

**REQUEST FOR PROPOSALS**  
**FOR**  
**PLAN CHECK SERVICES**  
**AND**  
**BUILDING OFFICIAL SERVICES**



**CITY OF PARAMOUNT  
PLANNING DEPARTMENT**

**DUE DATE:**

**November 20, 2020**  
**By 5:00 p.m.**

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CITY OF PARAMOUNT  
16400 Colorado Avenue  
Paramount, CA 90723  
(562) 220-2036

## SECTION 1 – SUBMITTAL DEADLINE & PROCEDURES

### 1.0 SUBMITTALS

Two (2) bound copies of the proposal; one (1) unbound reproducible copy; and one (1) electronic version (virus free USB flash drive) must be received no later than November 20, 2020, by 5:00 p.m.

Please submit your proposal in a sealed envelope labeled “**RFP Response for Plan Check & Building Official Services – Do Not Open with Regular Mail.**”

Proposals must be mailed or delivered to:

City of Paramount  
16400 Colorado Avenue  
Paramount, CA 90723  
Attention: City Clerk

Proposals received after the submittal deadline stated above will not be considered. Facsimile and e-mail proposals will not be accepted. Once received, the proposal and supplementary documents become the property of the city and may be subject to public records laws.

### 1.1 INQUIRIES

For all questions and inquiries related to this RFP, please contact:

Antulio Garcia, Building and Safety Manager  
City of Paramount  
16400 Colorado Avenue  
Paramount, CA 90723  
(562) 220-2063  
[agarcia@paramountcity.com](mailto:agarcia@paramountcity.com)

### 1.2 TENTATIVE RFP SCHEDULE

Provided below is the tentative schedule for the Request for Proposals process. Note that the schedule is tentative and that aside from the RFP release date and due date, the schedule may be subject to change.

	Date
RFP Release Date	October 19, 2020
RFP Submission Deadline	November 20, 2020
Interviews for Selected Finalists	TBD
Contract Preparation/Negotiations	TBD
Contract Approval	TBD

## **SECTION 2 – BACKGROUND**

The City of Paramount (“City”) is seeking proposals from qualified firms for Building Official and plan check services for both residential and non-residential projects. The services required by the Building and Safety Division will include: the review of construction drawings to assure compliance with City adopted Building Codes and related Municipal Code requirements; providing problem solving methods for unique or challenging plan check or code interpretation issues; alternate methods of construction and recommendations.

### **2.0 ABOUT THE CITY**

The City of Paramount is located in the southeastern section of Los Angeles County and is approximately 4.9 square miles in area. The City shares a common boundary with the cities of Downey, Long Beach, Bellflower, South Gate and Compton. Paramount is primarily a residential community with commercial and industrial areas. As of 2010, the census population is approximately 54,098.

The City was incorporated as a general-law city in 1957 and operates under the Council/Manager form of government. The five (5) members of the City Council are elected at large by the residents and serve as the legislative policy making body. The City Council has an appointed five (5) member Planning Commission.

The City is built out. However, the age of the housing stock necessitates ongoing maintenance and additions. Also, the high cost of housing in adjacent cities has made the demolition and replacement of existing homes more common. With respect to commercial activity, the City’s ongoing economic development efforts and private development continue to create infill commercial projects. The City also has industrially zoned areas where infill opportunities exist.

City Hall hours of operation are 8:00 am to 5:30 pm, Monday through Thursday and 8:00 am to 5:00 pm on Fridays.

### **2.1 CURRENT BUILDING & SAFETY SERVICES**

The Building and Safety Division is currently staffed with the following positions: one (1) Development Services Manager; two (2) Building Inspectors; and one (1) Permit Technician. Plan check services and Building Official services are currently provided by contract. Building and Safety services are included within the Building Division of the Planning Department. All clerical duties (i.e. fee calculation, permit issuance and filing) are conducted by City personnel. The selected proposer should be able to provide Plan Checking and Building Official services to the City as described in the RFP.

Currently, the Building Inspectors work Monday through Friday, which is the City's regular work week – the Planning Department operates on a 9/80 schedule. The Building Inspectors are in the office from 7:00 am to 8:30 am and in the field from 8:30 am to 4:00 pm then back in the office from 4:00 to 4:30 pm. Each Building Inspector typically conducts inspections at 1-15 sites per day.

The existing contract plan checker is available over the phone and by appointment to Paramount applicants at the consultant's office or City Hall, Monday through Thursday from 8:00 am to 5:00 pm. Additional off-site plan checking services are provided for mechanical, electrical and plumbing (MEP). The City has a separate consultant to handle all NPDES issues.

## 2.2 HISTORIC ACTIVITY LEVELS AND REVENUE

The following table provides the number of plan checks performed, inspections conducted, and permits issued by the Building and Safety Division for the last five fiscal years:

<b>Fiscal Years</b>	<b>Plan Checks Performed</b>	<b>Inspections Conducted</b>	<b>Permits Issued</b>
FY 2015-16	377	9,400	1,438
FY 2016-17	316	11,617	1,245
FY 2017-18	246	13,460	1,316
FY 2018-19	225	13,051	1,148
FY 2018-20	145	9,308	907

The following table provides the annual revenues for plan check review and issuance of permits by the Building and Safety Division for the last five fiscal years:

<b>Fiscal Years</b>	<b>Plan checks Revenues</b>	<b>Permits Issued Revenues</b>
FY 2015-16	\$193,064	\$391,602
FY 2016-17	\$192,022	\$288,187
FY 2017-18	\$128,942	\$391,636
FY 2018-19	\$175,194	\$361,429
FY 2019-20	\$112,096	\$198,545

## **SECTION 3 – SCOPE OF SERVICES**

### **3.0 PLAN CHECK SERVICES**

All residential and non-residential plan checks will be performed by the selected firm. The selected firm will be required to review all building, plumbing, electrical, mechanical, grading and related plans submitted to the City by private developers or other applicable government agencies for construction and reconstruction projects. Plans must be checked according to all applicable codes and statutes. All plans and calculations must be stamped and signed off if they meet all such requirements, and all changes/corrections must be identified and addressed prior to approval.

Customer service, the availability of plan check personnel to the public and to City staff, as well as appropriate “turnaround” times, are all key to the selection of a service provider. The proposal must include a Plan Check Service Plan which describes the process for taking in plans, transporting plans to and from off-site facilities, reviewing plans, and communicating with applicants, etc. along with a completed table substantially similar to the sample table provided in Section 3.2.

The ideal proposal will include highly qualified plan check professionals that are committed to providing the most efficient, accurate and timely plan check services possible to meet the City’s needs; have previous experience working for cities; are customer-service oriented; and have experience successfully managing multiple tasks, assignments and responsibilities.

### **3.1 BUILDING OFFICIAL SERVICES**

The selected firm will provide a Certified Building Official for the City of Paramount. The Building Official shall enforce the provisions of the City’s building, electrical, plumbing, mechanical, and related code as adopted in the City’s Municipal Code and related State laws. The Building Official will be required to meet with City Staff for training at a minimum of two (2) times per month and be available to the public and to City staff regarding any Building issues. Building Official shall keep informed of all State and Federal laws and regulations changes and keep City staff updated of changes.

The selected firm must be able to provide additional supplemental staffing upon request of the City to meet demands in times of increased need or activity.

### **3.2 SERVICE DELIVERY TIMEFRAMES**

Each proposal must include a table substantially similar to the sample table provided below, identifying maximum turnaround times for various plan check services. The times provided in the table shall indicate guaranteed turnaround times by the firm.

Plan Check Services	Maximum Timeframe for Delivery
Major Plan Check: e.g. multi-family residential, commercial and other non-residential project	# of Business Days
Subsequent & resubmitted plan checks; new single-family house; and simple tenant improvements for non-residential buildings	# of Business Days
Minor Plan Check: e.g. room additions for single family house; detached structures, and re-roofing	# of Business Days
Grading Plan Check for new construction	# of Business Days
Subsequent or resubmitted grading plan checks	# of Business Days
Other Services	
Accounting & reporting	
Return of Phone Calls	# of Hours

The selected firm shall ensure that all other plan check duties and follow-ups not specifically mentioned in the above table are performed in a timely and responsive manner and that all personnel assigned to the City have sufficient on-going training to perform their assigned duties.

### 3.3 CONTACT PERSON

The selected firm will be required to identify the designated firm member who will serve as the contact person for communications and inquiries from the City. The individual must be accessible to City employees and the plan preparers during regular business hours.

### 3.4 TERM OF THE AGREEMENT

The agreement for services shall be for the term of three (3) years, commencing from the date the agreement is approved by the City Council until 2024, subject to certain conditions, with the ability to extend the agreement for up to two (2) additional years at the City's sole discretion. The City's template professional services agreement is attached for review. Any comments on or objections to this template agreement must be noted in your proposal.

## **SECTION 4 – PROPOSAL CONTENT**

### **4.0 DATA TO BE SUBMITTED WITH PROPOSALS**

In order to be considered for selection, each proposing firm shall submit a proposal which includes the following:

1. A brief cover letter summarizing key points of the proposal. It must be signed by an individual with authority to bind the proposer and should state that all conditions contained in the attached proposal are valid for a period of at least 90 days.
2. The firm shall state why it believes it is qualified to provide the services described in the Request for Proposal.
3. The proposal shall include the name and resume of the individual leading the team.
4. The proposal shall include the number of years the firm has been in business.
5. The proposal shall include the location of principal office that will be responsible for the implementation of this contract, and distance from the City.
6. The proposal shall list firm and individual team members' experience in providing similar services, including personnel qualification, State registrations and/or ICC or other certifications. Resumes for each team member shall be provided with continuing education history and membership to professional associations.
7. The proposal shall provide a list of at least five (5) references with the name of organization, job titles, addresses and phone numbers. References should be for cities or other public agencies for which the firm is currently providing service or has provided service in the last three years.
8. The proposal shall identify any proposed consultants who are not employees of the firm and include the same background documentation accordingly.
9. The proposal shall include a discussion of the breadth of plan check services that the firm has to offer (e.g. building, plumbing, electrical, mechanical, grading and drainage, industrial waste).
10. The proposal shall identify the firm's proximity in miles to the City's City Hall and the firm's ability to report to City hall and the ability for customers to meet at the office of the firm when necessary in order to provide the City's customers with the highest standard of customer service.

11. The proposal shall identify other services not mentioned in this Request for Proposal that the firm can provide.
12. The proposal shall include a Plan Check services plan (see Sections 3.1).
13. The proposal shall include a table summarizing service delivery time frames (see Section 3.2).
14. The proposal shall fully itemize invoices with information for each project, valuation and plan check costs.
15. The proposal shall show the cost of expediting plan check.

#### **4.1 FORM**

Proposals and materials shall be submitted in bound copies suitable for evaluation. Legibility, clarity and completeness are essential. Proposals shall provide assurance that the firm has the professional capacity to satisfactorily complete all tasks as described in Section 3 and 3.1 of this RFP. Each firm shall also provide a statement that the firm agrees to provide proof of insurance as required.

#### **4.2 COORDINATION**

The proposal shall describe the process for maintaining a close working relationship between the consultant and City staff.

#### **4.3 COST PROPOSAL**

This proposal shall include total fees for the proposed work including any reimbursable expenses to be charged and a listing of other estimated direct costs. Additionally, a list of hourly rates for each type of service shall be provided in the cost proposal. The City discourages vendors from charging travel time to and from their homes or offices to perform services at the City, as in many cases through the use of cellular telephones vendors can return calls to other clients while traveling to the City to commence their services. Please indicate whether you will bill the City for travel time commuting to and from the City and, if so, at what rate.

#### **4.4 OBJECTIVITY**

Building and Safety Services are to be objective and unbiased. Proposals shall certify that the firm has the capacity to provide objective and unbiased services.

#### **4.5 ACCEPTANCE OF PROPOSAL CONTENT**

If a contract is awarded as a result of a response to this request, the City will select the successful firm as quickly as possible after the final date for receipt of the proposals. Interviews may be requested at the discretion of the City.

It is likely that the content of the proposal of the successful bidder will be used in a legal contract of agreement. Bidders should be aware that methods and procedures proposed could become contractual obligations.

### **SECTION 5 – EVALUATION PROCESS**

The City will evaluate proposals based on but not limited to the following criteria:

#### **1. UNDERSTANDING THE SCOPE OF WORK TO BE PERFORMED**

- Demonstrated understanding of the scope of work
- Consultant's approach to accomplishing the scope of work
- Timetable for rendering services

#### **2. CONSULTANT'S METHODS AND PROCEDURES TO BE USED**

- Consultant's general approach to evaluating the issues
- Complete description of the procedures and analytical methods to be utilized
- Ability to deliver services using technology and computers

#### **3. MANAGEMENT, PERSONNEL AND EXPERIENCES**

- Qualifications of each participant and overall skills for the firm
- Experience and performance of services of a similar nature
- Ability to provide the City with sufficient experienced personnel who are qualified to undertake the work needed
- Information obtained by contacting references

#### **4. CONSULTANT'S CONSULTATION AND COORDINATION WITH THE CITY**

- Procedures to be used to ensure close contact between the consultant and the City
- Demonstrated experience in working with local governmental agencies

#### **5. COST ESTIMATES**

- Cost for providing the proposed scope of services
- Quality of work to be delivered based on consultant's fee

## **SECTION 6 – ADDITIONAL PROPOSAL INFORMATION**

### **6.0 LEGAL RESPONSIBILITIES**

The consultant shall keep itself informed of all local, State, and Federal laws and regulations, including but not limited to those pertaining to conflicts of interest, which in any manner affect those employed by it or in any way affect the performance of its duties under the scope of work. The consultant shall at all times observe and comply with all such laws and regulations.

### **6.1 COSTS FOR PROPOSAL PREPARATION**

The City shall not be responsible for any costs incurred by any firm for the preparation of any proposals, including interviews. No obligation, either expressed or implied, exists on the part of the City to make an award or to pay any costs incurred in the preparation or submission of a response. All costs associated with the preparation or submission of a proposal is solely the responsibility of the candidate.

### **6.2 RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE**

The City reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposals, and not award any contract, all at its discretion and without penalty. The City also reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to negotiate requested modifications to the Contract Services Agreement.

All submittals will become the property of the City. Information in responses will become public property and will be subject to applicable public records laws. The City reserves the right to make use of any information or ideas in the responses. All proposals will be maintained as confidential working papers until officially placed on the City Council meeting agenda.

### **6.3 INDEMNITY AND INSURANCE PROVISIONS**

Consultant shall indemnify and hold harmless the City and all other related entities, officers, employees, and representatives (“Indemnified Parties”), from all actions, suits, proceedings, liability, damages, claims, costs and expenses of any kind or nature whatsoever (“Claims”) which may be brought, made, filed against, imposed upon or sustained by the Indemnified Parties, or any of them, alleging (an) injury to or death of persons or damage to property, including property owned by or under the care and custody of City, and that such injury, death, or damage arises from or is attributable to or caused by the negligence or willful misconduct of Consultant, its officers, employees, subcontractors, agents, or representatives in connection with or pertaining to performance of the Services. The City shall notify Consultant of any such Claim, shall tender its defense to Consultant, and shall assist Consultant, as may be reasonably requested, in such defense. Upon such notification and tender, Consultant shall have

the independent duty to defend such Claim and to indemnify the Indemnified Parties. If a court of competent jurisdiction determines that the Claim was caused by the negligence or willful misconduct of the Indemnified Parties, or any of them, Consultant's duty of indemnity shall be reduced by the percentage of negligence or willful misconduct the court attributes to the Indemnified Parties, or any of them. Payment of a Claim shall not be a condition precedent to an Indemnified Party's right to defense and indemnity.

As a condition precedent to the effectiveness of this Agreement, and without limiting Consultant's obligation of indemnity set forth above, Consultant shall procure and maintain in full force and effect during the term of this Agreement, the following types and levels of insurance with insurers listed "A" or better in the Best's Insurance Guide and authorized to do business in the State of California:

1. Professional Liability insurance with a limit of not less than \$1,000,000.
2. Workers' Compensation and Employer's Liability, Workers' Compensation-coverage as required by law, Employer's Liability-limits of at least \$1,000,000 per occurrence.
3. Comprehensive General Liability. Combined Single Limit - \$1,000,000.

The automobile and comprehensive general liability policies may be combined in a single policy with a combined single limit of \$1,000,000. All of the Consultant's policies shall contain an endorsement providing that written notice shall be given to City at least thirty (30) calendar days prior to, cancellation of the policy, ten (10) days' notice if cancellation is due to nonpayment of premium.

4. Policies providing for bodily injury and property damage coverage shall contain the following:
  - (a) An endorsement extending coverage to City as an additional insured, in the same manner as the named insured, as respects liability arising out of the performance of any work under the Agreement. Such insurance shall be primary insurance as respects the interest of City, and any other insurance maintained by City shall be considered excess coverage and not contributing insurance with the insurance required hereunder.
  - (b) "Severability of Interest" clause.
  - (c) Provisions or endorsement stating that such insurance, subject to all of its other terms and conditions, applies to the liability assumed by Consultant under the Agreement.

Promptly on execution of this Agreement and prior to commencement of any work, Consultant shall deliver to City copies of all required policies and endorsements to the required policies.

The requirements as to the types and limits of insurance to be maintained by the Consultant are not intended to and shall not in any manner limit or qualify Consultant's liabilities and obligations under this Agreement.

Any policy or policies of insurance that Consultant elects to carry as insurance against loss or damage to its equipment and tools or other personal property used in the performance of this Agreement shall include a provision waiving the insurer's right of subrogation against the City.