City of Montrose
Request for Proposal
Building Department Services

1. Purpose of Request and Background

   The City of Montrose is requesting proposals for providing full-service building department services including building official, plan review, building inspections, permit issuance, code consulting and enforcement. Mechanical, plumbing and electrical permits are issued by the State of Michigan.

   The City of Montrose issued roughly 80 building permits in 2020. The majority of the City's permits are remodel/replacement or accessory structures.

2. Time Schedule

Issue RFP	August 23, 2020
Deadline for Submittal of Proposals	September 10, 2020
Interviews with Consultants/Entities	September 14, 2020
Preliminary Selection	September 15, 2020
Council Approval	September 17, 2020

3. Instructions and General Information

   All proposals and/or questions should be directed to:

   Neil Rankin, City Manager
   City of Montrose
   139 S. Saginaw Street
   Montrose, MI 48457
   Phone: 810.639.6168
   Email: manager@cityofmontrose.us

   All proposals must be in a sealed envelope and clearly marked "RFP Building Department Services".

   All proposals must be received by Thursday, September 10th, 2020 at 4:00 p.m. Two copies of the proposal must be presented. Proposals will be accepted from consultants or governmental entities that are certified and familiar with the Michigan Building Code. In addition, the following will be considered:

- Experience with analysis of the Michigan Building Code.
- Experience in written communications to City Council and citizens.

4. Contract Term
   The city anticipates establishing a contract with the successful proposer to provide building department services for the city. The initial term of the contract is one year with the option for renewal.

5. Revisions to RFP
   The city reserves the right to modify this RFP and/or cancel or reissue the RFP in whoe or part, prior to execution of a contract. In the event it becomes necessary to revise any part of the RFP, addenda will be sent to companies/entities that have specifically requested the RFP or that the RFP has been mailed to. It is the responsibility of all interested consultants or local governmental entities to insure they have obtained all current materials.

6. Acceptance/Rejection of Submittals
   The city reserves the right to accept or reject any and all submittals received without penalty and reserves the right to waive minor irregularities in any submittal.

7. Ability/Responsibility
   The city shall consider only responsible candidates. Responsible candidates are those that have, in the sole judgment of the city, the financial ability, experience, resources, skills, capability, reliability and business integrity necessary to perform the requirements of the contract. The city may consider references, financial stability, and any other information available to the city.

8. The city requires the minimum insurance as specified in the submittal form. Submittal constitutes agreement to comply with the requirements so stated.

All proposals must include the following information:

- The names of individuals who will be working on the proposed services and their areas of responsibility.
- Specific experience of individuals relative to the request for proposal requirements.

Submittal Form
Statement of Business Responsibility

Please submit the following information on this form or in a similar format.

Firm Name:_____

Firm Address:_____

Contact Name:_____

Contact Telephone:_____ Contact Fax:_____

Contact E-mail:_____

Federal Identification Number/Social Security Number:_____

Name of Owner:_____

1. Does the firm maintain insurance in amounts specified:

   a. General Liability (Commercial General Liability Insurance) shall be written with limits of liability of no less than $1,000,000 per occurrence; $2,000,000 aggregated, Combine Single Limit (CSL);

   b. Automobile liability of at least $1,000,000 per accident CSL; and

   c. Professional Liability Insurance including Errors and Omissions shall be written on a claims made basis with limits of in no case less than $1,000,000.

   _____ Yes _____ No If no, describe the differences:

2. Are there claims that are pending against this insurance policy?

   _____ Yes _____ No If yes, describe:

3. Has company been in bankruptcy, reorganization or receivership in the last five years?

   _____ Yes _____ No If yes, describe:

4. Is the company licensed for doing business in Michigan?

   _____ Yes _____ No

Please prepare and submit the following information in a brief, narrative format. Responses should be brief and do not require more than four to five pages. A strict format is not required, and a general narrative that displays the requested information is suitable.

1. Background of Consultant
Please submit the information requested on the previous page.

2. Firm Experience
Provide the following information, including experience that relates to services requested:

- Provide a narrative description of the company
- Describe the general experience and specialties of the company
- Identify other municipal or government clients in Michigan.
- Identify specific experience with building department services

3. Cost
Costs shall be itemized as follows:

a. General Building Department Services (includes building official, plan review, building inspections, permit issuance, code consulting and interpretation)

4. Proposed Team
Please identify the individuals that are anticipated to perform the work identified in this RFP. Provide a detailed background and/or resume for the individuals including all licenses and certifications.

5. References
List three references, contact names and telephone numbers for municipal or government clients for which the above listed individuals have complete similar projects.