

**Elia Garcia**  
Mayor

**Rene Rodriguez**  
Representative  
At Large

**Cesar Nevarez**  
District 1



**Ralph Duran**  
District 2

**Victor Perez**  
District 3  
Mayor Pro-Tem

**Yvonne Colon-Villalobos**  
District 4

**Adriana Rodarte**  
City Manager

**REQUEST FOR QUALIFICATIONS  
19-04  
FOR RESIDENTIAL AND COMMERCIAL PLAN CHECKING AND INSPECTIONS  
SERVICES FOR THE CITY OF SOCORRO TEXAS**

The City of Socorro requests the submission of proposals prepared by professional certified plan checkers and building inspectors leading to the possible award of contracts for the above-mentioned services. This is a direct service bid.

**Sealed bids** shall be MAILED or HAND DELIVERED to Olivia Navarro, City Clerk City of Socorro, 124 S. Horizon Blvd, Socorro, Texas 79927, **by 10:00 a.m., on June 21, 2019**. Bids received after 10:00 a.m. on February 8, 2019 will be disqualified. Bids will be publicly opened and read in the City of Socorro's Conference room at City Hall, 124 S. Horizon Blvd, Socorro, Texas 79927, **on June 21, 2019 at 11:00 am**.

Until the final award of contract by the City of Socorro, the City of Socorro reserves the right to reject any and/or all proposals, to waive technicalities to re-advertise, and/to proceed otherwise when in the best interest of the City of Socorro to do so.

RFQ responses must be signed and submitted by principals, officers, and/or directors of submitting parties, having the requisite authority to bind their company to a contract. For more information or questions regarding submission requirements, please contact the City Clerk office at (915) 858-2915, or by email at [onavarro@ci.socorro.tx.us](mailto:onavarro@ci.socorro.tx.us). In the absence of the primary contact, the secondary contact for questions related to the RFQ is: Michael Medina, City Planner [cityplanner@ci.socorro.tx.us](mailto:cityplanner@ci.socorro.tx.us) (915) 858-2915.

# **REQUEST FOR QUALIFICATIONS**

## **PROJECT DESCRIPTION**

### **I. ANNOUNCEMENT**

#### **“FOR RESIDENTIAL AND COMMERCIAL PLAN CHECKING AND INSPECTIONS SERVICES FOR THE CITY OF SOCORRO TEXAS”**

The City of Socorro (also referred to as the “City” herein) is seeking proposals from qualified individuals and/or agencies (hereinafter referred to as the “Contractor”) to assist its in-house staff with a full range of plan checking, building inspection services, including commercial electrical inspections. It is expected that the City of Socorro will continue to process all applications and questions, and schedule meetings, reviews or inspections with the Contractor, who would then work directly with the applicant through task finalization, while communicating progress with the City of Socorro’s Building Official.

### **II. SCOPE OF WORK FOR INSPECTION SERVICES**

The proposal shall address the availability of personnel to assist the City of Socorro’s Planning and Zoning Department and Building Official on an “as-needed” basis with all Plan Checking and Building Inspector duties. The Contractor shall establish and maintain minimal office hours at City Hall for the purposes of meeting with the City of Socorro’s staff, other contractors and the public. More routinely, the Contractor shall have the availability to schedule inspections and respond to telephone and e-mail inquiries from both the City of Socorro’s staff and the public.

Specific duties include, but are not limited to the following:

1. Review building plans and conduct all necessary and required building, electrical, plumbing, HVAC and miscellaneous inspections on residential and commercial construction within the City of Socorro.
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, residential and commercial alterations and additions, accessory buildings, decks, signs and fences.
4. Assist City staff with inquiries.
5. Assist with the investigation of complaints related to the building codes and the City of Socorro’s Ordinances, including but not limited to inspections for occupancy permits, signs, conditional use permits, etc.
6. Attend occasional meetings, as requested.

7. Provide daily schedules, weekly summary reports and invoices pertaining to the number and type of inspections performed in an electronic computer format.

### III. FORMAT OF RESPONSES TO RFQ

Responses to this Request for Qualifications (RFQ) are to be provided in the following format:

- Letter of Interest: Cover letter introducing the contractor, indicating the Contractor's interest in the project, and identifying the contractor's ability to provide the services needed.
- Introduction: A brief description of the Contractor, including the number of years the contractor has been in existence, range of professional services, office location(s), and staff size.
- Experience and Qualifications: Brief documentation of the Contractor's prior work relevant to this RFQ, including the name, address, and phone number of client references and the primary contact person(s).
- Contractor's Personnel: Individual resumes for the Contractor's professionals and others who will work with the City of Socorro under the response to RFQ, including identification of the principal contact and specific qualifications and credentials for those providing services identified herein.
- Direct Cost schedule for residential and commercial plan reviews.
- Direct Cost schedule for residential and commercial inspections.

List of Clients: Provide list of comparable clients where similar services have been provided with contact information. The proposal should not exceed ten (10) single-sided pages and should address the following:

1. Transmittal Information,
  - a. Contractor's name, address, telephone number and contact person.  
Contractor's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.
2. Approach.
  - a. Provide a description of the availability to fulfill the stated Project Scope.
  - b. Outline your proposed staffing levels and activities.
  - c. Detail how administrative requirements, such as scheduling, plan review and inspection documentation, customer service questions and formal applicant communications will be fulfilled.
  - d. Provide current estimated hours of availability for all tasks.
3. Personnel Experience. For each individual or team member please submit a BRIEF description of the following:

- a. Name
  - b. Proposed responsibilities
  - c. Professional licenses and/or certifications
  - d. Description of related experience, particularly experience of a similar capacity on projects of comparable size and/or scope
4. Cost.
- a. Provide direct costs as outlined in the scope of services or comparable cost methodology. Costs should be detailed weekly, monthly and annually, including any proposed increases, for the term of the contract.
  - b. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the inspection cost.
  - c. Describe the circumstances under which you would propose to modify the fees, and how you would communicate such a potential modification to the City of Socorro.
5. Contract.
- a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
6. Insurance.
- a. The proposal must include either a description of the Contractor's insurance or a certificate of insurance outlining the Contractor's insurance policies which evidence

#### **IV. CONTRACTORS SELECTION PROCESS**

Contractors will be interviewed by a Contractor Selection Committee appointed by City Manager or City Planner. All submitted proposals are considered public records. The Contractor Selection Committee reserves the right to request additional information from Contractors submitting proposals.

The following criteria will be considered in evaluating the proposals and selecting the Contractor:

- Capabilities and previous experience in comparable projects and the specialized experience and technical competence of the Contractor.
- Capacity of the candidate to perform work in a timely manner, affirmatively respond to the inquiries and schedule of the City and dedicate appropriate personnel as the schedule dictates.
- Qualifications, experience, technical competence and diversity of the Contractor and project team assigned to the project.
- Ability to complete and perform the required duties within the necessary time frame.
- Experience with Accela software program.
- Direct Cost schedule for residential and commercial plan reviews.
- Direct Cost schedule for residential and commercial inspections.

#### **V. SUBMITTAL**

All proposals shall be submitted by mail to the address below:

City Clerk  
City of Socorro, Texas  
124 S. Horizon Blvd  
Socorro, Texas 79927

### ***Submittal Instructions***

All proposals must be received by June 21, 2019 at 10:00 am Faxes are not acceptable. A submittal that is incomplete or received after the above stated date and time will not be accepted and will be returned. Five (5) proposals, including one (1) unbound original must be submitted, with each clearly marked:

#### **“RFQ Residential and Commercial Plan Checking and Inspections Services for the City of Socorro, Texas”**

- Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
- Questions regarding this RFQ should only be directed to the staff member identified above. **Contact with elected officials, committee members and other staff members is grounds for disqualification.**

All bids shall be opened on June 21, 2019 at 11:00 am at the Administration Building located at 124 S. Horizon, Socorro, Texas 79927.

Questions or comments can be directed to Michael Medina, City Planner, at 915-858-2915, [cityplanner@ci.socorro.tx.us](mailto:cityplanner@ci.socorro.tx.us) , Monday through Friday, during regular business hours of 8:00 a.m. to 5:00 p.m.

## **VI. GENERAL CONDITIONS**

**Limitations** - This Request for Qualifications does not commit the City of Socorro to award a contract or to pay any costs incurred as a result of preparing such a response. The City reserves the right to accept or reject any and all responses received in response to this request, to negotiate with all qualified respondents, or to cancel in part or in its entirety this request for qualifications if it is in the best interest of the City and/or per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. The Contractor Selection Committee may require consultant/attorney participation in negotiations, the result of which may require revisions to the response as submitted. General conditions and terms to any final agreement with the Contractor, shall include the same or similar terms as set forth below.

### **Terms and Conditions**

#### ***Payment Terms***

All invoices for services will be processed within 30 days, pending verification and the receipt of any

required documentation of services provided in accordance with the terms of the final agreement between the Contractor and the City of Socorro. Payment will be issued on a monthly schedule, based on invoices for services provided.

***Insurance***

The successful Contractor shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Texas and satisfactory to the City of Socorro. Such insurance shall be primary insurance. Prior to execution of the written contract, the successful Contractor shall furnish the City of Socorro with a Certificate of Insurance listing the City of Socorro as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, shall make the contract voidable at the City of Socorro's discretion. Additionally, the Contractor shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the Contractor and approved by the City of Socorro.

***Nondiscrimination***

In connection with the performance of work under this agreement, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

***Conflicts of Interest***

No member of the governing body of the City and no other officer, employee, or agent of the City, who exercises any functions or responsibilities in connection with administration, or implementation of this contract award by the City, shall have any personal financial interest, direct or indirect, in the Contractor or the contract with the same; and the City shall take appropriate steps to assure compliance

The Contractor warrants and represents that it has no conflict of interest associated with the award of this contract by the City. The Contractor further agrees that it will not employ an individual with a conflict of interest as described herein or have any agreements with third parties. The Contractor shall execute and deliver to City a Certificate of Interested Parties, Form 1295, prior to execution of the contract by the City.

***Assignment or Subcontract***

The contract may not be assigned or subcontracted by the Contractor without the written consent of the City of Socorro. If all or a portion on the contract work is proposed to be assigned or subcontracted, the name of the individual(s) to complete the work, address and the Contractor proposed shall be submitted within the scope of the proposal.

***Independent Contractor Status***

The Contractor agrees that it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

***Amendments to Contract***

This contract may be modified only by written amendment to the contract, signed by both parties.

Amendment of proposals may be done as follows:

By the City: Proposals may be amended by the City of Socorro in response to the need for any further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Contractor: Proposals may only be amended after receipt by the City of Socorro by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the City.

Proposals may be withdrawn only in total, and only by a written request to the City prior to the time and date scheduled for opening of proposals.

### ***Waiver***

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

### ***Indemnification and Defense of Suits***

The Contractor agrees to indemnify, hold harmless, and defend the City of Socorro, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Contractor, its employees, agents or subcontractors.

### ***Contract Period***

The term of this contract will be from July 1, 2019 - December 31, 2021, with an option at the City of Socorro's discretion to extend up to an additional two years. Proposers may wish to extend a contract offer with a greater cost savings in subsequent years.

The City of Socorro may terminate this contract without cause, and with or without notice, at any time, for any reason.

### ***Termination of Contract***

Contract may be terminated by the City of Socorro with 60 days written notice.

### ***Professional Services Contract***

If your proposal is accepted and a contract is issued, then this Request for Qualifications and all documents attached hereto including any amendments, the Contractor's technical and price proposals, and any other written offers/clarifications made by the Contractor and accepted by the City of Socorro, will be incorporated into a contract between the City of Socorro and the Contractor, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the Contractor has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the City of Socorro, execution of the contract by the proper City officials, and delivery of the fully executed contract to the Contractor. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful Contractor. The contract may be amended only by written agreement between the Contractor and the City of Socorro.