



CITY OF LEAVENWORTH
REQUEST FOR QUALIFICATIONS

Commercial Building Inspections

Project No. N/A

April 1, 2024
Responses due April 15, 2024

City of Leavenworth
Department of Public Works
700 US Hwy 2 / P.O. Box 287
Leavenworth, WA 98826
Phone: 509-548-5275

REQUEST FOR QUALIFICATIONS (RFQ)

1.0 OBJECTIVE

The City of Leavenworth (City) is soliciting qualifications from qualified consulting firms (Consultants) to provide professional services to complete commercial building inspections. The Consultant shall provide a certified commercial building inspector with a minimum of two years' commercial inspecting experience, in accordance with the adopted International Codes, Washington State Building Code, Energy Code, Fire Code, and applicable city building codes, including Wildland Urban Interface Building Standards and Design Review Board Standards. Inspections shall be conducted on-site using cloud-based Permit Trax system.

2.0 BACKGROUND

The City of Leavenworth has a full-time building inspector, primarily focused on residential construction, and a contracted Building Official working two partial days a week. The City has contracted new commercial construction plan review to CWA. They work with City staff to complete final reviews prior to issuing permits. Over the last year, the City has received several large commercial building permits which have been issued or will be issued this year. Combined with an above normal influx of permits, the City is seeking additional, trained support to complete commercial inspections. The initial work will include, but is not limited to, a new 129-room hotel.

3.0 SCOPE OF WORK

The City is seeking a consulting firm to conduct commercial building inspections by a certified building inspector to perform the following services on an as- needed, on-call basis:

- Upon authorization by the Jurisdiction, the inspector will perform building inspection work for the Jurisdiction.
- The inspector will provide building inspections in accordance with the currently adopted International Codes, Washington State Building Code (WAC 51-50 and 51-11), and Energy Code (WAC 51-11), 2018 WA State Fire Code and the applicable City Building Codes.
- The Consultant's staff will also need to be available to attend Jurisdiction requested meetings such as pre-application, pre-construction or co-department review meetings.

4.0 SELECTION PROCESS

After the deadline for acceptance of proposals, the SOQ's received will be reviewed and evaluated by an Evaluation Committee comprised of, but not limited to, City staff, appointed or elected officials, and individuals chosen by Community Development staff to participate. The Evaluation Committee will rate written proposals based on the evaluation criteria listed below.

The City may choose to interview the top firms as ranked by the Evaluation Committee. Information from interviews (if needed) along with feedback from references will be incorporated into the final rankings.

If a contract cannot be negotiated with the top ranked firm, the City will contact the next firm in line and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

1. Qualifications/expertise of the firm completing projects of similar complexity and function;
2. Qualification of the proposed project manager and key staff members;
3. Familiarity with City standards, relevant codes, and City planning requirements; and
4. Demonstrated ability of the Consultant to perform high quality work, control costs, meet schedules, prepare documentation, and ensure project commitments are met.

Submittal Deadline

One (1) electronic copy of the Request for Qualifications shall be delivered by 2:00 p.m. on April 15, 2024 to the attention of Lilith Vespier, Community Development Director, at the following address: lvespier@cityofleavenworth.com.

Any proposal received after the specified date and time may be rejected and not receive any further consideration by the City.

5.0 CITY CONTACT INFORMATION

Proposal Contact Person: All questions regarding this solicitation should be directed to the attention of Lilith Vespier, Community Development Director, at the following address: lvespier@cityofleavenworth.com.

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing Lilith Vespier, Community Development Director, at the following address: lvespier@cityofleavenworth.com.

6.0 TERMS AND CONDITIONS

The City of Leavenworth exercises its discretion in selecting a firm or individual that presents the proposal that, in sole judgement of the City, best serves the interest of the City. The City reserves the right to waive minor irregularities in any proposal, reject any proposal that fails to meet the proposal requirements in any respect, to reject all proposals for any reason, or to cancel in part or in its entirety the Request for Proposals.

This Request for Proposal does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the proposal if it is in the best interest of the City to do so.

All costs for developing a response to this request are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the City Contact listed in Section 7.0 of this Request for Proposal. Proposals cannot be withdrawn after the published close date.

The City of Leavenworth, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all consultants that will affirmatively ensure that any contract entered into pursuant to this request for qualifications, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposal in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.