

REQUEST FOR PROPOSALS

NSPIRE Inspection Services

HOME Tenant-Based Rental Assistance (TBRA) Program

Issued By: Hudson Housing Authority

Funding Source: New York State HOME Program administered by New York State Homes and Community Renewal (HCR)

RFP Number: TBRA-001

Issue Date: 10/16/2026

Proposal Due Date: 10/30/2026

1. PURPOSE

Hudson Housing Authority is seeking proposals from qualified independent housing inspectors to perform inspection services for rental units assisted through the HOME Tenant-Based Rental Assistance (TBRA) Program funded by New York State Homes and Community Renewal (HCR).

The selected contractor shall provide inspection services in accordance with:

- HOME Investment Partnerships Program regulations found at 24 CFR Part 92;
- Applicable provisions of the New York State HOME Program Administrative Plan;
- HUD National Standards for the Physical Inspection of Real Estate (NSPIRE);
- Fair Housing and Equal Opportunity requirements;
- State and local housing, building, health, fire, and safety codes.

The selected inspector shall function as an independent third party and shall have no ownership interest in, management responsibility for, or financial relationship with assisted properties that would create a conflict of interest.

2. PROGRAM OVERVIEW

The HOME TBRA Program provides rental assistance to eligible households. Prior to assistance and throughout the period of participation, assisted units must meet applicable property standards established by HUD and New York State HCR. Inspections are required before assistance begins and periodically thereafter to ensure housing remains decent, safe, sanitary, and in good repair.

The Agency will administer TBRA vouchers within Columbia County

3. SCOPE OF SERVICES

The Contractor shall provide all labor, equipment, transportation, forms, and materials necessary to complete inspections.

A. Initial Occupancy Inspections

Conduct inspections prior to lease approval and execution of rental assistance agreements.

The inspection shall verify compliance with:

- HUD NSPIRE standards;
- New York State and local code requirements;
- HOME TBRA occupancy requirements.

B. Annual Inspections

Conduct annual inspections of occupied TBRA units or as otherwise required by HCR and HUD regulations.

C. Re-Inspections

Conduct follow-up inspections to verify correction of deficiencies identified during:

- Initial inspections;
 - Annual inspections;
 - Complaint inspections;
 - Emergency inspections.
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D. Complaint and Special Inspections

Conduct inspections when requested by the Agency due to:

- Tenant complaints;
- Landlord concerns;
- Suspected health and safety violations;
- HCR compliance findings;
- Emergency conditions.

E. Health and Safety Deficiencies

The Contractor shall identify and document all life-threatening and severe deficiencies and immediately notify the Agency in writing when such conditions are discovered.

F. Inspection Reports

The Contractor shall provide inspection reports containing:

- Property address;
- Inspection date;
- Unit type;
- NSPIRE deficiencies identified;
- Applicable code violations;
- Required corrective actions;
- Pass/fail determination;
- Digital photographs;
- Inspector certification and signature.

Reports shall be submitted electronically within three (3) business days of inspection completion.

4. MINIMUM QUALIFICATIONS

Proposers must demonstrate:

1. A minimum of three (3) years of residential housing inspection experience.
2. Experience performing inspections for federally assisted housing programs.
3. Knowledge of HOME Program requirements and HUD NSPIRE standards.
4. Ability to interpret state and local housing codes.
5. Ability to maintain electronic inspection records.
6. Ability to travel throughout the Agency service area.

Preference may be given to firms possessing:

- NSPIRE certification or documented NSPIRE training;
 - HQS certification;
 - HOME Program inspection experience;
 - Experience working with New York State HCR-funded programs.
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5. CONFLICT OF INTEREST

The Contractor shall comply with HOME conflict-of-interest requirements contained in 24 CFR 92.356 and any additional HCR conflict standards.

The Contractor may not inspect any unit in which the inspector:

- Has a financial interest;
 - Has an ownership interest;
 - Has a family relationship with the owner, tenant, property manager, or developer;
 - Has participated in development or management activities associated with the unit.
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6. RECORDKEEPING REQUIREMENTS

The Contractor shall maintain inspection files including:

- Inspection checklists;
- Photographs;
- Correspondence;
- Re-inspection records;
- Deficiency correction verification.

All records shall be retained for a minimum period required under HOME regulations and New York State HCR requirements and shall be made available for monitoring, audit, or review upon request.

7. INSURANCE REQUIREMENTS

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

- Commercial General Liability Insurance of not less than \$1,000,000 per occurrence;
 - Professional Liability Insurance of not less than \$1,000,000;
 - Automobile Liability Insurance of not less than \$1,000,000;
 - Workers Compensation and Disability Benefits coverage as required by New York State law.
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8. PROCUREMENT REQUIREMENTS

This procurement is conducted in accordance with:

- 2 CFR Part 200;
- HOME Program regulations;
- New York State HCR procurement requirements;
- Agency procurement policies.

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

9. PROPOSAL CONTENTS

Proposals shall include:

Organizational Information

- Legal business name
- Address
- Contact person
- Years in business

Experience and Qualifications

- Relevant experience
- NSPIRE training credentials
- HOME Program experience
- Key personnel resumes

References

Provide at least three references from municipalities, housing authorities, local governments, or nonprofit housing agencies.

Fee Proposal

Provide unit pricing for:

- Initial inspection
- Annual inspection
- Re-inspection
- Emergency inspection
- Mileage (if applicable)

10. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Experience and Qualifications – 35 Points

Experience conducting HOME, NSPIRE, HQS, or federally assisted housing inspections.

Technical Approach – 30 Points

Understanding NSPIRE requirements, inspection methodology, reporting process, and quality control procedures.

References and Past Performance – 15 Points

Demonstrated successful performance on similar contracts.

Cost Proposal – 20 Points

Reasonableness and competitiveness of proposed fees.

Total Points: 100

11. CONTRACT AWARD

The Agency intends to award a contract to the responsive and responsible proposer whose proposal is determined to be most advantageous to the Agency, considering qualifications, experience, and price.

The Agency reserves the right to:

- Reject any or all proposals;
- Request additional information;
- Conduct interviews;
- Negotiate contract terms;
- Cancel this solicitation without award.

12. EQUAL OPPORTUNITY

The selected contractor shall comply with all applicable federal and state civil rights, fair housing, and equal opportunity requirements, including:

- Fair Housing Act;
- Section 504 of the Rehabilitation Act;
- Americans with Disabilities Act;
- Equal Employment Opportunity regulations.

13. PROPOSAL SUBMISSION

Proposals must be received no later than:

Date: October 30, 2026

Time: 3:00pm

Submit proposals via email to:

Hudson Housing Authority

Attn: Jeffrey E. Dodson

Address: 41 N2nd Street, Hudson, NY 12534

Email: Jdodson@hudsonhousingauthority.com

