

Building Inspection Services Request for Proposals

General Information

The City of Van Meter has enacted by ordinance, certain codes for building standards for construction within the city. The Code of Ordinances provides for the appointment of a certified building official responsible for the enforcement of the building, electrical, plumbing, mechanical, fire and dangerous building code. The City of Van Meter wishes to entertain proposals for building official services to manage the City's building inspection department and all associated building application and inspection services. Questions regarding the RFP should be addressed to Kyle Michel, City Administrator, City of Van Meter at (515)996-2644 or kmichel@vanmeteria.gov.

Proposal Information

There are many variables that shall be considered when reviewing proposals such as, but not limited to: **Scope of Services, Plan Review and Plan Checking, Indemnification and Insurance, Qualification and References, and Compensation and Fee Schedule.**

At a minimum, proposals shall include a scope of services necessary to:

- Provide inspection of new construction, remodeling, renovation, and other associated services for residential, commercial, and industrial structures in accordance with the Van Meter Code of Ordinances and all applicable State and Federal laws and regulations.
- Provide enforcement and violation abatement in accordance with all applicable local, state and national building codes.
- Coordinate building code inspection and enforcement, including fire code inspections.
- Review applications and issue permits for building construction and renovation, including plumbing, electrical and mechanical permits.
- Follow City procedures and prepare necessary forms for initial inspection, follow-up and final inspection on all assigned projects including issuance of occupancy permits.
- Perform required plan checks and site plan reviews in accordance with applicable building standards and City Code.

- Attend meetings of the City Council, Planning and Zoning Commission, Board of Adjustment, as others as required.
- Assess structural damage to buildings caused by fire or natural disaster.
- Advise the City of current trends and changes in the construction field and building code requirements when applicable.
- Review site plans for zoning compliance including on-site inspection of completed improvements.
- Complete review and inspection of all improvements necessary for zoning compliance.
- Perform such other duties as are set forth in the zoning ordinance for the Zoning Administrator.

Indemnification and Insurance

For consideration, all proposals must provide evidence of comprehensive general liability coverage, contractual liability insurance, automobile liability coverage, and errors and omission insurance. All coverage shall be for a minimum of \$1,000,000.

Additionally, to be considered, all proposed agreements shall hold and save the City harmless from any and all claims, settlements and judgements, to include all reasonable investigative fees, attorney's fees, suit and court costs for personal injury, property damage, and/or death or damages arising out of the firms' or any if agents' and servants' and employee' negligent acts, errors, or omissions for services rendered. The City shall be held harmless from any and all claims, settlements and judgements, to include all reasonable investigative fees, attorney's fees, suit and court costs for all personal injury and death to any and all of the firms' agents, servants and employees occurring under the Workers Compensation Act of the State of Iowa, and shall provide evidence that such insurance is carried in the statutory limits.

Compensation and Fee Structure

All proposals shall include the proposed fee structure and compensation schedule for building inspection services rendered. The City shall remit payment to the firm based on a monthly invoice approved by Council.

Required Attachments

Proposals shall include, at a minimum, the following items.

- Qualifications and References
- Proposed Agreement
- Proposed Fee Schedule

Timeframe

City Council Approves RFP for Publication	February 8 th , 2021
Issuance of Request for Proposals:	February 9 th , 2021
Opening of Sealed Proposals:	March 31 st , 2021
Anticipated Award of Proposal:	April 12 th , 2021
Building Administrator Appointment:	May 10 th , 2021

Alternate Bid Items

The City has adopted certain ordinances pertaining to the enforcement of rental inspections. As an alternate and additional bid, proposals may include information pertaining to the firms' ability to conduct and manage all necessary rental inspections for the City in accordance with City Code.