



## Agenda Item Report

**Meeting Type:** City Council

**Meeting Date:** December 3, 2024

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**Item Title:** Building Inspection Services RFP

**Submitted By:** Michael Kornmann, Director of Community and Economic Development

**Detailed Description of Subject Matter:**

The RFP was posted on two municipal related web sites and it was also sent to five firms. We received two responses. Reviewed by multiple staff, the clear best proposal was from MSA. They have a clear process on how they do their work, will have office hours, and will coordinate permits with zoning. They are also willing to work with us in utilizing a new permitting software system. Their references were positive, and no red flags were identified. Their compensation will be based on time spent on issuing permits, inspections, office hours and any other time spent. Our fee schedule will be updated in the near future to address the new firm and contract. I will monitor expenses and revenues on a regular basis to ensure a sound fiscal building inspection program.

**List all Supporting Documentation Attached:**

- MSA proposal for building inspection services

**Action Requested of Council:** Approve MSA proposal and direct staff to execute a contract.