

City Of Madelia  
Request for Proposal  
Building Inspection Services



Chris Fischer, City Administrator  
City of Madelia  
18 Drew Ave NE  
PO Box 158  
Madelia, Minnesota 56062



The City of Madelia is issuing a Request for Proposal (RFP) for Building Inspection Services

Contractor will deliver one (1) original RFP to the following address:

City of Madelia  
Building Inspection RFP  
18 Drew Ave NE  
PO Box 158  
Madelia, MN 56062

Office hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday, 8:00 a.m. – 4:00 p.m. Friday, excluding holidays.

**Proposal Due Date and Time**

**2:00 p.m. Monday, December 18th, 2023**

Proposals received after the above cited date and time will be considered late and are not acceptable.

- Please make sure the envelope or package is marked:  
**“Building Inspection Services RFP”**
- Any questions regarding this RFP contact Chris Fischer at 507-642-3245.

Thank you for your interest.

## **I. PURPOSE OF PROPOSAL/DESCRIPTION OF WORK**

The purpose of the RFP is to solicit proposals from qualified firms or individuals to provide building inspection services for the city. Each firm or individual to which a contract is awarded by the City of Madelia may be referred to in this RFP as a “Contractor”.

1. Building Inspector/Official – The City is interested in finding a Certified Building Official (CBO).
2. The City will appoint the contractor as the City’s Building Official. The contractor will be responsible for inspecting properties and enforcing the Minnesota State Building Code.
3. Contractor will inspect industrial, commercial, residential, and detached building during construction and/or remodeling to ensure compliance with State-adopted Codes and municipal or county ordinance, as applicable.
4. Contractor will provide technical support and guidance to contractors, architects, engineers and homeowners to answer questions and provide information about the application, inspection and correction process.
5. Contractor will document inspection results in designated permitting and inspection software to verify inspection progress and completion. Contractor will be required to maintain records of inspections and inspection results and keep a daily work record.
6. Contractor will inspect and investigate complaints of existing structures/construction to determine if hazardous or illegal conditions exist. The function of inspecting will be a core service to be provided by the Contractor.
7. Contractor will inspect buildings after fires and natural or other disasters/accidents to determine if a dangerous condition exists and what should be done to remedy/mitigate it.
8. Contractor will be expected to attend training, at no cost to the City of Madelia.
9. Random and periodic audits of the reviews will be conducted to validate that review work is done; inspections are completed in the accordance with the requirement set forth.
10. Contractor will supply software and train City Staff to access and utilize for day-to-day operations.

This RFP is designed to provide basic information sufficient to solicit proposals from qualified contractors/individuals but is not intended to limit a proposal’s content or exclude any relevant, important, or essential information. This RFP is part of a competitive procurement process which is intended to serve the best interest of City of Madelia and its citizens. It also provides each qualified offeror responding to this RFP with a fair opportunity for its services to be considered.

## **II. MINIMUM REQUIREMENTS**

A contractor must meet the following minimum requirements, or its proposal may be deemed nonresponsive:

1. Certification as a building official
2. ICC Certification – Certified Building Inspector.
3. The ability to interact and communicate effectively.
4. Contractors must have at least 3 years of building inspection experience.
5. Contractors will provide their own vehicle and insurance for services. Proof of insurance will be required at the time of the contract.
6. Tools for performing duties and cell phone or other communication devices will be provided by the Contractor.

### **III. GENERAL CONDITIONS**

The City reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, contractors' qualifications, and capabilities to provide the specified service. The city reserves the right to consider proposals for modifications at any time before a contract is awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the City's specifications and needs.

Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 60 days. Failure of the successful proposer to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of this RFP an addendum will be provided. Deadlines for submission of RFPs may be adjusted to allow for revisions. To be considered, the original proposal and amended proposal must be at the City of Madelia City Hall office on or before the date and time specified.

The prices stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened to the mutually agreed end date of the contract.

### **IV. TERM OF CONTRACT**

1. The initial term of the proposed contract for services shall be for (1) year.
2. After that initial term, the contract may be extended for a time period(s) as agreed upon by the contractor and City. Additionally, regardless of the term of the contract, the City will be allowed to terminate the contract in thirty (30) days if the contractor does not perform services in a satisfactory manner, loses its license to perform any of the service, becomes insolvent, and other similar reasons.

### **V. TIMELINE**

The City of Madelia will follow this timeline with respect to the RFP:

1. Beginning date (RFP is available): November 28<sup>th</sup>, 2023
2. Proposal submission deadline: December 18<sup>th</sup>, 2023

3. Evaluation review period: December 18<sup>th</sup> – December 26<sup>th</sup>, 2023  
(Interviews may be held December 19-22,2023)
4. Anticipated award of contract: December 26, 2023

## **VI. PROCEDURE**

### **Submittal Requirements:**

The deadline to submit response is Monday, December 18<sup>th</sup>, 2023 at 2:00p.m.  
Sealed Bids should be mailed or hand-delivered to:

City of Madelia  
Building Inspection RFP  
18 Drew Ave NE  
PO Box 158  
Madelia, MN 56062

## **VII. INSURANCE REQUIREMENTS**

The contractor shall carry not less than the following insurance and shall provide verification to the City upon request:

1. Auto Insurance: A Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of \$100,000 per claim, \$300,000 per occurrence coverage for personal injury and \$25,000 per claim, and \$50,000 per occurrence for property damage insurance.
2. Professional Liability Insurance: Professional Liability Errors and Omissions Insurance in an amount of at \$1.5 Million single limit coverage, covering all personnel employed by the contractor.
3. General Liability Insurance: General Liability Insurance in an amount of at least \$1.5 Million, single limit coverage, covering all personnel employed by the contractor.
4. Workers Compensation Insurance

## **VIII. NEGOTIATION**

After evaluating proposals, the City may enter into negotiation with one contractor or multiple contractors. The primary purpose of negotiations is to maximize the City's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one contractor or multiple contractors. Negotiations will be structured to safeguard information and ensure that all bidders are treated fairly.

## **IX. CONTENT OF PROPOSAL**

### **A. Compensation and Service**

**The proposer should outline the basis for compensation including identification of all rates and reimbursable expenses.** Please include the following information in your proposal:

1. Your hourly rate or percentage of Permit fee.
2. Your hourly rate or percentage of Plan Review fee.
3. Your hourly rate for inspections.
4. Do you provide services for non-permitted work (i.e., asbestos, lead, condemnation inspections, etc.?) If so, what are your charges?
5. What is your billing procedure (i.e., monthly, quarterly, etc.)?
6. What is your refund policy?
7. How do you establish the value of a building project?
8. What is the minimum time you require to process an application?
9. How many times per week would you be in the community if you were to receive the contact?
10. Would you require any special arrangement with the City (i.e., office area, telephone, computer, filing cabinet, etc.)?
11. Would you be willing to work with City Staff to create the necessary permit applications, documents and handouts that are needed?
12. Please explain the permitting software and how city staff and the contractor will use it?
13. Describe your review process, average turnaround time on permits and inspections and, your ability to communicate with customers.
14. What is your minimum required notification time for inspection requests?
15. Will the inspector be available via telephone for questions, inspection scheduling, etc.?

**B. Summary of Understanding of Proposed Services:**

A prospective contractor should indicate an understanding of the requested services as described in Purpose of Proposal/ Description of Work and describe how it proposes to service the City of Madelia in these aspects.

**C. List of Qualified Inspectors**

A list of qualified individuals and their certifications that can fulfill the various services. The individual(s) designated as the “Building Official” shall be certified as a building official by the State of Minnesota.

**D. References:**

A list of all building inspection contracts current and held in the last five (5) years, and a municipal representative from each location that the City may contact.

**E. Other Activities:**

Please indicate if your firm is willing/able to provide any additional services.

**F. Signed Statement of Understanding:**

The proposal should contain this sheet with the following statement:

We/I have read the City's Request for Proposal (RFP) for Building Inspection services and fully understand its intent. We/I certify that we have adequate personnel, equipment, and facilities to provide the City's requested services. We/I have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide.

### **SIGNATURE SHEET**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
Email Address

The above individual must be authorized to sign on behalf of the company submitting the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

