



411 Second Street, Solvang, CA 93463
(805) 688-4414, Fax (805) 693-1070

REQUEST FOR PROPOSALS

September 12, 2019

RE: BUILDING PLAN CHECK AND INSPECTION SERVICES
PROPOSAL ACCEPTANCE DEADLINE: Wednesday, September 18, 2019 at 4:00 P.M.

Dear Consultant:

The City of Solvang is seeking proposals from experienced firms to provide building plan check and inspection services. Firms are invited to submit their proposals and qualifications for this project.

ABOUT SOLVANG

Solvang is one of two incorporated communities located in the Santa Ynez Valley. Buellton, which incorporated in 1991, is located along U.S. Highway 101 and serves as the westerly gateway to the upper Santa Ynez Valley, including the City of Solvang and the towns of Ballard, Los Olivos, and Santa Ynez. An estimated 25,000 people live in the Santa Ynez Valley with 21% of the total residing in Solvang. Solvang's population is 5,771 people at last census and is 2.2 square miles (the service area)

Solvang, with its quaint Old World architectural styles, is one of California's most unique cities. Over the past several decades, Solvang has evolved into a widely recognized tourist destination. The town's architecture and setting are well known throughout the State and nation, and the City's identity and economic vitality are now linked very closely to the aesthetic character of the community. The City is still small and compact, which contributes to its charm, beauty, and pedestrian friendly atmosphere. The City's General Plan contains goals to contribute to protecting and enhancing the City's unique qualities.

Although the City is largely built out, quality of life, land use issues and traffic problems, along with need to maintain and protect the Old World Danish-Northern European ambiance of the City's Village area continue to be important issues with residents and business owners.

BACKGROUND

Since its incorporation in 1985 until 2005, the City contracted with the County of Santa Barbara for building plan check and inspection services. In 2005, the City commenced operating the Building Division. The Division has been under the supervision of a Planning & Economic Development Director (currently vacant), and is staffed by a full time Building Technician. The Building Technician provides counter support, coordinates the plan check process, and issues building permits. Building plan check and inspection and Building Official services are provided by a contract firm. The firm bills

the City based on a percentage of permit fees. The City is looking to provide high quality customer services including inspection services availability during five working days per week. Based on prior activity, the City estimates the inspection services at 12 to 16 hours per week. Plan review and Building Official services are provided as needed.

SCOPE OF SERVICES

The City is requesting proposals for contract services to provide plan review and inspection services for development within City limits. Plan check services and Building Official services will be utilized on an as-needed basis, and inspections would be provided as part-time, scheduled hours. The City requests that proposals include a bid that includes plan check services, building inspection services and that of the building official. The City also requests that the selected firm be available to provide services in the event of an emergency and/or natural disaster.

Plan Review:

- Review of construction plans and other related documents for compliance with the following codes:
 - Architectural - Most Recently Adopted City Building and Residential Code
 - Structural - Most Recently Adopted City Building and Residential Code
 - Electrical - Most Recently Adopted City Electrical Code
 - Plumbing - Most Recently Adopted City Plumbing Code
 - Mechanical - Most Recently Adopted City Mechanical Code
 - Fire - Most Recently Adopted City Fire Code
 - Energy - Most Recently Adopted City Title 24 Energy Code
 - Accessibility - Most Recently Adopted City Title 24 Accessibility Codes (State and Federal)
 - Green Building - Most Recently Adopted City Green Building Code
 - Other City Ordinances, Policies, and Procedures including Grading Ordinance;
- Maintain close liaison with other City departments and public agencies in order to assure all appropriate requirements are incorporated in the construction documents;
- The ideal building inspector would be available to address applicants' concerns and discuss plan review corrections as well as minor over the counter plan check services;
- Review plans and return to applicant/City within ten (10) business days; and
- Be available during an emergency or natural disaster to assist the City with safety evaluations of buildings.

Inspection:

- Provide inspection services and assure that construction complies with plans and is in compliance with the most recently adopted codes, policies, and procedures;
- Be available to provide inspection services in accordance with the established schedule and within a 48 hour time period;
- The ideal building inspector would be available to address applicants' concerns and discuss plan review corrections as well as minor over the counter plan check services;
- Provide the services of at least one inspector who is a Certified Accessibility Specialist

- (CASp); and
- Be available during an emergency or natural disaster to assist the City with inspection services.

Other Services:

- Be available to assist with the code update and adoption process.

CONSULTANT'S RESPONSE – FORMAT

In order to facilitate the review and evaluation of the proposals, all proposals shall be organized using the outline format described below. Please submit three (3) copies of all requested materials and an electronic copy.

1. A clear, concise narrative incorporating all requirements specified in the Scope of Services.
2. A description of the firm's qualifications and experience in providing building plan check and inspection services and resumes for key personnel.
3. Identification of consultant's staff and their capabilities. Please identify the contact person(s) responsible for plan review and inspection services.
4. List the names, addresses, and telephone numbers of any additional firms you intend to use.
5. A cost proposal for consultant services as outlined in the scope of work. Please be specific identifying proposed budget for inspection services, Building Official and Plan Check and the proposed billing methodology. Please include insurance coverage and capability information as specified in the attached Standard Professional Services Agreement.

SELECTION PROCEDURE

Proposals received will be evaluated by City staff. The selected proposal will be forwarded to the Solvang City Council for final award of contract on September 23rd, 2019. The following criteria are among those that will be used to evaluate the submitted proposals:

1. A high level of professional competence and experience in providing building plan check and inspection services. (20 points possible)
2. Experience of personnel assigned to the project. (20 points possible)
3. Quality of the proposal. The proposal should demonstrate the firm understands the City's overall objectives in providing building plan check and inspection services. (30 points possible)
4. Ability to provide plan review and inspection services in a cost effective manner. (30

points possible)

RFP AMENDMENT AND CANCELLATION

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue all or any part of the RFP at its sole discretion. Vendors are required to respond to the final written RFP including any exhibits, attachments, and amendments issued by the City.

QUESTIONS PERTAINING TO RFP

Specific questions and/or comments concerning the RFP should be submitted via email to the RFP Coordinator not later than the Deadline for Receipt of Questions and/or Comments identified in Section

1.5 RFP Schedule of Events. Vendor questions should clearly identify the relevant section of the RFP and page number(s) related to the question being asked. All questions and/or comments and the City's responses will be emailed to all Vendors submitting a Notice of Intent to Propose.

SUBMITTAL

All proposals, whether selected or rejected, shall become the property of the City of Solvang. The City reserves the right to reject any or all proposals. The cost of preparation of the proposal will be borne by the proposer. Proposals shall be signed by a representative of the consultant who has the authority to sign contracts for the consultant. Attached is copy of the City of Solvang's Standard Professional Services Agreement, which will be utilized to engage the services of the consultant. Please review it to insure all conditions can be met.

Please submit three (3) copies of all requested materials and an electronic copy. Responses to the RFP will be accepted until 4:00 p.m., September 18, 2019 and the proposal must be in the possession of:

Xenia Bradford, Acting City Manager
City of Solvang
411 Second Street
Solvang, California 93463

Attachment: Standard Professional Services Agreement
Current Building Fee Schedule