CITY OF COLUMBUS
WISCONSIN

Request for Proposal

BUILDING INSPECTION AND RELATED SERVICES

Issued October 21, 2020

CITY OF COLUMBUS

REQUEST FOR PROPOSALS
BUILDING INSPECTION SERVICES

October 21, 2020

The City of Columbus is seeking proposals from Wisconsin Certified Building Inspectors and/or Building Inspection Firms to be the contract Building Inspector. The desired contract term is three years. The individual or firm submitting a reply to this request should have at least five (5) years of municipal Building Inspection experience.

Five (5) copies of the proposal, and one digital copy, must be received no later than **3:00PM on Tuesday, November 10, 2020.** Proposals delivered or received after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. The Proposal must be placed in a sealed envelope, plainly marked "Sealed Bid/Proposal for Building Inspection Services" and addressed to:

Pat Goebel, City Clerk
City Hall
105 N Dickason Blvd
Columbus, WI 53925

Emailed submissions are not acceptable. Inquiries regarding this RFP should be directed to Matt Schreiber, Director of Planning and Development/Zoning Administrator, at 920-623-5900, mschreiber@columbuswi.us.

BACKGROUND

Community Info

The City of Columbus is located in southeastern Columbia County, with a small portion of the City located in Dodge County. The portion of the City in Dodge County currently has no residents or taxable property value. The most recent population estimate for Columbus is 5,187. The City is ideally located with easy access to multiple state and federal highways, just 20 miles from the City of Madison. Columbus has a historic downtown with multiple businesses and services, a significant industrial base, and a strong residential real estate market.

Columbus operates under the mayor-council form of governance, with day to day operations overseen by the appointed City Administrator. The building inspection services will operate under the direction of the Director of Planning and Development/Zoning Administrator.

Current Practice

Building inspection and plan review services are provided by a contract building inspection firm. The City of Columbus provides office space and other amenities for the contracted building inspector. The Zoning Administrator handles most zoning code concerns, so the contract Building Inspector is primarily responsible for plan review and inspections under the various building codes.

The City of Columbus has delegated commercial building code enforcement authority under the Wisconsin Department of Safety and Professional Services, and has primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the City.

Permit History

Permit activity in the City of Columbus has varied somewhat over the last five years, with an average annual valuation of improvements of $15,814,242. The following is the average annual number of total permits issued:

Year	Number of Permits (All) Issued Annually
2019	131
2018	199
2017	190
2016	157
2015	138

SCOPE OF SERVICES

The City of Columbus is requesting proposals from qualified firms or individuals, hereinafter referred to as "contractor", for building inspection services. The services under the proposed contract would start on January 1, 2021.

The Contractor 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 or the City of Columbus for all single family, multiple family dwellings, commercial, industrial and public buildings. This work primarily includes administering Columbus municipal code Chapter 18 (Buildings and Building Regulation)

1. Process building permit applications
2. Conduct plan examinations
3. Perform field inspections (preferably within 24 hours of requested inspection, but in no instance more than 48 hours), to include but not limited to:

    A. Footing inspection
    B. Foundation inspection
    C. Construction inspection (rough)
    D. Plumbing inspection (rough)
    E. Heating, ventilating and air conditioning inspection (rough)
    F. Electrical inspection (rough)
    G. Final inspection for construction, plumbing, heating, ventilating and air conditioning, electrical and insulation.
    H. All necessary inspections on permitted activities such as, but not limited to, deck, swimming pool, accessory building, and alterations and additions.
    I. Inspections necessary for the issuance of occupancy permits.
    J. Inspections necessary for City Licensing

4. Administrative functions, including:

    A. Maintain records, including inspection records.
    B. Forward building permit information to the City Clerk and/or Zoning Administrator.
    C. The Contractor shall be available to the public and City staff by telephone or email during other normal work hours.
    D. As needed, attend meetings with pertinent city/utility staff to coordinate issues relating to building/development projects, as well as property maintenance and other meetings as requested by the Zoning Administrator and/or the City Administrator.

E. With assistance of City staff, collect and process permit fees. The building inspector calculates permit fees, while City staff enters and processes payments. There is no requirement for the Contractor to conduct actual financial transactions.

F. Maintain all necessary certifications and obtain hard copy or electronic access to all adopted building codes and amendments or updates that are required to be administered.

5. Assist the City in ensuring compliance by:

A. Issuing noncompliance orders

B. Making recommendations on variances and appeals, when requested.

C. Appearing as witnesses during legal proceedings

D. Assist with compilation of data required for reports required by the Department of Safety and Professional Services

E. Upon receipt of complaint or as directed by Zoning Administrator and/or the City Administrator respond to complaints of code violations.

REQUIREMENTS

All records shall remain on-site at the City of Columbus City Hall. All of the municipal permit applications, records and all other such inspections information and records as developed by the individual/firm for the City shall be records of the City and shall be owned and possessed by the City.

The City will provide suitable office space in City Hall and will provide internet access, and file cabinets. In addition, the contractor will have use of a copier, scanner and fax machine located elsewhere in City Hall. However, the office space and equipment shall only be used for City of Columbus building inspection work. During times when the Inspector is not available, the public may drop off applications, make payments, and pick up approved permits at City Hall.

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.

To the fullest extent permitted by law, the individual/firm, its agents, servants, officers or employees shall indemnify and hold harmless the City, including, but not limited to, its respective elected 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 contractor during the contractor 's performance of the Agreement or any other agreements of the contractor entered into by reason thereof. The contractor shall indemnify and defend the City, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence and/or willful, wanton or reckless acts or omissions of the contractor, 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 attorney's fees.

The contractor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action, arising from any act or omission of the contractor, his agents and employees in the execution of work. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the municipality. Limits of liability shall not be less than:

Workers Compensation	With-in Statutory Requirements
Bodily injury per person	$1,000,000
Property Damage each occurrence	$1,000,000
Comprehensive Auto Liability	
Including Non-Ownership Coverage	
Per occurrence	$1,000,000
Professional Liability (errors & omissions)	$2,000,000

The City of Columbus shall not be liable for any costs incurred by the bidder in responding to this Request for Proposal, or for any costs associated with discussions required for clarification of items related to this proposal.

The City of Columbus 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 its discretion and without penalty.

SELECTION CRITERIA

In addition to an acceptable Financial Proposal, the successful contractor will be the 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 and plan review services to a municipality of similar size.
4. An ability to ensure regular inspection coverage so that permits or inspections are not delayed due to illnesses, vacations, and other disruptions.
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. Familiarity with the City of Columbus.
8. An ability to work effectively with the City of Columbus Common Council and its committees
9. An ability to work effectively with City of Columbus Staff.
10. An ability to work effectively with building contractors and property owners, particularly in regard to communicating code issues and assisting with permit applications/procedures.

FORM OF PROPOSAL

To be considered, five (5) copies of a proposal, and one digital copy, must be received at the City Clerk's Office, 105 N Dickason Blvd, Columbus, Wisconsin 53925 no later than **3:00PM on Tuesday November 10, 2020.** The Proposal must be placed in a sealed envelope, plainly marked "Sealed Bid/Proposal for Building Inspection Services."

All proposals shall be made 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 (compensation shall be based upon a percentage of the established application/inspection fee amount).
    b. A fee structure if different from current City of Columbus Fee Structure
    c. 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 person/firm for a payment schedule.
4. Names and qualifications of key employees including the name and qualifications of the person in the contractor's employ who will be primarily responsible for building inspection activities for 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 and business phone number of the contact person.
6. The proposals shall identify all contractual inspection obligations that the bidder currently has in the state of Wisconsin.
7. Identify the date when the bidder will be available to begin providing inspection services to the City.
8. All individuals/firms submitting proposals are advised to carefully inspect the City, the entire records and facilities of the City of Columbus and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for consideration set forth in this proposal.
9. Any additional information which you/your firm feels necessary.

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 that proposal is selected. Submission of a proposal indicates acceptance by the contractor 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 contractor selected.

It is anticipated the selection of an inspection contractor will be completed by December 1, 2020 or December 8, 2020.