

**TOWN OF GRAND RAPIDS
WOOD COUNTY, WISCONSIN**

Request for Proposal
**BUILDING INSPECTION AND
RELATED SERVICES**

Issued February 14, 2022

**DEADLINE - 4:00PM
THURSDAY, APRIL 14, 2022**

Contact: Peggy Doughty, Town Zoning Administrator
2410 48th St. S.
Wisconsin Rapids, WI 54494
(715) 424-1821
FAX (715) 424-0688
P.Doughty@grandrapidswi.org
townofgrandrapids.org

TOWN OF GRAND RAPIDS
REQUEST FOR PROPOSAL
BUILDING INSPECTION AND RELATED SERVICES

February 14, 2022

The Town of Grand Rapids, Wood County, Wisconsin, is issuing this Request for Proposal (RFP) for building inspection services for our community, including but not limited to plan review, inquiry response, residential and commercial inspections, assisting with ordinance compliance and enforcement, and occasional meeting attendance when requested.

The Town of Grand Rapids is committed to an objective and open selection process. Every proposal shall receive an unbiased review.

The Town of Grand Rapids has issued this Request for Proposals to ensure competitive pricing and services for the community. Any contract for building inspection services is anticipated to begin June 1, 2022.

Questions concerning this RFP should be directed to:

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SECTION 1 - BACKGROUND

1.1 - THE COMMUNITY

The Town of Grand Rapids is the 13th largest Town in Wisconsin and the 3rd largest community in Wood County. Covering 20.3 square miles, and centrally located in Wood County, Grand Rapids is home to 7,691 residents. Regulated growth has resulted in development of subdivisions with over half-acre, pine and oak-forested lots, providing a suburban lifestyle. As evidence of the water quality in the Town, half of the municipal wells serving Wisconsin Rapids are in Grand Rapids.

We are proud to offer our residents an excellent quality of life, including law enforcement, road maintenance, and a volunteer fire department with a modern and up to date station. The five-member Town Board meets monthly. Annual Town meetings give all town residents a vote in major decisions.

Copies of the local building code and zoning ordinance can be found on the Town's website at www.townofgrandrapids.org

1.2 NEW CONSTRUCTION/PERMIT HISTORY

New construction in housing development has averaged 20 new homes per year for the last 5 years; total permits issued (including remodel, building, additions) average 229 per year. The Town has mainly residential development in recent years, with some small commercial development spread throughout the community.

1.3 CURRENT PRACTICES

By contract, the Town's current Building Inspector is not required to establish hours at the Town Hall. The Zoning Administrator accepts (and holds or initially reviews) building permit applications until picked up by the Inspector, who issues permits and refers applicants to the Inspector. The Town is invoiced monthly for inspection services. Any proposal that maintains or improves upon the prior program, in addition to the expected duties in this request for proposal will be considered. Responses will be considered from an independent inspector or inspectors, or firms which offer inspection services.

1.4 CONTRACT PERIOD

It is anticipated that the contract period will be June 1, 2022, through May 31, 2023, with an extension available at the Town's option.

SECTION 2 - INSPECTOR EXPECTATIONS AND PROPOSAL INFORMATION

2.1 SCOPE OF SERVICES

The Inspector is expected to review plans, promptly conduct, document and report inspections. Additionally, the Inspector is expected to answer inquiries and attend meetings, when requested.

The Inspector shall carry out the administration and enforcement requirements as set forth in State and local building and zoning codes, maintain required certifications and credentials, communicate promptly and professionally in response to inquiries, and assist the Town in any legal aspects of enforcement, such as investigating complaints and appearing as an expert witness.

The Inspector shall meet with the public and Town staff as requested and have the ability to respond to telephone and email inquiries and submit monthly contact and inspection reports in an electronic computer format agreeable to the Town, as well as State electronic compliance requirements for residential and commercial inspections.

The Inspector shall be an independent Inspector, responsible for initiating, maintaining, and supervising all work, and all safety precautions and programs in connection with the work, of this contract.

2.2 DUTIES

The proposal shall address all Building Inspector duties, including but not limited to the following:

1. Review plans and conduct inspections on new construction, additions, and remodeling/renovations subject to the Uniform Dwelling Code, Commercial Building Code, Uniform Building Code, and other relevant state and local codes; and on all other construction and construction-related activity, including but not limited to: accessory buildings, decks, signs, fences, pools, and erosion control. Inspections will include measuring and written verification with Town Staff that Town Ordinance building setback requirements have been met.
2. File occupancy permits with the Town within 72 hours of issuance.
3. Complete ninety-five percent (95%) of all inspections within 72 hours of the request
4. Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
5. Assist Town staff with inquiries, including requests for public records subject to Sec. 19.31 through Sec. 19.39, Wis. Stats.
6. Investigate complaints related to State and local building and zoning codes and assist with any legal aspects of enforcement including documentation of inspections and/or violations.
7. Attend occasional meetings as requested.
8. Provide full compliance with all recordkeeping requirements of the State of Wisconsin Department of Safety and Professional Services. All records shall be maintained at the Town Hall.
9. Provide monthly reports in an electronic format satisfactory to the Town summarizing (1) the location, number, type, date, and result of inspections performed; (2) name of inspector, if more than one is employed by the successful bidder; (3) inquiries and responses unrelated to an issued permit, other than inquiries from Town staff; and (4) such other information as may reasonably be requested by the Town.

10. Suggest improvements in operations or technology that will improve internal systems, including the utilization of electronic property and inspection records.
11. Prepare and deliver annual report at the Town's Annual Meeting summarizing the previous year to Town citizens in a format consistent with the previous year's report.

2.3 ADDITIONAL PROPOSAL INFORMATION

The Proposal should include the following information, in addition to the above-referenced Building Inspector Duties.

1. General information about the individual/firm, including credentials, certifications and training, as well as experience providing building inspection services to municipalities.
 - a. Please provide the names and contact information for other, similarly sized municipalities, for reference purposes.
2. Anticipated division of responsibility between the Inspector and Town Staff with regard to:
 - a. Collecting, processing and approving applications;
 - b. Issuance of building and stop-work orders;
 - c. Tracking of pending, active and expired permits; and
 - d. Scheduling and following through with inspection appointments
3. Example of monthly activity report.
4. Provide details of any corrective action required by external audit of the individual's/firm's work with similar sized communities.

2.4 AVAILABILITY IN TOWN

The Inspector shall be available to the public and Town staff by telephone and email. Established office hours at Town Hall are not required, but will be accommodated if desired. The Inspector shall promptly pick up building plans and documents when notified or as otherwise agreed with Town staff. Face-to-face meetings with Town staff will be held as requested.

2.5 ADMINISTRATION

The proposal shall clearly explain the Inspector's methodology and policies for scheduling, recording, and reporting public contacts and inspections; complaints; or issues affecting performance of the contract.

2.6 COMPENSATION

The proposal shall explain the type and rate of compensation desired by the Inspector, such as a percentage of permit fee, flat fee based on project type, or charge per inspection. If the charge is per inspection, examples of the number of required inspections for routine projects, such as single-family dwellings or home additions, should be included. Any costs for specific activities that will be billed in addition to the fee, such as mileage, shall be clearly defined. Compensation will be withheld until the required reports and files are received by the Town.

2.7 INSURANCE

As a condition of the contract, the Inspector shall be required to have the minimum coverages identified below and the Town shall be named as an Additional Insured on the policy. The proposal shall state whether such insurances are currently in force or will be at time of contract

execution. Proof of current coverage shall be filed with the Town throughout the term of the contract, as follows:

- Commercial general liability coverage with a limit of not less than \$ 1,000,000 per occurrence and a \$2,000,000 general aggregate;
- Automobile liability coverage with a limit of not less than \$2,000,000 for each accident; and
- Workers compensation coverage as required by Wisconsin law covering all employees engaged in connection with performance of the contract.

2.8 INDEPENDENT INSPECTOR

The Inspector shall be deemed an independent Inspector, solely responsible for the control and payment of its employees and compliance with all applicable Federal, State, and local laws.

2.9 SUBINSPECTORS/EMPLOYEES

Persons or businesses submitting proposals may have subinspectors or employees. That fact, and the name of proposed subcontracting persons/firms or employees must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without express consent of the Town Board.

2.10 CONDUCT AND PERFORMANCE

The Inspector and all representatives of the Inspector shall undertake to perform all services in a neat, orderly, consistent, professional, respectful, and efficient manner; use care and diligence in the performance of the contract; and act in an ethical manner throughout the term of the contract.

SECTION 3 - GENERAL PROPOSAL SUBMISSION DIRECTIONS FOR CONSIDERATION

3.1 DIRECTIONS FOR SUBMITTAL

Candidates should submit five (5) copies of the proposal in a sealed envelope. The materials must be received at the Town of Grand Rapids Town Hall by 4:00 PM on Thursday, April 14, 2022. Packages containing the proposal and any related material should be plainly marked on the outside as follows:

'INSPECTION SERVICES PROPOSAL'

Proposals shall be delivered by mail, email or in person to:

Town of Grand Rapids
Attn: Peggy Doughty, Town Zoning Administrator
2410 48th St. S.
Wisconsin Rapids, WI 54494
Email: P.Doughty@grandrapidswi.org

The names of firms or individuals submitting proposals may be announced after 4:00 PM on Thursday, April 14, 2022. No other disclosure will be offered until the Town Board takes up discussion of the proposals at a publicly-noticed meeting.

3.2 COSTS FOR PROPOSAL PREPARATION

The Town of Grand Rapids shall not be liable for any costs incurred by the Inspector and/or assigns in responding to this Request for Proposal, or for any costs associated with discussions required for clarification of items related to this proposal, including any future interviews.

3.3 RESERVATION OF RIGHTS TO REJECT, WAIVE AND REISSUE

The Town of Grand Rapids reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at its discretion and without penalty.

3.4 OWNERSHIP OF MATERIALS

All materials, including but not limited to paper and digital materials, that are prepared, acquired, created, or utilized to fulfill this Request for Proposal and its objectives shall become the property of the Town of Grand Rapids where allowed by law.