

ADDRESS:

1255 Union Street NE
7th Floor # 17
Washington, DC 20002

PHONE:

771-205-6113

WEB:

www.equallycraftedmanagement.com



TM/EASTERN AVE

RELOCATION MANAGEMENT

CLIENT NAME:

Scope Properties

PREPARED FOR:

Dan Crosby

PROJECT NAME:

TM/Eastern Ave

ISSUE DATE:

Board of Zoning Adjustment
District of Columbia
June 2025
CASE NO. 21433
EXHIBIT NO. 29H

01 Overview

This proposal outlines the scope of the relocation project for TM/Eastern Ave, a 48-unit residential Relocation located in Washington, DC. The project involves the relocation of residents to alternative temporary housings in order facilitate a new building renovation.

Our primary goal is to deliver a comprehensive relocation management plan that prioritizes resident safety, compliance with local regulations, and seamless execution, all while supporting the overarching objectives of enhancing property value and maintaining the construction schedule.

We are committed to minimizing costs for all stakeholders by carefully evaluating and implementing the most economical alternative housing solutions for residents. This approach ensures financial efficiency without compromising resident comfort or satisfaction.

The proposal is designed to support tenants through every phase of the relocation process. ECM will develop a structured and thoughtful plan to manage all relocation aspects with efficiency, sensitivity, and full compliance with local laws.



02

Objectives



MINIMIZE DISRUPTION

Provide a well planned transition that minimizes inconvenience for tenants and protects the property and owner



EFFECTIVE COMMUNICATION

Keep tenants, management and ownership informed with regular updates. Provide clear timelines and responses



PROJECT EFFICIENCY

Implement a structured project management framework to handle the logistics of relocating tenants.



Timeline



01

Phase 1:

- Planning
 - Resident Assessments
 - Conduct thorough assessments to understand each household's specific needs, including family size, special accommodations, and relocation preferences.
 - Housing Partnerships
 - Establish partnerships with housing providers, specifically apartment communities, and private landlords to secure suitable accommodations for residents during the relocation process.
 - Finalize timelines, develop and confirm detailed relocation timelines, ensuring clear milestones and alignment with project goals.

02

Phase 2:

- Preparation
 - Begin communication early and maintain regular updates to keep residents informed and prepared throughout the process.
 - Maintain a point of contact- a relocation coordinator to serve as a reliable point of contact for residents, addressing questions, concerns, and special requests.
 - Maintain contact with residents regarding new lease agreements and move-in status.
 - Packing Support
 - Distribute packing supplies to all residents including residents that will not be returning to UV
 - Offer tips and hands-on assistance with packing
 - Frequent check-in with residents to assess packing status

03

Phase 3:

- Relocation
 - Advance Notification
 - Provide residents with their anticipated move date well in advance to allow ample time for preparation.
 - Promptly notify residents of any changes to their scheduled move date to ensure transparency and minimize disruption.
 - Conduct a walk-through of the unit 48 hours prior to the relocation to confirm it is packed and ready for the move.
 - Oversee and manage third-party movers to ensure the efficient, safe, and organized relocation of residents' belongings.
 - Ensure residents receive all necessary waivers, notices, and documentation throughout the relocation process. Such as consent waivers or stipend waivers. ECM will also maintain meticulous records of all signed documentation to ensure compliance and transparency.

Deliverables



RELOCATION TIMELINE & PLAN

Develop a comprehensive timeline and individualized checklist for each tenant, outlining key milestones and deadlines. Conduct weekly meetings with management and ownership to review progress, address concerns, and maintain alignment throughout the process.



TENANT RELOCATION AND MOVE EXECUTION

Ensure a seamless and efficient transition for residents during relocations. Develop a detailed relocation schedule and collaborate closely with the moving company to guarantee a smooth, timely, and high-quality moving experience. Distribute packing supplies to all residents and offer packing assistance to returning residents. Collect keys as needed/requested.



PROJECT EFFICIENCY

Establish a structured project management framework to efficiently oversee all aspects of tenant relocation logistics. Work alongside residents to ensure they have applied and selected new housing accommodations. Work alongside of the residents and management companies to schedule relocation dates.



TENANT CONSULTATION AND NOTICES

ECM will meet individually with each resident household to assess their specific needs, inventory belongings, and understand household dynamics. Additionally, the ECM will distribute required notices to residents as necessary.

Total:

\$67,200

PAYMENT TERMS & CONDITIONS

The pricing outlined above includes the services of a designated relocation coordinator with the support of a relocation manager for a duration of 6 (six) months.

Please note that moving fees are not included in this pricing. A separate proposal with detailed costs will be provided for moving services, packing supplies, packing assistance, and bulk trash removal.

ECM's fees encompass:

- One (1) Relocation Coordinator who will be at the residents disposal for relocation needs throughout the duration of the project.
- Support from one (1) senior manager, who will oversee the project and be onsite for a minimum of two (2) days per month to ensure smooth execution and address any challenges.

Budget Breakdown

	AVG. COST	1BR 26	2BR 21	INSTANCES	PROJECTED COST
RELOCATION BUDGET					
BOXES AND SUPPLIES	\$378.00	\$8,450.00	\$7,875.00		\$16,325.00
DUMPSTERS	\$900.00			4	\$3,600.00
RELOCATION MOVING FEES	\$2,981.00	\$26,650.00	\$24,675.00		\$51,325.00
PACKING FEES	\$475.00				
MOVING TRUCK FEE	\$200.00				
BOX AND SUPPLY DISTRIBUTION					\$1,500.00
TRASH REMOVAL	\$350.00	\$250.00	\$450.00		
RELOCATION MANAGEMENT FEES					\$67,200.00
				TOTAL	\$139,950.00

THANK YOU FOR YOUR
CONSIDERATION