



TOWN OF ATLANTIC BEACH, SOUTH CAROLINA

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REQUEST FOR PROPOSALS (RFP)

Building Inspection Services / Building Official

RFP No. 2026-BI-01

Issued pursuant to TAB Ordinance No. 18-2025, Purchasing and Procurement Procedures

Issuing Entity	Town of Atlantic Beach, South Carolina ("TAB")
RFP Title	Building Inspection Services / Building Official
Engagement Type	Independent contractor, as needed (no employee benefits)
Date Issued	JUNE 29, 2026
Proposal Due Date & Time	JULY 6, 2026, no later than 4:00 p.m. (ET)
Method of Submission	Electronic mail (email) only (<u>See</u> Section 6)
Submit To	Cheryl Pereira, Clerk of Council, Town of Atlantic Beach Cheryl@TownofAtlanticBeachSC.com
Basis of Selection	Request for Proposals - award to the most advantageous proposal (Ordinance § 2.03)
Questions	In writing by email to the Interim Town Manager (<u>See</u> Section 5) Cheryl@TownofAtlanticBeachSC.com

NOTICE: This is an expedited solicitation. The submission deadline is firm. Prospective proposers are strongly encouraged to begin preparing responses immediately upon receipt of this RFP.

1. Introduction and Purpose

The Town of Atlantic Beach, South Carolina (the “Town”), a municipal corporation and political subdivision of the State of South Carolina located in Horry County, is soliciting proposals from qualified individuals or firms (each, a “Proposer”) to provide building inspection services and to serve as the Town’s registered Building Official on an as-needed, independent-contractor basis (the “Services”).

This Request for Proposals (“RFP”) is issued in accordance with the Town’s Purchasing and Procurement Procedures, adopted by Ordinance No. 18-2025 (the “Ordinance”). The Town intends to enter into an agreement with the selected Proposer for these Services. This RFP does not attach any standard or form contract; the form of agreement will be developed and negotiated with the selected Proposer following selection.

The Services are professional in nature. To the extent these Services constitute professional services exempt from competitive procurement under Section 2.10(b)(xi) of the Ordinance, the Town nonetheless solicits proposals as a matter of sound practice and transparency and will select the best-qualified Proposer offering the best overall value to the Town.

2. Scope of Services

The selected Proposer will perform building inspections and related code-enforcement functions for the Town on an as-needed basis, as requested by the Town Manager or designee. The anticipated scope includes, but is not limited to, the following:

- Performing building, structural, and related code inspections of construction, alteration, repair, and other regulated work within the Town, as requested;
- Serving as the Town’s Building Official and performing the duties of that office consistent with applicable South Carolina law and the codes adopted by the Town;
- Reviewing plans and supporting documents as needed in connection with inspections and permitting;
- Documenting inspection results and providing written reports, approvals, corrections, or deficiency notices to the Town;
- Responding to emergency inspection requests on weekends, holidays, and after hours as needed; and
- Coordinating with and reporting to the Town Manager or designee.

2.1 Registration as Building Official

The selected Proposer will be required to register with the South Carolina Department of Labor, Licensing and Regulation (SC LLR) as the Building Official for the Town of Atlantic Beach, and to maintain that registration in good standing for the duration of the engagement. Proposers should identify their current SC LLR registration(s) and certifications in their proposal.

2.2 Independent Contractor Status

The selected Proposer will perform the Services as an independent contractor and not as an employee of the Town. The Proposer will not be entitled to or paid any employee benefits, including but not limited to health insurance, retirement, paid leave, or workers’ compensation, and will be responsible for its own taxes, insurance, licensing, tools, and equipment. Nothing in the agreement will create an employment, partnership, joint-venture, or agency relationship between the Town and the Proposer beyond the contractual engagement described herein.

3. Compensation and Fee Schedule

The Town will compensate the selected Proposer on a per-inspection basis according to the approved fee schedule. Proposers should propose a service pricing for the Town's consideration.

Service	Fee
Standard inspection (single inspection per day/trip)	per inspection
Standard inspection (2 or more inspections on the same day/trip)	per inspection
Emergency inspection (weekends, holidays, after hours)	per inspection, plus travel allowance
Emergency travel allowance	per mile

Travel to Atlantic Beach. There is no separate charge to the Town for routine travel to Atlantic Beach to perform standard (non-emergency) inspections; routine travel is included in the per-inspection fee.

Emergency travel allowance. For emergency inspections performed on weekends, holidays, or after hours, the Town will pay a travel allowance per mile in addition to the per-inspection fee. The per-mile travel allowance will be a fixed contract rate and not tied to the federal optional standard mileage rate. Mileage will be calculated for round-trip travel and supported by reasonable documentation.

The Proposer will invoice the Town for Services rendered. The Town will pay undisputed invoices within thirty (30) days of receipt. The Services are provided on an as-needed basis only; the Town does not guarantee any minimum number of inspections or any minimum payment.

4. Proposal Requirements

To be considered, each proposal should be concise and address the following:

- a. **Cover Letter.** A brief transmittal letter signed by an individual authorized to bind the Proposer, including name, mailing address, email address, and telephone number.
- b. **Qualifications and Certifications.** A description of the Proposer's relevant experience, together with all relevant certifications and current SC LLR registration(s), and confirmation of the Proposer's ability and willingness to register with SC LLR as the Town's Building Official.
- c. **Availability.** A statement of the Proposer's availability to perform inspections on an as-needed basis, including typical response time and availability for emergency (weekend, holiday, after-hours) inspections.
- d. **Fee Schedule Acknowledgment.** Acknowledgment of the fee schedule in Section 3, or any proposed alternative pricing.
- e. **Insurance.** A statement of the Proposer's ability to provide and maintain general liability and any other insurance reasonably required by the Town.
- f. **References.** At least three (3) references, preferably from public-sector clients for whom comparable services have been provided, including contact name, entity, telephone, and email.

- g. **Conflicts and Exceptions.** Disclosure of any actual or potential conflicts of interest, and identification of any exceptions the Proposer takes to this RFP.

5. Questions and Clarifications

All questions concerning this RFP must be submitted **in writing by email to the Town Clerk of Council at the email address** listed in Section 6. The Town will endeavor to respond promptly. Any clarification or addendum issued by the Town will be communicated to known recipients of this RFP. Proposers may not rely on any oral statement or interpretation; only written communications from the Town Manager are binding.

6. Submission Instructions

Deadline. Proposals must be received by the Town no later than **4:00 p.m.(ET) on July 6, 2026**. Proposals received after the deadline may be rejected as non-responsive.

Method. Proposals must be submitted by email only to:

Cheryl Pereira, Clerk of Council, Town of Atlantic Beach
Email: Cheryl@TownofAtlanticBeachSC.com

The subject line of the email should read: “RFP No. 2026-BI-01, Building Inspection Services [Proposer Name].” Proposals should be submitted as a single PDF attachment where practicable. The Proposer is solely responsible for ensuring its proposal is actually received by the Town by the deadline; the Town is not responsible for delays in electronic delivery.

7. Evaluation and Selection

The Town will select the Proposer it determines to be best qualified and to offer the best overall value to the Town. The Town Manager, or a selection committee designated by the Town Manager, will review all proposals and may interview Proposers deemed most qualified. The following factors, listed in approximate order of importance, will guide the selection:

- Qualifications, certifications, and SC LLR registration status, including ability to register as the Town’s Building Official;
- Relevant experience performing building inspections and serving as a building official, particularly for municipalities;
- Availability and responsiveness, including for emergency inspections;
- Proposed fees and overall value to the Town; and
- Quality of references and past performance.

Following review, the Town may negotiate an agreement with the Proposer determined to be best qualified. If a satisfactory agreement cannot be negotiated with that Proposer, the Town may negotiate with the next best-qualified Proposer, and so on, until a satisfactory agreement is reached. The Town will document the basis on which the selection is made.

8. Anticipated Contract Terms

This RFP does not include or attach any standard or form contract. The agreement with the selected Proposer is anticipated to include, among others, the following terms:

- Independent contractor relationship with no entitlement to employee benefits, as described in Section 2.2;

- Compensation in accordance with the fee schedule in Section 3, billed on an as-needed basis with no guaranteed minimum;
- A requirement that the Proposer register and remain registered with South Carolina Department of labor, Licensing, and Regulation (SC LLR) as the Town's Building Official;
- Termination at will: either party may terminate the agreement at any time, with or without cause, upon written notice, with the Proposer entitled to payment for Services properly performed through the effective date of termination;
- Insurance, indemnification, and compliance with applicable law; and
- Approval of the agreement in accordance with the Town's purchasing authority under Section 1.04 of the Ordinance.

South Carolina law shall govern the terms and performance of any resulting agreement. No agreement or obligation shall arise unless and until a written agreement is executed by an authorized representative of the Town.

9. General Terms and Conditions

- Reservation of Rights.** The Town reserves the right to reject any or all proposals, in whole or in part, for cause or without cause; to waive informalities and minor irregularities; to determine not to select any Proposer; to cancel this solicitation; and to resolicit on modified terms and conditions.
- No Obligation.** Issuance of this RFP does not obligate the Town to select a Proposer, to pay any costs incurred in preparing a proposal, or to procure any Services. All costs of preparing and submitting a proposal are the sole responsibility of the Proposer.
- Public Records.** Proposals are subject to the South Carolina Freedom of Information Act. Proposers should mark any material they contend is exempt from disclosure; such designation is not binding on the Town.
- No Gifts or Personal Benefit.** Consistent with Section 1.06 of the Ordinance, no Proposer shall offer any gift or thing of value to any Town official or employee under circumstances in which it could be inferred that the gift was intended to influence a procurement decision. Such conduct may result in rejection and debarment under Article IV of the Ordinance.
- Responsible/Responsive Proposer.** The Town will select only a Proposer that demonstrates the capability to perform fully, possesses integrity and reliability, and submits a proposal conforming in all material respects to this RFP.
- Addenda.** The Town may amend this RFP by written addendum at any time prior to the submission deadline. Proposers are responsible for ensuring they have received and accounted for all addenda.

END OF REQUEST FOR PROPOSALS