



Village of Bonduel
Shawano County, Wisconsin

Request for Proposal
**Building Inspector and
Related Services**

Deadline – 4:00 p.m.
Monday, January 14, 2019

Contact: Michelle Maroszek

PO Box 67

Bonduel, WI 54107

(715) 758-2404

FAX (715) 758-6841

villagehall@villageofbonduel.com

villageofbonduel.com

Village of Bonduel
Request for Proposal
Building Inspection and Related Services

The Village of Bonduel, Wisconsin, is issuing a Request for Proposal (RFP) for building inspection services for our community, including but not limited to plan review, inquiry response, residential and commercial inspections, and occasional meeting attendance when requested. Deadline for submitting a proposal is 4:00 p.m., January 14, 2019. RFP can be requested from the Village Clerk or can be found on the Village website.

The Village of Bonduel is committed to an objective and open selection process. Every proposal shall receive an unbiased review. The Village of Bonduel has issued this RFP to ensure competitive pricing and services for the community.

Questions concerning this RFP should be directed to:

Village of Bonduel
Attn: Michelle Maroszek, Clerk-Treasurer
PO Box 67
Bonduel WI 54107
Phone 715-758-2402
FAX 715-758-6841
villagehall@villageofbonduel.com
villageofbonduel.com

Village of Bonduel
Request for Proposal
Building Inspector Services

Section 1 – Background

1.1 – The Community

The Village of Bonduel is the largest village located in Shawano County with a population of 1,478. The Village currently has two private subdivisions. The Village owns property in the Bonduel Business Park as well as lots along the Highway 29 corridor. We are actively seeking businesses to compliment the existing businesses in the community. The Village currently has a TIF district which is scheduled to close in 2021.

We are proud to offer our residents an excellent quality of life, including law enforcement, road maintenance, volunteer fire department, and municipal water and sewer. The Village Board meets monthly and is a seven member board.

Copies of the local building code and zoning ordinance can be found on the village’s website at www.villageofbonduel.com. The Village is currently updating our zoning code which we expect to have completed within the next six months.

1.2 – Permit History

Since 2008 the new home construction has been slow. Each year however, we have continued remodeling on existing homes and businesses.

1.3 – Current Practices

The Inspector shall be available to the public and Village staff by telephone, email, and any other means to respond to inquiries and provide and receive information. The Inspector shall promptly pick up building plans or other documents as notified or otherwise agreed upon with the Village staff. Face-to-face meetings with Village staff will be held as requested.

1.4 – Contract Period

It is anticipated that the contract period will be through December 31, 2020, with an extension available at the Village’s option.

Section 2 – Inspector Expectations and Proposal Information

2.1 – Scope of Services

The Inspector is expected to review plans, conduct and report inspections, answer inquiries, and attend meetings, when requested.

The Inspector shall carry out the administration and enforcement requirements as set forth in State and local building and zoning codes, maintain required certifications and credentials, communicate promptly and professionally in response to inquiries, 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 quarterly contact and inspection reports in an electronic computer format agreeable to the Village as well as State electronic compliance requirements for residential and commercial inspections.

The Inspector shall be an independent Inspector, responsible for initiating, maintaining, and supervising all work, and all safety precautions and programs in connection with the work of this contract.

2.2 – Duties

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

1. Review plans and conduct inspections on new construction, additions, and remodeling/renovations subject to the Uniform Dwelling Code, Commercial Building Code, Uniform Building Code, and other relevant State and local codes; and on all other construction and construction-related activity including but not limited to accessory buildings, decks, signs, fences, and pools. To also work in conjunction with the Zoning Administrator on Erosion Control, Stormwater Management, and other issues as required. Inspections will include measuring and written verification to the Zoning Administrator that the Village Ordinance building setback requirements have been met and when necessary require a certified survey to be completed to verify boundaries.
2. File occupancy permits with the Village within 72 hours of issuance.
3. Complete ninety-five percent (95%) of all inspections within 72 hours of the request.
4. Maintain and provide all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
5. Assist Village staff with inquiries, including requests for public records subject to Section 19.31 through 19.39, Wis. Stats.
6. Investigate complaints related to State and local building codes and assist with any legal aspects of enforcement.
7. Attend occasional meetings as requested.
8. Providing full compliance with all recordkeeping requirements of the State of Wisconsin Department of Safety and Professional Services.
9. Provide quarterly reports in an electronic format satisfactory to the Village summarizing the location, number, type, date, and result of inspection performed; name of the inspector, if more than one is employed by the successful bidder; inquiries and responses unrelated to an issued permit, other than inquiries from Village staff; and such other information as may reasonably be requested by the Village.

2.3 – Additional Proposal Information

The Proposal should include the following information, in addition to the above-referenced Building Inspector duties.

1. General information about the individual/firm, including credentials, certifications, and training, as well as experience providing inspection services to municipalities. Please provide names and contact information for other, similarly sized municipalities, for reference purposes.
2. Anticipated division of responsibility between the Inspector and Village staff with regard to:
 - a. Collecting, processing and approving applications
 - b. Issuance of building and stop-work orders
 - c. Tracking of pending, active and expired permits; and
 - d. Scheduling and following through with inspection appointments
3. Example of quarter activity report
4. Provide details of any corrective action required by external audit of the individual's/firm's work with similar sized communities.

2.4 – Availability in Village

The Inspector shall be available to the public and Village staff by telephone and email. Established office hours at the Village Hall are not required but will be accommodated if desired. The Inspector shall promptly pick up building plans and documents when notified or as otherwise agreed with the Village staff. Face-to-face meetings with the Village staff will be held as requested.

2.5 – Administration

The proposal shall clearly explain the Inspector's methodology and policies for scheduling, recording, and reporting public contacts and inspections; complaints; or issues affecting performance of the contract.

2.16-Compensation

The proposal shall explain the type and rate of compensation desired by the Inspector, such as a percentage of permit fee, flat fee based on project type, or charge per inspection. If the charge is per inspection, examples of the number of 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, shall be clearly defined. Compensation will be withheld until the required reports and files are received by the Village.

2.7 – Insurance

Individual/company awarded the position will provide proof of coverage for liability insurance in these minimum amounts:

Commercial General Liability	\$1,000,000/Occurrence, \$2,000,000 aggregate
Automotive Liability:	\$1,000,000/Occurrence, \$2,000,000 aggregate
Professional Errors and Omissions	\$1,000,000
Worker’s Compensation	As required by statute
Excess liability/Umbrella coverage may be used to meet these minimums	

2.8 – Independent Inspector

The Inspector shall be deemed an independent Inspector, solely responsible for the control and payment of its employees and compliance with all applicable Federal, State, and local laws.

2.9 – Sub-inspectors/Employees

Persons or businesses submitting proposals may have sub-inspectors or employees. That fact, and the name of proposed subcontracting persons/firms or employees must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express consent of the Village Board.

2.10 – Conduct and Performance

The Inspector and all representatives of the Inspector shall undertake to perform all services in a neat, orderly, professional, respectful, and efficient manner; use care and diligence in the performance of the contract; and act in an ethical manner throughout the term of the contact.

Section 3 – General Proposal Submission Directions for Consideration

3.1 – Directions for Submittal

Candidates should submit three (3) copies of the proposal in a sealed envelope. The materials must be received at the Bonduel Village Hall by 4:00 p.m., January 14, 2019. Packages containing the proposal and any related material should be plainly marked on the outside as follows:

Village of Bonduel
Attn: Michelle Maroszek, Clerk-Treasurer
117 W Green Bay Street
PO Box 67
Bonduel WI 54107

“Building Inspector Proposal”

Email: villagehall@villageofbonduel.com

The names of firms or individuals submitting proposals may be announced after 4:00 p.m. on Monday, January 14, 2019. No other disclosure will be offered until the Public Safety Committee takes up discussion of the proposals at a publicly-noticed meeting.

3.2 – Costs for Proposal Preparation

The Village of Bonduel 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.

3.3 – Reservation of Rights to Reject, Waive, and Re-issue

The Village of Bonduel reserves the right severally or together 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.

3.4 – Ownership of Materials

All materials, including but not limited to paper and digital materials, that were prepared, acquired, created, or utilized to fulfill this Request for Proposal and its objectives shall become the property of the Village of Bonduel where allowed by law.

The oral interview process will be conducted within 30 days of the deadline for submission.