

Richland County Land Reutilization Corporation

REHAB OF NON-LAND BANK OWNED PROPERTY GUIDELINES

Richland County Land Reutilization Corporation (Land Bank), in an effort to prevent blight and to made a positive impact in our community, will be offering non-Land Bank owned property owners assistance with rehab based upon any/type of available Funding Sources at our disposal.

Board of Directors may determine additional project guidelines based upon available *Funding Source guidelines. *Richland County Land Bank reserves the right to limit rehab project scope of work based upon but not limited to available experience, available contractors, and timelines.* **Land Bank may not offer all services listed in *Funding Source guidelines.**

All applications will be considered by the Land Bank Board of Directors on a case by case basis. Land Bank staff will review and confirm that all rehab requests are in compliance with Land Bank Policies and Procedures, as well as falling within the available *Funding Source guidelines. Land Bank Board of Directors' reserves the right to award, modify, or reject any application.

Land Bank is NOT committed to any rehab work until a signed written agreement, scope of work and release of liability has been agreed upon and entered into.

Eligible Scope of Work

1. Scope of work will be determined on a case by case basis and must meet *Funding Source guidelines. *Richland County Land Bank reserves the right to limit rehab project scope of work based upon but not limited to available experience, available contractors, and timelines.*
2. Requested scope of work may be modified in writing with Board Approval.

Eligible Applicant

1. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not have any property(s) that has any un-remediated citation or a history of violation of local codes and ordinances.
2. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not owe any money to city, county, state entities for abatement of code violations.
3. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not own or manage any real property that is tax delinquent in Richland County or any other county.
4. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not have had a tax foreclosure case filed against them within the past 10 years.
5. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not have had a property demolished with city, county, state, or Land Bank funds within the past 20 years.
6. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must be able to show proof all mortgages payments and utility payments (including trash service) are current.

7. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not have any unpaid liens against any property owned.
8. Eligible Applicant must meet *Funding Source guidelines eligibility requirements.

Eligible Property

1. Eligible property must meet *Funding Source guidelines eligibility requirements.
2. Property must have working utilities, unless utility rehab is included in scope of work.
3. Interior and exterior of the property must be free of (1) abandoned vehicles (anything that does not have current plates, does not run, is missing tires/wheels, motor, transmission and anything that has not moved within 30 days), (2) scrap tires, and misc. debris.
4. Property value, after rehab has been completed, must not exceed the following:
 - i. Total cost of the scope of work must not exceed one and one-half (1 ½) times value as determined by the Richland County's Auditor's Valuation, or
 - ii. Total cost of the scope of work must not exceed the value of 3 comparable sales in the previous 12 months within 1 mile of property, the property owner must provide comparable sales information, or
 - iii. Total cost of the scope of work must not exceed the value of a written appraisal, the property owner must provide appraisal from a licensed appraiser.

Or

- iv. In accordance with applicable *Fund Source guidelines
5. Property must be insurable prior to rehab work starting.
6. Property with condemnation and/or demo orders may not be eligible based upon reason for said orders.

Construction Standards

1. Construction activities shall be subject to rules set forth in the Ohio Building Code as well as must comply with all local building code and meet all of the *Funding Source guidelines.
2. Warranties are the responsibility of the Contractor and material suppliers.

Eligible Contractors

Land Bank Board of Directors will select qualified contractors based upon the following:

1. *Funding Source guidelines eligibility requirements.
2. **Qualifications of Contractor:** Richland County Land Reutilization an Ohio 501(c)3 Non-Profit Corporation, **may** award a bid to the **Lowest Fully Responsive** and **Most Responsible** Contractor in accordance with the below criteria as determined by the Board's evaluation of the submitted bids in its sole discretion.
 - a) **Lowest:** Lowest price received without any conditional language.
 - b) **Fully Responsive:** If price complies with written specifications in all material respects and contains no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the contractor a competitive edge.
 - c) **Most Responsible:** Includes, but is not limited to:
 - Contractor's financial position, including property, city, state and/or federal tax status, delinquent taxes may be a reason for disqualifying a contractor.
 - Current and/or past tax foreclosures.
 - Current and adequate insurance.
 - Current Ohio workers' compensation.
 - Adequate bid bond meeting all requirements of bid specifications.
 - Judgment liens.

- Past and present law suits.
- Safety records.
- OSHA violations.
- EPA violations.
- Known experience.
- References' response to questions such as: Did the contractor complete work in a timely manner, if not why? As far as you know, did the contractor have adequate equipment and staff to complete your project, if not why? Did the contractor request change orders and why? Was the contractor professional with staff and other interested parties? Would you use this contractor again, if not why?
- Satisfactorily completing prior projects with City of Mansfield, Richland County, other Richland County municipalities and/or Land Bank including but not limited to quality of work performed, timeliness, past inter actions with City and County Code enforcement, and number of request for extension of time and change orders.
- Available equipment.
- Adequate manpower.
- Ability to execute work in accordance with all applicable specifications.
- Ability to comply with EPA, local, state, and federal laws.

Richland County Land Reutilization Board of Directors considers all contractors' proposals recognizing, but not excluding any contractor based upon, the importance of the following:

1. Significant Richland County economic presence.
2. Significant economic presence in surrounding counties.
3. Significant State of Ohio economic presence.

Project Management

1. Land Bank staff will oversee project progress.
2. Property owner will be required to sign Certificate of Satisfaction.

Application review will be based upon the above criteria as determined by Board of Directors evaluation of application in its sole discretion. Board of Directors reserves the right to waive any informality.

**Funding Sources will vary, guidelines of any existing funds will be available upon request.*