

Jim White  
Town Manager  
P.O. Box 309 ♦ 302 Pine Street  
Minturn, CO 81645  
Phone: 970-827-5645  
Fax: 970-827-5545  
Email: manager@minturn.org



Town Council  
Mayor – Gordon “Hawkeye” Flaherty  
Mayor Pro Tem – George Brodin  
Councilwoman – Shelley Bellm  
Councilwoman – Lorraine Haslee  
Councilman – Jerry Bumgarner  
Councilman – Aggie Martinez  
Councilman – Matt Scherr

---

## REQUEST FOR PROPOSAL

### TOWN OF MINTURN BUILDING OFFICIAL AND INSPECTION SERVICES

The Town of Minturn is accepting written proposals from qualified consultation firms engaged in providing building department administrative and technical support services, including general administrative consultation, plans examining, and job site inspections.

#### Scope of Consultant Services

Qualified consulting firms shall perform as an independent contractor through written agreement with the Town and function primarily as a provider of plan review and building inspection services.

Plan review services will be conducted under provisions of the Town’s adopted building codes including the 2003 International Building, Mechanical, Fuel Gas, Plumbing, Energy Conservation, Existing Building and Residential Codes published by the International Code Council (hereinafter collectively referred to as the “Codes”). The Town expects to transition to the 2009 editions in the summer or 2010 and plan reviews will be updated to these editions accordingly.

The Consultant shall review building plans to determine whether such plans are in compliance with the applicable Codes. The Consultant shall notify the building permit applicant in writing of any required revisions or additions to the building plans when it has been determined that said plans are not in compliance with the Codes and or any applicable ordinances of the Town of Minturn.

Plan review services will include but may not be limited to; complete review of submitted residential and non-residential construction plans to ensure compliance with the Town’s various building and sub-trades codes including occupancy classification, type of construction, allowable floor areas, allowable building height and number of stories, and permissible area, height and story increases and various other schematic design requirements. Services shall also include review of structural building elements for compliance with the Town’s established design criteria including wind, snow, and other minimum design loads and load combinations based on occupancy, uses, type of construction and importance category including examination of engineering design details, specifications and calculations. Review of architectural building and space planning elements for compliance with materials and methods of construction, means of egress, lighting, ventilation, interior finishes, site and building accessibility and fire resistive construction is also required.

The Consultant shall make all required building code inspections within the incorporated boundaries of the Town pursuant to the Codes. The Consultant shall be available to perform inspections weekdays (excluding national holidays) during the term of this agreement. Permit holders shall schedule all inspections with the Contractor at least one working day in advance of the requested inspection time.

Additional services may include on an as needed basis, general administrative consultation and attendance at staff meetings with the Planning and Public Works Departments. Additionally, the Consultant shall provide expert testimony relating to the Codes at the Town Council and Planning Commission meetings as reasonably requested by the Town.

Consultant services are intended to be “as needed” and may be on a frequent or infrequent basis with no promise or guarantee of work volume.

The consultant shall work at the direction of the Town Manager and shall receive direction both verbally and in writing.

### **Desired Consultant Emphasis**

Emphasis on multi-disciplined plan review services including review of plans under the complete 2003 family of International Codes.

Emphasis on face to face and telephone interaction between the consultant and the Town of Minturn and Building and Planning Division.

Emphasis on structural plan review including review by Colorado licensed Professional Engineers disciplined in structural engineering.

Emphasis on consultant abilities to perform at a high level of competency with varying work schedules and deadlines established by the building official.

### **Consultant and Company Qualifications**

Qualified consultants shall demonstrate competency primarily through current clientele references and through active membership in professional trade organizations such as the ICC, NFPA, and others.

### **Individual qualifications**

Plan reviews and field inspections will be performed only by individuals holding current certification (under the 2003 I-codes or later edition)

Structural reviews will be performed only by persons licensed in the State of Colorado as Professional Engineers working within their discipline as structural engineers.

### **Agreement, Compensation and other Terms**

A written agreement will be required between the selected consultant and the Town of Minturn. The agreement will be for one calendar year from the date of execution. The agreement may or may not include automatic renewal provisions.

The selected consultant will be required to procure and keep in force during the term of the agreement, comprehensive general liability insurance naming the Town as additional insured in the amount of at least \$1,000,000.00

The selected consultant will be required to procure and keep in force during the term of the agreement, comprehensive automobile liability insurance on all company vehicles naming the Town as additionally insured with a combined single limit of at least \$1,000,000.00.

The agreement may be amended to include specific scope of services and other mutually agreed modifiers intended to augment and facilitate the consultant / Town relationship.

### **Proposal Content, Essential Information and Format**

The Town of Minturn will accept consultant proposals in a variety of formats provided essential company information is provided including:

- Company profile and history
- Company qualifications
- Individual qualifications
- Company clientele (verifiable client references)

In addition, consultant proposals must include complete compensation structuring information. The Town of Minturn prefers to work under an hourly rate compensation schedule but will entertain and evaluate a variety of other compensation methods. Consultant proposals must include an hourly rate structure in addition to any other compensation schedules.

The Town of Minturn may elect to conduct interviews with consultant candidates in order to determine compatibility with the Town's goals

### **Proposal Deadline**

Consultant proposals are due no later than 5:00 p.m. March 1, 2010. Proposals may be submitted in electronic format, via U.S. Mail or in person.

### **Consultant Proposals may be submitted to:**

Jim White  
Town Manager  
Town of Minturn  
302 Pine St  
P.O. Box 309  
(970) 827-5645  
Minturn, CO 81645  
manager@minturn.org