

REQUEST FOR QUALIFICATIONS

Code Enforcement Services

OVERVIEW

Purpose

The purpose of this Request for Qualifications (“RFQ”) is to invite qualified persons and/or firms (“Consultant”) to provide code enforcement services on an as-needed basis for the Cities of Dufur, Maupin, and potentially some of the cities of Sherman County. The intent is to provide regular part-time consulting services in the area of code enforcement. All submittals must contain requisite information outlined in the RFQ and received no later than 5:00 p.m. on October 13, 2017.

General Statement of Duties

The Code Enforcement Services Consultant (CESC) is responsible for the administration and enforcement of the Nuisance Control Ordinances within the cities noted. The CESC receives, investigates, mediates and resolves nuisance abatement and code enforcement issues, conducts inspections, provides notices and declares nuisance emergencies.

Contract Oversight

Each city would provide oversight to the consultant for the city’s own needs.

SCOPE OF SERVICES

1. Conduct routine inspections to monitor or respond to complaints for potential code violations. Conducts investigations if a violation is observed or a written complaint is received from the public. Issues notices of violation, identifies the code compliance issues and recommends abatement options for resolution. Works with the parties and negotiate voluntary compliance agreements as the primary approach to resolution.
2. Assess whether an emergency exists that constitutes an immediate and active danger to the public health, safety, and welfare. Conduct emergency inspections, and, if necessary, carries out immediate abatement of the nuisance/ code violation.
3. Document conditions and actions with each nuisance/ code violation, including photo documentation of the nuisance/ code violation, recommended actions, agreements, costs and resolutions.
4. Consult with the City Recorders/ Managers in the event a nuisance/ code violation is not being abated as directed. Recommends a course of action for the City that may include assessments, property liens or City action to abate the nuisance/ code violation.
5. Assess whether a waiver is warranted if an assessment is imposed.
6. Receive requests for hearings to contest an action or notice and works with the hearings officer to schedule a hearing. Provide testimony, argument, and evidence at the hearing.
7. Maintain well documented records and maintain confidentiality.
8. Prepare a monthly report for the cities on enforcement activity which details hours spent on each task for each project.

QUALIFICATIONS

Preferred Knowledge, Skills and Abilities as Demonstrated by Individual Consultant and/ or Consulting Company

1. Knowledge and/or experience in land use, building and solid waste practices, codes, and ordinances, as well as related enforcement procedures. Ability to read, comprehend, interpret, and implement land use, building, and solid waste codes, ordinances, and administrative rules as they apply to code violations.
2. Effective communication and intergovernmental relationships skills including the ability to maintain effective and congenial working relationships with various city, county, and state staff and volunteers. Demonstrated excellent public relations and interpersonal communication skills including skills and ability to maintain composure, self-control, and professional demeanor and deal with the public under adverse conditions such as harassment, ridicule, and critical incidents
3. Ability to perform research utilizing geographic information systems, property boundaries, word processing, spreadsheets, databases and the internet. Ability to compile and analyze relevant technical/legal data and research.
4. Experience identifying and advancing resolutions that protect and conform to the fundamental purpose of codes, ordinances, statutes, and administrative rules.
5. Demonstrated ability to resolve misunderstandings and/or conflicts with complainants, property owners who may be in violation, neighborhoods, agencies, and others. Ability to facilitate cooperation and reasonable compliance with laws and regulations. Previous work experience demonstrating conflict resolution skills, tact and service-oriented organizations, cooperative arrangements, etc.
6. Commitment to professional education, with at least one individual who has completed at least 40 Oregon Code Enforcement Association training credits or equivalent.

SUBMITTAL DEADLINE, REQUIREMENTS AND FORMAT

The submittal must be received by 5:00 p.m. on October 13, 2017.

Please include:

1. Letter of introduction.
2. Experience and Qualifications.
3. Describe ability to perform the Scope of Services efficiently and in accordance with the requirements of the City, State and Federal regulation.
4. References.

Email to: sherry@mcedd.org (subject line: RFQ for Code Enforcement Services)

Mail to: Mid-Columbia Economic Development District, 515 East 2nd Street, The Dalles, OR 97058

Deliver to: Sherry Wickert at the above address.