

REQUEST FOR QUALIFICATIONS:

MASTER PLANS EXAMINER AND SUPPLEMENTAL BUILDING OFFICIAL SERVICES FOR CITY OF KENT

Posting Date: June 12, 2025

Submission Deadline: July 3, 2025, 3:00 PM, EST

OVERVIEW

The City of Kent Community Development Department is seeking proposals in response to this “Request for Qualifications (RFQ)” for Master Plans Examiner and Supplemental Building Official Services for the City of Kent Building Services Division. The City intends to enter into a two-year contract with two (2) qualified firms and/or individuals for the provision of these services commencing on or before July 20, 2025.

Individuals and firms interested in providing services must submit a proposal in writing. All proposals shall be filed in a sealed envelope marked “RFQ - Master Plans Examiner and Supplemental Building Official Services” and must be received in the City of Kent Community Development Department offices, located at 930 Overholt Rd., Kent, Ohio 44240, no later than 3:00 PM, EST on July 3, 2025.

This notice also may be viewed by visiting the City of Kent website at <https://www.kentohio.gov/>

MINIMUM QUALIFICATIONS AND SERVICES

The minimum qualifications acceptable for the provision of Master Plans Examiner and supplemental Building Official Services are those established in rules and regulations enacted by the State of Ohio Board of Building Standards, as they relate to certification of local building departments and building officials. The selected firms and/or individuals must be certified with the Ohio Board of Building Standards as a Master Plans Examiner qualified to provide the following full scope of services for the City of Kent Building Services Division:

Scope of Services

The Ohio Building Code (OBC) requires that the City engage the services of a Master Plans Examiner and Building Official in order to perform a governmental function, as defined under ORC 2744.01(C)(2)(p). The selected firms and/or individuals shall perform Master Plans Examiner and supplemental Building Official services as specified in the Ohio Building Code.

The City of Kent is seeking to enter into a contract with two (2) firms and/or individuals with a minimum of five (5) years of experience providing municipal Master Plans Examiner and Building Official services. The expected responsibilities of the Master Plans Examiner include the following:

- Provide professional Master Plans Examiner services on an as needed basis for commercial and residential projects submitted to the City of Kent Building Services Division.
- Draft technical plan review reports and nonconformance communication documents for the City's Building Services Division, prepared in Microsoft Word format and delivered via e-mail, as soon as possible but no later than 25 calendar days from notification by City of plan review services required.
- Possess the equipment, software, and experience necessary to complete electronic plan reviews through Bluebeam.
- Be available to provide information or testify, when deemed necessary, or when subpoenaed by a court or other legal body of jurisdiction, regarding any matter for which the Master Plans Examiner has provided service or presented an opinion before the City.
- In instances where it is determined to be necessary, meet virtually or in person with City representatives and/or applicants to discuss plan submissions, including with reasonable notice, at construction or other sites or buildings under jurisdictional authority of the City and provide any inspection reports, written or oral, that may be deemed necessary at the time.
- To the extent reasonably necessary, the selected firms and/or individuals, after notice and approval from the City, may engage the services or retain other person(s) or corporation(s) necessary to aid or assist in the proper performance of these duties.

1. Supplemental Building Official Services

The Building Official/Building Services Supervisor, under the general supervision of the Community Development Director, administers and supervises the operation of the City of Kent Building Services Division. Responsibilities of the Building Official are needed only in the absence or unavailability of the City's Building Services Supervisor. Services include the following:

- Inspection services in accordance with the Ohio Building Code and as required for a building division certified by the Ohio Board of Building Standards.
- Oversight of the Building Services Division permitting services in accordance with the Ohio Building Code and as required for a building division certified by the Ohio Board of Building Standards.
- Examine residential development plans in accordance with the Residential Code of Ohio for the new construction, alteration, repair or renovation of one, two and three family dwellings.

- Supervise and instruct, as needed, all part-time inspectors performing building, electrical, HVAC and plumbing inspections and procedures.
- To the extent reasonably necessary, the selected firms and/or individuals, after notice and approval from the City, may engage the services or retain other person(s) or corporation(s) necessary to aid or assist in the proper performance of these duties.

COMPENSATION AND BILLING

- Currently Section 1312.10 “Commercial Plan Examination” of Ordinance 2012-132 establishes plan review fees charged to City of Kent applicants is as follows:
 - (a) Plan Review (three reviews or less) \$75.00 per hour;
 - (b) Plan Review (four reviews or more) \$250.00 per hour (\$125 is paid to contracted Master Plans Examiner and \$125 is retained by the City of Kent).
 - NOTE: The City of Kent is reviewing the above listed fees, designated in calendar year 2012, to determine if adjustments to the review fees should be considered. Please provide information regarding alternative hourly rates for plan review services should be listed in all submitted proposals for informational purposes but will not be a factor in consideration of qualifications.
- Roundtrip travel time to attend meetings is considered billable time.
- Invoices for service provided must be billed at the hourly rate specified in Section 1312.10 “Commercial Plan Examination” of Ordinance 2012-132” or any subsequent amendments to the ordinance. Notification of any amendment to this ordinance resulting in a change in the hourly plan review fee will be forwarded to the selected firms and/or individual(s) within three (3) days of Kent City Council authorization of the amendment.

AGREEMENT TERM

The anticipated term for the agreement for services will be on or before July 20, 2025 through July 19, 2027 with an option for two (2) different two (2) year extensions if agreed upon, in writing, by both parties.

The agreement may be terminated prior to the expiration of the term for any reason, upon thirty (30) day written notice from either party. The agreement shall automatically and immediately terminate should the individual or firm performing the services no longer maintain the certifications required for Master Plans Examiner and Building Official services.

MINIMUM PROPOSAL SUBMISSION REQUIREMENTS

Proposals submitted in response to this “Request for Qualifications” must contain the following information:

- Written description of qualifications, including documentation of the necessary professional certifications, credentials, and experience, for any individual who will be providing the services requested.
- List of three (3) references, including contact addresses, emails and phone numbers, who can speak to experience providing the services requested.
- Proposed hourly rate to be charged as a fee for performance of the required services. **NOTE:** Hourly rate reported does not have to match the rate listed in Section 1312.10 “Commercial Plan Examination” of Ordinance 2012-132 as reported in the “Compensation and Billing” section of this Request for Qualifications. Consideration of an adjustment in the rate is part of this RFQ process.
- Written statement confirming individual or firm submitting a proposal in response to this RFQ, has the ability to perform services within the City’s specified timeframe.
- Interested parties should send an original proposal, plus one (1) copy in a sealed envelope marked “RFQ – Master Plans Examiner Services” to:

Bridget Susel
City of Kent
Community Development Department
930 Overholt Rd., Kent, OH 44240

All proposals must be received no later than 3:00 PM, EST July 3, 2025. Late submissions will not be accepted.

OTHER PROGRAM CONDITIONS

The City of Kent reserves the right to select the individual or firm submitting a proposal that is determined to be in the best interest of the City of Kent. This may or may not be the individual or firm with the lowest priced proposal. The City of Kent reserves the right to reject all proposals submitted, to re-issue a Request for Qualifications for these services, and to cancel the procurement process at any time.

The selected individual or firm will be liable for and must indemnify and hold the City of Kent harmless for all claims, suits, judgments, or damages arising from Master Plans Examiner or Building Official Services acts or omissions relating to or arising out of the provision of contracted services. The selected individual or firm will be an independent contractor and is not be considered an employee of the City of Kent or the Community Development Department.