



## **Request for Proposals**

### **SHARED CODE ENFORCEMENT OFFICER POSITION**

The CEO is a vital part of every town in Maine and KVCOG has identified the need to fill the numerous openings that our regions communities are dealing with. From construction without permit to unsafe work, the need for a quality CEO can cost a community tax revenue or more disturbing a lack of safe buildings within communities.

As such KVCOG is looking for proposals from member municipalities for a shared Code Enforcement Position.

#### **Scope of Work:**

KVCOG is looking for **two** member communities to partner in splitting a code enforcement position.

The communities will fund **80%** of the position. The communities may split the funding / time allocation as they wish. KVCOG will fund 20% of the position's time for other project work.

The communities must be no more than 30 minutes' drive apart (by standard online navigation calculations – Google Maps or similar) and be fully paid members of KVCOG for the full duration of the contract.

The salary range for the position will be from \$55,000 to \$65,000 + benefits. Total cost projected to be base Salary plus an additional 35% for benefits etc.

E.g. \$60,000 base salary = \$81,000 full cost – 80% of total cost = \$64,800.

KVCOG will be the employer of the staff person and the work will be based out of the KVCOG office except for agreed upon office hours within each community.

KVCOG will be responsible for the staff person's applicable licenses, certifications, and designations as well as general liability insurances.

## **SUBMISSION**

Please provide a proposal for services to KVCOG for a shared Code Enforcement Officer Position, based on the information above and the following information provided by KVCOG:

### **Proposals should provide the following information:**

- Cover sheet with communities' names, address, contact person / information, and summary of the Code Enforcement needs for each community.
- Description of the proposed time-sharing arrangement between the two communities, based on a 40-hour work week.
- Description of the proposed cost sharing arrangement between the two communities.

**Proposals should be in a font no smaller than twelve (12) and should not exceed three (3) pages.**

### **Timeframe**

KVCOG anticipates awarding contracts in late March 2022 with the expectation that a CEO staff person will be hired by late May 2022, pending successful hiring of the staff position.

KVCOG may award multiple contracts given the broad geographic nature of our region.

### **The following is a schedule of events concerning the bid process:**

<b>Distribution of the RFP:</b>	<b><u>January 31<sup>st</sup>, 2022</u></b>
<b>Zoom Informational Call</b>	<b><u>February 14, 2022 at 1pm</u></b>
<b>Due date:</b>	<b><u>March 14<sup>th</sup>, 2022</u></b>
<b>Notification of Award:</b>	<b><u>March 28<sup>th</sup>, 2022</u></b>
<b>Commence Services:</b>	<b>May 2022 <u>*Dependent on Hiring of Staff Position*</u></b>

**Proposals must be clearly identified and submitted by 4:00 pm on Monday March 14, 2022.**

Please submit proposals to [hr@kvcog.org](mailto:hr@kvcog.org) and be sure to put Regional Code Enforcement Proposal in the subject line.



## **Background / Organizational Information / Need:**

Kennebec Valley Council of Governments (KVCOG) is a private, non-profit organization established in 1967. KVCOG is a membership organization and is owned and operated for the benefit of its members. The Council of Governments is enabled by state statute. The office is in Fairfield, Maine and serves Kennebec, Somerset and western Waldo Counties.

KVCOG provides a coordinated approach for planning and economic development at the local and regional level. KVCOG has been a leader in economic development, environmental, land use and transportation planning with a wide array of professional talent among staff for the past 50 years.

The Kennebec Valley region is connected by the Kennebec River. It covers 62 municipalities, several unorganized territories and 5,251 square miles with a population of approximately 182,000. It includes the state capital of Augusta as well as other cities including Waterville, Gardiner and Hallowell and many rural towns. Municipal population ranges from 42 to 18,972.

Currently, Maine is undergoing a significant real estate boom – both in terms of renovations and new construction. People who are highly skilled in the trades and construction field are heavily in demand. At the same time, there is an aging of the municipal workforce with retirements across job sectors. To be a Code Enforcement Officer (CEO) requires securing a variety of certifications that include passing rigorous exams. It's not a position currently that a person can "learn on the job" and grow into over several years. There is a severe shortage of new experienced CEOs and it's estimated that statewide there are close to 30 vacant positions. This perfect storm of economic and demographic trends as well as job requirements has caused a shortage of staffing for this crucial position.

Kennebec Valley Council of Governments currently does not offer code enforcement as one of our services to our member communities. However, virtually all our communities are facing staffing issues regarding code enforcement. KVCOG is looking into both short-term solutions and long-term workforce development solutions to this issue. One such immediate solution is for the COG to play more of a role in providing this service to municipalities. A shared position among several communities under the roof of a COG may help smaller communities fill this role. Longer term working with vocational schools, and community colleges on training programs that fold in certification requirements is also being explored.