

TOWN OF ALTA

**REQUEST FOR STATEMENT OF
QUALIFICATIONS FOR**

*Engineering, Plan Review, and Inspection Services:
Town of Alta Building Department*

NOTICE
REQUEST FOR STATEMENT OF QUALIFICATIONS

QUALIFICATIONS DUE: 11/15/2024

PROJECT NAME:

Town of Alta Building Department Engineering, Plan Review, and Inspection Services

RFSQ AVAILABLE: 10/29/2024

PROJECT LOCATION: Alta, UT

PROJECT DESCRIPTION: Ongoing and professional Services to provide the Town of Alta with building plans examination, building inspection, technical and other building Services, and to be designated or appointed as the Town's Chief Building Official and Town Engineer.

OWNER: TOWN OF ALTA

CONTACT:

Chris Cawley

ccawley@townofalta.utah.gov

All questions shall be submitted in writing no later than:
11/12/2024.

**The Town of Alta reserves the right to reject any or all RFSQs received.
Furthermore, the Town shall have the right to waive any informality or technicality
in SOQs received when in the best interest of the Town.**

I. Introduction

The Town of Alta (the Town) sits at the top of Little Cottonwood Canyon on State Road 210 at approximately 8,560 feet within Salt Lake County. This small historic town was settled as a mining town in 1865, incorporated as a municipality in 1970, and is now centered around Alta Ski Area. The Town has approximately 228 residents according to the 2020 census, and roughly 205 total housing units, comprised of a combination of single-family residential homes, condominiums, and townhomes, in addition to approximately a dozen larger commercial buildings. The Town of Alta does not own or manage any public roads, but does own and operate culinary water and wastewater collection systems, a police department, and a wide variety of other municipal services.

Future growth and development in Alta is most likely limited due to several constraints including a lack of developable land. However, the Town issues between 25 and 50 building permits each year to property owners pursuing a wide variety of projects, from minor interior remodels and building exterior improvements to new residential and commercial construction. Alta and Little Cottonwood Canyon present a complex and challenging mountain environment for public agencies, businesses, residents, visitors, property owners, and builders, and all Town services, including its building department services, must be adapted to this environment. Specific environmental conditions that are unique to Alta include one of the world’s deepest snowpacks, which presents challenges to structural and architectural design, and exposure to avalanches: Alta may have more developed property, and other social and economic activities occurring directly within avalanche paths than anywhere else in the North America and potentially beyond. Through [Town of Alta Ordinance 10-7-22 Avalanche Hazard Review](#), the Town requires developers to analyze avalanche exposure to any proposed project, and design the project to protect human life within the structure.

The Town is currently in the process of developing a new website and a range of online forms and applications, including a building permit application form: <https://heygov.com/use-cases/building-permits>. The application form will be integrated with a “backend” permit tracking and management platform and a “portal” where applicants can review application status. In this and other ways, the Town is seeking to modernize and implement best practices in its building department services by reducing the use of paper documents, streamlining and improving communications between applicants and the Town, and improving service delivery. The Town is also likely to consider updates various local construction requirements such as local snow load design requirements, building permit and other related fees, in the next 1-3 years.

See below more information about current Town of Alta building department services and related Town of Alta codes and ordinances:

Town of Alta Licenses, Forms, and Applications webpage: <https://townofalta.com/town-services/licenses-permits-applications/>

General Town of Alta Building Department Information Packet: <http://townofalta.com/wp-content/uploads/2016/10/bldgDeptInfo2016.pdf>

Town of Alta Code, see Titles 9 and 10: https://codelibrary.amlegal.com/codes/altaut/latest/alta__ut/0-0-0-2560

II. Scope of Building Department Services Requested

The Town invites qualified professional firms to submit qualifications to provide building department services (“Services”) as described below.

1. Designation as Chief Building Official: The Town may designate or appoint an individual representative of Offerors staff to be the chief building official for the Town and represent the Town as chief building official.
2. Designation as Town Engineer: The Town may designate or appoint an individual representative of Offerors staff to be the Town Engineer for various purposes including civil engineering plan review and other tasks, and to represent the Town as town engineer.
3. Plans Examination: Review all residential, commercial, industrial, and other building plans submitted in conjunction with building permit applications, or other relevant applications, for compliance with all applicable international, national, and local construction codes and ordinances. Communicate plan review comments directly to applicants.
4. Building Inspection: Inspect all permitted buildings and structures under construction for compliance with approved construction plans, and all applicable international, national, and local codes and ordinances. Provide an “inspection hotline” or similar communications channels for builders to request inspections and make reasonable effort to provide or schedule inspections within 24 hours of each request.
5. Building Department General Services
Respond to general inquiries from builders, property owners, and Town of Alta staff about building permit application process, plan review requirements, inspections, etc.
6. Building Department Services Administration, Coordination, and Reporting: Report to and coordinate with the Alta town manager to manage all Services. Integrate with the Town’s building permit application platform and provide recommendations on improving or modernizing the Services consistent with best practices in other municipalities. Provide copies or originals of reports and records as requested by the Town relating to the Services.
7. Enforcement: Issue compliance and stop work orders as necessary. Enforce construction site and construction impacts mitigation requirements or coordinate with Town staff to do so.
8. Fire and Health Department; Utilities: Coordinate with the Unified Fire Authority (the “Fire Department”), the Salt Lake County Health Department, and utility providers (including, without limitation, water and sanitary sewer) regarding their approval of building plans and building inspections.
9. Reporting: Establish and deliver periodically to the Town copies of computer files or other file copies in a form acceptable to the Town with sufficient information for the City to monitor the performance of the Services.

10. Advice and Consultation: Act as a resource to the Town and its boards and committees (such as Planning Commission) with respect to the Services provided.
11. Public Meetings: Attend the Town council meetings and planning commission meetings as requested by the Town.
12. Miscellaneous Building Department Services: The Town may request, from time to time, that the following additional Services are provided:
 - a. Unsafe Structures: Inspect/investigate reports of unsafe structures believed to be dangerous or a nuisance. All resulting reports shall be furnished to the Town.
 - b. Emergencies: Cooperate with the Town's efforts to issue on an expedited basis emergency permits occasioned by disasters such as earthquakes and fires.
 - c. Other Services: Perform such other Services as may be mutually agreed upon from time to time.
13. Emergency Safety Inspections of Key Public Facilities: Within 12 hours after any disaster or other emergency that may have compromised the structural integrity, safety or functionality of any public or other facility needed to provide public shelter, Services, utilities or the like, qualified personnel shall inspect such facility to determine the nature and extent of any damage and to assure that it may be safely used as proposed by the Town.
14. Emergency Planning Meetings: Become familiar with the Town's emergency planning and preparation efforts, including attending the Town's emergency planning meetings and such regional meetings as the Town may request from time to time.

III. SOQ Content Requirements

All statements of qualifications (SOQs) shall address the following items, at a minimum, in the order listed below:

1. Cover Letter

Offerors shall provide a cover letter on company letterhead, which should include:

- RFSQ title;
- Offeror's official address for the office responding to this RFSQ;
- Name, title, mailing address, e-mail address, and telephone number of Offeror's authorized representative;
- If applicable, acknowledgement of receipt of all RFSQ addenda in the cover letter (Failure to acknowledge receipt of all addenda may render the RFSQ non-responsive and subject to rejection); and

- Signature of Offeror's authorized representative.

2. Profile of the Proposing Firm

This section shall include a brief description of the Offeror's firm size as well as the proposed project organization structure. Include a discussion of the Prime Offeror firm's financial stability, capacity and resources. Include all other firms participating in the SOQ, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Offeror or by its subcontractors where litigation is still pending or has occurred within the last five (5) years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five (5) years.

4. Qualifications of the Firm

This section shall include a brief description of the Offeror's experience and qualifications discussing past performance (including dates), capabilities, and qualifications, with an emphasis on plan reviews and building inspections performed for local government units in Utah, including any experience you might have working in deep snowpack areas. Identify other similar projects and Services with which Offeror has been involved. Explain how and why Offeror is capable of providing the Services

Provide at least three references, including contact information, with an emphasis on Utah municipalities.

5. Key Personnel

This section shall identify key personnel who would be assigned to the Town, including education, qualifications, experience, and background for each, and provide a list of professional licensure certifications for each professional who will provide the Services. Key team members shall be identified by name, title, and specific areas of expertise.

6. Work Plan

This section of the SOQ shall establish that the Offeror understands the Town's objectives and work requirements and state's the Offeror's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required Services and the firm's ability to meet the Town's needs.

7. Additional Information

Provide any additional information that will help the Town evaluate whether Offeror can successfully provide the Services. Provide only material relevant to this RFSQ and do not provide any general promotional materials or brochures.

8. RFSQ Exceptions

This section shall discuss any exceptions or requested changes to the Town’s RFSQ conditions, insurance requirements and sample Service Provider Agreement, attached. If there are no exceptions noted, it is assumed the Offeror accepts all conditions and requirements identified in the attached draft service agreement. Items not accepted will not be open to later negotiation.

The Town reserves the right to reject any and all SOQs for any reason. SOQs lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended. The award of this contract may be subject to approval by the Alta Town Council.

IV. Timeline/Selection Process

<i>RFSQS Schedule</i>	
Release Solicitation	10/30/2024
Deadline for Questions/Inquiries	Tuesday, November 12, 2024, at 5pm MST
SOQ Due Date/Time (Deadline)	Friday, Nov. 15, 2024, at 5pm MST
Selection Team Review	11/18/2024
Selection of Firm	11/19/2024
Council Approval	12/11/2024
Services Begin	1/1/2025

V. SOQ Evaluation Process

Qualifications will be evaluated on following criteria and approach:

1. Scoring Methodology
 - a. Five Points (Excellent)
 - b. Four Points (Very Good)
 - c. Three Points (Good)
 - d. Two Points (Fair)
 - e. One Point (Poor)
 - f. Zero Points (Absent)

2. Multiplication Factors or Weighting: Each scored line item will be multiplied by a weighted importance factor as shown. The scoring will be multiplied by the weighted importance factor to give the total points for that line item.

3. SOQ Evaluation Scoring

Possible Points	Weighted Factor	Maximum Possible Points	Criteria
5	6	30	Qualifications: Demonstrated qualification and competence of the firm; history of the firm and resume, including education and key personnel.
5	3	15	Experience: Demonstrated experience providing similar services to similar clients
5	5	25	Service Approach: Demonstrated ability to provide the Services in a timely and responsive manner, coordinate with Town staff, and operate in Alta and Little Cottonwood Canyon
5	4	20	Availability: The availability of key personnel and demonstrated evidence of success in scheduling' and meeting deadlines and successfully delivering quality reviews on time.
5	2	10	References
		100	Total Possible Points

The evaluation committee will tally the final scores for criteria, other than cost, to arrive at a consensus score by the following method: an average of the individual score. Offeror with the highest average score will be selected.

VI. RFSQ Process

This RFSQ is not being used to solicit costs, pricing, or to negotiate fees; this will be done in accordance with the Utah Procurement Code. **Do not submit costs with your qualification response.**

Pursuant to UCA 63G-6a-Part 15, this RFSQ is being used to identify qualified Engineering and Building Inspection Professionals (Vendors). This process is comprised of the following stages:

Stage 1 – SOQ Evaluation - An evaluation committee will score the Qualifications to identify the highest scoring vendor.

Stage 2 – Fee Negotiations – This will consist of negotiations with the highest scoring vendor. If a fair and reasonable contract cannot be negotiated with the highest scoring vendor, the Town will enter into negotiations with the next highest scoring vendor, and so on until a fair and reasonable contract can be established.

VII. Award

To determine which proposal provides the best value to the procurement unit, the evaluation committee shall evaluate each responsive and responsible Offeror's qualifications that has not been disqualified from consideration under the provisions of Part 7 and 15 of Utah Procurement Code 63G-6a, using the criteria described in this RFSQ.

It is anticipated that this RFSQ will result in a single contract award to the responsive and responsible Offeror with the highest score justified by the procurement code, providing the cost is found to be reasonable and fair after negotiations.

After the evaluation and final scoring of qualifications is completed, the Procurement Unit shall award the contract as soon as practicable (subject to the requirements of Utah Code Section 63G-6a-707(10) and 63G-6a-1503 and 1503.5) to the eligible responsive and responsible Offeror, subject to Utah Code Section 63G-6a-707(10) and 1503.5, provided the RFSQ is not canceled in accordance with Utah Code Section 63G-6a-902.

VIII. Town of Alta Standard Service Provider Agreement

The successful Offeror will be required to enter into the Town of Alta's Professional Service Agreement, in its current form, with the Town. A draft of the Agreement is attached to this RFSQ. If there is a conflict between the written and numerical amount of the RFSQ, the numerical amount shall supersede.

IX. Information to be submitted

To be considered, qualifications must comply with the following:

- All qualifications will be received via State of Utah Division of Purchasing Public Procurement Place (U3P)
- Total file size less than 20 MB and fewer than 20 pages.
- Formatted for printing on 8.5' x 11' paper
- Qualifications must be submitted by Friday, November 15 at 5:00 PM MST
- Any qualifications received after this time and date will be late and not opened or considered.

X. Preparation of SOQs

A. Failure to Read. Failure to Read the Request for RFSQ and these instructions will be at the Offeror's own risk.

B. Cost of Developing SOQs. All costs related to the preparation of SOQs and any related activities are the sole responsibility of the Offeror. The Town assumes

no liability for any costs incurred by Offerors throughout the entire selection process.

XI. RFSQ Additional Information

A. Equal Opportunity. The Town will make every effort to ensure that all Offerors 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.

B. SOQ Ownership. All SOQs, including attachments, supplementary materials, addenda, etc., shall become the property of the Town and will not be returned to the Offeror.

C. Rejection of SOQs. The Town reserves the right to reject any or all SOQs received. Furthermore, the Town shall have the right to waive any informality or technicality in RFSQs received when in the best interest of the Town.

D. No SOQ shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the Town, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Town, or that may be deemed irresponsible or unreliable by the Town. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFSQ.

E. If Offeror utilizes third parties for fulfilling requirements set forth in this RFSQ, list what portion of the SOQ will be completed by third parties and the name, if known, of the third party.