



# City of Bradford

## Office of the City Administrator



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Bradford, PA 16701

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### **Request for Proposals (RFP) Exclusive and Non-Exclusive Third-Party Code Inspection & Permitting Services**

#### **Uniform Construction Code (“UCC”) Permitting & Inspection**

Complete PA UCC (Act 45 of 1999) enforcement on an as needed basis.

#### **Overview**

The City of Bradford, Bradford, PA is soliciting exclusive and non-exclusive proposals from qualified firms for Third Party Code Inspection and Permitting Services for both residential and commercial activities regulated by the Uniform Construction Code (UCC), on a as needed basis. The intent is for the service provider to assist the City’s permitting department on an as needed basis, and to assist the city with inspections and enforcement related to the UCC and associated construction related to local ordinances. The service provider will be contracted by the City of Bradford.

#### **Location**

The City of Bradford is a third-class city with an estimated population of 7,474 residents. It is a rapidly growing suburban municipality located in McKean County, Pennsylvania. Current land uses consist primarily of commercial and residential uses. The city processed 170 permits in 2024.

#### **Office Hours**

The service provider is not expected to hold any office hours at the city hall.

#### **Inspection Expectations**

The Service Provider shall provide days and times when they will not be available for work in the City of Bradford for an extended period (more than five days). Appointments for inspections will be made directly to the service provider. The Service Provider will pick up all permit documentation for inspections at the city hall and return documentation to the city hall with the required inspection form.

Any questions the service provider has regarding a permit and or plan review, the service provider will contact the applicant directly.

If the service provider has a conflict with a permit holder or applicant, they must immediately report that to the city.

The service provider is expected, when possible, to report any activity that is permitted, and the city will take steps to get them to get the proper permits.

### **Administrative Duties**

The City of Bradford permitting department shall distribute applications, accept completed applications and associated paperwork for submittal, and notify the service provider that it is available. The city shall invoice the applicant for all associated fees related to all permits issued by the service provider. All fees will be collected at City Hall.

### **Commercial Plan Review**

The Service Provider will be contacted directly by the applicant for the Commercial Plan Review. Construction Documents are to be submitted directly to the Service Provider. The Service Provider will notify the city prior to beginning a Commercial Plan Review to let the City of Bradford know that construction documents have been submitted for review, and provide the city with project information, location and contact information of the applicant.

### **Appointment**

The Contract will be in the form of a professional service agreement. The agreement shall detail terms and conditions required by the City of Bradford. The City, at its sole discretion, may appoint more than one firm to be the service provider.

### **Professional Service**

Third-Party Code Inspection Service is a contracted Professional Service. The City of Bradford reserves the right to reject any or all proposals; to waive any defects, errors, omissions, irregularities or informalities in a proposal or the proposal procedures; and to accept any proposal which it may deem to be for the best interest of the City of Bradford.

### **Permit Applications**

All permit applications shall be filed with the City of Bradford and will be date stamped and logged in by the city's Permitting office. The Service Provider will pick up all permit applications at the city hall and return all reviewed and/or approved applications to the city hall with any required documentation.

## **Fees**

The city shall retain 15% of the permitting and inspection fees for each permit and charged by the service provider to cover the cost of processing UCC related paperwork, processing, invoices, collecting fees and other associated activities. In addition, the city will retain the PA permitting fee (currently \$4.50) per permit and submit it to DCED quarterly.

## **Third Party Code Enforcement Agency Requirements**

The Third-Party Code Inspection Agency will have personnel qualified and certified by the Pennsylvania Department of Labor and Industry to perform plan reviews and inspections as required by Act 45 of 1999 and the related Codes therein referenced, as well as those services related to the administration of a permit system, to be proved on an as needed basis at the local “Third Party Code Inspection Agency”.

The Third-Party Code Inspection Agency will have personnel qualified to read and review design plans, engineering specifications, and architectural drawings.

The Third-Party Code Inspection Agency will have proper certifications and insurance(s).

## **Proposal Evaluation**

Proposals received will be reviewed by the City Administrator and will be evaluated in the following areas:

1. The names and qualifications of the personnel who will be assigned to work with the city.
2. The type and tenure of the experience of both the agency and the individuals who will perform these programs.
3. The location and hours of the Third-Party Code Inspection Agency’s office.
4. References from other municipalities.

Please note that the City reserves the right to modify the criteria by either adding additional criteria to the evaluation or deleting criteria found to be not applicable to the decision-making process.

## **Proposal Submission**

The proposal must be received in hand by the City of Bradford no later than **1:00 PM, Friday, February 28, 2025**, and must be submitted by mail. All proposals must be marked “**Proposal for City of Bradford – Third Party Code Inspection**” and must also state the name of the proposer.

## **RFP Submission Contents**

Proposers must provide at least three (3) municipal clients as references.

The following information must be included with your submission:

- The proposers full name and complete fee schedule
- A nondiscrimination notice statement
- A non-collusion statement
- All other information that the proposer feels would be helpful including, but not limited to:
  - Names and qualifications of the personnel who will be assigned to work with the city.
  - The tenure of the experience of the agency and individuals who will perform the inspections
  - The location, hours, forms, etc., of the Third-Party Code Inspection Agency Office
  - Information about software and online payment option capabilities
  - Proof of State agencies that your firm can provide these services
  - Proof of proper insurance.

Proposals shall be addressed to:

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24 Kennedy St.  
Bradford, PA 16701

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e.taylor@bradfordpa.com