

**TOWN OF LA POINTE
ASHLAND COUNTY, WISCONSIN**

Request for Proposal

**BUILDING INSPECTIONS AND
RELATED SERVICES**

Issued: Wednesday, May 9, 2018

DEADLINE: 3:00 P.M., Thursday, May 31, 2018

CONTACT: Lisa Potswald, TOWN ADMINISTRATOR

P.O. BOX 270

LA POINTE, WI 54850

(715)-747-6914

administrator@townoflapointewi.gov

www.townoflapointewi.gov

TOWN OF LA POINTE

REQUEST FOR PROPOSAL

BUILDING INSPECTION SERVICES

The Town of La Pointe is issuing a Request for Proposal (RFP) for building inspection services, including, but not limited to: plan review, residential and commercial inspections, collection of fees, State required maintenance of records and reports, and meeting attendance when requested. The services under the proposed contract will begin on or about August 1, 2018.

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

The Town of La Pointe has issued this RFP to ensure competitive pricing and services for the benefit of all Town taxpayers.

The Request for Proposal is available on the Town's website or by contacting the Town of La Pointe.

Questions concerning this RFP should be directed to:

LISA POTSWALD, TOWN ADMINISTRATOR

P.O. BOX 270

LA POINTE, WI 54850

(715)-747-6914

administrator@townoflapointewi.gov

www.townoflapointewi.gov

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SECTION 1 BACKGROUND

The Community

The Town of La Pointe is located on Madeline Island in Ashland County, the only inhabited island of the Apostle Islands. These islands are located at the western end of Lake Superior, and Madeline Island is a 20-minute ferry boat ride from Bayfield, Wisconsin. One of twenty-two islands in "The Apostles", Madeline Island's population ranges from 260 in the winter to 2,500 in the summer. The Island's main industry is tourism, and the jump in summer population is due to the large number of tourists and summer residents who spend all or part of every summer on the Island. The Town has approximately 1,000 structures on the Island.

More than one third of the Island consists of parks and wilderness preserves and will, therefore, never be developed. The Island has an airport with a 3,000-foot paved landing strip. The Madeline Sanitary District provides sewer services in the southern end of the Island, where most of the population is.

Inspection History

Information available upon request.

Current Practices

The current contract with Alder Engineering Corporation does not require established hours at the Town Hall. Building permit applicants work directly with Alder Engineering staff to complete the application process. All fees are paid directly to Alder Engineering by the permit applicant, owner or builder for services rendered. Alder Engineering maintains all records.

Alternative practices will be considered if explained in your response.

SECTION 2 REQUIREMENTS FOR PROPOSAL

Scope of Services

The authority enabling this service is provided under Wisconsin State Statutes 101.65 and 101.76.

The Building Inspector (Inspector) acts as an agent of the Town of La Pointe and is expected to review plans, conduct on-site residential and commercial inspections, collect fees, prepare and maintain State required records and reports, and attend meetings when requested at a location to be determined.

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 of the Town Code of Ordinances.

The Inspector shall meet with the public and Town staff not less than once each year and/or as requested, have the ability to respond to telephone and email inquiries in a timely fashion, 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. Review building plans and conduct all necessary and required building electrical, plumbing, and HVAC inspections on residential and commercial construction within the Town of La Pointe. These include footings, foundations, basement floors, site erosion control and final occupancies.
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 and required inspection on permitted activities such as, but not limited to, residential and commercial alterations and additions.
4. Assist Town staff with inquiries.
5. Investigate and/or assist with the investigation of complaints related to the State building code and the Town Code of Ordinances, including but not limited to inspections for occupancy permits, conditional use permits, etc.
6. Attend occasional meetings as requested.
7. Provide monthly summary reports in an electronic format on the number and type of inspections performed in an electronic computer format.
8. Provide UDC and commercial building application forms, booklets, pamphlets and other educational materials to Town of La Pointe staff for the public.
9. Hold an annual meeting with contractors and property owners to provide updates on the UDC and Commercial building codes.

10. Write one article per year for the Madeline Island Gazette regarding UDC and Commercial building code information.

Availability in Town

The Inspector shall be available to the public and Town staff by telephone, email and facsimile to respond to inquiries and provide and receive information. Established office hours at the Town Hall are not required. The Inspector shall receive building plans or other documents as notified by or otherwise agreed with applicants, owners or builders. Meetings with Town staff will be held as requested.

Administration and Compensation

The proposal shall include a brief summary of how inspections, paperwork and invoicing would be managed. For example:

- What are the hours and methods of operation?
- How does the Inspector propose applications and permit fees are handled?
- What reports will be provided to the Town and how frequently?

The proposal shall explain the type of compensation desired by the Inspector from the applicant, owner or builder, based upon a percentage of the established inspection fee amount or fixed dollar amount per inspection. 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, such as mileage, ferry fees, phone, postage, etc., shall be clearly defined.

Any costs for specific activities that will be billed to the Town of La Pointe, such as meetings and reports, shall be clearly defined and separate from fees charged to applicants, owners or builders.

Insurance

As a condition of the contract, the Inspector shall be required to provide proof that they are fully licensed, bonded and insured, including General Liability Insurance (Contractual, Bodily Injury and Property Damage) at a minimum of \$1 million per occurrence/\$3 million aggregate; Worker's Compensation at state-mandated statutory minimums; Vehicle Liability Insurance (Bodily Injury and Property Damage) at a minimum of \$1 million per occurrence/\$3 million combined coverage, and Professional Liability Coverage at a minimum of \$1 million per occurrence and annual aggregate. All of said insurance policies shall specifically name the Town of La Pointe as an additional insured for the term of the Inspector's Agreement.

The proposal shall state whether such insurances are currently in force or will be at time of contract execution. Inspector shall provide the Town with certificates of coverage consistent with the requirements specified above and annually at policy renewal time(s).

Qualifications

The proposal shall include a list of person(s) who would conduct inspections, their credentials/certification, and three (3) references with contact name and number. If commercial electric inspections are to be performed by someone other than the Inspector submitting a proposal, qualifications for that individual should also be included.

**SECTION 3
GENERAL REQUIREMENTS**

Directions For Submittal

Consultants should submit four (4) copies of the proposal. To be considered, these materials must be received in sealed packages at the La Pointe Town Hall by 3:00 P.M. on Thursday, May 31, 2018. 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 or in person to:

Lisa Potswald, Town Administrator
La Pointe Town Hall
240 Big Bay Road
P.O. Box 270
La Pointe, WI 54850

Contract Term

It is anticipated the contract period will be for five years, with an option at the Town’s discretion to extend it additional years.

Costs for Proposal Preparation

The Town of La Pointe 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 discussion required for clarification of items related to this proposal, including any interviews.

Reservation of Rights To Reject, Waive and Reissue

The Town of La Pointe reserves the right to reject any and 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. The Town also reserves the right to request additional information/clarification or to allow corrections of errors or omissions.

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 La Pointe where allowed by law.

Section 4
PROPOSAL FORM

The proposal shall provide the following information in this order:

1. General information about the firm and/or individual, staff experience, credentials/certification, and training. Include experience performing similar work for other municipalities.
2. Explanation of Inspector responsibilities and practices with regard to:
 - a. collecting, processing, and approving applications;
 - b. issuing building permits;
 - c. tracking expired permits;
 - d. scheduling inspections; and
 - e. collecting and processing fees.
3. Provide examples of monthly permit summary reports.
4. Inspector availability and methods of contact for the public and staff.
5. Space, materials, equipment, or equipment access to be provided by the Town.
6. A proposed schedule of fees to property owners and to the Town, including additional charges to attend meetings or for reimbursables such as mileage and ferry.
7. Proof Inspector is licensed, bonded, and insured as stated under the Insurance section on page 6 of this RFP. If desired coverage has yet to be obtained, a statement of intent to insure to those limits shall be submitted. Actual coverage to be in place and provided to the Town at the time of signing any contract.
8. Three (3) or more professional references, including contact names, addresses, and telephone numbers, along with a list of municipalities Inspector currently provides services to.

SECTION 5 EVALUATION PROCESS

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

Town staff will review all proposals for completeness. The evaluation criteria will include:

1. The contractor has no conflict of interest with regard to any other work being performed by the contractor for the Town.
2. The contractor adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.
3. The contractor submits a copy of its licenses, bonds and insurance.
4. Overall qualifications, experience and competence of staff are demonstrated.
5. Experience in projects of similar scope in communities with comparable characteristics are described.
6. Experience in working with and involving the public is cited.
7. Proposed compensation for services, including fee schedule is included.
8. Reference checks are included.
9. Written and visual quality and accuracy of the proposal is considered.
10. Project approach is adequately explained.