



TOWN OF LA POINTE

MADELINE ISLAND

240 Big Bay Road
PO Box 270
LA POINTE, WI 54850
715-747-6913

REQUEST FOR PROPOSALS (RFP) BUILDING INSPECTION SERVICES

1. Summary and Background

The Town of La Pointe (“Town”) is issuing a Request for Proposals (“RFP”) for building inspection services. Services include but are not limited to plan review, residential and commercial inspections, collection of fees, and State-required maintenance of records and reports. Services will be conducted under a multi-year contract that will begin on or about April 1, 2024. The authority enabling these services is provided under Wisconsin Statutes 101.65 and 101.76.

The Town is issuing this RFP to ensure competitive pricing and services for the benefit of La Pointe property owners. The Town is committed to an objective and open selection process.

2. Proposal Guidelines

2.1. Proposal Deadline

Proposals will be accepted until 4 p.m. Central Time on Thursday Dec. 21, 2023.

2.2. Submission Requirements

Proposals must be sealed, marked with the Respondent’s name and address, labeled **“Inspector”** and delivered by the Proposal deadline to:

Town Clerk
Town of La Pointe
PO Box 270
240 Big Bay Road
La Pointe, WI 54850

Hand-delivered copies will be accepted at the above address only between 8 a.m. and 4 p.m. Central Time, Monday through Friday, excluding holidays observed by the Town. Respondents should be aware that delivery to the island may be affected by ferry schedules and other conditions beyond the Town’s control. Alternatively, Proposals may be emailed to: clerk@townoflapointewi.gov.

2.3. RFP Timetable

The anticipated schedule for the RFP is:

- | | |
|---------------------|--|
| • RFP Available | Wednesday Nov. 29, 2023 |
| • Proposal deadline | Thursday Dec. 21, 2023, 4:00 p.m. Central Time |

- Proposals opened Tuesday Dec. 26, 4:45 p.m. Central Time
- Staff review of proposals, contract developed Dec. 29, 2023-Jan. 5, 2024
- Town Board votes on recommended proposal Jan. 9, 2024

2.4 Inquiries

Copies of the Request for Proposal are available on the Town website (www.townoflapointewi.gov) or by contacting Town Hall. Questions should be directed to:

Ed Schaffer
 Zoning Administrator
 PO Box 270, 240 Big Bay Road
 La Pointe, WI 54850
 715-747-2707
zoning@townoflapoinewi.gov

2.5. Content of Proposal

To facilitate the Town's objective evaluation of proposals, Respondents should submit the following:

- 2.5.1. The Submittal Form (see last page of this RFP)
- 2.5.2. A list of persons who would conduct inspections, and their credentials/certifications.
- 2.5.3. A Proposal prepared with a straightforward, concise description of the Respondent's capabilities to satisfy the Scope of Work (Section 3).
- 2.5.4. The type of compensation desired by the Respondent from the owner or builder, such as a percentage of the established inspection fee or a fixed-dollar amount per inspection. If the charge is per inspection, include examples of the fee required for routine projects (such as single-family dwellings or home additions).
- 2.5.5. Any costs for specific activities that will be billed in addition to the standard fees, such as mileage, ferry fees, or postage.
- 2.5.6. Any costs for specific activities that will be billed to the Town that are separate from fees charged to owners or builders.
- 2.5.7. A summary of how inspections, paperwork, and invoicing would be managed.
- 2.5.8. Two (2) references of previous or current clients; provide name, address, email, telephone, and affiliation of all references on a separate page.
- 2.5.9. The Proposal must be signed by an individual who is legally authorized to enter into a contractual relationship in the name of the Respondent. Proposals must remain valid for at least 60 days from the Proposal opening date (see Submittal Form on last page of this RFP).

2.6. Additional Proposal Information

- 2.6.1. The Town will not change or supersede the written requirements in this RFP except by written addendum.
- 2.6.2. Submission of any Proposal indicates acceptance of the conditions contained in the RFP and willingness to enter a contract containing those conditions, unless clearly and specifically noted otherwise in the proposal.
- 2.6.3. All expenses involved with the preparation and submission of the RFP to the Town are the responsibility of the Respondent.
- 2.6.4. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Law and related laws and policies of the State of Wisconsin and of

the Town. All materials remain the property of the Town and will not be returned to the Respondent.

- 2.6.5. A list of names of Respondents responding to the RFP may be obtained from the Town Administrator after the Proposal deadline.
- 2.6.6. The issuance of this RFP constitutes only an invitation to present a Proposal. The Town reserves the right to determine, at its sole discretion, whether any aspect of a Respondent's Proposal meets the criteria in this RFP. The Town also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to modify the procurement process and schedule, to waive any technicalities or irregularities, to reject any or all responses with or without cause, and to accept the response that is determined to be in the best interest of the Town.
- 2.6.7. In the event this RFP is withdrawn for any reason, the Town shall have no liability to any Respondent for any costs or expenses incurred in connection with this RFP or otherwise. All Respondents to this RFP shall hold harmless the Town and any of their officers and employees from all suits and claims alleged to be a result of this RFP.

3. Scope of Work

- 3.1. The designated building inspector ("Inspector") acts as an agent of the Town and shall, at a minimum:
 - 3.1.1. Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
 - 3.1.2. Work directly with owners, builders, and Town staff to complete the application and inspection process. Conduct all necessary and required on-site inspections of permitted activities such as, but not limited to, residential and commercial construction, alterations, and additions.
 - 3.1.3. Review building plans and conduct all necessary and required structural, electrical, plumbing, and HVAC inspections on residential and commercial construction within the Town. Inspections include footings, foundations, basement floors, site erosion control, and final occupancies.
 - 3.1.4. Instruct owners and builders on how to achieve or maintain compliance with appropriate codes, ordinances, and statutes.
 - 3.1.5. Submit monthly summary inspection reports in writing to a designated Town representative on the number, type, and method of inspections performed.
 - 3.1.6. Respond to inquiries in person, by telephone, or by email in a timely fashion.
 - 3.1.7. Investigate and/or assist with the investigation of complaints related to State building codes and the Town Code of Ordinances, including but not limited to inspections for occupancy permits and conditional use permits.
 - 3.1.8. Prepare and maintain state-required records and reports.
 - 3.1.9. Collect fees directly from the owner or builder for services rendered.
 - 3.1.10. Assist Town staff with inquiries.
 - 3.1.11. Provide UDC and commercial building application forms and educational materials to Town staff for public use.
 - 3.1.12. Meet with Town staff not less than once each year (or more frequently if requested).

- 3.1.13. Hold an annual meeting for contractors and property owners in order to provide updates on the Uniform Dwelling and Commercial building codes.
- 3.1.14. Write one article per year for the Island Gazette regarding UDC and Commercial building code information.

4. Information for Selected Respondent

4.1. Required Documentation

- 4.1.1. The selected Respondent will be required to provide a current W-9.
- 4.1.2. The selected Respondent shall be an independent contractor in regard to the Town, not an employee of the Town; as such, the selected Respondent will be required to complete a 9-Point Test.

4.2. Insurance

- 4.2.1. The selected Respondent will be required to provide proof of liability insurance before work can begin, and shall continue to provide proof annually. General liability insurance should cover a minimum of \$1,000,000 per incident, list the Town as an additional insured, and meet all applicable state and federal laws.
- 4.2.2. Workers compensation insurance shall be as required by the State of Wisconsin. The selected vendor shall procure and maintain for the life of the contract workers compensation insurance covering all employees, with limits meeting all applicable state and federal laws.
- 4.2.3. This coverage shall extend to any subcontractor that does not have its own worker's compensation or employer's liability insurance.

4.3. Jurisdiction

Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Wisconsin and any litigation with respect thereto shall be brought in the courts of the State of Wisconsin. The contractor shall comply with applicable federal, state, and local laws and regulations.



Submittal Form

In compliance with the Town of La Pointe's **Request for Proposals**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this Proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the anticipated timeframe.

Respondent's Name (printed): _____

Authorized Signature: _____

Title: _____

Date: _____

Federal EIN or personal SSN: _____

Business Address: _____

Business Contact Representative: _____

Phone: _____ Email: _____

Please include at least two (2) references on a separate page.