

REQUEST FOR QUALIFICATIONS
BUILDING INSPECTION SERVICES

INTRODUCTION

The City of Walterboro (hereinafter “City”), Colleton County, South Carolina, a municipal corporation is soliciting competitive sealed qualification statements to contract for professional services for managing all aspects of the City’s building codes function, including building inspections, plan review, building codes & permitting. The City will consider entering into a contract with a qualified and responsible individual or firm for such services, and accordingly are furnishing herein a set of specifications by which such proposals shall be evaluated. Any firm desiring to furnish a proposal for such services shall submit a qualification statement following the instructions and format of the attached Request For Qualifications (RFQ) documents.

SCOPE OF SERVICES

The City invites proposals from interested and qualified persons and/or firms with experience and technical qualifications related to managing and administering a building codes office, building construction according to International Code requirements, building inspection, plan review, administering and enforcing floodplain management regulations, ADA (Americans with Disabilities Act) requirements, and other related professional and technical services to provide support services required by the City Planning Department. The ability to interpret and apply the City’s code and ordinances, the International Codes, as well as applicable state and federal regulations, is critical to provision of these services. Qualified Applicants must possess all licenses, certifications and permits necessary to provide the professional services described herein.

The Planning and Codes Department coordinates all plan review and building inspection functions. Plan review includes reviewing plans for compliance with the International Codes and other applicable code provisions in addition to compliance with applicable state and federal laws.

The firm shall administer and manage all aspects of the City’s building codes function except for those duties assigned to the City’s Permit Technician which are accepting plans, taking in fees, and issuing permits as approved by the building official. Building inspection services includes comprehensive field inspection in accordance with adopted codes and standards for site improvements and building construction of projects from start to finish. In addition to the City Code, the City adopted the following Construction Codes with some amendments as noted in the City’s Code of Ordinances:

- 2015 International Building, Residential, Fire, Plumbing, Mechanical, Fuel and Gas Code, Existing Building Code, Property Maintenance Code, 2009 Energy Code and the ICC A117.1-2009 with South Carolina modifications. All mentioned codes as published by the International Code Council and the 2014 edition of the National Electrical Code, as published by the National Fire Protection Association, which have been duly adopted and modified by the South Carolina Building Codes Council.

QUALIFICATIONS

The individual or firm must:

Possess the necessary licenses and certifications in the State of South Carolina to perform the required inspections and plan reviews. All personnel shall be ICC certified in the field they are inspecting, and duly licensed by the State of South Carolina. Firm must obtain City Business License.

Shall provide a list of qualified staff available for the project and will provide a detailed resume for the proposed building official/project manager who will be assigned to the City.

Shall provide a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence, and shall provide proof of worker's compensation insurance coverage as required by SC Labor Code and will provide the last three (3) years' Experience Modification rate report for the worker's compensation coverage.

Demonstrate experience in a wide variety of plan review and building inspections including high-end custom homes, large commercial projects, hospitals, industrial parks and manufacturing uses, parking structures, and entertainment-related development (hotels, motels, restaurants, and various entertainment venues). The firm shall also demonstrate experience applying the International Codes, including the Existing Building Code, to structures in National Register Historic Districts.

All normal inspections shall be completed within twenty-four (24) hours following notification of request for inspection, excluding weekends and State holidays. During Natural disasters this will extend to forty eight (48) hours.

The individual or firm shall work only on a fee percentage basis for all residential and commercial permit fees, plan reviews, and re-inspection fees collected. The City will have no fixed cost that is not part of the fee schedule.

The individual or firm must be knowledgeable in and be able to cogently explain verbally and in writing all applicable International Codes, local (the City Code of Ordinances), as well as all state and federal regulations (including ADA requirements), that are applicable to inspections, engineering design, and plan review.

The individual or firm shall provide information related to how the company will work to maintain positive relations with the building community and keep the community informed about changes in codes and pending legislation.

The individual or firm must provide qualified plan reviewers on staff who will be accessible and available to discuss and clarify plan reviews with developers, designers, architects, Firms, and City staff by phone, email, or in person, and

Not perform services for any other person or entity that would result in a conflict of interest such as performing design work for individuals or commercial enterprises within the City limits.

EVALUATION PROCESS AND SELECTION CRITERIA

The City is requesting responses from qualified service providers with substantial and relevant experience. Proposals will be evaluated on the following criteria:

- (1) The professional training, expertise and qualifications of the specific individuals to be assigned for which the RFQ has been issued.
- (2) Past performance of the individual or firm submitting the RFQ.
- (3) Location of the individual or firm.
- (4) Recent, current and projected workload of the individual or firm.
- (5) Related experience.
- (6) Other factors deemed relevant.

To be considered, responses must arrive no later than 5:00 PM, EST, Monday, April 17, 2017. One (1) unbound original and three (3) copies must be sealed and clearly marked on the outside of the envelope/package as **RFQ FOR BUILDING INSPECTION SERVICES – CITY OF WALTERBORO**. For questions, please contact, Jeffrey P. Molinari, City Manager at (843) 782-1011 or via email at jmolinari@walterborosc.org.

Mailed responses should be sent to:

Jeffrey P. Molinari
City Manager
City of Walterboro
PO Box 709
Walterboro, SC 29488

Hand delivered responses should be sent to:

Jeffrey P. Molinari
City Manager
City of Walterboro
242 Hampton Street
Walterboro, SC 29488