

**REQUEST FOR PROPOSALS
BUILDING INSPECTION AND RELATED SERVICES**

City of Whitewater

Issued: November 15th, 2011

Response Deadline: December 1st, 2011

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Whitewater 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, 2012.

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, four (4) copies of a proposal must be received at the Whitewater Municipal Center, 312 W. Whitewater Street, Whitewater, Wisconsin 53190 by 4:00 P.M. on Thursday, December 1st, 2011. 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, 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 a contractor will be completed by December 20th, 2011 by Common Council vote.

B. Term of Engagement

The initial term of the proposed contract shall be for a period of one (1) year commencing on or around January 1, 2012 and shall automatically renew for successive one (1) year terms unless either party gives the other not less than sixty (60) days prior written notice before the expiration of the then current term that it does not want the contract to renew further. In addition, the City will be allowed to terminate if the consultant does not perform services in a satisfactory manner, loses its license to perform any of the services, becomes insolvent and other similar reasons.

C. Subcontracting

Contractors submitting proposals may consider subcontracting portions of the engagement to small firms or firms owned and controlled by socially and economically

disadvantaged individuals. If this is to be done, that fact and the name of the proposed subcontracting firms must be clearly identified in the proposal. Following the award of the building inspection contract, no additional subcontracting will be allowed without the express prior written consent of the City of Whitewater.

II. NATURE OF SERVICES REQUIRED

A. Scope of Services

The contracted Inspector shall carry out the administration and enforcement requirements as set forth by the State of Wisconsin and the City of Whitewater. This includes assisting the City in any legal aspects of enforcement, such as appearing as expert witness(es) and maintaining required certifications and credentials.

The Inspector shall be available to meet with the public and City staff as necessary for the successful completion of work related to an established contract. In addition, the Inspector shall have the ability to respond to telephone and e-mail inquiries from City staff and the public on a daily basis.

At a minimum the Inspector shall maintain four (4) office hours a week. This should include two (2) hours on Monday and two (2) hours on Wednesday. These hours may be subject to elimination if the City deems it appropriate. The Inspector shall pick-up permit applications and correspondence other days of the week when needed.

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, institutional, industrial and commercial construction within the City of Whitewater.
2. Scheduling of all inspections.
3. Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating and air-conditioning.
4. Conduct all necessary inspections on permitted activities such as, but not limited to, deck, accessory building, sign installations as it relates to the building code, and residential alterations and additions.
5. Assist the Neighborhood Services Manager with investigation of complaints or inquiries related to the building or zoning codes.
6. Provide summary reports on the number and type of inspections performed. The report is to be filed monthly.
7. Provide integrated field zoning inspections, permits, and enforcement as required by City code.

C. Standards

All contractors submitting proposals to the City of Whitewater shall provide proof that they are fully licensed, bonded, and insured. The successful contractor, as a condition of the contract, shall be required to have all necessary insurance coverage including

liability at a minimum of \$1.0M per occurrence, naming the City of Whitewater as additional insured. The contractor must also provide a certificate of insurance as evidence of worker's compensation coverage if required. Any vehicle used in connection with this position must carry bodily injury/property damage liability at no less than a single limit of \$1.0M or a split limit of \$1,000,000/\$1,000,000/\$500,000. The City of Whitewater must be named as an additional insured on this policy.

E. Compensation

The proposal shall include an explanation of 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. The proposal shall include how the inspector is to be compensated for the required four (4) office hours a week. The proposal shall also include a maximum dollar amount that could possibly be paid to the selected contractor during the fiscal year.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons

The contractor's principal contact with the City of Whitewater will be Latisha Birkeland, Neighborhood Services Manager / City Planner, 262-473-0143.

B. Background Information

The City of Whitewater, Wisconsin (pop. 14,622), is a community located in the northwestern portion of Walworth County and the south portion of Jefferson County. The City of Whitewater is 45 miles southeast of Madison and 54 miles southwest of Milwaukee. The City's fiscal year begins on January 1 and ends on December 31.

More information on the City of Whitewater or this RFP can be obtained by contacting Latisha Birkeland, Neighborhood Services Manager / City Planner or by e-mail at lbirkeland@whitewater-wi.gov.

IV. PROPOSAL REQUIREMENTS

A. The following material is required to be received by 4:00 PM on Thursday, December 1st, 2011 for a proposing contractor to be considered:

1. Title Page

Title page showing the request for proposals subject; the contractor's name; the name, address and telephone number of the contact person; and the date of the proposal.

2. Table of Contents

3. Summary of Understanding of Proposed Services
A prospective consultant should indicate an understanding of the requested services and describe how it proposes to service the City of Whitewater in these aspects.
4. Detailed Proposal
5. List of Qualified Inspectors
A list of qualified individuals and their certifications that can fulfill the various services described in "II Scope of Services Required, A. Scope of Services." The individual(s) designated as the "Building Official" shall be certified as a building official by the State of Wisconsin.
6. References
A list of all building inspection contracts currently held in the last three (3) years, and a municipal representative from each location that the City may contact.
- E. Other Activities
Please indicate if your firm is willing/able to provide any additional services.
- F. Cost of Services and Billing Methods
The proposal must provide a comprehensive fee schedule, identifying specific rates for services rendered and any penalty fees. The applicant shall also describe the billing method and timetable to be employed in the collection of building permit fees.
- G. Signed Statement of Understanding
The proposal should contain the following statement and must be signed by the individual authorized to represent the firm:

We/I have read the City's Request for Proposal (RFP) for consulting services and fully understand its intent. We/I certify that we have adequate personnel, equipment and facilities to provide the City's requested services. We/I have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide.

- B. Proposers should send labeled proposals "Building Inspection RFP" to the following address:

City of Whitewater
Attn: Neighborhood Services Manager / City Planner
312 W. Whitewater Street
Whitewater, WI 53190

VI. EVALUATION PROCEDURES

A. Proposal Evaluation

Proposals submitted will be evaluated by City Staff who will make a recommendation for final approval to the Common Council of the City of Whitewater.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Contractors meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

- 1. Mandatory Elements
 - a. The contractor has no conflict of interest with regard to any other work performed by the contractor for the City.
 - b. The contractor adheres to the instructions in this request for proposal on preparing and submitting the proposal.
 - c. The contractor submits a copy of its licenses, certifications, bonds, and insurance.

- 2. Technical Qualifications
 - a. Demonstration of experience and qualifications of staff.
 - b. Demonstration of past experience and performance on comparable government engagements.
 - c. Proposed methods and approach in serving the City of Whitewater (e.g. office hours, work flow, information available to public).

- 3. Proposed schedule of fees and compensation for services

C. Oral Presentations

During the evaluation process, the City may, at its discretion, request any one or all contractors to make oral presentations. Such presentations will provide contractors with an opportunity to answer any questions the City may have on a contractor's proposal. Not all contractors may be asked to make such oral presentations.

D. Final Selection

The Common Council will select a contractor based upon the above criteria.

It is anticipated that a contractor will be selected by December 20th, 2010. Following notification of the contractor selected, it is expected a contract will be executed between both parties by January 1, 2012.

E. Right to Reject Proposals

By responding to this RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the City of Whitewater is binding and without appeal.

The City Manager reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City.

The City of Whitewater Common Council reserves the right to accept the proposal considered most advantageous to the City of Whitewater. All respondents accept this process in submitting a proposal.