

Request for Proposals

Town of Elkin Code Enforcement





Date Issued

July 29, 2022

DUE DATE

August 19, 2022 by noon

**Submission of 3 hard copies and 1 electronic copy (PDF)
Should be delivered to:**

Town of Elkin
Attention: Sarah Harris, Town Planner
226 North Bridge Street
Elkin, NC 28621
(336) 258-8906

Or mailed to:

P. O. Box 857
Elkin, NC 28621

Questions on RFP should be sent in writing by email to:

Sarah Harris
sharris@elkinnc.org

I. PURPOSE AND BACKGROUND

The Town of Elkin is requesting proposals from interested agencies and/or consulting firms to provide a Code Enforcement Officer to perform municipal code enforcement services for community preservation within town limits. The Town adopted a Unified Development Ordinance and revised the Land Use Plan in February of 2022. Duties of the officer will include written notification letters and face-to-face contact with individuals to address various code enforcement violations, monitoring and enforcing a variety of Town building, zoning and land use codes, ordinances and regulations, and providing information on Town regulations to homeowners, tenants, and the public. We are looking for one deliverable, a proposal for code enforcement.

The Town of Elkin was established in 1889 and is centrally located within the Yadkin Valley Wine Region in the western corner of the Piedmont, North Carolina. The town covers approximately 6.3 square miles with an estimated population of 4,057 according to the most recent Census Bureau estimate. Elkin is situated in both Surry and Wilkes counties, so code enforcement will take place in both counties.

Visit the [Elkin Planning Department](#) page to learn more about Elkin and our vision. Here you can also access our Unified Development Ordinance and Land Use Plan.

II. SCOPE OF SERVICES

Code Enforcement services will be carried out throughout all of Town limits. Each complaint received requires the Code Enforcement Officer to respond to the complaint to confirm a violation, cite the owner with a date for the issue to be resolved, follow up, and if the issue is not resolved, to take further action. The work will be based on a yearly contract beginning September 13, 2022. The yearly contract is not to exceed 1,040 hours which is roughly 20 hours a week. Work will be on an as needed basis, so some weeks may have more work than others, particularly in the summer months.

Code enforcement services shall include the following:

- Provide one (1) part time code enforcement officer
- Code enforcement officer shall have a minimum of five (5) years of experience
- It is preferred that the code enforcement officer work out of Town Hall, but the code enforcement officer can work remotely as long as they keep regular business hours
- Investigate violations of Town zoning, building, nuisance and property maintenance laws, file complaints against violations
- Perform field surveys and investigate complaints of possible zoning, building, nuisance, and property maintenance code violations
- Recognize the need for, and implement appropriate remedial actions to correct violations
- Perform and document inspections to determine the validity of complaints, and to identify conformance to the applicable codes and ordinances

- Take photographs and necessary measurements and gather all pertinent facts from the parties involved
- Prepare and issue a Warning, Notice of Violations, Letters of Non-Compliance and when necessary, administrative citations

III. SUBMITTAL REQUIREMENTS

Throughout the process the selected agency/firm will be expected to utilize their experience to drive the process. To achieve this goal, the Town of Elkin will require the following expectations to be identified within the agency and/or consultant's proposal.

- A. Cover Letter:** Describe how the delivery of services will be provided to the Town, including the location of the agency/firm's offices and the response time to Town's requests. In addition, describe conditions, constraints, or problems that are unique to the scope of work that may adversely affect either the cost or work progress. Include the title and signature of the firm's contact person for this procurement. This section shall be no more than two (2) pages in length.
- B. Methods and Strategic Plan:** Describe methods and plan for carrying out the Scope of Work.
- C. Qualifications and Experience:** Describe the agency/firm's experience in providing Code Enforcement Services. Furthermore, please include the proposed personnel for this contract and their experience in the past five (5) years as it specifically relates to the scope of work of this project. Experiences shall be listed consecutively with name of the City or agency the work was completed for.
- D. List of Project Personnel:** This list should include the identification of the contact person with primary responsibility for this contract, the field personnel proposed for this contract, and any supervisory personnel.
- E. References:** Provide a list of at least three (3) current public agency customers in North Carolina for whom you have provided comparable services. Please include the agency's name, telephone number, and email address of contact person.
- F. Not-to Exceed Monthly Fee and Schedule of Hourly Rates**

IV. SUBMITTAL FORMAT AND DEADLINE

Interested firms shall submit three (3) paper copies and one electronic copy (PDF) of the complete proposal either in person to the Town of Elkin Planning Department or mailed to:

Town of Elkin
Attn: Sarah Harris, Town Planner
P.O. Box 857
Elkin, NC 28621

Complete submittals must be received no later than noon (12:00 pm) August 19, 2022.

V. SUBMITTAL REVIEW SCHEDULE

Staff will begin the review process following the submission deadline and determine if interviews are needed in order to finalize selection among top candidates. Upon selection, the

Agency or Consultant will be contacted to finalize the contract, fee structure and project timeframe. Final approval will be given by the Town of Elkin Board of Commissioners.

Request for Proposal Issued	July 29, 2022
Proposals Due	August 19, 2022 by noon
Contract Awarded	September 13, 2022

VI. METHODS OF EVALUATION & SELECTION

Prior to making an award determination, the Town of Elkin may conduct agency/consultant interviews. Interview may be conducted virtually if necessary.

- A. Firm experience/reputation/workload: Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm's ability to take on additional work, demonstrated understanding on the Town's goals and purposes of the project, specific management approach, how well the firm's ability to offer the breadth and quality of services required for this project. Additionally, the firm's successful experience performing other services for the Town on past and current projects may be considered.
- B. Qualifications of the personnel assigned to this project team: The Town will give considerable weight to the individuals qualifications of the project team members will actually do most of the work on the project. Consideration will include qualifications of key personnel, project team member's individual experience and other qualifications, project manager's experience, sub-consultant's (if applicable) individual experience and qualifications.
- C. Schedule: Consideration will be given the firms availability to complete the plan updates within a reasonable time frame.

VII. DISCLAIMERS

Town Obligation: There is no expressed or implied obligation for the Town to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Late Submissions: Any proposals received after the deadline will not be accepted or considered.

Withdrawal of Proposal: Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the Town and the designated firm.

Withdrawal of Request for Proposal: The Town retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any respondent and to modify or amend any portion of this RFP. Notification will be provided to all consultants involved in RFP process.

Applicable laws shall apply: The contract awarded shall be governed in all respects by the laws of North Carolina, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

Equal Opportunity: It is the policy of the Town of Elkin to maintain a systematic, consistent recruitment program, to promote equal employment opportunities, and to identify and attract the most qualified applicants for employment with the Town. This policy is to be achieved by announcing all position vacancies, by evaluating all applicants using the same criteria, and by applying testing methods through the Local Job Service Office (employment Security Commission). Selection decisions are made without regard to race, color, religion, sex, national origin, political affiliations, non-disqualifying handicap, or age. The Town will reasonably accommodate qualified individuals with disabilities in the application process, as requested, unless to do so causes undue hardship.

Confidentiality: RFP responses will become public record and, therefore, are subject to public disclosure once a contract is awarded.

Contract: The Contract will be awarded to a single Firm. The Contract for services will begin at 12:00 pm on September 13, 2022. The contract will be reviewed by the Town Attorney.

VIII. QUESTIONS

All questions pertaining to this Request for Proposals (RFP) shall be submitted in writing no later than (August 15, 2020 by 5:00 pm). Questions may be emailed to sharris@elkinnc.org.