

**TOWN OF TIVERTON, RHODE ISLAND**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**INTERIM BUILDING OFFICIAL SERVICES**

The Town of Tiverton seeks proposals from firms and persons qualified to provide interim building official services while it searches for a permanent candidate to fill the currently vacant position. A copy of the detailed Request for Proposals can be obtained in the Town Clerk's office, 343 Highland Road, Tiverton, or on the Town web site at [www.tiverton.ri.gov](http://www.tiverton.ri.gov).

Proposals must be submitted in a sealed envelope and received by the Town Clerk's office no later than 2:00 PM on October 1, 2018. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may be conducted at the Town's discretion. The Town reserves the right to reject any and all bids if it is in the best interest of the Town to do so.

The Town of Tiverton is an Equal Opportunity Employer.

Nancy Mello  
Town Clerk

**TOWN OF TIVERTON, RHODE ISLAND**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**INTERIM BUILDING OFFICIAL SERVICES**

The Town of Tiverton, herein referred to as "Town," is seeking proposals from individuals or companies able to act on an interim basis as the Rhode Island certified Building Official. The Town is in the process of recruiting candidates for the Building Official vacancy but in the meantime needs the presence of a certified official in its Building Office for at least four (4) days per week.

**A. SCOPE OF SERVICES**

The successful firm or individual shall agree to contract with the Town to provide services consistent with the statement of responsibilities and qualifications in Attachment 1.

**B. INSURANCE REQUIREMENTS**

Firms responding to this request must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to

commencing services. Individuals submitting proposals shall agree to be engaged as independent contractors and provide proof of adequate insurance coverage.

### **C. FEE SCHEDULE**

The proposed fee schedule shall include fees or rates for the following items:

- Initial review of plans and/or construction documents, including communications with applicants and Town staff as necessary to complete review and initial report;
- Additional review and post-review analysis and/communications;
- Inspections;
- Assistance with planning and zoning review, if necessary;
- Administrative tasks; and
- Other costs the respondent anticipates relating to the services to be provided.

Fees may be combined, for example, for work performed in the office. The Town may apply a ceiling to overall cost per month, in accordance with availability of funds under the approved Town budget (less than \$70,000 in the current fiscal year).

Payments to be successful contractor will be based on actual services received.

### **D. TERM OF CONTRACT**

The initial contract period shall be one month from date of award, with the proviso that the contract may be renewed for additional terms upon satisfactory performance by contractor.

### **E. EVALUATION AND AWARD PROCESS**

Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone receipt date, accept or reject any or all proposals received in response to this RFP, negotiate with any respondents, or cancel part or all of this RFP.

### **F. ORAL PRESENTATION/INTERVIEWS**

Firms or persons submitting a proposal in response to this RFP may be required to present their proposal to the Town Administrator or selection committee. Additional technical and/or cost information may be requested for clarification purposed, but in no way will change the original proposal submitted. Interviews are optional and may be conducted at the Town's discretion.

### **G. SELECTION CRITERIA**

Selection will be made based on the following criteria:

1. Completeness of response to TFP;
2. Ability to meet or exceed the requirements defined in RFP;
3. Experience, qualifications and references;
4. Similar project experience;

5. Fee schedule; and
6. Local reputation.

## **H. RFP SUBMITTAL REQUIREMENTS**

By submitting a proposal, you represent that you have:

1. Thoroughly examined and are familiar with the scope of services as outlined in this RFP, including Attachment 1; and
2. Are capable of performing quality work to achieve the Town's objectives.

### **The following information must accompany your proposal:**

1. List years in business, previous names of the firm, if applicable;
2. Description of your firm, if applicable, including size, location, number and nature of the professional staff to be assigned to the Town; staff experience and training, including a brief resume for each key person listed;
3. Relevant experience and education relating to requirements set forth in Attachment 1;
4. Experience in assisting similar size entities, including any and all services for government agencies;
5. Proposed fee or fee schedule;
6. At least three references from persons or entities you have provided similar services to. Please provide names and telephone numbers of contact persons for each reference;
7. Listing of current litigation, outstanding judgments and liens, if any.

# ATTACHMENT 1

## **JOB DESCRIPTION BUILDING OFFICIAL**

TOWN OF TIVERTON, R.I.  
REVISION DATE: APRIL 11, 2018

### SUMMARY OF DUTIES

The Building Official is responsible for managing the overall operation of the Building and Zoning Office in accordance with Section 908 of the Town's Home Rule Charter, applicable sections of the Tiverton Town Code of Ordinances, the State Building Code, and other applicable laws and regulations pertaining to building and zoning. The Building Official also serves as the Town's Floodplain Manager and performs all of the duties associated with that role under federal, state and local laws and regulations. The position reports to the Town Administrator. Responsibilities include supervision of part-time electrical, mechanical, and plumbing inspectors, a part-time Zoning Officer, as well as one full-time clerk. The Building and Zoning Official is expected to attend and participate in meetings of the Zoning Board, Planning Board and Town Council, as directed by the Town Administrator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve Town policies and goals, including but not limited to compliance with applicable laws and regulations, protection of public health and safety, protection of town resources, timely and efficient delivery of municipal services with emphasis on customer service. Plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; manages changes as needed; tracks and reports on performance on a regular basis.

Reviews plans and permit applications, conducts inspections, responds to inquiries and complaints, issues approvals, writes reports, issues notices of violations and takes other enforcement actions in accordance with applicable regulations, including timelines. Ensures proper use and maintenance of database and on-line permitting program. Oversees and directs activities of Zoning Officer., ensuring consistency with same performance standards.

Coordinates activities with other departments and agencies as needed. Provides expertise and assistance in the formulation of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations. Makes presentations to boards, commissions, civic groups and the general public. Communicates official programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; prepares annual budget requests and revenue projections for the Building and Zoning Office; monitors revenues and expenditures; implements appropriate financial controls as needed, and assures cost-effective use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Exercises supervision over building inspectors, support staff, and other part time or temporary staff, as assigned. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Enforces all applicable Town of Tiverton and State of Rhode Island building, zoning and associated codes; issues correction notices and citations. Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and certification for occupancy. Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues, including determination of structural integrity after disasters. Is on call for assistance in emergency/disaster situations.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

#### QUALIFICATIONS

Must have at least ten years of experience in building construction supervision or design, or an equivalent combination of formal education in building construction or design or a related field and experience in building construction supervision. Demonstrated experience with both residential and commercial construction required. Must be deemed qualified and certified by the Rhode Island Building Standards Code Committee. Must hold a valid driver's license. Computer literacy, including email, scheduling, word processing, database and document management, and basic financial reporting required. The Town of Tiverton is seeking an individual with a track record of working well with the public and diverse interest groups.