



“Committed to Safe and Affordable Housing”

NOTICE

REQUEST FOR QUALIFICATIONS

RELOCATION AT MABEL SWAN NORTH – 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 North in Yakima, WA. Submittals must be sent to lowel.krueger@yakimahousing.org by 12:00pm on April 25th, 2025.

Qualification instructions and specifications may be obtained via email upon request to 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 NORTH - YAKIMA, WA Due Friday, April 25th, 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 North 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 North located at 10 South 8th Avenue, Yakima WA 98902. Mabel Swan North consists of 45 units for the elderly subsidized under Section 202 Project Rental Assistance Contract (PRAC). The development will undergo substantial rehabilitation financed through FHA Section 221(d)(4) or 223(f) loans. Mabel Swan North will also undergo a Rental Assistance Demonstration for PRAC Conversion to a 20-year Section 8 Project Based Rental Assistance Contract.

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: April 5th, 2025

Deadline for Questions: April 11th, 2025 – 4:00 p.m.

Responses Due: April 25th, 2025 – 12:00 p.m.

Selection no later than: May 5th, 2025

Questions

Questions must be submitted by email to YHA by 4:00 p.m., Friday, April 11th, 2025.

Email: Lowel Krueger – lowel.krueger@yakimahousing.org

Response Delivery Address and Deadline

All documentation required in this RFQ must be received by email no later than *Friday, April 25th, 2025, 12:00 p.m.* to 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