

REQUEST FOR PROPOSALS/QUALIFICATIONS for
BUILDING CODE OFFICIAL, PLANS EXAMINATION &
INSPECTION SERVICES



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: Tuesday, December 6, 2016

Responses Due by: Thursday, December 22, 2016

I. OVERVIEW

The Borough of Conshohocken is soliciting proposals for professional services related to administration of building permits, building plans examination and building inspections for both residential and commercial building permits as necessary to comply with the Pennsylvania Uniform Construction Code (hereinafter "UCC"). Proposal requirements are outlined herein.

II. PROPOSAL SUBMISSION REQUIREMENTS

Qualified applicants shall submit one (1) original copy in a sealed envelope and one (1) electronic copy via email or flash drive to:

Borough of Conshohocken
Attn: Richard J. Manfredi, Borough Manager (c/o Brittany Natole)
400 Fayette Street, Suite 200
Conshohocken, PA 19428
Email: rmanfredi@conshohockenpa.gov (bnatole@conshohockenpa.gov)

Proposals shall be stamped received no later than 4:00 PM on Thursday, December 22, 2016

III. MANDATORY CONTENTS OF PROPOSAL

1. **Executive Summary:** Provide an Executive Summary of not more than two (2) pages detailing and substantiating why the firm should be considered most qualified and be selected by the Borough to provide BCO, plans examination and inspection services.
2. **Contact Information:** Provide general information for the firm including: name, address, office telephone number, office fax number, and email address of the principal individual contact responsible for the RFP response.
3. **Firm Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFP, demonstration of comparable services for other municipalities in Pennsylvania and Montgomery County, and any other information related to the firm's experience with Municipal professional services.'
4. **Understanding of the Scope of work:** Provide the firm's understanding of the scope of work as described herein and as described in the UCC. Include a description of the firm's experience working with Pennsylvania Boroughs and how that relates to the firm's ability to satisfy the scope of work while establishing and maintaining relationships within the Borough's property owner and business community.
5. **Fee Schedule:** Provide a schedule of fees including hourly rates for all personnel related to building code services, plans examination, inspections, administrative, reimbursable expenses, and any other applicable fee information. Please include hourly rates as they may differ for all residential building inspection certifications, all

commercial plans examiner and inspection certifications, Building Code Official and Master Code Professional, as applicable.

6. **Personnel:** Provide a list of personnel available to provide code services for the Borough. Include designations for the primary representative and those who will provide both redundant and supplemental services in the event of absences and/or workload overflow. Include an up-to-date resume for all personnel along with a list of active certifications. *The individual indicated as the primary shall carry an active PA Building Code Official (BCO) certification.* The personnel section of the proposal shall include an organizational chart to highlight which individuals will be provided to cover all the certifications required to perform the full scope of plans examinations and inspections defined by the UCC.
7. **Sub-consultants:** List and provide qualifications for all sub-consultants proposed to provide services for certifications not available amongst personnel of the principal firm.
8. **References:** Provide at least five (5) references for municipal clients for which the firm has provided building code related services within the last five (5) years. Include contact names, titles, phone numbers and email addresses.

IV. MINIMUM QUALIFICATIONS

1. Demonstrate the ability to provide a single point of contact and primary representative to provide BCO, plans examination and inspection services be charged at a set hourly rate for any of the following scenarios available to be enacted at the Borough's sole discretion:
 - a. On-site for a set number of eight (8) hour days per week, not-to-exceed four (4).
 - b. On-site for a set number of total hours per week, not-to-exceed thirty-two (32).
 - c. On-call with forty-eight (48) hour notice to perform scheduled inspections.
 - d. On-call to provide remote plans examinations via Bluebeam Revu software.
2. Demonstrate the ability to provide additional personnel to satisfy UCC certifications not currently held by the primary representative such that the total charges to the Borough do not exceed the equivalent of one (1) individual for eight (8) hours for each work day. Additional personnel required to cover excessive workload may be charged in addition to an eight (8) hour workday for the primary representative with prior Borough approval.
3. Demonstrate the ability to work under the direction of the Borough Director of Engineering, Licenses and Inspections such that the Director and relevant Borough staff are kept informed of review, permit and inspection issues in real time via phone, email and in-person. Consultant code officials are expected to work autonomously while maintaining direct and daily contact with the Director and designated Borough staff.
4. Demonstrate the ability to serve as the Borough's Building Code Official and provide definitive written interpretations of the UCC and current adopted building codes in the

event of a discrepancy between the Borough and a contractor, developer or property owner.

5. Demonstrate the ability to perform plans examinations, transmit correspondence and manage documents electronically. The Borough desires to offer a paperless process to applicants, and establish an electronic archive system for all documents not otherwise required to be maintained as an on-site hard copy for official Borough records. Personnel assigned to the Borough will be provided with a Borough email account and have access to a desktop computer which may be used to perform plans examinations electronically using Bluebeam Revu software.

V. EQUIPMENT AND AVAILABILITY

1. The selected firm will be expected to provide assigned personnel with a laptop computer for use while stationed at the Borough Administrative Office. The Borough currently has a desktop computer available for use by consultant building code officials, but the Borough reserves the right to re-assign any equipment currently available to consultant personnel to in-house Borough staff should the need arise.
2. The selected firm will be expected to provide cell phones, tablets or other wireless devices to ensure that the primary representative is available via phone, text message and email for regular business from 8:30 AM to 4:30 PM, and 24-hours a day for emergencies. Supplemental personnel which may or may not be in direct contact with the Director or other department staff will be expected to be available via phone, text message and email from 8:30 AM to 4:30 PM on all regular business days.
3. The selected firm will be expected to provide all equipment necessary to perform the duties described herein and those required to fulfill the full scope of services related to plans examination and inspections per the UCC. This equipment may include, but is not limited to, the following: pens, pencils, clipboard, engineer/architect scale, approval stamp, work boots, safety vest, hardhat, tape measure, measuring wheel, flashlight, code books, etc. The Borough may or may not possess some materials which could be used by in-house staff as well as consultant personnel, but the selected firm will be engaged under the assumption that all required equipment will need to be provided for assigned staff. However, personnel working on-site at the Borough Administrative Office will have full access to the desktop computer station with Bluebeam Revu software, as stated above.

VI. INDEMNIFICATION

The selected firm shall defend, indemnify and hold harmless the Borough, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the negligent acts or omissions perpetrated by employees of the firm.

VII. INSURANCE

Provide a description of the firm's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage.

VIII. QUESTIONS

Questions shall be directed to the Director of Engineering, Licenses & Inspections, Mr. Paul W. Hughes, PE, via email to phughes@conshohockenpa.gov or by phone at (610) 828-1092, ext. 116.

IX. SELECTION PROCESS

1. Proposals will be reviewed for completeness and responsiveness. Incomplete proposals or those deemed non-responsive will be rejected without further technical evaluation.
2. Technical evaluation of the proposals will be based on the following:
 - a. The firm's history of providing similar in scope to those described herein.
 - b. Qualifications of the firm's personnel including management, support staff, and the individual proposed to serve as the primary Borough representative.
 - c. The firm's general approach to providing the required services under this RFP.
 - d. The firm's ability to conform and adapt to the Borough's service needs as the volume of related work fluctuates.
 - e. Costs: Fee schedule and charging policies.
3. Borough Council may, at its sole discretion, choose to interview some, or all, of the applicants prior to considering an appointment. The need for interviews along with the date/time of same will be determined after the proposals have been received and reviewed.
4. Borough Council will select the firm deemed most advantageous to the Borough considering all the factors listed herein including, but not driven exclusively by, cost.
5. Proposals are due December 22, 2016.

X. CONTRACT TERM

The selected firm will be offered a contract with a minimum term of twelve (12) months, thereafter open ended subject to annual review by Borough Council, and including the requirements of this RFP, any formal addenda, the selected firm's proposal, and will be subject to negotiation between the selected firm and the Borough prior to execution.