REQUEST FOR PROPOSAL (RFP)

Community Development Department

Building and Fire Plan Review, Building Inspection, Fire Inspection, and Permit Technician Services

250 Main Street
Watsonville, CA 95076
PH (831) 768-3050
NOTICE INVITING PROPOSALS

Proposals Due: Friday, March 20, 2020 until 4:00 PM

Deliver proposals to:
City of Watsonville
Community Development Department
Attn: Building Division
250 Main Street
Watsonville, CA 95076

Project: Plan Review, Inspection, Permit Technician Services

For More Information:
The Request for Proposals (RFP) document may be downloaded from the City’s website at www.cityofwatsonville.org or obtained from the Community Development Department, 250 Main Street, Watsonville, California, 95076.

For Additional Assistance:
Rob Allen, ASSISTANT Community Development DIRECTOR/BUILDING OFFICIAL
Office Phone: 831-768-3065
Email: rob.allen@cityofwatsonville.org

The City reserves the right to reject any or all proposals and waive any informality or minor defects in proposals received.

Notice is hereby given that sealed proposals will be received at the Community Development Department, Friday, March 20, 2020 until 4:00 PM local time, for furnishing all labor, materials and equipment, and performing all work necessary and incidental to: Provide Supplemental on-call Plan Review, Inspectors, Permit Technicians for the Building Division including fire plan review/inspections, onsite inspection, and permit technician services in accordance with Federal and State regulations, the City of Watsonville municipal codes, specifications and contract documents.

Proposals shall be delivered and addressed to the City of Watsonville, Community Development Department, Attn: Building Division, 250 Main Street, Watsonville, CA 95076, and shall be labeled “Supplemental Building Division Services”. Any Proposer who wishes their proposal to be considered is responsible for making certain that their proposal is received in the Community Development Department by the proper time. Proposals received after the scheduled Submittal Deadline will be returned unopened. Special note: It is important that each proposal be comprehensive and the consultant firm or individual shall be fully capable of delivering all essential services as spelled out on the RFP proposal, as partial delivery of services shall not be considered and will be rejected as not meeting the deliverables of the RFP request. The City has the right to enter into contract with consultants or individuals for any and all services it deems necessary to fulfill its customer obligations.
It is the responsibility of the Proposer to see that any Proposal submitted shall have sufficient time to be received by the Community Development Department before the Submittal Deadline. Late proposals will be returned to the Proposer unopened. Proposals will not be opened publicly. Proposals should be clearly labeled and submitted in a sealed envelope or box bearing the name of the Proposer, RFP and Submittal Deadline. No oral, electronic, telegraphic or telephonic proposals will be accepted.

**SECTION 1. GENERAL INFORMATION FOR VENDORS**

1.1 Scope of Work

The City of Watsonville invites proposals from qualified and interested persons and/or firms with experience and technical qualifications related to fire, building and engineering construction and peer review:

a. California State Building Standards and local codes including Fire, Building, Electrical, Mechanical, Cal Green Energy and Accessibility, CASp (Certified Access Specialist), Historic Building, Existing Building and other related professional and technical services;

b. Engineering Peer Review of submitted residential, commercial and industrial projects; geotechnical materials and grading related structural components:

   - Geotechnical requirements and related structural components of grading design for grading provisions in conformance with regulation contained in the most current City adopted Building Codes, Grading Ordinances and State law governing grading regulations.

   - Verify compliance with City conditions of approval related to building construction requirements.

   - Process plan revisions and verify that corrections have been satisfactorily made.

**Plan Checks**

- Complete first time plan reviews for small to medium projects within ten (10) business days including shipping and processing times, or as agreed upon by the City and Consultant.

- Complete first time plan reviews for large or complex plan check projects within fifteen (20) business days including shipping and processing times, or as agreed upon by the City and Consultant.
• Complete plan check re-checks (2nd or 3rd) for all types of projects will be completed within five (5) working days including shipping and processing times, or as agreed upon by the City and Consultant.

c. **Expedited Plan Checks**: Provide an expedited plan check process which will result in faster than the normal standard ten (10) – twenty (20) business days turn around. This service will be negotiated on a case by case basis by the City, Consultant and the applicant, considering the scope of the project and the time-lines needed.

**Provide communications** between applicants and City staff in or by the following methods:

• Be available to confer with applicants and City staff at City Hall by telephone conversations, e-mail and fax during all normal business hours.

• Provide a 1-800 number for service calls from the City and permit applicants.

• Provide plan check comments in the City’s standard plan check corrections format.

• Provide pick-up and delivery service for plans reviewed to and from Watsonville City Hall at no cost to the City.

• **Meet with City staff or applicants** upon request, with a 48 hour notice.

The building and engineering plan review functions are part of the Community Development Department. Consultants hired by the City of Watsonville will report to the City’s Building Official in addition to interaction with other Divisions and Department staff.

The purpose of the Request for Proposal is to solicit competitive proposals from qualified persons and/or firms to provide plan review, engineering peer review, building and fire inspection, and permit technician services on an as needed basis for the City of Watsonville. Inspection Services are for occasional supplementation for building inspections and also for Accessibility inspection and review by a CASp. The City’s intent is to minimize response time and improve customer service by supplementing in house with consulting services on an as needed basis. Consultant, upon request of the City, shall attend any required meetings connected the plan review, peer review and/or CASp inspections of projects.

Plan review, engineering peer review and CASp services primarily include initial review and up to two (2) subsequent reviews of building construction plans for compliance with model codes adopted by the State of California and local ordinances.
The City anticipates entering into contracts with up to two qualifying firms, time frame to be determined, with specified contract amounts that would be available for expenditure for the duration of this period.

The City is requesting proposals for and considering entering into contract for services on an as-needed basis to provide fire and building plan review, engineering peer review, inspection services, and permit technicians for compliance with the state building standards codes and local building codes and ordinances adopted by the City of Watsonville.

The selected consultant(s) shall provide plan review, engineering peer review, CASp, building/fire inspection, and permit technician services as requested by the City. Any single review may require one or more subsequent reviews of submitted plans. The City requires a ten (10) business day turn around for most (some exceptions) plans reviewed: re-submittals of plan review comments shall also be returned within ten (10) business days. Failure to provide services within timelines identified may void this contract or result in non-payment for overdue reviews.

Consultant shall provide transportation from their place of business to the City for pick-up and delivery of plans for the first review and all subsequent reviews associated with each project.

1.2 Estimated Dollar Value
The City has a budgeted range of $10,000 to $200,000 for FY 2019/2020 for Building Plan Check, Engineering Plan Review, Building Inspection, and Permit Technician services.

1.3 Contact
If you have any questions concerning this solicitation, please call contact Rob Allen, ASSISTANT DIRECTOR/BUILDING OFFICIAL, AT 831-768-3065, EMAIL rob.allen@cityofwatsonville.org. To learn solicitation results, call Rob Allen after the due date.

1.4 Proposal Deadline
Proposals are due no later than Friday, March 20, 2020 at 4:00 PM. All proposals will be delivered to the City of Watsonville, Community Development Department, Attn: Building Division, 250 Main Street, Watsonville, California, 95076 before the due date. Late proposals may not be considered. Vendors will deliver one unbound original of the proposal in a sealed envelope before the due date and will email a copy of the proposal and any attachments to rob.allen@cityofwatsonville.org on the next business day after the due date. Email submissions will not be accepted if the corresponding unbound original is not submitted before the due date and time.

1.6 Organization of the RFP Document
The Request for Proposals (RFP) is organized in these sections:

- **Section 1- General Information to Vendors**: Contains scope of work, contact
information, proposal due date, and general background information.

**Section 2- Specifications:** Provides details regarding the contract requirements.

**Section 3- Process Instructions:** Contains the tentative RFP schedule, explains how the proposals will be evaluated, and presents administrative information on the conduct of the RFP process.

**Section 4- Standard Contract:** Details the City’s standard contract.

**Section 5- Proposal Cover Page:** Provides basic Vendor contact information and an authorized signature accepting the City’s terms and conditions as stated in this solicitation.

**Section 6- Questionnaire:** Presents questions for Vendor response.
SECTION 2: SPECIFICATIONS

2.1 Project Overview
Refer to SECTION 1, 1.1 Scope of Work

2.2 Responsibilities of Vendor
Refer to SECTION 1, 1.1 Scope of Work

2.2 Responsibilities of City
Refer to SECTION 1, 1.1 Scope of Work

2.3 Basic Qualification of Vendor
Refer to SECTION 1, 1.1 Scope of Work

2.4 Vendor’s Employee Conduct
Vendor will agree to remove any employee whose conduct is improper, inappropriate, or offensive as determined by the City. A removed employee(s) is not to work on City premises without the written consent of the City. The Vendor will remove any employee from working in, or delivering to City facilities who is convicted of a felony during his/her employment.

2.5 Background Check Requirement
Vendor will be responsible to verify all its employees who will be working for the City have the required background checks.
SECTION 3: PROCESS INSTRUCTIONS

3.1 RFP Schedule
Proposals are due on Friday March 20, 2020 by 4:00 PM. The City will evaluate proposals received as quickly as possible. It is anticipated that City Council will award this contract by June 9, 2020 with the contract commencing in July, 2020.

3.2 Proposal Format
Proposals are due no later than Friday, March 20, 2020 at 4:00 PM. All proposals will be delivered to the City of Watsonville, Community Development Department, Attn: Building Division, 250 Main Street, Watsonville, California, 95076 before the due date. Late proposals may not be considered.

Vendors will deliver one unbound original of the proposal in a sealed envelope before the due date and will email a copy of the proposal and any attachments to rob.allen@cityofwatsonville.org on the next business day after the due date. The City prefers for proposals to be printed on recycled paper and bound in an easily recyclable format. Email submissions will not be accepted if the corresponding unbound original is not submitted before the due date and time.

The City will not be liable for any expenses incurred by Vendors responding to this solicitation. Proposals should be organized as follows:

1. **Vendor Response to Proposal Cover Page, Section 5:** Provides basic Vendor contact information and an authorized signature accepting the City’s terms and conditions as stated in this solicitation.

2. **Vendor Response to RFP Questionnaire, Section 6:** Answers should be complete and in the order presented. Make your proposal as short as possible and do not include generic marketing materials.

3. **Optional Appendices or Exhibits:** Vendors may include sample reports, peer review reports, letters of recommendation, or other exhibits that may assist the City in favorably evaluating the Vendor. Do not include generic marketing materials. Vendors have the right to take exception to the specifications or terms to this solicitation. Any exceptions taken must be explained in the proposal. Any exceptions that contradict the City’s terms and conditions, or contain provisions that are not in the best interest of the City will disqualify the vendor. If exceptions are not explained, the Vendor will comply with the specifications as stated in this solicitation.

3.3 Non-Response to RFP
In the event your business decides not to submit a proposal, please return the Proposal Cover Page Form, Section 5. It would be helpful if you indicated why your business did not wish to submit a proposal.
3.4 RFP Addenda
The City may determine it is necessary to revise any part of this solicitation. Revisions will be made by written addenda and it is the Vendor’s responsibility to comply with any addenda to this solicitation. Any addenda will be:

- Emailed to known interested vendors, or
- Posted on the City’s website, www.cityofwatsonville.org

3.5 Proposal Evaluation
RFP responses will be evaluated and ranked according to the criteria below by an Evaluation Committee composed of City staff. The evaluation committee will open and review the proposals in confidence. Proposals will be available to the public after contract award.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Vendor's qualifications, experience and references</td>
<td>40%</td>
</tr>
<tr>
<td>2. Fees-pricing</td>
<td>35%</td>
</tr>
<tr>
<td>3. Vendor’s Scope of Work</td>
<td>10%</td>
</tr>
<tr>
<td>4. Vendor’s Technical Assistance</td>
<td>10%</td>
</tr>
<tr>
<td>5. Overall quality of proposal</td>
<td>5%</td>
</tr>
</tbody>
</table>

3.5.1 Proposal Evaluation Criteria Definitions

a. Vendor’s Qualifications (40%)
Proposals will be evaluated for the Vendor’s qualifications, experience and references. The criteria will also include an evaluation of the Vendor’s longevity, projected financial stability, and performance on similar contracts.

b. Fees-pricing (35%)
The total cost of the contract will affect 35% of the overall evaluation. The lowest responsive offer will be given the full points for this criterion and higher offers will be scored proportionally using the following formula:

\[
\text{Pre-weighted score} = \left( \frac{\text{Lowest responsive offer’s price, including discounts & preferences}}{\text{this offer’s price, including discounts & preferences}} \right) \times 100 \times 35\%
\]

Please note: this criteria will only apply to qualified bids meeting all of the terms of the RFP. Partial proposals for services will not be included in this formula.

c. Vendor’s Scope of Work (10%)
Proposals will be evaluated for the Vendor’s ability to provide answers for the Questionnaire, Section 6

d. Vendor’s Technical Assistance (10%)
Proposals will be evaluated for the vendor’s ability and willingness to provide ongoing support and technical assistance throughout the contract term.
e. Overall Quality of Proposal (5%)  
Proposals will be evaluated for its professionalism and thoroughness. Vendors should answer all questions in the order presented.

3.6 Proposal Evaluation and Award  
Evaluation of the proposals will be based upon a competitive selection process. The City's primary objective is to retain a consultant so that the City is best positioned to provide timely and professional plan review services in a qualified, efficient, and cost-effective manner, in combination with in-house City staff resources. City staff and evaluators will review all statements of proposals received timely.

The candidate will be evaluated on the following criteria:

1.) Responsiveness to Questionnaire.

2.) Experience in providing the same or similar services.

3.) References.

4.) Cost to perform the required services as stated in the Scope of Work.

5.) Ability to understand and perform the plan review and inspection tasks efficiently and in accordance with the requirements of City, approved documents and State adopted codes.

6.) Demonstrated ability to make appropriate judgments about building code interpretations and alternate methods of achieving compliance with applicable codes in consultations with the City's Building Official.

7.) Strength and qualifications of personnel and team proposed to provide services.

8.) Oral and written communication abilities.

Consultant must satisfy the City in its ability to perform the services required. Consultant must demonstrate and document a history of timely and satisfactory performance of similar projects in a manner which addresses the stated evaluation criteria. Consultant shall be responsible for the accuracy of information supplied concerning references. In addition, the City may consider evidence of untimely and unsatisfactory performance on prior similar projects, or litigation by the Consultant on previous contracts to be grounds for disqualification.

The City reserves the right to reject any or all Proposals, amend the RFP, and to discontinue or re-open the process at any time. The City reserves the right to request and obtain, from one or more consulting firms, supplementary information as may be necessary for the City to analyze the proposal pursuant to contract selection criteria. Upon completion of the evaluation phase, the City will select those consultants for interview whose proposals and qualifications most closely conform to the requirements.
of this RFP. The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. The City may choose to interview one or more firms responding to this RFP, and may enter into more than one contract with multiple individuals or firms, if City determines that is the best way to address the full range of services needed under this RFP.

CONTRACT WITH CITY AND ANTICIPATED TIMING FOR BEGINNING SERVICES
During the term of the contract, the Consultant will be required to keep informed of applicable local, State and Federal laws and regulations, including, but not limited to those pertaining to conflict of interest, which in any manner affect those employed by Consultant or in any way affect the quality, thoroughness, or performance of the building plan check and other building services.

3.7 Evaluation of Finalists
After the initial proposal evaluation, the City may determine that additional information is needed to establish the final ranking of vendors.

The finalists will be contacted and may be asked to:

- Make an oral presentation by responding to pre-established questions,
- Conduct a scenario-based demonstration of the equipment or service,
- Revise the submitted proposal for the purpose of obtaining best and final offers, and/or
- Provide additional information to assist City in determining the best value vendor.

All finalists will be given equal opportunity to provide the requested information to the City. Any oral presentations and/or demonstrations will be scheduled for a mutually agreed upon date, tentatively interviews are scheduled for late April, 2020.

The Evaluation Committee will use all information collected to rank the finalists in order of their ability to best meet the requirements of the City. The City will begin negotiating a firm contract with the highest ranked Vendor. If no agreement can be reached, negotiations will begin with the next ranked Vendor.

3.7 Contract Implementation
The contract resulting from this solicitation is tentatively scheduled to begin JULY 1st, 2020. Upon award notification and prior to final contract approval, the successful proposer will be required to submit:

a. Proof of insurance and living wage ordinance compliance documentation as specified in Sections 4.1 and 4.4 of this solicitation;

b. Documentation of all credentials necessary to legally perform the services specified;

c. A completed W9 form and, if applicable, non-resident withholding exemption form, if not already on file with the City; and
d. Proof of a current City of Watsonville business tax certificate if the Vendor is located in, or performs services within, the City limits for more than six (6) days annually.

The finalized contract will include the RFP Section 2 (Specifications), the RFP Section 4, the Vendor’s response to Section 5 (Proposal Cover Page), the Vendor’s response to Section 6 (Questionnaire) and any negotiated modifications agreed to by the parties.

3.8 Public Record
Proposals received will become the property of the City. All proposals, evaluation documents, and any subsequent contracts will be subject to public disclosure per the “California Public Records Act,” California Government Code, Sections 6250 – 6270. All documents related to this solicitation will become public records once discussions and negotiations with proposers have been fully completed and an award has been announced.

Appropriately identified trade secrets will be kept confidential to the extent permitted by law. Any proposal section alleged to contain proprietary information will be identified by the proposer in boldface text at the top and bottom as “PROPRIETARY.” Designating the entire proposal as proprietary is not acceptable and will not be honored. Submission of a proposal will constitute an agreement to this provision for public records. Pricing information is not considered proprietary information.

3.9 Award Protests
The City desires to foster cooperative relationships with Vendors and to reach a fair agreement in a timely manner.

The City encourages Vendors to resolve issues regarding the solicitation requirements or the procurement process through written correspondence and discussions at least five (5) business days prior to the proposal due date. This will allow the City time to research the validity of the protest and either issue an addendum to the solicitation, cancel the solicitation, or determine the protest to be unfounded and proceed with the solicitation. In the event the protest of specifications is denied and the protester wishes to continue in the protest process, the protesting vendor must still submit a proposal in accordance with the proposal submittal procedures provided in this solicitation. Questions or concerns prior to the intent to award notice will be directed to Rob Allen, ASSISTANT DIRECTOR/BUILDING OFFICIAL AT 831-768-3065, EMAIL rob.allen@cityofwatsonville.org.

Any Vendor who unsuccessfully bids on a City contract or any trade association representing workers who would have potentially been employed by such contract may formally protest a contract award. Protest letters regarding a formal contract award will be directed to:
City of Watsonville
Attn: City Clerk
275 Main Street, Suite 400
Watsonville, California 95076
Protests will be filed with the City Clerk’s office no later than five (5) business days after the written notice of intention to award has been distributed.

Protest letters will include:

- The name, address, and telephone number of the protester;
- The solicitation title and due date;
- Name of City employee and Department designated as the contact in the original solicitation;
- A detailed statement of the legal and/or factual grounds for the protest; and
- The form of relief requested.

The City Council will hear the protest prior to award of the contract. The protesting party may protest the City’s or successful Vendor’s failure to comply with the requirements of the Purchasing Ordinance or the solicitation documents. The protest must clearly set forth the basis for the protest; grounds not set forth in the written protest will not be considered by the City Council at the protest hearing. The City Council will sustain a protest if the protesting party demonstrates by clear and convincing evidence that, as specified above, the City would act improperly in awarding the contract. The decision of the City Council will be final.
SECTION 4: STANDARD CONTRACT

4.1 City’s Standard Contract - see Attachment 1
5.1 Proposal Deadline
Proposals are due no later than Friday, March 20, 2020 at 4:00 PM. All proposals will be delivered to the City of Watsonville, Community Development Department, 250 Main Street, Watsonville, California, 95076 before the due date. Late proposals will not be considered.

Vendors will deliver one unbound original of the proposal in a sealed envelope before the due date and will email a copy of the proposal and any attachments to rob.allen@cityofwatsonville.org on the next business day after the due date. The City prefers for proposals to be printed on recycled paper and bound in an easily recyclable format. Email submissions will not be accepted if the corresponding unbound original is not submitted before the due date and time.

5.2 Proposal Response Sheet
The undersigned, upon acceptance, agree to furnish the following in accordance with the specifications and terms and conditions per City of Watsonville, Request for Proposals Plan Review Services, at the prices indicated herein.

The undersigned, under penalty of perjury, declares not to be a party with any other business to an agreement to bid a fixed or uniform price in connection with this proposal. The undersigned declares under penalty of perjury that she/he is authorized to sign this document and bind the business or organization to the terms of this contract. The undersigned recognizes the right of the City of Watsonville to reject any or all proposals received and to waive any informality or minor defects in proposals received.

Vendor Name:
Address:
Telephone No.: Fax:
Email:
Signature of Authorized Representative:
Printed Name of Authorized Representative:
If vendor is awarded the contract, will vendor extend contract terms and pricing to other government agencies? □ Yes □ No
5.3 Addenda
The City may determine it is necessary to revise any part of this solicitation. Revisions will be made by written addenda and it is the Vendor’s responsibility to comply with any addenda to this solicitation. Any addenda will be:

- Emailed to known interested vendors, or
- Posted on the City’s website, www.cityofwatsonville.org, under Bidding Information, or
- Vendors may contact Rob Allen, ASSISTANT DIRECTOR/BUILDING OFFICIAL, AT 831-768-3065, EMAIL rob.allen@cityofwatsonville.org

How many addenda were issued for this solicitation? ________
Any omission may be cause for rejection of proposal. Answers should be complete and in the order presented. A simple "yes" or "no" answer is not adequate.

Vendors have the right to take exception to the specifications or terms to this solicitation. Any exceptions taken must be explained in the proposal. Any exceptions that contradict the City’s terms and conditions, or contain provisions that are not in the best interest of the City will disqualify the vendor. If exceptions are not explained, the Vendor will comply with the specifications as stated in this solicitation.

In order to be considered for selection, respondent individuals or firms shall submit a proposal that addresses each of following 1.) thru 10.), and shall provide resumes and evidence of qualifications to provide the services listed in this RFP.

1) Letter of Introduction
   a. Provide a letter of introduction signed by a Principal or Senior Officer of the firm.
   b. If submitting as a team, note which team is the prime consultant or lead joint venture partner, if applicable.
   c. Include the name, title and resume of the person who will be the lead/project manager, and the name(s) and title(s) and resumes for the individuals that will be providing the plan review/inspection services.

2) Firm Information and Qualifications
   a. Number of years the firm has been in business.
   b. List the company and individual team members' experience in providing similar services, including a chart that indicates name, personnel qualifications, state registrations and/or certifications relevant to the type of plan review and inspection services proposed to be provided by that individual.
   c. Identify any consultants/sub-consultants that you would expect to use, noting relevant disciplines. Include resumes and information regarding that firm(s) qualifications.

3) References
   a. Provide a list of at least five (5) current references. Include name of jurisdiction or organization, job title, email address, mailing address, telephone number(s). Identify the type of services provided to each individual/organization, the location where the services were provided, and the dates of service.

4) Professional Services Fees
   a. Provide a proposed schedule of total fees proposed for the components of the scope that you are submitting a proposal for and a listing of estimated other direct costs.
   b. Provide a listing of hourly rates for services, by type of personnel and/or service.
   c. Consultant shall provide an itemized fee table identifying the nature of the building service and fees associated with services.
d. This is a competitive bid process and rates for services will be reviewed and affect 35% of the evaluation qualification for each firm and/or individual.

5) Firm's or Team's Capabilities and Abilities; Review Times and Requirements.
   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 of Watsonville, addressing scope of work identified above.
   b. Provide a schedule of turn-around time for various project types and sizes.
      Note: The City of Watsonville recognizes that large more complex projects require additional time and will be discussed with the Building Official on an individual basis.

6) Include a statement regarding whether the City's standard consultant agreement is acceptable as is, or whether any modifications would be proposed.

7) List any lawsuits or arbitration proceedings that have been initiated by or against your firm in the past five (5) years. Briefly state the nature of the action and the outcome.

8) Explain the firm's or team's use of technology, such as whether you employ an internet tracking system that can be accessed by City staff to check on status of the plan reviews.

9) Describe how your firm provides for responsiveness to phone calls or email from City staff; and discuss your anticipated relationship with the City of Watsonville and your organization.

10) Describe your firm's customer service philosophy and provide examples where this philosophy is demonstrated.