

REQUEST FOR QUALIFICATIONS (RFP)

Project Title: Building Inspector and Plans Examiner Services

Entity: Morgan County

Solicitation Number: RFP-2026-RFQ-BI-PE

Issue Date: March 31, 2026

Closing Date: April 21, 2026, 5:00 PM MST



Notice is hereby given that Morgan County is seeking proposals from firms and individuals qualified to provide contract professional services for plan review and building inspection services.

Morgan County, Utah 's estimated 2026 population is 13,271 with a growth rate of 0.68% in the past year according to the most recent United States census data. Recent projections show that this rate of growth is accelerating. This is evident in the number of building permits that have been issued in the past two years. In 2024 there were 354 and in 2025 there were 362 Building Permits and is expected to increase this year.

The county has seen an increase in residential and commercial permits.

Morgan County projects more building permits, Therefore, the candidate must be experienced in both residential and commercial inspection and planning review procedures.

SCOPE OF SERVICE

- Will report to County Building Official
- Will work closely with office personnel
- Plan Review Services:
 - Code review for architectural, structural, electrical, mechanical, plumbing, fuel gas, energy, accessibility, solar or other renewable energy, and fire codes.
- Inspections:
 - Code inspections for architectural, structural, electrical, mechanical, plumbing, fuel gas, energy, accessibility, solar or other renewable energy, and fire codes.
 - Ensure improvements are properly completed or bonded for, according to city code before granting occupancy.
- Must be responsive to County staff and residents:
 - The time expectation is to respond within 1 business day.
 - Single Family Residential Plan reviews are to be completed within 5 business days.
 - Multifamily Residential Plan reviews are to be completed within 10 business days.
 - Commercial Plan reviews are to be completed within 10 business days.
 - Perform an inspection within 24 hrs. of a request.
- Must have the ability to report permits as required by Morgan County and the State of Utah.
- Must be able to learn Civic Review and follow schedule for and report of Inspections.
- Must submit a detailed monthly billing log of services performed each month by the 5th of the following month, the County has the right to request a more detailed statement at any time.
 - Will be paid monthly as a 1099 contract employee as an individual inspector OR via accounts payable check for a firm by the 15th of each month.
- Morgan County may acquire contracts with multiple inspectors for the same services to ensure the availability of the requested services. Requests for work to be performed will be based on actual need in conjunction with the capabilities, experience, and availability of the consultant(s) along with the price, business location, and hours of operation. No guarantee of the actual work is implied or expressed by this solicitation. The purpose of the contract is to have a contract in place for work to be performed on an “as needed” basis.

REQUIRED QUALIFICATIONS

Plan Review Services. Selected consultant shall have a minimum of five (5) years of experience performing plan review services and shall be, or have on staff, and International Code Council (ICC) Certified Building Plans Examiner and be International Code Council (ICC) Certified in the State of Utah’s currently adopted. International

Codes and National Electrical Code. The selected consultant shall also be, or have on staff, a registered professional engineer in the State of Utah for structural engineering.

Inspection Services. The selected consultant shall have a minimum of five (5) years of experience and expertise in performing code inspection services, shall have a valid driver's license, a valid State of Utah "Combination Inspector" license, and be International Code Council (ICC) Certified in the State of Utah's currently adopted International Codes and National Electrical Code.

PROPOSAL SUBMISSION REQUIREMENTS

Each proposal shall include at a minimum the following information:

- *Primary Contact* Provide - The name and title of the person who will be the primary contact and manager for the contract, plus contact phone number(s), email, and mailing address.
- *Company Information* - Provide an overview of the history of the company, such as, but not limited to, the range of services typically provided, expertise, number of employees, and states in which the company operates.
- *Firm & Staff Qualifications* - Provide work history and a reference list of other cities and/or counties they have worked for with the name and phone number of key personnel. Provide a list of all certifications and a copy of the transcript or certificates.
- *Approach & Methodology* - Review the scope of services and provide a detailed approach to and methodology for completing the services and providing the deliverables requested. This section shall also include a preliminary proposed timeline, initial cost estimate for each element update, and hourly rates for the key personnel identified.
- *Fee Schedule* - Provide hourly rate, travel charges, and flat fees for all services provided (must be in accordance with Utah code) .
- *Appendix* - The appendix shall include professional resumes of key personnel and any relevant previous work product as deemed appropriate by the Inspector.

SELECTION OF PROPOSAL

Inspector will be selected in accordance with Morgan County procurement policy. The County's decision to select an Inspector will be based upon the following criteria, plus any other relevant factors that would further demonstrate an Inspector's qualifications:

- Completeness of proposal
- Experience of Inspector/firm and proposed personnel (providing similar services)
- Schedule of fees for services (must be in accordance with state law)

CONDITIONS OF AWARD

- An evaluation team will evaluate the submitted proposals. The County reserves the right to:
 - reject any or all proposals, or to make no award.
 - require modifications to initial proposals.
 - negotiate or make partial or multiple awards.
- The County may award based on initial proposals received, without discussion of such proposals. If required by the County, certain Inspectors may be invited to make presentations to the evaluation team, planning commission, and/or other County personnel as deemed appropriate. To the extent permitted by law, all documents submitted as part of the Inspector's proposal will be deemed by the County as confidential during the evaluation process, and until the selection of finalists. There shall be no disclosure of any Inspector's information to a competing Inspector prior to award of the contract. The contract shall be considered awarded only upon the effectiveness of the official action of the County Commission.

AMENDMENTS TO THE REQUEST FOR PROPOSAL

- The County reserves the right to amend the RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments to this RFP will be sent via email to all individuals and firms

who respond to this RFP. If revisions are of such a magnitude to warrant, in the County's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

PREPARATION AND SUBMITTAL OF PROPOSAL

- Anticipated Project Key Dates
- RFP Distribution March 31, 2026
- RFP Deadline April 21, 2026, 5 pm MST

Submission

- **Hard Copies:** Morgan County Manager, 48 W Young Street – Box 886, Morgan, UT 84050.
- **Email:** kbecker@morgancountyutah.gov

Incomplete or Late Submissions

Proposals that are determined to be incomplete, or that are turned in after the deadline may be rejected.

Disclaimer

The County reserves the right to reject any and all proposals or re-bid the project. The County also reserves the right to waive any or all informalities in proposals. Morgan County reserves the right to negotiate a final term with the successful proponent.