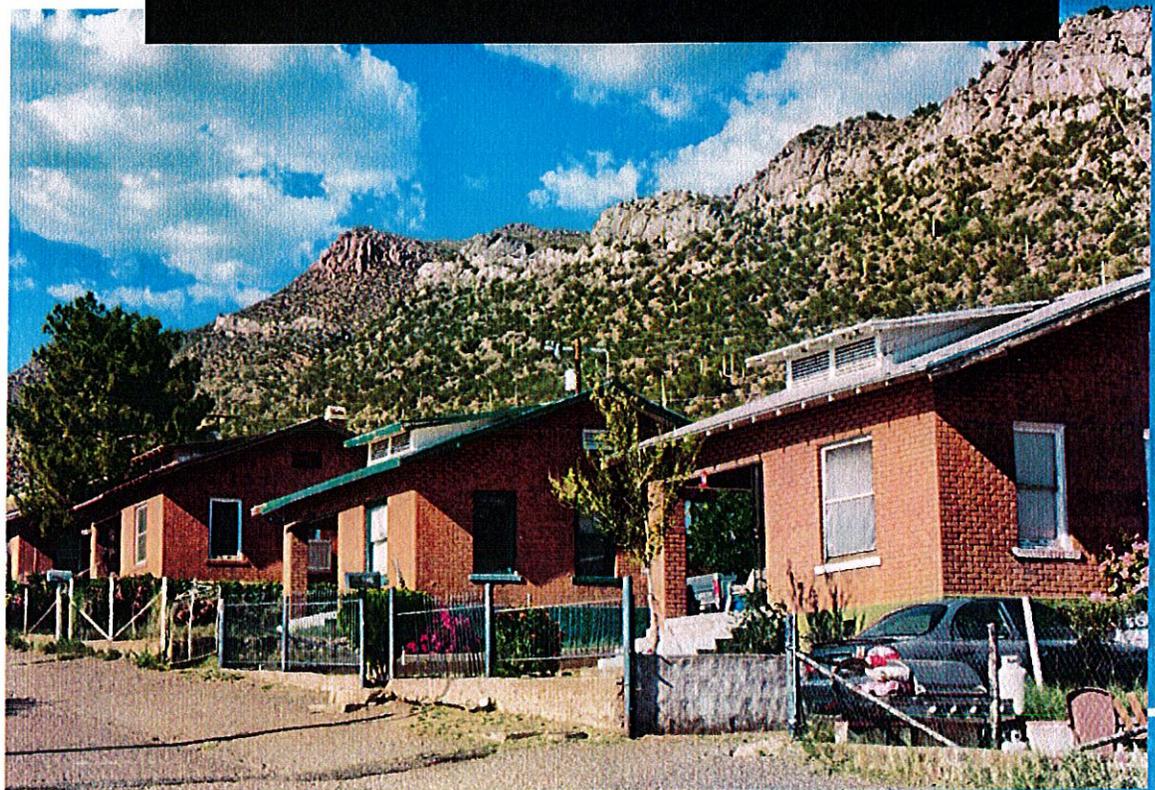




Town of Superior RFQ



**Plan Review and Inspection Services
for the
Planning, Zoning and Building Department**



Town of Superior

199 N Lobb Avenue, PO Box 218, Superior AZ 85173

520) 689 – 5752, Fax (520) 689 – 5822

INTRODUCTION

Town of Superior, hereinafter known as the TOS, is seeking the services of a qualified Building Inspection Firm to provide Plan Review and Inspection Services for the Planning and Building Department. The contract is anticipated to start October 01, 2020 and will cover a period of three (3) years with an option for renewal for two (2) additional years. The Town reserves the right to amend this contract for additional time if it is in the best interest of the Town.

Separate work orders will be developed for each Town project. Town of Superior reserves the right to select a different Consulting Engineer for these Town projects if it is in the best interest of the public to do so as determined by the Board of Commissioners.

Section 1: RFQ Submittal and Closing Date

An original, five (5) copies and electronic copy of RFQ in PDF or Print format must be received by 5:00 p.m. local time on March 20, 2020. RFQs may not exceed 30 pages. Either electronic or US Postal Service delivery is acceptable. You may call (520) 689-5752 and speak with Todd Pryor to confirm receipt. Submittals received after the stated time will not be considered. The cover letter must be signed by a party authorized to bind the entity submitting the RFQ. Firms submitting RFQs not in compliance with Section 4 will be considered non-responsive. RFQs must be addressed to the following:

Town of Superior
Attn: Todd Pryor
199 N Lobb Ave.
Town of Superior, AZ 85173
(520) 689-5752
manager@superioraz.gov



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Section 2: Inquiries

- 2.1 Questions that arise prior to the RFQ deadline shall be addressed to the following:

Town of Superior
Attn: Todd Pryor
199 N Lobb Ave.
Town of Superior, AZ 85173
(520) 689-5752
manager@superioraz.gov
- 2.2 Consultants may be directed to submit questions in writing to no later than seven (7) days prior to the submittal date. Substantive questions and answers will be provided to all RFQ recipients.
- 2.3 All material submitted in response to this solicitation becomes the property of TOS and will not be returned. After the contract is awarded, the RFQ's shall be open for public inspection except to the extent that the withholding of information is permitted or required by law.
- 2.4 A selection committee will review all proposals and rate and rank each submission in accordance with the evaluation criteria described below. All participating firms will be notified of the result and the top-rated firm will be contacted to begin fee negotiations. The selection committee reserves the right to conduct interviews with the top three rated firms if the committee deems it necessary. In such case, selection will be made following interviews.
- 2.5 No verbal agreement or selection is binding or considered final until approved by the Superior Town Council. The TOS reserves the right to reject any or all proposals, and to conduct new professional services selection procedures. If there are any questions concerning any aspect of this solicitation or the scope of work, please submit them in writing to manager@superioraz.gov. All questions and answers will be published on the town web site. It is the responsibility of the responders to review all questions and answers prior to the submission of their proposals. The last date for questions is indicated in the milestones.



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Section 3: General Statement of Work and Delivery Schedule

3.1 General Work Statement

In an effort to maintain good service and be responsive to its citizens, the Town of Superior Planning, Zoning and Building Department, desires to secure the services of a qualified firm to perform, when requested, plan review for residential and commercial building applications, and inspection services (building, plumbing, electrical, site and mechanical HVAC) for structures in which permits have been issued by the Town of Superior. Plans examiner and inspection services shall be conducted under the Town's and all other federal, state and local laws, rules, regulations, directives, codes and ordinances.

The Town reserves the right to award to more than one firm. The firm(s) shall act as an independent contractor and not as an employee of the Town.

3.2 Staffing

The normal workload is expected to require the equivalent of at least one full-time Building Inspector, for the term of the contract. In addition to the anticipated normal workload, additional inspection services may be required for inspections which exceed the ability of current staff to complete. Plans examiner services are required on an as-needed basis for plan reviews exceeding the ability of current staff to complete.

3.3 Qualifications of Personnel

1. Plans Examiners (Building, Electrical, Mechanical, and Plumbing) – Certification from the State of Arizona Department of Business and Professional Regulation as regulated by A.R.S. Title 32.
2. Plans Examiners (1 & 2 Family) - Certification from the State of Arizona Department of Business and Professional Regulation as regulated by A.R.S. Title 32.
3. Plans Examiners (Multi) - Certification from the State of Arizona Department of Business and Professional Regulation as regulated by A.R.S. Title 32.
4. Inspectors (Building, Electrical, Mechanical, and Plumbing) – Certification from the State of Arizona Department of Business and Professional Regulation as regulated by A.R.S. Title 32.
5. Inspectors (1 & 2 Family) - Certification from the State of Arizona Department of Business and Professional Regulation as regulated by A.R.S. Title 32.
6. Inspectors (Multi) - Certification from the State of Arizona Department of Business and Professional Regulation as regulated by A.R.S. Title 32.
7. Site/Public Works Inspectors - Inspectors with certification in the following disciplines are also preferred: Coastal Construction, Storm Water Management, Structural Masonry.
8. Personnel shall be fully certified, qualified, trained and experienced prior to beginning services for the Town. Inspectors cannot perform services prior to their approval by the Town.



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9. All Personnel shall have the ability to enter, exit and drive a motor vehicle; make clear visual observations; hear alarms on construction sites and on equipment; climb stairs and ladders and use scaffolding; walk a construction site, on roofs, on steel Rebar rods, and over construction materials; step in and out of trenches, and crawl through small spaces.

3.4 Consultant's Responsibilities

1. Personnel shall maintain their Plans Examiner's and Inspector's Certification with the State of Arizona, to continually provide their best efforts to efficiently and effectively perform duties and responsibilities as assigned in a proper and professional manner, to uphold the Town and Department regulations and policies, and to abide by ethical standards of conduct appropriate to their position.
2. The equivalent of 2.0% of the contract fees must be set aside by contractor for training of contract employees and be documented for review by the Town.
3. Plan review and inspection services shall include, but not be limited to, general building, mechanical (HVAC), plumbing, gas, coastal construction, structural, electrical and site, as well as providing all documentation as required by the Town.
4. Inspect permitted construction within the Town limits, for compliance with Town codes and ordinances and permitted plans and specifications.
5. Receive and investigate alleged complaints of working without permits, code violations, etc., by citizens, Town employees, and others including appearances before the Code Enforcement Board where appropriate.
6. Enter results and reports of plan reviews and inspections and investigations of complaints and other reports as may be reasonably requested by the Town into the Town's computer system. Town plan review and inspection procedures must be used.
7. Maintain records of plan reviews, inspection and investigations. Log daily plan reviews and inspections results in the computer system.
8. Review plans for code compliance. Contact contractors, architects, engineers, and citizens about construction projects, code questions, and other concerns.
9. Perform other duties that are related to or incidental to Plans Examiner's or Inspector's primary duties as herein described, and that the Town may from time to time assign. The Independent Plans Examiner's and Inspector's duties and responsibilities may change from time to time.
10. Perform these duties during normal business hours of 8:00 AM to 5:00 PM, Monday through Friday, or as may be altered with mutual agreement.
11. Report to the Town's Building Official.
12. Plan review and Inspection services shall be provided in the event of a natural disaster (i.e. hurricane).
13. Plans examiner and inspection personnel may be required to attend meetings or to provide consultation to the Town.



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3.5 Selection and Assignment of Personnel

1. The Town retains the right to interview and select personnel assigned to its jurisdiction.
2. Personnel approved by the Town for each assignment shall not be changed without prior written consent of the Town.
3. All personnel approved for assignment shall be selected from those individuals submitted by Contractor as qualified and available to perform services for the Town.
4. Personnel approved and given an assignment by the Town shall not be granted leaves of absence (vacation, sick or other) from their assignment unless a person of equal or greater qualification is approved for substitution.
5. Emergency substitutes shall not remain on an assignment for more than two (2) days without the written consent of the Town.
6. Personnel assigned to the Town shall be subject to pre-employment background checks by the Arizona Department of Law Enforcement and must meet or exceed the employment requirements of Town personnel prior to approval and assignment. The Town reserves the right to terminate the contract or have an individual person removed from service in the Town.
7. Contractor's employees shall obtain a photo ID from the Town of Superior Police Department before beginning any work for the Town.

3.6 Equipment

1. All inspectors shall be required to provide the following items at their own cost:
 - a. An inspection vehicle in good operating condition, subject to approval by the Town, capable of transporting one ladder. Vehicle may be required to display a Town of Eatonville magnetic sign (provided by the Town) on the doors.
 - b. Cellular telephone.
 - c. Clothing in accordance with town accepted standard.
 - d. Safety shoes, hardhats, and other safety related equipment
2. All Plans Examiners shall be required to provide the following items at their own cost:
 - a. Cellular telephone.
 - b. Clothing in accordance with town accepted standards.

3.7 Facilities

The Town will provide any contract personnel and plans examiners with facilities and support services adequate for the performance of their duties, including office space and office materials. For all other contract personnel, vehicles, computers, radios, cellular telephones, uniforms and safety equipment are excluded and shall not be provided by the Town but must be provided by personnel.



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Section 4: RFQ Content Requirements

4.0 No Fee Schedule

Costs will not be evaluated as part of the selection process. Costs will be negotiated after

4.1 Consultant's Capabilities/Experience/References Max. Score 25

Outline the firm's capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar projects. Provide references.
- Internal procedures and/or policies related to work quality and cost control.
- Management and organizational structure.
- Capability to perform the work for the duration of the contract.

4.2 Project Team Max. Score 25

Outline the firm's personnel who would work with the TOS. The response should address the following:

- Extent of principal involvement.
- Names of key members who will be performing the work on these projects and their responsibilities.
- Qualifications and relevant individual experience, including subconsultants.
- Project manager's experience with similar projects and interdisciplinary teams.

4.3 Method of Approach Max. Score 25

- Outline the firm's approach to working with the TOS on TOS projects.

4.4 Understanding of Requested Services and Local Area Max. Score 25

- Outline the firm's understanding of the requested services and local area. The response should address items such as experience and familiarity with local conditions that could affect project construction success such as local materials sources, weather limitations, local contracting resources, etc.



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Section 5: Proposal Evaluation and Consultant Selection

5.1 Evaluation Process

- Statements of Qualifications submitted on time will be reviewed against the Pass/Fail criteria. SOQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria below and ranking. The outcome of the evaluations may, at the TOS's sole discretion, result in (a) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (b) further steps to gather more information for further evaluation. This often means notice of placement on an interview list with time and date of the interview. The selection process may be canceled if the TOS determines it is in the public interest to do so.

5.2 Evaluation Criteria

- Each proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

Criteria	Maximum Score
A. Consultant's Capabilities/Experience/ References	25
B. Project Team	25
C. Method of Approach	25
D. Understanding of Requested Services and Local Area.	25
Total Maximum Score:	100



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Section 6: General Information

- 6.1 The TOS may require any clarification or change it needs to understand the selected consultant's project approach.
- 6.2 The successful consultant must have Worker's Compensation Insurance covering work in Arizona. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.
- 6.3 The successful contractor(s) shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under the contract. Proposers, both corporate and individual, must be fully licensed and certified in the State of Arizona at the time of RFQ submittal. The proposal of any Proposer that is not fully licensed and certified shall be rejected.
- 6.4 The TOS reserves the right to reject any or all proposals and is not liable for any costs the consultant incurs while preparing or presenting the proposal.
- 6.5 The TOS reserves the right to cancel this RFQ upon a good cause finding.
- 6.6 The TOS will award a contract to the consultant whose proposal, in the opinion of the TOS Commissioners, would be most advantageous to the TOS.
- 6.7 The selected consultant will be required to assume responsibility for all services outlined in the RFQ, whether the consultant or a subconsultant produces them.
- 6.8 TOS does not discriminate in selection of service providers on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.

Thank you for taking the time to respond to this RFQ,

Todd Pryor, Town Manager