

REQUEST FOR PROPOSALS

Code Compliance Inspections

1. Introduction

Ithaca Neighborhood Housing Services, Inc. and Better Housing for Tompkins County, Inc. (collectively known as “INHS”) seeks to procure code compliance inspection services related to government funded purchase and rehabilitation projects. These rehabilitation projects are predominately single-family homes but can also include multi-unit homes (approximately 2-4 units). The purpose of this RFP is to obtain proposals from qualified New York State Code Compliance Officials to provide code compliance services for a period of three years. These services are more fully described in Section 2 of this RFP. Proposals must be submitted by 4:00PM on **Wednesday, January 31, 2024**.

2. Scope of Services

Task 1 – Independent Review/Inspection Services

The consultant will provide:

1. An independent review and/or inspection services, of residential housing units, with respect to the most recently adopted version of the New York State Uniform Building code.
 - a. After the inspection, the consultant will provide either:
 - i. Written confirmation that the residential housing unit complies with the current adopted version of the NYS Uniform Building Code; or
 - ii. Written information related to violations found on or within the residential housing unit that do not comply with the adopted version of the NYS Uniform Building Code with details as to what the issue(s) may be.
2. If issues were noted in the original report, these issues will be repaired through INHS programs, and then the consultant will review the repairs (via photographs provided by the INHS inspector) and/or a reinspection. The consultant will provide a code compliance clearance letter stating the issues have been resolved.

3. Deliverables

Independent Review/Inspection Services & Code Compliance Clearance Letter

- Provide a Code Compliance Inspection Report with directives as to any code issues.

- If code issues are noted in the Code Compliance Inspection Report, a clearance letter after issues have been addressed.

4. Proposal Format

Proposals may be mailed, dropped off at INHS’s main office or provided electronically as a Portable Document Format (pdf).

Proposals shall be submitted in the following format and sequence. All pages should be consecutively numbered.

Contact Information

List the contact information for the person responsible for submitting the proposal.

Project Experience & Capacity

Describe how the firm has the experience and capacity to complete the tasks in a professional and timely manner. Summarize relevant prior work experience and provide contact information for previous clients. Clearly describe any subcontracting or partnering arrangements.

Key Personnel

Identify all key personnel involved in performing the work. Attach resumes and professional qualifications and certifications for key personnel (include NYS Code Enforcement Certification number in submittal).

MWBE or SDVOB

If the firm is a New York State-certified MWBE or SDVOB firm, provide documentation evidencing registration. If the firm is partnering or subcontracting with an MWBE or SDVOB firm, clearly describe the relationship and provide documentation for the firm.

Price

Provide a price proposal that clearly demonstrates that the firm is providing the best value for INHS and INHS clients. The actual number of projects varies from year-to-year. The following estimates can be used as a guide:

Task	Est. # of Units/year
Independent Review/Inspection Services & Code Compliance Clearance Letter	15-30 per year

Unit/individual prices shall be provided, please provide a breakdown of prices that outline the price for single and multi-unit homes. The multi-unit pricing should include an analysis of bringing the rental unit(s) into compliance with applicable rental requirements. All prices must be fixed for three years beginning February 7, 2024 or the date the contract is signed, whichever is later. INHS is currently working with funding for Cayuga, Chemung, Cortland,



Schuyler, Seneca, Tioga, and Tompkins Counties. Because our services area is quite large, we understand that there may be an additional mileage charge for some or all of the reviews. Please indicate under what circumstances you would charge mileage. If additional mileage charge is proposed, it is preferred that it is standard charge by county.

5. Submission Deadline

Proposals must be submitted by 4:00PM on **Wednesday, January 31, 2024**. Any proposals received after this time will not be reviewed.

Submit to: Delia Yarrow
115 W. Clinton St.
Ithaca, NY 14850

dyarrow@ithacanhs.org; (607) 277-4500 ex. 208

6. Proposal Evaluation

INHS will evaluate each proposal and select the firm that is the “best fit” for INHS and the proposed work. Proposals will be checked against minimum qualifications. Proposals meeting the minimum requirements will be scored against the following selection criteria which will be used to guide the selection process:

Selection Criteria	Points Available
Project Experience & Capacity	35
Commitment to Compliance with Regulations	35
Price	30
Total Points Available	100

INHS reserves the right to not award any contracts. The target date for selection is February 7, 2024.

7. Questions

Questions related to this RFP should be directed to Delia Yarrow at dyarrow@ithacanhs.org.

