

CITY OF CASTLE ROCK, WASHINGTON
REQUESTS FOR QUALIFICATIONS/PROPOSALS
BUILDING OFFICIAL/BUILDING INSPECTOR SERVICES
Responses due by 3:00 p.m. September 30, 2016

PURPOSE OF REQUEST AND BACKGROUND

The City of Castle Rock is seeking the services of a qualified individual or firm to serve as Building Official. Your response to this request will be evaluated to determine the qualifications of you (or your firm). Proposals must adhere to the format and content of this RFP/RFQ. The information set forth is the minimum required in order to qualify for consideration. The successful bidder shall be required to enter into a contract agreement based on the specifications of this RFP/RFQ.

Essential functions: The qualified candidate will be the Building Official as well as perform residential and commercial inspections in all aspects of building, plumbing, energy and mechanical. The qualified candidate will also do all residential and commercial plan review as well as building abatement/condemnation, signage, commercial occupancy permits, flood hazard administrator and code enforcement under adopted codes contained in the Castle Rock Municipal Code, Title 15; Buildings And Construction. Provide technical assistance and advice to other city staff, architects, contractors, engineers, property owners and the general public in making complex interpretations and decisions in the areas of responsibility. Participate in land use review and decisions as part of the Development Review Committee and provide written comments relating to building code issues. Maintain field inspection results and follow-up inspections throughout project duration. Maintain status of building department records and files. Coordinate project completion through final certificates of occupancy and related documentation or, through expiration procedures. Conduct investigative inspections. Respond to citizen complaints. This is a contractual/consultant position estimated to require 10 to 50 hours of service per month.

Qualifications:

Candidate must possess ...

- Valid driver's license
- Worker's compensation, Automobile liability insurance, Commercial General Liability Insurance, Professional Liability Insurance (including Errors And Omissions)
- Provide own transportation
- Provide own laptop and printer
- Certification through International Code Council (ICC) for commercial and residential building inspections, plumbing inspections, mechanical inspections
- Certification through ICC or through Washington Association of Building Officials (WABO) as accredited Building Official
- Certification through ICC for residential and commercial plan review/plans examiner

TIME SCHEDULE

Issue RFP/RFQ	September 9, 2016
Deadline for proposals	September 30, 2016 no later than 3:00 p.m.
Interviews with Consultants/Entities	Prior to the third week in October
Preliminary Selection	Prior to city council meeting
Council Approval	October 24, 2016

INSTRUCTIONS AND GENERAL INFORMATION

All proposals and/or questions should be directed to:

Ryana Covington, Clerk-Treasurer

City of Castle Rock

P.O. Box 370 (Physical address: 141 'A' Street SW)

Castle Rock, Wa 98611

Phone: 360-274-8181 (x 303)

Email: rcovington@ci.castle-rock.wa.us

All proposals must be in a sealed envelope and clearly marked 'RFP Building Official Services'

Proposals must be received by Friday, September 30, 2016 no later than 3:00 p.m. Two copies of the proposal must be presented. Faxed, phoned or emailed proposals will not be accepted. Proposals will be accepted from consultants or governmental entities that are certified and familiar with the Washington State Building Code. All proposals must remain in effect for at least 30 days from submittal. All accompanying documentation shall become the property of the City of Castle Rock. You may withdraw your bid from consideration by the City of Castle Rock only with written notification that the proposal will be withdrawn.

In addition, the following will be considered:

- Experience in administering and analyzing the Washington State and International Building codes.
- Experience in written communication with staff, citizens and contractors.
- Possession of a college degree in engineering and registration as a professional licensed engineer or architect.

CONTRACT TERM

The city anticipates establishing a contract with the successful proposer to provide building department services for the city. The initial term of the contract is one-year with the option of renewal.

REVISIONS TO RFP/RFQ

The city reserves the right to modify this RFP/RFQ and/or cancel or reissue the notice in whole or part, prior to execution of a contract. In the event it becomes necessary to revise any part of the RFP/RFQ, addenda will be sent to companies/entities that have specifically requested the RFP/RFQ or that the notices has been mailed to. It is the responsibility of all interested consultants or local governmental entities to insure they have obtained all current materials.

ACCEPTANCE/REJECTION OF SUBMITTALS

The city reserves the right to accept or reject any and all submittals received without penalty and reserves the right to waive minor irregularities in any submittal.

ABILITY/RESPONSIBILITY

The city shall consider only responsible candidates. Responsible candidates are those that have, in the sole judgement of the city, the financial ability, experience, resources, skills, capability, reliability and business integrity necessary to perform the requirements of the contract. The city may consider references, financial stability and any other information available to the city.

All proposals shall be legible and comply in all regards with the requirements described in the Scope of Work and shall include the following information:

- The proponent's knowledge of ICC codes
- List of key personnel who would be providing services and their areas of responsibility; include their experience.
- Provide a detailed background and/or resume for the individuals anticipated to perform the work identified in this RFP/RFQ, including all licenses and certifications.
- Background of consultant and firm's experience
 - Provide narrative description of the company
 - Describe the general experience and specialties of the company
 - Identify other municipal or government clients in Washington State
 - Identify specific experience with building department services.
- References – list at least three references, contact names and telephone numbers for municipal or government clients for which the above listed individuals have completed similar services.
- Completed Statement of Business Responsibility form

COST

Costs shall be itemized as follows:

- General Building Department Services (includes building official, plan review, building inspections, permit issuance, code consulting and interpretation)
- Code Enforcement

CITY OF CASTLE ROCK - SUBMITTAL FORM
STATEMENT OF BUSINESS RESPONSIBILITY

Please submit the following on this form or in a similar format.

Firm Name: _____

Firm Address: _____

Contact Name: _____

Contact Telephone: _____ Fax# _____

Contact Email: _____

Federal ID# or Social Security Number: _____

Name of Owner: _____

1. Does the firm maintain insurance in amounts specified:
 - a. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence; \$2,000,000 general aggregate;
 - b. Automobile Liability with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident; and
 - c. Professional Liability insurance including Errors and Omissions with limits of, no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
 - d. Employer's Liability each accident \$1,000,000, Employer's Liability Disease each employee \$1,000,000, and Employer's Liability Disease – Policy Limit \$1,000,000. The Employer's Liability may be attached to the General Liability coverage or a stand-alone policy.

_____ Yes _____ No If no, describe the differences.

2. Are there claims that are pending against this insurance policy?

_____ Yes _____ No If yes, describe.

3. Has company been in bankruptcy, reorganization or receivership in the last five years?

_____ Yes _____ No If yes, describe.

4. Is the company licensed for doing business in Washington State?

_____ Yes _____ No