

Request for Qualifications: Building Permit Review and Inspection

The City of North Chicago, Illinois (“City”) is pleased to issue this Request for Qualifications (“RFQ”) for Building Permit Review and Inspection Services.

1. INTRODUCTION

The City of North Chicago, Illinois, a home-rule municipality under the Illinois Constitution, is located approximately 36 miles North of Chicago. North Chicago is the proud home to Naval Station Great Lakes, the only training command for United States Navy recruits and the Captain James A. Lovell Federal Health Care Center – the nation’s first fully integrated Veteran’s Affairs and Department of Defense entity.

The City of North Chicago is proud of its racial and ethnic diversity. Historically, North Chicago was known for th large populations of Eastern European immigrants. Today, it includes a wide range of cultures and races, including African Americans, Hispanic and Latinos, Asians, Native Americans and Pacific Islanders.

The City of North Chicago has approximately 200 employees, with eight (8) employees in the Economic & Community Development Department. Services are supplemented by various contracted, seasonal, and intern employees. The City offers a full range of municipal services including administration, public works, economic and community development, police, finance, engineering, and municipal court. Economic and Community Development is responsible for planning and zoning, building safety, code enforcement, and facility maintenance. On average, the Building Division processes 856 permits a year. In 2017, the department conducted 1991 inspections, i.e. permit, sale, rental, and business license inspections and in 2016, 1459 inspections.

The City of North Chicago intends to enter into on-call professional services agreements with professional building permit review and inspections firms to provide services for technical work including, but not limited to –the review of building permits and plans for new construction, tenant finishes, demolition, alarm, electrical, mechanical, plumbing, and other (e.g. additions, alterations, remodels, repairs, roofing); and the inspection of buildings and building construction for conformity to municipal and national building codes, city ordinances, and other regulations. These professional services require interpreting residential, commercial, and industrial building codes, approving the issuance of building permits, and issuance of certificates of occupancies, and more.

It is the City’s intent to engage in building permit review and inspection services from qualified firms or individuals through an evaluation and comparison of past performance, project team resumes, appropriate references, prior experience in other municipalities and counties and expertise, as well as the criteria that will be used in evaluating the qualifications of firms and individuals submitting proposals. Both building and permit review and inspection firms are

invited to submit qualifications. To be considered, qualifications must address each of the concerns requested in this document.

The City may contract with one or more firms or individuals in order to adequately satisfy our needs for building permit review and inspection services. Accessibility to and a timely response from these firms is essential to the position. Duties may be shared among other individuals within the firm as needed to meet the City's objectives. The level of involvement of the firm(s) will be defined by the Economic & Community Development Director, Chief of Staff, and/or Mayor, and requirements of active and proposed projects within the City.

2. SCOPE AND CATEGORIES OF PROFESSIONAL SERVICES

Note: The final Scope of Services is subject to change following the selection process and negotiations with the selected firm(s) or individual(s). Therefore, the City reserves the right to make revisions.

A. Building Permit Review and Inspection

Services in this category may include review and approval of building plans; conducting commercial and residential inspections to determine compliance with municipal and national codes and identify defects in structural, electrical, mechanical, and plumbing systems and fixtures, fire prevention, environmental systems, and general appearance; review and approve building plans, inspect structures for plans/specifications/code compliance; approving issuance of permits; and performing inspections associated with the approved modifications/alterations, etc. Phases of work may also include recommending code revisions; evaluating plans and specifications for new construction or repair/alterations of existing structures.

3. PROPOSAL AND EVALUATION CRITERIA

A. Instructions to Applicants:

1. The response of this Request For Qualifications (RFQ) should be delivered as follows:
Four (4) hard copies plus one (1) electronic PDF file version (flash drive) shall be submitted to the address below in a sealed package clearly marked to the attention of Victor M. Barrera and must be received at the address below by 12:00 PM (noon) Central Time on Friday, November 2, 2018

Victor M. Barrera,
Economic & Community Development Director
City of North Chicago
1850 Lewis Avenue
North Chicago, Illinois 60064
vicbar@northchicago.org

2. Any proposals received after the specified date and time will be rejected and returned unopen. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time before the submittal deadline. The City reserves the right to extend the time for submittals.
3. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.
4. Communication (other than through the process described herein) with the City, the selection committee, or the general public relative to this RFQ before the announcement of a selection is prohibited.
5. The City reserves the right to request a change in any proposed sub-consultants, if applicable.
6. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any firm or individual submitting a proposal.
7. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
8. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

B. Proposal Requirements and Evaluation Criteria

The following are the contents that all proposals must include. The following categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm and/or individual. Note: The sequence of the listing is not intended to reflect relative weight of each category:

1. Interest and Relevant Experience: A statement of interest for the scope of services (not to exceed two (2) pages) including a narrative describing the respondent's capabilities, relevant experience, and interest in the scope of work.
2. Availability: A statement on the availability and commitment of the respondent to undertake the scope of services.

3. **Background and Training:** Proposal shall include resumes for personnel who may perform services, including the lead contact who will act as the responsible person performing engineering or architectural services. Resumes should list all relevant educational background/training, professional registration and license for the State of Illinois, and experience.
4. **References:** The name, address and telephone number of at least three (3) client references (preferably municipal clients) who can attest to the respondent's ability to perform the services. The proposal shall include a description of the relationship between each reference and the respondent.
5. **Disclosure:** Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City.
6. **Fee:** Proposal shall include billing rates for key personnel based on the fiscal year 2019 and any fee escalators for subsequent contract years. The fee proposal shall, if applicable, itemize the methodology for billing reimbursement expense such as mileage, production of documents, etc. The City seeks a fee schedule to include in the on-call professional services agreement to ensure predictability of costs.

4. PROPOSED PROCESS AND TIMELINE (TENTATIVE)

The following schedule will be utilized during the selection process.

CRITICAL DATES	DESCRIPTION
October 15, 2018	Release RFQ
November 2, 2018	RFQ Deadline
Week of November 12 th	Selection Committee Meets
Week of November 26 th	Staff Finalizes Agreement
December 3, 2018	Agreement presented to Building Committee
December 17, 2018	Agreement presented to City Council Meeting

By submitting a proposal in response to this RFQ, the respondent expresses its intent to comply with the established timeline. Also, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" firm(s) or individuals will require subjective judgments by the selection committee and the City.

Thank you in advance for your interest in the City of North Chicago.

END OF REQUEST FOR QUALIFICATIONS