

REQUEST FOR PROPOSAL FOR PROFESSIONAL ON-CALL ENGINEERING PLAN CHECK SERVICES

The City of Desert Hot Springs requests proposals from qualified professional engineering consultants to provide on-call engineering plan check services for engineering permits. To be considered for this contract, your firm must meet the qualifications and satisfy the requirements as stated in this Request for Proposal (RFP). The list will be maintained by the City through the current fiscal year (through June 30, 2023).

Plan Checking Scope of Services:

Plan checks will include the review of submitted plans and reports for residential projects, commercial projects, industrial projects, and street improvements within the City's right-of-way. The plans shall be reviewed for compliance with local and other applicable ordinances and standards. Plan check services shall include:

1. Grading Plans
2. Street Improvement Plans
3. Storm Drain Plans
4. Erosion Control Plans
5. Hydrology Reports
6. Water Quality Management Plans
7. Parcel Maps, Tract Maps, Parcel Mergers, Lot Line Adjustments, and other surveying services
8. Other applicable plans and reports

The plan checker shall ensure design conformance to the General Plan and City Ordinances, Conditions of Approval, ADA Standards, and other applicable agencies standards. The plan checker will provide redlined comments and a comment letter summarizing major comments/corrections necessary for plan/report approval.

Selected consulting firm shall meet with City staff to discuss the plan check process, expectations, requirements, and points of contact.

Proposal Format:

The proposal shall include the following:

1. Cover Letter
2. Table of Contents
3. Similar Project History

4. Scope of Work, including plan check turn around time
5. Proposed Staffing
6. Schedule of Fees

Please submit your proposal via email with subject On-Call Engineering Plan Check Services to Jilleen Ferris, City Engineer, at jferris@cityofdhs.org by 2:00 PM, August 10, 2022.

If you have any questions regarding this Request For Proposal, please contact Jilleen Ferris at (760) 329-6411 ext. 220.