

REQUEST FOR PROPOSALS

Environmental Review 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 environmental review services related to government funded purchase and rehabilitation projects. These projects are predominately single-family and manufactured homes. The purpose of this RFP is to obtain proposals from qualified firms to provide environmental review 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 June 1, 2026**.

2. Scope of Services

The scope of services identified below is intended to help INHS identify specific environmental factors that may be encountered at individual project sites assisted by government funds, to help protect people and the environment, and to ensure that the INHS is in compliance with applicable regulations. Applicable regulations and procedures are referenced by the funders current funding sources include HOME, CDBG, MHAP, AHC, ACCESS to HOME, RESTORE, Plus One ADU, AHOP. INHS require assistance with new funding sources, including but not limited to MMHR, Move-in NY. Funding requirements will be provided when assistance is requests.

Task 1 - Environmental Review (per project)

The consultant will conduct an environmental review for each individual project site completing the site-specific Environmental Compliance Checklist, along with all required supporting documentation. Reviews must comply with OCR regulations and procedures.

Task 2 – Site Contamination Review

As part of the Environmental Review, the consultant will also conduct a site-specific environmental survey for each purchase and rehabilitation project, which includes a visual assessment of the property and surrounding properties. The exterior of all buildings and surrounding grounds will be examined where readily accessible and visible. The goal is to determine if there are any known hazards or contaminations on or near the subject site.

Task 3 – Programmatic Environmental Review

The consultant will conduct an environmental review for projects if requested completing the Tier One (CDBG) or initial program checklist, along with all required supporting documentation. Reviews must comply with Funder regulations and procedures.

3. Deliverables

Deliverables for Task 1 - Environmental Review

- Prepare site-specific reviews for each identified purchase, replacement, infill and rehabilitation project utilizing the Environmental Compliance Checklist issued by federal, state or local programs and along with all required documentation as outlined by funding source

Deliverables for Task 2 – Site Contamination Review

- Conduct a site-specific environmental survey. The purpose of the survey is to identify the presence or the likely presence of any environmental hazards on a property based on historical and current land uses that might pose health risks. Once the site-specific environmental survey is completed, the consultant will provide a summary of findings and a letter of determination based on those findings. The letter must be signed by a qualified environmental professional as defined by ASTM 1527. The Site Contamination Review will be part of the overall Environmental Review (Task 1).

Deliverables for Task 3 - Programmatic Environmental Submission

- Prepare Programmatic Environmental Submission for the identified Funding Source, including CDBG. Following the requirements of the funder along with all required documentation.

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.

Executive Summary

Provide an overview of the firm and how it will approach the project. 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 and an environmental professional (as defined by ASTM 1527).

Approach & Methodology

Provide a clear and straightforward work plan that demonstrates an understanding of the OCR environmental 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 Environmental Reviews (including Site Contamination Reviews) |
|---|---|
| Task 1 - Environmental Review Checklist | 10-20 per year |
| Task 2 – Site Contamination Review (included in Environmental Review Checklist) | 10-20 per year |
| Task 3 – Programmatic Environmental Submission | 0-3 per year |

Unit/individual prices shall be provided for each Task and if preferred by funding source. 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 15, 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 and preference may be given to firms with a quicker turnaround. 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 15, 2026.

Questions

Questions related to this RFP should be directed to Delia Yarrow at dyarrow@ithacanhs.org or 607-277-4500 x511.

