

Request for Proposals

Professional Services

for

Commercial Building Plan Review



Department of Community Development
Planning & Building Services Division
100 State Street
Beloit, WI 53511

1. Introduction

The City of Beloit (City), Wisconsin is requesting proposals and qualifications from professional plan review firms to provide commercial structure (building) and HVAC plan reviews for new buildings, additions, and building alterations. The City is a Delegated Agent of the Wisconsin Department of Safety & Professional Services (DSPS) for the above reviews. The City is also interested in firms that have the capacity and capability to assist the City in obtaining Delegated Agent status for additional review types, specifically Plumbing, Fire Alarm, and Fire Sprinkler. City staff will continue to perform plan reviews for one- and two-family dwellings.

Any questions or comments regarding the RFP/RFQ shall be directed via phone or e-mail to:

Drew Pennington, AICP
Director of Planning & Building Services
100 State Street
Beloit, WI 53511
(608) 364-6711
penningtond@beloitwi.gov

2. Scope of Services

This project involves the review of building, structural, plumbing, HVAC, fire alarm and fire sprinkler plans for multifamily residential, commercial, industrial, and institutional developments and renovations against applicable codes adopted by the City of Beloit and State of Wisconsin. The City's intent is that all property owners, developers, and design professionals shall continue to have the option of submitting commercial building, plumbing, HVAC, fire alarm, and fire sprinkler plans to DSPS, but may choose to submit their plans to the City's authorized plan review consultant as an alternative to DSPS.

Expectations include the following:

1. All plan review consultants or their employees conducting the above-referenced activities shall hold the appropriate credentials issued by DSPS.
2. A written agreement with the City of Beloit shall be required prior to commencement of plan review activities.
3. The plan review consultant shall collect review fees directly from applicants, as the City will not "pass-through" review fees. Fees paid by applicants for plan review shall remain separate and distinct from permit fees paid by contractors at the time of application for a building permit. Plan review fees shall be reasonably similar to those collected by DSPS for similarly sized projects.
4. The City or its authorized building inspection consultant shall retain all building inspection and permitting activities.
5. Plan review applications shall be required to be used, and review and/or approval communications shall be in writing with copies of each provided to the City. The Plan review consultant must be willing to accept electronic plans, either as email

- attachments or via file sharing service. The plan review consultant shall provide the City with electronic copies of plans for each approved project. Applicants will continue to provide hard copies to the City.
6. The plan review consultant shall be expected to entertain reasonable questions from and dialogue with applicants throughout the plan review process, which may involve researching code-related questions and unique circumstances.
 7. The plan review consultant must value and support the City's reputation as a professional, responsive, and solutions-oriented place for development opportunities.
 8. Ability to begin services on or about November 1, 2022 for a period of up to 12 months, with the option to extend any agreement in 12-month increments.
 9. Selected firm(s) will be expected to communicate regularly with the City's existing inspection staff to ensure efficiency and responsive customer service.

3. About the City of Beloit

Beloit is a mid-sized city of 37,000 located in south central Wisconsin at the confluence of Interstate Highways I-39/90 and I-43 along the Wisconsin-Illinois border. The community's economy is diverse and robust, and significant public and private investments over the past 20+ years have revitalized many areas of the community. Beloit boasts an award-winning downtown business district, a large and stable industrial park, and the growing Gateway Business Park now home to major companies including Amazon, Kettle Foods, Staples, Northstar, Kerry Ingredients, and many more. In 2021, the City issued more than 1,439 building permits worth more than \$31.1M in construction value. Several major projects are expected in 2022 and 2023.

4. Submittal Instructions

Submittals - Proposals submitted in response to this RFP shall be clearly marked "**City of Beloit Professional Services for Commercial Building, Plumbing, HVAC, and Fire Plan Review**" and shall be delivered via electronic mail to the following address:

Drew Pennington, AICP
Director of Planning & Building Services
100 State Street
Beloit, WI 53511
(608) 364-6711
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All proposals are due no later than **5:00 P.M. Central Standard Time on September 1, 2022**. All proposals must include the following:

- Cover letter acknowledging the proposed scope of services
- Project team with resumes. Limited to one page per team member.
- Listing of communities currently utilizing the firm's inspection services.
- Applications and fees – Shall include applications and fees to be charged to applicants.

The instructions contained herein must be closely followed for the Proposal to be considered under this RFP. If any of the submittal requirements are omitted or any exceptions to the contractual terms and conditions are taken, the City shall reserve the right to deem the proposal non-responsive. The City further reserves the right to reject any proposal if it is not in compliance with the required format. The City reserves the right to accept or reject any or all proposals or to waive any technicality or any informalities in bidding, and accept any proposal(s) deemed to be in the best interest of the City. The City reserves the right to reissue all or part of this RFP and/or not award any contract at its discretion and without penalty. In addition, this contract may be awarded to multiple bidders or one bidder as deemed by the City to be in its best interest. The City reserves the right to accept the proposal(s) considered most advantageous to the City, which, in its opinion, meets the specifications of the RFP regardless of whether or not the terms are the lowest cost.

The City reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement by the successful bidder(s).

All prices quoted in the proposals shall remain firm for a minimum of 90 days after the due date of this RFP. Once awarded, prices shall remain firm for the duration of the contract.

Time is of the essence, therefore the successful bidder(s) is/are expected to provide all necessary documents required and enter into a contract with the City within 30 days of the Notice of Award. The City will consider any bidder(s) in default for failing to enter into a contract within the aforesaid time limits and any award shall be withdrawn. In that event, the City reserves the right to award the contract to the next bidder(s) which the City deems in its best interest.

All proposals and any/all referencing information submitted in response to this RFP become property of the City of Beloit and will not be returned. The City reserves the right to use such quotation and other material or information and any ideas presented therein without cost to the City. The City will use its discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee information will not be made public. The bidder acknowledges that as a governmental entity, the City is subject to Wisconsin Public Record Law, Wis. Stat. § 19.21, et seq., which subjects the City to making records available for disclosure.

The City and all of its officers, agents and employees are not liable for any costs incurred by the bidder in replying to this RFP. The bidder shall solely bear the entire costs for preparing and submitting proposal(s) in response to this RFP. All costs incurred during the selection process and negotiations will likewise be solely at the bidder's expense.

The City reserves the right to amend or withdraw this RFP at any time at its sole discretion prior to the due date of the RFP. If it becomes necessary to amend any part of the RFP, an addendum will be provided. Bidders must include an acknowledgment of all addenda as part of the RFP. Any withdrawal is effective upon issuance of such notice.

By responding to this RFP, the bidder accepts the process outlined in this RFP and fully acknowledges that the final determination of the City is binding and without appeal.

5. Proposal Evaluation Process

The City of Beloit staff will review proposals for conformance with this RFP. A selection will be based on the following:

Project Team and Qualifications:

Identify the bidder's proposed project team. Include a resume for each team member and identify what makes them qualified to successfully complete this project. It should be made clear which team members will be performing the work of each task and which team members will be providing actual inspection services.

Related Project Experience:

Describe other similar projects the firm has completed in the past including a contact for the client. List which proposed project team members worked on these past projects and specifically note which tasks these team members performed.

Fee:

Identify all fees the bidder will charge to applicants for performing the tasks necessary to accomplish the objectives of this RFP.

6. Proposed Schedule

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| • Request for Proposal Issued | August 1, 2022 |
| • Proposals due to City | September 1, 2022 |
| • Final Selection Notification | October 1, 2022 |
| • Plan Reviews Begin | November 1, 2022 |

7. Professional Services Contract

The selected bidder will be required to enter into a contract using the City of Beloit's Professional Services Contract template or an acceptable alternative. This RFP, any addenda and the proposal of the selected bidder will become part of the contract. Some firms may already have an agreed upon modification to this form which will be used. To obtain a copy of the proposed contract please contact Drew Pennington.

8. Request for Proposal Questions

All questions shall be submitted to Drew Pennington at (608) 364-6711 or penningtond@beloitwi.gov.