
HARRIETSTOWN HOUSING AUTHORITY

Request for Proposals – Inspection Services.

June 1, 2026

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**Harrietstown Housing Authority
14 Kiwassa Road, Suite 1
Saranac Lake, NY 12983
Telephone: 518-891-3050 / Fax: 518-891-3630**

LEGAL NOTICE

**REQUEST FOR PROPOSALS
Inspection Services**

The Harrietstown Housing Authority is soliciting proposals for INSPIRE Inspection Services for Housing Choice Voucher Program, and Franklin County Rental Assistance Fund.

Proposals must be submitted in strict accordance with the specifications contained in the Request for Proposals (RFP), copies of which are available from the Harrietstown Housing Authority, 14 Kiwassa Road, Suite 1, Saranac Lake, NY 12983, and on the Authority's website.

Proposals are due no later than July 1st at 3:00pm in the Housing Authority Office at the above address. No changes in proposals will be accepted after that time, except for clarifications or corrections requested by the Authority. It is the Proposer's responsibility to confirm that the Authority has received its proposal by the due date and time.

The selected inspector will be responsible for conducting inspections in accordance with HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE), including inspections associated with the Public Housing Program, Housing Choice Voucher Program, and other housing assistance programs administered by the Authority.

Section 3 business concerns, minority- and/or women-owned businesses are encouraged to submit proposals.

Solicitation Number #260601-001

Patrick W. Murphy, PHM
Executive Director
Harrietstown Housing Authority

INSPIRE/HQS INSPECTION SERVICES

Housing Choice Voucher Program & Franklin County Rental Assistance Fund

Issue Date: June 1st, 2026

Proposal Due Date: July 1st, 2026

Contract Term: July 15, 2026 – July 14, 2027, with the option to renew annually for up to two additional one-year terms upon mutual agreement.

I. INTRODUCTION

The Harrietstown Housing Authority (HHA) is soliciting proposals from qualified individuals or firms to provide housing inspection services for two housing assistance programs:

1. **Housing Choice Voucher (HCV) Program**
2. **Franklin County Rental Assistance Fund (FCRAF)**

The selected contractor will be responsible for conducting inspections in accordance with applicable federal requirements, including HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) and any applicable New York State requirements.

HHA currently administers approximately 135 Housing Choice Vouchers throughout Harrietstown and the Village of Saranac Lake and is a service provider for the Franklin County Rental Assistance Fund, a HOME-funded tenant-based rental assistance program serving households throughout Franklin County.

II. PURPOSE

The purpose of this RFP is to procure the services of a qualified inspector who can provide timely, professional, and compliant inspections to ensure participating units meet all applicable health, safety, and habitability standards.

The selected contractor shall assist HHA in maintaining compliance with HUD regulations and HOME Program requirements while supporting quality housing opportunities for program participants.

III. SCOPE OF SERVICES

The selected contractor shall provide inspection services including, but not limited to:

A. Housing Choice Voucher Program

Conduct:

- Initial inspections
- Annual inspections
- Quality control inspections
- Complaint inspections

Inspections shall be completed in accordance with:

- HUD HQS Standards
- Housing Choice Voucher regulations

B. Franklin County Rental Assistance Fund

Conduct:

- Initial inspections
- Annual inspections
- Quality control inspections
- Complaint inspections

Inspections shall comply with:

- HUD NSPIRE Standards
- HOME Program requirements

C. Reporting Requirements

The contractor shall:

- Complete inspection reports.
- Provide photographic documentation as required.
- Identify life-threatening deficiencies requiring immediate correction.
- Submit inspection reports within two (2) business days of inspection.
- Provide deficiency lists and correction deadlines.
- Maintain all records in accordance with federal record retention requirements.

D. Geographic Coverage

Services may be required throughout:

- Franklin County, New York

Communities may include but are not limited to:

- Saranac Lake
 - Tupper Lake
 - Harriestown
-

IV. QUALIFICATIONS

The proposer shall demonstrate:

Required Qualifications

- Current HUD NSPIRE Certification or ability to obtain certification before commencing services.
- Experience conducting housing inspections.
- Familiarity with:
 - HUD Housing Choice Voucher Program
 - HOME Program requirements
 - Fair Housing requirements
 - Lead-Based Paint regulations

Preferred Qualifications

- HUD NSPIRE-V Certification.
 - Previous experience working with Public Housing Authorities.
 - Experience administering inspections in rural communities.
 - Knowledge of New York State housing programs.
-

V. ESTIMATED WORKLOAD

The following estimates are provided for planning purposes only and do not constitute a guarantee of work.

Housing Choice Voucher Program

Approximately:

- 30 annual inspections
- 20–30 new admissions/transfers annually
- 10-15 re-inspections and complaint inspections annually

Franklin County Rental Assistance Fund

Estimated:

- 50–75 initial inspections annually
- Re-inspections as necessary

Actual volumes may vary.

VI. COMPENSATION

Proposals shall provide pricing for the following:

Service	Proposed Fee
Initial Inspection	\$_____
Re-Inspection	\$_____
Complaint Inspection	\$_____
Mileage (if applicable)	\$_____

Proposers may alternatively submit a flat-rate fee schedule.

HHA reserves the right to negotiate pricing with the selected proposer.

VII. INSURANCE REQUIREMENTS

Prior to contract execution, the selected contractor shall provide evidence of:

- General Liability Insurance (\$1,000,000 minimum per occurrence)
- Automobile Liability Insurance (if applicable)
- Workers Compensation Coverage (if applicable)
- Professional Liability Insurance (if applicable)

The Harrietstown Housing Authority shall be named as an additional insured where appropriate.

VIII. EQUAL OPPORTUNITY

The Harrietstown Housing Authority is an Equal Opportunity Employer and Equal Housing Opportunity provider.

Minority-owned, women-owned, veteran-owned, and Section 3 businesses are encouraged to submit proposals.

Contractor shall comply with all applicable federal, state, and local nondiscrimination requirements.

IX. PROPOSAL CONTENTS

Proposals shall include:

1. Cover Letter

Including:

- Name of individual or firm
- Contact information
- Authorized representative

2. Qualifications

Provide:

- Organizational background
- Relevant experience
- Certifications and licenses
- Resumes of personnel performing inspections

3. References

Provide at least three (3) references from housing authorities, municipalities, or housing organizations for which similar services have been provided.

4. Fee Proposal

Provide a complete fee schedule.

5. Insurance Information

Provide proof of current insurance or a statement confirming the ability to obtain required coverage.

X. EVALUATION CRITERIA

Proposals will be evaluated based upon:

Criteria	Points
Relevant Experience	30
Qualifications and Certifications	25
Understanding of Scope	20
Cost Proposal	20
References	5
Total	100

The Harrietstown Housing Authority reserves the right to conduct interviews with finalists.

XI. PROCUREMENT CONDITIONS

The Harrietstown Housing Authority reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request additional information from proposers.
- Negotiate with the selected proposer.
- Award a contract in the best interest of HHA.

This procurement is being conducted in accordance with applicable federal procurement requirements, including **2 CFR Part 200** and HUD program regulations.

XII. SUBMISSION INSTRUCTIONS

Proposals shall be submitted no later than:

July 1st, 2026 at 3:00pm

Submit proposals electronically or by mail to:

Patrick Murphy, Executive Director

Harrietstown Housing Authority

14 Kiwassa Rd.

Saranac Lake, NY 12983

Email: pmurphy@harrietstownha.org

Questions regarding this RFP must be submitted in writing no later than June 19th.
