**ALBANY/DOUGHERTY LAND BANK**

**REQUEST FOR BIDS**

**ACQUISITION OF PROPERTIES**

**HISTORIC DISTRICT**

**Ref. #23-425 SOCIETY**

**Ref. #23-706 N MONROE**

The Albany/Dougherty County Land Bank, 240 Pine Avenue, Suite 300, Albany, Georgia, will receive sealed bids from qualified applicants who are interested in the redevelopment and rehabilitation of properties within Albany and Dougherty County.

The Land Bank strongly encourages developers, contractors, and individuals seeking to invest or homeownership participate in this RFP. All business-oriented applicants should provide a corporate seal, a copy of the Secretary of State’s Certificate of Incorporation, and a listing of the principals of the corporation with their response.

Any interested and qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed the applicant and must be submitted in the time, manner and form prescribed.

The Land Bank reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the Land Bank’s hierarchical priorities. The Land Bank reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

INQUIRIES OR QUESTIONS: Should be submitted in writing to Angel Gray, Programs Manager no later than 5:00 pm, November 1, 2023; electronic inquiries are acceptable at email; [mgray@albanyga.gov](mailto:mgray@albanyga.gov) Replies of will be in writing, and made available to all potential respondents.

Albany/Dougherty Land Bank  
Executive Director

Paul Forgey

**INSTRUCTIONS TO PROPOSERS**

These instructions will bind proposers to terms and conditions herein set forth,

1. The following criteria are used in determining which proposal is in the best interests of the Land Bank.

(a) The ability, capacity, and skill of proposer to perform required use restrictions

* Single or dual family dwelling, which if leased must be for a term of a year or longer.
* Short-term leasing permitted if used for visiting nurses working at Phoebe Putney Memorial Hospital, Phoebe Putney Health System, or any entity which is a subsidy of either.
* The property may not be conveyed, or otherwise transferred to, or occupied by, whether by sale, lease or otherwise, any party or entity who is or has been, or whose immediate family member is or has been a litigant against the City of Albany, Dougherty County, the Dougherty County School Board or Phoebe Putney Health Systems, Inc in the previous five years.

(b) Whether proposer can perform service promptly or within specified time.

* Property must be brought to code by April 2025. If not, it will be demolished.

(c) The experience and efficiency of performance of previous contracts of  
 proposer.

(d) The financial capability to rehabilitate or reconstruct the structure to code.

(f) The ability of proposer to provide a list of qualified contractors experienced and licensed in the construction codes (Plumbing, Electrical, Building, HVAC, & Mechanical).

2. All requested information should be included in the submittal package. All desired information must be signed and included for your proposal to receive full consideration. Failure to submit any required form will be cause for proposal to be rejected as non-responsive.

3. Each submission shall be clearly marked on the outside of the package as a Sealed Bid.

4. Proposal must be received and stamped by the Land Bank, Programs Manager, before time stipulated in proposal documents.

5. Proposals received late will not be accepted, and the Land Bank will not be responsible for late mail delivery.

6. Should a proposal be misplaced by the Land Bank and found later it will be considered.

7. Proposers are responsible for examining the location of the properties and determining, in their own way, the difficulties, which are likely to be encountered to provide a most appropriate proposal.

\* Email interior inspection request to:   
[mgray@albanyga.gov](mailto:mgray@albanyga.gov) or [pforgey@albanyga.gov](mailto:pforgey@albanyga.gov)

8. A contract will not be awarded to any corporation, firm or individual who is, from any cause, in arrears of Dougherty County Property Taxes, owner of property or properties in violation of the City/County Nuisance Codes and has an active Code Compliance Case, or who has been, or whose immediate family member is or has been a litigant against the City of Albany, Dougherty County, the Dougherty County School Board, or Phoebe Putney Health Systems, Inc in the previous five (5) years.

9. Failure of the proposer to sign the offer or have the signature of any authorized representative or agent on the proposal will be cause for rejection of the proposal. Signature must be written in ink.

10. Any proposer may withdraw their proposal at any time before the time set for opening of proposals. No proposal may be withdrawn without cause in the 10-day period after proposals are opened.

11. Any complaint from proposer relative to the Request for Proposals or any attached specifications should be made prior to the time of opening of proposals, otherwise such complaint cannot be properly considered.

12. All Corporations should provide the corporate seal, a copy of the Secretary of State’s Certificate of Incorporation, and a listing of the principals of the corporation with the bid/proposal.

13. All bidders/proposers should provide their tax identification number with the bid/proposal. Individuals whose proposed use is homeownership are not required to provide such identification.

14. The proposer shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. The proposer as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration.

15. Prior to submitting proposal, check the website at [www.albanydoughertylandbank.com](http://www.albanydoughertylandbank.com) or call the Angel Gray at 229-302-1849 or Paul Forgey at 229-302-1848 for any questions.

**Submission of Bid Proposals**

Responses should be clearly marked on the outside for the property of interest. Single Proposals do not submit two proposals in one package:

**Ref. #23-425 Society Ref. #23-706 N Monroe**

The mailing address is 240 Pine Avenue, Suite 300, P.O. Box 447, Albany, Georgia 31702, however, the Land Bank assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason.

The submittal must be signed by an official authorized to bind the offeror. Any submittal received after the stated time and date will not be considered and will be returned unopened. The Land Bank reserves the right to accept or reject any and all responses and to waive technicalities as deemed to be in the best interest of the Land Bank. The Land Bank reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

Proposal should address all items included in the CRITERIA section below. Past performance on similar projects should be documented by references and other means. References should include name of contact and phone number and should be current. The scope of work, the elements, and tasks therein and the method of accomplishment shall be outlined in the proposal.

**INFORMATION FOR PROPOSERS**

**Ref. # 23-425 SOCIETY Ref. #23-706 N MONROE**

**GENERAL**

Sealed proposals will be received at the Albany/Dougherty Land Bank, 240 Pine Avenue, Suite 300, Albany, Georgia 31701, until 5:00 pm EDT on December 10, 2023, for each property of interest.

**COMMUNITY INFORMATION**

**Origin and Growth**

Situated in the Plantation Trace region, Albany is the primary trade center for Southwest Georgia. It is the county seat for Dougherty County, Georgia. The city lies at the navigable headwaters of the Flint River, 182 miles south of Atlanta. The city was laid out in 1836 by Alexander Shotwell and named for Albany, New York. Albany was incorporated by an Act of the General Assembly of Georgia on December 27, 1838. In the center of an agricultural region, Albany has developed a diversified industrial economy, which includes companies such as Procter & Gamble, Miller Coors, and Master Foods USA-a Mars Incorporated Company. Also, the Marine Corps Logistics Base (MCLB) in Albany is a shining star within the Department of Defense and has established itself as a leader in the adoption of private-sector business strategies to accomplish its mission.

Albany has several institutions for higher education. Albany State University, a Historically Black College, is a proud member institution of the University System of Georgia, elevates its community and region by offering a broad array of graduate, baccalaureate, associate, and certificate programs at its main campuses in Albany as well as at strategically placed branch sites and online. Albany Technical College is a unit of the Georgia Department of Technical and Adult Education. Turner Job Corps Center also serves the Albany area as a fully accredited Vocational Education Institute, providing high-quality academic and vocational training programs to prepare students (ages 16 - 24) to take their places in today's technical work force. The city is also served by 21 schools (14 elementary, 4 middle, and 3 high schools), along with 1 career academy, 1 public alternative school, and a number of private schools.

**Albany/Dougherty Land Bank**

The Land Bank was established in 2017 by intergovernmental agreement between the City of Albany and Dougherty County serves as a strategic tool, aiding Albany and Dougherty County efforts to revitalize residential, commercial, industrial and historic properties burdened by blight, and return those properties to an effective use and revenue generating status.

The Land Bank focuses on:

Improving the social vitality of our community, by establishing affordable housing, greenspace, and recreational opportunities

Revitalizing our economic environment, by retaining and creating jobs through improvement and development of commercial and industrial properties,

Preserving the enriched history of our vibrant and diverse community, by revitalizing historic areas and properties.

Albany/Dougherty Land Bank: Criteria for Conveyance (per Intergovernmental Agreement)

**Section 6.09**. Criteria for Conveyance. Land Bank Real Property shall be conveyed in accordance with the Land Bank Act and according to criteria determined in the discretion of the Board and contained in the policies and procedures adopted by the Board. The Board may adopt policies and procedures that set forth priorities for a transferee’s use of Real Property conveyed by the Land Bank, including, but not limited to, affordable housing.

*[Section 48-4-109(f) of the Land Bank Act provides that the Parties may establish a hierarchical ranking of priorities for the use of Real Property conveyed by the Land Bank.]*

Such priorities are established:

1. Use for the development of affordable housing, focusing on removing blighted, underutilized, abandoned and tax delinquent properties in a progressive effort to remove substandard housing and re-establish a tax generating property;

2. Use for retail, commercial, and industrial activities for the retention and creation of jobs ;

3. Use for purely public spaces, providing places for family recreation and improvement of citizen participation in civic events;

4. Use for side lot program, allowing underutilized vacant properties to be conveyed to adjacent property owner(s) of occupied residential or commercial property; purposed to stabilize neighborhoods and protect property values.

5. Use for restoration of historic lands and properties in effort to promote and revive the enriched value of the community’s diverse culture;

Section 6.10. Structure of Conveyances. Transactions shall be structured in a manner that permits the Land Bank to enforce contractual agreements, real covenants and the provisions of any subordinate financing held by the Land Bank pertaining to development and use of the Real Property.

Section 6.11. Disposition of Proceeds. Any proceeds from the sale or transfer of Real Property by the Land Bank shall be retained, expended, or transferred by the Land Bank as determined by the Board in the best interests of the Land Bank and in accordance with the Land Bank Act.

**PROPERTIES**

**Ref. #23-425 SOCIETY: About the Property:**

Built c.1900, approximately 3,368 square feet (according to tax records). The house is a two-story, wood frame construction in the Victorian style. It features bay windows and a large front porch. At some point the building was used for commercial purposes and has a sprinkler system installed. It is unlikely the system meets current codes The structure is overall in poor condition and will need extensive rehabilitation. There is at least one significant roof leak.

The house is in a local historic district and all external changes must be approved by the Historic Preservation Commission. The Land Bank will require that any replacement elements closely match the original in configuration (windows, doors, siding).

**Ref. #23-706 N MONROE: About the Property:**

Built c.1920, approximately 4830 square feet (according to tax records). The house is a two-story, wood frame construction in the late Victorian style. It features a first-floor bay window and diamond-paned windows. The front left parlor (with bay window) has been altered with the ceiling removed to combine the first and second floor rooms into one high-ceilinged room. The structure is overall in poor condition and will need extensive rehabilitation. There has been a roof leak at the rear of the house resulting in significant damage.

The house is in a local historic district and all external changes must be approved by the Historic Preservation Commission. The Land Bank will require that any replacement elements closely match the original in configuration (windows, doors, siding).

**RESPONSE REQUIREMENTS**

**1. Background**

a) Detail of the proposed plan and use

b) Background, experience, and qualifications

**2. References** Provide a list of four client references for data review, mitigation, and plan development work performed within the previous five years.

**EVALUATION CRITERIA**

The successful applicant will be chosen based on the information provided in this application. Proposals will be scored based on the following criteria:

Financial capability 50 points

Applications that do not show the financial capability to perform the required rehabilitation work will not be considered.

Previous experience 25 points

Preference will be given to applicants that have undertaken similar construction/rehabilitation projects.

Intended use 20 points

The end use must be one of the allowable uses described. Preference will be given to long-term residential.

Offer amount 5 points

The offer price is a minor consideration, as the priority of the Albany Dougherty Land Bank is to have the properties rehabilitated and put back onto productive use. Acceptable offers should be between $0 and $20,000.

**SELECTION PROCESS**

The Land Bank Board of Directors will review all proposals submitted. The Board will determine whether the respondent is qualified or unqualified. The Board reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses. Offer amount will not be the sole determining factor in selecting a proposal. The Board will rank the qualified proposals based on the information submitted. The Board may require each of these selected proposers to make a formal presentation to the Board regarding its qualifications to perform. The top ranked proposals will be selected for final negotiations. Upon completion of negotiations and acceptance/approval by the Land Bank Board of Directors, a formal purchase/contract agreement will be executed between the Land Bank and the Qualified Proposer.

**Albany-Dougherty Land Bank**

**Property Application**

* 425 Society
* 706 N. Madison

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information:**

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intended Use of Property:**

Experience on Similar Projects (include addresses, and description of work including cost and use of property):

Narrative description of project approach:

Attach Proof of Financial Capability (letter of credit from bank or similar)

Offer Amount (if for both properties list separately):

Affidavit: Acknowledgement that:

* The applicant and their immediate family have not been a litigant against the City of Albany, Dougherty County, the Dougherty County School Board or Phoebe Putney Health Systems, Inc in the previous five years.
* The property must be rehabilitated by April 2025:
* The applicant will follow all required ordinances and codes of the City of Albany including building and historic preservation requirements.

Signature of Affiant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Seal:

**\*COMPLETE AND SUBMIT\***

CERTIFICATION OF NON-COLLUSION

The bidder being sworn, disposes and says,

The Bidder submitting this certification and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidder/ Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED REPRESENTATIVE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify RFP:

RFP #23-425 Society

RFP #23-706 N MONROE

**\*COMPLETE AND SUBMIT\***

GOVERNING LAW AND VENUE

Applicant agrees that as to any actions or proceedings arising out of or related to this

agreement, any such proceedings shall be governed and determined by Georgia Law.

Applicant further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in

Dougherty County, Georgia.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED REPRESENTATIVE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_