



CITY OF PEACHTREE CORNERS REQUEST FOR PROPOSAL RFP 2019-011

Issue Date: Wednesday, March 27, 2019	RFP Number: RFP 2019-011	RFP Title: Building Division Services
RFP Due Date and Time: Tuesday, April 30, 2019 11 AM, EST		City Contact: Diana Wheeler dwheeler@peachtreecornersga.gov

INSTRUCTIONS TO RESPONDENTS

Return Proposal to: City of Peachtree Corners City Hall 310 Technology Parkway Peachtree Corners, GA 30092	Mark Face of Envelope/Package: Respondent's Name and Address RFP 2019-011 Building Division Services RFP Due Date & Time: April 30, 2019 11 AM
	Special Instructions:

RESPONDENTS MUST COMPLETE THE FOLLOWING

Respondent Name/Address:	Authorized Respondent Signatory: (Please print name and sign in ink)
Respondent Phone Number(s):	Company website address (if available):
Respondent Federal I.D. Number:	Respondent E-mail Address:
Primary Contact Person Name:	Primary Contact Person E-mail Address:

RESPONDENTS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE

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1. SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
RFP Issue Date.....	3/27/19
Deadline for Receipt of E-Mail Questions from Respondents.....	4/19/19
Deadline for Posting of Written Answers to City Website	4/23/19
RFP Responses Due	11:00AM..... 4/30/19
Opening of Sealed Proposals.....	11:05AM.....4/30/19
Completion of Response Review.....	5/10/19
Interviews (if required)	5/13/19-5/17/19
Anticipated Award Date.....	5/28/19
Anticipated Start Date.....	7/1/19

2. PURPOSE OF RFP

Just 13 miles from Atlanta, the City of Peachtree Corners, Georgia is the newest and largest city in Gwinnett County, with over 40,000 residents and a leadership committed to the highest quality of life and best-in-class customer service. Chartered in 2012, and consisting of 17 square miles, the City of Peachtree Corners is known for its 500-acre Technology Park and upscale neighborhoods. In addition, the City's new Town Center and Intelligent Mobility Corridor will enhance the city's

amenities and are expected to serve as a catalyst for significant redevelopment. In order to facilitate this redevelopment, the City would like to streamline and expedite its permitting, plan review, and inspection services. Desired improvements to existing permitting, plan review, and inspection services include, but are not limited to, electronic plan review and in-house fire marshal review, a service currently performed for the City by Gwinnett County. In addition to these improvements, the City is considering adding an in-house fire inspector to its Building Division. Although not required to be included, Offerors may choose to include this position in their cost proposal as an option.

3. SCOPE OF WORK

The City is requesting proposals from qualified Offerors (“Contractor”) to provide Building Division Services. The Contractor is expected to provide specific, qualified, staff members that will work exclusively for Peachtree Corners (except as noted) and conduct the tasks enumerated in Sec. 4, below. In addition, the Contractor must be able to seamlessly coordinate with city staff, other contractors, citizens, and other agencies. Contractor’s staff must be able to exercise an appropriate level of professional judgment in resolving issues. And the Contractor’s staff must demonstrate a customer service approach that is pro-active, educational, and that includes a variety of means and methods that promote public outreach and best-in-class customer service.

Peachtree Corners’ **current** Building Division Services utilizes the following Staff:

- 1- Building Official
- 1- Plan Reviewer/ Building Inspector
- 1- Building Inspector
- 2 – Permit Technicians

In 2017, the Building Division:

- Issued 1321 permits
- Performed 4629 inspections
- Reviewed 471 plans
- Issued 164 Certificates of Occupancy

In 2016, the Building Division:

- Issued 1297 permits
- Performed 4492 inspections
- Reviewed 455 plans
- Issued 169 Certificates of Occupancy

In order to create greater efficiencies and improve customer experience, the City desires to modify some staffing positions. Therefore, **proposals should provide the following new Building Division staff positions:**

- 1- Building Official**
- 2- Combination Building Inspectors**
- 2 – Permit Technicians (1 with fire certification)**
- .25 Fire Marshal (to be on-location in PC city hall for two, 4hr. days per week)**
- .5 Plan Reviewer (to be on-location in PC city hall for 4 hrs. per day or outsourced to a qualified plan review service for 4 hrs. per day.)**

Optional: As an option, the Contractor may offer a Fire Inspector position to provide Fire Inspection services as described in Section 5.9 herein.

4. SPECIFIC TASKS

The Contractor will be responsible for the following required tasks:

- 4.1.1. Contractor shall plan review, permit, and inspect all construction projects for compliance with the building codes and standards as adopted by the State of GA, Department of Community Affairs, codified under Chapter 2 of Title 8 of The Official Code of Georgia, O.C.G.A. Section 8-2-20(9)(B); and as adopted by the City of Peachtree Corners.
- 4.1.2. Process, review, permit, and inspect all submitted plans and applications for mechanical, electrical, plumbing, building, cell towers, signs, retaining walls, pools, decks, construction trailers, and various other permit requests as adopted by the City of Peachtree Corners.
- 4.1.3. Contractor shall process, plan review, permit, and inspect all commercial projects or compliance with the Georgia Accessibility Code as adopted by the State of GA, Safety Fire Commissioner, codified under Chapter 3 of Title 30 of The Official Code of Georgia, O.C.G.A. 30-3-7; and as adopted by the City of Peachtree Corners.
- 4.1.4. Contractor shall enforce the adopted Building Codes, including issuing stop work orders, investigate complaints concerning building code violations, and address any proceedings related to the correction of identified building code deficiencies.
- 4.1.5. Contractor shall manage the City's electronic system for the issuance of permits, certificate of completion, and certificate of occupancy in accordance with City ordinances.
- 4.1.6. Contractor shall coordinate plan review and permitting with other State and County agencies, which may include but not be limited to: Georgia State Fire Marshal, Gwinnett County Health Department and Water Resources.
- 4.1.7. Contractor shall assist the City with implementing online electronic submission of all building and fire construction permit applications and plans as well as electronically issue permits, approved plans, and certificates of completion and occupancy.
- 4.1.8. Contractor shall provide community outreach to assist builder, homeowners and other concerned parties with process and regulatory education. The contractor shall provide and update public information handouts on an ongoing basis and shall provide a minimum of one after hours or weekend workshop per annual period. The topic of the workshop shall be approved by the Community Development Director prior to implementation.
- 4.1.9. Contractor shall provide records management of all Building Division documents, with these records being digitally archived in a timely manner according to City and State record retention policies.
- 4.1.10. Contractor shall manage the Community Development Permit Center with staffing levels that are adequate to provide coverage during public hours and to provide best in class customer service.

4.2. Provide Fire Code Administration Services, which include:

- 4.2.1.** Contractor shall provide an experienced and certified Fire Marshal.
- 4.2.2.** Contractor and Fire Marshal shall assist with the drafting of a Memorandum of Understanding (MOU) between Gwinnett County and the City to transfer fire prevention and the role of the Fire Marshal to the City of Peachtree Corners. Gwinnett County shall retain fire suppression operations and fire investigations with the City.
- 4.2.3.** Fire Marshal shall plan review and permit projects for compliance with fire department access requirements, verification of the necessary fire flow or fire water supplies to properties for suppression of fire, installation of underground fire mains for automatic sprinkler systems in buildings, installation of underground fire mains and hydrants on private properties (large commercial developments);
- 4.2.4.** Contractor shall plan review and permit commercial projects for compliance with the Americans with Disabilities Act (“ADA”) of 1990, as required by the Rules and Regulations of the State Fire Safety Commissioner Chapter 120-3-3 and Chapter 120-3-20; and as adopted by the City of Peachtree Corners.
- 4.2.5.** Contractor shall plan review and permit all fire suppression systems, which may include but not be limited to: wet sprinkler systems, dry sprinkler systems, pre-action sprinkler systems and deluge sprinkler systems;
- 4.2.6.** Contractor shall plan review and permit all automatic fire extinguishing systems, which may include but not be limited to: clean agent gas suppression systems, restaurant kitchen hood systems, etc.;
- 4.2.7.** Contractor shall plan review and permit all fire alarm systems;
- 4.2.8.** Contractor shall plan review and permit all commercial construction projects for compliance with the codes and standards for fire and life safety, as adopted by the Rules and Regulations of the State Fire Safety Commissioner in Chapter 120-3-3; and as adopted by the City of Peachtree Corners.
- 4.2.9.** Contractor shall plan review and permit mechanical systems for compliance with the adopted fire code and standards. These reviews may include, but not be limited to: fire / smoke damper placement, fire alarm placement within mechanical system ducts, smoke control or smoke removal systems, stair pressurization, etc.;

The Contractor may offer the following optional tasks provided by an experienced and certified full time Fire Inspector:

- 4.2.10.** Fire Prevention Services, which include but not limited to:
- 4.2.11.** Performance of all annual and new construction inspections.
- 4.2.12.** Performance of all inspections for compliance with adopted codes for fire suppression, fire alarms, and ADA;
- 4.2.13.** Develop a community risk analysis of all businesses in the City and implement the annual inspections of businesses that pose a low fire and life safety risk to the occupants. Businesses posing a higher risk for fire and life safety based on their use or

occupancy type, or those businesses with reportable quantities of hazardous materials shall be inspected bi-annually;

- 4.2.14. Develop and implement an inspection program of all apartment buildings (Group R-2 occupancies) within the City for compliance with the adopted fire and life safety codes;
- 4.2.15. Develop and implement the bi-annual inspection of all hotels and motels within the City for compliance with the adopted fire and life safety codes;
- 4.2.16. Provide records management of all Fire Services documents, with these records being digitally archived in a timely manner according to City and State record retention policies.

5. SPECIFIC PERSONNEL

5.1 Chief Building Official

- 5.1.1 Contractor shall provide an experienced and qualified Chief Building Official. The Chief Building Official must be certified through ICC as a CBO and must have a minimum of 5 years construction experience, at least 2 years in a supervisory capacity such as general contractor, construction foreman, construction field supervisor, owner's representative on a project of at least \$10Million in value, or comparable position.
- 5.1.2 The Chief Building Official shall be responsible for the daily administration of the Building Division activities, and shall perform the following services, including but not limited to:
- 5.1.3 Function as the Building Official as set forth in the adopted codes and standards, in other City adopted ordinances, and as specified in Federal and State law.
- 5.1.4 Issue Certificates of Completion, Temporary Certificates of Occupancy and Certificates of Occupancy for buildings and structures.
- 5.1.5 Manage, coordinate and oversee the Community Development Department permitting counter, building plan review process and building inspection process within the City.
- 5.1.6 Maintain, amend and develop ordinances and regulations necessary to the implement and enforce the latest codes adopted by the State of Georgia for enforcement by the City.
- 5.1.7 Make determination on the approval and use of alternative materials and methods of construction.
- 5.1.8 Attend City Council, Planning Commission and other meetings as directed.
- 5.1.9 Prepare building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with the above codes and regulations.
- 5.1.10 Issue Stop Work Orders, Notices of Violation and Citations, as necessary to achieve compliance with the adopted construction codes and City ordinances

- 5.1.11** Render final interpretations concerning the application of the adopted construction codes and standards.
- 5.1.12** Monitor the collection of all through the Community Development Department Permit Center. Ensure that all applications using construction valuation for the determination of fees are accurate. Notify the Community Development Director of any staffing changes necessary to maintain the performance standards.
- 5.1.13** Perform all other administrative building and safety related duties, including developing and implementing office policies and procedures and assuring that files and plans are secured, organized and kept up to date.
- 5.1.14** Meet with developers, homeowners, business owners, architects, engineers and the public at the City or in the field, as the need dictates, to resolve grievances and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.
- 5.1.15** Ensure all that all building and fire construction activities are entered into the City's permitting tracking system in an accurate, complete and timely manner.
- 5.1.16** The Chief Building Official shall report to the Community Development Director.
- 5.1.17** During periods of planned absence by the Chief Building Official, the Contractor shall provide a Chief Building Official onsite, which has been approved by the Community Development Director.

5.2 Combination Inspector

- 5.2.1** Contractor shall provide experienced and qualified Combination Inspectors. The Combination Inspectors shall be certified through ICC and must have at least one commercial certification and at least 3 years inspection experience.
- 5.2.2** The duties of the Combination Inspector shall include, but not be limited to:
- 5.2.3** Coordinate all building related inspection requests;
- 5.2.4** Perform inspections of commercial and residential buildings or structures to determine that construction activity complies with approved plans and applicable codes and ordinances;
- 5.2.5** Provide inspection consultations to citizens, applicants, and contractors;
- 5.2.6** Perform code clearance inspections related to business license, as necessary;
- 5.2.7** Observe safety and security procedures and immediately report potentially unsafe conditions;
- 5.2.8** Perform all inspections within the time frame established by the City.
- 5.2.9** Identify and document any areas of non-compliance and suggest alternate means when appropriate;

- 5.2.10 Notify appropriate city staff when code enforcement violations are observed;
- 5.2.11 Issue stop-work notices for non-conforming building activities;
- 5.2.12 Utilize best practice related to the inspection, resulting, and reporting process, as approved by the Chief Building Official;
- 5.2.13 If required by the City, provide assessment of existing buildings and structures for code compliance including, but not limited to, energy code, ADA regulations, and building codes;
- 5.2.14 Assist the City with its Emergency Management Plan by implementing all responsibilities assigned to the building division such as having building inspectors ensure that construction sites are secured prior to a forecast weather event, assessing damage after a severe weather event, and taking inventory per FEMA regulations;

5.3 Permit Technician and Fire Certified Permit Technician

5.3.1 Contractor shall provide experienced and qualified Permit Technicians to work within the Community Development Permit Center. The Permit Technician shall be certified through ICC and shall perform the following duties:

- 5.3.2 Manage the City's electronic system for the issuance of permits, certificates of completion, and certificates of occupancy in accordance with City ordinances.
- 5.3.3 Provide information to builders, homeowners, and others concerning building codes and other construction regulations.
- 5.3.4 Manage the permit window with adequate staff to support excellent customer service
- 5.3.5 Maintain proper legal record and files concerning construction and building code administration
- 5.3.6 Keep daily logs of building permit and inspection activities and submit an itemized monthly report of all service activities to the Community Development Director
- 5.3.7 Submit reports to other agencies as required by law
- 5.3.8 Fire certified permit technician shall maintain proper legal record and files concerning construction and fire code administration
- 5.3.9 Fire certified permit technician shall keep daily logs of fire permit and inspection activities and submit an itemized monthly report of all service activities to the Community Development Director

5.4 Combination Plans Examiner

- 5.4.2 Contractor shall provide an experienced and qualified Combination Plans Examiner either in-house or at an off-site location to perform residential and commercial building plan review as needed. The Combination Plans Examiner shall be certified through ICC

and must have at least one commercial certification and at least 3 years plan review experience.

- 5.4.3 The duties of the Combination Plans Examiner shall include, but not be limited to:
- 5.4.4 Receive, process, and complete the review of submitted plans within the approved time limits established by the City and either issue approval of plans or issue request for revisions stipulating the required corrections.
- 5.4.5 Review all commercial and residential projects including drawings, specifications, computations, and additional data to determine if plans conform to the required strengths, stresses, strains, loads, and stability of adopted building codes as well as all other pertinent laws and ordinances
- 5.4.6 Review all commercial and residential projects including drawings, specifications, computations, and additional data to determine if plans conform to the adopted Mechanical, Electrical, and Plumbing codes as well as all other pertinent laws and ordinances

5.5 Fire Marshal

- 5.5.2 Contractor shall provide an experienced and qualified Fire Marshal certified through ICC or comparable accrediting agency that assures compliance with NFPA 1037.
- 5.5.3 The Fire Marshal shall be responsible for the administration of the Fire Prevention Division of Community Development;
- 5.5.4 The duties of the Fire Marshal shall include, but not limited to:
- 5.5.5 Attend City Council meetings, as requested;
- 5.5.6 Attend Community Development Division management and/or staff meetings, as requested;
- 5.5.7 Coordinate fire inspection and fire plan review activities with the Chief Building Official and Community Development Director;
- 5.5.8 Meet with design professionals, contractors and the public for commercial pre-submittal meetings, as requested;
- 5.5.9 Manage fire prevention staff, if included, onsite at the City, and off-site performing services for the City;
- 5.5.10 Meet periodically with the Gwinnett County Fire and Emergency Services Fire Marshal to discuss fire prevention in the City;
- 5.5.11 Meet periodically with the Gwinnett County Fire and Emergency Services fire engine companies providing fire suppression operations in the City;
- 5.5.12 Render formal code interpretations and clarifications;
- 5.5.13 Issue a Certificate of Occupancy for all new businesses within the City;

- 5.5.14 Issue a Certificate of Occupancy for all new commercial projects, as regulated through the adopted fire codes and standards;
- 5.5.15 The Fire Marshal shall review all fire permit applications and plans.
- 5.5.16 Issue a Certificate of Completion for construction activities regulated through the adopted fire codes and standards;
- 5.5.17 Issue Stop Work Orders, Notices of Violation or Citations for fire code violations;
- 5.5.18 Prepare cases in consultation with City and testify in municipal court for fire code violations
- 5.5.19 Assist the City with the Emergency Management Center during declared emergencies within the City.
- 5.5.20 The Fire Marshal shall report to the Community Development Director.
- 5.5.21 In the planned absence of the Fire Marshal, the Community Development Director shall be notified by the Contractor of the employee that is temporarily functioning in the capacity of the Fire Marshal.

5.6 Fire Inspector (Optional)

- 5.6.2 Contractor may offer an experienced, qualified and certified Fire Inspector available at the City full-time during regular business hours.
- 5.6.3 The duties of the Fire Inspector shall include, but not be limited to:
- 5.6.4 Assists the Fire Marshal with technical matters relating to fire protection;
- 5.6.5 At the direction of the Fire Marshal shall perform all fire life safety inspections necessary to verify compliance with all adopted codes and standards governing fire life safety, smoke control and fire protection systems;
- 5.6.6 At the direction of the Fire Marshal perform all annual inspections of businesses;
- 5.6.7 When fires occur within the City, the Fire Inspector shall represent the City during fire investigations performed by the Gwinnett County Fire and Emergency Services
- 5.6.8 Issue Stop Work Orders, Notices of Violation or Citations for fire code violations;
- 5.6.9 Prepare cases in consultation with City and testify in municipal court for fire code violations
- 5.6.10 Assist the City with the Emergency Management Center during declared emergencies within the City.

6. QUALIFICATIONS AND EVALUATION FACTORS

The successful Contractor should have proven Building Division Services experience along with a record of excellence. In addition, the Contractor should provide the following:

- (1) History of firm and resources
- (2) Key personnel qualifications and certifications, where applicable, including the Building Official and Fire Marshal.
- (3) Statement of commitment to provide qualified staff and assurance that full-time personnel will work exclusively for the City of Peachtree Corners and report directly to the Community Development Director.
- (4) Identification of project manager
- (5) Previous comparable experience and current comparable assignments
- (6) References
- (7) Fee proposal

The City will evaluate proposals based on the qualifications and capability of the Contractor, as follows:

Firm Qualifications, Organization, and Experience	20%
Project Approach, Commitments and Assurances	40%
Expertise and Qualifications of Key Staff	30%
<u>Project Fee</u>	<u>10%</u>
Total	100%

7. KEY REQUIREMENTS

A. Proposal Deadline.

All proposals must be received by 11:00 AM on April 30, 2019 to be considered. There will be no exceptions made. Four (4) identical hard copies and one digital copy must be submitted in a sealed envelope to the City of Peachtree Corners and delivered to: City of Peachtree Corners, City Hall, 310 Technology Parkway, Peachtree Corners, Georgia, 30092.

B. Public Information Notification.

The City considers all materials, information, communications and correspondence in any form from the respondents to this RFP to be non-proprietary and non-confidential and, therefore, subject to public disclosure under Georgia Law once the contract is awarded.

During the opening of sealed proposals, only the name of each Offeror shall be announced. No other information will be disclosed, nor shall the proposals be considered open record until after council award. All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the council award with the following exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; and (2) matters involving individual safety as determined by the City of Peachtree Corners.

C. Format of Proposal should be organized in the manner stipulated below:

- 1) Report Cover (optional)
- 2) RFP mandatory Cover Sheet (completed)
- 3) Table of Contents
- 4) Tabbed Dividers -Each proposal should have tabbed, labeled dividers separating each of the following six sections and matching the following headings:

Section #1: *Team Information.* Provide firm name, address, telephone number, e-mail addresses, and firm web addresses. Include this information for any subcontractor, as well. Also note the years the firms have been in business, names of principals in firms, organizational description and the primary contact person for this project. Include project organizational chart. (5 pages max.)

Section #2: *Letter of Interest* (1-page max.)

Section #3: *Proposed Approach* – Provide information on organizational structure, logistics, services offered, staff commitment, and other relevant information in support of addressing Sections #3, Scope of Work, and #4, Specific Tasks, contained herein.

Section #4: *Key Personnel*- Identify project manager and provide resumes for key staff members.

Section #5: *Comparable Experience* – Include documents showing previous, comparable assignments and note team member’s participation in each project. (8 pages max.)

Section #6: *Fee Proposal* – Identify fees associated with required and optional (if selected) services. The Fee proposal should clearly identify the staff positions offered, whether full time or part time, and note whether the optional Fire Inspector position is offered.

8. QUESTIONS AND RESPONSES

- A. Questions, requests for clarification or interpretation of any section within this RFP must be addressed by e-mail to dwheeler@peachtreecornersga.gov on or before **4/19/19**. Questions received after the deadline may not be considered.
- B. The City will provide by **4/23/19** a response to all questions received by the above noted deadline. The City's response will be by posting on the City's website (<http://peachtreecornersga.gov>). Answers to e-mail questions will be posted as soon after they are received as possible with every effort made to post responses no later than the day after questions are received.
- C. Any addenda to this RFP will also be posted on the City's website.

- D. Although there are no pre-proposal meetings scheduled, the City reserves the right to call a pre-proposal meeting if deemed necessary. Notification of any such meeting will be posted on Peachtree Corners' website at least 48 hours in advance of the meeting. In addition, individuals who want to be notified may send an e-mail to dwheeler@peachtreecornersga.gov requesting e-mail notification.
- E. Respondents may *not* contact City officials concerning any aspect of this RFP. All inquiries regarding this RFP must be directed to Diana Wheeler at dwheeler@peachtreecornersga.gov.

9. ADDITIONAL INFORMATION

- A. In preparing the fee proposal, please note that the Contractor is expected to provide all required uniforms, vehicles, cell phones, and any field equipment required to perform work.
- B. The City will provide all office equipment and office supplies including, but not limited to, office furniture, computers, desk telephones, printers, scanners, paper products, postage, and business cards.

10. SUPPLEMENTARY PROVISIONS

- A. Responding to this RFP constitutes understanding and agreement to methods of evaluation and selection.
- B. The City reserves the right to reject any and all proposals or to contract with the respondent it deems would be best able to satisfy the requirements and qualifications set forth previously. The criteria used in the selection process will be at the sole discretion of the City. The City may also cancel or terminate this RFP at any time and post notice of cancellation on the City website.
- C. This assignment shall be coordinated through the Peachtree Corners Community Development Department.
- D. Community Development Director approval shall be required for acquisition and retention of all staff assigned to the Department.
- E. In order to ensure independence and avoid any potential for conflict, the Chief Building Official and Combination Inspectors may not work as independent contractors, inspectors, or perform other similar construction related work while doing work on behalf of the City of Peachtree Corners.
- F. The terms contained in this RFP shall be incorporated into the final contract.
- G. Once an offer has been submitted, the terms of the offer shall remain in effect for 90 days.