



REQUEST FOR PROPOSAL

FOR

BUILDING INSPECTOR

Issued May 4, 2022

## REQUEST FOR PROPOSAL

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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 services.

This Request for Proposal will assist the Town in selecting an experienced Building Inspector.

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 "Inspector".

All proposals must be submitted in a sealed envelope marked "Building Inspector 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 Building Department Head, Barratt Nielson, email [bnielson@applevalleyut.gov](mailto:bnielson@applevalleyut.gov).

## SCOPE OF SERVICE

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The Inspector 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.

Note: Items 7-10 may be done by the Town. But the fee schedule should reflect two schedules indicating services with and without the line items.

- Submit a quarterly invoice for services performed by the 15<sup>th</sup> of the following month after the quarter ends.
- Work on an as-needed basis.

## **REQUIRED QUALIFICATIONS**

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- 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
- Other related experience taken into consideration

## **PROPOSAL FORMAT**

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All proposals shall include an **original** and **four (4)** 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 Inspector 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 Inspector's approach to the proposal, clearly outline any options or alternatives, and indicate if the Inspector 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 Inspector'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 Inspector 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 Inspector will bill the Town for its services.
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**

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1. The timeline of the proposal process is as follows:
  - Distribution: The RFP will be distributed on April 18, 2022
  - Submissions Due Date: Proposals must be delivered to the Town Clerk no later than 3:00 p.m., May 17, 2022, at Town Hall 1777 N. Meadowlark Dr, Apple Valley, UT 84737.
  - Proposal Opening: Town Council will open and review all proposals at the regular meeting on May 19, 2022.

- Award of Contract: It is anticipated the award will be given at the Town meeting on May 19, 2022. 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

- Right to Reject Proposals and Negotiate Contract Terms: The contract may be awarded to the most responsible individual whose proposal will be, on an overall basis, the most advantageous to the Town. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the Town. Cost alone shall not be the determining factor. The Town's decision shall be final and not subject to recourse by any firm, person, or corporation. The Town reserves the right to reject all proposals and/or waive non-substantive deficiencies. No contract shall be in effect until the Town executes a signed contract agreement.
- 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 Inspector is not considered responsible.
- Inspectors 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.