

# **CITY OF BROOKSHIRE REQUEST FOR QUALIFICATIONS**

## **Code Enforcement Services**

### **OVERVIEW**

The City of Brookshire, Texas, a Type-A general law city, located along Interstate 10 approximately 30 miles west of Downtown Houston (the “City”), is looking to hire an individual or firm that can provide Code Enforcement Services for the City. The City is in the midst of a rapid growth and needs an individual or firm that will be able to respond to complaints related to violations of the City’s Code of Ordinances and that will be able to initiate investigations on potential violations of the Code throughout the City. The successful individual or firm should be able to show that it can function as the City’s Code Enforcement Department – being able to be available by phone and in person upon request as may be required by City staff or citizens of the City. In a successful response to this RFQ, the City will expect to see the individual’s or firm’s:

- History of Code Enforcement experience, with emphasis on nuisance abatement, junked vehicle processing, drafting and filing liens, and other similar Code Enforcement duties;
- Experience in working with municipal staff and citizens;
- Certifications and licenses related to Code Enforcement; and,
- Ability to attend City Council meetings, as well as other meetings of City boards and commissions as necessary.

### **GENERAL SUMMARY**

This full-time position investigates building standards, properties, nuisance issues, and land usage to ensure compliance with the City’s Code and Ordinances (the “Code”). The Code Enforcement Officer also determines: the nature of environmental health hazards; nuisance violations; unsafe building conditions; and, recommends corrective actions for violations of the Code. The position requires considerable public contact. Work is performed in both office and field environments.

### **SUPERVISION**

Direct supervision is provided by the Mayor. There is no direct supervision of staff in this position.

### **JOB DUTIES AND RESPONSIBILITIES**

- Enforce compliance with the Code, to include: property maintenance; sanitation and health; parking; landscaping; dangerous premises; and, other compliance issues.
- Develop and implement the City’s Code enforcement policies and procedures.
- Issue notices of violation and enforce citations as required.
- Maintain clear, concise, and comprehensive records and reports related to inspection and enforcement activities.
- Provide professional administrative services with emphasis on professional practices and customer service.
- Review, and make recommendations for, revisions or amendments to the Code.
- Conduct community education sessions regarding the Code.

- Proactively patrol assigned areas to identify and evaluate problem areas and Code violations.
- Receive and responds to citizen's complaints, and reports from other departments or agencies, about possible Code violations.
- Prepare and provide documentation and evidence in support of legal action taken by the City; appear in court as necessary; and, testify in court proceedings as required.
- Perform other related duties, as assigned.

## **REQUIRED EDUCATION, DEGREES, CERTIFICATIONS, AND / OR LICENSES**

### **Education and Experience**

- High School diploma or equivalent.
- A minimum of three (3) years of experience in municipal government, a public works office, or field environment preferred.

### **Required Knowledge, Skills and Abilities**

- Knowledge of professional practices, the Code, City Ordinances, legal documents, and other related rules and procedures.
- Ability to analyze, interpret, and apply the Code and City Ordinances.
- Communicate effectively, both verbally and in writing, with the public and other professionals.
- Compose written correspondence, reports, permits, and forms.
- Must be able to work independently in an office and in a field environment.

### **Required License or Certifications**

- Valid Texas Class C Driver License.
- State of Texas Code Enforcement Officer License required (or must obtain within one (1) year of date of employment).

## **RFQ SUBMISSION REQUIREMENTS**

***A complete response to this RFQ must include the following:***

- A.** An overview of the individual or firm, summarize the individual or firm's understanding of the scope of services, provide the individual or firm's history and experience, identify and provide experience of the Project Manager and the key project team members, and identify and provide experience of the subconsultants supporting the individual or firm.
- B.** Provide an organizational chart for the individual or firm.
- C.** Provide resumes of key staff personnel that will be assigned to the City.
- D.** List specific expertise pertinent to representing municipalities.
- E.** Provide a prospective approach to working with the City.

- F.** Provide a list of references.
- G.** Summary of insurance coverage for both General and Professional Services.
- H.** Other information pertinent to the submittal.
- I.** Include a Potential Conflict of Interest form.

***The RFQ response shall also include the following:***

- Total of not more than twenty (20) pages including transmittal letter and organizational chart. Not included in the twenty (20) pages are covers, tabs, insurance certificate, and additional information. An electronic copy of the submittal must be included, as described herein.
- Transmittal Letter — signed by the respondent with authority to commit the firm.
- Printed on 8.5-inch x 11-inch paper, with normal margins. Type shall not be less than 12-point font.
- RFQ responses are to be submitted in writing with eight (8) printed and bound copies and one (1) electronic copy in PDF format on a USB drive. Submittals will be accepted up to and no later than April 15, 2021 at 12:00 P.M. Responses received after the deadline will not be accepted for consideration. The City reserves the right to accept or reject any or all submittals. All responses to this RFQ must be sent to:

**Ms. Claudia Harrison  
City Secretary, City of Brookshire  
4029 5<sup>th</sup> Street  
Brookshire, Texas 77423**

For the complete RFQ Packet go to [www.brookshiretexas.org](http://www.brookshiretexas.org), or email or call the City Secretary, Mrs. Claudia Harrison, at [CHarrison@BrookshireCity.org](mailto:CHarrison@BrookshireCity.org) or [\(281\) 375-5050](tel:2813755050).

#### **ANTICIPATED SCHEDULE**

Release of RFQ for Publication:  
Deadline for Questions:  
RFQ Response Submissions Due:  
Interview:

#### **SCORING FOR THE RESPONSES TO THE RFQ**

<u>Possible Points</u>	<u>Category</u>
<b>30pts</b>	<b>Code Enforcement Experience</b>
<b>20pts</b>	<b>Public Sector Experience</b>
<b>20pts</b>	<b>Certifications</b>
<b>20pts</b>	<b>Meeting Attendance and Participation</b>
<b><u>10pts</u></b>	<b><u>Other Relative Experience and Skill</u></b>
<b>100pts</b>	<b>Total Possible Points</b>