

**RFP 06-2026  
Request for Proposal  
Relocation Consultant – Broadway Project**

Boulder Housing Partners, identified hereafter as BHP, is requesting proposals from qualified companies to provide relocation services for two multi-family housing sites.

**GENERAL**

Boulder Housing Partners is looking to hire a firm that demonstrates successful experience in affordable housing relocation plan development and execution of the relocation process. BHP intends to hire a relocation consultant firm that can support the organization throughout our project known as the Broadway project from planning through construction completion.

The bid packet will be listed as Request for Proposal, **RFP 06-2026 Relocation Consultant – Broadway Project**, and will be available for downloading from our website, <https://boulderhousing.org/bidsrfps> beginning Friday September 11th, 2026.

Submittals are due via email only on or before October 2<sup>nd</sup> by 5:00pm. Please submit all questions and proposals to [Procurement@Boulderhousing.org](mailto:Procurement@Boulderhousing.org). When submitting proposals, the subject line of the email MUST read “**RFP 06-2026 Relocation Consultant – Broadway Project, Company Name**”. Any proposal received after the due date and time will not be accepted. No mailed, hand-delivered, or faxed submissions will be accepted.

**SUMMARY OF RFP DATES:**

| Date                              | Milestone                                                  |
|-----------------------------------|------------------------------------------------------------|
| <b>September 11, 2026</b>         | RFP package available online                               |
| <b>September 18, 2026</b>         | RFP questions are due by 5:00 p.m.                         |
| <b>September 23, 2026</b>         | RFP answers published to the RFP website; vendors notified |
| <b>October 2, 2026</b>            | RFP proposal submission deadline at 5:00 p.m.              |
| <b>October 9, 2026, or sooner</b> | Contract award and notification                            |

**SCOPE OF WORK**

Consultation and development of a Relocation Plan to ensure compliance with all applicable regulations including the Project-Based Voucher program and Uniform Relocation Act (URA).

Coordination support and execution of the Relocation Plan, which will involve permanent and temporary relocations before and during a 12–14-month construction period. We anticipate approximately 10 permanent moves. Any vacant units onsite will remain vacant to temporarily or permanently house residents onsite during construction. Residents we do not have a vacant unit for onsite will temporarily relocate to another BHP site.

### **PROJECT DESCRIPTION**

Broadway East (3110 Broadway) and Broadway West (3120 Broadway) are two adjacent BHP properties consisting of seven buildings and 70 total units. As part of the planned renovation, BHP anticipates combining the two currently separate properties into a single tax credit partnership utilizing 4% Low-Income Housing Tax Credits. Broadway East has an existing HAP contract. At closing, BHP anticipates extending the HAP contract to cover both Broadway East and Broadway West.

The renovation will require temporary relocation of all residents at both properties. Broadway East residents are anticipated to be relocated for approximately 8–10 weeks while renovation work is completed in their units. Broadway West residents will also require temporary relocation during construction. The overall project is intended to preserve both properties as long-term affordable housing while completing significant building, site, energy-efficiency, accessibility, and unit improvements.

### **PLANNING SCHEDULE**

Planning and design work will occur in late 2026 and 2027. We anticipate closing on the financing of the projects in Q3 2028 with construction beginning immediately thereafter.

### **WORK SCOPE ATTACHMENTS**

1. See Exhibit A - Site Map
2. Insurance Requirements (GL and Workers Comp are required, and Auto if applicable)

***Thank you for reading our solicitation. We hope you consider submitting a proposal.***

**ABOUT BOULDER HOUSING PARTNERS**

BHP is the Housing Authority for the City of Boulder; a quasi-governmental organization created in 1966 by the City Council of the City of Boulder. It was established as a housing authority under state law to provide safe and sanitary housing to low and moderate-income households in the City of Boulder. BHP owns and operates over 2000 affordable apartment homes. Please refer to our website for additional information: [www.boulderhousing.org](http://www.boulderhousing.org).

### **SUBMITTAL REQUIREMENTS AND FORMAT**

Submittals must include a submittal letter and supporting data, including the following list of items. Submittals are prepared at the firm's expense and upon submission become the property of BHP and therefore become a matter of public record once the successful firm has been chosen and the contract awarded. Submittals should be no more than 6 pages.

### **TO BE INCLUDED IN THE SUBMISSION OF THIS ORDER**

1. Cover letter of no more than one page that includes a written summary of why your firm would provide excellent service to BHP.
2. Owner's name, company name, address, phone, fax, and email.
3. Type of work contractor is licensed to perform and any other specialization of the firm.
4. Pricing as requested in the pricing table. Please copy and use the pricing table(s) for your submission.
5. Insurance Company Name, address, phone, fax, and email.
6. Proof of General Liability, Workers Compensation, Automobile Insurance, and Pollution Insurance (if applicable). Appropriate limits for insurance are listed in the attached contract. If a contract is awarded, BHP must be named on your insurance forms.
7. List and description of projects or work in which the firm has participated in the past three years. Please be sure to clearly notate which projects occurred within the City of Boulder and/or for BHP or a similar organization or governmental entity.
8. Organizational chart or description of principals and individuals responsible for work.
9. Two references for whom the firm has performed related work for in the last three years.
10. Please include whether your firm is certified as a Minority-Owned Business Enterprise (MBE), Woman-Owned Business Enterprise, or a Section 3 Business Enterprise.
11. If you are a PERA retiree, please include this in your proposal.
12. Sample Contract. If your firm needs additional language or addendums to the contract as provided in this RFP, please provide with proposal.

### **SELECTION CRITERIA**

BHP will use the following selection criteria to select the top firms for each service contract identified. The selection criteria are based on a 100 point evaluation:

| <b>Criteria</b>                                           | <b>Points on 100 point Basis</b> |
|-----------------------------------------------------------|----------------------------------|
| Pricing                                                   | 35 points                        |
| Ability and Experience in performing the required service | 35 points                        |
| References                                                | 25 points                        |
| Complete Proposal and Ability to sign BHP contract        | 5 points                         |

Boulder Housing Partners does business in accordance with the Federal Fair Housing Law (the Fair Housing Amendments Act of 1988). BHP shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation.

#### **BHP RESERVATION OF RIGHTS**

1. BHP reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by BHP to be in its best interests.
2. BHP reserves the right not to award a contract pursuant to this RFP.
3. BHP reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful bidder.
4. BHP reserves the right to inspect work at any time during the ongoing work.
5. BHP reserves the right to determine the days, hours and locations that the successful bidder shall provide the services called for in this RFP.
6. BHP reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals.
7. BHP reserves the right to negotiate the fees proposed by the bidder.
8. BHP reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
9. BHP shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.
10. BHP shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein.

#### **ADDITIONAL REQUIREMENTS ONCE CONTRACT IS SIGNED**

The contract generated by this RFP may be cancelled by BHP for noncompliance with specifications, inability to perform the contracting requirements of BHP or continued safety hazards. The cancellation notification shall state the cause or reason for the cancellation. Such cancellation would be at no charge to BHP other than for work authorized and completed at the time of termination.

The contractor shall provide all items, articles, operations mentioned or herein specified, related labor services, tools, equipment, transportation, and incidentals necessary and required for satisfactory, acceptable completion of the contracted work or delivery of materials. Owner may inspect work at any time during the ongoing work. Should a problem with the materials or the work performed by the Contractor occur during the course of this contract, and should it be shown that the cause of this problem is faulty work, the Contractor shall repair such problem fully at Contractor's own expense. After completion of work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at the Contractor's expense. Contractor will repair damage to the site which is caused by the contractor. After completion of work, Contractor will return the site to its original condition as determined by the BHP. Any work required to return the property to its original condition will be at Contractor's expense.

Contractor shall be responsible for any injury, damage or loss to all public and private property caused directly, in whole or in part, by their employees or agents or anyone directly or indirectly employed by them or anyone for whose acts any one of them may be responsible. The contractor shall comply with all applicable laws and codes bearing on the safety of persons or property of their protection, from injury, damage, or loss. Contractor is responsible for the means, methods and sequence of work and all safety aspects of this work. To the maximum extent permitted by law, Contractor agrees to indemnify, hold harmless, and defend Owner and Owner's Agents from and against any and all claims or damages arising from Contractor's performance of this agreement, as well as acts committed during the course of this agreement by any of Contractor's officers, employees, guests, invitees, and those doing business with Contractor.

Contractor assures that all existing and every new staff working on site do not have a criminal background which would indicate that they could present a threat to residents or staff. Acceptable criminal background is no felony arrests or convictions within five years and no pattern of misdemeanors (three or more) within five years. BHP may terminate this contract if this provision is violated. Contractor certification regarding criminal background included in attachments.

Every effort must be taken to insure the safety and security of the residents of BHP and properties owned by BHP.



*Providing Homes, Creating Community, Changing Lives*

4800 N. Broadway, Boulder, CO 80304

Phone: 720-564-4610

Fax: 303-939-9569

[www.boulderhousing.org](http://www.boulderhousing.org)

Hearing Assistance: 1-800-659-3656

Contractor agrees that if keys to buildings are misplaced, lost, or stolen, the Contractor will absorb all costs incurred to correct the situation. Work will be completed by BHP maintenance staff or contracted and billed to Contractor.

Contractor will disclose to BHP if anyone working for the contractor is related to an employee of Boulder Housing Partners prior to signing this contract.