Uintah Basin
Association of Governments

Request for Qualifications
Contractual Temporary Part Time Construction Site Manager

RESPONSES DUE
August 17, 2020
5:00 PM

Send To:
Jeannie Powell, Housing Coordinator
Uintah Basin Association of Governments
330 East 100 South
Roosevelt, UT 84066
jeanniep@ubaog.org

This solicitation has been developed specifically for a Request for Qualifications intended to solicit competitive responses for the Contractual Temporary Part Time construction Site Manager Position needed in the Housing Department. All applicants are encouraged to thoroughly review this solicitation prior to submitting.

Submission by FAX is not acceptable and will not be considered for approval.
Introduction

The Uintah Basin Association of Governments (UBAOG) serves the counties of Daggett, Duchesne and Uintah in Eastern Utah. One of the services the UBAOG provides is Self Help Housing. The Self Help Housing program is for low-income families to achieve the dream of home ownership. Qualified families will work together under the supervision of a Construction Site Manager to construct or rehab their homes.

Scope of Work

The U.S. Department of Agriculture (USDA) Rural Developments Mutual Self-Help Housing program creates opportunities for low income families and individuals in rural areas to become homeowners. The program groups together 4-10 families to contribute 65% of the labor building each other’s homes. The contributed labor, called “sweat equity”, provides the down payment on the mortgage. The mortgage is a USDA Section 502 Direct loan, which has a subsidized interest rate and it can go as low as 1% making homeownership affordable.

The UBAOG is seeking a qualified individual with construction knowledge who would be responsible for training and supervising groups of families in the construction of their homes.

Qualifications

All individuals who intend to submit in an application are required to have:

- Valid Utah State Motor Vehicle Operator’s License
- A thorough knowledge of residential construction and current Uniform Building code regulations
- A general knowledge of construction
- Five years in the trades, three of which must be as a journey carpenter

The selected individual will be asked to meet the following criteria:

- Work under the supervision of the Self-Help Construction Supervisor
- Train, Supervise and work with groups of families in the construction of their homes
- Order and purchase construction materials
- Maintain records as required
- Work evenings and weekends until project is completed
- Read and understand blueprints, specification sheets, and materials associated with residential construction
- Communicate well with clients, explain construction codes, and general construction techniques
- Drive to and from construction sites
- Lift construction materials
- Ability to resolve issues between group members
- Coordinate with Self –Help Construction Supervisor for building inspections assuring construction meets building codes

Selection Process
The UBAOG application will be reviewed internally and graded based on required qualifications and criteria. Quality and depth of applications will contribute a higher grade for submissions. Score weight will not be revealed to vendors. The UBAOG reserves the right to solicit additional information from each applicant.

The UBAOG reserves the right to select the applicant that fits our needs the greatest.

**For Consideration**

Please submit a completed UBAOG application including three work references as well as credentials and supporting documentation outlined above. **Application deadline is by 5:00 PM on Monday, August 17, 2020 to Jeannie Powell via email: jeanniep@ubaog.org.**

You may also submit a paper copy of the application. We will accept these copies by mail after the due date, provided the mailing is postmarked no later than August 17, 2020.

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