

City of Pittsville
REQUEST FOR PROPOSAL
Building Inspection Services
City of Pittsville
Wood County, Wisconsin

Date of Issuance: May 29, 2026

Proposals Due: June 11, 2026 at 12:00pm via email to cofpitts@pittsvillewi.gov or
City of Pittsville, PO Box 100, Pittsville WI 54466

The City of Pittsville seeks proposals from qualified individuals/firms/corporations (“Contractor” or “Contractors”) to provide the highest quality of building inspection services to our taxpayers. We are interested in a one-year commitment with the selected Building Inspection Service with re-appointment options.

Scope of Services

Services required will primarily include conducting inspections but may also include reviewing building plans, and issuing permits. The purpose is to ensure that building designers and trade workers in construction, electrical, heating and cooling, and plumbing properly design and construct structures and complete renovation projects in compliance with all applicable building codes. Firms that provide contractor services must have qualified building inspectors with the following certifications:

- Uniform Dwelling Code Inspector Certification: Building
- Uniform Dwelling Code Inspector Certification: Heating
- Uniform Dwelling Code Inspector Certification: Electrical
- Wisconsin Commercial Inspector Certification: Building
- Wisconsin Commercial Inspector Certification: Heating
- Wisconsin Commercial Inspector Certification: Plumbing
- Wisconsin Commercial Inspector Certification: Electrical (Preferred)
- Valid Wisconsin driver’s license

It is expected that the selected Contractor will be able to effectively provide building inspection related services, including but not limited to the following, in a manner consistent with the provisions of the Wisconsin Uniform Dwelling Code and the International Commercial Building Code, including electrical, HVAC, plumbing and other associated codes adopted by the State of Wisconsin or the City for all one- and two-unit dwellings, multi-family and commercial buildings:

- Provide high-quality customer service to residents, business owners, contractors, and City staff.
- Process building permit applications, calculate building permit fees and issue permits.
- Perform building and site plan review.
- Provide basic architectural and building material evaluation when reviewing an application for a building permit, for referral to the City of Pittsville’s Plan Commission, if necessary.
- Perform field inspections (preferably within 24 hours of the requested inspection, but in no instance more than 48 hours later than the requested inspection, not including weekends and City holidays), including but not limited to:
 - Footing inspections
 - Foundation inspections
 - Basement floor inspections

- Erosion control inspections
- Construction inspections(rough)
- Plumbing inspections (rough)
- Heating, ventilating and air condition inspections (rough)
- Electrical inspections (rough)
- Issue orders to correct building code violations
- Consult with and advise builders, owners and residents of the City pertaining to building codes
- Final inspections for construction, plumbing, heating, ventilation, air conditioning, electrical and insulation
- Inspections necessary for the issuance of occupancy permits and other City licenses

Administrative functions, including:

- Assisting the City in maintaining records of all permits issued, inspections performed, work approved and other official actions
- Providing a monthly summary of permits issued, inspections performed, work approved and other official actions in an electronic format for presentation to the City Board
- Maintaining availability to the public and City staff by telephone, email, and other means during normal business hours to promptly respond to inquiries and provide and receive information
- Attending meetings as needed (including evening meetings) with the appropriate City elected/appointed officials and City staff to coordinate issues related to building/development projects
- Collecting and processing permit fees with the assistance of City staff.
- Developing recommendations regarding building code amendments, building permit fee structures and permit forms; proposing solutions to any issues encountered in the administration of the City's building and zoning codes
- Maintaining all required certifications in the disciplines of residential construction, plumbing, electrical, energy conservation and heating, ventilating and air conditioning
- Obtaining hard copy or electronic access to all adopted building codes and amendments or updates that are required to be administered.

Assist the City in ensuring compliance by:

- Investigating building code complaints upon receipt of said complaint or as directed by the City staff/Board, including but not limited to structural property maintenance violations, unpermitted building activity, etc.
- Initiating enforcement proceedings when violations occur; preparing noncompliance orders for property owners and/or contacting property owners by phone regarding said orders and providing written documentation of any action taken; performing follow-up inspections for compliance
- Assisting the City staff in the prosecution of building or property maintenance violations and appearing as a witness during legal proceedings if required
- Making recommendations on conditional uses, variances, and appeals, when requested
- Assisting with any required audits of building permitting policies, practices, and records

Performing other duties as assigned or delegated

Proposal Requirements

Cover Letter: Include a statement of understanding of the requested services, qualifications of the firm and why your team is best qualified to provide these services. Please include the name of your organization, address, telephone number(s), email address, name of the primary contact person, the date, and other relevant company information.

Firm Qualifications: Describe your firm's qualifications including expertise, length of time in business, knowledge of field, and experience providing building inspection services in communities of a similar size and/or similar level of development activity.

Team Member Qualifications: Include a list and your team members (if more than one) that would be available to provide inspection services to the City. Please include a detailed list of all certifications and summary of relevant experience.

Budget: Include a detailed budget breakdown including per/hour costs and if applicable any base fee for contracted services

References: Provide a list of references from at least two municipal clients. At least one of those references should be of a similar population to the City of Pittsville. All references must include the name, title, e-mail, address, and phone number of the contact person for that municipality.

Terms and Conditions

Right to Reject Proposals: The City reserves the right to reject any or all proposals for any reason, including, but not limited to, failure to meet submission requirements, failure to meet minimum qualifications, or unsatisfactory cost proposals. The City reserves the right to obtain clarification of a firm's proposal or request additional information. The City is not bound to accept the Proposal with the lowest cost but will accept the proposal that provides the best value to the City as determined by the City in its sole and absolute discretion.

Right to Modify Proposal: The City reserves the right to amend or extend the proposal and deadline submission of proposals if deemed necessary.

No Obligation: Issuance of this RFP does not commit the City to award a contract, nor does it obligate the City to pay for any costs incurred by proposers in responding to the RFP.

Nondiscrimination: The City does not discriminate based on race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs, or activities.

Submittal Acknowledgement: By submitting a proposal, the proposer acknowledges that they have read, understood, and agreed to the terms and conditions outlined in this RFP. By submitting a proposal, the firm agrees that the City may copy and distribute the Proposal for purposes of facilitating the evaluation or as otherwise required.

Non-binding Agreement: The issuance of this RFP and the submission of proposals does not constitute a binding agreement or contract. No legal obligations will arise unless and until a formal contract is executed between the City and the selected firm.

Confidentiality: All submitted proposals and accompanying materials will become the property of the City and may be subject to public disclosure in accordance with applicable laws, including public records or freedom of information requests. The proposer may mark certain confidential materials as "Confidential," and the City will take reasonable steps to protect such information. However, the City does not guarantee absolute confidentiality.

Compliance with Laws: The firm agrees to comply with all applicable federal, state, and local laws, regulations, and ordinances in the performance of the work. The proposer also agrees to obtain all necessary licenses, permits and approvals required by law to carry out the terms of any eventual contract.

Insurance

The Contractor shall maintain liability insurance coverage to protect against claims, demands, actions, and causes of action arising from any act or omission of the Contractor, its agents, servants, officers, or employees in the execution of duties. Certificates of Insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City. Limits of liability shall not be less than:

Commercial General Liability:	\$1,000,000/occurrence, \$2,000,000 aggregate
Comprehensive Automobile Liability (Including non-ownership coverage):	\$1,000,000/occurrence, \$2,000,000 aggregate
Property Damage:	\$1,000,000/occurrence, \$2,000,000 aggregate
Professional Liability (Errors and Omissions):	\$1,000,000/occurrence, \$2,000,000 aggregate
Bodily Injury Liability:	\$1,000,000/occurrence, \$2,000,000 aggregate
Worker's Compensation:	As required by statute
Excess liability/umbrella coverage may be used to meet these minimums.	

To the fullest extent permitted by law, the Contractor, its agents, servants, officers or employees shall indemnify and hold harmless the City, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the Contractor during the Contractor's performance of a contract or any other agreements of the Contractor entered into by reason thereof. The Contractor shall indemnify and defend the City, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence and/or willful, wanton or reckless acts or omissions of the Contractor, its agents, servants, officers, or employees, and any or all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees, etc.