



REQUEST FOR PROPOSAL (RFP)

Pre-Rehabilitation Asbestos Containing Materials Survey and Post-Rehabilitation Clearances

1 Project Summary

Services Required: Ithaca Neighborhood Housing Services, Inc. and Better Housing for Tompkins County, Inc. (collectively, known as “INHS”) is seeking proposals from qualified companies to perform Asbestos Containing Materials (ACM) Pre-Renovation Survey with bulk sampling and project and air monitoring and clearances for government funded purchase and rehabilitation projects.

Project Description: the project will consist of residential homes built throughout Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga, and Tompkins Counties.

2 Qualifications

All work must be performed by firms certified to perform ACM Pre-Renovation surveys, project design, project monitoring, and clearance examinations and by individuals certified and/or licensed to perform the above services by NYS Department of Labor and EPA/HUD as applicable where the services are to be provided. The Agency reserves the right to restrict the assignment of any individual, for any reasonable cause, as an asbestos investigator under the contract or any subcontracts.

The firm and staff proposed to be assigned responsibilities on this project must be highly qualified and have extensive experience in all aspects of site and facility testing, project design, monitoring and clearance on similar projects. Qualifications shall include:

1. A minimum of 3 years continuing experience in providing testing and inspection services.
2. Capability and experience in providing on-site inspections of similar facilities.
3. Capability and experience in providing materials sampling and testing as required for the project and in accordance with NYS, EPA and HUD requirements.
4. Project Designer, Project Monitor (per CR56) with capability and experience designing and overseeing remediation plans.
5. Required licenses and certifications to provide the specified services.
6. Experience in working with entities in the quality control of similar facilities.

3 Scope of Services

1. ACM Pre-Renovation Survey with bulk sampling. Samples will be collected according to NY State Code Rule 56 on substrates subject to disturbance, removal, or renovation.





2. Project and Air Monitoring: oversee asbestos contractor is complying with the scope, timing, phasing and/or remediation/abatement methods and verifying the completeness of any asbestos project.
3. ACM clearance air sampling, including background samples and final samples for all projects where survey has been completed and ACM was found to be present. Note: For any projects greater than 160 sq ft, daily air samples and monitoring will be required in addition to background and final samples. Preference will be given to firms that can provide tiered fees as opposed to on a per project basis.

The Company shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the ACM Survey, remediation plan, project monitoring and clearance examination as defined in this RFP. These services must be in accordance with applicable work practice standards of New York State, EPA/HUD and as applicable where the services are provided. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used. Applicable regulations are those that are in force when and where the ACM survey is conducted.

Minimum Report Requirements. The ACM Pre-Renovation Survey shall comply with the minimum requirements established by NYS/HUD/EPA where the services are provided. The ACM Pre-Renovation survey shall contain at least the following:

- a. Notice of Survey Results. Completed copy of Survey Results suitable for distribution by the agency to the occupants.
- b. Summary of ACM Pre-Renovation Survey. An executive summary written in simple and easy-to-understand English describing the on-site investigation conducted and the results. The summary must include the names of all Asbestos Investigators performing services, the date the site was visited and samples collected. The summary must include all identified asbestos hazards and their locations. In addition, it must include a Photograph of Front $\frac{3}{4}$ view of main house and the Homeowner Phone Number.
- c. The summary will also contain a list of all samples tested, with the unique test identification number (ID) for each testing combination and the results, the location description of the testing combination where the sample was collected, and the laboratory analysis measurement value with units of measure.

Project Monitoring and Clearance.

The Project Monitoring and Clearance shall comply with the minimum requirements established by NYS DOL HUD and EPA where the services are provided and shall be documented in accordance with the regulators.





4 Project Schedule

The anticipated duration of the contract is anticipated to be three years and is anticipated to begin immediately.

5 Proposals Submission and Selection

Proposals Due: **4:00 PM, June 1, 2026.**

Selection Process: Selection will be based on qualifications, turnaround time, firm experience as well as cost-effective delivery of required services with the most weight on cost and turnaround time.

Additional weight will be given to MWBE firms.

6 Submittal Requirements

1. General qualification of firm.
2. At least three references demonstrating firm and inspectors experience with projects of similar size, scope, and duration.
3. Unit Prices.
 - a. Unit prices for the following services shall be included in the proposal:
 - i. Develop and provide a Complete ACM Pre-Renovation Survey with bulk sampling for each housing unit as per the stated order. Following the Agency's request.
 - ii. Provide Project Monitoring for Air Sampling Collection and Clearance.
 - iii. Develop and provide Complete Asbestos Clearance Report for each completed housing unit Project per the stated order following the Agency's request.
 - iv. Depending on the size of scope, a project less than 160 sq ft area shall have an air monitoring flat fee including background and final air samples. If projects are deemed greater than 160 sq ft area, flat fee pricing shall be provided for estimated days to project completion. If project exceeds the projected timeframe, additional daily rate shall be provided.
4. Testing facilities to be used and type of accreditation.
5. Sample of completed ACM Pre-Renovation surveys, project designs, project monitoring and completed clearances within the past six (6) months.
6. Because our service area is quite large and individual projects within this scope of work may vary, we understand that there may be additional charges in some cases. Please indicate under what circumstances you would add mileage or other fees and provide your standard unit charge for each.
7. The maximum number of days from initial request is 10 days from initial request to conduct site visit and to provide a completed assessment report within 5 days of site visit. Preference will be given to firms with faster turnaround.





7 General Comments

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this Request for Proposal will become the property of INHS when received.
3. Any specific questions regarding the Request for Proposal should be directed to Delia Yarrow, at (607) 288-3229 or dyarrow@ithacanhs.org. It is the responsibility of each firm responding to the RFP confirm the Project Manager and that INHS has accurate contact information for the firm/project manager.

