



CHARTER TOWNSHIP OF ROYAL OAK
ADMINISTRATIVE OFFICES
21131 GARDEN LANE, 2ND FLOOR
FERNDALE, MICHIGAN 48220

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Supervisor

Gwendolyn Turner
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Trustees
Wanda Allen
Karen Ballard
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Charter Township of Royal Oak
Request for Proposals
RFP # 21-01

Building Inspection Department & Code Enforcement Officer

The Charter Township of Royal Oak will be receiving proposals for the above noted project until 4PM, July 8, 2021. Proposals must be submitted in sealed envelopes clearly identifying the request for proposal title. **No faxed or electronic proposals will be accepted.** Proposal Documents can be found on the Charter Township of Royal Oak website at www.royaloaktownship.com.

Mail or Deliver Proposals to:

Charter Township of Royal Oak
Office of the Clerk
21131 Gardenlane
Ferndale, Michigan, 48220

The Charter Township of Royal Oak reserves the right to reject any and all proposals not judged to be in the best interest of the Township.

Questions or further information on this RFP may be directed to:

Donna Squalls,
Supervisor of the Charter Township of Royal Oak
21131 Gardenlane, Room 201
Ferndale, Michigan, 48220
248-542-7540
supervisor@royaloaktwp.com

**REQUEST FOR PROPOSALS
BUILDING INSPECTION & CODE ENFORCEMENT**

Date of Request: June 24, 2021

Project Title: **Building Inspection and Code Enforcement Services**

Submittal Date: **4 PM Local Time, Thursday, July 8, 2021. There will be no public opening for this RFP.**

Late Proposals: Any proposal received by the Township after the exact time and date specified will not be considered. Proposers are responsible to assure delivery prior to the deadline. Do not assume that a guarantee by a mailing service will ensure that the proposal is received by the deadline.

Required Submittal: **Two bound copies are to be submitted for evaluation by the Township in Accordance with the instructions in the section "Proposal Requirements."** No faxed or electronic submittals will be accepted. Qualification requirements and fee proposals shall be sealed in separate Envelopes. The qualification proposal shall be labeled on the outside "Township of Royal Oak Building Inspection and Code Enforcement Services—Qualifications." The fee proposal shall be labeled on the outside "Township of Royal Oak Building Inspection and Code Enforcement Services—Fees." Each envelope shall be marked on the outside with the name and address of the RFP Respondent. RFPs are to be submitted as a sealed package to:

Charter Township of Royal Oak
Office of the Clerk
21131 Gardenlane
Ferndale, Michigan, 48220

Withdrawal of Proposals: Proposals may be withdrawn by written notice received at any time prior to the proposal closing date and time. Proposals may also be withdrawn in person by an officer or by a representative of the firm, provided that the representative signs a receipt for return of the proposal.

Contact Person: Donna Squalls
Supervisor, Charter Township of Royal Oak
21131 Gardenlane
Ferndale, Michigan 48220
248-542-7540

supervisor@royaloaktwp.com

Inquiries: Questions/clarifications regarding this RFP must be in writing and sent via the U.S. Mail or email to the Supervisor up to three (3) days before the proposal is due. After this date questions involving the content or intent of the proposal will not be answered. All questions will be responded to in writing, provided to all parties requesting an RFP for which the Township has contact information, and treated as an addendum to the proposal packet.

Proposer Responsibilities: Interested proposers have the responsibility of understanding what is required by this solicitation. The Township shall not be held responsible for any firm's lack of understanding. The Township shall not be liable for any cost incurred to prepare or submit a proposal for this project.

Non-Discrimination Statement: The Township of Royal Oak does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Right to Reject Proposals and Negotiate Contract Terms: The contract may be awarded to the most responsible firm whose proposal will be, on an overall basis, the most advantageous to the Township of Royal Oak. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the Township of Royal Oak. Cost alone shall not be the determining factor. The Township's decision shall be final and not subject to recourse by any firm, person, or corporation. The Township of Royal Oak reserves the right to reject any and all proposals and/or waive non-substantive deficiencies. No contract shall be in effect until the Township executes a signed contract agreement.

COMMUNITY BACKGROUND: The history of the Charter Township of Royal Oak parallels the development of Detroit and Oakland County. As the economy of the area changed from an agriculture base in the 1800's and early 1900's, to one dependent of the transportation industry, so also changed the economy of Royal Oak Township.

Royal Oak Township was originally a 36-mile section of Oakland County, but gradually diminished in size between 1921 and 1950 as cities broke off and became incorporated. What remains today of the Charter Township of Royal Oak is 0.7 square miles composed of town non-adjacent portions of land known as the 8-mile section.

The Eight Mile segment is now a distinguished African American residential community developed at an intimate, low density scale. Residents of this segment can and do relate easily to this community. The area is an African American enclave, which reflects both its history and more recent urban renewal efforts.

CURRENT PRACTICES: The current contract does require established office hours at the administrative offices. Inspections are scheduled as needed, code enforcement will have established hours and copies of inspections reports are delivered to the building administrator for entry into the database. The Township is invoiced monthly for inspection and code enforcement services. Alternative practices will be considered if explained in your response.

DESCRIPTION OF SERVICES REQUESTED: The Township of Royal Oak is issuing a Request for Proposal (RFP) for building and code enforcement services, including but not limited to: plan review, residential

and commercial inspections, maintenance of inspection records and reports, and meeting attendance when requested. The services under the proposed contract will begin on or about July 26, 2021.

SCOPE OF SERVICE

The Township of Royal Oak has issued this Request for Proposals for Building Inspections services. The proposal shall address all Building Inspector duties, including but not limited to the following:

1. Review building plans and conduct all necessary and required building, electrical plumbing, and HVAC inspections on residential and commercial construction within the Township. These include footings, foundations, basement floors, site erosion control and final occupations.
2. Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
3. Conduct all necessary inspections on permitted activities such as, but not limited to, decks, swimming pools, accessory buildings, and residential and commercial alterations and additions.
4. Provide Inspection reports to the building administrator for all inspections within one (1) week of inspection completion (unless otherwise agreed upon).
5. Assist Township staff with inquiries.
6. Assist with the complaints related to the State building code and Township Ordinances, including but not limited to inspections of occupancy permits, structural property maintenance violations, etc.
7. Attend occasional meetings as required.

The Township is requesting proposals from qualified agencies or private firms to provide Code Enforcement Officer(s) to provide code enforcement services to the target area. The officer(s) will monitor, notify, cite, and follow up on all municipal code violations within the target area. The Township has been awarded CDBG grant funding to finance the Code Enforcement Division.

SCOPE OF WORK

1. Provide a minimum of one (1) full time code enforcement officer.
2. Code enforcement officer shall have a minimum of three years' experience.
3. Code enforcement officer shall work out of the Township's municipal offices and will keep regular schedule of office hours.
4. Investigate violations of Township zoning, building, nuisance and property maintenance laws, file complaints against violators.
5. Perform field surveys and investigate complaints of possible zoning, building, nuisance and property maintenance code violations.
6. Recognize the need for and implement appropriate remedial actions to correct violations.
7. Perform and document inspections to determine the validity of complaints, and to identify conformance to the applicable codes and ordinances.
8. Take photographs and necessary measures and gather all pertinent facts from the parties involved.
9. Prepare and issue a Warning, Notice of Violation, Letters of Non-Compliance and when necessary, administrative citations.

10. Have experience in handling reporting requirements for Community Development Block Grant Funding.
11. Provide daily patrols.
12. Provide regular on-going customer service and other technical training for code enforcement officer(s).
13. Provide all necessary equipment, uniforms and vehicles for code enforcement officer(s).
14. Attend court hearings on enforcement cases and works with the Township's prosecuting attorney on enforcement issues and cases.

PROPOSAL & SELECTION PROCESS

PROPOSAL: The evaluation and selection of a qualified Building Inspector and Code Enforcement Officer(s) and the contract will be based on the information submitted in the vendor's proposal, references, and any required oral presentations. A response may be rejected if it fails to meet each of the requirements of the RFP.

The Township of Royal Oak is not liable for any cost incurred by the proposers in replying to this RFP or in the proposer attending an interview session.

Vendors are hereby notified that the content of electronic copies of the proposal must be identical to the hard copy proposal submitted in response to this RFP. The Township of Royal Oak is not responsible for identifying inconsistencies between the two and may rely on either version at its discretion.

SELECTION PROCESS

Anticipated Schedule

- | | |
|------------------|---|
| • June 25, 2021, | RFP Document Made Available |
| • July 8, 2021, | Proposals Due |
| • July 12, 2021, | Initial Review of Proposals |
| • July 15, 2021, | Potential Township Counsel Approval of Firm |

METHOD OF SELECTION

1. An initial screening of the proposals will be conducted to establish a short list of qualified firms/individuals. The short list will be provided in alphabetical order without any ranking whatsoever.
2. The selection committee will consist of Township Administration, Trustee and Planning and Development Director.
3. The following selection will be the basis for Firm selection:
 - The firm adheres to the instructions of this Request for Proposal on preparing and submitting the proposal.
 - The firm submits a copy of its licenses, bonds, and insurance.

- Overall qualifications, experience, and competence of staff.
- Experience doing similar work in communities with comparable characteristics.
- Experience in working with and involving the public.
- Proposed compensation for services.
- Reference checks.
- Written and visual quality and accuracy of the proposal.

Proposal Requirements: Proposals that do not address the items listed in this Request for Proposals may be considered incomplete and may be deemed non-responsive by the Township at its sole discretion. It is the responsibility of the consultants submitting proposals to determine the actual efforts required to complete the project. Proposals shall include the following:

1. General information about the firm, staff experience, credentials/certifications, and training. Include experience performing similar work for other municipalities.
2. Inspection summary reports (provide examples)
3. Inspector availability and methods of contacts for the public and Township staff.
4. Space, materials, equipment, or equipment access requested from the Township.
5. Inspector compensation (including a proposed schedule of fees) and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.
6. Proof of Inspector is licensed, bonded, and insured.
7. Three or more professional references, including contact names, addresses, and telephone numbers.
8. Proposed contract form.

Compensation: The proposal shall explain the type of compensation desired by the Inspector and Code enforcement officer- compensation based on percentage of the established inspection fee amount, hourly rate or fixed dollar amount.

Rights Reserved by the Township of Royal Oak: This request for proposals does not commit the Township to enter into a contract, nor does it obligate the Township to pay for any costs incurred in preparation and submission of proposals in anticipation of a contract.

The Township of Royal Oak reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals without prejudice
- Issue subsequent Request for Proposals
- Postpone opening for its own convenience
- Remedy technical errors in the Request for Proposal process
- Approve or disapprove the use of sub-consultants
- Negotiate with any, all or none of the Proposers
- Solicit best and final offers from all or some of the Proposers
- Accept other than the lowest offer
- Waive informalities and irregularities in the proposal
- Request clarification of the information submitted
- Request additional information

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Contract: No contract shall be in effect until the Township executes a signed contract agreement.