

ADDENDUM NO. 001
RFP 06-2026
**Relocation Consultant – Broadway
Project**

Issued By:	Boulder Housing Partners (BHP)
Date Issued:	September 17, 2026
Purpose:	To supplement and clarify the Scope of Work and establish the required pricing format for proposal submissions.

1. ADDITIONAL SCOPE OF WORK DETAILS

The following responsibilities are added to and clarify the existing Scope of Work for relocation planning, coordination, and implementation.

Relocation Consultant Responsibilities:

- Develop temporary relocation questionnaires, agreements, notice templates, and other relocation documents as needed. BHP can provide templates from previous relocations for reference.
- Develop a resident tracking sheet and maintain it in coordination with BHP. The tracking sheet should include, as applicable, packing progress, move dates, claims, payments, notices, and other relevant relocation milestones.
- Attend two on-site tenant meetings as required to explain the relocation process. One of the two onsite engagements will include a door-to-door resident survey.
- Interview residents near their anticipated move date to identify individual relocation needs.
- Maintain regular contact with residents to confirm moving progress and assist with scheduling packing assistance, as needed.
- Coordinate movers and review/approve mover invoices for BHP payment.
- Attend project coordination calls as needed.
- Be available to address resident questions and concerns throughout the relocation process.
- Address resident issues as they arise in close coordination with BHP, including managing the resident claim process.

BHP Responsibilities

- Manage the identification and procurement of sufficient off-site temporary housing and permanent housing, as needed, to accommodate resident families.
- Prepare, finalize, and deliver all required notices to residents.
- Schedule resident displacements in coordination with the construction contractor and with consideration of resident commitments.

Collaborative Project Support: Other responsibilities and duties may arise or shift during the project. BHP expects the selected relocation consultant to work collaboratively and flexibly with BHP throughout the relocation and construction process.

2. REQUIRED PRICING FORMAT

Based on the clarified scope above, proposers shall provide an estimated cost per resident for relocation services. No separate BHP pricing sheet or pricing table will be provided; proposers may present the required per-resident pricing in their own proposal format.

Pricing Clarification: The per-resident estimate should reflect the consultant’s professional services under this RFP and Addendum. Direct third-party costs paid by BHP, such as moving company charges or temporary/permanent housing costs, should not be included in the consultant’s per-resident fee unless clearly identified as a separate assumption or pass-through cost.

3. ACKNOWLEDGMENT

Proposers should acknowledge receipt of this Addendum in their proposal. Submission of a proposal constitutes acceptance of the revised and clarified requirements stated herein. **All other provisions of RFP 06-2026 remain unchanged.**