

REQUEST FOR PROPOSALS
FOR
PLAN REVIEW AND INSPECTION SERVICES
FOR
THE CITY OF WEST CHICAGO
COUNTY OF DUPAGE
STATE OF ILLINOIS



September, 2014

PREPARED BY:

City of West Chicago
Department of Community Development
475 Main Street
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INTRODUCTION

Request for Proposals

The City of West Chicago ("City") seeks a qualified firm to provide inspection and plan review services. The purpose of this Request for Proposals ("RFP") is to solicit firms to provide proposals for City review and consideration. As further detailed elsewhere in this document, the selected firm ("Contractor") will be employed by the City on a contractual basis to perform the following services:

- Plan reviews
- Building inspections
- Code enforcement inspections
- Rental residential inspections
- Change of occupancy inspections
- Minor administrative functions related to inspections and plan reviews
- Adjudication appearances
- Emergency service calls
- Over-occupancy inspections
- Event/festival inspections

Community Information

The City has a population of approximately 27,086 (2010 Census), with a mix of incomes, housing types and ethnic diversity, including a 51% Hispanic population. West Chicago has approximately 7,763 housing units, including approximately 2,290 rental units consisting of apartments in complexes as well as single-family homes. The City also has a wide variety of owner-occupied housing, including townhomes, historic homes, single-story two and three bedroom ranches, and larger two story four and five bedroom homes.

A large section of the City is non-residential, including approximately 25.8% devoted to manufacturing-oriented zoning and uses. The City features a compact, traditional downtown area, larger commercial/retail uses along North Avenue (Route 64), Neltnor Blvd. (Route 59) and Roosevelt Road (Route 38), and various commercial and office uses throughout the community. West Chicago also possesses large areas of land available for development, primarily for office/business park uses. The DuPage Airport is located entirely within the City of West Chicago as well. Portions of West Chicago, including the downtown area (Main Street/Fremont Street and West Washington Street) and the adjacent residential neighborhood are designated as historic districts.

Geographically, West Chicago contains approximately 14.80 square miles of land area, entirely within DuPage County, Illinois. Its western boundary is the DuPage/Kane County line, adjacent to the communities of St. Charles, Geneva and Batavia. The Fermi National Accelerator Laboratory and the City of Warrenville lie south of West Chicago. The Villages of Carol Stream and Winfield are located east of West Chicago, and the community of Wayne (unincorporated Township and the Village of Wayne), is located to the north.

SOLICITATION OF DEVELOPERS

The City is seeking a firm capable of contracting with the City to provide those services of the magnitude described in this RFP. A single firm will be selected to be responsible for all components. The overall objective is to select the firm that is best suited and most qualified to handle the City's inspection and plan review services. In this regard, the City will take into consideration the following: previous performance, experience working with communities, qualifications and experience of the firms, references, and costs to the City.

To assist in the selection of the Contractor, the City may opt to have a "short list" of firms meet with City officials and/or present more information for City review.

PROCESS

Each firm should carefully review the community and the services that will be required of the Contractor, as detailed elsewhere in this document. Firms may also contact City staff (specifically the Director of Community Development) to obtain more information prior to submitting proposals. From the submitted proposals, the best, considering all factors noted above, and more formally described elsewhere in this document, will be recommended to the City Council, which will make the selection.

SCOPE OF SERVICES

The Contractor shall provide the following services:

Plan Review

The Contractor shall provide building code plan reviews for the City. The following volumes are estimated quantities only; the City does not guarantee any specific amount and shall not be held responsible for any deviation. This Contract shall cover the City's requirements whether for more or less than the estimated amount, although the downward trend in development can be expected to continue due to economic conditions and the buildout of the community (especially residential).

<u>Plan Review Activity</u>	<u>Approximate Number Annually</u>
Non-Residential Plan Reviews (new construction: commercial/retail, industrial, office)	3
Residential Plan Reviews (new construction)	6
Remodel Plan Reviews (Residential and Non-Residential)	240

(* Note: About 25% of the approximate 1,000 total permit applications received annually require plan review by the Contractor.)

The plans will be reviewed to determine if they are in compliance with the Building, Mechanical, Plumbing, Electric, Fire, Handicapped Accessibility, Energy Conservation and other Codes that have been adopted by the City, with local amendments, or by State statute, including during the term of the Contract. These plan review types include, but are not limited to, single-family (new, remodeling and additions), multi-family, office industrial and commercial (new, remodeling, tenant finish and additions) structures and miscellaneous plan reviews (e.g. fences, minor plumbing installations, satellite dishes, decks and swimming pools, etc.). The Contractor may complete the plan reviews outside of City Hall. The Contractor shall not review the plans for compliance with engineering, zoning, storm water, or the appearance code regulations.

Initial reviews of all plans except for those involving miscellaneous permits shall be completed within nine (9) business days, with subsequent reviews to be completed within five (5) business days. All reviews, including first and subsequent reviews, for Miscellaneous Plan Reviews (as described in the paragraph above) shall be performed within five (5) business days.

Reviews for single-family homes shall use the two-level format. The first level shall have items which shall be corrected on the plan. The second level shall have items which must be field verified.

The City shall transmit all plans to be reviewed to the Contractor, using a transmittal form to be created and mutually agreed upon by the Contractor and the City, by 4:00 p.m. each day. The Contractor shall send a copy of each completed plan review to the City.

Building Code Inspections

The Contractor will perform the inspections listed in Appendix A during the term of the Contract with the City. The following volumes are estimated quantities only; the City does not guarantee any specific amount and shall not be held responsible for any deviation. This Contract shall cover the City's requirements whether for more or less than the estimated amount, although the downward trend in development can be expected to continue due to economic conditions and the buildout of the community (especially residential).

Building Inspection Activity - Type	Approximate Number Annually
Residential	520
Non-Residential	285
Plumbing	210

The City is responsible for scheduling all inspections and electronically transmitting the schedule to the Contractor by 4:00 p.m. for the next business day's inspections. Most inspections will be scheduled for morning or afternoon. Some inspections will be time specific since they require coordination with the West Chicago Fire Protection District ("District") and/or another City Department.

All building code citations (tickets) shall be issued within one (1) business day of the Contractor's inspector ("Inspector") personally verifying the violation.

The Inspectors will enter inspection results using technology provided by the City. Such results shall be entered by the end of business on the same day. Equipment and training shall be provided by the City to the Inspectors for any existing, new, and/or improved technology as necessary.

Property Maintenance/Code Enforcement Inspections

The Contractor shall complete the following property maintenance inspection activities during the term of their Contract with the City. The volumes identified are estimated quantities only; the City does not guarantee any specific amount and shall not be held responsible for any deviation. This Contract shall cover the City's requirements whether for more or less than the estimated amount.

Property Maintenance/Code Enforcement Activities - Type	Approximate Numbers Annually (and Monthly)
Rental Inspections	1150 (95)
Change of Occupancy Inspections (with Fire Protection District)	590 (49)
Service Calls (Code Enforcement Complaints)	1900 (158)
Over-Occupancy Inspections	50 (4)
Court Appearances	12 (1)
City-Wide Sweeps (Property Maintenance)	24 (2)
Event/Festival Inspections (including some weekend events)	3 (1 per 4 months)

Within one (1) business day of being notified of a complaint, Inspectors shall respond with a property visit, and if a violation is verified, shall also issue a property maintenance code citation within the same one (1) business day timeframe.

Property maintenance inspection services shall include regular City-wide inspections, or "sweeps", as noted above. Sweeps consist of a check of exterior areas visible from the street or other public areas (such as alleys) for all properties within the City, and would typically be done from the Inspectors' vehicles. Upon completion of each sweep, the Inspector shall provide written (email is acceptable and appropriate) verification that said inspection was completed and include a brief summary of the findings

and observations.

The Inspectors will enter inspection results using equipment provided by the City by the end of business on the same day.

Other Services

The Inspectors shall attend any legal proceedings as required by the City, such as administrative adjudication and court, which are related to building code, property maintenance code and other code violations. The City shall provide appropriate forms, software and related tools for use by the Inspectors to issue citations.

PERSONNEL ASSIGNED

The Contractor will provide all personnel necessary to successfully undertake the scope of services detailed in this document. All Inspectors will be certified and/or licensed to perform plan review and inspections as required by the City. A minimum of one Inspector fluent in Spanish is required throughout the term of the Contract.

Inspectors shall work one (1) evening per month until 7:00 p.m. between April 1st and October 30th as well as one (1) Saturday a month between 8:00 a.m. and 12:00 p.m. (noon) throughout the year, except for City-observed holidays and holiday weekends including Christmas Eve/Christmas, New Years' Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after Thanksgiving. During the term of the Contract, the Inspectors shall perform City-wide inspections of properties to determine property maintenance and other code violations, as well as following up on previously identified property violations. Any newly observed violations shall be promptly processed in accordance with the specifications herein.

One Inspector shall be present at City Hall to provide counter assistance each afternoon from 3:30 p.m. to 4:30 p.m. Monday through Friday, except when City Hall is closed.

The Contractor will be available for emergency call outs 24 hours a day.

The Contractor's senior management staff shall meet with the City's Director of Community Development and his designees to review performance and Contract matters on a quarterly basis; with such times and days to be mutually arranged by both parties.

The City may conduct criminal background checks for all Contractor personnel assigned to the City prior to their starting their assignment and annually thereafter; all such personnel must pass this background check. All Contractor personnel assigned to the City will be issued a City ID (identification), and all Contractor personnel shall carry the ID and display proper identification at all times while working for the City. City ID badges shall not be worn or displayed when Contractor personnel are not working or when not on duty.

Inspectors shall be trained in Incident Command System (ICS) to the same level as all other City response personnel by National Incident Management System (NIMS) standards; Inspectors will have a primary role in disaster assessment. Within six (6) months of the commencement of the Contractor's Contract with the City, or within six (6) months of a new Inspector being assigned to the City, all Inspectors shall complete the following courses:

- IS100 Introduction to ICS
- IS200 ICS for Single Resources and Initial Actions
- IS700 NIMS, An Introduction

These courses are available online at <http://training.fema.gov> and offered at no cost.

Internet access shall be provided by the City to complete this training and to communicate with the public.

CONSIDERATION OF PROPOSALS

City Review

The City will apply the evaluation considerations specified herein in determining the Contractor deemed to be the most advantageous and best qualified to perform the desired services. The City shall use the following process for RFP reviews:

- A. The City receives written proposals as follows: One (1) original, four (4) copies and one (1) electronic (USB) copy of the proposal shall be submitted. The proposals should include the resume of the firm, location of the firm, references from past and present clients, descriptions of projects of similar scope and experience, the names and background of project personnel, a narrative or work plan describing the intended approach to this project, requested information, and any other submittals requested within the proposal document.
- B. The City will review and evaluate the proposals based on the established selection criteria and a comparison of all proposals. If necessary, the City may request a meeting with one (1) or more firms to clarify and/or expand on the proposal. In accordance with the requirements of the proposal, the City may negotiate terms, conditions and fees with one or more firms.

- a. All firms are advised that in the event of receipt of an adequate number of proposals, which in the opinion of the City require no clarification and/or supplementary information, such proposals may be evaluated without discussion. Hence, proposals should be initially submitted on the most complete and favorable terms which firms are capable of offering to the City.
- b. The City may conduct discussions with any firm that submits an acceptable or potentially acceptable proposal. Firms shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the City shall not disclose any information derived from one proposal to any other firm. The City reserves the right to request additional information during this process.

During discussions, the firm shall be prepared to cover the following topics:

- i. Specific services to be provided;
 - ii. Qualifications of the firm, including work on projects of similar scope and experience, the background of project personnel, etc.; and
 - iii. The working relationship to be established between the City and the firm, including, but not limited to, what each party should expect from the other.
- c. The City reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to accomplish the purpose of this RFP. The City may require the RFP and the Contractor's entire proposal be made an integral part of the resulting Contract. This implies that all information provided by the Contractor during discussions or negotiations will be held by the City as contractually binding on the Contractor.

When the City determines a firm's proposal to be unacceptable, no additional opportunity will be provided for a firm to supplement its proposal.

- C. The City selects the proposal which appears to be the most advantageous. The City Council will

have the right to approve a Contract with the Contractor deemed to be the most advantageous and best qualified to perform the desired services.

- D. Issuance of this RFP and receipt of proposals does not commit the City of West Chicago to award a contract. The City of West Chicago reserves the right to postpone receipt date, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the firms submitting an RFP, or to cancel all or part of this RFP.

Evaluation Considerations

Responsiveness with Request for Proposals:

This refers to the adherence to all conditions and requirements of the Request for Proposals.

Acceptability of Proposals:

This refers to the adherence to all conditions and requirements of the Request for Proposals. The offer shall be evaluated solely in accordance with the criteria set forth herein. The proposals shall be categorized as either acceptable or unacceptable, and shall utilize the following criteria:

Services

Provide a narrative demonstrating the exact type and nature of the firm's proposed services and how they accomplish the objectives of the work, as well as the ability to rapidly respond to the needs of the City. The City will also evaluate the completeness and reasonableness of the firm's proposed plan for accomplishing the task required.

Qualifications and Experience of Staff Proposed

Provide a narrative describing the role of and introducing each key individual in the firm's organization that will be actively involved in the performance of the services requested herein.

Please provide resumes for all staff proposed, including experience information on relevant continuing professional education for the past three (3) years and membership in relevant professional organizations. Please also indicate how the quality of staff over the term of the Contract will be assured.

References

Please provide a list of all municipal client references. The firm shall include contact names and titles, name of agencies, telephone numbers, e-mail and mailing addresses. The firm shall also include the name of the project manager/lead that was responsible for each of the referenced clients.

Additional consideration will be given for substantial experience on the same type of contracts and outstanding performance on previous contracts.

Fee:

This refers to the proposed Contract fee. (Please note that price is only one factor for consideration of award).

Timetable (Tentative and subject to change; all times local - Central Time):

<i>Tuesday, September 2, 2014</i>	RFP released for public review and sent to firms. Please confirm that you have received via email to John D. Said at jsaid@westchicago.org .
<i>Tuesday, September 16, 2014 10:00 a.m.</i>	Non-Mandatory Pre-Proposal Conference – City of West Chicago, City Hall, Committee Room B, 475 Main Street, West Chicago, IL 60185
<i>Monday, September 22, 2014 3:00 p.m.</i>	Last day to submit questions and requests for clarification.

Wednesday, September 24, 2014	Release of responses to all questions received by September 17, 2014.
Tuesday, September 30, 2014	<p>Deadline for RFP Submission. Proposals received after the date and time identified will be returned unopened.</p> <p>One (1) original (clearly identified), of the complete/signed proposal by 2014 before p.m. Central Time, to:</p> <p style="text-align: center;"> John D. Said, AICP Director of Community Development City of West Chicago 475 Main Street West Chicago, IL 60185 RFP ON: Plan Review and Inspectional Services </p> <p>PLEASE INCLUDE ONE (1) ORIGINAL, FOUR (4) COPIES AND ONE (1) ELECTRONIC (USB) COPY</p>
Week of October 13, 2014	Firm Interviews (if necessary).
Late October/Early November, 2014	Recommendations made to the Public Affairs Committee and City Council.

ADDITIONAL INFORMATION

Transportation

The Contractor shall provide vehicles and other transportation for all Inspectors and any other staff required to carry out the contract with the City. The Contractor shall also be responsible for all fuel, maintenance, and service for their vehicles and other Contractor- owned/Contractor-controlled transportation used to carry out the contract with the City.

Complete Proposal

1. A "Complete Proposal" is defined as a "proposal which conforms in all material respects to the requirements set forth in the request for proposals." Firms are hereby notified that any exceptions to the requirements of this proposal may be cause for rejection of the proposal.
2. Firms shall promptly notify the City of West Chicago of any ambiguity, inconsistency or error which they may discover upon examination of the proposal documents. Interpretations, corrections and changes will be made by addendum. Each firm shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the proposal.

Insurance

The Contractor shall maintain for the duration of the Contract, insurance purchased from a company or companies lawfully authorized to do business in the state of Illinois and having a rating of at least A-minus as rated by A.M. Best Ratings. Such insurance will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

The Contractor shall provide an original Certificate of Insurance that maintains coverage limits no less than the following:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit.
2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.
4. Professional Liability Coverage: insurance with not less than \$1,000,000 for each claim with respect to negligent acts, errors and omission in connection with professional services to be provided under the Contract, with a deductible not to exceed \$50,000.

The Certificate of Insurance shall also list the City of West Chicago as loss payee. Also, the Certificate of Insurance shall identify that the City, its officials, agents, employees and volunteers are to be covered as additional insured by endorsement as respects; liability arising out of the Contractor's work, including activities performed by or on behalf of the Contractor. Coverage to the additional insured shall be primary and non-contributory, and contain no special limitations on the scope of protection offered the City. The City shall be named as cancellation notice recipient.

Payments

The Contractor shall submit bi-monthly invoices in equal amounts, for services rendered to the City upon completion of services. Invoices shall clearly identify all tasks completed during the applicable period being invoiced.

APPENDIX A - BUILDING INSPECTIONS

REQUIRED INSPECTIONS - SINGLE FAMILY HOMES

Contractor's Inspectors enter pass/fail inspection results promptly after each inspection on mobile hardware and software provided by the City.

1. **FOOTING FORMS**
When the forms are set and before the concrete is poured.
2. **FOUNDATION FORMS**
When the forms are set and before the concrete is poured.
3. **BACKFILL**
When the concrete is poured, waterproofed, drain tile is in place and covered with gravel but before the foundation is backfilled.
4. **PLUMBING UNDERGROUND**
When piping is located between the floors or underground but before the covering is in place. Flushing of the underground shall be witnessed.
5. **ENERGY DURING FRAMING**
This inspection is performed during the rough framing of the structure
6. **HVAC ROUGH**
When piping and ductwork is installed.
7. **ELECTRICAL ROUGH IN**
When rough in work is complete and before drywall, concrete or backfill is in place.
8. **PLUMBING ROUGH IN**
When rough work is complete.
9. **FRAMING OR STRUCTURAL**
Before any insulation, drywall, plaster or interior finish is applied. Rough-in of the electrical, plumbing, ductwork must be in place and approved before the inspection. An inspection per floor is required.
10. **INSULATION**
When insulation is installed prior to drywall.
11. **CONCRETE FLOOR BASEMENT**
When base reinforcing is prepared and in place, and before the concrete is poured.
All utilities and service equipment in the concrete must be in place and approved before the inspection.
12. **CONCRETE FLOOR GARAGE**
When base reinforcing is prepared and in place, and before the concrete is poured.
All utilities and service equipment in the concrete must be in place and approved before the inspection.
13. **ELECTRIC SERVICE**
When meter socket and main panel are installed

14. FLATWORK - Driveways and sidewalks
The driveways, sidewalks and all paved surfaces/hardscapes on private property
15. FINAL PLUMBING
When final work is complete, and before the system is operational.
16. FINAL HVAC
When all HVAC components are complete.
17. FINAL ELECTRIC
When all electrical components are complete.
18. ENERGY FINAL
When all energy conservation components are complete.
19. FINAL BUILDING/OCCUPANCY
When all Building components are complete

REQUIRED INSPECTIONS - COMMERCIAL & INDUSTRIAL
(New Construction, Additions, Existing)

Contractor's Inspectors enter pass/fail inspection results promptly after each inspection on mobile hardware and software provided by the City.

1. FOOTING FORMS
When the forms are set and before the concrete is poured.
2. FOUNDATION FORMS
When the forms are set and before the concrete is poured.
3. FOUNDATION BACKFILL
When the concrete is poured, waterproofed, drain tile is in place and covered with *gravel* but before the foundation is backfilled.
4. HVAC ROUGH
When piping and ductwork is installed.
5. ELECTRICAL ROUGH IN
When rough in work is complete and before the drywall, concrete or backfill is in place. This also includes industrial equipment connections and sub-panel installations.
6. PLUMBING ROUGH IN
When rough work is complete.
7. FRAMING OR STRUCTURAL
Before any insulation, drywall, plaster or interior finish is applied. Rough in of electrical, plumbing, ductwork must be in place, and approved, before the inspection. An inspection per floor is required for all uses.
8. ENERGY CONSERVATION/INSULATION
Inspect for energy conservation as each area is completed.
9. ELECTRIC SERVICE
When meter socket and main panel are installed.

10. DRYWALL
When drywall is installed prior to the taping, when part of a fire-rated assembly.
11. CONCRETE FLOORS
When base reinforcing is prepared and in place, and before the concrete is poured.
All utilities and service equipment in the concrete must be in place and approved before the inspection.
12. ABOVE CEILING
When drop-ceiling grid is in place and before ceiling tiles are installed. All electrical, plumbing, mechanical and fire protection systems must be in place and approved to be concealed.
12. FINAL PLUMBING
When final work is complete and before the system is operational.
13. FINAL HVAC
When all HVAC components are complete.
14. FINAL ELECTRIC
When all electrical components are complete.
15. FINAL BUILDING/OCCUPANCY
When all the work is completed, and all fire protection systems (fire alarm, ansul, fire sprinklers, etc.) are approved.
16. SITE INSPECTION
This will include the site handicapped accessibility, private sidewalks, parking lots, driveways and all paved surfaces/hardscape.