



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

Request for Proposals

Consulting for Building Division Services

Purpose

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals from qualified persons and/or firms to provide building inspections and plan check services on an as need basis to Mason County (County). The County's intent is to minimize response time and improve customer services by accompanying in house staff with consulting services on as needed basis in the areas of building inspections and building plan check. All proposals must contain the requisite information outlined in this RFP and received no later than **5:00pm on May 31st, 2018**.

Scope of Work

Mason County is seeking qualified consultants to provide building department services to the Mason County Community Services Department' Permit Assistance Center.

Selected Consultant(s) shall provide building department services as requested by the County. Such services shall include, as needed, enforcement of the County's building laws and codes and all applicable State Code; review of construction drawings to assure compliance with County and State adopted laws and code; interfacing with permit applications and Department staff; and conducting inspections. Specific projects may include residential or nonresidential projects. Any Single Job may require one or subsequent reviews of submitted plans.

Consultant upon request of the County shall review plans prepared by or on behalf of an applicant for compliance with the Building laws of the County and State, Consultant shall approve plans and forward plans to County for issuance of permit.

Consultant upon request of the County shall provide building inspections services during the course of construction to enforce compliance with the conditions of approval, provisions of the County's Building laws and the Code requirements set forth on the approved plans for which a permit was issued. In the performance of such duties Consultant shall observe each project at the completion of various stages of construction for compliance with the appropriate County and State code.

Submission Requirements – Please Clearly Label All Materials

Applicants desiring to respond to the RFP shall submit an original and three (3) copies of the proposal, marked on the outside "RFP for CSD Building Department Services". The proposals shall include the name of the respondent with verifiable credentials. To be considered, a proposal must be submitted prior to 5:00pm **May 31st, 2018** to the attention of: Kristopher Nelsen, PAC Manager, Mason County Community Services Department, 615 W. Alder St, BLDG #8, Shelton, WA 98584. Once opened, all

Public Health (Community Health/ Environmental Health)

415 N. 6th Street – Shelton, WA 98584
Shelton: 360-427-9670, Ext. 400
Belfair: 360-275-4467, Ext. 400
Elma: 360-482-5269, Ext. 400

Community Development (Permit Assistance Center/ Building/ Planning)

615 W. Alder Street – Shelton, WA 98584
Shelton: 360-427-9670, Ext. 352
Belfair: 360-275-4467, Ext. 352
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responses become public records and will be available to the public for review per [Mason County Policy](#) and RCW 42.56. Cost incurred by respondent in the preparation of the response to this RFP is the sole responsibility of the respondent and will not be reimbursed by the County.

To be considered for selection, submit the following information in keeping with the following format and identifying each item by number and letter.

- I. Letter of introduction
 - a. Briefly describe the firm; and the name, address, email, and phone number of the contact person as well as a summary of the respondent's understanding of the scope of services and overall approach to the scope of services. The letter should be signed by an officer of the respondent's firm authorized to bind the firm to all commitment made in the proposal.
- II. Experience and Qualifications
 - a. Identify known team members and include a complete listing of all names, phone numbers, and email addresses for everyone listed.
 - b. Describe relevant experience and qualifications of key individuals that may be involved in providing or developing such services. Provide resumes for all principals and proposed key personnel.
 - c. Describe ability to perform the Scope of Services efficiently and in accordance with the requirements of the County, State and federal regulations.
 - d. Describe past performance in completing projects of similar type, size, scope and complexity and the respondent's time and accurate completion of services within budget.
- III. References
 - a. Provide at least three references that may be contacted for verification of the respondent's experience and qualifications.
- IV. Rate and Service Structure
 - a. Fee Structure for plan check
 - i. Indicate fee as a percentage of County's collected plan check fee of a first-time check and a one re-check. This fee should include shipping and courier service.
 - ii. Indicate fee to provide expedited plan check processing, consisting of a first-time check and one recheck with turn-around time of not more than five (5) working days.
 - iii. Proposed fee structure should be based on County's Fee Schedule.
 - b. Number of working days for plan check.
 - i. Indicate the Turnaround time in terms of working days for first time check. This turnaround time should be measured from the time a plan is received and sent back.
 - ii. Indicate the turnaround time in terms of working days for recheck. This turnaround time should be measured from the time a plan is received and sent back.

Please send submissions no later than 5:00pm on May 31st, 2018 to:

Mason County Community Services Department
Attn: Kristopher Nelsen, PAC Manager
615 W. Alder St. BLDG. #8
Shelton, WA 98584
360.427.9670 Ext.359
knelsen@co.mason.wa.us