



Address: W2004 County Highway S, P.O. Box 1007, Freedom, WI 54131
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www.townoffreedom.org

**Request for Proposals
 Town of Freedom
 For as-needed building inspection services**

RFP Issued: April 8, 2024
 Proposals due: May 15, 2024 (end of day)
 Tentative award of contract: June 2024

BACKGROUND

The Town of Freedom is located in Outagamie County. The 2020 population of Freedom was 6,216 with approximately 2,000 single family homes. There are new subdivisions and growth is likely to continue. The Town is actively pursuing development opportunities in its mixed-use tax increment districts (TIDs).

ORGANIZATIONAL STRUCTURE

Freedom’s administration staff include an administrator, clerk-treasurer, and deputy clerk-treasurer. The Town currently contracts zoning administration and zoning code enforcement services.

Residential building inspection services are currently provided by a contracted building inspector who is paid 80% of the average fees collected for services rendered for the three prior calendar years. The Town is not currently a delegated municipality for commercial building inspection.

PERMIT HISTORY

	Town of Freedom Permits			
	2023	2022	2021	2020
New Home	38	10	3	11
Other Permits	86	133	147	108

SCOPE OF SERVICES

The Town is requesting proposals from qualified firms or individuals to provide contracted building inspection services for the Town. The services under the proposed contract would start mid-2024.

As contracted building inspector, the firm or individual chosen will be expected to complete all duties of building inspection and all other duties incidental to the normal duties of a municipal building inspector in accordance with applicable Wisconsin State Statutes and Town ordinances.

Because the Town is not currently a delegated municipality for commercial inspection the firm or individual chosen is expected to assist the Town in meeting the requirements and applying for commercial delegation.



MINIMUM QUALIFICATIONS

Individuals and/or firms submitting a proposal must meet the following minimum qualifications:

1. Must possess and maintain all required certifications necessary to administer and enforce Wisconsin's uniform dwelling code, commercial building code, and related state and local laws.
2. Must have experience providing residential and commercial building inspection services for municipalities in the State of Wisconsin.

COMPENSATION

The Town will pay at the rate mutually agreed upon by the Town and the Inspector for services rendered. The Town is flexible as to the rate of pay formula such as hourly, per inspection, or percentage of permit fees.

SUBMITTAL REQUIREMENTS

Submittal must include:

1. Background information on the firm/individual.
2. Qualifications and experience for similar past work.
3. At least 3 professional references for similar services to Wisconsin municipalities.
4. Availability and methods of contact for the public and Town staff.
5. Compensation proposal including charges to attend meetings, reimbursable expenses and the like.
6. Materials, equipment, or equipment access to be provided by the Town.
7. Proof of licensure, bonding, and insurance.
8. Example inspection summary reports.

QUESTIONS

All questions must be submitted via email with the subject line of "Question: RFP-Building Inspection."

All inquiries or questions for clarification should be sent to the administrator at

administrator@townoffreedom.org no later than May 10, 2024.

SUBMITTAL OF PROPOSAL

Please email, mail or hand deliver proposal by May 15, 2024 to the following address:

Town of Freedom
RFP: Building Inspection
administrator@townoffreedom.org
W2004 County Road S
P.O. Box 1007
Freedom, WI 54131