

REQUEST FOR PROPOSAL

RFP # 2024-01

Project

The Housing Authority of Utah County (HAUC) is now accepting proposals for the scope of work detailed in this document from qualified Geotechnical Engineering firms. The subject is an existing Housing Authority Multifamily property, Carillon Court located at 24 East 1200 South, Orem, UT. An onsite inspection will be required before submitting a proposal.

Scope of Work

1. Geotechnical Engineering services shall perform soil borings and analyze the soils in the area of existing single level 4 plex style buildings. The locations and depths of these test borings are to be determined by the engineering firm based on current standards.
2. Provide a Geotechnical Report, signed and sealed by a Utah licensed professional engineer, which presents findings of subsurface exploration, analysis, and provides geotechnical recommendations to remove or otherwise address any existing deficiencies or with the passing of time anticipated deficiencies to the soils.

Submittal requirements

The proposal must include the following:

1. An itemized summary of the costs and fees to be charged. Any conditions, qualifications or assumptions made in determining these costs must be identified individually.
2. In the event the firm submitting a proposal will rely on, use or otherwise utilize any data, supplies, or HAUC resources, a list of the same will be included in the Geotechnical Report.
3. A statement of compliance indicating the firm submitting a proposal will comply with all terms and conditions of the contract as stated herein and to be attached to the proposal.
4. Contact information for your firm, including the name(s) of the contact person(s), e-mail address(es), telephone number(s), and mailing address(es).
5. An executable proposal in the form provided by your company for such purpose, including this Request for Proposal and Independent Contractor's Agreement included as attachments thereto.
6. Provide 3 references (name, address of job site, and phone number) from customers the firm submitting the proposal has completed within the last 2 years of similar work/scope.

Submittal Information

Proposals must be received at the Housing Authority offices located at 485 N Freedom Blvd. Provo, UT 84601 or through email to ckendall@housinguc.org on or before close of business **Wednesday, February 14, 2024**. Inquiries are to be directed to Christian Kendall, Maintenance Supervisor, 801-373-8333 ext. 111 or ckendall@housinguc.org

RFP Evaluation Methodology

The contract shall be awarded to the proposal determined by HAUC to be most responsive to the requirements of the services to be provided. HAUC reserves the right to reject any and all proposals and to waive any and all technicalities. While price is the major consideration, HAUC reserves the right to consider other aspects including but not limited to the following:

- The ability, capacity, and skill of the Contractor to perform the work.
- Whether the Contractor can perform the work promptly, without delay or interference.
- The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
- The quality of performance of previous contracts or services.
- The previous and existing compliance by the Contractor with laws and ordinances relating to the contract or service.
- The sufficiency of the financial resources and ability of the Contractor to perform the contract or provide the service.
- Such other information as may be secured having a bearing on the decisions to make the award.

The Housing Authority of Utah County reserves the right to reject any and all proposals and to waive any informality in the RFP selection process. HAUC further reserves the right to make a contract award that will be in its best interest.

The schedule is as follows:

RFP published: January 18, 2024

Onsite Visit: February 1, 2024 @ 11:00am

Bids due: February 14, 2024

RFP reviewed and scored: on or before January 20, 2024

RFP Notification and Award: January 20, 2024