

**WALLA WALLA COUNTY – COMMUNITY DEVELOPMENT DEPARTMENT
REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR
PROFESSIONAL BUILDING PLAN REVIEW AND CONSTRUCTION INSPECTION SERVICES**

Walla Walla County is seeking on-call professional technical services from qualified individuals or companies to assist the County with the review of building permit applications, including plan review and on-site inspections for various construction projects regulated by County permitting. Walla Walla County is fully planning under the Washington State Growth Management Act and is governed by the State of Washington's adopted building codes, with specific additional requirements outlined in Walla Walla County Code Chapter 15.04.

SCOPE

County staff will assist the selected consultant in providing background information and data, but the County will ask the consultant to provide the following services:

- Assist staff with plan review for submitted projects, and on-site inspections of construction projects as required by State law and County Code, as needed.
- Occasionally provide staff with assistance in identifying which areas of the County's building/construction regulations and processes could be improved and/or streamlined to better serve our customers.

QUALIFICATIONS:

The applicant shall provide information regarding the applicant's background and familiarity with the adopted State of Washington Building Codes. Geographic knowledge of the area is beneficial.

PROPOSAL:

The applicant shall submit a proposal indicating the general conditions of a contract with the County, if the applicant is chosen, including all costs that would be incurred by the County for the provision of the services. Prior to beginning work, the consultant will be required to procure and maintain at the consultant's expense, for the duration of the contract, errors and omissions insurance, and commercial general liability insurance comprehensive automobile liability insurance in an amount of one-million dollars per occurrence and two million dollars aggregate. Errors and omissions insurance may be maintained on a claims-made basis. The contractor must also maintain workers' compensation coverage as required by the State of Washington. The contract will contain a conflict of interest statement, and the applicant shall be prepared to excuse him or herself from any work where a potential conflict of interest exists.

Contract Type and Administration

The consultant will answer directly to the County Community Development Department Director. The consultant will perform all work under a master contract with the County that establishes hourly rates and general contract requirements. The Community Development Department will subsequently issue task orders for specific work assignments, tied to the master contract. To the extent possible, each task order will have a not-to-exceed amount.

PERIOD OF PERFORMANCE

The term of this contract shall begin from the date of execution by the Board of County Commissioners and extend until services are no longer needed. The County may choose to enter into subsequent agreements with the contractor if both parties agree, and services are to be continued.

SUBMITTAL REQUIREMENTS

The statement of qualifications and proposal shall be accompanied by:

1. A list of professional references who can attest to the applicant's abilities; and
2. The applicant shall sign and date the proposal.
3. Provide hourly rates for each key staff member and other staff positions.

The statement of qualifications and proposal shall be submitted in a sealed envelope by **4:00 p.m., Friday, May 3, 2019** and delivered to:

Thomas E. Glover, Director
Walla Walla County Community Development
310 W. Poplar St., Suite 200
Walla Walla, WA 99362

Proposals transmitted by e-mail are not acceptable for consideration. Also, proposals received after the response deadline of 4 PM on May 3, 2019 are not acceptable for consideration.

For specific questions concerning this RFQ/P please call Mr. Glover at (509) 524-2621, or by e-mail at: tglover@co.walla-walla.wa.us