

# **VILLAGE OF WHITING, WISCONSIN**

## **REQUEST FOR PROPOSALS**

### **BUILDING INSPECTION SERVICES**

The Village of Whiting, Wisconsin, is requesting proposals from qualified individuals or firms to provide professional building inspection and related code enforcement services for the Village.

The Village is seeking a qualified, responsive, and customer-service-oriented building inspector or inspection firm capable of administering applicable state building codes and Village ordinances and providing timely service to residents, contractors, developers, and Village staff.

## **1. PURPOSE**

The purpose of this Request for Proposals (RFP) is to select a qualified individual or firm to provide building inspection services for the Village of Whiting.

The selected contractor will serve as the Village's Building Inspector and will be responsible for reviewing applicable permit applications, conducting required inspections, enforcing applicable building codes and Village ordinances, maintaining inspection records, and assisting Village staff, residents, property owners, and contractors with building-code-related questions.

The Village anticipates entering into a professional services agreement with the selected individual or firm.

## **2. SCOPE OF SERVICES**

The selected Building Inspector shall provide services including, but not limited to:

### **Building Permits and Plan Review**

- Receive and/or review building permit applications as required.
- Review construction plans and supporting documents for compliance with applicable Wisconsin building codes and Village ordinances.
- Issue or authorize issuance of building permits when applicable requirements have been satisfied.
- Identify incomplete applications and communicate required corrections to applicants.
- Coordinate with Village staff regarding zoning, land use, setbacks, or other municipal approvals when necessary.
- Retain all pertinent records and correspondence related to each permit in a manner consistent with a professional inspector and make those records available to the Village of Whiting.

## **Inspections**

Provide required on-site inspections for residential, commercial, and other construction projects, including, as applicable:

- Footing and foundation inspections.
- Framing inspections.
- Rough construction inspections.
- Insulation inspections.
- Electrical, plumbing, and HVAC inspections when appropriately certified or when included within the proposed services.
- Final inspections.
- Occupancy inspections.
- Remodeling and alteration inspections.
- Accessory structure inspections.
- Other inspections required by applicable state codes or Village ordinances.

The Building Inspector shall provide inspections within a reasonable period after receiving a request and shall clearly communicate any deficiencies or corrective work required.

## **Code Compliance and Enforcement**

- Investigate potential violations related to building construction when requested by authorized Village personnel.
- Issue correction notices, orders, or other notices as permitted by applicable law and Village ordinance.
- Conduct follow-up inspections when necessary.
- Maintain appropriate documentation of violations and corrective actions.
- Work cooperatively with Village staff and legal counsel when enforcement matters require additional action.
- Provide testimony or documentation for enforcement proceedings when reasonably required.

## **Customer Service**

The selected contractor shall:

- Maintain regular and reliable communication with Village staff.
- Be reasonably available to answer questions from residents, property owners, contractors, and developers.
- Provide clear explanations of applicable building requirements.
- Maintain a professional and courteous relationship with the public.
- Provide telephone and electronic contact information for scheduling inspections and answering routine questions.
- Respond to inspection requests and inquiries in a timely manner.

### **3. RECORDKEEPING AND REPORTING**

The Building Inspector shall maintain accurate records of:

- Permit applications.
- Permits issued.
- Plans reviewed.
- Inspection dates and results.
- Correction notices.
- Correspondence related to permits and inspections.
- Certificates of occupancy or similar approvals.
- Outstanding violations or incomplete projects.

Records generated while performing services for the Village shall be maintained in accordance with applicable public-record and municipal record-retention requirements.

The selected contractor shall cooperate with the Village in transferring records to the Village or to a successor inspector upon termination or expiration of the agreement.

The Village may require periodic reports summarizing permits issued, inspections completed, outstanding projects, and other relevant activity.

### **4. QUALIFICATIONS**

Respondents shall possess all certifications, credentials, licenses, and qualifications required to perform the proposed services within the State of Wisconsin.

The proposal should identify:

- The name of the individual who would serve as the primary Building Inspector.
- Relevant Wisconsin certifications and credentials.
- Years of building inspection experience.
- Municipal building inspection experience.
- Knowledge of Wisconsin building codes.
- Knowledge of municipal permitting and code enforcement procedures.
- Experience working with residents, contractors, developers, municipal staff, boards, commissions, and elected officials.
- Any additional inspectors or staff who may provide services to the Village.
- Professional liability, general liability, automobile, workers' compensation, or other applicable insurance coverage.

The Village strongly prefers an inspector who has prior experience providing services to Wisconsin municipalities.

## **5. SERVICE EXPECTATIONS**

The Village expects the selected contractor to provide dependable and timely service.

Proposals should describe:

- Typical response time for inspection requests.
- Normal days and hours inspections are available.
- Procedures for requesting an inspection.
- Availability for urgent or unusual inspection needs.
- Procedures for covering inspections during vacation, illness, or other absences.
- Availability to attend Village meetings when requested.
- Availability to consult with Village staff regarding unusual or complex projects.
- Method used to maintain and share inspection records.

The Village desires continuity of service and should not experience substantial interruptions in inspection availability.

## **6. COMPENSATION AND FEE STRUCTURE**

Respondents shall provide a detailed proposed compensation structure.

The proposal should clearly identify whether compensation is based upon and clearly identify all revenues or payments to be retained by the contractor and all amounts payable to the Village of Whiting:

- Individual permit fees.
- Inspection fees.
- Hourly rates.
- Monthly or annual retainer.
- Percentage of permit revenue.
- Combination of the above.
- Other proposed compensation arrangement.

The proposal shall identify all anticipated charges to the Village, applicants, property owners, or contractors.

Any additional charges for mileage, travel, meetings, court appearances, re-inspections, after-hours inspections, plan review, administrative work, or other services shall be clearly identified.

The Village reserves the right to negotiate the final fee structure with the selected respondent.

## **7. REFERENCES**

Respondents should provide at least three professional references, preferably Wisconsin municipalities for which the respondent currently provides or has previously provided building inspection services.

For each reference, please provide:

- Municipality or organization name.
- Contact person.
- Telephone number.
- Email address.
- Description and length of services provided.

## **8. PROPOSAL REQUIREMENTS**

Proposals should include, at minimum:

1. Name and contact information of the individual or firm.
2. Background and qualifications.
3. Copies or a list of applicable certifications and credentials.
4. Municipal building inspection experience.
5. Description of the proposed approach to providing services.
6. Proposed inspection availability and response times.
7. Description of recordkeeping and permitting systems.
8. Identification of the primary inspector and any backup inspectors.
9. Proposed compensation and fee schedule.
10. Description of insurance coverage.
11. At least three professional references.
12. Any proposed exceptions or modifications to the requested scope of services.
13. Any additional services or qualifications the respondent believes would benefit the Village.

## **9. SELECTION CRITERIA**

The Village may consider the following factors when evaluating proposals:

- Qualifications and certifications.
- Experience providing municipal building inspection services.
- Knowledge of Wisconsin building codes and municipal procedures.
- Responsiveness and inspection availability.
- Customer service and communication.
- Ability to provide backup inspection coverage.
- Recordkeeping and administrative capabilities.
- References and past performance.

- Proposed fees and overall cost to the Village and permit applicants.
- Ability to work effectively with Village staff, elected officials, residents, contractors, and developers.
- Overall value provided to the Village.

The Village is not required to select the lowest-cost proposal.

The Village reserves the right to interview one or more respondents prior to making a final selection.

## **10. CONTRACT TERM**

The Village anticipates that the selected contractor will begin providing services on or about January 1, 2027.

The initial agreement is anticipated to be a multi-year contract including terms for termination without cause upon written notice of 90 days, subject to terms negotiated between the Village and the selected contractor.

The agreement may include provisions allowing renewal upon mutual agreement of the parties.

## **11. INSURANCE AND INDEPENDENT CONTRACTOR STATUS**

The selected contractor shall maintain general and professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate and if applicable, workers compensation insurance coverage appropriate for the services being provided and shall provide certificates of insurance upon request.

The Building Inspector will serve as an independent contractor

Nothing in the professional services agreement shall be interpreted as creating an employer-employee relationship between the Village and the contractor or its employees.

## **12. RESERVATION OF RIGHTS**

The Village of Whiting reserves the right to:

- Reject any or all proposals.
- Waive minor irregularities or informalities.
- Request additional information from any respondent.
- Conduct interviews.
- Negotiate with one or more respondents.
- Modify the scope of services prior to executing an agreement.

- Cancel or reissue this RFP.
- Select the proposal determined to be in the best interests of the Village.

Issuance of this RFP does not obligate the Village to enter into a contract or reimburse any respondent for costs incurred in preparing a proposal.

## **13. PROPOSAL SUBMISSION**

Proposals must be received no later than:

**3PM on 10/9/2026**

Proposals may be submitted by mail, hand delivery, or email to:

**Village of Whiting**  
3600 Water St.  
Stevens Point, WI 54481

Email: [clerk@vi.whiting.wi.gov](mailto:clerk@vi.whiting.wi.gov)

Please clearly identify the submission as:

**"Proposal – Building Inspection Services"**

Questions regarding this RFP may be directed to:

**Mike Kaczmarek, Village Trustee**  
Phone: (715)498-8303  
Email: [mkaczwhiting@gmail.com](mailto:mkaczwhiting@gmail.com)

## **14. ANTICIPATED SELECTION SCHEDULE**

The Village anticipates the following schedule:

- RFP Issued: **9/14/2026**
- Questions Due: **10/2/2026**
- Proposals Due: **10/9/2026**
- Interviews, if necessary: **10/12/2026**
- Village Board Consideration: **10/13/2026**
- Contract Start Date: **1/1/2027**

The Village reserves the right to modify this schedule as necessary.

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## **VILLAGE OF WHITING, WISCONSIN**

The Village of Whiting is committed to providing residents, property owners, contractors, and developers with fair, consistent, timely, and professional building inspection services.