



## City of Bellevue Request for Proposals

<p><b><u>Request for Proposals Information:</u></b>          RFP Number: <b>RFP# 07-112</b>          RFP Name: <b>Development Services Building Division Cost of Service/Fee Analysis Consulting Services</b>          Date Issued: January 30, 2007          Contact Person: Joe Guinasso          Email Address: jguinasso@bellevuewa.gov          Proposals          Accepted Until: <b>February 23, 2007 @ 4:00pm</b></p>	<p><b><u>Submit Proposals to:</u></b>          Physical Address: City of Bellevue Service First Desk Attn: Contracting Services 450 110<sup>th</sup> Ave NE Bellevue, WA 98004          Mailing Address: City of Bellevue Service 1st Attn: Contracting Services PO Box 90012 Bellevue, WA 98009-9012</p>
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### General Information

- **NOTICE:** Notice is hereby given that proposals will be received by the City of Bellevue, Washington, for **RFP # 07-112: DEVELOPMENT SERVICES BUILDING DIVISION COST OF SERVICE/FEE ANALYSIS** by filing with the City at the above location.
- **PURPOSE:** The City of Bellevue is soliciting requests for proposals to perform a cost of service/fee analysis study for the building division review and inspection functions within Development Services.
- **BACKGROUND INFORMATION:** Development Services is a single line of business within the City of Bellevue responsible for providing coordinated, fast, and predictable review and inspections services for building, land use, transportation, fire, and utilities.

Since 2004 these services have been administered in a single Special Revenue fund allowing for their holistic oversight and management. Land use, transportation, fire, and utilities divisions have cost pools resulting from formal cost of service studies using consistent methodology and cost recovery objectives set by Council. The resulting cost recovery objectives are used to set fees according to Council mandates and management policies. The fees are updated each year by City of Bellevue staff who perform the annual cost of service update and fee analyses to ensure continued cost recovery.

The Building Division, consisting of review and inspection for building, mechanical, electrical, and clearing & grading permits, has not had a formal cost of service study performed. The historic cost recovery objectives have not been revisited as in the other divisions.

Building division review and inspection fees are currently calculated using several methods, most with methodology from the old uniform construction codes, and adjusted yearly by the CPI change. In addition, the percentages of the inspection fee used to calculate the review fee have not been validated in some time.

Adding new commercial and residential square feet: Building review and inspection fees are calculated using a valuation-based fee structure. This structure includes the following three major components:

1. A value per square foot using a national published Building Valuation Data table. When applied to the total square footage of a building project, this yields a "construction value."



2. The construction value is then applied to a table of "construction valuation" ranges, which attempt to group or measure different sizes of projects, and hence, differentiate them based on the level of effort required for review and inspection.
3. Each permit valuation range is then assigned distinct "building review and inspection permit fees," which are intended to recover the appropriate level of costs for that permit .

Effective April 1, 2007, the City will begin using the Building Valuation Data table published by the International Code Council (ICC) to determine the value per square foot for new construction.

Commercial and Residential remodels: review and inspection permitting fees are calculated using the valuation-based fee structure, however the "construction valuation" of the permit is based on the client's stated fair market value of the labor and materials required.

Mechanical Permits: review and inspection fees for single family are based on the number and type of appliances; commercial is based on the client's stated fair market value of the labor and materials required.

Electrical Permit: review and inspection fees are based on either amp size or by the client's stated fair market value of the labor and materials required.

Plumbing Permits: review and inspection fees are based on fixture count.

Clearing & Grading Permits: review and inspection fee methodology was set when this function was part of the Land Use Division and includes hourly billing and flat fees originally set using averages. However, the hourly rates have not been revisited for some time.

- **SCOPE OF SERVICES:**

1. Determine the cost of providing building division review and inspection services.
2. Build a fee structure that recovers the full cost of providing building review and inspection services that can be modified to accommodate variable cost recovery objectives. This structure should include direct and indirect costs, core staffing contingency, and reserve for prepaid work. Strive to make the fee structure efficient to administer and familiar to clients.
3. Perform a comprehensive reserve analysis to determine the financial and workload liability associated with all of development services and propose modified reserve requirements that consider continuity of core staffing levels through development cycles.
4. Review time data collection relating to building division review and inspection services. Make recommendations for changes in time data collection methods where necessary.
5. Compare current and proposed building division fees with those of neighboring and comparable jurisdictions.
6. Compare current and proposed development services fees for prototypical projects (e.g. 4,000 square foot new single-family dwelling) with those of neighboring and comparable jurisdictions.
7. Attend/present at least one meeting with community associations at which the study will be presented.
8. Attend/present at least one City Council meeting at which the study will be presented.
9. Publish a report that summarizes the results of the study, present conceptual information regarding fee establishment, and provide a description of the methodologies used to conduct



the analysis. Provide all related data needed to adequately set fees for both existing and potential new fees and/or fee structure.

- **SUBMITTAL REQUIREMENTS / QUALIFICATIONS:**

**Responses to this Request for Proposals must include the following:**

1. A cover letter/statement of interest indicating the firm's interest in the project including a brief overview of the company, history of the organization, and qualifications and experience on similar projects.
2. At least three (3) examples of projects, with similar size and scope, demonstrating your firm's successful management of the project.
3. A list of the individuals, including their resumes, of those who would be assigned to work on the project and their qualifications relating to the requested scope of work including experience in an oversight role and presentations of financial information.
4. Description of the firm's approach and how the firm plans to accomplish the Scope of Services outlined above including the proposed cost of providing these services.
5. Using the attached "**Client References Form #1**", please provide three (3) references of clients (if any) who have similar plan demographics to the City of Bellevue when your organization worked for them.
6. Any additional information you deem necessary.
7. Submit six (6) hard copies.

- **SIGNATURES:** Proposals shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

- **QUESTIONS:** Questions regarding this RFP may be directed to Joe Guinasso, via e-mail: [jguinasso@bellevuewa.gov](mailto:jguinasso@bellevuewa.gov) **no later than Friday, February 9<sup>th</sup>**. Upon release of this RFP, all vendor communications should be directed in writing to the RFP Coordinator listed here. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Questions and Answers will be sent electronically to vendors no later than Tuesday, February 13, 2007.

- **EVALUATION CRITERIA & PROCESS:** Proposals will be evaluated by the Selection Committee. The Selection Committee will consider the completeness of a vendor's proposal and how well the proposal meets the needs of the City. In evaluating the proposals, the City will be using a criteria evaluation process. In this evaluation process and recommending the award of this project contract for the above noted Professional Service, the City will consider the following factors:

- Depth and years of specialized experience, qualifications and availability of the team leader / consultant and other team members in the area of development services fees.
- Record of the firm in accomplishing work on comparable projects within the required time and budget.
- Range of products and services available.
- Quality of reports and written materials.
- Quality of work previously performed by the firm.

- **REJECTION OF PROPOSALS:** The City of Bellevue reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals does not obligate the city to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the Request for Proposals does not obligate the city to accept or contract for any expressed or implied services.



- **CONTRACT NEGOTIATION**

The City reserves the right to negotiate all elements of the requirements, submittals, proposals, terms and conditions, and/or scope of services as part of the contract negotiation process prior to any formal authorization of the contract by the City.

- **CONTRACT AWARD:** The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the consultant can offer. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The consultant selected as the apparently successful consultant will be expected to enter into a contract with the City. Once the City and Consultant have reached an agreement on scope of services, a final contract will be prepared by the City. Please review contract prior to submitting a proposal. Once the City and Consultant have reached an agreement on scope of services, a final contract will be prepared by the City. If the selected consultant fails to sign the Contract within five (5) business days of delivery of the final Contract, the City may elect to cancel the award and award the Contract to the next-highest ranked vendor.

- **TITLE VI:** It is the City of Bellevue's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant must comply with the City of Bellevue equal opportunity requirements. The City of Bellevue is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

- **INSURANCE REQUIREMENTS:** The Consultant shall maintain insurance that is sufficient to protect the Consultant's business against all applicable risks, as set forth in **Attachment "B"**. Please review insurance requirements prior to submitting a proposal. If selected consultant is unable to meet these standard requirements, please note current or proposed insurance coverages in submittal. Standard requirements may be negotiated if it is in the best interest of the city.

- **BUSINESS REGISTRATION AND TAXATION:** The consultant awarded the Contract will be subject to City of Bellevue Business Registration and Business Taxation as presented in the Bellevue City Code. Questions about the City's Business and Occupation (B&O) tax should be directed to the City's Tax office at (425) 452-6851.

- **NON-ENDORSEMENT:** As a result of the selection of a consultant to supply products and/or services to the City, Consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

- **NON-COLLUSION:** Submittal and signature of a proposal swears that the proposal is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Consultant awarded the Contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.



- **PUBLIC RECORDS:** Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the City (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the City within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.
- **COOPERATIVE PURCHASING:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivision) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Bellevue and which are actively participating may purchase from City of Bellevue contracts. Only those public agencies who have complied with these requirements are eligible to use this contract.

The City of Bellevue does not accept any responsibility for purchase orders or contracts issued by other public agencies. The public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. The City of Bellevue accepts no responsibility for the performance of any purchasing contract by the Vendor, and the City of Bellevue accepts no responsibility for payment of the purchase price for any public agency.

**ATTACHMENT "B"****INSURANCE REQUIREMENTS**

The Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City.

**A. Minimum Insurance**

1. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate,
2. Stop Gap/Employers Liability coverage with limits not less than \$1,000,000 per accident/disease,
3. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto,
4. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.

**B. Self-Insured Retentions**

Self-insured retentions must be declared to and approved by the City.

**C. Other Provisions**

Commercial General Liability policies shall be endorsed to:

1. Include the City, its officials, employees and volunteers as insureds,
2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the City,
3. Each insurance policy shall provide that coverage shall not be canceled except after thirty (30) days' written notice has been given to the City.

**D. Acceptability of Insurers**

Insurance shall be placed with insurers with a rating acceptable to the City.

**E. Verification of Coverage**

Contractor shall furnish the City with certificates of insurance required by this clause. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

**F. Subcontractors**

Contractor shall require subcontractors to provide coverage which complies with the requirements stated herein.

Approved as to form:

  
Assistant City Attorney



**Client References  
Form #1**

**Client Reference #1**

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the City's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

**Client Reference #2**

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the City's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

**Client References #3**

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the City's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No