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## REQUEST FOR PROPOSALS

### ENGINEERING SERVICES REQUESTED FOR:

### ARROYO CROSSING – TRACT E (TOWNHOMES)

### CIVIL DESIGN AND COST ESTIMATION

## I. REQUEST FOR PROPOSAL

The Housing Authority of Southeastern Utah, hereinafter referred to as HASU, is soliciting competitive sealed proposals from Engineering firms to furnish civil engineering (hereafter referred to as engineering) services for the Arroyo Crossing – Tract E (Townhomes) subdivision located in Moab, Utah as outlined in the scope of services section of this request. A final plat and preliminary plat map are attached to this RFP. Copies of the detailed Request for Proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors that will be used to evaluate are described below. The design and construction phases are funded in part by a Department of Housing and Community Development Block Grant. The successful awardees will be responsible for compliance with all applicable federal and state requirements.

### About HASU

HASU is a nonprofit Public Housing Authority organization that provides accessible, affordable housing to income-qualifying families in Grand and San Juan County. Incorporated in 1994, HASU has specifically developed affordable housing utilizing Section 42 LIHTC, USDA 515, Housing Choice Voucher, and Mutual Self Help single and multi-family construction.

## II. PROJECT DESCRIPTION

Tract E, in the Arroyo Crossing subdivision, in Moab, Utah is designed to be a row of block townhomes adjacent to Spanish Valley Dr to the east and Golden Eagle Way to the west. Currently, it is anticipated that this 1.6 acre parcel will hold between 25-30 townhome units in various blocked groups. See signed final plat for the entire Arroyo Crossing subdivision and *preliminary* plat for Tract E attached to this RFP. Grouping, unit count, and architectural design are still pending.

HASU intends to construct these townhomes via our Mutual Self Help method and potentially our CROWN rent-to-own program beginning in 2023. It is the intent of this RFP to gain Engineering services to apply for a Community Development Block Grant (CDBG) to fund engineering and infrastructure construction services to facilitate single-family home construction in the late fall of 2023.

The selected Engineering firm will engage in the scope of services described in section III to design and coordinate with Grand County's Planning and Zoning department and a third-party architect to create construction drawings and cost estimation for civil engineering services to Tract E. It is anticipated that preliminary design and cost estimation be completed by mid-January to facilitate the CDBG grant application due to the State of Utah by January 31<sup>st</sup>, 2023. Following an award of funds in March/April 2023 HASU will go out to bid for construction services via a separate RFP process.

## III. SCOPE OF SERVICES

HASU is requesting full Civil Design services for the project outlined in Section II. This Request for Proposals contemplates executing a contract for services. The contract includes but is not limited to Civil Engineering Design to include conceptual/feasibility design, design development, cost estimating, and construction design for Arroyo Crossing – Tract E in Moab, Utah. Details are provided below.

- 1) Conceptual Design Phase
  - a. Research, due diligence, site visit, coordination, meetings
  - b. Prepare Civil CAD basemap based on 3<sup>rd</sup> party architect site plan
  - c. Site Plan review and revision coordination with 3rd party architect
  - d. Grading and Drainage Concept
- 2) Design Development Phase
  - a. Grading and Drainage Plan
  - b. Utility Plan (Sewer, Water, Storm Drain, Secondary water)
    - i. Coordination with Rocky Mountain Power and Dominion Gas as necessary
  - c. Preliminary Drainage Calcs (if required)
- 3) Cost Estimating
  - a. Prepare Cost Estimates to be used for infrastructure construction and various funding applications as necessary
  - b. Cost Estimates must be available to HASU by January 16<sup>th</sup>, 2023, for funding applications done by HASU
- 4) Construction Design Phase
  - a. Grading and Drainage Plan
  - b. Utility Plans
  - c. Access Improvement Plan (if required)
  - d. Drainage Report as required by Grand County

In addition to the services enumerated above, the Engineering Services may include, but are not limited to conferences with HASU, third party architects and the Grand County Planning and Zoning Department.

#### **IV. PROPOSAL SUBMISSION REQUIREMENTS**

The instructions below provide directions on the preparation of proposal submissions. Their purpose is to establish the requirements, order, and format of responses so that proposals contain all essential information and can be more easily evaluated. The Engineer is requested to provide responses to the following:

- 1) Letter of Interest with firm's legal name, address, and telephone number.
- 2) Profile of Firms or Key Members: List of principals or key members of the firm who will be involved in the project, their background, and experience, particularly the background, experience, or qualifications in fields related to the requirements of this proposal. List

professional licenses held and applicable or pertinent certifications. Also provide current registration and Unique Identifying Number for Sam.gov

3) Capability to provide services in a timely manner. Past performance in terms of cost control, quality of work, and compliance with performance schedules.

4) Knowledge of Grand Counties requirements for civil and site plan design.

5) List experience working for related project design, project development and cost estimation.

6) An approximate schedule for completion of requested services.

7) Costs: Please provide an estimated fee breakdown for the design of a project with the scope of the subject property.

Proposals must be delivered to the office or emailed to the project manager at the Housing Authority of Southeastern Utah on or before **5:00 PM on Monday, December 27<sup>th</sup>, 2022. Proposals received after 5:00 PM will be placed in the file unopened and will not be considered.** There will be no exceptions. Contact information for HASU is:

Ben Riley, Executive Director  
Housing Authority of Southeastern Utah

Physical and Mailing Address:	Housing Authority of Southeastern Utah 321 East Center St. Moab, UT 84532
Phone:	(435) 259-5891
Fax:	(435)-259-4938
Email:	briley@hasuhomes.org

Proposals must be submitted in a sealed envelope or email, clearly bearing the name of the firm, address, and title of the project. The applicant must submit one (1) copy of the complete proposal.

## **V. EVALUATION CRITERIA AND SELECTION PROCEDURES:**

Selection of the successful Engineer firm will be based upon a predetermined matrix giving value to each of the submissions required in this section. HASU will evaluate proposals based on the following factors.

Evaluation Criteria:

1. Current certifications and licensing to perform the project. Systems for Award Management and Unique Identifier number through Sam.gov.
2. Appropriate design experience is shown.
3. Relevant project history is shown.
4. Knowledge of Grand County's requirements for civil and site plan design.

5. Applicable material in the above RFP is provided.
6. An approximate schedule for completion of requested services.
7. Cost for requested services.

#### Selection Procedures:

The sponsor will review all engineer/firm submissions utilizing a matrix of pre-determined, weighted values for each of the required items, select the (3) engineer/firms receiving the highest scores in the evaluation process. HASU's selection committee will consist of 2-3 members of HASU staff and/or board of commissioners. HASU may invite the highest ranked firm(s) to participate in an interview process. A letter may be sent to the firm(s) selected to participate in this interview process. This/these firm(s) may be asked to provide more specific written information about their qualifications, methodology, and costs. HASU may invite the highest ranked firm to submit more detailed, written proposals describing the project management, scope, and costs for Engineering services on this project. If HASU cannot reach an agreement with the highest ranked firm, HASU may contact the next highest ranked firm and repeat the same procedure. HASU may continue this process until an agreement is reached with the most qualified firm that provides the best proposal, most value, and a fair and reasonable cost. If and when a contract is awarded, all of the firms who submitted a proposal will receive a written acknowledgement of their proposal. HASU will not reimburse firms for any expenses associated with the submission of proposals or participation in the interviews.

#### **VI. HASU, STATE AND FEDERAL CONDITION:**

**1.ELIGIBILITY.** The Engineer must certify that the Engineers firm and the firm's principals are not debarred, suspended, voluntarily excluded, or otherwise ineligible for participation in federally assisted projects. In addition, the status of prospective candidates will be checked prior to execution of any contract. Selected Engineering firms must have a current System for Award Management (SAM) account and Unique Identifying Number through Sam.gov.

**2.CONFLICT OF INTEREST.** The Engineer must certify that it presently has no interest and will not acquire any interest, direct or indirect, in the project that would conflict in any manner or degree with the performance of its services hereunder. The Engineer further certifies that, in the performance of the Engineers Agreement, it will employ no person who has any such interest.

**3.BREACH OF CONTRACT.** In the event of breach of Contract by the Engineer, HASU may at its option, engage the services of another Engineer to complete the work and deduct the cost of the completion from the amount due to the Engineer. In the event if either HASU or Engineer do not fulfill performance under this agreement, then the affected party may pursue all legal remedies available for breach of contract.

**4.NONDISCRIMINATION.** The Engineering firm will not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

**5.ACCESS TO RECORDS.** It is expressly understood that the Engineers log relating to the proposed construction monitoring will be available during normal business hours for inspection by HASU or its designee.

**6.ACCESSIBILITY REQUIREMENTS.** All design specifications for the construction of any building shall comply with the applicable accessibility requirements of the *Fair Housing Amendments Act of 1988 (Fair Housing Act)*; the *Uniform Federal Accessibility Standards* adopted by HUD in *24 CFR Part 8* (implements *Section 504 of the Rehabilitation Act of 1973*); the accessibility requirements of the *Americans with Disabilities Act, together with any additional accessibility features in excess of the aforementioned requirements as directed.*

## **VII. General Conditions for Proposals**

1. Failure to read the Request for Proposal and comply with its instructions will be at the Engineering firm's own risk.
2. All prices and notations must be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten, adjacent to the corrected error. Person signing the proposal must initial all corrections in ink.
3. Corrections or modifications received after the closing time in this RFP will not be accepted.
4. The proposal must be signed by a designated firm representative or officer who is authorized.
5. Submission of a signed proposal to the sponsor will be interpreted to indicate the Engineering firm's willingness to comply with all terms and conditions set forth herein.

### **Award**

HASU reserves the right to reject all proposals. HASU also reserves the right to waive any irregularity, informality, or technicality in the proposals in its best interest, and is not obligated to award a contract based upon the lowest priced submission. If terms cannot be mutually agreed upon, the sponsor will enter into negotiations with the secondary Engineering firm.

### **Written agreement**

The successful engineering firm will be required to enter into a written agreement with HASU in a form acceptable to HASU.

### **Omissions**

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

### **Equal opportunity and affirmative action program**

The Housing Authority of Southeastern Utah is an Equal Opportunity Employer. The successful applicant 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 (12 USC 170u), as amended and HUD Regulations at 24 CFR Part 135**. In addition, the successful Engineering firm must comply with Federal Labor Standards Provisions.

In summary, these regulations require project participants not to 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 sponsor. Also, the sponsor will make every effort to ensure that all offers are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to provide all parties reasonable access to the same basic information.

The successful Engineering firm must comply with all applicable CDBG and regulatory requirements in the performance of services outlined herein.

#### **Cost of Developing Proposals**

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

#### **Proposal Ownership**

All proposals, including attachments, supplementary materials, rendering, sketches, addenda, etc. shall become, upon submission.

#### **Non-Collusion**

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

### **VIII. ADDITIONAL INFORMATION:**

**For additional information regarding the services specified in this request for proposal, contact the project manager with the information below:**

Ben Riley, Executive Director  
Housing Authority of Southeastern Utah  
321 East Center St.  
Moab, UT 84532  
[briley@hasuhomes.org](mailto:briley@hasuhomes.org)  
Phone: 435-259-5891  
Fax: 435-2589-4938

**\*See attached various maps. Signed final plat for Arroyo Crossing subdivision, including Tract E, and preliminary plat for Tract E.**



FINAL PLAT OF  
ARROYO CROSSING, PHASE I  
A PLANNED UNIT DEVELOPMENT,  
AMENDING A PORTION OF LOT 2, CLARK MINOR SUBDIVISION  
AND A PARCEL OF LAND LOCATED WITHIN THE SOUTHEAST QUARTER OF  
SECTION 17, TOWNSHIP 26 SOUTH, RANGE 22 EAST, SALT LAKE BASE AND MERIDIAN

CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	250.00	11.03	11.03	N 88°05'11" E
C2	250.00	121.05	118.87	N 72°57'01" W
C3	150.00	154.40	145.93	N 59°51'40" W
C4	32.00	50.12	45.15	N 45°11'54" E
C5	150.00	11.80	11.80	N 87°51'18" E
C6	150.00	174.63	173.87	N 71°23'08" E
C7	150.00	81.08	80.10	S 15°21'16" E
C8	880.00	236.84	236.13	S 46°23'55" E
C9	880.00	44.69	44.69	S 3°29'01" E
C10	880.00	42.07	42.06	S 34°28'49" E
C11	880.00	17.31	17.31	S 31°52'01" W
C12	15.00	26.11	26.28	S 09°14'19" W
C13	122.00	93.98	93.24	S 7°09'16" W
C14	15.00	26.71	26.96	N 7°59'29" W
C15	178.00	46.02	45.90	S 54°32'20" W
C16	15.00	23.63	21.26	S 26°49'32" W
C17	122.00	26.71	26.96	S 24°30'03" E
C18	15.00	23.58	21.23	S 75°52'50" E
C19	15.00	23.58	21.23	N 14°12'48" E
C20	15.00	23.49	21.16	N 75°47'14" W
C21	15.00	23.93	21.26	N 74°12'53" W
C22	278.00	146.88	145.18	N 44°50'20" E
C23	15.00	23.31	21.03	S 52°51'02" E
C24	15.00	27.84	24.01	N 66°31'33" E
C25	222.00	57.71	57.55	N 14°01'52" E
C26	15.00	23.59	21.23	S 75°53'17" E
C27	15.00	23.58	21.23	S 75°53'17" E
C28	15.00	23.54	21.20	N 14°06'43" E
C29	15.00	23.58	21.23	S 75°53'17" E
C30	15.00	23.54	21.20	N 14°07'10" E
C31	178.00	55.76	55.53	N 21°51'56" W
C32	15.00	6.23	6.02	N 30°31'17" W
C33	15.00	10.94	10.70	N 59°02'21" W
C34	15.00	23.49	21.17	S 45°11'55" W
C35	15.00	23.61	21.25	S 44°46'20" E
C36	178.00	21.25	21.25	S 89°28'48" W
C37	178.00	57.67	57.41	S 73°00'48" E
C38	178.00	27.00	26.97	S 59°23'18" E
C39	178.00	45.10	44.98	S 47°47'05" E
C40	178.00	30.05	30.01	S 35°41'22" E
C41	122.73	16.45	16.43	S 34°42'20" E


LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 00°19'37" E	46.47
L2	N 30°51'16" W	43.00
L3	N 57°07'55" E	37.24
L4	S 20°56'16" W	44.00
L5	N 89°33'44" W	30.00
L6	N 00°56'16" E	58.92
L7	N 00°31'12" E	12.25
L8	N 89°28'48" W	0.33
L9	N 00°31'12" E	18.00
L10	N 89°28'48" W	0.33
L11	N 00°31'12" E	21.43
L12	N 00°31'12" E	14.25
L13	N 89°28'48" W	0.33
L14	N 00°31'12" E	18.00
L15	N 89°28'48" W	0.33
L16	N 00°31'12" E	21.43
L17	N 00°31'12" E	12.25
L18	N 89°28'48" W	0.33
L19	N 00°31'12" E	18.00
L20	N 89°28'48" W	0.33
L21	N 00°31'12" E	21.43





**WARD LEGEND**

_____	PROPERTY LINES
_____	EASEMENT AS SPECIFIED OR PUBLIC UTILITY EASEMENT (P.U.E.)
_____	PROPERTY ADJOINING

 PROP. CORNER FOUND  
 PROP. CORNER SET  
 MAG NAIL FOUND  
 MAG NAIL SET  
 BLOCK CORNER  
 SECTION CORNER MONUMENT

PROJECT TYPE:  
SUBDIVISION

PROJECT LOCATION:  
GRAND COUNTY, STATE OF UTAH

DATE:  
3/3/22

JOB NUMBER:  
030-22

SHEET 3 OF 3

