

VILLAGE OF CLEVELAND
MANITOWOC COUNTY, WISCONSIN

Request for Proposal
BUILDING INSPECTION AND
RELATED SERVICES

Issued June 19, 2009

DEADLINE—4:30 PM
WEDNESDAY, JULY 8, 2009

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VILLAGE OF CLEVELAND

REQUEST FOR PROPOSAL
BUILDING INSPECTION SERVICES

June 2009

The Village of Cleveland is issuing this Request for Proposal (RFP) for building inspection services, including but not limited to plan review, residential and commercial inspections, and occasional meeting attendance when requested.

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

The Village of Cleveland has issued this Request for Proposals to ensure competitive pricing and services for the community. The last time proposals were accepted for inspection services was 2000. The contract was awarded to Between the Lakes Building Inspection Services, but the firm has provided notice to terminate its contract effective July 31, 2009, due to a substantial increase in its inspection obligations.

Questions concerning this RFP should be directed to:

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Cleveland WI 53015
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SECTION 1 BACKGROUND

THE COMMUNITY

The Village of Cleveland is a low-density community of just over 1400 people located between Lake Michigan and Interstate Highway 43. (Refer to Appendix A: *Village of Cleveland Map*.) It is primarily residential with small-scale businesses, a post office, Lakeshore Technical College, and a Federal veteran's health clinic. There is little existing or vacant professional office space.

The Cleveland Water Utility and Cleveland Sewer Utility provide municipal water and sewer services within the Village limits. Other utilities are Eastcoast Telecom for telephone, We Energies for electricity, and Wisconsin Public Service for natural gas.

Growth is low and primarily residential. Current major projects are focused at Lakeshore Technical College.

INSPECTION HISTORY

In 2008, we issued 90 building permits: one for a new dwelling and 21 other projects subject to inspection, including seven for commercial improvements. (Refer to Appendix B: *Summary of New Home Construction*.)

CURRENT PRACTICES

The contract with Between the Lakes Building Inspections Services does not require established hours at Village Hall. The Clerk's office accepts building permit applications, faxes those requiring inspection to Between the Lakes, and issues the permits after approval by the Director of Public Works or the Inspector (except for simple projects, which are issued by the Clerk's office.) Materials that cannot be faxed are picked up by the Inspector and returned after review. 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 Village is invoiced monthly for inspection services.

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 Village in any legal aspects of enforcement, such as investigating complaints and appearing as an expert witness.

The Inspector shall meet with the public and Village staff as requested and 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. Conduct all necessary and required inspections on residential and commercial construction within the corporate limits of the Village of Cleveland.
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, deck, swimming pool, accessory building, and residential and commercial alterations and additions.
4. Assist Village staff with inquiries.
5. Assist with the investigation of complaints related to the State building codes, including but not limited to inspections for occupancy permits, 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 VILLAGE

The Inspector shall be available to the public and Village staff by telephone, email, and facsimile to respond to inquiries and provide and receive information. Established office hours at Village Hall are not required. The Inspector shall promptly pick up building plans or other documents as notified or otherwise agreed with Village staff. Face-to-face meetings with Village staff will be held as requested.

ADMINISTRATION AND COMPENSATION

The proposal shall include a brief summary of how paperwork and invoicing would be managed. For example: How does the Inspector propose applications and permit fees be handled? How will the Inspector be paid? What reports will be provided to the Village? Will the Inspector handle all scheduling? Would established hours at Village Hall, with access to office equipment, the Internet, etc., be preferable? If so, what hours are suggested and what equipment would be needed?

The proposal shall explain the type of compensation desired by the Inspector—flat rate per type of project, charge per inspection, etc.—and the amount charged. 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—mileage, phone, postage, etc.—if any, shall be clearly defined.

INSURANCE

As a condition of the contract, the Inspector shall be required to have all necessary insurance coverages, including liability at a minimum of \$* million per *occurrence, worker's compensation at state-mandated minimums, and vehicle commercial, comprehensive, and collision insurance naming the Village of Cleveland as an additional insured. The proposal shall state whether such insurances are currently in force or will be at time of contract execution.

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.

**SECTION 3
GENERAL REQUIREMENTS**

DIRECTIONS FOR SUBMITTAL

Consultants should submit ten (10) copies of the proposal. These materials must be received in one or more sealed packages at the Cleveland Village Hall by 4:30 PM on Wednesday, July 8, 2009. 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:

Stacy Grunwald, Clerk-Treasurer
Cleveland Village Hall
1150 W Washington Avenue
P O Box 87
Cleveland WI 53015

TIMELINE

It is anticipated the contract period will be August 1, 2009, through April 19, 2011.

COSTS FOR PROPOSAL PREPARATION

The Village of Cleveland 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.

RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE

The Village of Cleveland 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 their discretion and without penalty.

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 Village of Cleveland where allowed by law.

SECTION 4
PROPOSAL FORM

The proposal shall provide the following information in this order:

1. General information about the firm, and staff experience, credentials/certifications, and training.
2. Division of responsibility between the inspector and Village staff with regard to:
 - a. collecting, processing, and approving applications;
 - b. issuing building permits;
 - c. tracking expired permits; and
 - d. scheduling inspections.
3. Activity 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 Village.
6. Inspector compensation and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.
7. Current insurance with limits for general liability, worker's compensation, and vehicle commercial, comprehensive, and collision; or statement of intent to insure and at what limits.
8. Three or more references, including contact names, addresses, and telephone numbers.
9. Proposed contract form.
10. Closing statement, if desired.

SECTION 5 EVALUATION PROCESS

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

Village staff shall evaluate all proposals and may conduct interviews before forwarding a recommendation to the Village Board for approval.

The evaluation criteria include:

- 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.
- Reference checks.
- Written and visual quality and accuracy of the proposal.
- Project approach.
- Interview (if conducted.)