



**CITY OF LANCASTER
DEPARTMENT OF ECONOMIC DEVELOPMENT AND
NEIGHBORHOOD REVITALIZATION**

**REQUEST FOR QUALIFICATIONS
For UNIFORM CONSTRUCTION CODE ENFORCEMENT
COMMERCIAL PLAN REVIEW AND
CONSTRUCTION INSPECTION SERVICES
WITHIN THE CITY OF LANCASTER, PENNSYLVANIA**

CLOSING DATE: December 20, 2018; by 4:30 PM

GENERAL INSTRUCTIONS

SECTION 1. GENERAL

The City of Lancaster is seeking statements of qualifications from Commonwealth of Pennsylvania approved third party agencies qualified under the Pennsylvania Construction Code Act (Act 45 of 1999, as amended); 35 P.S. Sections 7210.101 to 7210.1103, to provide construction code inspections and plan review services in all categories of construction, excluding 1 and 2 family unit residential, as required by the Act and Department of Labor and Industry implementing regulations.

SECTION 2. SCOPE OF WORK

Pre-qualified firms will be placed on a list available to developers and property owners within the City of Lancaster to provide plan review and construction code inspection services within the City of Lancaster for commercial property and residential properties, with the exception of 1 and 2 family units, where the owners are undertaking any construction or renovation requiring a building permit under the City Code, from the start of the project through completion, including certifying that all completed construction work has met the requirements of the Commonwealth's Uniform Construction Code and Chapter 109 and Chapter 116 of the Lancaster City Code.

SECTION 3. SCHEDULE FOR PROVISION OF SERVICES

The City of Lancaster intends to permit developers and property owners of commercial properties and residential properties, except for 1 and 2 family residential units and accessory structures, requiring plan review and construction code inspections, to independently contract with selected firms that have been pre-qualified based on responses to this Request for Qualifications and approved by City Council, effective January 1, 2019.

SECTION 4. CONTRACT TYPE

There will be no specific contract between the City of Lancaster and firms pre-qualified to provide plan review and construction code inspection services in the City of Lancaster. Firms will be expected to enter into contracts directly with developers and property owners to provide commercial construction code plan review and inspection services. It will be the responsibility of the developer and/or property owner and the third party firm to negotiate a contract for services and establish how payment will be made for services rendered.

SECTION 5. QUALIFICATIONS

Firms must possess the ability, experience, and reputation for quality service necessary to provide comprehensive plan review and construction code inspection services in compliance with the Pennsylvania Uniform Construction Code and all Department of Labor and Industry implementing regulations. To insure the firms placed on a pre-qualified list of firms permitted to provide construction code plan reviews and inspections within the City of Lancaster is capable of providing an acceptable level of service to the City, the following minimum qualifications must be met.

Firms must have extensive experience in providing construction plan review and code inspections services for Pennsylvania municipal governments.

- Firms must provide proof of full time construction code officials within their employment with required certifications/registrations required by the Commonwealth of Pennsylvania to provide construction plan review and code inspection services within the Commonwealth in all code disciplines. A list of all full-time agency personnel who will be conducting plan reviews and inspections for commercial projects within Lancaster City for each review and/or inspection category must be included with the proposal along with their resumes. Third Party personnel may not without approval from the Bureau Chief of Code Compliance and Inspections.
- Firms must employ at least one full time L&I Certified **Building Code Official**.
- Firms must have a proven track record of providing excellent customer service in the field of Code services within Pennsylvania municipalities. Three references must be provided.
- Firms must carry adequate insurance coverages in accordance with the Uniform Construction Code limits.

SECTION 6. SELECTION

The Department of Economic Development and Neighborhood Revitalization will select the firms qualified relative to the evaluation criteria listed herein. Those firms selected will be placed on a list of pre-qualified firms permitted to conduct plan reviews and construction code inspections in the City of Lancaster for all commercial construction and residential properties, other than 1 and 2 family units. Firms will be evaluated on and required to comply with the following criteria:

- A. Responsiveness of the proposal to this request;
- B. Quality, quantity and relevance of the firm's experience and resources;
- C. Municipal References;
- D. Cost of services provided (Fee structure);
- E. Requirement to conform to and apply the City of Lancaster's Administrative Orders, and code amendments for each project.
- F. Requirement to conform to the City of Lancaster's plan submittal and documentation processes, including but not limited to duplicate point of inspection field documents for each inspection conducted.
- G. Requirement to provide plan reviewers with a colored ink (not black) approval stamp which includes their respective UCC number, to be used to stamp each plan page reviewed.
- H. Requirement to provide accessibility plan reviewers with a separate colored ink (not black) approval stamp to be used when multiple reviewers are involved with any given project;
- I. Requirement to comply with and issue (include) standard plan review comments from the City of Lancaster as directed as part of their plan review letter(s).
- J. Past history of requiring project contractors and designers to comply with the UCC including proper documentation of compliance.

K. Other information as may be required or secured.

The City reserves the right to reject any proposal at its sole discretion.

SECTION 7. PROPOSAL CONTENTS

The statement of qualifications should be organized in the following format. Elements listed under each part must be included in the submittal:

Management and staffing:

Describe the management plan to be used, staffing configurations and related information to ensure customer-centered service is provided to developers and property owners. Sub-contracting relationships that are proposed for the inspection services to be provided will not be accepted. Describe the principal point of contact for the firm and how inspection assignments will be made.

Prior related experience:

Describe the background and experience of the agencies full time UCC certified staff. Sub-contractors shall not be used. This section should be a concise document, which shall include the following information:

Relative experience of firm: A brief summary of the work accomplished by the firm or its present personnel in similar engagements and in particular third class cities in the Commonwealth of Pennsylvania since enactment of Act 45, as amended such as:

- A. History of the firm outlining code administration, plan review and inspection services experience, including most recent Commonwealth certification as a third-party agency.
- B. Experience of senior management and field office personnel managing third-party inspection services.
- C. Number of construction code officials available for each required plan review and inspection category for commercial and residential properties, other than 1 and 2 family units.
- D. Level of experience of each construction code official within their respective plan review and inspection category that will be available to developers working in the City of Lancaster and City property owners.
- E. Municipalities in which construction code official plan review and inspection services are currently provided and the level of activity in these municipalities.

The summary must include copies of the most recent certification/registration held by the firm and by any personnel that will provide commercial construction code plan reviews and inspections for construction projects in the City. Three examples of plan review documents for actual projects that can be verified with the municipality must be provided.

Continuing Education:

Describe the firm's continuing education program for all personnel and policies and procedures to ensure that the firm's construction code officials maintain proper certifications/registrations.

Fee Structure:

Present the firm's fee structure for 2019 for performing commercial plan reviews and construction code inspection category.

Insurance:

Provide proof of current insurance coverages required by the Department of Labor and Industry.

References:

Present written references from Pennsylvania municipalities for which the firm is or has provided construction code inspection services within the past two years. References from other Commonwealth of Pennsylvania first, second or third class cities is preferred.

SECTION 8. COMPLIANCE

All certifications/registrations and services provided shall comply with the following:

- All City of Lancaster building codes and ordinances.
- All State and Federal Historic Preservation Standards for Registered Historic buildings.
- Pennsylvania Act 45 of 1999, as amended.
- Pennsylvania 35 P.S. Sections 7210.101 to 7210.1103.
- Department of Labor and Industry Part XIV. Uniform Construction Code, Chapter 401. Uniform Construction Code Training and Certification of Code Administrators.
- Department of Labor and Industry Part XIV. Uniform Construction Code, Chapter 403. Administration.
- Firms shall not engage in any contractual relationship for code services with any property owner, builder or developer for any project in the City of Lancaster where there is a fiduciary, management or ownership conflict or interest in the business relationship.
- Firms shall understand that the City of Lancaster issues all Building Permits and Certificates of Occupancy. No work shall be inspected without a valid building permit and approved plans on site.
- Firms shall be responsible for copying all plan review comments in letter format on company letterhead for each project to the Bureau Chief, Code Compliance and Inspections via email, and providing a hard copy with each plan set returned to the City for Permit issuance.
- Firms shall be responsible for verification of all required special inspections and turning in all inspection records to the City's Building Permits Section at the end of each project.
- Firms shall recognize that the City Office of Code Compliance and Inspections has inspection and testing jurisdiction for all fire systems within the City.
- Firms shall recognize that the City Office of Code Compliance and Inspections has inspection and testing jurisdiction for all sewer laterals connected to Lancaster City sewer mains.
- Firms shall submit written inspection reports within 72 hours of conducting an inspection either in person or via email to permitclerk@cityoflanasterpa.com. Final inspection reports

including special inspections are required to be turned in to the Permits Office as noted above within 48 hours of the final inspection approval date.

- The City of Lancaster, Office of Code Compliance and Inspections reserves the right to visit any construction site during normal business hours or during emergencies to review construction code compliance and verify compliance with accessibility regulations without notice.
- Failure to comply with the requirements of this RFP will result in a recommendation to City Council to de-list the Third Party Code Agency.

SECTION 9. DEADLINE

One (1) Original and Two (2) copies and one (1) electronic version in Adobe Acrobat (PDF File), on CD or floppy disk shall be received of the Statement of Qualifications, to be submitted in a sealed manner bearing the name and address of the firm, and should be *clearly marked* “Statement of Qualifications – Uniform Construction Code Plan Review and Inspections Services.” Statements of qualifications are to be submitted no later than **December 20, 2018 by 4:30 p.m.** to the Department of Economic Development and Neighborhood Revitalization.

Mailing Address: City of Lancaster
Department of Economic Development & Neighborhood Revitalization
120 North Duke Street
P.O. Box 1599
Lancaster, PA 17608-1599

Attention: Gary Horning, Bureau Chief
Bureau of Code Compliance and Inspections

Telephone: (717) 291-4700
Email: ghorning@cityoflancasterpa.com

Physical Address: City of Lancaster
Department of Economic Development & Neighborhood Revitalization
120 North Duke Street
Lancaster, PA 17602

Only timely received submittals meeting the requirements of this request for qualifications shall be considered. No submittal shall be considered or accepted which is submitted by a firm that is in default under the terms of any existing agreement with the City of Lancaster, or which has failed to perform its obligations faithfully under any previous agreement with the City. The Chief Executive Officer of the firm shall sign submittals. Any prior submittals made to the City of Lancaster in response to a previous Request for Qualifications will not be considered as a permitted response to this Request for Qualifications.

QUESTIONS REGARDING THIS REQUEST FOR QUALIFICATIONS

Questions regarding this project shall be submitted in writing and directed to:

Mr. Gary Horning, Bureau Chief
Bureau of Code Compliance and Inspections
120 North Duke Street
P.O. Box 1599
Lancaster, PA 17608-1599

Telephone: (717) 291-4700
e-mail: ghorning@cityoflancasterpa.com

SELF-CERTIFICATION of NO DISBARMENT, SUSPENSION or INELIGIBILITY

Date _____

I certify that _____ is not disbarred,
(name of firm)

suspended or otherwise declared ineligible by the Department of
Labor and Industry pursuant to the Pennsylvania Prevailing Wage
Act of August 15, 1961, as amended, or by any other agency of the
Commonwealth of Pennsylvania under any other Act.

Signed _____

Title _____

Address _____

COMMONWEALTH OF PENNSYLVANIA :

: SS

COUNTY OF _____ :

On this, the ___ day of _____, 20___, before me, the undersigned officer, personally appeared _____, who being sworn according to law, deposes and states that he/she is the _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she, being authorized to do so executed the same for the purpose therein contained, and desires the same to be recorded as such.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public