**Request for Proposals**

**Request for Proposals for a Supportive Housing Project Being Developed by the Tooele County Housing Authority (TCHA)**

The Tooele County Housing Authority is requesting proposals from qualified individuals and firms for professional services to design storage units, tenant area and basketball court on North end of property adjacent to Grantsville Apartments, located at 278 West Main, Grantsville, Utah 84029.

The intent of this proposal is to work with the successful firm/company to make improvements to the property and enhance the vacant land with the following improvements:

1. Provide design, cost estimate and timeframe for completion of the project. Include green space where possible and extend out the existing sidewalks back to new storage units along the back North property line (at least 20 units needed can use more). Design 2 gazebos one on each side for resident use, design in two smoking areas one on each side, design a play area such as a basketball or sports court fenced in with chain link for the resident’s use. Extending existing sprinkler system as needed to keep green grass alive around the gazebos and cement play area. Also, offer other ideas with design as your firm sees fit.
2. Upon entering a contract for your services, provide the scope of work based on design through contract execution with TCHA.
3. Attend any necessary meetings with Grantsville City to obtain permits for the improvements to the land.
4. Support Tooele County Housing Authority administration and Board in working with the team to make improvements in a cost-conscious manner, getting bids from sub-contractors and suppliers to ensure the most cost-effective approach to the property improvements.
5. Prepare and provide detailed costs for each part of the project.
6. Work closely with TCHA staff and sub-contractors/vendors, to ensure best practices are implemented into the project.

***Proposals to assist with these services must be submitted to the Housing Authority by Wednesday, September 4, 2024 at 4:00 pm.***

Please email proposals in PDF format to: [housingtc@xmission.com](mailto:housingtc@xmission.com) is sure to put Grantsville Apartments land improvement proposal in the subject line of the email. Proposals received after the deadline will not be accepted. Please contact with any questions you may have regarding this Request for Proposals or any of the requirements outlined in the scope of work to be completed.

All proposals should be addressed and directed to: DeAnn Christiansen, Executive Director

**Proposal Requirements**

1. **Cover letter**
2. **Names of the Owner, Partner, or Officer of the business.**
3. **Resumes: Please include resumes of key principals and individuals who will be overseeing or involved with this project.**
4. **Description of Experience related to completion of such a scope of work.**
5. **Associations: Please provide a description of any associations with other firms or any form of subcontracting that is planned for the project. References: Please include a minimum of three references.**
6. **Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.**
7. **Cost proposal: Please detail all costs required to assist with these services and required timelines for payments.**
8. **Timetable for completion of the services: Please outline the expected timeline to compete the full scope of services outlined below.**

**Project Award**

The rating factors and values to be used in award of this contract are as follows and out of a possible 100 points:

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| **Relevant Experience with the improvement of raw land and building experience for storage sheds.** | 40 |
| **Qualifications** | 10 |
| **Cost** | 20 |
|  |  |
| **Experience with design and construction** | 30 |

**General Background**

The TCHA is anticipating awarding a contract for services for this project September 17, 2024 and anticipates it being completed before year end 2024.

### Compensation

The proposal should provide a cost for all work associated with the provision of these services. The final cost of services may be negotiated, prior to award of the contract.

**IF YOU ARE SELECTED FOR AN INTERVIEW IT WILL BE SCHEDULED FOR (DATE) AT (NAME) AUTHORITY OFFICES**