

**REQUEST FOR PROPOSALS
PLAN REVIEW AND INSPECTION SERVICES**

DUE DATE: February 13, 2025 – 10:00AM

Deliver or Mail to:
City of Spring Valley Village
Attention: City Secretary
1025 Campbell Road, Houston, Texas 77055



**CONTRACT DOCUMENTS AND TECHNICAL SPECIFICATIONS FOR
PLAN REVIEW AND INSPECTION SERVICES
REQUEST FOR PROPOSALS #2025-01-501**

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BID OPENING DATE:

Thursday, February 13, 2025

BID SCHEDULE SUMMARY

REQUEST FOR PROPOSALS #2025-01-501

Wednesday	January 8, 2025 Memorial Examiner	Bid Documents Released and 1 st Legal Advertising for Bid
Wednesday	January 15, 2025 Memorial Examiner	2 nd Legal Advertising for Bid Non-Mandatory Pre-Submittal Conference
Wednesday	January 29, 2025	Last day for Inquiries and Clarifications
Thursday	February 13, 2025 10:00 AM Spring Valley Village City Hall 10:05 AM Spring Valley Village City Hall	Deadline for Submission of Bids Opening of Bids
Tuesday	February 25, 2025 Spring Valley Village City Hall and Zoom Meeting with Link Available on City's Website at www.springvalleytx.com	City Council Meeting Award of Bid and Contract

Note: This schedule is preliminary and may be modified at the discretion of the City.

INVITATION TO BID
REQUEST FOR PROPOSALS #2025-01-501
PLAN REVIEW AND INSPECTION SERVICES

The City of Spring Valley Village is accepting sealed Proposals from qualified firms who can adequately demonstrate they have the resources, experience, and qualifications to provide the City with Plan Review and Inspection services in the City of Spring Valley Village in accordance with the specifications outlined in REQUEST FOR PROPOSALS #2025-01-501.

Copies of the bidding documents may be reviewed and obtained from the Purchasing Page of the City of Spring Valley Village's website at www.springvalleytx.com. Historically Underutilized Businesses (HUBs), minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit a proposal.

A NON-MANDATORY PRE-BID TELECONFERENCE WILL BE HELD VIA ZOOM ON WEDNESDAY, JANUARY 15, 2025, AT 10:00 AM.

BIDS MUST BE RECEIVED IN TRIPPLICATE AND MUST BE RECEIVED BY THE CITY SECRETARY OF THE CITY OF SPRING VALLEY VILLAGE NO LATER THAN 10:00 AM ON THURSDAY, FEBRUARY 13, 2025. NO BID WILL BE ACCEPTED AFTER THAT DATE AND TIME. ALL BIDS RECEIVED AFTER THAT DATE AND TIME WILL BE CONSIDERED UNRESPONSIVE. IT IS THE SOLE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT THEIR BID IS ACTUALLY SUBMITTED TO THE CITY SECRETARY'S OFFICE PRIOR TO THE BID SUBMISSION DEADLINE.

All bids submitted for City consideration must be clearly marked on the outside of the sealed envelope with the words "REQUEST FOR PROPOSALS #2025-01-501 Plan Review and Inspection Services", Attention: Jasmin Torres, City Secretary, and must contain the name of the company submitting the Bid. Bidders must provide a Bid and must submit via hard copy one (1) original and one (1) complete copy of the bid/proposal as a PDF file on a Flash Drive.

BIDS WILL BE PUBLICLY OPENED AND READ ON THURSDAY, FEBRUARY 13, 2025, AT 10:05 A.M.

Upon consideration of the Bids, the City Council plans to award a Contract; however, the City reserves the right to reject any or all bids, to waive any or all irregularities, formalities, or technicalities, and to accept any bid that it deems advantageous to the City. Bids shall be valid for a period of ninety (90) days from the date Bids are opened.

All questions regarding this RFP should be submitted in writing to Jose Gomez, Development Services Manager, City of Spring Valley Village, by email to jgomez@springvalleytx.com, or by mail to 1025 Campbell Road, Houston, Texas 77055. Questions regarding this RFP must be received by the Development Services Office no later than 4:30 p.m. on Wednesday, January 29, 2025.

INSTRUCTIONS TO BIDDERS

READ THIS ENTIRE DOCUMENT CAREFULLY AND FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS STATED HEREIN. THE INSTRUCTIONS AND CONDITIONS APPLY TO ALL BIDS/PROPOSALS AND BECOME A PART OF THE TERMS AND CONDITIONS OF ANY BID/PROPOSAL SUBMITTED AND ANY AGREEMENT ENTERED INTO SUBSEQUENT THERETO UNLESS EXCEPTION IS TAKEN IN WRITING BY BIDDER WHEN SUBMITTING BID.

1.0 BIDS, PREPARATION, AND SUBMITTAL

1.1 The RFP and any other RFP information may be downloaded or viewed at the following website: <https://www.springvalleytx.com>. To be eligible for consideration under this RFP, the proposal must be submitted by 10:00 AM CST on February 13, 2025, to the address below. Bidders must provide Bid and must submit via hard copy, one (1) original and one (1) complete copy of the bid/proposal as a PDF file on a Flash Drive. All bids/proposals shall be clearly marked on the outside of the sealed envelope stating, “REQUEST FOR PROPOSALS #2025-01-501 Plan Review and Inspection Services”, Attention: Jasmin Torres, City Secretary,” and must contain the name of the company submitting the bid/proposal and be delivered prior to the response date and time described in the Invitation to Bid. Failure to submit a bid/proposal in accordance with these instructions may result in the bid/proposal being declared unresponsive to specification and may not be further evaluated.

1.2 Deliver Responses to the Following Address:

City of Spring Valley Village
ATTN: Jasmin Torres, City Secretary
1025 Campbell Rd.
Houston, TX 77055

1.3 Signatures:

All bid/proposal responses are required to be signed by an authorized representative of the bidding entity; bid/proposal responses received unsigned will result in the bid/proposal being declared unresponsive to specifications and may not be further evaluated.

2.0 DELIVERY OF PROPOSAL

2.1 Proposals must be received by the City Secretary Office no later than 10:00 AM Thursday, February 13, 2025. The submitting Proposer is responsible for the means of delivering the proposals to the location listed in paragraph 1.2 on time. Proposal information that is not submitted in sealed packages will not be considered. No oral, telegraphic, telephonic, e-mailed, or facsimile bids/proposals will be considered. Delays due to any instrumentality used to transmit the Proposals, including delays occasioned by the Proposer or the City of Spring Valley Village's internal mailing system, will be the responsibility of the Proposer. Proposals must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery. The time and date stamp clock in the City of Spring Valley Village City Secretary Office is the official clock for determining whether submittals are submitted timely.

Late Proposal documents will not be accepted under any circumstances.

3.0 PROPRIETARY INFORMATION

- 3.1** If Respondent does not want proprietary information in the Proposal to be disclosed, it must clearly identify such information by marking each relevant page with the words "Proprietary Information" and include it in the index and qualifications section. Failure to identify proprietary information will result in those sections being considered non-proprietary and subject to public disclosure upon public request.
- 3.2** The City will protect the confidentiality of Proposals to the extent permitted by law in accordance with the Texas Public Information Act. Respondents should be aware that, after the RFP process and contract award, the determination of whether proprietary information can be protected will not be made by the City but by the Texas Attorney General. If a public information request is made, the City will notify the Respondent, who may seek an opinion from the Attorney General under Section 552.305 of the Texas Government Code. The City will not initiate such a request.

4.0 BID TABULATION

- 4.1** Bidders desiring a copy of the bid tabulation may download a copy from the City of Spring Valley Village's website Purchasing Page at www.springvalleytx.com.

5.0 BID ALTERATION/WITHDRAWAL

- 5.1** Bids cannot be changed or modified after the submission deadline. The person who signs the bid must initial any interlineations, alterations, or erasures made before the bid opening to guarantee authenticity. Bidders may withdraw their bids by submitting a written request that is signed by them, but this request must be received by the City in the normal course of business and before the submission deadline. If there is negligence on the part of the bidder in preparing the bid, it does not grant them the right to withdraw their bid after it has been opened. Furthermore, no bids may be withdrawn or canceled for a period of ninety (90) calendar days following the opening of the bids.

6.0 DISQUALIFICATION OF BIDDERS

Bidders may be disqualified, and their bids/proposals not considered for the following reasons, including, but not limited to:

- Reason for believing collusion exists between bidders.
- The bidder being an interested party in any litigation against the City.
- Failure to comply with any of the requirements contained herein.
- Lack of signature by an authorized representative of the Bid.
- Failure to properly complete the Bid.
- Bidder is indebted to the City.

7.0 NEGOTIATION AND EXECUTION OF CONTRACT

- 7.1** The City retains the right to negotiate any terms of a contract with a Proposer. Unless specifically mentioned in an amendment to the Request for Proposals (RFP), all

requirements, terms, and conditions stated in the original RFP by the City will remain in effect and will be included as part of the contract.

- 7.2 Once the contract negotiations are successfully completed, a recommendation will be presented to the City Council. The City will not be bound by any contract until the City Council authorizes the City Administrator to execute the Plan Review and Inspection Services Contract and the contract is signed by both parties.

8.0 CHANGE ORDERS

- 8.1 No oral statements by any person shall alter or modify the terms, conditions, or specifications outlined in the contract. All change orders to the contract must be submitted in writing by the City.

9.0 COST INCURRED IN RESPONDING

- 9.1 Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFP shall be at the sole risk and responsibility of the proposer.

10.0 PURCHASE ORDERS AND PAYMENT

- 10.1 Bid Security/Bond Requirements: If bid security is required, it must be submitted along with the bid. Bids submitted without the necessary bid bond or a cashier's/certified check will be deemed non-responsive and will not be considered for award. Additionally, if performance and/or payment bonds are required, they must be submitted to the City before any work begins, as outlined in the agreement provisions.
- 10.2 Appropriation Clause: The City of Spring Valley Village is a Type A municipal corporation in Texas, operating on a fiscal year that runs from October 1 to September 30. Therefore, the City reserves the right to terminate any contract without liability if funding is not available.
- 10.3 Taxes: The City is exempt from Federal Manufacturer's Excise and State sales taxes. Bidders must exclude tax from their pricing. Tax exemption certificates will be executed by the City and provided upon request by the City Treasurer.
- 10.4 Payment Terms: All payment terms shall be "Net 30 Days" unless otherwise specified in the proposal.
- 10.5 Invoices: Invoices must be submitted by the successful bidder in duplicate to Accounts Payable, City of Spring Valley Village, 1025 Campbell Road Houston, Texas 77055.

11.0 TERMINATION

- 11.1 If this award leads to a contract, it will remain in effect until the contract expires, until the delivery and acceptance of the ordered services, or until terminated by the City with a written notice 30 days prior to cancellation. In the event of termination, the City of Spring Valley Village reserves the right to award a contract to the next lowest and best vendor as deemed in the best interest of the City.
- 11.2 Furthermore, the City of Spring Valley Village may cancel this contract at no expense to the City if funds have not been appropriated for expenditures under this contract. In such cases, the City will return any delivered but unpaid goods to the Vendor in normal condition.

12.0 CHANGE IN COMPANY NAME OR OWNERSHIP

12.1 The vendor must notify the City in writing of any changes to the company name, ownership, or address to ensure that City records are kept up to date. This notification letter must be signed by an authorized representative of the company.

If the company name or ownership changes, the letter must be accompanied by supporting legal documentation. This may include an updated W-9 form, documents filed with the state reflecting the change, a copy of the board of directors' resolution approving the change, or an executed merger or acquisition agreement.

Failure to provide this information may result in delays or issues with future invoice payments.

SCOPE OF SERVICES

INTRODUCTION

The City of Spring Valley Village invites qualified firms to submit proposals for Plan Review and Inspection Services. The initial contract period will last for three (3) years, starting on February 25, 2025, and ending on February 25, 2028. The contract may be extended annually for two (2) additional years upon mutual written agreement.

This Request for Proposals (RFP) serves as the official proposal form for the contract and includes the services outlined in the Form Contract. The City has established minimum service requirements, which are considered the Base Proposal. All proposers are strongly encouraged to submit Base Proposals, though modifications or changes will be reviewed on a case-by-case basis. Each proposal submitted to the City must comply with the services specified in the written contract.

Proposers are responsible for reviewing all forms, instruments, addenda, and other documents, as well as familiarizing themselves with existing conditions. Failure to do so will not relieve them of any obligations regarding their proposal or the contract. The City of Spring Valley Village will make all necessary documents available to proposers.

REQUIRED PROPOSAL DOCUMENTS

Letter of Introduction

Include a Letter of Introduction conveying the proposal to the City of Spring Valley Village, indicating the general information of the proposals (i.e., title, proposal number, opening time, and date). In addition, the cover letter must indicate that the proposer's company agrees to be bound by the proposal submitted to provide for the services specified in the Contract.

If the proposal represents offerings made by different firms or organizations, the City of Spring Valley Village will do business only with the proposer and will require the proposer's organization to assume responsibility. An authorized official of the proposer's organization must

sign the proposal. Power of Attorney authorizing agent or others to sign the proposal must be certified in writing.

The letter shall contain a statement indicating the proposal, including the pricing contained herein, constitutes a firm offer for a period of not less than (90) days from the proposal's due date.

Financial History

Provide audited financial statements for the past five (5) years. List major stockholders/principal owners, list principal corporate officers, and provide annual reports to shareholders, if available/applicable.

The information requested in this section is for the proposer's parent company. It is not required that the proposer provide this information for local operations, although such information would be helpful in the overall assessment of the proposal.

Experience and Qualifications

- a) Provide a brief description of your firm and a statement of the firm's qualifications for performing the subject services. Include the type of organization and the number of employees.
- b) Discuss the qualifications and experience of the proposed consultant team and include an organizational chart showing functional and reporting relationships within the proposed team. Provide all certifications of those on the proposed team. Outline the experience and qualifications of key management and/or supervisory personnel.
- c) Provide a clear conceptual plan that addresses all items set forth in the scope of services in the order in which they appear in the Scope of Services section in this RFP. Include any additional services that you believe are appropriate for the City to consider. Indicate features, skills, and/or services that distinguish your firm and make it the better choice for the City. Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated.
- d) Describe the firm's ability to control costs and provide accurate and timely invoices; monitor and stay within budget; monitor schedule and review times; and describe the techniques used to complete projects and/or tasks within the proposed time frames.

Previous Relevant Projects and References

- a) Provide up to four (4) references from clients, preferably Texas municipalities, for whom your firm provided similar services within the last three (3) years. The references shall identify the City's name, address, contact name, telephone number, and a description of the services provided.
- b) List all public agencies for which contracts with your firm were terminated in the past five (5) years. Show names of organizations, as well as names and telephone numbers of persons who can be contacted. Firms may provide a brief explanation of the reason(s) for termination(s).

Base Proposal

Rates must be provided for services and conditions specified in the Contract as written. Proposals must be submitted for the three-year (3) contract base rates shall include all costs, exclusive of the City and state sales tax.

Proposed Amendments to Contract

Provide any proposed modifications or amendments to the contract. If nothing is provided, it will be assumed that the formal proposal is for the services as specifically described in the Contract, known as the Base Proposal.

SCOPE OF WORK

General Specifications

- a) The evaluation of professional and technical adequacy, as well as the accuracy of plan reviews and inspections, will be performed with the level of care and expertise typically demonstrated by professionals in the field. Firms or organizations are encouraged to submit proposals outlining their qualifications to provide these services in accordance with the specifications outlined herein.
- b) Under the general oversight of the Development Services Manager, the firm shall provide professional building inspection and plan review services, including, but not limited to, the following:
 1. Provide City with Services including, but not limited to, serving as Building Official, conducting inspections and plan reviews for building, electrical, mechanical, and plumbing systems related to both residential and commercial structures, as needed.
 2. Complete requested inspection services within 24 hours of notification by the City.
 3. Review plans for compliance with the adopted codes and ordinances of the City.
 4. Manage the collection and return of plan reviews to and from the City.
 5. Provide feedback on plan reviews within five (5) business days for residential projects and within (10) business days for commercial projects following receipt of plans in the initial plan submission.
 6. Answer questions on an as-needed basis from architects, engineers, and citizens about construction projects, code questions, and other concerns.
 7. Perform all duties during normal business hours.
 8. Attend City Council meetings as needed.
 9. Report directly to the Development Services Manager.
 10. Charge inspection fees on a per-stop basis, regardless of the number of disciplines inspected at each stop.
 11. Meet on a weekly basis with the Development Services Manager to review and discuss projects and issues.
 12. Provide a monthly report to the Development Services Manager of activities and time spent on such activities.

Bid Tabulation for RFP #2025-01-501

Description of Services and Costs				
1. Base Proposal				
Residential Inspection (per stop)	\$ _____	\$ _____	\$ _____	\$ _____
Commercial Inspection (per stop)	\$ _____	\$ _____	\$ _____	\$ _____
Residential Plan Review valued at less than \$1,000,000 (per plan)	\$ _____	\$ _____	\$ _____	\$ _____
Residential Plan Review valued at more than \$1,000,000 (per plan)	\$ _____	\$ _____	\$ _____	\$ _____
Commercial Plan Review valued at less than \$1,000,000 (per plan)	\$ _____	\$ _____	\$ _____	\$ _____
Commercial Plan Review valued at more than \$1,000,000 (per plan)	\$ _____	\$ _____	\$ _____	\$ _____
2. Additional Services				
After-Hours Inspection (per stop)	\$ _____	\$ _____	\$ _____	\$ _____
On-Site Consultation (per hour)	\$ _____	\$ _____	\$ _____	\$ _____
Video Inspection (per call)	\$ _____	\$ _____	\$ _____	\$ _____
Consulting Services (per hour)	\$ _____	\$ _____	\$ _____	\$ _____
Certificate of Occupancy Review (per certificate)	\$ _____	\$ _____	\$ _____	\$ _____
3. Additional Costs				
Insurance (required coverage)	\$ _____	\$ _____	\$ _____	\$ _____
Payment Terms (Net 30, etc.)	Specify	Specify	Specify	Specify
4. Compliance & Qualifications				
Acknowledgement of Scope of Work (Yes/No)	Yes/No	Yes/No	Yes/No	Yes/No
Compliance with City Codes & Regulations (Yes/No)	Yes/No	Yes/No	Yes/No	Yes/No
Qualified Personnel Available for Services	Yes/No	Yes/No	Yes/No	Yes/No
References for Similar Projects	Specify	Specify	Specify	Specify
Conflict of Interest (Yes/No)	Yes/No	Yes/No	Yes/No	Yes/No
5. Contract Considerations				
Escalation Clause (Price Adjustments)	Specify	Specify	Specify	Specify
Amendments to Contract (any)	Specify	Specify	Specify	Specify
Termination Clause (Specify terms)	Specify	Specify	Specify	Specify
Proximity to Office/Service Area	Specify	Specify	Specify	Specify
Taxes Included (Yes/No)	Yes/No	Yes/No	Yes/No	Yes/No
6. Total Annual Cost (all services)	\$ _____	\$ _____	\$ _____	\$ _____
7. Total 3-Year Cost (Contract Period)	\$ _____	\$ _____	\$ _____	\$ _____
8. Grand Total (3-Year Contract Period)				