



## REQUEST FOR PROPOSAL (RFP)

### Relocation Consultant for Home Rehabilitation Projects

#### 1 Project Summary

Services Required: Ithaca Neighborhood Housing Services, Inc. and Better Housing for Tompkins County, Inc. (collectively known as "INHS"), is seeking proposals from qualified companies to design and manage a temporary relocation plan for tenants and/or homeowners for government funded purchase and rehabilitation projects.

Project Description: the project will consist of multi-family rental buildings and/or single-family owner occupied homes throughout Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga, and Tompkins Counties.

#### 2 Qualifications

All work must be performed by firms with experience in relocation services in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act).

The firm and staff proposed to be assigned responsibilities on this project must be well qualified and have extensive experience in all aspects of providing relocation services. Qualifications shall include:

1. Demonstrated capability and experience in providing relocation consulting services.
2. Demonstrated capability and experience in following the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).
3. Contacts to provide relocation units, preferably with flexible lease terms, within the local service area.
4. Ability to -secure packers, movers and, if needed, storage facilities, to assist tenants with the physical relocation of their belongings.

#### 3 Scope of Services

1. Provide advice to and consult with INHS on matters of URA compliance.
2. Prepare the Relocation Plan in conformance with the Federal Uniform Relocation Act (URA) and Section 104(d) of the Housing and Community Development Act of 1974 and maintain required documentation
3. Prepare the tenant/homeowner notices. Distribute them, and maintain required documentation
4. Attend at least one tenant group meeting/homeowner meeting.
5. Identify suitable relocation housing that meets HUD Housing Quality Standards.
6. Conduct individual meetings, as necessary, to provide adequate notice and information of relocation activities, construction progress, compensation available to the extent required, and





rights afford to the tenants/homeowners under the URA. All communications will be documented and filed maintained.

7. Coordination of packing assistance.
8. Coordination of moving company.
9. Pre move-in walk through with documentation of condition of the relocation unit and Move out walk through with documentation of condition of the relocation unit.
10. Follow up with tenant 1-2 weeks after moving into relocation unit to confirm that the unit meets their mobility needs.
11. Calculation of reimbursement payments to tenants/homeowners.
12. Coordination of tenant/homeowner return to their residence.
13. Assist in creating a plan to coordinate transfer of utilities with the relocation unit.

The Contractor shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform relocation consulting services outlined in this RFP. These services must be in accordance with applicable work practice standards of the state, HUD, and, if applicable, municipality where the services are provided. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used. Applicable regulations are those that are in force when and where the relocation services are conducted, including, but not limited to:

- Federal Uniform Relocation Act (URA)
- Housing and Community Development Act of 1974: Section 104(d)
- Any other applicable Federal, State, and local regulations

## 4 Project Schedule

The anticipated duration of the contract is anticipated to be three years and is anticipated to begin immediately upon award of the contract.

## 5 Proposals Submission and Selection

Proposals Due: **4:00 PM, June 30, 2025.**

Selection Process: Selection will be based on qualifications and firm experience, as well as cost effective delivery of required services.

## 6 Submittal Requirements

1. General qualifications of firm.
2. At least three references demonstrating experience with relocation projects involving the URA.
3. Unit Prices, can be based on regulatory requirements. A flat per unit/funding source charge is preferable to hourly billing.
4. Billing schedule





5. Because our service area is quite large and individual projects within this scope of work may vary, we understand that there may be additional charges in some cases. Please indicate under what circumstances you would add mileage or other fees and provide your standard unit charge for each.

## 7 General Comments

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this Request for Proposal will become the property of INHS when received.
3. Any specific questions regarding the Request for Proposal should be directed to Delia Yarrow, at (607) 277-4500 x511 or [dyarrow@ithacanhs.org](mailto:dyarrow@ithacanhs.org). It is the responsibility of each firm responding to the RFP confirm the Project Manager and that INHS has accurate contact information for the firm/project manager.

