



# Request for Proposal

## Comprehensive Professional Building Services (Plan Review & related services)

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

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Phone: (530) 934-6540

All questions must be submitted by email no later than 10:00 AM on **Friday, June 14, 2019.**

Deadline to submit a proposal is 4:00 PM on **Friday, June 28, 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 comprehensive professional building services including but not limited to plans examination, building inspection, code enforcement, CASp, architect, and engineering on an as needed basis. This document details the scope of service to be performed and outlines the evaluation and selection process.

### **Proposed Initial Term**

The County is requesting proposals from qualified firms to provide comprehensive building plan review and other needed professional services for the initial term beginning September 1, 2019 through August 31, 2022. *A term extension may be executed pending a review of performance for an additional three (3) years.*

All proposals for comprehensive building services shall be submitted to the County no later than **4:00 p.m. on Friday, June 28, 2019.** Interviews of qualified proposers are tentatively scheduled for **Wednesday, July 17, 2019.**

### **Proposal Submission**

The original proposal and three (3) hard copies, plus a copy on electronic media (CD or usb flash drive), 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, June 28, 2019 to:**

**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 Comprehensive Professional Building Services**. Proposals received after the specified date and time 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 provide comprehensive professional building services as needed by the County. 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 industrial, commercial and residential plan reviews including multi-story construction, complex tenant improvements, agriculture building structures, and industrial facilities. Plans often require a quick turnaround to meet the needs of the building owners and contractors. Other administrative and professional services needed might include building structures professional such as a building inspector for short durations, on an as needed basis.

### **Tasks:**

- Perform complete, comprehensive plan reviews including architectural, structural, civil, electrical, plumbing, mechanical, accessibility, and fire prevention.
- Provide digital final approved plans review package and supporting documentation to Glenn County – Planning & Community Development Services Agency.
- Ability to teleconference and conduct online meetings with Planning & Community Development Services Agency staff and consultant regarding projects in plan review or under construction, as needed.

## **Submittal Requirements**

Candidates shall submit proposals that thoroughly respond to the items listed below. The most responsive 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 are similar in nature to this RFP.

#### 4. Scope of Work

Provide a detailed Project scope of work based on the RFP. Indicate the fee structure 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. 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.

To be considered as a responsive proposal, please submit these items no later than Friday, June 28, 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](mailto:drust@countyofglenn.net) and [tnelson@countyofglenn.net](mailto:tnelson@countyofglenn.net). The County will provide copies of the questions and answers via county website located at <https://www.countyofglenn.net/dept/planning-community-development-services/welcome>.

### **RFP Process Timeline**

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

Proposals Due:	<b><u>Friday, June 28, 2019, at 4:00 p.m.</u></b>
County Review of Proposals:	<b>Estimated 2 weeks.</b>
Interviews of selected firms:	<b>Wednesday, July 17, 2019, <u>subject to change</u></b>
Award of Contract:	<b>Tuesday, August 6, 2019, <u>subject to change</u></b>

### **Evaluation Process**

The Consultant(s) will be selected based on qualifications and demonstrated competence as 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 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 Contract Form, 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" Glenn County Standard Contract Form