

REQUEST FOR PROPOSALS

Licensed Mold Professional for Government Funded Purchase and Rehabilitation Projects

1. Introduction

Ithaca Neighborhood Housing Services, Inc. and Better Housing for Tompkins County, Inc. (collectively known as “INHS”), is seeking to procure licensed mold professional services related to government funded purchase, Medicaid Waiver HSRN and rehabilitation projects. These projects are predominately single-family homes. The purpose of this RFP is to obtain proposals from qualified firms to provide mold assessment and remediation project scopes 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 **Monday, June 1, 2026**.

2. Scope of Services

The scope of services identified below is intended to help INHS identify specific mold hazards that may be encountered at individual project sites assisted by government funds, to help protect people and the structure, and to ensure that INHS is in compliance with applicable regulations. Applicable regulations and procedures are referenced in the administrative manuals or contracts HCR, EPA, NYS DOL, Medicaid Waiver, and any other applicable funder regulations, which may be amended as funders require.

Task 1 – Mold Assessment

The consultant will conduct a mold assessment, according to the aforementioned NYS and funder standards, for each individual project site identified as having a potential mold hazard, and will make a recommendation for any necessary remediation. Assessments may be required for the interior, exterior, or both of a subject property. All assessments must comply with aforementioned regulations and procedures.

3. Deliverables

Deliverables for Task 1 – Mold Assessment

- Prepare and submit site-specific assessments for each identified purchase, Medicaid Waiver, and rehabilitation project that include any recommendation for remediation. The consultant will provide a summary of findings and will submit a scope of work to INHS for the work to be completed.
- Submit a letter of determination based on those findings. The letter must be signed by a licensed mold professional as defined by New York State Department of Labor.

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 a licensed mold professional as defined by [Mold Frequently Asked Questions | Department of Labor \(ny.gov\)](#).

Approach & Methodology

Provide a clear and straightforward work plan that demonstrates an understanding of the NYS HCR, DOL and EPA regulations pertaining to mold, policies and procedures, and applicable state and federal environmental laws and regulations. Proposed 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 Subject Sites
Task 1 – Mold Assessment	3-5 per year

Unit/individual price shall be provided for the Mold Assessment. 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 is currently working with purchase and rehabilitation funding for 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

INHS

115 W. Clinton St.

Ithaca, NY 14850

dyarrow@ithacanhs.org

(607) 277-4500 ex. 208

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 maybe 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**.

6. Questions

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

