

Town of Sullivan

Building Inspector Request for Proposal

N3866 West Street, Sullivan WI 53178

www.townofsullivan.com

townofsullivan@centurytel.net

INTRODUCTION

The Town of Sullivan is a township in Jefferson County, Wisconsin, is requesting proposals for Building Inspection Services, including, but not limited to: plan review, residential and commercial inspections, maintenance of inspection records and reports and attendance at Board and Plan Commission meetings as requested by the Town. The services under the proposed contract will begin on March 15, 2024.

The Town of Sullivan (Town), population of approximately 2,321 residents, is overseen by a three-member Town Board. The building inspection services will be overseen by the Town Board. The town inspector issued the following permits.

In 2023, 50 permits were issued. In 2022, 46 permits were issued. In 2021, 25 permits were issued. In 2020 25 permits were issued. In 2019 21 permits were issued. The permits are for new single-family homes, accessory buildings, alterations, electrical service upgrades, etc.

CURRENT PRACTICE

Currently, the building inspector has office hours on Tuesdays and Thursdays in a neighboring community and is also available by phone and email Monday through Friday during standard business hours. Property owners and developers drop off permit applications and materials at the neighboring community during hours the inspector is there. They may also submit permit application through his web site. Fees are collected by the building inspector and inspector forwards monthly reports and the fees the Town retains.

The building inspector does not have an office at the Town Hall.

SCOPE OF SERVICES AND DUTIES

1. Process building permit applications, calculate permit fees and issue permits.
2. Review building plans, issue permits and conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential and commercial construction sites within the Town. These include footings, foundations, basement floors, site erosion control and final occupancies.
3. Conduct all necessary inspections on permitted activities such as, but not limited to, decks, swimming pools, accessory buildings, driveways and residential and commercial alterations and additions.
4. Hold regular office hours as needed.
5. Respond to inquiries from property owners and contractors in a timely manner.
6. Provide a monthly written report summarizing permit activity to the Town.
7. As requested by the Town, conduct property inspections and provide a report summarizing the findings of the inspection and recommended corrective actions.
8. Attend occasional meetings as requested.

INSURANCE REQUIREMENTS

The Individual/Company awarded the proposal will provide proof of coverage for liability insurance in these minimum amounts and list the Town as an additional insured:

Commercial General Liability: \$1,000,000/occurrence, \$2,000,000 aggregate

Automobile Liability: \$1,000,000/occurrence, \$2,000,000 aggregate

Professional Errors and Omissions: \$1,000,000

Worker's Compensation As required by statute

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

GENERAL PROPOSAL REQUIREMENTS

1. The Individual/Company name, address and specific building inspection service experience in Wisconsin.
2. Name, phone number, and email address of primary contact related to the proposal.
3. A description of the Individual's/Company's capabilities and qualifications as well as a detailed resume of the person(s) expected to be providing services to the Town.
4. Proof of State certifications for person(s) to be providing services to the Town.
5. Detailed description of services to be provided.
6. Compensation shall be included in the permit fee.
7. 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.
8. Three or more professional references, including contact names, addresses, and telephone numbers.
9. Proposed contract form.
10. Any additional information that is pertinent to the RFP.

SUBMISSION INSTRUCTIONS

Proposals shall be submitted electronically to: Dawn Bauer, Town Clerk, at townofsullivan@centurytel.net no later than **4 p.m. on Tuesday, February 6, 2024**. The Town reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals. Interviews and presentations will be on an invitation basis. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Sullivan and the firm selected. The Town of Sullivan reserves the right, without prejudice, to reject any or all proposals.

TIME SCHEDULE

The Town anticipates the following timetable:

February 6, 2024- Deadline for receipt of proposals

March 5, 2024- Review of RFPs by Town staff and Town Board and vote to award

INQUIRIES

Inquiries regarding this RFP should be directed to:

Dawn Bauer

Town Clerk

N3866 West Street

Sullivan, WI 53178

Phone: 262 593 8383

Email: townofsullivan@centurytel.net