



Marysville Borough

**REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR
COMMERCIAL/RESIDENTIAL BUILDING CODE
INSPECTION, ZONING, AND CODE COMPLIANCE
SERVICES**

January 22, 2026

Submission Deadline: Tuesday, March 10, 2026 – 3:00 p.m.

Contact:
Kim Charles
Borough Manager
200 Overcrest Road
Marysville, PA 17053
Phone: (717) 957-3110

COMMERCIAL/RESIDENTIAL BUILDING CODE INSPECTION, ZONING, AND CODE COMPLIANCE SERVICES REQUEST FOR PROPOSALS AND QUALIFICATIONS

Marysville Borough is soliciting proposals and qualifications for a provider of Pennsylvania Uniform Construction Code (UCC) Commercial & Residential Building Code Inspection, Zoning, and Code Compliance Services from those firms with at least ten (10) years of Pennsylvania Municipal experience in the same. The RFP is available at the Marysville Borough Municipal Building, 200 Overcrest Road, Marysville, PA, 17053 between the hours of 7:00 a.m. and 3:30 p.m. on regular business days, on the Marysville Borough website at www.marysvilleboroughpa.gov or by emailing kcharles@marysvilleboroughpa.gov.

All proposals shall be submitted on letterhead stationery. One (1) clearly marked original and ten (10) clearly marked complete copies (including all attachments) of each proposal shall be submitted and delivered to: Kim Charles, Borough Manager, 200 Overcrest Road, Marysville, PA, 17053 prior to 3:00 p.m. on Tuesday, March 10, 2026. Envelopes shall be sealed and marked "RFP - Proposal and Qualifications for Borough Commercial/Residential Building Code Inspection, and Code Compliance Services".

Marysville Borough reserves the right to choose the firm which, in its judgment, is best suited for the intended purposes and reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough reserves the right to re-solicit proposals.

SCOPE OF SERVICES AND MINIMUM QUALIFICATIONS

1. The Scope of Services required under this RFP includes serving as the Borough's provider of Commercial and Residential building code services, Zoning, and Code compliance services, as assigned, promulgated under the Pennsylvania Uniform Construction Code (UCC) and Borough Ordinances. The selected Professional firm(s) will also be expected to provide related specialized professional services to the Borough on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the professional will be expected to provide a contact that will return a phone call to the Borough on the same day, evening, night and/or over a weekend. The professional is expected to be available to provide advice to the Borough during non-business hours including their attendance at meetings, when requested.
2. These documents are incorporated herein by reference:
 - a. This Request for Proposal,
 - b. 1998 Pennsylvania Uniform Construction Code, as amended.
 - c. Any and all applicable Pennsylvania regulations established pursuant to the UCC,
 - d. Any and all Marysville Borough resolutions adopted to implement and administer the UCC,
 - e. The Marysville Borough Code of Ordinances,
 - f. The Marysville Borough Fee Schedule.
3. The professional firm, generally, shall provide all services required relating to Section 2. (a-f) when specifically requested by Marysville Borough.
4. The professional firm must establish that it meets the following minimum qualifications:
 - a. The professional firm must have all applicable third-party licenses/certifications as required by the Pennsylvania Department of Labor and Industry to perform Commercial and Residential plan review and inspection services.
 - b. The professional firm must have at least ten (10) years' experience as a provider of UCC Services for municipalities in Pennsylvania of a size similar to Marysville Borough.
 - c. The professional firm must be multi-disciplined with expertise in all disciplines of Commercial and Residential plan review and inspections, zoning, and code compliance services.

- d. A listing of all Certifications under the UCC and zoning and code compliance services certifications must be provided.
- e. The ability and capability of corresponding in electronic format agreeable to the Borough.
- f. The ability and capability of providing UCC plan review and code inspection advice and assistance to the Borough Manager and the staff on a same day basis or, at a minimum, within 48 hours upon request.
- g. The ability and capability to provide a staffed office to answer phone calls, emails, and other forms of communication five days per week, Monday through Friday, during typical business hours.
- h. The ability and capability of providing review and services, as directed, of all submitted building and zoning permit applications, and code compliance issues in accordance with the UCC and Zoning and other applicable Ordinances.
- i. The ability and capability of performing all building permit inspections in a professional and timely manner in accord with or exceeding the requirements of the UCC, inclusive of Monday through Friday of each work week.
- j. The ability and capability of providing at least one, or more, staff members(s) UCC certified through the Pennsylvania Department of Labor and Industry for plan review, permit approval, and all subsequent required inspections, in all Commercial and Residential disciplines as described in Chapter 401, Section 401.6 of the Uniform Construction Code.
- k. If requested, attend the Borough Council meetings and/or other Borough meetings (as arranged) by the Borough Manager.
- l. The ability and capability of working with Borough Solicitor's and Engineer's office as well as the Borough Manager and the staff as needed.
- m. Demonstrated working relationships with outside regulatory agencies such as but not necessarily limited to: The Pennsylvania Departments of Environmental Protection, Labor and Industry, Transportation, Conservation and Natural Resources; Perry County Conservation District and any other local, State and/or Federal agencies.
- n. The ability and capability to perform Americans with Disability Act (ADA) and/or any other relevant so-called accessibility plan reviews and conduct inspections of the same, if required.

- o. The ability and capability of issuing UCC Inspection Reports and Certificates of Use & Occupancy when directed by the Borough.
- p. The ability and capability of completing reviews of submitted plans and conducting required inspections within the following time periods after receipt of a completed building permit application:
 - i. Within thirty (30) business days for any: Multi-family residential building with over 6 units, Commercial buildings, Industrial buildings, Institutional buildings and any component of work subject to UCC requirements for said buildings.
 - ii. Within fifteen (15) business days for any Single-Family Dwelling, Two-Family Dwelling, Townhouses, and any component of work subject to UCC requirements for said buildings.
 - iii. Within two (2) business days for UCC general inspections after receipt of a request and within three (3) business days for UCC final inspections after receipt of a request.
 - iv. Follow-up on open permits to verify that final inspections are completed to ensure permit close out.
- 5. All plans, building permit applications, reports, etc. generated by the professional firm for Marysville Borough, shall be the property of Marysville Borough.
- 6. Invoicing shall be provided in such a form related to actual services rendered each month and will be provided no later than fifteen (15) days following the close of the month. Invoices shall be due thirty (30) days after receipt by the Borough.
- 7. If the professional service agreement between Marysville Borough and the consultant(s) is to be terminated, either party must give at least sixty (60) days' notice. All plans, reports, etc., must be returned to the Borough within thirty (30) days of that notice. Inspection services related to open permits assigned to this consultant may be continued and completed at the discretion of the Borough.

TERM

The position for the services shall be subject to renewal in accord with the Commonwealth of Pennsylvania Borough Code or otherwise determined by the Borough Council. The Borough Council reserves the right to terminate the agreement at any time with sixty (60) days prior written notice. The professional firm(s) serves at-will at the pleasure of Marysville Borough Council. Successful firm(s) will enter into a Professional Services Agreement memorializing the terms and conditions conveyed in this RFP.

SELECTION PROCESS

The Borough will utilize the following general selection process in determining the most qualified and best professional(s) to serve as a provider of UCC Commercial and Residential Building Code Plan Review and Inspections, Zoning and Code Compliance services.

1. Interested professional firms will provide written statements of qualifications (SOQs) to the Borough based on the minimum requirements and information in this RFP.
2. Marysville Borough will review and rank all SOQs based upon the minimum criteria established in this RFP.
3. The top-ranking firms will be selected to participate in an interview process. Additional evaluation steps may include, but not be limited to, an interview, a review of the firm's fee structure, a check of reference, etc.
4. The final determination will be made by the Marysville Borough Council for appointment. The Council reserves the right to reject any or all proposals and to waive any defects or irregularities in the best interest of the Borough. Borough Council reserves the right to make an appointment in the best interest of the Borough and to appoint the professional firm that determines best to serve the Borough's needs, which shall remain within the sole discretion of the Borough Council.

STATEMENT OF QUALIFICATIONS (SOQ) CONTENT

The SOQ must include the following:

1. Cover Letter

- a. All SOQs must include a cover letter, to the attention of Kim Charles, Borough Manager, and be signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the professional firm's name, the names of local partners/principals and the number of local personnel, address and telephone and fax numbers for the agency and email addresses of the person(s) who are authorized to represent the proposer.

2. Personnel

- a. The names of the partners, managers, key staff persons, and all inspectors or other personnel who will be assigned to the Borough's engagement; and
- b. Provide resumes for all and indicate their experience in providing the services requested as well as all pertinent certifications and qualifications currently held.
- c. Describe the staffing level that would be assigned to Marysville Borough.

3. Level of Service

- a. Indicate whether your firm can provide on a quick response basis year-round professional UCC, Zoning, and Code Compliance services to the Borough on typical building code, zoning, and code compliance related matters.
- b. List the typical days of the week and business hours per day that personnel are available to provide services required by this RFP.

4. References

- a. List of Pennsylvania local government jurisdictions where your firm presently serves as a provider of UCC, Zoning, and Code Compliance services.

5. Fees

- a. The Borough expects to pay a flat fee for various required services and, on special occasion, an hourly fee for the services provided by its UCC, Zoning and Code Compliance services professional firm. All firms must indicate the flat and hourly fees charged for the proposed services. It is suggested that any proposed professional firm fee schedule cover all services required by the RFP in accord with the latest adopted Borough Fee Schedule. Proposals should indicate anticipated fee increases for at least four (4) years, though future fee increases shall be subject to approval of the Council prior to the fees becoming effective. If additional services such as travel, copying, phone calls or other charges will be billed in addition to the proposed professional firm's typical fees, such should be indicated within the SOQ.
- b. A proposed fee shall be provided for in-Borough Offices service as may be directed by the Borough Manager.
- c. A proposed fee shall be provided for UCC Building Code Official services on an as needed basis as may be directed by the Borough Manager.

PROCEDURES FOR EVALUATING PROPOSALS

The Borough will evaluate the SOQs based on, but not limited to, the criteria outlined in this document. The Borough may then complete additional evaluations of the consultant such as review of the firm's fee schedule, participation in an interview process, etc. Using a combination of the information provided in the SOQ and the additional information received from the interviews and evaluations, the Borough will make a final choice and award the service to the most qualified professional firm(s). A brief description of the primary selection criteria is provided below:

1. Proximity of professional firm to Marysville Borough
 - a. The Borough wishes to work closely with the selected firm and desires fast, efficient and effective service. The consultant should address how it will provide the desired service and how it will address travel costs and travel time issues.
2. References
 - a. The Borough may perform reference checks for each candidate firm. A minimum of three (3) municipal clients in Pennsylvania where similar or related work was performed must be provided. References regarding where the firm has served as a provider of UCC services are required. References should also be able to describe the firm's responsiveness, availability, and ability to complete assignments in a timely and orderly manner.
3. Experience Serving as a provider of UCC Services for Other Communities
 - a. Demonstrated experience in the role of a municipal provider of UCC, Zoning, and Code Compliance services for other Pennsylvania municipalities will be strongly considered. At least ten (10) years of Pennsylvania provider of UCC services experience is required. Proof of an understanding of the role of provider of UCC, Zoning, and Code Compliance services and track record of providing fast, efficient and effective service is preferred.
4. Consultant's Understanding and Approach and Quality of the SOQ
 - a. The selection criteria will allow the Borough to award the position on the quality of the SOQ, the professional's understanding of the Borough's needs, the professional's approval to the work and/or any other quality about the professional's proposal that sets it apart from any others.

5. Conflict of Interest

- a. The successful firm(s) shall not have conflicts of interest with the Borough and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the SOQ submission. Additionally, the selected professional(s) shall decline providing inspection services for projects in the Borough if their firm is also providing services to the builder or developer, as a private client, for that specific project.

6. Insurance

The selected firm(s) must maintain insurance coverage, at a minimum, in accordance with the following requirements:

- a. Worker's Compensation Insurance – meeting the requirements of all applicable laws and jurisdictions.
- b. Professional/Errors and Omissions Liability Insurance - \$ 1,000,000 per claim;
- c. \$2,000,000 aggregate
- d. Employer's Liability Insurance – \$1,000,000 Bodily Injury each accident;
- e. \$1,000,000 Bodily Injury by disease – policy limit; \$1,000,000 Bodily Injury by disease – each employee
- f. Commercial General Liability Insurance – Occurrence \$1,000,000; Aggregate
- g. \$2,000,000
- h. Comprehensive Automobile Liability - Combined Single Limit \$1,000,000
- i. Umbrella or Excess Liability - \$2,000,000 per occurrence
- j. Employment Practices Liability Including Third Party Liability \$500,000 per claim; \$1,000,000 aggregate

7. Additional Insured Status and Certificate of Insurance

- a. The Borough along with their respective officers, agents and employees, shall be named as additional insureds for Ongoing Operations and Products/Completed Operations on Consultant's Commercial General Liability Policy, which must be primary and noncontributory with respect to the additional insureds. The Primary noncontributory and waiver of subrogation applies to all policies, where allowed by law. This insurance shall remain in effect as set forth below, in the "Cancellation, Renewal and Modification" provision.
- b. It is expressly understood by the awarded Professional(s) that it is the intent of the Borough and the awarded Professional(s) that any insurance obtained by the Borough is deemed excess, non-contributory and not co-primary in relation to the coverage(s) procured by the

Professional(s), or any of their respective consultants, officers, agents, subcontractors, employees or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable case law.

- c. To the fullest extent permitted by applicable state law, a Waiver of Subrogation Clause shall be added to the General Liability, Automobile and Workers Compensation policies in favor of the Borough, and this clause shall apply to the Boroughs officers, agents and employees, with respect to all Projects during the policy term.
- d. Prior to commencement of services being provided, awarded Professional(s) shall submit a Certificate of Insurance in favor of the Borough and an Additional Insured Endorsement (in a form acceptable to the Borough) as required hereunder. The Certificate shall provide for thirty (30) days' notice to the Borough for cancellation or any change in coverage. Copies of insurance policies shall promptly be made available to the Borough upon request.

8. Cancellation, Renewal and Modification

- a. The awarded Professional(s) shall maintain in effect all insurance coverages required under this award of services at the awarded Professional(s)'s sole expense, underwritten by insurance companies acceptable to the Borough, until final completion of contracted services. Certificates of insurance showing required coverage to be in force must be delivered to the Borough prior to commencement of the awarded Professional(s) Services. In the event the awarded Professional(s) fails to obtain or maintain any insurance coverage required under this award of services, this shall be considered a material breach of the Agreement, entitling the Borough, at its sole discretion, to purchase such equivalent coverage as desired for the Borough's benefit and charge the expense to the awarded Professional(s), or, in the alternative, exercise all remedies otherwise provided in the Agreement, or as permitted by law or equity.

9. Indemnification

- a. The selected Professional firm(s) and its employees shall defend, indemnify and hold harmless the Borough, its Council, committees, commissions (including the individual members thereof), their elected and appointed officers and officials, and their respective managers, representatives, advisors, insurers, solicitors, other professional consultants, appointees, employees, agents, independent contractors, predecessors, successors, and assigns from any and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the professional firm and/or its employee's negligent acts or omissions under this agreement.

Questions

Direct any questions related to this RFP to Kim Charles, Borough Manager, Marysville Borough at kcharles@marysvilleboroughpa.gov.