

**SUMMARY**  
**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**INDEFINITE QUANTITY CONTRACT**  
(Award to be based upon Qualifications and Cost)  
**RESIDENT RELOCATION SERVICES**

**RFP #: 2020-RAD-2**

**Issue Date: 03/12/2020**

**Submission Deadline Date: 03/31/2020, 11:59 p.m. EST**

**Expected Contract Award Date: 04/15/2020**

**Expected Service Start Date: 04/15/2020**

**Expected Contract End Date: 04/15/2025**

**Questions must be submitted by: 03/25/2020, 2 p.m. EST**

**View and respond to proposal on:**

[https://ha.internationaleprocurement.com/requests.html?company\\_id=15743](https://ha.internationaleprocurement.com/requests.html?company_id=15743)

Technical Inquiries: John Furman, [jfurman@uticamha.org](mailto:jfurman@uticamha.org), 315.982.3731

**RFP INTENT**

The Municipal Housing Authority of the City of Utica, New York (UMHA) is seeking qualified individuals or firms for the provision of services related to resident relocation and coordination for public housing and assisted units over the next five years. This RFP will result in one or more firms selected to provide relocation services for up to five years and will encompass projects of the UMHA involved in Rental Assistance Demonstration, Section 18 Demolition and Disposition, and mixed finance initiatives. The role of the firm or firms selected as a result of this RFP will be to assist the UMHA to develop relocation plans and execute relocation activities, if necessary, for residents living in UMHA units. This is an expedited procurement action. Interested applicants should use the following link to download and respond to the Request for Proposal:

[https://ha.internationaleprocurement.com/requests.html?company\\_id=15743](https://ha.internationaleprocurement.com/requests.html?company_id=15743)

The deadline for the proposal is March 31, 2020. For questions, please call John Furman at 315.982.3731 or email [jfurman@uticamha.org](mailto:jfurman@uticamha.org). Please check the link for updates on the RFP. The Housing Authority may reject any and all proposals, re-advertise, postpone, or cancel this RFP at any time at its discretion. The Housing Authority has the right to waive any and all formalities related to this RFP. The Housing Authority is committed to equal opportunity in its procurement actions and encourages Section 3 and M/WBE firms to respond to this solicitation.

The Utica Municipal Housing Authority plans to undertake renovation/demolition work at a number of its public housing projects in its portfolio during the next five years, some of which will require relocation of residents during the construction period. All projects during the Contract period are dependent upon the UMHA ability to secure funding from various public and private funding sources.

The Rental Assistance Demonstration (RAD) is a program of the Office of Recapitalization in the Office of Multifamily Housing Programs at HUD. Authorized by Congress in 2012, RAD allows public housing agencies and owners of other HUD-assisted properties to convert units from their original sources of HUD financing to project-based Section 8 contracts. These new contracts provide a more reliable source of operating subsidy that enables property owners to leverage private capital, such as debt and equity, to finance new construction and/or rehabilitation of rental housing.

Our RAD project involves the revitalization (rehabilitation, demolition, and new construction) of the UMHA public housing developments. The UMHA will convert its units from Section 9 public housing to Project-Based Section 8 subsidies. The project is currently in a planning phase. Cost estimates, architectural plans, and financing will be finalized this spring. HUD has awarded CHAPs for two of its developments - (Gilmore/Humphrey/Hamilton/Duplex (164 units) and Perretta Twin Towers and Marino-Ruggiero (242 units). A portfolio reservation has been made for the 487 remaining units. The project will involve relocation of its existing residents. Financing for the project is likely to consist of 4% and 9% Low Income Housing Tax Credits, FHA loans, Federal Home Loan Bank, Community Development Block Grant, and private foundation grants. The UMHA will seek financing in phases and over several years to enhance its likelihood to receive funding.

The Relocation Contractor(s) will coordinate and conform to detailed project schedules that will be developed by the design, construction and relocation teams in consultation with the UMHA.

As project schedules are refined and Relocation Services are required, the UMHA will contact the Relocation Contractor(s) and provide a project-specific scope of work and confirm a cost proposal based upon established unit pricing submitted by the Relocation Contractor.

The range of services which selected Proposer(s) may be asked to provide on each separate project during the duration of the contract agreement period may include, but are not limited to, the following:

## **SCOPE OF WORK**

### **A. General Responsibilities:**

1. Participate in community/resident meetings as required by the UMHA.
2. Cooperate with the owner entity and other agencies, including social service providers, as directed.
3. Contracting with other service providers and consultants to support the relocation project. Additional service providers may include moving companies, pest control services and cleaning companies. Unit and/or hourly pricing to reflect complete relocation coordination and services needed.
4. Provide status reports of relocation project progress at regular intervals as required by the owner entity.
5. Other duties as assigned by the owner entity to address specific conditions of the project activity so as to cause the least disruption to the resident and maintain construction schedule.
6. Participate in Project Team Meetings as needed.
7. Submit invoices to the owner entity on a monthly basis, as applicable, for services provided.
8. Provide relocation staff that are highly knowledgeable about local, state and federal relocation regulations and requirements.
9. Develop relocation plans that identifies relocation challenges and overall costs.
10. Provide final reports to the owner entity, in paper and/or electronic file, as requested.
11. Proposer to perform all work according to applicable state law and the Uniform Relocation Act, including all updates thereto.

### **B. Residential (Permanent and Temporary)**

1. Identify all resident occupants and/or activities and determine eligibility for relocation benefits.
2. Establish and maintain separate files for each resident.
3. Prepare and coordinate the delivery of appropriate and timely notices to residents.
4. Meet with each resident to explain the anticipated relocation activities.

5. Conduct individual personal resident surveys and interviews to determine relocation needs and preferences.
6. Explain residents' rights under applicable relocation laws and the Uniform Relocation Act as required.
7. Develop individualized relocation plans that include temporary relocation, permanent relocation or resident activities as required and/or appropriate for each resident.
8. Prepare relocation forms and claim forms for use in each project.
9. Assess the needs of each resident and offer transportation, or other services including translation, as required.
10. Provide current and ongoing information to each resident including the status of the relocation processes, benefits, relocation options and availability of replacement sites.
11. Obtain estimates for moving costs, coordinate and monitor moving services, as well as the associated billing duties described above.
12. Monitor move(s) as necessary.
13. Should there be instances whereby residents believe items are missing or damaged through the relocation process (storage, construction), inform and assist each resident in filing a properly documented relocation claim, and submit to the UMHA for review and processing.
14. If necessary, assist the owner entity in responding to residents who file relocation grievances and provide supporting information.
15. At the conclusion of each project, provide copies of completed relocation.

C. Specific Residential Relocation Responsibilities:

As necessary, for the purpose of permanent moves:

1. Determine rental comparables.
2. Inspect replacement dwelling units for conformance to the owner entity's housing quality standards.
3. Compute estimated resident benefits for review by the owner entity.
4. Present owner entity-approved residential relocation benefits to each resident.

### **ABOUT THE UMHA**

Established in 1937, the Municipal Housing Authority of the City of Utica, New York (UMHA) was one of the first housing authorities formed in the U.S. The Housing Authority employs a

staff of 51 full-time and nine part-time employees. Twenty full-time AmeriCorps members complement our staff and provide direct service to public housing and community residents. The UMHA is the major provider of subsidized housing in Utica. Our goal is to be a leader in the housing industry by providing safe, clean and affordable housing opportunities to low income persons while promoting self-sufficiency, upward mobility, and customer satisfaction. With integrity, high ethical standards, and competence, we are committed to transparently provide, develop and offer low-income residents of the City of Utica and Central New York:

- Quality affordable housing opportunities,
- Neighborhood revitalization and community renewal activities,
- Partnerships with private and public entities to optimize resources through innovative programs,
- Efficient and effective management of resources,
- Education, literacy, social, career development and economic self-sufficiency programs.

The UMHA owns, manages, and supervises a total of 1,072 units. Of that number, 893 are public housing units, 36 are HOPE VI Stand Alone Tax Credit Units, 50 are Low-Income Housing Tax Credit (Roosevelt Residences), and 93 are Project-Based Section 8 (New York State Public Housing). The UMHA currently provides 243 Section 8 (Housing Choice) Vouchers to local tenants.

## **RFP CHECKLIST**

The Agency intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Bid" basis. Therefore, so that the Agency can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. None of the proposed services may conflict with any requirement the Agency has published herein or will issue by addendum.

For each application, the following Forms shall be uploaded in the following tabs. Failure to provide any section of the tab documents as outlined in the checklist may be deemed sufficient cause for rejection of proposal.

### **1. Letter of Interest**

Each proposal shall be accompanied by a letter of interest on the Respondent's letterhead listing the team members and identifying the primary contact person. Please include phone number and email address for each team member. The letter must be signed by an authorized principal of the

Consultant's firm and a statement that the proposal will remain valid for not less than 180 calendar days from the submission deadline. Introduce your firm and describe your general philosophy and relevant experience for the contemplated work.

## **2. Firm Description Narrative**

- 1.. Discuss the firm's history, organization and size including number of staff in each work area.
2. Describe the overall staffing approach to be used in connection with the associated contract.  
Provide information regarding staff experience and qualifications that demonstrates the respondent's capacity to perform the required services. If the firm is multi-disciplinary, please describe the resources and skills it brings. If the firm is small or is a sole proprietorship, please describe the approach to involve 3rd party contractors for completing the required scopes.
3. Provide name, title and resumes of key personnel who will be assigned to UMHA project work.  
Resumes should include specific information regarding experience in providing the types of services outlined in f this RFP.
4. Identify the Project Manager(s) for the firm.
5. Provide (3) references, previous and/or current, including the name and title of the contact person, email address, and phone number. If available, please provide one reference from a public housing authority or other public agency.

## **3. Similar Project Experience Narrative**

1. Describe your firm's relevant experience within the areas under Scope of Services.
2. Please describe your firm's experience as it relates to both permanent and temporary relocations.
3. Describe in detail two relocation projects that your firm is currently working on and/or has completed in the last two years. Please describe the situations under which relocation took place, the number of relocations, and the length of the project. Please list any federal, state and local regulations with which compliance was required (i.e. Uniform Relocation Act).
4. Describe the firm's specific experience working with Housing Authorities and/or Public Agencies.
5. Describe the Relocation Firm's approach to communicating with residents and site staff, as well as the design and construction teams.
6. Describe lessons learned and key takeaways from the process of a recent project.
7. Please describe your firm's capacity to address competing project timelines.

## **4. Fee Proposal**

Include a fee proposal that identifies the organization's hourly cost fee for administrative expenses associated with relocation services for all staff that might be required for work under the contract resulting from the RFP. The fee schedule shall only include the organization's administrative costs associated with resident relocation. The UMHA will cover the cost of rental assistance and moving. Please propose a not-to-exceed amount which will be agreed upon during contract negotiations. The contract will be divided into task orders per project based on the negotiated contract amount. Task orders will be issued by the UMHA.

**5. Workforce Equity and Diversity Narrative**

Section 3 is a HUD program that requires recipients of HUD funding to promote the hiring of low income residents and businesses. Please provide a plan which describes how your firm will meet Section 3 requirements. Provide documentation if Section 3, M/WBE, Veteran Owned or Small Business certification. Provide a description of the firm's workforce equity and diversity programs and accomplishments.

**6. Proof of current Professional Liability Insurance (Errors and Omissions)**

Please provide evidence of liability insurance.

Contractor shall maintain in force, during the full term hereof, insurance in the following amounts and coverage:

Professional Liability Insurance in the amount of not less than \$1,000,000; Coverage shall have limits not less than \$1,000,000 each claim with respect to negligent acts, errors and omissions, and any deductible not to exceed \$50,000 each claim.

The UMHA must be listed as Additional Insured on liability policies. A certificate of insurance must be provided if awarded.

**7. Non-Collusive Affidavit**

The form must be signed and notarized.

**8. Representations and Certifications of Bidders**

Complete Form HUD-5369-A.

**9. Project Approach**

1. Please describe your firm's approach to managing multiple relocation projects at any one time.

2. Please provide approach to budget control and schedule control as it relates to relocation and

Coordination with the project's renovation/construction/demolition schedule.

3. Provide a strategy, plan, and philosophy you would deploy to achieve relocation objectives including a sample implementation time line and work plan.

4. Describe the activities and client interventions you would use to meet relocation objectives.

**10. Additional Information**

Applicants are encouraged to provide brochures, sample relocation plans and forms, media articles and links regarding relocation activities.