



REQUEST FOR PROPOSAL

FOR

BUILDING INSPECTOR, PLANNING AND ZONING
ASSISTANT & PUBLIC WORKS CONSULTANT COMBINED
SERVICES

Issued April 18, 2023

REQUEST FOR PROPOSAL

Notice is hereby given that Town of Apple Valley (Town) is seeking proposals from firms and individuals qualified to provide contract professional services for Building Inspector/Planning and Zoning combined services.

This Request for Proposal will assist the Town in selecting an experienced Building Inspector/Planning and Zoning Assistant/Public Works Consultant.

This RFP is part of a competitive procurement process that helps to serve the best interests of the Town and its citizens. It also provides each Respondent with a fair opportunity for its services to be considered. Throughout the remainder of this document said Respondent will be referred to as "Consultant".

All proposals must be submitted in a sealed envelope marked "Building Inspector/Planning and Zoning Assistant/Public Works Consultant Proposal" and submitted to:

Jenna Vizcardo, Town Clerk
Town of Apple Valley
1777 N. Meadowlark Dr
Apple Valley, UT 84737

Questions or requests for clarification may be directed to the Planning Department Manager, Frank Lindhardt, email flindhardt@applevalleyut.gov.

SCOPE OF SERVICE

For the Building Inspector Services, the Consultant will:

- Report to the Building Department Head.
- Provide liability insurance as an additional insured up to the amounts required by the Town's insurance.
- Provide all building inspection services for buildings within the jurisdiction of the Town, including but not limited to:

1. Review building plans and conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential and commercial construction within the Town. These include footings, foundations, basement floors, site erosion control and final occupancies.
 2. Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
 3. Conduct all necessary inspections on permitted activities such as, but not limited to, decks, swimming pools, accessory buildings, solar, and residential and commercial alterations, and additions.
 4. Provide Inspection Reports to the Town for all inspections within one (1) week of inspection completion (unless otherwise agreed upon).
 5. Assist Town staff with inquiries.
 6. Assist with the investigation of complaints related to the State building code and Town Ordinances, including but not limited to inspections for occupancy permits, structural property maintenance violations, etc.
 7. Calculation of fees.
 8. Issuance of building permits.
 9. Issuance of Certificates of Occupancy upon completion of projects.
 10. Schedule inspections as needed.
 11. Perform all other services of a building inspector as needed.
 12. Log into and effectively use the Town's building permit website-based program.
 13. Attend Planning Commission and Town Council meetings as required.
- Submit a monthly invoice for services performed by the 15th of the following month after the month ends.
 - Work on an as-needed basis.

For Planning and Zoning Assistant Services, the Consultant will:

- Report to the Town Planning Department Manager.
- Be responsible for the following tasks:
 - Work with landowners, developers and their engineers regarding applications for general plan map changes, zoning changes, preliminary plat approvals, preliminary site plan approvals, development agreements, Planned Development details, and other zoning applications.
 - Attending Joint Utility Committee meetings, when necessary.

- Ensure that all applications are done according to Town codes and that applications are complete prior to being placed on the Planning Commission (PC) and Town Council (TC) agendas.
- Ensure that all applications are submitted by the record property owners or their authorized representatives.
- Ensure that all application fees are paid prior to being put on an agenda for PC or TC consideration.
- Write and present reports and recommendations to the PC and TC on applications to be considered by the Commission or Council. Reports are submitted in writing to the PC, TC and the applicants, no later than seven (7) days prior to the meetings and shall be published in the meeting packets along with the application.
- Coordinate development agreements between the Town, Town attorney, PC and TC.
- Attend PC and TC meetings as necessary.
- Working with contractors, Town employees, TC, PC and outside agencies in the completion of all zoning applications.
- Attendance at PC and TC meetings as required.
- Submit a monthly invoice for services performed by the 15th of the following month after the month ends.
- Work on an as needed basis.

For the Public Works Services, the Consultant will:

- Report to the Town Planning Department Manager.
- Be responsible for the following tasks:
 - Development and approval of civil construction drawings for all residential and commercial subdivisions and projects.
 - Holding and chairing all pre-construction meetings.
 - General oversight of all required bonding for projects and subdivisions.
 - Issuing of “Notice to Proceed” on all projects and subdivisions.
 - Working with contractors, Town employees, Town council, Planning Commission and outside agencies in the construction and completion of all projects and subdivisions.
 - Attendance at Planning Commission and Town Council meetings as required.
- Submit a monthly invoice for services performed by the 15th of the following month.
- Work on an as needed basis.

REQUIRED QUALIFICATIONS

- 5 Years' Experience as a Building Inspector
- ICC Certified Building Official
- ICC Certified Residential Building Inspector
- ICC Certified Commercial Building Inspector
- State of Utah Certified Combination Building Inspector
- 2 Years' Experience in work directly related to city/town ordinances
- Other related experience taken into consideration
- Ability to interpret laws, ordinances, and regulations
- Communicate effectively both verbally and in writing
- Read in interpret legal descriptions
- Read and interpret a variety of maps, charts, drawings, and blueprints
- 15 Years' Experience in Public Works Projects and Administration
- Other related experience taken into consideration

PROPOSAL FORMAT

All proposals shall include an **original** and **seven (7)** copies. 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 Consultant as well as the name, address, telephone number, and email address of the contact person and other representatives dealing with the RFP.
2. Executive Summary. An executive summary shall briefly describe the Consultant's approach to the proposal, clearly outline any options or alternatives, and indicate if the Consultant 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 Consultant's qualifications and experience. It should include 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 Consultant has worked during the past.

4. Additional Information. Any information deemed pertinent to the RFP, but not outlined in the RFP, may be included in this section.
5. Billing Methodology. Provide a methodology for how the Consultant will bill the Town for its services. An hourly fee will be preferred.
6. Protected Information. As a government entity, the Town is subject to the Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code (“GRAMA”) and cannot guarantee that information provided in a proposal will not be subject to disclosure under GRAMA.

PROPOSAL INSTRUCTIONS

1. The timeline of the proposal process is as follows:
 - Distribution: The RFP will be distributed on April 18, 2023
 - Submissions Due Date: Proposals must be delivered to the Town Clerk no later than 3:00 p.m., April 26, 2023, at Town Hall 1777 N. Meadowlark Dr, Apple Valley, UT 84737.
 - Proposal Opening: The Town Council will open and review all proposals at the special meeting on April 26, 2023, normally at 6:00 pm. Check the website for the time.
 - Award of Contract: It is anticipated the award will be given at the Town meeting on April 26, 2023. However, the Town Council reserves the right to award within two (2) weeks or at the next regular meeting of opening proposals, whichever is later. Written notification by letter or email regarding the outcome of the award will be sent after the award is announced. Every effort will be made to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the Town reserves the right to modify the proposal process and dates as deemed necessary.
2. Standard Procurement Process
 - The Town reserves the right to reject any or all bids and select the best bid in the opinion of the Town.
 - The Town reserves the right to eliminate any individual service contained in the proposal, if the fees for providing the service are excessive, or if the service proposed can be performed in an alternative manner, or if the Consultant is not considered responsible.

- Consultants are required to separately list their exceptions to the RFP specifications or exceptions will otherwise be invalid.
- Unauthorized changes of the specifications or terms may not be made. Otherwise, the response will be considered invalid.