



City of Hughson
7018 Pine Street/PO Box 9
Hughson, CA 95326
Phone: (209) 883-4054
Fax: (209) 883-2638

REQUEST FOR STATEMENT OF QUALIFICATIONS

SOQ NO. 002

STATEMENT OF QUALIFICATIONS FOR:

Contract City Plan Review & Building
Inspection Services

QUALIFICATIONS MUST BE RECEIVED NO LATER THAN
5:00 P.M.

January 22, 2020

DELIVER TO:
CITY OF HUGHSON
7018 PINE STREET
HUGHSON CA 95326

MAIL TO:
CITY OF HUGHSON
PO BOX 9 ATTN: ASHTON GOSE
HUGHSON CA 95326

NAME AND ADDRESS OF VENDOR SUBMITTING STATEMENT OF QUALIFICATIONS:

VENDOR NAME:

ADDRESS:

PHONE:

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The City of Hughson is seeking vendors to submit a statement of qualifications to provide professional contract City plan check and building inspection services. The City is seeking a firm with resources, expertise, experience and knowledge to provide a full range of municipal planning and building services.

DISADVANTAGED/MINORITY BUSINESS ENTERPRISES

Disadvantaged business enterprises are encouraged to submit proposals. City of Hughson, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation, issued pursuant to such act, hereby notifies all bidders and proposers that it will affirmatively ensure that in regard to any contract or procurement entered into pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit bids and proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

STATEMENT OF QUALIFICATION - SUBMITTAL REQUIREMENTS

As a minimum, the submittal should include the following:

1. Resumes of the vendors principals indicating experience and background with Federal, State and/or Local Government Agencies.
2. Resumes of personnel that would be assigned to work on City projects.
3. Length of time in business.
4. List of previous and/or current clients with similar operations demonstrating the vendor's experience to perform the work requested. Please include the name and telephone number of a contact person for each client as well as a specific description of the services provided directly by the vendor making the submission.
5. A brief suggested scope of work including, but not limited to, a detailed list of tasks which the vendor might undertake to accomplish the objectives of the Project.

SELECTION PROCESS

A short list of vendors will be selected, by an evaluation committee, from the Statements of Qualifications received. The City of Hughson is not committing to the number of vendors to be listed on the short list. Vendors on the short list will be requested to provide a detailed proposal, and from the proposals a selected number of vendors may be chosen to participate in an interview process. The Evaluation Committee that reviews the Statements of Qualifications will also review the detailed proposals and participate in the interviews. The firm(s) that is/are determined to be the most qualified and that most adequately responds to the City's Request for Statement of Qualifications and interview, will be selected for negotiation of a contract. If an agreement cannot be reached in negotiations, the City of Hughson will begin negotiations with the vendor(s) that is/are determined to be the next most qualified.

SUBMITTAL DEADLINE

Please submit four (4) copies of your firm's Statement of Qualifications no later than 5:00 p.m. PST on **January 22, 2020** to the following address:

City of Hughson
7018 Pine Street
Hughson, CA 95326

If mail delivery is used, the proposer should mail the Statement of Qualifications early enough to provide for arrival by 5:00 p.m. PST **January 22, 2020**. Vendors use mail or courier services at his/her own risk. The City of Hughson will not be liable or responsible for any late delivery of Statements of Qualifications. Statements of Qualifications received after the date and time specified will not be considered and will be returned to the contractor unopened.

MAILING ADDRESS: City of Hughson
PO Box 9
Hughson, CA 95326

TENTATIVE SCHEDULE FOR CONSULTANT SELECTION

Release Request for Statement of Qualifications	December 23, 2019
Statement of Qualifications Deadline	January 22, 2020
Evaluation Process and/or Interviews – Contract Negotiations	By February 14, 2020
Hughson City Council Approval of Contract	February 24, 2020

***The City reserves the right to modify this timeline at any time.**

INQUIRIES

Questions, in written form, regarding Request for Statement of Qualifications procedures should be referred to Ashton Gose, Deputy City Clerk for the City of Hughson.

Phone: (209) 883-4054
Fax: (209) 883-2638
Email: agose@hughson.org
Website: www.hughson.org

Project Description

PROJECT OBJECTIVE

To provide contract plan review and building inspection services and to act as an extension of the City of Hughson staff, to assist with the delivery of municipal services for residents, businesses, governmental agencies and other uses within and around the City of Hughson. The City is in pursuit of a high level of customer service and professionalism with interaction with all customers served.

PROJECT SCOPE

The selected firms or consultants are expected to be familiar with and well versed in all related deliverables required for building and development review services as described in the Request. The vendor will provide contract services to include but not limited to:

Building Plan Review

Consultants shall provide comprehensive plan check review, analysis and comments. Plans shall be reviewed for compliance with the most recently adopted City, State, and Federal building codes, ordinances and other applicable laws and regulations. Review to include building plans, calculations, specifications and reports for a determination of compliance with all applicable codes, ordinances, laws and regulations.

The review shall provide written comments that include the following:

- Complete and detailed comments
- References to plan sheet pages
- Determination of compliance with all applicable codes, ordinances, laws, and regulations
- References to specific codes, regulations and laws for each noted correction
- The name and direct phone number for the person who performed the review of said plans
- Plans examiner shall make themselves available to review comments with the Applicant, as well as the City's planning designee
- Review of professionally prepared Structural Plans and Calculations shall be performed by an individual registered in the State of California as a Professional Engineer
- Commercial and Multi-Family Plans shall also be reviewed by a registered CASp (Certified Access Specialist Property) individual

Upon consultant determination of plan compliance with applicable codes, the approved plans shall be transmitted to the Building Department in a final form ready for building permit issuance with all applicable corrections completed and appropriately denoted on final plans. The consultant shall wet stamp three (3) set of plans as "Approved", which will be returned to the City for disbursement. The same final set will be sent electronically to the City for digital reference.

Building Inspection

Upon direction by the Community Development Director or his/her designee, the Consultant shall provide building inspection and CASp inspection services during the course of construction to enforce compliance with the conditions of approval, provisions of the City's building laws and the code requirements set forth on the approved plans for which the City issued a permit. In the performance of

such duties, the Consultant shall observe each project at the completion of various stages of construction for compliance with all relevant State and City building codes. The Building Inspector shall hold necessary Certifications for the tasks assigned. The Building Inspector shall have all needed tools for inspection including vehicle, insurance, etc. The Building Inspector shall have a set schedule of days and any change in days shall be reviewed with the Community Development Director or designee. An Inspector shall be available to perform inspections for the City no less than four days a week.

The services described above will be provided as may be requested by the City and on an as needed basis as directed by the Community Development Director or his/her designee and approved by the City Manager. Services will be defined, scheduled and authorized using Task Orders and will be billed monthly on a time and materials basis (per negotiated rate schedule). There will be no monthly retainer fee for services. All time billed to the City will be kept in a detailed log by project and submitted with each billing statement.