



Friends of the North Country, Inc.
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*Friends of the North
Country, Inc.*

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Housing Rehabilitation Specialist Services Scope of Services Summary

Friends of the North Country, Inc. a non-profit, Rural Preservation Company was established in 1981. Part of Friends' mission is to create decent, affordable housing for persons of lower income by providing loans and grants for the rehabilitation of existing housing or the replacement of dilapidated housing. This mission has been expanded by the addition of many Federal and State programs.

Friends is a recipient and/or sub-recipient for State and Federal Manufactured Mobile Home Replacement Programs and Community Development Block Grants for Housing Rehabilitation programs throughout Clinton and Franklin Counties.

Scope of Services:

- Evaluate residential properties to determine suitability of structures for rehabilitation work in accordance with corresponding housing rehabilitation program and building codes
- Consult with property owners and prepare draft work specifications in accordance with existing codes, ordinances, and other housing quality standards
- Review work plans and specifications with property owners, contractors, building inspectors and FONC; prepare final work specifications
- Prepare cost estimates, other plans and drawings required for competitive bidding

If you have any questions, please contact Hillari Kiroy at 518-293-5045 ext. 123 or via email at hkiroy@friendsofthenorthcountry.org

Proposal due by April 23rd, 2026 @ 2pm.

*Friends of the North Country, Inc.
serving our community one neighbor at a time*

- To assist with the provision of safe, decent, affordable housing.
- To undertake economic development, which supports community wide revitalization.
- To identify, designate and restore locally significant historic structures.
- To generally act as facilitators in the process of stabilization, growth, and development.

Due by: 4/23/2026 @ 2pm

**Request for Proposal
Housing Rehabilitation Specialist Services**

Last Name	
First Name	
Telephone Number	
Address Line 1	
Address Line 2	
Email	

Qualifications: Please attach a list of your relevant qualifications (i.e. years as a contractor, code officer, building inspector, any licenses obtained and/or classes and certifications, etc.).

Attach a list of references with full name, phone number and association.

Attach 2 letters of recommendation from a source that supports your qualification: examples include but are not limited to: code officer, construction company, company that administers housing rehabilitation programs, etc.

I respectfully submit a Proposal for Friends of the North Country, Inc. Housing Rehabilitation Specialist Services as described in the attached Scope of Service Summary as a lump-sum-price for each unit (associated by project address), in the amount of \$_____, per unit.

Signature: _____ Date: _____