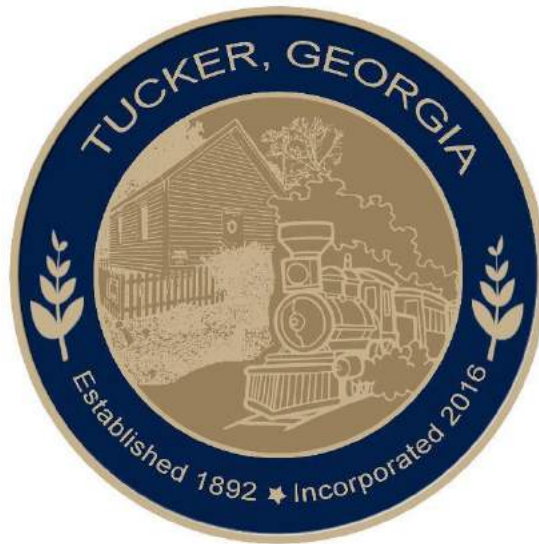


City of Tucker

Request for
Qualifications
RFQ #2018-017

Independent Certified Building Inspectors for Multifamily Inspection Program



Request for Qualifications

City of Tucker, Georgia

Qualifications Due: June 27, 2018 @ 5:00PM EST

Invitation

The City of Tucker, Georgia is seeking requests for qualifications from interested independent certified building inspectors to provide professional multifamily apartment complex inspections. This advertisement is to discover and list all approved independent certified building inspectors.

Statements of qualifications will be accepted until 5:00 pm EST, Wednesday, June 27, 2018.

Scope of Work

Refer to Exhibit A.

PROPOSED SCHEDULE	
Bid Release	June 6, 2018
Bid Deadline	June 27, 2018 at 5PM (EST)
Evaluation of Proposals	July 11, 2018
List Completed By:	July 20, 2018

Please note: Any questions should be submitted via email to procurement@tuckerga.gov, reference RFQ 2018-017

Submittal Procedures

Submit three (3) hard copies of statements of qualifications and original copy of Disclosure form to:

**City of Tucker City Hall
Attention: Procurement
4228 First Avenue, Suite 1
Tucker, GA 30084**

Submittal Requirements

All statements of qualifications shall include the following information:

1. Letter of Introduction: Briefly describe the firm; and the name, address, e-mail, and phone number of the primary contact person.
2. Firm Profile: Provide a brief description of your firm's size and organization structure.
3. ICC Certifications/State License: Provide copies of all certifications or state license to verify qualifications of all inspectors that will be making required inspections.
4. Copy of Business License
5. Georgia Security and Immigration Compliance Act Affidavit.

EXHIBIT A

I. PURPOSE

The purpose of this Request for Qualifications (RFQ) is to solicit proposals from qualified persons and/or firms to provide building inspection assessments for apartment complexes with 4 or more units as required by Sec. 16-500 of the City of Tucker's ordinance. A certain percentage of units within each multifamily development must be inspected by a Certified Building Inspector each year, and a Certificate of Compliance certifying that the units passed inspection must be submitted annually with the renewal of the required Occupational Business License for the said multifamily property. The City of Tucker is responsible for compiling a list of certified inspectors that can provide this service, and that is the intent of this RFQ. A list of qualifying companies or individuals will be distributed to the multifamily complexes within the city, who will then independently contract the required inspections.

All dwellings/units/buildings inspected must be listed individually on the Code Compliance Certificate. Each owner and approved Certified Building Inspector is required to keep a written record of all inspections for each unit, including the date of the inspection, items inspected, and all violations, if any, observed.

The multi-family inspection program is designed to:

- Preserve property values, promote economic vitality and crime prevention, and ensure safe, healthy, and clean environments; and
- Promote ongoing investment in upkeep and maintenance.

II. SCOPE OF SERVICES

The City is soliciting a Statement of Qualifications (SOQ) from interested firms with the intent of creating a list of pre-qualified proposers. Proposers will be pre-qualified based on the process set forth in the "Selection Process and Award" of this RFQ. The City intends to have several firms qualified for these services.

III. MINIMUM REQUIREMENTS

Minimum requirements. At a minimum, a certified building inspector shall be a licensed architect or engineer or shall hold one (1) of the following certifications from the International Code Council: commercial building inspector, residential building inspector, building plan examiner, or commercial combination inspector.

IV. SELECTION

Interested firms meeting all the submittal requirements will be selected to be added to the qualified building inspector vendor list.

CITY OF TUCKER DISCLOSURE FORM: RFQ# 2018 - 017

**RESPONDERS MUST RETURN THIS FORM WHICH WILL BE ADDED TO
SUBMITTED STATEMENTS OF QUALIFICATIONS**

This form is for disclosure of campaign contributions and family member relations with City of Tucker officials/employees.

Please complete this form and return as part of your bid package when it is submitted.

Name of Bidder _____

Name and the official position of the Tucker Official to whom the campaign contribution was made. (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named Tucker Official.

Amount/Value	Description
_____	_____
_____	_____
_____	_____

Please list any family member that is currently (or has been employed within the last 9 months) by the City of Tucker and your relation:

Signature