



City of Woodland

City of Woodland • Community Development Department

## REQUEST FOR PROPOSAL



## PROFESSIONAL BUILDING INSPECTIONS AND PLAN CHECK SERVICES ON AN AS-NEEDED BASIS



**FINAL DATE TO SUBMIT**  
**3 PM, FRIDAY, FEBRUARY 22, 2013**

**City of Woodland  
Community Development Department  
Request for Proposal for  
Building Inspection and Plan Review Services  
On an As-Needed Basis**

**A. 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 Woodland (“City”). The City’s intent is to minimize response time and improve customer service by supplementing in house staff with consulting services on an as needed basis in the areas of building inspection and building plan check. All proposals must contain the requisite information outlined in the RFP and received no later than **3:00 pm on Friday, February 22, 2013**. Interested parties may obtain a copy of the RFP through the [City website under Community Development RFP Information](#).

**B. SCOPE OF SERVICES**

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 Community Development 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, green building, LEED construction, disabled access compliance, flood zone construction, 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.

3. IN-HOUSE BUILDING PERMIT TECHNICIAN

Consultant, upon request of the City, shall provide a permit technician to cover the counter, answer phone calls and issue permits.

4. IN-HOUSE PLAN CHECK

Consultant, upon request of the City, shall provide a plan checker to perform in house plan check one day a week on as needed basis.

5. 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 the 21calendar day turnaround time to improve efficiency and customer service. See Table on page 6 to set specific times for various types of projects.

6. PLAN CHECK FEES

Consultant, upon request of the City, shall do the calculation, invoicing, and billing method of building Plan check related fees, based on City adopted fee schedule that may be updated from time to time [See City of Woodland web page for Building Division Fee Schedule.](#)

7. PLAN CHECK RELATED MEETINGS

Consultant, upon request of the City, shall attend any required meetings connected with the plan review or field inspection of the projects.

8. PLAN DELIVERY

Consultant, upon request of the City, shall provide transportation from his place of business to the City for pick-up and delivery of plans for the first check and all rechecks.

## C. SUBMITTAL DEADLINE, REQUIREMENTS, AND FORMAT

### 1. MAILING AND DEADLINE

Respondents desiring to respond to the RFP shall submit an original and three (3) copies of the proposal, marked on the outside "*RFP FOR PROFESSIONAL BUILDING INSPECTION AND PLAN CHECK CONSULTANT SERVICES*". The proposals shall include the name of the respondent. In order to be considered, a proposal must be submitted prior to **3:00 p.m. (PDT), Friday, February 22, 2013** to the attention of:

Paul Siegel  
Chief Building Official  
City of Woodland  
300 First Street  
Woodland, CA 95695

Responses sent by telephone, e-mail, or facsimile will not be accepted. It is the sole responsibility of each proposer to ensure that its proposal reaches the City by the time and date specified. Once opened, all responses become public record and will be available to the public for review.

Cost incurred by the respondent in the preparation of the response to this RFP is the sole responsibility of the respondent, and will not be reimbursed by the City.

### 2. PROPOSAL FORMAT

To be considered for selection, submit the following information in keeping with the following format and indentifying each item by number and letter:

#### i. Letter of Introduction

1. Briefly describe the firm; and the name, address, e-mail, and phone number of the contact person as well as a summary of the understanding of the scope of services and overall approach to the scope of services. The letter should be signed by an officer of the respondent's firm authorized to bind the firm to all commitments made in the proposal.

#### ii. Experience and Qualifications

1. Identify known team members and include a complete listing of all names, phone numbers, and email addresses for everyone listed.
2. Describe relevant experience and qualifications of key individuals that may be involved in providing or developing such services. Provide resumes for all principals and for proposed key personnel. Please provide any experience with flood zones or OSHPD-3 projects and the

ability to provide experience personnel to work on these types of projects. Also provide information on CASp certification.

3. Describe ability to perform the Scope of Services efficiently and in accordance with the requirements of the City, State, and Federal regulations.
4. Describe past performance in completing service contracts similar to this in scope, size, and complexity and the respondent's timeliness and accurate completion of services within budget.
5. Attach recent examples of plan review letters written by proposed staff including one each of: new restaurant, retail store, major commercial T.I., New SFD, and large addition to SFD. (NOTE: All names, address and other I.D. should be blacked out or otherwise deleted from example letters.)

iii. References

1. Provide at least three (3) references that may be contacted for verification of the respondent's experience and qualifications.

iv. Proximity of City Hall Logistics

1. Identify the firm's proximity to Woodland City Hall and the firm's ability to report to City Hall and the ability for customers to meet at the office of the firm when necessary in order to provide customers of Woodland with excellent customer service.

v. Rate and Service Structure in Table Format (submitted in a separate sealed envelope)

1. Fee Structure for Plan Check (not in-house):
  - a. Indicate fee as a percentage of the City's collected plan check fee of a first time check and re-check. This fee should include shipping and courier service.
  - b. Indicate fee to provide expedited plan check processing, consisting of a first time check and one re-check.
  - c. Proposed fee structure should be based on Building Division Fee Schedule.
2. Fee Structure for Personnel
  - a. Hourly Rate for Certified Building Inspector
    - i. If additional charge is assessed for mileage, indicate charge per mile. Also detail any minimum hourly

requirements. Otherwise this rate should be an all inclusive rate for a Certified Building Inspector.

b. Hourly Rate for Certified Building Official

- i. If additional charge is assessed for mileage, indicate charge per mile. Also detail any minimum hourly requirements. Otherwise this rate should be an all inclusive rate for a Certified Building Official.

c. Hourly Rate for In-house Certified Building Permit Technician

- i. If additional charge is assessed for mileage, indicate charge per mile. Also detail any minimum hourly requirements. Otherwise this rate should be an all inclusive rate for a Certified Building Technician.

d. Hourly Rate for In-house Plan Checker:

- i. If additional charge is assessed for mileage, indicate charge per mile. Also detail any minimum hourly requirements. Otherwise, this rate should be an all inclusive rate for an In-house Plan Checker.

e. A table similar to the following shall be submitted:

PERSONNEL	All Inclusive- Hourly Rate	Additional Fees, hourly minimums, etc. (rate & description)
Certified Building Inspector	( ) per hour	
Certified Building Official	( ) per hour	
In-house Plan Technician	( ) per hour	
In-house Plan Checker	( ) per hour	

3. Number of Working Days for Plan Check turnaround times:

- a. Indicate the turnaround time in terms of working days for a first time plan check/comments. This turnaround time should be measured from the time a plan is received and sent back.
- b. Indicate the turn around time in terms of working days for recheck plan comments. This turnaround time should be measured from a time a plan is received and sent back.
- c. A table similar to the following shall be submitted:

Type of Job	Turn Around Time First Check	Turn Around Time Recheck
<b>Residential:</b>		
New Construction	Working Days [    ]	Working Days [    ]
Addition	Working Days [    ]	Working Days [    ]
Remodel	Working Days [    ]	Working Days [    ]
<b>Commercial/Industrial:</b>		
New Construction	Working Days [    ]	Working Days [    ]
Addition	Working Days [    ]	Working Days [    ]
Remodel	Working Days [    ]	Working Days [    ]

4. Number of Working Days for **expedited** Plan Check turnaround times:

- a. Indicate the turnaround time in terms of working days for a first time expedited plan check/comments. This turnaround time should be measured from the time a plan is received and sent back.
- b. Indicate the turn around time in terms of working days for expedited recheck/comments. This turnaround time should be measured from the time a plan is received and sent back.
- c. A table similar to the following shall be submitted:

Type of Job	Turn Around Time First Check	Turn Around Time Recheck
<b>Residential:</b>		
<b>EXPEDITED PLAN CHECK</b>		
New Construction	Working Days [    ]	Working Days [    ]
Addition	Working Days [    ]	Working Days [    ]
Remodel	Working Days [    ]	Working Days [    ]
<b>Commercial/Industrial:</b>		
New Construction	Working Days [    ]	Working Days [    ]
Addition	Working Days [    ]	Working Days [    ]
Remodel	Working Days [    ]	Working Days [    ]

**D. WITHDRAW OF PROPOSAL**

A proposal submitted in advance of the submission deadline may be withdrawn by a written request signed by a proponent. Such request must be delivered to the Building Official prior to the submission deadline date. The withdrawal of a proposal will not prejudice the right of the proponent to submit a new proposal, providing there is time to do so.

## **E. CONTACT PERSON AND CLARIFICATION OF THE RFP**

Any respondent requiring clarification or other questions of the RFP may address questions by email no later than February 8, 2013 to:

Paul Siegel  
Chief Building Official  
paul.siegel@cityofwoodland.org

All clarifications and Addendums made by the City will be in writing and posted at the following site no later than February 15, 2013:

[Building Division RFP](#) at the City of Woodland Community Development web page: [www.cityofwoodland.org](http://www.cityofwoodland.org).

## **F. WAIVER AND RIGHTS OF THE CITY**

After review of the RFP submittals, the City, in its sole discretion, may invite one or more respondents for interviews, or may choose not to proceed with the interview. There is no guarantee that the City will decide to move forward with any proposal based on the RFP submittals. The City reserves the right to reject any or all proposals. The Consultant waives all rights to seek legal remedies regarding any aspect of the RFP and the City's selection process, upon the submittal of a response to the RFP.

The City reserves the right, at its discretion, to pursue any or all of the following actions related to this RFP:

- Request additional information and/or clarification of the proposal.
- Negotiate an agreement solely on the basis of the original proposal.
- Negotiate an agreement on the basis of additional information supplied.
- Issue subsequent RFP's based on refinement of concepts proposed in response to this RFP.
- Issue addenda to the RFP. Addendum or addenda will be posted at the following website: [City of Woodland Community Development Web page](#)



**G. TIMELINE**

The following timeline applies to this RFP, however, the City may change the estimated dates and process as deemed necessary:

<b>Activity</b>	<b>Date</b>
RFP Issued	January 22, 2013
Last Date for Questions and Clarification	February 8, 2013
<b>Proposal Due Date</b>	<b>February 22, 2013 at 3:00 pm</b>
Interview (if needed)	March 8, 2013
Award of Contract	March 22, 2013

**H. FEES, INSURANCE, INDEMNIFICATION AND CONTRACT**

Attached and incorporated into this RFP are the provisions for insurance, indemnification and other contract related items that the selected Consultant would need to meet and provide. See attached standard City of Woodland Contract.

[See City of Woodland web page for Building Division Fee Schedule.](#)