



Request for Proposal

City of Imperial On-Call Plan Check and Inspection Services

Released: September 13, 2013

Important Dates

Proposal Due:	September 27, 2013
Award of Contract:	October 2, 2013

City of Imperial
Planning and Development Department
420 South Imperial Avenue
Imperial, CA 92251
Phone: (760)355-1152
Fax: (760)355-4718

I. Overview

The City of Imperial is requesting proposals for an on-call firm to provide Building and Engineering division plan check and inspection services on an as needed basis. Services could include plan check review of structural, architectural, MEP, and/or inspection of construction trades to ensure conformance with the California Building Codes.

The city will select one or more firms, based demonstrated competence and a cost effective approach to performing the plan check and inspection services.

II. Building and Engineering Services

The City of Imperial currently has a full service Building and Engineering divisions. However, from time to time due to the extraordinary workloads or temporary staffing needs the City utilizes qualified firms to perform Building and Engineering division duties on behalf of the City. The consultant(s) selected will be required to analyze a diverse range of plans and calculations of proposed construction for buildings of all types of construction. The consultant selected shall have a thorough knowledge of most current Engineering practices, Building Codes, referenced standards, and adopted amendments.

III. Scope of Services Required

The City of Imperial is seeking the services of a highly qualified consulting firm to provide the following on call services to supplement the City's existing Building and Engineering divisions, the work may involve a complete plan check and inspection services of all of the engineering and building trades involved in the permit or the City may request that only one of the trades.

- Plan check of complex structural, architectural, grading, energy, electrical, mechanical, plumbing plans and specifications submitted as part of a building permit and/or off-site encroachment application to confirm compliance with applicable California Building Codes and adopted amendments by the City of Imperial. Work shall include review of plans and specifications, drafting of written corrections and redlining of plans, communicating both orally and in writing to the applicant and providing code interpretation.
- Building construction and Offsite inspection services to ensure construction conforms to the approved plans and the California Building Codes as amended by the City of Imperial. Work shall include providing written documentation of inspections performed, issuance of stop work notices, and issuance of correction notices. The selected consultant(s) must be able to provide inspection services within 24-hour notice.

- Perform occupancy inspections to ensure that minimum life safety requirements for existing buildings are being met.
- In the event of a catastrophe or emergency event provide plan check review and inspection teams to assist the City with building safety assessment emergency inspections and plan check services.

IV. Proposal Content

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, appropriately tabbed and labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. A one- to two-page Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing these services.
2. **Qualifications and Personnel:** Describe the firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any external consultants for the services.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
 - c. Identify all key project personnel, their relationship to the services, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFP. Please include "Fast Track" plan check services and turnaround time. Time frames should be stated in terms of the number of calendar days or weeks required to complete the plan check tasks.
3. **References:** Identify at least three (3) references for work performed in the past five years, preferably with direct involvement of municipal governments in California.

4. **Additional Data:** Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements. This section will be limited to five (5) pages.

V. Proposal Submittal

To be considered, please submit three (3) copies of your proposal by September 27, 2013 at 4:00pm to:

Othon Mora
Building Division
City of Imperial
420 South Imperial Avenue
Imperial, CA 92251

Jesus Villegas
Engineering Division
City of Imperial
420 South Imperial Avenue
Imperial, CA 92251

All proposals shall be submitted in sealed envelope(s) and shall be clearly marked:

“SEALED PROPOSAL FOR ON-CALL PLAN-CHECK AND INSPECTION SERVICES DO NOT OPEN WITH REGULAR MAIL.”

Proposals received after the due date and time will be returned unopened. Faxed proposals will not be accepted. Hand carried proposal will be accepted before the response due date during normal business hours.

Questions regarding this Request for Proposal may be directed to Othon Mora, Building Division or Jesus Villegas, Engineering Division, 420 South Imperial Avenue, Imperial, CA 92251 or via email at omora@cityofimperial.org or jvillegas@cityofimperial.org. All questions should be submitted in writing and all prospective consultants will receive copies of the questions and responses.

VI. Review and Selection Procedure

An evaluation committee by the City Council will review each proposal. The following evaluation criteria will be used in selecting a Consultant:

1. Experience with similar efforts;
2. Commitment of Senior Staff to the Project;
3. Relevant qualifications of key personnel;
4. Familiarity with needs of a municipal/governmental entity;
5. Ability to provide a local presence during the process;
6. Proposed schedule and ability to meet applicable deadlines; and
7. Overall responsiveness to this RFP.

After reviewing all submissions, the selection team may request to meet with its top candidates. The City of Imperial reserves the right to reject any or all proposals for any reason. Minor irregularities of the proposal may be waived at the discretion of the City.

Please note that the ability of the Consultant to complete the overall project within the anticipated completion period will be considered in the selection process. The lowest cost proposal will not necessarily be selected.

This RFP is not intended and should not be construed to commit the City of Imperial to contract with any proposer. All costs incurred in connection with responding to this RFP will be borne by the proposer.

After proposals are opened, all responses and documents submitted in conjunction with this RFP become public documents available for review by the public.