

City of Brainerd
Request for Proposals and Qualifications
For State Project Building Inspection Services
Deadline Extended

I. Summary

The City of Brainerd, Minnesota (the “City”) has extended the deadline for proposals from qualified building inspectors/officials (the “Consultant”) to administer the City’s State Projects “Inspections Only” Delegation with the State of Minnesota. **Proposals must be received by the City no later than 4:30p.m. on Monday, March 30, 2020 and should be addressed to:**

City of Brainerd
Attn: David Chanski
501 Laurel St.
Brainerd, MN 56401

Late proposals will not be considered.

Submit three (3) copies of the proposal in a sealed mailing envelope, or package, with the responder’s name and address written on the outside. The envelope, or package, must be clearly identified with “Building Inspection Services RFP” on the outside. At least one copy of the proposal must be signed in ink by an authorized member of the firm. **Prices and terms of the proposal as stated must be valid until October 1, 2020, and for the length of any resulting contract.** The City is not bound to enter into a contract with any responder and may delay entering into a contract with any responder for up to 6 months.

II. General Information

The City of Brainerd is located in and is the seat of Crow Wing County and is approximately 100 miles from the Twins Cities. The City’s population is approximately 13,465. City staff approved over 1,000 building permits in both 2018 and 2019 and conducted over 3,000 building inspections in each of those years. The City is currently overseeing the inspections of two state building projects through its State Projects “Inspections Only” Delegation with the State of Minnesota. There are four to six additional state level projects that are anticipated to commence in 2020 and will continue into 2022.

III. Content of Proposal

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

A. Title Page

Show the proposal subject, the name of the consultant's company, address, telephone number, email, 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 consultant (a company or individual) should have extensive experience in municipal building inspections and hold a delegation agreement with the State of Minnesota to conduct inspections of state projects. 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 consultant, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

D. Consultant's Detailed Approach to the Scope of Services

The proposal shall address in detailed fashion the approach of the consultant to the Scope of Work.

E. Basis for Compensation

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

The propose should provide the percentage of building fees and/or plan review fees that would be retained by the consultant.

F. List of References and Potential Conflicts

1. A list of public clients shall be provided.
2. Potential conflicts of interest must be disclosed

G. Disclosures and Assurances

1. Applicant Authority – Assurance that the signatory making representations in the proposal on behalf of the consultant has the authority to do so.

2. Insurance Coverage – Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

IV. Scope of Work

The City of Brainerd is searching for a qualified consultant (a company or individual) that will provide administer the City’s State Projects “Inspections Only” Delegation with the State of Minnesota. The general work elements are listed below and are for state projects only.

A. General

- Review permits, plans and materials for state projects to ensure they are consistent with the Minnesota Building Code, City Ordinance, and best practices and approved plans.
- Conduct all inspections with coordination with City of Brainerd staff.
- Issue certificates of occupancy.
- Investigate complaints to determine whether code violations exist.
- Issue correction orders when violations persist.
- Creates and maintains logs and records in coordination with the City of Brainerd Building Official or designee.
- Maintains state certification and keeps current with changes and innovation in construction techniques and materials.

B. Participates in City Meetings

- Internal and external meetings involving building code and inspection questions and issues.
- Act in coordination with City staff as a liaison and representative with local state agencies in areas of responsibility.
- City Council and other City meetings, as needed.

C. Reports to the City

- Submit bi-weekly reports to the City Building Official, including but not limited to inspections conducted, issues found and addressed, persistent issues not corrected, etc.

V. Selection

The City of Brainerd 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 interest of the City. All proposals shall be considered valid until October 1, 2020.

Selection of the company or individual shall be based upon, but not limited to, the following criteria:

- The consultant’s approach to and understanding of the Scope of Work.

- The consultant's experience with similar contracts and clients.
- The experience and qualifications of the proposed staff in providing similar services.
- The extent to which previous clients have found the consultant's services acceptable.
- The consultant's most significant qualifications for this project.
- Previous City experience with the consultant, if any.

VI. Terms and Conditions

- A. The City of Brainerd reserves the right to cancel or amend the request for proposals at any time. The City reserves the right to determine the successful respondent. The City reserves the right to reject any or all proposals.
- B. The City of Brainerd will not be liable for any costs incurred by the company or individual responding to this request.
- C. The company or individual shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Brainerd.
- D. 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 Brainerd under this agreement, shall not be considered employees of the City of Brainerd and any and all actions which arise as consequence of any act or omission on the part of the consultant, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Brainerd. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of the organization employees except as otherwise may be stated herein.
- E. No official or employee of the City of Brainerd who exercise 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.