



**Washington Association of Building Officials**

**REQUEST FOR PROPOSAL  
FOR TECHNICAL CONSULTANT  
Certification & Registration Program**

This document is a Request for Proposal (RFP) for a technical consultant for the Certification and Registration Committee (C & R) of the Washington Association of Building Officials (WABO.)

**INTRODUCTION**

WABO is a nonprofit, professional association of state, county, city and town officials in Washington State engaged in the development, enforcement and administration of building construction codes and ordinances. Members (both governmental and associate) are building officials and inspectors, planners, architects, structural engineers and others interested in providing safe buildings for Washington's communities.

WABO has established the Certification and Registration Committee tasked with providing technical advice to the membership. The C & R Committee oversees WABO's Special Inspection Registration Program (SIRP), Welder and Welding Operator Program, and the Steel Fabricator Registration Program. The Special Inspection and Welder Program were established to meet the building codes requirements for qualifications of special inspectors and welders. The SIRP program establishes uniform qualifications and procedures for registration of special inspection agencies and inspectors. The Weld Program establishes uniform qualification and testing procedures for certification of welders, welding operators, and tackers. The Fabrication registration program was developed to assist building officials in meeting the requirements imposed in Chapter 17 of the International Building Code (IBC) by establishing and recognizing a person, firm or corporation as an "Approved Fabricator." WABO requires technical consulting services to assist with program maintenance.

WABO currently has a need for a technical consultant for the Certification and Registration Committee. The work proposed will fluctuate depending on the applications received.

This RFP is for a one-year contract with a one-year option to extend, at the discretion of WABO. Proposals should address the potential two-year term of a renewed contract. The deadline for **submission of proposals is 'open until filled'**.

## **SCOPE OF SERVICES**

The successful proposer, under the direction of WABO's Executive Director, will perform the following services:

### **SPECIAL INSPECTION REGISTRATION PROGRAM**

WABO has developed the Special Inspection Registration Program (SIRP) providing for voluntary registration of those providing special inspection services, as referenced in the International Building Code, in the state of Washington. WABO requires technical consulting services to assist with the implementation of this program.

The Consultant's scope of work shall be as described below:

1. Review, evaluate and provide a written analysis of agency application submittals.
2. Lead on-site surveys of agency facilities, laboratory and inspection equipment, practices and procedures and record keeping.
3. Review, evaluate and provide a written analysis of inspector application submittals.
4. Lead interview sessions for key personnel and inspector applicants.
5. Provide assistance with inspector examinations.
6. Provide technical support for the program on general matters relevant to the registration program and on maintaining program support materials and practices current with appropriate standards.
7. Assist with the review and updating of the program Standard and Bulletins.

### **FABRICATION PROGRAM**

WABO has developed the Fabricator Program providing voluntary fabrication certification, as referenced in the International Building Code. WABO requires technical consulting services, as request to assist with the implementation of this program.

The Consultant's scope of work, as requested, shall be described below:

1. Review, evaluate and provide a written analysis of fabricator application submittals, including QA manual.
2. Lead on-site surveys of fabricator facilities, practices and procedures and record keeping, if required.

3. Provide technical support for the program on general matters relevant to the registration program and on maintaining the program support materials and practices current with appropriate standards.
4. Assist with the review and updating of the program Standard and Bulletins.

### **WELDER PROGRAM**

WABO has developed the Welder Certification Program providing voluntary welding certification, as referenced in the International Building Code. WABO requires technical consulting services, as requested to assist with the welder agencies and examiners:

The Consultant's scope of work, as requested, shall be described below:

1. Review initial and renewal applications.
2. Conduct initial, renewal and relocation audits.
3. Provide technical advice to the Weld Advisory Board as requested.
4. Assist with technical writing at the direction of the Weld Advisory Board.
5. Assist with review and updating the program Standards and Bulletins.

### **SUBMISSION AND EVALUATION INFORMATION**

#### **Submission Requirements**

The submission requirements for the RFP are detailed below. Information contained in the proposal is confidential and shall remain so until a contract is signed.

Responses to the RFP must contain the following information:

1. Qualification statement of proposer including resumés of proposer.
2. A narrative statement describing the following:
  - a) Knowledge and experience in working with Special Inspection Agencies, Fabrication and Weld Facilities.
  - b) Experience working with the International Building Codes and applicable standards.
  - c) Experience in technical writing, especially as it pertains to construction issues.

3. List of existing clients, if any, and identification of any potential conflicts of interest clients may have with WABO. If consultant has conflict-of-interest disclosure please include in proposal. WABO will expect continuing duty to disclose conflicts that arise during contractual work. WABO will prohibit a consultant from reviewing entities where the consultant has a current financial interest unless expressly approved.
4. A detailed cost proposal, including hourly rate, travel costs and other expenses.
5. Acknowledgement that the consultant is:
  - a. An independent contractor, not an employee
  - b. Responsible for taxes, payroll, benefits, workers' comp.
  - c. Must comply with Washington labor laws
6. Minimum insurance section:
  - a. Commercial General Liability
  - b. Professional Liability / Errors & Omissions
  - c. Automobile Liability if driving is part of performance
  - d. Workers' compensation as required by Washington law
  - e. Certificate of insurance before contract start

Proposals may be deemed non-responsive and will not be further considered for failing to submit a response or documentation that addresses each of the submission requirements described above.

### Rejection of Proposals

WABO reserves the right in its sole discretion to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement in the Request for Proposal, or if it is incomplete or contains irregularities, the proposal may be rejected.

Proposals that contain false or misleading statements may be rejected if in WABO's opinion the information was intended to mislead WABO regarding a requirement of the RFP.

### Evaluation Process

An evaluation team will review all proposals that are received. WABO reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the evaluation team's assessment of the quality and performance of the service proposed, and cost.

During the evaluation process, WABO may require an in-person interview to answer questions with regard to the proposal.

The following criteria will be used in reviewing and comparing the proposals:

1. Responsiveness of proposal to specifications described in the RFP.
2. Management plan and approach to the Scope of Services.
3. The ability, capacity, flexibility, and skill of the proposer to provide quality performance under the contract.
4. Cost and compensation required.

WABO intends to enter into contract negotiations with the proposer who in the opinion of WABO, is best suited to represent the organization.

All responses to this Request for Proposal shall be submitted to:

WABO  
Attn: Certification & Registration Program  
PO Box 7310  
Olympia, WA 98507-7310

Any technical questions or clarification requests regarding the RFP may be directed to: Tara Jenkins, Executive Director, [tjenkins@wabo.org](mailto:tjenkins@wabo.org).