



Housing Authority  
of the  
City of Alameda

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### **Responses to Questions Submitted for RFP: Relocation Services**

1. Attachment B Form of Proposal requests proposed fees. We understand the Housing Authority is requesting a “Per Household Rate” on this form to perform relocation services. As the details of the assignment are not fully known, should we base this fee on move-out/move-back to unit (as opposed to only a “move-out” per household fee)?

Response: The household rate for full service can be based on move-out and move-back to the unit. Please also propose a move-out only rate as well.

2. Relocation assistance fees can also vary based on difficulty (i.e., seniors often require more time, more meetings, and transportation coordination). Can we provide additional information on the range of fees and what affects the final cost?

Response: Please provide an inclusive household rate for full service. If specific services are excluded from the household rate, provide a list of fee types and fees. You may also propose fees by household size and senior/ non-senior.

3. In addition, there is only one line provided for “Additional Services Hourly Rate”, however, we have multiple staff titles that would be involved with the relocation (i.e., Agent, Senior Agent, Project Manager). Is it acceptable to include our full hourly rates as an attachment?

Response: Yes.

4. Is there a specific budget that we need to stay within

Response: The budget for this process will be dependent on the projected scope and work product that is included within the proposals.

5. Is there a timeline for when the relocation would start?

Response: We will provide at least 90 days’ notice of relocation activities for Independence Plaza (IP). However, there are times when urgent or one-off relocation services are needed, which we are hoping can be covered by this RFP.

6. Does AHA anticipate any permanent displacement?

Response: AHA does not anticipate permanent displacement from its portfolio, but may encounter this with urgent or one-off relocation needs.

7. Can you provide a general timeline of when the project will start and be completed?

Response: See response above.

8. How many phases are there? How long per phase?

Response: Unknown at this time, however for major renovation projects, the construction will be rolling rehab with certain units moving out and moving in every week/biweekly.

9. How many households will be relocated?

Response: To be determined; there are 186 households at Independence Plaza.

10. Are there any vacant units available for on-site temporary housing?

Response: To be determined.

11. What languages other than English are spoken at the property?

Response: Korean, Mandarin, Cantonese, Filipino, Spanish are the top five languages spoken by the residents at the property. There may be additional languages which may require translation.

12. Confirm AHA intends to sign the agreement(s) and pay the invoices for the relocation expenses including moving contractor, pest control contractor, off-site temporary housing if necessary and any other items necessary to implement the program.

Response: Vendor payments will be made through AHA or its property management.

13. When do you anticipate having the financing in place?

Response: TBD. No earlier than 7/1/2024.

14. When do you anticipate having the building permits in place?

Response: TBD. No earlier than 7/1/2024.

15. When do you anticipate issuing a notice to proceed to the general contractor?

Response: TBD, No earlier than 7/1/2024

16. Have any notices been provided to the tenants to date and if so, which one(s)?

Response: AHA expects the relocation consultant to determine the need for and send any necessary official relocation notices (i.e. GIN's, Notice of Nondisplacement).

17. Will the tenants be moved temporarily on-site to vacant units or off-site temporary housing?

Response: To be determined.

18. 4.1, Part 8 (page 11): confirm “cost analysis and budget for primary services” is for Relocation Services for Senior Apartment Complex only. Other relocation services needs are not known at this time.

Response: Although the full scope of services will primarily be for identified residents at AHA’s Senior Apartment Complex - Independence Plaza: 703 Atlantic Avenue, Alameda CA 94501, the cost analysis and budget should be provided for ad-hoc relocation services shall be per household at any of the AHA properties.

19. Consultant Services Agreement, Recital 3.1 (page 38): confirm “maximum payment” is for Relocation Services fee payment for Senior Apartment Complex. Other relocation services needs are not known at this time.

Response: Although the full scope of services will primarily be for identified residents at AHA’s Senior Apartment Complex - Independence Plaza: 703 Atlantic Avenue, Alameda CA 94501, the cost analysis and budget should be provided for ad-hoc relocation services shall be per household at any of the AHA properties.