

City of Mt. Pleasant



Request for Proposal Building Inspection Services Issued October 17, 2012

DEADLINE—1:30 PM TUESDAY, November 6, 2012

CONTACT: Brian Kench, Building Official
320 West Broadway Street
Mt. Pleasant, MI 48858
Phone (989) 779-5301 Fax (989) 7736791
Email: bkench@mt-pleasant.org

Building Inspection Services

City of Mt. Pleasant

The City of Mt. Pleasant, Michigan, is requesting sealed bids at the Office of the City Clerk, City Hall, 320 West Broadway Street, Mount Pleasant, Michigan 48858, until 1:30 p.m. (local time), on November 6, 2012, at which time and place the bids will be publicly opened and read. All bids shall be submitted in a sealed envelope, plainly marked, **"Building Inspection Services Bid - 2013"**.

Complete bid specifications are available at the Department of Building Safety, City Hall, 320 West Broadway Street, Mount Pleasant, Michigan 48858, 989-779-5301, Monday through Friday, 8:00 a.m. to 4:30 p.m. or on the City's website at www.mt-pleasant.org.

Questions regarding the bid specifications or bid process should be directed to Brian Kench, Building Official, at 989-779-5301.

The City of Mt. Pleasant reserves the right to accept or reject any or all bids, to waive any irregularities in the bids, and to select the bid considered most advantageous to the City.

Published: October 17, 2012

Jeremy Howard, City Clerk
989-779-5374

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SCOPE OF SERVICES

The City of Mt. Pleasant is requesting proposals for an on-call building inspector (*inspector*) position to assist the City's Building Official with administration and enforcement of the State Construction Code.

The Inspector shall be familiar with all aspects of building construction, materials, construction plans/details and all pertinent State Laws governing construction. The Inspector will be responsible for conducting field inspections and investigating complaints, at the request of the Building Official. The Inspector will be required to meet with contractors, homeowners and City staff to coordinate a request and/or provide clarification of an inspection.

The Inspector will be responsible for keeping the Building Official updated of any problem that may be encountered in the field, in addition to making recommendations for the issuance of a certificate of occupancy upon completion of a project.

The Inspector shall maintain all required certifications and credentials as required under Public Act 54, of 1986 to carry out the enforcement of the State Construction Codes and assist the City with any legal aspects of enforcement.

All requests for inspections will continue to be made through the Department of Building Safety's support staff to the contract employee.

PERMIT / INSPECTION HISTORY

Inspections are conducted on all residential, commercial, industrial projects, in addition to projects that require a zoning permit, *i.e. sheds, fences, and pools*. The following table represents the Department of Building Safety's permit and inspection activity over the past three years.

	No. Building/Zoning Permits	Inspections
2008	595	865
2009	622	691
2010	623	1169
2011	539	560
2012 (thru 10/15)	419	690

CURRENT PRACTICES

Each project is reviewed by Building Safety staff for compliance with the City's zoning ordinance and the State Construction Code before a building or zoning permit is issued. A plan review is completed as part of the permit process, which is returned with the approved plans to the applicant. The review outlines the required inspections for the project and identifies other requirements which need to be met prior to scheduling an inspection with the Department. This information is reviewed by the inspector, as needed, prior to conducting an inspection on a project.

All permits are issued and tracked under BSA, Building Department System software. All requests for inspections are generated from the system to provide pertinent information from the application on the

printed field inspection slip. All deficiencies and/or problems that are cited in the field are reported to the permittee for correction. The information is brought back to the Department where the BSA system is updated and the applicant is required to schedule a re-inspection. The Department of Building Safety will continue to maintain these functions, *i.e. review of application, conducting plan reviews and processing all permits.*

All requests for inspections are conducted within 24-hours or the next business day from notifying the Department.

DUTIES

The Bid shall address all Building Inspector duties, including but not limited to the following:

1. Maintain current registration with the State of Michigan as a Building Inspector and Plan Reviewer in accordance with PA 54, of 1986, a copy of which shall be filed with the Department of Building Safety.
2. Conduct all inspections as requested by the Building Official for zoning, residential and commercial construction projects within the City of Mt. Pleasant, such as, but not limited to, footings, foundations, rough-in framing, finals, certificate of occupancies, decks, swimming pool, accessory buildings, and residential and commercial alterations and additions, etc.
3. Assist the Building Official with investigation of complaints related to the State Building Codes, Michigan licensing laws, occupying a building without a C/O, working without a building/zoning permit, etc.
4. Coordinate specific times for access to properties for inspection with homeowners and contractors once a request for inspection is scheduled through the Department of Building Safety.
5. Return calls to homeowners and contractors for clarification of an inspection.
6. Prepare for an inspection, *i.e. review the construction documents, the plan review conducted by the Building Official and the application materials approved by the Department of Building Safety.*
7. Attend meetings as requested by the Building Official.
8. Return all field reports/inspection slips to the Department of Building Safety upon completion of the inspection.
9. Provide a monthly report of all related inspection activity performed in the City in an electronic format to the Department of Building Safety.

AVAILABILITY IN THE CITY

The Inspector shall be available to the Building Official and Department Staff by telephone, email, and facsimile to respond to inquiries and provide and receive information. The Inspector will be responsible for returning inquiries from a permittee regarding an inspection within 24-hours, unless waived by the Building Official.

The Inspector will be required to pick up all requests for inspections and return the completed inspection slips to the Building Official for review. All inspections shall be performed during normal business hours from 8:00 am to 5:00 pm Monday through Friday.

The Inspector may be required to attend periodic meetings with contractors and/or City staff at the request of the Building Official.

ADMINISTRATION AND COMPENSATION

The inspector will be responsible for their own transportation/mileage associated with performing their duties as a contract inspector for the City.

The Contract Inspector shall submit invoices for payment monthly which specifies the total number of inspections that were performed. Invoices shall be submitted to the Building Official on a timely basis and payments shall be mailed to the contractor according to an annual schedule provided by the City. A *sub-contractor* may not perform inspections or other related duties under this agreement without written approval by the Building Official.

INSURANCE

The inspector shall agree to provide a certificate of insurance with the City of Mt. Pleasant named as an additional insured before commencing to perform services, and annually thereafter, for the following coverage in the amounts specified:

- A. Public Liability and Property Damage
 - (1) \$300,000 each person for bodily injury;
 - (2) \$500,000 each occurrence for bodily injury;
 - (3) \$250,000 for property damage
- B. Worker's Compensation as required by law.

DIRECTIONS FOR SUBMITTAL

Consultants shall submit two (2) copies of the proposal. These materials must be received in one or more sealed packages at the City of Mt. Pleasant by 1:30 PM on Tuesday, November 6, 2012. Proposals shall be valid for sixty (60) days. Packages containing the proposal and any related material should be plainly marked on the outside as follows:

'BUILDING INSPECTION SERVICES BID-2013'

Packages shall be delivered via mail, courier, or in person to:

Jeremy Howard, Clerk
320 West Broadway Street
Mt. Pleasant, MI 48858

TIMELINE

The contract will begin January 2, 2012, through December 31, 2015. The contract may be renewed for one additional year as mutually agreed upon between the two parties.

The contract may be terminated by either party upon sixty (60) days written notice.

COSTS FOR PROPOSAL PREPARATION

The City of Mt. Pleasant shall not be liable for any costs incurred by the Inspector in responding to this Request for Proposal, or for any costs associated with discussions required for clarification of items related to this proposal, including any future interviews.

RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE

The City of Mt. Pleasant reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

OWNERSHIP OF MATERIALS

All materials, including but not limited to paper and digital materials, that are prepared, acquired, created, or utilized to fulfill this Request for Proposal and its objectives shall become the property of the City of Mt. Pleasant where permitted by law.

The proposal shall provide the following information in this order:

1. General information about the individual or firm, along with staff experience, credentials/certifications, and training.
2. Division of responsibility between the inspector and the City of Mt. Pleasant staff with regard to:
 - a. Method for preparing for inspection, *i.e. review of permit, approved plans, phone call or email to contractors or homeowners to coordinate an inspection.*
 - b. Pickup/drop-off of Inspection reports.
 - c. Conducting Inspections and reporting.
3. Activity reports (*provide examples.*)
4. Inspector availability and methods of contact for the public and staff.
5. Space, materials, equipment, or equipment access requested from the City.
6. Inspector compensation and invoicing.
7. Current insurance with limits for general liability, worker's compensation, and vehicle commercial, comprehensive, and collision; or statement of intent to insure and at what limits.
8. Three or more references, including contact names, addresses, and telephone numbers.
9. Proposed contract form.
10. Closing statement, if desired.

EVALUATION PROCESS

The City of Mt. Pleasant is committed to an objective and open selection process. Every proposal shall receive an unbiased review.

The evaluation criteria include:

- Overall qualifications, experience, and competence of staff.
- Experience in projects of similar scope in communities with comparable characteristics.

- Experience in working with and involving the public.
- Reference checks.
- Preference will be given to individuals who utilize smart phone technology.
- Availability and responsiveness to the City of Mt. Pleasant.
- Written and visual quality and accuracy of the proposal.
- Project approach.
- Interview (if conducted.)

City of Mt. Pleasant, Michigan

BID PROPOSAL for CONTRACTED INSPECTION SERVICES

BID ITEM: Contracted Inspection Services Bid
36 Month Contract

BID OPENING: November 6, 2012
1:30 P.M.

I. CONTRACTOR AGREES TO PROVIDE

- A. All materials and equipment necessary to perform the duties detailed in the Bid Specifications.
- B. The Inspector agrees to meet with the City to cover areas of concern detailed under the bid specs and as needed to resolve an issue related to an inspection.
- C. Certificates of insurance with the City of Mt. Pleasant named as an additional insured before commencing to perform services, and annually thereafter, for the following coverage in the amounts specified:
 - 1. Public Liability and Property Damage
 - (a) \$300,000 each person for bodily injury;
 - (b) \$500,000 each occurrence for bodily injury;
 - (c) \$250,000 for property damage;
 - 2. Worker's Compensation as required by law.

II. PROVISIONS

- A. I/We, the undersigned, understand that the contract may be terminated by either party upon sixty (60) days written notice
- B. I/We, the undersigned, understand the bid will be awarded on the basis of
 - a. Reference checks;
 - b. Pre-contract interviews;
 - c. Contractor understanding of complete job tasks;
 - d. Bid amount(s).
- C. I/We, the undersigned, propose to provide the services outlined in the above specifications of contracted building inspections in City of Mt. Pleasant
- D. The City of Mt. Pleasant reserves the right to reject any or all bids, to waive any irregularities, and to select the bid most advantageous to the City of Mt. Pleasant.

III. RESPONSIBLE PARTY (Include contact person, DBA, and telephone)

IV. REFERENCES (Include contact person, affiliation and telephone)

V. BID AMOUNTS

	Inspection Rate	Hourly Rate	Comments
2013	\$ Per Inspection	\$ Per Hr.	
2014	\$ Per Inspection	\$ Per Hr.	
2015	\$ Per Inspection	\$ Per Hr.	

NOTE: All inspections conducted at the request of the Department of Building Safety will be paid at a “*Per Inspection*” rate only. That rate will include the inspection, any prep work to review the file/plans and all calls which may need to be made to coordinate an inspection with a homeowner or contractor and/or questions regarding clarification on an inspection. All other duties performed under the contract will be paid at an hourly rate, *i.e. meetings, hearings, etc.*

VI. CONTACT INFORMATION

Company Name (Bidder)

Mailing Address

City State Zip Code

Telephone Number Cell/Mobile Number

Business Fax Number Email Address

Authorized Signature Date

Print or Type Name and Official Title

