



July 10, 2023

Work Description

The Butler Metropolitan Housing Authority (BMHA) is seeking proposals from consultants to provide coordination services during its upcoming redevelopment activities. These coordination services are related to the internal relocation of tenants within the development site from one unit to another. The consultant, contractor or company will coordinate the following activities with various service providers.

- A. Scheduling Pest Control services prior to moving temporarily and back to the original unit.
- B. Coordinating cleaning activities before and after each move.
- C. Working with BMHA staff to ensure continuation of utility services.
- D. Coordinating the Housing Quality Standard (HQS) and/or NSpire inspections for each move.
- E. Working with the contractor to ensure final move to permanent unit.

General Assumptions

1. It is estimated that 800 to 1000 moves will need to be coordinated over the course of 20 to 28 months of redevelopment activities.
2. It is estimated that approximately 40 to 60 moves per month.
3. This coordination would be handled off-site by either phone or electronic communication.
4. There may be occasion to be on-site at either BMHA central office or development site (with approval from BMHA).
5. BMHA, or its related entity, will be responsible for all moving and extermination services.

Budget

All proposals should not exceed forty thousand dollars (\$40,000) for the entire work period. This amount should cover all expenses related to project coordination. All moving and extermination services expenses will be paid BMHA or a related entity.

Proposal Submission

1. Please provide a brief description of your experience in coordinating services.
2. Please provide a brief description of your experience in working with income challenged individuals or households.
3. Please provide proof of appropriate and insurance coverage
4. Completed HUD form 5369-A Representations, Certification, and other Statement of Bidders
5. Completed HUD form 2992 Certification Regarding Debarment and Suspension
6. Current Client list
7. Three- (3) references
8. Detailed Budget for the proposed activities.

ALL PROPOSALS SHOULD BE ADDRESSED TO: Ben Jones, Executive Director
COORDINATION SERVICES
Butler Metropolitan Housing Authority (BMHA)
4110 Hamilton-Middletown Road
Hamilton, OH 45011

OR

BJones@butlermetro.org

PROPOSALS SHALL BE ACCEPTED NO LATER THAN August 1, 2023 AT 4:30 PM.

QUESTIONS CONCERNING THIS PROPOSAL SHOULD BE ADDRESSED TO:

Ben Jones
Executive Director
Butler Metropolitan Housing Authority (BMHA)
4110 Hamilton-Middletown Road
Hamilton, OH 45011

OR

BJones@butlermetro.org