



**RFP NUMBER 17-095-C**

**For**

**REQUEST FOR PROPOSALS FOR**

**BUILDING CODE ADMINISTRATION AND CODE ENFORCEMENT SERVICES**

**PROPOSALS DUE: No later than April 5, 2017, 2:00 PM EST in hard copy.  
Electronic submissions via e-mail or fax will NOT be accepted.**

Questions should be directed in writing to City of Roswell Purchasing Division, via e-mail to:

**[purchasing@roswellgov.com](mailto:purchasing@roswellgov.com)**

**Submit Proposals to:  
City of Roswell  
Purchasing Division  
38 Hill Street, Suite 130  
Roswell, Georgia 30075**

## Contents

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<b>PROPOSAL LETTER .....</b>	<b>4</b>
<b>OFFEROR'S RFP CHECKLIST.....</b>	<b>5</b>
<b>SCHEDULE OF EVENTS.....</b>	<b>6</b>
<b>PROJECT OVERVIEW .....</b>	<b>7</b>
<b>SECTION 1: RFP INSTRUCTIONS.....</b>	<b>8</b>
1.1    SINGLE POINT OF CONTACT.....	8
1.2    REQUIRED REVIEW .....	8
1.2.1    Review RFP .....	8
1.2.2    Addenda .....	8
1.2.3    Form of Questions .....	8
1.2.4    The City of Roswell's Answers.....	8
1.3    PRE-PROPOSAL CONFERENCE .....	8
1.4    SUBMITTING A SEALED PROPOSAL .....	9
1.4.1    Organization of Proposal.....	9
1.4.2    Failure to Comply with Instructions.....	10
1.4.3    Multiple Proposals.....	10
1.4.4    Copies required and Deadline for Receipt of Sealed Proposals .....	10
1.4.5    Late Submissions, Withdrawals, and Corrections.....	10
1.5    OFFEROR'S CERTIFICATION.....	11
1.5.1    Understanding of Specifications and Requirements.....	11
1.5.2    Offeror's Signature .....	11
1.5.3    Offer in Effect for 120 Days .....	11
1.6    COST OF PREPARING A PROPOSAL .....	11
1.6.1    Roswell Not Responsible for Preparation Costs.....	11
1.6.2    All Timely Submitted Materials Become Roswell's Property .....	11
<b>SECTION 2: RFP RECEIPT AND EVALUATION PROCESS .....</b>	<b>12</b>
2.1.    AUTHORITY.....	12
2.2.    RECEIPT OF PROPOSALS AND PUBLIC INSPECTION .....	12
2.2.1    Public Information .....	12
2.2.2    Buyer's Review of Proposals .....	12
2.3.    CLASSIFICATION AND EVALUATION OF PROPOSALS.....	12
2.3.1    Initial Classification of Proposals as Responsive or Nonresponsive .....	12
2.3.2    Determination of Responsibility .....	13
2.3.3    Evaluation of Proposals .....	13
2.3.4    Completeness of Proposals.....	13
2.3.5    Opportunity for Discussion/Negotiation and/or Oral Presentation/ Product Demonstration.....	13
2.3.6    Best and Final Offer .....	13
2.3.7    Committee Recommendation for Award.....	13
2.3.8    Negotiation.....	13
2.3.9    Contract Award .....	14
2.4.    ROSWELL'S RIGHTS RESERVED .....	14

<b>SECTION 3: SCOPE OF WORK/REQUIRED QUALIFICATIONS .....</b>	<b>15</b>
3.1    SCOPE OF WORK.....	15
<b>SECTION 4: SUBMITTALS .....</b>	<b>24</b>
4.1    TECHNICAL PROPOSAL.....	24
4.1.1 <i>Technical Proposal Requirements</i> .....	24
4.2    ORAL PRESENTATION .....	25
4.3    COST PROPOSAL .....	25
<b>SECTION 5: EVALUATION CRITERIA .....</b>	<b>26</b>
<b>SECTION 6: TERMS AND CONDITIONS .....</b>	<b>27</b>
6.0    ADDITIONAL CONTRACT PROVISIONS AND TERMS.....	27
6.1    PERFORMANCE PRIOR TO CONTRACT EXECUTION .....	27
6.2    CONTRACT TERM .....	27
6.3    SUBCONTRACTORS .....	27
6.4    BONDING REQUIREMENTS .....	27
6.5    GENERAL INSURANCE REQUIREMENTS.....	28
6.6    COMPLIANCE WITH WORKERS' COMPENSATION ACT .....	28
6.7    COMPLIANCE WITH ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT .....	29
6.7.1 <i>E-Verify Program</i> .....	29
6.8    COMPLIANCE WITH LAWS .....	30
6.9    SUBSTITUTIONS AND CHANGE ORDERS.....	30
6.10    CONTRACT TERMINATION .....	30
6.11    INVOICING AND PAYMENT.....	30
6.12    MISCELLANEOUS.....	31
<b>EXHIBIT A – TECHNICAL PROPOSAL AND REQUIRED FORMS .....</b>	<b>32</b>
<b>EXHIBIT B – CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91 .....</b>	<b>33</b>
<b>EXHIBIT C – COMPENSATION AND PAYMENT FOR SERVICES- (SEPARATE SEALED ENVELOPE) .....</b>	<b>34</b>
<b>EXHIBIT D – PRICE PROPOSAL CERTIFICATION .....</b>	<b>35</b>

## **PROPOSAL LETTER**

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**(FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND PROPOSAL CERTIFICATION MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.)**

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposals RFP 17-095-C BUILDING CODE ADMINISTRATION AND CODE ENFORCEMENT SERVICES for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by Purchasing Division, City of Roswell, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Roswell ("City").

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFP. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty (120) days from proposal opening date.

### **PROPOSAL SIGNATURE AND CERTIFICATION**

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal ("Offeror") for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Offeror. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. have not been violated and will not be violated in any respect.

Authorized Signature for Offeror \_\_\_\_\_

Date \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Print/Type Offeror Name Here \_\_\_\_\_

## OFFEROR'S RFP CHECKLIST

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### 10 Critical Things to Keep in Mind When Responding to an RFP for the City of Roswell

1. \_\_\_\_\_ **Read the *entire* document.** Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc.
2. \_\_\_\_\_ **Note the Buyer's name, address, phone numbers and e-mail address.** This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information.
3. \_\_\_\_\_ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP. This conference may be mandatory.
4. \_\_\_\_\_ **Take advantage of the “question and answer” period.** Submit your questions to the Buyer by the due date listed in the *Schedule of Events* and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the Cities’ website and will include all questions asked and answered concerning the RFP.
5. \_\_\_\_\_ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don’t assume any of the Cities or Evaluation Committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with one of the Cities. The proposals are evaluated based solely on the information and materials provided in your response.
7. \_\_\_\_\_ **Use the forms provided**, e.g. cover page, cost proposal form, standard forms, etc.
8. \_\_\_\_\_ **Check the City’s website for RFP addenda.** Before submitting your response, check the City’s website at <http://www.roswellgov.com/> to see whether any addenda were issued for the RFP. **If so, you must submit a signed cover sheet for each addendum issued along with your RFP response.**
9. \_\_\_\_\_ **Review the RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and complete. The copies are provided to the Evaluation Committee members and will be used to score your proposal.
10. \_\_\_\_\_ **Submit your proposal on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late proposal responses will not be accepted.

***This checklist is provided for assistance only and should not be submitted with Offeror’s Proposal.***

## **SCHEDULE OF EVENTS**

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<b><u>EVENT</u></b>	<b><u>DATE</u></b>
RFP Issue Date.....	March 1, 2017
Pre-proposal Meeting.....	March 22, 2017(11:00 AM)
Deadline for Receipt of Written Questions .....	March 27, 2017(2:00 PM)
Deadline for Posting of Written Answers to City’s Website .....	March 30, 2017
RFP Response Due Date .....	April 5, 2017 (2:00 pm)
RFP Opening .....	April 5, 2017(2:30 pm)
Oral Presentations for Shortlisted Vendors.....	April 17, 2017

## **PROJECT OVERVIEW**

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The City of Roswell seeks the services of a qualified respondent (Consultant) to provide Building Code Administration and Code Enforcement Services.

## SECTION 1: RFP INSTRUCTIONS

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### 1.1 Single Point of Contact

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From the date this Request for Proposals (the “RFP”) is issued until an Offeror is selected, **Offerors are not allowed to communicate with any staff or elected officials of the City regarding this procurement.** Any unauthorized contact may disqualify the Offeror from further consideration. Contact information for the single point of contact is as follows:

Buyer:	Charise Glass
Address:	38 Hill Street Roswell, GA 30075
Telephone Number:	770-641-3718
E-mail Address:	purchasing@roswellgov.com

### 1.2 Required Review

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- 1.2.1 **Review RFP:** Offerors should carefully review this RFP in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Buyer, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which may be discovered upon examination of this RFP.
- 1.2.2 **Addenda:** The City of Roswell may revise this RFP by issuing an addendum prior to its opening. The addendum will be posted on the City’s website alongside the posting of the RFP at <http://www.roswellgov.com/>. Addenda will become part of the proposal documents and subsequent contract. Offerors must sign and return any addendum with their RFP response. Failure to propose in accordance with an addendum may be cause for rejection. In unusual circumstances, the City of Roswell may postpone an opening in order to notify vendors and to give Offerors sufficient time to respond to the addendum.
- 1.2.3 **Form of Questions:** Offerors with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing or via e-mail to the Buyer referenced above on or before **March 27, 2017**. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.
- 1.2.4 **The City of Roswell’s Answers:** The City of Roswell will provide by **March 30, 2017** an official written answer to all questions received within the period stipulated under *Section 1.2.3*. The City of Roswell’s response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon the City of Roswell. Any formal written addendum will be posted on the City’s website alongside the posting of the RFP at <http://www.roswellgov.com/> by the close of business on the date listed. Offerors must sign and return any addendum with their RFP response.

### 1.3 Pre-Proposal Conference

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A pre-proposal conference will be conducted for this RFP on March 22, 2017 at (11:00) AM in Council Chambers of Roswell City Hall located at 38 Hill Street, Roswell, GA 30075.



## 1.4 Submitting a Sealed Proposal

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- 1.4.1 **Organization of Proposal:** Each proposal shall be prepared simply and economically, providing straight-forward, concise delineation of the Offeror's capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional material are not required. Emphasis in each proposal shall be on completeness and clarity of content. To expedite the evaluation of proposals, it is essential that Offerors follow the format and instructions contained herein.

Proposals shall be submitted in two parts: Technical Proposal and Cost Proposal. Offerors must organize their proposals in the following format with tabs separating each section:

A. Technical Proposal

1. Proposal Letter – Offeror's authorized representative(s) shall complete and sign the Proposal Letter on page 4 of this RFP and return it with the proposal.
2. *Section 3, Scope of Project/Specifications* – Offeror shall respond comprehensively and clearly to the requirements of *Section 3.1* and shall include all documents, information, exceptions, clarifications, etc., as requested therein. Number the responses so they are keyed to the paragraph of the RFP that the response addresses. If the Offeror cross-references supplemental materials as enclosures or appendices or annexes to the proposal, be sure that this information is numbered in the supplemental materials showing exactly what paragraph in the RFP the supplemental material is addressing.
3. Standard Contract – Offeror's authorized representative(s) shall execute the contract provided upon award and return it with the proposal.
4. Standard Forms – Offeror's authorized representative(s) shall complete the standard forms attached to the contract provided upon award. The standard forms include legal requirements that must be met before formal negotiations can be completed and the award process commenced.
5. Addenda – if any addenda have been issued, complete, sign and return Page 1, Addendum Acknowledgement (for each addenda issued) with proposal.
6. THE TECHNICAL PROPOSAL MUST NOT INCLUDE ANY COST FIGURES.

B. Cost Proposal

1. Cost Proposal Format – Offerors must present a Cost Proposal response as outlined in *Section 4*. The Cost Proposal format outlined in *Section 4* will be used as the primary representation of each Offeror's cost/price, and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the Offeror's cost/price. Do not qualify the Cost Proposal with "If ..., then" statements. A qualified Cost Proposal may be rejected and not be further considered.
2. Proposal Price Certification - Offeror's authorized representative(s) shall complete and sign the Proposal Price Certification contained in Exhibit D and return it with

the Cost Proposal.

- 1.4.2 **Failure to Comply with Instructions:** Offerors failing to comply with these instructions may be subject to scoring reductions. The City of Roswell may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.
- 1.4.3 **Multiple Proposals:** Offerors may, at their option, submit multiple proposals, in which case each proposal shall be evaluated as a separate document. Multiple proposals must be submitted in separate envelopes and marked plainly to notify that each envelope contains a separate and single proposal response.
- 1.4.4 **Copies required and Deadline for Receipt of Sealed Proposals:** All proposals must be received in sealed opaque packaging. Offerors must submit the following number of copies to the address set forth on the Cover Page:
- A. Technical Proposal:
    - i. One (1) hard copy marked “Original” with original signatures; and
    - ii. One (1) electronic copy. The electronic copy shall be submitted in pdf format (OCR) and organized in the same format as the original submission with each Chapter or Section of the original having a corresponding Electronic File.
  - B. Cost Proposal:
    - i. One (1) hard copy marked “Original” with original signatures shall be submitted in a separate, sealed opaque envelope marked “Cost Proposal” with the Offeror’s name, address, RFP #, RFP Name, and Due Date/Time. Additional Cost Proposal sheets shall not be included in proposal original or copies.
  - C. Proposals must be received sealed and at the Purchasing Office of the location noted on the Cover Page prior to **2:00 PM (EST), on April 5, 2017**. Facsimile or e-mail responses to requests for proposals are NOT accepted.
- 1.4.5 **Late Submissions, Withdrawals, and Corrections:**
- A. **Late Proposal:** Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Offeror’s sole risk to assure delivery to the Purchasing Office by the designated time. Late proposals will not be opened and may be returned to the Offeror at the expense of the Offeror or destroyed if requested.
  - B. **Proposal Withdrawal:** An Offeror requesting to withdraw its proposal prior to the RFP due date and time may submit a letter to the Buyer requesting to withdraw. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.
  - C. **Proposal Correction** If an obvious clerical error is discovered after the proposal has been opened; the Offeror may submit a letter to the designated Buyer within two business days of opening, requesting that the error be corrected. The letter must be

on company letterhead and signed by an individual authorized to legally bind the firm. The Offeror must present clear and convincing evidence that an unintentional error was made. The Buyer will review the correction request and a judgment will be made. Generally, modifications to opened proposals for reasons other than obvious clerical errors are not permitted.

## 1.5 Offeror's Certification

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- 1.5.1 **Understanding of Specifications and Requirements:** By submitting a response to this RFP, Offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFP.
- 1.5.2 **Offeror's Signature:** All signatures required in the proposal on behalf of an Offeror must be signed in ink by an individual authorized to legally bind the business submitting the proposal. The Offeror's signature on a proposal in response to this RFP guarantees that the prices quoted have been established without collusion and without effort to preclude the City of Roswell from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.
- 1.5.3 **Offer in Effect for 120 Days:** Except in rare cases as described in *Section 1.3.5*, a proposal may not be corrected, withdrawn, or canceled by the Offeror for a 120-day period following the deadline for proposal submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and Offeror so agrees in submitting the proposal.

## 1.6 Cost of Preparing a Proposal

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- 1.6.1 **Roswell Not Responsible for Preparation Costs:** The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the City of Roswell are entirely the responsibility of the Offeror. The City of Roswell is not liable for any expense incurred by the Offeror in the preparation and presentation of its proposal.
- 1.6.2 **All Timely Submitted Materials Become Roswell's Property:** All materials submitted in response to this RFP become the property of the City of Roswell and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City of Roswell and Offeror resulting from this RFP process.

## SECTION 2: RFP RECEIPT AND EVALUATION PROCESS

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### 2.1. Authority

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This RFP is issued under the authority of the City of Roswell.

### 2.2. Receipt of Proposals and Public Inspection

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2.2.1 **Public Information:** During the opening of sealed proposals, only the name of each Offeror shall be announced. No other information will be disclosed nor shall the proposals be considered open record until after council award. All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the council award with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City of Roswell; (3) any company financial information requested by the City of Roswell to determine vendor responsibility, unless prior written consent has been given by the Offeror; and (4) other constitutional protections.

2.2.2 **Buyer's Review of Proposals:** Upon opening the sealed proposals received in response to this RFP, the Buyer in charge of the solicitation will review the proposals and separate out any information that meets the referenced exceptions in *Section 2.2.1* above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the proposal;
- Proposal does not contain confidential material in the cost/price section; and
- An affidavit from an Offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each proposal containing trade secrets.

Information separated out under this process will be available for review only by Buyer, the Evaluation Committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

### 2.3. Classification and Evaluation of Proposals

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2.3.1 **Initial Classification of Proposals as Responsive or Nonresponsive:** All proposals will initially be classified as either "responsive" or "nonresponsive". Proposals may be found nonresponsive at any time during the evaluation process or negotiations if: any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. Proposals found nonresponsive may not be considered further.

- 2.3.2 **Determination of Responsibility:** The Buyer will determine whether an Offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. If an Offeror is found non-responsible, the determination must be in writing and made a part of the procurement file.
- 2.3.3 **Evaluation of Proposals:** The Evaluation Committee will evaluate the remaining proposals and make a recommendation to Mayor & Council or, if necessary, to seek discussion/negotiation or a “best and final offer” in order to determine the recommended Offeror. Responsive proposals will be evaluated based on stated evaluation criteria (*Section 5*). In scoring against stated criteria, the Evaluation Committee may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors.
- 2.3.4 **Completeness of Proposals:** Selection and award will be based on the Offeror’s proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Offerors outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the Offeror being disqualified from further consideration.
- 2.3.5 **Opportunity for Discussion/Negotiation and/or Oral Presentation/ Product Demonstration:** After receipt of all proposals and prior to the determination of the award, the City of Roswell may initiate discussions with one or more Offerors should clarification or negotiation be necessary. Offerors may also be required to make an oral presentation and/or product demonstration to clarify their RFP responses or to further define their offer. In either case, Offerors should be prepared to send qualified personnel to the City of Roswell to discuss technical and contractual aspects of their proposals. Oral presentations and product demonstrations, if requested, shall be at the Offeror’s expense.
- 2.3.6 **Best and Final Offer:** The “best and final offer” is an option available to the City of Roswell under the RFP process which permits the City of Roswell to request a “best and final offer” from one or more Offerors if additional information is required to make a final decision. The decision to seek “best and final offer” is at the sole discretion of the City. Offerors may be contacted asking that they submit their “best and final offer”, which must include any and all discussed and/or negotiated changes.
- 2.3.7 **Committee Recommendation for Award:** The Evaluation Committee will provide a written recommendation for award to the Buyer that contains the ranking and related supporting documentation for its decision. The Buyer will review the recommendation to ensure its compliance with the RFP process and criteria before concurring with the Evaluation Committee’s recommendation.
- 2.3.8 **Negotiation:** Upon recommendation from the Evaluation Committee, the Buyer may begin negotiations with the responsive and responsible Offeror whose proposal that is the advantageous to the City of Roswell. If negotiation is unsuccessful or the highest-ranked Offeror fails to provide necessary documents or information in a timely manner, or fails to

negotiate in good faith, the City of Roswell may terminate negotiations and begin negotiations with the next highest-scored Offeror.

2.3.9 **Contract Award:** Award, if any, will be made based on the determination of Mayor & Council.

## 2.4. Roswell's Rights Reserved

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While the City of Roswell has every intention to make an award as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City of Roswell to award and execute a contract. Upon a determination such actions would be in its best interest, the City of Roswell, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP at any time. A notice of cancellation will be issued on the Roswell website. If the RFP is cancelled, the City of Roswell will not reimburse any Offeror for the preparation of its proposal. Proposals may be returned upon request if unopened;
- Reject any or all proposals received in response to this RFP,
- Make a contract award, based directly on the proposals received, determined to be in the best interest of the City, in its sole discretion,
- Enter into further discussions with one or more Offerors;
- Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFP which would not have significant impact on any proposal;
- Not award if it is in the best interest of the City of Roswell; or
- Terminate any contract if the City of Roswell determines adequate funds are not available.

## SECTION 3: SCOPE OF WORK/REQUIRED QUALIFICATIONS

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### 3.1 Scope of Work

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#### Purpose of Procurement

The City of Roswell, Georgia is requesting proposals for Building Code Administration and Code Enforcement Services. A complete description of the services sought for this project is provided in Scope of Services Section. Building Code Administration Services and Code Enforcement Services are housed within the Community Development Department under the overall supervision of the Community Development Director. Services may alternatively be provided by one or more consultants. **One or more consultants may be selected to enter into agreements for either the Building Code Administration Services or Code Enforcement Services or a single consultant may be selected to provide both.**

The City of Roswell has a population of approximately 94,000 and is located in Fulton County. The geographic area of the city is 42.02 square miles. Building permit activities for calendar 2013 through 2016 include:

Building Permits	2013	2014	2015	2016
# Permits Applications/Issued	2,419	2,983	3,199	1,512
# Plan Reviews	2,521	1,401	1,244	1,166
# Inspections	5,980	11,554	15,651	14,554

The Building Code Administration Services include handling construction/structural related permits such as new construction and renovation (residential and non-residential), electrical, mechanical, HVAC, pool, deck, sheds, sign, unfit buildings etc. In accordance with Article 5, Building and Construction, of the City of Roswell Code of Ordinances, those technical and building codes are administered under Building Code Administration. See Section 2.2, Scope of Work.

Code enforcement activities for calendar 2013 through 2016 include:

Code Enforcement	2013	2014	2015	2016
# Complaints/Citations	1,758	2,138	2,373	2,183
# Complaints Initiated by Staff	473	520	479	392
# Cases Filed in Municipal Court	53	77	63	109

The types of codes enforced include, but not limited to: public nuisance, related to health and safety, junk cars, and noise; garbage; animal control related to chickens, dogs and animals running at large; operating without a occupational tax certificate; streets and vehicles; signs and handbills; tree removal without a permit, and other violations of the City Code and Zoning Ordinance.

The City has a commitment to “customer delight” and is looking to move from a “reactive” approach to a “proactive” approach in partnership with the community. The City is looking at programs and operational improvement initiatives to provide the delivery of cost effective and quality services.

## **Project Overview**

The City is committed to efficiently delivering services to residents and businesses. The City is requesting proposals for qualified consultant(s) to provide building code administration services and code enforcement services. The City seeks a qualified consultant(s) to work with the City and its citizens to promote and maintain a safe and desirable community. The consultant(s) must demonstrate the ability to provide customized solutions that are impartial and professional while remaining in conformance with standards. The consultant(s) must provide the full scope of Building Code Administration and Code Enforcement Services including administration, permitting, building permit inspection, code enforcement and code compliant inspections, and reviews of all types of construction plans. Demonstrate an understanding of the importance of coordination with city staff, city departments, governmental agencies, and exercise an appropriate level of professional judgment in resolving issues. Also, the consultant(s) must demonstrate a customer service approach that is pro-active and educational that includes a variety of means and methods that promote public outreach.

## **Scope of Work**

The requested scope of services includes comprehensive Building Codes Administration and Code Enforcement Services as described below. One or more consultants may be selected to enter into agreements for either the Building Code Administration Services or Code Enforcement Services or a single consultant may be selected to provide the entire scope of work.

### **3.1.1 Building Codes Administration Services**

The services include:

#### **Administration**

- Serve as the City's Chief Building Official
- Provide a building code team to facilitate building code, plan review and inspection services
- Apply adopted building codes, including:
  - 2012 International Building Code w/ Georgia Amendments
  - 2014 National Electrical Code
  - 2012 International Fuel Gas Code w/ Georgia Amendments
  - 2012 International Mechanical Code w/ Georgia Amendments
  - 2012 International Plumbing Code w/ Georgia Amendments
  - 2012 International Residential Code w/ Georgia Amendments
  - 2009 International Energy Conservation Code w/ Georgia Amendments
  - 2012 International Fire Code w/ Georgia Amendments
  - 2012 NFPA 101: Life Safety Code w/ Georgia Amendments
  - 2012 International Residential Code, Appendix G w/ Georgia Amendments (Swimming Pools, Spas and Hot Tubs)
  - 2006 International Existing Building Code w/ Georgia Amendments
  - 2006 International Property Maintenance Code w/ Georgia Amendments
  - 2003 National Green Building Standards w/ Georgia Amendments
  - 2010 Georgia Accessibility Code
- Enforce the building codes, including issuing stop work orders, investigating complaints



concerning code violations, addressing any proceedings related to the correction of identified building code deficiencies

- As currently exist and as may be amended, enforce the American Disabilities Act (ADA) Standards for Accessible Design and the Georgia Accessibility Code; including issuing stop work orders, investigating complaints concerning violations, addressing any proceedings related to the correction of identified accessibility code deficiencies.
- Enforce adopted codes with regard to unsafe structures, existing building, rental property maintenance and energy code compliance
- Demonstrate experience and applied knowledge in the aspects of plan review and building and construction inspections of both commercial and residential structures
- Demonstrate experience and applied knowledge in the aspects of plan review and building and construction inspections related to a Historic District and historic structures
- Work with Community Development Staff to insure compliance with zoning conditions, certificate of appropriateness, and conditions of approval.
- Process code clearance request as related to business registration and other project, as needed
- Interpret building codes to provide clarification as needed
- Provide emergency disaster response as it relates to building codes
- Review and recommend local ordinances as they relate to the building codes
- Provide training for inspectors on City building related ordinances and amendments
- When directed, attend City Council, Planning Commission, and other meetings.
- When directed, attend staff level meetings with city staff, public officials, community leaders, developers, contractors and the general public.
- Attend, as needed, pre-application meetings
- Offer services and knowledge of building department functions to address design, format, and frequency of reports, forms, letters and correspondence
- Provide and complete all agreed upon forms, reports, letters or other correspondence as are required by the City
- Participate in the development and implementation of the City's objectives, policies and priorities
- Assists other City departments and divisions with various other tasks relating to various Building Codes including but not limited to investigations, attending meetings, etc.
- Provide exceptional customer services by assisting customer with the permitting process.
- Performs related work as required.

### **Inspections**

- Coordinate all building related inspection requests
- Perform inspections of residential and nonresidential buildings to determine that construction activity complies with approved plans and/or applicable codes and ordinances
- Perform all inspections as per adopted building codes and local amendments Provide inspection consultations to citizens, applicants, and contractors
- Perform code clearance inspections related to business license, as necessary
- Observe safety and security procedures and immediately report potentially unsafe conditions
- Perform all inspections called in before 4:00 pm no later than end of business on the following business day
- Identify and document any areas of non-compliance and suggest alternate means when appropriate
- Notify appropriate city staff when code enforcement violations are observed
- Issue stop-work notices for non-conforming building activities

- Utilize best practice related to the inspection, resulting, and reporting process as approved by the Chief Building Official.

#### Plan Review

- Perform the plan review function related to building construction
- Accept and perform plan review electronically, as well as in traditional paper format
- Work with the applicant on submittal requirements in order to ensure an efficient and effect permitting process
- Review and examine all commercial and residential projects including drawings, specifications, computations, and additional data to determine if plans conform to the required strengths, stresses, strains, loads, and stability of adopted building codes, applicable local amendments, and all other pertinent laws and ordinances.
- Coordinate as necessary with City staff to determine if other permits or applications are required for the building project.
- Perform the following reviews: building code, accessibility, mechanical, electrical, plumbing, use and occupancy classification, general building heights and areas, construction type, means of egress, accessibility is already listed earlier in the sentence, energy code, and foundation
- Provide timely feedback to City staff in order to keep the plan review process on task and on schedule
- Access and assign fees based on approved fee schedule, including impact fees
- Add additional resources as needed to keep reviews on schedule and provide needed expertise on certain aspects of the reviews
- Review all revisions and be available for consultation after review is completed
- Be available for consultation in the planning, zoning and/or land development process to highlight building code requirements that could affect a project
- Be available for pre-application meetings
- Be available for preliminary reviews of projects with the Fire Marshall and, as appropriate, with the City Engineer

#### **Enforcement**

- Enforce compliance with all building codes including, but not limited to, building, electrical, plumbing, use and occupancy classification, general building heights and areas, construction type, accessibility, energy code, and foundation
- Document areas of non-compliance using written records, electronic communications, photographs or other appropriate means

#### **Records and Recording**

- Maintain proper legal record and files concerning construction and building code administration at the Community Development Department or at such other locations as approved by the Community Development Director.
- Keep daily logs of building permit and inspection activities and submit an itemized monthly report of all service activities to the Community Development Director. This should be in electronic format where appropriate. Said reports may be provided upon request.
- Reports to other agencies shall also be submitted as required by law.

### 3.1.2 Code Enforcement Services

The primary focus of any code enforcement program is to achieve compliance without confrontation and at minimum cost. An effective code enforcement program benefits the City and its residents and business owners by presenting a better image with safer, more attractive neighborhoods, businesses resulting in higher property values. The consultant must provide an educational approach to code enforcement and believe that citations should only be issued as a last resort. The goal is to interact on a consistent level that prevents a dispute from occurring. The consultant will work with the community and citizens to promote and maintain a safe and desirable community consistent with ordinance and code requirements. Homes and businesses that are properly maintained generally encourage new businesses and homeowners to move to the area.

The code enforcement program shall include a Code Enforcement Team to provide the following services:

- Actively patrol within the corporate boundaries of the City according to the patrol plan approved by the Community Development Director, and which Consultant shall periodically update as required by the Community Development Director
- Actively enforce City codes, particularly but not limited to those contained in Chapters 8, 10, 22, 24 of the City of Roswell Code of Ordinances and the Unified Development Code
- Act as an educator of ordinances and regulations as adopted or amended, so that citizens and businesses understand the new requirements and the time frame for becoming compliant
- Makes presentations to Mayor and Council, Planning Commission, and at other meetings as directed by the Community Development Director
- Prepare and maintain all reports, citations and other documents for action
- Prepare and maintain all materials for any Court Action to the Municipal Court in a form required by the Court Administrator, Solicitor, City Ordinance or State Statute, for appropriate action
- Meet with the Assistant City Attorney and City Solicitor to prepare for court cases and attend court sessions
- Patrol assigned area to identify violations of City Ordinances, especially related to commercial and/or residential parking violations such as junk vehicles, overgrown vegetation, trash and debris
- Responds to and investigate code violation complaints
- Contacts, informs, and warns residents of identified violations and compliance deadlines.
- Issues Notice of Violations and follow-up letters on violations of select City Ordinances.
- Issue Citations, as appropriate on violations of select City Ordinances
- Follows-up on identified violations to ensure compliance
- Assists other City departments with investigations relating to various City policies and ordinances.
- Work with the Business Registration Division to ensure businesses have the required license
- Assists residents in obtaining compliance with various ordinances and laws
- Performs related work as required.
- Oversee and Manage the Apartment Code Enforcement (ACE) Program
- Oversee and Manage the Apartment Sweep Program
- Provide training for inspectors on City ordinances and amendments
- When directed, attend City Council, Planning Commission, and other meetings.
- When directed, attend staff level meetings with city staff, public officials, community leaders, developers, contractors and the general public.
- Records and Recording
- Maintain proper legal record and files concerning code enforcement at the Community

Development Department or at such other locations as approved by the Community Development Director.

- Keep daily logs of code enforcement activities and submit an itemized monthly report of all activities to the Community Development Director. Said reports may be provided upon request.
- Reports should be in electronic format where appropriate
- Reports to other agencies shall also be submitted as required by law.

## **3.2 Required Qualifications**

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### **3.2.1 Experience**

The selected firm(s) must have demonstrated at least 10 years of relevant experience in providing the services described in the scope of services. A description must be provided regarding the nature of services provided to the client cities or agencies. A comprehensive list of references of cities served must be provided. Cite examples of qualifying project with dates, contact persons, and scope of service(s) performed. Also, describe the team's experience with historic properties, green building construction techniques and LEED certified construction. The submittal shall clearly state the number and type of programs or services performed. If any previous work was audited and found to be in non-compliance with a funding source, this must be cited.

### **3.2.2 Staff Qualifications**

Consultant staff assigned to execute the scope of services must have relevant experience in providing the necessary services as described under the scope of services. All personnel assigned to the work shall possess appropriate certifications or registrations as required by state agencies. Such certifications include, but not are limited to:

Chief Building Official (5 Years Overall Experience with 3 Years Supervisory Experience)

- Accessibility Inspector/Plans Examiner
- Building Inspector
- Building Plans Examiner
- BOAG: L5 Building Official
- Certified Building Official
- Certified Building Code Official
- Certified Mechanical Code Official
- Combination Inspector
- Commercial Building Inspector
- Commercial Energy Inspector
- Commercial Combination inspector
- Commercial Electrical Inspector
- GACE Certified Code Enforcement Officer
- Electrical Inspector
- Master Code Professional
- Mechanical Inspector
- Mechanical Plans Examiner
- Plumbing Plans Examiner
- Plumbing Inspector/Plans Examiner

- Property Maintenance & Housing Inspector
- Residential Combination Inspector
- Residential Electrical Inspector
- Residential Energy Inspector/Plans Examiner

#### Inspectors

- Combination Inspector
- Commercial Combination inspector
- Commercial Mechanical Inspector
- Residential Building Inspector
- Residential Electrical Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector
- Property Maintenance & Housing Inspector
- Residential Combination Inspector

#### Building Permit Technician

- ICC Permit Technician Certification or equivalent

#### Code Enforcement Officers (3 to 5 Years Experience)

- At minimum, International Property Maintenance Code and/or
- GACE Level I

Knowledge and skills of staff should also include, but not limited to, the following:

- Extensive knowledge of Federal, State, City and County codes and ordinances, especially related building and construction, accessibility, energy efficient, zoning, housing and housing maintenance, historic preservation, junk vehicles, overgrown vegetation, trash, debris, signs, etc.
- Ability to read and interpret complex codes, ordinances, and permit documentation.
- Ability to meet and deal with the public in a tactful and courteous, yet firm manner; establish and maintain effective working relationships with staff, co-workers, officials, and the public.
- Ability to communicate effectively, clearly, and concisely both orally and in writing. Ability to track and follow through from discovery of violations to compliance with approved standards.

### **3.2.3 Organization and Staffing**

Proposing firms shall provide a description of the project manager, key staff and their proposed relations with City operations. Specifically show how the proposed organization with staffing will provide the City with the quantity and quality of service necessary to meet the City's needs. Describe the key personnel's ability to report to City Hall during normal work hours (8am to 5pm) and the ability for customers to meet when necessary in order to provide customer of Roswell with excellent customer service. Also, outline the ability and process for responding to emergency calls regarding building-related issues such as accidents, weather related tragedies, building collapse, etc. Also, describe the ability and process to provide flexibility in staffing related to code enforcement, such as working on weekends. Provide resumes for project manager and job description of key staff to clearly demonstrate that they possess the adequate skill level and experience to accomplish the required tasks. Provide an organization chart indicating the staff hierarchy and responsibilities as it would pertain to the scope of services in this document.

Proposing firm shall acknowledge that there shall be no change in Consultant's project manager or members of the project team without approval of the Community Development Director after consultation with the City Administrator and shall further acknowledge the right of the Community Development Director to request and receive a change to the project manager or any member of the project team should the need arise. Any substitutes shall be persons of comparable or superior expertise and experience. Consultant(s) shall not subcontract with any third party for the performance of any portion of the services without written consent of the City.

In the event of unacceptable performance or behavior by any project team member, the City reserves the right to have the offending member removed from the City contract/project and replaced by a person of comparable or superior expertise and experience who will refrain from the unacceptable performance or behavior exhibited by the removed member.

The project manager will hold weekly meetings with the Community Development Director and quarterly meetings with the City Administrator or as needed.

#### **3.2.4 Equipment, Supplies, and Vehicles**

The Consultant(s) is responsible to provide equipment and resources, including vehicles, computer related equipment, cell phones, uniforms, etc.

The City will provide as appropriate office, cubicles, meeting space and basic office supplies related to the scope of services provided.

#### **3.2.5 Customer Satisfaction and Citizen Interaction**

Provide a description of your approach to dispute resolution and alternative solutions. Describe how personnel have demonstrated the ability to work under the directions of City staff and how you have typically received/responded to feedback on customer /applicant satisfaction.

#### **3.2.6 Independence of Building Code Administration and Code Enforcement Services**

The Building Code and Code Enforcement Professional shall be free from political interference in the conduct of said duties. Consultant(s) shall report directly to and be supervised by the Community Development Director. Complaints, comments or recommendations regarding the manner in which the Consultant(s) carries out his duties shall be addressed to the Community Development Director. Unresolved issues and/or complaints may be referred to the City Administrator by Community Development Director.

### **3.3 Notice to Proceed and Transition**

The transition period shall be no more than 60 days unless approved by the City Administrator. The Consultant(s) will begin the transition within five working days of receipt of a signed copy of the contract and a letter or other written indication from the City of "Notice to Proceed". The consultant shall provide a comprehensive transition plan detailing how the transition will occur for the initial 60 day transition period. The transition plan will be used to communicate and provide transparency during the transition.

The transition plan will include how all inspections and related duties will be performed connected to open permits and open code enforcement cases prior to the execution of the contract.

### 3.4 Turn Around/Performance Measures

Turnaround and performance measurement are essential for defining goals, setting objectives, and measuring success of the consultant(s). The following is a table that outlines specific performance measures. Proposing firms are to complete and submit. However, firms are not limited to this list; other performance measures may be added. Please complete and submit the following with proposal:

Area	Performance Measurement	Goal & Description of How to Achieve Each Measurement
Overall Department	Customer Service Ratings	
Overall Department	Percentage of complaints resolved at Consultant(s) level	
Administrative Support – building code services	Percentage of walk-ins experiencing counter wait times of less than 15 minutes	
Administrative Support – code enforcement services	Percentage of phone inquiries/complaints handled within 24 hours	
Plan Review	Residential plan reviews first comments within 5 business days	
Plan Review	Commercial plan reviews (first comments within 10 business days	
Building Inspections	Inspections performed on next business day (within 24 hours)	
Code Enforcement	Percent of code enforcement complaints inspected/reviewed within 48 hours of complaint	
Code Enforcement	Gain voluntary compliance within 14 days of initial complaint	
Code Enforcement	Gain compliance within 30 days	

## SECTION 4: SUBMITTALS

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### 4.1 Technical Proposal

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4.1.1 **Technical Proposal Requirements:** Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be **succinct** and **relevant** to the goals of this RFP. Excessive information will not be considered favorably. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Be sure to follow and clearly mark each section of your proposal according to the sections below.

All technical proposals shall contain the following elements (See Section 1.4.1), and in the order given:

A. Proposal Letter

1. Include form on page 4 of RFP

B. Basic Information

1. Firm name, mailing address (include physical location if mailing address is a PO Box), contact person, telephone number, fax number, and e-mail address.
2. Type of organization (partnership, limited partnership, corporation, etc.)
3. History of the firm, including background of firm's executive management and number of years the firm has been in business.

C. Proposed Approach to performing the Services

1. Turn Around and Performance Measures

D. Organization and Staffing for the Project

1. To include staff qualifications (Staff Resumes may be included in an appendix)

E. Relevant Experience and Capabilities – Provide a narrative containing the following information :

1. Service Experience: The Offeror must demonstrate experience in Building Code Administration and Code Enforcement Services. A list of three (3) clients with projects of a similar size and scope as the City of Roswell are preferred. The pages submitted for the past projects are meant to summaries and may include an internet link to the full version of the project for further review.

- Name of client,
- Project Start Date,
- Project End Date,
- Project Description,
- Report Sample,
- Time to complete project,
- Client's point of contact for the qualified contractor,
- Phone number for point of contact,



- Email for point of contact.

F. Offerors shall demonstrate their financial ability to supply and support the services specified by providing financial statements or equivalent (Please include in an appendix)

## 4.2 Oral Presentation

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The shortlisted offerors may be required to participate in scheduled meetings on site in which they will demonstrate how their knowledge, experience and proposal meets the City's requirements as defined in the Section 3 on April 17, 2017. Each Evaluation Committee member will then score the offeror's demonstration based on the offeror's presentation of material, communication of the offeror's strategy to complete the project and offeror's responses to questions posed by the Evaluation Committee.

## 4.3 Cost Proposal

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For Building Permit Administration and Inspections, each Offeror MUST present a fixed percentage of permit revenue that will cover the cost of the work to be performed. City owned facilities and projects will be required to obtain a permit; however, no fees will be paid on said projects. Please submit the fixed percentages of permit revenue for years one (1) through (5) of the project.

For Code Enforcement, each Offeror MUST present a fixed cost proposal to cover the cost of the work to be performed. Cost proposal to include all costs (separate provisions for travel and/or per diem will not be accepted). Please submit a lump sum yearly price for year one (1) of project. The price is inclusive of all costs including general and administrative, travel, per diem, training, materials, supplies, and other items necessary to complete the project.

The maximum allowed rate increase for inflation and cost of living cannot exceed the Consumer Price Index for the Atlanta Metro Statistical Area for the previous calendar year.

## SECTION 5: EVALUATION CRITERIA

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All proposals received will be reviewed by the Buyer to ensure that all administrative requirements of the RFP package have been met, such as all documents requiring a signature have been signed and submitted. Failure to meet these requirements may be cause for rejection. All proposals that meet the administrative requirements will be turned over to the Evaluation Committee for further evaluation. The Evaluation Committee will review all proposals received and determine a scoring based on the information provided in Sections 3 through 5 of this RFP. This RFP requires a site visit for presentations/demonstrations with one or more selected Offerors.

Proposals will be evaluated and ranked based upon the following categories:

- A. Technical Requirements
  - a. Proposed Approach
  - b. Organization and Staffing
  - c. Relevant Project Experience
- B. Oral Presentation
- C. Price

After each member of the Evaluation Committee reviews and ranks the proposals, the evaluation committee member ranking related to each technical will be averaged and the proposals with the lowest scores will have the most favorable scoring.

Short-listed Offerors will be required to give an oral presentation to the evaluation committee to demonstrate their understanding of the project and their ability to meet the specifications of the proposal. After the required Oral Presentations the Evaluation Committee will rank the oral presentation using the same method as established above.

Scores for pricing will be evaluated using the same method:

## SECTION 6: TERMS AND CONDITIONS

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The City of Roswell's Terms and Conditions are set forth below. Offerors should notify the City of Roswell of any Terms and Conditions that either preclude them from responding to the RFP or add unnecessary cost. This notification must be made by the deadline for receipt of written/e-mailed questions or with the Offeror's RFP response. Any requests for material, substantive, important exceptions to the standard terms and conditions will be addressed by formal written addendum issued by the designated Buyer. The City of Roswell reserves the right to address any non-material, minor, insubstantial exceptions to the terms and conditions with the highest-scored Offeror at the time of contract negotiation.

### 6.0 Additional Contract Provisions and Terms

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This RFP, including all RFP documents and any addenda, the Offeror's proposal, including any amendments, a best and final offer, any clarification question responses, and any negotiations shall be included as part of the contract upon award. In the event of a dispute as to the duties and responsibilities of the parties under the contract, the contract, along with any attachments prepared by the City of Roswell, will govern in the same order of precedence as listed in the contract.

### 6.1 Performance Prior to Contract Execution

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The successful Offeror shall not begin performance of the project prior to the execution of a formal written contract by the City of Roswell and the Offeror. Any Offeror beginning performance prior to the execution of the contract shall be deemed to be proceeding at the Offeror's risk, and shall not be entitled to any compensation for such performance. In addition, the City of Roswell reserves the right to withdraw or cancel the award of the proposal.

### 6.2 Contract Term

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The contract term is for three (3) years with an option to automatically renew for two (2) additional one (1) year terms provided all services comply with the terms contained herein at the discretion of the City.

### 6.3 Subcontractors

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The highest-scored Offeror will be the prime contractor if a contract is awarded and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposal. The City of Roswell reserves the right to approve all subcontractors. The Contractor shall be responsible to the City of Roswell for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this document or any contract documents created as a result of any contract award derived from this RFP shall create any contractual relationships between any subcontractor and the City of Roswell.

### 6.4 Bonding Requirements

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No bonds are required for this RFP.

## 6.5 General Insurance Requirements

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The Contractor shall provide the City of Roswell with a certified copy of each of the policies or binders to the address listed under *Section 1.1* indicating the existence of the policies prior to the beginning of the contract term. In the event a binder is delivered, it shall be replaced within ten (10) days by a certified copy of the policy. Each policy shall contain a valid provision or endorsement that the policy may not be canceled without giving thirty (30) days written notice thereof to the City of Roswell representative named in the contract. A renewal policy or certificate shall be delivered to the City of Roswell at least thirty (30) days prior to the expiration date of each expiring policy. If at any time, any of the policies shall be or become unsatisfactory to the City of Roswell as to form or substance, or any of the carriers issuing such policies shall be or become unsatisfactory to the City of Roswell, the Contractor shall deliver to the City of Roswell representative upon demand a certified copy of any policy required herein for review. The Certificates of Insurance shall state that the City of Roswell is additionally insured.

- **Statutory Workers' Compensation Insurance:**

Employers Liability:

- Bodily Injury by Accident \$100,000 each accident
- Bodily Injury by Disease \$500,000 policy limit
- Bodily Injury by Disease \$100,000 each employee

- **Comprehensive General Liability Insurance:**

- (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage Owner's and Contractor's Protective
- (b) Blanket Contractual Liability
- (c) Blanket "X", "C", and "U"
- (d) Products/Completed Operations Insurance
- (e) Broad Form Property Damage
- (f) Personal Injury Coverage

- **Comprehensive Automobile Liability Insurance:**

- (a) \$1,000,000 limit of liability
- (b) Comprehensive form covering all owned, non-owned and hired vehicles

- **Excess Umbrella Liability Insurance:**

- (a) \$1,000,000 limit of liability
- (b) Coverage at least as broad as primary coverage as outlined under Items 1, 2 and 3 above

## 6.6 Compliance with Workers' Compensation Act

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The Contractor is required to supply the City of Roswell with proof of compliance with the Workers' Compensation Act while performing work for the City of Roswell. Neither the Contractor nor its employees are employees of the City of Roswell. Proof of compliance must be received at the address listed under *Section 1.1* within acceptable time limits established by the contract. If the Contractor does not meet the State's requirement for workers' compensation coverage, the certificate of insurance shall state that the contractor waives subrogation in regard to workers' compensation.

6.7.1 **E-Verify Program:** The City of Roswell is committed to compliance with federal and state laws requiring the verification of newly hired employees to ensure they are lawfully entitled to work in the United States. As such, the City of Roswell shall not enter into a contract for the physical performance of services unless the contractor registers and participates in a federal work authorization program (E-Verify). An Offeror should include a fully executed E-Verify affidavit as part of its proposal.

**Requirement to Participate in a Federal Work Authorization Program (E-Verify):**

- (1) Pursuant to O.C.G.A. § 13-10-91:
  - a. Public employers shall not enter into any contract for the physical performance of services within the State of Georgia unless the contractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees;
  - b. Subcontractors shall not enter into any contract with a contractor for the physical performance of services within the State of Georgia unless such subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees; and
  - c. Sub-subcontractors shall not enter into any contract with a subcontractor or sub-subcontractor for the physical performance of services within the State of Georgia unless such sub-subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees.
- (2) As of the date of enactment of O.C.G.A. § 13-10-91, the applicable federal work authorization program is “E-Verify” (<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>) operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security. Information and instructions regarding E-Verify program registration, corporate administrator registration, and designated agent registration can be found at that website address.

**Contractor, Subcontractor, and Sub-subcontractor Evidence of Compliance:**

- (1) Public employers who enter into a contract for the physical performance of services within the State of Georgia shall include in such contract a provision stating that compliance with the requirements of O.C.G.A. § 13-10-91 are conditions of the contract.
- (2) Pursuant to O.C.G.A. §13-10-91, public employers shall include in all covered contracts a provision stating the contractor’s agreement that, in the event the contractor employs or contracts with a subcontractor in connection with the covered contract, the contractor will secure from such subcontractor attestation of the subcontractor’s compliance with O.C.G.A. 13-10-91 by the subcontractor’s execution of the subcontractor

affidavit and maintain records of such attestation for inspection by the City of Roswell at any time. Such subcontractor affidavit shall become a part of the contractor/subcontractor agreement.

- (3) Pursuant to O.C.G.A. §13-10-91, public employers shall include in all covered contracts a provision stating the contractor's agreement that, in the event the contractor employs or contracts with a subcontractor that employs or contracts with any sub-subcontractor, the subcontractor will secure from such sub-subcontractor attestation of the sub-subcontractor's compliance with O.C.G.A. § 13-10-91 by the sub-subcontractor's execution of the sub-subcontractor affidavit and maintain records of such attestation for inspection by the City of Roswell at any time. Such sub-subcontractor affidavit shall become a part of the subcontractor/sub-subcontractor agreement.
- (4) All portions of contracts pertaining to compliance with O.C.G.A. § 13-10-91 and these rules, and any affidavit related hereto, shall be open for public inspection in this State at reasonable times during normal business hours.

## 6.8 Compliance with Laws

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The Offeror must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Offeror subjects subcontractors to the same provision. The Offeror agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

## 6.9 Substitutions and Change Orders

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NO substitutions of material, schedule cancellations, or change orders are permitted after contract award without written approval by the City Administrator. Where specific employees are proposed by the Offeror for the work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the City of Roswell agrees to a replacement. Requests for any substitution will be reviewed and may be approved by the City of Roswell at its sole discretion. Verbal agreements to the contrary will not be recognized.

## 6.10 Contract Termination

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The City of Roswell may, by written notice to the Offeror, terminate any resulting contract without cause. The City of Roswell must give notice of termination to the Offeror at least 30 days prior to the effective date of termination.

## 6.11 Invoicing and Payment

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The City of Roswell agrees to pay the Offeror in current funds for the performance of the contract subject to additions and deductions as provided in the General Conditions of the contract. Upon

completion of work and acceptance of the items, the Offeror shall submit an invoice detailing the appropriate charges as currently allowed.

Invoices shall be submitted to:

Roswell Finance Department  
Attn: Cash Disbursements  
[invoices@roswellgov.com](mailto:invoices@roswellgov.com)  
38 Hill Street  
Roswell, GA 30075

Upon receipt of invoice and inspection and acceptance of the project work, the City of Roswell will render payment. All such invoices will be paid within thirty (30) days by the City of Roswell unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Offeror will provide complete cooperation during any such investigation.

#### 6.12 Miscellaneous

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In the event there are to be deliveries on site, all goods and materials will be F.O.B. Destination, Freight Prepaid and Allowed. The onsite delivery address is:

***Director of Community Development  
City of Roswell  
38 Hill Street  
Roswell Georgia 30075***

No freight or postage charges will be paid by the City of Roswell unless such charges are included and accepted in the bid price and awarded by contract. The Offeror, at Offeror's expense, will arrange to have someone onsite to inspect and accept delivery. The Offeror has sole responsibility for securing all materials at the project site.

## **EXHIBIT A – TECHNICAL PROPOSAL AND REQUIRED FORMS**

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RFP Number: 17-095-C Technical Proposal as outlined in Section 4.1 of the RFP

Addendum Numbers, if any:

E-Verify Affidavit (See Exhibit B for Form)



**EXHIBIT B – Contractor Affidavit under O.C.G.A. § 13-10-91**

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By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **City of Roswell**, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

**City of Roswell, Georgia**  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**EXHIBIT C – COMPENSATION AND PAYMENT FOR SERVICES- (Separate Sealed Envelope)**

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Cost Proposal

Price Proposal Certification (See Exhibit D for Form)

Please note that the City reserves the right to extend the scope and fee of this contract at any point during the contract duration for additional services and fees as negotiated between the City and Offeror and approved as an Amendment by the City Administrator.

**EXHIBIT D – Price Proposal Certification**

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**Proposal Price Certification**

The undersigned offers and agrees that if this proposal is accepted by the Mayor and City Council within one hundred twenty (120) days of the date of proposal opening, that the undersigned will furnish any or all of the deliverables upon which prices are quoted, at the price set opposite each, to the designated point(s) within the time specified.

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

AUTHORIZED SIGNATURES \_\_\_\_\_

PRINT / TYPE NAME \_\_\_\_\_



**SAMPLE CONTRACT AGREEMENT  
RFP #17-095-C**

**Building Code Administration and Code Enforcement Services**

This Agreement made and entered into this the last day of signature in the year 2017; by and between the **City of Roswell, Georgia**, having its principle place of business at **38 Hill Street, Roswell GA 30075** and \_\_\_\_\_ having its principle place of business at \_\_\_\_\_.

WHEREAS, the City of Roswell has caused Request for Proposals (17-095-C) attached hereto as exhibit A to be issued soliciting proposals from qualified contractors to furnish all items, labor services, materials and appurtenances called for by them in accordance with this proposal. Selected Contractor is required to provide the services as called for in the Scope of Services; and

WHEREAS, the Contractor submitted a proposal in response to the RFP hereto attached as exhibit B ; and

WHEREAS, the Contractor's proposal was deemed by the City of Roswell to be the proposal most advantageous to the City;

NOW THEREFORE, in consideration of the mutual covenant and promises contained herein, the parties agree to compensation of \_\_\_\_\_ for services to be provided as follows:

**1.0 Scope of Work**

The Contractor agrees to provide all Services and comply with all requirements specified in the RFP, and provide those Services as may additionally be specified in the Contractor's proposal in accordance with the terms and conditions of this agreement. Said specifications are hereby made a part of this agreement by reference.

## **2.0 Independent Contractor**

2.1. The Contractor shall be an independent Contractor. The Contractor is not an employee, agent or representative of the City of Roswell. The successful Contractor shall obtain and maintain, at the Contractor's expense, all permits, license or approvals that may be necessary for the performance of the services. The Contractor shall furnish copies of all such permits, licenses or approvals to the City of Roswell Representative within ten (10) days after issuance of Notice to Proceed.

2.2 Inasmuch as the City of Roswell and the Contractor are contractors independent of one another neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Contractor agrees not to represent itself as the City's agent for any purpose to any party or to allow any employee of the Contractor to do so, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. The Contractor shall assume full liability for any contracts or agreements the Contractor enters into on behalf of the City of Roswell without the express knowledge and prior written consent of the City.

## **3.0 Indemnification**

The Contractor agrees to indemnify, hold harmless and defend the City from and against any and all liabilities, suits, actions, legal proceedings, claims, demands, damages, costs and expenses (including attorney's fees) rising out of any act or omission of the Contractor, its agents, subcontractors or employees in the performance of this Contract.

## **4.0 Insurance**

The Contractor shall, at its own cost and expense, obtain and maintain worker's compensation and commercial general liability insurance coverage covering the period of this Agreement, such insurance to be obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia. The minimum limit for Worker's Compensation Insurance shall be the statutory limit for such insurance. The minimum limits for comprehensive general liability insurance, which must include personal liability coverage will be \$300,000 per person, \$500,000 per occurrence, and \$1,000,000 aggregate; and, \$100,000 per occurrence and \$1,000,000 aggregate for property damage.

4.1 The Contractor shall provide an ACORD Certificate of Liability Insurance indicating the existence of the policies prior to the beginning of the contract term. Each policy shall contain written notice thereof to the official City representative within thirty (30) days upon cancellation.

## 5.0 Termination

5.1 Any other provisions of this agreement notwithstanding, each party has the right to terminate this Agreement if the other party breaches or is in default of any obligation hereunder which default or breach is incapable of cure or which, being capable of cure, has not been cured within thirty (30) days after receipt of written notice of such default (or such additional cure period as the non-defaulting party may authorize). In addition, if at any time after commencement of the Services, the City of Roswell shall, in its sole reasonable judgment, determine that such Services are inadequate, unsatisfactory, no longer needed, or substantially not conforming to the descriptions, warranties, or representations contained herein, the City may terminate this Agreement upon thirty (30) days written notice to the Contractor.

5.2 The City of Roswell may terminate the agreement immediately without prejudice to any other right of action or remedy if the Contractor:

5.2.1 Becomes insolvent, makes a general assignment for the benefit of creditors, files a voluntary petition of bankruptcy, suffers or permits the appointment of a receiver for its business or assets, or becomes subject to any proceeding under any bankruptcy or insolvency law, whether domestic or foreign, or has wound up or liquidated, voluntarily or otherwise. In the event that any of the above events occur, the Contractor shall immediately notify the City of Roswell of each occurrence.

5.2.2 After five (5) days written notice fails to:

- a) Maintain the required insurance, or;
- b) In any other manner to perform the requirements of the RFP.

## 6.0 Compliance with All Laws and Licenses

The Contractor must obtain all necessary licenses and comply with local, state and federal requirements. The Contractor shall comply with all laws, rules and regulations of any governmental entity pertaining to its performance under this Agreement.

## 7.0 Assignment

The Contractor shall not assign or subcontract the whole or any part of this Agreement without the City of Roswell's prior written consent.

## 8.0 Amendments in Writing

No amendments to this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of the parties.

**9.0 Drug-Free and Smoke-Free Work Place**

9.1 A drug-free and smoke-free work place will be provided for the Contractor’s employees during the performance of this Agreement; and

9.2 The Contractor will secure from any subcontractor hired to work in a drug-free and smoke-free work place a written certification so stating and in accordance with Paragraph 7, subsection B of the Official Code of Georgia Annotated Section 50-24-3.

9.3 The Contractor may be suspended, terminated, or debarred if it is determined that:

9.3.1 The Contractor has made false certification herein; or

9.3.2 The Contractor has violated such certification by failure to carry out the requirements of Official Code of Georgia Annotated Section 50-24-3.

**10.0 Governing Law**

This Agreement shall be governed in all respects by the laws of the State of Georgia.

**11.0 Policy on Hiring of Non-Resident Aliens**

The final award of a contract is contingent upon compliance with O.C.G.A. 13-10-91 and Chapter 300-10-1 of the Rules of the Georgia Department of Labor, and the Contractor certifying to the City that it, and all its subcontractors, has registered and currently participates in the federal work authorization program to verify information of all new employees with respect to all public employers, contractors, or subcontractors. Contractor may be suspended, terminated, or debarred if it is determined that the Contractor has made false certification or that the Contractor has violated such certification by failure to carry out this requirement.

**12.0 Inclusion of Documents**

The Referenced RFP, any addenda thereto, and the Contractor’s Proposal submitted in response thereto, including any best and final offer, are incorporated in this Agreement; form an integral part of this agreement; and, are attached hereto as follows:

ATTACHMENTS:

RFP Number: 17-095-C

Addenda, if any and date issued: \_\_\_\_\_

Contractor’s Proposal identified as \_\_\_\_\_

In the event of a conflict in language between this Agreement and the foregoing documents incorporated herein, the provisions and requirements set forth in this Agreement shall govern. In the event of a conflict between the language of the RFP, as amended, and the Contractor's proposal, the language in the former shall govern.

**13.0 Entire Agreement**

This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein; all prior agreements, representations, statements, negotiations, and undertakings are suspended hereby. Either party has relied on any representation, promise, or inducement not contained herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officers as of the day and year set forth next to each signature.

CITY OF ROSWELL:

CONTRACTOR:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_