

**REQUEST FOR PROPOSALS  
PLANS EXAMINER  
FOR CITY OF ELYRIA**

**I. GENERAL INFORMATION**

The City of Elyria seeks proposals from interested and qualified individuals wishing to be a Plans Examiner to determine compliance with the Ohio Building Code. Persons responding must submit a Technical Proposal, including price. Technical Proposals must be submitted in a sealed envelope at or before **noon**, local time, December 29, 2023 to:

Darryl Farkas  
131 Court St. Suite 101  
Elyria, Ohio 44035

Proposals submitted after the above-specified date and time will be rejected. Oral, fax, telegraphic or mailgram proposals will not be accepted.

Proposals will not be opened publicly.

Questions regarding this matter shall be directed to Darryl Farkas, Building Official, Building Department, 131 Court St., Suite 101, Elyria, Ohio (440) 326-1473.

## **II. INSTRUCTIONS**

### **A. General Information**

#### **1. Submission of Sealed Envelope**

Technical Proposals, including price, must be submitted in a sealed envelope addressed to Darryl Farkas, Building Official, City of Elyria, Ohio, 131 Court St., Suite 101, Elyria, Ohio 44035, and clearly marked with the full name and address of the applicant and the contents of the package (envelope), “Plans Examiner-Primary” or “Plans Examiner-Back-up”.

Proposals must be submitted in original and six (6) copies. Applicant may present separate proposals for the “Primary” and “Back-up” positions but cannot be hired for both.

#### **2. Questions of RFP**

Each applicant is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. Any applicant finding any discrepancy in, or omission from the RFP or having doubt as to the meaning of any term or condition, shall direct written questions or request for clarification to the Elyria Building Official, who will be the sole point of contact for the City of Elyria for purposes of the RFP. The revision or supplementation becomes necessary. A copy of any addendum will be made available to each person or firm known to have received a copy of the original RFP.

#### **3. Oral Presentations and Phone Consultations**

Applicants will be required to make individual presentations to City representatives at private and public meetings in order to clarify proposals. Phone consultations with city staff shall be as needed.

#### **4. Proposal Acceptance; Discussions**

The City reserves the right to accept or reject any and all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with any or all qualified applicants in any manner necessary to serve the best interests of the City of Elyria. The City also reserves the right, in its sole discretion, to award a contract based upon written proposals received without prior discussion or negotiations.

#### **5. Compliance with Law**

By submitting an offer in response to this RFP, an applicant, if selected for award, agrees that it will comply with all federal, state, and local laws applicable to its activities and obligations under the contract.

#### **6. Acceptance of Terms and Conditions**

By submitting an offer in response to this RFP, an applicant shall be deemed to have accepted all the terms, conditions, and

requirements set forth in this RFP unless otherwise clearly noted and explained in its proposal and mutually accepted by the City of Elyria and the applicant.

7. Duration of Offer

Proposals submitted in response to this solicitation are irrevocable for 90 days following the closing date.

8. Cancellation of RFP; Rejection of offers

The City reserves the right to cancel this RFP, in whole or in part, at any time before award, or to reject any time before award any or all proposals, in the best interest of the City. This RFP creates no obligation on the part of the City to award a contract.

9. Procurement Regulations

This RFP and any resulting contract shall be governed by the City's Codified Ordinances and applicable provisions of the Ohio Revised Code.

10. Conflict of Interest/Confidentiality

The applicant covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under the RFP. Without limitation, the applicant represents to and agrees with the City that the applicant has no conflict of interest between providing the City services hereunder and any interest the applicant may have with respect to any other person or entity (including, but not limited to, any federal or state regulatory agency) which has any interest adverse or potentially adverse to the City.

The applicant agrees that any information, whether proprietary or not, made known to, or discovered by, it during the performance of, or in connection with, this RFP will be kept confidential and shall not be disclosed to any person other than the City's designated officials and authorized agents. The applicant agrees to immediately notify the City in writing if it is requested to disclose any information made known to, or discovered by, it during the performance of, or in connection with, this RFP.

Such written notice shall be given to the Mayor of the City of Elyria, the Law Director, and the office of the Building Official. The applicant agrees that he or she shall not, without prior written consent of the City, perform any services for any person other than the City relating to this RFP.

B. Scope of Services

1. The applicant shall be certified by the State of Ohio as a Plans Examiner. The applicant shall maintain certification throughout the term of the contract.
2. The applicant shall review all plans and specifications and provide a detailed written report to the Building Official within ten (10) days of receipt.

3. The written report shall identify by code reference elements of the plans and specifications not in compliance with the OBC. The applicant is reminded that the plan review shall encompass provisions of the OBC as well as all reference standards (i.e.: Appendix A, OBC).
4. If plans are found, by the Plans Examiner, to be incomplete or inadequate, he shall, in a positive manner, assist or give direction to the submitter as to what additional information is needed or where the plans are deficient. As a “contract employee” of the City, the Plans Examiner is a public servant and must be helpful and cordial in all communication with the public.
5. The applicant shall submit to the City a list by address of all projects for which a plans examination was performed during the calendar year. The report must be submitted to the Building Official by February 1 of the following year. Besides the address, the list shall indicate the use group, size and construction type of each project.
6. The applicant shall respond to questions, written and oral, from city personnel, contractors; building owner’s and plan authors relative to his or her written plans examination.
7. Occasionally, the applicant shall be required to testify before the State Board of Building Standards and Appeals with, or on behalf of the City staff.

### **III. CONTENT OF TECHNICAL PROPOSAL**

This submission should be prepared in a clear and precise manner. It should address all appropriate points of this RFP including the financial information. The submission consists of and must contain the following sections:

#### **A. Applicant’s Qualifications**

##### **1. Background and Experience**

- a. This section should describe any prior experience similar to the services required under the RFP which have been successfully performed for other clients which the applicant believes qualifies him or her to perform all or part of the identified work tasks. The clients must be identified by name, address, telephone number, contact reference and contact person. Provide appropriate information on the applicant’s organization, including history, principal business or purpose, size and number of offices, personnel, principals, affiliations, etc.
- b. Furnish any other information, which may support and document the applicant’s experience and qualifications to perform this project including a summary of the results and recommendations of previous projects.

##### **2. References**

This section must identify a minimum of three current references and must contain the name of each organization, contact person and telephone number.

## B. Management Summary

The Management Summary should contain a brief synopsis of how the applicant's proposal meets the needs of the City. The proposal must clearly define the applicant's performance of each point of the RFP specifications, what actions will be taken to address these, and how these satisfy the state requirements or conditions of the RFP. Any other information that may be relevant, but that does not fall in the above format, should be provided in this section. If individual or company literature or other publications are included and intended to respond to an RFP requirement, the response should include reference to the document name and page. Proposals containing no such citations will be considered complete without reference to such literature or other publication.

## **IV. CONTENTS OF PRICE**

The applicant shall submit a price proposal in the Technical Proposal for the performance of the required services. Any or all of the following methods may be used to determine the total project cost. The Price Proposal must include "not to exceed" figures for the period of January 1, 2024 through June 30, 2024 and for the period of July 1, 2024 through December 31, 2024. The actual contract period shall be January 1, 2024 through June 30, 2024 with the City reserving the right to extend the contract at the Proposal Price through December 31, 2024 at its option.

- A. Plan examination fee is based on hourly rate with a "not to exceed" figure for the contract periods.
- B. "Not to exceed" lump sum for an unlimited number of plan examinations.

## **V. EVALUATION OF TECHNICAL PROPOSALS**

Applicants will be evaluated on criteria stated below to determine the top contenders to be recommended for the award.

- 1. Service Delivery (40%)
  - a. Proposed Plans Examiner (20%)
  - b. Performance on City Projects (20%)
- 2. Qualifications and Experience (30%)
  - a. Experience of key team members on similar projects (20%)
  - b. Key team members' availability (10%)
- 3. Technical Approach (30%)
  - a. Proposed methods to accomplish scope of services (20%)
  - b. Additional capabilities/expertise (10%)

Applicant shall indicate if he/she wishes to be considered for the Primary Plans Examiner, the Back-Up Plans Examiner, or either.