



CITY OF BLUE LAKE & CITY OF TRINIDAD

REQUEST FOR QUALIFICATIONS (RFQ)

BUILDING OFFICIAL SERVICES

Request Release Date: April 24, 2023

Request Closing Date: May 12, 2023

Request Contact Person: Amanda Mager, City Manager
City of Blue Lake
Phone: (707) 668-5655
Fax: (707) 668-5916
Email: citymanager@bluelake.ca.gov

INTRODUCTION:

The Cities of Blue Lake and Trinidad are soliciting proposals from qualified individuals and/or firms to conduct building inspection services, including, but not limited to plan review, residential and commercial inspections, permitting and maintenance of inspection reports and records.

The building inspector will serve as the Building Official for each entity, and will work closely with the City Managers, Engineers, Planners and the Public Works Departments, to review development plans and project submittals.

The Cities of Blue Lake and Trinidad have historically shared the services of the Building Official and desire to continue this relationship. Each entity is responsible for contracting with the official and negotiating hours of service, pay rates, reimbursements, benefits, etc...

CURRENT PRACTICE:

Currently, the Building Official conducts office hours one day a week per City. The Official conducts regular inspections and consultations during these hours. Special inspections are arranged on a project-by-project basis.

Property owners and developers drop off permit applications and plans at City Hall during regular business hours. Fees are collected by the Building Official and made payable to the respective City. The Building Official bills each City monthly for time and mileage in accordance with the rates in the respective contracts.



The Building Official is provided with the necessary office equipment to conduct regular business, including office space, a computer, office supplies, code books, and access to printers, scanners and a fax machine.

SCOPE OF SERVICES & DUTIES:

- Process building permit applications, calculate permit fees and issue permits.
- Review building plans, issue permits and conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential and commercial construction sites within the City(s).
- Review development and building plans to determine level of review; if it's determined by the Building Official that a higher level of review and inspection must take place, the Building Official will contact outside, qualified firms to provide the necessary services.
- Conduct all necessary inspections on permitted activities such as, but not limited to, decks, accessory buildings, driveways and residential and commercial alterations and additions.
- Hold regular office hours at City Hall, or designated work location.
- Respond to inquiries from property owners and contractors in a timely manner.
- Provide monthly permit activity as requested.
- Attend meetings as requested.
- As requested by the City(s), conduct property maintenance inspections and recommend corrective actions.
- Other duties as necessary and reasonable.

GENERAL PROPOSAL REQUIREMENTS:

- The individual/company name, address and specific building inspection service experience.
- Name, phone number and address of primary contact related to the proposal.
- A description of the individual/company's capabilities and qualifications in the form of a detailed resume.
- Copies of relevant license(s), trainings, and/or certifications.
- Description of services to be provided.
- Compensation rate(s) proposed (hourly and mileage reimbursement).
- Three or more professional references, including contact names and phone numbers.
- Any additional information that is pertinent to the RFQ.



POINT-OF-CONTACT:

The City of Blue Lake requires that Respondents restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing via email to:

City of Blue Lake
Attention: Amanda Mager-City Manager
RFQ-Building Official Services
citymanager@bluelake.ca.gov

OTHER TERMS AND CONDITIONS:

The City(s) reserves the right to reject any or all responses. The City(s) reserves the right to waive any variances from the original Request for Qualifications specifications in cases where the variances are considered to be, in the sole discretion of the City(s), in the best interests of the City(s).

All proposals submitted in response to this RFQ shall become the property of the City. The City retains the right to use any or all of the information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contract(s) shall be awarded to the applicant(s) determined to be the best qualified to meet the City's needs, with a mutually agreeable start date.

SUBMITTAL

Please provide three copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope clearly marked on the outside of the envelope, "City of Blue Lake and City of Trinidad-**Building Official Services**" and addressed to:

City of Blue Lake
Attention: Amanda Mager, City Manager
111 Greenwood Road
PO Box 458
Blue Lake, CA 95525

SUBMISSION DEADLINE:

All proposals must be received no later than 4:00 p.m. on May 12, 2023