* Uniform Construction Code (“UCC”) Inspection – Permitting & Inspection for residential, commercial and institutional (Building, Plumbing, Electrical, Mechanical)

**Overview**

South Londonderry Township, Lebanon County, PA is soliciting proposals from qualified firms for Third Party Code Inspection Services for building permits. If awarded, the Third-Party Code Inspection Service Provider will be appointed at the Township’s reorganization meeting on Monday, January 6, 2020. The current Third-Party Provider will complete all open permits.

**Location**

South Londonderry is a Township with a population of 6,997 residents as of the 2010 census. It is primarily agricultural and residential with a limited commercial district. The Township has processed 85 building permits thus far in 2019 and 81 permits in 2018. Currently, the Township processes the Zoning permits; this is not expected to change.

**Office Hours**

The Service provider is not expected to hold any office hours at the Township building.

**Inspection Times and Appointments**

The Service Provider shall provide days and times when they will be available for inspections in South Londonderry Township. Appointments for inspections will be made directly with Service Provider. The Service Provider will pick up all permit documentation for review at the Township building and return permit documentation to the township building with required review stamp and permitting.

**Appointment**

The Contract will be in the form of a professional service agreement. The agreement shall detail terms and conditions required by the Township.

**Professional Service**

Third-Party Code Inspection Service is a contracted Professional Service. The Township reserves the right to reject any or all proposals; to waive any defects, errors, omissions, irregularities or informalities in a proposal or the proposal procedures; and to accept any proposal which it may deem to be for the best interest of the Township.

**APPLICATIONS AND COMPENSATION**

**Permit Applications**

All permit applications shall be filed with South Londonderry Township and will be date stamped and logged in by the Township.

**Fees**

With respect to the administration of the Uniform Construction Code (“UCC”) Inspections, the Third-Party Code Inspection Agency will be authorized to collect all fees and charges from permit holders and applications as may be detailed in the proposed/duly accepted Fee schedule. No applicant fees will be paid to the Township and no fees charged to an applicant will be paid by the Township.

Service Provider shall connect the State Fee ($4) and a flat Administrative Fee per permit and remit the same to the State and Township respectively along with a report indicating the specific permit each fee for which it was collected.

**Third party code enforcement agency requirements**

The Third Party Code Inspection Agency will have personnel qualified and certified by the Pennsylvania Department of Labor and Industry to perform plan reviews and inspections as required by Act 45 of 1999 and the related Codes therein referenced, as well as those services related to the administration of a permit system, to be proved on an as needed basis at the local “Third Party Code Inspection Agency”.

The Third-Party Code Inspection Agency will have personnel qualified to read and review design plans, engineering specifications, and architectural drawings.

The Third-Party Code Inspection Agency will have proper certifications and insurances.

**Proposal Evaluation**

Proposals received will be reviewed by the Board of Supervisors and will be evaluated in the following areas:

1. The names and qualifications of the personnel who will be assigned to work with the Township.
2. The type and tenure of the experience of both the agency and the individuals who will perform these programs.
3. The location and hours of the Third-Party Code Inspection Agency’s office.
4. References from other municipalities.

Please note that the Township reserves the right to modify the criteria by either adding additional criteria to the evaluation or deleting criteria found to be not applicable to the decision-making process.

**Proposal Submission**

The proposal must be received in hand by the Township no later than 4:00PM, Friday, December 15, 2019. Proposal may be submitted electronically via e-mail or by regular mail. All proposals must be marked “Proposal for South Londonderry Township – Third Party Code Inspection” and must also bear the name of the proposer.

**RFP**

Proposers must provide at least three (3) municipal clients as references; preferably Lebanon County municipalities.

Proposals shall be addressed to:

Jenna Seesholtz, Township Manager

South Londonderry Township

27 W. Market Street

Palmyra, PA 17078

manager@southlondonderry.org

The following information must be included with your submission:

1. The proposers full name and complete fee schedule
2. A nondiscrimination notice statement
3. A non-collusion statement
4. Any and all other information that the proposer feels would be helpful including but not limited to:
   1. Names and qualifications of the personnel who will be assigned to work with the Township
   2. The tenure of the experience of the agency and individuals who will perform the inspections
   3. The location, hours, forms, etc., of the Third-Party Code Inspection Agency Office
   4. Information about software and online payment option capabilities
   5. Proof of State agencies that your firm can provide these services
   6. Proof of proper insurance.