



City of Brillion

REQUEST FOR PROPOSALS

For

**BUILDING INSPECTION AND ZONING
ADMINISTRATION SERVICES**

General Information

The City of Brillion, population 3,148, is located in northeast Calumet County on USH 10. The City is seeking proposals from qualified firms or individuals (hereinafter referred to as the “Contractor”) for building inspection and zoning administration services. The services under the proposed contract would begin March 1, 2018.

There is no expressed or implied obligation for the City to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request.

To be considered, a complete proposal must be received at the City Clerk’s Office, 130 Calumet Street, Brillion, WI 54110 by 3:00 pm on January 19, 2018. The City reserves the right to reject any or all proposals submitted.

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, contractor 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 their request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the contractor selected.

Term of Engagement

This proposal is for the term of two (2) years, with an option at the City’s discretion to extend additional years if such an offer was valuable to the City. Some proposers may wish to extend a contract offer with a greater cost saving for the subsequent years. Ultimately, the City will decide what length a contract will be.

Scope of Services

The Contractor shall carry out the administration and enforcement requires as set for in the City of Brillion Municipal Code and assist the City in any legal aspect of enforcement, such as appearing as expert witnesses and maintaining required certifications and credentials. The Contractor shall establish and maintain minimal set office hours at the City Hall for purposes of meeting with the public and City staff. In addition, the Contractor shall have the ability to respond to telephone and e-mail inquiries from City staff and the public.

Interested contractors shall submit a proposal to perform all Building Inspector duties including, but not limited to:

1. Conducting all necessary and required inspections on residential and commercial construction within the City limits of Brillion.

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, fence, deck, accessory building, sign installations and residential alterations and additions.
4. Assist the City Management Team with investigation of complaints or inquires related to the building and zoning codes.
5. Perform other such inspections for alcohol licensing, occupancy permits, conditional use permits, etc.
6. Attendance at Board of Appeals meetings as necessary and monthly Plan Commission meetings as necessary.
7. Provide summary reports on the number and type of inspections performed. The report is to be filed monthly.
8. Maintain office hours and a presence in the City. The Contractor shall be available for inspections once they have received an official request within 48 hours excluding weekends and holidays.

Insurances

The successful Contractor, as a condition of the contract shall defend, indemnify, hold harmless, and insure the City from any and all damages, expenses or liability resulting from or arising out of, any gross negligence or misconduct on the Contractor's part. The successful Contractor shall also obtain general liability insurance with minimum policy limits of \$1.0M per occurrence and provide a certificate of insurance to the City.

City Hall Office Hours

The Contractor will be provided office space in City Hall as part of the contract with the city. It is expected that the Inspector will utilize the office to carry forth the duties of the contract. The City will provide all necessary office equipment, to include a computer. An office phone and internet services will be provided by the City at no cost, provided their use is strictly for City related business.

Paperwork Flow

The Contractor should include in their proposal a brief summary of how they would propose the administrative requirements or paperwork flow would happen. For instance – Does the Contractor want the permit fees to go directly to them, with the customer dealing with the Contractor entirely? Or, would the City collect the permit application and fee, faxing the form to the Contractor with the Contractor handling all scheduling going forward? Would you propose to collect fees directly submitting monthly reports or would you rather have City personnel collect fees with monthly payments from City to you?

Compensation

The proposal shall include an explanation of the type of compensation desired by the Contractor – compensation based upon a percentage of the established inspection fee amount or fixed dollar amount per inspection. Please use **Attachment C, Building Inspection Services Fee/Compensation Bid** to provide the information. The proposal shall include what fee schedule is recommended by the Inspector.

The proposal shall include a description of the firm’s recent experience and qualifications, including a list of person(s) who would conduct inspections and 3 references. References should include a contact name and phone number. Proposal cost shall include specific activities that will be billed in addition to the fee (i.e., mileage, phone, mailing, etc) if any.

The successful firm will be required to enter into an agreement with the City of Brillion.

Proposal Submittal

Interested Contractors shall submit a Proposal to the City of Brillion, no later than **3:00 p.m., Friday, January 19, 2018**. Proposals shall be valid for 90 days. Proposers should send labeled proposals “Building Inspection RFP” to the following address.

City of Brillion
Attn: Public Works Director
130 Calumet Street
Brillion, WI 54110

Selection Timeline

The anticipated timeline for selection is as follows:

<u>Activity</u>	<u>Date</u>
Proposals Due	3:00 p.m., Friday, January 19, 2018
Review By City Staff	January 22, 2018 – Friday, January 26, 2018
Contractor Interviews	January 29, 2018 – February 3, 2018
Contract Awarded	February 26, 2018
Inspections Begin	March 1, 2018

The selection decision will be based on the individual's/firm's qualifications, experience, references, ability to service customers in a timely manner. Price will be a consideration but not the sole consideration for selection. The City of Brillion reserves the right to award the contract which best serves its interests.

Questions may be directed to Andy Geiger, Public Works Director at (920) 756-2250 (email – pwd.@ci.brillion.wi.us)

Thank you for your interest.

Attachments

ATTACHMENT C
Building Inspection Services Fee Compensation Bid

Permit	Fee Compensation (\$ or % of Permit Fee)
Plan Review	_____
Deck	_____
Driveway	_____
Electrical	_____
Garage	_____
Plumbing	_____
Razing	_____
Residential, new	_____
Residential, Addition	_____
Residential, Alteration	_____
Roof (replacement)	_____
Satellite TV Dish/Towers	_____
Sheds, Out Buildings	_____
Siding (replacement)	_____
Signs (new/replacement)	_____
Swimming Pools	_____
Windows (replace/install)	_____

Miscellaneous Permit/Activities

Liquor License Inspection (As necessary)	\$ _____
Meeting Attendance (Per meeting)	\$ _____
Court Appearances (Per Hour)	\$ _____

Please attach description of other services provided with corresponding fee charges.

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Signature: _____

Print Name/Title: _____

Contact Name, If different than above: _____