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December 5, 2016

Prospective Bidders

RE: Request for Qualifications for Building Plan Check Services

To Whom It May Concern:

The City of Tehachapi is seeking a qualified consulting firm to provide on-call building plan check services under a multi-year contract.

Attached, please find our Request for Qualifications with instructions as to the items required for a responsive proposal.

We appreciate your consideration of this request, feel free to contact me by email at jschlosser@tehachapicityhall.com for questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Schlosser".

Jay Schlosser, P.E.
Development Services Director

cc: Charles Arbaut, COT
Roxanne Davis, COT

**DEVELOPMENT SERVICES DEPARTMENT
REQUEST FOR QUALIFICATIONS
BUILDING PLAN CHECK SERVICES**

The City of Tehachapi Building Department (City) invites all qualified and interested persons and/or firms with experience and technical qualifications related to building construction plan review to submit proposals for providing these services on an as-needed basis. The City intends to award a single three (3) year contract to the most qualified entity. The proposed agreement may, at the sole discretion of the City, be extended for up to two 1-year periods of time for a maximum potential contract time period of 5 years.

Beginning on December 8, 2016, the City will accept competitive sealed proposals for Plan Check Services until the date and time detailed below. Proposals (bids) must be in the actual possession of the City at the location listed below on or prior to the exact date and time indicated below. Late proposals will not be considered.

SCOPE OF SERVICES

The services required by the City will include the review of construction drawings to assure compliance with City adopted Building Codes and related Municipal Code requirements; interfacing with permit applicants and building staff; plan check supervisor/manager to provide problem solving methods for unique or challenging plan check or code interpretation issues; report writing, as well as policy & procedure recommendations. Any single job may require as few as one review of submitted plans or as many as three reviews of submitted plans. Specific projects may include residential or non-residential projects. Types of proposed plan check work may include new construction, remodel, additions, green building, LEED, and public nuisance abatement.

For permit application and plan check routing management, the Building Department utilizes "Accela" permitting software. If possible, the ideal candidate is both familiar with Accela and able to interface with the City's system in order to provide the most timely execution of service.

The County of Kern Fire Department provides all Fire Code related plan check and inspection services. Fire Code plan check and inspections are not part of this proposed scope of service.

An ideal candidate would also be able to provide other building department support services including, but not limited to: building inspections, counter technicians, and related clerical functions.

The City does not currently have the facilities to allow plan check to occur on-site. As such, the City expects to create some basic operating procedures with the selected consultant for the timely transfer of plans back and forth between City Hall and the consultant's desired location.

ADOPTED CODES

The City of Tehachapi has adopted the 2016 California Building Standards Codes Volumes 1-12 with minimal local amendments that largely mirror the County of Kern documents.

The City of Tehachapi has also adopted the County of Kern's modifications to the California Fire Code.

PLAN CHECK REVIEW PROCESS

The City's review process for plan check is as follows:

1. City accepts permit applications or resubmission documents as a complete submittal package at the time of initial application and all subsequent resubmittals. City Staff performs a cursory review of the package to confirm completeness. The selected consultant is expected to perform the formal review for completeness once in possession of the subject plans. Submittal package to include 2 sets of plans, calculations, and other reports as applicable.
2. The consultant is notified of the submittal package and plans are either retrieved or conveyed via mail to the consultant.
3. Plans reviewed for the first submission are delivered back to the City within 10 working days of receipt. Corrections are captured in a memorandum and via red-line on the plans (if needed).
4. Plans reviewed for a resubmission are delivered back to the City within 6 working days of receipt. Corrections are captured in a memorandum and via red-line on the plans (if needed).
5. City notifies applicant of approval or need for corrections.

Note: If required corrections are very minor in nature, City Staff will confirm compliance on the final plan review and approve package for permit issuance.

REQUIRED INFORMATION AND FORMAT OF SUBMITTAL

In order to be considered for selection, the respondent individual or firm shall submit a proposal using as a minimum the following criteria:

1. **Letter of Introduction (up to 1 page)**
 - a. A letter of introduction signed by a Principal or Senior Officer of the organization.
 - b. If submitting as a team, note which team is the prime consultant or lead joint venture partner.
 - c. Include the name and contact information of the individual leading the team.
2. **Firm Information and Qualifications (up to 3 pages)**
 - a. Number of years the firm(s) has been in business.

- b. Location of principal office that will be responsible for the implementation of this contract, and distance from the City of Tehachapi.
- c. List individual team member experience in providing similar services, including: qualifications, state registrations, ICC, or other certifications related to the type of plan check work proposed to be provided by that individual. A table similar to the following shall be submitted:

Name	Qualifications	Type of Review Work
	Professional registrations or Certifications	Building structural, building, life safety, plumbing, mechanical, electrical, green building, etc.

- d. Provide a list of at least 5 references; name of organization, job title, addresses and phone numbers.
- e. Identify any proposed sub-consultants that are not directly employed with the firm and include the same background documentation accordingly. Should any sub-contracted firms be proposed, please provide the control process that is in place that shows accountability.
- f. Identify the firm's proximity to the City of Tehachapi, the firm's ability to report to City Hall, and the ability for customers to meet at the office of the firm when necessary in order to provide the customers of Tehachapi with the highest standard of customer service.

3. Firm Resources (up to 3 pages)

- a. Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner to meet the needs of the City.
- b. Explain the firm's technical capabilities for any relevant prerequisite service including but not limited to:
 - i. Services required for a responsive proposal:
 1. Permit application review
 2. Architectural review
 3. Structural review
 4. Mechanical review
 5. Plumbing review
 6. Electrical review
 7. Disabled access review
 8. Green building review
 - ii. Desired additional services
 1. Permit software data entry (Accela)
 2. Building inspection
 3. Grading design review
 4. CASp review support
 5. LEED review
 6. Public nuisance abatement review

7. CBO support
8. OSHPD 3 review and inspection
- c. Provide information on the maximum proposed turnaround time for each possible type of job assigned if it exceeds the desired timeline noted above.

4. Professional Services Fees (up to 2 pages)

- a. Provide a proposal of the total fees desired for this work and a listing of estimated other direct costs (ODC's). For the majority of the plan check services provided, the ideal firm will propose a percentage based rate according to the amount of plan check fees collected per project/permit application requiring plan check services. Attached are the City's recently adopted permit fees.
- b. Provide a listing of hourly rates for services (including building inspection if available).
- c. Other services

VOLUME OF WORK

Work volume may vary greatly. The selected firm is expected to provide plan check services on-call at all times. The size and complexity of any individual plan check may also vary. The selected firm may not decline a request for service if it falls within the boundaries of the provided proposal.

SUBMITTAL REQUIREMENTS

Proposals will be received up through **5pm, January 12, 2017**. The proposal shall include four (4), bound copies of the RFP and shall be addressed to the attention of:

Jay Schlosser
Development Services Director
City of Tehachapi
117 S. Robinson Street
Tehachapi, CA 93561

CONTRACT, EVALUATION & ACCEPTANCE OF THE PROPOSAL

The City intends to select the single most qualified firm to provide this service. Attached is a copy of the City's agreement for consulting services. By submitting a Statement of Qualifications in response to this solicitation, the submitting firm represents that it has read and accepts the terms of the agreement.

The following table captures the City's criteria for evaluating the received proposals:

Criteria	Maximum Points
Firm Qualifications	30
Experience (including references)	30
Service Cost	30
Responsiveness & Proximity	10

The City reserves the right to reject Proposals, amend the RFP, and to discontinue or reopen the process at any time. Questions during the solicitation period are preferably received by email, and may be addressed to:

Jay Schlosser
 Development Services Director
 City of Tehachapi
 117 S. Robinson Street
 Tehachapi, CA 93561
 (661) 822-2200 ext. 115
 jschlosser@tehachapicityhall.com

Responses to questions and addenda shall be posted on the City's website as appropriate.

The City intends to enter into negotiations with the top ranking firm and establish final terms and conditions for the contract. Should such discussions and negotiations be unsuccessful, the City shall contact the second most qualified proposer and undertake negotiations and discussions with them until a contract can be executed.

The following table provides the City's estimated timeline for selection:

Selection Process Actions	Target Date
RFQ Distributed to Prospective Firms	December 8, 2016
Consultant Questions/Clarifications Due	January 3, 2017
SOQ Submissions Due to City of Tehachapi	January 12, 2017
Interviews (Tentative)	January 24, 2017
Consultant Selection	January 30, 2017
City Council Meeting	February 6, 2017
Services to Begin	March 1, 2017