

REQUEST FOR PROPOSAL
BUILDING INSPECTOR SERVICES



City of Ewart
5814 100th Avenue
Ewart, Michigan
(231) 734-2181
www.ewart.org

The City of Ewart will be accepting sealed bids for Building Inspector Services. The City of Ewart invites interested parties to submit written proposals to provide an “**as-needed**” building inspector. All sealed bids can be delivered or mailed to the Office of Ewart City Hall, 5814 100th Ave. Ewart, Michigan 49631, until (3:00 pm), on (March 12, 2019) at which time and place the bids will be publicly opened and read. All bids shall be submitted in a sealed envelope, plainly marked “**Building Inspector Services**”. Please contact Interim City Manager, Sarah Dvoracek by telephone (231) 734-2181 or email sarah.dvoracek@ewart.org with any questions.

BACKGROUND

Historically, the city has utilized Osceola County Building Department’s building inspector for services. Mechanical, plumbing and electrical permits will continue to be issued by Osceola County Building Department.

The City of Ewart issued approximately 17 building permits in 2018. The majority of the city’s permits are remodel/replacement or accessory building however there are some on-going projects, ranging from small residential additions to commercial improvements to large-scale construction. Additionally, the City recently passed an ordinance allowing medical marihuana facilities uses and building & safety services for these unique types of businesses may be necessary.

ADMINISTRATION

The firm/individual will provide a Certified Building Inspector who is qualified and available to answer questions, inspect properties, attend meetings if needed and can demonstrate the ability to provide a high level of building services expertise, including but not limited to:

- As needed on-site or off-site professional services
- Knowledge of all aspects of the Michigan Building Codes
- Knowledge of on-going changes to applicable state and federal laws
- Ability to provide technical assistance to other city staff if requested
- Ability to prepare and present reports if requested

PLAN REVIEW

The firm/individual will provide accurate and timely plan check services. The firm/individual should have previous experience working for cities and be customer-service oriented and perform the following:

- Plan check shall be performed for all structural and architectural plans for buildings and structures submitted to the city by developers and other applicable government agencies. Plans will be checked according to the Michigan Building Codes and all applicable codes, statutes and project conditions of approval.
- Review and approve building/structural revision to plans as required during construction
- All changes/corrections must be clearly and accurately identified, documented and addressed prior to approval
- Plan check services must also have a process in place that ensures consistent and efficient communication between staff/individual and the applicant to avoid delays

- Approved plans must be stamped and signed as approved once they meet all requirements
- Services shall also include provisions for transport of plans to and from off-site facilities and city hall
- Standard turnaround time expected for initial plan reviews is 10 working days, with a turnaround time of five (5) working days for re-checks

INSPECTION

The firm/individual is able to perform on-site inspection services to ensure compliance with approved plans and project conditions of approval, and to enforce all provisions of the building code including but not limited to:

- Ability to coordinate the inspection of commercial and residential construction, alteration and demolition in accordance with all applicable building codes, project conditions of approval
- Ability to enforce a variety of applicable state building codes and other matters of public safety concern
- Ability to review construction drawings to ensure compliance with Building Codes, project conditions of approval, etc.

GUIDELINES

Proposals will be received by the City of Ewart for Building Inspector Services. Interested vendors should submit their proposal in an envelope marked as follows:

CITY OF EVART, BUILDING INSPECTOR SERVICES

PLEASE MARK: DO NOT OPEN WITH REGULAR MAIL

Please submit proposals to:

Sarah Dvoracek, Interim City Manager
5814 100th Avenue
Ewart, MI 49631

Please include in the envelope two (2) bound hard copies of the proposal.

Formal proposals must be received by **March 12, 2019 by 3:00 pm**. Bids will be publicly opened and read aloud on **March 12, 2019** in the city hall office.

Late proposals will not be accepted. Proposals may not be submitted via email or fax. Once received, the proposal and supplementary documents become the property of the city and may be subject to public records laws.

The city reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interest of the city as determined by the city manager.

It should be noted that the city may award the contract however award of the contract does not guarantee work.

All inquiries regarding this request for proposals and/or current building inspector services of the city should be directed to Sarah Dvoracek, Interim City Manager in writing or via email at: sarah.dvoracek@evart.org or by telephone at (231) 734-2181.

REQUESTED INFORMATION

All proposals must provide specific and succinct answers to all questions and requests for information listed below. Indirect, imprecise or incomplete responses will not be accepted. Submission of resumes is encouraged, but alone may not be considered responsive to any specific questions contained herein.

Cover Letter: Provide a brief cover letter summarizing the key points of the proposal, including an understanding of the work to be performed and why the firm/individual believes they are the best qualified to perform the services requested. The letter must be signed by an individual with authority to bind the proposer and should state that all conditions contained in the attached proposal are valid for a period of at least 90 days.

Company and Staff Information: Provide information about the firm/individual, including such items as organization and ownership structure, history, experience and credentials to demonstrate the ability of the firm to provide the requested services, and the location of the principal office that will be responsible for the implementation of this contract. Provide the names, titles, experience, qualifications (including certifications) and resumes of the personnel who will be assigned to the city, including any subconsultants.

Work Plan: Explain how plans being checked will be tracked, transported to and from the city, reviewed, marked up and communicated with customers.

Training: Describe any training the firm will provide for staff that is assigned to the city in order for the staff to maintain knowledge of existing and new Michigan Building Codes and other applicable codes.

Additional Information: Please include any additional information you or your firm feels would be essential to the proper evaluation of your response to this request for proposals.

References: Provide a minimum of three (3) references who may be contacted to discuss their experience working with the firm on similar services. Please provide contact information including the organization, name, title, address, phone, email, services provided and dates.

Insurance: Prior to commencement of work, the City of Ewart will require evidence of appropriate professional liability insurance, errors and omissions insurance, and workers' compensation insurance coverage.

NOTE: Such coverage must be provided by an insurance company(ies) licensed to do business in the State of Michigan. Certificates must name the City of Ewart as an Additional Insured and shall provide that contractor's policy is primary over any insurance carried by the City of Ewart and that the policy will not be canceled or materially changed without thirty (30) days prior notice in writing to the City of Ewart.

The successful firm/individual must agree, if awarded a contract as a result of its proposal, to indemnify and hold harmless the City of Evert, its officers, agents and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its proposal, or to persons who may be injured or damaged by a firm or its agents in the performance of the work. Prior to the commencement of any work, a signed legal contract will be established for these and other provisions.

Compensation: 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
- Explain the billing schedule for work performed outside the normal working schedule (i.e. building inspection during an emergency)
- Provide a schedule of hourly rates for each type of service or a rate structure by permit
- 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).
- Cost of administration

TERM OF THE AGREEMENT

The term of the agreement shall be for one (1) years commencing from the date the agreement is approved by the city council until March 12, 2020, subject to certain conditions. There is the ability to extend the agreement for up to two (2), three (3)-year contract periods, at the city's sole discretion.

SELECTION CRITERIA

Qualifications will be evaluated against, but not be limited to, the following criteria:

1. Understanding of the scope of work and the ability and capacity, in the opinion of the City of Evert, to provide as-needed building inspector services to meet the needs and considerations of the City of Evert
2. Professional qualifications
3. Cost of services
4. References and other evidence submitted supportive of excellent past experience in providing similar services
5. Completeness of responses to the request for proposals.

The City of Evert reserves and holds at its discretion all of the rights and options of any potential or actual client for building and safety services, including the rights:

- To reject any or all of the proposals.
- To waive any of the provisions of this request for proposals.
- To issue subsequent requests for proposals.
- To elect to cancel the entire Request for Proposals.
- To waive technical errors in the responses to the Request for Proposals.
- To negotiate with any, all, or none of the respondents to the Request for Proposals.

This Request for Proposals does not commit the City of Evert to negotiate a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of responses in anticipation of a contract. Proposals will be reviewed; references and qualifications of top candidates, based upon proposal responses will be verified. The City may conduct personal interviews of the top firms to make the final selection.