



REQUEST FOR PROPOSALS (RFP)
For Building Plan Review/Inspection
and Engineering Services

COMMUNITY DEVELOPMENT DEPARTMENT
971 Wilson Rd
Riverdale, GA 30296



Introduction

This City of Riverdale is requesting proposal submissions from all qualified consultants with expertise in building plans review/inspections and engineering services. Selected consultant will be responsible for the management and execution of building and engineering services.

Services To Be Performed

The vendor will provide the following services:

- Plan Review- For all commercial and residential projects of all submitted documents submitted for building permits for compliance with the required local codes and ordinance (inclusive of subdivision & landscaping regulations).
- Attend Pre-construction, Pre-development Meetings
- Attend Board or Council meetings as needed a subject matter expert.
- Conduct Inspections – on-site inspections of buildings construction and other trades for compliance with municipal codes and ordinances (zoning). Inspections inclusive of landscaping installations and business licensing.
- Professional Civil Engineering Services- for Public Works for design, construction supervision/ management, plan review of streets, sidewalks, building renovations and stormwater/sewage.

The consultant will use the city's on-line building and permitting services system (Citizenserve) to input inspection reports and plan review comments.



Submission Instructions

The CITY will accept proposals for this project until **5:00 p.m. on Thursday, December 15, 2022**. Seven (7) copies of the responses shall be submitted in a sealed envelope, plainly marked "**Building Plan Review/Inspections and Engineering Services**" Submittals shall be addressed to the following:

Community Development Department

971 Wilson Rd

Riverdale, GA 30296

Please Note: Any Proposal received after 5:00 p.m., **December 15, 2022** **WILL NOT BE ACCEPTED.**

- A. A "Pre-Bid" conference will be held virtually **10:00 a.m. Thursday, December 1, 2022** via Microsoft Teams. The purpose of this conference is to introduce the Project and to provide a means to address comments, inquiries and additional questions. Email ndozier@riverdalega.gov for the meeting link and sign up.

Please Note: Only Bidders that attend the scheduled **Mandatory Pre-Bid conference** are permitted to submit a bid package.

- B. Submittals must be responsive to all aspects of this RFP. The delivery of the bid package to Riverdale by the time and date stated in the preceding paragraph is solely and strictly the responsibility of the Responder. Riverdale will in no way be responsible for delays caused by the United States Postal Service, Federal Express or other couriers or for delays caused by any other occurrence. Fax proposals are not acceptable. Submittals sent via email will not be accepted.
- C. Submittals which do not contain the required number of copies and all the information requested in this RFP, may be considered non-responsive and rejected without evaluation. Submittals received after the deadline or at the wrong location will be considered non-responsive.
- D. The RFP response shall not exceed thirty (30) pages, on 8 1/2-inch by 11-inch printed on both sides, no larger than a 12 pt. font. The thirty-page requirement does not include the front cover or back cover of the document.
- E. The Selected Provider(s) will provide full surveying and engineering design services, as well as associated engineering-related services.

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- F. The Selected Provider(s), either with its own forces or with those of a subcontractor(s), must have the ability to provide comprehensive services necessary to fulfill all surveying and engineering services, which may arise during the service life-cycle.

Submittals

The Responder must carefully examine the requirements and conditions expressed in the attached documents and become fully informed as to the quality and character of the information requested. The Responder must follow the following submission requirements for consideration:

- Submit six (6) bound copies one (1) unbound original.
- A Table of Contents, with corresponding tab sheets, which correspond to items (A-G), must be included to identify each section, in the same sequence requested in this RFP. RFP responses must meet the requirements of submission format and requirements as stated in this RFP.

- A. Complete and submit Business Identification Form, enclosed as **Attachment 1**.
- B. One copy of the Consultants Bid Submission Form **Attachment 2**- The total fixed-price fees proposed shall be considered to be inclusive of all fees and expenses [travel expenses, printing, reproduction, postage, testing, etc.], which will be generated by the Design Professional and all Sub-Contractors whose services are required to complete the work described in the section entitled *Scope of Work*, herein. Submit a fixed-price quote [use the Bid Submission Form provided in Attachment 2], submitted in a separate envelope with the RFP response. The envelope containing the Fee Proposal should be marked:

[Fixed Fee Quote- Building Plan Review/Inspection and Engineering Services - City of Riverdale - RFP # 2022-02]

- C. Provide a description of professionals capabilities, techniques or resources that can be contributed to this assignment. Past experience on similar projects completed by firm, years of involvement with municipal agencies and appurtenant background information.
- D. Staff specifically assigned to the project at the professional level. Short resumes may be included, but extensive resumes should be limited to key personnel only. The consultant shall provide key project staff qualifications, project staff organization chart, and identify project

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representative, including:

1. The office locations from which the consultant shall operate shall be provided;
 2. Name of sub-consultants, if any, to be used for specific aspects of the project, including a summary of previous work arrangements on similar types of work; and
 3. Names of sub consultant's key personnel for the project, their professional experience, qualifications, and training which are applicable to this project, and the scope of services that will be provided by each sub consultant, shall be described.
- E. A minimum of three references from projects of a similar scope and type shall be submitted with each proposal. Mailing addresses, telephone/fax numbers, email addresses [if available] and the names of contacts must be provided as part of the reference package. Particular emphasis should be placed on demonstrating previous experience in civil design of improvement projects and/or other facilities that demonstrate a special knowledge of the requirements and needs of communities.
- F. Provide a service start date.
- G. The successful Design Firm must provide proof of the required insurance described in **Appendix A** as a requirement of this document.

In addition to the above-mentioned items, the bidder shall be required to agree to and adhere to the following:

No reimbursables will be paid beyond the total fixed-price fee quote amount submitted in response to this RFP.

Professional shall include the provision of the above-described deliverables package in the fixed-price fee for the work and shall not be further reimbursed for these deliverables.

Scoring Values

The decision for selecting a Design Firm will be made by the "Evaluation Committee." The criteria listed below will be used to evaluate all responses to this RFP.

Schedule of Scoring Criteria

(Maximum 100 Points)



A	Evaluation of Design Professional's ability to follow instructions in preparing and submitting proposal	- 10 Pts.
B	The experience of the Design Professional and key staff as it relates to projects of a similar nature and scope	- 30 Pts.
C	The time anticipated to complete the Design phase of the project	- 10 Pts.
D	Evaluation of the Design Professional's references	- 20 Pts.
E	Evaluation of the Quote	- 30 Pts.
	SUB-TOTAL=	
	MBE/WBE Bonus (Add 5 points to sub-total) = (described below)	- -
	LOCAL PREFERENCE BONUS (Add points as a percentage, described below to subtotal) =	
	TOTAL =	-
		- -

Local Preference Bonus. Companies paying taxes in jurisdictions local to the City will receive a bonus to their total bid scores under the City's Local Preference Program. This program is detailed in Riverdale's Code of Ordinances, Chapter 2, Article VIII, §§ 2-200, *et seq.* available free of charge on www.riverdalega.gov or www.municode.com.

To be eligible for a local preference bonus, a company must be considered local in one (1) of three (3) jurisdictions.

For companies considered local to Riverdale, GA, the local preference bonus will be ten (10) percent of the preliminary score.

For companies considered local to Clayton County, GA, the local preference bonus will be seven (7) percent of the preliminary score.

For companies considered local to the State of GA, the local preference bonus will be five (5) percent of the preliminary score.

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MBE/WBE Bonus. Contractors certified by the State of Georgia as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) will receive a five (5) point bonus to the total bid score.

Selection Process

- Each member of the Evaluation Committee will read, review, and evaluate the contents of each timely submitted RFP response.
- If the selection committee deems it necessary, Bidders may be requested to come in for an on-site interview. Recommendation to the Mayor and Riverdale City Council will be made for Council approval. The Mayor and City Council possess final approval authority.
- The City reserves the right to negotiate adjustments in any and all elements of what Bidders submit in their RFP responses, as long as such adjustments do not have the effect of increasing the total compensation paid by the City over the total proposed fixed-price fee compensation set forth in submitted quotes.

Firms submitting a response to the REQUEST FOR PROPOSAL (RFP) for this project must provide in their submittal, verifiable evidence demonstrating that they have considerable current and past experience in providing the services necessary for this project as described in the "Submittals" section of this RFP.

The City will evaluate the Project Teams based on the following items:

1. The information contained in Project Team's RFP. The City's evaluation of this information will be based, at least in part, on the requirements for the RFP set forth elsewhere in this document.
2. Project Team's ability to understand the project requirements as it may be revealed in their proposed method and procedure of study, goals and objectives, and their approach to the project.
3. Comments received from the City's reference checks.
4. Project Team's submittal and subjective statements.

The submission of a fee proposal shall be conclusive evidence that the Project Team and its sub-consultants have investigated and satisfied themselves as to the conditions to be encountered, the character, quality and scope of work to be performed, and any municipal and ordinance requirements of the City of Riverdale.

Points of Contact

Any questions or suggestions regarding this RFP must be submitted via email to the named individuals listed below on or before **Thursday, December 8, 2022**. Questions by phone will not be accepted. Questions by sub-contractors will not be accepted and / or inquiries submitted after this date will not be answered. Responses will be issued in the form of written addenda only.

- Nicole C.E. Dozier, Community Development Director, ndozier@riverdalega.gov).

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Rules Governing Bidding Process

- A. All Quotes and supporting documentation received by Riverdale shall become the property of the City and will not be returned.
- B. All costs associated with the preparation and submission of the Quote shall be borne solely at the expense of the Bidder. Riverdale shall not, under any circumstances, be responsible for any costs or expense incurred by the Bidder.
- C. This RFP and interview selection processes shall in no way be deemed to create a binding contract of any kind between Riverdale and the Bidder.
- D. Riverdale reserves the right in its sole discretion to waive informalities in the RFP process, but is not required to do so.
- E. To be considered, a Responder must submit a complete proposal as indicated herein. The format that is provided in this document is not negotiable. Failure to adhere to the instructions contained within this document will void the submission of any Proposal.
- F. It is the responsibility of each Responder to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the RFP response. Once the submission deadline has passed, all RFP responses will be final. The City will not request clarification from any Design Professional relative to its RFP response.
- G. Any submitted RFP response shall remain a valid submission for three months after the quote due date, or until the City executes a Contract, whichever is first. The City may, in the event the selected Design Professional fails to perform and/or the contract is terminated within forty-five days of its initiation, request the Design Professional submitting the next acceptable proposal to honor its quote.
- H. Each Bidder must comply with the applicable laws, ordinances and resolutions of Riverdale, Clayton County, the State of Georgia, and the Federal Government. Bidders must also exhibit the financial ability to furnish the necessary insurance coverage, and bonding specified herein.
- I. The price for the services requested in this RFP includes all licenses and permits that the Responder is or may be required to complete this work.
- J. Riverdale reserves the right to award a Contract to a Responder other than the lowest cost Bidder if the interests of the City are best served. In addition, if a limited number of qualified submittals are received, the City may deem it necessary to notify the bidders and re-advertise the project.

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