

**KENT COUNTY LEVY COURT**  
**Department of Planning Services**

555 Bay Road  
Dover, DE 19901



REQUEST FOR PROPOSALS

**Building Plan Review and Inspection Services**

Issue Date: March 13, 2023

Proposal Deadline: April 17, 2023

## Overview

1. Purpose: Kent County (the “County”) seeks to enter into an agreement with a qualified individual, firm, or corporation (“Respondent”) to provide as-needed Building Plan Review Services and Building Inspection Services (collectively “Services”).
2. Background: The Kent County Department of Planning Services manages building plan review and building inspections internally but is experiencing an unexpected increase in demand. The County seeks proposals from interested individuals, firms, or corporations qualified in providing these services to assist in meeting demand in a timely manner and ensure the County is providing the most efficient building permit and inspection services for citizens and businesses.

## Scope

1. Primary Work to be Performed: The Director of Planning Services (“Director”) coordinates the review of all development proposals. The successful Respondent will report to the Director and will be expected to perform the following reviews and inspections as needed:
  - a. Building Plan Review. Review plans for proposed buildings for compliance with applicable state and federal laws, County building regulations, and the following construction codes as adopted by the County, as the same may be amended, updated, or otherwise modified from time to time:
    - i. International Building Code, 2018 Edition
    - ii. International Residential Code, 2018 Edition
    - iii. International Energy Code, 2018 Edition
    - iv. International Mechanical Code, 2018 Edition
  - b. Building Inspection. Building Inspector services to include all required Kent County building inspections as assigned by the Inspection and Enforcement Division and preparation of all inspection reports, paper or electronic.
2. Additional Work to be Performed: The Respondent will be expected to answer building code questions and resolve building code related issues, directly with the permit customer, during the plan review and permitting process.
3. Invoicing: Respondent shall demonstrate the ability to itemize services rendered to the County by providing the County with a standard invoice provided to similar jurisdictions, if available.

4. Deliverables: The successful Respondent will be expected to provide the County with a detailed written record of plan review summaries, inspections, and correspondence with customers.

### **Submittal Requirements**

1. Minimum Qualifications. Respondents shall possess the following:
  - a. A minimum of five (5) years' experience in residential and commercial review and inspection services.
  - b. International Code Council Certifications: B1 – Residential Building Inspector, B2 – Commercial Building Inspector, B3 Building Plans Examiner, Residential Energy Inspector/Plans Examiner,
2. Professional References: Respondents shall provide a list of at least 5 references that the Respondent currently or has previously provided similar services for. Reference information should include the name of the organization, contact information, types of services provided, and the dates of services provided.
3. Written Statement. The Respondent shall provide a statement addressing the ability to perform all work and tasks states in the Scope above.
4. Cost for Services. A sample contract and hourly rates for services shall be submitted in the form of a fee schedule which includes rates to be charged to the County for the following:
  - a. Building Plan Review (Commercial and Residential)
  - b. Building Inspection (Commercial and Residential)
5. Submittal Procedure. All submittal packets must be received sealed and clearly labeled "RFP-Building Plan Review & Inspection Services", by Kent County before 4:00 on **April 17, 2023**. Mail or deliver one signed original and six copies of the proposal to:

Sarah E. Keifer, AICP  
Director of Planning Services  
Kent County Levy Court  
555 S. Bay Rd.  
Dover, DE 19901

**No e-mailed, faxed, verbal, or telephone bids will be accepted.**

6. Questions: Although other County employees will participate in the pre- and post- proposal phases, the Director of Planning Services shall be the point of contact for questions, suggestions, and requests. All questions shall be submitted in writing to: [Sarah.Keifer@kentcountyde.gov](mailto:Sarah.Keifer@kentcountyde.gov),

and responses will be issued in writing Kent County reserves the right to answer or not answer any questions.

7. Addenda: Applicants may register to be notified if addenda to this RFP are issued by sending and addendum registration request to Sarah.Keifer@kentcountyde.gov. At least 48 hours prior to the closing date and time listed above.

### **Evaluation and Selection**

1. Evaluation and Selection. Review and evaluation of the submitted proposals shall be completed within 60 days, unless it is determined by the County Administrator that the complexity of the proposals requires additional time for review. The review and evaluation of the proposals shall be consistent with the parameters established in the RFP and shall at a minimum include the following:
  - a. Vendor's qualifications and experience to provide the required service as defined in the RFP.
  - b. Adequate number of personnel with the qualifications required to provide the services as defined in the RFP.
  - c. Cost of services.
  - d. Compliance with the terms, conditions and other provisions of the RFP.
  - e. Adequacy and completeness of the proposal with regard to the information specified in the RFP.
2. Kent County reserves the right to reject any and all proposals and to decide whether or not to enter into contracts and the terms of any such contracts in its sole and unfettered discretion. The County will aware, if at all, based on the best value proposal. Kent County reserves the right to disqualify any submission that fails to meet the minimum submission requirements as stated in this RFP.
3. **Except for communications specifically authorized herein pertaining to the preparation and submittal of a Proposal, Respondents to this Request for Proposal or their representatives shall not separately or independently of their own accord discuss, negotiate, promote, market, lobby or solicit with any County Employee or any County Official, verbally or in writing, during the Request for Proposal advertisement period and Proposal Review and Selection Process as indicated in this Request for Proposal. Failure of a Respondent to adhere to this provision may result in the Respondents disqualification from further consideration.**