



Request for Proposals

Building Inspection Plan Review and Planning Services

Four Year Contract with Optional One Year Renewal

Procurement Information	Town Entry
Solicitation number	RFP-2026-04
Issue date	September 28, 2026
Questions due	October 7, 2026 – 3:00 PM
Proposals due	October 19, 2026 – 3:00 PM
Submission method	Sealed delivery to Town Hall
Procurement contact	Jenna Vizcardo, Town Clerk clerk@applevalleyut.gov 435-877-1190
Town address	1777 North Meadowlark Drive, Apple Valley, Utah 84737

The Town seeks one qualified primary contractor to provide or coordinate building inspection, building plan review, planning and zoning review, fire protection review and inspection, and related as-needed professional services. Award will be based on the proposal determined to provide the best overall value to the Town.

Notice and Invitation

Notice is hereby given that the Town of Apple Valley, Utah (“Town”) is seeking proposals from qualified firms or individuals to provide contract professional services for building inspection, building plan review, planning and zoning review, fire protection review and inspection, and related services.

This Request for Proposal (“RFP”) will assist the Town in selecting an experienced and qualified contractor capable of providing and coordinating the professional services described herein. This RFP is part of a competitive procurement process intended to serve the best interests of the Town and its citizens and provide each Respondent with a fair opportunity for its services to be considered.

The Town intends to select one primary contractor capable of providing or coordinating the complete Scope of Service described in this RFP, including qualified personnel and specialists as necessary.

Services will be provided on an as-needed basis. The Town does not guarantee a minimum volume or dollar amount of work.

Questions or requests for clarification may be directed to the Town Clerk at clerk@applevalleyut.gov.

Procurement Schedule

Milestone	Date or Time
RFP issued	September 28, 2026
Deadline for written questions	October 7, 2026 - 3:00 PM
Final addendum anticipated	October 12, 2026
Proposal submission deadline	October 19, 2026 - 3:00 PM
Public proposal opening	October 21, 2026 - 6:00 PM
Evaluation period or interviews	October 21, 2026
Town Council authorization	October 21, 2026 or subsequent meeting
Agreement effective date	Upon execution

Dates are subject to change by written addendum or other notice permitted by applicable law and Town procurement procedures.

Solicitation Authority and Governing Standards

- Town of Apple Valley Procurement Ordinance No. O-2026-09 and applicable Town procurement procedures.
- Applicable provisions of Utah law governing municipal procurement, professional licensing, building services, land use, records, ethics, and contracting.
- The terms of this RFP, any issued addenda, and the final agreement approved by the Town.

1 Purpose and Contract Structure

1.1 Purpose

The successful Contractor (“Contractor”) shall work cooperatively with the Mayor, Town Clerk, Planning Commission, and other designated Town representatives, as applicable, and shall provide the qualified personnel, professional expertise, availability, and resources necessary to perform the services requested by the Town.

The Contractor shall perform all assigned services in compliance with applicable federal and state law, Utah State Construction Code, Utah State Fire Code, Town ordinances, adopted standards, and other applicable requirements.

1.2 As Needed Services

Services will be provided on an as-needed basis. The Town does not guarantee a minimum volume or dollar amount of work.

1.3 Primary Contractor Responsibility

The primary Contractor shall remain responsible to the Town for coordination, quality, timeliness, and performance of services performed by its employees, consultants, or subcontractors.

2 Scope of Services

2.1 Building Inspection Services

The Contractor shall provide residential and commercial building inspection services, including inspections of footings and foundations; underground plumbing; rough plumbing; electrical and mechanical systems; framing and shear; insulation and energy-code requirements; permanent power; gas-line testing; site erosion control; swimming pools; solar and energy systems; decks and accessory structures; additions and alterations; final inspections; occupancy-related inspections; re-inspections; and other inspections required by applicable codes, ordinances, permits, or Town requirements. The Contractor shall also investigate applicable building-code complaints and provide correction notices, stop-work documentation, or other inspection findings when necessary.

The Contractor shall provide inspections promptly and maintain sufficient staffing and availability to assist the Town in meeting applicable statutory inspection requirements and deadlines.

Inspection results shall be documented and promptly provided to the Town. When violations or corrections are identified, the Contractor shall provide written documentation sufficient to identify the applicable violation, required correction, and supporting code or standard, as appropriate. Upon satisfactory completion of required final inspections, the Contractor shall notify the Town when applicable inspection requirements have been satisfied and a Certificate of Occupancy may be issued. The Town shall be responsible for issuing Certificates of Occupancy.

2.2 Building Plan Review Services

The Contractor shall review residential and commercial building plans for compliance with applicable building, structural, mechanical, electrical, plumbing, accessibility, energy, and fire/life-safety requirements; applicable Town ordinances; required professional stamps and calculations; applicable site-plan requirements; and other requirements within the building plan-review scope. Reviews shall include initial submissions, revisions and resubmittals, with written comments identifying deficiencies, required corrections, and applicable code or ordinance provisions when appropriate.

The Contractor shall complete plan reviews and provide comments, corrections, findings, and recommendations sufficiently timely to assist the Town in meeting applicable statutory review requirements.

2.3 Planning Zoning and Land Use Services

The Contractor shall provide professional review of planning, zoning, development, and land-use applications as requested by the Town, including zone changes, conditional uses, site plans, subdivisions, and other development applications. Services may include review for application completeness and compliance with applicable zoning, lot size, setbacks, easements, use requirements and other Town land-use regulations; review of revisions and resubmittals; written findings and recommendations; zoning inspections when requested by the Town; ordinance interpretation and technical assistance; and coordination with Town staff and other Town professionals.

2.4 Fire Protection Review and Inspection Services

The Contractor shall provide appropriately qualified personnel to perform fire and life-safety plan review and inspection services associated with building and development applications, including review of fire-protection systems and applicable State Fire Code requirements; required fire inspections; written correction comments; and coordination with building plan review, Town staff, and applicable fire authorities.

2.5 Town Administration and Coordination

Town staff will receive and coordinate applications and service requests and will perform applicable municipal administrative functions, including:

- Calculation and collection of applicable fees.
- Issuance of building permits following required approvals.
- Issuance of Certificates of Occupancy following required approvals and completion of applicable inspections.

The Contractor shall provide the technical reviews, inspections, findings, reports, recommendations, and supporting documentation necessary for the Town to perform these functions.

The Contractor shall use the Town's City Inspect building-permit software as the official system for assigned services. The Contractor shall timely enter and maintain inspection results, plan-review comments, correction notices, application and review status, supporting documentation, and other records required by the Town. The Contractor is responsible for ensuring that its assigned personnel are trained and able to use City Inspect effectively. Use of a separate internal system does not replace the requirement to maintain complete and current records in City Inspect.

The Contractor shall maintain effective communication with Town staff regarding application status, inspections, required corrections, review status, applicable deadlines, and other matters requiring Town action.

2.6 Meeting Attendance and Written Reports

Regular attendance at Planning Commission or Town Council meetings will not be required.

The Contractor shall provide written findings, reports, or professional recommendations sufficient for presentation and use by Town staff, the Planning Commission, and Town Council, as applicable.

The Town may request Contractor attendance at a meeting when reasonably necessary due to the complexity or significance of a particular matter. Any rate applicable to requested meeting attendance shall be identified in the Contractor's Fee Schedule.

2.7 Additional As Needed Professional Services

The Contractor shall also have the ability to provide or coordinate appropriately qualified personnel for the following services when requested by the Town:

Engineer/Architect Plan Review

Specialized technical review requiring appropriately licensed engineering or architectural expertise.

Optional Storm Drainage Engineering Review

When specifically requested and authorized in writing by the Town, the Contractor may provide or coordinate

review by an appropriately licensed professional engineer of storm drainage components associated with a development application. Review may include drainage reports, calculations, grading and drainage plans, detention or retention facilities, stormwater conveyance, and related improvements for consistency with applicable Town standards and requirements. This service is optional, is not required for every application, and shall not be performed or billed without prior Town authorization. The review is advisory and does not replace any review, approval, or authority reserved to the Town Engineer, Town staff, Planning Commission, Town Council, or another designated official.

Public Works Inspection

Provide or coordinate qualified personnel for public works inspections and other technical inspections when specifically requested by the Town, including inspection of applicable public improvements associated with development projects. Specialized engineering or architectural review shall be performed by appropriately licensed professionals when required.

Permit Technician Services

When requested by the Town, provide permit-technician or related administrative support associated with the services described in this RFP. Such services may include technical assistance with permit documentation, application tracking, electronic permitting systems, and coordination of review information.

Clerical

Related administrative services when specifically requested by the Town.

2.8 Invoicing

The Contractor shall submit a monthly invoice for services performed no later than the 15th day of the following month.

Invoices shall provide sufficient detail for the Town to identify the services performed, applicable project or application, service date, personnel or service classification, rate, hours or units billed, and any other authorized charge.

3 Required Qualifications

The Respondent shall demonstrate that it possesses the personnel, experience, licensing, certifications, and professional capability necessary to provide the Scope of Service.

Building inspectors shall maintain all licenses and certifications required by the State of Utah and shall perform only those services within the scope of their applicable licenses and professional qualifications.

The proposal shall identify, as applicable:

- Name and proposed role of key personnel.
- Utah professional license number and classification.
- Applicable ICC or other professional certifications.
- Residential and commercial inspection qualifications.
- Relevant professional experience.
- Planning and zoning experience.
- Fire review and inspection qualifications.
- Engineering or architectural qualifications for personnel proposed to perform those services.
- Proposed subcontractors or consultants and their qualifications.

All required licenses and certifications shall be maintained throughout the contract term. The Contractor shall promptly notify the Town of any expiration, restriction, suspension, revocation, or other material change affecting a required professional license or certification.

4 Contract Term

The Town anticipates awarding an initial contract for a period of four (4) years.

Subject to satisfactory performance, continued need, availability and appropriation of funds, applicable law, and required Town approvals, the Town may renew the agreement for one (1) additional one-year period.

The maximum potential contract term, including the optional renewal period, shall be five (5) years.

5 Proposal Content and Organization

All proposals shall include six (6) total proposal sets and must be organized to include the following:

1. Letter of Transmittal

The letter of transmittal should include an introduction of the Respondent and the name, address, telephone number, and email address of the primary contact person and other representatives dealing with the RFP.

2. Executive Summary

The Executive Summary shall briefly describe the Respondent's approach to providing the requested services, highlight the major features of the proposal, and identify any significant limitations, alternatives, or supporting information.

3. Statement of Qualifications

This section shall provide information regarding the Respondent's qualifications, experience, licenses, certifications, and ability to provide the requested services.

The Respondent shall identify the proposed personnel who will perform or oversee the services and provide information regarding relevant municipal building inspection, plan review, planning/zoning, fire review, and related experience.

4. References and Past Performance

Provide references for similar contracts or relevant work experience, including appropriate contact information for governmental entities, organizations, or other clients for whom comparable services have been performed.

5. Approach and Service Delivery

Describe the Respondent's proposed approach to providing services to the Town, including staffing and availability, inspection scheduling and response, plan-review process, communication with Town staff, deadline tracking, quality control, and availability of backup personnel.

The response shall describe the Respondent's experience using City Inspect or its plan and timeframe for training proposed personnel and implementing the Town's required workflow.

6. Additional Information

Any information deemed pertinent to the RFP but not otherwise requested may be included in this section.

7. Exceptions

Respondents shall separately and clearly identify any exceptions to the specifications, requirements, or proposed terms of this RFP.

8. Protected Information

As a governmental entity, the Town is subject to the Government Records Access and Management Act (“GRAMA”), Title 63G, Chapter 2 of the Utah Code. The Town cannot guarantee that information provided in a proposal will not be subject to disclosure under GRAMA.

9. Billing Methodology and Fee Proposal

The Respondent shall include a complete billing methodology and fee proposal in its response. The information must clearly identify all rates and charges that may apply to the requested services, including hourly rates by personnel or service classification and any flat-rate, per-inspection, per-project, percentage-based, minimum, travel, mileage, meeting-attendance, administrative, technology, or other proposed charges.

The Respondent shall identify any service included within another rate or provided without a separate charge and shall explain any conditions that affect billing. The response must also identify every proposed annual rate adjustment or escalation, including its amount, percentage, index, formula, effective date, frequency, and application during the initial contract term or any renewal period. Any fee, rate, reimbursement, or charge not disclosed in the proposal will be subject to the Town's written approval before it may be billed.

6 Submission Instructions

6.1 Submission Deadline and Delivery

Submissions Due: Proposals must be delivered to the Town Clerk no later than 3:00 PM on October 19, 2026, at Town Hall, 1777 N. Meadowlark Dr., Apple Valley, UT 84737.

Proposals received after the stated submission deadline will be handled in accordance with applicable Town procurement procedures.

Submit proposals in a sealed envelope clearly marked "Building Inspection, Plan Review and Planning Services RFP."

6.2 Proposal Opening and Award

Proposal Opening: Proposals shall remain sealed until opened at a public Town Council meeting on October 21, 2026 at 6:00 PM.

Evaluation and Award: Following opening, proposals will be reviewed and evaluated using the criteria identified in this RFP. The Town Council will consider the proposals and any resulting evaluation or recommendation and may award the contract at a subsequent public meeting.

Written notification regarding the outcome of the procurement will be provided following the Town's award decision.

Every effort will be made to administer the proposal process in accordance with the terms and dates stated in this RFP. The Town reserves the right to modify the proposal process or schedule as permitted by applicable law and Town procurement procedures.

7 Evaluation and Selection

Proposals will be evaluated based upon factors including:

- Qualifications, licenses, and certifications.
- Relevant municipal and professional experience.
- Qualifications and experience of proposed personnel.
- Ability to provide and coordinate the requested Scope of Service.
- Understanding of the Town's needs.

- Proposed service approach.
- Staffing, availability, responsiveness, and ability to meet applicable statutory deadlines.
- References and past performance.
- Proposed fees and other charges.
- Overall value to the Town.

Award will not necessarily be made to the Respondent offering the lowest rates. Cost will be considered together with qualifications, experience, service capability, responsiveness, and other evaluation factors.

The Town intends to select the proposal determined to provide the best overall value to the Town.

8 Standard Procurement and Contract Provisions

Right to Reject Proposals and Award Contract

The Town reserves the right to reject any or all proposals, to waive non-substantive deficiencies or immaterial irregularities where legally permitted, and to accept the proposal determined to be in the best interests of the Town.

No contract shall be in effect until all required Town approvals have been obtained and a contract agreement has been properly executed.

The Town reserves the right to eliminate an individual service contained in the proposal when the Town determines that the service is unnecessary, may be provided by the Town or another provider, or may be performed in an alternative manner.

Proposal Costs

All costs incurred in preparing or submitting a proposal are the sole responsibility of the Respondent. The Town shall not be responsible for any costs associated with preparation or submission of a proposal.

Compliance With Applicable Law

The successful Contractor shall comply with all applicable federal, state, and local laws, rules, regulations, codes, ordinances, licensing requirements, and Town policies applicable to the services performed.

Independent Contractor

The successful Contractor shall perform services as an independent contractor and not as an employee of the Town.

Insurance

The successful Contractor shall maintain insurance coverage meeting the Town's applicable requirements throughout the contract term and shall provide evidence of required coverage prior to commencement of services.

Provide liability insurance and name the Town as an additional insured in accordance with the Town's applicable insurance requirements.

Subcontractors

Use of qualified subcontractors or consultants shall not relieve the primary Contractor of responsibility for performance, coordination, quality, timeliness, or compliance with the contract.

Records

The Contractor shall maintain appropriate records and documentation relating to services performed under the contract and provide such records to the Town as required by the contract and applicable law.

No Guaranteed Volume

Services will be requested on an as-needed basis. Nothing in this RFP or resulting contract guarantees the Contractor a minimum amount of work, number of assignments, or dollar value of services.

Contract Funding

The Town's obligations under any resulting agreement shall be subject to the availability and lawful appropriation of funds.

Contract Terms

Final contract terms, including applicable insurance, indemnification, termination, records, confidentiality, assignment, and other contractual requirements, will be incorporated into the agreement between the Town and the successful Respondent.