



VILLAGE OF MARTIN'S ADDITIONS
7013B Brookville Road ♦ Chevy Chase, Maryland 20815 ♦ 301/656-4112
www.martinsadditions.org

**Request for Proposal
Building Administrator
Village of Martin's Additions**

INTRODUCTION

The Village of Martin's Additions (VMA) hereby solicits proposals from individuals or firms with knowledge of or experience in providing building permit administration services. Such services will include processing building permit and variance applications, reading construction site plans and specifications to confirm compliance with VMA building regulations, addressing inquiries from residents and builders, and conducting inspections and code enforcement in VMA. The successful bidder should be prepared to meet with the VMA Council, Manager, and applicants as needed. VMA expects that the successful bidder would begin immediately.

BACKGROUND

The VMA building regulations can be found on the VMA website (<http://martinsadditions.org/wp-content/uploads/2013/11/Chapter-7-Property-Regulations-Residential-Building-Standards.pdf>). They apply *in addition to* the regulations separately enforced by Montgomery County, Maryland, and concern the following aspects of construction, among others:

- Building Height
- Wall Plane Height
- Wall Plane Length
- Setbacks
- Building Coverage
- Front-Yard Non-Vegetative Surface
- Accessory Structures
- Driveway and Driveway Aprons
- Front-loading Garages

SCOPE OF WORK

The Building Administrator would be engaged on an as-needed basis for all residential construction projects requiring permits, ranging from the installation of fences to tear downs and new construction. For reference, VMA recorded 34 active projects in 2013, 33 in 2014, and 24 in 2015 (as of mid May). The selected firm is expected to:

- Review applications, providing recommendations to the Village Manager whether to approve or deny the requests in accordance with the VMA Code¹;
- Communicate with applicants, with the concurrence of the Village Manager, in cases where their applications will be denied, before they are denied, in hopes of achieving compliance;
- Facilitate enforcement of the VMA building regulations, including conducting timely on-site compliance reviews and effectively documenting and addressing infractions; and
- Provide status reports to the Village Council, at its monthly meetings, as needed; and
- Maintain a list of areas where the Code needs improvement and/or clarification based on experiences with applicants.

SUBMITTAL REQUIREMENTS

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this work.
- The qualifications of your company to perform the scope of work.
- The name(s) and resume(s) or curriculum vitae of the designated project manager and any support staff for this project.
- Cost information, including billable rates and any additional expenses for undertaking this work.
- Two references with contact information.

SUBMITTING PROPOSALS

If you wish to provide a proposal, the required information should be submitted to:

Village of Martin's Additions
Attn: Building Administrator Proposals
7013-B Brookville Road
Chevy Chase, MD 20815

Or

vmarfp@gmail.com

Proposals must be received no later than 5:00pm July 3, 2015. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.

The Village of Martin's Additions is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

¹ The permit application reviews and site inspections for the purposes of supporting the enforcement of the VMA Code are not intended to be duplicative of the same conducted by the Montgomery County Department of Permitting Services (DPS) as part of their standard procedures, but rather specific to the *additional* building requirements of VMA. However, to the extent that VMA requests, the Building Administrator may be asked to assist in getting DPS review and response to issues that arise during the permit review and inspection process.

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