



REQUEST FOR PROPOSAL (RFP)

Biodiversity and Habitat Assessment for Government Funded Purchase and Rehabilitation Projects

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 Biodiversity and Habitat Assessments for government funded purchase and rehabilitation projects.

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

2 Qualifications

The firm and staff proposed to be assigned responsibilities on this project must be highly qualified and have extensive experience in all aspects of providing such assessments. Qualifications shall include:

1. A minimum 3 years continuing experience in providing assessments.
2. Capability and experience in providing on-site inspections to comply with similar regulations in accordance with funder requirements.

3 Scope of Services

1. Map analysis and information review (i.e., soils, geology, historic and aerial photography, review of New York Natural Heritage Program records, etc.)
2. Field reconnaissance and documentation of plant communities, birds, insects, and/or mammals.
3. Conservation planning and compliance recommendations

The Contractor shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the services as defined in this RFP. These services must be in accordance with applicable work practice standards of the state, NYS/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 assessment is conducted, including, but not limited to, local, state, and federal regulations.

Minimum Report Requirements. The assessment report shall comply with the minimum requirements established by NYS/HUD/ EPA where the services are provided. The assessment report shall contain at least the following:





- a. Summary of Assessment. An executive summary written in simple and easy-to-understand English describing the on-site investigation conducted and the results.
- b. Details about concerns and clear written directions about how to comply with the regulation for the effected habitat or in the case of endangered species description of if the species is present and how to comply.

4 Project Schedule

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

5 Proposals Submission and Selection

Proposals Due: **4:00 PM, June 30, 2025.**

Selection Process: Selection will be based on qualifications, firm experience as well as cost effective delivery of required services.

6 Submittal Requirements

1. General qualification of firm.
2. At least three references demonstrating firm experience with projects of similar size, scope and duration.
3. 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. It is preferred to be provided with a per unit price. All prices must be fixed for three years beginning at the start to the contract.
4. 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.
5. Sample of completed assessments 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 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) 277-4500 x511 or dyarrow@ithacanhs.org. It is the responsibility of each firm responding to the RFP to confirm with the Project Manager that INHS has accurate contact information for the firm/project manager.

