



## **REQUEST FOR PROPOSAL**

**RFP# 22-01**

### **PLAN REVIEW AND BUILDING INSPECTION SERVICES**

**RFP ISSUE DATE:**

NOVEMBER 23, 2022

**RFP DUE DATE AND TIME:**

THURSDAY, DECEMBER 7, 2022, @ 5:00 p.m. MDT

**ALL INQUIRIES MUST BE DIRECTED TO:**

SHAUNA TALBOT

EMAIL: [stalbot@nephi.utah.gov](mailto:stalbot@nephi.utah.gov)

PHONE: 435-623-5443

**SUBMITTAL LOCATION:**

21 EAST 100 NORTH

NEPHI, UT 84648

**ELECTRONIC COPIES OF RFP CAN BE OBTAINED AT:**

[www.nephi.utah.gov](http://www.nephi.utah.gov)

(Government→ Public Notices→ Request for Bids, Proposals, or Qualifications)

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## **I. Background and Purpose of RFP**

- A. **Background:** Nephi City, and Levan Town are independent political subdivisions of the state of Utah operating within Juab County. Juab County is an independent political subdivision of the state of Utah. This Request for Proposals (“RFP”) is being submitted to solicit proposals from qualified individuals and firms to provide inspection services and building plan review services, including residential, commercial, and industrial properties, and to verify compliance with building codes for Nephi City, Levan Town, and Juab County. This RFP is designed to provide basic information sufficient to solicit proposals from qualified applicants but is not intended to limit a proposal’s content or exclude any relevant, important, or essential information (except to the extent expressly provided otherwise).
- B. **Purpose:** This RFP is part of a competitive procurement process which is intended to serve the best interests of Nephi City, Levan Town, Juab County, and their residents. It also provides each qualified offeror responding to this RFP with a fair opportunity for its services to be considered. Nephi City, Levan Town, and Juab County may select the same or different contractors for the services outlined in this RFP. Processes for selection may be conducted in conjunction with each other or may be separate.

## **II. Required Qualifications**

- A. **Plan Review Services:** Selected applicants shall 1) meet minimum qualifications as established by the state of Utah, 2) be certified by a nationally recognized organization which promulgates construction codes or pass an examination developed by the state of Utah, 3) have an active inspector license issued by the state of Utah, and 4) meet all other state requirements for inspecting residential, commercial, and industrial buildings.
- B. **Inspection Services:** Preference may be given to applicants who have a minimum of two (2) years of experience and expertise in performing inspection services for both residential, commercial, and industrial buildings per ICC code.
- C. **Licenses and Certificates Required and Maintained throughout Contract Duration:**
1. Certificate from a nationally recognized organization which promulgates construction codes or verification of passing an inspector examination developed by the state of Utah.
  2. Inspector license for residential and commercial buildings issued by the state of Utah.
  3. Valid Utah Driver’s License.

- III. Preferred Candidate:** Preferential weight may be given to those holding greater experience and broader expertise, and to those that have licenses and certifications for inspecting residential, commercial, and industrial plans and buildings.

## **IV. Scope of Work and Service Expectations**

- A. **General Expectations:**
1. The selected applicant shall enter into a contract agreement with Nephi City, Levan Town, and/or Juab County to provide plan review and inspection services for compliance with the International Building Codes, Fire Codes, and applicable state and local laws and regulations.

2. All applicants must have and maintain a Utah office with sufficient qualified staff to perform the plan reviews for required building code, structural soundness, fire and safety compliance, architectural design, and ADA compliance.
3. The names and qualifications of the Applicant or Applicant's employee(s) who will be providing the services shall be submitted with this proposal.
4. Applicant(s) must have the ability to communicate effectively and perform the necessary functions of the job.
5. Applicant(s) must be able to work well with contractors, the planning department, and other city/county staff.
6. The ability to read and understand blueprints and plans is mandatory.
7. Familiarity with Microsoft Office Suite, Google Workspace, and ability to work with technology and building inspection software will be expected.

**B. Plans Examiner Services Expectations:**

The successful applicant shall:

1. Perform complete plan reviews for compliance with all applicable laws, codes, and regulations.
2. Review building plans, specifications, and calculations of building projects to ensure compliance with currently adopted building codes and ordinances.
3. Review and approve specifications and structural calculations for building plans.
4. Review and approve changes to residential, commercial, or industrial building plans.
5. Attend development review committee meetings as necessary (infrequently needed).
6. Be available to conduct pre-submittal meetings for development projects when requested (infrequently needed).
7. Communicate the findings of plan reviews in a letter or list of correction comments. The letter shall be clear, concise, thorough, refer to specific details or drawings; and reference applicable building code sections from which clients, architects, designers, contractors, city representatives, and owners can easily read and understand. Correction comment lists will be delivered directly to the city/county, with a copy sent to each applicant through email, or any city/county adopted software system.
8. Conduct plan reviews in a timely manner. Generally, plan reviews shall be completed within ten (10) business days following the date the plans are received.
9. Perform subsequent review of corrected plans in a timely manner.
10. Provide services for follow-up questions after a plan has been approved.
11. Monthly submit an itemized invoice indicating the number of hours spent on each plan review, and listing all fees and services due as denoted by the permit fee number and address of property.

**C. Inspection Services Expectations:**

1. The selected applicant shall serve as a Combination Building Inspector.
2. Provide personnel, equipment, tools, materials, or other necessary items and services to complete inspections.
3. Assist and advise contractors, building owners, officials, and the general public in explaining and interpreting building codes, plans, and standards.

4. Approve, partially approve, deny, or partially deny all inspections consistent with applicable law and direction from the city/county.
5. Ability to perform required inspections within two (2) business days after receiving the request for the inspection.
6. Be available for and conduct on-site inspections.
7. Identify violations and, as required, “red-tag” projects that are not in compliance with required regulations and codes.
8. Work with builders, homeowners, and city/county staff to find and implement remedies to bring the project into compliance.
9. Exhibit a professional demeanor and work well with contractors, homeowners, general public, and city/county staff.
10. As requested by the city/county, use technology for inspection services.
11. Demonstrate written and oral communication skills in preparing and conveying correspondence and reports.
12. Perform other related support services required by the city/town/county.

**V. Timeline and Schedule of RFP:**

- |                                       |                      |
|---------------------------------------|----------------------|
| A. Date RFP placed out for bid:       | November 23, 2022    |
| B. Date RFP is due:                   | December 7, 2022     |
| C. Date RFP interviews conducted:     | December 12-16, 2022 |
| D. Date of decision/contract awarded: | December 30, 2022    |

**VI. Contact information for Questions:**

Shauna Talbot in the Planning, Zoning, and Building Department

(P) 435-623-0822 ext. 106

Email: [stalbot@nephi.utah.gov](mailto:stalbot@nephi.utah.gov)

Nephi City Offices  
 Attn: Shauna Talbot  
 21 East 100 North  
 Nephi, UT 84648

**VII. RFP Submittal Procedure**

**A. Submittal**

1. Submit either one physical original, or one electronic copy of the Contractor’s proposal to the city/county. The electronic copy of the Applicant’s proposal must be in “PDF” format, and submitted on a flash drive, or other electronic storage medium, including email.

- a. Emails will be accepted at: [stalbot@nephi.utah.gov](mailto:stalbot@nephi.utah.gov).
- b. Please submit proposals by mail or hand delivery as set forth below and ensure that they are received by the City no later than December 7, 2022, at 5:00 p.m. MDT.

If Provided by Mail or Hand Delivery:

Nephi City Offices  
Attn: Shauna Talbot  
21 East 100 North  
Nephi, UT 84648

## **B. Proposal Protection**

1. The electronic pdf copy of the Contractor's proposal must be a full and complete copy of the proposal unless:
  - i. The Contractor's proposal contains information that may be protected under Utah Code 63G-2-305(1), 63G-2-305(2), or both; and
  - ii. The Contractor complies with Utah Code 63G-2-309
2. If the Contractor satisfies the above protection criteria, the electronic pdf copy of the proposal must be a redacted copy of the proposal.
3. If the Contractor complies with the above protection criteria the city/town/county will only release a copy of the Contractor's redacted proposal upon receiving a records request for the proposal under the Utah Government Records Access and Management Act ("GRAMA"), not the full non-retracted submittal.

## **VIII. Submission Content Required**

- A. Proposal Submission Requirements. The proposals submitted by Applicant(s) in response to this RFP must be organized sequentially to address each of the subsections directly below (Failure to comply with the sequential organization requirement or failure to satisfy one or more of the proposal or submission requirements directly below may result in the rejection of an Applicant's submitted proposal):
1. Cover Page - List the Applicant's summary contact, background and company information.
  2. Qualifications and Experience - Describe in detail the qualifications and experience of the individual(s) who are proposed to be the assigned inspector(s) for the services arising from or relating to building permit applications, plan reviews, and inspections for residential, commercial and industrial buildings.
  3. Support Team - Complete and submit a schedule for all individuals that the Applicant anticipates will provide services to the city/county in connection with the RFP, and for each employee identified by the Applicant provide the employee's title, general role with the Applicant, and anticipated specific role for this Project.
  4. Licenses, Certifications, and Insurance - Submit copies of all of the proposed building inspector's current licenses, certificates, and insurance.
  5. Insurance Requirements - Applicant is expected to provide and maintain the following insurance coverage:
    - a. Automobile Liability Insurance

1. A \$1,000,000 per occurrence, or aggregate bodily injury or property damage, and meeting all state minimum coverages. Also, proof of comp and collision on their own vehicle to show the city is not liable for such.
  - b. Workers Compensation Insurance
    1. Statutory workers' compensation insurance as required by the state, or waived as allowed by the state of Utah.
  - c. Professional Liability Insurance
    1. Professional errors and omissions insurance, in an amount not less than \$1,000,000 per claim and \$1,000,000 aggregate.
6. Work Plan
- Describe in detail any limitations that would preclude one or more of the proposed inspector(s) from providing services Monday through Friday from 8:00 a.m. to 5:00 p.m.
  - Identify the main work location for each of the proposed inspectors and provide the percentage that each of the proposed inspector(s) work from this main work location. Identify also any secondary work locations for each of the proposed inspector(s) and provide the percentage that each of the proposed inspector(s) work from such secondary work locations
7. Past Performance
- If available, submit an example(s) of written inspection reports prepared by each individual proposed to perform the Services
  - Submit at least three professional references for each individual proposed to perform the Services.
8. Quality Assurance - Provide a plan for ensuring service delivery is meeting contractual requirements and the city/town/county's expectations including implementation and tracking of completion for necessary corrective actions upon identification of deficiencies.
9. Conflicts of Interest - Applicant(s) shall list any material conflicts of interest to their being selected for this contract.
10. Signature - A signature from the Applicant. The signature verifies that to the best of Applicant's knowledge the information in the submitted proposal is true and accurate.
11. Cost Proposal - Complete and submit a fee proposal similar to the items listed in the sample "Form Fee Proposal" below, and, for each specific item identified in the fee proposal, describe the individual anticipated to perform those services and the anticipated amount of hours each person will be engaged in such services.

<u>(Sample) Fee Proposal Form</u>	
	<u>Hourly Rate or Cost</u>
Residential Services - Plan Review	
Commercial and Industrial Services - Plan Review	
Residential Inspections	
Commercial and Industrial Inspections	

Consultation Services	
Travel Expenses (Include with this response an explanation of the proposed inspector(s) main work location and any other work locations from which an inspector may be traveling to and from to perform the Services)	
Miscellaneous Costs	

**IX. Selection Process**

- A. A Selection Committee comprised of personnel from each agency and other qualified representatives will review Applicant’s response to this Request for Proposal. The responses will be used to rank the offers. In addition, the RFP will be used for reference material throughout the selection process.
- B. Each entity intends to select a person, persons, or company to provide the services described. At that point, a detailed scope of price and services will be negotiated between the successful applicant and Nephi City, Levan Town, and/or Juab County. The price and services proposal negotiated should substantially reflect the same composition and level of involvement as presented in the RFP.
- C. If a mutually agreeable price and services proposal cannot be negotiated, Nephi City, Levan Town, and/or Juab County will formally end the negotiation and proceed to select and negotiate with the next most highly qualified applicant. The city/town/county reserves the right to make no award from this solicitation if deemed in its best interest to do so, and may, at its discretion, re-advertise and reissue the original, or an amended RFP.

**X. Selection Criteria**

- A. Nephi City, Levan Town, and Juab County will select the Applicant that each believes will most successfully serve the respective entity. Nephi City, Levan Town, and Juab County are not obligated to select the same Applicant, or any Applicant.

**XI. Disqualification of Proposals**

- A. Any agreement or collusion among Applicants to fix a price, limit competition, or other similar conduct shall render the proposals of such void.
- B. All questions relating to this RFP must be directed to Shauna Talbot at Nephi City via email at [stalbot@nephi.utah.gov](mailto:stalbot@nephi.utah.gov), by calling 435-623-0822, or submitting in person at 21 East 100 North, Nephi, UT 84648.
- C. Failure to submit a complete proposal within the established deadline date, time, location, or submittal criteria may result in a bid's disqualification.

**XII. Right to Reject Proposals**

- A. Nephi City, Levan Town, and/or Juab County reserve the right to reject any and all proposals, to waive any and all technicalities, and to accept any proposal that it deems advantageous. The award of a contract may be in whole or in part.