



Seattle
Office of Housing

Request for Qualifications (RFQ)

2026 Relocation Consultant Request for Qualifications for the Homeownership as Preservation Program

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Responses Due: April 17, 2026, by 2:00 p.m.

City of Seattle
Katie B. Wilson, Mayor

Office of Housing
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HOP Program Overview

The Homeownership as Preservation (HOP) program is a pilot initiative of the City of Seattle Office of Housing (OH) that will facilitate the conversion of older rental buildings into permanently affordable homeownership opportunities.

The program will:

1. Identify buildings that have a high likelihood of conversion success.
2. Create a predictable process by which current rental property owner-operators can submit their buildings for conversion consideration.
3. Prequalify nonprofit homeownership developers to access funding to assess and eventually apply for subsidy to acquire such buildings for rehabilitation or redevelopment.
4. Create pathways for current tenants to purchase if they desire to and can qualify.
5. Provide tenants with appropriate relocation assistance when they are not eligible or choose not to purchase.

Depending on each property's condition, there are three possible program outcomes:

1. Tenants are organized and supported to purchase homes as part of a limited-equity cooperative or affordable condominium.
2. Tenants are temporarily or permanently relocated while the building is rehabilitated and converted into affordable ownership units for eligible buyers.
3. Where rehabilitation is infeasible, demolition and redevelopment may be considered.

All eventual for-sale homes will include resale restrictions and serve households at or below 80% of AMI, in alignment with Office of Housing's [Housing Funding Policies](#).

This effort is supported by a combination of federal and local funds. Federal funds are part of the HUD Pathways to Removing Obstacles (PRO) Housing program.

RFQ Objectives

This RFQ process will identify an experienced Relocation Consultant to assist tenants whose buildings are being converted into permanently affordable homeownership and determine applicable relocation requirements. The Relocation Consultant will serve four primary functions: (1) providing individualized tenant advisory services to help each household evaluate their housing options and find housing; (2) developing project-specific relocation plans that comply with all applicable federal, state, and local relocation laws; (3) implementing those plans, including sourcing comparable replacement housing, administering relocation payments, and delivering all required notices; and (4) maintaining comprehensive documentation sufficient to demonstrate compliance in the event of a federal audit.

Relocation Consultant tasks to meet these objectives may include, but are not limited to, the following:

- Meeting with each tenant household to assess their circumstances and housing preferences, including their interest in buying their unit or another home in the converted building; temporary relocation during rehabilitation; permanent relocation to a private-market rental; or permanent relocation to an affordable rental.
- Preparing a tenant roster with household income and relevant demographics.
- Developing relocation cost estimates for each household, considering both temporary and permanent relocation scenarios.
- Developing and implementing a relocation plan including issuing all required notices, coordinating moves, calculating and processing relocation payments, and maintaining ongoing communication with tenants throughout the relocation period.
- Identifying and making available comparable replacement dwellings for each displaced household, as required under 49 CFR Part 24. This includes actively sourcing replacement housing options; conducting inspections to verify that units meet decent, safe, and sanitary standards; and documenting the availability of comparable units in advance of any required move. Given Seattle's housing market, the consultant should be prepared to describe their approach to sourcing comparable affordable units and their experience navigating situations where comparable housing may be limited.
- Referring tenants interested in purchasing their units to the Homeownership Developer for eligibility determinations and homebuyer readiness coaching, and coordinating with the Homeownership Developer to track their status and support their return to the converted building when units are ready for sale.
- Preparing and delivering all notices required under applicable federal, state, and local relocation laws, including General Information Notices, Notices of Eligibility for Relocation Assistance, and 90-day notices prior to any required move. Each notice must be appropriately timed, contain the information required by regulation, and be delivered in a manner that ensures tenant comprehension, including translation or interpretation services where needed.
- Determining eligibility for and calculating all applicable relocation payments, including rental assistance payments for tenants relocating to rental housing and reimbursement of reasonable moving costs and related expenses. Where comparable replacement housing is not available within standard payment limits, the consultant will work with OH to develop and document appropriate alternatives consistent with the last resort housing provisions of 49 CFR 24.404.
- Participating in OH-facilitated coordination meetings with the Homeownership Developer and the seller throughout the relocation period.
- Maintaining comprehensive project files sufficient to demonstrate compliance with all applicable requirements in the event of a federal audit, including documentation of all notices issued with proof of delivery, records of tenant contacts and advisory services

provided, comparable housing inspections, relocation payment determinations, and any appeals or grievances received.

Relocation Consultant Eligibility

Applicants must meet all eligibility requirements listed below or propose to team-up with partners to ensure all eligibility requirements will be met. Any proposed partnerships must be described in detail in the narrative response.

- Deep knowledge of federal, state, and local relocation laws and regulations, including, without limitation, the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and Seattle’s Residential Anti-Displacement and Relocation Assistance Plan.
- Experience determining household income, calculating relocation costs, and developing relocation plans as described in this RFQ.
- Ability to manage clear and proactive communications with multiple involved stakeholders including the seller, the homeownership developer/buyer, OH staff, and tenants.
- Capacity to manage multiple concurrent relocation projects with different timelines and conversion scenarios.
- Experience working with tenants from diverse backgrounds and providing culturally and linguistically appropriate services.
- Familiarity with housing options in Seattle and ability to meet in-person with tenants living in Seattle.
- Understanding of tenants’ rights issues in Washington State and Seattle.

Application

Please respond to the following in narrative form:

- Provide a detailed overview of your knowledge of and experience with federal, Washington state, and Seattle laws and regulations pertaining to relocation. If your organization has prepared relocation plans subject to the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and/or Seattle's Residential Anti-Displacement and Relocation Assistance Plan, please describe.
- Describe your experience assisting low-income tenants with relocation. What services did you provide to the tenants and to the property owner? What was the outcome of your effort? Provide two-to-three detailed examples of projects where you provided relocation assistance to tenants.
- Provide a detailed description of the specific services you propose to deliver to fulfil the objectives of this RFQ. While this RFQ outlines the services OH anticipates, applicants may interpret or approach these services differently. Your response should clearly identify which services you would provide, how you would deliver them, and how they map to RFQ objectives. Applicants are encouraged to identify and include any additional services not described in this RFQ that you believe would strengthen your ability to support tenants and advance the goals of the HOP program.
- How would you staff a relocation effort as described in the RFQ? What would the key roles be within your team and who would be involved? What are the qualifications of your key staff members?
- Is your organization located in the Seattle area, or do you have staff members based in Seattle? If not, how do you propose to fulfill the terms of the RFQ?
- Please provide a detailed budget and accompanying budget narrative that shows your estimated per unit costs to perform activities as described in this RFQ for a sample project with six units. The budget should specify your hourly rate.

Attachments

- Letters of support from two-to-three organizations for whom you have previously provided relocation services. Letters from any nonprofit organizations are preferred.
- Documentation that confirms your business structure and Washington State Business License, with UBI number.

Deadlines and Contact Information

Questions about the RFQ can be directed to Joy Hunt at joy.hunt2@seattle.gov. Applications with all required attachments must be submitted by **2:00 p.m. on April 17, 2026**, to joy.hunt2@seattle.gov. Applications submitted before the deadline may be reviewed on a rolling basis. Late applications will not be accepted.

- **Funding Opportunity Released:** March 6, 2026
- **Optional Information Session:** March 16, 2026 at 10:00 a.m.

- Email joy.hunt2@seattle.gov to request a link to participate.
- **Application Deadline:** April 17, 2026 at 2:00 p.m. to joy.hunt2@seattle.gov.
- **Anticipated Award Notification Date:** May 29, 2026
 - OH anticipates making funding awards by this date, barring any unforeseen delays. Should award notification be delayed, OH will contact applicants to let them know.

Disclaimers

To be eligible for funding, applicants must provide a complete application narrative and the required attachments.

This RFQ is non-binding and does not guarantee any award of funding. All costs of preparation of responses and all related expenses are at the sole cost and risk of the applicant. No applicant shall have any claim against the City, including for any costs incurred in responding to the RFQ. OH reserves the right to waive immaterial defects, to amend the RFQ process and requirements, to establish additional award criteria, and to cancel the RFQ and initiate a new solicitation as may be needed to meet OH's objectives, all as determined by OH in its sole discretion. Applicants understand that under the State of Washington's Public Records Act (RCW Chapter 42.56), all materials received by the City of Seattle are considered public records and subject to disclosure. Any award of funding will be subject to OH's contracting and funding requirements.