

**CITY OF MENASHA**

**WISCONSIN**



REQUEST FOR PROPOSAL

**COMMERCIAL BUILDING INSPECTION AND RELATED SERVICES**

ISSUED JULY 12, 2019

City of Menasha  
Request for Proposals  
**Commercial Building Inspection and Related Services**  
Issued July 12, 2019

**Purpose**

The City of Menasha is seeking proposals from qualified Wisconsin Certified Building Inspectors and/or Building Inspection Firms for the service and contract of Commercial Building Inspections. Service would include permit review/issuance, plan review for projects not needing state approvals, commercial inspections, and code compliant inspections for commercial building, plumbing, mechanical and electrical. In addition, service would include back-up residential inspection services and as-requested residential inspection services.

**Background**

Menasha is a mid-sized city of 17,945 people, located 25 miles north of Oshkosh and 30 miles south of Green Bay. Menasha is centrally located in the Fox Cities and shares a border with the City of Neenah, City of Appleton, Village of Fox Crossing, and Village of Harrison.

In 2018 the net new construction was valued at \$10,771,900 with a total equalized value of \$1,177,569,800 (DOR).

**Submission/Municipal Contact**

Proposal and inquiries regarding this RFP should be submitted to the following:

City of Menasha  
Sam Schroeder, Community Development Director  
100 Main Street, Suite 200  
Menasha, WI 54952  
920-967-3651  
sschroeder@ci.menasha.wi.us

**Scope**

The services to be provide shall be as follows:

1. Commercial Building, Plumbing, Mechanical and Electrical Inspection Services
  - a. Execute building permit application and calculate required fees
  - b. Provide minimal plan review for projects not needing state approval
  - c. Inspector will meet with the public by appointment
  - d. Perform consistent inspections of commercial buildings for code and ordinance compliance
  - e. Provide onsite inspection consultations to citizens and contractors while performing inspections when feasible
  - f. Return calls and emails from permit holders in reference to code and inspection concerns
  - g. Identify and document any areas of non-compliance

- h. Maintain a record of the inspections made including dates and the findings of the inspections
- i. Discuss inspection results with site personnel
- j. Provide a copy of the inspection report to the owner of the property or their agent and to the City of Menasha
- 2. As-Requested Residential Building, Plumbing, Mechanical and Electrical Inspection Services
  - a. Provide residential building inspection services from start to finish on projects that the City elects to delegate due to conflict
- 3. Back-Up Residential Building, Plumbing, Mechanical and Electrical Inspection Services and Plan Review Services
  - a. Provide backup residential inspection and plan review services as requested by the City
- 4. Reporting Services
  - a. Develop reporting schedules and formats as requested by the City that may include monthly, quarterly, and annual reports summarizing activity levels by a multitude of metrics as well as other reports of special interest. Reporting must comply with the State of Wisconsin Department of Safety and Professional Services (DSPA) requirements including but not limited to 2015 WISCONSIN ACT 211

The City of Menasha estimates that the total amount of hours needed including permit review, inspections and interactive communication to be between 10 to 20 hours per week.

**Requirements**

The firm shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances and regulations which in any manner affect the services or conduct of the firm and its agents and employees. The firm shall be liable in all respects for any and all violations of the law in connection with its work under this Contract.

Minimum Insurance Requirements

- Commercial General Liability -----\$1,000,000.00
- Automobile Liability-----\$1,000,000.00
- Worker’s Compensation -----Statutory Requirements
- Professional Liability -----\$1,000,000.00

**Form of Proposal**

To be considered, three (3) copies of a proposal must be received by the City at the Community Development Office, 100 Main Street, Suite 200, Menasha, WI 54952 no later than **2:00 pm on August 12<sup>th</sup>, 2019**. The proposals must be placed in a sealed envelope marked “Proposal for Commercial Building Service – Menasha.”

All Proposals shall include the following:

1. Cover letter
2. Names and qualifications of key employees who will be primarily responsible for covering needed inspection and review activities in the City of Menasha.
3. Detailed financial proposal to include:

- a. Compensation rate to provide inspection services described under the scope of work above and in accordance with all applicable laws – Compensation shall be based upon a percentage of the established application/inspection fee amount.
- b. Cost for non-permit related work performed on behalf of the City.
- c. Additional details or other requirements
- 4. Estimated availability including suggested office hours.
- 5. Requested term of contract.
- 6. References to similar contractual work for other municipalities within the last 2 years.

The City shall hold the right to request additional information or for clarification purposes.

**Timeline**

RFP Issued----- 07/12/2019  
 RFP Deadline----- 08/12/2019 (2:00 pm)  
 Recommendation and Selection by Council ----- 08/19/2019

**Selection Criteria**

The City reserves the right to accept or reject any or all proposals, or any part thereof, and to accept that offer considered most advantageous to the City. The City may also waive any minor informalities or irregularities in any proposal. The City of Menasha reserves the right to select any proposal based on the following criteria:

- 1. Qualifications and experience of the firm on successful related work.
- 2. Experience and familiarity with the City of Menasha and working with communities of the same size and region.
- 3. Availability and experience of key personnel able to provide coverage.
- 4. Experience with performing public outreach in a creative and captivating manner.
- 5. The approach your team will take with examples showcasing the firm’s ability to be creative and innovative to achieve the projects goals.
- 6. A detailed listing of proposed fees and schedule to complete the project.

**Contract Materials**

Following the approval of a proposal by the City of Menasha Common Council, the two parties shall enter into a written contract. In addition to the materials found in the proposal, the City shall also require the following: non-discrimination and ADA compliance clause, indemnification clause, safety and standard clause, and a clause detailing the ownership of product output. The City also holds the right to add additional requirements, protections and clarifications within said contract. A draft contract can be made available upon request.