

BUILDING SERVICES REQUEST FOR PROPOSALS (RFP)

**TO PROVIDE AS-NEEDED OUTSIDE PLAN REVIEW,
PERMITTING AND FIELD INSPECTIONS FOR THE
BUILDING & SAFETY DIVISION.**



Release Date: September 20, 2024

Deadline for Submission: October 18, 2024, 4:00 PM

Contact person: Joseph Cuffe Chief Building Official

City of Citrus Heights- Building Division

**6360 Fountain Square Drive
Citrus Heights, CA 95621-5577
(916) 725-2448**

jcuffe@citrusheights.net

**REQUEST FOR PROPOSALS
ON-CALL SERVICES FOR THE BUILDING & SAFETY
DIVISION.**

RELEASE DATE: September 20, 2024

CLOSING DATE: October 18, 2024, 4:00 PM
Identify any late packets will not be accepted.

CONTACT PERSON: **Joseph Cuffe**
Chief Building Official
Phone 916-725-2448
E-mail address: jcuffe@citrusheights.net

City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621-5577
Hours: Monday –Friday 8:00AM – 5:00PM

Purpose

Provide on-call plan review, field inspection, code compliance services and permit technician services for the Building and Safety Division.

The City

The City incorporated as a General Law city with a Council/Manager form of government in January 1997. It is located approximately 10 miles east of downtown Sacramento on Interstate 80 between Sacramento and Roseville, California. The City has a population of almost 90,000 residing in a 14 square mile area in a mature, urbanized area estimated to be approximately 97% built out.

The City currently employs over 190 full-time employees providing services in the areas of community development, general services, general administration, economic development, finance and police services. Citrus Heights is not a full-service city. Various special districts within Citrus Heights provide such services as water, fire, schools, and parks & recreation. The City Council priorities include maintain fiscal stability, improving streets and infrastructure, diversifying for a changing economy, enhancing and expanding public safety, and improving community vibrancy and engagement.

Scope of Services

This scope of services will enable the City of Citrus Heights to obtain professional and technical assistance on short notice on an as-needed basis from the selected consultants. At its discretion, the City of Citrus Heights intends to select one or more firms with whom the City of Citrus Heights will contract for services on an as-needed basis. This scope of services does not guarantee a minimum number of hours or plan reviews for any individual consultant team.

The City of Citrus Heights will appoint designated consultants to provide contract support services under the direction of the Chief Building Official. The consultants must be able to provide a broad range of specialized services and staff to complete task project orders issued by the City of Citrus Heights by direct assignment of its own personnel, including, but not limited to, plan

review, field inspection, permitting, and code compliance related services as needed on an on-call basis during peak workloads or from an unforeseen absence of city personnel.

Project Goals

Provide placement of inspection and permit technician staff within 24-hour notice, as needed.

Provide plan review turn-around within ten business days or sooner.

Project Tasks

Provide plan review turn-around within ten business days, including pickup and delivery of plans. Provide customer services including routing and issuance of plans and permits. Perform a variety of field inspections and code compliance inspections as needed or other projects as assigned by the Chief Building Official.

Submittal Requirements

Proposal Format Requirements:

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all of the information specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFP. Any additional information that a proposing firm wishes to include that is not specifically requested should be included in an appendix to the proposal.

Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Excessive information will not be considered favorably. Unauthorized conditions, omissions, limitations, or provisions attached to a proposal will render the proposal non-responsive and may cause its rejection.

The proposal should be bound or contained in a loose-leaf binder. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with the section as specified below.

The following items are required in the Proposal:

1. Cover letter:

The cover letter must include the following information:

- Title of this RFP
- Name and Mailing Address of Firm (include physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, Fax Number, and Email Address
- A statement that the submitting Firm will perform the services and adhere to the requirements described in this RFP, including any addenda (reference addenda by date and/or number).

2. Company overview

3. Team members and Qualifications: Describe your experience and provide a statement of

your firm's qualifications for performing the requested services. Provide the following information:

- **Consultant Name, Address, etc.:** State the name, address, telephone number, FAX number, website address (if available)
- **Year Firm Established:** List the year the firm was established.
- **Primary Contacts within the Company:** List the firm's owner and the primary contacts within the company. Include title, telephone number and e-mail address for each. Indicate which person will be the contact for the RFP process.
- **Number of Employees in Firm:** Indicate total number of employees for all locations of the firm.
- **Consultant Specialties:** List the type(s) of work the firm specializes in.
- **List of Lead Professional Personnel by Area of Expertise:** An organization chart describing the staff available to handle the desired work. Provide a brief but detailed history of the number of years of experience with the current firm and other firms, education, professional registration/certifications, and qualified work experience relevant to the services requested. Use separate pages per person.

Applicant shall demonstrate that they possess the following minimum qualifications or equivalent as determined by the City:

- Licensed Professional Engineer
- ICC Certified Plans Examiner (Residential/Commercial/MEP's)
- ICC Certified Combination Inspectors (Residential/Commercial)
- ICC Certified Permit Technician
- ICC Certified Fire Plans Examiner
- Certified Access Specialist CASp

4. Describe your abilities to accept and conduct reviews on electronic plan review submittals.
5. **Experience and References:** List up to five (5) projects, starting with the most recent, that the professional personnel of your firm have worked within the past 5 years. Provide the year the project was performed, the name of the municipality and location (city or county), the owner's name, address, and contact name and phone number, and the scope of work performed. Other related experience may be included. Provide a summary of your firm's experience in providing these or similar services. Include brief descriptions of the projects, dates, client names and contact persons' names, addresses and telephone numbers. Describe any other facets of the Firm's experience that are relevant to this proposal that warrants consideration.
6. **Services Understanding:** Based on the available information, supplemental research, field observations, and experience with similar services, provide a narrative describing your understanding of the services requested in this RFP, your general approach and any major challenges to achieving the City's stated goals. Include any issues that you believe will require special consideration. Also identify any unique approaches or strengths that your firm may have related to the services proposed. City staff will assess your understanding of all aspects

of the services based on your narrative. Provide the following information on your approach to completing the scope of services:

- a. Provide the tasks and narrative of how your firm will comply with the scope of work, and what special services and products your firm has to meet our needs.
- b. A description of how the firm provides the desired services and quality control to assure adequate level of service and successful project completion and management.
- c. A statement indicating the firm is independent, properly licensed to practice in California, and has no conflict of interest with regard to any other work performed by the firm for the City.

7. **Required Statements/Documents:** Include statements of assurance regarding the following requirements in the proposal:

- a. The absence of a conflict of interest. Consultants submitting a proposal must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm relative to the services to be provided under the Agreement. Consultant must disclose any real or apparent conflict of interest associated with this project or with working for the City of Citrus Heights. If a Consultant has no conflicts of interest, a statement to that effect shall be included in the Proposal.
- b. Indicate your ability and agreement to fulfill an indemnification and insurance requirements contained in the sample contract. (Please note that actual certificates of insurance are not required as part of your submittal.)
- c. A statement that nothing contained in the submitted proposal will be proprietary.

8. **Exceptions:** Describe any and all proposed exceptions, alterations or amendments to the Scope of Services or other requirements of this RFP. The nature and scope of your proposed exceptions may negatively affect the evaluation of your submittal and the City's determination of whether it is possible to successfully negotiate a contract with your firm.

9. **Competency of Proposers:** The City wants to ensure that the successful Firm has the necessary facilities, ability, experience, and financial resources to provide the services specified herein in a satisfactory and timely manner. Please list and explain any pending bankruptcies, liens, stop payment notices, judgments, lawsuits, arbitrations, mediations, foreclosures, and any similar actions filed or resolved in the past seven (7) years. Please indicate whether a client has ever terminated a contract with your firm for breach, and if so, please explain.

General Terms & Conditions

Limitation: The Request for Proposals (RFP) does not commit the City of Citrus Heights (City) to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Award: *All contracts will be 3 years, with two optional 1 year- extensions for a total of 5 years maximum.* The firm/entity selected may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. The City reserves the

right to award a contract/select a service provider without discussion based upon the initial proposals.

Insurance: The consultant shall maintain in full force and effect the insurance as outlined in **Attachment A**. The City reserves the right to waive or modify such insurance coverage. However, consultants meeting the insurance requirements will receive greater consideration during the selection procedure. All insurance shall be evidenced by a Certificate of Insurance and endorsement, acceptable to the Risk Manager, prior to execution of a contract. The consultant shall state their ability to meet the City's insurance requirements within their submittal.

Signature: The consultant's RFP response shall provide the following the following information: name, title, address and telephone number of individuals with authority to bind the service provider and also who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant, signifying complete understanding of and ability to comply with all requirements of the RFP, including those related to insurance as identified above.

Required Products: List products required for response to the RFP.

Cost Proposal

Please provide a fee schedule for all products and services to be delivered, and a breakdown of costs delineated by tasks as described in your service plan. Define any reimbursable expenses requested to be paid by the City.

Provide your anticipated turnaround times on plan reviews.

Provide percentage of plan review fee collected by vendor based on plan review packages below:

Package A	<u>Complete structural and non-structural commercial building plan review</u> including all current California Codes, and City specific regulations and policies.
Package B	<u>Complete non-structural commercial building plan review</u> including all current California Codes, and City specific regulations and policies.
Package C	<u>Complete structural only commercial building plan review</u> including CBC and City specific regulations and policies.
Package D	<u>Complete structural and non-structural residential building plan review</u> including all current California Codes, and City specific regulations and policies.
Package E	<u>Complete structural residential building plan review</u> including all current California Codes, and City specific regulations and policies.
Package F	Hourly fee for <u>non-structural plan review</u> services.
Package G	Hourly fee for <u>structural plan review</u> services.
Package H	Hourly fee for <u>commercial building inspection services</u> covering building, plumbing, mechanical and electrical trades.
Package I	Hourly fee for <u>residential building inspections</u> covering building, plumbing, mechanical and electrical trades.
Package J	Hourly fee for <u>in-house permit processing</u> services.
Other Services Offered	Varied – to be provided by vendor

Provide Hourly Rates based on personnel structure and fees for other services provided, such as inspections, engineering services, code compliance, etc.

Key Action Dates/Timeline

RFP released September 20, 2024, DEADLINE for Receipt of Proposal is October 18, 2024.

Submission Instructions

One (1) copy of the proposal must be received no later than **Friday, October 18, 2024, 4:00 PM** at the City of Citrus Heights, mailed or emailed to:

Joseph Cuffe
jcuffe@citrusheights.net
Chief Building Official
City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621-5577
Late proposals will not be accepted

Evaluation of Responses

Selection Process:

Award of the RFP shall be made to the firm(s) whose proposal is determined, through a formal evaluation panel process, to be the most advantageous to the City after the evaluation panel has taken into consideration the evaluation factors set forth in the RFP. Proposals shall be scored according to the criteria stated in the *Examination of Proposal Documents* section below.

Proposals submitted will be reviewed by a selection committee. Firms that have submitted the best and most complete proposals may be invited to an interview. The number of firms that may be invited to an interview may vary depending upon the number of proposals submitted.

Should the City elect to conduct interviews with any proposers, the following criteria shall be considered, and each proposer ranked by, the evaluation panel during the interview process: a) Communication Style, b) Experience/Quality, c) Ability to meet the City's required services.

One or more firms may be selected. The City reserves the right to make a selection after review of the proposals without oral interviews; therefore, the proposal should be submitted initially on the most favorable terms that the firm might propose.

Contracts will be negotiated with the firm(s) considered to best meet the City's need for this project. In the event a mutually satisfactory contract cannot be negotiated with one of the City's choices, negotiations may be terminated.

The selected firm(s) will be required to execute a City prepared contract as provided in Attachment A. The contract may further refine the scope of services and will provide for the terms and conditions of employment.

The award of any contract is expressly contingent upon City approval and the availability of funds. City staff may not legally bind the City to a contract.

The City reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm(s). In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.

The City reserves the right to seek clarification on any or all proposal submittals to ensure the RFP specifications are met. Proposals may be rejected from any proposer who does not comply with the City's request for clarification.

Once a decision has been made to award the contract, then a formal notice of the intent to award to the recommended proposer(s) shall be made by the Department.

A City of Citrus Heights business license as well as all applicable permits, licenses and certifications required by local, state or federal law are required before the award of contract.

Examination of Proposal Documents

The following evaluation criteria and rating schedule will be used to determine the most highly qualified firm(s):

Evaluation Criteria	Weight
Experience and qualifications of firm	50%
Understanding of the Services Proposed – Proposed Services Plan	35%
Completeness of proposal and any supporting documents	15%

Attachments: Attachment A – Standard Insurance Requirements

Attachment A

Standard Insurance Requirements

Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with Consultant's negligent performance of work hereunder or its negligent failure to comply with any of its obligations contained in the Contract Documents, except such loss or damage which was caused by the active negligence, sole negligence, or willful misconduct of the City.

To comply with the bonding and insurance requirements contained in your contract with the City of Citrus Heights there are several things that we require. It is our intent to facilitate consideration of every project, so we are including here a **summary** checklist for your convenience.

All insurance requirements need to be complete and submitted prior to your contract being approved.

I. GENERAL

- A. Send these requirement sheets to your insurance broker for immediate compliance.**
- B.** New and renewal Certificates and endorsements must reference a specific job. "All Operations" certificates are not acceptable.
- C.** All contractors and subcontractors working on a project must meet the same insurance requirements you do, prior to starting work on the project .
- D.** All insurance companies must have an AM Best rating of A: VII or better.
- E.** Any deductibles must be declared to and approved by the city.
- F.** All insurance coverage, with the exception of Professional Liability coverage must be written on a full "per occurrence" basis.
- G.** A 30-day cancellation notice is required and written or modified to a form that binds the insurer to provide it. For non-payment of premium, a 10-day notice is acceptable.
- H.** Expiration dates are required on all certificates.
- I.** All Certificates must have an original signature.

II. SPECIFIC COVERAGE

- A. GENERAL LIABILITY/AUTOMOBILE LIABILITY GENERAL LIABILITY**
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products and/or Completed Operations
 - \$1,000,000 Each Occurrence

AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit

B. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

\$1,000,000 Employer's Liability

STATUTORY Workers' Compensation

C. Professional Liability

- D.** The consultant and its contractors and subcontractors shall secure and maintain in full force, during the contract term professional liability insurance policies appropriate to the respective professions and the work to be performed as specified. The limits of such professional liability insurance coverage shall not be less than \$1,000,000 per claim and \$2,000,000 aggregate. If requested by the City, the consultant's insurer must provide a complete, certified copy of the professional liability insurance policy.

III. ENDORSEMENTS

A. The GENERAL LIABILITY AND AUTOMOBILE LIABILITY policies are to be endorsed to contain, the following provisions:

1. The Entity, its officers, officials, employees, and agents are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an **Additional Insured endorsement** (CG 20 10 11 85 or equivalent) to the contractor's insurance policy, or as a separate owner's policy.
2. There must be an **endorsement** indicating that coverage is primary and non-contributory with respect to additional insureds.
3. There must be an **endorsement** that includes a severability of interest clause. (cross liability).
4. Where applicable, the General Liability policy shall contain an endorsement or provision stating that such insurance applies to the liability assumed by any subcontractor. (Owners and Contractors Protective)
5. The General Liability coverage shall be at least as broad as ISO form CG 00 01 (ed. 10/01).
6. The auto coverage shall be provided for owned, hired, and non-owned autos.
7. The auto coverage shall be as broad as ISO form CA 00 01.

- B. The WORKERS COMPENSATION/EMPLOYERS LIABILITY policy must contain an endorsement with a waiver of subrogation in favor of the City of Citrus Heights for all work performed by the contractor, its employees, agents and subcontractors.**
- C.** Acceptance of any bond, certificate of insurance, or endorsement showing proof of insurance required by your contract does not constitute approval or agreement by the City of Citrus Heights that the insurance requirements have been met or that the bond or insurance policies referenced on any certificates and endorsements are in compliance with your contractual requirements.