

San Juan County would like to retain the professional services of a qualified Building Inspector or Inspectors to assist San Juan County in performing residential, commercial, and industrial building inspections at various stages of construction, alteration, and repair; to review construction plans and prepare permit documentation for residential, commercial, and industrial projects; and to provide information and assistance to the general public. We invite you to submit in response to this Request for Qualifications (RFQ). Questions regarding this RFQ can be submitted to mmcdonald@sanjuancountyut.gov or by calling (435) 587-3225.

All responses and qualifications need to be received by 5:00 PM, February 27, 2025. Submissions can be sent by mail to PO Box 9, Monticello, Utah 84535 or Hand delivered to the Clerk/Auditor's office at 117 S Main Street in Monticello, Utah 84535 or emailed to mmcdonald@sanjuancountyut.gov

Scope of Services

- Assist in the building permit process, including any clerical work required to help the public acquire necessary building permits.
- Maintain data in a County data storage and retrieval system.
- Perform building construction plan reviews prior to and during the construction process.
- Perform on-site building inspections.
- Determine compliance with current building codes and assist public with building code questions.
- Assess building permit fees based on the adopted fee schedule.
- Present all applications and fee assessments for building permits to the Planning Administrator in a timely manner.
- Interpret codes and regulations for builders and property owners and assist them in altering construction plans to meet current codes and standards.
- Perform residential, commercial, and industrial building inspections at various stages of construction, alteration, and repair.
- Interface with the public on various matters concerning building permits and inspections and define concerns and problems for the submission to the County Commission.

Terms of Engagement

1. Independent Contractor:

- The contractor will operate independently and must secure and maintain all necessary insurance, including general liability, automobile, disability, unemployment, and worker's compensation.
- The contractor is responsible for all payment of all applicable taxes and must indemnify San Juan County against any claims arising from noncompliance.

2. No Subcontracting:

- The contractor may not subcontract any services without the written consent of San Juan County.

Compensation

The contractor will be compensated at a rate of \$90.00 per hour which includes time spent on plan reviews, building inspections, and travel time to and from the building inspection site. Additionally, contractors shall be reimbursed for mileage at the current State of Utah rate of \$0.70 per mile.

Preferred Experience and Qualifications

- Three years of building inspection experience.
- Three additional years of either building inspection experience, related education and/or construction experience.
- High school diploma or GED
- Valid Utah driver's license
- ICC Combination Inspector certification
- State of Utah Combination Inspector license

How to Apply

Interested contractors should submit a quotation including:

- Relevant experience and qualifications.
- A proposed approach to fulfilling the responsibilities outlined above.
- Confirmation of independent contractor status and ability to meet insurance and tax obligations.

Please submit your quotation by submission deadline to contact email or mailing address. For any inquiries, feel free to reach out to Mack McDonald at mmcdonald@sanjuancountyut.org.

Selection and Award

Selection and award will be subject to the County's Purchasing Policy for services. The Purchasing Policy can be located at www.sanjuancountyut.gov or by emailing Mack McDonald at mmcdonald@sanjuancountyut.gov.