

**CITY OF DECORAH, IOWA
REQUEST FOR PROPOSALS
CONTRACT BUILDING INSPECTION SERVICES**

1. INTRODUCTION

The City of Decorah, Iowa, is soliciting proposals from qualified firms and individuals to provide contractual building inspection services for the City's building permit program. The selected contractor will perform plan reviews, inspections, and related code enforcement activities associated with new construction, additions, remodels, and other building permit activities occurring within the city limits.

The City intends to enter into a professional services agreement with a qualified contractor for an initial term of one (1) year, with the option for annual renewals upon mutual agreement.

2. BACKGROUND

The City of Decorah administers and enforces adopted building, residential, mechanical, plumbing, energy, and related construction codes. The City seeks a qualified building inspector to assist with permitting and inspection activities while ensuring compliance with applicable codes and standards.

The City issues permits for a variety of residential, commercial, industrial, and institutional construction projects. Permit activity varies annually.

3. SCOPE OF SERVICES

The selected contractor shall provide building inspection services including, but not limited to, the following:

A. Plan Review

1. Review construction documents submitted with permit applications.
2. Evaluate plans for compliance with adopted building and residential codes.
3. Provide written comments identifying deficiencies or required corrections.
4. Coordinate with City staff regarding permit approvals and code interpretations.

B. Field Inspections

Conduct inspections related to:

- New residential construction.
- New commercial, industrial, and institutional construction.
- Building additions.
- Interior and exterior remodels.
- Structural repairs.
- Other construction activities requiring permits under City ordinances.

Inspections may include:

- Footing and foundation inspections.
- Framing inspections.
- Rough-in inspections.
- Insulation inspections.
- Final inspections.
- Special inspections as necessary for code compliance.

C. Code Consultation

1. Provide technical assistance to City staff, contractors, developers, architects, engineers, and property owners.
2. Interpret adopted construction codes and standards.
3. Assist in resolving code-related issues and disputes.

D. Documentation

1. Maintain complete inspection records.
2. Provide inspection reports in a timely manner.
3. Document deficiencies and corrective actions.
4. Coordinate inspection results with City staff and permit applicants.
5. Enter inspection reports and inspection results into the City's permitting software within one (1) business day following completion of the inspection.

E. Meetings

Attend meetings as requested, including:

- Staff meetings.
- Development review meetings.
- Planning and zoning meetings.
- City Council meetings when issues involving code interpretation or inspection services arise.

F. Inspection Response Time Requirements

The contractor shall be available to perform on-site inspections within forty-eight (48) hours of receiving an inspection request from the City, excluding weekends and recognized holidays, unless the contractor has notified the City in advance of a planned absence, schedule limitation, or other period of unavailability.

The contractor shall communicate any anticipated periods of unavailability to the City as soon as reasonably practicable and shall coordinate inspection scheduling to minimize delays to permit applicants and construction projects.

Failure to consistently meet the inspection response time requirements may be considered grounds for contract review, corrective action, or termination of the agreement.

4. MINIMUM QUALIFICATIONS

Respondents shall demonstrate:

1. Certification as an International Code Council (ICC) Residential Building Inspector and/or Commercial Building Inspector.
2. Experience conducting residential and commercial building inspections.
3. Knowledge of the International Building Code (IBC), International Residential Code (IRC), International Existing Building Code (IEBC), International Energy Conservation Code (IECC), and related adopted codes.
4. Ability to prepare professional inspection reports and correspondence.
5. Possession of all licenses, certifications, and insurance required by law.
6. Ability to respond to inspection requests within the timelines established by the City.

Preference may be given to firms or individuals possessing multiple ICC certifications.

5. CITY RESPONSIBILITIES

The City will:

1. Receive permit applications.
2. Collect permit fees.
3. Maintain permit records.
4. Schedule inspections in coordination with the contractor.
5. Provide access to applicable ordinances and adopted codes.
6. Provide access to the City's permitting software and applicable records necessary to perform the contracted services.

6. PROPOSAL CONTENTS

Proposals shall include:

A. Firm Information

- Name and address of firm or individual.
- Primary contact person.
- Telephone number.
- Email address.

B. Qualifications

- Description of experience providing building inspection services.
- Resumes of personnel who will perform services.
- Copies of applicable certifications and licenses.

C. Relevant Experience

Provide examples of comparable municipal clients served within the past five years, including:

- Municipality name.

- Contact person.
- Telephone number.
- Description of services provided.

D. Service Approach

Describe:

- Inspection scheduling procedures.
- Typical response times.
- Plan review procedures.
- Reporting methods.
- Availability for emergency or priority inspections.
- Procedures for handling periods of inspector unavailability.
- Experience using electronic permitting and inspection management software.

E. Fee Proposal

Provide a detailed fee schedule, including:

- Hourly rates.
- Per-inspection rates.
- Plan review rates.
- Mileage or travel costs, if applicable.
- Any additional fees or reimbursable expenses.

Respondents may propose alternative fee structures.

F. Insurance

Provide evidence of:

- Commercial General Liability Insurance.
- Professional Liability (Errors and Omissions) Insurance.
- Automobile Liability Insurance.
- Workers' Compensation Insurance, if applicable.

7. EVALUATION CRITERIA

Proposals may be evaluated using the following criteria:

Criteria	Points
Qualifications and Certifications	25
Relevant Municipal Experience	25
Service Approach, Response Time, and Availability	20
References	10
Fee Proposal	20
Total	100

The City reserves the right to interview selected respondents before making a final selection.

8. SUBMISSION REQUIREMENTS

Proposals shall be submitted to:

Travis Goedken, City Manager
City of Decorah
400 Claiborne Drive
Decorah, IA 52101

Electronic submissions are preferred and shall be submitted in PDF format to
citymanager@decorah.iowa.gov.

Proposals must be received no later than:

Monday, July 6th at 4:00PM

Late submissions may not be considered.

9. SELECTION PROCESS

The City will review submitted proposals and may conduct interviews with selected respondents. Following evaluation, the City may negotiate a professional services agreement with the highest-ranked respondent.

The City reserves the right to request additional information, conduct reference checks, and negotiate modifications to the scope of services and compensation prior to contract award.

10. RESERVATION OF RIGHTS

The City reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities in proposals.
- Request additional information from respondents.
- Negotiate contract terms with the selected respondent.
- Cancel, revise, or reissue this RFP at any time.
- Award a contract in the best interests of the City.

11. CONTRACT TERM

The anticipated contract term shall be one (1) year beginning on or about [Insert Date], with the option for annual renewals upon mutual agreement of the parties.

Either party may terminate the agreement upon thirty (30) days written notice, subject to the terms of the professional services agreement.

12. QUESTIONS

Questions regarding this RFP shall be directed to:

Travis Goedken, City Manager

City of Decorah

400 Claiborne Drive

Decorah, IA 52101

Phone: 563-382-3651

Email: citymanager@decorah.iowa.gov

Questions must be submitted no later than Friday, June 26th at 4:00PM.

13. EQUAL OPPORTUNITY

The City of Decorah is an Equal Opportunity Employer and encourages proposals from all qualified firms and individuals. The City shall not discriminate in the award of contracts on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other protected classification under applicable law.