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MONROE COUNTY LAND BANK CORPORATION

REQUEST FOR QUOTES

Structural Stability Assessment
for 16 Swansea Park, Town of Greece

1) INTRODUCTION

The Monroe County Land Bank Corporation (MCLBC or Land Bank herein) is seeking quotes from consultants to perform a structural stability assessment. The objective is to determine stability within the structure located at the address above prior to an asbestos survey and/or abatement and planned demolition activities.

MCLBC previously issued a [Demolition RFP](#) on February 3rd. 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, equipment, and professional services necessary to perform a Structural Stability Assessment of the subject property to determine whether the structure is safe for entry and to evaluate its general stability in advance of asbestos survey and demolition activities. The assessment shall be limited to a visual, non-destructive evaluation. No invasive testing or detailed structural analysis is required. The scope does not include preparation of demolition plans or engineering design documents.

The consultant shall comply with all applicable federal, state, and local laws and regulations, including but not limited to New York State professional licensing requirements, applicable OSHA safety standards, and any local building or demolition permit requirements. All structural evaluations and certifications shall be performed by, or under the direct supervision of, a Professional Engineer licensed in the State of New York.

Basic Walk-Through and Verbal Consultation

- Conduct a site visit to perform a basic walk-through of the structure.
- Provide a verbal, preliminary assessment of observable structural conditions during or following the site visit.
- Evaluate readily visible structural component, including but not limited to foundations, load-bearing walls, floors, roof framing systems, columns, beams, and connections.
- Identify obvious signs of structural distress such as cracking, settlement, water damage, fire damage, rot, corrosion, or partial collapse.

Safety/Structural Stability Evaluation for Site Access

- Assess whether the structure, or portions thereof, can be safely accessed by personnel for the purpose of conducting an asbestos survey.
- Identify unsafe or restricted areas that should not be entered.
- Provide recommendations for temporary stabilization measures, controlled access procedures, or protective precautions, if necessary.

Deliverables:

Provide a **Structural Stability Letter**, stamped and signed by a Professional Engineer licensed in the State of New York, including:

- Summary of observations
- Determination of whether the structure is safe for entry (i.e., “go/no-go” for access)
- Identification of restricted areas, if applicable
- Recommended safety precautions and measures, if needed
- Provide photo documentation of key structural conditions

4) 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.

5) 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.

6) QUOTE SUBMISSION

Interested consultants should submit a quote that includes the following:

- 1) **Itemized Price for:**
 - a. Basic Walk-Through and Verbal Consultation

- b. Stamped Structural Stability Letter
 - c. Any additional costs (if applicable)
- 2) **Timeline:**
- a. Earliest availability to perform the site visit.
 - b. Estimated turnaround time for deliverables following site access.

Quotes shall be submitted via email. Subject line must contain the name of the RFQ: **“Structural Stability Assessment for 16 Swansea Park” and “the Consultants 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.

The submissions will serve as the basis for MCLBC’s initial evaluation of the consultants’ 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.

7) PROPOSAL EVALUATION, REVIEW AND SELECTION PROCESS

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

The MCLBC will evaluate the submissions to determine whether the requirements of the RFQ are met. During the evaluation of submissions, MCLBC may require clarification of information or may invite consultants to an oral presentation to clarify and/or validate submission contents. The successful consultant will be required to enter into a Services Agreement with MCLBC.