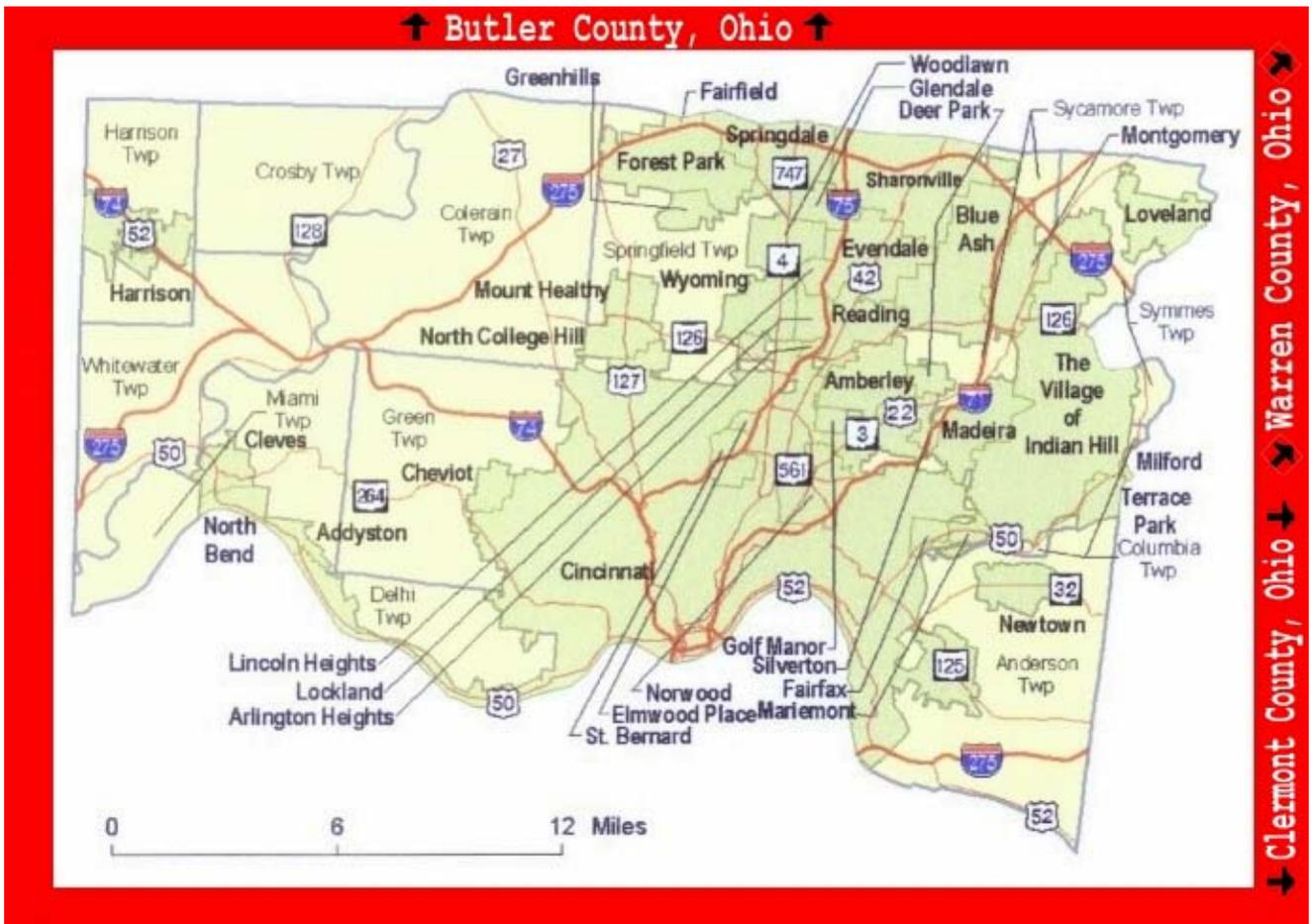


VILLAGE OF NEWTOWN
3537 Church Street Newtown, Ohio 45244
(513)561-7097 ~ Fax (513)561-7555
Established 1792

REQUEST FOR PROPOSAL/QUALIFICATIONS

VILLAGE BUILDING & ZONING COMMISSIONER



REQUEST FOR PROPOSAL/QUALIFICATIONS

Contract for Village Building & Zoning Commissioner

The Village of Newtown is requesting proposals/qualifications from a qualified individual or firm to perform the duties of Village Building & Zoning Commissioner. Individuals responding to this Request for Proposal/Qualifications should have extensive experience, a knowledgeable background and qualifications in the provision of the services described herein.

Background:

Newtown is a village in southeastern Hamilton County, Ohio. The population was 2,672 at the 2010 census. Newtown is surrounded by Anderson Township, from which it was split in the 1960s. The village has a total area of 2.3 square miles.

The Village of Newtown is comprised of a Mayor/Council form of government with a Fiscal Officer. The Mayor serves as President of Council and six (6) Council Members, each elected for staggered four-year terms have the voting power to create, pass or disapprove local laws, ordinances, and resolutions that govern the Village. Council is also responsible for control of all finances and property of the municipality. The Mayor, along with the administrative staff and the various boards and commissions, carry out policies and laws as set forth in the Ohio Revised Code and the Village of Newtown Ordinances.

The funding for the Village is mostly generated by a 1% income tax on residents, employees and businesses in the community. The Village contracts for the services of the Village Solicitor, Village Engineer, Building/Zoning Commissioner and Property Maintenance Inspector. The Village provides Street Department services as well as 24-hour Police and Fire services to its residents.

The Village of Newtown Municipal Building is located at 3537 Church Street Newtown, Ohio 45244. The Municipal Building houses the Offices of the Mayor, the Village Fiscal Officer, the Village Secretary, the Building/Zoning Commissioner, Property Maintenance Inspector, and Council Chambers. The Village Office hours are 8:00am–4:30pm, Monday–Friday.

Scope of Services:

The consultant shall provide Building Official, inspector and plan review services to the Village. Such services shall include enforcement of the Village's building and zoning code and all applicable State Code; review of construction drawings to assure compliance with Village and State adopted laws and code; interfacing with permit applicants and conducting inspections. Specific projects may include residential or commercial work. Any single job may require one or subsequent reviews of submitted plans. All work is to be performed according to the Village's Zoning Code, Village Resolutions and Ordinances, and standards established by the Ohio Building Code.

The consultant is expected to perform all the duties of Building/Zoning Commissioner as follows:

1. Review and approve Zoning and Building Permit applications for all residential projects within the Village of Newtown.
2. Review and approve Zoning and Building Permit applications for all commercial projects within the Village of Newtown.
3. Provide inspections for residential and commercial building and zoning projects as needed.
4. Provide inspection and resolution recommendations of Zoning and Building code violations, including citation to court.
5. Develop a Department schedule and tracking system to facilitate timely review of all applications.
6. Meet with developers, architects and/or engineers regarding potential development or projects.
7. Organize and attend regular Planning Commission meetings, Zoning Board of Appeals and any other meetings as directed by the Village Council.
8. Administer and enforce the Village of Newtown Zoning Code.
9. Administer the Village Community Reinvestment Area Program.
10. Maintain certification as a Commercial and Residential Building Official and Inspector in the State of Ohio.
11. Maintain a certificate for the Village as a Commercial and Residential Building Department through the Ohio Department of Building Standards.
12. Administer floodplain assessment and documentation.
13. Submit and file monthly Assessment report to the Board of Building Standards.
14. Submit a monthly Building/Zoning Permit report to Council.
15. File Census and FEMA reports in a timely manner.
16. Make recommendations to the Planning Committee, Board of Zoning Appeals, and Council for any appropriate changes to the Village of Newtown Zoning Code, Property Maintenance Code, Village Ordinances or Resolutions.

Minimum Requirements:

1. Certified Building Official (CBO and RBO).
2. Residential and Commercial Certified Building Inspector (BI and RBI).
3. Minimum Bachelor's degree in related field.
4. Minimum of five (5) years previous public building department administrative experience. Provide past municipal experience including municipality, position held and length of service.
5. High degree of demonstrated knowledge and experience in plan reviews, building inspection services, CRA's and Board of Building Standards activities.
6. Ample time devoted to Village responsibilities (no less than ten (10) hours per week, including time spent outside the office on Village business to insure that services are provided in a timely manner.
7. Sufficient support staff available to provide the services listed above.
8. Architectural or Civil Engineering Registration in the State of Ohio is desirable but not mandatory.

Submittal Deadline:

Sealed Proposal/Qualifications must be received by close of business, 4:30pm on November 20, 2015. They may be mailed or hand delivered to Fiscal Officer, Keri L. Everett at the following address. Proposal/Qualifications received after this time shall not be considered. All Proposal/Qualifications will become the property of The Village of Newtown and will not be returned.

Village of Newtown
ATTN: Keri L. Everett
3537 Church Street
Newtown, Ohio 45244
(513) 561-7097

Please direct all inquiries to Keri Everett at (513) 561-7097 or email keverett@villageofnewtown.com.

All proposal/qualifications shall contain the following information:

In addition to demonstrating an ability to meet all minimum qualifications above, the firm or qualified individual, must also include and address the following:

1. Provide the name and address of the firm or qualified individual; the name, telephone number, fax number, and email address of the individual responsible for the preparation of the proposal.
2. Provide resumes of the designated person that will be responsible for all services required in this proposal and of any associates in the firm that will be expected to deliver Building/Zoning services to the Village.
3. Include an executive summary of not more than two (2) pages, identifying and substantiating why the individual or firm qualifies to provide the requested services. Describe any other factors the proposing party believes is relevant to its ability to provide the Village with superior service.
4. List current municipal or government authorities represented. Include a contact name, position and phone number.
5. Identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this agreement with the village.
6. Provide a proposal for compensation or a schedule of fees to be charged for professional services. If the respondent proposes to provide services for a flat fee or a fixed retainer, the proposal shall specify which services are not included. The proposal shall also specify the fee that will be charged for such additional services and the basis for the compensation.

Award & Contract:

Proposals may be opened by the Village at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposal/Qualifications will be evaluated to establish which proposal best fulfills the needs of the Village. The Village anticipates entering into a contract to fulfill the Professional Services needed. This Request for Proposal/Qualifications, however, does not commit the Village to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Village reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified individuals or to cancel this Request for Proposal/Qualification, if it is in the best interest of the Village of Newtown to do so.

After the selection of a Building/Zoning Commissioner, the schedule should include a period of collaboration between the Village of Newtown and the consultant to better define, elaborate upon and finalize the consultant's exact and Final Scope of Work. While the consultant should assume work begins immediately upon notification that they have been selected, the Final Scope will be defined by editing, redlining or adding superseding documents or drawings to the Proposed Scope of Work.

Individuals/Firms selected to provide a Professional Service will be required to supply, at the time of contract execution,

- a) A Certificate of Insurance issued by an insurance carrier authorized to do business in the State of Ohio, reflecting the amount of professional liability insurance in effect during the contract period.
- b) A Certificate of Insurance evidencing Worker's Compensation coverage in the State of Ohio.