

CITY OF GEARHART

Staff Report

For City Council Meeting - 5/3/2023

Subject - New Business - RFP - City Building Official, Inspections, and Plan Review Services

Synopsis: The City has been without an official Building Inspector since November 2021. Our first RFP attempt saw three timeline extension revisions and only one applicant. In March, the City published its second invitation to bid, or Request for Proposals (RFP), to assist with a full range of building official inspections, and plan review services. Staff decided to wait a year between RFPs in hopes more bids would be received the next time around, and some comparison could be made when making decisions. The RFP closed on April 14th. It was advertised in the Daily Journal of Commerce, the newspaper, and with the League of Oregon Cities. Once again, only one bid was received, and is attached to this report. After multiple attempts and extensions, City staff feels we need to move forward in the process.

Council Options:

1. Motion to approve the submitted proposal;
2. Motion to deny the submitted proposal.

Recommendation: The City has been using Leonard Brogden as our interim Building Official for over a year now. Contractors and staff speak highly of his work ethic, responsiveness, and attention to detail. As Leonard's is the only bid received, staff recommends the Council motion to approve his proposal.

Legal Analysis: Both the legal notice and (now closed) RFP are also available on the City website.

Financial Analysis: N/A

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the name 'Chad', written in a cursive style.

Chad

RFP PROPOSAL FOR BUILDING OFFICIAL, PLAN REVIEWER, AND INSPECTOR SERVICES

Leonard Brogden, LB Building Services LLC and Consulting, 8830 Bewley St, Bay City, OR. 97107, (503)801-4279, LBbuildingservices@gmail.com

Date: 4/10/23

Project Title: Building Official, Plan Reviewer, and Inspector Services
Project Overview/ Scope of Services: See Attached

Experience:

BO, Plan Reviewer, Inspector - Tillamook County – 15 years

Plans Examiner & Inspector – Warrenton & Astoria – 2 years

Construction Business Owner of 30 years: Residential, Commercial, Land Development

Qualifications: Building Official, Plan Reviewer, and Inspector position:

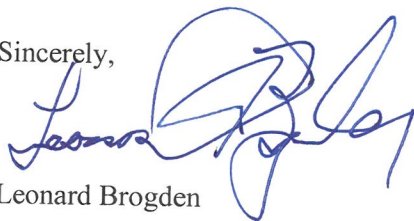
- 17 years of experience as a building official, plan reviewer, and inspector
- 35 years of experience in the construction industry
- Thorough understanding of local building codes, regulations, and ordinances
- Oregon BCD Certification, Oregon BCD Certified Building Inspector Certification, and Oregon BCD Certified Plan Reviewer Certification
- Extensive knowledge of building codes, zoning ordinances, and other regulatory requirements
- Strong project management skills, with a demonstrated ability to oversee complex construction projects from start to finish.
- Excellent communication skills, including the ability to clearly articulate complex technical information to a variety of stakeholders.
- Strong problem-solving and critical thinking skills, with a focus on finding innovative solutions to complex challenges.
- Proven ability to work collaboratively with a diverse range of stakeholders, including government officials, contractors, architects, and community members.
- Ability to effectively manage multiple construction projects while ensuring adherence to safety, quality, and budget requirements.

As an experienced building official with 47 years of industry experience, I am excited to offer my expertise in responding to Request for Proposals (RFPs) related to construction and building projects. With a proven track record of successful project management and a deep understanding of regulatory compliance, I am confident in my ability to deliver results that exceed expectations.

In my previous role as a building official, I was responsible for overseeing all aspects of the building process, from the initial design phase to final construction. I worked closely with architects, engineers, contractors, and other stakeholders to ensure that projects were completed on time, within budget, and in compliance with all relevant regulations.

I am committed to delivering high-quality work that meets the needs of my clients and exceeds their expectations. If you are seeking a building official with a proven track record of success and a deep understanding of the construction industry, I would be honored to be considered for your RFP.

Sincerely,



Leonard Brogden

Leonard Brogden Building Services & Consulting, LLC

8830 Bewley St.
Bay City, OR 97107
Email: Leonard.Brogden@yahoo.com
Phone: 503-801-4279

Operating Plan

February 15, 2022

INTRODUCTION

Leonard Brogden Building Services & Consulting, LLC, Appointed Authorized Manager (hereinafter referred to as "AAM") owned, operated and managed by Leonard Brogden or AAM, will provide complete Building Official services to local governments.

Leonard Brogden Building Services & Consulting, LLC will act as the Building Official for local governments in Oregon. Leonard Brogden Building Services & Consulting, LLC provides its services for all residential and commercial inspections and plan reviews with the exception of commercial plumbing inspections and its plan review. Therefore, commercial plumbing services will be delegated to a 3rd party Company, overseen by Leonard Brogden or AAM, that will also be required to carry its own insurance and Building Codes Division license. Leonard Brogden Building Services & Consulting, LLC will notify the Division in writing when those services are requested and provide the necessary information.

Prior to Leonard Brogden Building Services & Consulting, LLC employment, a formal contract will be drawn and entered into between Leonard Brogden Building Services & Consulting, LLC and the City or County seeking its services.

Please contact me at (503)801-4279 or leonard.brogden@yahoo.com, if you should have any questions.

Thank you,

Leonard Brogden Building Services & Consulting, LLC
Leonard Brogden, Manager

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I. SCOPE OF WORK

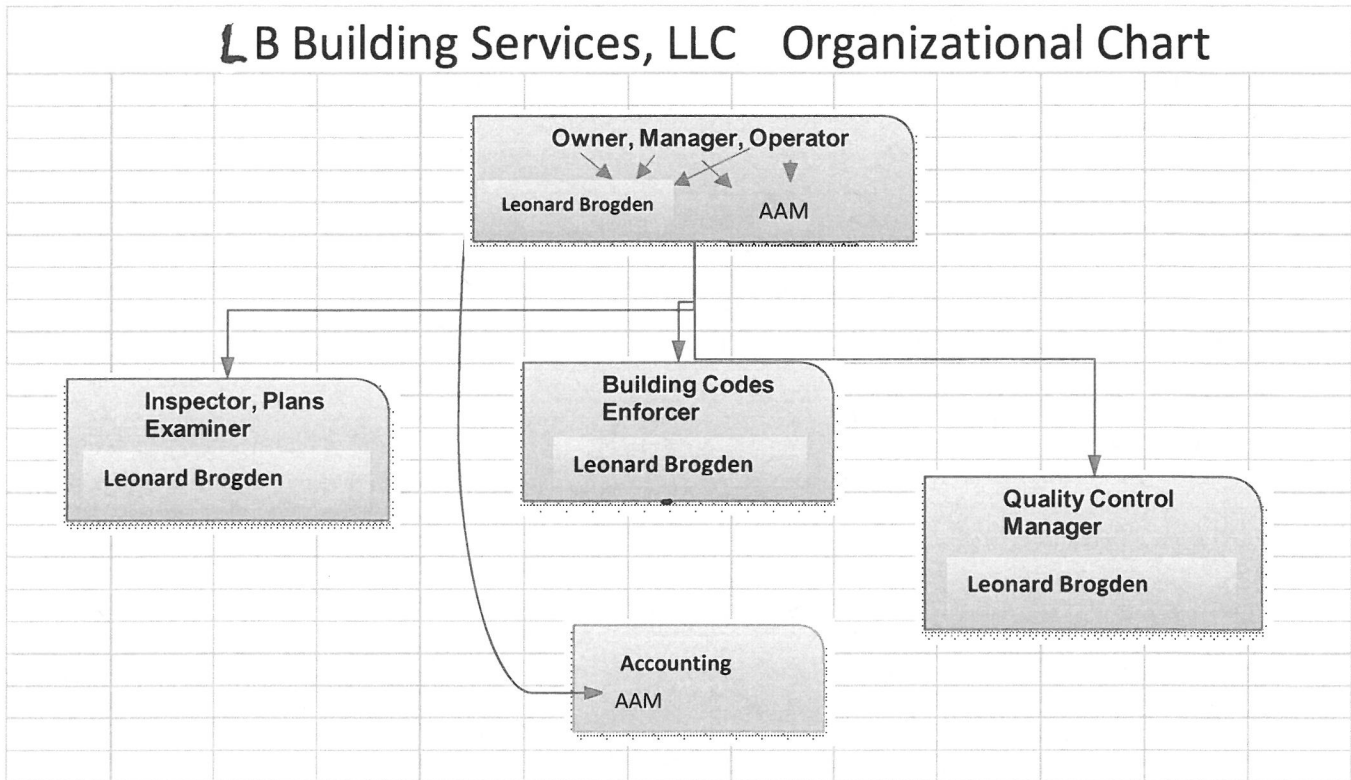
The following information outlines the organization structure and responsibilities that Leonard Brogden Building Services & Consulting, LLC will be performing and managing for a local government.

STATEMENT OF WORK/DUTIES: A local government contracts with Leonard Brogden Building Services & Consulting, LLC to provide all Residential and Commercial Structural, Mechanical, Plumbing, Fire & Life Safety, Manufactured Homes, inspections and plan review services, as the appointed Building Official for its local government.

During the duration of the agreement, Leonard Brogden Building Services & Consulting, LLC shall provide services as follows:

- Act as the Building Official, Inspector and Plans Examiner for the local government with the responsibility and authority to perform all duties prescribed by the State of Oregon Building Codes.
- Leonard Brogden Building Services & Consulting, LLC or AAM will provide in office services, as determined by both parties. Inspection services will immediately follow. Plan reviews will be performed and completed within the time allowed for by the State in office or at home office. Leonard Brogden Building Services & Consulting, LLC may be reached by phone, for building codes matters, during the local government's regular business hours. After hours calls may be subject to additional compensation. All calls will be responded to by Leonard Brogden Building Services & Consulting, LLC or its designee (if applicable).
- Appeals will be handled through the local government appeal process.
- Code Enforcement will be provided for "building code violations". And the civil penalty process will be handled through the local government.
- Leonard Brogden Building Services & Consulting, LLC will provide the local government with an invoice for services rendered.

II. ORGANIZATIONAL STRUCTURE



Leonard Brogden or AAM performs all duties for Leonard Brogden Building Services & Consulting, LLC. Leonard Brogden Building Services & Consulting, LLC is owned by Leonard Brogden, operated and managed by Leonard Brogden or AAM. For example, is responsible for enforcing construction code ordinances; performing plan reviews and inspections related to said building codes; acts as Building Official, for all inspections, plan review and enforcement services in accordance with the State of Oregon Building Codes; and will provide all building code services and agrees to do so for compensation based upon services rendered and expenses incurred pursuant to the terms and conditions set forth in an agreement between Leonard Brogden Building Services & Consulting, LLC and its client.

III. BUSINESS CONTACT INFORMATION

Leonard Brogden Building Services & Consulting, LLC Mark Brien, Manager
8830 Bewley St
Bay City, OR 97107
Email: leonard.brogden@yahoo.com
Phone: 503-8.1-4279

IV. INSURANCE AND INSURANCE POLICY INFORMATION

INSURANCE: Liability and Error and Omissions Insurance are to be provided by Leonard Brogden Building Services & Consulting, LLC. Leonard Brogden Building Services & Consulting, LLC is not an employee of the local government, and is not entitled to the benefits provided by the City to its employees, such as group insurance and pension plan etc. Leonard Brogden Building Services & Consulting, LLC may practice its profession for other jurisdictions during those periods when not performing work under contract for other jurisdictions.

LIABILITY: Leonard Brogden Building Services & Consulting, LLC or AAM is charged with enforcement of the State of Oregon Building Codes, acting in good faith and without malice within the scope of his duties as expressed in this contract, and shall not be personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of the duties performed under this contract. The local government shall provide legal counsel and representation for Leonard Brogden Building Services & Consulting, LLC or its AAM because of such act or omission performed while acting in good faith and without malice within the scope of their duties as expressed in this contract in the enforcement of any provision of such codes, until final termination of such proceedings, and any judgments resulting there from shall be paid by the local government.

The certificate of general liability insurance is \$1,000,000 per occurrence and is provided by CFC Underwriting Limited. The Errors and Omissions Liability Insurance with an aggregate limit of \$1,000,000 per claim is provided by CFC Underwriting Limited.

CFC Underwriting Limited
85 Gracechurch Street
London EC3V 0AA
United Kingdom

V. PROCEDURE FOR APPROVAL OF ALTERNATE MATERIALS, DESIGN, OR METHODS OF CONSTRUCTION AND MODIFICATIONS

Request for Alternative materials, design, or methods of construction will be in accordance with the current adopted addition of the Oregon State Residential and Commercial codes. The request will be in writing and reviewed by the building official or division if needed.

No changes will be made to the local government's permits applications.

VI. BUSINESS OPERATIONS

Leonard Brogden Building Services & Consulting, LLC shall operate as follows:

RESPONSIBILITY: The local government will be responsible for providing Leonard Brogden Building Services & Consulting, LLC with office space (to include a desk, desktop computer, code books, and all other forms and written materials needed to provide the services outlined above. The local government will provide secretarial services to assist Leonard Brogden Building Services & Consulting, LLC by accommodating inquires and the processing of inspections, plan reviews and permits. The local government shall enforce their planning and flood plain ordinances.

SERVICE FEES/PAYMENT: The local government shall compensate Leonard Brogden Building Services & Consulting, LLC for the services rendered under this agreement at the rate of 75% for all Building Department services; including all Building, Plumbing and Mechanical permit fees, 75% of the plan review fees that include structural, fire and life safety, mechanical, plumbing, any deferred submittals and phased construction fees, and 75% of all Vacation/Short Term Rental inspections. The local government shall compensate at the rate of \$75.00 per hour for work performed not outlined in this contract as requested by the local government Manager. All fees and State assessments such as State surcharge will be paid for by the local government. The agreement period for professional services may be extended or renewed at the mutual consent of the local government and Leonard Brogden Building Services & Consulting, LLC.

FACILITIES AND EQUIPMENT: Leonard Brogden Building Services & Consulting, LLC is to provide own transportation and necessary equipment in the performance of duties.

TERMINATION: The contract would be effective on a year-to-year basis. Either party, with 30-day notification, may terminate this contract. Such notice shall be in writing and shall be delivered to the City/County Manager, representing City, or Leonard Brogden Building Services & Consulting, LLC, respectively.

ENTIRE AGREEMENT: The contract, and its attachments, contains the entire agreement between the parties. No statement, promises or endorsements made by either party or agents of either party that is not contained in this written contract shall be valid or binding, and this contract may not be enlarged, modified, or altered except in writing signed by the parties and endorsed herein. It is understood and agreed by the parties hereto that if any part, term or provision of this contract is by the courts held to be illegal or in conflict with any law of the State of Oregon or the United States, the

validity of the remaining portions or provision shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid. It is mutually understood and agreed that this contract shall be governed by the laws of the State of Oregon, both as to interpretation and performance. Any and all suits for any and every breach of this contract may be instituted and maintained in any court of competent jurisdiction in the County of Clatsop, State of Oregon. No waiver of any breach of this contract shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided by law.

VII. PROCEDURE FOR CREATING, MAINTAINING, AND NOTIFYING THE DIVISION OF CHANGES TO THE OPERATING PLAN

Leonard Brogden Building Services & Consulting, LLC will notify the division of any proposed changes to the local government's Operating Plan and submit proposed changes to the division for approval prior to any changes being made.

VIII. ACCOUNTING PROCEDURES

Leonard Brogden Building Services & Consulting, LLC will ensure that all revenue and state surcharge reports will continue to be performed by the local government's administrative assistant. The local government may accept payment for permits by cash, check or credit/debit cards.

Leonard Brogden Building Services & Consulting, LLC will provide the local government with an invoice for its services rendered. The compensate for Leonard Brogden Building Services & Consulting, LLC for the services rendered shall be at the rate of 75% for all Building Department services; including all Building, Plumbing and Mechanical permit fees, 75% of the plan review fees that include structural, fire and life safety, mechanical, plumbing, any deferred submittals and phased construction fees, and 75% of all Vacation/Short Term Rental inspections. The local government shall compensate at the rate of \$75.00 per hour for work performed not outlined in this contract as requested by the local government Manager. All fees and State assessments such as State surcharge will be paid for by the local government. The agreement period for professional services may be extended or renewed at the mutual consent of the local government and Leonard Brogden Building Services & Consulting, LLC.

BCD Certifications

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 1920CAE

Type: **CAE-Residential Electrical Inspector**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 1932CAP

Type: **CAP-Residential Plumbing Inspector**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 2191CAS

Type: **CAS-Residential Structural Inspector**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 2191CAX

Type: **CAX-Residential Plans Examiner**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 276SRI

Type: **SRI-Plan Reviewer or Inspector**

Status: Active

Expiration Date: 03/01/2024

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 3344MHI

Type: **MHI-Mfd Structure Installation Insp**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 477PCI

Type: **PCI-Park and Camp Inspector**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 5572BO

Type: **BO-Building Official**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 5698MIA

Type: **MIA-Mechanical Inspector A-Level**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 5738SIA

Type: **SIA-Structural Inspector A-Level**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 5789PEF

Type: **PEF-Fire and Life Safety Plans Examiner**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 5813PEA

Type: **PEA-Plans Examiner A-Level**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: 745GQI

Type: **GQI-Gen Post-Earthquake Inspector**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: OIC79

Type: **OIC-OR Inspector Certification**

Status: Active

Expiration Date: 06/01/2023

LEONARD D BROGDEN

BAY CITY, OR 97107

License/Registration No: SEI3023

Type: **SEI-Specialized Electrical Inspector**

Status: Active

Expiration Date: N/A

LEONARD D BROGDEN

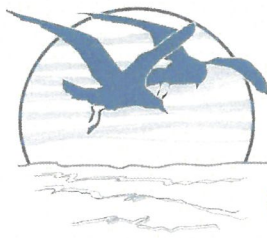
BAY CITY, OR 97107

License/Registration No: SPI2060

Type: **SPI-Specialized Plumbing Inspector**

Status: Active

Expiration Date: N/A



CITY OF GEARHART

**Invitation to Bid
Request for Proposal (RFP)
March 13, 2023**

City Building Official, Inspections, and Plan Review Services

Proposal Requested

The City of Gearhart (hereinafter referred to as the “City”) is seeking proposals from qualified individuals or agencies (hereinafter referred to as the “Applicant”) to assist with a full range of building official, inspections, and plan review services. Under the general supervision of the City Administrator, oversees the City’s Building Code related to the building and construction of public, commercial, industrial, and residential buildings who will ensure or enforce compliance with City code requirements and State adopted building codes. These services are provided as an independent contractor and not an employee of the City and shall obtain no rights to any benefits which accrue to City employees. A City building/planning assistant will be available to provide support to the Building Official.

All proposals should be sent and all questions and correspondence should be directed to the City Hall, Angoleana Brien, building@cityofgearhart.com, (503)738-5501 at 698 Pacific Way, PO Box 2510, Gearhart, Oregon.

Proposals must be signed by an authorized representative of the company.

The City intends to retain the services of the applicant evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost and other performance criteria factors. In order to ensure a fair review and selection process, applicants submitting proposals are specifically requested not to make other contact with City staff or Council members regarding their proposal.

Sealed proposals will be accepted up to the hour of 2:00 pm local time on **Friday, April 14, 2023**, at City Hall, 698 Pacific Way, PO Box 2510, Gearhart, Oregon 97138.

Estimated Timelines

This schedule is subject to change. The City does not have an obligation to conduct interviews for this RFP process; however, should staff determine there is a need, applicants will be notified on the date noted below. The City will not be legally obligated to adhere to the dates for the interviews, recommendation, and award.

Deadline for proposal questions	Friday, March 24
Proposal question responses emailed	Friday, March 31
Proposal due	Friday, April 14
Notification of interview (if needed)	Wednesday, April 19
Interviews (if needed)	Monday, April 24 – Wednesday, April 26
Council consideration for approval	Wednesday, May 3

Scope of Work

The City Building Official provides overall management and administration for ensuring compliance with the City's building codes and State adopted building codes, as applicable. The City Building Official is responsible for plan checking, issuing permits, building inspections, and coordinating activities and serving as the technical expert with other City staff, builders, architects, engineers, contractors, homeowners, outside agencies, or other, as necessary.

- A. Administer City building codes and Oregon specialty codes (Structural, Mechanical, Plumbing and 1 and 2 Family Dwelling) regulating the construction and repair of buildings; approve permits for construction when plans conform to codes.
- B. Advise homeowners, contractors, architects, and engineers on code requirements as applied to specific building plans; provide technical advice and interpretation to staff and contractors regarding building plan review and inspection.
- C. Coordinate the permit and inspection services of contracted plan reviewers and inspectors; obtain participation of City's Planning and Public Works department, and cooperation of Fire Departments or other jurisdictions in conducting or completing plans review as needed.
- D. Required to use the Oregon ePermitting software; ensuring City fees and State surcharge tax are being assessed prior to the issuance of a permit.
- E. Review and inspect the work of permitted projects to determine compliance with codes requirements; advise on corrections required; issue Stop Work Orders when necessary to obtain compliance.
- F. Conduct field inspections on all permits issued and complete inspection forms for filing and tracking of projects as building work progresses.
- G. Manage and maintain records, information, or documents. Prepare, develop, and maintain any information or reports related to building inspections, building code enforcement and plan review, and collection of fees or taxes; present reports as needed to City management, City Council, boards and/or other entities, as needed.
- H. Work with planning staff to implement and enforce planning requirements, including flood plain management and geotechnical requirements.
- I. Explain policies and procedures and respond appropriately to questions or concerns from City staff, elected officials, homeowners, external third parties, other jurisdictions, and the general public.
- J. Provide short-term rental inspections as needed.
- K. Enter and manipulate data using computer/technology; use calculator, telephone, fax, copier and printer.

Proposal Content

The proposal should clearly address the following:

1. Transmittal Information.
 - a. Applicant's name, address, telephone numbers, email and contact information. Please provide website information if available.
 - b. Date applicant can start services.
2. Approach and Understanding.
 - a. Provide a description of the availability to fulfil the stated Scope of Work.
 - b. Outline your proposed staffing level and activities.
 - c. Detail how administrative requirements, such as scheduling, plan review and inspection documentation, customer service requests and formal applicant communications will be fulfilled.

- d. Provide current estimated hours of availability for all tasks. The City is requesting a schedule with staff on-site at least three days per week.
 - e. Describe your understanding and familiarity of Oregon ePermitting, which includes any professional hands-on experience using the system as a Building Official.
3. Basis for Compensation.
- a. Provide a fee based on a percentage of permit fees or plan check fees, include any variables or assumptions that would influence the City's financial responsibility. Indicate what services are provided within the scope of the retainer.
 - b. Provide a proposed hourly rate schedule, including any multipliers or pay factors for overhead.
4. Personnel Experience. Please submit a brief description of the following:
- a. Describe the training and experience (including years) of the applicant who will be providing services. Please provide a resume.
 - b. Describe applicant's resource capacity to respond to time-sensitive or short notice requests and complicated issues.
5. Licensure and Insurance.
- a. Provide a current copy of all State of Oregon certifications.
 - b. Possession of a valid State of Oregon driver's license.
 - c. Provide Certificate of Insurance Liability.
6. List of References, Potential Conflicts, and Claims.
- a. Provide references from public clients. Ideally at least one (1) of which are from a City of similar size for whom services have been performed within the past five years. If public client references are not available, please provide references and explain how they are equivalent in evaluation.
 - b. Describe the procedure employed by applicant for identifying and resolving conflicts of interest issues. State any potential conflict(s) of interest (i.e., real estate developers, other units of government, etc) that applicant may have in providing services as outlined in this RFP.
 - c. Provide a statement of any insurance claims and/or ethics complaints taken against applicant over the last five (5) years and the status or outcome of such action. Please indicate whether the action is pending or is currently under review.

Submission Requirements

Sealed proposals must be received by the City no later than 2:00 pm local time on Friday, April 14, 2023, via mail or hand delivery. Proposals received by facsimile will not be accepted. Late proposals may not be considered; it is the City's sole discretion to accept or reject a late proposal. It is the Applicant's responsibility to ensure that the Proposals are received prior to the stated submission deadline.

MAIL: Applicants must submit one (1) signed copy and two (2) copies of their Proposal. The proposal should clearly be labeled "**RFP Building Official Services**". Proposals should be addressed to:

City of Gearhart
RFP Building Official Services
PO Box 2510
Gearhart, OR 97138

HAND DELIVERY: Applicants must submit one (1) signed copy and two (2) copies of their Proposal. The proposal should clearly be labeled “**RFP Building Official Services**”. Proposals should be addressed to:

City of Gearhart
RFP Building Official Services
698 Pacific Way
Gearhart, OR 97138

Proposals must provide all requested information and must be in conformance with the instructions. The City reserves the right to reject any or all proposals.

General

The City will consider proposals only from applicants that, in the City's sole judgment, have demonstrated the capability and willingness to provide high-quality services to the public of the City in the manner described in this RFP.

Evaluation Criteria

Proposals will be evaluated by the City on the basis of what is most advantageous for the City. The evaluation will consider:

- Approach and Understanding.
- Cost of Services.
- Experience and Reputation in the field.
- Licensure and Insurance.
- References.

Scoring

Item	Description	Scoring
Approach and Understanding	The proposal shall be of such scope and depth to sufficiently describe and demonstrate the consultant’s understanding of approach to the project. Please include all conditions and assumptions.	15
Cost of Services	Price will be determined by evaluating based on the rates provided.	25
Experience	Level of experience, expertise, and knowledge.	5
Licensure and Insurance	Ability to demonstrate holds the correct licensure in the State of Oregon and has liability insurance.	25
References	References (i.e., work habits, character and skills)	5
Total		75

Selection of Qualified Applicant

Each proposal must satisfy the objectives and requirements detailed in this RFP. The City will select the most advantageous proposal based on all of the evaluation factors set forth in this RFP. The City will make the award that is in the best interest of the City. Successful respondents shall be determined by an evaluation of the total content of the proposal submitted. The City reserves the right to:

1. Cancel the procurement or reject any or all proposals in accordance with ORS 279B.100,
2. Award a contract for the requested services,
3. Request additional information from those making a proposal,
4. Request personal interviews.

Every proposal should be valid for a minimum of 90 days after the RFP submittal deadline.

Method of Award

The City reserves the right to award this project to the applicant that demonstrates the best ability to fulfill the requirements of the contract. The successful applicant will be chosen based on the selection criteria described above.

The applicant selected will be given the first right to negotiate an agreement acceptable to the City. In the event that an agreement satisfactory to the City cannot be reached, the City may enter into negotiations with one or more of the remaining applicants who submitted a proposal. The successful applicant shall commence work only after execution of an acceptable agreement and approval of insurance certificates. The successful consultant will perform services indicated in the RFPs in compliance with the negotiated Agreement.

City Rights

The City reserves the right to reject all or portions of any or all proposal, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating consultant.

The City reserves the right to extend the proposal submittal date if needed. All changes and/or clarifications will be distributed to all consultants indicating interest in the form of addenda.

Inquires

Any questions related to this request must be directed to the City, Attention: Angoleana Brien, Building Assistant, building@cityofgearhart.com. Inquiries must be made in writing and submitted no later than **12:00 noon, Friday, March 24**. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

EXHIBIT A

**CITY OF GEARHART
CITY BUILDING OFFICIAL,
INSPECTIONS AND PLAN REVIEW
SERVICES
Bids Due 2:00 pm, April 14, 2023
INVITATION TO BID
THIRD REVISED NOTICE AND
TIMELINE**

The City of Gearhart is seeking proposals from qualified individuals or agencies to assist with a full range of building official, inspections, and plan review services. These services are provided as an independent contractor.

Request for Proposal documents may be obtained from the City of Gearhart through the City's website (www.cityofgearhart.com/rfps) or by contacting Angoleana Brien, Building Assistant at building@cityofgearhart.com.

All sealed proposals should be sent, and all questions and correspondence should be directed to City of Gearhart, (503)738-5501 at 698 Pacific Way, PO Box 2510, Gearhart, Oregon. Sealed proposal must be submitted up until 2:00 pm local time on Friday, April 14 at Gearhart City Hall, 698 Pacific Way, PO Box 2510, Gearhart, Oregon 97138.

Published Mar. 13 & 20, 2023.

2483606

IN THE CIRCUIT COURT OF
THE STATE OF OREGON
FOR CLATSOP COUNTY

}AFFIDAVIT OF PUBLICATION
STATE OF OREGON
County of Clatsop} ss



I, Caitlin Lacy being duly sworn, depose and say that I am the principal clerk of
the publisher of the The Astorian, Seaside Signal, a newspaper of general circulation, as defined by ORS
193.010 and 193.020;
that the

**AB9144 CITY OF GEARHART INVITATION TO BID RFP FOR CITY BUILDING OFFICIAL INSPECTIONS AND PLAN
REVIEW SERVICES THE CITY OF GEARHART IS SEEKING PROPOSALS FROM QUALIFIED INDIVIDUALS OR AGENCIES
TO ASSIS**

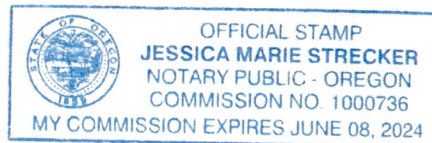
a printed copy of which is hereto annexed; was published in the entire issue of said newspaper
for 2 successive and consecutive issues in the following issues:

3/14/23, 3/21/23

Subscribed and sworn to before me on this 23rd day of March, A.D. 2023



Notary Public of Oregon

AdId: 368423
PO:
Tagline: AB9144 City Building Official Services



AB9144

**City of Gearhart
Invitation to Bid RFP
For CITY BUILDING OFFICIAL, INSPECTIONS, AND PLAN
REVIEW SERVICES**

The City of Gearhart is seeking proposals from qualified individuals or agencies to assist with a full range of building official, inspections, and plan review services. These services are provided as an independent contractor.

Request for Proposal documents may be obtained from the City of Gearhart through the City's website (www.cityofgearhart.com/rfps) or by contacting Angoleana Brien, Building Assistant at building@cityofgearhart.com.

All sealed proposals should be sent, and all questions and correspondence should be directed to City of Gearhart, (503)738-5501 at 698 Pacific Way, PO Box 2510, Gearhart, Oregon. Sealed proposal must be submitted up until 2:00 pm local time on Friday, April 14 at Gearhart City Hall, 698 Pacific Way, PO Box 2510, Gearhart, Oregon 97138.

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