



Request For Qualifications (RFQ)

Deconstruction - Material Disposition Strategy

Background

From 2005 to 2009, Cuyahoga County endured over 44,000 foreclosure filings. The result is tens of thousands of vacant or abandoned homes whose decay severely affects home values and the quality of life for everyone in the community. The Cuyahoga County Land Reutilization Corp. ("CCLRC"), informally known as the Cuyahoga County Land Bank, is a strategic response to this crisis. It is intended to help reclaim properties, protect the county tax base and restore real estate markets. It works cooperatively with cities, other units of government, lenders and individual property owners to acquire troubled real estate and return it to productive use.

A part of returning property to productive use includes effective triage of property that the CCLRC obtains. More specifically, as properties flow into the CCLRC, a decision will be made whether to (1) demolish or deconstruct or (2) renovate, rent or sell. In situations where the CCLRC intends to demolish or deconstruct, it is seeking ways to salvage the useful materials from its properties and create additional revenue streams. Put simply, the CCLRC seeks assistance in understanding and developing the resources for the sale and reuse of its products/materials that may be removed from CCLRC owned properties.

Your response to this RFQ must include a thorough discussion of the items below – RFQ Contents. Please note, your fee should be based on how much you would charge the CCLRC, if selected by the CCLRC, to develop a plan that addresses the specific points under Scope of Service.

RFQ Contents

Each respondent ("proposer") to this RFQ is requested to submit three (3) copies of a document containing the following items, arranged in the order listed below and tabbed or otherwise separated for easy access to each item.

- *Letter of Interest:* Provide the name and address of the lead consultant, contact person, and a brief statement of the proposer's interest in the project and specific qualifications for the assignment.
- *Project Approach:* Outline the philosophy that will guide the proposed work process and products, and describe methods of quality assurance and maintenance of the project schedule.
- *Project Experience:* Provide detailed descriptions of up to three (3) reasonably similar projects completed by proposer, including only projects in which the key personnel assigned to this project participated substantively in the design effort. Include a reference/client contact for each project.
- *Additional Supporting Materials:* Respondents are invited to include additional pages of information not covered above which may strengthen their proposal or describe any unique qualifications or experiences relevant to this project.
- *Fee:* Please provide a cost for this project

Anticipated Project Schedule

Responses to RFQ are Due		February 1, 2010
Review Responses to RFQ		Feb. 1, Feb. 15 th 2010
Interviews (if necessary)		Feb. 15,-Feb.28 th 2010
Finalist Selected & Contract Executed		Feb. 28 - March 15 th 2010
Market Research & Plan Completed		March 15 th – April 30 th 2010
Market Research & Plan Presented to CCLRC (if necessary)		April 30 th , 2010

Scope of Service

The CCLRC will require the *selected proposer* to do the following:

- develop salvage material and/or recycling strategies for the CCLRC (plan for 50 typical City of Cleveland houses, articulate any assumptions). This plan should include a practical approach to deconstruct, salvage, distribute, market and transport material (as necessary) and should include financial analysis. This plan must detail how the CCLRC can develop a positive revenue stream from the proposed strategy,
- develop a comprehensive list of local and national contacts/markets that *purchase* C & D and/or salvaged demolition material. The list must include phone number(s), contact person(s) and website(s). Describe quality, quantity, packaging, transportation and any other costs associated with moving the material to identified markets (if relevant) and any other information that is relevant to the CCLRC effectively accessing the proposed markets,
- develop a material price list or value range for the type of material that can be found in the typical house in the City of Cleveland (articulate any assumptions as part of your analysis).

RFQ Response Evaluation Criteria

The following criteria will be considered by the Selection Committee to determine the firm or individual(s) most qualified and best suited to perform the work as outlined in the Scope of Service:

- The ability, capacity, skill, reputation and experience of the project team to provide the services and deliverables required
- Overall approach, philosophy and understanding of the objectives of the CCLRC in terms of practicality, quality, creativity and implementation strategy
- Experience of the Project Manager and/or key project staff, with an emphasis on demonstrated ability to deliver high-quality products within a short time frame
- The experience of former clients with respect to performance on time, within budget and of high quality
- Any other factor(s) the CCLRC deems relevant

Selection Committee and Process

The RFQ Selection Committee will be made up of CCLRC staff and/or non-staff advisory members.

Decision Process Overview

Your response to this RFQ should be mailed to the physical address or sent electronically in PDF, Microsoft Word or Excel format to the contact information provided below.

Questions can be submitted at any time up to **4:30 p.m. on February 1, 2010**; however, proposers must submit such questions in writing or via email, using the contact information provided below.

Dennis L. Roberts, Esq.
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Confidentiality of RFQ

The response to the RFQ or the actual plan shall become the sole and exclusive property of the CCLRC. The CCLRC reserves the right to modify, reject or use without limitation any or all of the ideas from the response to the RFQ or the actual plan. The CCLRC will not disclose proposer's confidential information, including the proposal to any party other than the CCLRC's employees, attorneys, representatives, auditors, regulators or consultants in connection with the evaluation of the response to the RFQ or the actual plan, except as may be otherwise required by law or regulation, or permitted by the Confidentiality and Non-Disclosure Agreement.

Distribution of RFQ

The CCLRC is providing this RFQ to prospective proposers on a non-exclusive basis. The CCLRC has the right to provide this or any other RFQ to any vendor and to discuss or negotiate with any person or entity, or consider any proposals or inquiries relating to, the subject matter of this RFQ. The CCLRC reserves the right to eliminate any goods, products or services currently identified in this RFQ from the process described herein and to modify or eliminate the RFQ, and its related processes, in its sole and absolute discretion.

Amendments to RFQ

The CCLRC reserves the right to amend, modify, withdraw, cancel or terminate this RFQ at any time. If the CCLRC amends or modifies the RFQ, the CCLRC will do so in writing.

Treatment of RFQ Submitted

Any proposal submitted by a proposer is subject to review and negotiation by the CCLRC, including its employees, attorneys, advisors, consultants and representatives. The CCLRC reserves the right, in its sole discretion and for any reason whatsoever, to reject or terminate consideration at any time of any or all proposals without explanation. The CCLRC specifically reserves the right to negotiate and reach agreement with any proposer that does or does not offer the lowest price.

No Contractual Relationship

NOTHING CONTAINED IN THIS RFQ CREATES, NOR SHALL BE CONSTRUED TO CREATE, ANY CONTRACTUAL RELATIONSHIP BETWEEN THE CCLRC AND ANY PERSON OR ENTITY. THE CCLRC MAKES NO COMMITMENT IN OR BY VIRTUE OF THIS RFQ TO PURCHASE ANY SERVICES OR SUPPLIES FROM ANY VENDOR, NOR DOES RECEIPT OF ANY VENDOR'S PROPOSAL PLACE THE CCLRC UNDER ANY OBLIGATION TO ENTER INTO AN AGREEMENT TO PURCHASE SUPPLIES, PRODUCTS OR SERVICES WITH THAT VENDOR OR ANY OTHER VENDOR. NO AGREEMENT SHALL BE VALID UNLESS SIGNED BY AN AUTHORIZED CORPORATE REPRESENTATIVES OF BOTH PARTIES.