

## **3<sup>rd</sup> Party Request for Proposals**

3<sup>rd</sup> Party Permitting and inspection services for residential, commercial, and institutional (Building, Accessibility, Energy, Fire, Electrical and Mechanical) on an as needed basis and Commercial Plan Review services.

### **Intent**

THE City of Pottsville (hereinafter “city”) is currently seeking proposals from qualified Third-Party Agencies (hereinafter “Agency”) interested in providing Pennsylvania Uniform Construction Code (PA UCC) building and code services, plan reviews and inspections to the city over a 3-year period, beginning on January 1, 2025 and ending no later than December 31, 2027.

Following the initial term, there is a possibility to renew this contract for multiple 1-year terms.

### **Overview**

Pottsville is a third-class City and the county seat of Schuylkill County, PA. The population was 13,346 at the 2020 census. Pottsville is the principal city of the Pottsville, PA Micropolitan Statistical Area.

Current land uses consist primarily of residential uses, with several concentrated areas of commercial, industrial, and institutional uses.

The City of Pottsville, PA is seeking proposals from professional, qualified individuals and or firms for Third Party Code Inspection and Permitting Services for both residential and non-residential activities as regulated by the Uniform Construction Code (UCC). Ultimately, successful inspection individuals or organizations will assist the City of Pottsville Code Department on an as needed basis, and perform Commercial Plan Reviews, some residential permitting, Electrical Permit Reviews and Inspections.

The City processes an average of 400 permits per year. Residents or developers will select an inspector from the list based upon the qualifications, cost and experience required for the job. The agency will determine the level of assistance needed and inform the code office of the status of the development. The Code Office will then process the building permit and associated paperwork, collect fees, and remit payment for services to the 3<sup>rd</sup> party inspector on a regular basis as agreed upon by all parties.

## Submissions

General and/or technical questions related to this RFP are to be submitted in writing, via email to: [jtrefsger@pottsvillepa.gov](mailto:jtrefsger@pottsvillepa.gov) the contact person noted below.

Questions must be submitted by: October 25<sup>th</sup>, 2024.

## Requirements

1. In response to this RFP three (3) written copies and one (1) digital version of the proposal must be submitted. Faxed proposals will NOT be accepted.
2. Proposals must be submitted by 3:00 pm on November 5<sup>th</sup>, 2024, to: Thomas A. Palamar, City Administrator, City Hall, 401 North Centre Street, Pottsville, PA 17901
3. Email: [cityadministrator@pottsvillepa.gov](mailto:cityadministrator@pottsvillepa.gov)
4. Phone: (570) 628-4417
5. Responses and their envelopes should be clearly marked with the name and address of the respondent and the title of this RFP “3<sup>RD</sup> PARTY UCC SERVICES.”
6. Proposals received prior to the submittal deadline will be treated as confidential up to the proposal submittal date
7. Proposals received after the deadline will not be considered in the evaluation process.
8. The city reserves the right to request additional information about any Bidder as reasonably required, or the right to request and conduct interviews.
9. The city will not be liable for any costs incurred by any Bidder in connection with this RFP or any proposal by any Bidder.
10. The expenses incurred by Bidders in preparation, submission, or presentation are the sole responsibility of the Bidder.
11. Bidders are reminded that the specifications stated in this RFP are the minimum level required and that bids submitted must be for services that meet or exceed the minimum level of all features specifically listed. Proposals offering less than the minimums specified are not responsive.
12. It is the responsibility of all Bidders to examine the entire RFP and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a bid confers no right of withdrawal after the submission deadline.

Bidders are strongly encouraged to:

1. Consider applicable laws and/or economic conditions that may affect cost, progress, and performance.
2. Correlate Bidder's knowledge and observations with the RFP document and other related data;
3. Promptly notify the city of all conflicts, errors, ambiguities, or discrepancies which a Bidder has discovered in or between this RFP and such other related documents.

All proposals shall be subject to all applicable state and federal laws, subject to approval of a financial contract between the city and the Commonwealth of Pennsylvania and in compliance with all applicable Equal Employment Opportunity laws and regulations.

The city is not required to accept the lowest cost proposal and shall reserve the right to postpone, accept, or reject any and all proposals, in whole or in part, or to waive any and all informalities, as it deems in its best interest.

### **Services Requested**

The city will require a Third-Party Agency to provide qualified plan review and inspection staff to assist the Building & Codes Department at the request of the City with the implementation code enforcement programs and services.

The following is a summary of services:

1. The Agency shall maintain all the necessary requirements and qualified individuals to perform all plan review and inspection aspects of and in compliance with the Pennsylvania Uniform Construction Code and the requirements of the city.
2. The Agency shall be capable of making and receiving phone calls regarding plan reviews, inspections or other provided services. All calls shall be returned within 24 hours.
3. The Agency shall be capable of electronic communication while in the field.
4. It is preferred that the Agency is capable of performing electronic plan reviews and submission of paper plans only upon approval of the submitted electronic plans.
5. The Agency must submit reports to the city after each inspection as appropriate or as determined by the lead code official.
6. The Agency shall be available to perform after-hours inspections as requested by the city.

7. In the event of an emergency, the Agency shall be able to provide qualified staff as requested by the city.
8. The Agency shall take an active role in building code enforcement and abatement of any observed violations of any codes in the field. Field inspectors are expected to document all such violations and report to the city.
9. The Agency shall be available at such reasonable times as may be necessary for appearances as a witness or to authenticate reports or review records for the Building Code Board of Appeals of the City of Pottsville, before the District Justice having jurisdiction, or before the Schuylkill County Court of Common Pleas or federal judicial bodies having jurisdiction over the City.
10. The Agency shall be capable of providing additional inspection services at times of in-house staff shortages.
11. The Agency shall meet with the Building & Codes Department quarterly, and as needed, to discuss policy and code interpretations.
12. No subcontracting shall be permitted without prior written authorization from the City.

## **VENDOR QUALIFICATIONS**

Third Party Certification from PA Department of Labor & Industry, pursuant to PA Uniform Construction Code and all amendments thereto, as well as provide individuals holding certification in the necessary individual categories as identified in §401.7 to perform the scope of work.

## **EVALUATION OF PROPOSALS**

1. The proposal must be received no later than November 1<sup>st</sup>, 2024, at 2:00 p.m.
2. Faxed proposals will NOT be accepted.
3. All documents/information submitted in response to this solicitation may be available to the public.
4. The City will not be responsible for any costs associated with the oral or written and/or presentation of the proposals.
5. The City reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals.
6. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals.
7. The City reserves the right to re-solicit proposals.

**Provide the following with the submission:**

1. Evidence of certification as Third-Party Agency issued by the PA Department of Labor and Industry.
2. A list of all inspectors and their qualifications must be submitted to the City for approval, and all individuals must meet the certification requirements listed herein. This list must be kept current, and if staff changes, all changes must be submitted to the City within 48 hours of same.
3. A statement detailing the Agencies abilities and qualifications to provide the requested services.
4. A list of three references.
5. Detailed information regarding ability to provide after-hours and emergency inspections.
6. Policy for background checks on employees.
7. Itemized fee schedule to be provided for all requested services. The agency may use their own format for show fees. If no specific format exists, use the attached example. At a minimum all items must be addressed.
8. Letter of intent to secure and provide necessary proof of insurance coverage in the amount of one million dollars (\$1,000,000.00) and Liability Insurance, naming the City of Pottsville as Additional Insured in the amount of one million dollars (\$1,000,000.00).

**AFFIRMATION**

I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency.

I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization's contract being terminated.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

\*Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature by authorized person is required. Failure to sign this page shall be cause for dismissal of proposal.