TOWNSHIP OF SCOTT, ALLEGHENY COUNTY, PA

Request for Proposals (RFP) from Pennsylvania Uniform Construction Code Certified Third Party Code Agencies to Perform Plan Review & Inspection Services

OVERVIEW

The Township of Scott, Allegheny County, PA (Township) is requesting proposals from Third Party Agencies (Agency) qualified to perform Plan Review, and Inspection Services for residential, commercial, and institutional building projects within the Township. The Agency shall be certified by the Pennsylvania Department of Labor & Industry to perform Uniform Construction Code (UCC) services. The scope will include plan review and inspection services for Building, Accessibility, Energy, Fire, Electrical and Mechanical in compliance with the UCC. The services will be required on an as needed basis as the intent is for the Agency to assist the Township.

INTRODUCTION

The Township is a first-class township with an estimated population of 17,000 +/- residents. It is an established suburban municipality located in the southwestern part of Allegheny County. Current land uses consist primarily of residential developments, with concentrated areas of commercial, industrial, and institutional developments.

The Township's Code Enforcement Department issues all building permits and Final Certificates of Occupancy for the Township. The Township processed 150 building permits in 2024. This includes 28 commercial permits and 122 residential permits. Please note that land development has started on a 6.4-acre subdivision for 26 new single-family homes. We expect that construction activities will extend through 2026.

TIMELINE

Task:	**Date:**
RFP Approval	January 14, 2025
Advertisement of RFP	January 16, 2025
Proposals Due	January 31, 2025, 4:00pm
Agency Interviews	February 11, 2025 (time to be scheduled)
Agency Approval	February 25, 2025
Award RFP	March 1, 2025

REQUIREMENTS

1. Responses and their envelopes should be clearly marked with the name and address of the respondent and the title of this RFP "PA UCC SERVICES."
2. Proposals received prior to the submittal deadline will be treated as confidential up to the proposal submittal date.
3. Proposals received after the deadline will not be considered in the evaluation process.

4. If the Agency takes exception to any statements or requests herein, it must be clearly stated in the proposal.
5. The Township reserves the right to request additional information about any Agency as reasonably required, or the right to request and conduct interviews.
6. The Township will not be liable for any costs incurred by any Agency in connection with this RFP or any proposal by any Agency. The expenses incurred by Agencies in preparation, submission, or presentation are the sole responsibility of the Agency.
7. The Township shall not be liable for any costs not include in the proposal nor contracted for subsequently.
8. Agencies are reminded that the specifications stated in this RFP are the minimum level required and that bids submitted must be for services that meet or exceed the minimum level of all features specifically listed. Proposals offering less than the minimum specified are not responsive.
9. It is the responsibility of the Agency to examine the entire RFP and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a bid confers no right of withdrawal after the submission deadline. Agencies are strongly encouraged to: (i) consider applicable laws and/or economic conditions that may affect cost, progress, and performance; (ii) correlate the Agency's knowledge and observations with the RFP document and other related data; (iii) promptly notify the Township of all conflicts, errors, ambiguities, or discrepancies which an Agency has discovered in or between this RFP and such other related documents.
10. All proposals shall be subject to all applicable state and federal laws, and in compliance with all applicable Equal Employment Opportunity laws and regulations.
11. The Township is not required to accept the lowest cost proposal and shall reserve the right to postpone, accept, or reject any and all proposals, in whole or in part, or to waive any and all informalities, as it deems in its best interest.

SERVICES REQUESTED

1. The Township will require the Agency to provide qualified plan review and inspection staff to assist the Codes Enforcement Department, at the request of the Township, with the implementation of code enforcement programs and services. The following is a summary of services, it shall be understood that the duties listed herein are intended only as illustrations of the several types of work that may be performed. The omission of specific statements of duties does not exclude them from the scope of services to be provided if the work is similar, related or a logical assignment to the position.
2. The Agency shall maintain all the necessary requirements and employment of qualified individuals to perform all plan review and inspection services in compliance with the Pennsylvania Uniform Construction Code and the requirements of the Township.
3. The Agency shall be capable of making and receiving phone calls regarding plan reviews, inspections or other services provided. All calls shall be returned within 24 hours.
4. The Agency shall be capable of electronic communication while in the field.
5. It is preferred that the Agency is capable of performing electronic plan reviews and submission of paper plans only upon approval of the submitted electronic plans. The Township will upload applications to the Agency via the Agency's online service (preferred)

or the Agency will be required to pick up all permit documentation for review at the municipal building and return documentation to the municipal building with a required inspection sheet.

6. The Agency must submit reports to the Township after each inspection.
7. The Agency shall be available to perform after-hours inspections as requested by the Township.
8. In the event of an emergency, the Agency shall be able to provide qualified staff on a 24-hour basis as requested by the Township.
9. The Agency is not expected to hold any office hours at the municipal building. The Agency shall provide days and times when they will be available for inspections in Scott Township. Appointments for initial inspections will be scheduled through the Township.
10. The Agency will be contacted by the Township Code Enforcement Department for all plan review applications. The Agency will provide plan review comments directly to the Applicant and the Township. All permits are issued by the Township Code Enforcement Department upon plan review approval by the Agency.
11. The Agency shall take an active role in building code enforcement and abatement of any observed violations of any codes in the field. Field inspectors are expected to document all such violations and report to the Township. Violations of construction codes must be followed up on by the field inspector by direct field contact at the time of observance, by issuance of written notice and notifying the Township Code Enforcement Department.
12. The Agency shall be available at such reasonable times as may be necessary for appearances as a witness or to authenticate reports or review records for the Building Code Board of Appeals of the Township of Scott, before the District Justice having jurisdiction, or before the Allegheny County Court of Common Pleas or federal judicial bodies having jurisdiction over the Township.
13. The Agency shall be capable of providing additional inspection services at times of in-house staff shortages or vacations and as needed to enforce compliance with Township ordinances.
14. The Agency shall meet with the Code Enforcement Department quarterly, and as needed, to discuss policy and code interpretations.
15. No subcontracting shall be permitted without prior written authorization from the Township.

VENDOR QUALIFICATIONS

The Agency shall hold a valid Third-Party Certification from the PA Department of Labor & Industry, pursuant to PA Uniform Construction Code, and all amendments thereto, as well as provide individuals holding certification in the necessary individual categories as identified in §401.7 to perform the scope of work.

EVALUATION OF PROPOSALS

All documents/information submitted in response to this solicitation may be available to the public.

The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with

or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Township reserves the right to re-solicit proposals.

The following shall be provided with all proposal submissions:

1. Evidence of certification as Third-Party Agency issued by the PA Department of Labor and Industry.
2. A list of all inspectors and their qualifications must be submitted to the Township for approval, and all individuals must meet the certification requirements listed herein. This list must be kept current, and if staff changes, all changes must be submitted to the Township within 48 hours.
3. A statement detailing the Agency's abilities and qualifications to provide the requested services and expected completion time for plan reviews and inspections once received/requested.
4. Agencies must provide at least three (3) municipal clients as references; preferably from municipalities located within Allegheny County.
5. Detailed information regarding ability to provide after-hours and emergency inspections.
6. Policy for background checks on employees.
7. Complete itemized fee schedule for all requested services per the Permit Fee Schedule attached. Additional itemized fees may be added, but all items listed must be included. The final Certificate of Occupancy inspection must be included in all base fees.
8. Letter of intent to secure and provide necessary proof of Professional Errors and Omissions Insurance coverage in the amount of one million dollars ($1,000,000.00) and General Liability Insurance coverage in the amount of one million dollars ($1,000,000.00). The Township of Scott shall be named as Additional Insured.

If, within twenty-four (24) hours after the bids are opened, any Bidder files a duly signed written notice with the Township of Scott, and promptly thereafter demonstrates to the reasonable satisfaction of the Township that there was a material and substantial mistake in the preparation of its bid, that bidder will not be permitted to modify its bid but may withdraw its bid.

APPOINTMENT

The Contract will be in the form of a professional service agreement. The agreement shall detail terms and conditions required by the Township. The Township, at its sole discretion, may appoint more than one firm to be the service provider.

PROFESSIONAL SERVICE

Third-Party Plan Review and Inspection Service is a contracted Professional Service. The Township reserves the right to reject any or all proposals; to waive any defects, errors, omissions, irregularities or informalities in a proposal or the proposal procedures; and to accept any proposal which it may deem to be for the best interest of the Township.

PERMIT FEES

The Township will collect the permit fee from the Applicant at the time that the application is submitted to the Township. The permit fee will include costs for the plan review, the building inspection(S), the UCC fee, and the Township administrative fee. The Agency shall invoice the Township monthly per the terms of the Professional Service Agreement.

The Agency may be hired directly to perform services not associated with a building permit application. These services shall be invoiced directly to the Applicant. The Township will not reimburse the Agency for this scope of work.

All proposals shall be mailed/delivered. Faxed proposals will NOT be accepted.

Proposals must be received by 4:00 pm on Friday, January 31, 2025.

Proposals shall be addressed to:
Denise Fitzgerald - Township Manager
Township of Scott
Administrative Offices
301 Lindsay Rd.
Carnegie, PA 15105
Email: dfitzgerald@scotttownship.com
Phone: (412) 276-5300

Direct any questions regarding the RFP to:
Mark Mox, BCO - Planning/Zoning/Code Enforcement Officer
Township of Scott
Administrative Offices
301 Lindsay Rd.
Carnegie, PA 15106
Email: mmox@scotttownship.com
Phone: (412) 276-5300, Ext. 216

PERMIT FEE SCHEDULE

Residential Building Permit New Construction/Additions
- Cost of Review
- Cost of Inspections (per square foot)

Commercial/Industrial Building Permit New Construction/Fit-out
- Cost of Review
- Cost of Inspections (per square foot)

Cell Equipment Permit Install or Upgrade
- Cost of Review
- Cost of Inspection(s)

Generator Permit Residential
- Cost of Review
- Cost of Inspection(s)

Generator Permit Commercial/Industrial
- Cost of Review
- Cost of Inspection(s)

Solar Panels Permit Residential
- Cost of Review
- Cost of Inspection(s)

Fire Protection Permit Commercial/Industrial

Fire Alarm System Install
- Cost of Review
- Cost of Inspection(s)

Sprinkler Install/Relocation
- Cost of Review
- Cost of Inspection(s)

Existing Building Inspection for Fire Protection
- Cost of Inspection

Sign Permit Commercial/Industrial

Illuminated
- Cost of Review
- Cost of Inspection(s)

Non-Illuminated
- Cost of Review
- Cost of Inspection(s)

Pool Permit Residential

In-ground Pool
- Cost of Review
- Cost of Inspection(s)

Above-ground Pool
- Cost of Review
- Cost of Inspection(s)

Hot Tub or Spa
- Cost of Review
- Cost of Inspection(s)

Existing Building Certificate of Occupancy Inspection

Change of Use
- Cost for Inspection(s)

Change of Owner
- Cost for Inspection(s)