

**City of Waller, Texas**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**Building Inspection and Plan Review Services**

**RFQ: 2025-06**

**OVERVIEW:** The City of Waller (Waller) is seeking proposals from qualified individuals and/or agencies (Contractor) to assist its in-house staff with a full-range of building inspection services. These services are not limited to Building Official, Fire Marshall, Plan Review or Engineering services but will follow that general scope of work. Until the final award of contract by the City, the City of Waller reserves the right to reject any and/or all proposals, to waive technicalities to re-advertise, and/to proceed otherwise when in the best interest of the City to do so.

The Building Official will take the lead role in all plan review, inspection(s), and any development services as needed. City staff will provide a supporting role during this process. The Building Official will furnish all required labor, materials, supplies, and travel required in connection with the delivery of said roles. The City expects that the Building Official staff will include individual(s) with education, experience, and expertise in the appropriate fields, as well as community facilitation, consensus building, and special assignments as needed.

The City is requesting that the selected Building Official be at City Hall located at 1218 Farr St. Waller, TX 77484. At least two (2) days a week. With the general hours being 10am-2pm on Tuesday and Thursday. This will allow for pre-development meetings to be held, certificate of occupancy documents signed and any other requested duties.

The City may elect to award this contract to more than one contractor, consultant or firm based on the scope of the bid. This allows for the best value guarantee for the City of Waller.

**BACKGROUND:** Incorporated in 1947, the City of Waller has a population of roughly 3,062 people as of the 2023 Census. It is located in Waller/Harris County, Texas. The City has adopted the following codes:

- 2021 International Building Code
- 2021 International Energy Conservation Code

- 2021 International Residential Code
- 2021 International Existing Building Code
- 2021 International Swimming Pool and Spa Code
- 2021 International Mechanical Code
- 2021 International Plumbing Code
- 2021 International Fuel Gas Code
- 2021 International Property Maintenance Code
- 2023 National Electrical Code
- 2021 International Fire Code
- 2021 National Fire Protection Association 101: Life Safety Code

#### **DUTIES ASSUMPTIONS:**

*Liaison:* The Public Works Director or Assistant Director or a designee will function as the day-to-day liaison between the Building Official, Engineers, Company Liason for the contracted company and the City of Waller.

*Staff Support:* City staff will actively participate by providing the Contractor, consultant or firm all existing local information and will assist in the distribution of materials, meeting set-up, and other logistical functions. Staff will coordinate meetings with the applicants and the public. Staff will conduct timely review of all draft documents for initial comment. City Staff includes Administrative Personnel, Legal, Public Works, and Engineering, which may or may not be in-house. *Adopting Bodies:* The Waller City Council is the governing body for Development Services.

#### **BACKGROUND DOCUMENTS:**

PDF copies of the following plans and current ordinance are available online at

[https://library.municode.com/tx/waller/codes/code\\_of\\_ordinances?nodeId=CD\\_ORD\\_WALLER\\_Texas](https://library.municode.com/tx/waller/codes/code_of_ordinances?nodeId=CD_ORD_WALLER_Texas)

#### **OVERALL SCOPE OF SERVICES:**

The Cities minimum expectations are as follows:

A. *Permit Coordination*: The Contractor, consultant or firm will coordinate regularly with City staff regarding the building permit process at key points.

B. *Technical Certifications*: The Contractor, consultant or firm must maintain International Code Council certification for performing plan review and/or inspection services as specified below:

1. Residential plan review.

- a) Residential plans examiner; and
- b) Residential energy inspector/plans examiner; and
- c) Accessibility inspector/plans examiner or TAS certification; and

2. Residential inspection.

- a) Residential combination inspector; or individual.
- b) Building/residential inspector.
- c) Plumbing inspector.
- d) Electrical inspector.
- e) Mechanical inspector.
- f) Current State of Texas plumbing inspector license.

3. Commercial plan review.

- a) Building plans examiner.
- b) Electrical plans examiner.
- c) Mechanical plans examiner.
- d) Plumbing plans examiner.
- e) Commercial energy plans examiner or commercial energy inspector/plans examiner with ASHRAE 90.
- f) Accessibility inspector/plans examiner or Texas registered accessibility specialist (TAS).

4. Commercial inspections.

- a) Commercial building inspector.

- b) Commercial electrical inspector.
- c) Commercial mechanical inspector.
- d) Commercial plumbing inspector.
- e) Fuel gas inspector.
- f) Med gas endorsement.
- g) Commercial energy inspector or commercial energy inspector/plans examiner with ASHRAE 90.
- h) Accessibility inspector/plans examiner or Texas registered accessibility specialist.
- i) Current State of Texas plumbing inspector license with TCEQ CSCI endorsement.

5. Fire Marshall

6. Code Enforcement/Compliance

*D. Utilization of city technology/software:*

- 1. The Contractor, consultant or firm maybe required to utilize a city issued email address at times
- 2. The City utilizes MyGOV5 for its permits, plans and inspections. The Building Official, plan reviewer, engineers and all associated parties of this agreement are required to utilize this platform at all times.

*Third-Party Plan Review & Inspections:* If the Contractor, consultant or firm lacks an applicable ICC certification or license to perform a particular review or inspection, then he shall so advise the contractor and/or property owner that such review and/or inspection must be performed by an accredited third-party service provider who possesses the required certification or license. Also advise that such third-party service provider must be approved by the City of Waller to perform such services.

**STATEMENT OF QUALIFICATIONS SUBMISSION REQUIREMENTS:** Responses to this request for qualifications shall not exceed 30 pages consist of the following:

- A. Letter of Transmittal:** A letter of transmittal that includes identification of the point of contact and their mailing address, telephone number, and email address.

**B. Introduction/Summary:** A short introduction and summary of the Building Official and Sub-Building Inspectors. In addition, the summary should include a brief description of the disciplines and services offered by each member.

**C. Personnel Qualifications:** Resumes of the individuals who will be assigned to the project.

**D. Cost**

a. Provide a cost per plan review and/or inspection requested duty as outlined in the scope of services or comparable cost methodology. Cost should be detailed by inspection or plan review, including any proposed increases, for the term of the contract. Office hours and cost for staffing for the two days a week. Fire Marshall and Code Compliance cost.

b. There will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the inspection cost.

c. Describe the circumstances under which you would propose to modify the fees, and how you would communicate such a potential modification to the City.

**E. Appendix A – Proof of Insurance:** Submit proof of the Contractor, consultant or firm current insurance coverage as required by the State of Texas (general liability, workers compensation) and a minimum of \$1,000,000

**SCHEDULE AND SUBMITTALS:**

**PROPOSAL FORMAT AND DUE DATE:** Submit three (3) hard and/or electronic copies of a combined statement of qualifications. All submissions become the property of the City of Waller upon submission Faxed submittals will NOT be accepted. Submittals must be hand-delivered to:

**City of Waller**

**Public Works Director**

**Attn: Daniel Wilson**

**1218 Farr St**

**Waller, Texas 77484**

**RE: RFQ 2025-06**

**PROPOSAL EVALUATION AND SELECTION:** The City of Waller reserves the right to reject any or all proposals and the right in its sole discretion to accept the proposal it considers most favorable to the City's interest. The City further reserves the right to reject all proposals and seek new proposals when such procedure is deemed reasonable and in its best interest. Upon submission of the responses to this Request, the City will evaluate the responses of the submissions. Interviews with the finalists may be conducted by the City, if warranted. The final evaluation and selection will be made by a selection committee and submitted to the City Council.

Publication: April 9<sup>th</sup> & April 16<sup>th</sup>, 2025 (Waller Times)

Optional Conference: April 23<sup>rd</sup>, 2025, 1:00 PM (Central Time Zone)

Held Via Microsoft Teams

Meeting ID: 282 019 503 39      Password: ns26Bj9U

Last Day to Submit Questions: April 25<sup>th</sup>, 2025 at 12:00 PM (Central Time Zone)

**Statement of Qualifications due: April 29<sup>th</sup>, 2025, 1:00 PM (Central Time Zone)**

**Proposal Opening will be via Microsoft Teams**

**Meeting ID: 246 961 640 788      Password: zn7TR2cQ**

**Proposals will be evaluated by a committee and selection will follow one week later**

Selection by: May 7<sup>th</sup>, 2025

Contract Execution by: May 19<sup>th</sup>, 2025

Statements of Qualifications will be reviewed using a quality-based evaluation process. The City Staff will evaluate each statement based on the documentation requested herein, utilizing criteria which includes, but is not necessarily limited to or in the order of, the following:

1. The proposal's responsiveness to the RFQ (format, organization, clarity, etc.) – 20 Points

2. Apparent experience and technical competence of the Building Official, Plan reviewer, Engineer or firm and its Sub-Consultants, including any specialized or unique offerings (e.g. certifications, etc.) – 25 Points
3. The qualifications and experience of personnel committed to the project, particularly including the educational backgrounds, ICC/PE/CFM certifications, years of experience of the project teams, and the number of plans and codes completed. – 25 Points
4. Work experience within the local area and positive references provided – 10 points
5. Cost – Evaluation of best price guarantee. – 10 Points
6. Provided documentation of inspection approval time frame. Plan review time frame. This is an explanation of how the bidder plans to fulfill the contract and in what time frame a permit/plan would be approved or inspection would be scheduled and occur. – 10 Points

All proposals are considered public records. The committee reserves the right to request additional information from Contractor, consultant or firm submitting proposals. As warranted, the committee may schedule interviews from a short list after a review of the statements of qualification.

**QUESTIONS CONCERNING RESPONSES TO THIS RFQ:** All questions regarding this RFQ must be submitted thru the cities Civcast post and received not later than 12:00 PM on April 25<sup>th</sup>, 2025. Questions should be sent to:

Daniel Wilson Public Works Director City of Waller

[dwilson@wallertexas.gov](mailto:dwilson@wallertexas.gov)

Answers to submitted questions will be posted on the Civcast website. The City of Waller reserves the right to seek clarification of any submittal and to select the Building Official that is best able to address the projects' purposes. The City of Waller reserves the right to withdraw this Request for Qualifications, to accept or reject any or all submittals, to advertise for new proposals if it is in the best interest of the City to do so, and to award a contract as deemed to be in the best interest of the City. This solicitation of proposals in no way obligates the City of Waller to award a contract.

**TERM OF CONTRACT:** This contract shall be in force upon acceptance by the City Council for a one (1) year commencing the official notice to proceed. The contract may be extended

for two (2) successive one-year terms by mutual agreement of the Parties. Extension to the contract is subject to the availability and appropriation of funds and will be at the same awarded contract unit prices and under the same terms and conditions as specified herein

Potential respondents should be aware that, except in unusual cases, the City does not consider billable time incurred while traveling to and from the project site, City's offices, City Council, or committee meetings as necessary for the completion of the project. Potential respondents whose offices are located such that such time-consuming travel will be regularly required in the performance of services for the project should consider this policy when deciding whether or not to submit their qualifications

Equal Opportunity – The selection of the Contractor, consultant or firm shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

The City of Waller is an Equal Opportunity Employer and encourages submittals from qualified minority and woman-owned businesses.

### **CONTRACT REQUIREMENTS**

Upon selection, the City of Waller will propose a contract to one or more contractors, consultants or firms.

The Public Works Director will approve for payment all invoices submitted by the contractor. All products and borrowed materials shall be delivered prior to final payment.

The Contractor, Consultant or firm shall be solely responsible for all claims of whatever nature arising out of rendering services during the terms of the contract. The Contractor, consultant or firm shall indemnify and hold the City of Waller and other participants harmless against the same to the extent permitted by law.

The Contractor, consultant or firm and its company will be solely responsible for handling and addressing complaints that are not directly related to the city. Performance complaints



from a business or citizen may be addressed by the Public Works Director or his/her designee and company manager.

Form 1295 Certificate of Interested Parties: Texas Government Code 2252.908. As required, the Consultant shall complete and file Form 1295, Conflict of Interested Parties for awards that require an action by the City's governing body for goods or services. The form discloses any interested parties who have a controlling interest of 10% or more ownership) in the business entity and those who actively participate in facilitating the contract or negotiating the terms of the contract, if any.

- a. Filing Process: Respondents who are awarded contracts will be required to submit a signed Form 1295. <https://www.ethics.state.tx.us/filinginfo/1295/>
- b. A copy of the submitted form must be submitted to the City of Waller before a contract is signed.

The selected Contractor, consultant or firm shall comply with all applicable federal, state, and local laws and regulations in the performance of service.

### **INTERLOCAL PURCHASING**

The City desires to make available to other local government entities of the State of Texas, by mutual agreement with the successful proposer, properly authorized interlocal purchasing agreements as provided for by the Interlocal Cooperation Act (Chapter 791, Government Code), the right to purchase the same goods, at the prices quoted, for the period of this contract. Proposer shall agree to honor interlocal purchasing orders in accordance with agreement terms and conditions, in addition to orders from the City of Temple. Proposers that will not honor interlocal purchasing agreements must state interlocal agreements as an exception on the Proposer Information Form. The absence of this exception on the Proposer Information Form shall indicate that the proposer agrees to honor any interlocal purchasing agreements.