

**REQUEST FOR PROPOSALS**

**CITY OF ALBANY**

**CODE ENFORCEMENT SERVICES**



**Release Date: March 21, 2024**  
**Due Date: April 19, 2024**

## **1. Introduction & Background**

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The City of Albany has an urbanized area of 1.7 square miles with a mix of single family and multi-family housing totaling 7,900 units and two major commercial streets. The City of Albany offers a full range of municipal services for the community through its various departments, including the City Manager's Office, City Clerk, Community Development, Finance & Administrative Services, Fire/Emergency Medical Services, Police, Public Works, and Recreation & Community Services. Legal services are provided by the law firm of Best, Best & Kreiger.

The City of Albany is seeking proposals from building safety consulting firms to provide on-call code enforcement services to focus on serious long-term habitability issues, public nuisance properties, and wildfire safety. A majority of code enforcement inquiries involve: (1) landlord-tenant residence related disputes; and (2) deteriorated single family homes. It should be noted that the City is not seeking a consultant to provide plan check or construction inspection services. For the purposes of submittal of a proposal, respondents should anticipate a 3-year contract.

Currently code enforcement activities are managed by the City's Community Development Department in collaboration with other city departments. Existing city staff will continue to manage common code violations such as illegal construction and construction noise violations. More significant habitability disputes and public nuisance properties are currently addressed on an ad hoc basis as staff time permits. This RFP aims to increase the capacity to resolve, more quickly, a larger number of situations that need technical expertise and may involve legal action.

The City's priority is to bring properties into compliance quickly and resolve landlord-tenant situations amicably. While cost recovery is a consideration in the management of cases, it is not the priority, particularly in cases that involve people with financial constraints or health issues.

## **2. Scope & Overview**

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The city envisions the essential outcomes of the RFP will be a professional services contract that provides the code enforcement services in three areas:

### **Part 1 - Dangerous Buildings and Public Nuisances**

The City seeks assistance in administering the *Uniform Code for the Abatement of Dangerous Buildings and Nuisance Chapter* of the Municipal Code, including the following services

1. Conduct preliminary investigations of conditions of property and make initial contact with tenants and property owners as appropriate;
2. Prepare courtesy notices and warning letters as appropriate;
3. Conduct inspections and prepare documentation of violations;
4. Prepare inspection warrants if necessary in order to gain access to conduct inspections;
5. Prepare "Compliance Orders" and "Notice and Orders";

6. Organize appeal hearings if needed;
7. Conduct follow-up inspections to monitor compliance with “Compliance Orders” and “Notice and Orders”;
8. Provide support to legal counsel including preparation of declarations and documentation suitable for submission to Court;
9. Make Court appearances as necessary; and
10. Prepare documentation for recovery of costs through administrative penalties and recordation of liens.

## Part 2 – Wildland Urban Interface

In anticipation of the City being required to administer California Fire Code Chapter 49 (*Requirements for Wildland-Urban Interface Fire Areas*), the City is seeking professional services to prepare and implement requirements for fire resistant landscape vegetation and defensible space requirements. Services could include preparing local landscape standards, assisting with outreach to property owners, conducting inspections, and documenting violations.

## Part 3 – Housing Inspections

Upon request, conduct inspections in response to complaints about substandard housing consistent with Health and Safety Code Section 17900. Services could include contacting property owners and tenants, conducting inspections, documenting violations, and monitoring repairs.

### **3. Proposal Submittal Format**

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The City welcomes a response to the RFP in any format that best expresses the qualifications of the respondent. In general, lengthy responses are discouraged. Please include in your firm’s proposal the following information:

1. A description of experience with and general approach to providing the services, including organizational structure;
2. Resumes for each key staff member that the City would be working with on a regular basis;
3. An estimate of the number of hours per month people assigned to the project could be available and their hourly billing rates.
4. At least three professional references for work that was performed similar to that requested in this RFP;

The City reserves the right to make all submissions available to the public pursuant to public records requirements.

#### **4. Registration of Intent to Submit Qualifications**

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Interested parties are requested to contact Jeff Bond at [jbond@albanyca.org](mailto:jbond@albanyca.org) to register their intent to respond to the RFP. Registration ensures that any modification to the RFP process can be transmitted as quickly as possible to all interested parties. A written confirmation of registration will be sent by email within two business days. It is the responsibility of the respondents, before submitting a response to the RFP, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to responders. Oral explanations or instructions from City staff shall not be considered binding on the City.

#### **5. To Submit a Proposal**

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Please submit proposals to:

Jeff Bond  
Community Development Director  
City of Albany  
1000 San Pablo Avenue  
Albany, CA 94706  
E-mail: [jbond@albanyca.org](mailto:jbond@albanyca.org)  
Phone: (510) 528-5769

Inquiries concerning this Request for Proposals (“RFP”) should be directed by email to Jeff Bond at [jbond@albanyca.org](mailto:jbond@albanyca.org).

#### **6. Evaluation Criteria**

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All proposals submitted will be reviewed and evaluated based on the following criteria:

- Knowledge of best practices of municipalities in code enforcement;
- Experience in successfully providing code enforcement services to similar cities;
- Qualifications and experience of team members;
- Overall quality of response to RFP;
- References; and
- Cost estimate.

As a part of its evaluation, the City may request additional information or data from proposers. It is likely that a short list of applicants will be invited to an interview with a selection panel.

#### **7. General Conditions**

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The City reserves the right to:

- Waive any informalities or minor irregularities in this RFP and/or proposals received;
- Accept or reject any or all proposals, or any items or part thereof;

- Withdraw or cancel this RFP at any time without prior notice and the City makes no representations that any contract will be awarded to any proposer responding to this RFP;
- Reject all proposals and seek new proposals when it is in the best interest of the City to do so.
- Modify the RFP as it deems necessary;
- Any information submitted to the City becomes public records and are subject to the Public Records Act;
- Seek any clarification or additional information from proposers as is deemed necessary to the evaluation of a response;
- Negotiate with the second-choice proposer if an acceptable contract is unable to be negotiated with the first-choice proposer within a reasonable period of time;
- Contract with separate entities for various components of the services.
- Judge the correctness, substance, and relevance of the proposers' written or oral representations, including seeking and evaluating independent information on any of the proposers' work cited as relevant experience.
- All expenses related to any proposer's response or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that proposer. The City will not, directly, or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
- The consulting team selected will be required to sign the City of Albany's standard Agreement for Consultant Services and meet the City's insurance requirements, a copy of the agreement and insurance requirements are available upon request.