



REQUEST FOR PROPOSAL

For

PLAN REVIEW AND BUILDING INSPECTION SERVICES

Issued October 26, 2021

REQUEST FOR PROPOSAL

Notice is hereby given that Richfield City is seeking proposals from firms and individuals qualified to provide contract professional services for plan review and building inspection services.

RICHFIELD CITY BACKGROUND

The 2021 population estimate for Richfield City is 7,900. The City's current growth rate is .08% and its population has increased by 4.62% since 2010. Recent projections show that this rate of growth is accelerating. This is evident by the number of building permits that have been issued in the past two years. In 2019 there were 69 residential permits with 8 of those being for new homes and 1 commercial permit. In 2020 there were 125 residential permits issued with 23 of those being for new homes and 1 commercial permit. The City has seen an increase in residential and commercial permits in 2021. Therefore, the candidate must be experienced in both residential and commercial inspection and plan review procedures.

This Request for Proposal will assist the City in selecting an experienced inspector, or team of inspectors (Respondent), to perform plan review and building inspection services.

This RFP is part of a competitive procurement process that helps to serve the best interests of the Owner and its citizens. It also provides each Respondent with a fair opportunity for its services to be considered. Throughout the remainder of this document said Respondent will be referred to as "inspector".

SCOPE OF SERVICE

- Will report to City Administrator
- Will work closely with office personnel
- Plan Review Services:
 - Code review for architectural, structural, electrical, mechanical, plumbing, fuel gas, energy, accessibility, solar or other renewable energy, and fire codes.
- Inspections:
 - Code inspections for architectural, structural, electrical, mechanical, plumbing, fuel gas, energy, accessibility, solar or other renewable energy, and fire codes.
 - Ensure improvements are properly completed or bonded for, according to city code before granting occupancy.
- Must be responsive to City staff and residents:
 - The time expectation is to respond within 1 business day
 - Single Family Residential Plan reviews are to be completed within 5 business days
 - Multifamily Residential Plan reviews are to be completed within 10 business days
 - Commercial Plan reviews are to be completed within 10 business days
 - Perform an inspection within 2 business days of a request
- Must have the ability to report permits as required by Sevier County and the State of Utah
- Must submit a monthly log for services performed by the 5th of the following month.
 - Will be paid monthly as a 1099 contract employee as an individual inspector OR via accounts payable check for a firm by the 15th of each month
- Richfield City may acquire contracts with multiple inspectors for the same services to ensure the availability of the requested services. Requests for work to be performed will be based on actual need in conjunction with the capabilities, experience, and availability of the consultant(s) along with

the price, business location, and hours of operation. No guarantee of the actual work is implied or expressed by this solicitation. The purpose of the contract is to have a contract in place for work to be performed on an “as needed” basis.

REQUIRED QUALIFICATIONS

Plan Review Services. Selected consultant shall have a minimum of five (5) years of experience performing plan review services and shall be, or have on staff, and International Code Council (ICC) Certified Building Plans Examiner and be International Code Council (ICC) Certified in the State of Utah’s currently adopted International Codes and National Electrical Code. The selected consultant shall also be, or have on staff, a registered professional engineer in the State of Utah for structural engineering.

Inspection Services. Selected consultant shall have a minimum of five (5) years of experience and expertise in performing code inspection services, shall have a valid driver’s license, a valid State of Utah “Combination Inspector” license, and be International Code Council (ICC) Certified in the State of Utah’s currently adopted International Codes and National Electrical Code.

PROPOSAL SUBMISSION REQUIREMENTS

Each proposal shall include at a minimum the following information:

1. **Primary Contact.** Provide the name and title of the person who will be the primary contact and manager for the contract, plus contact phone number(s), email, and mailing address.
2. **Company Information.** Provide an overview of the history of the company, such as, but not limited to, the range of services typically provided, expertise, number of employees, and states in which the company operates.
3. **Firm & Staff Qualifications.** Provide work history and a reference list of other cities they have worked for with the name and phone number of key personnel. Provide a list of all certifications and a copy of the transcript or certificates.
4. **Approach & Methodology.** Review the scope of services and provide a detailed approach to and methodology for completing the services and providing the deliverables requested. This section shall also include a preliminary proposed timeline, initial cost estimate for **each** element update, and hourly rates for the key personnel identified.
5. **Fee Schedule.** Provide hourly rate, travel charges, and flat fees for all services provided (must be in accordance with Utah code)
6. **Appendix.** The appendix shall include professional resumes of key personnel and any relevant previous work product as deemed appropriate by the Inspector.

SELECTION OF PROPOSAL

Inspector will be selected in accordance with Richfield City procurement policy. The City’s decision to select an Inspector will be based upon the following criteria, plus any other relevant factors that would further demonstrate an Inspector’s qualifications:

- Completeness of proposal
- Experience of Inspector/firm and proposed personnel (providing similar services)
- Schedule of fees for services (must be in accordance with state law)

CONDITIONS OF AWARD

An evaluation team will evaluate the submitted proposals. The City reserves the right to: 1) reject any or all proposals, or to make no award; 2) require modifications to initial proposals; 3) negotiate or 4) make partial or multiple awards.

The City may award based on initial proposals received, without discussion of such proposals. If required by the City, certain Inspectors may be invited to make presentations to the evaluation team, planning commission, and/or other City personnel as deemed appropriate. To the extent permitted by law, all documents submitted as part of the Inspector’s proposal will be deemed by the City as confidential during the evaluation process, and until the selection of finalists. There shall be no disclosure of any Inspector’s information to a competing Inspector prior to award of the contract. The contract shall be considered awarded only upon the effectiveness of the official action of the City Council.

AMENDMENTS TO THE REQUEST FOR PROPOSAL

The City reserves the right to amend the RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments to this RFP will be sent via email to all individuals and firms who respond to this RFP. If revisions are of such a magnitude to warrant, in the City’s opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

PREPARATION AND SUBMITTAL OF PROPOSAL

Anticipated Project Key Dates

RFP Distribution	October 26, 2021
RFP Deadline	November 18, 2021
City Council Selection Date	December 14, 2021

Submittal Instructions

Submit one (1) physical copy to Richfield City Hall AND an electronic copy of the proposal containing the information described in the RFP in .pdf format emailed to Michele Jolley at michele@richfieldcity.com

Richfield City Office
75 E Center Street
Richfield, UT 84701

The deadline to submit a proposal is 5:00 PM MST on November 18, 2021. No late proposals will be considered.