



## **Oelwein Request for Proposals**

To Provide Rental Inspection Services for the City of Oelwein



### **PROPOSALS DUE NO LATER THAN:**

**11:00 A.M. CST ON June 1, 2022**

City of Oelwein City Hall  
20 2<sup>nd</sup> Ave SW  
Oelwein, Iowa 50662



## Introduction

The City of Oelwein, Iowa is soliciting interested and qualified firms to submit a proposal to provide rental inspections for the City's rental inspection program. The City's rental inspection program started in 2019 to address serious housing issues and ensure tenants are provided safe habitable housing. The program saw much success until the pandemic started and was hit with delays. The City uses two inspectors and an administrative assistant to conduct rental inspections and an online database hosted by software Citizenserve. City council has directed the City Administrator to work with a firm to understand the possibility of contracting out rental inspections.

Firms may drop-off proposals at Oelwein City Hall located at 20 2<sup>nd</sup> Ave SW Oelwein, Iowa 50662, or by mailing them to the same address. In any case, submissions must be received no later than 11:00 a.m. on June 1, 2022, to be considered. Firms must submit seven (7) hard copies and a digital version. All communication on the proposal should be made to:

Dylan Mulfinger  
City Administrator  
City of Oelwein  
20 2<sup>nd</sup> Ave SW Oelwein, Iowa 50662  
319-283-5440  
[dmulfinger@cityofeelwein.org](mailto:dmulfinger@cityofeelwein.org)

The City's goal is to contract rental inspections by August of 2022.



## Rental Inspection Requirements

The City of Oelwein uses the 2021 International Property Maintenance Code to conduct rental inspections. The City has set the criteria for inspections and work with the firm to implement the program. The firm will be responsible for entering properties scheduled for an inspection, completing the inspection report, and working with the City on any additional inspections.

The firm will be required to use Oelwein's Citizenserve software and will be provided a tablet for inspections. The firm will be provided office space for one staff member to occupy Monday through Thursday. The firm will be responsible for reporting properties that have building code violations that require immediate attention. The firm will also be responsible for representing the City in any court cases involved with a rental inspection. In the three years of active rental inspections, the City has gone to court 19 times and has conducted two appeals from landlords. The firm will be responsible for presenting at all rental inspection appeal hearings. The City will send out all rental inspection notices. The City will placard properties the firm notifies the City to deem unsafe or uninhabitable.

The firm will have a close relationship with Community Development staff and will have their contract administered by the Building Official/Zoning Administrator. The firm will wear clothing that clearly identifies their firm and have some form of professional identification. The firm will also have a vehicle that is marked showing their firm's name.

The City's goal is to inspect one third of the rental stock on an annual basis. The City has roughly 702 rental units. The City's goal is to complete 235 initial inspections annually and 223 follow up inspections. The City has a 95 percent first inspection failure rate. The City is hopeful the failure rate will decrease as the program progresses. This firm is expected to perform all follow up inspections on properties. The firm will need to do a minimum of 10 inspections weekly to stay on track for completing and closing out 235 units annually. All rental inspections are scheduled two weeks in advance for most properties. In some cases, such as tenant complaints, they may be scheduled sooner.

The City anticipates a typical week for the contracted firm will go as follows:

- Monday
  - Start at 8:00 AM
  - Check in with the Building Official and Zoning Administrator
  - Review schedule for week of inspections
  - Perform rental inspections
  - Submit rental inspection reports
  - Workday concludes at 4:30 PM
- Tuesday
  - Start at 8:00 AM
  - Perform rental inspections
  - Submit rental inspection reports
  - Workday concludes at 4:30 PM



- Wednesday
  - Start at 8:00 AM
  - Perform rental inspections
  - Submit rental inspection reports
  - Workday concludes at 4:30 PM
- Thursday
  - Start at 8:00 AM
  - Perform rental inspections
  - Submit rental inspection reports
  - Address anything that came up during the week and plan for the next week
  - Workday concludes at 4:30 PM

The firm will be provided the following equipment

- Tablet
- Cell phone
- Workstation
- Computer

The firm will provide an after-hours number should an emergency arise where they will need to be contacted.

The firm will be required to carry insurance that meets the following requirements:

General Liability insurance of at least \$1,000,000/\$2,000,000

Work Comp of \$500,000/\$500,000/\$500,000

Errors & Omissions: \$1,000,000/\$1,000,000

All employees of the firm will be required to pass a criminal background check.



## Submission Requirements

Any firm wishing to be considered for providing the services described herein shall submit seven (7) hard copies and one (1) electronic copy (Adobe PDF or Microsoft Word file) of their proposal no later than 11:00 a.m. on June 1, 2022.

Proposals will not be accepted after the submission deadline, regardless of the reason for such tardiness. Proposals that are received after the submission deadline will not be considered and returned to the sender.

In the RFP response, the firm shall provide the following information:

- 1) Company background information:
  - a. Name and resume of lead employee for the project.
  - b. Names and resumes of additional employees who will work on the project.
- 2) Description of similar work including examples/references to any recent work\*, if available.
  - a. \*Include reference(s) including the organization/business, address, contact person, phone number, date of services, and scope of services.
- 3) General approach to the project, including expectations and understandings required of all parties to complete the work.
- 4) Proposed work program including a schedule/timeline.
- 5) Summary of technical capabilities.
- 6) Cost estimate, including proposed fee range and lump sum dollar amount for all services. The firm should provide figures for a two year contract with a third year option.
  - a. The city will negotiate a contract with the firm that is chosen by the City Council.