

REQUEST FOR PROPOSALS BUILDING INSPECTOR AND PLAN REVIEW SERVICES

Francis City located at 2317 S Spring Hollow Rd, Francis, UT, 84036-9610 is requesting proposals for Building Inspector and Plan Review Services from a qualified firm or qualified professional consultant.

PROPOSALS MUST BE RECEIVED NO LATER THAN: AUGUST 14th, 2025, at 4:00 pm

Please include in your submittal the following contact information: 1) Respondent; 2) Date of Submittal; 3) Company Name (if different than 'Respondent'); 4) Mailing Address; 5) Telephone; 6) Email address. Failure to provide complete contact information may result in rejection of your submittal.

I. BACKGROUND:

Francis City is a municipal corporation of the State of Utah. Francis City is a small city located approximately 20 miles east of Park City, Utah. The 2023 estimated population of Francis City was 1,809. Francis City offers a diversity of municipal services including utility services including culinary water, and sanitary sewer. The City manages and maintains several parks that serve Francis City and neighboring communities. Francis City has several subdivisions in various stages of development for single-family residential and town home products, along with other miscellaneous permits related to residential remodeling (or associated improvements) and anticipates several commercial related permits to be issued over the next few years.

II. MINIMAL QUALIFICATIONS:

All proposals must contain the following information:

1. Company name and contact information.
2. Resumes or background descriptions of all key personnel.
3. Information on experience related to building/plan check services for municipal work. A minimum of five (5) complete references must be submitted.
4. If associates or subcontractors are normally used, a list of and their qualifications must be included.
5. A summary of the approach the respondent will use to work with Francis City staff to provide services and ensure that communications will be conducted efficiently and that timelines will be met.
6. The Consultant must be experienced in both residential and commercial inspection and plan review procedures. A City representative will perform the duties of the City Building Official.

III. SCOPE OF SERVICES/SERVICE EXPECTATIONS:

The City anticipates a contract with a Consultant on an as needed basis to provide the following services:

- **Plan Review:** The consultant will be responsible for the initial review and up to two (2) subsequent reviews of submitted building construction plans for compliance with model building codes adopted by the State of Utah and local ordinances.
- **Building Inspection:** The Consultant will be responsible for inspecting properties and enforcing the model building codes adopted by the State of Utah and local ordinances.
- **Solar Review and Approval:** The Consultant will be responsible for the review, approval, some inspections related to the design and installation of solar panels and associated electrical equipment in accordance with the adopted codes by the State of Utah and local ordinances.

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

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.

- **Other Inspections:** Prior to the issuing of home-occupation permits, as directed by the City, the Consultant shall inspect the prospective places of businesses to ensure compliance with building codes.

Supporting City Staff includes the assistance of the City Planner, a City Engineer, and City Attorney as needed.

IV. SERVICE EXPECTATIONS: 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.
2. Except when, and if, the workload demands otherwise, all inspections shall be conducted within the City's normal business hours of 8 am to 4:30 pm Monday through Thursday.
3. 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 and scheduling of inspections.
4. Consultant shall develop and continuously upgrade a program of disseminating information to keep the City aware of any and all code changes.

5. 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.
6. Consultant will maintain specific records of completed inspections and inspection reports and provide them, preferably in electronic format, to the City on as close to real-time as possible. At a minimum, a bi-weekly record will be sent to the City.
7. 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.
8. Consultant shall carry not less than the following insurance and shall provide verification to the City upon request:
 - a. Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 single limit coverage, covering all personnel employed by the Consultant in the capacity of acting as the Agent of the City/Building Official.
 - b. General Liability Insurance in an amount of at least \$1,000,000 single-limit coverage, covering all personnel employed by the Consultant in the capacity of acting as the Agent of the City.
 - c. Worker' Compensation on a state-approved policy form providing statutory benefits as required by law for all employees and business owners.
 - d. Business Auto Coverage.
9. The City representative or his/her designee shall at all times have the right to inspect the work, services, or performance of Consultant

V. LENGTH OF CONTRACT:

Any contract resulting from this RFP will be between Francis City and the successful consultant. The initial contract will be for a period of one (1) year, with an option for up to three additional years for extension at the City's sole discretion. The City reserves the right to contract with other qualified professional firms or individuals for similar services during the period of 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 5 to 15 hours per week, however, that number of hours is not guaranteed. Actual hours will vary depending on the work load.

VI. SELECTION PROCESS AND SCHEDULE:

Proposals will be evaluated by a selected committee of Francis City personnel. The City will select multiple companies 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 multiple firms for this project. The City will enter into negotiations with the selected firms and execute a contract upon completion of negotiation of fees and

contract terms for City Council approval.

VII. SUBMITTAL PROCESS/REQUIREMENTS:

Proposals shall be submitted in writing in a sealed envelope plainly marked on the outside: Statement of Qualifications for Francis City (include which services being offered) or email the City recorder. (See email below) Properly sealed and marked proposals shall be received no later than 4:00 pm on August 14th, 2025, at the following address:

Francis City
Attn: Suzanne Gillett, City Recorder
2317 S Spring Hollow Rd
Francis, UT, 84036-9610

Email: sgillett@francisutah.gov

The proposal letter should include the following information:

1. 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. A small bio on key individuals may be included.
2. List of Qualified Inspector(s) and/or Plan Reviewer(s): A list of qualified individuals and their certifications that can fulfill the various services described in "Scope of Services" Section.
3. 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.
4. Other Activities: Please indicate if your firm is willing and/or able to provide any additional services.
5. References: A table listing building inspection contracts held 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.
6. 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.

COST OF PREPARATION OF RESPONSE: Costs incurred by any entity or individual in the preparation of their response to this Request for Proposals are the responsibility of the responding entity or individual and will not be reimbursed by the Francis City.

CANCELLATION: Francis City reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Francis City's best interest. In no event shall Francis City have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

CLARIFICATION: Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

Francis City
Attn: Suzanne Gillett, City Recorder
2317 S Spring Hollow Rd
Francis, UT, 84036-9610

Email: sgillett@francisutah.gov

PROPOSALS ARE PUBLIC RECORDS: All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Utah Government Records Access Management Act, except such portions of the proposals for which respondent requests exception from disclosure consistent with Utah Law. All requests shall be in writing, noting specifically which portion of the proposal the Respondent requests exception from disclosure. Respondent shall not copyright, or cause to be copyrighted, any portion of any said document submitted to Francis City as a result of this Request for Proposals.

REJECTION OF PROPOSALS: Francis City reserves the right to reject any or all responses to this Request for Proposals.

CLARIFICATION OF RESPONSES: Francis City or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.