



STAFF REPORT

TOWN COUNCIL MEETING OF NOVEMBER 13, 2012

To: Town Council

From: Town Manager

Subject: Request for Proposals (RFP) for Building Inspection and Plan Check Services

Date: November 02, 2012

RECOMMENDED ACTION:

Authorize the Town Manager to issue an RFP for Building Inspection and Plan Check services.

DISCUSSION:

The current Town Building Official, John Kintz, has indicated that he wishes to terminate his contract with the Town in the near future. While Mr. Kintz is currently operating under a contract with the Town, staff believes it is beneficial to the Town at this time to obtain a consulting firm to perform the building inspection and plan check services. A consulting firm would provide a multitude of additional services that could include Engineering Plan review, Civil Engineering, Standards and Procedure Development and Code Enforcement duties as needed and as may be desired by the Town Council. The Town has utilized the services of such firms in the past with success.

Current and forecasted development levels in Loomis are and will remain minimal in the foreseeable future, not justifying the creation and hiring of a full time employee with additional costs to the Town for benefits and pension.

As such, I am recommending that an RFP be sent to a minimum of 3 consulting firms who perform this type of work. In addition, the Town will notice the availability of the RFP on the Town's Web site.

CEQA:

There are no CEQA issues associated with this item.

FINANCIAL IMPLICATIONS:

Financial implications will be evaluated based on the submitted bids.



Issue Date: November 14, 2012

**TOWN OF LOOMIS
REQUEST FOR PROPOSALS**

BUILDING INSPECTION AND PLAN CHECKING SERVICES

Please carefully read and follow the instructions. Please direct all questions to:

Town of Loomis
Town Manager
3665 Taylor Road, P.O. Box 1330
Loomis, Ca 95650
Attn. Rick Angelocci
Phone: 916-652-1840
Fax: 916-652-1847
E-Mail: rangelocci@loomis.ca.gov

PLEASE RESPOND BY: 3:00 P.M., ON NOVEMBER 28 2012

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SECTION 1

INTENT OF THE REQUEST FOR PROPOSALS

1.1. INTRODUCTION

The Town of Loomis building inspection and plan check review objective is to safeguard public health, safety and welfare by administering Federal, State and Local laws, regulations, and policies in a professional, effective and consistent manner.

Currently, the Town has no full-time Building Inspector or Plan Checkers on staff. Most projects are currently reviewed by Building Official currently under contract with the Town. To meet our plan review service goals and to ensure a streamlined building permit review process, we seek the assistance of a building inspection and plan check consulting firm to address the weekly workload throughout the year.

Consultants who respond to this RFP do so with the understanding that plan review and/or inspection consultants to the Town of Loomis are responsible solely to the Town when providing services during the contract period. The selected consultant firm is prohibited from performing work for private sector clients in the incorporated area of the Town of Loomis for the period that services are provided. All services provided will be on an "as needed" basis as determined by the Town Manager.

The Consultant Services will be in effect for one year and may be renewed if services provided are satisfactory to the Town and continued services are mutually agreeable.

1.2. SCHEDULED ACTIVITIES

To the extent achievable, the following schedule shall govern the RFP. The Town reserves the right to modify the dates below.

<u>Activity</u>	<u>Estimated Schedule Date</u>
1.2.1. Availability of the Request for Proposals	November 14, 2012
1.2.2. Closing Date for the Request for Qualification	November 28, 2012

SECTION 2

REQUESTED INFORMATION

Responses to this RFP must include, but are not limited to:

- A. Provide the name, business address, and telephone number of the proposing firm.
- B. Provide a description of the proposing firm, including services offered by the firm and total number of certified plans examiners, certified inspectors and other certified and/or licensed professional staff. Licensed professionals shall be California Licensed in accordance with the appropriate California Business and Professions Codes.
- C. Provide a summary of the consultant's approach in performing plan check and inspection services.
- D. Provide an Organization Chart and the resumes of the key personnel who may be assigned for the Town of Loomis plan review or inspection services.
- E. Provide names, titles, addresses and telephone numbers of 3 references for the proposing firm's suitability, experience, satisfactory performance, and timely responses in performing plan review and/or inspection work.
- F. Provide a schedule of hourly billing rates for the firm for plan check and building inspection services. Specifically identify the billing rates for the key personnel proposed to be assigned to the Town of Loomis. The schedule of billing rates must be provided in a separate sealed envelope.

Please feel free to include any relevant brochures, white papers, etc, a brief history of your company, a summary of relevant background information, a describing your company's experience of major accomplishments and/or activities similar to the information requested, etc.

Evaluation Criteria

The following criteria will be used by the Town of Loomis in evaluating proposals:

- A. Experience and competence of the identified key personnel in the areas of work identified in the proposal.
- B. Consultant's previous experience on satisfactory plan review and inspection related service for other clients.
- C. Reference recommendations.
- D. The Town reserves the right to consider billing rates once it has developed a list of consultants qualified to perform the work.

SECTION 3
INFORMATION TO RESPONDENTS

3.1. REQUEST FOR INFORMATION CLOSING DATE

Responses must be received at the Town of Loomis Town Hall on or before 3:00 p.m. on **November 28, 2012**. Please provide responses in a sealed envelope, box or appropriate package with the RFP name marked on the outside (or in the subject line of the e-mail) and deliver to:

Town of Loomis
Town Manager
3665 Taylor Road, P.O. Box 1330
Loomis, Ca 95650
Attn. Rick Angelocci
Phone: 916-652-1840
Fax: 916-652-1847
E-Mail: rangelocci@loomis.ca.gov

Please submit **one (1) original signature hard copy** to be signed in blue ink (original copies marked as such) and **one (5) additional copies**. **Billing rates must be provided in a separate sealed envelope with the responding firm's name on the outside.**

3.2. INTERPRETATION, CORRECTIONS AND ADDENDA

Please carefully examine the specifications, terms and conditions provided in the Request for Proposals. If you find an ambiguity, conflict, discrepancy, omission or error or if you have any questions please notify the contact person as shown above in 3.1 REQUEST FOR PROPOSAL CLOSING DATE by the date shown in Deadline for Submission of Interpretation and/or Questions in 1.2 SCHEDULE OF ACTIVITIES. Any change in the RFP will be made only by written addendum, issued by the Town Manager and shall be incorporated in the RFP.

3.3. GENERAL INFORMATION

THE TOWN SHALL NOT BE LIABLE FOR ANY COSTS INCURRED BY THE PROPOSING FIRM IN CONNECTION WITH THE PREPARATION AND SUBMISSION OF THIS OR ANY OTHER RESPONSE TO AN RFP.

All responses and accompanying documentation submitted will become the property of the Town of Loomis and will not be returned.

The Town of Loomis reserves the right to reject any or all proposals, wholly or in part, received by reason of this request. All costs incurred by the consultant due to developing their proposal shall be borne by the consultant. The firms to be selected will be at the discretion of the Town Council.

ATTACHMENT A

SIGNATURE PAGE

(PLEASE COMPLETE AND PLACE IN FRONT OF RFP)

INDIVIDUAL/COMPANY: _____

ADDRESS: _____
(P.O. Box/Street) (City) (State) (Zip)

CONTACT PERSON: _____

TITLE: _____

TELEPHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____

WEB SITE URL: _____

The undersigned hereby certifies that he/she is a duly authorized official of their organization and has the authority to sign on behalf of the organization and assures that all statements made in the response to the RFP are true.

Authorized Representative - Name Title

Signature Date