

Request for Proposal

Professional Services

for

Commercial Building & Electrical

Inspections



Department of Community Development
Planning & Building Services Division
100 State Street
Beloit, WI 53511

1. Introduction

The City of Beloit (City), Wisconsin is requesting proposals and qualifications from professional inspection firms to provide inspections of commercial building and/or electrical projects on an intermittent basis in support of the City's full-time inspection team. These inspection services will be utilized in addition to City staff conducting inspections when construction activity is high, or in lieu of City staff conducting inspections when staff is temporarily unavailable.

Any questions or comments regarding the RFP/RFQ shall be directed via phone or e-mail to:

Drew Pennington, AICP
Director of Planning & Building Services
100 State Street
Beloit, WI 53511
(608) 364-6711
penningtond@beloitwi.gov

2. Scope of Services

This project includes the physical inspection of new and ongoing multifamily, commercial, industrial, and institutional development and redevelopment projects to ensure compliance with local, state, national, and international building and electrical codes. It also includes documentation of all inspections conducted. Expectations include the following:

1. Any and all inspectors conducting the above-referenced inspections shall hold the following credentials issued by the Wisconsin Department of Safety & Professional Services (DSPS): Commercial Building Inspector & Commercial Electrical Inspector.
2. All inspections conducted shall be documented in writing with respect to any significant issues discovered or discussed with the contractors. Documentation shall include the type of inspection and whether or not the inspection passed or failed. An email to City staff is sufficient documentation.
3. Availability to conduct inspections for at least 16 hours per work week. These hours can be whole days or subdivided into half days. City staff will provide administrative support in collecting and organizing inspection requests in advance of each inspection day and will assist in entering written inspection reports into the City's permitting & inspection software. City staff will handle all permit application processing and enforcement related to working without property permits.
4. Researching unique building & electrical code issues encountered in the field and communication of compliance options to contractors.
5. Ability to begin inspections on or about July 1, 2021 for a period of up to 12 months, with the option to extend any agreement in 6-month increments.
6. The City shall pay both an agreed-upon hourly rate and reimbursement for mileage logged while completing official City business.
7. Selected firm(s) will be expected to communicate regularly with the City's existing inspection staff to ensure efficiency and responsive customer service.

3. About the City of Beloit

Beloit is a mid-sized city of 37,000 located in south central Wisconsin at the confluence of Interstate Highways I-39/90 and I-43 along the Wisconsin-Illinois border. The community's economy is diverse and robust, and significant public and private investments over the past 20+ years have revitalized many areas of the community. Beloit boasts an award-winning downtown business district, a large and stable industrial park, and the growing Gateway Business Park now home to major companies including Amazon, Kettle Foods, Staples, Northstar, Kerry Ingredients, and many more. In 2019, the City issued nearly 1,200 building permits worth \$138M in construction value. In 2020, the City issued more than 1,200 building permits worth more than \$87M in construction value.

Major projects under construction in 2nd Quarter of 2021 include the 3,500-seat ABC Supply Stadium and luxury apartment lofts in the downtown, several commercial projects along Milwaukee Road, single-family and multi-family housing in various neighborhoods, office & shop buildings, a new Boys & Girls Club, and Lincoln Academy, a new public charter school at the recently revitalized Eclipse Center. A major potential project later in 2021 is the recently approved Ho-Chunk Nation Casino & Entertainment Resort, which will include gaming, a large hotel, waterpark, restaurants, and much more.

4. Submittal Instructions

Submittals - Proposals submitted in response to this RFP shall be clearly marked "**City of Beloit Professional Services for Commercial Building and Electrical Inspections**" and shall be delivered via electronic mail to the following address:

Drew Pennington, AICP
Director of Planning & Building Services
100 State Street
Beloit, WI 53511
(608) 364-6711
penningtond@beloitwi.gov

All proposals are due no later than **5:00 P.M. Central Standard Time on June 15, 2021**. All proposals must include the following:

- Cover letter acknowledging the proposed scope of services
- Project team with resumes. Limited to one page per team member.
- Listing of communities currently utilizing the firm's inspection services.
- Contract Pricing Proposal – Shall include hourly inspection rate and mileage reimbursement rate if different from IRS standards.

The instructions contained herein must be closely followed for the Proposal to be considered under this RFP. If any of the submittal requirements are omitted or any exceptions to the contractual terms and conditions are taken, the City shall reserve the right to deem the proposal

non-responsive. The City further reserves the right to reject any proposal if it is not in compliance with the required format. The City reserves the right to accept or reject any or all proposals or to waive any technicality or any informalities in bidding, and accept any proposal(s) deemed to be in the best interest of the City. The City reserves the right to reissue all or part of this RFP and/or not award any contract at its discretion and without penalty. In addition, this contract may be awarded to multiple bidders or one bidder as deemed by the City to be in its best interest. The City reserves the right to accept the proposal(s) considered most advantageous to the City, which, in its opinion, meets the specifications of the RFP regardless of whether or not the terms are the lowest cost.

The City reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement by the successful bidder(s).

All prices quoted in the proposals shall remain firm for a minimum of 90 days after the due date of this RFP. Once awarded, prices shall remain firm for the duration of the contract.

Time is of the essence, therefore the successful bidder(s) is/are expected to provide all necessary documents required and enter into a contract with the City within 30 days of the Notice of Award. The City will consider any bidder(s) in default for failing to enter into a contract within the aforesaid time limits and any award shall be withdrawn. In that event, the City reserves the right to award the contract to the next bidder(s) which the City deems in its best interest.

All proposals and any/all referencing information submitted in response to this RFP become property of the City of Beloit and will not be returned. The City reserves the right to use such quotation and other material or information and any ideas presented therein without cost to the City. The City will use its discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee information will not be made public. The bidder acknowledges that as a governmental entity, the City is subject to Wisconsin Public Record Law, Wis. Stat. § 19.21, et seq., which subjects the City to making records available for disclosure.

The City and all of its officers, agents and employees are not liable for any costs incurred by the bidder in replying to this RFP. The bidder shall solely bear the entire costs for preparing and submitting proposal(s) in response to this RFP. All costs incurred during the selection process and negotiations will likewise be solely at the bidder's expense.

The City reserves the right to amend or withdraw this RFP at any time at its sole discretion prior to the due date of the RFP. If it becomes necessary to amend any part of the RFP, an addendum will be provided. Bidders must include an acknowledgment of all addenda as part of the RFP. Any withdrawal is effective upon issuance of such notice.

By responding to this RFP, the bidder accepts the process outlined in this RFP and fully acknowledges that the final determination of the City is binding and without appeal.

5. Proposal Evaluation Process

The City of Beloit staff will review proposals for conformance with this RFP. A selection will be

based on the following:

Project Team and Qualifications:

Identify the bidder's proposed project team. Include a resume for each team member and identify what makes them qualified to successfully complete this project. It should be made clear which team members will be performing the work of each task and which team members will be providing actual inspection services.

Related Project Experience:

Describe other similar projects the firm has completed in the past including a contact for the client. List which proposed project team members worked on these past projects and specifically note which tasks these team members performed.

Fee:

Identify all fees the bidder will charge for performing the tasks necessary to accomplish the objectives of this RFP. The fee shall be hourly and cannot be a percentage of building permit fees due to the intermittent nature of the services.

6. Proposed Schedule

- Request for Proposal Issued June 1, 2021
- Proposals due to City June 15, 2021
- Final Selection Notification June 22, 2021
- Inspections Begin July 1, 2021

7. Professional Services Contract

The selected bidder will be required to enter into a contract using the City of Beloit's Professional Services Contract template or an acceptable alternative. This RFP, any addenda and the proposal of the selected bidder will become part of the contract. Some firms may already have an agreed upon modification to this form which will be used. To obtain a copy of the proposed contract please contact Drew Pennington.

This contract will include payment based upon on hourly rate for services rendered, along with reimbursement for miles driven while conducting official City of Beloit inspections.

Payment for service under this contract will be made once per month. The invoices shall give enough detail for the City to know what work has been completed during the billing period.

8. Request for Proposal Questions

All questions shall be submitted to Drew Pennington at (608) 364-6711 or penningtond@beloitwi.gov.