



Request for Proposal

Fire Prevention Professional Services (Plan Review and Inspections)

For questions regarding this request for proposal (RFP), please contact:

Donald Rust, Director
Glenn County – Planning & Community Development Services Agency
Email: drust@countyofglenn.net
Phone: (530) 934-6540

All questions must be submitted by email no later than 10:00 AM on Friday, December 21, 2018.

Deadline to submit a proposal is 4:00 PM on Friday, January 4, 2019

Introduction

Thank you for your interest in this Request for Proposal (“RFP”). The County of Glenn (“County”) intends to retain professional services consultant(s) (“Consultant”) to provide fire plan check and fire construction inspection. This document details the scope of service to be performed and outlines the evaluation and selection process.

Proposed Initial Term

The County’s Building Department is requesting proposals from qualified firms to provide fire prevention professional services (plan review and inspection services) and other needed professional services for the initial term beginning February 1, 2019 through June 30, 2020. *A term extension may be executed pending a review of performance for a maximum three (3) years in one-year intervals.*

All proposals for fire prevention professional services (plan review and inspection services) shall be submitted to the County no later than **4:00 p.m. on Friday, January 4, 2019**. Interviews are tentatively scheduled for **Wednesday, January 23, 2019**.

Proposal Submission

The original proposal and three (3) copies, plus a copy on electronic media, shall be submitted in a sealed envelope that shall plainly indicate on it the title of the proposal and the date for receiving. **This proposal packet shall be delivered no later than 4:00 p.m. on Friday, January 4, 2019:**

**County of Glenn
Planning and Community Development Services Agency
Building Official
777 N Colusa St
Willows, CA 95988**

The outer envelope shall be clearly labeled as RFP for Fire Prevention Professional Services. Proposals received after the hour specified will be returned unopened and will not be considered. The responders must bear the cost of preparing and submitting their proposal. The County will not reimburse their costs.

Background

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama county; the west by Mendocino County and Lake County; on the south by Colusa County. The Sacramento River extends along the eastern boundary in a north-south direction. The eastern portion of the County is relatively flat and contains the majority of Glenn County’s 28, 796 residents. In the western quarter of the county, the landscape rises into the Pacific Coast Range where mountain peaks are in excess of 6,000 feet in elevation. Approximately 27% of lands within the County are government owned. The cities of Willows and Orland are the two incorporated cities within County. These cities contain approximately one-half of the county population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn) and other communities in the unincorporated areas surrounding the two cities. The Grindstone Indian Rancheria is located north of the community of Elk Creek and is the official recognized Tribal government in the County.

County's Objectives

The County would like to contract with a dependable individual or firm that can conduct external fire prevention professional services (plan review and inspection services) as needed by the PCDSA. The County aims to provide timely, efficient and professional service responsive to the needs of the project applicants.

Scope of Services

The County is seeking qualified Consultant(s) with experience in commercial and residential plan reviews including multi-story construction and complex tenant improvements. Plans often require quick turnaround to meet the needs of the building owners and contractors. Inspection demand may also be high, with inspections required on short notice. Other administrative and professional services needed might include administrative personnel such as Fire Marshal, permit technician, in-house plan checker and other Fire Prevention personnel as needed.

Tasks:

- Perform complete fire plan review.
- Perform fire construction related inspections, as needed.

Submittal Requirements

Candidates shall submit proposals that thoroughly respond to the items listed below. The most effective proposal will address the issues in this section, while minimizing unnecessarily elaborate presentation materials beyond that sufficient to present a complete and effective response. The proposal must be organized and presented in the exact order as outlined in this section. Failure to do so may remove the proposer/consultant/bidder from further consideration.

1. Statement of Understanding

A description of the approach to the performance of the work requested that illustrates the consultant's understanding of the nature of the work being requested and the total cost of services presented in the proposal.

2. Proposed Project Team Members

A brief description of the primary consultant and sub-consultants (if any), along with an organizational chart of the Project team indicating the primary responsible representative(s) and title(s). Designation of a single point of contact for the project is required. Provide the role and relevant background experience of the primary individuals involved in the project, e.g. a brief description of the qualifications of the key personnel and responsibilities should be included.

3. References

Include a minimum of three (3) references of persons, firms, or agencies that County staff may contact to verify the experience of the proposer, preferably projects that similar in nature to this RFP.

4. Scope of Work

Provide a detailed Project scope of work based on the RFP. Indicate the hourly rates that would be charged for the work performed by the consultant principals and staff. Include all classifications

of staff that could be provided to the County.

5. A signed Glenn County Standard Contract Form

Attachment A is the County's standard contract form agreement. Applicants interested in proposing on this RFP should be prepared to enter into the agreement under the standard terms and should be able to provide proof of the required insurance (general liability, worker compensation, errors and omissions, etc.). If the County is unable to negotiate a satisfactory agreement, with terms and conditions the County determines, in its sole judgment, to be fair and reasonable, the County may then commence negotiations with the next most qualified consultant in sequence, until an agreement is reached or determination is made to reject all submittals.

6. Duration of Proposal

Proposals shall remain effective for a minimum of 90 days beyond the submittal date.

Should you choose to respond, these items must be provided no later than Friday, January 4, 2019 at 4:00 p.m.

For questions regarding this RFP, please contact Donald Rust at **(530) 934-6540** or by e-mail at drust@countyofglenn.net. If deemed necessary, the County will provide copies of the questions and answers to all prospective proposers.

RFP Process Timeline

The anticipated schedule for selecting a consulting firm for this project is as follows:

Proposals Due:	Friday, January 4, 2019 at 4:00 p.m.
County Review of Proposals:	Estimated 2 weeks.
Interviews of selected firms:	Wednesday, January 23, 2019, <u>subject to change</u>
Award of Contract:	Tuesday, February 19, 2019, <u>subject to change</u>

Evaluation Process

The Consultant(s) will be selected based on qualifications and demonstrated competence and the agreement may not be awarded to the lowest responsible proposer. When selecting the Consultant, the skill and ability of the entity or individual performing the services is a key component of the selection criteria. The County will select a Consultant(s) based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Cost will be only one factor in determining the selection. Consultants will be evaluated and selected based upon experience, price and schedule. Consultants should address these criteria in their proposal.

After the submittals are evaluated and ranked, the County, at its sole discretion, may elect to interview one or more respondents. Please note that respondents may be asked to submit additional documentation. In addition, the County reserves the right to select a proposal without conducting interviews.

If a commitment recommended consultant(s) is identified, it will be to the most qualified respondent Consultant(s) with whom County is able to successfully negotiate the compensation and terms and

conditions of any and all agreements.

Once the recommended Consultant(s) is selected, staff will make a recommendation to the Glenn County – Board of Supervisors. Final selection of a Consultant(s), terms and conditions of any and all agreements, and authority to proceed with these services, shall be at the sole discretion of the County.

General Conditions

Potential proposers are advised to become familiar with all conditions, instructions, and specifications of this RFP, including the County's standard Consultant Services Agreement, attached hereto and incorporated herein. By submitting a proposal, Consultant represents and warrants that it has thoroughly examined and is familiar with work required under this RFP, that Consultant has conducted such additional investigation as it deems necessary and convenient, that Consultant is capable of providing the services requested by the County in a manner that meets the County's objectives and specifications as outlined in this RFP, and that Consultant has reviewed and inspected all materials submitted in response to this RFP. Once the consultant has been selected, a failure to have read the conditions, instructions, and specifications herein shall not be cause to alter the contract or for Consultant to request additional compensation.

Non-Discrimination Requirement

By submitting a proposal, the Consultant represents that it and its subsidiaries will not discriminate in employment practices or in the delivery of services on the basis of race, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or disability.

Conditions of Proposal Acceptance

The RFP is not an offer by the County to contract with a Consultant responding to this RFP. This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. The County reserves the right to waive any irregularities or informalities contained within this RFP, and/or reject any or all proposals received because of this request; negotiate with any qualified source or to cancel the RFP in part or whole. All proposals and material submitted will become the property of the County and will not be deemed confidential or proprietary.

The County reserves the right to award in whole or in part, by item or group of items, when such action serves the best interest of the County. The County and Consultant may agree to add additional work to the agreement by mutual agreement at a later date. The County may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis.

Attachment: Appendix "A" Standard Contract Form

Appendix "A"

COUNTY OF GLENN

*(STANDARD CONTRACT FORM TEMPLATE
TO TITLE 9 OF THE ADMINISTRATIVE MANUAL
RELATING TO CONTRACTS)*

**AGREEMENT BETWEEN THE COUNTY OF GLENN AND
(1) _____**

This agreement is entered into between the County of Glenn ("County") and (2) _____ ("Contractor") for the purpose of (3) _____.

1. RESPONSIBILITIES OF CONTRACTOR.

During the term of this agreement, Contractor shall (4) _____

2. RESPONSIBILITIES OF THE COUNTY.

County shall (5) _____.

3. COMPENSATION.

Contractor shall be paid the sum of (6) _____ after satisfactorily completing the duties described in this agreement.

4. BILLING AND PAYMENT.

Contractor shall submit to (7) _____ within 15 days after completion of the services described in paragraph 1, a statement of services rendered (8) _____.

5. TERM OF AGREEMENT.

This agreement shall commence on the date of signing and shall terminate (9) _____.

6. TERMINATION OF AGREEMENT.

If Contractor fails to perform (10) [his/her/its] duties to the satisfaction of County, or if Contractor fails to fulfill in a timely and professional manner (11) [his/her/its] obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then County shall have the right to terminate this agreement effective immediately upon County giving written notice thereof to Contractor. Either party may terminate this agreement on 30 days written

notice. County shall pay Contractor for all work satisfactorily completed as of the date of notice. County may terminate this contract immediately upon oral notice should funding cease or be materially decreased. (12) _____.

7. ENTIRE AGREEMENT; MODIFICATION.

This agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no others.

8. NONASSIGNMENT OF AGREEMENT.

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of County.

9. EMPLOYMENT STATUS.

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement, provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of County is to ensure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal Government which would be withheld from compensation if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers' Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

10. INSURANCE REQUIREMENTS.

Contractor shall procure and maintain for the duration of this contract, insurance against claims for injuries to persons or damage to property that may arise from, or be in connection with, the performance of the work hereunder by Contractor, Contractor's agents, representatives, employees, and subcontractors. At the very least, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

The agency responsible for administering a contract is also responsible for enforcing insurance requirements described below. This includes securing certificates of insurance before work under the contract is begun. Contractor shall furnish to the County certificates of insurance. All certificates of insurance to be received and approved by the County before work under the contract has begun. The County reserves the right to require complete, certified copies of all insurance policies required by this contract. Contractor agrees to notify County within two working days of any notice from an insuring agency that cancels, suspends, and reduces in coverage or policy limits the insurance coverages described herein.

Any deductibles or self-insured retention must be declared on certificates of insurance and approved by the County. At the option of the County, either the contractor shall reduce or eliminate such deductibles or self-insured retentions, as respects the County, its officers, officials, employees and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

Insurance is to be placed with insurers who are licensed to sell insurance and who possess a Best rating of A or higher.

Exception: Workers' Compensation coverage issued by the State Compensation Insurance Fund (SCIF) shall be acceptable.

11. INSURANCE.

A. General liability: At least \$1,000,000 combined single limit per occurrence coverage for bodily injury, personal injury and property damage. If a general aggregate limit is used, then either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be twice the required per occurrence limit. The contractor or contractor's insurance carrier shall notify County if incurred losses covered by the policy exceed 50% of the annual aggregate limit.

B. Automobile Liability: At least \$100,000 to cover bodily injury for one person and \$300,000 for two or more persons, and \$50,000 to cover property damages. However, policy limits for construction projects shall be at least \$1,000,000 combined single limit per accident for bodily injury and property damage for autos used by the contractor to fulfill the requirements of this contract, and coverage shall be provided for “any auto”, code 1 as listed on the Acord form “Certificate of Insurance.”

C. Workers’ Compensation and Employer’s Liability: Workers’ Compensation insurance up to statutory limits and Employer Liability insurance with policy limits of at least \$1,000,000 for bodily injury or disease.

D. Professional Liability insurance (only applies when contracting for professional services). Professional liability insurance covering professional services shall be provided in an amount of at least \$1,000,000 per occurrence or \$1,000,000 on a claims-made basis. However, if coverage is written on a claims-made basis, the policy shall be endorsed to provide at least a two-year extended reporting provision.

Such insurance shall include Glenn County, its elected officials, officers, and employees as an additional insured, and shall not be reduced or canceled without 30 days written prior notice delivered to County. Contractor shall provide County with a certificate of insurance as evidence of insurance protection provided. Insurance certificates provided by any insurance company or underwriter shall not contain the language “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company,” or similar language. If Contractor has employees, he/she shall obtain and maintain continuously Workers’ Compensation Insurance to cover Contractor and Contractor’s employees and partners.

(13) _____.

12. INDEMNIFICATION CLAUSES

A. Strongest indemnity language (can not be used in construction contracts): Contractor shall indemnify, defend, and hold harmless the County and its directors, officers, employees and volunteers from and against any and all liability loss, damage, expense, and costs (including without limitation litigation costs and attorney fees) of every nature arising out of or in connection with contractor’s performance of this contract or its failure to comply with any of its obligations contained in the contract, except such loss or damage caused by the sole negligence or willful misconduct of the County.

B. For construction contracts the following may be used: Contractor shall indemnify, defend, and hold harmless the County and its directors, officers, employees and volunteers from and against all claims, damages, losses and expenses (including litigation costs and attorney fees) arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the County.

Special Note: When contract is between the County and another governmental agency and the County is PROVIDING A SERVICE to another governmental agency, TAKE OUT THE ABOVE LANGUAGE and insert the MUTUAL INDEMNIFICATION CLAUSE below:

Each party shall defend, indemnify and hold the other party, its officers, employees and agents harmless from any against any and all liability, loss, expense including reasonable attorneys' fees or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expenses, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, or employees.

C. Tax Indemnification: Provider and/or Contractor shall also indemnify County of any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board against County with respect to Provider and/or Contractor's independent Provider and/or Contractor's status that would establish a liability for failure to make social security or income tax withholding.

13. INDEPENDENT CONTRACTOR CLAUSE.

It is specifically and expressly understood between the parties that this Agreement creates no relationship of employer/employee between the parties and that contractor is, and shall remain throughout the term of this Agreement, an independent contractor. Contractor agrees that he is not, and will not become, an employee, partner, agent, or principal of County while this Agreement is in effect. Contractor agrees that he is not entitled to the rights or benefits afforded to County's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. Contractor is responsible to pay or provide from his own expense, all federal and state income taxes, including estimated taxes, social security, and any other payroll tax obligations that he may owe as a result of compensation received for services rendered pursuant to this Agreement. Contractor is further responsible for providing, at his

own expense, disability, unemployment, and other insurance, workers' compensation, training, permits, and licenses for himself and for his employees and subcontractors. Contractor agrees to indemnify County for any claims, costs, losses, fees, penalties, interest, attorney's fees, or damages suffered by the County resulting from Contractor's failure to comply with these provisions.

14. NON-DISCRIMINATION.

Contractor will not discriminate in employment practices or in the delivery of services on the basis of race, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or disability.

15. NOTICES.

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first-class mail to the following addresses:

If to County: (14) _____

If to Contractor: (15) _____

Notice shall be deemed to be effective two days after mailing.

(16) _____.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

DATED: _____

DATED: _____

CONTRACTOR

COUNTY OF GLENN

(18) _____
IRS W-9 Form on File

(17) _____, Department Head
Approved as to Content and Fund Availability

(19)

(20) **APPROVED AS TO FORM:**

_____, County Counsel
Glenn County, California