



## **REQUEST FOR PROPOSAL**

### **BUILDING INSPECTION SERVICES**

Issued February 21, 2024



Neighborhood Services  
312 W Whitewater Street  
PO Box 178  
Whitewater WI 53190

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[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
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## **Request for Proposals (RFP) Building Inspection Services**

The City of Whitewater is seeking a qualified and experienced building inspection firm to administer and enforce the Municipal Code of the City of Whitewater, along with applicable State codes. This RFP outlines the requirements and expectations for interested parties to submit their proposals.

### **Scope of Services**

The City of Whitewater has issued this Request for Proposals for Building Inspection services. The proposal shall address all Building Inspector duties, including but not limited to the following:

1. Conduct plan examinations and inspections in accordance with the Municipal Code and State regulations.
2. Perform inspections in the areas of construction, energy, heating, ventilating, air conditioning, electrical, plumbing and other incidental duties required by the City.
3. Maintain appropriate municipal records, as per Wisconsin State Statutes, including inspection and financial records.
4. Assist the City in ensuring compliance by issuing noncompliance orders and appearing as a witness during legal proceedings.
5. Be available for meetings with the public and City Staff, respond to inquiries and maintain regular office hours.

## **Qualifications**

1. The Contractor or its authorized representative must be certified by the State of Wisconsin in UDC-Building, Electrical, HVAC, Plumbing, as well as Commercial Building, Plumbing Electric, and HVAC.
2. Maintain current Wisconsin Licenses for Building Inspections.
3. Provide a vehicle for inspections along with fuel and auto insurance.

## **Relationship and Administrative Coordination**

The relationship between the contractor and the City of Whitewater shall be that of independent contractors. No employee benefits will be provided by the City. The contractor will provide systems support and administrative coordination, including specified office hours and availability for inspections and administrative duties. The Contractor shall be entitled to services of the City Attorney as per Wisconsin Statutes 62.115.

## **Compensation**

The proposal shall explain the type of compensation desired by the Inspector- compensation based upon a percentage of the established inspection fee amount, hourly rate or fixed dollar amount per inspection. If the charge is per inspection, examples of the required inspections should be included. Any costs for specific activities that will be billed in addition to the fee, such as mileage and other ancillary costs shall be included in the final cost estimate.

The City will award the contract to the most responsive and responsible Contractor after all factors are considered through scoring the proposals. The City reserves the right to waive any informalities or to reject and or all proposals to award the contract to the Contractor, who in the judgment of the City, will best serve the interests of the Community.

## **Submission of Proposals**

The evaluation and selection of a qualified Building Inspector and the contract will be based on the information submitted in the vendor's proposal and any other required material. A response may be rejected if it fails to meet each of the requirements of the RFP.

Proposals are due to the City of Whitewater, City Clerk (312 W Whitewater Street, Whitewater, WI 53190) on **March 12, 2024** at 4:00 p.m. Please provide three (3) hard copies of the proposal and one electronic version. Please submit the following forms, completed and signed as required, with your proposal:

1. General Information about the contractor, firm, staff experience, credentials/certifications, and training.
2. Inspection summary reports (provide examples).
3. Inspector availability and methods of contact for the public and City staff.
4. Provide requirements for office space, materials, equipment, or equipment access requested from the City.

5. Inspector compensation (including a proposed schedule of fees) and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.
6. Proof Inspector is licensed, bonded, and insured. Inspector shall carry aggregate coverage limit of at least \$1,000,000, and a per occurrence coverage limit of at least \$1,000,000, and a deductible of no more than \$2,500.
7. Three or more professional references, including contact names, addresses, and telephone numbers.
8. Proposed contract form.

The Common Council will review the Proposals on March 19, 2024 for their approval. It is the City's intent to have a signed contract with a Contractor as soon as possible in order for the Contractor to help the City meet their needs.

### **Selection Criteria**

The City reserves the right to accept or reject and or all proposals, or any part thereof, and to accept the offer considered most advantages the City. Requests for Proposals does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals in anticipation of a contract. The City of Whitewater reserves the right to select any proposal based on the following criteria:

1. Qualifications and experience of the firm on successful related work.
2. Experience and familiarity working with communities of the same size and region
3. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.
4. The firm submits a copy of its licenses, bonds and insurance.
5. Overall qualifications, experience, and competence of staff.
6. Experience working with the public.
7. Proposed compensation for services.
8. Reference checks.

### **Contact Person**

Questions about the RFP should be directed to Taylor Zeinert, Interim Economic Development Director, phone 262-473-0101 or tzeinert@whitewater-wi.gov.

### **Non-Discrimination Statement**

The City of Whitewater does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

### **Contract**

No contract shall be in effect until the City executes a signed contract agreement.