REQUEST FOR PROPOSAL

ON-CALL BUILDING PLAN CHECK AND INSPECTION SERVICES

October 22, 2014

The City of West Covina is requesting proposals from qualified consulting firms to assist the City of West Covina with building plan check and inspection services for private improvements. The plan check and inspection services shall cover all areas of construction as they apply to the California Building Codes.

The selected consultant should be prepared to work closely with the City, residents, and developers to achieve the project's objectives. The project consultant will work under the direction of the Deputy Building Official or his designee and perform all tasks associated with building plan check and inspection.

SCOPE OF WORK

The consultant's proposal should outline major work tasks, key features of their qualifications, proposed personnel, and a proposed rate schedule and work schedule. Major work tasks are as follows:

1. Provide building inspections of all trades based on the requirements of the California CCR Title 24.
2. Provide plan check services with a maximum turnaround time of seven (7) calendar days for expedited services and fourteen (14) working days for standard services based on the requirements of the California CCR Title 24.
3. Provide required record keeping of inspections.
4. Provide required record keeping of plan checks.
5. Be available to meet with staff and/or applicant to resolve any issue that may arise from inspection and plan checks.
6. Be available via telephone if any question or issue arises from inspection and plan checks.

SUBMITTAL REQUIREMENTS

Consultants shall include the following information. Any proposal which does not include all of the items listed below may be deemed non-responsive.

1. Statement of understanding of the scope of work.
2. Identification of the personnel who will perform services, and a statement of their qualifications. Please also provide resumes and letters of recommendations/reference contacts. (See below discussion on qualifications.)
3. An endorsement certificate of insurance: The City's minimum insurance requirements are single limit coverage applying to bodily and personal injury of not less than $1,000,000 and Worker's Compensation Insurance.
4. Provide rate schedule based on hourly rates.

QUALIFICATIONS

The Building Inspection personnel who will perform services must:

- Possess a valid California driver's license
- Possess current ICC certification as a building inspector
- Have five (5) or more years of inspection experience
- Have two (2) or more years of related construction experience.
- Have experience in inspecting mixed-use buildings.
- Have experience in inspecting Electrical systems
- Have experience in inspecting Mechanical systems
- Have experience in inspecting Plumbing systems
- Have knowledge and experience in inspecting and applying the Disabled Access provisions of the California Building Code, Chapters 11A and 11B.

The Plan Check staff who will perform the services must:

- Possess current ICC certification as a plans examiner in residential and commercial development.
- Have two (2) or more years of plans check experience.
- Have experience in reviewing mixed-use buildings.
- Have experience in reviewing Electrical systems
- Have experience in reviewing Mechanical systems
- Have experience in reviewing Plumbing systems
- Have understanding and experience in reviewing and applying the Disabled Access provisions of the California Building Code, Chapters 11A and 11B.

INSURANCE

Without limiting the consultant's indemnification, the selected consultant shall secure from a responsible company doing business in the State of California, pay and maintain in force at all times during the performance of the tasks pursuant to this request. The following are policies on insurance:

1. Comprehensive General Liability Insurance (including premises and operations), Contractual Liability Insurance, and Projects Liability Insurance. Minimum Limit: One Million ($1,000,000) per occurrences combined single limit. The consultant will provide the City with an endorsement of the above coverages showing the City of West Covina as an additional insured.
2. Errors and Omissions Insurance. Minimum Limit: $100,000.
3. Workers Compensation Insurance. Minimum Limit: Statutory Limits.

GENERAL INFORMATION

1. Proposals (five copies) shall be submitted to:

   City of West Covina
   Public Works Department
   Attn: Chris Vogt, Interim Public Works Director/City Engineer
   Post Office Box 1440
   West Covina, CA 91793

2. The proposal shall be signed by an authorized official of your firm.
3. The proposal shall include a statement clarifying the proposal to be valid for a minimum of 90 (ninety) days from the proposal due date.
4. The City reserves the right to reject any and all proposals or waive technical errors.

5. The terms and scope of the contract will be arrived at on the basis of professional negotiations between the City and the consultant. If the City and the consultant fail to reach a contractual agreement, the City may renegotiate with another selected consultant.
6. Proposals are due no later than **5:00 pm on Thursday, November 24, 2014**
7. The City may exempt any or all provisions of this request. This is a request for professional services and is not subject to lowest bid provision.
8. If you have any questions, please call Long Tang, PE at (626) 939-8425.

LIMITATIONS

The Request for Proposals does not commit the City to award a contract, to pay any costs incurred in preparation of the proposal or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposal, if it is in the best interests of the City to do so. The City may require the selected consultant to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from such negotiations.