

--Draft proposal--



**CITY OF COLUMBUS
REQUEST FOR PROPOSALS
BUILDING INSPECTION SERVICES**

October 29, 2024

REQUEST FOR BUILDING INSPECTION SERVICES – CITY OF COLUMBUS

The City of Columbus is seeking proposals from certified building inspectors and/or building inspection firms to provide building inspection services. The desired term of these services is three years. The individual or firm submitting a response to this request should have at least five (5) years of experience providing building inspection services to a municipality or local government.

Proposals shall be delivered electronically. All proposals must be received by no later than noon on November 11, 2024 (5:00 PM). Proposals delivered or received after the submittal deadline will be deemed late and rejected. There are no exceptions to this requirement. Proposals shall be sent to:

Mike Kornmann, Director of Community and Economic Development at
mkornmann@columbuswi.gov

Inquiries regarding this RFP can be directed to Mike Kornmann at (920) 350-5894 or mkornmann@columbuswi.gov

BACKGROUND

Community Information

The City of Columbus is located in southeastern Columbia County, Wisconsin. Columbus has a population of approximately 5,500 people according to the most recent Census estimate. In the past year the City has seen an increase residential development approvals. The City's desirable location near the crossroads of Hwy 151 and proximity to Madison and Sun Prairie is likely to encourage growth in the City for the foreseeable future. In 2025, the development of Cardinal Heights plat will bring inspections of single-family homes and multi-family units.

Organizational Structure

Columbus operates under the mayor-council form of government and has a city administrator, appointed by the Council, who is responsible for overseeing the day-to-day operations.

The City’s planning, zoning, and code enforcement services are provided by the City’s Director of Community and Economic Development Director/Zoning Administrator. Building inspection services are provided by a contracted building inspector.

Permit History

	2020	2021	2022	2023	2024 (Through September)
Annual Inspections	98	116	177	168	110

SCOPE OF SERVICES

The City of Columbus is requesting proposals from qualified firms or individuals to provide contracted building inspection services for the City (hereinafter referred to as “Inspector”). The services under the proposed contract would start on December 16, 2024 or other agreed upon date.

The Inspector shall be required to perform the following job functions in a manner consistent with the provisions of the Wisconsin Uniform Dwelling Code and the International Commercial Building Code, including electrical, HVAC, plumbing, and other associated codes adopted by the State of Wisconsin. The Inspector shall also provide and the City of Columbus for all single and two -family dwellings and multiple-family dwellings as well as commercial, industrial, and public buildings. This work primarily includes administering Chapter 18 (Building Code) of Columbus Municipal Code. The property maintenance section of Chapter 18 will be enforced by the City’s Police Department.

The contractor shall provide a person who shall serve as the “Plumbing Supervisor” who holds the required certifications and licenses. The compensation shall for this role shall be part of the agreed upon fee schedule and/or other agreed upon amount.

The Inspector(s) will be insured to commonly accepted levels for municipalities and the industry.

The Inspector will provide all of the following:

1. Process building permit applications
2. Coordinate permit reviews with Zoning Administrator to ensure compliance with floodplain/floodway regulations, historic preservation districts/designations, erosion control ordinances, etc.
3. Work cooperatively with the City in all aspects of code enforcement
4. Utilize an online system(s) to include options for online applications, permit review management, and enforcement to the greatest extent possible.
5. Provide timely review of building plans and conduct all necessary building, plumbing, electrical, and HVAC inspections on residential, commercial, and industrial construction within the City of Columbus
6. Maintain all required certifications in the following disciplines: residential, commercial, and industrial construction; plumbing; electrical; energy conservation; and heating, ventilation, and air conditioning.
7. Provide timely inspections according to state statutes and city ordinances.
8. Provide inspection reports to the Zoning Administrator for all inspections within one (1) week of inspection completion (unless otherwise agreed upon) and immediately send permit notification to the State Department of Safety and Professional Services.
9. Research and provide building code information for inquiries and permit applications.
10. Notify the Zoning Administrator of possible code enforcement violations and support the resolution thereof.
11. Support the administration of the City’s building and zoning permit process to maintain adequate records to support decisions.
12. With assistance from City staff, collect and process building permit fees. The building inspector calculates permit fees while City staff enter and

process payments. There is no requirement for the Inspector to conduct actual financial transactions.

13. Assist with the investigation of complaints related to State Building Code and City ordinances, including but not limited to inspections for occupancy permits and property maintenance (structural).
14. Assist the City Clerk and Zoning Administrator with responding to requests for information under Wisconsin Open Records Laws.
15. Provide the City with at least four (4) public office hours per week at the City Hall, which shall include hours on at least two (2) different days. Virtual hours may be considered for no more than two hours per week.
16. Respond to inquiries and questions from City staff and the public outside of regularly scheduled office hours.
17. Furnish a telephone number, email address to the City for public dissemination where the Inspector may be contacted by City officials and citizens concerning his/her duties outside of regular office hours.

COMPENSATION

The City will pay at the rate mutually agreed upon by the City and the Inspector for services rendered as described in the potential agreement. To the extent possible, the City is looking for a proposal where Inspector compensation is based on a percentage of permit fees. A fee structure to address unique services that don't typically have a permit fee, may be considered.

REQUIREMENTS

All of the municipal permit applications, records and all other such inspection information and records as developed by the Inspector for the City shall be records of the City and shall be owned, accessible, and possessed by the City. All records shall be transferred to the City on a regular interval no less than monthly.

The City will provide suitable office space in City Hall and will provide internet access, server space, copier, scanner, and filing cabinets. Any equipment provided shall only be used for City of Columbus inspection work.

During times when the Inspector is not available, the public may drop off applications, make payments, and pick up approved permits at the City Hall. The preference is to have permits applied for and issued electronically.

The individual/firm selected will not be permitted to assign, subcontract, or transfer the work of providing building inspection services without the prior written approval of the City.

Inspector Responsibility to Indemnify and Hold Harmless

To the fullest extent permitted by law, the Inspector and its agents, servants, officers or employees shall indemnify and hold harmless the City, including, but not limited to, its respective elective and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the Inspector during the Inspector's performance of the Agreement or any other work on the City's behalf. This includes, but is not limited to, claims arising from or alleged to have arisen from the negligence and/or willful, wanton, or reckless acts or omissions of the Inspector and its agents, servants, officers, or employees and any or all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs, and reasonable attorneys' fees.

Inspector Insurance Requirements

The Inspector shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act or omission of the Inspector and its agents and employees in the performance of work under this Agreement. The Inspector shall name the City as an additional insured and provide the City with a certificate of insurance from a company authorized to transact business in Wisconsin, verifying the Inspector has at coverages commonly accepted by municipalities for contracted services.

Inspector Financial Responsibility

The City of Columbus shall not be liable for any costs incurred by an Inspector in responding to this Request for Proposals or for any costs associated with discussion required for clarification of items related to this proposal.

Inspectors have the responsibility to understand what is required by this RFP. The City shall not be held responsible for an Inspector's lack of understanding.

SELECTION CRITERIA

In addition to an acceptable financial proposal, the successful Inspector will be one that most successfully demonstrates the following:

1. Certifications as required by the State of Wisconsin.
2. Knowledge and understanding of all applicable codes.
3. Successful experience in providing building inspection services to a municipality of similar size.
4. Ability to provide timely inspections so that permits or inspections are not unreasonably delayed.
5. Demonstration of a high level of accuracy in building inspection services for municipal clients.
6. Evidence of positive client interaction/service from previous or existing municipal clients.
7. An ability to work effectively with the City staff
8. An ability to work effectively with building contractors and property owners, particularly in regard to communicating code issues and assisting with permit applications/procedures.
9. Reference checks demonstrating a high level of competence and customer service in providing building inspection services for municipal clients.
10. Written and visual quality and accuracy of the proposal.
11. Existing workload of the Inspector/Inspection firm
12. The City may follow up with the applicant to clarify any parts of the submitted proposal.

FORM OF PROPOSAL

To be considered, **proposals must be received by the Director of Community and Economic Development no later than noon on November 12, 2024 at 5:00 PM. Proposals shall be delivered electronically.** Proposals delivered or received after the submittal deadline will be deemed late and rejected. There are no exceptions to this requirement.

All proposals shall be as follows:

1. Cover letter.
2. Detailed response to all selection criteria above.
3. Detailed financial proposal to include:
 - a. Compensation rate to provide the inspection services described in the above and in accordance with the laws of the State of Wisconsin
 - b. Cost for non-permit inspections and/or other work performed on behalf of the City.

***NOTE: The City will make mutually agreeable arrangements with the selected Inspector for a compensation structure.

4. Names, qualifications, and licenses of key employees including the name and qualifications of the person in the Inspector's employ who will be primarily responsible for building inspection services in the City of Columbus.
5. The proposals shall identify references from municipal clients for which the firm/individual to be assigned as the City's point of contact for the work to be performed has provided inspection services within the past three (3) years. References must include the name, title, address, email address, and phone number of the contact person.
6. The proposals shall identify all contractual inspection obligations that the Inspector currently has in the State of Wisconsin.

7. Identify the date when the Inspector will be available to begin providing inspection services to the City.
8. Any additional information that the Inspector feels would aid the City in evaluating the Inspector's ability to meet the selection criteria.

City's Rights and Options

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Inspector of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the Inspector selected.

The City of Columbus reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposals, and not award any contract, all at its discretion and without penalty.

