OZAUKEE COUNTY, WISCONSIN

Request for Proposal
BUILDING INSPECTION AND RELATED SERVICES

Issued September 24, 2012

DEADLINE—4:30p.m.
Friday, October 12, 2012

CONTACT: JIM CULOTTA
TOWN ADMINISTRATOR
1293 WASHINGTON AVENUE
CEDARBURG, WI 53012
(262) 377-4509
FAX (262) 377-0308
jculotta@town.cedarburg.wi.us
www.town.cedarburg.wi.us
The Town of Cedarburg is issuing this Request for Proposal (RFP) for building inspection services, including but not limited to plan review, residential and commercial inspections, and meeting attendance when requested. Zoning Administration services will also be required as specified by Town Code. The services under the proposed contract would begin on January 1, 2013.

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

The Town of Cedarburg has issued this RFP to ensure competitive pricing and services for the benefit of all Town taxpayers.

Questions concerning this RFP should be directed to:

Jim Culotta, Town Administrator
Town of Cedarburg
1293 Washington Avenue
Cedarburg, WI 53012
(262) 377-4509
FAX (262) 377-0308
jculotta@town.cedarburg.wi.us
www.town.cedarburg.wi.us
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SECTION 1
BACKGROUND

THE COMMUNITY
The Town of Cedarburg is a rural residential community of approximately 5,800 people located in Ozaukee County, Wisconsin. The Town currently shares borders with the Cities of Cedarburg and Mequon, the Village of Grafton, and the Towns of Grafton, Jackson, Saukville, and Trenton. (Refer to Appendix A to view the Zoning Map). The Town is primarily residential with a small-commercial/industrial area known as the Five Corners Business District (located at the intersections of STH 60, CTH NN, and Covered Bridge Road). There is also a small amount of professional office space in Town.

Homes and businesses are served by private wells/POWTS systems, with a few exceptions for properties abutting the City of Cedarburg that are served by municipal water. Other utilities include Time Warner Cable, AT&T, and WE Energies (electric and natural gas).

Growth is currently slow and primarily residential in nature with some commercial permits. Most new home construction occurs within existing subdivisions, however, there are new homes constructed throughout Town on rural lots as well. Further information about the Town of Cedarburg can be obtained at www.town.cedarburg.wi.us

INSPECTION HISTORY
In 2011, the Town issued 434 total permits: 136 electrical, 128 plumbing, 72 HVAC, and 98 building permits (11 were for new dwellings, 87 were for other projects, including 9 for commercial projects). (Refer to Appendix B: Summary of permits.)

CURRENT PRACTICES
The current contract with RK Construction & Inspection, LLC does not require established hours at Town Hall. The Clerk’s office accepts and holds building permit applications until picked up by the Inspector. Certificates of Occupancy are faxed to the Clerk’s office when issued and the complete file is dropped off or mailed when the Inspector’s work is finished. The Town is invoiced monthly for inspection services. Alternative practices will be considered if explained in your response.
SECTION 2
REQUIREMENTS FOR PROPOSAL

SCOPE OF SERVICES
The Building Inspector (Inspector) is expected to review plans, conduct inspections, and attend meetings when requested.

The Inspector shall carry out the administration and enforcement requirements as set forth in State building codes, maintain required certifications and credentials, and assist the Town in any legal aspects of enforcement of the Town Code of Ordinances, such as investigating complaints and appearing as an expert witness.

The Inspector shall meet with the public and Town staff as requested, have the ability to respond to telephone and email inquiries, and submit monthly summary inspection reports in an electronic computer format.

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

1. Review building plans and conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential and commercial construction within the Town of Cedarburg. These include footings, foundations, basement floors, site erosion control and final occupancies.

2. Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.

3. Conduct all necessary inspections on permitted activities such as, but not limited to, decks, signs, swimming pools, accessory buildings, and residential and commercial alterations and additions.

4. Assist Town staff with inquiries.

5. Assist with the investigation of complaints related to the State building code and the Town Code of Ordinances, including but not limited to inspections for occupancy permits, signs, conditional use permits, etc.

6. Attend occasional meetings as requested.

7. Provide monthly summary reports on the number and type of inspections performed in an electronic computer format.
AVAILABILITY IN TOWN
The Inspector shall be available to the public and Town staff by telephone, email, and facsimile to respond to inquiries and provide and receive information. Established office hours at Town Hall are not required. The Inspector shall promptly pick up building plans or other documents as notified or otherwise agreed with Town staff. Face-to-face meetings with Town staff will be held as requested.

COMPENSATION
The proposal shall explain the type of compensation desired by the Inspector—compensation based upon a percentage of the established inspection fee amount or fixed dollar amount per inspection. If the charge is per inspection, examples of the 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, phone, postage, etc. shall be clearly defined.

INSURANCE
As a condition of the contract, the Inspector shall be required to provide proof that they are fully licensed, bonded and insured, including General Liability Insurance (Contractual, Bodily Injury and Property Damage) at a minimum of $1 million per occurrence / $3,000,000.00 aggregate; Worker’s Compensation at state-mandated statutory minimums; Vehicle Liability Insurance (Bodily Injury and Property Damage) at a minimum of $1 million per occurrence / $3,000,000.00 combined coverage, and Professional Liability Coverage at a minimum of $1,000,000.00 per occurrence and annual aggregate. All of said insurance policies shall specifically name the Town of Cedarburg as an additional insured for the term of the Inspector’s Agreement. The proposal shall state whether such insurances are currently in force or will be at time of contract execution. Inspector shall provide the Town with certificates of coverage consistent with the requirements specified above.

QUALIFICATIONS
The proposal shall include a list of person(s) who would conduct inspections, their credentials/certifications, and three (3) references with contact name and number. If commercial electric inspections are to be performed by someone other than the Inspector submitting a proposal, qualifications for that individual should also be included.
SECTION 3
GENERAL REQUIREMENTS

DIRECTIONS FOR SUBMITTAL
Consultants should submit eight (8) copies of the proposal. To be considered, these materials must be received in sealed packages at Cedarburg Town Hall by 4:30 PM on Friday, October 12, 2012. Proposals shall be valid for ninety (90) days. Packages containing the proposal and any related material should be plainly marked on the outside as follows:

‘INSPECTION SERVICES PROPOSAL’

Packages shall be delivered via mail, courier, or in person to:

Jim Culotta, Town Administrator
Cedarburg Town Hall
1293 Washington Avenue
Cedarburg, WI 53012

CONTRACT TERM
It is anticipated the contract period will be January 1, 2013, through December 31, 2013, with an option at the Town’s discretion to extend additional years.

COSTS FOR PROPOSAL PREPARATION
The Town of Cedarburg 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 interviews.

RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE
The Town of Cedarburg reserves the right 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 their discretion and without penalty. The Town also reserves the right to request additional information/clarification or to allow corrections of errors or omissions.

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 Cedarburg where allowed by law.
SECTION 4
PROPOSAL FORM

The proposal shall provide the following information in this order:

1. General information about the firm, staff experience, credentials/certifications, and training. Include experience performing similar work for other municipalities.

2. Division of responsibility between the Inspector and Town staff with regard to:
   a. collecting, processing, and approving applications;
   b. issuing building permits;
   c. tracking expired permits; and
   d. scheduling inspections.

3. Permit summary reports (provide examples).

4. Inspector availability and methods of contact for the public and staff.

5. Space, materials, equipment, or equipment access requested from the Town.

6. If the Inspector would be holding office hours at Town Hall.

7. Inspector compensation (including a proposed schedule of fees) and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.

8. Proof Inspector is licensed, bonded, and insured as stated under the Insurance section on page 3 of this RFP. If desired coverage has yet to be obtained, a statement of intent to insure to those limits shall be submitted.

9. Three or more professional references, including contact names, addresses, and telephone numbers.


11. Closing statement, if desired.
SECTION 5
EVALUATION PROCESS

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

Town staff will review all proposals for completeness. The Town Board will interview finalists before making a decision on the matter.

The evaluation criteria include:

- The contractor has no conflict of interest with regard to any other work being performed by the contractor for the Town.
- The contractor adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.
- The contractor submits a copy of its licenses, bonds and insurance.
- Overall qualifications, experience, and competence of staff.
- Experience in projects of similar scope in communities with comparable characteristics.
- Experience in working with and involving the public.
- Proposed compensation for services.
- Reference checks.
- Written and visual quality and accuracy of the proposal.
- Project approach.
- Oral Interview.
APPENDIX B: Summary of Permits

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<tr>
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