



**Borough of Stroudsburg**  
Monroe County

**Request for Proposal**  
**Residential Rental Unit Inspections**

Borough of Stroudsburg  
700 Sarah Street  
Stroudsburg, PA 18360  
[www.stroudsburgboro.com](http://www.stroudsburgboro.com)  
(570) 421-5444

October 20<sup>th</sup>, 2023

# Requests for Proposals | Residential Rental Unit Inspections Borough of Stroudsburg

## **SUMMARY**

The Borough of Stroudsburg, Monroe County, invites interested firms and individuals with Code Enforcement experience to submit written proposals for Residential Rental Unit Inspections to the Borough of Stroudsburg. As the Inspector of residential rental properties, the selected firm will be expected to provide inspections of approximately 500 rental units annually based upon criteria established by the Borough in its Rental Property Inspection Ordinance, the International Property Maintenance Code, and accompanying checklist; schedule inspections and, as needed, reinspect properties; provide administrative support to the inspection process, to include, but not limited to, inputting inspections into database and compiling reports as needed; and other services in conjunction with inspections as required. A copy of the Borough's Rental Property Inspection Ordinance is included with and incorporated into this RFP.

## **OVERVIEW OF THE REQUEST FOR PROPOSALS PROCESS**

The Request for Proposal & Qualifications (RFP) is part of a competitive procurement process, which helps to serve the Borough's best interests. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiating being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determining factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the Borough has the flexibility it needs to negotiate to arrive at a mutually agreeable relationship.

## **PROPOSAL SUBMISSION**

An original, clearly marked as "ORIGINAL", 5 copies, and one (1) electronic copy of each proposal shall be submitted in sealed envelopes and must be marked with "RESIDENTIAL RENTAL PROPERTY INSPECTION PROPOSAL" and addressed to:

Lawrence Kopp  
Borough Manager  
700 Sarah Street  
Stroudsburg, PA 18360  
lkopp@stroudsburgboro.com

The proposal must be received no later than Monday, November 20, 2023, at 4:00 PM.

**Faxed and emailed proposals will NOT be accepted, excepting the required electronic copy.  
Any inquiry concerning this RFP should be directed in writing to:**

Lawrence Kopp  
lkopp@stroudsburgboro.com

All documents/information submitted in response to this solicitation may be available to the general public. The Borough will not be responsible for any costs incurred by responding firms in the preparation or presentation of proposals. The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Borough reserves the right to resolicit proposals.

### **GENERAL INFORMATION ON THE BOROUGH OF STROUDSBURG**

The Borough of Stroudsburg is located in Monroe County, Pennsylvania, and operates under the Pennsylvania Borough Code form of government with a seven (7) member Borough Council, one (1) mayor and a Borough Manager. The Borough recognizes a strong manager-council form of government. The Borough is 1.2 square miles with approximately 1,581 total residential units and 1,286 residential rental units. The vast majority of the Borough is developed. The Borough has a Code Enforcement Staff of three (3) FT and one (1) PT staff; six (6) FT and one (1) PT office and parking staff; nine (9) FT Public Works staff; and two (2) FT Recycling Center employees. The Borough Council meets the first and third Tuesday of each month for its regular public meeting. The Borough has an approximate residential population of 5,927, and an annual budget across multiple funds of approximately \$11.9 million.

### **MINIMUM QUALIFICATIONS**

The selected firm must provide personnel who meet the following minimum criteria:

- 1) A minimum of three (3) years of residential Code Enforcement experience;
- 2) A minimum of three (3) years of experience in residential property inspections.
- 3) Knowledge and general understanding of the standards contained in the International Property Maintenance Code;
- 4) General expertise and experience in all aspects of residential property maintenance and construction;
- 5) A clean criminal background for all employees working for, and on behalf of, the Borough of Stroudsburg.

### **TERM**

This is an annual appointment, January 1<sup>st</sup> through December 31<sup>st</sup>. Implementation of the Rental Property Registration Ordinance is scheduled to begin during Spring 2024. The Ordinance states that registration of properties is an annual requirement, and inspections are required on a rolling three-year basis. Licensure of rental units is required by September of each year, and the inspection process is going to follow the same September – August annual timeframe.

### **SCOPE OF SERVICES TO THE BOROUGH OF STROUDSBURG**

The services may include, but are not limited to:

- 1) Assistance to Borough staff in the implementation of the Residential Rental Property Inspection Ordinance, as needed.

- 2) Conduct inspections, and re-inspections, of properties, as required.
- 3) Input inspection results into the Borough's cloud-based, permit management system.
- 4) Maintain liaison with the Borough's Code Enforcement staff.
- 5) Prepare reports on inspections as needed.
- 6) Refer any other noted structural deficiencies or other violations of Stroudsburg Borough Property Maintenance Codes to the Code Enforcement Office.

## **MANDATORY CONTENT OF PROPOSAL**

### **A. Contact Information**

- 1) Provide the name and address of the firm; the name, telephone number, fax number, and email address of the individual responsible for the preparation of the proposal.
- 2) List the names of the firm's partners / principles and all local offices of the firm.
- 3) Identify the location of the firm's main office that will be working with the Borough of Stroudsburg.

### **B. Executive Summary**

- 1) An executive summary of not more than two (2) pages, identifying and substantiating why the Proposer is best qualified to provide the requested services.

### **C. Level of Service**

- 1) Provide a staffing plan listing those employees who will be assigned to the engagement should your firm be selected. Include the relevant resume information of the individuals who will be assigned, including a description of each individual's relevant professional experience, years and type of experience and number of years with the firm.

### **D. References**

- 1) List of all Pennsylvania local government jurisdictions where your firm presently performs residential property inspections, code enforcement, or provides similar services. Identify the duration and scope of service at each community.
- 2) Identify up to three non-municipal clients you wish to include as references.

### **E. Disciplinary Actions**

- 1) Provide a description of any ongoing investigation and/or litigation matters involving the firm, its partners, principles, officers, or other individuals employed by the firm. Please give a history of the same over the past ten (10) years.

### **F. Subcontractors**

- 1) If the firm intends to subcontract out any part of the work contained in the scope of this RFP, the firm shall provide a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract and a comprehensive description and experience of the proposed subcontractor. The Borough reserves the right to disapprove any proposed subcontractor and to revoke previous approval of any subcontractor should the need arise.

## **G. Insurance**

- 1) Detail your insurance coverage applicable to the services described herein. Such coverage must include, at a minimum, Workers Compensation, Employer's Liability, Commercial General Liability, Comprehensive Automobile Liability, and Professional Liability coverage. Include insurance certificates summarizing such insurance coverage.

## **H. Fees**

- 1) The Borough understands that each firm bills differently. The Borough is willing to consider paying a fixed monthly fee, a retainer, and/or an hourly fee for services rendered.
- 2) Firms shall itemize their fee schedule to include all costs, with an explanation of how costs are calculated and the methodology used to do the same. Itemized costs shall include ALL costs passed onto the Borough, including but not limited to professional consulting costs, and all ancillary expenses such as travel, copying, phone, postage, etc.
- 3) Identify any increase in rates for your municipal clients over the past five (5) years.

## **I. Miscellaneous**

- 1) Please discuss any other factors not mentioned above which you believe relevant to the consideration of your firm.

## **INTERVIEW**

The Council of the Borough of Stroudsburg reserves the right to interview any or all of the firms submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete as submitted. However, while there is no specified page limit to a response to this RFP, applicants are advised to only provide material related to the request and qualifications for service. Please avoid providing extensive boilerplate, corporate marketing, or filler material.

## **SELECTION PROCESS**

All proposals will be reviewed by the Borough Manager and Borough Council to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For firms that satisfy the Minimum Qualifications and the Mandatory Proposal Content portions of the application, the Borough's evaluation will include but not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- 1) The firm's general approach to providing the services required under this RFP.
- 2) The firm's documented experience in successfully completing contracts of a similar size and scope of the engagement addressed by this RFP.
- 3) The qualification and experience of the firm's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- 4) The overall ability of the firm to mobilize, undertake, and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory, and other staff

proposed by the firm to perform the services required by this RFP, the availability and commitment to the engagement of the firm's management, supervisory, and other staff proposed.

- 5) The firm's oral presentation and interview, if selected by the Borough, shall assist with affirming or supplementing information contained within the RFP.
- 6) The Borough may reject any and all proposals, whole or in part, for any reason.
- 7) The Borough has the right to waive any irregularities in the proposal.
- 8) Costs and fee schedules.
- 9) The final selection shall be made using criteria judged to be the maximum benefit to the Borough as a whole.

**SELECTION AND CONTRACT**

The Borough will select the firm deemed most advantageous to the Borough, with price and other factors considered. The resulting contract will include this RFP, any clarifications and addenda thereto, the selected firm's proposal, and any changes negotiated by the parties.

**ACCEPTANCE BY BOROUGH FOR BOROUGH ENGINEERING**

The Borough hereby accepts the proposal for code inspection services and awards this contract for code inspection services per the firm's proposal and the RFP documents of the Borough of Stroudsburg.

**Firm:**

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Borough Representative:**

Signature of Borough: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Bid Award: \_\_\_\_\_