

City of Sherwood, Oregon
Request for Proposals (RFP)
On-Call Building Plan Review and Inspection Services
Published April 13, 2026

1. Introduction

The City of Sherwood (“City”) is seeking proposals from qualified professionals and firms to provide on-call building plan review and inspection services in support of the City’s Building Department. These services will supplement City staff to maintain timely and high-quality permit review and inspection services.

The Building Department is supported by three FTE’s including the Building Official, Lead Permit Technician, and Permit Technician. The Building Official completes nearly all commercial and residential plan reviews and inspections. On-call services are needed to support the Building Official during periods of high plan review and inspection volumes and when the Building Official is out of office for vacation or sick time.

All electrical plan reviews and inspections are completed by Washington County through an existing Intergovernmental Agreement.

The City’s building program is implemented using the State of Oregon e-permitting software, Accela.

Selected consultants will serve as an extension of City staff and are expected to provide a consistent level of customer service, professionalism, and responsiveness.

2. About Sherwood

Sherwood is located in Washington County, Oregon, and is home to approximately 20,000 residents. The community is known for its high quality of life, strong local economy, and proximity to the Portland metropolitan area, while maintaining a distinct small-town character and access to natural amenities. In recent years the City has experienced significant growth in it’s commercial base, including large flex industrial buildings for manufacturing and warehousing purposes.

3. Procurement Process and Regulatory Framework

This solicitation is issued in accordance with Sherwood Municipal Code Chapter 1.10 and ORS 279C.110. The City is utilizing the alternative qualifications-based selection process under ORS 279C.110(5), which permits consideration of pricing proposals with a maximum weight of 15%.

- The City will evaluate proposals primarily on qualifications
 - Pricing will be included as an evaluation factor (maximum 15%), consistent with state law
 - Evaluation criteria, weighting, and cost estimate are provided in this RFP
 - The City may select multiple firms and negotiate final scope and compensation
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4. Scope of Services

The City is seeking on-call services in the following areas:

- Commercial and residential plan review including building, fire and life safety, mechanical, and plumbing
- Commercial and residential building inspection including building, fire and life safety, mechanical, and plumbing
- Subject matter expert consultation

A. Plan Review Services

- Provide on-call plan review using the City's e-permitting system (Accela)
- Provide written correction notices identifying code compliance issues
- Be available to meet (phone or virtual) with applicants to discuss review comments
- Coordinate with City staff on complex or unique issues
- Maintain clear and complete documentation to support public record retention requirements

B. Inspection Services

- Provide on-call inspections at the request of the Building Official using the City's e-inspection system (Accela)
- Support workload surges to maintain timely or same-day inspection service levels
- Coordinate daily with City staff regarding inspection assignments
- Provide clear documentation of inspection results to both the applicant and City

C. General Expectations

- Act as an extension of the City's Building Department
- Provide high-quality customer service and clear communication

- Coordinate effectively with applicants, contractors, and staff
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5. Contract Term and Compensation Structure

- Contract term: Up to three (3) years with two (2), one (1) year extensions for a cumulative contract period not to exceed five (5) years
- Work will be assigned on an on-call, as-needed basis

Compensation may be structured as:

- Hourly rates; and/or
- Percentage of plan review fees (as applicable)

The City will negotiate final rates, not-to-exceed amounts, and/or fee structures with selected firms to ensure compensation is fair and reasonable.

6. Proposal Requirements

A. Cover Letter

Include:

- Firm name, address, and contact information
- Authorized representative
- Brief firm overview
- Statement that proposal is valid for 90 days

B. Project Approach and Service Delivery

- Understanding of on-call service delivery needs and requirements
- Approach to required services and maintaining timelines and customer service
- Methods for coordinating with City staff and applicants

D. Qualifications and Experience

- Key personnel, roles, and certifications
- Experience with Oregon Building Codes
- Experience with commercial plan review and inspection services requested, including complex and/or large projects
- Relevant experience in geographic area including City of Sherwood, Portland Metro, and Oregon

E. Availability and Responsiveness

- Availability to be on-call for plan review services

- Availability to be on-call for same day and next day inspection services
- Ability to meet fluctuating workload demands
- Expected timelines for initial and follow up commercial plan review comments
- Expected timelines for initial and follow up residential plan review comments

F. Past Performance

- At least three references

G. Pricing Proposal

Provide:

- Hourly rates by classification
- Any overtime rates
- Mileage or reimbursable costs (if applicable)
- Optional: percentage-based fee structure for plan review

Pricing must remain valid for 90 days.

H. Exceptions (Optional)

- Identify any RFP requirements believed to be unclear or restrictive

7. Evaluation Criteria

Criteria	Weight
Approach and Service Delivery	20%
Experience and Qualifications	30%
Availability and Responsiveness	25%
Past Performance	10%
Pricing	15%
Total	100%

8. Selection Process

The City will:

1. Evaluate and score proposals
2. Optionally conduct interviews to further understanding of firm and refine scores
3. Rank proposers
4. Negotiate with up to three top-ranked firm(s)

The City may award contracts to multiple firms to ensure service coverage.

9. Addenda

Any addenda will be issued in writing and posted on the City's website. Proposers are responsible for acknowledging receipt of all addenda.

10. Protest Procedures

Protests must be submitted in accordance with applicable Oregon Public Contracting Rules and City procedures.

11. General Terms

The City reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Cancel or modify the RFP
- Negotiate with qualified proposers

The City is not responsible for costs incurred in proposal preparation.

12. Equal Opportunity

The City complies with all applicable nondiscrimination laws and is an equal opportunity employer.

13. Submission Instructions

- Submission method: Electronic PDF to Eric Rutledge, Community Development Director (rutledge@sherwoodoregon.gov) and Jared Bradbury, Building Official (bradburyj@sherwoodoregon.gov)
- Proposal Questions Due: Monday April 27th, 2026 at 5pm
- Proposal Submission Deadline: Friday May 8th, 2026 at 5pm
- Contract Negotiations: Through Friday May 29th, 2026
- Expected Contract Effective Date: July 1, 2026