

REQUEST FOR PROPOSAL (RFP) BUILDING PLAN CHECK & INSPECTION SERVICES



Department of Planning and Development



I. INTRODUCTION/BACKGROUND

The City of Santa Fe Springs (“City”) is soliciting proposals from qualified firms to provide building plan check and inspection services. The City is committed to providing the most efficient and timely customer service possible to meet the needs of the community. The selected firm(s) will be expected to provide excellent front-line customer service to the City’s residents, businesses, and visitors by responding quickly and effectively to walk-ins and telephone and electronic inquiries of the public related to services. The selected firm(s) may also be required to develop, establish or recommend City policies and procedures to maintain or improve City’s Building and Safety operations. The selected firm(s) will be expected to work closely with all City departments and ensure that appropriate requirements of those departments are incorporated in the standards and processes. The tasks are more particularly described in the **Scope of Work**.

The deadline for submitting proposals is 5:00 pm, December 8, 2023. No facsimiles or electronic transmissions will be accepted. The RFP is located on the City’s website at: https://www.santafesprings.org/our_community/services/bids_proposals.php.

For more information concerning the submission requirements, please refer to Section VII. The City intends to follow, but will not be bound by, the following timeline:

Distribution of RFP	November 8, 2023
Deadline to Submit Proposals	December 8, 2023 at 5:00 p.m.
Review of Submittals	December 11-21, 2023
Schedule Interviews	January 8-11, 2024
City Council Award of Contract	January 16, 2024

For further information and questions concerning this RFP, please send your questions to Mr. Wayne M. Morrell, Director of Planning, at waynemorrell@santafesprings.org, with copy to Anh Wood, Administrative Assistant, at anhwood@santafesprings.org, on all inquiries. All requests for information and responses to questions will be posted on the City’s website. Please check the City’s website for the latest information and queries concerning this RFP.

City of Santa Fe Springs:

The City Santa Fe Springs was incorporated in 1957. It is approximately 8.9 square miles and located in Los Angeles County. Santa Fe Springs is surrounded by the cities of Downey, Norwalk, La Mirada, Whittier and Pico Rivera. It is served by the I-5 and I-605 Freeways. Telegraph Road is the City’s main thoroughfare. Per the U.S. Census Bureau Quick Facts and data from the 2021 American Community Survey, 5-Year Estimates, the City has 18,439 residents and 5,514 housing units.

Santa Fe Springs is a largely built-out community and is mostly zoned for industrial uses: 3,500 acres industrial, 520 acres residential, 315 acres commercial, 115 acres public/institutional facilities, and 125 acres designated as parks and open space.

Government: The City Council consists of five members elected from the City at-large who serve four-year staggered terms. The City Council annually appoints a Mayor and a Mayor Pro Tem to serve a one-year term.

II. BUILDING AND SAFETY DIVISION

Historically, the City has contracted with Los Angeles County for comprehensive building plan check and inspection services. Pursuant to the terms of the agreement, the City provides an office area, within the Planning Department at City Hall to the County for its administration of the functions of the Building and Safety Division. The computers used for plan checks are County issued and there is no connectivity between the County's computers and the City's computers. Mechanical, Electrical, Plumbing (MEP), and Grading plan checks are done at the County's main office in the City of Alhambra. For MEPs, plans are uploaded to LA County BSOP online portal: <https://dpw.lacounty.gov/bsd/bsop/>. Structural and architectural plan checks are conducted at City Hall.

The Building and Safety Division has two part-time plan check engineers and a full-time building inspector. The engineers use Bluebeam for plan checks. On Wednesdays, a building inspector assists with inspections. City staff, consisting of a Building Permit Technician II, and a Planning Program Assistant, supplemented by an Administrative Assistant, is responsible for the issuance of permits and the processing and collecting of all plan check and inspection fees. The City is in the process of hiring a Building Permit Technician I and a Building Permit Technician II.

Permit Viewer: Applicants can view open permits or research permits that have been issued commencing from September 2009 to present, for properties located within the City, by visiting: <http://dpw.lacounty.gov/bsd/bpv/>. For permits issued prior to September 2009 a visit to the Building Department, during public counter hours, is necessary.

Building Code: The City of Santa Fe Springs currently uses the following Building Codes:

- 2023 County of Los Angeles Building Code (Title 26)
- 2023 County of Los Angeles Electrical Code (Title 27)
- 2023 County of Los Angeles Plumbing Code (Title 28)
- 2023 County of Los Angeles Mechanical Code (Title 29)
- 2023 County of Los Angeles Residential Code (Title 30)
- 2023 County of Los Angeles Green Building Standards Code (Title 31)
- 2023 County of Los Angeles Existing Building Code (Title 33)

Counter Hours: The Building Department public counter is open between 7:30 a.m. to 11:30 a.m. and 2:00 p.m. to 4:30 p.m. Mondays through Thursdays. City Hall is closed every Friday. The Plan Check Engineers are available during the counter hours of 8:30 a.m. - 11:30 a.m. The building inspector is available from 7:30 - 8:30 a.m. to answer questions; thereafter, he is out in the field conducting inspections. After his inspections, he returns to the office to do paperwork in preparation for the next day. The Building inspector conducts inspections on Fridays, although City Hall is closed. Plan checks also occurs remotely, on Fridays.

Building Plan Check Submittal Process:

Similar to other cities, COVID-19 dramatically impacted the City's plan check submittal process. Prior to COVID-19, the majority of plan checks were in person and paper plans were the norm. Since COVID-19, the City has migrated to a digital plan check submittal

process, though there is the occasional paper submittal. It is important to note that other City departments, including the Fire Department, has not as yet instituted an electronic plan check process.

The following explains the City's plan check process:

- **Digital plan check submittal packages format:** Applicant submits a [building permit application](#), both sides completed, with full description of scope of work and valuation specified, in a single PDF file.
- **The single pdf file**, shall include both architectural and structural sheets. The sheets shall be in order, in a horizontal direction, right side up, and the file **“unlocked and unsecured”**.
- If deemed necessary by the Project Planner or the Plan Check Engineer, a **separate single pdf file** of the Electrical, Mechanical, and Plumbing plans, may be required.
- If deemed necessary by the Plan Check Engineer, an unlocked single pdf copy of the **structural calculations, energy calculations, and soils reports, cut-sheets, ICC or City of LA research reports, product information sheet etc.**, maybe required.
- PDF files shall be clearly named (labeled) (i.e., 11710 Telegraph Road-rack calculations). Any incomplete submittal packages not following directions shall not be accepted for screening and may cause further delays. All submittal packages may be sent via “Dropbox”, “WeTransfer”, or by emailing attachments that contain all the requested material or any other approved similar means. Multiple emails, I-clouds, or Google drive are not acceptable means.

III. PLAN REVIEW-PLANNING DEPARTMENT REVIEW

1. A digital copy of the proposed plans (plan may also be submitted via Box.com) is submitted, via e-mail to: teresacavallo@santafesprings.org.
2. Within 2-3 business days, a project planner from the Planning Department will be assigned to review the architectural plans for compliance with the City's Zoning Ordinance.
3. The project planner will either provide the applicant with corrections or authorize the plans for submittal to the Building Department for plan check. If corrections are required, the applicant will need to revise the plans prior to submittal for Building Plan check. The typical turnaround for Planning review is 1-2 weeks.
4. Revisions must be resubmitted by e-mail. For rechecks, the revised plan check package, the original marked plan check package, and all corrections list must be resubmitted digitally.
5. Before the plans are approved or otherwise authorized for plan check submittal by Planning, the applicant will need to provide the project planner with a completed building permit application.

6. Once the project planner has confirmed that the architectural plans comply with all applicable Zoning Ordinance requirements, the project planner will then forward the proposed plans and completed building permit application to the Building Department for their review.

IV. PLAN REVIEW-BUILDING DEPARTMENT REVIEW

1. The Building Plan Check Engineer reviews the plan check package for completeness.
2. Once the plan check package is deemed complete, Building staff will process the application(s) and contact the applicant to obtain payment. Once payment is received, the applicant will be provided with an agency referral sheet, which advises the applicant on what other agency clearances are required prior to the issuance of any permits. If corrections are required, the Plan Check Engineer will contact the applicant via e-mail.
3. If deemed necessary by the Building Department, additional plans must be submitted to various agencies, including the Department of Fire-Rescue at 11300 Greenstone Avenue, for Fire Plan check.
4. Revisions must be resubmitted by e-mail. For rechecks, the revised plan check package, the original marked plan check package, and all correction lists must be resubmitted digitally.
5. Once all comments and corrections issued by the Building Department have been satisfied, the Building Department will provide their respective approval. If Planning has not already provided their approval on the plans, the project planner will provide an approval stamp following Building Department approval.
6. Once all required approvals have been obtained from the various departments and agencies, Building Department staff will contact the applicant to make arrangements for pulling permits. Once permits are issued, construction may begin.
7. The Building Inspector inspects the construction progress until project completion.

V. HISTORICAL ACTIVITY LEVELS AND REVENUES

Building Permit	FY 2020-21	FY 2021-22	FY 2022-23
Building Permits Issued	385	450	567
Building Permits Valuations	\$50,105,689.00	\$61,129,825.00	\$133,607,486.00
Building Plan Checks Processed	255	298	308
Building Plan Checks Valuations	\$64,745,590.00	\$118,916,010.00	\$156,833,520.00
Building Permit Plan Check Fees Collected	\$568,596.30	\$1,036,981.39	\$1,286,680.80
Building Permit Fees Collected	\$589,315.30	\$680,835.05	\$1,418,676.80
Total Fees Collected	\$1,157,884.60	\$2,617,816.44	\$2,705,357.60

Mechanical Permits	FY 2020-21	FY 2021-22	FY 2022-23
Mechanical Permits Issued	104	113	172
Mechanical Plan Checks Processed	8	14	11
Mechanical Permit Plan Check Fees Collected	\$3,117.40	\$5,030.30	\$9,373.94
Mechanical Permit Fees Collected	\$33,540.20	\$22,688.60	\$49,181.50
Total Fees Collected	\$36,657.60	\$27,718.90	\$58,555.44

Electrical Permits	FY 2020-21	FY 2021-22	FY 2022-23
Electrical Permits Issued	233	231	422
Electrical Plan Checks Processed	31	33	49
Electrical Permit Plan Check Fees Collected	\$58,269.28	\$27,589.70	\$52,587.26
Electrical Permit Fees Collected	\$121,504.60	\$81,808.20	\$177,517.20
Total Fees Collected	\$179,773.88	\$109,397.90	\$230,104.46

Plumbing Permit	FY 2020-21	FY 2021-22	FY 2022-23
Plumbing Permits Issued	104	110	172
Plumbing Plan Checks Processed	9	15	11
Plumbing Plan Check Fees Collected	\$4,804.20	\$4,515.30	\$6,129.59
Plumbing Permit Fees Collected	\$38,264.50	\$24,534.10	\$45,186.80
Total Fees Collected	\$43,068.70	\$29,049.40	\$51,316.39

Sewer Permit	FY 2020-21	FY 2021-22	FY 2022-23
Sewer Permits Issued	15	14	78
Sewer Permit Fees Collected	\$8,125.50	\$1,146.15	\$6,135.20

Grading Permit	FY 2020-21	FY 2021-22	FY 2022-23
Grading Permits Issued	5	9	14

Grading Plan Checks Processed	11	20	20
Grading-Cubic Yards of Grading	111,855	96,627	153,128
Grading Plan Check Fees Collected	\$24,409.90	\$43,142.63	\$51,366.23
Grading Permit Fees Collected	\$10,312.10	\$15,028.20	\$29,632.80
Total Fees Collected	\$34,722.00	\$58,170.83	\$80,999.03

Inspections		FY2021-22	FY 2022-23
Yearly	N/A	1,536	1,624

VI. SCOPE OF SERVICES

The following is an outline of the anticipated scope of services to be provided:

Building and Safety Services

- Serve as City's Contract Building Official, and provide necessary staffing for Plan Check, Inspection, and Building/Code Enforcement.
- Review plans and specifications relating to grading, drainage, electrical,* plumbing, mechanical, energy conservation**, access compliance, green building standards, and BMPs*** to confirm compliance with applicable Codes and amendments adopted by the City.

***NOTE:** Because most of the City is within a Methane Zone, familiarity with Chapter 5 of the LA County Electrical Code, Class I, Division 1 and 2; Class II, Divisions 1 and 2; and Class II, Divisions 1 and 2, is imperative.

****NOTE:** Familiarity with the Home Energy Rating System (HERS) process is imperative.

*****NOTE:** Familiarity with Best Management Practices (BMPs) is imperative, including inspections of grading sites before and after a rain event to ensure erosion plans are in place and working.

- Manage the building inspection function related to grading*, structural, plumbing, electrical and mechanical standards, and other building site issues, ensuring compliance with all applicable codes and regulations.
***NOTE:** Pre-grading meetings are required.
- Review submitted plans for planning or zoning review prior to the plan check process. This may include conceptual or preliminary plans, architectural plans, site plans, and preliminary grading plans.
- Respond to and resolve inquiries from the public and contractors regarding complaints, codes and other issues with projects, virtually, over the phone, at the counter and via emails.
- Monitor trends, legislation, and standard practices and advise the City on appropriate codes, policies, procedures, and practices to adopt.
- Prepare and process updates to the building code and related codes every three years or as otherwise required. Prepare ordinances, staff reports, and related

- supporting documents and attend public meetings.
- h. Assist City staff with data gathering and preparation of reports as required by State law, including, but not limited to reports for the Los Angeles County Congestion Management Program, Low Impact Development, AB 1881, and the state Department of Housing and Community Development.
 - i. Implement and maintain awareness of other City codes that overlap with building and safety, including but not limited to property maintenance and zoning codes.
 - j. Prepare, implement, and enforce policies and procedures. Provide recommendations and assist with implementation of new procedures as required in response to new legislation (e.g., accessory dwelling units, online solar system and electric vehicle charger permits).
 - k. Review proposed grading, drainage, and improvement plans for private development.
 - l. Inspect onsite sewer mains, storm drains, driveways, and other facilities under construction.
 - m. Recommend conditions of approval for proposed development projects.
 - n. Enforce compliance with building and safety codes, including housing codes and ordinances in existing buildings, and arrange reviews and coordinate enforcement by other agencies or City staff as necessary.
 - o. Oversee final inspection for construction projects at completion for issuance of certificate of occupancy.
 - p. Implement and administer permit-tracking system, building inspection records maintenance, and plans status. Prepare monthly and annually reports on service activities.
 - q. Make presentations to the City Council, commissions and other groups; explain division policies to the public, developers and builders.
 - r. Advise the City Manager and Director of Planning, and other division heads on building services activities.
 - s. Prepare building and safety code violations cases for submittal to the City Attorney's office and testify as an expert witness in court cases involving property maintenance issues and code violation issues.
 - t. Investigate residential, commercial, and industrial Code violations, by inspecting sites, meeting with owners/tenants to verify accuracy of complaints, and determining corrective actions to be taken.
 - u. In the event of a local, regional or national emergency of disaster, personnel shall be accessible, available and prepared to provide Building and Safety services as directed by the City, including reporting to the City's Emergency Operations Center.
 - v. Personnel shall also be available for inspections during after-hours emergency situations.
 - w. Make determination on the approval and use of alternative materials and methods of construction.
 - x. Issue Certificates of Occupancy for building and structures.
 - y. During inspections or when requested by the City, issue stop/correct work notices, or notices of violation when violations of the Codes occur.
 - z. Input daily inspection information into a permit tracking system that is accessible

to City staff.

- aa. Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
- bb. Coordinate building permit requirements and interface with other agencies and City Departments, including but not limited to Public Works, Planning, and Fire.. This also includes Building Division review, comments and provision of "conditions of approval" for site plans and building plans as part of discretionary planning applications.
- cc. Monitor and track the status of building permit applications and plan checks for expiration and develop a process to notify applicants prior to the expiration of their building permits.
- dd. Keep daily logs of building permit and inspection activities. Submit monthly, quarterly and annual reports of Consultant's activities to the City. The reports shall include, but not be limited to, the fees collected, the staffing levels provided, the staff hours expended, the number of permits issued, the number of inspections (by type) made, and other financial, operational, and statistical information pertinent to the Building Plan Check and Inspection services process.
- ee. Establish, maintain and update all forms in compliance with City requirements, regulations, adopted standards, State or other laws and ordinances necessary for the operation of the Building Division, including "hand-out" sheets which explain building permit application processing procedures identified as being provided by the City.
- ff. Provide a chart/matrics, showing *standard turn-around times* for various plan checks (residential, commercial, industrial, rechecks), *expedited/Fast track turn-around times*, and *building inspections*.
- gg. Provide the latest Building Valuation Data from the International Code Council or other similar agency to be used to determine permit fees. If a Permit Fee Multiplier is used, indicate the amount or percentage. A Valuation table is required.
- hh. Provide a system to assign addresses to new buildings and a method to notify the postal service or other agencies of the new addresses.
- ii. Institute a process to notify utility companies to release meters.

Once a consultant(s) is selected, the City and the selected consultant(s) will jointly review the most efficient and effective service approach and establish staffing level and needs, and number of days and hours for the Building Official Staff to be at City for over the counter plan check and public service, and meetings and interaction with City staff and departments. The number of hours for Building Official Staff presence at the City hall may fluctuate based upon work load and number of development applications submitted to the City. Also, the Building Official Staff shall be available at other times for scheduled meetings at City offices and for telephone or written (generally by e-mail) responses to questions from City staff or from the public upon referral from City staff.

VII. REQUIRED FORMAT FOR RFP SUBMITTAL

Please submit your RFP in the format specified below:

Cover Letter/Executive Summary

Provide an executive summary emphasizing the strong points of the project team, qualifications and experience. The cover letter/executive summary shall be signed by a person with the official authority to bind the company. The Cover Letter/Executive Summary shall be limited to 5 pages.

Table of Contents

Provide contents of the RFP sections indicated below with each section page numbers specified for reference.

Section 1: Approach and Scope of Work

Provide your approach and detailed scope of work that your firm can provide in Contract Building and Safety Services and other services, including the type of software used, plan check turn-around times, inspection response schedule, cost of expediting plan check, service approach, and other relevant information.

Section 2: Project Team, Key Personnel and Resumes

Provide an organization chart showing the names and responsibilities of proposed staff. Provide proposed staff resumes.

Section 3: Transitioning of Work

Provide a discussion/process/procedure on the transitioning of the work/files from the County of Los Angeles to the new consultant(s).

Section 4: References

Provide a minimum 5 public agency references for similar assignments.

Section 5: Firm Qualifications

Provide your firm's general service capabilities, qualifications and experience.

Section 6: Legal

- List any other names under which the current firm has operated in the past 10 years.
- List the names of any other firms that provide similar services, current and past, where any of current firm's owners, part owners, shareholders, principals, management staff, or key staff are currently or were in the past owners, part owners, shareholders, principals, management staff, or key staff.
- Provide a list, if your firm and/or any owners, part owners, shareholders, principals, management staff, or key staff have been investigated by any Local, County, State and Federal Agencies for any claims and actions in the past 10 years. If the answer is yes, provide a summary and when and how the investigation was closed; if not closed, indicate current status.
- Provide a list of any other firms, current and past, if any of current firm's owners, part owners, shareholders, principals, management staff, or key staff are

involved currently and/or were involved in the past, have been or are currently being investigated by any Local, County, State and Federal Agencies for any claims and actions in the past 10 years. If the answer is yes, provide a summary and when and how the investigation was closed; if not closed, indicate current status.

VIII. FEE

This is a RFP, and the City will select the most qualified consultant(s) and negotiate applicable fees for various services based on specific scopes and staffing levels. As part of the RFP, but **in a separate sealed envelope**, please submit your firm's hourly rate schedule for various staff classifications that will be involved in providing requested services to the City. Final fee structure and negotiations will be based on this submitted hourly rate schedule. A % based fee may also be negotiated, based on number of staff and staff hours, and based on projected plan check and permit fees collected by the City annually. The staff level shall be adjusted based on level of building plan check and permit inspection workload. The City will first select the most qualified consultant(s), and then negotiate final fee structure based on final agreed scope and conditions. If the City cannot reach an agreement for a reasonable fee structure in City's opinion, City may terminate further negotiations, and commence negotiations with the next qualified consultant(s) as necessary, until a reasonable fee structure is established.

IX. CONSULTANT SELECTION METHODOLOGY

The City will select the most qualified consultant(s) for contract negotiation. Negotiations regarding a fair and reasonable price will occur subsequent to consultant selection. Should the City be unable to obtain a fair and reasonable price through negotiations with the selected consultant(s), the City will enter into negotiations with the next highest qualified consultant(s) and may award that contract if the parties are able to arrive at a fair and reasonable price. If that is unattainable, the City shall enter into negotiations with the next highest qualified consultant in sequence until an agreement is reached.

The City shall not be obligated to accept the lowest priced proposal, but will award contract(s) that is/are in the best interest of the City after all factors have been evaluated.

The City will evaluate each consultant responding to the RFP on each element of the work plan and general information described above in the following order:

1. Understanding of the Scope of Work to be Performed
 - a. Demonstrated understanding of the scope of work
 - b. Consultant's approach to accomplishing the scope of work
 - c. Timetable for rendering services
2. Consultant's Methods and Procedures to be Used
 - a. Consultant's general approach to evaluating the issues
 - b. Complete description of the procedures and analytical methods to be utilized
 - c. Ability to deliver services using technology and computers

3. Management, Personnel and Experiences
 - a. Qualifications of each participant and overall skills for the firm
 - b. Experience and performance of services of a similar nature
 - c. Ability to provide the City with sufficient experienced personnel who are qualified to undertake the work needed
 - d. Information obtained by contacting references
4. Consultant's Consultation and Coordination with the City
 - a. Procedures to be used to ensure close contact between the consultant and the City
 - b. Demonstrated experience in working with local governmental agencies
5. Cost Estimates
 - a. Cost for providing the proposed scope of services
 - b. Quality of work to be delivered based on consultant's fee

X. QUESTIONS REGARDING THIS REQUEST

All inquiries regarding this request must be submitted in writing to Mr. Wayne M. Morrell Director of Planning, at waynemorrell@santafesprings.org. Please also copy Anh Wood, Administrative Assistant at anhwood@santafesprings.org. All requests for information and responses to questions will be posted on the City's website. Please check the City's website for latest information and queries concerning this RFP.

XI. RFP SUBMITTAL PROTOCOL

In order to be considered in the selection process, interested parties shall submit one (1) Original, three (3) copies, and one (1) electronic PDF file (thumb drive) of their RFP. Original must be clearly marked "ORIGINAL". RFPs can be submitted in person or by mail and must be received **by 5:00 PM on December 8, 2023.**

Received RFPs will be stamped. Submittals received after the date and time specified on this RFP will be considered late, will not be opened or considered for evaluation, and will be returned unopened. The City is not responsible for submittals that are delinquent, lost, mismarked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the City Clerk or staff. When delivering RFPs in person or by courier service, submitting firms are solely responsible for the timely delivery of the RFP.

Submission, by mail shall be directed to:

City of Santa Fe Springs
Planning Department
11710 Telegraph Road
Santa Fe Springs, CA 90670
ATTN: Wayne M. Morrell
Director of Planning

RE: REQUEST FOR PROPOSALS

XII. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP PREPARATION

The City shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected consultant. Each proposer shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre-contractual expenses are defined as expenses incurred by proposers and the selected consultant, if any, in:

- Preparing and submitting information in response to this RFP.
- Negotiations with the City on any matter related to this procurement.
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a proposer/consultant prior to the date of award and a formal notice to proceed.

XIII. REJECTION RIGHTS

The City reserves the right to amend, withdraw, and cancel this RFP. The City reserves the right to reject all responses to this RFP at any time prior to contract execution. The City reserves the right, where it may serve the City's best interest, to request or obtain additional information or clarification about any and all proposals.

XIV. City Standard Contract

The RFP includes City's Standard Contract as an Attachment. Please review the Agreement and provide any comments you would like the City to consider.