



General Liability Insurance in the amount of at least \$1,000,000 single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as an Agent of the municipality.

CITY OF NORWOOD YOUNG AMERICA
REQUEST FOR PROPOSALS

BUILDING INSPECTOR AND RELATED SERVICES

City of Norwood Young America
Carver County
State of Minnesota

Contact: City of Norwood Young America
Andrea Aukrust, City Administrator
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P.O. Box 59
Norwood Young America, MN 55368
952-467-1800
cityadmin@cityofnya.com

I. SUMMARY

The City of Norwood Young America, Minnesota (the “**City**”) is requesting proposals to provide building inspection and related services (the “**Consultant**”) to the City. **Proposals must be received by the City no later than 3:00 p.m. on Friday, April 22, 2022. Please e-mail proposals to: cityadmin@cityofnya.com**

II. GENERAL INFORMATION

The City of Norwood Young America is located in Carver County. The population is approximately 3,900. The City currently has a mix of residential, commercial, and industrial properties and therefore the candidate must be experienced in both residential, commercial, and industrial inspection procedures.

The City of Norwood Young America is a Statutory City, consisting of a five-member council. The City Council meets the second and fourth Monday of each month at 6:00 pm.

The initial term of the proposed contract shall be for a period of three (3) year(s) commencing on or around June 1, 2022. The City shall terminate if the consultant does not perform services in a satisfactory manner, loses its license to perform any of the services, becomes insolvent and other similar reasons. The City reserves the right to extend the length of the contract.

III. CONTENT OF PROPOSAL

The purpose of this section is to identify the information to be submitted:

A. Title Page:

Show the proposal subject, the name of the proposer's firm, address, telephone number, name of the contact person, and the date.

B. Table of Contents:

Include a clear identification of the material by section and by page number.

C. Identification and Qualifications of Assigned Personnel:

The ideal firm or individual should have extensive experience in municipal building inspections and include the following:

1. The name of the person who will be responsible for the management and administration of building inspection services with the City together with a resume describing that person's experience and qualifications.
2. The names and resumes of the inspector(s) who will be assigned to providing building inspection services to the City.
3. Background information concerning the firm or firms, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

D. Proposer's Detailed Approach to the Scope of Services:

The proposal shall address in detailed fashion the approach of the firm or combination of firms to the Scope of Work.

E. Basis for Compensation:

The proposer should outline the basis for compensation including identification of all rates and reimbursable expenses.

The proposer should provide the percentage of building permit fees and plan review fees that would be retained by the firm or individual and that would be retained by the City.

F. List of References and Potential Conflicts:

1. A list of all public clients for the past 5 years shall be provided and a municipal representative from each location that the City may contact for references.
2. Potential conflicts of interest must be disclosed.

G. Cost of Services and Billing Methods:

The proposal must provide a comprehensive fee schedule, identifying specific rates for services rendered and any penalty fees. The applicant shall also describe the billing method and timetable to be employed in the collection of building permits fees.

IV. SCOPE OF SERVICES

The City of Norwood Young America is searching for a firm that will provide building inspection services. The general work elements are listed below.

A. General:

- Reviews permits, plans and materials to ensure they are consistent with codes and approved plans.
- Except when, and if, the workload demands otherwise, all inspections shall be conducted with the normal business hours of 8:00a.m. to 4:30p.m. Monday through Friday.
- A monthly report shall be provided to the City Council. The report shall disclose the permit number and description and amount owed the inspection company.
- Investigates complaints to determine whether code violations exist.
- Issues correction orders when violations persist.
- Establishes valuations of the construction costs and determines permit fees.
- Interprets and explains city ordinances and state codes to homeowners, architects, engineers, contractors, and developers.
- Verifies contractor licensing.

- Provides information responding to people's questions about codes and city procedures.
- Communicates observed violations of other city codes to the appropriate person.
- Reviews and recommends amendments to ordinances and codes.
- Creates and maintains logs and records.
- Written materials should be provided to the City that outline application requirements and coded information for various types of permits (i.e., new home, deck, finish basement, etc.) These materials shall be clear, concise, and kept up to date.
- Maintains state certification and keeps current with changes and innovation in construction techniques and materials. Attends job related training to keep current on laws, codes, and regulation changes related to building inspections.
- Shall carry not less than the following insurance and shall provide verification to the City upon request:
 - a. Auto Insurance: A Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of \$100,000 per claim, \$300,000 per occurrence coverage for personal injury and \$25,000 per claim, and \$50,000 per occurrence for property damage insurance.
 - b. General Liability Insurance: General Liability Insurance in the amount of at least \$1,000,000 single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as an Agent of the municipality.
 - c. Workers Compensation, Disability and any other insurance coverage shall be the responsibility of the Building Official.

B. Participates in City meetings, including:

- Internal and external meetings involving building code and inspection questions and issues.
- City Council and other City meetings, as needed.

C. Response to Constituent Requests and Issues as Directed by Staff:

- Performs field inspections.
- Addresses constituent concerns personally and in writing.
- Makes public presentations as needed.
- Provides recommendations to staff and City Council.

V. SELECTION

The City of Norwood Young America reserves the right to reject any or all proposals and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the City.

Selection of the firms shall be based upon, but not limited, to the following criteria:

1. The firm's approach to and understanding of the Scope of Services.
2. The firm's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in providing similar services.

4. The firm's demonstrated ability to deliver work on time and within budget.
5. The extent of involvement by key personnel.
6. The extent to which previous clients have found the firm's services acceptable.
7. The firm's most significant qualifications for this project.
8. Previous City experience with the proposing firm, if any.

VI. TERMS AND CONDITIONS

- A.** The City of Norwood Young America reserves the right to cancel or amend the request for proposals at any time. The City of Norwood Young America reserves the right to determine the successful respondent. The City of Norwood Young America reserves the right to reject any or all proposals.
- B.** The City of Norwood Young America will not be liable for any costs incurred by the firm responding to this request.
- C.** For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Norwood Young America under this agreement, shall not be considered employees of the City of Norwood Young America and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Norwood Young America. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.
- D.** No official or employee of the City of Norwood Young America who exercises any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.

Applicant Assurances

The applicant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company, or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the firm(s) agree(s) to comply with all applicable federal, state, and local compliance requirements.
3. That the firm(s) is/are insured to do business and perform the services proposed (Attach Documentation).

(Name of Firm)

OFFICIAL ADDRESS

(Authorized Signature)

(Street Address)

(Title)

(PO Box)

(Date)

(City, State, Zip)