



# **REQUEST FOR PROPOSALS**

**RFP 2022-02**

## **Building Permit Inspection Overflow Assistance**

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PROCUREMENT TIMELINE

The following milestones and dates may be subject to change at the sole discretion of the Marin County Community Development Agency Director.

Awarding Agency: Marin County Community Development Agency  
Building and Safety Division  
3501 Civic Center Drive, Room 308  
San Rafael, CA 94903

Contact Person: William "Bill" Kelley, CBO,  
Deputy Director, Building and Safety Division  
415-473-6556  
[bkelley@marincounty.org](mailto:bkelley@marincounty.org)

RFP Issue Date: May 4, 2022

Last Day for Submission of Questions: May 20, 2022  
All questions and responses to bidder's inquiries  
will be posted on the Department's website at:

<http://www.marincounty.org/depts/cd/divisions/building-and-safety/>

Proposal Due Date: June 3, 2022, by 4:00 PM

Number/Format of Proposal Copies: The proposal should be submitted as a .pdf  
attachment conveyed by email to  
[bkelley@marincounty.org](mailto:bkelley@marincounty.org) and received no  
later than 4:00 PM, June 3, 2022.

Tentative Date for Contract Award: June 24, 2022

Tentative Start Date for Contract: June 27, 2022

## RFP GUIDELINES & REQUIREMENTS

### INTRODUCTION

Marin County Community Development Agency, Building and Safety Division is requesting proposals to provide building permit field inspection overflow assistance, on an as-needed basis. This RFP seeks responses from qualified vendors interested in providing these services.

### PROGRAM GOAL & DESCRIPTION

Building and Safety is the Division of the Community Development Agency responsible for planning, implementing, coordinating, and evaluating the County's building permitting program. Building permit application intake, processing, and California Building Standards Code (Title 24, CCR) plan review are provided directly by Division staff. Additional application reviews by Planning, Environmental Health, Public Works Land Development and/or fire agencies may also be facilitated by Division staff prior to permit issuance. Approximately 4,700 building permits are issued annually under this program to customers within Marin's unincorporated area.

After permit issuance, Division staff provides on-site construction inspections or electronic review of photographic documentation to verify construction in accordance with the approved plans and applicable code requirements. Approximately 16,740 separate inspection requests are received and provided annually by Division staff.

Building and Safety Division management desires assistance, on an as needed basis, to ensure requests for field inspection are provided on a next-day basis. The selected vendor will be expected to provide a variable level of field inspection overflow assistance as needed to help maintain reliable conformance with our next-day service objectives.

For the purposes of this RFP and any ensuing contract, "overflow assistance" means providing assistance, when requested, performing field inspections when our division staff is unable to do so, due to absence or unavailability; and/or during infrequent and temporary periods when demand for service exceeds division staff's capacity to maintain our service objectives.

### WHO IS ELIGIBLE TO APPLY?

Proposer must be providing comparable services in current use by one or more municipal clients, be responsive to all requirements of this RFP, and able to legally conduct business in Marin County, California. Proposer must have been in the municipal services building permit plan review and inspection business for at least thirty-six (36) months prior to the release date of this RFP to be eligible to participate.

### PREPARING THE PROPOSAL

When preparing a proposal in response to this RFP, the Proposer is reminded to:

1. Carefully read the entire RFP document before you start
2. Submit a complete proposal by the required deadline
3. Make sure that all procedures and requirements of the RFP are accurately addressed
4. Refer to the Department for access to resource materials pertinent to this RFP
5. Carefully review the entire proposal prior to ensure it is complete as instructed

## QUESTIONS/INQUIRIES REGARDING THE RFP

Vendors should submit questions or inquiries through email to [bkelly@marincounty.org](mailto:bkelly@marincounty.org) no later than May 20, 2022. Inquiries by telephone or other means will not be accepted. Vendors should refer to the specific page in the RFP and should quote the specific language in question. All questions or inquiries will be answered and available on the Department's website at:

<http://www.marincounty.org/depts/cd/divisions/building-and-safety/>

## ADDENDA

All addenda to the RFP will be published on the Community Development Agency Building and Safety Division website above. Proposers are encouraged to view the website frequently in order to be familiar with any subsequent information contained in addenda to the RFP.

## CONTRACT PERIOD/PROVISIONS

By submitting a proposal, Proposer is agreeing to sign and be bound by the County's standard professional services contract (Attachment B).

The initial term of the contract, if awarded, shall be a maximum of two (2) years, commencing on or about June 24, 2022. By mutual agreement the term of the contract may be extended annually for a maximum total of two (2) additional years, provided written notice of each extension is given to the proposer at least thirty (30) days prior to the expiration date of such term or extension. In the event funding approval is not obtained by the County, the contract shall become null and void effective the date of renewal. During extension periods, all terms and conditions of the contract shall remain in effect.

## APPLICATION PROCEDURE

Proposal must be attached as a .pdf and submitted by email no later than 4:00 p.m., Pacific Daylight Time, on Friday, June 3, 2022, to: [bkelly@marincounty.org](mailto:bkelly@marincounty.org)

Mail or facsimile responses to this Request for Proposals does not meet the requirement of the Application Procedure and will not be accepted. Proposals received after the exact time specified for receipt will not be considered. The County reserves the right to accept or reject any or all proposals.

## PROPOSAL CONTENT

This RFP requires proposers to submit proposals in the format outlined below:

### A. EXECUTIVE SUMMARY

(Proposal Section 1.0) This part of the response to the RFP should be limited to a brief narrative summarizing the proposal. The summary should not address details of services proposed. This section should include cost quotations at a summary level only, for each type of service to be provided on an as-needed basis. Contact information should include a valid e-mail address and a telephone number.

### B. SCOPE OF SERVICES

(Proposal Section 2.0) This section of the vendor's proposal should include a general discussion of the vendor's understanding of the overall project and the scope of work proposed. The response must clearly describe the services included in the proposal that are necessary to meet County's requirements, as well as any additional services included in the proposal that are "value-added" or "optional." The response must also confirm that the proposal includes all the work effort necessary to provide and deliver the services included in the proposal.

### C. COMPANY BACKGROUND

(Proposal Section 3.0) Each proposal must provide the following information about the submitting proposer's company. The Community Development Agency, at its option, may require a proposer to provide additional documentation or clarify requested information.

Background information shall include:

- . How long the company has been in business.
- . A brief description of the company size and organizational structure.
- . How long the company has been providing the proposed services to other municipal clients.
- . Listing of vendor's municipal customers who have received similar services.
- . Evidence that the vendor is in good standing and qualified to conduct business in California.

### D. SUSTAINABILITY PROVISIONS

(Proposal Section 4.0) This section of the vendor's proposal should detail how the delivery of requested services aligns with Marin's Countywide Plan (2007) and governing values by contributing to fuel efficient transportation, lower traffic impacts, and reduced greenhouse gas emissions.

### E. IMPLEMENTATION PLAN

(Proposal Section 5.0) The proposer must provide a detailed plan for implementing the proposed services. This information MUST include a detailed methodology.

### F. CLIENT REFERENCES

(Proposal Section 6.0) The County considers references for the service vendor to be important in its decision to award a contract. The County will not call proposers to tell them that their references will be contacted. The names and phone numbers of the received service manager for each reference must be listed. Failure to provide this information may result in the proposer not being considered further in the selection process.

## G. PRICING

(Proposal Section 7.0) Include itemized costs for all services to be delivered. Costs should be identified as unit costs on an as needed per service basis for each type of service proposed. The County reserves the right to contact proposers on cost and scope clarification at any time throughout the selection and/or negotiation process.

## H. EXCEPTIONS TO THE RFP

(Proposal Section 8.0) All requested information in this RFP must be supplied. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and a written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County, and the description of the advantages or disadvantages to the County because of exceptions. The County, in its sole discretion, may reject any exceptions or specifications within the proposal. Proposers may also provide supplemental information, if necessary, to assist the County in analyzing responses to this RFP.

## EVALUATION AND SELECTION PROCESS

### GENERAL

After the established date for receipt of proposals, a listing of submitting proposers will be available for public inspection. Qualifications and proposals submitted by interested proposers will be reviewed and evaluated based on the evaluation factors set forth in the RFP. The following general criteria will be carefully considered by the County during the evaluation and selection process:

#### 1. Functional and Technical Requirements

- . Degree to which the proposal meets the functional and technical requirements of the RFP. Exceptions to required features and functions considered essential by the County may result in disqualification of a proposal.

#### 2. Costs

- . Competitiveness of proposer's total pricing. Pricing will not be the sole determining factor in awarding of the contract.

#### 3. Proposer's Previous Performance Qualifications

- . Proposer's experience with other municipalities similar in scope.
- . Proposer's experience under contract with local governments.

- . Proposer's professional credentials and affiliations indicating their capabilities to provide services of this nature, size, and scope.
- . Qualification of resources available to provide the requested services.
- . Proposer's evidence of financial stability.
- . Responses to reference checks.

#### 4. Local Business Preference

In accordance with County of Marin Ordinance #89-2993, the County will assign a five percent preference on the price submitted by a local County business.

The County will make such inquiries as it considers necessary to obtain full information on the proposers selected for further consideration, and each proposer is expected to cooperate fully in such inquiries.

#### 5. Sustainability Preference

To promote alignment with Marin's Countywide Plan (2007), the County will give preferential consideration to proposals demonstrating the use of fuel-efficient transportation, lower traffic impacts, and reduced greenhouse gas emissions in the delivery of requested services.

### PROPOSAL CONFIDENTIALITY

Except as provided for under the California Public Records Act, a lawfully executed subpoena, or other provision of law, each proposer agrees that the contents of each proposal submitted in response to this RFP is confidential, proprietary, and constitutes trade secret information as to all technical and financial data and waives any right of access to such proposals. Except as determined by the Department's Administrative Division, in its sole discretion, no information will be given regarding any proposals or evaluation progress until after an award is made, unless required by law.

### APPEALS PROCESS

Proposer may appeal the award of contract under this RFP in writing to the Director of the Community Development Agency within seven (7) working days of the award recommendation, citing the basis for the appeal. The sole bases for appeal are:

1. Conflict of Interest
2. Failure to follow material RFP procedures that resulted in significant unfair advantage to the awarded applicant
3. Selected applicant is unqualified or disqualified
4. There is no substantial basis to select the awarded party

All appeals must be submitted in writing together along with credible supporting documentation. The decision of the Community Development Agency Director is final.

ATTACHMENT A

PROPOSAL RESPONSE CERTIFICATION

The undersigned, as proposer, declares that they have read the Request for Proposals and that the following proposal is submitted on the basis that the undersigned, the company, and its employees or agents, shall meet, or agree to, all specifications contained therein. It is further acknowledged that addenda numbers \_\_\_\_\_ to \_\_\_\_\_ have been received and were examined as part of the RFP document.

Name of Firm \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone & Fax Number \_\_\_\_\_

Tax ID Number \_\_\_\_\_

Signature of Proposer \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

E-mail Address \_\_\_\_\_