



REQUEST FOR PROPOSAL FOR
BUILDING INSPECTION & PLAN REVIEW SERVICES

Issued January 9, 2023

REQUEST FOR PROPOSALS

Tremonton City (City) seeks proposals from firms and individuals qualified to provide professional contract services for Building Inspection & Plan Review Services. This Request for Proposal (RFP) will assist the City in selecting an experienced Building Inspector and Plan Review Services.

This RFP is part of a competitive procurement process to serve the City's best interests. It also provides each Respondent with a fair opportunity for its services to be considered. The remainder of this document said Respondent will be referred to as "Consultant."

BACKGROUND

Tremonton, UT- Geographic Background. Tremonton City is located in Box Elder County, 75 miles north of Salt Lake City and approximately 20 miles south of the Idaho border in the Bear River Valley, and is just east of the northern tip of the Great Salt Lake. Tremonton City is located at the crossroads of the northwest, where Interstates 15 and 84 converge. Tremonton City's current population is approximately 10,500, and is the commercial and employment center for the northern region of Box Elder County. Please see Exhibit "A" for historical data and estimates regarding Tremonton City's population.

Tremonton City Organizational Background. Tremonton City is a full-service city with approximately 10 departments, including Public Works, Recreation, Library, Senior Center, Police, Justice Court, and Fire and EMS Departments. The City has 68 full-time equivalent employees and had a 2022 operating budget of approximately \$15 million. Tremonton City is led by a Mayor, 5 City Council Members, and City Manager.

Building Inspection Services Background. Before 1996, building inspections were contracted with Box Elder County. Likewise, before 1996 all planning and zoning issues were limited to Planning Commission and City Council, and occasionally, planning consultants were paid for specific planning issues.

In 1996 the City hired a specific employee as the Zoning Administrator and Building Official. This employee has done a phenomenal job for the City and will retire on March 15, 2023. The City has been advertising this job opening for several months but has yet to fill the position. The City is now desirous of receiving requests for proposals from qualified individuals or firms to fill the position of Building Inspection and Plan Review Services. A separate request for proposals is currently being advertised for Planning and Zoning Administration Services.

Building Inspection & Plan Review Support Background. The following positions require close coordination with the City on the administration of the building inspection function and duties. Additionally, these same positions are available to support the Consultant in performing their duties.

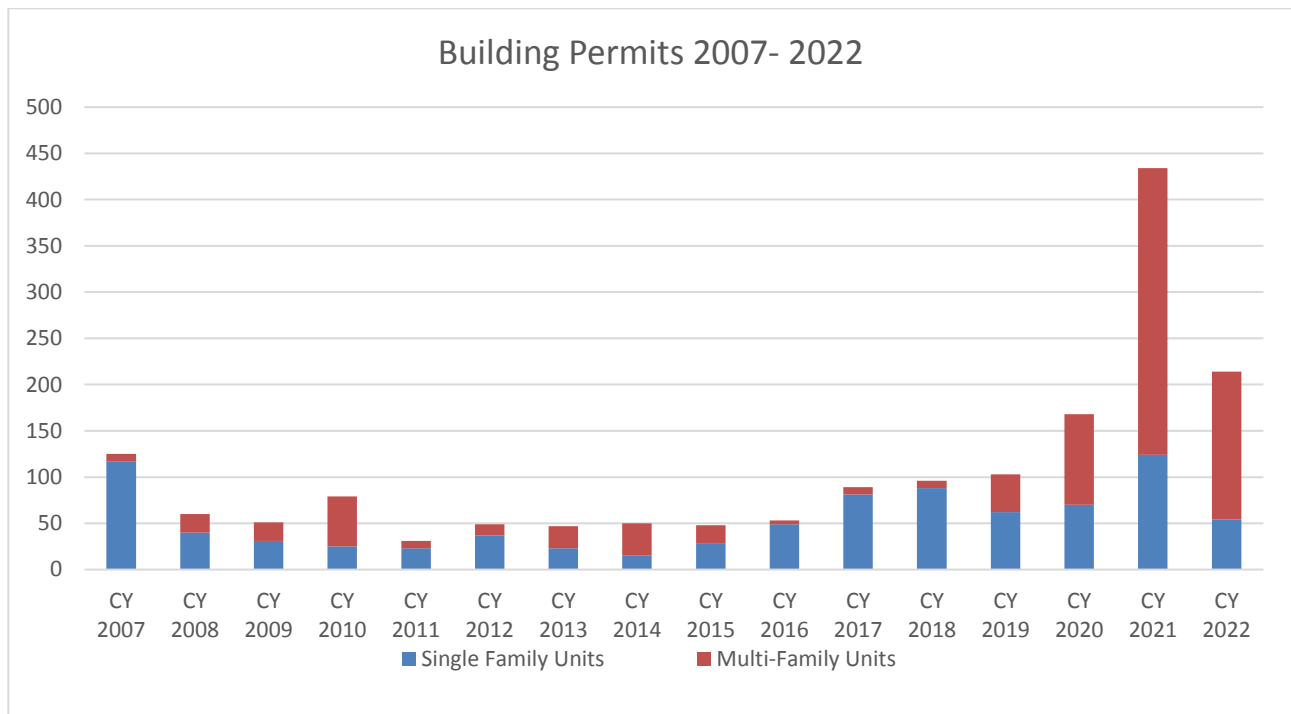
Planning and Zoning Administrator-Consultant. The Planning and Zoning Administrator advises the Building Inspector regarding if developments are ready for building permits to be issued.

Front Office Staff- Employee. Currently, Tremonton City Front Office employees schedule the inspections and provide basic office support and coverage for the building inspector.

Box Elder County Inspectors. The City has an arrangement with Box Elder County, wherein, as needed, the City uses Box Elder County Inspector to provide building inspections in the absence (sick, vacation, etc.) of the Consultant.

Workload Background. The Consultant will need to be available to work an average of 20-35 hours per week; however, that amount is not guaranteed. Actual hours will vary depending on the workload, resulting from fluctuations in the real estate market. To provide some context to the fluctuations in the workload, below is a table that shows the number of permits issued for the calendar year 2007 to November 21, 2022. Additionally, Exhibit B shows developments that have recently been recorded as a leading indicator of possible future building permits.

The Consultant shall be available Monday through Friday from 9:00 a.m. - 5:00 p.m. to perform the scope of services.



SCOPE OF SERVICES

Purpose. The Building Inspection & Plan Review Services enforces the local, state, and federal laws that regulate the construction of structures and safeguard the public’s safety, health, and

welfare from hazards attributed to the built environment.

Objective. The Building Inspector's objective is to maintain a high level of service in providing inspections, building plan reviews, and permit approvals.

Scope of Services. The Consultant shall be available Monday through Friday from 9:00 a.m. - 5:00 p.m. to perform the scope of services. Below is a bulleted list of services the City needs from the Consultant. For a complete list of services needed, please see the Job Description in Exhibit "C."

- *Building Inspection and Plan Review.* The Consultant will be responsible for inspecting properties and enforcing the Tremonton City Municipal and Zoning Ordinances applicable to building, International Building Code, International Residential Code, National Electrical Code, International Mechanical Code, International Fuel Gas Code, and International Plumbing Code as amended from time to time.

The Consultant shall perform building inspections not more than three business days from the builder's request, and plan reviews shall be completed within ten business days from the date of submittal.

The Consultant shall be required to maintain consistent and thorough records of inspections and provide the City with what inspections are required for a given application, a record of when the inspections occur and punch lists generated during the inspection. As necessary, the Consultant shall explain the code violations and needed corrections identified from the Consultant's inspections to the builder. The Consultant will closely coordinate with City Staff on the issuance of building permits and certificates of occupancy.

Work regarding the above-referenced codes and ordinances involves responsibility for plan review, scheduling, and inspecting of buildings, and other structures in regard to conformity with code requirements, technical standards, enforcement, and consistency with any associated zoning approvals. Work also includes complaint investigations, hazardous building inspections, and assistance with prosecuting building code and hazardous building violations.

- *Other Inspections.* Before issuing of certain home-occupation permits, as directed by the City and in coordination with the City's Fire department, the Consultant may inspect the prospective places of businesses to ensure compliance with building codes.
- *General Customer Service and Inquiries.* The Consultant will be available and respond to building inspection inquiries the City receives in a timely manner. Tremonton City Staff should be able to direct calls to the Consultant during normal business hours.
- *Reports.* Compile monthly building permit reports and state-required reports, and maintain project coordination with other City departments as well as local agencies.

- *Application Files.* Maintains building permit application files, which may be done through a cloud-based software program.

REQUIRED QUALIFICATIONS OR ABILITIES

This subsection provides a summary of the minimum qualifications of the Consultant. For a complete list of qualifications and abilities, please see the Job Description in Exhibit "C."

- A high school diploma or equivalent is required.
- Four (4) years experience in a related field.
- The City may consider any combination of education and experience that would likely provide the required knowledge, skills, and abilities.
- Shall be licensed with the State of Utah and International Code Council (ICC) with the following certifications: Mechanical Inspector, Structural Inspector, Plumbing Inspector, Electrical Inspector, Fire Inspector, and Combination Inspector.

PROPOSAL REQUIREMENTS

Proposals shall be organized to comply with and include the following:

- *Letter of Transmittal.* The letter of transmittal shall include an introduction of the Consultant as well as the name, address, telephone number, and email address of the contact person and other representatives dealing with the RFP.
- *Proposal for Meeting Scope of Services.* The Consultant shall indicate an understanding of the requested services described in the "Scope of Services" section and explain how they propose to provide these services. Specifically, the Consultant shall clearly describe their approach to the proposal, clearly outline any options or alternatives, and indicate if the Consultant cannot meet any significant requirements. The proposal shall also highlight the major elements of the proposal and identify any pertinent supporting information.
- *Statement of Qualifications.* The proposal shall include a statement of qualifications regarding the Consultant's education, certifications, and experience, including the same or any individuals that may be participating in providing various services described in the "Scope of Services" section. A small bio on key individuals may be included.
- *References.* The proposal shall include references of similar contracts or work experience relevant to this RFP. More specifically, references shall consist of email addresses and phone numbers of individuals, groups, or organizations with which the Consultant is currently working with or has previously worked.
- *Additional Information.* Any information deemed pertinent to the RFP, but not outlined in

the RFP, may be included in this section.

- *Cost of Services.* A proposal shall include the compensation that the Consultant would require for providing services. The compensation may be hourly, a monthly flat rate for general inquiries, or a combination of the two. The Consultant shall describe in detail the hourly rate for each individual that may participate in providing services and what services are being provided with the proposed compensation.

DEADLINE AND SUBMITTAL REQUIREMENTS

The deadline for the receipt of proposal submittals to the City is **5:00 P.M. Mountain Standard Time (MST) on Monday, January 23, 2023**. Interested Consultant shall submit the proposal by email to Inessen@tremontoncity.com by the deadline:

- One electronic PDF file of the proposal and the subject line should state **Building Inspection & Plan Review Services RFP**.

REVIEW CRITERIA & SELECTION PROCESS

The selection of the Consultant will not be based solely on cost, although the cost for services rendered may be a significant evaluating factor. Tremonton City shall review and select the Consultant based on the following evaluation factors:

- Proposal meeting the City's scope of work or other services needed
- Qualifications of assigned staff; experience with similar scope of work.
- Proposed cost of provided services
- Providing the requested information in the prescribed format
- Proven merit of prior relevant work;
- Information obtained from professional references;
- Amount of the proposal to complete the scope of work;
- Other factors deemed important or advantageous by the City.

Tremonton City shall open the submitted Consultant's proposal to avoid disclosing contents to competing Consultants during the evaluation and negotiation process. In reviewing the Consultant's proposal, Tremonton City may have phone calls or oral interviews with some of the preliminary selected Consultants to aid in the reviewing and selection process. The ultimate selection of the Consultant will include successful contract negotiations to complete the scope of work contained herein, which is mutually acceptable to both the City and the Consultant.

Tremonton City reserves the right, without qualification, to:

- Select any Consultant's proposal and engage in written or oral communication with any or all of the Consultants when such an action is considered in the City's best interest.

- Select any Consultant’s proposal based on the initial submission received and after detailed discussions or contract negotiations.
- Select any Consultant’s proposal that is determined to be the most advantageous to Tremonton City, taking into consideration cost and the evaluation factors.
- Reject any and all proposals submitted by Consultants in whole or in part when it is in the best interests of Tremonton City.
- Waive minor defects as Tremonton City deems appropriate and when it is in the best interests of Tremonton City.
- Each proposal submitted shall be valid for one hundred and twenty (120) days.
- The City shall not be liable for any losses incurred by Consultants submitting proposals.

TERMS & PROCESS SCHEDULE

Every effort will be made to administer the proposal process in accordance with the terms and procedures discussed in this RFP. However, the City reserves the right to modify the terms, process, and schedule as the City deems necessary or prudent for its interest. The tentative schedule for this RFP is as follows:

RFP advertisement	January 9, 2023
Review and Negotiations	Between January 24, 2023, and February 21, 2023
Notice of Award	February 7, 2023, or February 21, 2023 (Note ¹)
Start Date	Before March 15, 2023

Note ¹: Written notification by letter or email regarding the award’s outcome will be sent after the award is announced.

SUMMARY OF EXPECTED PERFORMANCE STANDARDS AND CONTRACT PROVISIONS

This subsection summarizes the minimum expected performance standards and contract provisions for the Consultant. Final performance standards and contract provisions shall be established during contract negotiations.

- Except when, and if, the workload demands otherwise, all inspections shall be conducted within the City’s normal business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.
- Consultant shall have, or in the case of the City Ordinance, acquire, expert knowledge of, and comply with, City Ordinance, laws and regulations of the State of Utah and its agencies relating to the enforcement of adopted Building Codes.
- Consultant will maintain specific records of completed inspections and inspections report and provide them, preferably in electronic format, to the City as close to real-time as possible.

- Consultant will provide monthly invoices, which will include a detailed description of all work performed.
- Consultant shall establish and maintain a mailing address, a telephone number, and an email address for the regular correspondence with City Staff, scheduling of inspections, accepting complaints, and for general inquiries.
- Consultant shall develop and continuously upgrade a program of disseminating information to keep the City aware of any and all code changes.
- Subject to the limitations of this section, any type of contract which shall promote the best interests of Tremonton City may be used, provided that the use of a cost-plus-a-percentage-of-cost Contract is prohibited and so long as the contract does not violate UCA 13-8-101 et seq. "Unenforceable Agreements."
- Each contract with an independent contractor shall contain indemnity/hold harmless clauses and worker's compensation if the Consultant has employees.

QUESTIONS

All questions or requests for clarification regarding this proposal are expected to be submitted by email only. Please submit all questions and correspondence via email to: swarnke@tremontonciv.com. The subject line should state **Building Inspection and Plan Review RFP Question**. All responses to the inquiries will be distributed to all prospective Consultants via (BCC'd) email.

To be included as a prospective Consultant, please submit a contact name, firm name, and email address to: swarnke@tremontonciv.com. The subject line should state **Inspection and Plan Review RFP Prospective Consultant**.

GRAMA

As a government entity, the City is subject to the Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code ("GRAMA") and cannot guarantee that information provided in a proposal will not be subject to disclosure under GRAMA.

EXHIBIT "A"

**Tremonton City
Population Estimates
February 2022**

Year	Census Counts	2.453% Annual Growth	Trendline used in IFFP	Trendline Equation using 1930 - 2020	Trendline Equation using 1970 - 2020
1930	1009	1009	1038	988	
1940	1443	1286	1328	1407	
1950	1662	1638	1698	1767	
1960	2115	2088	2167	2155	
1970	2794	2660	2763	2657	2839
1980	3464	3389	3519	3360	3389
1990	4264	4319	4475	4349	4324
2000	5592	5503	5685	5712	5695
2010	7647	7012	7214	7535	7551
2020	9894	8935	9142	9904	9945
2021		9155	9361	10174	10215
2022		9379	9584	10450	10492
2023		9609	9813	10734	10775
2024		9845	10048	11023	11064
2025		10086	10287	11320	11358
2026		10334	10533	11623	11659
2027		10587	10784	11933	11966
2028		10847	11041	12250	12279
2029		11113	11304	12574	12599
2030		11386	11573	12905	12925
2031		11665	11848	13243	13257
2032		11951	12130	13588	13596
2040		14508	14632	16625	16542
2050		18486	18480	21150	20847
2060		23556	23312	26566	25890
2070		30016	29375	32960	31722
2080		38247	36974	40419	38392

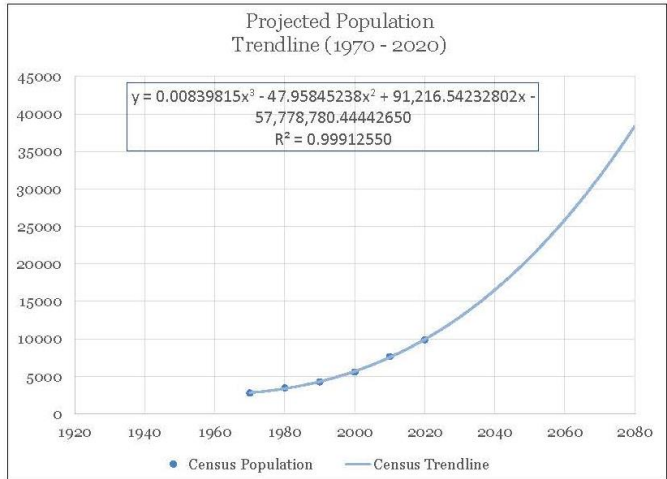
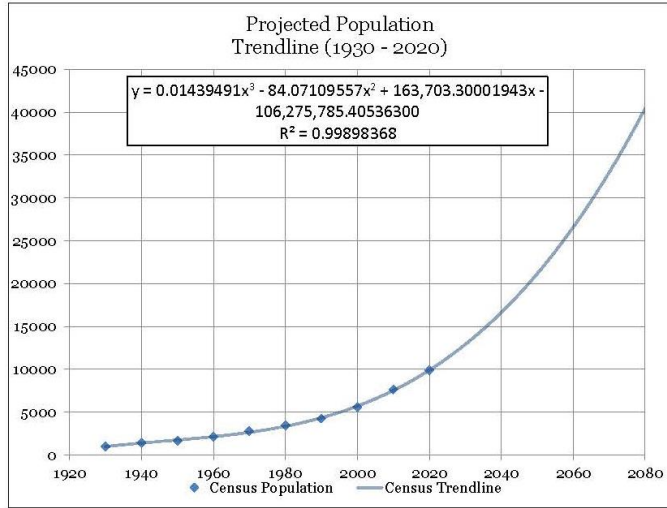


EXHIBIT "B"

Tremonton City Subdivisions Recently Completed or Under Construction
(As of January 2023)

Subdivision	Location		Approved Date	Stage	Single Family	Town Home	Apartments	Total Units	Under Const.	Completed
2017										
Spring Hollow Phase 1	1150 North 2650 West	https://gis.boxeldercounty.org/Subdivisions/SPRING_HOLLOW_SUBDIVISION_PHASE_1.pdf	7/27/2017	Complete	29	0	0	29	0	29
Spring Hollow Phase 2	2800 West Hollow Drive (1225 North)	https://gis.boxeldercounty.org/Subdivisions/SPRING_HOLLOW_SUBD_PH2_AMEND_LOT28_PH1.pdf	7/27/2017	Under Construction	11	0	0	11	11	0
2020										
Look Out Point Phase 1	1100 North Country View Drive	https://gis.boxeldercounty.org/Subdivisions/LOOKOUT_POINT_SUBDIVISION_PHASE_1.pdf	9/1/2020	Complete	33	0	0	33	0	33
Archibald Est. Phase J	1000 North 900 West	https://gis.boxeldercounty.org/Subdivisions/ARCHIBALD_ESTATES_PLATJ.pdf	11/3/2020	Complete	47	27	0	74	0	74
Mathison Apt. Phase 1	400 West 300 North	Site plan is not recorded	9/14/2020	Complete	0	0	152	152	0	152
Mathison Apt. Phase 2	400 West 300 North	Site plan is not recorded	9/14/2020	Under Construction	0	0	152	152	152	0
Tremonton Place Phase 2	960 South Tremont Street	https://gis.boxeldercounty.org/Subdivisions/TREMONT_PLACE_SUBD_PH2.pdf	4/7/2020	Complete	13	0	0	13	0	13
Tremonton Place Phase 3	930 South Tremont Street	https://gis.boxeldercounty.org/Subdivisions/TREMONT_PLACE_SUBD_PH3.pdf	4/7/2020	Complete	15	0	0	15	0	15
Aspen Ridge Townhomes Phase 1	200 West 1200 South	https://gis.boxeldercounty.org/Subdivisions/ASPEN_RIDGE_PH1.pdf	4/22/2020	Complete	0	43	0	43	0	43
Aspen Ridge Townhomes Phase 2	250 West 1200 South	https://gis.boxeldercounty.org/Subdivisions/ASPEN_RIDGE_PH2.pdf	4/23/2020	Complete	0	36	0	36	0	36
2021										
Spring Acres Phase 7	2800 West Valley View Drive	https://gis.boxeldercounty.org/Subdivisions/SPRING_ACRES_ESTATES_PH7.pdf	5/12/2021	Complete	6	0	0	6	0	6
Archibald Est. Phase K	930 North 900 West	https://gis.boxeldercounty.org/Subdivisions/ARCHIBALD_ESTATES_PLT_K	4/7/2021	Complete	27	0	0	27	0	27
Archibald Est. Phase L	910 North 900 West	https://gis.boxeldercounty.org/Subdivisions/ARCHIBALD_ESTATES_PLAT_L.pdf	10/20/2021	Complete	0	47	0	47	0	47
Archibald Est. Phase M	980 West 960 North	Recorded, file not available on website	10/20/2021	Complete	0	59	0	59	59	0
Holmgren East Phase 8	422 North 775 East	https://gis.boxeldercounty.org/Subdivisions/HOLMGREN_ESTATES_EAST_PH8.pdf	2/9/2021	Complete	2	0	0	2	0	2
Harvest Acres Phase 1	300 West 1250 South	https://gis.boxeldercounty.org/Subdivisions/HARVEST_ACRES_SUB_PH1.pdf	6/9/2021	Under Construction	13	0	0	13	13	0
Abigail Townhomes	450 North 2650 West	https://gis.boxeldercounty.org/Subdivisions/ABIGAIL_TOWNHOMES_PH2.pdf	2/8/2021	Complete	0	4	0	4	0	4
Magnolia Lane Sub.	600 North Tremont Street	https://gis.boxeldercounty.org/Subdivisions/MAGNOLIA_LANE_SUBD.pdf	12/6/2021	Under Construction	4	0	0	4	4	0
2022										
Archibald Est. Phase N	980 West 880 North	https://gis.boxeldercounty.org/Subdivisions/ARCHIBALD_EST_PLT_N.pdf	2/14/2022	Under Construction	37	0	0	37	37	0
Aspen Ridge, Phase 3	250 West 950 South	https://gis.boxeldercounty.org/Subdivisions/ASPEN_RIDGE_PH3.pdf	6/15/2022	Under Construction	0	42	0	42	42	0
Aspen Ridge, Phase 4	200 West 950 South	https://gis.boxeldercounty.org/Subdivisions/ASPEN_RIDGE_PH4.pdf	8/31/2022	Under Construction	0	42	0	42	42	0
Units Planned and Under Construction					237	300	304	841	360	481

EXHIBIT "C"

Tremonton City

Job Description

Job Title:	Building Inspector	
Department:	Community Development	
Location:	102 South Tremont Street, Tremonton Utah	
Pay Level:	C-1	
Physical Demands: Category II – Light Work as per the Pre-Employment Evaluation Program		
Employment Status	Employment Classification	Required Equipment
Exempt	Full-time	<input checked="" type="checkbox"/> City Vehicle
<input checked="" type="checkbox"/> Non Exempt	Part-time	<input checked="" type="checkbox"/> Cell Phone
Safety Sensitive	Part-time Recreation	Pager
On Call	Temporary/Emergency	Personal Protective Equip.
Public Safety	Firefighter/EMT	
Independent Contractor	Benefits	
	<input checked="" type="checkbox"/> Contract	

Job Summary

Performs technical, administrative and corresponding duties related to building inspection.

Supervision

Given: None

Received: City Manager

Essential Duties

- Facilitates the processing of submitted building permit applications, including review and approval of the building plans in compliance with building codes and local ordinances, calculates building permit fees, and impact fees, and issues the building permit.
- Organizes building permit application files.
- Answers questions regarding building codes and the processing of building applications
- Responds to various building-related problems or complaints, evaluates the nature of the problem, and determines conformance with Building Codes.

- Enforces the provisions of the International Building Codes and National Electrical Code.
- Initiates, in accordance with applicable laws, the inspection of all buildings, structures, ditches, signs, fences, and objects to determine their safety and effect on the persons who are within this City for structural, fire, and general code compliance.
- Orders work stopped on the construction, alteration, or repairs of buildings in the City when such work is being done in violation of any provisions of any Building Code, Ordinance relating thereto, or in violation of the Subdivision or Zoning Ordinance.
- Other duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Correct spelling, vocabulary, and arithmetic.
- Principles of public relations.
- All applicable building codes and regulations.
- General principles of the construction business and construction trades.
- Principles of management of a budget.
- Principles of zoning issues related to building such as setbacks, etc. and development processes.

Skills in:

- Well-developed sense of strategy and timing.
- Frequent contacts involving the carrying out of programs and schedules.

Ability to:

- Interpret building codes uniformly and consistently.
- Work effectively with developers and builders.
- Communicate effectively verbally and in writing.
- Prioritize tasks.
- Work well under pressure.
- Establish effective working relationships with employees and the public.
- Relate well with a variety of persons under varying circumstances.
- Represent the City with decorum in a manner which promotes public confidence in the City, its officials, and employees.
- Exhibit patience and empathy with persons holding hostile or opposing views.
- Maintain professional confidences.
- Constructively and creatively solve problems and resolve disputes.
- Understand and follow City ordinances and policies.

Physical Demands

- Typically sit at a desk or table.
- Frequently lifting of up to ten pounds and occasional lifting of up to 25 pounds.
- Occasional bending, stooping, lifting, or climbing steps and ladders.
- Considerable walking may be involved.
- Work for sustained periods of time, maintaining concentrated attention to detail.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discerning thinking.

Working Conditions

- Stressful, busy, and fast-paced.
- Extensive contact with people.
- Work is performed in an office or other environmentally controlled room.
- Work is performed outdoors with frequent exposure to cold, heat, precipitation, and dust.
- Exposure to excessive noise and vibration.

Education & Experience

- A high school diploma or equivalent is required.
- Four (4) years experience in a related field.
- A Bachelor's Degree in a related field is preferred.
- The City may consider any combination of education and experience that would likely provide the required knowledge, skills, and abilities.
- Must be licensed with the State of Utah and International Code Council (ICC) with the following certifications: Mechanical Inspector, Structural Inspector, Plumbing Inspector, Electrical Inspector, Fire Inspector, and Combination Inspector.

Special Requirements

- A one-year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.
- Successful completion of a pre-employment drug screening is required.
- Successful completion of a pre-employment physical is required.
- Successful completion of criminal background check is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job

description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.