



REQUEST FOR PROPOSALS

**PROFESSIONAL BUILDING PLAN REVIEW SERVICES
AND
PROFESSIONAL BUILDING INSPECTION SERVICES**

JANUARY 2, 2019

I. PROCEDURES

A. DEADLINE FOR RECEIPT OF PROPOSALS

The deadline for receipt is Monday, January 29, 2019 5:00 PM EST.

B. SUBMISSION AND RECEIPT OF PROPOSALS

For a submission to receive consideration, it must be received prior to the deadline. No late submissions will be accepted. An authorized officer of the service provider shall sign all proposal forms. Proposals must be clearly labeled “**PROFESSIONAL BUILDING PLAN REVIEW AND INSPECTION SERVICES PROPOSAL**”. Both electronic and paper copies shall be submitted. One complete copy of the proposal, including all attachments must be submitted in PDF format and submitted to hpefley@manisteemi.gov. Sealed paper copies (3) shall submitted and mailed or delivered to the City of Manistee, Attn: Heather Pefley, City Clerk, 70 Maple Street, Manistee, MI 49660. Proposals are considered received when in the possession of the City Clerk’s office.

C. TIMELINE:

The timeline for the City of Manistee RFP is as follows:

01/02/19	RFP Issued
01/29/19	Responses Due
02/04/19 – 02/08/19	Review Responses
02/11/19 – 02/15/19	Agreement Negotiated
03/05/19	City Council Considers Agreement

D. OFFICIAL DOCUMENTS

The City of Manistee, Michigan officially distributes proposal documents via it’s website. Copies of all official documents will also be available at the City of Manistee City Hall, 70 Maple Street, Manistee, MI 49660 at the City Clerk’s office. The City of Manistee cannot guarantee the accuracy and is not responsible for any errors contained in any information received from alternate sources.

E. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS

Any interpretation to a proposer regarding the RFP or any part thereof is valid only if given by the City Manager. Any information given by departmental contacts is unofficial. Interpretations may or may not be given orally and may be written depending on the nature of the inquiry. Interpretations that could affect other proposers will be in writing and issued by the City Manager. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before proposals are opened. Inquires received that are not made in a timely fashion may or may not be

considered. Any inquiries related to bid or product specifications should be sent to the City Manager, City of Manistee, 70 Maple Street, Manistee, MI 49660; or by email to ttaylor@manisteemi.gov; or phone at 231 398-2801.

F. CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to this proposal will be posted on the City website and will also be on file in the City Clerk's Office. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda.

G. ALTERNATES

Proposers are cautioned that any alternate proposal, unless requested by the City, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements or this proposal, may be considered non-responsive, and at the opinion of the City, may result in rejection of the proposal.

H. AWARD

Proposals will be reviewed by an internal committee where firms will be evaluated and ranked. Proposing firms may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee. The contract will be awarded to the responsible, responsive firm whose proposal, conforming to this solicitation, will be most advantageous to the City, price and other factors considered.

The City reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in bids received.

I. WITHDRAWAL

Proposals may only be withdrawn by written notice prior to the date and time set for the submission of proposals. No proposal may be withdrawn after the deadline for submission.

J. DEFAULT

No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due the City.

K. NON-COLLUSION CLAUSE

By signing and submitting this proposal, proposer states that his proposal is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said proposal price.

L. NON-DISCRIMINATION CLAUSE

By signing and submitting this proposal for consideration of an award by the City of Manistee, the contractor and any subcontractor covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

II. PROPOSAL DETAILS

A. DESCRIPTION

The City of Manistee is seeking proposals for Professional Building Department Services, Permit Issuance, Plan Review and Inspection Services. The City of Manistee is soliciting proposals from qualified consultants to perform Professional Building Plan Review Services and Building Inspection Services for new commercial/industrial building, additions, and remodels; new residential construction additions and remodels; and other retro-fits of any and all buildings. The consultant will serve as the Building Official for the City of Manistee. Inspection services will encompass:

- Building Plan Review/Inspections
- Mechanical (HVAC, Fire Suppression) Plan Review/Inspections
- Plumbing Plan Review/Inspections
- Electrical Plan Review/Inspections
- Permit Issuance, all disciplines

B. BACKGROUND:

The State of Michigan currently provides Professional Building Plan Review and Professional Building Inspection Services. The City of Manistee is interested in contracting with a firm capable of providing those services.

C. SCOPE OF WORK

Building Plan Review Services (All Disciplines)

1. Provide plan review of any and all types of structures including, but not limited to, single family dwellings, multiple family dwelling units, commercial and industrial building for compliance with all local ordinance, Michigan Building codes, Michigan Mechanical Codes, Michigan Plumbing Codes, Michigan Electrical Codes, American with Disabilities Act and Michigan Barrier Free Codes and the Michigan Energy Codes and referenced standards.

2. Generally, residential initial plan check turn-around time shall be no more than 5 working days. Large commercial/industrial plan check turn-around time shall be no more than 10 working days.
3. Plan reviews shall include electronic comment reports describing code violations in full with reference to plan sheet and detail identification and specific codes and code sections relating to each comment as applicable.

Building Inspection Services (All Disciplines)

1. Provide Building Inspection Services for any and all types of structures including single family dwellings, multiple family dwelling units, commercial and industrial buildings, and other structures for compliance with local building codes.
2. Provide inspections for inspection requests scheduled for the inspection consultant for designated inspection days.
3. Inspections shall occur between the hours of 8:00 a.m. and 5:00 p.m. Monday – Friday, unless otherwise agreed upon by the contractor and the customer.
4. Inspectors shall respond to phone messages and be available to answer customer questions each working day. Inquiries may be handled from the office of the consultant.
5. Building inspections shall normally occur on Monday and Fridays of each week. If the proposer prefers an alternate schedule, the City of Manistee will consider it if it provides a service level the City of Manistee finds acceptable.
6. Whenever possible and appropriate, the contractor shall coordinate inspections between disciplines to occur on a common site on the same day.
7. Consultant's inspectors shall be provided by the consultant with all the necessary code books, tools, equipment, and transportation required to perform plan review and inspection duties. All inspectors shall maintain a cell phone number which shall be available to the public to access the inspector.

E. SELECTION CRITERIA:

The requested information is intended to provide information that will assist the City of Manistee in the selection of the most qualified, competent, experienced, responsive and economical service provider, who will best serve the needs of the City.

During the evaluation process, where it may serve the its best interest, the City of Manistee reserves the right to request additional information or clarifications from proposing firms, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities.

A selection committee will evaluate the proposals based upon the factors listed above. After a review of the written proposals, selected firms may also be asked to make an in-person presentation or field follow-up questions. The City of Manistee will choose the proposal(s) that best fits its needs.

The City is not obligated to award the contract based on cost alone.

The selected firm will be required to enter into a written agreement with the City of Manistee that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters.

This agreement is anticipated to be for five years. If an agreement cannot be reached, the City of Manistee reserves the right to render the proposal invalid and may award the contract to another qualified vendor in its sole discretion.

III. SUBMITTAL REQUIREMENTS:

Proposals should demonstrate the qualifications, experience, service level, costs for services, competence, and capacity of the firm. Proposals must address all the points outlined:

1. FIRM OVERVIEW:

- a) History of firm, including organization type, age, size, number and location of offices, number of employees (fulltime & part-time) and their level of experience, number of clients and any specialty areas.

2. QUALIFICATIONS:

- a) Biographies/resumes of firm leadership and key personnel.
- b) Specialized equipment/vehicles available to service the City.
- c) What is your normal availability and response time for non-emergency service work.
- d) Describe your procedure for taking emergency service requests and what your response time is.
- e) Please provide examples of similar maintenance experience, whether governmental or commercial, and describe services provided.
- f) Describe what additional “value added services” your firm can provide.
- g) List the key differentiators for your firm. What factors distinguish your firm from your competitors?

h) Experience with Construction Code Commission meetings.

3. REFERENCES:

- a) List five similar clients you currently provide ongoing Professional Building Plan Review and Inspection services for:
- Name of company
 - Length of time a customer
 - Services provided
 - Contact name and title
 - Phone number

4. PROPOSAL COST SHEETS AND RATES:

The proposal shall include the proposed costs (fees and/or rates) to provide the services offered. Include any cost and price information that would be contained in a potential agreement with the City. Please be as detailed as possible regarding costs. How will the City be charged for the services? What are those charges?

Rates should be a percentage of the permit fees collected. The City will pay the selected firm to get authority from the State Construction Code Commission to enforce codes.

City Council will set the permit and plan review fees through the annual City budget process. City will negotiate with the successful applicant to set the fees in accordance with P.A. 230 and applicable state laws.

5. CONFLICT OF INTEREST:

- a) Disclose any conflicts or perceived conflicts of interest.
- b) Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

6. COPIES OF THE FOLLOWING ITEMS:

- a) Errors and omissions coverage (if none, indicate).
- b) Liability coverage.
- c) Any and all relevant state registration certificates.