

**Condensed Title:**

Request for Approval to issue a Request for Proposals (RFP) For Building Inspection, Plans Review Services In Various Disciplines, And Permit Clerks To Provide Professional Services On An "As-Needed Basis" And On An "On-Going Basis" For The Building Department.

**Key Intended Outcome Supported:**

Make City More Business Friendly.

**Supporting Data (Surveys, Environmental Scan, etc.):** The recently completed audit by Watson Rice recommended that we continue to use contracted personnel to supplement the City staff in order to meet periodic level staffing needs or the need to staff a particular project.

**Issue:**

Shall the Mayor and City Commission approve the issuance of the RFP?

**Item Summary/Recommendation:**

It is the intent of this RFP to evaluate and recommend award for each trade category based on specific category qualifications. Firms are to submit qualifications for each category if applicable and shall not be limited to one (1) category. The RFP seeks proposals from firms employing staff with qualifications in the following specialized areas: Building Inspector; Roofing Inspector; Electrical Inspector; Plumbing Inspector; Mechanical Inspector; Building Plans Examiner; Electrical Plans Examiner; Plumbing Plans Examiner; Mechanical Plans Examiner; Structural Plans Examiner; and Permit Clerk.

The price and terms for the contracts will be negotiated after City Commission approves authorization to negotiate. Each proposed contract shall be for a two (2) year term, with two (2) one-year renewal options at the City's option.

All firms that submit a proposal for consideration must meet the minimum qualifications as provided below. If the minimum qualifications are not met, the consultant's submittal will be deemed non-responsive. Qualifications will be considered only from consultants that are regularly engaged in the business of providing the professional specialization services as described in this RFP.

**APPROVE THE ISSUANCE OF RFP.**

**Advisory Board Recommendation:**

**Financial Information:**

Source of Funds:		Amount	Account
OBPI	1		
	2		
	Total		

**Financial Impact Summary:**

**City Clerk's Office Legislative Tracking:**

Gus Lopez, Ext. 6641

**Sign-Offs:**

Department Director	Assistant City Manager	City Manager
AR <i>[Signature]</i> GL <i>[Signature]</i>	PDW <i>[Signature]</i>	JMG <i>[Signature]</i>

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# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

## COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: July 15, 2009

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL BUILDING INSPECTION, PLANS REVIEW SERVICES IN VARIOUS DISCIPLINES, AND PERMIT CLERKS ON AN "AS-NEEDED BASIS" AND ON AN "ON-GOING BASIS", FOR THE BUILDING DEPARTMENT.**

### ADMINISTRATION RECOMMENDATION

Approve issuance of the RFP.

### ANALYSIS

In order to address the variable demand requirements in the Building Department, and to be able to offer customers a tailored level of service, the Administration is recommending that a Request for Proposals (RFP) for building inspection, plans review services in various professional disciplines, and permit clerks is issued to provide professional building inspection and plans review services on an "as-needed basis" and on an "on-going basis" for the Building Department.

### SCOPE OF SERVICES

It is the intent of this RFP to evaluate and recommend award for each trade category based on specific category qualifications. Firms are to submit qualifications for each category if applicable and shall not be limited to one (1) category. The RFP seeks proposals from firms employing staff with qualifications in the following specialized areas:

- **Building Inspector** with the State of Florida Certification and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Roofing Inspector** with the State of Florida Certification and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Electrical Inspector** with the State of Florida Certification and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;

- **Plumbing Inspector** with the State of Florida Certification and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Mechanical Inspector** with the State of Florida Certification and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Building Plans Examiner** with the State of Florida Certification and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Electrical Plans Examiner** with the State of Florida Certification and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Plumbing Plans Examiner** with the State of Florida Certification and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Mechanical Plans Examiner** with the State of Florida Certification and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Structural Plans Examiner** with the State of Florida Registration a Professional Engineer (PE) in the Structural discipline and meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification.
- **Permit Clerks:** with a minimum of two years as a Permit Clerk in another jurisdiction in the State of Florida and a High School Degree.

The final price and terms for the contracts will be negotiated after City Commission approves authorization to negotiate. Each proposed contract shall be for a two (2) year term, with two (2) one-year renewal options at the City's option.

**Tasks To Be Completed:**

- Conduct technical field inspections of buildings, equipments and installations during various phases of plumbing construction, installation and operation and grant inspection approvals, if found in compliance with applicable codes and regulations, and provide written comments, if found not in compliance with applicable codes and regulations.
- Review plumbing, electrical or mechanical installation plans, specifications and materials listed for residential and commercial projects, and grant approvals, if found in compliance with applicable codes and regulations, and provide written comments, if found not in compliance with applicable codes and regulations.

- Evaluate alternate methods, procedures, materials and products for compliance with the South Florida Building Code requirements, whichever is applicable, depending on the date of the application or construction.
- Approve and disapprove proposed plans in accordance with the applicable Code and other regulatory requirements and discuss disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
- Render information concerning the applicable Code and make interpretations of its contents. Make decisions as to the feasibility of deviations from the Codes under various conditions.
- Perform related work as required by the Building Department

#### **Minimum Requirements**

**All firms that submit a proposal for consideration must meet the minimum qualifications as provided below. If the minimum qualifications are not met, the consultant's submittal will be deemed non-responsive. Qualifications will be considered only from consultants that are regularly engaged in the business of providing the professional specialization services as described in this RFP.**

#### **1. Team's Experience:**

- Indicate the firm's number of years of experience in providing the requested professional building trade specialization services;
- List all projects undertaken in the past five (5) years, describe the scope of each project in physical terms and by cost, describe the proposer's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to proposer's activities in relation to the project.
- Provide the name(s) of the person, within your organization who was most actively concerned with managing each project;
- List and describe all legal claims against any member of the team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of court, during in the past five (5) years.

#### **2. Project Manager's Experience:**

- Provide a comprehensive summary of the experience and qualifications of the individual(s) who are proposed and will be selected to serve as inspectors and plans examiners. These individuals must have a minimum of (5) five years' experience in their designated professional building trade specialization, Building, Electrical, Mechanical, etc.

- All personnel proposed in this RFP must meet the Minimum Qualifications in accordance with the Florida Statutes and the Code of Miami-Dade County. The Minimum Qualifications of the personnel assigned to the tasks to be performed under this RFP are as follows:
- Individuals must meet the requirements of Chapter 8, Section 20-32 of the Code of the Miami-Dade County, which states the following:
  - a) A Master Plumber, Electrician or Mechanical Contractor having held a certifications by Miami-Dade County Construction Trades Qualifying Board for a period of at least 5 years and having 5 years of field experience under the certification; OR
  - b) A State Certified Plumbing, Electrical or Mechanical Contractor having held certification by the Florida Construction Industry Licensing Board for a period of at least 5 years and having 5 years experience under that license; OR
  - c) A Florida Licensed Professional Engineer having obtained a license pursuant to examination in the electrical or mechanical discipline and having had 5 years of field experience under the license.
  - d) Provisional/Standard Plumbing, Electrical or Mechanical Inspector and Plans Examiner certifications from the Florida Board of Code Administrators and Inspectors.
  - e) The professional license and certifications required herein must be current and in good standing with the Florida Department of Business and Professional Regulation and Miami-Dade County with no pending complaints.

3. Previous Similar Projects:

Please provide a list of a minimum of ten projects which demonstrate the individual(s) experience in providing the services under each professional building trade specialty category. Please provide the following information for each sample project.

- Clients name, address, phone number, fax and/or e-Mail address.
- Description of the scope of the work.
- Month and Year the project was started and completed.
- Total cost and/or fees paid to your firm.
- Role of the firm and the responsibilities.

4. Qualifications of Project Team:

Provide a list of the personnel to be used on this project and their qualifications. A resume of each individual, including education, experience, licenses and certifications and any other pertinent information shall be included for each team member to be assigned under each professional building trade category.

## EVALUATION PROCESS

The procedure for response, evaluation and selection will be as follows:

- RFP issued
- Receipt of responses.
- Opening and listing of all responses received.
- An evaluation committee, appointed by the City Manager, shall meet to evaluate each response in accordance with the requirements of this RFP. If further information is desired, proposers may be requested to make additional written submissions or oral presentations to the evaluation committee.

The evaluation committee will recommend to the City Manager the proposer(s) that the evaluation committee deems to be in the best interest of the City by using the following criteria for selection:

- A. Firm's qualification in providing building, structural, accessibility, mechanical, electrical and plumbing plans review and inspection services. **(20 points)**
  - B. List of staffing and their experience to provide the related plans review and inspection services. **(20 points)**
  - C. Past plans review and inspection experience **(15 points)**
  - D. Effectiveness in response to request made by the Department to provide personnel to perform plans review and inspection. **(20 points)**
  - E. Billing rates for specialized areas. **(25 points)**
- After considering the recommendation(s) of the evaluation committee, the City Manager shall recommend to the City Commission the proposal or proposals, acceptance of which the City Manager deems to be in the best interest of the City.
  - The City Commission shall consider the City Manager's recommendation(s) in light of the recommendation(s) and evaluation of the Evaluation Committee and, if appropriate, approve the City Manager's recommendation(s). The City Commission may reject the City Manager's recommendation(s) and select another response or responses. In any case, City Commission shall select the response or responses, acceptance of which the City Commission deems to be in the best interest of the City. The City Commission may also reject all proposals.
  - Negotiations between the selected proposer and the City take place to arrive at agreement terms. If the City Commission has so directed, the City may proceed to negotiate an agreement with a proposer other than the top ranked proposer if the negotiations with the top ranked proposer fail to produce a mutually acceptable agreement within a reasonable period of time.
  - A proposed contract or contracts are presented to the City Commission for approval, modification and approval, or rejection.
  - If and when a contract or contracts acceptable to the respective parties is approved by the City Commission, the Mayor and City Clerk sign the contract(s) after the selected proposer(s) has (or have) done so.

Should the Mayor and Commission authorize the issuance of this RFP, all procurement rules (i.e. Cone of Silence, etc.) will apply.

**CONCLUSION**

The Administration recommends that the City Commission approve the issuance of a Request for Proposals (RFP) for Building Inspection, Plans Review Services in various disciplines, and Permit Clerks to provide professional services on an “as-needed basis” and on an “on-going basis” for the Building Department.

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