



**Request for Proposals
Harrison Tower
1621 Harrison Street, Oakland**

Residential Relocation Consulting Services

Introduction:

Oakland Affordable Housing Preservation Initiatives (OAHPI) is a California nonprofit public benefit corporation that was established in 2010. The primary purpose of OAHPI has been to manage approximately 1,600 Section 8 units on 250 sites in Oakland. In 2018 OAHPI expanded its operations to include the redevelopment of several senior public housing projects and portions of the OAHPI portfolio that will be converted to tax credit/Section 8 properties.

OAHPI is undertaking the refinancing and substantial rehabilitation of Harrison Tower, a 101-unit high rise affordable senior property located in downtown Oakland at 1621 Harrison Street. The anticipated funding sources include Low Income Housing Tax Credits and HUD Project-Based Section 8 vouchers.

To assist in that work, OAHPI seeks a qualified provider of Residential Relocation Consulting Services to assist in the drafting and implementation of a tenant relocation plan to temporarily or permanently relocate elderly residents at Harrison Tower.

OAHPI Representative:

**Deni Adaniya, Acting Assistant Director
1619 Harrison Street, 2nd Floor
Oakland, CA 94612
Email: dadaniya@oakha.org**

RFP Issued:

October 2, 2020

Submission Deadline:

October 26, 2020 at 4pm

RFP Re-Issued:

November 2, 2020

New Submission Deadline:

November 19, 2020 at 4pm

Property Description:

Harrison Tower, located at 1621 Harrison Street, Oakland, consists of one 13-story apartment building for very low-income seniors and houses the Oakland Housing Authority's main administrative offices on the first two floors. The building was completed in 1970 on a 0.477 acre parcel, and contains 101 dwelling units.

Consultant's Scope of Services: See *Attachment A*

Proposal Contents: Include EACH of the following in the same numbered format in your proposal.

1. A cover letter signed by a representative that is authorized to execute a contract;
2. An overview of the Consultant's expertise and experience providing relocation services for affordable housing projects that are financed with Federal and State of California funds. Include a description of the firm's approach to working with extremely low-income seniors, many of whom do not speak English as their first language.
3. Describe the Consultant's quality assurance and quality control protocols.
4. Describe how the Consultant will ensure that all residents, especially those who do not speak English, are well informed and clear about the relocation program. Include a description of how the Consultant will keep track of all resident communications and any follow up that is necessary. It is critical to OAHPI that all Harrison Tower residents feel comfortable and safe to voice concerns and to have their concerns fully addressed, to the best of our ability.
5. A table listing Consultant's comparable experience in the past 10 years (***Attachment B***)
6. Resumes of Consultant's key personnel who will be assigned to this project and a description of his/her relevant experience with comparable affordable housing projects. If any subconsultants will be necessary, such as translation / interpreter services, provide the name and a brief summary of the proposed subcontractor's experience as well as a description of how translation services will be integrated into Consultant's work.
7. A timeline for the completion of the Relocation Plan. Time is of the essence. OAHPI's target date for finalizing the plan is within four (4) months (or earlier) of an executed

contract however, given the current public health crisis, we recognize that tenant interviews cannot commence until deemed safe by the Alameda County Public Health Department and OAHPI.

8. A timeline of the relocation process from the perspective of a resident.
9. Proposed fees delineated by task or phase of work as well as hourly rates for each assigned staff and subconsultants' fees, if applicable. Complete **Proposed Fees Form, Attachment C**. Clearly highlight any tasks or deliverables that are related to the Scope of Services that are NOT included in the proposed fees.

Please assume the following but note that these assumptions are being provided solely for the purposes of determining proposed fees and are subject to change:

- Project predevelopment period of 12 months (starting immediately) and estimated construction start in December 2021
 - 85 residents requiring temporary relocation to an off-site housing resource
 - Relocations to occur in 4 phases of 20-25 residents in each phase
 - Each phase to be 3 months
 - Off-site housing resources should be within ½ mile of a full service grocery store, pharmacy, and public transit
10. Five (5) professional references including names, company and title, telephone number, and email address.

Submission Guidance & Requirements:

- Email proposals, before the deadline, to the OAHPI representative identified on the first page of the RFP.
- If you would like to receive updates or have questions about this RFP notify the OAHPI representative, in writing, at least five (5) business days before the deadline.
- Only qualified vendors with relevant and comparable experience will be considered. At a minimum a vendor must be licensed to perform the scope of work in the City of Oakland and the State of California and maintain adequate insurance coverage.

Proposal Evaluation:

1. **Capability (35 points):** Firm's ability to successfully manage the relocation process in a professional, thorough, methodical, and timely fashion, and firm's approach to serving and connecting with a diverse group of elderly residents, many of whom do not speak English as their first language.
2. **Relevant Past Experience (35 points):** Extent and quality of firm's comparable experience, particularly with non-English speaking extremely low-income resident populations, and experience of firm's assigned staff.
3. **Proposed fees (30 points):** Fixed fee and hourly rates for each assigned staff.

Reservation of Rights:

Representatives of OAHPI can:

- Request clarification of responses submitted before the final selection of a vendor for this project;
- Reject any or all responses;
- Waive any informality in the selection process;
- Terminate this selection process at any time;
- Negotiate the fees proposed by bidders for this project;
- Negotiate with a qualified bidder and award a contract for a project with a similar scope of work as outlined in Attachment A within 24 months of the proposal deadline;
- Award a contract on a fixed fee or time and material basis;
- Award a contract that provides the best value to OAHPI as determined solely by OAHPI in its absolute discretion.

Insurance and Indemnification Requirements: See Attachment D

Attachments:

A – Scope of Services

B – Consultant's Experience Table

C – Proposed Fees Form

D – Insurance and Indemnification Requirements

Harrison Tower Residential Relocation Consulting Services RFP

Attachment A Scope of Services

The Relocation Consultant's scope of services shall include, but not be limited to the following:

1. Facilitate a Kick-Off meeting with the project team to discuss the relocation process, timeline, and initiate gathering all pertinent information and documentation;
2. Create a resident outreach and communications plan that will ensure that all residents, especially those who do not speak English as their first language, are well informed and clear about the relocation program. All residents should feel comfortable and safe to voice concerns and to have their concerns fully addressed, to the best of our ability. Include a communications tracking system to ensure consistent follow up.
3. Conduct resident meetings, in collaboration with Owner's staff, to provide information regarding the relocation process, timing and tenant's rights;
4. Conduct resident interviews to provide specific household information;
5. Provide any applicable document translation services and meeting interpretation services to ensure effective written and verbal communication with all residents, including those whose first language is not English;
6. Prepare a relocation plan that complies with all applicable Federal, State, and local regulations and requirements, as well as any COVID-19 or other public health directives;
7. Target plan completion date within four (4) months of contract execution;
8. Prepare and issue a Notice of Non-Displacement for temporary relocations or Notice of Eligibility/90-Day Notice for Permanent Relocations, and any other notices required by Federal and State regulations;
9. Execution of the Relocation Plan:
 - a. Facilitate and coordinate the temporary and permanent (if applicable) on- and off-site moves with the Owner's team including project management and property operations staff, the moving company, storage company, and the housing placement facilities with each resident;

- b. Identify, procure and facilitate the negotiations of contracts, on behalf of the Owner, with temporary and permanent, if applicable, housing placement facility owners;
 - c. Identify, procure and facilitate the negotiation of contract(s) with moving companies on behalf of the Owner;
 - d. Identify, procure and facilitate the negotiation of contract(s) with storage facilities, on behalf of the Owner, to store each households' personal items;
 - e. Coordinate all resident moves on and off site, including their personal belongings into off-site storage facilities and assisting residents to secure all utilities and household services in their temporary housing facilities;
 - f. Develop and maintain an Owner-approved relocation budget;
 - g. Establish and maintain a project-specific bank account for the purposes of making direct payments to relocation vendors such as the housing facility providers, moving company(ies) and storage company(ies);
 - h. Review and approve all invoices from relocation vendors prior to submitting to Owner for payment;
10. Maintain detailed records of the relocation process and budget, and regularly submit summary reports to ensure that all activities comply with all local, State and Federal requirements and regulations.

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RFP - Residential Relocation Consulting Services

Attachment C - Proposed Fees

Complete this Attachment C, Proposed Fees including: 1) Name of the firm; 2) Delineate each task or phase and the associated fee to perform; and 3) List each staff person who will be engaged and his/her hourly billing rate(s).

Solely for the purposes of determining proposed fees, please assume the following (which are subject to change):

- o Project predevelopment period of 12 months and estimated construction start in November 2021
- o 85 residents who will require temporary relocation to an off-site housing resource
- o Relocations would occur in 4 phases of 20-25 residents in each phase
- o Each phase would be 3 months

- o Off-site housing resources should be within ½ mile of a full service grocery store, pharmacy, and public transit

Name of Firm:	
Itemized Fee	
Task / Phase:	\$0.00
Total Proposed Fee:	\$0.00
Hourly Rates of Each Assigned Staff	
Staff 1	\$0.00
Staff 2	\$0.00
Staff 3	\$0.00
Staff 4	\$0.00
Staff 5	\$0.00
Subconsultant 1	\$0.00
Subconsultant 2	\$0.00
Subconsultant 3	\$0.00
Fee Exclusions:	

Attachment D

Oakland Affordable Housing Preservation Initiatives

Insurance and Indemnification Requirements

Insurance Requirements

The Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from on in connection with the performance of the work by the Contractor and its agents, representatives, or employees.

The requirements listed below summarize the insurance requirements that will apply to this procurement. The contract for this work will include more detailed insurance requirements.

Minimum Scope and Limits of Insurance

Coverage shall be at least as broad as:

1. **Workers' Compensation and Employer's Liability:** \$1,000,000 per accident for bodily injury and property damage.
2. **Commercial General Liability Insurance:** \$1,000,000 combined single limit per occurrence bodily injury and project damage, \$2,000,000 general aggregate limit Blanket Contractual Liability (insuring the obligations assumed by the Consultant in the Contract Documents), Employees as Additional Insured, Completed Operations-Products Liability, Personal Injury Liability endorsement, Property Damage Liability including Broad Form Property Damage endorsement. Commercial General Liability Insurance shall be written on an occurrence policy form. "Claims-made" and "modified occurrence" policy forms are not acceptable.
3. **Automobile Liability Insurance:** \$1,000,000 per occurrence Combined Single Limit of Bodily Injury and Property Damage Liability insurance applicable to any owned, non-owned or hired vehicle.
4. **Professional Liability Insurance:** If the Contractor is performing any professional work, they shall obtain errors and omissions insurance with minimum limits of \$1,000,000 per claim and \$1,000,000 annual aggregate. In the event that the Contractor subcontracts any portion of their professional duties, they shall require any such subcontractor to purchase and maintain the insurance coverage as provided in this subsection.

Deductible and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by OAHPI. At the option of OAHPI, the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects OAHPI and its affiliates, Directors, officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to OAHPI guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

Each insurance policy required under this contract is to contain, or be endorsed to contain, the following provisions:

1. OAHPI, its affiliates, directors, commissioners, members, officers, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects OAHPI, its affiliates, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by OAHPI, its affiliates, directors, commissioners, members, officers, agents, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required under this contract shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice by certified mail, return receipt requested, has been given to the OAHPI.
4. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to OAHPI, its affiliates, directors, commissioners, members, officers, agents, employees and volunteers.
5. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VI, unless otherwise acceptable to OAHPI.

Verification of Coverage

Contractor shall furnish OAHPI with certificates of insurance and with original endorsements evidencing coverage required by this clause. All certificates and endorsements are to be received and approved by OAHPI before work commences. OAHPI reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Additionally Insured

The Commercial General Liability and Automobile Liability Insurance Certificates shall insurance certificate shall include a statement that: "Oakland Affordable Housing Preservation Initiatives, the Housing Authority of the City of Oakland, and their respective directors, commissioners, officers, agents and employees are named as Additional Insured in accordance with the written contract."

General Indemnification

To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and at Client's request defend, the Client, the Authority and their officers, directors, commissioners, employees, and agents, from and against claims, liabilities, damages, losses, costs, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, failure to perform Work or condition of the Work, to the extent caused in whole or in part by the acts or omissions of the Consultant, a subconsultant, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section. The provisions of this Section shall survive the expiration or termination of this Contract.