**City of Nevada City**
**Engineering Department**
**317 Broad Street**
**Nevada City, California 95959**
**(530) 265-2496 x126**

# Request for Proposal

PROFESSIONAL BUILDING INSPECTIONS

AND PLAN CHECK SERVICES ON

AN AS-NEEDED BASIS

Final Date to Submit
April 27, 2018 3PM

City of Nevada City
Professional Building Inspection
and Plan Check Services

# REQUEST FOR PROPOSAL

## BUILDING INSPECTION AND PLAN REVIEW SERVICES ON AN AS-NEEDED BASIS

Sealed proposals for RFP will be received by the City at **City Hall, City of Nevada City, 317 Broad Street, Nevada City, California**, 95959, until **3:00 PM, April 27th, 2018**.

Proposals shall be enclosed and sealed in an envelope addressed to the **City of Nevada City** at the above stated address and shall be marked " Building Inspection and Plan Review Services on an As-Needed Basis".

The work includes the furnishing of all professional services including all labor, materials, and equipment required for the job in accordance with Request for Proposal and other contract documents as set forth by the City Engineer. Such documents will be on file with the City and are available for inspection during office hours. Requests for Proposal documents may be obtained at the office of said City Hall at 317 Broad Street, Nevada City, California on or after **April 11, 2018**.

Any questions regarding this RFP must be directed to the Engineering Department of the City of Nevada City, Bryan McAlister via phone at (530) 559-1326, or via email at bryan.mcalister@nevadacityca.gov .

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The City reserves the right to reject all proposals; to reject any proposal which is incomplete or irregular; to determine which proposal is, in its judgment, the lowest responsible qualified Consultant and to waive any informality or minor irregularity of any proposal.

DATED: April 11, 2018

CITY OF NEVADA CITY

Bryan McAlister

Bryan McAlister, P.E., L.S.
City Engineer

## Purpose

The purpose of this Request for Proposals ("RFP") is to solicit competitive proposals from qualified persons and/or firms to provide building inspection and plan check services on an as needed basis for the City of Nevada City ("City"). The City's intent is to minimize response time and improve customer service by supplementing in house staff with consulting services, as needed, or for specific projects, in the areas of building inspection and building plan check. Some examples of projects that may require building inspection and plan check services include commercial projects (both new construction and remodeling of existing commercial buildings); residential projects (new construction, subdivisions, and remodels); and reuse or remodeling of historic buildings.

## Background

The City of Nevada City is dedicated to preserving and enhancing its small town character and historical architecture while providing quality public services for our current and future residents, businesses and visitors. The City has a designated downtown Historical District deemed to be of importance to the history, architecture and culture of Nevada City. The buildings and properties therein and the surrounding 1800's era victorian homes are considered to be qualified historical buildings or properties for purposes of allowing alternate standards under the Historical Building Code, including remodel, restoration, renovation and rehabilitation. To encourage and promote such work and assure that it is not unduly restricted or delayed, City staff and the Building Official work together with property owners and contractors to facilitate timely completion, inspection and approval of such work. It is the City's intention to use discretion when implementing regulations or standards where the effect would be to increase the cost or time to complete the project and to avoid adding conditions not prescribed or enforcing rules and standards in an arbitrary or discriminatory manner.

It is the City's preference to select a consultant that has

- Qualifications as a Certified Building Official (CBO) capable of acting as Chief Building Official for specific projects
- experience with building construction, restoration, renovation or rehabilitation
- ability to make decisions or determinations relative to the application and interpretation of the provisions of the technical codes for alterations, addition or structural repairs
- knowledge of alternate standards that may be applied under the Historic Building Code
- discretion as to what regulations or standards are to be complied with inside the scope of work for which a permit is issued or required

## Scope of Work

The selected Consultant shall provide building inspection and plan check services as requested by the City. Such services shall include enforcement of the City's building laws and codes and all applicable State Code; review of construction drawings to assure compliance with City and State adopted laws and code; interfacing with permit applicants and City Engineering and Planning Department staff; and conducting inspections. Specific projects may include residential or non residential projects. Any single job may require one or subsequent reviews of submitted plans. Type of proposed plan check work may include new construction, remodel, additions, disabled access compliance, and public nuisance abatement.

### 1. PLAN CHECKING

Consultant, upon request of the City, shall review plans prepared by or on behalf of an applicant for compliance with the Building laws of the City and State. When satisfied that the plans comply with the applicable Building laws of the City and State, Consultant shall approve plans and forward plans to City for issuance of permit. Plan review letter comments shall be specific, detailed, complete, and reference plan sheet numbers and code sections where applicable.

### 2. BUILDING INSPECTION

Consultant, upon request of the City, shall provide building inspection services during the course of the construction to enforce compliance with the conditions of approval, provisions of the City's Building laws and the Code requirements set forth on the approved plans for which a permit was issued. In the performance of such duties Consultant shall observe each project at the completion of the various stages of construction for compliance with the appropriate City and State code. The Consultant shall shall issue, track and final building, electrical, plumbing, mechanical and other types of required permits.

### 3. TURN AROUND TIME

Consultant, upon request of the City, shall at a maximum return the plans/comments to the City for the first check no later than within 21 calendar days; re-submittals of plans/comments shall be returned to the City no later than 14 days. The maximum return time for expedited plan check/comments shall be 14 calendar days for the first check and 7 days for any re-submittals/comments. The City would like to see reduction on any turnaround time to improve efficiency and customer service.

## Proposal Submittal Requirements

The Consultants proposal shall be submitted in the following format. There is no page limit, however it encouraged that the proposal be brief and concise.

- Cover letter: The cover letter shall reference this RFP and shall include the Consultant's project manager contact name, mailing address, telephone number, and email address, signed by a person authorized to execute a contract with the City.

- Qualifications and Experience: The proposal must clearly describe the Consultant's history, experience and credentials to demonstrate the ability for undertaking and performing the work. Please list projects of very similar work performed by the proposed project team.

- Scope of Services: A statement expressing the firm's understanding of, and general approach to successful building construction and associated issues. Also, describe the firm's understanding of key issues such as building renovation, structural repairs, ADA access and its approach to resolving those issues. Provide a Scope of Professional Services for the work being performed by the Consultant or subconsultants.

- Project Team: Provide a listing of names of staff and other subconsultants involved in the work.

- Cost Proposal: Based on the described scope of services, please include in your proposal the following:
  - Explain the billing schedule for each employee of the firm assigned to the City (including subconsultants), including any reimbursables and other direct costs.
  - Provide a schedule of hourly rates for each type of service to be provided and by each employee title.
  - Cost of plan check services, including for different levels of service performed, if applicable (i.e. for a full plan check, for structural only plan review, independent electrical, plumbing and mechanical plan review, etc.).

## Evaluation criteria

The following criteria will be used in evaluating consultant RFP's:

- Ability and capacity, in the opinion of the City, to provide as-needed Building services to meet the needs of the City. (30%)
- Experience with similar kinds of work. (20%)
- Experience and qualifications of project team. (15%)
- Familiarity with CA Code – Title 24. (15%)
- Financial considerations and cost for services. (10%)
- Demonstrated technical ability. (10%)

Based on the evaluation rankings, the City may either decide to conduct interviews with the top two or three ranked firms, or the City may select a consultant directly from the final rankings. Upon approval of the selected Consultant by the City, a mutually acceptable price will be negotiated; a written Agreement will be prepared, and recommended for award subject to approval by the City Council.

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 firm, or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the City to do so.

## Performance Period

If this proposal is accepted, the CONSULTANT agrees to execute the contract, and furnish to the City all required evidences of insurance, within ten (10) days after receiving written notice of the award of contract. The term of the agreement shall be for three (3) years commencing from the date the agreement is approved by the City Council, subject to conditions of the City's Professional Services Contract.

## Professional Services Contract

Attached is a copy of the Professional Services Contract. All provisions of this contract are made a part of this Request for Proposal.

Attachments:

1. Professional Services Contract