



## REQUEST FOR PROPOSALS

*Garland City is requesting proposals from qualified firms or individuals for **City Building Inspector and Residential Plan Review Services**. The services requested are anticipated to be equivalent to part-time hours.*

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### **BACKGROUND**

Garland City has a population just over 2,600 people and has issued an average of 14 new single-family residential permits per year, and between 35 and 45 other miscellaneous permits related to residential remodeling (or associated improvements). An average of 2 to 4 commercial-related permits are issued a year.

Supporting City Staff includes the assistance of the City Recorder and Public Works Director. This position requires close coordination with the City on the administration of the building inspection function and duties.

The Consultant must be experienced in residential inspection and plan review procedures\*. The Consultant will perform the duties of the City Building Inspector.

*\*Commercial plan review services are not part of the scope of this contract.*

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### **TERM OF CONTRACT**

The initial term of the proposed contract shall be a period of three (3) years commencing on or around January 3, 2022, and shall automatically renew for successive one (1) year terms (up to five years), unless either party gives the other not less than forty-five (45) days prior written notice to terminate the contract.

In addition, the City will be allowed to terminate if the Consultant does not perform services in a satisfactory manner, loses its license to perform any of the necessary services, and becomes insolvent, and/or other similar reasons.

The Consultant will need to be available to work an average of 10-15 hours per week, however, that amount of hours is not guaranteed. Actual hours will vary depending on the workload.

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### **SCOPE OF SERVICES**

The City anticipates a contract with a Consultant on a part-time/as-needed basis to provide the following services:

#### *Building Inspection and Residential Plan Review*

The Consultant will be responsible for inspecting properties and enforcing the Garland City Municipal and Zoning Ordinances, International Building Code, International Residential Code, National Electrical Code, International Mechanical Code and International Fuel Gas Code, and International Plumbing Code as amended from time to time.

The Consultant will need to perform residential building inspections not more than three days from the date requested by the applicant and residential plan reviews shall be completed in not more than 10 business days from date of submittal.

The Consultant will be required to maintain consistent and thorough records of inspections and provide the City with information necessary to determine what inspections are required for a given application, record of when the inspections occur and punch lists generated during the inspection. Consultant will closely coordinate with City Staff on the issuance of building permits and certificates of occupancies.

Work regarding the above referenced codes and ordinances involves responsibility for residential plan review, scheduling and inspecting of residential buildings, and other structures in regard to conformity with code requirements technical standards, enforcement and consistency with any associated zoning approvals. Work also includes complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

#### *Other Inspections*

Prior to the issuing of certain home-occupation permits, as directed by the City and in coordination with the City's Fire department, the Consultant may inspect the prospective places of businesses to ensure compliance with building codes.

#### *General Customer Service and Inquiries*

The Consultant will be available and respond to building inspection inquiries the City receives in a timely manner. Garland City Staff should be able to direct calls to the Consultant during normal business hours.

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### **SUMMARY OF EXPECTED PERFORMANCE STANDARDS**

This subsection provides a summary of the minimum expectations of the Consultant. Final provisions shall be established during contract negotiations.

- 1) Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services. At minimum must be I.C.C. Certified Residential Combination Inspector.
- 2) Except when, and if, the workload demands otherwise, all inspections shall be conducted within the City's normal business hours of 8:00 am to 5:00 pm Monday through Friday.
- 3) Consultant shall have, or in the case of the City Ordinance, acquire, expert knowledge of, and comply with, City Ordinance, laws and regulations of the State of Utah and its agencies relating to the enforcement of adopted Building Codes.

- 4) Consultant will maintain specific records of completed inspections and inspections report and provide them, preferably in electronic format, to the City on as close to real-time as possible.
- 5) Consultant will provide monthly invoices, which will include a detailed description of all work performed, as well as, a flat fee rate for the inquiries for general customer service needs.
- 6) Consultant shall establish and maintain an office with a mailing address, a telephone number, and an email address for the regular correspondence with City Staff, scheduling of inspections, accepting complaints, and for general inquiries.
- 7) Consultant shall develop and continuously upgrade a program of disseminating information to keep the City aware of any and all code changes.

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#### **SELECTION PROCESS AND SCHEDULE**

The City will select a company based on the proposals received; no formal interviews are planned. However, the City may conduct a due diligence review on the top two or three companies receiving the highest evaluations, which may or may not include formal interviews.

The City expects to select one firm for this project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval.

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#### **SCHEDULE**

The following tentative schedule has been prepared for this project:

RFP advertisement	November 14, 2022
Questions Due	November 28, 2022
<b>Proposal Due</b>	<b>December 5, 2022</b>
Notice of Award	December 19, 2022
Start Date	January 3, 2022

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## **PROPOSAL LETTER REQUIREMENTS**

The proposal letter should include the following information:

- *Consultant Information Sheet:* A brief narrative of the company's background and qualifications
  - Identify company's point of contact name, phone number, mailing and email addresses
  - Small bio on key individuals may be included
- *List of Qualified Inspector(s):* A list of qualified individuals and their certifications that can fulfill the various services described in "Scope of Services" Section.
- *Summary of Understanding of Proposed Services:* A prospective Consultant should indicate an understanding of the requested services as described in the "Scope of Services" Section and describe how it proposes to provide these services to the City in these aspects.
- *Other Activities:* Please indicate if your firm is willing and/or able to provide any additional services.
- *References:* A table listing building inspection contracts held (or work performed) during the last five (5) years, and a municipal representative from each location that the City may contact. The list of references should specify whether each municipality is a current or past client.
- *Cost of Services:* A table listing the hourly rate of the involved personnel and a description of proposed billing method, and monthly flat fee for general inquiries.

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## **SELECTION CRITERIA**

- Qualifications of assigned staff; experience with similar scope of work. Must demonstrate that inspections will be completed during normal working hours. (35% score rating)
- Demonstrating City needs met in the "summary of understanding proposed services". (25% score rating)
- Proposed cost of provided services (25% score rating)
- Providing the requested information, and in prescribed format. (10% score rating)
- References feedback. (5% score rating)

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## QUESTIONS

All questions regarding this proposal are expected to be submitted by email only. The deadline for all questions regarding this proposal is Monday, November 28, 2022 at 5:00 PM. Please submit all questions and correspondence via email to: [val@planningoutpost.com](mailto:val@planningoutpost.com). The subject line should state: **Inspector RFP Question**. All responses to the inquiries received prior to this date will be distributed to all interested parties via (BCC'd) email.

To be included as an interested party, no later than Monday, November 28, 2022 at 5:00 PM, please submit a contact name, firm name, and email address to: [val@planningoutpost.com](mailto:val@planningoutpost.com). The subject line should state: **Inspector RFP Interested Party**. As an interested party, you will receive the emailed response to the questions that were submitted regarding this RFP.

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## DEADLINE AND SUBMITTAL REQUIREMENTS

The deadline for the receipt of proposal submittals is **5:00 PM MST on Monday, December 5, 2022**. Interested firms shall submit the following by email to [val@planningoutpost.com](mailto:val@planningoutpost.com) prior to the deadline:

- One electronic PDF file of the proposal, and the subject line should state: **Building Inspection Services RFP**.

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## GENERAL CONDITIONS

Each proposal submitted shall be valid for ninety (90) days.

The City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, to accept a proposal that is not the lowest proposal based on fees, and to accept or reject any item or a combination of items. The City further reserves the right to reject the proposals that do not contain all elements and information requested in this document. The City shall not be liable for any losses incurred by and Consultants submitting proposals. All services will be provided pursuant to a written contract between the City and the Consultant, which shall be negotiated and mutually acceptable to both parties.