



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Building Inspection & Plan Review Services
Proposals due by 2:00 p.m. (local time), Friday, December 21, 2018

Notice is hereby given that the City of Albany, Oregon, is requesting proposals from qualified firms or individuals that are duly certified by the State of Oregon to provide on-call Building Inspection and/or Plan Review services to assist in the administration of the City's building permit program during vacancies, vacations and increased demand for service. The City desires to enter into a professional services agreement with one or more qualified Third-Party Plan Review and Inspection Businesses for the following scope of services:

- On-call review of plans and construction documents for proposed residential and commercial structures to ensure compliance with the Oregon Building Code requirements, referenced standards, and portions of the Albany Municipal Code.
- On-call inspection services for structural and mechanical systems, A-Level electrical systems, and A-Level plumbing systems, within scope of certifications held for compliance with the Oregon Building Code, referenced standards, and portions of the Albany Development Code.
- On-call permit technician services to provide customer services, answer customer questions related to permit submittal requirements, process applications, and issue permits.
- On-call review of specialty areas such as, hazardous materials compliance; or structural designs; or complex fire and life-safety elements.

The Request for Proposals can be downloaded from the City of Albany website at <http://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7522, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.

The City will post all addenda on the City website. Prospective Proposers are solely responsible for checking the website to determine if addenda have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at 541-917-7522. Inquiries concerning the scope of services should be directed to Johnathan Balkema, Building Official Manager, johnathan.balkema@cityofalbany.net, at 541-791-0199.

Sealed proposals must be received by the City of Albany, at the Parks & Recreation Counter, not later than 2:00 p.m. (local time), Friday, December 21, 2018 addressed to the City of Albany, Finance Department, Attention: Diane Murzynski, CPPO, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Electronic proposals will not be accepted. Proposals received after the designated time and date will not be opened.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 19TH DAY OF NOVEMBER 2018.

Diane M Murzynski

Diane M. Murzynski, CPPO, CPPB, Purchasing Coordinator

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