



REQUEST FOR PROPOSAL

PROFESSIONAL BUILDING INSPECTION and ZONING SERVICES

City of Hamtramck
Dee Chase, CPM
313-800-5233 x308
Purchasing Agent

April 2, 2019

REQUEST FOR PROPOSAL---THIS IS NOT AN ORDER OR OFFER

REQUEST FOR PROPOSAL

The City of Hamtramck is accepting bids for Professional Building Inspection and Zoning Services as described in this bid document.



DATE OF REQUEST April 2, 2019

REFERENCE PROPOSAL NUMBER RFP 04022019

PROPOSED DATE/TIME REQUIRED April 25, 2019 11:00 a.m.

BID OPENING DATE/TIME April 25, 2019 11:30 a.m.

SUBMIT PROPOSAL TO City of Hamtramck City Clerk Office
August Gitschlag – City Clerk
ATTN: Purchasing
3401 Evaline
Hamtramck, MI 48212

MARK PROPOSAL DELIVER TO THE PURCHASING OFFICE
IMMEDIATELY

Purchasing Agent and City Manager reserves the right to accept or reject any or all items in the proposal; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the low bidder. If, either, a unit price or extended price, is obviously in error, and the other is obviously correct, the incorrect price will be disregarded.

All purchase orders subject to this award are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request. All proposals shall be firm for sixty (60) days from the deadline listed above.

All proposals must be submitted with (1) original and (1) digital copy to be addressed and directed to the:

City Clerk Office
August Gitschlag – City Clerk
Attn: Purchasing
3401 Evaline
Hamtramck, MI 48212

“REQUEST FOR PROPOSAL: Professional Building Inspection Services”



INTRODUCTION

This document sets forth the general specifications, requirements and responsibilities of the Professional Building Inspector Contractor, in providing Building Inspection and Coding services for the City of Hamtramck, Administrative Offices located 3401 Evaline; Hamtramck, MI 48212. The City of Hamtramck is seeking proposals from qualified firms to provide professional services consisting of building plan and building inspection services.

GENERAL CONDITIONS

A. Qualifications

Contractor must be duly licensed to do business in the State of Michigan and acceptable to the City of Hamtramck (City).

- The contractor must understand, interact and communicate well with all local departments and agencies involved in the inspection and zoning process.
- The City seeks a contractor that can address the challenges of an urban community with aging structures and development projects, able to communicate effectively with all agencies involved with building permits.
- The contractor must be able to communicate effectively with city employees, the construction industry, utilities, developers, property owners, other agencies and property owners.
- The contractor will function as an agent of the City of Hamtramck and provide plan review services, inspections, enforcement of appropriate building codes, respond to citizen complaints and have the ability to communicate effectively to ensure minimal impacts to the public, neighborhoods, etc. from building activities in the city.
- The contractor shall provide current qualifications and certifications of proposed inspectors.

B. Inspection Services

- Provide building inspection services for any and all types of structures including, but not limited to, single family-dwellings, multiple family dwelling units, commercial and industrial buildings for compliance with all local ordinances and state and federal laws.
- Provide field inspection services for all construction regulated by state and local building codes and the American with Disabilities Act.
- Building inspections shall occur 5 days a week (Monday through Friday).



C. General Requirements

Contractor shall hold and save harmless the City from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors in the performance of the duties of the contract.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the City, for any damages for which the Contractor is liable, of which the City shall be sole judge.

Contractor shall ensure that its employees and agents conform to all Federal (OSHA) laws and regulations, State and City safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

PROJECT DESCRIPTION

The City of Hamtramck is requesting a qualified and bonded Contractor company to provide

GENERAL REQUIREMENTS

1. The Contractor shall submit a bid (Attachment A) that includes documentation showing their experience and references of similar work.
2. The crew(s) normal workdays will be Monday thru Friday, 8:00 a.m. to 4:00 p.m., and Saturdays per holidays observed on regular workdays. (Attachment B: Holidays observed)
3. The Contractor shall perform in a good, proper and workmanlike manner, all work required for the building and zoning services provided.
4. The Contractor is responsible for instructing and training their crewmen (employees) in appropriate safety measures. The crewman will be responsible for maintaining a safe work environment while completing their tasks.
5. Any Contractor job injuries shall be covered by the Contractor's insurance. The crewman shall be considered a Contractor and not a City employee.
6. The Contractor shall submit monthly invoices to the City of Hamtramck for processing and payment.

SCOPE OF WORK

The Contractor Inspector(s) will operate out of the City Hall offices, they will report in to the City Hall when arriving in Hamtramck to get inspections and perform plan review, perform services as needed and attend all required meetings.

1. Building Department Administrative Services

The contractor will make customer service a priority; services will generally be provided during normal business hours. All services will be provided in accordance with adopted codes and ordinances; local, state, and federal laws. The Contractor will:

- Make customer service a priority, immediately respond to customer service issues
- Monitor and enforce adopted building codes, environmental codes, rental ordinances to the appropriate conclusion
- Interpret codes to provide clarification and alternate solutions
- Provide information and assistance to jurisdiction staff, other agencies, citizens and businesses
- Provide service and knowledge of building department functions to address design and format reports and forms, dispatch letters and correspondence
- Maintain legal record, record retention and store legal documents
- Be able to use and train your staff on our BS&A system (Software for Municipalities)
- Attend all required meetings
- Actively manage all department processes and systems
- Provide educational materials to potential applicants, homeowners, landlords, etc.
- Organize and conduct homeowner workshops and industry educational meetings
- Coordinate building department activities with other departments and agencies

2. Building Official Services

The Contractor's official will act as team lead and primary point of contact, they will be responsible for service delivery, customer satisfaction, resource management, quality assurance, training, and reporting. The Contractor will:

- Provide an Act 54 registered Building Official – per PA 102 of 2012
 - The Act to regulate and register building officials, plan reviewers, building inspectors, electrical inspectors, mechanical inspectors, and plumbing inspectors



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- Provide assistance in the management of department activities, staff, and performance issues
 - Meet with and provide coordination with department managers
 - Review documentation for compliance with state and local requirements
 - Coordinate with authorities for timely code adoption and processing
 - Be available for consultations to highlight building code requirements that could affect projects
 - Attend staff and council meetings as required
 - Review and recommend local ordinances as they relate to building codes, environmental codes and rental/vacant properties
3. Administrative Support/Front Counter Services

In this position, the contractor will generally be the first point of contact for constituents, the contractor will:

- Facilitate the permit process from initial permit intake to final issuance of permit
- Input information into designated city software
- Determine fees
- Provide inspection scheduling and tracking to ensure code compliance
- Maintain current and archived department records and files
- Refer technical questions to team member registered in the appropriate discipline

Disciplines

- Building/Mechanical/Plumbing/Electrical/Plan Review Services
- Building/Mechanical/Plumbing/Electrical Inspection Services
- Site Plan Review and Planning/Zoning Services
- Contractor Licensing and/or Registration Program
- Rental Property Registration & Inspection
- Foreclosed/Vacant/Abandoned Property Registration
- Emergency Response (Assessing damages, posting placards on both safe and unsafe structures, etc.)

CONTRACT ADMINISTRATION

Dee Chase, Purchasing Agent
City of Hamtramck
3401 Evaline
Hamtramck, MI 48212



PROPOSAL SUBMISSION

- Each bidder must provide with its formal Proposal a written sworn statement certifying that it has not colluded with any competing bidder or City employee or entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Request for Proposal (Exhibit A).

The individual signing below certifies:

1. He/She fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
 2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by City.
 3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or City employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
 4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
 5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.
- Each bidder is requested to complete the accompanying business information form. This business information form will not be considered in awarding or rejecting the Proposal, but the bidder awarded the Contract will need to submit this information prior to the purchase order release. (See Exhibit A)

If there are general questions that require clarification concerning this RFP, please contact Dee Chase, CPM, at dchase@hamtramckcity.com.



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Before submitting proposals, it is suggested that each Bidder take the opportunity to inspect the servicing areas to arrive at a clear understanding of the conditions under which the work is to be performed. Bidders will be held to have satisfied themselves as to all conditions affecting the execution of the work.

GENERAL INFORMATION:

CHANGES TO RFP: All additions, corrections or changes to the solicitation documents will be made in the form of a written Addendum submitted by Purchasing Agent, Dee Chase, only into MITN. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written Addendum. All written Addendums issued shall become part of the Agreement documents.

1. **CONTACT INFORMATION:** To receive future communications related to this RFP, possible bidders are asked to immediately send contact information by email to Dee Chase, City of Hamtramck Purchasing Agent, at dchase@hamtramckcity.com ; failure to do so may limit your ability to submit a complete, competitive proposal.
2. **RIGHT TO WITHDRAW BIDS:** By submitting a Proposal in response to this RFP, Bidder agrees to be bound by this RFP's terms and conditions. Proposals may be withdrawn by the Bidder without penalty at any time before notification that the Bidder's Proposal has been selected. However, if the Bidder withdraws after selection of its Proposal but before executing the Contract for any reason ("Late Withdrawal"), Bidder shall pay liquidated damages to the City in an amount equal to five percent (5%) of the amount of the Proposal ("Liquidated Damages"). The City and Bidder intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the City by such a Late Withdrawal of a Proposal would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Bidder's payment of the Liquidated Damages shall be Bidder's sole liability and entire obligation and City's exclusive remedy for Late Withdrawal of Bidder's Proposal.
3. **RFP, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE:** The parties agree that they will not consider either distribution of this RFP or receipt of Proposals by the City or even notification of Proposal acceptance by the City as an obligation or commitment by the City to either purchase equipment from the Bidder or to enter into a contractual agreement. Rather, the parties understand that the City will have no binding obligation until it signs the Contract approved by its City Council.
4. **TAX-EXEMPT STATUS:** The City of Hamtramck is a tax exempt entity. A tax exempt form will be provided to the successful bidder.



5. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, the City of Hamtramck is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

6. RESPONSIBILITY: Bidder is solely responsible for ensuring its bid is received by the City of Hamtramck Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

The City of Hamtramck Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made to the City of Hamtramck City Clerk Office; August Gitchlag – City Clerk; Attn: Purchasing; 3401 Evaline; Hamtramck, MI 48212.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this Request.

THE CITY WILL NOT ACCEPT PROPOSALS SENT BY FAX MACHINE OR E-MAIL

NON-DISCRIMINATION: In the performance of the proposal and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed Agreement with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the Agreement.

CONTRACT: The City's award of any proposal is subject to and conditioned upon execution of a formal agreement for the proposed services between the successful bidder and the City. In submitting a proposal, the bidder acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute



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the formal agreement within 14 days of its presentment by the City, the City may reject the selected bidder, and proceed to accept another qualified proposal, or reject all proposals.

DISPUTES: In the event a bidder disagrees with the recommendation of the Hamtramck City Manager concerning this award, the bidder may obtain a Bid Protest Form from the Purchasing Office which must be completed and returned to Dee Chase, Hamtramck Purchasing Agent, 3rd Floor, Hamtramck City Administration, 3401 Evaline, Hamtramck, MI 48212, **within ten (10) working days from the date of the notice of intent to award.**

CERTIFICATION

The individual signing below certifies:

1. He/She fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.



EXHIBIT A

*Name:	
*Title:	
Signature:	
*Name Company:	
*Address:	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	



ATTACHMENT A

BID SHEET

Fees shall be bid as a percentage of the permit fee schedule

The City of Hamtramck will collect fees for inspections and plan review, and will payout to the contractor based on the number of inspections and plan reviews that were done to the City's satisfaction. Any inspections or plan reviews that did not meet satisfaction will be discussed for payment terms. Percentage fees shall include labor, equipment, materials and travel necessary to perform the tasks. Note no additional fees for fuel or vehicle maintenance shall be provided. The percentage quote shall be based upon the current City of Hamtramck fee schedule.

Inspection	Percentage of Fee	
Building Inspections	%	
Plumbing Inspections	%	
Electrical Inspections	%	
Mechanical Inspections	%	
Plan Review	%	
Time Frame to Complete Tasks		
Task - Plan Review	Time Frame to Complete First Review	Time Frame to Complete Revisions
Residential		
New Commercial		
Commercial Alteration		
All Other Reviews		
Task - Inspections		Time Frame to Complete (Hours)
Inspections		



The City of Hamtramck will collect fees for inspections and plan review and will pay out to the contractor based on the number of inspections and plan reviews that were done to the City of Hamtramck's satisfaction. Any inspections or plan reviews that did not meet satisfaction will be discussed for payment terms. Percentage fees and hourly rate shall include labor, equipment, materials and travel necessary to perform the task. Note: No additional fees for fuel, vehicle maintenance, office supplies or office equipment shall be provided. Percentage quote shall be based upon the current City of Hamtramck fee schedule.

Rental Property Inspections		
Inspections	Percentage of Fee	
Rental Inspector	%	
Task - Plan Review	Time Frame to Complete First Review	Time Frame to Complete Revisions
Residential		
Multiple Family		



ATTACHMENT B

Holidays observed (2019)

Tuesday, January 1, 2019	New Year's Day
Monday, January 21, 2019	Martin Luther King Day
Monday, February 18, 2019	President's Day
Friday, April 19, 2019	Good Friday
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Monday, November 11, 2019	Veteran's Day
Thursday, November 29, 2019	Thanksgiving
Friday, November 29, 2019	Day after Thanksgiving
Tuesday, December 24, 2019	Christmas Eve
Wednesday, December 25, 2019	Christmas Day
Tuesday, December 31, 2019	New Year's Eve
Wednesday, January 1, 2010	New Year's Day