

REQUEST FOR PROPOSALS

Construction Management for Government Funded Purchase and Rehabilitation Projects

1. Introduction

Services Required: Ithaca Neighborhood Housing Services, Inc. and Better Housing for Tompkins County, Inc. (collectively known as “INHS”), seeks to procure construction management including oversight of siting new manufactured homes and demo of unit services related to government funded purchase and rehabilitation projects. These projects are predominately manufactured homes. The purpose of this RFP is to obtain proposals from qualified firms to provide construction management services for a period of three years. These services are more fully described in Section 2 of this RFP. Proposals must be submitted by **4:00 PM on June 1, 2026**.

2. Scope of Services

The scope of services identified below is intended to help INHS with the siting of new manufactured homes and sheds, demolition of old homes, as well as construction management of repair work. INHS currently has funding through HOME for Manufactured Home Replacement, HOME Manufactured Home Infill, Local Community Housing Development Fund Manufactured Home Infill and NYS HCR MHAP Manufactured Home Infill, AHC, Access to Home, CDBG, RESTORE and other private and governmental funding as need arises.

Scope parameters

Will construction managers be taking ownership of the units from INHS?

- a. No, ownership will remain in INHS or the homeowners throughout the term of the project.

Will construction managers be replacing/siting/rehabbing/renovating just one property or will some have multiple buildings that they will be completing?

- a. Each project may have a separate contract awarded or multiple projects might be awarded under a single contract.

What type of projects are covered?

- a. Vacant lots on which new units will be sited, Repair of occupied Homes or Replacement of occupied homes. Current replacement projects allow for siting of new manufactured homes on different lots and demo of existing units after the move to the new unit is completed, obviating the need for relocation. Relocation is possible for some projects.

Will the completed properties be held as rental or be sold for homeownership opportunities?

- a. Either scenario is possible depending upon the specific project. INHS has a broad range of funding sources, the end result of the projects are determined by the funders' requirements.

Will the completed units have affordability restrictions?

- a. Yes.

Task - Construction management

The consultant will perform construction management services for each individual project, including overseeing contractors, interfacing with homeowners, if applicable, local code officials, ensuring home meets HUD (if applicable) and funder standards, and providing required supporting documentation. Construction must comply with INHS and Funder regulations and procedures. INHS Staff will interface with Funders and manage administrative compliance with grants. INHS' primary goal is to complete the projects on time and within budget. INHS will be looking to the Construction Manager primarily to keep the General Contractor and if applicable subcontractors on schedule, perform regular inspections, sign-off on draw requests from the contractor, and provide INHS with information and documentation needed to demonstrate compliance with funder requirements.

3. Deliverables

Deliverables for Task 1 - Construction Management -Manufactured Home Replacement Contracts

- Advise on procurement, specifications of homes, demolition, site work and sheds, if applicable. Construction Manager to follow funding requirements for documentation, keep contractors on schedule and following specifications, coordinate testing, and inspection, perform regular progress inspections, coordinate with homeowners as needed and sign-off on draw requests from the contractors

Deliverables for Task 2 - Construction Management -Manufactured Home Infill Contracts

- Advise on procurement, specifications of homes, site work and sheds, if applicable. Construction Manager to follow funding requirements for documentation, keep contractors on schedule and following specifications, coordinate testing, and inspection, perform regular progress inspections, coordinate with homeowners as needed and sign-off on draw requests from the contractors. These projects will provide infill units on vacant lots.

Deliverables for Task 3 – Construction Management -Rehab/Repair

- Advise on procurement, specifications for repair for homes, and demolition, site work and sheds, if applicable. Construction Manager to follow funding requirements for documentation, keep contractors on schedule and following specifications, coordinate with homeowners as needed, coordinate testing, if applicable and code inspections, perform regular progress inspections, and sign-off on draw requests from the contractors.

4. Proposal Format

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

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

Executive Summary



Provide an overview of the firm and how it will approach the projects. List the contact information for the person responsible for submitting the proposal and responding to any questions.

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 for each task. Attach resumes and professional qualifications and certifications for key personnel including subcontractors and partners. At minimum, key personnel shall include the overall project manager.

Approach & Methodology

Provide a clear and straightforward work plan that demonstrates an understanding of the HCR, HOME, CDBG, HUD and local code regulations, policies and procedures, and applicable state and federal environmental laws and regulations. **Propose schedules for completing each task once a request is received from INHS.**

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 in a table format 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 Construction managements (including Site Contamination Reviews)
Task 1 - Manufactured Home Replacement Construction Management (including demo of old unit)	3-10 per year
Task 2 - Manufactured Home Infill Siting Construction Management (on vacant site)	3-5 per year
Task 3 – Rehab/Repair Construction Management	0-15 per year



Unit/individual prices shall be provided for each Task. INHS would consider proposals that vary based on Funding Source or that are billed as percentage of the project hard costs. The proposal must clearly demonstrate how and why the price proposal provides the best value for INHS clients. All prices must be fixed for three years beginning June 5, 2026. INHS service area is Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga, and Tompkins Counties. 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.

Submission Deadline

Proposals must be submitted by 4:00PM on **Monday, June 1, 2026**. Any proposals received after this time will not be reviewed.

Submit to:

Delia Yarrow
Homeownership Department
115 W. Clinton St.
Ithaca, NY 14850

dyarrow@ithacanhs.org

(607) 288-3229

5. 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. Selection will be based on qualifications, firm experience, as well as cost, and turnaround time, with the most weight on cost and turnaround time. Additional weight will be given to WMBE firms.

INHS reserves the right to not award any contracts, award contracts to multiple firms, or only award contracts for certain Tasks. The target date for selection is June 5, 2026.

Questions

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

