



REQUEST FOR PROPOSALS (RFP) – CODE ENFORCEMENT SERVICES

The Council of Eddystone Borough is soliciting proposals from qualified firms and/or individuals to provide the following Code Enforcement Services:

- Building Code Official (Residential & Commercial)
- Rental Inspection Coordinator
- General Code Enforcement Officer
- Health Officer

Interested applicants must be certified by the Pennsylvania Department of Labor and Industry to perform inspections, plan reviews and enforcement under the Uniformed Construction Code in the applicable category of work.

A copy of this RFP is available at the Borough Office (1300 East 12th Street, Eddystone, PA 19022 during normal business hours) or on the Eddystone Borough website (www.eddystoneboro.org).

1. **GENERAL INFORMATION:** Eddystone is a borough in Delaware County, Pennsylvania, located along the Delaware River about 20-miles southwest of Philadelphia. Consisting of a total area of 1.5-square miles, the Borough is 75% commercial (industrial) and 25% residential.

Residential data: According to Census Reporter, the current population is 2,562 with 1,029 households. Approximately 51% of households are owner occupied with 49% renter occupied. For calendar year 2025, approximately \$17,600 was collected in Residential Permit fees and \$39,700 was collected in Rental License fees.

Commercial data: According to the Manta business directory, Eddystone has 135 business listings ranging from retail to heavy industrial. For calendar year 2025, approximately \$128,400 was collected in Commercial Permit fees.

2. **SCOPE OF SERVICES:** The Scope of Services required under this RFP includes serving as the Borough's Building Code Official (Residential and Commercial); Rental Inspection Coordinator; Code Enforcement Officer; and Health Officer to enforce applicable adopted building codes and property maintenance ordinances. The selected professional firm and/or individual shall prepare monthly activity reports to be presented to Council and maintain records of all permits for L&I audits. At present, the Borough uses OpenGov software for permit tracking, but Council is open to discuss other methods for record keeping.

Building Code Official (Residential & Commercial): The selected professional firm and/or individual shall employ at least one UCC certified Building Code Official (BCO) registered with the Pennsylvania Department of Labor and Industry. The BCO will be responsible to reviewing the permit applications and assigning the reviews to the plan examiners certified in the

respective trades. The BCO will be responsible for maintaining records of all permits issued; maintaining the reports of inspections performed; issuance of any corrective action notices; and when appropriate issuing final approvals. The scope of work includes, but is not limited to, commercial and residential new construction; major renovations; and general building improvements. The selected professional firm and/or individual shall be certified to perform plan reviews and inspections for all categories of the work as outlined by the Department of Labor and Industry including, but not limited to, commercial and residential building; plumbing; electrical; mechanical; energy; accessibility; and fire categories.

Respondents should approach pricing as a percentage of the permit cost plus an hourly rate for U&O inspection(s) for property transfers and administrative efforts associated with L&I compliance.

Rental Inspection Coordinator: The selected professional firm and/or individual shall work under the supervision of a certified Building Code Official (BCO) registered with the Pennsylvania Department of Labor and Industry. All rentals are required to be inspected on an annual basis. The Rental Inspection Coordinator will be responsible for invoicing landlords; scheduling and performing annual inspections; issuing Rental Licenses; and reporting delinquent properties to the municipality. Annual inspections will be focused on health and fire safety elements. Eddystone Borough currently charges \$200/annually for a Rental License. Respondents should approach pricing as a unit cost for each inspection and/or re-inspection.

General Code Enforcement Officer: The selected professional firm and/or individual shall provide all services required to enforce local and state codes and regulations; conducting inspections; and ensuring compliance to maintain community and safety standards. Duties include the exterior inspection of properties; investigate complaints; issue warning and/or citations; maintain documentation; testify in court; educate the public; and collaborate with other Departments in the municipality. Eddystone Borough anticipates that this role will be performed on a 20-30 hours per week basis. Respondents should approach pricing as an hourly cost to perform this service.

Health Officer: The selected professional firm and/or individual shall possess a PA DOH Certification from the Pennsylvania Department of Health. Duties include inspections of food service establishments and other facilities to ensure to compliance with Pennsylvania food code and other related ordinances. Responsibilities consist of inspection of premises; checking sanitation procedures; investigating public complaints; enforcing regulations; and maintaining proper documentation. Eddystone Borough anticipates that this role will be an on-call position. Respondents should approach pricing on a monthly per-diem using 10-hours per month as the basis.

3. **PROPOSAL CONTENT:** All proposals must include a cover letter along with the following information:

A. Firm and/or Individual Information

- Name, address, telephone number, fax number, email address and website.

B. Summary of Understanding of Proposed Services

- Respondent should indicate an understanding of the scope of services requested and describe how it proposes to service the municipality in these aspects.

C. Key Personnel

- A resume of each individual proposed to perform services under this RFP which demonstrates their experience and lists their certifications.

D. Cost to Perform Requested Services

- Building Code Official – percentage of permit cost plus an hourly rate for U&O inspection(s) for property transfers and administrative efforts associated with L&I compliance.
- Rental Inspection Coordinator - unit cost for each inspection and/or re-inspection.
- General Code Enforcement Officer - hourly cost to perform this service.
- Health Officer - monthly per-diem using 10-hours per month as the basis.

E. Insurance Information

- Professional Liability
- Employer's Liability
- Commercial General Liability
- Comprehensive Automobile Liability
- Workers' Compensation (if applicable)

Eddystone Borough must be listed as additional insured or a certificate holder on all insurance policies.

F. References

- List all building inspection contracts held during the past five (5) years.
- Identify a municipal representative for each of these contracts.
- The list of references should specify whether municipal representative is past or present.

- 4. SELECTION PROCESS:** A selection committee established by Borough Council will review and evaluate each proposal submitted in response to the RFP. Council reserves the right to reject any or all proposals and to waive any defects or irregularities in the best interest of the Borough. Council reserves the right to make an appointment in the best interest of the Borough and to appoint the professional firm(s) that it determines would best serve the Borough's needs.

5. **TERMS OF SERVICE:** Code Enforcement Services shall be subject to renewal in accord with the Commonwealth of Pennsylvania Borough Code or otherwise determined by the Borough Council. Council reserves the right to terminate the services at any time with a 60-day prior written notice. Professional services are provided at the pleasure of the Eddystone Borough Council.
6. **SUBMISSION INSTRUCTIONS:** All submissions shall include one (1) original and seven (7) complete copies of the complete proposal (including all attachments). Envelopes shall be sealed and marked "Proposal for Code Enforcement Services ". Said proposals shall be submitted and delivered to: Marlene Richmond (Eddystone Borough Manager) prior to **3:00 PM on Friday, June 8, 2026**. Electronic submissions will not be accepted.