



REQUEST FOR PROPOSALS (RFP)

Relocation Services Provider – Section 18 Demolition/Disposition Process

Pittston Housing Authority (PHA)

Issue Date: 11/6/2025

Responses Due: 2:00 PM on Friday, December 5, 2025

Submission Type: Sealed Response Submission

Submission Address: Pittston Housing Authority, 500 Kennedy Blvd., Pittston, PA 18640

1. INTRODUCTION

The Pittston Housing Authority (PHA) is soliciting proposals from qualified firms to provide relocation assistance services in connection with the Authority's HUD Section 18 Demolition/Disposition process. The selected provider will ensure full compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and all HUD relocation regulations, in accordance with the approval letter issued by the Special Applications Center at HUD.

This project involves demolition of 90 public housing units and the relocation of approximately 60 households in accordance with Section 18 of the U.S. Housing Act of 1937, HUD Handbook 1378, and all applicable CFR requirements.

2. PROJECT INFORMATION

Item	Details
Owner	City of Pittston Housing Authority
Project Contact Person	Shannon Bonacci – 570-655-3707 sbonacci@pittstonhousingauthority.com
Project Description	90 units will be demolished; approximately 60 residents will be relocated in accordance with the HUD Section 18 Demolition/Disposition process and URA

Item	Details
	regulations. Relocation and demolition activities are funded by Capital Fund and Operating Fund resources.
Estimated Construction & Relocation Timeline	<p>Approved Demolition Application: 2025 - Begin Relocation Planning: Winter 2025 - Begin Resident Consultations: Spring 2025 - Resident Relocations Commence: 2026 –</p> <p>Demolition Contract Award & Start: Late 2026 – 2027</p>
Project Specifics	<p>- Total Units: 55 residential units 90 individual apartments - Unit Mix: 2–4 bedroom public housing units (1–4 bedroom development type)</p> <p>Occupancy Restrictions: None (General Family Housing) Occupied/Vacant Unit Breakdown: See attached Unit Status Report</p>
Planned Relocation Approach	Residents will be relocated primarily off-site using Tenant Protection Vouchers (TPVs), Housing Choice Vouchers, and transfers to other developments. Relocation activities will be phased based on unit availability and voucher issuance schedule.

3. SCOPE OF SERVICES

The selected Relocation Service Provider will assist the PHA in all aspects of relocation, including planning, resident engagement, and documentation. Responsibilities include:

- Implement the Relocation Plan compliant with HUD Handbook 1378 and URA regulations.
- Conduct resident interviews and determine eligibility and benefit levels.
- Provide relocation counseling, advisory services, and assistance locating comparable housing – ensuring access to non-english speakers, accessibility for ADA needs, and ensuring compliance with all HUD requirements.
- Prepare and deliver HUD-required notices (General Information Notice, Notice of Eligibility, 90-Day Notice, URA notices, etc.).
- Coordinate with property management, social services, landlords, and partner housing authorities.
- Maintain complete relocation files for HUD audit readiness.
- Prepare budget and cost-tracking reports as required by HUD.
- Be available on-site in Pittston, PA during key relocation phases.
- Support PHA meetings, resident communications, and HUD correspondence.
- Prepare estimates on the cost of relocation.

4. QUALIFICATIONS

Proposers must demonstrate:

- Proven experience in HUD Section 18 demolition/disposition or similar HUD relocation programs (RAD, Section 22).
- Knowledge of URA and HUD relocation compliance procedures.
- Experience working with low-income residents and public housing authorities.
- Capacity for regular on-site participation and case management.
- Ability to maintain confidentiality and produce compliant documentation.

5. PROPOSAL CONTENTS

Proposals must include:

1. Cover Letter summarizing qualifications and interest.
2. Firm/Consultant Profile and key contact information.
3. Experience & References (minimum of three similar HUD projects).
4. Proposed Approach, including timeline, methodology, and staffing plan.
5. Cost Proposal:
 - Fixed fee rate.
 - Estimated on-site hours per week (anticipated range: 10–20 hours/week).
6. Resumes of key personnel.
7. Proof of Insurance (professional and general liability coverage).

6. SELECTION CRITERIA

Evaluation Criteria	Points
Experience with Section 18 or HUD relocation programs	25
Understanding of HUD and URA requirements	25
Staff qualifications and references	25
Cost and rate structure	25

7. CONTRACT TERM

The engagement will begin upon PHA Board approval and continue through completion of all Section 18 relocation activities (estimated **12-24 months**). Extensions may be authorized as needed to ensure project completion.

8. SUBMISSION INSTRUCTIONS

Submit **one (1) sealed envelope** clearly labeled:

“RFP – Relocation Services Provider”

to:

Pittston Housing Authority

500 Kennedy Blvd.

Pittston, PA 18640

Attn: [Executive Director Name, Title]

All proposals must be **received no later than 2:00 PM on Friday, December 5, 2025.**

Late submissions will not be accepted.

9. QUESTIONS

All questions or requests for clarification must be submitted in writing to:

Shannon Bonacci

Email: **sbonacci@pittstonhousingauthority.com**

Phone: **570-654-4601 ext. 5237**

Questions must be received by **December 1, 2025**. Responses will be shared with all registered proposers.

10. RESERVATION OF RIGHTS

The Pittston Housing Authority reserves the right to reject any or all proposals, waive informalities, and negotiate with any proposer deemed in the best interest of the Authority.

APPENDICES

Appendix A: HUD Section 18 Demolition/Disposition Approval Letter

Appendix B: Unit Status Report and Bedroom Mix Summary

Appendix C: Site Map



OFFICE OF PUBLIC AND INDIAN HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Special Applications Center
77 W. Jackson Blvd., Room 2401
Chicago, Illinois 60604-3507
Phone: (312) 353-6236 Fax: (312) 913-8892

September 11, 2025

Mr. Joseph Chacke
Executive Director
City of Pittston Housing Authority
500 Kennedy Boulevard
Pittston, PA 18640-1798

Dear Mr. Chacke:

The U.S. Department of Housing and Urban Development (HUD) Special Applications Center (SAC) hereby approves the demolition Application, DDA0013143 submitted by the City of Pittston Housing Authority (CPHA). The Application includes 1 non-dwelling building; 23 dwelling buildings containing 90 dwelling units at Riverview Manor-Infantino Towers, PA042000001 (Property).

SAC has determined that CPHA's proposed Property demolition is consistent with the U.S. Housing Act of 1937 (42 U.S.C. 1437p) (the Act) and 24 C.F.R. 970. The SAC approves the Application as summarized below, subject to the conditions contained in this letter.

Riverview Manor-Infantino Towers, PA042000001						
Approved for Demolition						
Bedroom Size	0-BR	1-BR	2-BR	3-BR	4+BR	Total
Existing Units	0	14	73	84	19	190
Approved Units	0	0	42	40	8	90
Number of Dwelling Buildings Existing						55
Number of Dwelling Buildings Approved						23
Number of Non-Dwelling Buildings Existing						4
Number of Non-Dwelling Buildings Approved						1
Demolition Cost		\$545,000				
Demolition Source of Funds		FFY 2024 Operating/Capital Funds				
Future Use		Green Space-TBD				
Approved Building Number Per PIC:						
RM#1, RM#2, RM #4, RM#6, RM#7, RM#8, RM#9, RM#10, RM#11, RM#12, RM#13, RM#14, RM#15, RM#16, RM#17, RM#18, RM#19, RM#20, RM#21, RM#22, RM#23, RM#24						

Approval Conditions

- PHA must comply with all requirements of the Act, 24 C.F.R. part 970, and this approval letter in carrying out this demolition action.
- PHA shall not demolish the buildings at the Property until all residents have been relocated.

- The Field Office is authorized to approve the removal of the Property (units and buildings) from IMS/PIC and PHA's public housing inventory, in accordance with 24 C.F.R. 970 and PHA's request.

Justification

PHA proposed the demolition based on 24 C.F.R. 970.15 and has certified in the application under PHA Certification in Addendum HUD-52860-A that the Property proposed for demolition is obsolete as physical condition and certified that the proposed the Property meets the obsolescence criteria of 24 C.F.R. 970.15 as specifically described in this SAC application.

PHA certified that such obsolescence makes any units proposed for demolition unsuitable for housing purposes and that no reasonable program of modification is cost-effective to return the development to its useful life. PHA also certified that the partial demolition will help to ensure the viability of the remaining portion of the development.

The units at Riverview Manor are sub-standard and in need of major repair. Residents are forced to deal with frequent maintenance issues including down water heaters, failing plumbing systems, and lack proper ventilation. A third-party engineering firm, Bureau Veritas, determined the units to be physically obsolescent due to deteriorated conditions of mechanical, electrical, plumbing, interior and exterior systems. All flooring throughout the property requires replacement and potential asbestos abatement. PHA received a recommendation from the local government to pursue a demolition application to ensure tenant safety, public safety. The Community Building is not used, apart from usage for storage and maintenance shop.

After SAC review, the SAC has determined that the rehabilitation cost estimate for the Property is \$17,888,776, which is 59.20 percent of the applicable TDC, and therefore meets the applicable criteria for demolition of PIH Notice 2024-40.

Public Housing Field Office Certification

The Field Office certified on April 2, 2025, that PHA complied with the following submission requirements:

- PHA submitted a PHA Annual Plan under 24 C.F.R. part 903 that described the disposition, and that the description in the PHA Annual Plan is identical to the Application and otherwise complies with Section 18 pursuant to 24 CFR 970.7(a)(1).
- Environmental Review Compliance under 24 CFR 970.13, 24 CFR 50.21, 24 CFR 58.32, PIH Notice 2024-40 and PIH Notice 2016-22, as applicable.
- PHA is a combined low-rent and public housing agency and will administer its own TPV PHA's TPV administering agency.

Fair Housing Certification

On June 12, 2025, the HUD Office of FHEO provided a memorandum to the SAC indicating that it had reviewed the proposed removal.

Tenant Protection Vouchers

Applicable appropriations law and HUD guidance provide that PHAs may be eligible to receive TPVs for demolitions of public housing units that temporarily or permanently remove units from a PHA's public housing inventory and distinguishes TPVs into two classes:

On the date of this approval, 67 units are occupied, and 23 were occupied within the previous 24 months. Based on this, the maximum award of TPVs PHA is eligible to apply for TPVs as follows:

Type of TPVs	Relocation TPVs	Replacement TPVs
Maximum TPV Award	0	90

This maximum TPV is subject to change if redevelopment plans change, and contingent on HUD approval before the PHA applies for TPV assistance. The Field Office has approved the PHA that will administer the TPVs.

IMS/PIC and Monitoring

In accordance with 24 C.F.R. 970.35, the PHA must ensure the Property is "Removed from Inventory" ("RMI") status in IMS/PIC within seven (7) days of demolition (i.e., execution of demolition contract). Specific instructions for completing the removal in IMS/PIC are as follows:

	Milestone	Number of Days after Approval
A	Begin Relocation	200
B	Complete Relocation	360
C	Execute Demolition Contract	1095
D	Demolition of Property (Contractor Paid)	1460

The Philadelphia Field Office has been informed of this approval, and its staff is available to provide any technical assistance necessary for your agency to proceed with the demolition. As PHA starts the process of implementation, The SAC urges you to continue to maintain an open dialogue with your residents and local officials. If you have to modify your plans, please contact the SAC at SACTA@hud.gov. As always, my staff and I are available to assist you in any way possible.

Please refer to "PHA's Next Steps" enclosure for more information on your public housing inventory removal and necessary actions if any material changes should occur.

Sincerely,

**JAMES
ISAACS**

Digitally signed by: JAMES
ISAACS
DN: CN = JAMES ISAACS C =
US O = U.S. Government OU =
Department of Housing and Urban
Development, Office of Public
and Indian Housing
Date: 2025.09.11 14:44:16 -05'00'

James A. Isaacs
Acting Director

CC: Philadelphia Field Office

APPENDIX B – UNIT STATUS REPORT AND BEDROOM MIX SUMMARY

Project: 101-003N Riverview Manor (AMP 003)

Total Units: 90 Effective Date: 09/19/2025

Category	Total	2 BR	3 BR	4 BR
All Units	90	42	40	8
Available	90	42	40	8
Occupied	67	31	31	5
Vacant	23	11	9	3

Occupancy Rate 74 % 74 % 78 % 63 %

Vacancy Aging (Days Vacant): 1–30 days (1 unit) | 31–60 days (0) | 61–90 days (2) | 91–120 days (1) | Over 120 days (19)

Accessibility Breakdown: 2 General; 0 Vision; 0 Hearing; 0 Physical; 0 UFAS



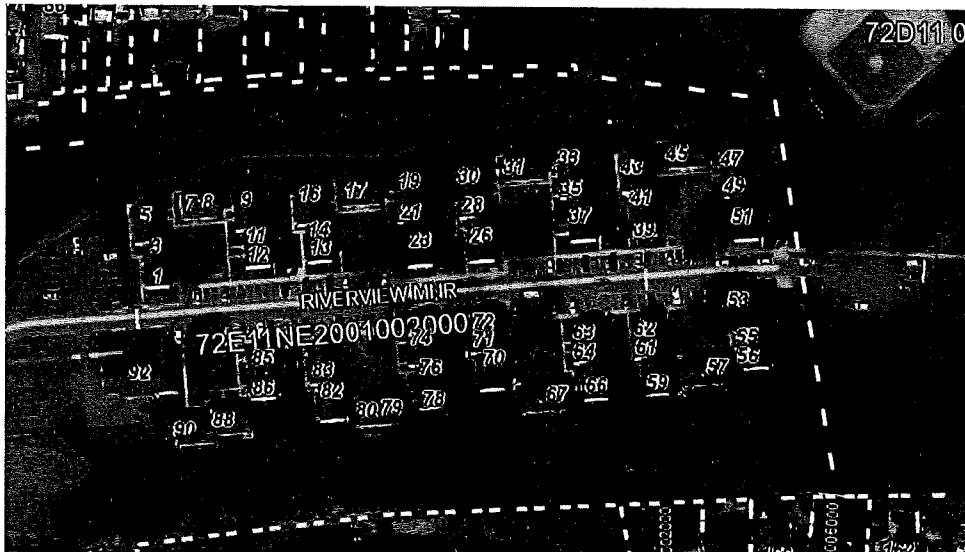
10/23/24

Arona Hamlin
U.S. Department of Housing and Urban Development
Special Applications Center

RE: Special Applications Center Demolition Application

Dear Ms. Hamlin,

Please be advised that we are seeking a partial demolition application for 90 units out of AMP PA042000001 which includes 55 residential units depicted below:



There is 1 non-residential building on site which is currently used as the community room. This unit is proposed for demolition as well, as there is no usage case to support that it is included in inventory.

Thank you for your consideration of this application.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Bonacci". The signature is fluid and cursive, written over a white background.

Shannon Bonacci
Deputy Director
Pittston Housing Authority