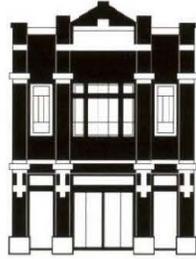


*City of Frontenac*



*Est. 1886*

**REQUEST FOR QUALIFICATIONS  
(RFQ) FOR  
BUILDING INSPECTION SERVICES  
RFQ #2018-01**

Issued By:

CITY OF FRONTENAC  
315 E McKay St  
FRONTENAC, KANSAS 66763  
620-231-9210  
[www.frontenacks.net](http://www.frontenacks.net)

**Deadline for Submission:**

**FEBRUARY 28, 2018**

**By 4:30 PM**

**NO LATE PROPOSALS WILL BE ACCEPTED.**

The City of Frontenac reserves the right to reject any or all proposals, to waive any informality in any proposal, and to select the proposal(s) which best meet the City's needs.

## **NOTICE**

Through use of the Request for Qualifications (RFQ), the City of Frontenac (“City”) intends to pre-qualify a limited number of full service firms or individuals to provide professional services for the inspection of construction projects within the City of Frontenac. Work under this RFQ would include the following types of tasks, but are not limited to, inspection services for residential, commercial and government buildings and structures for verification of compliance with the 2006 International Building Code, 2006 International Residential Code, 2006 International Mechanical Code, 2006 International Plumbing Code, 2006 International Fire Code, 2005 National Electrical Code, 2006 International Fuel Gas Code and all respective amendments, (Official copy as incorporated by Ordinance No. 2005-03, Ordinance No. 2007-10, City of Frontenac Municipal Code, relevant State and Federal Laws, the approved construction documents, and coordination between City agencies, designers, and builders in the community.

Firms or individuals responding to this RFQ should be able to demonstrate the personnel they employ on behalf of the City possess certifications and/or licenses relevant to the work they are performing. Any contract with the City is contingent upon the service provider and its employees successful passage of a criminal background check.

The City is committed to non-discrimination and equal opportunity. No person will be discriminated against on the grounds of race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation.

### **I. INTRODUCTION**

The City of Frontenac is responsible for building inspections of commercial, residential, and government construction projects within the City.

Increased building activity from commercial and residential sectors combined, lack of current building inspection acceptable service levels, requests for inspections by area utilities, and the Governing Body’s desire to ensure the safety of its citizens and visitors has resulted in an increasing number of projects requesting building inspections.

The City is interested in contracting with one or more qualified individuals or firms to provide building inspection services on an as-needed basis to improve building Inspection turnaround times as well as provide greater flexibility for applicants wishing to take advantage of accelerated building inspections. **It is the desire of the City to utilize individuals with ICC Certification or those with the ability to become trained within 12 months.**

## **II. PURPOSE**

The purpose of this Request for Qualification Proposals (“RFQ”) is to solicit competitive proposals from qualified persons and/or firms to provide building inspection services and customer assistance for the City of Frontenac. The City’s intent is to minimize response time and improve customer service by utilizing consulting services for Building Inspection Services.

## **III. RULES FOR PROPOSALS**

The signer of the RFQ must declare in writing, the only person, persons, company or parties interested in the proposal as principals are named therein; the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and, the signer of the proposal has full authority to bind the principal proposer.

## **IV. SCOPE OF SERVICES**

The City is soliciting a Statement of Qualifications (“SOQ”) from interested firms with the intent of creating a list of pre-qualified proposers. Proposers will be pre-qualified based on the process set forth in the “Selection Process and Award” of this RFQ. Proposers will be selected based upon their competency, experience and availability to conduct the work in a timely manner. Once qualified proposers are identified, the City will utilize this information to enter into inspection service contracts with one or more individuals or firms.

## **V. CONFLICT OF INTEREST**

Proposer agrees that, for the term of this contract, no member, officer or employee of the City of Frontenac, or a public body within Crawford County or member or delegate to the Congress of the United States, during his/her tenure or for one year thereafter, shall have any direct interest in contracts or any direct or material benefit arising therefrom. Proposers must provide a list of any potential conflicts of interest in working for the City of Frontenac. This must include, but is not limited to, a list of your, or your firm’s, clients who are the following: Private clients located or operating within Crawford County. Proposers must also identify any others which may pose a potential conflict of interest, as well as a brief description of work you provide, or have provided to these individuals. The list must include all potential conflicts of interest within the year prior to the release of this RFQ as well as current and future commitments to other projects. Principals and those performing work for the City of Frontenac are required to follow the City’s Anti-Fraud and Anti-Corruption Policy outlined in Resolution 2018-01.

## VI. SUBMITTAL OF QUALIFICATIONS

Your Submittal package shall include the following:

- One (1) original and three (3) printed copies of your proposal.
- The proposal shall be in Times New Roman, Arial or some similar easily readable font. The size of the font shall not be smaller than 12.
- Proposals shall be submitted not later than the time and date indicated on the cover page of this RFQ.
- All submittals shall be submitted in a sealed envelope or container and clearly marked with the title of the RFQ on the outside of the parcel, “Request for Qualifications – Inspection Services”
- Proposals must be submitted ONLY to:  

Brad Reams  
City Administrator  
313 E. McKay St  
Frontenac, KS 66763
- Faxed and/or emailed proposals shall **not** be accepted.
- The City of Frontenac shall not be responsible for proposals delivered to a person or location other than that specified hereinabove.
- Late submittals shall not be accepted or considered.
- All submittals, whether selected or rejected, shall become the property of the City of Frontenac and will not be returned.
- The City reserves the right to waive minor defects and/or irregularities in proposals, and shall be the sole judge of the materiality of any such defect or irregularity.
- Once opened, all responses become public record and will be available to the public for review.
- Cost incurred by the respondent in the preparation of the response to this RFP is the sole responsibility of the respondent, and will not be reimbursed by the City.

- All proposals shall remain firm for one hundred twenty (120) days following the closing date of the receipt of proposals.
- Proposals must be received, and date stamped by no later than February 28, 2018 at 4:30 p.m. The City of Frontenac has no authority to accept proposals submitted after the above date and time. Proposals received after the date and time specified in this RFQ will be rejected by the City as non-responsive.

**VII. SUBMITTAL INFORMATION AND DEADLINE**

The following represents the tentative schedule for this project.

Tasks	Date
Deadline for Final Questions	February 26, 2018
Proposal Submission Deadline	February 28, 2018
Evaluation of Proposals	March 1-9, 2018
Interviews – (If Needed)	March 12-15, 2018
Selection and Notification of Proposer	March 19, 2018

Please include the following content in the submitted Response to RFQ:

- 1) Letter of Introduction - Briefly describe the firm or individual; and the name, address, e-mail, and phone number of the contact person as well as a summary of the respondent's understanding of the scope of services and overall approach to the scope of services. The letter should be signed by the applicant or officer of the respondent's firm authorized to bind the firm or individual to all commitments made in the proposal.
- 2) Relevant Experience and Qualifications – Utilize *Exhibit A* and describe relevant experience and qualifications of key individuals that may be involved in providing Building Inspection services your firm has completed years. Specifically list any work conducted with governmental entities. Provide resumes and copies of any licenses or certificates for all key personnel.
- 3) References - Provide at least three (3) work related references who may be contacted for verification of the respondent's experience and qualifications. Each reference's name, current phone, address, and place of employment must be listed.
- 4) Rate and Service Structure - Provide a sheet showing proposed hourly rates of staff and equipment utilized for Building Inspection Services at various levels.
- 5) Insurance and Bonding Requirements - All required insurance must be current and up- to-date in advance and renewed annually. A contractor may not work for the City until the appropriate business liability insurance has been provided, approved by the City Attorney, and verified by city staff. Each contractor must also provide evidence to be bonded.

## **VIII. SERVICE PROVIDER SELECTION**

The City will review the responses to the RFQ and decide as to the most responsive, best suited and most qualified to provide the service being requested.

Generally, the criteria will include, but not be limited to:

- The responsiveness to the specific needs of the City and an understanding of the services to be provided.
- Experience, expertise and knowledge to the City's needs, in providing services of a similar nature.
- The skills, education and experience of the service provider(s).

- Information provided by references
- Service Cost/Rates.

Following the review, the City will determine the proposer(s) it deems to be pre-qualified. The City will enter negotiations to contract for on-call inspection services with the service provider of their choice based upon the previously stated criteria. Any contract with the City is contingent upon the service provider and its employees successful passage of a criminal background check.

## **IX. QUESTIONS**

Prospective proposers shall direct all questions to:

Brad Reams  
City Administrator  
313 E. McKay St  
Frontenac, KS 66763  
(620) 231-9210  
[cityadmin@frontenacks.net](mailto:cityadmin@frontenacks.net)

## **X. METHOD OF PAYMENT**

The Consultant shall submit a monthly invoice to the City for the services rendered in that month. The invoice shall include a summary as well as a detailed breakdown of the tasks, the hours, and hourly rates. Payment by City within 45 days of invoice.

## **XI. REGULATIONS**

The selected firm or individual shall be expected to comply with all applicable federal, state, city regulations, and contract provisions.

## Exhibit A

**Title:** Building Inspector

**Status:** Contract

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### ***ESSENTIAL FUNCTIONS:***

1) 80% Responsible for the ***administration of city codes.***

- Inspect public and private buildings during construction to ensure that building codes and ordinances are being observed and buildings are in compliance.
- Review building permit applications and conduct plan reviews to see that all applicable provisions of various regulatory codes have been complied with.
- Advise and provide assistance to homeowners, contractors, and others in interpreting building codes.
- Inspect plumbing, electrical, and mechanical work during and after installation to determine conformity with prescribed standards and codes.
- Regulate and control the construction, quality of materials, use and occupancy, and the location of structures within the city.
- Enforce compliance with construction standards, electrical codes, plumbing and mechanical standards and codes.
- Collaborate with city staff to interpret the codes, schedule and perform inspections and perform other duties.
- Collaborate with city staff to make recommendations on the adoption of new codes and policies.
- Follow City and departmental policies and procedures.
- Operate motor vehicle on a regular basis.

2) 20% Responsible for ***records and reports.***

- Maintain and track logs and records related to building permits, inspections, and enforcement activities.
- Prepare and maintain proper records, reports, and documents related to the division.

## ***POSITION REQUIREMENTS:***

**Roles:** This position requires the ability to work independently, work well with others, and perform in a team environment. Regular participation in budgetary and strategic planning is expected. Negotiation, persuasion, tact, and diplomacy are essential for effectively performing tasks.

**Impact:** Successful completion of work tasks results in improved policies and procedures, accurate code and regulation enforcement, community satisfaction, and better utilization of material, and/or equipment.

**Latitude:** Most duties are self-determined, planned, and arranged by performer. Problem solving requires advanced technical knowledge. Most decisions not affecting other departments may be made independently based on city policy.

**Interaction:** Frequent interaction with employees throughout the organization, public, developers, and contractors.

### **Education:**

- High School Diploma or equivalent, required.
- Some college courses in building, construction, or inspection related field, preferred.

### **Experience:**

- Five years building trades or related experience, preferred.

### **Skills:**

- General knowledge of building codes, plumbing codes, mechanical codes, and electrical codes.
- General knowledge about construction materials and methods.
- Ability to read and use blueprints.
- Ability to access, input, process, and retrieve information from the computer.
- Ability to meet and deal tactfully with the public and to communicate effectively and clearly, both orally and in writing.

### **Certification/License:**

- Valid Kansas driver's license and a good driving record, required.
- ICC certification in mechanical, electrical, plumbing, and building inspection are required within 12 months of employment.
- Plan Review Certification, preferred.

**Work Environment:** Frequent (70%) exposure to adverse weather conditions, hazardous elements, and dangerous situations. Occasional carrying, lifting, moving or pushing of 30 pounds. This position requires the capability and mobility to inspect in areas of difficult access. Occasional (25%) bending, stooping, crawling, squatting, and twisting while doing inspections is required. Occasional attendance at evening meetings is required.

