

Grove Court & Grove
Court Extension
Relocation Consultant RFP

**REQUEST FOR PROPOSALS
FOR
RELOCATION CONSULTANT**

**Grove Court and Grove Court
Extension
Vernon, Connecticut**

TITLE: Grove Court & Grove Court Extension Relocation Consultant

ISSUING ENTITY & ADDRESS: Vernon Housing Authority
21 Court Street, Suite 114
Vernon, CT 06066

LOCATION OF WORK: Grove Court & Grove Court Extension
55 Grove St.
Vernon, CT
06066

PERIOD OF CONTRACT: 2-year construction period and project completion

Please submit proposals by 3:00PM on October 1, 2023. See Section VIII for details on submittal requirements. Proposals must reach the email address below by the deadline stated. Vernon Housing Authority is not responsible for any expenses related to the preparation or presentation of responses to this RFP.

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

Grove Court and Grove Court Extension Relocation

I. PURPOSE

The Vernon Housing Authority is seeking proposals from qualified firms interested in providing relocation consulting services for the Grove Court & Grove Court Extension development, a multi-family elderly state sponsored housing portfolio property. The selected firm will provide comprehensive relocation consulting services throughout the planning and construction phases of this project and will prepare and implement a temporary relocation plan for all 54 units included in this development.

II. PROFESSIONAL SERVICES REQUESTED

The relocation consultant will plan, coordinate, and implement the off-site relocation and return of all residents within the Grove Court & Grove Court Extension Housing development. The relocation process will take place in phases in coordination with the general contractor. During construction, households will be temporarily relocated on site and/or off site with the right to return at construction completion.

The relocation consultant will be responsible for providing all tools, transportation, and materials used in performing the tasks under this contract. All relocation work must comply with the Uniform Relocation Assistance and real Property Acquisition Policies Act of 1970, as amended in 1987 (URA). The selected firm will be expected to work closely with the development and residential services team to create and execute the relocation plan.

1. Develop, implement, and oversee the administrative structure, framework, and processes for the relocation program, including the following aspects:
 - Develop a comprehensive master relocation plan and schedule including detailed relocation policies, procedures, and guidelines for the relocation of residents at Grove Court & Grove Court Extension throughout the redevelopment process.
 - Develop program procedures and processes to address logistics of relocation.
 - Develop procedures to ensure accurate and appropriate tracking of residents, including a detailed, comprehensive “From-To” matrix.
 - Develop the tools and strategies necessary to communicate the relocation plan to the residents.
 - Coordinate documentation of all relocation activities.
 - Participate in meeting with the Vernon Housing Authority as necessary.
2. Bid preparation and execution of contracts.
 - Issue a formal Request for Proposal (RFP) to potential movers.
 - i. Work with development team to ensure RFP meets applicable restrictions and requirements.
 - Review vendor submissions and provide recommendation to development team based on analysis of costs, warranties, time frame, etc.

3. Manage all facets of the relocation process during the pre, post and construction phase of development.
4. Perform integration of mover with project team, including the review and coordination of schedules
5. Supervise the packing, labeling, inventory and storage process to ensure that contents are handled appropriately.
6. Monitor the mover to ensure all contractual requirements are met.
7. Work directly with residents to coordinate implementation of relocation plan and ensure smooth, timely transitions including temporary transfer of mail and termination of transfer upon return, disconnect and reconnects of **all** utilities for both moves and uninstall and reinstall televisions and computers..
8. Identify special needs of tenants; assist with reasonable accommodation to facilitate relocation process, including accommodation for pets. Provide transportation for any residents with mobility challenges to temporary unit.

III. PROJECT DESCRIPTION

The current unit mix for the Grove Court & Grove Court Extension site includes the following.

| UNIT SIZES | TOTAL |
|--------------------|-----------|
| 0 Bedroom | 39 |
| 1 Bedroom | 15 |
| TOTAL UNITS | 54 |

IV. PROJECT SCHEDULE

This project will follow an aggressive timeline, with the State bond funding (State Sponsored Housing Portfolio) and the Small Cities CDBG funds secured. Financial closing expected by October 1,, 2023, with construction beginning immediately thereafter.

V. INSURANCE REQUIREMENTS

The following minimum insurance coverage must be met:

- Bidders must be able to provide insurance certificates per the State of Connecticut Department of Housing and the Connecticut Housing Finance Authority insurance requirements. See attached insurance requirements.

*Firms for whom the insurance requirements described above are not feasible should contact Helen Muniz at hmuniz@jdamelia.com to discuss alternative options. Under certain circumstances these requirements may be modified to accommodate the needs and capacity of disparate firms.

VI. SUBMITTAL

Firms interested in this project must include in their proposals package the following items and any other relevant information that addresses the selection criteria outlined below. Packages should be prepared simply and economically, providing straightforward, concise descriptions, with an emphasis on completeness and clarity of content. As such, please adhere to page limitations (pages counted as one-sided):

- A. Firm Information (1 page max)
 1. Name of company
 2. Number of years in business
 3. Number of employees
 4. Name of key contact at firm (include email address)
- B. Team (4 pages max)
 1. Names and resumes of key staff.
 2. Statement of Capacity
- C. Approach and Response to Scope of Services: Describe your understanding of the work outlined in this RFP and provide a work plan detailing the approach you would take to complete this contract. The approach outlined should be consistent with the objectives and requirements set forth in this RFP as well as strategies and techniques used to deliver and integrate these services. Including staff availability to development team and residents.
- D. Experience (5 pages max)
 1. Outline experience planning and implementing on-site and off-site relocation for housing rehabilitation projects.
 - a. Describe size/number of units at projects, replacement units available, and length of relocation per household.
 - b. Please specify work performed in low income and public housing developments.
 - c. Describe experience with occupied units' relocation.
 2. Relevant project experience (at least 3 relevant projects within the past eight years)
 - a. Project name and location
 - b. Brief description
 - c. Date completed.
 - d. Total number of units
 - e. References (contact name, title, company, relation to project, and current phone number and email). Please verify that any contact information provided is current.
- E. Insurance (1 page max): Provide a statement of ability to meet the insurance requirements.
- F. Fees: Please estimate the following pricing information in the written proposal:
 1. Detailed budget, including hourly rates that describes and itemizes all planning, materials, equipment, and labor costs. Vernon Housing Authority is tax-exempt, and it should be noted.
 2. Where estimates are not possible, please provide a rate sheet and description of how the work is to be priced.
 3. If applicable, evidence that the respondent or its team members qualify as an MBE/WBE pursuant to the requirements of DAS. (1 page max)

EVALUATION OF QUALIFICATIONS AND PROPOSAL

Consultants will be selected based on the following criteria (in no order):

- 1) Experience with projects similar in size and scope, including recent work with on-site and off-site relocation and return of tenants to the project.
- 2) Experience working with the State of CT Department of Housing and HUD as it relates to relocation requirements and approvals.
- 3) Familiarity with Federal, State and Local relocation requirements
- 4) Experience level of key personnel and firm
- 5) Competitive hourly rates consistent with industry standards
- 6) Capacity and ability to take on this project.
- 7) Evaluation from references.
- 8) Demonstrated commitment to excellence.

VII. SUBMISSION INFORMATION AND SELECTION SCHEDULE

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| October 1, 2023, 3pm | Final submission deadline Proposal will be accepted electronically to Betsy Soto, Vernon Housing Authority Executive Director at betsy@vernonhousing.org SUBJECT LINE: GC & GCE RELOCATION CONSULTANT RFP RESPONSE Proposals received after 3:00 PM on September 1, 2023, will be disqualified. Oral or telephone modifications will not be considered. |
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VIII. SELECTION PROCESS

The Vernon Housing Authority will evaluate the applicants according to the identified criteria. Vernon Housing Authority reserves the right to interview a short-list of respondents. The selected consultant will be announced after careful consideration.

Vernon Housing Authority will initiate negotiations. Final negotiations will be contingent on fee negotiations, as well as on qualifications. As the scope is better defined, Vernon Housing Authority may request more detailed fee proposals from the respondents. Vernon Housing Authority reserves the right to cease negotiations with a selected consultant if, at the sole discretion of Vernon Housing Authority, no agreement can be reached to the satisfaction of the parties, or if the services are no longer required.

IX. GROUNDS FOR REJECTION

The Vernon Housing Authority reserves the right to reject any firm for one or more of the following reasons:

- 1) Submission does not contain all information requested in the RFP.
- 2) Submission not received by the required deadline.
- 3) Firm does not possess the required qualifications.
- 4) Firm is suspended or disqualified from projects funded by HUD, DOH, CHFA or DOL.

X. TERMS & CONDITIONS

In submitting a response to this RFP, applicant acknowledges that:

- 1) Applicant has read and understands all terms and conditions set forth in this RFP, including attachments to the RFP.
- 2) The applicant shall maintain insurance in accordance with the requirements set forth in Section VI.
- 3) The Vernon Housing Authority reserves the right to revise any terms and/or conditions set forth in this RFP and/or add any terms and/or conditions beyond those set forth in the RFP.
- 4) The progress of this project is subject to further feasibility analysis. As such, the Vernon Housing Authority reserves the right to terminate this contract or place the project on hold indefinitely.
- 5) The Vernon Housing Authority reserves the right, at its sole discretion, to alter the scope of work for the selected consultants.

For any questions, please contact Betsy@vernonhousing.org and Helen.muniz@jdamelia.com