

CITY OF CREST HILL
REQUEST FOR PROPOSALS
BUILDING PLAN REVIEW AND INSPECTION SERVICES

The City of Crest Hill is looking to receive Proposals from qualified firms which specialize in all aspects of building plan reviews and/or building inspection services.

All firms responding to this RFP can provide a Statement of Qualifications and a Proposal for any of the following combination of scope of services:

- Both Building Plan Reviews and Building Inspection Services
- Only Building Plan Review Services
- Only Building Inspection Services

Proposals are due no later 3:00 PM, on March 10, 2023, submitted electronically to the Building Commissioner. Proposals will be opened and evaluated in private and proposal information will be kept confidential until award is made. The City will need up to 60 days to review and award to the most qualified firm.

Any questions shall be sent via email to Don Seeman, Building Commissioner at dseeman@cityofcresthill.com. Questions can be submitted up to March 2, 2023, until 4:30 PM.

No submittal shall be withdrawn after the opening of the proposal without the consent of the City for a period of one hundred twenty (120) days after the scheduled submittal deadline.

The Mayor and City Council reserve the right to reject any or all proposals or parts thereof and to waive any informalities, technicalities and irregularities in proposing and to disregard all non-conforming, conditional or counter proposals.

STATEMENT OF QUALIFICATIONS

The SOQ submitted electronically must be a single PDF file and should address the following:

1. Firm Experience and Qualifications: Include general background of firm, experience and expertise. Also include the identification, experience and qualifications of subconsultants who will work as part of these requested services.
2. Project Understanding and Approach: Demonstrate a clear understanding of the scope of services. Provide a description of the firm's familiarity with type of work. Describe any key elements expected to play a meaningful role in order to perform these services.
3. Past Performance: Provide a description of similar services completed by the firm or work similar to the scope of work described below as to why you feel your firm is qualified to

perform the work requested in the RFP, including a minimum of five (5) client references who can attest to the firm's performance.

4. Resumes: Attached resumes of key personnel who will work on the project.

CERTIFICATIONS

Provide a statement that certifies the following:

- That no City of Crest Hill elected official, officer, or employee who participates in the procurement, management or administration of services contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed service contracts or subcontracts.
- The firm has no suspension and debarment actions as specified in State of Illinois regulation 2 CFR Part 1200 and 2 CFR Part 180.

SCOPE OF WORK PROPOSAL

Submit a proposal describing how your firm would fulfill the scope of work for each task as follows:

Building Plan Review The qualified firm must be able to perform comprehensive building plan review services which include the following:

- Once plans are received, provide a schedule when a complete code/plan review can be performed for plans on smaller projects and for large scale commercial projects.
- Perform architectural, structural, electric, mechanical, plumbing, fire and International Building Code review, The reviews shall be performed by State licensed architects, professional structural engineers and other specialists as necessary.
- Assist city staff with coordinating life-safety plan and code reviews with the local fire protection district.
- Become familiar with city ordinances and zoning ordinances.
- Attend meetings with city staff, developers or property owners when requested by the city.
- Field questions from property owners, developers, contractors, consultants, engineers or architecture firms about plan review comments and technical questions.

Inspection Services The qualified firm must be able to perform on-site inspection services as needed by the city which shall include the following:

- Provide inspection services for commercial and residential locations including building, electrical, mechanical, plumbing and fire.
- Perform emergency call out inspections when requested by the city during business hours and non-business hours due to accidents, fires or other emergency situations.
- Conduct inspections to verify that the work is being completed according to the approved permit and plans and according to all applicable codes and city ordinances.
- Provide clear and straight forward inspections reports that are code based.

- Provide on-site inspections with a minimum of 24-hour notice.
- Inspection reports shall be provided within 24 hours of the actual inspection to both the owner and city.

The list of tasks above are not meant to be a full description of the work, but a summary of major items. Each firm providing a response can provide additional items they deem important to performing the work outlined above.

I. DELIVERABLES

a. Building Review Documents

- i. Electronic building plan review comments.
- ii. Spreadsheet or other method used to track plan review comments and responses to comments.
- iii. Final building plan approval sign off form.
- iv. Maintain and provide electronic copy of plan review comments and responses and sign offs from initial submittal to final approval.

b. Inspection Services

- i. Provide inspection reports with approvals, comments and non-approvals for each inspection performed.

FEE SCHEDULE

1. Provide an hourly and flat rate fee schedule for each scope of work that your firm is proposing.

EVALUATION CRITERIA

1. Firm Experience	25%
2. Key Personnel Expertise/Experience including Sub-consultants.	25%
3. Technical Approach to Scope of Work.	30%
4. Fee Schedule	20%

Each proposal will be scored independently and the firms with the highest score will be eligible for selection by the city.

PROPOSAL CONTACT

Don Seeman
 Building Commissioner
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