



Request for Proposals

Planning and Building Inspection Operations Audit

City of Dayton, MN

March 25, 2021

Introduction

The City of Dayton is seeking proposals from qualified firms or individuals interested in conducting an audit of the planning and building inspections services operations and providing comprehensive analysis and recommendations to City staff and the City Council. The City is looking for expertise in evaluation its existing Planning department and outsourced building inspections services. We would like a comprehensive understanding of minimum standards of a building official and related services and review of existing building inspections services to determine if the city is meeting minimum requirements. In addition, we would like recommendations on level of service provided, providing analysis on staffing levels and staffing alternatives, development and plan review processes, permitting and inspection processes, development and building fees, and operational efficiency and effectiveness opportunities.

Proposals should be submitted by pdf in a format suitable for emailing and for printing copies. This may be emailed to tgoodroad@cityofdaytonmn.com and must be received no later than 5:00pm on April 12 , 2021 to be considered.

All inquiries about the project or the request for proposal should be directed only to:

Tina Goodroad
City Administrator
tgoodroad@cityofdaytonmn.com
763-421-3487

All questions are to be submitted in writing (email is acceptable) and must be received by noon on April 2, 2021. City responses/clarifications to questions will be forwarded to all firms by the end of the day on Thursday, April 8, 2021

The unauthorized communication with any other staff or elected official besides the listed contact is grounds for rejection of the proposal.

The City of Dayton reserves the right to reject any or all proposals submitted.

Following a review and ranking of the proposals by City Staff a recommendation for award will be made to the City Council. A final decision for award of the work will be made by majority vote of the City Council following successful negotiations of the terms including costs with the preferred Consultant. The City reserves the right to award the work based on the best combination of qualifications, response to the scope of services and cost at the sole discretion and in the best interest of the City.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

This Request for Proposal is only a solicitation for information. The City is not obligated to enter a contract nor is it responsible for any costs associated with the preparation of Proposals and interviews. Proposals received after the deadline will be disqualified from consideration. The City reserves the right to reject any and all proposals and to interview firms, which in the City's judgment, will best meet City needs.

It is anticipated the selection of a firm will be completed by April 27, 2021

Description of the Government and project background

A. Principal Contact

The principal contact (for submission on of the proposal) with the City will be Tina Goodroad, City Administrator, who will coordinate the assistance to be provided by the City to the Consultant.

B. Description of Government

The City of Dayton, is a Statutory City and is a plan A form of government. It has a mayor elected at large for a two-year term and four Council members also elected at large for a four-year terms. As the policy- making body of the City. The City Council is responsible for the overall operation of the City; however, the City Council does not become involved in the day- to – day administration. The City Administrator is responsible for carrying out the Council's policies and for the administration of all City business.

The City is approximately 27 square miles. The City has a population of approximately 6,500 and is located in both Hennepin and Wright County. The City has about 68 miles of city streets, is home to Eastman nature center in Elm Creek park reserve along with many City parks and a few recreational lakes. The City is currently building the Dayton Parkway Interchange to gain access off I-94 (completion fall 2021)

More information about the City of Dayton can be obtained on our website www.cityofdaytonmn.com

C. Background Information

The City of Dayton Planning department manages planning, development review, redevelopment, building permit plan review, and code enforcement (together with CSO Officer). The Planning Department is staffed by a Development Director who has a double role of also being the City Administrator and a Planner. The Building Inspection Services is outsourced to Metro West. The City is charged an hourly rate for the time that they work. Metro West Inspections staffs 14 FT inspector; 9 fully certified officials, 4 licensed for specialized buildings; 3 staff for scheduling, phones, etc.

The permits are issued by our front desk staff and we currently have 2 part time positions fill this role.

Dayton issued 716 building permits with a valuation over \$125,561,069.25 in 2019. Dayton issued 1,107 building permits with a valuation over \$135,874,513.07 in 2020. This includes 278 single family homes in 2019 and 346 in 2020. The planning department received and processed 22 land use applications in in 2019 and 28 in 2020.

Scope of Work

The City of Dayton is seeking professional services for evaluation and administration of its Planning and Building Inspection Services in the City. The following scope of services describes the areas for evaluation based on state law/building codes, best practices, and the most efficient and effective delivery of services. If the consultant advises that there are other items that should be examined to achieve the goals, or that a review of some of the following would result in little or no useful information or would not be cost-effective, the City is willing to consider adjustments to this scope of work. The evaluation should include engagement with City and Metro West staff involved in planning and building inspection services.

- 1) Provide a summary of minimum standards/requirements of Building Official and related services for municipal permitting operations.
- 2) Review current building inspection services and determine if city is meeting minimum requirements.
 - Identify where the city is not meeting performance standards.
- 3) Provide level of service recommendations for building inspection services and planning/development services in comparison with comparable communities and industry standards.
 - Identify any missing service opportunities.
 - Provide recommendation for on-site office hours if necessary for service improvements
 - Provide performance guidelines for inspection and planning/development services.
- 4) Review department staffing levels against comparable communities and industry standards, as well as future staffing needs.
 - Identify staffing needs compared to Department workloads and analyze potential for Department growth.
 - Identify likely service demands
 - Identify alternatives to existing Planning and Building Inspection services staffing model.
 - Identify professional development and training needs
- 5) Analyze fees charged for building permits compared to similar municipalities as well as all costs to provide planning and building inspection services. Provide recommendations for any adjustments to the fee schedule.
 - Provide historical review of fees and services and evaluation of DOLI reports and provide recommendations for future reporting.

- 6) Analysis of development review, land use permit issuance, building permit issuance, and inspection processes to determine whether these functions are optimally managed and coordinated.
 - Identify options and processes for improving internal and external communications to streamline the development, permitting, and inspection processes.
- 7) Review Code Enforcement process and provide recommendations for efficiency and effectiveness.
- 8) Identify improvements for communications to residents, developers, contractors, and other stakeholders regarding permitting processes and information that should be provided and by what means.
- 9) Analyze short, mid and long-range cost implications to any recommendation provided.

General Requirements of Submittal

Responses to this request for proposals should include the following information in the order prescribed. Submissions must be received by 5:00pm on April 12, 2021 for a proposal/response to be considered by the City:

- Cover letter and introduction including the name of the firm (or individual), address, and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposals.
- Name and contact information of the firm's project manager that would be assigned to the project.
- A statement of qualifications of the firm and the project manager and other key team members assigned to perform the work including 1-page resumes of key individuals.
- A statement of the firm's understanding of the work required and the manner in which the firm plans to approach it. Describe how the firm will approach project and implementation related to meeting deadlines, developing project layout, approach to evaluating/selecting alternatives and the firm's expectation of the City's responsibilities.
- Proposed work plan that identifies the tasks necessary to respond to the Scope of Work and to meet the project requirements as described in this RFP. A final work plan will be developed following selection of the Consultant.
- Identification of the deliverables
- References from at least three (3) clients from similarly sized and situated cities with similar projects, within the last five (5) years, that are familiar with the firm's quality of work and the firm's performance including schedule and budget control. Include the contact name and telephone number.

- Schedule: A thorough and detailed schedule should be presented outlining key milestone completion dates and proposed deliverables.
- Provide any additional information that you feel is pertinent in the City's decision on selecting a Consultant.

Fee and Timeline

Please submit the fee for your services on this project and include a timeline for these services. The consultant shall break down the fees as follows:

- Proposed cost of each scope of work listed above
- Hourly rates for all consultant employees who are expected to work on the project. These rates shall be the agreed upon rates for any additional services requested by the City of Dayton above what is detailed in the RFP.
- Reimbursable costs include detail of service or item and applicable charge per unit.
- Not to exceed cost for the Project.

Completion is anticipated within approximately of 90-120 days of an executed agreement.

Proposal Submission Directions

Please send an electronic copy (PDF) of your responses to this Request for Proposal. Proposals are to be received at the offices of the City of Dayton no later than 5:00pm on April 12, 2021. Proposals may be emailed tgoodroad@cityofdaytonmn.com or sent to:

City of Dayton
Attn: Tina Goodroad
12260 South Diamond Lake Road
Dayton, MN 55327

Please direct questions to Tina Goodroad at 763-421-3487

Following the review of the received Requests for Proposals by the City, firms may be contacted for additional information or to participate in an interview process.

Evaluation Criteria

The City of Dayton will evaluate proposals based on experience performing development- related operational analyses for municipalities or other similar authorities. Proposals will be evaluated on the following criteria:

- Thoroughness and understanding of the tasks to be completed;
- Background and experience in organizational analysis and

evaluation;

- Staff expertise and overall experience of personnel assigned to the work;
- Time required to accomplish the requested services;
- Responsiveness to requirements of the project;
- Recent public sector experience, preferably in a municipal setting, conducting similar studies, and;
- Cost of the Proposal.

The City of Dayton reserves the right to reject any or all quotes, to request additional information from any or all applicants or waive any informality in the bids as is determined to be in the best interest of the City.

The contractor chosen will be required to enter into a contract with the City of Dayton for the proposed work prior to commencement of any work. The contractor chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements.