



CITY OF ELKHORN

**REQUEST FOR PROPOSALS (RFP)
BUILDING INSPECTION SERVICES**

Issued March 19, 2024

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BUILDING INSPECTION SERVICES

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The City of Elkhorn is seeking proposals from certified building inspectors and/or building inspection firms to provide building inspection services. The desired term of these services is three years. The individual or firm submitting a response to this request should have at least five (5) years of experience providing building inspection services to a municipality or local government.

Proposals may be mailed or delivered electronically. All proposals must be received by no later than noon on Tuesday, April 9, 2024. Proposals delivered or received after the submittal deadline will be deemed late and rejected. There are no exceptions to this requirement.

If submitting a proposal by mail, the proposal must be placed in a sealed envelope, plainly marked “Sealed Proposal for Building Inspection Services” and addressed to the following:

Adam Swann
City Administrator
311 Seymour Ct.
Elkhorn, WI 53121

If submitting a proposal electronically, please send it to Adam Swann, City Administrator, at aswann@cityofelkhorn.org.

Inquiries regarding this RFP may be directed to Adam Swann, City Administrator, at (262) 723-2219 or aswann@cityofelkhorn.org.

BACKGROUND

Community Info

The City of Elkhorn is located in the center of Walworth County, Wisconsin, and serves as the county seat. Elkhorn has a population of approximately 10,240 people according to the most recent 2022 Census estimate. In the past year the City has seen an increase in commercial and industrial development, and there is a large mixed-use residential and commercial project under development. The City's desirable location near the crossroads of I-43 and Highway 12 is likely to encourage growth in the City for the foreseeable future.

Organizational Structure

Elkhorn operates under the mayor-council form of government and has a city administrator, appointed by the Council, who is responsible for overseeing the day-to-day operations.

The City's planning, zoning, and code enforcement services are provided by a contract zoning administrator who works up to 30 hours per week. Building inspection services are provided by a contracted building inspector. The current building inspector is paid per inspection and per hour for office hours.

Permit History

Building permit activity declined from \$156,070.21 in 2018 to \$34,800.31 in 2022 before rebounding to approximately \$90,562.36 in 2023. (Please note that these amounts do not include fees from plumbing and electrical permits.)

	2021	2022	2023
Permits Issued	453	400	420
Residential Inspections	N/A	N/A	149*
Commercial Inspections	N/A	N/A	182*
New Residential Units	7	2	0

*March – Dec. 2023

SCOPE OF SERVICES

The City of Elkhorn is requesting proposals from qualified firms or individuals to provide contracted building inspection services for the City (hereinafter referred to as “Inspector”). The services under the proposed contract would start on July 1, 2024.

The Inspector shall be required to perform the following job functions in a manner consistent with the provisions of the Wisconsin Uniform Dwelling Code and the International Commercial Building Code, including electrical, HVAC, plumbing, and other associated codes adopted by the State of Wisconsin or the City of Elkhorn for all single-family dwellings and multiple-family dwellings as well as commercial, industrial, and public buildings. This work primarily includes administering Chapter 14 (Building Code), Chapter 15 (Plumbing Code), and Chapter 16 (Electrical Code) of the Elkhorn Municipal Code.

1. Review building plans and conduct all necessary building, plumbing, electrical, and HVAC inspections on residential, commercial, and industrial construction within the City of Elkhorn.
2. Maintain all required certifications in the following disciplines: residential, commercial, and industrial construction; plumbing; electrical; energy conservation; and heating, ventilation, and air conditioning.
3. Provide inspection reports to the Building and Zoning Department for all inspections within one (1) week of inspection completion (unless otherwise agreed upon).
4. Research and provide building code information for inquiries and permit applications.
5. Notify the zoning administrator of possible code enforcement violations and support the resolution thereof.
6. Support the administration of the City’s building and zoning permit process to maintain adequate records to support decisions.
7. With assistance from City staff, collect and process building permit fees. The building inspector calculates permit fees while City staff enter and process payments. There is no requirement for the Inspector to conduct actual financial transactions.
8. Assist with the investigation of complaints related to State Building Code and City ordinances, including but not limited to inspections for occupancy permits and property maintenance (structural).

9. Assist the city clerk and administrative assistant for Public Works with responding to requests for information under Wisconsin Open Records Laws.
10. Provide the City with at least four (4) public office hours per week at the City Administration Building, which shall include hours on at least two (2) different days.
11. Respond to inquiries and questions from City staff and the public outside of regularly scheduled office hours.
12. Furnish a telephone number to the City for public dissemination where the Inspector may be contacted by City officials and citizens concerning his/her duties outside of regular office hours.
13. Attend occasional weekday or evening meetings, such as Common Council, Plan Commission, and joint ETZ committee meetings.

COMPENSATION

The City will pay at the rate mutually agreed upon by the City and the Inspector for services rendered as described in the potential agreement. To the extent possible, the City is looking for a proposal where Inspector compensation is based on an hourly or per inspection rate rather than a percentage of permit fees.

REQUIREMENTS

All records shall remain on-site at the Elkhorn City Administration Building at 311 Seymour Ct. in Elkhorn, Wisconsin. All of the municipal permit applications, records and all other such inspection information and records as developed by the Inspector for the City shall be records of the City and shall be owned and possessed by the City.

The City will provide suitable office space in the City Administration Building and will provide internet access and filing cabinets. In addition, the Inspector will have use of a copier, scanner, and fax machine; however, the office space and equipment shall only be used for City of Elkhorn building inspection work. During times when the Inspector is not available, the public may drop off applications, make payments, and pick up approved permits at the City Administration Building.

The individual/firm selected will not be permitted to assign, subcontract, or transfer the work of providing building inspection services without the prior written approval of the City.

Inspector Responsibility to Indemnify and Hold Harmless

To the fullest extent permitted by law, the Inspector and its agents, servants, officers or employees shall indemnify and hold harmless the City, including, but not limited to, its respective elective and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the Inspector during the Inspector's performance of the Agreement or any other work on the City's behalf. This includes, but is not limited to, claims arising from or alleged to have arisen from the negligence and/or willful, wanton, or reckless acts or omissions of the Inspector and its agents, servants, officers, or employees and any or all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs, and reasonable attorneys' fees.

Inspector Insurance Requirements

The Inspector shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act or omission of the Inspector and its agents and employees in the performance of work under this Agreement. The Inspector shall name the City as an additional insured and provide the City with a certificate of insurance from a company authorized to transact business in Wisconsin, verifying the Inspector has at least the coverages set forth in Exhibit A.

Inspector Financial Responsibility

The City of Elkhorn shall not be liable for any costs incurred by an Inspector in responding to this Request for Proposals or for any costs associated with discussion required for clarification of items related to this proposal.

Inspectors have the responsibility to understand what is required by this RFP. The City shall not be held responsible for an Inspector's lack of understanding.

SELECTION CRITERIA

In addition to an acceptable financial proposal, the successful Inspector will be one that most successfully demonstrates the following:

1. Certifications as required by the State of Wisconsin.
2. Knowledge and understanding of all applicable codes.
3. Successful experience in providing building inspection services to a municipality of similar size.
4. Ability to provide timely inspections so that permits or inspections are not unreasonably delayed.
5. Demonstration of a high level of accuracy in building inspection services for municipal clients.
6. Evidence of positive client interaction/service from previous or existing municipal clients.
7. An ability to work effectively with the City of Elkhorn Common Council and City committees and commissions.
8. An ability to work effectively with City of Elkhorn employees.
9. An ability to work effectively with building contractors and property owners, particularly in regard to communicating code issues and assisting with permit applications/procedures.
10. Ability to be compensated at an hourly or per inspection rate rather than fixed percentage of permit fees.
11. Overall compensation amount.
12. Familiarity with the City of Elkhorn.
13. Reference checks demonstrating a high level of competence and customer service in providing building inspection services for municipal clients.
14. Written and visual quality and accuracy of the proposal.
15. Interview.
16. Existing workload of the Inspector.
17. Physical location of the Inspector's base of operations.

FORM OF PROPOSAL

To be considered, **proposals must be received by the city administrator no later than noon on Tuesday, April 9, 2024. Proposals may be mailed or delivered electronically.** Proposals delivered or received after the submittal deadline will be deemed late and rejected. There are no exceptions to this requirement.

All proposals shall be as follows:

1. Cover letter.
2. Detailed response to all selection criteria above.
3. Detailed financial proposal to include:

- a. Compensation rate to provide the inspection services described in the above and in accordance with the laws of the State of Wisconsin (compensation shall be based on an hourly rate or per inspection).
- b. Cost for non-permit inspections and/or other work performed on behalf of the City.

***NOTE: The City will make mutually agreeable arrangements with the selected Inspector for a compensation structure.

4. Names and qualifications of key employees including the name and qualifications of the person in the Inspector's employ who will be primarily responsible for building inspection services in the City of Elkhorn.
5. The proposals shall identify references from municipal clients for which the firm/individual to be assigned as the City's point of contact for the work to be performed has provided inspection services within the past three (3) years. References must include the name, title, address, and phone number of the contact person.
6. The proposals shall identify all contractual inspection obligations that the Inspector currently has in the State of Wisconsin.
7. Identify the date when the Inspector will be available to begin providing inspection services to the City.
8. Any additional information that the Inspector feels would aid the City in evaluating the Inspector's ability to meet the selection criteria.

City's Rights and Options

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 the proposal is selected. Submission of a proposal indicates acceptance by the Inspector 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 Inspector selected.

The City of Elkhorn reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposals, and not award any contract, all at its discretion and without penalty.

It is anticipated that the selection of an Inspector will be completed by May 20, 2024.

PROPOSAL SUBMISSION AND EVALUATION SCHEDULE

The following chart shows the anticipated schedule of events for submitting and evaluating proposals. This schedule is subject to change based on the City's needs and best interests.

City issues Request for Proposals	March 19
Deadline for submission of questions related to RFP	April 1
Deadline for submittal of proposals	April 9 at noon
First review by Common Council and selection of inspectors for interviews	April 16
Common Council interviews of selected inspectors	May 6
Potential Common Council action to accept a proposal	May 6
Potential Common Council action to finalize a contract with an inspector	May 20