

REQUEST FOR PROPOSAL/QUALIFICATIONS

Contract for Village Property Maintenance Inspector

The Village of Newtown is requesting proposals/qualifications from a qualified individual or firm to perform the duties of Village Property Maintenance Inspector. 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.

On April 15, 2003 The Village of Newtown Council adopted the International Property Maintenance Code. The mission of the Code is to protect and improve the quality of life, promote health and safety, and protect the community from blight and deterioration. The property maintenance code pertains to all properties located within the corporate limit.

Topics covered in the Property Maintenance Code include, but are not limited to;
Exterior violations: peeling paint, broken windows, rotting wood, etc.
Brush, Weeds and Noxious Growth: grass 8 inches or higher, over growth, weeds
Untagged or inoperable vehicles: improperly registered, abandoned, inoperable
Lawn and unpaved surface parking
RV parking/storage

The Village of Newtown Property Maintenance Inspector helps maintain and improve the quality of our community by administering a fair and unbiased enforcement program.

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 Property Maintenance Inspector services to the Village. Such services shall include enforcement of the International Property Maintenance Code, assistance with the compliance of the Village’s Building and Zoning Code and all applicable State Code. Enforcement may include residential or commercial properties.

The consultant is expected to perform all the duties of Property Maintenance Inspector as follows:

1. Visually inspect properties within the Village on a weekly basis or upon receipt of written complaint.
2. Administer and manage the International Property Maintenance Code including but not limited to the following:
 - a. Shall make all of the required inspections and all reports of such inspection shall be in writing.
 - b. Shall carry proper identification when inspecting structures or premises in the performance of duties under this code.
 - c. Shall issue all necessary notices or orders to the property owner and establish a reasonable time to correct the violation and monitor progress.
 - d. Shall keep official records of all business and activities of the department specified in the provisions of the code.
 - e. Work closely with the Newtown Police Department regarding a non-compliant issue.
 - f. Work with the Newtown Police Department for issuance of a citation for any property owner failing to comply with a notice or order served.
 - g. Testify in court when required.
3. Develop a Department schedule and tracking system to facilitate timely enforcement of the Code.
4. Attend Council Meetings to keep Council up to date on an as needed basis.
5. Submit a monthly Property Maintenance report to Council.
6. Work closely with the Building and Zoning Commissioner for compliance of the Village Zoning Code.
7. Make recommendations to the Planning Committee, Board of Zoning Appeals and Council for any appropriate changes to the Village Zoning Code, Property Maintenance Code, Village Ordinances or Resolutions.

Minimum Requirements:

1. Minimum of five (5) years previous public property maintenance and administrative experience. Provide past municipal experience including municipality, position held and length of service.
2. High degree of demonstrated knowledge and experience with the International Property Maintenance Code.
3. Ample time devoted to Village responsibilities (no less than eight (8) hours per week, including time spent outside the office on Village business) to insure that services are provided in a timely manner.

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 Property Maintenance Inspector 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. 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.
5. List current municipal or government authorities represented. Include a contact name, position and phone number.
6. 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.

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 Property Maintenance Inspector, 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) 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) Certificate of Insurance evidencing Worker's Compensation coverage in the State of Ohio.