

Request for Proposals – Municipal Code Enforcement & UCC Services for Colwyn, PA

1. Introduction and Purpose

The Borough of Colwyn, located in Delaware County, Pennsylvania, is issuing this Request for Proposals (RFP) to engage a qualified third-party agency to provide a broad range of municipal code enforcement and development services.

Colwyn's 0.3-square-mile borough contains dense residential neighborhoods and small commercial corridors. Under the Pennsylvania Uniform Construction Code (PA UCC) more than 90 % of municipalities enforce the code locally, either through municipal employees or third-party agencies. Colwyn has opted to administer and enforce the state building code (PA UCC) locally; the Building Code Official (BCO) receives applications, issues permit and performs inspections to enforce the code. Colwyn's subdivision and zoning regulations follow the Delaware County Subdivision & Land Development Ordinance and the borough's own zoning ordinance. Property owners must obtain Use and Occupancy (U&O) permits when property ownership changes or new tenants move into multi-family dwellings.

Colwyn has limited staff resources and seeks a qualified firm to undertake municipal code enforcement, building inspections, zoning guidance and property-maintenance services. Pennsylvania does not have a statewide property-maintenance code or training program; a recent study found that lack of clear communication and non-responsive property owners are major obstacles to property maintenance enforcement. The selected firm will help Colwyn reduce blight, improve compliance and protect public health, safety and welfare.

Goals

- Maintain compliance with **Pennsylvania Uniform Construction Code (UCC)** and its updates (the 2021 I-Codes become mandatory for permits filed after January 1, 2026).
- Enforce the **International Property Maintenance Code (IPMC)** and local property-maintenance ordinances to prevent blight and deterioration.
- Provide professional building inspections, plan reviews, rental inspections and use-and-occupancy inspections.
- Assist Colwyn officials with zoning administration, subdivision & land development reviews and provide guidance on ordinance updates in accordance with the Pennsylvania Municipalities Planning Code (MPC). Under the MPC, municipal planning agencies may prepare and present zoning, building and housing codes and recommend amendments to those ordinances.

2. Scope of Services

The Borough intends to enter into a multi-year contract (initial term of three years with the option of annual renewals) with one firm to perform the following tasks. The proposer may subcontract specialized tasks but remains solely responsible for all services.

2.1 Building Code Official (BCO) & Plan Review Services

- **BCO Certification:** Provide at least one UCC-certified Building Code Official registered with the Pennsylvania Department of Labor & Industry to administer the PA UCC. The BCO must maintain current knowledge of code updates and maintain required certifications.
- **Permit Intake & Plan Review:** Receive building permit applications, perform plan reviews and issue permits. Plan reviews must meet state-mandated timelines—15 business days for residential projects and 30 business days for commercial or institutional projects. Provide formal denial letters citing deficiencies when applicable.
- **Inspections & Certificates:** Conduct inspections in accordance with the PA UCC (building, accessibility, energy, plumbing, mechanical, electrical and fire categories) and issue certificates of code compliance or occupancy after final inspections. Inspections should generally be scheduled within three business days of the request.
- **Records Management:** Maintain electronic records of plan reviews, issued permits and inspection results. Provide monthly activity reports for municipal oversight.
- **Coordination & Appeals:** Coordinate with Borough staff, attend building code appeals or court hearings as needed and answer code questions from residents, contractors and design professionals.

2.2 Property Maintenance & Housing Code Enforcement

- **Inspection & Investigation:** Investigate complaints and proactively identify violations of Colwyn's property-maintenance ordinance, IPMC and other housing codes. This includes exterior inspections, interior inspections when permitted, and documenting conditions with photographs and measurements.
- **Notices & Enforcement:** Prepare and issue warnings, notices of violation, letters of non-compliance and administrative citations. Track compliance deadlines and take follow-up actions, including testimony in court, when necessary. Educate property owners on requirements to encourage voluntary compliance.
- **Nuisance Abatement:** Recommend and oversee abatement actions for hazardous structures or severe violations. Work with Borough legal counsel to seek remedies when owners are non-responsive. Report major issues to the Borough Council with enforcement recommendations.

- **Rental & U&O Inspections:** Perform annual rental housing inspections and issue Rental Licenses. Conduct Use & Occupancy (U&O) inspections before property transfers and after each vacancy in multi-family dwellings, ensuring compliance with health and fire-safety standards. Invoice landlords, schedule inspections, and report delinquent properties.
- **Public Outreach:** Assist the Borough in communicating property-maintenance requirements. The 2024 property-maintenance enforcement survey found that half of property owners felt expectations were not clearly communicated. The selected firm must help develop educational materials and conduct outreach to improve awareness.
- **Future Planning:** Provide Borough with streamlines and modern code enforcement services. Assist with updating ordinances and provide a comprehensive six (6) month plan to bring Colwyn up to current codes.

2.3 Zoning Administration & Planning Support

- **Zoning Reviews & Guidance:** Review development proposals, building permits and use requests for compliance with the **Colwyn Zoning Ordinance** and the **Delaware County Subdivision & Land Development Ordinance**. Provide zoning determinations and written guidance to property owners and developers.
- **Variance & Hearing Support:** Prepare staff reports and present testimony at zoning hearing board meetings and Borough Council hearings as needed. Provide recommendations on variances, conditional uses and special exceptions.
- **Planning & Policy Studies:** Conduct studies or surveys to support land-use planning, such as environmental assessments, comprehensive plan updates, housing analyses or transportation impacts.
- **Ordinance Update Assistance:** The MPC authorizes planning agencies to prepare and present zoning ordinances, subdivision and land-development regulations and building and housing codes, and to recommend amendments. The selected firm must monitor PA UCC updates (e.g., 2021 I-Codes adoption effective January 1, 2026) and propose necessary ordinance amendments to keep Colwyn's codes current. This includes drafting language to adopt updated editions of the International Property Maintenance Code and other model codes, preparing fee-schedule amendments, and advising on state law changes affecting zoning and development.

2.4 Optional Services

- **Fire and Life Safety Inspections:** Provide certified inspectors (with Fire Inspector I & II certifications) to conduct non-residential fire and life-safety inspections as requested. Indicate whether your firm can provide this service and proposed pricing.

3. Minimum Qualifications

1. **Certification and Licensing:** All personnel performing UCC plan reviews or inspections must hold appropriate certifications from the Pennsylvania Department of Labor & Industry and the International Code Council. The firm must employ at least one UCC-certified Building Code Official. If optional fire and life-safety inspections are offered, inspectors must have UCC certifications (Fire Inspector I/II).
2. **Experience:** Demonstrated experience (minimum five years) providing municipal code enforcement, building inspection, zoning administration and property-maintenance services. Colwyn will accept firms with strong municipal track records and relevant certifications.
3. **Knowledge of Pennsylvania Law:** Familiarity with the Pennsylvania Uniform Construction Code, Pennsylvania Municipalities Planning Code, International Property Maintenance Code and local ordinances. Ability to navigate county and state regulations and coordinate with the Department of Labor & Industry.
4. **Technology & Record-Keeping:** Ability to use electronic permitting systems (e.g., OpenGov, Traisr) and maintain detailed records for potential audits.
5. **Communication & Public Relations:** Strong interpersonal skills to work with residents, landlords, contractors, design professionals and government officials. Ability to prepare written reports and present testimony at public meetings.

4. Proposal Submission Requirements

Proposals must be **typed, organized**, and include the following sections:

1. **Cover Letter** – Introduce the firm, identify the primary contact person and summarize the firm’s understanding of the requested services.
2. **Company Profile** – Provide firm history, size, office location(s), and years in business. Identify any subconsultants.
3. **Qualifications & Certifications** – List key personnel, their roles, resumes and copies of relevant certifications. Describe the firm’s experience providing similar services to Pennsylvania municipalities. Provide at least three municipal references.
4. **Project Approach** – Describe how your firm will fulfill the scope of services. Address response times, staffing levels, inspection scheduling, record management, communication protocols and coordination with Borough officials. Discuss how you will assist with ordinance updates and code adoption. If offering optional fire/life-safety, describe your approach. Discuss potential ordinances that can be implemented to further modernize the code enforcement process.

5. **Cost Proposal** – Provide a proposed fee schedule. Colwyn prefers that building inspections and plan reviews be compensated based on hourly rates for use-and-occupancy inspections. Rental inspections should be priced per unit inspected. Property-maintenance enforcement may be billed hourly or on a retainer. Provide separate pricing for optional services.
6. **Implementation Schedule** – Provide an estimated schedule for assuming duties after contract award, including staff onboarding and transition from current enforcement.
7. **References & Work Samples** – Include examples of municipal code enforcement projects and ordinance updates you have completed. Provide contact information for references.
8. **Proof of Insurance** –

Insurance Information

Professional Liability – 5 Million

Automotive Liability – 1 Million

Workers Compensation and Employer's Liability – 1 Million (If Applicable) Colwyn Borough must be listed as additional insured.

Commercial General Liability – 2 Million Per Occurrence

Excess Umbrella Coverage – 5 Million Per Occurrence and 5 Million Per Aggregate

Workers' Compensation (if applicable) Colwyn Borough must be listed as additional -

9. insured or a certificate holder on all insurance policies.

Submission Instructions

- **Format:** One (1) clearly marked original and three (3) copies of the proposal (including attachments) must be delivered in a sealed envelope labeled "Proposal for Colwyn Code Enforcement & Development Services." Electronic submissions (PDF) may also be required; details will be provided by the Borough upon release of this RFP.
 - **Deadline:** The Borough intends to release this RFP on **June 16, 2026**. Proposals must be received no later than **July 1, 2026** by 4:00 p.m. Late proposals will not be considered.

- **Delivery:** Deliver proposals to:

Borough Manager
 Borough of Colwyn
 221 Spruce Street
 Colwyn, PA 19023
 Phone: 610-461-2000

- **Questions:** Submit questions via email to manager@ColwynBorough.com at least seven days before the submission deadline. Responses will be provided to all proposers.

5. Evaluation Criteria

The Borough will evaluate proposals based on the following criteria. A selection committee may conduct interviews with shortlisted firms.

Criterion	Description	Relative Weight
Experience & Qualifications	Demonstrated municipal experience, certifications of key personnel, and ability to perform code enforcement, building inspections and planning services.	30 %
Technical Approach	Understanding of Colwyn’s needs and proposed methods for delivering the scope of services, including response times, record-keeping, coordination and ordinance update assistance.	25 %
Cost Proposal	Reasonableness of fees, clarity of pricing structure and overall cost to the Borough.	20 %
References & Past Performance	Quality of references, successful completion of similar municipal projects, responsiveness and communication skills.	15 %
Optional Services & Value-Added Ideas	Ability to provide optional fire/life-safety inspections, public education and innovative solutions to reduce blight and improve compliance.	10 %