

EASTTOWN TOWNSHIP
REQUEST FOR QUALIFICATIONS



**MUNICIPAL BUILDING INSPECTION
AND CODE OFFICIAL SERVICES**

Issue Date: August 07, 2023

Response Deadline: September 08, 2023 at Noon

INTRODUCTION

Easttown Township is located in Devon, Chester County, Pennsylvania. The Township provides municipal and infrastructure services to a vibrant and affluent residential community of approximately 11,000 residents in 8.2 square miles. The Township is governed by an elected five-member Board of Supervisors.

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified building code and inspection firms to provide plan review and inspection services for the Township. The Township currently has a mix of majority residential and commercial construction projects. The firm must be experienced in residential and commercial plan review and inspection procedures. The firm will assist the Township in other building and code-related duties as needed.

It is understood that the Township reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities or requirements set forth herein if it finds, in its sole discretion, that such waiver is in the best interests of the Township and/or the public. The Township has the right to reject, in its sole discretion, any proposal that fails to include any information or documentation required in this RFP.

It is further understood that by requesting these proposals, this is not a bidding solicitation and nothing contained herein shall create any contractual rights or obligations by and between the Township and any person or entity responding hereto. Regarding proposals for professional services, the Township is not constrained to select the proposal from the lowest responsible bidder, and expressly reserves the right to evaluate proposals on such factors, both objective and subjective, as the Township deems relevant and material in its sole and absolute discretion, without being bound to award the contract solely or even primarily on the basis of cost.

SCOPE OF SERVICES

Easttown Township seeks proposals from qualified firms to review all submitted building permits for compliance with the Uniform Construction Code (UCC), building inspection services, rental housing inspections, commercial building inspections and needs of the Township.

The Consultant will be responsible for inspecting properties and enforcing the applicable adopted building codes and property maintenance ordinances. Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services. Except when, and if, the workload demands otherwise, all inspections shall be conducted on Monday, Wednesday, and Friday.

Work regarding the referenced codes and ordinances involves responsibility for supplemental plan review and inspection of residential and commercial buildings and other structures regarding conformity with code requirements and technical

standards, any administrative work in support of those duties assigned herein, and code enforcement.

Work may also involve providing the Township with Code revisions that are either desirable or required, complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

Billings to the Township shall be provided on a monthly basis, in a format agreeable to the Township. The Township may require additional information to substantiate billings.

The firm must demonstrate the ability to:

- Correspond in electronic format agreeable to the Township
- Provide plan review and code inspection advice and assistance to Township staff on a same day basis or, at a minimum, within 48 hours.
- Review all submitted building permits for UCC Code compliance, in accordance with the Township Ordinance Requirements. Reviews shall be completed within two (2) weeks of submittal to the Township.
- Perform all building permit inspections in a professional and timely manner.
- Provide at least two (2), or more, staff members that are certified through the Department of Labor and Industry for plan review, permit approval, and all subsequent required inspections, in all residential and commercial disciplines as described in the UCC and designated to work in Easttown Township. It is anticipated that the firm will need to dedicate 20-30 hours per week for plan review and inspections.
- Attend Township meetings as requested by the Township Manager or Board of Supervisors.
- Work with Township legal and engineering firms as well as with Township staff as needed.
- Demonstrate working relationships with outside agencies (DEP, L&I, Penn DOT, DCCD, DCNR, and other local, State and Federal agencies).
- Perform ADA plan reviews and conduct inspections of the same.
- Enforce building and property maintenance codes as provided in the Easttown Township Code by conducting inspections and interpretation of the codes.
- Review and analyze records, property folders and relevant Township Codes; establish and maintain records; provide written and oral reports to the Township Manager
- Perform inspections of commercial and residential properties for the issuance of Certificates of Occupancy.
- Receive and investigate complaints and inquiries made by Township residents, interview complainants to determine whether a complaint is justified and recommend action based on information obtained.
- Perform related work as required or as directed by the Township Manager including but not limited to the maintenance of accurate inspection records and files, preparation of correspondence and reports to summarize the results of investigations, and issue correction notices and citations as required; and represents the Township in District Court.
- Issue correction notices and citations as required. Represent the Township in District Court when a violation results in the issuance of a civil complaint.

To meet these required services, the Consultant shall supply:

1. Cell phone or smartphone
2. Laptop
3. Vehicle

The Township shall supply:

1. Office space
2. Office telephone system and fax machine
3. Maps of local/Town jurisdiction
4. Office Supplies

CONTENT OF PROPOSAL

A. Consultant Information:

The Consultant should clearly indicate the trade and/or legal name of the business, business address, business telephone, business website, and names of persons authorized to represent the business, email address of the individual responsible for preparation of the proposal and the principal professional assigned to the Township.

B. Summary of Understanding of Proposed Services:

The prospective Consultant should indicate an understanding of the requested services as described in Scope of Services, and describe how it proposes to service the Township in these aspects.

An executive summary of not more than two (2) pages, identifying and substantiating why the firm is best qualified to provide the requested services and their approach in providing these services.

A description of the firm's experience, both within Chester County, the adjacent Counties, and the Commonwealth, in performing services of the type described in this RFP as well as the duration of the same. Specifically identify client size. It is imperative to show experience in similarly sized municipalities.

C. List of Qualified Inspectors:

A list of qualified individuals and their certifications that can fulfill the various services. The individual(s) designated as the "Building Official" shall be certified as a Pennsylvania Department of Labor and Industry Building Official and an ICC Certified Plans Examiner and Inspector. A State of Pennsylvania licensed residential and commercial electrical inspector is preferred, but not required.

The Submission shall clearly state the Responder's qualifications to perform the services listed. Including the strengths that uniquely qualify the consultant to provide the listed services. A staffing plan listing those employees who will be assigned to the engagement if the firm is selected, including the designation of the person who would be the firm's principal professional responsible for all services required under the engagement. It is desirable for the responding Firm to have multiple Master Code Professionals on their staff; including the principal professional assigned to

Easttown Township. This portion of the proposal should include the relevant resume information for the individuals who will be assigned, including the specific tasks or services they will provide. This information should include, at a minimum, a description of the individual's relevant professional experience, years and type of experience, and number of years with the firm. The personnel assigned to Easttown Township should consistently be the same individuals on a daily basis. When these individuals are not available, the firm can provide other individuals with similar qualifications, as approved by the Township. No other individuals are to be assigned to this engagement without the prior approval of the Easttown Township.

The submission shall include a list of all complaints to the Department of Labor & Industry (the "Department") about any inspector working for the Responder at the time of the submission. For each complaint, the Responder should include: 1) the identity of the inspector who is the subject of the complaint; 2) the address of the property that is the subject of the complaint; and 3) the outcome of the complaint or a statement that the Department's investigation remains outstanding.

D. References:

A list of all building inspection contracts held during the last five (5) years, and a municipal representative from each location that the Township may contact. The list of references should specify whether each municipality is a current or past client.

E. Other Activities:

Please indicate if your firm is willing/able to provide any additional services. Please indicate your typical response time for returning calls and providing inspections.

If the firm or any principal therein has been subject to any professional disciplinary action over the last three (3) years, provide a description of the event and the disciplinary action.

F. Cost of Services and Billing Methods:

- Fee schedule
- Plan review and inspection fees
- Other fees (i.e. rental inspections, fixed fees, plumbing, mechanical, maintenance, demolition, etc...)
- Fee schedule for services for non-permitted work (i.e. asbestos, lead, condemnation inspections, zoning violations, nuisance complaints, etc).
- Proposed billing procedure (i.e. monthly, quarterly, etc.)

The Township shall reserve the right to accept any part or all of the Consultant's fee schedule, and to negotiate any charges contained therein, unless otherwise qualified by the Consultant. The Township reserves the right to negotiate the final contract with the top three (or more) respondents in order of their ranking.

G. Legal:

Describe any lawsuits filed against the firm during the past five (5) years.

H. Insurance Requirements:

All required insurance must be current and up to date in advance and renewed annually. A consultant may not work for Easttown Township until the appropriate insurance has been provided and approved by the Township Solicitor. This shall be verified by Township staff.

EVALUATION CRITERIA AND SELECTION PROCESS

The Board of Supervisors reserves the right to:

1. Select a proposal in its entirety or some portion(s) thereof.
2. Reject any and all proposals, in whole or in part.
3. Waive irregularities.
4. Request oral presentations and/or individual interviews from those individuals or firms determined to be in a competitive range.
5. Make the final selection using criteria judged to be the maximum benefit to the Township as a whole.
6. This proposal solicitation does not commit the Township to enter into any agreement or to pay any costs incurred in the preparation of a Firm's proposal.
7. The selection of a Firm will be determined within the sole and absolute discretion of the Township.
8. The Township reserves the right to reject or disqualify any proposals, in its sole discretion, pursuant to the selection criteria and minimum requirements for a Firm.

PROPOSAL SUBMISSION

Proposal submission shall be made in the following manner:

1. Proposals, including any/all attachments, cover letter and tabs should not exceed ten (10) pages in length on 8 ½ x11 inch paper, single spaced using a minimum font size of 12 point. Do not provide marketing materials.
2. Proposals shall be scanned as a PDF file and submitted in electronic format via email to the below email address. Faxed proposals will **not** be accepted.
3. One (1) original hard copy of the proposal to be submitted.
4. Proposals are to be submitted to:

Easttown Township
566 Beaumont Road
Devon, PA 19333
Attn: Easttown BCO RFQ

JEwald@Easttown.org

Subject line shall be: Easttown BCO RFQ

5. Proposals must be received by the Township no later than 12:00 p.m. prevailing time on Friday, September 08, 2023. Late proposals will not be considered.
6. All questions regarding the RFP shall be addressed the Assistant Township Manager, Jonathan Ewald JEwald@Easttown.org
7. Any Addendum will be included on the website along with the original RFP at <https://www.easttown.org>.

SELECTION TIMETABLE

Selection will be based on proposals submitted and final determination by the Board of Supervisors. It is anticipated that the successful firm will be engaged by the Board of Supervisors at its January 03, 2024 Reorganization Meeting.

End of Request for Proposals