REQUEST FOR PROPOSAL
FOR
RELOCATION CONSULTANT

MHC Revitalization
Manchester, Connecticut

TITLE:	MHC Revitalization Relocation Consultant
ISSUING ENTITY & ADDRESS:	Manchester Housing Corporation 24 Bluefield Drive Manchester, CT 06040
LOCATION OF WORK:	Westhill Gardens (100 Units) 24 Bluefield Drive Manchester, CT 06040 Westhill Gardens Annex (99 Units) 24 Bluefield Drive Manchester, CT 06040 Mayfair Gardens (76 Units) 211 North Main Street Manchester, CT 06042 Partridge Meadow (16 Units) Lisa Drive Manchester, CT 06042
PERIOD OF CONTRACT:	24 months (+/-)

Please submit proposals by 2:00PM on December 4, 2026. See Section VIII for details on submittal requirements. Proposals must reach the email address below by the deadline stated. The Manchester Housing Corporation is not responsible for any expenses related to the preparation or presentation of responses to this RFP.

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I. PURPOSE

The Manchester Housing Corporation is seeking proposals from qualified firms interested in providing relocation consulting services for the various developments listed in page 1 of this RFP. Westhill Gardens, Westhill Gardens Annex and Mayfair Gardens are designated as elderly/disabled units, while Partridge Meadow is a family development. 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 two hundred and ninety-one (291) units included in these developments.

II. PROFESSIONAL SERVICES REQUESTED

The relocation consultant will plan, coordinate, and implement a mix of on-site and off-site relocation. The selected firm will be required to work closely with the Owner, General Contractor and Architect as they develop a phasing approach and schedule for this project. During construction, households will be temporarily relocated on 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 Housing Authority and its Consultants 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 all developments throughout the construction 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 meetings with the Manchester Housing Corporation as necessary.

2. Bid preparation and execution of contracts.
    - Issue a formal Request for Proposal (RFP) to potential movers.
        i. Work with the Housing Authority team to ensure RFP meets applicable restrictions and requirements.
    - Review vendor submissions and provide recommendations to the Housing Authority based on analysis of costs, warranties, time frame, etc.

3. Manage all facets of the relocation process during the pre, post and construction phases.
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 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 each development is as follows.

Westhill Gardens	
Bedroom Count	**Total**
0 Bedroom	10
1 Bedroom	50
2 Bedroom	40
TOTAL UNITS	**100**

Westhill Gardens Annex	
Bedroom Count	**Total**
0 Bedroom	19
1 Bedroom	80
2 Bedroom	0
TOTAL UNITS	**99**

Mayfair Gardens	
Bedroom Count	**Total**
0 Bedroom	52
1 Bedroom	24
2 Bedroom	0
TOTAL UNITS	**76**

Partridge Meadow	
Bedroom Count	**Total**
3 Bedroom	16
TOTAL UNITS	**16**

IV. PROJECT SCHEDULE

The project schedule will be dependent on HUD Section 221(d)(4) and RAD closing processes, but construction may begin as early as September 2027.

V. INSURANCE REQUIREMENTS

The following minimum insurance coverage must be met:

- Proposers must be able to provide insurance certificates per the attached insurance requirements (Exhibit A).

VI. SUBMITTAL

Firms interested in this project must include in their proposal 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). <u>Please verify that any contact information provided is current.</u>

E. Insurance: Provide a statement of ability to meet the insurance requirements (See Exhibit A).

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. The Manchester Housing Corporation 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. At a minimum, the fee should be broken down on a per apartment unit basis.

VII. 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.

VIII. SUBMISSION INFORMATION AND SELECTION SCHEDULE

December 4, 2026, 2:00 pm	Final submission deadline Proposal will be accepted electronically to Joseph D'Ascoli, Manchester Housing Corporation Executive Director at josephd@manchesterha.org SUBJECT LINE: MHC REVITALIZATION RELOCATION CONSULTANT RFP RESPONSE **Proposals received after 2:00 PM on December 4, 2026, will be disqualified. Oral or telephone modifications will not be considered.**

IX. SELECTION PROCESS

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

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

X. GROUNDS FOR REJECTION

The Manchester Housing Corporation 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) The firm does not possess the required qualifications.
4) The firm is suspended or disqualified from projects funded by HUD.

XI. TERMS & CONDITIONS

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

1) The proposer has read and understands all terms and conditions set forth in this RFP, including attachments to the RFP.
2) The proposer shall maintain insurance in accordance with the requirements set forth in Section VI.
3) The Manchester Housing Corporation 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 Manchester Housing Corporation reserves the right to terminate this contract or place the project on hold indefinitely.
5) The Manchester Housing Corporation reserves the right, at its sole discretion, to alter the scope of work for the selected consultants.

For any questions, please contact mdeluca@jdamelia.com.