



**CITY OF SOCORRO
REQUEST FOR PROPOSALS
RFP # 25 - 03**

**Request for Proposals (RFP)
for
Building Inspections and
Plan Review Services**

SUBMITTAL DEADLINE: May 30, 2025

**CITY OF SOCORRO
ATTENTION TO: Olivia Navarro, City
Clerk RFP #25-03
124 S. Horizon Blvd.
Socorro, Texas 79927
(915) 858-2915**

**REQUEST FOR
PROPOSAL
RFP #25-03
for Building Inspections and
Plan Review Services**

INTRODUCTION

The City of Socorro, Texas (the “City” or “City of Socorro”) is seeking proposals prepared by qualified independent contractors leading to the possible award of contracts for the above mentioned services. This is a direct service bid.

These services include minor subdivision plat, subdivision improvement plan, and building plan review; and building inspections as described in this RFP. The ability to interpret and apply the City’s codes and ordinances, as well as to be familiar with applicable state and federal regulations, is critical in the provision of these services. Qualified consultants must possess all licenses, certifications, and permits necessary to provide the professional consulting and technical services described herein. Although the City desires these services to be provided by an independent contractor as soon as possible, the start date may be adjusted to a later date based upon the outcome of this RFP process.

SUBMITTAL INSTRUCTIONS

Sealed Proposals shall be mailed or hand-delivered to Olivia Navarro, City Clerk for City of Socorro, 124 S. Horizon Blvd., Socorro, Texas 79927, by **3:00 PM (MOUNTAIN TIME), on MAY 30, 2025**. Bids received after **3:00 PM (MOUNTAIN TIME) on MAY 30, 2025** will be disqualified. Statements will be publicly opened and read aloud at the City of Socorro’s Administration Building, 124 S. Horizon Blvd., Socorro, Texas 79927, on **MAY 30, 2025, at 3:15 PM (MOUNTAIN TIME)**.

- Proposals will be accepted on or before the deadline identified above.
- Proposals received after that date and time will be rejected.
- Proposals will be opened publicly.
- Contact with elected officials, committee members and other staff members is grounds for disqualification.
- **Faxes are not acceptable.**
- **A submittal that is incomplete or received after the above stated date and time will not be accepted.**

Five (5) qualification documents and an electronic copy in a flash drive should be included, each clearly marked: **RFP 25-03 Building Inspections and Plan Review Services - City of Socorro, Texas. Proposals should be limited to no more than fifteen (15) 8.5x 11-inch pages single-sided.**

Until the City awards the final contract, the City reserves the right to reject any and/or all

bids, to waive technicalities to re-advertise, and to proceed otherwise when in the best interest of the City to do so.

RFP responses must be signed and submitted by principals, officers, and/or directors of submitting parties, having the required authority to bind their company to a contract.

For more information or questions regarding submission requirements, please contact the City Clerk Olivia Navarro at (915) 858-2915, or by email at onavarro@costx.us.

SELECTION PROCESS MILESTONES

The following projected dates are set forth for your knowledge and understanding:

ACTIVITY:	DATE
RFP Released	May 18, 2025
Submittals from	May 30, 2025
Proposers Due:	@ 3:00 p.m. (MST)
Evaluation Committee	
Scoring Due:	June 11, 2025
Selection (if any):	June 18, 2025
Execution of	
Agreement:	End of June 2025

OVERVIEW

The City of Socorro is located southeast of the City of El Paso and is the second largest municipality in El Paso County. The city has a total area of 22.06 square miles and a 2023 estimated population of 38,238 according to the US Census Bureau. The population of the city grew from 32,238 in 2010 to 34,306 in 2020 – a 6.42% growth over a 10-year period. The city anticipates additional growth in upcoming years as existing, multi-phase residential projects continue their build-out and additional residential, commercial, and industrial projects are developed in the city.

SCOPE OF WORK

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 Minor Subdivision Plat Review, Subdivision Improvement Plan Review, Plan Checking and Building Inspector duties. The Contractor shall establish and maintain minimal office hours at City Hall for 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 minor subdivision plats within the City of Socorro and Extra-Territorial Jurisdiction.
2. Review subdivision improvement plans within the City of Socorro.
3. 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.
4. Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
5. 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.
6. Assist City staff with inquiries.
7. 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.
8. Attend occasional meetings, as requested.
9. Provide daily schedules, weekly summary reports and invoices pertaining to the number and type of inspections performed in an electronic computer format.

FORMAT OF RESPONSES TO RFP

Responses to this Request for Proposals (RFP) 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 RFP, 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 RFP, 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.
2. 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.
3. 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.
4. 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
5. 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.
6. Contract.
 - a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
7. 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.

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.

EVALUATION CRITERIA AND SELECTION PROCESS

A committee of individuals representing the City shall review and evaluate the solicitation responses for compliance and technical scoring in each category using the following weighted criteria.

The City will select the most highly qualified proposer(s) of the requested services based on the criteria below and then attempt to negotiate with the proposer(s) a contract at a fair and reasonable price. Evaluation factors and associated point values are listed below:

1.	Firm's response to the RFP including overall relevant experience, similar projects, and sub consultant experience.	25
2.	Demonstrated Capability to meet all facets of the Scope of Work	25
3.	Proposal fees.	25
4.	Qualifications of individuals who have direct involvement in tasks on this project..	15
5.	Capacity of the candidate to perform work in a timely manner, affirmat	10
	Total Points	100

ANTICIPATED AGREEMENT PROVISIONS

The following information is furnished to the Proposers for consideration during the preparation of their response to this RFP. The information is representative of certain provisions that the COS expects to incorporate into the agreement for consultant services but should not be considered an exhaustive list or final language of such anticipated provisions.

PROFESSIONAL LIABILITY The Consultant must have professional liability insurance coverage of not less than \$1,000,000. If the present coverage is insufficient, the Consultant must obtain additional coverage prior to the initiation of the work. The coverage must extend a minimum of three (3) years beyond the completion of the Services.

SUBCONSULTANT SERVICES The use of subconsultants must be approved in writing and in advance by the COS. The subconsultants must be qualified to perform all work assigned to them. Responsibility for sublet, assigned, or transferred work will remain with the Consultant.

INSPECTION OF BOOKS AND RECORDS The COS, or any duly authorized representative of the COS, may at all reasonable times inspect and examine the books and records of the Consultant for the purpose of: (a) checking the salary costs and other expenses described and/or contemplated in the Agreement; or (b) otherwise confirming the Consultant's compliance with the terms of the Agreement. The Consultant shall maintain said books and records and other evidence pertaining to costs, and shall make such materials available at its office, during the term of the Agreement and for a period of three (3) years after the date of final payment thereunder or such time as is required by state or federal law or regulation.

OWNERSHIP AND USE OF DOCUMENTS Notwithstanding any provision in the Agreement or in common law or statute to the contrary, all of the documents, tracings, computer records, discs and tapes, proposals, sketches, diagrams, charts, calculations, correspondence, memoranda, logs, survey notes, test procedures, test data, recommendations, reports, and other data and materials, and any part thereof, compiled or to be compiled by or on behalf of the Consultant, together with all materials and data furnished to it by the COS, shall at all times be and remain the property of the COS and shall not be subject to any restriction or limitation on their further use by or on behalf of the COS. The Consultant shall submit all such studies, reports of all types, specifications, and drawings in printed form and in electronic form as prescribed by the COS.

PROFESSIONAL SERVICES CONTRACT If your firm is accepted and a contract is issued, then this RFP and all documents attached hereto including any amendments, and any other written offers/clarifications made by the Offeror and accepted by the City of Socorro, will be incorporated into a contract between the City of Socorro and the Proposer, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this RFP shall be determined to exist or bind any of the parties hereto.

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

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

TERMINATION OF CONTRACT The contract may be terminated by the City of Socorro, at any time, for the City's convenience and without cause.

INDEMNIFICATION HOLD-HARMLESS AGREEMENT The Proposer agrees to hold harmless the City from any and all lawsuits or litigation which may arise at any time from its negligence, gross negligence, or willful misconduct while under contract to the City, and also agrees to indemnify the City from liability imposed upon it as a result of any of its activities hereunder.

NON-DISCRIMINATION In connection with the performance of work under this agreement, the Proposer 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.

REQUIRED DISCLOSURES AND FORMS The City requires that any submittal from the Proposer include the following forms attached below.

NOTICE TO VENDORS:

Effective January 1, 2016, Texas Government Code Section 2252.908 requires persons who enter into contract with a government entity to submit a disclosure of interested parties (**Form 1295**) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

Use the following link to access filing instructions:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

ATTACHMENT A

SB 252 COMPLIANCE

Effective: September 1, 2017

Verification

I, being over the age of eighteen years and in my official capacity representing an entity that is a party to this contract with the City, hereby swear and verify under oath that:

- (1) Entity does not engage in business with or in the countries of Sudan or Iran, and
- (2) Entity does not engage in business with terrorist organizations

Company/ Entity:

Signature of Representative and Title:

Date:

ATTACHMENT B

HB 89 COMPLIANCE

Effective: September 1, 2017

SWORN VERIFICATION OF STATEMENT REGARDING:

ISRAEL BOYCOTT

AND

**PROHIBITION ON CONTRACTING WITH A COMPANY DOING BUSINESS WITH IRAN,
SUDAN, OR A FOREIGN TERRORIST ORGANIZATION**

In accordance with Texas Government Code Section 2270.02, this Company does not boycott Israel and will not boycott Israel during the term of this contract.

In accordance with Texas Government Code Section 2252.152, this Company does not engage in active business operations with Sudan, Iran, a foreign terrorist organization or a Company that is identified on divestment statute lists prepared and maintained by the Texas Comptroller of Public Accounts.

I, (authorized official) _____, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract; and
3. is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at
<https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company/ Entity:

Signature of Representative and Title:

Date:

ATTACHMENT C

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY
1 Name of vendor who has a business relationship with local governmental entity.		Date Received
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed. <div style="text-align: center; border-top: 1px solid black; width: 30%; margin: 0 auto;">Name of Officer</div>		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. <div style="margin-top: 20px;"><p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p><div style="display: flex; justify-content: center; gap: 50px;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p><div style="display: flex; justify-content: center; gap: 50px;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div></div>		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="border-top: 1px solid black; width: 45%; text-align: center;">Signature of vendor doing business with the governmental entity</div><div style="border-top: 1px solid black; width: 45%; text-align: center;">Date</div></div>		

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

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ATTACHMENT D

SB 252 Contractor Certification Form

Prohibition on Contracts with Terrorist Organizations

The Texas Legislature approved legislation that will impact all government contracts for goods and services. This addendum requires a certification from any vendor/independent contractor entering into a contract with a governmental entity to ensure the vendor/contractor complies with the requirements stipulated herein.

Pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153:

SB 252 prohibits governmental entities from contracting with parties on the State Comptroller's list of companies known to have contracts with, or provide supplies or services to, an organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. As a result of this law, governmental entities are required to certify that vendors/independent contractors are not on the listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan, or any Foreign Terrorist Organization.

I, (authorized official) _____, do hereby depose and certify the truthfulness and accuracy of the contents of the statements submitted on this certification, that the company named below: 1) does not do business with Iran, Sudan or any Foreign Terrorist Organization; and 2) will not do business with Iran, Sudan or any Foreign Terrorist Organization during the term of the contract; and 3) is not listed on the website of the Comptroller of the State of Texas

Signature of Contractor's Authorized Official

Date: _____

(Print name of person signing above)

(Print title of person signing above)

ATTACHMENT E

SB 19 Contractor Certification Form

I, (authorized official) _____, do hereby depose and certify the truthfulness and accuracy of the contents of the statements submitted on this certification, that the company named below: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

Signature of Contractor's Authorized Official

Date: _____

(Print name of person signing above)

(Print title of person signing above)

ATTACHMENT F

SB 13 Contractor Certification Form

I, (authorized official) _____, do hereby depose and certify the truthfulness and accuracy of the contents of the statements submitted on this certification, that the company named below: (1) it does not boycott energy companies and (2) it will not boycott energy companies during the term of the contract.

Signature of Contractor's Authorized Official

Date: _____

(Print name of person signing above)

(Print title of person signing above)