



REQUEST FOR PROPOSAL by the City of New Albany

INTRODUCTION

This Request for Proposals (RFP) is a solicitation for proposals from qualified consultants and/or firms to provide commercial plan review to the city of New Albany ("City"). The City's intent is to minimize response time and provide excellent customer service.

All proposals must contain the requisite information outlined in the RFP and be received no later than **4:00 p.m. on November 13, 2012.**

DESCRIPTION OF SERVICES

The City desires the following services to be performed.

Plan Review Services

Consultant, a Master Plans Examiner, will examine drawings submitted to the Community Development Department for conformance with the Ohio Building Codes ("OBC") and Rules of the Board as adopted by the State of Ohio and the City. Upon completion of the review, the Consultant shall provide the City with a review letter in conformance with the Rules of the Board and in accordance with OBC 104.2.2. Consultant shall reply in the format as prescribed by the Building Official and in accordance with OBC 105.5.1 and OBC 107.

The Consultant will provide preliminary plan review services to the City when requested by an applicant and approved by the City. These meetings are regularly scheduled on Thursday mornings.

The Consultant will act as the City's representative at hearings before the State Board of Building Appeals and/or the Board of Building Standards in conjunction with any plan review performed by the Consultant, when requested to do so and authorized by the City.

The City requires the following commercial plan review turn-around schedule:

Type of Project	Initial Plan Check	Subsequent Plan Checks
Single Use New Buildings/Existing Buildings/ Shell Buildings/Tenant Improvements	8 - 10 calendar days	5 calendar days
New Buildings with Variable Uses/Multi- Story/ Specialty Occupancy	14 calendar days	5 calendar days

CITY CONTACT

The principal contact with the city of New Albany for this RFP is Jennifer Chrysler, Director of Community Development, (614) 855-3913, email jchrysler@newalbanyohio.org.

The Community Development Department's address is:
99 West Main Street
P.O. Box 188
New Albany, Ohio 43054

The City's main telephone number is:

(614) 855-3913

The Community Development Department's fax number is:

(614) 939-2234

The City's website address is:

www.newalbanyohio.org

Village Hall hours are:

8:00 a.m. – 5:00 p.m. (Monday-Friday)

RFP SCHEDULE

The following timeline applies to this RFP, however, the City may change the estimated dates and process as deemed necessary:

Activity	Date
RFP Issued	October 22, 2012
Last Date for Questions	November 5, 2012
Proposal Due Date	November 13, 2012
Interview	November 19-20, 2012*
Contract Awarded	November 27, 2012

*The City may hold interviews with any firm. If interviews are requested, the City will notify the firm by Nov. 16, 2012.

The City expects, but does not guarantee, that the decisions on the selection of pre-qualified Consultants will be made by the City on the date(s) indicated above.

The deadline to submit questions regarding this RFP is November 5, 2012. Questions must be submitted in writing (email is preferred) to the attention of the City Contact listed above. Answers to the questions will be posted on the City's website on the Community Development Department's web page no later than November 8, 2012. An email will be sent to all proposers indicating the link to the questions and answers.

SUBMITTAL REQUIREMENTS AND FORMAT

- A. General Conditions: The City reserves the right to waive any irregularity in any proposal or to reject any proposal. Selection of the firms to provide the described services will be made solely by the City base on criteria determined by the City.
- B. Submittal Deadline: Proposals are due no later than 4:00 p.m. on **Tuesday, November 13, 2012**.
- C. Submittal: The submittal must include three (3) hard copies in a sealed envelope, in an 8 ½" x 11" format.

Send submittals, or hand deliver to:

99 West Main Street

P.O. Box 188

New Albany, Ohio 43054

- D. Content: To be considered for selection, submit the following information in keeping with the following format and identifying each item by number and letter.

1. Letter of Introduction.

- a. Briefly describe the firm, the name, address, email, and phone number of the contact person as well as a summary of the respondent's understanding of the scope of services and the overall approach to the scope of services. This letter should indicate features, skills and/or services which distinguish the firm, and state why your firm believes it to be the best qualified to perform these services. Describe the firm's

management philosophy and style in providing services to public sector clients.
Indicate if any conflicts of interest exist or could arise due to working for the City.

2. Table of Contents.
 - a. Include a clear identification of the material by section and by page number. Number all proposal pages that follow the Table of Contents.
3. Summary Sheet. This section of the proposal must include a fully-completed copy of the Summary Sheet included as Appendix A of this RFP.
4. Statement of Qualifications (non-promotional).
 - a. Identify contracts the firm is currently undertaking of a similar nature (i.e. Building and Safety Services) and has undertaken in the recent past (2-5 years), and describe the type of services provided under each contract.
 - b. Provide a scope of services involved for one previous or existing contract.
5. Personnel and Allocation of Resources.
 - a. Provide the names, title, experience, and qualifications of management personnel who would provide oversight for the contract service. Provide resumes of all such personnel.
 - b. Provide the names, title, experience, and qualifications of personnel who would be assigned to provide direct services to the City. Provide resumes of all such personnel not listed in 5(a) above.
 - c. Provide the office location that would be serving the City and staffing level at that office.
6. References.
 - a. Provide at least three (3) references that may be contacted for verification of the respondent's experience and qualifications. This should consist of a minimum of two cities/counties for which similar services have been performed, and provide names and telephone numbers of personnel who can be contacted with regard to the services you have provided.
7. Provide a Schedule of Hourly Rates.

GENERAL STIPULATIONS

- A. Right to Request Additional Information: During this evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Debriefings will not be provided by the City.
- B. Right to Reject Proposals: The City reserves the right without prejudice to reject any or all proposals.
- C. Public Record: All proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record pursuant to applicable law.
- D. Reimbursement: The City does not reimburse respondents for the cost of proposal or proposal preparation or delivery, even in the event of cancellation of an RFP.
- E. Period of Performance: The Professional Services Agreement with the firm selected through this process will be valid for one year.
- F. Standard Agreement: The City holds ultimate discretion to modify the Professional Services Agreement, including modifications requested by proposing firms, or modifications suggested or required by the City's legal or insurance services. The City reserves the right to reject any exceptions or proposed changes to the City's standard Professional Services Agreement.

APPENDIX A

Firm Name: _____

Firm of Parent or Ownership: _____

Firm Address:

Firm Telephone Number: _____ Fax Number: _____

Firm Email Address: _____

Firm Website: _____

Number of years in existence: _____

Management Contact (person authorized to sign an agreement for the firm, and ultimately responsible for services required for this RFP):

Name: _____ Title: _____

Email: _____

Project Manager (person responsible for day-to-day contact with the City for this RFP):

Name: _____ Title: _____

Email: _____