

BRIAN WILLIAMS
Mayor



ESTHER HELTON
Vice Mayor

JACKY CAGLE
Councilmember

MIKE CHAUNCEY
Councilmember

ANDREA WITT
Councilmember

CHRIS DORSEY
City Manager

City of East Ridge

*1517 Tombras Avenue
East Ridge, Tennessee 37412
(423) 867-7711*

REQUEST FOR QUALIFICATIONS BUILDING PLAN REVIEW SERVICES For CITY OF EAST RIDGE, TN

The City of East Ridge, TN is seeking qualified firms to provide professional services necessary to perform Building Plan review services for a variety of construction projects on an as needed basis. Building Plan review services include, but are not limited to building, fire and life safety, mechanical, electrical, plumbing, structural, energy efficiency, fire sprinkler, alarm systems and accessibility per the City's adopted ICC codes and amendments. It is the intention of the City to select and contract with more than one consultant. To receive a detailed RFQ, please contact Michael Howell, Building Official, at 423-867-7711 or mhowell@eastridgetn.gov, or visit the City's website at eastridgetn.gov. To be considered, firms must submit their qualifications, no later than 5:00 p.m., Wednesday, February 19, 2020, to:

City of East Ridge
Attention: Michael Howell
Building and Codes
1517 Tombras Ave.
East Ridge, TN 37412

The City of East Ridge reserves the right to accept or decline any statements of qualifications and award the RFQ in the best interest of the City.



City of East Ridge

REQUEST FOR QUALIFICATIONS

RFQ: 2020-01

Third Party Plan Review Consultants

CONTACT PERSON

Michael Howell

Chief Building Official

423.867.7711

mhowell@eastridgetn.gov

Date Issued:

February 5, 2020

Last Day for Inquires:

February 14, 2020

RFQ Due Date:

February 19, 2020

SECTION 1 – INTRODUCTION

The City of East Ridge is seeking qualified Firms to provide professional services necessary to perform Building Plan review services for a variety of construction projects on an as needed basis. Building Plan review services include, but are not limited to building, fire and life safety, mechanical, electrical, plumbing, structural, energy efficiency, fire sprinkler, alarm systems and accessibility per the City's adopted ICC codes and amendments. It is the intention of the City to select and contract with more than one consultant. The third-party contract will be in effect for one (1) year with an option of renewal for four (4) additional one-year periods, if determined to be in the City's best interest.

The consultant will be responsible for building plan review services per the details outlined in Section 2 to the satisfaction of the City designated staff. The awarded consultant (s) will perform applicable functions as an extension of the City Staff and will follow all City adopted ICC codes and amendments, ordinances, procedures, policies and directives related to the services provided.

The third-party services may include federal aid projects. If selected to participate on a federal aid project, the consultant and any proposed sub-consultants must certify in writing that they are not currently debarred and/or suspended and excluded from participation in federal programs.

Any Task Order placed to the successful contractor will be placed by the specific agencies participating in this purchase. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City of East Ridge shall not be responsible for any disputes arising out of transactions made by others.

SECTION 2 – THIRD PARTY CONSULTING- BUILDING PLAN REVIEW SERVICES.

May include but not limited to the following services:

- Plan review for complex construction of buildings over 5,000 square feet
- Plan review may include structural, energy, electrical, mechanical, plumbing, and specifications submitted as part of a building permit.
- Work may include review of plans and specifications, drafting of written corrections, communicating both orally and in writing to the applicant and providing code interpretations.

- Conduct comprehensive and accurate review of building designs as defined by drawings, specifications, design calculations and reports which include site reports, soil investigation and compaction reports.
- Perform rechecks of corrected plans and plan changes until plans and related documents are substantially correct and complete.
- Compliance with code or discrepancies is based on the currently adopted code version with local amendments of the Building, Mechanical, Electrical, Plumbing, Fuel Gas, Fire, Energy Codes and ADA accessibility regulations mandated by the State and City Ordinances and department policies and applicable laws in effect at the time of application for construction permits.
- Maintain records related to plans reviewed, including turnaround times.
- Forward approved plans, calculations and related documents to the City of East Ridge. Approved plans shall be identified as being approved.
- Respond to telephone and email inquiries, code requirements and plan check procedures relating to assigned projects.

SECTION 3 – SUBMITTAL REQUIREMENTS

Interested firms should submit a Statement of Qualifications (SOQ) packet addressing the specified Request for Qualifications criteria. On the submittal packet, please display the firm name and RFQ title.

The Statement of Qualifications (SOQ) packet must include:

- One (1) page cover letter
- Four (4) original paper copies of the SOQ and amendments if applicable
- Iran Divestment Act Certification (this is required on bids and proposals, need to check on RFQs)

RFQ due date is no later than **5:00 p.m., Wednesday, February 19, 2020**, to:

City of East Ridge
Attention: Michael Howell
Building and Codes
1517 Tombras Ave.
East Ridge, TN 37412

Adherence to the maximum page criterion is critical. Submittals are **not** returnable and will become the property of the City of East Ridge.

All questions regarding this Statement of Qualifications are to be addressed in writing or by e-mail to:

Michael Howell
City of East Ridge
Building and Codes
1517 Tombras Ave.
East Ridge, TN. 37412
E-Mail: mhowell@eastridgetn.gov

A. FIRM INFORMATION: General information of Firm

1. Provide the following information, which will serve as the cover page of your SOQ.
 - Name of Firm
 - Brief description of firm
 - Home office location and the location of the office that will be performing plan reviews
 - Number of employees in the office that will be performing plan reviews
 - Name of primary contact and title, including phone number and email
 - Legal organization of the firm
 - Professional licenses/ registrations held by firm
 - Any litigation or arbitration actions within the last three (3) years. Briefly describe the circumstances and the outcomes

B. EXPERIENCE OF FIRM:

- List Building Plan review contracts and/or projects awarded to your firm in the last three (3) years
- Types of projects the Firm has provided Building Plan reviews services for
- One paragraph description of the services provided
- Length of time each entity utilized services from the Firm
- Describe Firm's ability to provide qualified personnel in sufficient number and frequency to cover assigned project plan work, answer questions on specific projects or questions relating to plan reviews that have been completed.

C. EXPERIENCE OF KEY PERSONNEL:

1. ORGANIZATIONAL CHART:

Provide an organizational chart showing all key personnel that could be performing work. Include lines of authority and their home office location.

2. RESUMES OF KEY PERSONNEL IDENTIFIED ABOVE:

- Industry and firm tenure
- Licenses/registrations/certifications
- Their primary role and duties in 30 words or less
- Four (4) detailed examples of work performed

SECTION 4 – SELECTION PROCESS AND SCHEDULE

Your SOQ will be evaluated based on your firm’s responses to the SOQ criteria and the quality of the SOQ.

There will be no oral interviews as part of the selection process. The qualifying Consultants, as determined by the City Management Team, will be notified in writing.

The City intends to select a number of qualified consultants as listed in Section I.

The intent of this process is to provide an opportunity for qualified firms wishing to work with the City and to provide for equitable distribution of work for those selected firms. Firms selected for the third-party consultant list are free to pursue any other RFQ/RFP publicly advertised without jeopardizing their status as a third-party consultant for the City of East Ridge.

No reimbursement will be made by the City for any cost incurred for this SOQ submittal process. The City also reserves the right to reject any and all proposals and re-solicit or cancel this procurement if deemed by the City too be in its best interest.

Third-Party Consultant Selection Schedule:

Statement of Qualifications Submittal deadline:	February 19, 2020
Request for Qualification Review:	February 24, 2020
Notification to Consultants:	March 2, 2020

SECTION 5 – GENERAL INFORMATION

City Rights. The City of East Ridge reserves the right to reject any and all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications reviewed.

Release of Project Information. The City of East Ridge shall provide the release of all public information concerning this project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Department Heads and other City staff. This policy is intended to create a level playing field for all potential firms, assure the contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to authorized representative identified in Section 3 above.

Data Confidentiality. Except as specifically provided in the Contract, the Contractor or its subcontractors shall not divulge data to any third party without prior written consent of the City.

Questions. Questions pertaining to this selection process or contract issues should be directed to Michael Howell, Chief Building Official, at (423) 867-7711 or email to: mhowell@eastridgetn.gov. All questions must be received no later than seven (7) days in advance of the SOQ due date.