



**CITY OF SAND CITY
REQUEST FOR QUALIFICATIONS (RFQ) FOR
BUILDING DIVISION SERVICES**

Proposal Release Date:
Thursday, August 13, 2020

Proposal Submittal Due Date:
Friday, September 4, 2020 at 12:00 PM

1. INTRODUCTION

The City of Sand City invites interested firms and individuals to submit written qualifications to provide Building Division Services for the City of Sand City. The City is seeking a firm or individual that can serve as the Building Division for the City of Sand City, as well as provide diverse services to the City organization.

2. DEPARTMENT SERVICE DESCRIPTION

The City of Sand City is soliciting proposals from consultants to provide professional services on an as-needed contract basis in all phases of the Building Division. The City seeks to establish a working relationship with a firm to work with both the City and development teams to create a positive and productive work environment. The City seeks a firm to provide the following Building Division staff functions:

- Building Official
- Plans Examiners
- Building Inspectors
- Administrative assistance
- Building/Fire Code Interpretation
- Code Enforcement

3. SCOPE OF SERVICES

The selected firm will be accountable for the Building Division Services of municipal affairs. The selected firm must be highly accessible, have an appreciation of Sand City's unique character, and/or a willingness to understand it. Following is an outline of the desired scope of services for this position. The intent is to establish a core team to assist in all areas of Building Division services. This list to include:

A. Building Official:

- An ICC certified Building Official shall be available on-call during all hours of operation, except for normal absences.
- Staff meetings with the Sand City staff to coordinate all inter-department interactions as needed.

B. Plan Review Services:

- Plan review services under the direction of ICC certified plan reviewers. This also includes coordination with all applicable Monterey County outside agencies (water, health, air pollution, sewer, source, etc.).
- Provide plan review for conformance to regulations contained in Sand City's adopted codes.
- Provide applicant or designee with a list of plan check correction comments to achieve conformance with Sand City's adopted codes.
- Expedited plan reviews available with prior approval.
- Provide all necessary liaisons with applicant or designee regarding plan check comments.
- Perform review of revisions to plans that have been previously approved for permit issuance.
- Plan check turnaround times to be specified.

C. Building Inspection Services:

- Building inspection services with 24-hour lead time. All inspectors will be ICC certified.
- Ensure compliance with approved plans and applicable codes.
- Emergency response 24/7. All responders will be ICC certified inspectors. A list of inspectors will be provided to dispatch for afterhours response.
- After hours, weekends, and holiday emergency inspections available with 72-hour minimum notice and prior approval.
- Respond and report as required to Building Code violations or any other code enforcement matters upon City request.

D. Miscellaneous Services Performed by Consultant:

- Staff available to provide clerical support related to Building Department activity.
- Staff available to attend City Council and site review meetings, code enforcement hearing, or any other board or commission meeting as needed.
- Firm to work with the City to develop and manage electronic permits for all approved over-the-counter type permits.
- Provide Building and Fire code guidance on zoning/land use and development applications as needed.
- Staff available to provide and oversee code enforcement sixteen (16) hours a month.

4. SUBMISSION OF QUALIFICATIONS

Firms wishing to be considered for this project should submit two copies of their proposal in

one envelope or package clearly marked on the exterior **RESPONSE TO RFQ – BUILDING SERVICES** - Proposal Submittal Due Date: September 4, 2020 at 12:00 PM., to include the following:

- A one-page cover letter with the name and contact information for the firm.
- Description of the demonstrated qualifications and experience of the firm and any associates to be assigned to work for the City in the areas of described above.
- A list of subconsultants to be used, if any, and their expertise as called for in paragraph (1) above.
- A brief outline of the firm's current workload, staffing and ability to provide timely deliverables given the aggressive nature of the plan review timetables of the subject project.
- Three (3) relevant client references.
- List of current hourly rates and fee structure for assigned work.

Proposals shall be received by the City Manager by **12:00 PM Friday September 4, 2020**. Late proposals will not be accepted. All proposals received will be confidential and will be retained by the City of Sand City.

Proposals should be submitted by mailed or email to:
Aaron Blair, City Manager
1 Pendergrass Way
Sand City CA 93955
aaron@sandcityca.org

5. GENERAL INFORMATION

A. Procedures and Evaluation of Proposals

The City will select a firm based on a combination of qualifications, related experience with a similar sized municipality, ability to quickly respond to project submissions and staff, and at a fair and reasonable price. The City Manager and Department Head staff will review the proposals, and then make a recommendation to be considered by the City Council. The City Council reserves the right to reject all submittals and to waive minor inconsistencies. The cost of preparing responses to this Request for Qualifications shall be borne by the respondents and will not be reimbursed by the City.

B. Form of Contract:

The successful Respondent will be required to execute a contract with the City of Sand City. Please review the attached Professional Services Agreement (Attachment A) for all contractual requirements, including insurance and indemnification. Proposers should consider the cost of carrying the insurance required in the Professional Services Agreement. City reserves the right to reject any proposal as non-responsive based on failure or inability to meet the terms and conditions in the form Agreement. Respondent agrees it will enter into the Agreement using the attached form with no exceptions to the form of the Agreement.

C. Term:

Building Department Services to the City are anticipated to commence on or shortly after execution of service contract. The exact period of service required is subject to negotiation.

D. Protest Procedures:

Any protest challenging the City's selection or the selection process must be submitted within five business days following the City's issuance of a notice of selection. The protest must be submitted to

aaron@sandcityca.org

and must clearly state the basis for the protest. The protest will be reviewed by the City Manager in consultation with the City Attorney and their determination will be final. The City reserves the right to proceed with any award of the contract notwithstanding any protest.

E. Disclaimers, Reservation of Rights and Conflicts of interest

Upon receipt, each Proposal becomes the sole property of the City of Sand City and will not be returned to the Respondent. Each Respondent is solely responsible for the costs it incurs to prepare and submit its Proposal. The City reserves, in its sole discretion, the right to reject any and all Proposals, including the right to cancel or postpone this RFQ or the Project at any time, or to decline to award the Agreement to any of the Respondents. The City reserves the right to waive any immaterial irregularities in a Proposal or submission of a Proposal. The City reserves the right to reject any Proposal that is determined to contain false, misleading, or materially incomplete information.

City of Sand City employees are prohibited from participating in the selection process for this RFQ if they have any financial or business relationship with any Respondent.

On behalf of the Council and Staff of the City of Sand City, thank you for your consideration and efforts.

Aaron Blair, City Manager

Attachment:

Attachment A – Professional Services Agreement template