



**Department of Purchasing and Contracting  
3120 Stonecrest Blvd.  
Stonecrest, Georgia 30038**

**May 13, 2022**

**Request for Qualifications  
for  
Chief Building Official Services**

**RFQ Number: 2022-005**

**Due Date: June 13, 2022**

**Time Due: 2:00 p.m., ET**

## City of Stonecrest

### Advertisement for Request for Qualifications for Chief Building Official

#### NOTICE TO OFFEROR:

The City of Stonecrest invites firms and independent contractors to submit qualifications to manage the overall operations of the building department.

Questions regarding the Request for Qualification process should be directed to <https://www.bidnetdirect.com/georgia/cityofstonecrest>. **Only questions received prior to 12:00 p.m., ET on June 03, 2022, will be considered.**

Qualifications must be received by **June 13, 2022**, to 2:00 p.m., ET. To be entitled to consideration, qualifications must be submitted electronically at <https://www.bidnetdirect.com/georgia/cityofstonecrest>. Only qualifications submitted via Bidnet will be considered.

#### Restrictions on Communicating with City of Stonecrest Staff

From the issue date of this RFQ until its completion date (or the RFQ is officially cancelled), Proposers are not allowed to communicate with any City staff regarding this solicitation except through the Issuing Officer named herein. Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The City reserves the right to reject the response of any Proposer violating this provision.

## **1.0 PURPOSE**

The City of Stonecrest is seeking qualifications from qualified firms and independent contractors to manage the overall operations of the building division (Chief Building Official). The firm or individual will be responsible for enforcing all building codes for commercial and residential dwellings. Their responsibilities will extend to residential, commercial, and industrial buildings to make sure they are safe for use and compliant with the law. The official will also be responsible for reviewing all site and construction plans submitted to the city to make sure they follow the appropriate laws. The chief building official will have the authority to interpret the building code and act as the city's key official when dealing with all construction and development issues.

## **2.0 BACKGROUND**

2.1 The City of Stonecrest (CITY) is located on the southeastern portion of DeKalb County and has a current population of 59,000. The City of Stonecrest was incorporated in 2017. The City is committed to creating and supporting conditions where the residents of Stonecrest can participate and prosper.

## **3.0 EXPERIENCE**

3.1 The City is looking for firms or individuals with experience in the following categories:

- 1) Must be eligible to be a sworn city official with ability to issue city citations.
- 2) Five (5) years of increasingly responsible experience in construction building inspection, building design, plan review, civil engineering, or closely related field, at least two (2) of which must be in a supervisory role; or any equivalent combination of education and experience.
- 3) Certifications including Plumbing, Mechanical, Electrical, Building, or Combination Inspector or
- 4) Plan Examiner by the International Conference of Building Officials or the International Code Council.
- 5) Preference will be given to firms who can provide staff that possess an ICC Certification as a Certified Building Official certification. If not certified by ICC as a Chief Building Official (CBO), applicant must demonstrate he/she is in the process of getting the certification and must obtain it within twelve (12) months of employment.
- 6) Preference will be given to firms who can provide staff that possess a valid Georgia Soil and Water Conservation Commission (GSWCC) Level I B Certification or better. If not already certified, applicant agrees he/she is will obtain it within twelve (12) months of employment.

## **4.0 SCOPE OF SERVICES**

4.1 The scope of services includes but is not to be limited to the following:

- a) Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; maintains standards through the effective coordination of activities; provides recommendations concerning new hires, transfers, promotions, disciplinary action, discharge, and salary administration.
- b) Manages and guides the plan review, permitting and inspection function of building permit and inspection services of the Building Division; develops and establishes policies and procedures governing the plans review, permit issuance and inspection process; renders interpretation of codes; directs and performs building and construction inspections.
- c) Manages the implementation and enforcement of applicable City, State and Federal ordinances and laws related to building construction.
- d) Oversees the permitting process by issuing building permits and answering related questions; prepares reports; issues certificates of occupancy.
- e) Reviews and analyzes various reports, forms and documents, reviews construction documents for compliance with building, plumbing, electrical, mechanical, life safety, fire, and accessibility codes; reviews engineering reports to approve for construction; analyzes concrete lab reports to determine strength of materials; reviews materials list to determine appropriate use of materials; reads roof and floor system truss reports to determine appropriate installation and bracing.
- f) Performs administrative tasks to support the daily operations of the department and division.
- g) Conducts technical reviews of building and construction documents, plans, and related information; directs and performs plans reviews; analyzes information to determine condemnation of property; provides assistance with planning and zoning and engineering reviews; reviews technical reports for compliance.
- h) Attends various meetings as needed, including but not limited to Historic Preservation Commission and Design Review Board, to provide information and recommendations and gather information; attends pre-application review meetings; conducts Construction Board of Adjustment and Appeal (CBAA) meetings; consults with architects and engineers; meets with contractors to provide information and resolve problems.
- i) Interacts and communicates with various groups and individuals, by email, phone, and in person meetings, to provide information and resolve conflict.

- j) Receives, investigates, and responds to complaints; coordinates activities with other departments and County representatives; confers with attorneys concerning legal issues.
- k) Develops, implements, and manages the division budget; monitors expenditures to ensure compliance with budgetary guidelines.
- l) Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, desktop publishing, spreadsheet, database, and other system software utilized within the department.
- m) Performs other related duties as required

**Permitting:** Work in conjunction with the City’s Planning and Zoning and Engineering Departments regarding the issuance of permits that relate to the City’s infrastructure.

**Plan Application Tracking:** Provide on-line reporting capabilities for all plans, check, and review activities from permit issuance to project completion.

1. **Development Review and Tracking:** Necessary software tools and integrated databases for central coordination and tracking of the general development review processes.
2. **Public Online Application Submittal, Complaint, and Inquiry Capabilities:** Provide an online portal through the City’s website that is able to allow public online submittal of complaints, access of information, online permit applications, and plan submittal.

## **5.0 PREPARATION OF QUALIFICATION**

- a. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the submitting company or individual’s responsibility to seek clarification immediately from the City of Stonecrest Purchasing Department during the question period stated herein. Check <https://bidnetdirect.com/georgia/cityofstonecrest> for any/all addendum(s).
- b. Answer(s) to all questions will be given after the deadline for questions has expired, and posted on the Bidnet website, if applicable, within the specified timeline herein.
- c. The City reserves the right to accept or reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.
- d. Any variation from the specifications must be clearly stated by the submitting company in writing and submitted with the qualification

## **6.0 QUALIFICATIONS AND EXPERIENCE**

- 1) Provide a brief history of the firm or individual providing services requested in this RFQ.
- 2) Describe your firm or individual experience, and capabilities as it relates to sections 3.0 Experience and 4.0 Scope of Work of this RFQ.
- 3) Provide names of key staff members who will be assigned to this project. Include the relevant resume information of the individuals who will be assigned, including the specific tasks or services for which they will be responsible. This information should include a description of each individual's relevant professional experience, years and type of experience and number of years with the firm. All relevant resume information and copies of certifications should be included for individual applicants as well.
- 4) List at least five (5) clients (state/municipal/county government) for whom you have provided ongoing building official and professional services in the past five (5) years. Provide contact names, email address, and telephone numbers for references and description and time period when services were provided.
- 5) The selected firm must be able to provide proof of financial stability over the past five (5) years.

#### 6.1 **METHODOLOGY**

- 1) Provide a narrative demonstrating firm's approach to project and its ability to furnish services. Relative to the Scope of Services for the project, describe the specific abilities of the firm and its subcontractors.
- 2) Provide evidence the firm's capacity and capability to perform on short notice and in a timely manner.
- 3) If the firm intends to subcontract out any part of the work contained in the scope of this RFQ, the firm shall provide a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted.
- 4) The City of Stonecrest reserves the right to reject any proposed subcontractor and to revoke previous approval of any subcontractor should the need arise.

#### 7.0 **INSURANCE**

- 7.1 Detail your insurance coverage applicable to the services described herein. Such coverage must include, at a minimum, Workers Compensation, Employer's Liability, Commercial General Liability, Comprehensive Automobile Liability, Umbrella Liability, and Professional Liability coverage. Include insurance certificates summarizing such insurance coverage.

## 8.0 EVALUATION CRITERIA

8.1 Evaluations will be based on criteria outlined herein. All qualifications will be evaluated using the same criteria. The criteria used will be:

- 1) The evaluation will consider all materials submitted to determine whether the firm's offering is in compliance with the RFQ requirements.
- 2) The firm's general approach to providing the services required under this RFQ.
- 3) The firm's documented experience in successfully completing contracts of a similar size and scope of the engagement addressed by this RFQ.
- 4) The qualifications and experience of the firm's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFQ.
- 5) The overall ability of the firm to mobilize and undertake the services in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory, and other staff proposed by the firm to perform the services required by this RFQ, the availability and commitment of the firm's management, supervisory, and other staff proposed.
- 6) Relevance and quality of references.
- 7) City staff may conduct in-person interviews and site visits as part of the final selection process.

## 9.0 GENERAL INFORMATION

1. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the submitting company or individual's responsibility to seek clarification immediately from the City of Stonecrest Purchasing Department during the question period stated herein. **It shall be the offeror's responsibility to check the Bidnet's website <https://www.bidnetdirect.com/georgia/cityofstonecrest> for any/all addendum(s).** Answer(s) to all questions will be given after the deadline for questions has expired, and posted on the City's website, if applicable, within the specified timeline herein.
2. No reimbursement will be made by the City for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation. The qualification must be signed by an official authorized to bind the offeror.

3. The City reserves the right to accept or reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.
4. Correction or withdrawal of qualifications is permitted in accordance with instructions contained within the RFQ. No qualification may be withdrawn for a period of ninety (90) days after the time scheduled for qualification opening, or as otherwise stated in the RFQ

#### **10.0 NON-DISCRIMINATION**

- 10.1 The City does not discriminate on the basis of race, age, sex, national origin, religion, or disabilities and is an equal opportunity employer. Minority and women-owned businesses are encouraged to apply.

#### **11.0 BUSINESS ENTERPRISES**

- 11.1 The City strongly encourages Small Business firms to participate in this RFQ.

#### **12.0 DISCLAIMER/RESERVATION OF RIGHTS**

- 12.1 The City does not make representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFQ.
- 12.2 The City reserves the right to extend the deadline for submission of Proposals, to request supplementary information, to conduct interviews with any or all of the developers submitting proposals, to waive minor informalities, and to reject any or all proposals, in whole or in part, if in its sole judgment the best interests of the City would be served in doing so. The city will reject any and all proposals when required to do so by applicable law.

#### **13.0 DUE DILIGENCE**

- 13.1 The Responder shall be responsible for conducting due diligence in responding to this RFQ. If, after the RFQ is issued but prior to the receipt of Proposals, the RFQ must be amended or clarified, the purchasing agent may issue an Addendum.
- 13.2 Should you have any questions, contact Malcolm Whichard, Procurement Manager, at (470) 727- 0076 or [mwhichard@stonecrestga.gov](mailto:mwhichard@stonecrestga.gov).



