



City of Kewaunee
401 Fifth Street
Kewaunee, WI 54216
T: 920-388-5000
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REQUEST FOR PROPOSAL
BUILDING INSPECTION SERVICES
City of Kewaunee, Wisconsin
December 1, 2021

The City of Kewaunee, Wisconsin will be receiving proposals for the above noted service until 4 PM, Monday January 3, 2022. Proposals must be submitted in sealed envelopes clearly identifying the request for proposal title. **No faxed or electronic proposals will be accepted.** Proposal documents can be found on the City of Kewaunee website at www.cityofkewaunee.org

Mail or Deliver Proposals to:

City of Kewaunee
City Hall
401 Fifth Street
Kewaunee, Wisconsin 54216

The City of Kewaunee reserves the right to reject any and all proposals not judged to be in the best interest of the City.

Questions or further information on this RFP may be directed to: Jason Jelinek
Mayor
Kewaunee City Hall
401 Fifth Street
Kewaunee, WI 54216
920-388-5000
jjelinek@cityofkewaunee.org

REQUEST FOR PROPOSALS BUILDING INSPECTION SERVICES

Date of Request: December 1, 2021

Project Title: **BUILDING INSPECTION SERVICES**

Submittal Due: **4 PM Local Time, Monday, January 3, 2022. There will not be a public opening for this RFP.**

Late Proposals: Any proposal received by the City after the exact time and date specified will not be considered. Proposers are responsible to assure delivery prior to the deadline. Do not assume that a guarantee by a mailing service will ensure that the proposal is received by the deadline.

Required Submittal: Two (2) bound copies of the proposal are to be submitted for evaluation by the City in accordance with the instructions in the section “Proposal Requirements.” No faxed or electronic submittals will be accepted. Qualification requirements and fee proposals shall be submitted in a sealed envelope. The proposal shall be labeled on the outside “*City of Kewaunee Building Inspection Services.*” Each envelope shall be marked on the outside with the name and address of the RFP Respondent. RFPs are to be submitted as a sealed package to:

City of Kewaunee
City Hall
401 Fifth Street
Kewaunee, Wisconsin 54216

Withdrawal of Proposals: Proposals may be withdrawn by written notice received at any time prior to the proposal closing date and time. Proposals may also be withdrawn in person by an officer or by a representative of the firm, provided that the representative signs a receipt for return of the proposal.

Contact Person: Jason Jelinek
Mayor
Kewaunee City Hall
401 Fifth Street
Kewaunee, WI 54216
920-388-5000
jjelinek@cityofkewaunee.org

Inquiries: Questions/clarifications regarding this RFP must be in writing and sent via the U.S. Mail, Fax, or e-mail to the Mayor up to three (3) days before the proposal is due. After this date questions involving the content or intent of the proposal will not be answered. All questions will

be responded to in writing, provided to all parties requesting an RFP for which the City has contact information, and treated as an addendum to the proposal packet.

Proposer Responsibility: Interested proposers have the responsibility of understanding what is required by this solicitation. The City shall not be held responsible for any firm's lack of understanding. The City shall not be liable for any costs incurred to prepare or submit a proposal for this project.

Non-Discrimination Statement: The City of Kewaunee does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Right to Reject Proposals and Negotiate Contract Terms: The contract may be awarded to the most responsible firm whose proposal will be, on an overall basis, the most advantageous to the City of Kewaunee. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the City of Kewaunee. Cost alone shall not be the determining factor. The City's decision shall be final and not subject to recourse by any firm, person, or corporation. The City of Kewaunee reserves the right to reject any and all proposals and/or waive non-substantive deficiencies. No contract shall be in effect until the City executes a signed contract agreement.

Lobbying: Vendors are not to contact members of the City of Kewaunee Common Council, other elected and appointed officials, or the review committee. **Any lobbying by vendors during the RFP process will result in disqualification from consideration.**

COMMUNITY BACKGROUND

The City of Kewaunee, (2,867 pop.), is a vibrant community located along the beautiful shoreline of Lake Michigan and the Kewaunee River. Kewaunee is located in Kewaunee County, in northeastern Wisconsin, on the western shore of Lake Michigan. Kewaunee's large and deep harbor made it a hub for Lake Michigan ferries. Today, Kewaunee is best known for its strong manufacturing economy, commercial fishing and tourist industries.

Kewaunee is a full-service City. Residents enjoy full time staffing of its Administration Department, Police Department, Public Works Department, Street Department, Wastewater Treatment Department, Water Department, Library and Marina Departments. The city also boasts an excellent Paid-On-Call Fire and Ambulance Department. The City maintains a very comprehensive park system. The City consists of residential, commercial, industrial, and public land uses with room for expansion.

During the past few years, the community has taken bold steps to capitalize on their location in order to leverage their position as a well-recognized lakeshore tourist destination. In addition, Kewaunee is working diligently to re-energize and create a vibrant downtown business district that will complement and help grow their existing tourist market, as well as increase local consumerism. The City's new Integrated Plan, Waterfront Plan and Harbor Master Plans provide Kewaunee with an opportunity to create additional strategies for redeveloping the city's waterfront, which will essentially integrate the community's greatest natural features with its

greatest economic development opportunities. The city is determined to take a proactive role in the redevelopment of their waterfront. The community is working with stakeholders to build on existing strategies from these new planning efforts to capitalize on the economic, natural and cultural opportunities that are clearly present in the City of Kewaunee.

The City of Kewaunee's aging housing stock poses challenges and opportunities for restoring historic/older properties and improving the conditions of the housing stock overall. The City has worked collaboratively with area contractors, building material suppliers and volunteers in recent years to aid property owners financially and/or physically unable to perform the necessary work themselves.

CURRENT PRACTICES: The current contract does require established office hours at City Hall. Inspections are scheduled as needed, and inspection reports are to be regularly entered into the database. The City is invoiced monthly for inspection services. Alternative practices will be considered if explained in your response.

DESCRIPTION OF SERVICES REQUESTED: The City of Kewaunee is issuing a Request for Proposals (RFP) for building inspection services, including, but not limited to: plan review, residential and commercial inspections, maintenance of inspection records and reports, zoning code administration, and meeting attendance when requested. The services under the proposed contract will begin on or about January 11, 2022.

SCOPE OF SERVICES

The City of Kewaunee has issued this Request for Proposals for Building Inspection services. The proposal shall address all Building Inspector duties, including but not limited to the following:

1. Review building plans and conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential construction within the City of Kewaunee. These include footings, foundations, basement floors, site erosion control, zoning code conformance and final occupancies.
2. The Inspector will use the City's permit system to maintain adequate records to support decisions.
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, decks, swimming pools, accessory buildings, and residential alterations and additions.
5. Provide Inspection Reports to City Administration for all inspections within one (1) week of inspection completion (unless otherwise agreed upon).
6. Lead City efforts on inquiries and code enforcement. The building inspector should be proactively examining properties for violations; provide time necessary for enforcement activities and coordination with City personnel and City Attorney to address violations.

7. Assist with the investigation of complaints related to the State building code and City Ordinances, including but not limited to inspections for occupancy permits, structural property maintenance violations, etc.
8. Have ten (10) public office hours per week at City Hall, established by the Mayor for interaction with Police, Fire, Clerk and Administrative Assistant.
9. Furnish a telephone number to the City for public dissemination where he/she may be contacted by City officials and citizens concerning his/her duties outside of regular office hours.
10. Continuation of the monthly permit reporting to the City Assessor.
11. Attend occasional meetings as requested.

PROPOSAL & SELECTION PROCESS

PROPOSAL: The evaluation and selection of a qualified Building Inspector and the contract will be based on the information submitted in the vendor's proposal, references, and any required oral presentations. A response may be rejected if it fails to meet each of the requirements of the RFP.

The City of Kewaunee is not liable for any cost incurred by the proposers in replying to this RFP or in the proposer attending an interview session.

SELECTION PROCESS

Anticipated Schedule

- | | |
|--------------------|--|
| • December 1, 2021 | RFP Document Made Available |
| • January 3, 2022 | Proposals Due |
| • January 4, 2022 | Initial Review of Proposals and Invitations for Interviews |
| • January 10, 2022 | Potential City Council Approval of Firm |

Method of Selection:

1. An initial screening of the proposals will be conducted to establish a short list of qualified firms/individuals. The short list will be provided in alphabetical order without any ranking whatsoever.
2. The Selection Committee will consist of the Mayor, Clerk/Treasurer and Utility Billing Clerk/Administrative Assistant.
3. The following selection criteria will be the basis for Firm selection:
 - The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.

- The firm submits a copy of its licenses, bonds and insurance.
- Overall qualifications, experience, and competence of staff.
- Experience doing similar work in communities with comparable characteristics.
- Experience in working with and involving the public.
- Proposed compensation for services.
- Reference checks.
- Written and visual quality and accuracy of the proposal.
- Interview.

Proposal Requirements: Proposals that do not address the items listed in this Request for Proposals may be considered incomplete and may be deemed non-responsive by the City of Kewaunee at its sole discretion. It is the responsibility of the consultants submitting proposals to determine the actual efforts required to complete the project. Proposals shall include the following:

1. General information about the firm, staff experience, credentials/certifications, and training. Include experience performing similar work for other municipalities.
2. Proof the firm possesses and maintains certification including the four Residential UDC's (Construction, HVAC, Electrical and Plumbing per Chapters Comm 320 through 325 of Wisconsin Uniform Dwelling Code) and possession of certification for Commercial Construction, Commercial Plumbing and Commercial Electrical as per Chapters Comm 360 through 366 of Wisconsin Commercial Code will be required within one year of employment.
3. Have a valid Wisconsin driver's license.
4. Inspection summary reports (provide examples).
5. Inspector availability and methods of contact for the public and City staff.
6. Space, materials, equipment, or equipment access requested from the City.
7. Inspector compensation (including a proposed schedule of fees) and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.
8. Proof Inspector is licensed, bonded, and insured. Inspector shall carry aggregate coverage limit of at least \$1,000,000, and a per occurrence coverage limit of at least \$1,000,000, and a deductible of no more than \$2,500.
9. Three or more professional references concerning building permit and inspections services provided to Wisconsin communities.
10. Proposed contract form.

Compensation: The City is seeking proposals on a cost per hour basis for services rendered and will reimburse the Inspector for mileage at a rate mutually agreed upon by the City and the Inspector. The Inspector will have office space in City Hall at no cost to the Inspector, the City shall make available at no charge a computer, city email address, desk telephone, fax machine, postage, and office supplies necessary for the discharge Inspector duties.

Rights Reserved by the City of Kewaunee: This Request for Proposals does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals in anticipation of a contract.

The City of Kewaunee reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals without prejudice
- Issue subsequent Requests for Proposal
- Postpone opening for its own convenience
- Remedy technical errors in the Request of Proposal process
- Approve or disapprove the use of particular sub-consultants
- Negotiate with any, all, or none of the Proposers
- Solicit best and final offers from all or some of the Proposers
- Accept other than the lowest offer
- Waive informalities and irregularities in the proposal
- Request clarification of the information submitted
- Request additional information

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Contract. No contract shall be in effect until the City executes a signed contract agreement.