

TOWN OF BURLINGTON

RACINE COUNTY, WISCONSIN

Request for Proposal
**BUILDING INSPECTION AND
RELATED SERVICES**

Issued August 16, 2021

DEADLINE September 15, 2021 - 4:00 PM

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TOWN OF BURLINGTON

**REQUEST FOR PROPOSAL
BUILDING INSPECTION SERVICES**

August 2021

The Town of Burlington is issuing this Request for Proposal (RFP) for building inspection services, including but not limited to plan review, residential and commercial inspections, and meeting attendance when requested.

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

Questions concerning this RFP should be directed to:

Brian Graziano, Town of Burlington
Town of Burlington
32288 Bushnell Rd
Burlington, WI 53105
(262) 763-3070
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SECTION 1 BACKGROUND

THE COMMUNITY

The Town of Burlington is a low-density community of just over 6500 people located on the far west side of Racine County. We are located 12 miles Northeast of Lake Geneva and 36 miles Southeast of Milwaukee. It is primarily residential with small-scale businesses. There is little existing or vacant professional office space.

The Browns Lake Sanitary District and the Bohners Lake Sanitary District are responsible for providing sanitary sewer services to homes and businesses within their respective districts. Those properties outside of the sanitary districts are on a septic system. Apart from a few town properties, all town properties have private wells.

Growth is low and primarily residential.

CURRENT PRACTICES

The contract with The Town and interim building inspector does require established hours at Town Hall. The administrative office accepts building permit applications when the inspector is not available and immediately gives them to the building inspector for review. Most of the work is done between the permit seeker and the building inspector by in person meeting, phone, or email messaging. The administrative staff has very little responsibility in handling of this paperwork during the planning and building process of a project. Materials that cannot be emailed are picked up by the Inspector and returned after review. Certificates of Occupancy are given to the Clerk's office when issued and the complete file is taken care of by the building inspector. The Town is invoiced monthly for inspection services.

SECTION 2 REQUIREMENTS FOR PROPOSAL

SCOPE OF SERVICES

The Building Inspector (Inspector) is expected to review plans, conduct inspections, and attend meetings when requested.

The Inspector shall carry out the administration and enforcement requirements as set forth in State building codes, maintain required certifications and credentials, and assist the Town in any legal aspects of enforcement, such as investigating complaints and appearing as an expert witness.

The Inspector shall meet with the public and Town staff as requested and will respond to telephone and email inquiries and submit monthly summary inspection reports in an electronic computer format.

DUTIES

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

1. Conduct all necessary and required inspections on residential and commercial construction within the corporate limits of the Town of Burlington.
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, deck, swimming pool, accessory building, and residential and commercial alterations and additions.
4. Assist Town staff with inquiries.
5. Assist with the investigation of complaints related to the State building codes, including but not limited to inspections for occupancy permits, conditional use permits, etc.
6. Attend occasional meetings as requested.
7. Provide monthly summary reports on the number and type of inspections performed in an electronic computer format.

AVAILABILITY IN THE TOWN

The Inspector shall be available to the public and Town staff by telephone, email or in person to respond to inquiries and provide and receive information. Established office hours at Town Hall are required. The Inspector shall promptly pick up building plans or other documents as notified or otherwise agreed with Town staff. Along with in person meetings with Town staff when needed.

ADMINISTRATION AND COMPENSATION

The proposal shall include a summary of how paperwork and invoicing would be managed. For example: How does the Inspector propose applications and permit fees be handled? How will the Inspector be paid? What reports will be provided to the Town? Will the Inspector handle all scheduling? What would office hours at Town Hall, with access to office equipment, the Internet, etc., be? If so, what hours are suggested and what equipment would be needed?

The proposal shall explain the type of compensation desired by the Inspector—flat rate per type of project, charge per inspection, etc.—and the amount charged. If the charge is per inspection, examples of the 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—mileage, phone, postage, etc.—if any, shall be clearly defined.

INSURANCE

As a condition of the contract, the Inspector shall be required to have all necessary insurance coverages, including liability at a minimum of \$1,000,000 million per occurrence, worker's compensation at state-mandated minimums, and vehicle commercial, comprehensive, and collision insurance naming the Town of Burlington as an additional insured. The proposal shall state whether such insurances are currently in force or will be at time of contract execution.

QUALIFICATIONS

The proposal shall include a list of individuals who would conduct inspections, their credentials/certifications, and three (3) references with contact name and number.

**SECTION 3
GENERAL REQUIREMENTS**

DIRECTIONS FOR SUBMITTAL

Consultants should submit ten (10) copies of the proposal. These materials must be received in one or more sealed packages at the Burlington Town Hall by 4:00 PM on Wednesday, September 15th, 2021. Proposals shall be valid for ninety (90) days. Packages containing the proposal and any related material should be plainly marked on the outside as follows:

‘INSPECTION SERVICES PROPOSAL’

Packages shall be delivered via mail, courier, or in person to:

Jeanne Rennie
32288 Bushnell Rd
Burlington, WI 53105

TIMELINE

It is anticipated the contract period will be August 1, 2021, through July 31, 2022.

COSTS FOR PROPOSAL PREPARATION

The Town of Burlington 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.

RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE

The Town of Burlington reserves the right severally or together reject all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

OWNERSHIP OF MATERIALS

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

**SECTION 4
PROPOSAL FORM**

The proposal shall provide the following information in this order:

1. General information about the firm, and staff experience, credentials/certifications, and training.
2. Division of responsibility between the inspector and Town staff regarding:
 - a. collecting, processing, and approving applications.
 - b. issuing building permits.
 - c. tracking expired permits; and
 - d. scheduling inspections.
3. Activity reports (provide examples.)
4. Inspector availability and methods of contact for the public and staff.
5. Space, materials, equipment, or equipment access requested from The Town.
6. Inspector compensation and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.
7. Current insurance with limits for general liability, worker's compensation, and vehicle commercial, comprehensive, and collision; or statement of intent to insure and at what limits.
8. Three or more references, including contact names, addresses, and telephone numbers.
9. Proposed contract form.
10. Closing statement, if desired.

SECTION 5 EVALUATION PROCESS

The Town of Burlington is committed to an objective and open selection process. Every proposal shall receive an unbiased review.

Town staff shall evaluate all proposals and may conduct interviews before forwarding a recommendation to the Town Board for approval.

The evaluation criteria include:

- Overall qualifications, experience, and competence of staff.
- Experience in projects of similar scope in communities with comparable characteristics.
- Experience in working with and involving the public.
- Reference checks.
- Written and visual quality and accuracy of the proposal.
- Project approach.
- Interview (if conducted.)