

Request for Qualifications
North Country Rural Development Coalition (NRDC)
Approved Contractor List Application
Updated: June 10, 2025

Rolling Basis

The North Country Rural Development Coalition (NRDC), including its administration of the Essex County Land Bank and volunteer administration of Ti-Alliance, is seeking proposals from qualified general contractors to join our Approved Contractor List for the following active and upcoming programs across Essex, Warren, and Washington Counties.

All projects are publicly funded and are subject to applicable federal and state compliance guidelines, including **HUD Section 3, M/WBE** (Minority and Women-Owned Business Enterprise), **SDVOB** (Service-Disabled Veteran-Owned Business), **ADA**, and **Fair Housing** requirements.

We strongly encourage qualified M/WBE, Section 3, and SDVOB-certified contractors to apply.

Programs include (but are not limited to):

- *2024 Essex County CDBG Housing Rehabilitation (Single and Multi-Unit)*
- *2023 Washington County CDBG Housing Rehabilitation*
- *2024 Town of Jay CDBG Housing Rehabilitation*
- *2024 Tri-County HOME Rehabilitation and HOME MHR*
- *NYS MHRP*
- *RESTORE Emergency Repairs*
- *Downtown Revitalization Initiative (DRI) Small Projects Fund*
- *Adirondack Performing Arts Center (APAC) DRI Project*
- *Vacant Rental Program (VRP)*
- *Plus One-ADU Program*
- *Rapid Response Home Repair*
- *Land Bank Initiative (LBI) Phase I and II:
Demolitions/Stabilizations/Rehabilitation/Pre-Development*

These programs fund essential work such as emergency home repairs, affordable housing, ADA accessibility improvements, commercial and mixed-use building restorations, vacant structure rehabilitation, demolition, blight remediation, and public space activations.

NRDC adheres to ADA and Fair Housing laws and is committed to ensuring accessibility for all applicants. If you require the application materials in a different language or need accommodations to complete your application, please contact our office directly at 518-585-6366 or office@northcountryruraldevelopment.org.

Certified contractors based in New York and Vermont are welcome to apply.

Required Submission Materials:

1. Completed Contractor Application (provided by NRDC)
2. Copy of Certificate of Insurance
3. Proof of Workers' Compensation
4. Completed W-9 Form

5. Copies of relevant licenses or certifications

Contractors will be asked to submit sealed bids on a rolling basis for specific properties within these programs. Some state-funded projects may also be bid out directly to pre-qualified firms on this list in accordance with state procurement rules.

How to Apply or Request a Proposal Package:

Nicole Justice Green, Executive Director

 518-585-6366

 office@northcountryruraldevelopment.org

 Mail inquiries to:

North Country Rural Development Coalition

Attn: Contractor Application

PO Box 348

Ticonderoga, NY 12883

 Online application available here:

[Click to download the application](#)



Dear Contractor:

Thank you for your interest in participating in NRDC and ECLB's Programs. This application will also automatically add you to our "approved contractor list" for all of our grant programs. In 2024-2025 PRIDE secured over \$6 million dollars in grants.

Section 3 and MWBE contractors are strongly encouraged to apply.

Enclosed you will find the Contractor Application. These documents must be filled and returned to this office with the following documents:

1. Must provide a copy of your Business Certificate/DBA, and if the business is incorporated, you must submit copies of incorporation documents. Any changes must be noted.
2. Must provide a copy of your W9.
3. Must provide at least two (2) references and have a proven track record of quality performances on prior Lead Abatement/Risk-Reduction and/or Renovation projects.
4. Must carry General Liability Insurance with 30-day notice of cancellation rider and additional insured endorsement (\$2,000,000 General Aggregate & \$1,000,000 each Occurrence as minimum coverage), Worker's Compensation Insurance, Disability Insurance and Occurrence-based Insurance and description of operations must read "General Contractor". **Essex County/Washington County/Warren County (depending on your program and project location) and The NYS Housing Trust Fund** will need to be added as additional insured. All policies must be kept current and updated. All new certifications must be mailed to NRDC/ECLB as needed.
5. If currently held, please submit Lead Training Certificates and Lead Licenses for the firm, and all certified individuals including owner, project managers, supervisors, foremen, and all workers. They all must be EPA-trained, certified and licensed by and according to EPA 40 CFR 745. They all must remain current with all new Federal and State Guidelines concerning Lead-Based Paint Abatement, especially concerning Certification and Training of employees. All training certificates and licenses must remain current at all times.

Upon completion of your application and review, we will contact you in writing with the outcome of the evaluation. If you have any questions, you may contact Nicole Justice Green at 518-585-6366

Regards,



Nicole Justice Green

EXECUTIVE DIRECTOR
PRIDE OF TICONDEROGA



North Country

RURAL DEVELOPMENT COALITION



Approved Contractor List Application

Please Print or Type

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Business Telephone: _____ Cell Phone: _____

Owner Name(s): _____

Social Security or Federal Tax I.D.: _____

D.B.A or if company is incorporated, date of incorporation: _____

Number of years engaged in remodeling under your present company _____

Current number of permanent employees: _____

Are you a member of the Better Contractors Bureau? yes no

Are you a member of the Better Business Bureau? yes no

Are you or any members of your immediate family currently employed by
_____no
Washington County: _____
Essex County: yes
Warren County: _____

Name and address of any relative doing business with
Washington County: _____
Essex County: _____
Warren County: _____

Name and address of current affiliated companies: _____

Are you a minority contractor? yes no

Ethnicity: Black Hispanic Asian other _____ Woman

What certifications does your company have? _____



North Country

RURAL DEVELOPMENT COALITION

Washington County:

Essex County:

Warren County:

1. Please list all property owned solely or jointly by you within

2. Please list at least three properties on which you have completed renovation work:

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

3. Are you or any of your employees licensed to do electrical, heating or plumbing work in

Washington Co.:

Essex Co.:

Warren Co.:

_yes _no ***Please provide a copy of the license**

Name: _____

License _____

Name: _____

License _____

References

Name: _____

Address: _____

City, State and Zip Code: _____

Contact: _____

Phone: _____

Name: _____

Address: _____

City, State and Zip Code: _____

Contact: _____

Phone: _____

The undersigned hereby authorizes and request any person, firm, or corporation to furnish any information requested by **NRDC/ ECLB** in verification of the recitals comprising this Contractor's State of Qualifications.

Dated: _____

Print Name of Firm

Print Name

Title

Signature

