

**CITY OF HAWAIIAN GARDENS  
COMMUNITY DEVELOPMENT DEPARTMENT**



**REQUEST FOR PROPOSALS  
FOR  
BUILDING INSPECTION AND PLAN CHECK FOR THE  
CITY OF HAWAIIAN GARDENS BUILDING DIVISION**

**SUBMITTAL DEADLINE: On or before Monday, February 15, 2010 at 4:00 PM**

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**CITY OF HAWAIIAN GARDENS  
REQUEST FOR PROPOSALS**

**SERVICES: BUILDING INSPECTION AND PLAN CHECK SERVICES FOR THE  
CITY OF HAWAIIAN GARDENS BUILDING DIVISION**

**PROPOSAL DUE DATE IS Monday, February 15, 2010 BY 4:00 P.M.** to the following name and address:

City of Hawaiian Gardens City Clerk  
Attn. Sue Underwood, City Clerk  
21815 Pioneer Blvd.,  
Hawaiian Gardens, CA 90716.

Bids should be labeled “**Request for Proposal – Building Division Plan Check and Inspection Services.**” If you have any questions concerning the RFP, please contact:

Joseph Colombo, Community Development Director  
21815 Pioneer Boulevard  
Hawaiian Gardens, CA 90716  
(562) 420-2641 X244

**Release Date: January 12, 2010**

**CITY OF HAWAIIAN GARDENS**

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# REQUEST FOR PROPOSAL

## SUMMARY

The City of Hawaiian Gardens ("City") is seeking proposals from qualified firms for comprehensive Building and Safety Services for both residential and non-residential projects. The services required by Building & Safety will include the review of construction drawings to assure compliance with City adopted Building Codes and related Municipal Code requirements; perform building inspections; interface with permit applicants; staff the public counter; provide problem solving methods for unique or challenging plan check or code interpretation issues; report writing, policy & procedure recommendations. Services are also requested for Code Enforcement staffing and NPDES compliance and monitoring.

### 1. ABOUT THE CITY

The City of Hawaiian Gardens is a relatively small City, located in the southeastern section of Los Angeles County, just east of the San Gabriel River (I-605) Freeway. Adjacent cities include Lakewood to the north and northwest, Cypress to the east, and Long Beach to the south and west. The City covers approximately .9 square miles of land just west of the Los Angeles-Orange County line. The intersection of Carson Street and Norwalk Boulevard represents the approximate geographic center of the City, while also encompassing the major commercial corridors.

The City of Hawaiian Gardens has relied primarily on the services of contract employees to provide Building and Safety services to the community. Building and Safety services are included within the Building Division of the Community Development Department.

### 2. HOW TO SUBMIT PROPOSALS

In order for proposals to be examined and evaluated by the Community Development Department, the City is requesting four (4) copies of any and all supportive materials (hard copies and electronic) . **Proposals must be received no later than 4:00 P.M., February 15, 2010.** Once received, the proposals and supplementary documents become property of the City. Please ship copies so as to insure prompt delivery to:

City of Hawaiian Gardens City Clerk  
Attn. Sue Underwood, City Clerk  
21815 Pioneer Blvd.,  
Hawaiian Gardens, CA 90716.

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### 3. SCOPE OF WORK

#### A. GENERAL REQUIREMENTS

The City of Hawaiian Gardens has adopted the California Code of Regulations Title 24, 2007 California Building Standards Codes or latest editions thereof including the 2008 California Green Building Code Standards. All services provided shall comply with the most current adopted building standards and all applicable City and Los Angeles County municipal code requirements.

#### B. PERSONNEL REQUIREMENTS

The Building Department is currently staffed with three “primary” positions: one (1) part-time Assistant Building Official, one (1) Building Inspector and one (1) part-time Code Enforcement Officer all of which are required to provide services from Hawaiian Gardens City Hall located at 21815 Pioneer Blvd. Hawaiian Gardens, CA. Additional off-site plan checking services are provided for larger plan checks that cannot be preformed over the counter. A separate staff person is designated to handle all NPDES issues and billed hourly. The firm must be able to provide additional “supplemental” staffing upon request of the City to meet demands in times of increased need or activity.

#### C. TECHNOLOGY REQUIREMENTS

The City currently utilizes a computerized permitting system (File Maker Pro) for permit issuance and tracking. The firm will need to know how to operate the same system or provide a comparable or better system than that currently used by the City’s Building and Safety Division. The City also uses additional software for scanning and digitizing all documents including plans.

#### D. PLAN CHECK PROCESSING REQUIREMENTS

Provide a table similar to the sample provided below identifying maximum turn-around times for each possible type of plan check assigned. The times provided in the table shall indicate guaranteed turn around times by the firm.

Type of Job		Turn Around Time
Residential	New Construction	# of Working Days
	Addition	# of Working Days
	Remodel	# of Working Days
Non-Residential	New Construction	# of Working Days
	Addition	# of Working Days
	Remodel	# of Working Days

#### **4. EVALUATION PROCESS**

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

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

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

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

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

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

- i. Qualifications of each participant and overall skills for the firm.
- ii. Experience and performance of services of a similar nature.
- iii. Information obtained by contacting references listed by the consultant.

##### **D. CONSULTANT'S CONSULTATION AND COORDINATION WITH THE CITY OF HAWAIIAN GARDENS**

- i. Procedures to be used to ensure close contact between the consultant and the City of Hawaiian Gardens.
- ii. Demonstrate experience in working with local government.

##### **E. COST ESTIMATES**

- i. Cost for providing the proposed scope of services.
  - ii. Quality of work to be delivered based on consultant's fee.
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## 5. PROPOSAL CONTENT

### A. DATA TO BE SUBMITTED WITH PROPOSALS

In order to be considered for selection, the respondent individuals or firm shall submit a proposal using as a minimum the following criteria:

- A letter of introduction signed by a Principal or Senior Officer of the organization.
  - The firms(s) shall state why it believes it is qualified to provide the services described in this Request for Proposal (RFP).
  - Discussion shall be included on the transitioning of the current consultant to a new consultant.
  - If submitting as a team, note which team is the prime consultant or lead joint venture partner (if applicable).
  - Include the name and resume of the individual leading the team.
  - Number of years the firm(s) has been in business.
  - Location of principal office that will be responsible for the implementation of this contract, and distance from the City of Hawaiian Gardens.
  - List Company and individual team members experience in providing similar services, including a comparison of personnel qualifications, state registrations and/or ICC, or other certifications. Resumes for each team member shall be provided with continuing education and attendance to the professional associations.
  - Provide a list of at least 5 references; name of organization, job title, addresses and phone numbers.
  - Identify any proposed consultants that are not directly associated with the plan check firm and include the same back ground documentation accordingly.
  - Ability to perform plan check services at the City of Hawaiian Gardens at a City provided work station and at the public counter and a perspective work schedule that is conducive to City's high standards of customer service.
  - Identify the firm's proximity in miles to the City of Hawaiian Gardens 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 customers of Hawaiian Gardens with the highest standard of customer service.
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## **B. 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 task as described in Section 3 of this RFP. The firm shall also provide a statement that the firm agrees to provide proof of insurance as required.

## **C. PERSONNEL AND EXPERIENCE**

A list of references of other cities where the consultant has provided services of a similar nature shall be provided. The references shall identify the client, a contact name, telephone number, description of the service provided, and the location where the service was performed.

If subcontractors are to be used, describe the methods that will be used to assure their cooperation and performance. Describe the contribution each key person and the approximate amount of time to be devoted to the project. Include a resume for each key personnel detailing their special qualification applicable to the scope of services. Describe the firm's qualifications in relationship to the required services. Summarize past project of a similar nature that the consultant's firm has completed.

## **D. COORDINATION**

Describe the process for maintaining a close working relationship between the consultant and the City.

## **E. COST PROPOSAL**

A separate, sealed Cost Proposal shall be submitted with the Proposal. The separate, sealed envelope shall be marked "Cost Proposal - ***Building and Safety Services.***" The successful Proposer must submit an electronic copy of the cost proposal in MS Word, Excel or other format acceptable to the City in addition to the paper copy upon request.

This proposal shall include total fees for the proposed work 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.

## **F. 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.

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## **G. 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.

## **6. INQUIRIES**

If the firm has any questions in regards to this RFP, contact: Joseph Colombo, Community Development Director at (562) 420-2641, extension 244. An interview with the Community Development Director is encouraged but not necessary.

## **7. 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 conflict 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.

## **8. COSTS FOR PROPOSAL PREPARATION**

The City of Hawaiian Gardens shall not be responsible for any costs incurred by any firm for the preparation of any proposals including interviews.

## **9. RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE**

The City of Hawaiian gardens reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

## **10. LIABILITY INSURANCE REQUIREMENTS FOR CONSULTANTS.**

As a condition of awarding a contract, the firm will be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation at state-mandated minimums, and vehicle coverage including comprehensive and collision insurance naming the City of Hawaiian Gardens as additional insured. The proposal shall state whether such insurances are currently in force or will be at time of contract execution.

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