



## **Request for Proposal (RFP)**

*Issued January 4, 2022*

**Revised January 20, 2022**

### **City Building Official, Inspections and Plan Review Services**

#### **Proposal Requested**

The City of Gearhart (hereinafter referred to as the “City”) is seeking proposals from qualified individuals or agencies (hereinafter referred to as the “Applicant”) to assist with a full range of building official, inspections, and plan review services. Under the general supervision of the City Administrator, oversees the City’s Building Code related to the building and construction of public, commercial, industrial and residential buildings and ensures or enforces compliance with City code requirements and State adopted building codes. These services are provided as an independent contractor and not an employee of the City and shall obtain no rights to any benefits which accrue to City employees. A City building/planning assistant will be available to provide support to the Building Official.

All proposals should be sent and all questions and correspondence should be directed to the City Hall, Krysti Ficker, [krysti@cityofgearhart.com](mailto:krysti@cityofgearhart.com), (503)738-5501 at 698 Pacific Way, PO Box 2510, Gearhart, Oregon.

Proposals must be signed by an authorized representative of the company.

The City intends to retain the services of the applicant evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost and other performance criteria factors. In order the ensure a fair review and selection process, applicants submitting proposals are specifically requested not to make other contact with City staff or Council members regarding their proposal.

Proposals will be accepted up to the hour of 2:00 pm local time on Thursday, March 10, 2022, at City Hall, 698 Pacific Way, PO Box 2510, Gearhart, Oregon 97138.

#### **Revised Estimated Timelines**

This schedule is subject to change. The City does not have an obligation to conduct interviews for this RFP process; however, should staff determine there is a need, applicants will be notified on the date noted below. The City will not be legally obligated to adhere to the dates for the interviews, recommendation, and award.

Deadline for proposal questions	Friday, February 11
Proposal question responses emailed	Friday, February 18
Proposal due	Thursday, March 10
Notification of interview (if needed)	Wednesday, March 16
Interviews (if needed)	Week of March 21 - March 25
Council approval of contract	Wednesday, April 6

## Scope of Work

The City Building Official provides overall management and administration for ensuring compliance with the City's building codes and State adopted building codes, as applicable. The City Building Official is responsible for plan checking, issuing permits, building inspections, and coordinating activities and serving as the technical expert with other City staff, builders, architects, engineers, contractors, homeowners, outside agencies, or other, as necessary.

- A. Administer City building codes and Oregon specialty codes (Structural, Mechanical, Plumbing and 1 and 2 Family Dwelling) regulating the construction and repair of buildings; approve permits for construction when plans conform to codes.
- B. Advise homeowners, contractors, architects, and engineers on code requirements as applied to specific building plans; provide technical advice and interpretation to staff and contractors regarding building plan review and inspection.
- C. Coordinate the permit and inspection services of contracted plan reviewers and inspectors; obtain participation of City's Planning and Public Works department, and cooperation of Fire Departments or other jurisdictions in conducting or completing plans review as needed.
- D. Calculate City fees and State surcharge tax prior to the issuance of a permit.
- E. Review and inspect the work of permitted projects to determine compliance with codes requirements; advise on corrections required; issue Stop Work Orders when necessary to obtain compliance.
- F. Conduct field inspections on all permits issued and complete inspection forms for filing and tracking of projects as building work progresses.
- G. Manage and maintain records, information, or documents. Prepare, develop, and maintain any information or reports related to building inspections, building code enforcement and plan review, and collection of fees or taxes; present reports as needed to City management, City Council, boards and/or other entities, as needed.
- H. Work with planning staff to implement and enforce planning requirements, including flood plain management and geotechnical requirements.
- I. Explain policies and procedures and respond appropriately to questions or concerns from City staff, elected officials, homeowners, external third parties, other jurisdictions, and the general public.
- J. Provide short-term rental inspections as needed.
- K. Enter and manipulate data using computer/technology; use typewriter, calculator, telephone, fax, copier and printer.

## Proposal Content

The proposal should clearly address the following:

1. Transmittal Information.
  - a. Applicant's name, address, telephone numbers, email and contact information. Please provide website information if available.
  - b. Date applicant can start services.
2. Approach and Understanding.
  - a. Provide a description of the availability to fulfil the stated Scope of Work.
  - b. Outline your proposed staffing level and activities.
  - c. Detail how administrative requirements, such as scheduling, plan review and inspection documentation, customer service requests and formal applicant communications will be fulfilled.

- d. Provide current estimated hours of availability for all tasks. The City is requesting a schedule with staff on-site at least three days per week.
3. Basis for Compensation.
  - a. Provide a fee based on a percentage of permit fees or plan check fees, include any variables or assumptions that would influence the City's financial responsibility. Indicate what services are provided within the scope of the retainer.
  - b. Provide a proposed hourly rate schedule, including any multipliers or pay factors for overhead.
4. Personnel Experience. Please submit a brief description of the following:
  - a. Describe the training and experience (including years) of the applicant who will be providing services. Please provide a resume.
  - b. Describe applicant's resource capacity to respond to time-sensitive or short notice requests and complicated issues.
5. Licensure and Insurance.
  - a. Provide a current copy of all State of Oregon certifications.
  - b. Possession of a valid State of Oregon driver's license.
  - c. Provide Certificate of Insurance Liability.
6. List of References, Potential Conflicts, and Claims.
  - a. Provide at least five (5) references from public clients, at least two (2) of which are from Cities of similar size for whom services have been performed within the past five years. If five (5) public client references are not available, please provide references and explain how they are equivalent in evaluation.
  - b. Describe the procedure employed by applicant for identifying and resolving conflicts of interest issues. State any potential conflict(s) of interest (i.e., real estate developers, other units of government, etc) that applicant may have in providing services as outlined in this RFP.
  - c. Provide a statement of any insurance claims and/or ethics complaints taken against applicant over the last five (5) years and the status or outcome of such action. Please indicate whether the action is pending or is currently under review.

### Submission Requirements

Proposals must be received by the City no later than 2:00 pm local time on Thursday, March 10, 2022, via email, regular mail, or hand delivery. Proposals received by facsimile will not be accepted. Late proposals may not be considered; it is the City's sole discretion to accept or reject a late proposal. It is the Applicant's responsibility to ensure that the Proposals are received prior to the stated submission deadline.

EMAIL: Proposals by email should be sent to Executive Assistant Krysti Ficker at [krysti@cityofgearhart.com](mailto:krysti@cityofgearhart.com). Proposals will be considered time-stamped and received by the City when they are received in the email inbox listed above. Please mark the email subject line as follows: **"RFP Building Official Services"**. Applicants must include their name, address and contact information in the body of the email.

REGULAR MAIL: Applicants must submit one (1) signed copy and three (3) copies of their Proposal. The proposal should clearly be labeled **"RFP Building Official Services"**. Proposals should be addressed to:

City of Gearhart  
RFP Building Official Services  
PO Box 2510  
Gearhart, OR 97138

HAND DELIVERY: Applicants must submit one (1) signed copy and three (3) copies of their Proposal. The proposal should clearly be labeled **“RFP Building Official Services”**. Proposals should be addressed to:

City of Gearhart  
RFP Building Official Services  
698 Pacific Way  
Gearhart, OR 97138

Proposals must provide all requested information and must be in conformance with the instructions. The City reserves the right to reject any or all proposals.

### General

The City will consider proposals only from applicants that, in the City's sole judgment, have demonstrated the capability and willingness to provide high-quality services to the public of the City in the manner described in this RFP.

### Evaluation Criteria

Proposals will be evaluated by the City on the basis of what is most advantageous for the City. The evaluation will consider:

- Approach and Understanding.
- Cost of Services.
- Experience and Reputation in the field.
- Licensure and Insurance.
- References.

### Scoring

Item	Description	Scoring
Approach and Understanding	The proposal shall be of such scope and depth to sufficiently describe and demonstrate the consultant's understanding of approach to the project. Please include all conditions and assumptions.	15
Cost of Services	Price will be determined by evaluating based on the rates provided.	25
Experience	Level of experience, expertise, and knowledge.	5
Licensure and Insurance	Ability to demonstrate holds the correct licensure in the State of Oregon and has liability insurance.	25
References	References (i.e., work habits, character and skills)	5
<b>Total</b>		<b>75</b>

### Selection of Qualified Applicant

Each proposal must satisfy the objectives and requirements detailed in this RFP. The City will select the most advantageous proposal based on all of the evaluation factors set forth in this RFP. The City will make the award that is in the best interest of the City. Successful respondents shall be determined by an evaluation of the total content of the proposal submitted. The City reserves the right to:

1. Cancel the procurement or reject any or all proposals in accordance with ORS 279B.100,
2. Award a contract for the requested services,
3. Request additional information from those making a proposal,
4. Request personal interviews.

Every proposal should be valid for a minimum of 90 days after the RFP submittal deadline.

### **Method of Award**

The City reserves the right to award this project to the applicant that demonstrates the best ability to fulfill the requirements of the contract. The successful applicant will be chosen based on the selection criteria described above.

The applicant selected will be given the first right to negotiate an agreement acceptable to the City. In the event that an agreement satisfactory to the City cannot be reached, the City may enter into negotiations with one or more of the remaining applicants who submitted a proposal. The successful applicant shall commence work only after execution of an acceptable agreement and approval of insurance certificates. The successful consultant will perform services indicated in the RFPs in compliance with the negotiated Agreement.

### **City Rights**

The City reserves the right to reject all or portions of any or all proposal, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating consultant.

The City reserves the right to extend the proposal submittal date if needed. All changes and/or clarifications will be distributed to all consultants indicating interest in the form of addenda.

### **Inquires**

Any questions related to this request must be directed to the City, Attention: Krysti Ficker, Executive Assistant, [krysti@cityofgearhart.com](mailto:krysti@cityofgearhart.com). Inquiries must be made in writing and submitted no later than **12:00 noon, Friday, February 11**. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.