

**REQUEST FOR PROPOSALS  
BUILDING INSPECTION SERVICES  
VILLAGE OF UNION GROVE/VILLAGE OF YORKVILLE  
FEBRUARY 9, 2021**

**SUMMARY**

The Village of Union Grove and the Village of Yorkville (“Village” or “Villages”) are requesting proposals from qualified individuals/firms/corporations (“Contractor” or “Contractors”) to provide joint contracted building inspection services to both Villages.

Both Villages are issuing this RFP for joint building inspection services, including, but not limited to, plan review, permit issuance, residential and commercial inspections, HVAC, plumbing, and electrical inspections in accordance with State and each Village’s building codes, maintenance of inspection records and reports, code enforcement, and meeting attendance when requested.

Contractors are encouraged to submit alternate proposals as part of this RFP for the following:

1. Code enforcement services
2. Commercial building plan review services

**SUBMITTAL DUE DATE**

**4:00 p.m. local time, Tuesday, March 9, 2021. There will not be a public opening for this Request for Proposals (“RFP”).**

**LATE PROPOSALS**

Any proposal received after the time and date specified will not be considered. Contractors are responsible to assure delivery prior to the deadline.

**REQUIRED SUBMITTAL**

**Submit one (1) digital copy in PDF format of the proposal to each Village in accordance with the instructions in the section “Proposal Requirements.” No faxed or paper submittals will be accepted.** The proposal shall be plainly labeled *“Village of Union Grove/Village of Yorkville Building Inspection Services Proposal.”* Proposals are to be submitted via e-mail to Michael Hawes ([mhawes@uniongrove.net](mailto:mhawes@uniongrove.net)) and Michael McKinney ([michael@villageofyorkville.com](mailto:michael@villageofyorkville.com)).

RFP documents can be found on the Village of Union Grove website at [www.uniongrove.net](http://www.uniongrove.net) and the Village of Yorkville website at [www.villageofyorkville.com](http://www.villageofyorkville.com).

## **INQUIRIES**

Questions regarding this RFP must be sent **via e-mail** to both Michael Hawes ([mhawes@uniongrove.net](mailto:mhawes@uniongrove.net)) and Michael McKinney ([michael@villageofyorkville.com](mailto:michael@villageofyorkville.com)) at least three (3) days before the proposal is due. Questions after this date involving the content or intent of this RFP will not be answered. All questions will be responded to via e-mail, provided to all parties requesting an RFP for which each Village has contact information, and treated as an addendum to the RFP packet.

## **CONTACT PERSONS**

Michael Hawes  
Administrator  
Village of Union Grove  
[mhawes@uniongrove.net](mailto:mhawes@uniongrove.net)

Michael McKinney  
Administrator/Clerk  
Village of Yorkville  
[michael@villageofyorkville.com](mailto:michael@villageofyorkville.com)

## **NON-DISCRIMINATION STATEMENT**

The Village of Union Grove and the Village of Yorkville do not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

## **WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by written notice received at any time prior to the proposal submission closing date and time. Proposals may also be withdrawn in person by an officer or by a representative of the Contractor, provided that the representative signs a receipt for return of the proposal.

## **LOBBYING**

Prospective Contractors shall only contact the designated contacts via e-mail and are not to contact members of the Union Grove or Yorkville Village Boards, other elected and appointed officials, or members of the review committee other than the designated contact. **Any lobbying by Contractors during the RFP process will result in immediate disqualification from consideration.**

## **COMMUNITY BACKGROUND**

The Village of Union Grove is located in southcentral Racine County, Wisconsin, with a 2020 estimated population of 5,227, an area of approximately three-square miles and an overall 2020 assessed value of \$348,892,700. Union Grove is suburban and residential in nature and has a downtown commercial district centered on Main Street (USH 45) and a strong residential housing market. Municipal water and sewer services are provided by the Village of Union Grove to all properties within Village limits. Union Grove has several institutional facilities, including an elementary school, a high school, municipal building, library, fire department, churches, and other municipal facilities. Union Grove is governed by a seven-member Village Board, with day-to-day operations overseen by an appointed Village Administrator. Building inspection services operate under the direction of the Village Administrator.

The Village of Yorkville is located in southcentral Racine County, Wisconsin, with a 2020 estimated population of 3,147, an area of approximately 33 square miles and an overall 2020 assessed value of \$556,220,800. Yorkville incorporated as a village in 2018. Yorkville is largely rural and agricultural in nature and has a commercial and light industrial district centered on Washington Avenue (STH 20), South Sylvania Avenue and Grandview Parkway. Municipal water and sewer services are provided by the Village of Yorkville within a small portion of the Village along I-94/I-41. Yorkville has limited institutional facilities, including an elementary school, churches, and municipal utility facilities. Yorkville is governed by a five-member Village Board, with day-to-day operations overseen by an appointed Village Administrator. Building inspection services operate under the direction of the Village Administrator.

Both Villages are ideally located with easy access to multiple state and federal highways, just 30 minutes from downtown Milwaukee.

## **PERMIT AND INSPECTION HISTORY**

The following is the annual number of building permits issued:

Year	Union Grove Permits	Yorkville Permits
2020	351	340
2019	300	292
2018	255	301
2017	277	329
2016	249	239
2015	220	304

The following is the annual number of inspections performed:

Year	Union Grove Inspections	Yorkville Inspections
2020	478	595
2019	348	473
2018	304	602
2017	337	562
2016	455	344
2015	297	310

### **SCOPE OF SERVICES**

It is expected that the selected Contractor will be able to effectively provide building inspection -related services, including but not limited to the following, in a manner consistent with the provisions of the Wisconsin Uniform Dwelling Code and the International Commercial Building Code, including electrical, HVAC, plumbing and other associated codes adopted by the State of Wisconsin or either Village for all single family and multi-family dwellings, and commercial, industrial and public buildings:

1. Provide high-quality customer service to residents, business owners, contractors and each Village's staff
2. Process building permit applications, calculate building permit fees, and issue permits
3. Perform commercial building plan review **(for alternate proposal requested)**
4. Issue basic zoning permits for the Village of Union Grove (applications for rezoning, conditional use permits, variance applications and commercial plan development reviews are processed by the village planner)
5. Provide basic architectural and building material evaluation when reviewing an application for a building permit, for possible referral to the Village of Union Grove's Planning Commission and/or Building Board
6. Perform field inspections (preferably within 24 hours of the requested inspection, but in no instance more than 48 hours later than the requested inspection, not including weekends and Village holidays), including but not limited to:
  - a. Footing inspections
  - b. Foundation inspections
  - c. Basement floor inspections
  - d. Erosion control inspections
  - e. Construction inspections (rough)
  - f. Plumbing inspections (rough)
  - g. Heating, ventilating and air conditioning inspections (rough)
  - h. Electrical inspections (rough)
  - i. Final inspections for construction, plumbing, heating, ventilating and air conditioning, electrical and insulation

- j. All necessary inspections of permitted activities including, but not limited to, decks, swimming pools, fences, signs, accessory buildings, and residential and commercial alterations and additions
  - k. Inspections necessary for the issuance of occupancy permits
  - l. Inspections necessary for licensing for both Villages
7. Administrative functions, including:
- a. Maintaining records of all permits issued, inspections performed, work approved and other official actions
  - b. Forwarding building permit information to the appropriate Village Administrator
  - c. Providing a monthly summary report of permits issued, inspections performed, work approved and other official actions in an electronic format to the appropriate Village Administrator for presentation to the appropriate Village Board
  - d. Maintaining availability to the public and each Village's staff by telephone, e-mail and other means during normal work hours to promptly respond to inquiries and provide and receive information
  - e. Establishing a consistent presence at the Union Grove Municipal Center during regular office hours
  - f. Answering general questions regarding floodplain and wetland information, zoning, building permit requirements, and general community information, and assisting each Village's staff with inquiries
  - g. Attending meetings as needed (including evening meetings) with the appropriate Village elected/appointed officials and Village staff to coordinate issues related to building/development projects, as well as other meetings, as requested by the appropriate Village Administrator
  - h. Coordinating with the Union Grove-Yorkville Fire Department on the review of required fire suppression and alarm plans
  - i. Collecting and processing permit fees with the assistance of each Village's staff. The Contractor calculates permit fees, while each Village's staff enters and processes payments. There is no expectation for the selected Contractor to conduct actual financial transactions.
  - j. Developing recommendations regarding building code amendments, building permit fee structures, and permit forms; proposing solutions to any issues encountered in the administration of either Village's building or zoning codes
  - k. Maintaining all required certifications in the disciplines of residential and commercial construction, residential and commercial plumbing, residential and commercial electrical, energy conservation and heating, ventilating, and air conditioning
  - l. Obtaining hard copy or electronic access to all adopted building codes and amendments or updates that are required to be administered
8. Assist both Villages in ensuring compliance by:
- a. Investigating building code complaints upon receipt of said complaint or as directed by the appropriate Village Administrator, including but not limited to structural property maintenance violations, unpermitted building activity, etc.

- b. Investigating Village ordinance complaints upon receipt of said complaint or as directed by the appropriate Village Administrator, including but not limited to general property maintenance violations, etc. **(for alternate proposal requested)**
  - c. Initiating enforcement proceedings when violations occur; preparing noncompliance orders to property owners and/or contacting property owners by phone regarding said orders, and providing written documentation of any action taken in a timely fashion to the appropriate Village Administrator; performing follow-up inspections for compliance
  - d. Assisting the appropriate Village's attorney in the prosecution of zoning or building maintenance violations and appearing as a witness during legal proceedings
  - e. Assisting the appropriate Village's attorney in the prosecution of property maintenance violations and appearing as a witness during legal proceedings **(for alternate proposal requested)**
  - f. Making recommendations on conditional uses, variances and appeals, when requested
  - g. Assisting with the compilation of data for reports required by the Wisconsin Department of Safety and Professional Services
  - h. Assisting with any required audits of building permitting policies, practices, and records
9. Performing other duties as assigned or delegated

### **PROPOSAL AND SELECTION**

The Contractor responding to this RFP shall provide a single proposal to both Villages for the services requested.

To be considered for this engagement, the Contractor must meet the qualifications and satisfy the requirements set forth in this RFP.

The evaluation and selection of a qualified Contractor will be based on the information submitted in the Contractor's proposal, references, and any required oral presentations/interviews. A response may be rejected if it fails to meet each of the requirements of the RFP.

The contract may be awarded to the most responsible Contractor whose proposal will be, on an overall basis, the most advantageous to both Villages. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the discretion of both Villages. Cost alone shall not be the determining factor.

### **ANTICIPATED SELECTION SCHEDULE**

The proposal submission deadline is 4:00 p.m., local time, on Tuesday, March 9, 2021. It is anticipated that the selected Contractor will be under contract and begin providing building inspection services on June 1, 2021.

## **METHOD OF SELECTION**

1. An initial screening of submitted proposals will be conducted by each Village's Administrator to establish a short list of qualified Contractors. This short list will be provided in alphabetical order without any ranking whatsoever to the Selection Committee.
2. The Selection Committee will consist of each Village's Administrator and two Village Board members from each Village.
3. The Selection Committee may use any the following selection criteria to evaluate proposals and identify preferred candidates:
  - That the Contractor adheres to the instructions in this RFP and prepares and submits a complete and thorough proposal
  - Sufficient certifications, licenses, bonds, and insurance
  - Overall qualifications, experience, and competence of staff
  - Experience providing building inspection and plan review services to a municipality of similar size and with comparable characteristics
  - Existing municipal workload of the Contractor
  - An ability to ensure regular inspection coverage so that permits or inspections are not delayed due to illnesses, vacations, or other disruptions
  - Experience working with the public
  - Proposed compensation for services
  - Reference checks demonstrating a high level of competence providing building inspection services for municipal clients and evidence of positive client interaction/service from previous or existing municipal clients
  - Written and visual quality and accuracy of the proposal
  - Physical location of the Contractor's base of operations
  - Visits to the Contractor's office
  - Oral presentation and/or interview that most successfully demonstrate the following:
    - Knowledge and understanding of all applicable codes
    - Familiarity with both Villages
    - An ability to work effectively with the elected bodies of both Villages and their committees
    - An ability to work effectively with staff of both Villages
    - An ability to work effectively with building contractors and property owners, particularly regarding communicating code issues and assisting with permit applications/procedures
4. The Selection Committee will make a recommendation to each Village Board identifying the Committee's preferred Contractor(s)
5. Each elected body selects and agrees upon a preferred Contractor. At the discretion of each Village, Contractors submitting proposals may be requested to make oral presentations as part of this selection process if the Selection Committee cannot decide upon one preferred Contractor.
6. Start of the process to formalize a contract with the selected Contractor.

During the evaluation process, both Villages reserve the right to request additional information or clarifications from Contractors, or to allow corrections of errors or omissions.

Each Village's decision shall be final and not subject to recourse by any Contractor.

### **PROPOSAL REQUIREMENTS**

Proposals that do not address the items listed in this RFP may be considered incomplete and be deemed non-responsive by both Villages at their discretion. It is the responsibility of the Contractor submitting a proposal to determine the actual efforts required to complete the project. Proposals shall include the following in this order:

1. Cover letter
2. General information about the Contractor, staff identification and experience, credentials/certifications, and training. Include experience performing similar work for other municipalities
3. Sample inspection activity reports
4. Inspector availability (including a statement of how the inspector will specifically go about maintaining a consistent presence at the Union Grove Municipal Center) and methods of contact for the public and Village staff
5. Space, materials, equipment, or equipment access requested from both Villages
6. If Contractor proposes to use software other than iWorQ, list which software will be used and describe how migration of existing data from iWorQ to that software will be accomplished
7. Proposed division of responsibility between the Contractor and Village staff regarding:
  - a. collecting, processing, and approving applications;
  - b. calculating permit fees;
  - c. issuing building permits;
  - d. tracking expired permits;
  - e. code enforcement; and
  - f. scheduling inspections
8. Proposed compensation (including a proposed fee schedule if changes are proposed to either Village's existing fee schedule) in accordance with the laws of the State of Wisconsin and invoicing, including additional charges for code enforcement, for other inspections performed on behalf of either Village, to attend meetings, or for reimbursables such as mileage (compensation shall be based upon a percentage of the established application/inspection fee amount)
9. Proposed compensation for either (or both) alternate proposals requested
10. List of any subcontractors and their experience, credentials/certifications, and training
11. Current insurance with limits for general liability, worker's compensation, errors and omissions coverage, and vehicle commercial, comprehensive, and collision; or statement of intent to insure and at what limits
12. Three municipal references, including contact names, titles, addresses, and telephone numbers, for whom inspection services have been provided within the last three years



13. A listing of all contractual obligations that the Contractor currently has in the State of Wisconsin
14. Proposed contract document
15. Date when the Contractor will be available to begin providing inspection services to both Villages
16. Any additional information that the Contractor feels necessary
17. Closing statement, if desired

All Contractors submitting a proposal are welcome to tour both Villages and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful Contractor of the obligation to furnish and perform the work, to carry out the provisions of the contract, or complete the contemplated work for the consideration set forth in this RFP.

### **QUALIFICATIONS**

Regardless of whether a proposal is submitted by an individual or firm, a primary contact must be assigned to perform the role of building inspector. If a proposal is submitted by an individual, the individual is assumed to be the primary contact. Information must be provided to document the minimum qualifications, knowledge, skills and abilities of the primary contact. Such information should also be provided on persons assisting with service delivery. Any contract will contain a provision requiring notification of any changes in the primary contact, with an option for both Villages to terminate the contract if not satisfied with the qualification of any replacement individual.

The Primary Contact shall:

- Provide verification of his/her current state certifications as defined in SPS 305 of the Wisconsin Administrative Code, such as the following: UDC-Construction Inspector; UDC-Plumbing Inspector; UDC-HVAC Inspector; UDC-Electrical Inspector; Commercial Building Inspector; Commercial Plumbing Inspector; Commercial Electrical Inspector
- Provide a phone number and e-mail address to which building inspection inquiries may be directed
- Establish a consistent presence at the Union Grove Municipal Center
- Be available by appointment at the Union Grove Municipal Center
- Possess a valid Wisconsin driver's license or equivalent out of state driver's license
- Have municipal inspection experience

### **INSURANCE**

The Contractor shall maintain liability insurance coverage to protect against claims, demands, actions, and causes of action, arising from any act or omission of the Contractor, its agents,

servants, officers or employees in the execution of duties. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to both Villages. Limits of liability shall not be less than:

Commercial General Liability:	\$1,000,000/occurrence, \$2,000,000 aggregate
Comprehensive Automobile Liability (Including non-ownership coverage):	\$1,000,000/occurrence, \$2,000,000 aggregate
Property Damage:	\$1,000,000/occurrence, \$2,000,000 aggregate
Professional Liability (Errors and Omissions):	\$1,000,000/occurrence, \$2,000,000 aggregate
Bodily Injury Liability:	\$1,000,000/occurrence, \$2,000,000 aggregate
Worker's Compensation:	As required by statute

Excess liability/umbrella coverage may be used to meet these minimums.

To the fullest extent permitted by law, the Contractor, its agents, servants, officers or employees shall indemnify and hold harmless both Villages, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the Contractor during the Contractor's performance of a contract or any other agreements of the Contractor entered into by reason thereof. The Contractor shall indemnify and defend both Villages, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence and/or willful, wanton or reckless acts or omissions of the Contractor, its agents, servants, officers, or employees, and any or all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees, etc.

### **COMPENSATION**

The proposal shall explain the type of compensation desired for the following services:

- Building inspection
- Code enforcement **(for alternate proposal requested)**
- Commercial building plan review **(for alternate proposal requested)**

Proposed compensation for alternate proposals for code enforcement services should be provided for services provided. Proposed compensation for alternate proposals for commercial building plan review services should be provided as a percentage of the overall commercial building plan review fee, using the State of Wisconsin's commercial building plan review fee schedule.

### **RIGHTS RESERVED**

This RFP does not commit either Village to enter into a contract, nor does it obligate either Village to reimburse responding parties for any costs incurred in the preparation and/or submission of

proposals in anticipation of a contract. This RFP also does not obligate or make liable either Village to reimburse responding parties for any costs associated with discussions required for clarification of items related to this RFP or for attendance of an interview or oral presentation.

Both Villages reserve the right to do the following at its discretion and without penalty:

- Make the selection based on their discretion
- Reject any and all proposals without prejudice
- Issue subsequent Requests for Proposal, whether all or in part of this RFP
- Postpone opening proposals for their own convenience
- Remedy technical errors in the proposal process
- Approve or disapprove the use of subconsultants
- Negotiate with any, all, or none of the Contractors
- Solicit best and final offers from all or some of the Contractors
- Accept other than the lowest cost offer
- Waive informalities, irregularities and non-substantive deficiencies in a proposal
- Request clarification of any information submitted
- Request additional information

Either Village reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Contractor of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between both Villages and the selected Contractor.

### **CONTRACTOR RESPONSIBILITY**

Interested Contractors have the responsibility of understanding what is required by this RFP. Neither Village shall be held responsible for any Contractor's lack of understanding.

Contractors are responsible to assure delivery prior to the deadline.

### **CONTRACT**

No contract shall be in effect until both Villages execute a signed contract agreement. The contract will be in a format agreed upon by each Village's municipal legal counsel, the selected Contractor, and each Village Board. The Contractor selected will not be permitted to assign, subcontract or transfer the work of providing building inspection services without the prior written authorization of both Villages.

### **CONTRACT AWARD**

It is the expectation that both Villages will award a joint contract for a period of three (3) years to a qualified Contractor.