

REQUEST FOR QUALIFICATIONS

FOR

BUILDING PERMIT INSPECTION SERVICES

Bid Opening Date: March 6, 2023
Bid Opening Time: 2:00 pm
Issued: February 8, 2023

PREPARED BY:



CITY OF COVINGTON
317 NORTH JEFFERSON AVENUE
COVINGTON, LOUISIANA 70433

I. REQUEST FOR QUALIFICATION INFORMATION

1.0 GENERAL

The City of Covington is requesting qualification statements (RFQ) for building permit inspection services for the purpose of establishing a "pool" of qualified inspectors capable of completing various trade 3rd party building inspections for the Building Permits Department on an as-needed basis. The City desires to establish a three-to-five-year contract for building permit services.

2.0 PROJECT DESCRIPTION

The as-needed building permit inspection services may include, but will not be limited to, the inspection of various residential and non-residential construction projects governed by Louisiana State Uniform Construction Code on the business day following the notification of an inspection request in a manner selected by the City of Covington. The Inspector will inspect the phase of the project requested for inspection for compliance with the provisions of the applicable edition of the Louisiana State Uniform Construction Code.

3.0 QUALIFICATIONS STATEMENT INSTRUCTIONS

All requirements of Louisiana State Uniform Construction Code Council must be met at the time of submittal. Multiple prime consultant/sub-consultant(s) will be selected for the City of Covington inspection services pool. **Each submittal must include the attached City of Covington Professional Services Form included with this information packet as part of the Qualifications submittal.** At their discretion, firms may submit additional information as part of the qualification's submittal.

3.1 Minimum Qualifications

The City will review qualification statements received to determine whether or not the respondent meets the following minimum qualifications:

- A. The Prime Consultant under consideration shall be a registered 3rd Party inspector with the Louisiana State Uniform Construction Code Council.
- B. The Prime Consultant must have a minimum of 5 years of prior experience working as a 3rd Party inspection provider for a jurisdiction.
- C. The Prime Consultant must be able to meet the minimum insurance requirements as included in Section 7.0 of this RFQ at the time of any contract execution. Firm shall include proof of insurance meeting or exceeding the requirements set forth in this RFQ or provide a written acknowledgement that the insurance requirements will be satisfied if selected for a project.

3.2 Selection Criteria

Qualification statements shall include, as a minimum, the following items:

A. Firm Experience on Similar Projects

The City is interested in the prime firm's history and success with municipal building code inspection services. List typical municipal building code inspection services meeting these criteria which have been completed by the firm. Prime firm must have adequate and experienced current staff to perform the work competently and efficiently.

B. Qualifications of Assigned Staff

The City is interested in the experience of the inspectors anticipated to be assigned on projects. The inspector must be a registered 3rd Party inspector with the Louisiana State Uniform Construction Code Council at the time of submittal and remain active throughout the duration of the inspection pool.

C. Firm's Ability to Complete Work

The City is interested in the prime firm's capability to provide staffing and support in order to complete any potential projects with the City of Covington. This includes the firm's performance history, including, without limitation, competency, responsiveness, cost control, work quality and the ability to meet schedules and deadlines. Firm must meet or exceed the insurance requirements set forth in this RFQ.

D. Local Involvement and Knowledge

The City is interested in the consultants' knowledge of local conditions and the participation of persons living and/or working in the Covington area on this project. History of firm's current or completed work for the city of Covington. Also, provide information concerning the location of office that will be responsible for performing work for the City of Covington.

E. Recommendations from Other Municipalities

The City is interested in recommendations from other municipalities referencing their previous completed project. Please provide municipalities for which your firm has completed similar projects as a Prime Consultant (other than The City of Covington) and provide a point of contact for each.

3.3 Evaluation Criteria

All responses to the RFQ will be evaluated according to the following criteria and corresponding rating system. The proposals will be evaluated on the basis of written materials provided. Sufficient information must be included in the qualification statement to assure the correct rating. Incomplete or incorrect information may result in a lower evaluation or qualifications statement rejection.

Evaluation Criteria:

- (1) Firm experience on similar projects – 30%
- (2) Qualifications of Assigned Staff – 30%

- (3) Firm's Ability to Complete Work – 20%
- (4) Local Involvement and Knowledge – 10%
- (5) Recommendations from other Municipalities – 10%

3.4 Selection

As per City Ordinance, firms meeting the minimum requirements of this RFQ will be rated based on the review of the RFQ community panel representatives. The final selection of firms included in the inspection services pool will be performed per Section 2-218 of the City of Covington Code of Ordinances. Final selection of firm for municipal projects will be conducted, per Section 2-238 of the City of Covington Code of Ordinances, on an as needed basis.

4.0 CLOSING DATE FOR SUBMITTAL OF QUALIFICATIONS STATEMENTS

Submit 4 hard copies and 1 electronic copy of your qualifications statement in a sealed envelope/package clearly marked:

“QUALIFICATION STATEMENT FOR CITY OF COVINGTON BUILDING PERMIT INSPECTION SERVICES” to:

City of Covington
ATTENTION: Kathy Olsen, Purchasing Agent
317 N. Jefferson Avenue
Covington, Louisiana 70433

Qualifications statements must be received no later than 2:00 p.m. (local time), on March 6, 2023. The City of Covington assumes no responsibility for delayed or undelivered mail or express packages. Qualifications statements which are not delivered to City Hall by the above specified time and date will not be considered. All qualifications statements will become part of the City’s public record on this matter, without obligation to the City.

5.0 INQUIRIES

Questions concerning this request for qualifications should be submitted to:

City of Covington
ATTENTION: Kathy Olsen, Purchasing Agent
317 N. Jefferson Avenue
Covington, Louisiana 70433
(985) 898-4733 (office)
kolsen@covla.com (e-mail)

Questions should be sent no later than **Friday, February 24, 2023, by 2:00 pm CST**. Responses will be issued via addendum no later than 72 hours prior to RFQ due date and time unless the response is deemed as a clarification only. If question is deemed as a clarification only, questions responses will be provided as an e-mail reply within 72 hours.

6.0 GENERAL INFORMATION

1. The City of Covington reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ.
2. Issuance of this RFQ in no way constitutes a commitment by City of Covington to award a contract. City of Covington reserves the right to accept or reject, in whole or part, all qualifications statements submitted and/or cancel this announcement if it is determined to be in the City of Covington's best interest.
3. A proposer/respondent may withdraw a qualifications statement that has been submitted and received up to twenty-four (24) hours prior to the date and time the qualifications statement is due. To withdraw a qualifications statement, a written request signed by the authorized representative of the proposer/respondent must be submitted to:

City of Covington
ATTENTION: Erin Bivona, Chief Administration Officer
317 N. Jefferson Avenue
Covington, Louisiana 70433

4. All materials submitted in response to this request become the property of City of Covington. Selection or rejection of a qualifications statement does not affect this right.
5. Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a qualifications statement identified as such must be clearly marked in the qualifications statement and shall be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any qualifications statement marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
6. City of Covington is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the qualifications statement, preparing for oral presentations, and any other expenses incurred by the proposer/respondent in responding to this RFQ are entirely the responsibility of the proposer/respondent, and shall not be reimbursed in any manner by City of Covington.
7. City of Covington shall not be liable for any errors in qualifications statements. City of Covington reserves the right to make corrections or amendments to the RFQ due to errors identified in qualifications statements by City of Covington or the proposer/respondent. City of Covington, at its option, has the right to request clarification or additional information from the proposer/respondents; if requested, such information shall be provided within fourteen (14) days of request.
8. Proposers are responsible for determining that there shall be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

7.0 INSURANCE REQUIREMENTS

The Inspector shall procure insurance coverage against claims that may arise from, or in connection with the performance of the work hereunder by the Inspector, his agents, representatives, employees, or subcontractors. The Inspector shall keep all the required insurance in force continuously pursuant to their responsibility described in the inspection services contract, including any and all extensions. The Inspector shall pay all costs, premiums, and charges earned and payable under the required insurance. For the purpose of this exhibit: the term "Inspector" shall also include their respective agents, representatives, employees, or subcontractors; and the term "City of Covington" (hereinafter called the "City") shall include their respective officers, agents, officials, employees, volunteers, boards, and commissions.

A. Minimum Scope and Limits of Insurance: The insurance required shall be written for not less than the scope and limits of insurance specified in this exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. It is agreed that the scope and limits of insurance coverage specified in this exhibit are minimum requirements and shall in no way limit or exclude the City from additional limits and coverage provided under the Inspector's policies.

1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products /completed operations and \$2,000,000 annual aggregate.

2) Professional Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate each claim.

3) Additional Insured Endorsement: All liability policies (with the exception of Worker's Compensation and Professional Liability) shall have the City of Covington, the Mayor, the City Council, and their respective officers, agents, officials, employees, volunteers, boards and commissions endorsed as an Additional Insured with respect to liability arising out of or in connection with the activities performed by or on behalf of the Inspector; products and completed operations of the Inspector; premises owned, leased, or used by the Inspector; or automobiles owned, leased, hired or borrowed by the Inspector. The coverage shall contain no special limitations on the scope of protection afforded to the City.

4) Acceptability of Insurers: Must be deemed acceptable by the City's Director of Administration.

5) Waiver of Subrogation: Inspector shall provide that all insurance policies include a waiver of subrogation clause that states that it is agreed that in no event shall the insurance company have any right of recovery against the City. When the Inspector is self-insured, it is agreed that in no event shall the Inspector have any right of recovery against the City.

6) Claims-Made Form: If the insurance coverage is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the contract. The certificate of insurance shall state the retroactive date and that the coverage is claims-made. The Inspector shall maintain coverage for the duration of the contract and for the two (2) years following the completion of the contract. Evidence of such coverage shall be provided to the City thirty (30) days prior to each policy expiration.

7) Deductibles and Self-Insured Retentions: Inspector must declare any deductibles or self-insured retentions to the City. All deductibles or self-insured retentions are the sole responsibility of the Inspector to pay and/or to indemnify.

8) Notice of Cancellation or Nonrenewal: Inspector shall provide thirty (30) days prior written notice to the City when any insurance policy required by this exhibit is suspended, voided, cancelled, or reduced in coverage. Ten (10) days prior written notice shall be given for non-payment of premium

9) Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the City.

10) Verification of Coverage: The Inspector shall provide the City with certificates of insurance, declaration pages, policy endorsements or provisions confirming compliance upon request by the City.

11) Failure to Purchase or Maintain Insurance: If the City or the Inspector is damaged by failure of the Inspector to purchase or maintain insurance required by this exhibit, the Inspector shall bear all reasonable costs including, but not limited to, attorney's fees and costs of litigation, properly attributable thereto.

8.0 OTHER INFORMATION

The selected firms will be required to sign a statement concerning government-wide debarment and suspension. The agreement also requires that the selected firms comply with applicable federal and state laws, rules, and regulations.

The City of Covington is an Equal Opportunity Employer. All groups are encouraged to apply.

Any information concerning compensation, pricing, cost, and/or fees will not be used in the evaluation of any RFQ submittal.

THIS ANNOUNCEMENT IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.