

REQUEST FOR PROPOSAL

TO PROVIDE INSPECTION SERVICES

INTRODUCTION

Franklin County is interested in implementing Inspection services for all Public Use Facilities, Residential dwellings, and Commercial/Industrial Sites.

The Franklin County Planning Commission is soliciting proposals from experienced and qualified Companies that provide Building Inspection Services to provide these services on a contract basis in Franklin County, Georgia.

The Franklin County Planning Commission will review all submissions and make a recommendation to the Franklin County Board of Commissioners.

The Planning Commission would like to consider initial contracts for the period of six (6) months and for the period of twelve (12) months. Whichever contract period is approved, the contract may be automatically renewed for five (5) additional one-year periods unless a notice of termination is provided 60 days prior to the last day of the Agreement.

The Franklin County Planning Commission and the Franklin County Board of Commissioners reserves the right to reject any or all Proposals.

Sealed Proposals must be received by no later than 2:00 pm on February 28, 2018.

Questions and requests for clarification shall be presented by mail to Beth Thomas, County Manager/Interim Planning Director, at PO Box 159, Carnesville, GA 30521, via telephone at (706) 384-2483, or by email at bthomas@franklincountyga.gov.

By submitting a Proposal, each vendor warrants that it has reviewed and is familiar with the applicable regulations set forth in Title 8, Chapter 2 of the Official Code of Georgia and Title 36, Chapter 13 of the Official Code of Georgia, as adopted and, if applicable, modified by local Code.

SCOPE OF WORK

The Company hired to implement Inspection Services will provide all services related to enforcement of the regulations of Title 8, Chapter 2 of the Official Code of Georgia and Title 36, Chapter 13 of the Official Code of Georgia, as adopted and, if applicable, modified by the local Code.

The Company will assist Franklin County in the development of Local Ordinances, Policies and Procedures, and other required documentation to ensure the successful implementation of Inspection Services.

Inspection services will be limited to all Public Use Facilities, Residential dwellings, and Commercial/Industrial Sites.

The successful vendor must assign a qualified Project Manager that possesses a Bachelors of Science degree in Engineering, Architecture, Construction, or a similar field of study. The Project Manager must

also hold a Certified Building Official designation through the International Code Council and is able to demonstrate significant experience with Georgia Minimum Standard Codes as they apply to and inspections of complex buildings and structures. The County reserves the right to require the vendor to change the person who will be providing the services to the County, if the person provided by the vendor is not performing to the expectations of the County.

Services shall include, but are not limited to, inspections of buildings and structures for compliance with the regulations of Title 8, Chapter 2 of the Official Code of Georgia and Title 36, Chapter 13 of the Official Code of Georgia, as adopted and, if applicable, modified by the local Code.

The successful Company will act as the building inspector for the Franklin County Board of Commissioners and will be responsible for inspecting Public Use Facilities, Residential dwellings, and Commercial/Industrial Sites providing inspection reports, advising County staff on matters related to County buildings and structures, and coordinating inspections with relevant County staff.

PROPOSAL PREPARATION

The Proposal should include:

- 1) Executive Summary or Letter of Introduction
- 2) List of Qualifications and Experience
- 3) Team Members & Resumes
- 4) References – Include government examples where the Company has successfully implemented Inspection services
- 5) Summary of Services to be Provided – for each applicable category (Public Use Facility, Residential, and Commercial/Industrial) a description of the specific services to be provided. Subcategories within these categories may be proposed.
- 6) Pricing – Proposals of Fee Schedule for each category
- 7) Optional Information – Information not specifically requested above but deemed relevant to the decision making process that the vendor wishes the County to consider

Ten (10) copies of the Proposal should be submitted to the Franklin County Planning Commission by the due date and time. All Proposals will be subject to public inspection and disclosure.

Sealed Proposals shall be sent to:

Franklin County Planning Commission
ATTN: Beth Thomas, Interim Planning Director
141 Athens Street – PO Box 159
Carnesville, GA 30521

The names of the companies submitting a proposal shall be read aloud at the date and time of the RFP closing. A list of names of firms responding to the RFP may be obtained from Beth Thomas, County Manager/Interim Planning Director, after the RFP due date and time stated herein.

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal receipt date. Please call (706) 384-2483 for more information for the hearing impaired. This service is in compliance with the Americans with Disabilities Act (ADA).

SELECTION PROCESS

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made by the Franklin County Planning Commission to the Franklin County Board of Commissioners. The Board of Commissioners will consider the recommendation of the Planning Commission for approval. Following Board of Commissioner approval, the County will complete contract negotiations.

Proposals may be evaluated based on: general experience of the Company, cost, specific experience on similar projects, past performance.

Franklin County may wish to conduct interviews with vendors after the review of the written proposals, if necessary and in the best interest of the County. If this becomes necessary, the County reserves the right to conduct final negotiations for services and price during these interviews. If no interviews are necessary, the County will conduct final negotiations for services and price with the company selected by the Franklin County Planning Commission.

The Franklin County Planning Commission and the Franklin County Board of Commissioners reserves the right to reject any or all Proposals, to waive informalities and to readvertise.