

# **REQUEST FOR PROPOSALS (RFP)**

## **RELOCATION CONSULTANT SERVICES**

### **FOR**

## **CHATEAU RAINIER APARTMENT HOMES**

4600 16th Street East Fife, WA 98424

### **Issued by:**

Housing Pierce County



Pierce County  
Housing Authority

**HOUSING**  
**PIERCE COUNTY**

### **Responses Due:**

**Tuesday, January 27, 2026**

**5:00 PM PST**

**Date Issued: January 6, 2026**

## 1. INTRODUCTION

Housing Pierce County (“HPC” or “Authority”) is soliciting proposals from qualified Relocation Consultants (“Respondents”) to provide temporary and permanent relocation and resident-support services for the Chateau Rainier Apartment Homes rehabilitation project. The project requires a full on-site relocation program utilizing designated hotel units located on the property as temporary Hotel Units.

## 2. PROJECT OVERVIEW

Project Name:	Chateau Rainier Apartment Homes
Location:	Fife, Washington
Owner/Developer:	Housing Pierce County
Total Units:	248 units
Site Structure:	Single-site property
Scope:	Full interior and exterior rehabilitation
Relocation Type:	On-site temporary relocation
Relocation Method:	Use of designated hotel units as temporary swing units
Construction Phasing:	Contractor will renovate approximately 12 units at a time
Schedule:	Final sequencing and durations to be provided by HPC and BELFOR
Hotel Units:	<p>The Project will hold a battery of units vacant to be used as “Hotel Units” to provide temporary housing for relocated resident. The units will not be furnished.</p> <p>BELFOR, the general contractor, will move resident furnishings into and out of the hotel units and/or into storage.</p> <p>Relocation Consultant must clean and prepare hotel units between each occupancy</p>

### **3. SCOPE OF SERVICES**

#### **3.1 Relocation Planning & Management**

- Develop a comprehensive Relocation Plan compliant with all applicable regulations.
- Produce and maintain a relocation schedule aligned with construction phasing.
- Conduct household interviews and prepare needs assessments for all 248 households.
- Identify residents requiring special accommodations or supportive services.
- Maintain complete relocation files for each household.

#### **3.2 Resident Notifications & Communications**

- Prepare and distribute all required notices, including:
  - General Information Notice (GIN)
  - Temporary Relocation Notice
  - Permanent Relocation Notice as Applicable
  - Move Preparation Instructions
  - Re-Entry Notice
- Provide multilingual communication as required.
- Maintain an on-site presence or scheduled office hours for residents.

#### **3.3 Logistics Coordination (Non-Physical)**

- Coordinate with BELFOR (General Contractor) on all move-in and move-out schedules.
- Prepare detailed move calendars for each phase of approximately 12 units.
- Provide residents with clear expectations about timelines, hotel unit procedures, and return-to-unit logistics.

#### **3.4 Coordination & Turnover of Hotel Units**

The Consultant shall:

- Assign households to hotel units based on sequencing.
- Coordinate with HPC regarding unit access, keys, and utilities.
- Clean and prepare each hotel unit between occupancies, including:
  - Basic cleaning
  - Trash disposal
  - Resetting the unit to a ready-for-use condition
- Track hotel unit occupancy and turnover.
- Assist residents during return-to-unit transitions.

### 3.5 Tracking, Documentation & Compliance

- Maintain all documentation required under federal, state, and local relocation regulations.
- Submit weekly or biweekly project updates.
- Maintain detailed logs of resident contacts, notices, and relocations.
- Ensure file completeness for auditing and compliance review.

### 3.6 Team Meetings & Reporting

- Attend recurring coordination meetings.
- Provide monthly invoices and reports.
- Alert the owner to any issues, delays, or resident needs requiring attention.

### 3.7 Excluded Services

The Consultant will not:

- Perform or supervise physical moving
- Pack, handle, transport, or store resident belongings
- Move furniture into or out of hotel units
- Provide hotel furnishings
- Oversee construction activities
- Provide services assigned to BELFOR or the owner

### 3.8 Permanent Relocation Services

- Provide Permanent Relocation services to residents as determined
- Assist with moving coordination and services
- Coordinate Permanent Relocation Benefits with residents as determined.

### 3.9 LIHTC & Compliance-Driven Coordination

The Consultant shall demonstrate experience with the following:

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- Coordinating resident movement to align with LIHTC credit-delivery timelines, including placed-in-service (PIS) deadlines and unit readiness milestones.
- Sequencing temporary relocation and return-to-unit schedules to ensure qualified occupancy requirements are met.
- Understanding how resident re-occupancy timing affects initial credit delivery, building turnover, and overall LIHTC compliance requirements.
- Managing relocation in coordination with income-certification schedules (annual recerts, interim recerts, and eligibility updates) during extended hotel-unit stays.
- Supporting public housing authorities on occupied rehabilitation projects involving complex federal, state, and local compliance requirements.
- Maintaining relocation documentation that satisfies LIHTC, HUD, and HPC compliance and audit standards.

#### **4. PROPOSAL SUBMISSION REQUIREMENTS**

Proposal packages must contain, at a minimum, the following information and materials:

1. Cover Letter & Firm Profile
2. Project Team & Key Personnel
3. Relevant Experience with on-site relocations or similar projects. Specifically address coordination with general contractors and property management.
4. Project Approach & Methodology, tailored to 248 units with phasing of 12 units at a time
5. Schedule & Staffing Plan
6. Fee Proposal
7. Two or More References
8. Insurance Documentation

Proposals must be received no later than the time and date specified on the cover page of this RFP, and may be submitted only via PDF via e-mail. Respondents shall submit their proposals to the following:

Darcy Erwin, MBA, MS&QM, Policy and Strategy Manager  
Housing Pierce County  
Tel: 253.620.5463  
[DErwin@pchawa.org](mailto:DErwin@pchawa.org)

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Josh Crites, Director of Strategic Initiatives  
Brawner & Company  
Tel: (503) 784-8888  
[joshc@jhbrawner.com](mailto:joshc@jhbrawner.com)

Matt Chantry, Director Development  
Brawner & Company  
Tel: 425-270-8282  
[matt@jhbrawner.com](mailto:matt@jhbrawner.com)

## 5. EVALUATION CRITERIA

Selection of the Consultant will be based on total points awarded to each proposal as outlined below.

Evaluation Criteria	Max Points
Cover Letter	5 pts
Consultant Firm (qualifications, capacity, organizational strength)	25 pts
Similar Experience (relocation, on-site rehab, hotel-unit or temporary housing programs)	40 pts
Cost / Fee Proposal	20 pts
References	10 pts
<b>TOTAL</b>	<b>100 pts</b>

## 6. RFP SCHEDULE

HPC intends to identify and select a Respondent per the following schedule.

Milestone	Date
RFP Issued	January 6, 2026
Deadline for Questions	January 12, 2026
Final Addenda / Responses Issued	January 16, 2026
Proposals Due	January 27, 2026
Shortlist / Interviews (if applicable)	Week of February 2, 2026
Notice of Intent to Award	February 13, 2026

HPC may conduct interviews either by phone or in person with a Respondent's designated representative(s) and request additional information or changes in a Respondent's proposal.

HPC reserves the right to negotiate the terms of any proposal with all Respondents submitting proposals.

## **7. CONTRACT TERM**

The contract will begin upon execution of a Contract between the selected Respondent and HPC and will remain in effect through completion of all phases of relocation and resident re-entry. Duration will depend on contractor sequencing and will span multiple phases of approximately 12 units each and will be further defined at the time of contract execution.

## **8. OTHER RFP TERMS**

### **8.1 Housing Authority 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 HPC.

HPC reserves the right at any time, in its sole discretion and for any reason, to do any or all the following:

1. Make changes to this Solicitation. Changes shall be made by written addendum that will be issued to all prospective Respondents;
2. Cancel and/or reissue the Solicitation, and/or reject all responses;
3. Reject, in whole or in part, any or all responses received in response to this Solicitation that are incomplete and/or non-responsive;
4. Waive or correct any immaterial defect or technical error in any response, or response procedure, as part of the Solicitation or any subsequent negotiation process;
5. Request that certain or all respondents to this Solicitation supplement or modify certain aspects of the information or responses submitted;
6. Modify the selection procedure, the scope of the proposed project or the required responses;
7. Extend deadlines for accepting responses, request amendments to responses after expiration deadlines, or negotiate or approve final agreements; and,

### **8.2 No Claim Against the Authority**

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

1. Any aspect of this Solicitation;

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2. The selection process;
3. The rejection of any or all offers;
4. The acceptance of any offer;
5. Entering any agreements or the failure to enter any agreements;
6. Any statements, representations, acts or omissions of the Partnership 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.

### 8.3 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 HPC and will not be returned. Additionally, any Respondent selected for further negotiations will be responsible for all costs incurred by it during such negotiations.

### 8.4 Personnel

In submitting their responses, respondents are representing that the personnel described in their responses shall be available to perform the services described from first to last, barring illness, accident, or other unforeseeable events of a similar nature in which cases the Respondent must be able to provide a comparably qualified replacement. Furthermore, all personnel shall be, always, the sole employees of the Respondent under its sole direction, and not employees or agents of HPC.

### 8.5 Rules, Laws, and Regulations

The selected Respondent shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflicts of interest. The HPC will presume that respondents are familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the services which are to be provided.