



Economic Development Office

Mayor, Richard C. David

Robert C. Murphy, Director

November 1, 2016

SURVEYS for FEMA HGMP 420-0076 Flood Buyout Program

On behalf of The City of Binghamton, I am inviting you to review and respond to the enclosed Request for a Quote.

1. GENERAL INFORMATION

The City of Binghamton (the "City") is seeking Quotes from qualified licensed real property surveyor to provide the City with professional real estate surveying services, as required to determine the legal property lines of flood-damaged/affected properties. The proposed Service Provider must be licensed by and duly authorized to do business in the State of New York and meet any and all qualification requirements required by FEMA, DHSES for real estate surveyors.

Each of the listed properties is located within the City of Binghamton municipal boundary, as listed below. Survey reports obtained under the proposed contract will be used for property acquisition purposes consistent with the FEMA Hazard Mitigation Grant Program. They may also be used for obtaining policies of title insurance or other business needs associated with a Flood Buyout program.

All properties subject to this contract have had some degree of flood damage. Any one or more of these properties may pose physical safety hazards in relation to the survey process. Appropriate precautionary measures may be required during related field activities.

Prospective Service providers will submit a Statement of Qualifications and a detailed description of the proposed licensed Survey Reports and surveys including Schedule A descriptions, as required for property acquisition and related business transactions. The proposal will include an itemized schedule, based on the property listing provided below, to show the Cost of Services for completing a survey of each parcel. The survey will meet the standards necessary to comply with FEMA and NYS DHSES survey requirements and provide separately itemize the value of the parcel, principal structure(s),

and accessory structures. The Contract for Services will be awarded to the most highly qualified firm with the lowest fee per property.

2. SCOPE OF WORK

The Service Provider will perform surveys and prepare an applicable uniform residential survey report for each of the listed properties (ref: *City of Binghamton property List*, below). The Service Provider shall furnish all labor, travel and incidental necessary to perform real estate survey services.

3. SPECIFIC REQUIREMENTS

- 3.1 Service Provider(s) shall provide professional licensed real estate survey services within the boundaries of the City of Binghamton.
- 3.2 Service Provider(s) shall arrange and conduct visual surveys of property inspections commensurate with property to be surveyed.
- 3.3 Service Provider(s) shall perform surveying services in accordance with the guidelines and regulations set forth in FEMA and DHSES guidelines for HMGP purchase of flood damaged property.
- 3.4 Service Provider(s) shall provide three (3) surveys and three (3) metes and bounds descriptions (“description”) and one (1) electronic copy for each property listed.
- 3.5 The Service Provider(s) engaged to perform a survey may not delegate the assignment and must personally conduct the surveys of the properties.
- 3.6 Survey and Schedule A’s will be reviewed prior to acceptance of the product and approval of payment. Incomplete surveys and reports with factual errors or with excessive typographical errors or reports that do not meet the requirements set forth in this RFQ and/or FEMA property acquisition survey standards on the date of issuance are unacceptable. Surveys and Descriptions should be thoroughly proofread before being submitted.
- 3.7 Survey reports shall be performed for each individual property and shall contain the tax map parcel numbers, address and each invoices for said survey and description shall contain the appropriate identification number that will be assigned by the City, (i.e., 4020-0076-01 – 4020-0076-29)

4. Minority & Woman Owned Business Enterprises Participation

4.1 Pursuant to New York State and Federal law, the City recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of FEMA / NYS DHSES contracts.

4.1 For purposes of this solicitation, the State has established an overall goal of **30%** for MWBE participation, **15%** for Minority-Owned Business Enterprises (“MBE”) participation and **15%** for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs). For additional information please refer to the MWBE requirements outlined in the Prospective Bidders Notice filed in the Office of the Purchasing Director for the City of Binghamton.

4.2 The City reserves the right to award all or part of this contract to qualified responsive bidders who will help the City meet its contractual obligations as a grantee even if such award may not be to the lowest qualified bidder, but rather to the lowest qualified bidder which in the City’s discretion allows the City to meet its obligations to meet overall MWBE participation in the HMGP 4020-0076.

5 SUBMISSION REQUIREMENTS

5.1 Quotations are to be submitted to Michael Dervay, Department of Purchasing, 2nd Floor Binghamton City Hall 38 Hawley St, Binghamton, NY 13901. The deadline for submission is Wednesday, December 14, 2016 at 10:30 AM.

5.2 Quotations are due on or before the date and time specified. It is the sole responsibility of each Service Provider to ensure that their Proposal has been submitted to the City on time and in the manner specified. Submitting that are improperly transmitted or received after the deadline will be rejected without review.

5.3 All materials to be submitted may be sent by US mail, express mail, courier service of the prospective vendor’s choice, or by hand deliver to the City.

5.4 The City will review all quotes to evaluate compliance with submission requirements.

5.5 Following selection, the City will contact the winning contractor to begin work on this project.

Sincerely,

Robert C. Murphy
Director of Economic Development
38 Hawley Street
City of Binghamton
607-772-7161

20 Conklin Ave.
159 Conklin Ave.
111 Liberty St.
133 Susquehanna St.
73 South St.
19 Tudor St.
1 Duke St.
1 Valley St.
11.5 Varick St.
14 Tudor St.
15 Tudor St.
16 Zane Rd.
17 Tudor St.
20 Carroll St.
21 Tudor St.
23.5 Tudor St.
24 Carroll St.
25 Tudor St.
3 Valley St.
30 Carroll St.
4 Duke St.
5 Laurel Ave.
5 Varick St.
6 Vermont Ave.
7 Valley St.
7 Varick St.
79 South St.
81 South St.
9 Valley St.