



**OGDEN CITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSAL
INFILL RESIDENTIAL DEVELOPMENT
2325 MADISON AVE.**



Prepared by Jeremy Smith

Community Development

November 7, 2025

OGDEN CITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSAL
INFILL RESIDENTIAL DEVELOPMENT – 2325 MADISON AVE.

ADVERTISEMENT

The Ogden City Redevelopment Agency (RDA) is requesting sealed proposals from qualified Proposers for the acquisition, and development, and home construction of the residential property currently owned by Ogden City Redevelopment Agency.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.gov/264/Purchasing>

Proposers are responsible for securing any and all addenda issued.

A **non-mandatory** pre-proposal meeting will occur on November 14, 2025 at 9 AM. The meeting will be held at 7th Floor Conference Room of the Municipal Building located at 2549 Washington Blvd, Ogden. All firms intending to submit a proposal are encouraged to attend the meeting to obtain relevant information.

Sealed responses to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT by **January 8, 2026; no later than 11 AM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The RDA reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the RDA.

Ad Published: 11/8/2025

OGDEN CITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSAL
INFILL RESIDENTIAL DEVELOPMENT – 2325 MADISON AVE.

I. INTRODUCTION

The Ogden City Redevelopment Agency (RDA) desires to obtain proposals from experienced residential developers for the acquisition, development, and home construction of a residential property currently owned by the RDA.

Goals/Objectives

The RDA strives to promote quality housing, improve living environments, and expand economic opportunities throughout our neighborhoods. Through the quality neighborhood revitalization planning efforts, we have identified 2325 Madison Ave as a project that has great potential to impact on the overall goals stated above. The RDA seeks to partner with a qualified real estate developer and to take ownership and develop the project area as an infill residential development creating homes for sale to owner-occupants. Required responsibilities of the selected Responder shall include, but are not limited to:

- **Financial Capacity** – Respondent to demonstrate ability to finance the land acquisition, development and home construction of multiple units.
- **Pre-Development Consultation** – Respondent to coordinate all the necessary consultants required for the property development. This may include but not be limited to the following: Civil Engineer, Architect, Structural Engineer, Geotechnical Engineer, Landscape Architect.
- **Land Development** – Respondent to coordinate all necessary permits and site approvals for the development of the property. Respondent responsible for installation of all improvements of necessary infrastructure and land development improvements of the project. These improvements include but are not limited to: debris removal, grading and retaining, site infrastructure utilities (i.e. sewer, water,

storm drain, gas, electric, communication), curb & gutter, sidewalk, drive approaches, driveways, roadways, fencing, landscaping. Respondent is responsible for demolition and removal of any existing structures, trees etc. and relocation of existing utilities to complete development.

- **Concept Design** – Respondent to use the current zoning and east central design guidelines as the basis for design guidelines the RDA would support the development of the property (See Exhibit B).
- **Home Construction Drawings** – Respondent for the production and coordination with architects and/or home designers for all home construction drawings necessary to submit and obtain a building permits from Ogden City building services department (i.e. architectural, civil, structural engineering & swppp permits).
- **Home Construction** – Respondent is a licensed general contractor that has the capacity to build new homes on a timetable and quality acceptable to the RDA and the respondent.
- **Home Sales & Warranty** – Respondent to demonstrate ability to actively sell units using multiple marketing programs and provide proven record of excellent customer service regarding warranty services.
- **HOA Management** – Respondent to provide experience with setting up and maintaining and HOA.
- **City Coordination** - Respondent to work with Ogden City Community Development staff throughout design and construction process. This includes concept design, construction drawings, and construction of project, and sale of each unit.

It is anticipated that this RFP process will result in one contract award. **The RFP document will become part of the final contract.**

II. SCOPE OF WORK or SPECIFICATIONS – Refer to Exhibits A & B

III. MANDATORY OR NON-MANDATORY MEETING

A **non-mandatory** pre-proposal meeting will occur on November 14, 2025 at 9 AM. The meeting will be held at 7th Floor Conference Room of the Municipal Building located at 2549 Washington Blvd. All firms intending to submit a proposal are encouraged to attend the meeting to obtain relevant information.

IV. RESPONSE TO RFP

The RDA is seeking proposals from providers capable of providing all the work described in the Scope of Work including attachments. Refer to submission requirements.

A. Each Proposal must include, as a **minimum**, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Company Experience - A description of the respondent's experience and capability of fulfilling this contract if awarded.
 - a. Include company history with biographies and/or resumes for principal contacts.
 - b. Include past performance on similar projects
 - c. Experience with land development, overseeing home sales and home warranty customer service.
 - d. List at least 3 agencies or external stakeholders involved in previous projects and their contact information.
3. Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.
 - a. Include degree and depth of professional qualifications
4. Proposed schedule for completing scope of work.
5. Project Proforma - Provide detailed sources and uses / proforma showing financial capacity / resources from beginning to completion of the project. Detailed information

- included what fund sources would be used for the land acquisition, improvements, vertical construction, sales, marketing, and property management/maintenance. Responder to provide information that demonstrates a sound understanding of real property finance from inception to completion of projects. Proforma to include offered purchase price for land from the RDA, estimated development and home construction costs, financing & marketing expenses, home sales price, include a price guarantee period (See scope of work attachment for minimum required information)
- B. For RDA record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as loose leaf with binder clip
 - b. Submitted in a regular 3-ring binder
- C. Proposals submitted to Ogden City Redevelopment Agency are considered public records, unless protected within [Utah Code 63G-2-1](#).

V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

A. Company & Team Experience	15 Possible Points
B. Development & Home Concept Proposal	35 Possible Points
C. Proposed Schedule	15 Possible Points
D. Project Proforma	35 Possible Points

*A total of **100 possible points** may be awarded to one proposal.*

The selection committee will primarily be composed of Ogden City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each Proposer bears sole responsibility for the items included or not included in the response submitted by that Proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the RDA policies and procedures. The RDA reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. The RDA reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

The RDA may require an in-person presentation by a Proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the Proposer will be extended any specific amount of work.

VI. SUBMISSION OF PROPOSALS

By January 8, 2026, no later than 11 AM; Proposers shall submit **six (6)** copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

Submit to:

Ogden City Redevelopment Agency
c/o 2nd Floor Information / Constable Desk
ATTN: Purchasing Office

“INFILL RESIDENTIAL DEVELOPMENT – 2325 MADISON AVE.”

2549 Washington Blvd.

Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED.

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The sealed Proposal may also be hand-carried to the 2nd Floor Information / Constable Desk at the same address.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

RDA offices are closed on the weekends and observed holidays.

VII. INSURANCE REQUIREMENTS

The successful Proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **Commercial General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.

3. Workers' Compensation and Employer's Liability: Worker's

Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

4. Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Redevelopment Agency".

2. "It is agreed that any insurance or self-insurance maintained by Ogden City Redevelopment Agency, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

C. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

1. "Ogden City Redevelopment Agency, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Redevelopment Agency."

D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Redevelopment Agency. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Redevelopment Agency. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.

E. The RDA shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized

by that insurer to bind coverage on its behalf. **All certificates and endorsements are to be received by the RDA before work begins on the premises.**

- F. RDA reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the RDA. At the option of the RDA, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the RDA, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the RDA guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.
- J. For purposes of this contract, under the "**Certificate Holder**" section, list the following information:

Ogden City Redevelopment Agency
2549 Washington Blvd.
Suite 510
Ogden, UT 84401

VIII. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet the RDA's insurance and bonding requirements, and have experience with all work defined in the scope of work.

- B. For projects that are security-sensitive in nature, the RDA reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City Redevelopment Agency. Ogden City Redevelopment Agency may reject any response to this RFP that involves services from a person or entity that Ogden City Redevelopment Agency determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. The RDA reserves the right to request clarification of the information submitted, and to request additional information from any Proposer.
- E. The RDA will make every effort to ensure all Proposers 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.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the Proposer. The RDA assumes no liability for any costs incurred by Proposers throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of the RDA and will not be returned to the Proposer.
- H. Conflict of Interest – No member, officer, or employee of the RDA, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by the RDA policy.

I. Non-Collusion – The Proposer guarantees the proposal is not a product of collusion with any other Proposer and no effort has been made to fix the proposal price or any Proposer or to fix any overhead, profit or cost estimate of any proposal price.

J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. The RDA reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, the RDA may award this contract without discussing proposals received from prospective service providers.

a. The selected company shall enter into a written agreement with the RDA.

b. The RDA reserves the right to cancel this Request for Proposal.

c. The RDA reserves the right to reject any or all proposals received. Furthermore, the RDA shall have the right to waive any informality or technicality in proposals received, when in the best interest of the RDA. The RDA reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If Proposer wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of submittal. The form can be accessed through the Recorder's webpage at this link: https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised

IX. ADDITIONAL INFORMATION

Price Guarantee: If applicable, all pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by the RDA.

Price Reductions: It is understood and agreed that the RDA will be given the immediate benefit of any decrease in the market, or allowable discount.

The contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by the RDA.

- A. Invoices must contain a complete description of the work / service / goods that were performed / provided, the contract price for each service, the RDA purchase order or contract number, and address of service location or delivery address.
- B. Upon the Award of Contract, the Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, the RDA seeks a discount for early payment. The RDA shall only take such a discount if earned.
- D. Invoices shall be promptly sent to the following address:

Ogden City Redevelopment Agency
c/o Community Development
2549 Washington Blvd. #120
Ogden, Utah 84401

X. GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

XI. RFP SCHEDULE

The RDA will follow the timetable below. The RDA reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.gov/264/Purchasing>

EVENT	TARGET DATE
Open RFP Process	11/7/2025
Ad – Standard Examiner	11/8/2025
Pre-Proposal Meeting - In-Person	11/14/2025 at 9 AM MST
Last day for Q&A	12/18/2025 at 3 PM MST
RFP Response Deadline	1/8/2026; No later than 11 AM MST
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

XII. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email purchasing@ogdencity.gov.

The question-and-answer period ends at 3 PM on December 18, 2025.

Please check the City’s Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns -

<https://www.ogdencity.gov/264/Purchasing>

***Thank you for your interest in doing business with Ogden City
Redevelopment Agency.***

EXHIBIT A
SCOPE OF WORK / SPECIFICATIONS

RFP – RESIDENTIAL INFILL DEVELOPMENT – 2325 MADISON AVE SCOPE OF WORK / SPECIFICATIONS

1. Property Acquisition

- Respondent responsible for taking full ownership and maintaining the property.

2. Entitlement / Planning

- Respondent responsible for completing all entitlement and approvals necessary to complete development (Currently zoned R-3EC).
- Development to include market rate for sale product. Details as to path to homeownership must be included in plan (i.e. conventional homeownership, rent to own, shared equity financing, etc.)
- Respondent to incorporate historic design guidelines describe in the east central zoning into the site plan and architecture of the proposed subdivision.
- Respondent to be aware of the access rights of the adjacent northern property owners and incorporate providing access into the design.

3. Development

- Respondent responsible for completing all improvements necessary to deliver building lots in a finished condition.
- Improvements include all necessary work required to build proposed residential units including but not limited to sewer, water, storm drain, all street improvements, curb and gutter, sidewalks, drive approaches, dry utilities including power, gas, electric and communication utilities)
- Existing Structures, surface asphalt and concrete to be removed by RDA prior to respondent taking ownership of property. Demolition of existing structures will be backfilled with clean fill. All existing water and sewer connections to be removed prior to respondent taking ownership. Respondent will need to install new utility laterals as required by Ogden City development standards during development phase. Respondent responsible for addressing any challenges presented by land conditions including but not limited to geotechnical, subsurface water conditions, unseen subsurface debris, existing dry utilities, any possible relocation of utilities and transition work. No current geotechnical analysis work has been done on this site.

4. Home Design

- Respondent to include conceptual renderings / photographs to demonstrate the type, style and overall design proposed. Detailed construction drawings are not required for the RFP.
- Home Design and Exterior Materials to comply with the east central zoning design requirements, Brick, Hardie Board, LP Smartside or comparable siding Including trim.

5. Home Construction & Sales

- Respondent responsible for timely construction of homes. This includes submitting for and obtaining all necessary permits needed for construction.
- Respondent to oversee construction of homes using ensuring quality workmanship and materials.
- Respondent to offer 1-year minimum builders' warranty for each home. Details of what are included in the warranty to be listed with the proposal
- Respondent responsible for the sale of each home. Including implementing a marketing plan. Details of marketing strategies to be described in proposal.
- Respondent responsible for ensuring that homes are sold to owner-occupant buyers.

EXHIBIT B

Property Area

Parcels 010250041, 010250033 : 1.10 Acres : Zone R-3EC / Cottage Home Overlay

