



*"Committed to Safe and Affordable Housing"*

## NOTICE

### REQUEST FOR QUALIFICATIONS

### RELOCATION AT MABEL SWAN MANOR – YAKIMA WA

### For The Housing Authority of the City of Yakima

The Housing Authority of the City of Yakima (YHA) is accepting qualifications from qualified consulting firms for relocation services at Mabel Swan Manor in Yakima, WA. Submittals must be sent to [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org) by 12:00pm on March 28<sup>th</sup>, 2025.

Qualification instructions and specifications may be obtained via email upon request to [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org). Questions should also be addressed to Lowel Krueger. Please allow one office day to respond. Office days are Monday through Thursday.

YHA reserves the right to reject or accept any submittals or to waive any irregularities in any submittal deemed to be in the best interest of the Yakima Housing Authority.

## REQUEST FOR QUALIFICATIONS

### **Housing Authority of the City of Yakima RELOCATION AT MABEL SWAN MANOR - YAKIMA, WA Due Friday, March 28<sup>th</sup>, 2025, 12:00 p.m.**

#### **I) SUMMARY**

Yakima Housing Authority of the City of Yakima (YHA) invites qualified consulting firms to submit their qualifications to provide relocation services related to the renovations at Mabel Swan Manor located at 10 South 8th Avenue, Yakima WA 98902.

YHA intends to hire the most qualified consulting firm. Please read the request carefully and submit all the information by the due date listed above.

#### **II) PROJECT DETAILS**

YHA is acquiring an elderly housing development: Mabel Swan Manor located at 10 South 8<sup>th</sup> Avenue, Yakima WA 98902. Mabel Swan Manor consists of 99 units of elderly housing subsidized under Section 8 Project Based Rental Assistance. The development will undergo substantial rehabilitation financed through FHA Section 221(d)(4) or 223f loans with a Mark up to Market Contract Renewal.

#### **III) SUBMISSION REQUIREMENTS**

Submittal packages must include the following:

- Experience with FHA/HUD Financing (221d4 or 223f) per Multifamily Accelerated Processing (MAP) Guide and Uniform Relocation Assistance and Real Property Act (URA)
  - At least 3 projects of at least 50 units in the last 5 years
  - Offsite temporary relocation
- Elderly resident experience in elevator buildings
  - Describe interview process to evaluate resident needs and capabilities
- Resumes for the following functions:
  - Head of Firm
  - Preparer of Plan
  - Resident Liaison/construction site meeting attendee
  - Move in/move out oversight
- References
- Describe process for coordinating with Owner and GC for planning and scheduling
- Describe best practices for resident reimbursements
- Method for calculating relocation consultant fee and proposed pay in schedule

#### **IV) EVALUATION CRITERIA**

YHA will evaluate factors stated in submittal requirements above.

- Capacity to begin immediately
- General qualifications and experience
- Statement of past performance
- Statement for furthering YHA's mission

- Knowledge of the MAP Guide and URA
- Ability to carry errors and omissions insurance

## **V) ESTIMATED SCHEDULE**

YHA will review responses to this RFQ and evaluate by the criteria identified above. YHA may invite selected consulting firms for in-person or telephone interviews.

RFQ Notice: March 8<sup>th</sup>, 2025

Deadline for Questions: March 14<sup>th</sup>, 2025 – 4:00 p.m.

Responses Due: March 28<sup>th</sup>, 2025 – 12:00 p.m.

Selection no later than: April 14<sup>th</sup>, 2025

### **Questions**

Questions must be submitted by email to YHA by 4:00 p.m., Friday, March 14<sup>th</sup>, 2025.

Email: Lowel Krueger – [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org)

### **Response Delivery Address and Deadline**

All documentation required in this RFQ must be received by email no later than *Friday, March 28<sup>th</sup>, 2025, 12:00 p.m.* to [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org)

#### **1. Owner Discretion**

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether an award shall be made because of this Solicitation, shall be at the sole and absolute discretion of YHA.

#### **2. No Claim Against the Owner**

A respondent shall not obtain, by submitting a response to this Solicitation, any claim of any sort against YHA's property because of all or any part of any of the following:

1. Any aspect of this Solicitation;
2. The selection process;
3. The rejection of any or all offers;
4. The acceptance of any offer;
5. Entering into any agreements or the failure to enter into any agreements;
6. Any statements, representations, acts or omissions of the Sponsor to any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and,
7. Any other matters arising out of the foregoing.

#### **3. Cost of the Response**

All costs incurred directly or indirectly, in responding to this Request shall be the sole responsibility of the Respondents. All material and documents submitted by Respondents will become the property of the Owner and will not be returned. Additionally, any Respondent selected for further negotiations will be responsible for

all costs incurred by it during such negotiations.

**VI) ATTACHMENT – MAP GUIDE**