

**REQUEST FOR CANDIDATES**

**For the Position of**

**Attorney practicing in the area of violations to the Uniform Fire and  
Building Code**

**City of Olean  
Department of Code Enforcement  
101 East State Street  
Olean, NY 14760**

**ISSUE DATE: 07/07/2022**

**RESPONSE DEADLINE: 07/21/2022**

## **REQUEST FOR CANDIDATES – Attorney practicing in the area of violations to the Uniform Fire and Building Code.**

### **OVERVIEW:**

This Request for Candidates (RFP) is being issued by the City of Olean (Olean). The purpose of this notice is to solicit candidates to assist the City's Office of Code Enforcement and the City Attorney in pursuing the prosecution of cases of violations of the Uniform Fire and Building Code. The successful candidate must demonstrate the ability to draft legal notice, court petitions, judgements, and all other material in regards to prosecution of violations.

To be considered for this assignment, the candidate must possess the following criteria:

1. Have an active license in good standing with NYSBA and New York Unified Courts.
2. Minimum of three years' experience in real estate, general litigation, and foreclosure litigation.
3. Proficiency in Microsoft Office, including Word, Excel and Outlook.
4. Ability to work independently and to prioritize, multi-task and possess excellent time management skills.

Nothing in this RFP will be construed to create any legal obligation on the part of Olean or any respondents. Olean reserves the right, in its sole discretion, to amend, suspend, terminate or reissue this RFP in whole or in part, at any stage. In no event will Olean be liable to respondents for any costs or damages incurred in connection with the RFP or any other costs incurred in reliance on the RFP. No respondent will be entitled to repayment from Olean for any costs or expenses for fees related to this RFP. All supporting documentation submitted in response to this RFP will become property of Olean.

### **SCOPE OF WORK:**

#### **A. Prosecution.**

Olean is seeking an independent attorney to work with the Office of Code Enforcement. The successful candidate will handle prosecution of violations of the Uniform Fire and Building Code. In addition the candidate will file petitions of judicial relief, Article 19a, Article 19c, and RPAPL 1392.

#### **B. Reporting**

- Provide monthly activity and progress reports to designated Olean staff

- Submit monthly vouchers and corresponding invoices with backup materials
- Maintain all records and files in accordance with Department of State records retention

### **EVALUATION CRITERIA AND SCORING:**

Individuals will be evaluated based on their experience, qualifications, and cost:

### **REQUESTED INFORMATION:**

Please provide the following information:

1. NYBA license number
2. A sample of previously completed work in the field of foreclosure and litigation.
3. Summary of project approach
4. Proposed fee schedule i.e.: either a contingent fee for successful prosecution and award of financial institutions and/or hourly rate for all other activities, ect.

### **SELECTION PROCESS:**

The Selection Committee comprised of City of Olean staff will review candidate qualifications in accordance with the evaluation criteria set forth herein.

### **QUESTIONS:**

Questions that arise prior to submission of proposal must be submitted in writing by \_\_\_\_\_ July 20 \_\_\_\_\_, 2022 via email to: [reed@cityofolean.org](mailto:reed@cityofolean.org)

### **SUBMITTAL DUE DATE:**

Each respondent must submit one (1) original and two (2) copies as a response to this RFP by **4:00 p.m. on \_\_ July 21, 2022 \_\_** via hard mail to:

**Olean Municipal Building  
Department of Community Development  
Room 209  
101 East State Street  
Olean, NY 14760**