



Background

Woods Cross City has historically maintained a contractual relationship with a private firm or individual(s) to provide building inspection services, plan reviews, and to serve as the City Building Official.

Purpose and Intent of the Request for Proposal (RFP)

The purpose of this RFP is to solicit proposals from qualified and interested individuals and/or firms to provide contract plan review and building inspection services for Woods Cross City and serve as the City Building Official.

Terms of the Consultant Services Agreement

The terms of the consultant service agreement will be negotiated upon acceptance of a contract proposal, but such agreement will include specific language regarding the provision of services, required insurance, and indemnification, contract continuation and termination clauses, timing of invoicing and payments, and requirements for interaction with City departments and staff. The consultant service agreement will be for a minimum of one year in length, anticipated to start on August 1, 2024, with provisions for additional one-year extensions.

Onsite clerical work including application intake, processing, and maintenance of building permit records will be provided by Woods Cross City. This should be considered in the proposal submission.

Inspection services are expected to be performed between 8 a.m. and 5 p.m., Monday through Friday. After-hours inspections may be arranged at the inspector's discretion.

Scope of RFP

All proposals must be in writing and signed by an authorized agent or representative of the submitting individual, group, organization, or entity. Proposals must also include the name, address, and telephone number of the contact person and all others authorized to represent the individual, group, organization, or entity.

Proposals should demonstrate that the individual/firm has the technical and financial ability and experience to execute high quality service for Woods Cross City.

Proposals must contain the following information:

1. A description of the education, training, and experience of all individuals involved in the proposal.

2. A list of at least two professional references regarding building inspection services. References that relate to one's ability to provide helpful and informative building inspections services are especially important and relevant. Special consideration will be given to references that can show collaboration, helpfulness, and service-oriented building code enforcement.
3. A statement of willingness and ability to comply with all city, county, state, and federal requirements and laws associated with the provision of service for Woods Cross City.
4. A methodology for how the individual or firm will bill the City for its services. The City will entertain proposals that contain either an hourly or flat fee approach. The proposed rates must be inclusive of the cost of inspection scheduling, travel expenses, conferences, dues and membership fees to professional associations, and the expense of materials and equipment utilized in the provision of service.
5. Proof of liability, Workers' Compensation, auto, and other applicable insurances.
6. Proof of certifications and licenses to perform all building inspections from residential to commercial/industrial including refineries and petroleum related construction.
7. A list of all the services that will be and may be provided under the contract for the fee proposed. At a minimum the following shall be addressed:
 - Provide one specific primary inspector/building official to cover the City, with a backup inspector to cover in their absence.
 - Receive requests for and schedule inspections. Provide a list of each day's scheduled inspection to the City.
 - Perform inspections within one business day of request.
 - Learn and use City permitting software for receiving building plans and posting inspection reports to builder accounts.
 - Provide own equipment – vehicle, phone, computer or tablet device for submitting inspection reports.
 - Post inspection results to contractor accounts within one business day of inspection.
 - Complete plan reviews within ten business days of receiving a complete application and communicate directly with applicants, builders, and City Staff regarding plan reviews.
 - Provide description of qualifications of individuals who will perform specialized peer reviews of structural calculations and designs, fire sprinkler designs, solar system designs and other specialized plan reviews and inspections.
 - Receive phone calls from the public regarding building codes and be willing to meet with applicants either on-site or in-office when necessary to answer building code related questions about potential projects.
 - Become familiar with basic City zoning regulations in all zones, such as setbacks for main buildings and accessory buildings, regulations for

- accessory dwelling units (ADU), etc.
- Respond promptly to voicemail messages, emails, and texts from the public and City Staff.
- Meet in-person with City Staff as requested.
- Provide a description and examples of inspection notices used.
- Provide examples of real-life conflicts, how they were addressed and resolved.

Proposal Format

Proposals must be organized to comply with and include the following:

1. **Letter of Transmittal.** The letter of transmittal should include an introduction of the bidder's firm as well as the name, address, telephone number, and email address of the contact person.
2. **Executive Summary.** An executive summary shall briefly describe the bidder's approach to the proposal, clearly outline any options or alternatives, and indicate if the bidder cannot meet any major requirements. The summary must also highlight the major features of the proposal and identify any pertinent supporting information.
3. **Statement of Qualifications.** This section should provide information regarding the bidder's qualifications and experience of all those who will be providing services relevant to the work to be performed. It should include a firm profile (if appropriate); references of similar contracts or work experience that is relevant to this RFP; and appropriate references, including addresses and phone numbers of individuals, groups or organizations with which the bidder has worked during the past 3-5 years.
4. **Additional information.** Any information deemed pertinent to the RFP, but not outlined in the RFP may be included in this section. This section may also include firm brochures or other material.
5. **Proprietary Information.** Bidders are requested to mark any specific information contained in the proposal that is not to be disclosed to the public or used for purposes other than evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary. The proposal and all supporting materials supplied will become the property of Woods Cross City and may be returned only at the City's option. Proposals submitted may be reviewed and evaluated by any person at the discretion of the City.

Proposal Submission and Selection Procedures

The City's contact person is Curtis Poole, Community Development Director. All questions about the RFP and selection requirements should be directed to Curtis at 801-292-4421 ext. 2003, or by email at cpoole@woodscross.com.

An electronic copy of the proposal must be submitted to Woods Cross City by **5:00 p.m. on June 21, 2024**. The address for submission is cpoole@woodscross.com.

Proposals will be evaluated, and the bid awarded based on the following criteria:

1. The bidder's demonstrated ability to provide the requisite building inspection services, including the ability to provide the City with sufficient hours each week to complete the job.
2. The experience of the individual and/or their firm to provide building inspection services which include references and qualifications.
3. The proposed price and terms of the contract that is offered.

Upon review of all proposals, a recommendation will be submitted to the Woods Cross City Council for approval. The City reserves the right to refuse or reject any and all proposals.