



CITY OF ORONO, MINNESOTA

**REQUEST FOR PROPOSALS
FOR
BUILDING OFFICIAL, BUILDING INSPECTION, CODE
REVIEW, AND CODE ENFORCEMENT SERVICES**

**SECTION 1. REQUEST FOR PROPOSALS FOR BUILDING INSPECTION,
CODE REVIEW, AND CODE ENFORCEMENT SERVICES**

The City of Orono is requesting proposals from firms for Building Inspection, Code Review, and Code Enforcement Services (Inspection Services).

SECTION 2. GENERAL INFORMATION

A. The City of Orono is a managed growth community of 8,100 people located 20 minutes west of Minneapolis on Lake Minnetonka. Orono encompasses an area of 24 square miles, 30% of which is Lake Minnetonka. Orono operates as a Statutory Plan A City. The City is governed by a five member City Council which includes four members elected at large, and a Mayor elected at large. The City Council meets the second and fourth Monday of each month. The Planning Commission meets on the third Monday of each month. The City has a Planning, Zoning and Building Department headed by a Community Development Director.

B. In 2019, the City issued 1600 permits, including 58 new homes. Total valuation added was \$56.6 million. The city has about 1100 septic systems.

C. The City has a strong tax base, driven by high valued lakeshore homes and large lot residential development. The City is about 90% developed, and projects an ultimate population of around 9,500. Orono has one small commercial district (Navarre) and shares a “downtown” commercial district with the City of Long Lake. A modest level of future redevelopment and infill development is expected in the commercial and lakeshore residential areas.

C. The City places a high value on Customer service and strives to:

1. Be a leader in customer service in the public sector by displaying professionalism and being responsive to community needs;
2. Provide efficient and effective support to all departments;
3. Work as a department to review, develop, revise, implement, and integrate processes and strategic goals to best serve the residents and customers of Orono;

4. Realize the goals of the City through the consistent and accurate application of rules, policies, and plans developed and enacted by the City Council.

SECTION 3. GENERAL INSTRUCTIONS AND TIMETABLE

- A. All proposals should be sent and all questions and correspondence should be directed to the City of Orono, Dustin Rief, City Administrator (952-249-4601) at 2750 Kelley Parkway, Orono, MN 55356.
- B. All proposals must be received at the City offices no later than 4:00 p.m., Thursday, December 10, 2020. The copies shall be sealed and clearly identified with "Building Services RFP" by the submittal deadline.
- C. Proposals must be signed by an authorized representative of the company.
- D. Proposals should be limited to a maximum of 30 pages, including all supporting documentation.
- E. In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with the City staff or Councilmembers regarding their proposals.
- F. The City staff plan to review and analyze all proposals in early December 2020, and schedule interviews with one or more firms in December, 2020. The City plans to make a final selection by January 11, 2021.
- G. The effective date of Inspection services commencement will be negotiated to assure a smooth transition in services, but the transition is expected to occur expeditiously.
- H. The term of the contract shall be indefinite, subject to ongoing review and evaluation by the City.

SECTION 4. REQUIRED CONTENTS FOR PROPOSALS:

- A. Title Page. Show the proposal subject, the name of the proposer's firm, address, telephone number, e-mail address, name of the contact person, and the date.
- B. Table of Contents. Include a clear identification of the material by section and page number.
- C. Proposing Firm Overview
 1. Describe your firm's background and history, including the number of years in business and the number and breakdown of personnel that will serve the city. Include information about the firm's experience performing similar work.
 2. Provide a list of other services offered by your firm that may benefit the City.
- D. Identification and Qualification of Assigned Personnel.
 1. Describe your firm's capacity for providing Inspection services as indicated in this RFQ. The ideal firm should have extensive experience in Building Inspection including, but not limited to, the following areas:
 - a. State of Minnesota Building Official Certification
 - b. Multiple State of Minnesota Inspector Certification
 - c. Septic System Certification as both a
 - d. Experience with Citizen Serve, the City's online permitting system.
 - e. Experience in City zoning code enforcement (if applicable)

2. Describe the training and experience (including years) of the persons who will be providing Inspection services. Please provide resumes for all key staff that will be providing services.

3. Describe your firm's staff and resource capacity to respond to time-sensitive or short notice requests and complicated issues. Include the proposed hours of availability of Building Official and additional support staff from your firm.

4. Describe your firm's commitment, and the commitment of the key individuals in this proposal, to personal and professional development, and the benefit of that commitment to the City.

5. Describe the approach you would use to communicate with the city council, city clerk, city employees, the public, and the media.

E. Basis for Compensation

1. Provide a proposed hourly rate schedule, including any multipliers or pay factors for overhead for all positions (Building Official, Building Inspector, Plan Review, Code Enforcement (if applicable), Court Testimony, etc.), for those services referred to as hourly services.

2. If you are proposing a fee based on a percentage of permit fees or plan check fees, include any variables or assumptions that would influence the city's financial responsibility. Indicate what services are to be provided within the scope of the retainer.

F. List of References, Potential Conflicts, and Claims

1. Provide at least five references from public clients, at least two of which are from cities of similar size for whom similar services have been performed within the past five years.

2. Describe the procedure employed by your firm for identifying and resolving conflict of interest issues. State any potential conflict(s) of interest (i.e. real estate developers, other units of government, etc.) that your firm may have in providing services as outlined in this RFP.

3. Provide a statement of any insurance claims and/or ethics complaints taken against the firm or firm's official(s) over the last five years and the status or outcomes of such action. Please indicate whether the action is pending or is currently under review by the State Ethics Board,

G. Detailed Response to the Scope of Services

1. The proposal should address in a detailed fashion the approach of the firm to each of the general work elements outlined in the following Scope of Services.

2. The proposing firm should be able to provide all of the required services listed in the Scope of Services, either with the organization or by using a sub-consultant.

SECTION 5. SCOPE OF WORK

The City of Orono is searching for a firm that will provide a wide range of professional services. The general work elements are outlined below. The items listed as "required" must be included in a proposal in order to be considered.

A. The City uses Citizen Serve as its online application, review, permitting, Code enforcement and related record keeping program. The Firm will be expected to utilize this service, the City will provide up to two licenses. (Required.)

B. Building Official Services. (Required.)

1. Serve as the designated Building Official, under the general direction of the Community Development Director with proper accreditation.

2. Plan, program, direct and participate in all building service activities associated with setting and ensuring compliance with building standards.

3. Perform, plan, organize, direct, and review the operations and activities of building inspections.

4. Review building plans for conformance with the code provisions and approve plans/specifications as necessary, perform plan checks for energy, plumbing, mechanical, accessibility, and other codes.
5. Advise homeowners, builders, architects, contractors, residents and others concerning building code provisions and construction methods including minimum standards of construction and materials.
6. Review plans and specifications for on-site septic systems, inspect installations and keep records.
7. Prepare complex reports and letters.
8. Assist staff in resolving technical questions relating to various code requirements.
9. Explain city polices to the public, developers and builders.
10. Establish and maintain relationships with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.
11. Assist in resolving disputes between the City and contractors.
12. Provide highly responsive customer service to permittees, staff, and the general public.
13. Advise the City Administrator, Community Development Director, Director of Public Works and other department heads on building services activities.

- C. Building Inspection Services. Under the direction of the Building Official. (Required):
- a. Perform all manner of inspections for residential, commercial, institutional projects.
 - b. Consult with state and federal agencies having jurisdictional authority over projects as warranted.
 - c. Document inspection findings accurately.

- D. Code Enforcement. (Optional)
 Under the general direction of the Community Development Director: The firm will perform Code Enforcement Activities, including, inspections, letter writing, follow up inspections, reporting, etc. The individual would also provide testimony at Court as necessary. In 2019, the city processed 120 complaint cases.

- E. Septic Program (Optional)
- a. Manage the City's individual on-site Septic System Program in accordance with applicable State Law including all plan review, inspections, reports and documentation.
 - b. Maintain appropriate State accreditation.

- F. City Meetings (Optional)
- a. Occasionally, it is desirable to include the building department in internal meetings, including staff meetings 2 times per month. Vary rarely is attendance requested at a Planning Commission or City Council meeting (0 times in the last year).
 - b. As necessary, it is desired to meet the property owners or developers regarding building codes, before an application is submitted.

SECTION 6. PROPOSAL EVALUATION:

A. The City intends to retain the services of the firm evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost, and other performance factors considered.

B. A committee of city staff and Council member(s) will evaluate the applications based on the 100-point scale listed below. The committee will produce a list of finalists who are judged to be the most responsive and responsible proposer for the services requested. Interviews will be conducted to finalize the selection. The committee will make a recommendation to the City Council for formal approval.

- C. A firm that does not provide the required services will not be considered.
1. The firm’s approach to, and understanding of, the Scope of Services (25 pts.)
 2. The experience and qualifications of key personnel (25 pts.)
 3. The firm’s experience and performance with similar contracts and clients (15 pts.)
 4. Cost of services (35 pts.)
 5. Approach to optional services. (10 pts maximum each service)
 - a. Code Enforcement option (Section 5. D)
 - i. Approach to Code Enforcement
 - ii. Cost for Code Enforcement Services
 - b. Septic Program option (Section 5. E)
 - i. Approach to Septic Program
 - ii. Cost to Administer Septic Program
 - c. City Meetings option (Section 5. F)
 - i. Cost to attend public meetings
 - ii. Cost to attend internal staff meetings

D. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.

E. The City reserves the right to request additional information from any and all proposers for purposes of clarification, and to accept or negotiate any modification to any proposal received by the posted deadline.

SECTION 7. TERMS AND CONDITIONS:

A. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.

B. The contract for services will require that the firm selected maintain general liability, automobile, worker’s compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected firm to indemnify the City and firm serves at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.

C. The contract for services will require the firm provide all equipment necessary to perform the functions of the job, including cell phones, mobile computers, vehicles, and office equipment.

SECTION 8. REQUEST FOR PROPOSALS AND SELECTION SCHEDULE

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| Advertise and Distribute RFP: | November 10, 2020 |
| RFP Submittal Deadline: | December 10, 2020 |
| Review of Proposals: | December, 2020 |
| Interviews: | December 2020 |
| Award: | January 11, 2021 |
| Start Date: | April 11, 2021 (latest) |