consider alternatives to the minimum specifications above. Proposal alternatives may be considered if deemed to be in the best interest of the Land Bank. Contractors shall clearly identify and explain in detail where such alternatives deviate from or qualify the terms of the proposal and specifications as issued. Contractor submitted alternative will only be considered if they:

- a. provide enhancements or features beyond the minimum specifications of this RFP, or
- b. alternatives are based on documented issues and concerns and identify alternatives that align with the Monroe County Land Bank's goal of returning these sites to a single-family residence within 2026.

12. MISCELLANEOUS

DISQUALIFICATIONS

The Land Bank reserves the right to refuse to issue an award to a Contractor that fails to comply with any pre-qualification regulations of the Land Bank, if any such regulations or requirements are cited, or otherwise included in this RFP.

A proposal may be rejected if the Contractor cannot show it has the necessary ability, resources, and qualified employees to commence the work at the time prescribed and thereafter to perform and complete the work at the rate or within the time specified. A proposal may be rejected if the Contractor is already obligated for the performance of other work that would delay the commencement, performance, or completion of the work described in this RFP.

SUSPENSION AND DEBARMENT

By submitting a proposal in response to this RFP, each Contractor warrants that neither it nor any of its officers, employees, subcontractors, or agents is excluded or in any other manner barred from doing business with any federal, state, or local agency, municipality, or department. Any misrepresentation or false statement related to a Contractor's status in this regard will result in rejection of such Contractor's submission.

In addition, if the successful Contractor or any of its officers, employees, subcontractors, or agents become excluded or barred in any manner from doing business with any federal, state, or local agency, municipality, or department, during the period in which services are provided pursuant to this RFP, the successful Contractor agrees to immediately notify the Land Bank Board of Directors of such status. Any misrepresentation or false statement related to the successful Contractor's status in this regard, or any failure by the successful Contractor to immediately notify the Land Bank Board of Directors of any change in such status, shall result in immediate termination of the Land Bank's business relationship with the successful Contractor in addition to such other remedies as may be provided by law, in equity, pursuant to the terms and conditions of this RFP document, or the conditions of the contract, if any, resulting from this RFP.

IMPLIED REQUIREMENTS

Products and services which are not specifically requested in this RFP, but which are necessary to provide a complete program/project as described herein, shall be included in the submitted proposal.

OTHER

All instructions, terms, and conditions contained in the specifications and the Price Proposal Form must be met in order to qualify for consideration of award. Any proposal which does not meet those conditions will be deemed non-responsive and rejected.

Contractors must describe their plans and approaches in sufficient detail to permit the Land Bank to evaluate the proposal fairly and with minimum misinterpretation.

Submission of any proposal indicates acceptance of the conditions contained in this RFP document.

The Land Bank hereby reserves the absolute right to reject any and all proposals received hereunder without prejudice to itself.

Appendix A

PRICE PROPOSAL FORM (SUBMIT ONE FORM PER HOUSE/LOT PROPOSING ON)

Lot Site / Address: _____

○ In order to fairly compare proposals from different contractors the Land Bank suggests the following price breakdown by category of work, that aligns with this request for proposal.

• Total base turnkey price per home, excluding optional items: Cost: _____

• Modular Home, including:
○ Structure
○ Transportation
○ Affixing to foundation
○ Interior and exterior finishing Cost: _____

• Site Work, including:
○ Grading
○ Landscaping
○ Tree removal
○ Sidewalk (road frontage & walkways) Cost: _____

• Utilities Cost: _____

• Garage
○ Provide a price for single car garage Cost: _____

• Driveway Cost: _____

• Foundation
○ Slab on grade that aligns with foundation plans Cost: _____

• Optional Features, List those included:
○ Basement Cost: _____

○ Two-car garage Cost: _____

○ Other Cost: _____

○ Contingency assumptions / issues concerns Cost: _____