



Request for Proposal – Issued 11/06/18
BUILDING INSPECTION SERVICES

Proposal Requested

The Village of Shorewood is seeking proposals from qualified individuals or agencies (hereinafter referred to as the “Contractor”) to assist its in-house staff with a full-range of building inspection services, including commercial electrical inspections. It is expected that the Village will continue to process all applications and questions, and schedule meetings, reviews or inspections with the Contractor, who would then work directly with the applicant through task finalization, while communicating progress with the Village’s inspectors. Dependent upon demand and staff availabilities, up to 20 hours a week of work could be expected.

Project Background

The Village of Shorewood, population 13,315, is located within Milwaukee County’s North Shore communities. It is a completely built-out, first-ring, urban suburb of the city of Milwaukee that is amongst the most densely developed municipalities in the state of Wisconsin. There are 6,453 housing units in the village, 53.4% of which are renter occupied. A majority of those units (55%) were built prior to 1939. The average sale price of a three-bedroom single family home was \$321,489 in 2017. The Village also maintains two commercial corridors (N. Oakland Ave. and E. Capitol Dr.) that have significant multi-story office, residential and mixed-use properties.

The Village continues to see a lot of investment in its older housing stock and commercial properties, due to the attractive nature of its housing stock, location and walkable development pattern. In 2017, the Village issued a total of 2,234 permits (641 building, 533 electrical, 426 plumbing, 241 HVAC and 393 miscellaneous).

Due to a recent staff vacancy and internal reorganization, the Department of Planning & Development is currently without full capacity within its building inspection personnel. This RFP seeks to fill that vacancy through contracted services on an as-needed basis throughout the year.

Estimated Timeline

Deadline for proposal questions/meeting	Friday, November 18
Proposal question responses emailed	Tuesday, November 20
Proposal meeting	Tuesday, November 27
Proposals due	Friday, November 30
Firms notified of interview (if needed)	Wednesday, December 5
Interviews (if needed)	Week of December 10
Village Board approval of contract	Monday, December 17

The above schedule for review by the Village is subject to change. The Village does not anticipate the need to conduct interviews for this RFP process; however, should staff determine there is a need, firms will be notified on the date noted above. The Village will not be legally obligated to adhere to the dates for interviews, recommendations and award. Interviews will be with staff and select members and the Village Board.

Project Scope

The proposal shall address the availability of personnel to assist the Village's Lead and Associate Building Inspectors on an as needed basis with all Building Inspector duties. The Contractor shall establish and maintain minimal office hours at Village Hall for the purposes of meeting with Village staff, other contractors and the public. More routinely, the Contractor shall have the availability to schedule inspections and respond to telephone and e-mail inquiries from both staff and the public.

Specific duties include, but are not limited to the following:

1. Review building plans and conduct all necessary and required building, electrical, plumbing, HVAC and miscellaneous inspections on residential and commercial construction within the Village of Shorewood.
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, residential and commercial alterations and additions, accessory buildings, decks, signs and fences.
4. Assist Village staff with inquiries.
5. Assist with the investigation of complaints related to the State building code and the Village of Shorewood Ordinances, including but not limited to inspections for occupancy permits, signs, conditional use permits, etc.
6. Attend occasional meetings, as requested.
7. Provide monthly summary reports and invoices pertaining to the number and type of inspections performed in an electronic computer format.

Proposal Content

The proposal should not exceed ten (10) single-sided pages and should address the following:

1. Transmittal Information.
 - a. Contractor's name, address, telephone number and contact person.
 - b. Contractor's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.
2. Approach.
 - a. Provide a description of the availability to fulfill the stated Project Scope.
 - b. Outline your proposed staffing levels and activities.
 - c. Detail how administrative requirements, such as scheduling, plan review and inspection documentation, customer service questions and formal applicant communications will be fulfilled.
 - d. Provide current estimated hours of availability for all tasks.
3. Personnel Experience. For each individual or team member please submit a BRIEF description of the following:
 - a. Name
 - b. Proposed responsibilities

- c. Professional licenses
 - d. Description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope
4. Cost.
- a. Provide an hourly rate for each individual or team member per requested duty as outlined in the scope of services or comparable cost methodology. Costs should be detailed annually, including any proposed increases, for the term of the contract. An example cost sheet has been provided, but is not required.
 - b. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates.
 - c. Describe the circumstances under which you would propose to modify the fees, and how you would communicate such a potential modification to the Village of Shorewood.
5. Contract.
- a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
6. Insurance.
- a. The proposal must include either a description of the Contractor's insurance or a certificate of insurance outlining the Contractor's insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

Terms and Conditions

Payment Terms

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement. Payment will be issued on a monthly schedule, based on invoices for services provided.

Insurance

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period

The term of this contract will be from January 1, 2019 – December 31, 2021, with an option at the Village's discretion to extend up to an additional two years. Proposers may wish to extend a contract offer with a greater cost savings in subsequent years.

Termination of Contract

Contract may be terminated by Village with 60 days written notice.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked

at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

Selection Criteria

Village staff will consider the following in evaluation of the proposals:

1. Quality and content of the written proposal.
2. Experience, technical competence and diversity of the Contractor and project team assigned to the project.
3. Familiarity of the consultant with the Village of Shorewood and types of issues typically encountered on duties such as these, and the recommended alternatives to address such issues.
4. General understanding of and agreement with the Contractor's approach to the required duties, including the Village's confidence in the Contractor's ability to satisfactorily perform the work.
5. Ability to complete and perform the required duties within the necessary time frame.
6. Proximity of the project manager and key members of the consultant team to the Village of Shorewood.
7. Cost.

Instructions to Firms

Submittal Instructions

1. Please provide (1) digital copy of the proposal via email only to:
Bart Griepentrog, AICP, Planning & Development Director
bgriepentrog@villageofshorewood.org
Identify proposal name into subject line of the email: RFP for Building Inspection Services
Deadline: Friday, November 30, 2018 by 5:00 PM CST
2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

Amendments

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

Contract Administration

The staff member is the primary contact for contract administration of this proposal:

Bart Griepentrog, AICP, Planning & Development Director
bgriepentrog@villageofshorewood.org
(414) 847-2647

In the absence of the primary contract, the secondary contract for contraction administration is:

Justin Burris, Building Inspector
jburris@villageofshorewood.org
(414) 847-2643

Building Inspections Services

Cost Sheet Example

Duty	Compensation (hourly rate)
Plan Reviews	_____
Level 1 Alteration Inspections (removals, replacements or covering)	_____
Level 2 Alteration Inspections (reconfigurations, additions or eliminations)	_____
Level 3 Alteration Inspections (renovations to more than 50% of building area)	_____
Occupancy Inspections	_____
Miscellaneous Inspections (fence, signs, decks/patios, concrete, etc.)	_____
Meeting/Court Attendance	_____
Customer Service	_____
Other _____	_____