



**Request for Proposals
Relocation Management
For Affordable Housing Project Renovation**

General Project Information

Northern Nevada Community Housing has owned Trembling Leaves, a 27-unit, multi-story, multi-family affordable apartment building serving 30-60% AMI households since 1996. The property was built in 1980 and has received limited renovations over the years and is now in need of a significant rehabilitation. The property is 22,192 sq. ft. and offers 9 one-bedroom units and 18 two-bedroom units. One two-bedroom unit is reserved as a manager unit and one unit is set-aside for permanent supportive housing.

The Project will require the temporary relocation of approximately 26 households in early to mid 2025. (This schedule is subject to change once construction scope and GC schedule are defined). The relocation process will be required to be carried out in accordance with the Uniform Relocation Act (URA) and the most recent HUD Handbook. Should other federal or state funds be utilized or anticipated to be used, requirements for those programs will also be included in the relocation program developed for the Project.

Location of Project:

115 Booth Street, Reno, NV 89509

Length of Contract:

NNCH would prefer that the qualified firm begin work as soon as possible after approval of the contract documents. The length of the contract between the NNCH and the qualified firm will be established during contract development with the selected firm. The project schedule will be analyzed with the qualified firm and NNCH to establish critical schedules and reasonable times which are based upon those various conditions such as mobilization, availability of staffing, weather conditions, and any other conditions agreed to upon by the parties.

Federal Grant Requirements

Offerors must be aware that the Project will be supported with a State of Nevada's Housing Division subaward, as pass-through, to NNCH, of federal funds from the U.S. Department of the Treasury's State and Local Fiscal Recovery Fund program ("SLFRF"), and HUD's HOME program funds respectively. The Department of the Treasury's SLFRF Final Rule and Compliance Reporting Guidance detail multiple requirements and compliance responsibilities, as well as provide additional information on eligible and restricted uses of Fiscal Recovery Funds and reporting requirements.

Additional relocation requirements are authorized under Section 8 of the U.S. Housing Act of 1937, including Section 8(b)(1), Section 8(b)(2), and Section 8(o). Regulations are found in 24 CFR, Part 882, 886, 887, and 982. It is administered by HUD's Office of Public and Indian Housing of the Office of Housing. Funding for the specific purpose of providing Section 8 assistance for relocation is provided in HUD Appropriations Acts.

Required Qualifications:

- Must be a licensed business that employs or coordinates employees or subcontractors licensed by the State of Nevada.
- Must have experience with relocation management services as determined by [CPD Monitoring Handbook \(6509.2\) | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#) and Uniform Relocation Act (URA).
- Must have a high degree of organizational and record keeping skill and possess the necessary knowledge and experience applicable to the assigned work. NNCH will require extensive records of daily activities, inspection record keeping, and records for each phase of work.

Preferred Qualifications:

- Experience in working with non-profit organizations.
- Experience with overseeing projects funded by federal grants, especially as they apply to federal procurement standards under Uniform Rules (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), 2 C.F.R. § 200.326.

Scope of Work:

Relocation Planning

1. Develop a scope of work based on relevant requirements and facts.
2. Review applicable relocation policies, staffing needs, and training or other needs to anticipate any issues that may hinder the relocation process.
3. Interview all affected households, collect tenant data -- including for accommodation and disability requirements.
4. Prepare, deliver and maintain all relevant and required notices to tenants and other regulating bodies.
5. Deliver a replacement housing market analysis.
6. Develop a Relocation Plan with a description of the project. Relocation Plan should include:
 - Where tenants will be temporarily or permanently relocated
 - How long tenants will be relocated
 - How relocated tenants will return to the project
 - What benefits will be available to relocated tenants

- A relocation budget detailing all expected relocation costs and with an identification of the source(s) project funds

Relocation Plan Implementation

1. Coordinate activities and facilitate cooperation among government agencies, neighborhood groups, and persons affected by the project.
2. Hold weekly task force meetings to facilitate communication with NNCH staff and employees at all levels.
3. Assist in connecting clients to available resources. Research and conduct outreach to identified Community Benefit Organizations (CBOs) that provide key resources and service. Determine benefits for displaced under the URA.
4. Open, maintain and close a file for each tenant.
5. Provide an appropriate level of project management and staff supervision to deliver the Scope of Work and implement the Relocation Plan.

Proposal Evaluation:

Proposals will be evaluated by the following scoring system:

- **Qualifications and Experience** (1 – 30 points) NNCH will review the experience of the firm's key personnel assigned to this project. Experience must be specific to the required qualifications. Firm must submit a complete list of projects which key personnel have been involved in and/or completed.
- **Past Performance** (1 – 20 points) NNCH will review the past performance of the firm based on references and direct experience, if applicable.
- **Pricing** (1 – 40 points) NNCH will evaluate the firm's total price.
- **SMWBE Preference** (1—10 points) NNCH is required to give preference to qualified minority business, women's business enterprises and labor surplus area firms.

Note: NNCH may deem it necessary to conduct an interview to make the final selection.

Proposal Submission Requirements:

NNCH will accept proposals from qualified, responsible, responsive qualified firms until November 1st by 4:00 p.m. Pacific Time.

Qualifications can be delivered to Attn: Katty Hoover, Northern Nevada Community Housing at 2757 Beck St, Reno, Nevada, 89509 or emailed to Katty Hoover at kattyhoover@gmail.com.

Proposals shall be submitted in the format outlined below. Incomplete proposals will not be rated. Proposals must be tabbed in the following order for convenient review and selection.

Tab 1 Summary of experience with similar projects, challenges, and accomplishments

Tab 2 Pricing for scope of work

Tab 3 Certification of WMSB (if applicable).

Other relevant data and contract terms and conditions:

The qualified firm will be required to comply with applicable Federal, State, and Tribal rules and regulations, most importantly Appendix II to the Uniform Rules (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards) under 2 C.F.R. § 200.326.

Timeline

The following represents the proposed timeline for RFP submissions. These dates represent a tentative schedule of events. NNCH reserves the right to modify these dates at any time. NNCH also reserves the right to forego vendor presentations and select vendor(s) based on the written qualifications submitted.

Task	Date/Time
Deadline for submission of proposals	11/1/24 @ 4:00 PM PT
Evaluation period	(approximate time frame) 11/2-11/3/24
Selection of vendor	On or about 11/4/24
Contract start date	On or about 11/11/24

Contact Information:

For further information regarding the project, the Request for Proposals submission, contract requirements, to schedule a site visit and all other inquiries please contact Katty Hoover at kattyhoover@gmail.com or (813) 892-4096.