

Town of Rome  
Building Inspection Services

Request for Proposal

The Town of Rome, Adams County, Wisconsin is seeking Building Inspection services on a contract basis whereby the Building Permit fees serve as payment for services. This is not a Town employment position.

Duties include, but are not limited to UDC and Town of Rome Building Ordinance enforcement, plan review, issuing permits and inspection of buildings for compliance. State of Wis. Dept. of Commerce UDC Construction, HVAC, Plumbing and Electric Inspector and Commercial Construction, HVAC, Plumbing and Electric Inspection credentials required with 5 years inspection experience in residential, commercial and industrial settings or a combination including building trades / construction management experience. Identify and respond to code violations and assist in the remedy thereof. Ability to work with a diverse range of people including Town staff, elected officials, contractors and the public is a must. Must be customer service oriented, embrace technology in their work and thrive in a team-oriented work environment. All Building Permit files shall be kept at the Rome Municipal Building.

Please submit an itemized list of all related Building Permit fees charged and a quote for each option below.

Option A:

- Above requirements
- \*Rome hours: Office: (8-10 am / Mon.-Fri.) / Field: (10-12 noon-as needed)
- Toll free phone number Inspector availability (8 am – 5 pm / Mon.-Fri.)

Option B:

- Above requirements
- \*Rome hours: Office: (8-10 am / Mon., Wed. & Fri.) / Field: (10-12 noon-as needed)
- Toll free phone number Inspector availability (8 am – 5 pm / Mon.-Fri.)

Option C:

- Above requirements
- \*Rome hours: Office: (8-10 am / Tue. & Thur.) / Field: (10-12 noon-as needed)
- Toll free phone number Inspector availability (8 am – 5 pm / Mon.-Fri.)

Option D:

- Above requirements
- \*Rome hours: Office: (April 1<sup>st</sup> – Oct. 31 / 8-10 am / Mon.-Fri.) / Field: (10-12 noon-as needed)
- \*Rome hours: Office: (Nov. 1<sup>st</sup> – March 31 / 8-10 am / Mon. & Fri.) / Field: (10-12 noon-as needed)
- Toll free phone number Inspector availability (8 am – 5 pm)

\*Office area, computer and supplies provided by Town of Rome. Contracted Inspector may utilize unoccupied office hours to work on other accounts.

## Sample Permit Fees

- Provide **Itemized** Total Permit Fee(s) for the following:

(1) Site Built Home on basement as follows:

- 1200 sq. ft. home

- 480 sq. ft. garage

- 200 sq. ft. deck

(2) UDC Modular Home with above garage and deck.

(3) Motel:

- 15,000 sq. ft. containing 30 units

Submit fee schedules for the 4 options listed in the original RFP as follows:

- 10% of permit fees to be paid to the Town.

- No portion of permit fees paid to the Town.