



**CITY OF NORTHFIELD, NJ**

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In accordance with N.J.A.C. 5:23-4, the CITY OF NORTHFIELD in the County of Atlantic, a Class I municipality, is seeking proposals from authorized on-site inspection and plan review agencies for a contract of 1 year(s) for the following subcodes:

**PLUMBING**

The municipality has a population of 8,000 and comprises approximately 3 square miles. Approximately 150 permits are issued each year and 250 inspections/re-inspections are conducted. All inspections and/or re-inspections shall generally take place between the hours of 8:30 a.m. and 10:30 a.m. on Tuesdays and Thursdays, but we are willing to work with the winning bidder to establish a mutually beneficial schedule. All inspections and re-inspections are to be performed in a timely manner as prescribed by the Uniform Construction Code and directed by the construction official. It is understood that the private enforcing agency will adhere to and comply with all the duties and responsibilities enumerated in N.J.A.C. 5:23-4.14 and all related rules.

If you are interested in performing these services, you are invited to submit a written, sealed bid together with a separately sealed qualification statement. The qualification statement submitted shall be in writing and shall contain the following information:

1. Agency name and principal business address.

- 2. Name of person who will serve as the agency's responsible official and representative if the agency is awarded the contract.**
- 3. A complete list of all agency technical, field, inspection, and supervisory personnel, grouped by job classification and title. This list must also contain the technical, educational, and licensure qualifications of each person named.**
- 4. A complete list of all municipalities served by the agency specifically identifying the subcodes enforced in each municipality named and the number of permits supervised and the number of inspections performed during an average month of the previous year in each municipality.**
- 5. The agency's Table of Organization correlated by job title to the personnel list specified in 3 above.**
- 6. The manner in which each class of employee is compensated which shall be one of the following only: full-time salaried, part-time salaried, full-time hourly or part-time hourly. If employees of a given class are compensated in more than one way, a percentage breakdown must be provided.**
- 7. The complete address of each agency office that is open and staffed at least 35 hours per week by salaried or hourly agency employees.**
- 8. A narrative description of the arrangements the agency plans to make for the issuance of minor work and single trade permits.**
- 9. A narrative description of the arrangements the agency plans to make for discharging plan review obligations.**
- 10. The time in which the agency can or has performed plan reviews assigned by the construction official.**
- 11. Any guarantees of time in responding to requests for required inspections or plan reviews where the response time is less than the maximum time established in the regulations. If you cannot guarantee response time less than the maximum, please so state in your proposal.**
- 12. The time in which the agency can respond or has responded to requests for required inspections from the construction industry.**
- 13. A narrative description of the arrangements the agency plans to make for providing emergency inspection services, including response time.**

**All proposals must be submitted no later than 1:00 p.m. on November 20, 2017. Proposals are to be submitted (mailed or delivered) to:**

**Mary Canesi, Municipal Clerk  
CITY OF NORTHFIELD  
1600 Shore Road  
Northfield, NJ 08225**

**Questions may be directed in writing to [mcanesi@cityofnorthfield.org](mailto:mcanesi@cityofnorthfield.org); please use "NORTHFIELD PLUMBING SUB CODE RFP" in the subject line.**

**\*AGENCIES ARE TO BE AFFORDED A RESPONSE TIME OF NOT LESS THAN 30 DAYS FOLLOWING THE MAILING OF THE RFP.**