



REQUEST FOR PROPOSAL

ISSUE DATE: November 24, 2014

RFP # 2014-001

TITLE: On-Call Building Official Services

Sealed Proposals will be received until **January 15, 2015 at 3:00 PM** for furnishing the products and/or services described herein. Facsimile and/or electronic proposals will **not** be accepted.

All inquiries for information regarding Proposal Submission requirements or Procurement Procedures shall be directed to the Town Engineer. The Town shall not be responsible for verbal clarification of information provided by any party. Offerors may not rely on any oral information provided. The Town will provide written responses to questions as the only form of clarification.

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PROPOSALS SHALL BE CONTAINED WITHIN A SEALED ENVELOPE/CONTAINER AND CLEARLY MARKED WITH "PROPOSAL #2014-001" & DELIVERED TO:

**Town of Occoquan
Town Hall
314 Mill Street
Occoquan, VA 22125
ATTN: Town Manager**

The Town of Occoquan does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the products and/or services in accordance with the signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Signature In Ink

Print/Type

1.0 **PURPOSE:** The purpose and intent of this Request for Proposal (RFP) is to solicit sealed proposals to establish contracts with qualified Offerors to provide Building Inspection and Plan Review services on an “on-call” basis for the Town of Occoquan, (herein after referred to as “Town”) in accordance with the Scope of Services and Terms and Conditions identified herein.

2.0 **COMPETITION INTENDED:** It is Town’s intent that this Request for Proposal (RFP) permit competition. It shall be the Offeror's responsibility to advise the Town Engineer, in writing, if any language, requirement, scope of work, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Town Engineer by 12:00 PM on December 15, 2014.

3.0 **BACKGROUND:** the Town is centrally located between Richmond and Washington D.C. along the Occoquan River near Interstate 95. Occasionally the Town has need of professional building official services to complete various architectural plan review (both new construction and tenant fit-up), building inspections, and general consulting services for the Town Manager, Town Engineer, Town Attorney, and Town Council.

4.0 **PERIOD OF PERFORMANCE/DELIVERABLES:** Any contract(s) resulting from this solicitation shall be for the period of one year with four (4) additional one-year renewal options. Offerors submitting proposals for less than the contract period specified will not be accepted. Any contract price adjustments shall be negotiated between the Town and the awarded vendor, and finalized in writing, prior to any renewal period.

5.1 **SCOPE OF SERVICES:** This requirement establishes the minimum scope of services necessary for selected firm(s) to provide “on-call” professional review and inspection services of various building construction projects within the Town limits. Services to be provided are as follows:

1. Building Plan review for compliance to appropriate building codes
2. Inspections of building construction within Town
3. Issuance of appropriate occupancy permits for both commercial and residential structures
4. Consult with Town Engineer, Town Zoning Administrator, Town Attorney, and Town Manager on building code matters

5.2 All work performed under the resultant contract(s) shall be done under the supervision of Certified Building Official in accordance with the Virginia Department of Housing and Community Development (DHCD), Virginia Certification Standards (VCS), enforcing the Virginia Uniform Statewide Building Code (USBC), Statewide Fire Prevention Code (SFPC), and Amusement Device regulations (VADR). If the successful Offeror is a corporation, the corporation must be registered to do business in the Commonwealth of Virginia. The Firm shall abide by all Federal, State and Local laws and regulations governing the provision of the services called for in the contract.

5.3 The general function of the Building Official is to administer the provisions of the Virginia Uniform Statewide Building Code, Property Maintenance Code, and associated laws of the Commonwealth and the Town, including, but not necessarily limited to building and plan review, construction inspections, property maintenance inspections, and site inspections in the Town.

6.1 **PROPOSAL PREPARATION AND SUBMISSION**

REQUIREMENTS General Requirements

6.2 RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP which specifically addresses those items listed in the Scope of Services or the area(s) of expertise proposed to be provided. One (1) original, three (3) copies and one (1) electronic media version (DVD, flash drive etc.) of each proposal shall be submitted to the Town as indicated on the cover sheet. **No other distribution of the proposal shall be made by the Offeror.**

6.3 Proposal Preparation: Proposals should be as thorough and detailed as possible so that the Town may properly evaluate the Offeror's capabilities to provide the required services.

6.3.1 Proposals shall be submitted on 8 ½ x 11" paper and prepared simply and concisely. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required.

6.3.2 Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

6.3.3 Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

6.3.4 Ownership of all data, materials and documentation originated and prepared for the Town pursuant to this RFP shall belong exclusively to the Town and be subject to inspection in accordance with the Virginia Freedom of Information Act. However, the Offeror may invoke the protection of Section 2.2-4342 of the Virginia Public Procurement Act prior to, or upon submission of, the data or other materials it wishes to be protected and state the reasons why protection is necessary. **(Complete Form on Page 6)**

6.4 **Submittal Requirements:**

The Town will not accept unsealed, facsimile and/or electronic proposals.

All information requested must be submitted. Failure to submit all information requested may result in the Town Engineer requiring prompt submission of missing information and/or giving a lower evaluation of the proposal or may result in the rejection of the proposal.

6.4.1 The return of the Request for Proposal cover sheet signed and filled out as required by a representative of the Offeror authorized to bind the firm into a contract.

6.4.2 All addenda acknowledgements, if any, signed and filled out as required. Any addenda to this solicitation can be easily accessed on the Town of Occoquan website – www.occoquanva.gov.

Offerors are responsible for checking the website frequently. Failure to acknowledge all addenda may result in the rejection of your proposal submission.

6.4.3 Provide a Cover Letter/Executive Summary providing a brief company description and history.

6.4.4 Description of Services to Be Provided and Project Approach: Describe the firm's understanding of the Scope of Services or the area(s) of expertise proposed to be provided and how the firm proposes to manage anticipated contract(s), depth and variety of staff disciplines available, and familiarity with Federal, State and Local codes, laws and regulations governing the work.

6.4.5 Qualifications of the Firm and Project Team: Describe the qualifications and experience of the firm. If subcontractors and special consultants will be used, they should be identified and their qualifications included in the proposal response.

6.4.6 Provide a listing of the firm's last five (5) projects that contain work similar, or related, to that called for in the Scope of Services. The project/jurisdiction name, brief project description, location of the office responsible for the project, number of plans reviewed, type of plans reviewed, inspections performed, average time to complete plan reviews, longest time to complete plan review, time to respond to inspection request, and any other information deemed appropriate to an analysis of the firm's proposal by the Town. .

6.4.7 List professional staff to be assigned to the contract including resumes of key personnel and subcontractors. Describe the qualifications and experience of the proposed project team members.

6.4.8 Response Capability: Give an overview of current workload identifying specific projects, priority to be assigned to the Town projects and staffing available relative to the firm’s ability to respond to the request for services. As an example, “Our firm can accomplish requested inspections within 24 hours, ___% of the time, with those not accomplished with 24 hours to be completed within ___ hours of the request.”

6.4.9 Additional Data: This section should include any additional information the offeror believes to be essential to a thorough evaluation of its proposal.

6.4.10 References: The Offeror shall include a minimum of three (3) references where similar work was performed. Include the dates when work was provided, the business name, address, and name and telephone number of the contract administrator. The Town shall have the option of checking discovered references in addition to references provided by the Offeror. The Town must be able to contact references without notification to the Offeror.

6.4.11 Cost Estimates: **Cost estimates shall not be included in the proposal submittal.** Offeror’s selected for an interview will be requested by the Town to submit cost estimates.

7.0 **TIME FRAME/SCHEDULE OF EVENTS**

Solicitation Issue Date:	November 24, 2014
Questions Due:	December 15, 2014 – 12:00 PM
Proposals Due:	January 15, 2015 – 3:00 PM
Interviews/Oral Presentations	February 2015
Anticipated Contract Award:	March 2015

8.0 **EVALUATION AND AWARD CRITERIA:** **Evaluation Criteria:** Proposals will be evaluated by a Town committee using the following criteria as related to the Scope of Services:

Evaluation Criteria	Assigned Weight
1. Experience/Qualifications/Ability to Perform	35%
2. Past performance, scheduling performance, and general overall responsiveness in reviewing, approving, and inspecting a diverse mix of building plans and construction sites	30%
3. References	15%
4. Interview	20%

The Offerors who appear most capable of providing the services requested that can best satisfy Town’s needs, based on the scoring rubric described above (1) through (3), will be selected as finalists for further evaluation. There is no specified number of finalists that may be selected. Upon the completion of interviews/oral presentations by selected finalists, the evaluation committee will score proposals on the previously assigned scores for criteria (1) – (3) and an initial scoring of (4).

9.0 **Award of Contract** (Procurement of professional services): the Town shall engage in individual discussions with one or more offerors deemed fully qualified, responsible and suitable on the basis of the evaluation criteria. Repetitive informal interviews shall be permissible. At the discussion stage, the Town may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. At the conclusion of discussion, on the basis of evaluation factors stated above and all information developed in the selection process to this point, the Town shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the Town determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The Town may award contracts to more than one offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. The Town will not sign any Offeror contract.

The Town may cancel the RFP, reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia).

