

**SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS  
REQUEST FOR PROPOSAL (RFP) FOR**

**PROFESSIONAL SERVICES  
USDA Self Help Ground Up Construction and Rehabilitation,  
Single-Family Housing Rehabilitation Program  
and Weatherization**

**1. REQUEST FOR PROPOSAL:**

The Southeastern Utah Association of Local Governments (SEUALG) is soliciting competitive sealed proposals from qualified general contractors and sub-contractors such as Excavators, Concrete Contractors, Electricians, Plumbers, Roofers, Insulation Contractors, and HVAC contractors who have five years or more experience in construction projects and who carry liability insurance, workers compensation insurance or have been issued a waiver and are state licensed professional contractors (B100 or R100) as outlined in the SCOPE OF SERVICES SECTION of this request.

**2. OBJECTIVES AND BACKGROUND:**

SEUALG intends to rehabilitate and construct several residential single-family homes, all utilizing both homeowners sweat equity and licensed sub-contractors as required. They also intend to weatherize a large number of homes, as well, with the assistance of contractors and sub-contractor in the Carbon, Emery, Grand and San Juan counties.

**3. SCOPE OF SERVICES:**

The SEUALG is requesting proposals from licensed general contractors and subcontractors for the inspection, development of specifications, materials purchasing, maintaining of records and inventories, cost estimating, bidding, bid evaluation, training of unskilled individuals, over-sight of all segments of the project, inspections, and adherence to any federal or state regulations required by funder. Scheduled work may be required to be completed in the evening and/or weekends depending on homeowner availability. In summary, the SEUALG is desirous that the successful contractors provide a full range of professional oversight services to assist in the successful completion of a variety of mutual self-help residential construction and/or self-help renovation projects in addition to the single-family housing rehabilitation program and weatherization program.

**4. COMPENSATION FOR SERVICES:**

The SEUALG intends to enter a professional contract with the successful contractors. Approved contractors will be selected through a rating and ranking contractor selection committee based on the contractor's bids on each project.

**5. EVALUATION CRITERIA AND SELECTION PROCEDURES:**

**Evaluation Criteria:**

Selection of the successful contractors will be determined by a contractor selection committee. The contractor is requested to provide responses to the following:

- A. The name of the contractor and/or company name and managing principal if applicable.
- B. The contractor address of principal place of business.
- C. The size of the contractors' staff and current workload.
- D. A record of previous relevant experience in the renovation and/or construction of residential properties.
- E. A list of references including names, addresses, and phone numbers of individuals or organizations familiar with the contractors' performance.

**Selection Procedure:**

- A. The selection committee will open all sealed proposals.

- B. The selection committee will review all submissions and weigh them against the duties, responsibilities, and qualifications of the position.
- C. The selection committee may conduct interviews if more than one submission meets/exceeds the duties, responsibilities, and qualification of the position.

**6. GENERAL CONDITIONS FOR PROPOSALS:**

- A. Failure to read the Request for Proposal and comply with its instructions will be at the contractor's own risk.
- B. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted.
- C. The proposal must be signed by the contractor or an officer of the company. Submission of a signed proposal to the SEUALG will be interpreted to indicate the contractors' willingness to comply with all terms and conditions set forth herein.

**7. PROPOSAL SUBMISSION:**

- A. Proposals must be delivered to the SEUALG at 375 S. Carbon Ave., Price, Utah 84501 on or before 5:00 pm on September 30<sup>th</sup>, 2021. **PROPOSALS RECEIVED AFTER 5:00 pm WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED. THERE WILL BE NO EXCEPTIONS.**
- B. Proposals must be submitted in a sealed envelope clearly bearing the name and address of the contractor.
- C. The applicant must submit three copies of the complete proposal.

**8. AWARD:**

The SEUALG reserves the right to reject all proposals. The SEUALG also reserves the right to waive any irregularity, informality, or technicality in the proposals in the SEUALG's best interest and is not obligated to award a contract based upon the lowest priced submission. If terms cannot be mutually agreed upon, the SEUALG will enter into negotiations with another contractor/firm.

**9. WRITTEN AGREEMENT:**

The successful contractor will be required to enter into a written agreement with the SEUALG in a form acceptable to the SEUALG.

**10. OMISSIONS:**

Should the RFP not contain sufficient information in order for the contractor to obtain a clear understanding of the services required by the SEUALG, or should it appear that the instructions outlined in the RFP are not clear or contradictory, then the contractor may obtain written clarification from the SEUALG at least 24 hours prior to the required time and date for proposal submission. The contractor shall include a copy of the written clarification with its submission.

**11. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM:**

The successful contractor must covenant and agree to abide by the federal and state regulations pertaining to Equal Employment as set forth in EXECUTIVE ORDERS 11246, 11375, 11625 and 41 CFR Part 60-4, Section III of the Housing and Urban Development Act of 1968 as amended and HUD Regulations at 24 CFR Part 135.

In summary, these regulations require project participants not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin and project participants will take appropriate measures to employ minority owned businesses. A copy of all noted regulations can be obtained from the SEUALG. Also, the SEUALG will make every effort to ensure that all bidders are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

When applicable, the successful contractor must comply with all applicable Federal Housing and Urban Development Community Development Block Grant provisions and regulatory requirements and all USDA-Rural Development provisions and regulatory requirements in the performance of services outlined herein.

**12. ADDITIONAL INFORMATION:**

For additional information regarding the services specified in this request for proposal, contact the Program Manager, Barbara Fausett at 375 S. Carbon Ave., P.O. Box 1106, Price, Utah 84501, phone (435) 613-0026, fax (435) 637-5448, email-bfausett@seualg.utah.gov.

**13. COST OF DEVELOPING PROPOSALS:**

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the contractor. The SEUALG assumes no liability for any costs incurred by bidders throughout the entire selection process.

**14. PROPOSAL OWNERSHIP:**

All proposals, including attachments, supplementary materials, rendering, sketches agenda, etc. shall become upon submission, the property of the SEUALG, and will not be returned to the submitting contractor.

**15. NON-COLLUSION:**

The contractor guarantees that the proposal submitted is not a product of collusion with any other bidder and no effort has been made to fix the proposal price of any bidder or to fix any overhead, profit, of cost estimate of any proposal or its price.