

March 1, 2018

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR CONTRACT BUILDING AND SAFETY SERVICES, INDUSTRIAL WASTE  
CONTROL INSPECTION, AND PUBLIC WORKS INSPECTION SERVICES  
FOR THE CITY OF COMMERCE**

The City of Commerce is soliciting Statement of Qualifications (SOQ) from qualified firms to provide for Contract Building and Safety Services, Industrial Waste Control Inspection, and Public Works Inspection Services.

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**A. INTRODUCTION**

The City of Commerce("City") is soliciting Statement of Qualifications (SOQ) from qualified firms to provide for Contract Building and Safety Services, Industrial Waste Control Inspection, and Public Works Inspection Services.

The City of is committed to providing the most efficient and timely customer service possible to meet the needs of the community. The selected firm 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 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 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.

**B. SCOPE OF SERVICES**

**Following is an outline of anticipated scope of services to be provided for the following:**

**Building and Safety Services**

- a. Serve as City's Contract Building Official, and provide necessary staffing for Plan Check, Inspection, Permit Technician, and Building/Code Enforcement.
- b. Review plans and specifications relating to electrical, plumbing, mechanical, energy conservation, access compliance, green building standards, and stormwater/NPDES to confirm compliance with applicable California Building Codes and amendments adopted by the City.
- c. Manage the building inspection function related to structural, plumbing, electrical and mechanical standards, and other building site issues, ensuring compliance with all applicable codes and regulations.
- d. 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.

- e. Respond to and resolve citizen inquiries and complaints. Provide oversight of the City's building and safety program. This includes providing direction and mentoring to the staff permit technician and inspectors, and providing recommendations to the applicable Department and staff.
- f. Monitor trends, legislation, and standard practices and advise the City on appropriate codes, policies, procedures, and practices to adopt.
- g. Coordinate with other departments and agencies as may be required, including but not limited to planning, code compliance, and the Los Angeles County Fire Department.
- h. 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.
- i. Assist City staff with data gathering and preparation of reports as required by law, including but not limited to reports for the Los Angeles County Congestion Management Program, Low Impact Development, and the state Department of Housing and Community Development.
- j. Implement and maintain awareness of other City codes that overlap with building and safety, including but not limited to property maintenance and zoning codes.
- k. 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. online solar system and car charger permits).
- l. Review proposed subdivision maps, parcel maps, boundary adjustments and legal descriptions for conformance with local and state ordinances and laws.
- m. Review proposed grading, drainage, and improvement plans for private development.
- n. Recommend conditions of approval for proposed development projects.
- o. 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.
- p. Oversee final inspection for construction projects at completion for issuance of certificate of occupancy and signs for Building Inspection Division.
- q. Administer permit tracking system, building inspection records maintenance, and plans status. Prepare reports on service activities.
- r. Make presentations to the City Council, commissions and other groups; explain division policies to the public, developers and builders.
- s. Advise the City Administrator, Director of Public Works and Development Services, and other division heads on building services activities.

Once a consultant is selected, the City and the selected consultant 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.

### **Industrial Waste Control Inspection Services**

- a. Inspect commercial and industrial sites and provide technical direction and training to waste control engineering inspectors engaged in the field inspection of commercial and industrial sites for compliance with local, State and Federal laws governing the disposal of industrial waste and the underground storage of hazardous materials.
- b. Survey commercial and industrial sites to determine if industrial or hazardous wastes are being produced, to inform operators of pollution control regulations and permit requirements for disposal of industrial waste and underground storage of hazardous materials, and to explain measures needed to comply with the laws.
- c. Review engineering and construction plans to determine whether permits will be required for the disposal of industrial waste or the underground storage of hazardous materials by site operators.
- d. Screen construction plans and initiate permit processing within limits prescribed by management.
- e. Respond to reports of toxic waste spills and similar emergencies by notifying other agencies, reporting to the scene with staff, and investigating the incident as lead person.
- f. Testify as an expert witness in court cases involving illegal disposal of industrial waste.
- g. Report violation of laws on disposal of industrial waste and issue notices and citations to violations.
- h. Investigate complaints of illegal disposal of waste and/or hazardous materials by commercial or industrial firms by inspecting sites, meeting with site operators, taking samples to verify accuracy of complaints, and determining corrective actions to be taken.

### **Public Works Inspection Services**

- a. Review plans and specifications of assigned public works construction projects to

gain familiarity with the project prior to inspection.

- b. Determine quality of materials and workmanship, and compliance with plans, specifications, estimates and all applicable codes and regulations.
- c. Inspect sewer mains, storm drains, streets, alleys, sidewalks, driveways, parks and park facilities construction.
- d. Inspect mix, placement of and finished concrete and asphalt improvements, and various underground structures, pipelines, etc.
- e. Input, update, and maintain accurate inspection records.
- f. Conduct field observations and input information in to drawings.
- g. Prepare construction plan reproduction and gather office information and documents from the Engineering Division for use in the field.
- h. Inspect adjacent properties' pavement for damage from construction activity. Ensure such damage is corrected.
- i. Note as-built conditions on working plans to show any changes or deviations from specifications and provide the Engineering Division and contractor with accurate information.

## **C. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL**

Please submit your proposal 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 shall be signed by a person with the official authority to bind the company. Cover Letter/Executive Summary shall be limited to 5 pages.

### **Table of Contents**

Provide contents of proposal for the SOQ 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 plan check turn-around times, inspection response schedule, 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: References**

Provide a minimum 5 public agency references for similar assignments.

### **Section 4: Firm Qualifications**

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

### **Section 5: 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.

### **Section 6: City Standard Contract**

The RFQ includes City's Standard Contract as an Attachment. Proposers shall review the Agreement and provide any comments that they would like the City to consider.

### **D. FEE**

This is a RFQ, and the City will select the most qualified consultant for and negotiate applicable fees for various services based on specific scopes and staffing levels. As part of the SOQ, 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 levels shall be adjusted based on level of building plan check and permit inspection workload. The City will first select the most qualified consultant, 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 as necessary, until a reasonable fee structure is established.

#### **E. CONSULTANT SELECTION METHODOLOGY**

The City will select the most qualified consultant 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, the City will enter into negotiations with the next highest qualified proposer 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 proposer in sequence until an agreement is reached.

The submittals will be evaluated based upon several factors. These factors include the format, organization, and presentation, the qualification and experience of the project staff, and the experience in the processes and procedures of the involved regulations, references.

#### **F. QUESTIONS REGARDING THIS REQUEST**

All inquiries to this proposal must be submitted in writing to:

Name: Maryam Babaki, P.E., Director

Phone #: 323-722-4805

E-mail: mbabaki@ci.commerce.ca.us

#### **G. PROPOSAL 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 of their SOQ. Original must be clearly marked "ORIGINAL". SOQs can be submitted in person or by mail and must be received **by 4:00 PM on Friday, March 30, 2018.**

Received proposals will be stamped. Submittals received after the date and time specified on this SOQ 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 proposals in person or by courier service, proposers are solely responsible for the timely delivery of the proposal to the City Clerk's Office and must allow adequate

time for parking.

Submissions, by mail or in person, will be directed to:

: City of Commerce  
ATTN: Office of the City Clerk  
2535 Commerce Way  
Commerce, CA 90040

**RE: STATEMENT OF QUALIFICATIONS (DO NOT OPEN)**

**H. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFQ/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 request for SOQ. 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 request for SOQ.
- 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.

**I. REJECTION RIGHTS**

The City reserves the right to amend, withdraw and cancel this request. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all proposals.

**Attachments:**  
**City Standard Agreement**