



## **REQUEST FOR QUALIFICATIONS**

PROJECT NAME: Inspection Services

DATE OF ISSUANCE: September 29, 2025

DATE PROPOSAL DUE: October 30, 2025 2:00 PM

ISSUING OFFICE:

City of Muskegon  
Public Safety Department  
Attn: Tim Kozal, Director  
Ref. Inspection Services  
933 Terrace St  
Muskegon, MI 49440  
(231) 724-6955  
timothy.kozal@shorelinecity.com

# Table of Contents

PROPOSAL & AWARD .....	3
INSTRUCTIONS TO BIDDERS .....	4
Qualifications.....	4
Submittal of Proposals .....	4
Award/Rejection of a Contract .....	4
INVITATION .....	5
SCOPE OF SERVICES .....	5
CONTENTS OF PROPOSAL SUBMITTAL .....	6
LOCAL PREFERENCE .....	7
EVALUATION CRITERIA .....	7
INSURANCE REQUIRMENTS .....	8

**ATTACHMENT A:** Relevant City of Muskegon Ordinances

**ATTACHMENT B:** Revenue of current Inspection Services for City of Muskegon revenue 2022-2025

**Note:** Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFQ, please contact Tim Kozal at the City of Muskegon via (231) 724-6955 or via E-mail at [timothy.kozal@shorelinecity.com](mailto:timothy.kozal@shorelinecity.com)

**PROPOSAL & AWARD**

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon (hereinafter “the City” or “Muskegon”).

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax No. \_\_\_\_\_

## **INSTRUCTIONS TO BIDDERS**

### **Qualifications**

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

The City is not responsible for any costs incurred in preparing a proposal. The selected contractor may be required to enter into a formal agreement with the City.

Each bidder will include in their proposal a listing of any proposed sub-consultant/contractor and the name and address of each which may be involved in the project. Before executing any subcontract, the successful firm shall submit the name and experience of any proposed subcontractor for prior approval.

### **Submittal of Proposals**

Three (3) copies of the proposal documents shall be submitted in a sealed envelope to:

City of Muskegon  
Clerk's Office  
933 Terrace St  
Muskegon, MI 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular contract for which the proposal is offered.

The proposals shall be submitted no later than 2:00 PM, October 30, 2025.

### **Award/Rejection of a Contract**

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

## **INVITATION**

The City of Muskegon is soliciting proposals from qualified firms to provide comprehensive inspection services as further outlined in this request. The selected firm will be responsible for conducting inspection services under the direction of the City's Director of Public Safety or their designee. The purpose of this RFP is to identify and select a firm capable of delivering high-quality, timely, and professional services in accordance with the City's standards and operational goals.

## **SCOPE OF SERVICES**

As directed by and under the supervision of the Director of Public Safety or their designee, the Contractor shall provide all inspection services as described in the proposal.

### **Building Official**

The City and the selected Contractor shall jointly hire the City's Building Official. The Building Official will report to the Director of Public Safety, or their designee, for purposes of daily operations and oversight. However, all compensation, fringe benefits (including but not limited to retirement contributions and insurance), training, and management of the Building Official shall be the full responsibility of the Contractor. The City will have no financial or benefit-related obligations toward the Building Official.

### **Scope of Services**

The selected Contractor will be expected to provide the following services:

#### **Administrative Services**

- Provide onsite administrative staff
- Manage permit intake during City Hall business hours
- Communicate estimated timelines for reviews and completion at permit intake
- Answer inquiries and provide continued applicant communication
- Distribute and maintain relevant handouts
- Administer contractor registration
- Utilize City's BS&A system or Contractor's software (if approved)
- Implement performance metrics and reporting
- Schedule inspection staff and follow up on complaints
- Provide minimum two public educational workshops annually
- Offer two \$500 community partner scholarships per year
- Provide emergency building code response (after-hours cell availability)
- Manage permit lifecycle from intake to issuance
- Collect fees if authorized
- Track inspection schedules and compliance
- Deliver customer service and minimal-review permit processing
- Handle complaints and public communication

### **Building Department Services**

- Enforce adopted codes and amendments
- Provide rental program and environmental code compliance services
- Perform historic structure review and inspection
- Maintain compliance documentation
- Train staff on Muskegon-specific codes
- Manage CEU requirements for Act 54 compliance
- Represent City at meetings, including HBOA
- Clean, organize, and maintain proper record retention
- Support partnerships with schools and colleges on code services
- Facilitate FOIA requests with City Clerk
- Inspect and track long and short-term rentals
- Report directly to Director of Public Safety

### **Plan Review Services**

- Perform complete plan reviews (residential and commercial)
- Guide applicants through submittal processes
- Conduct reviews of structural, mechanical, plumbing, electrical, energy, accessibility, egress, and use classifications
- Attend pre-submittal meetings
- Track and report plan review progress
- Provide expert consultation and review all revisions

### **Inspection Services**

- Coordinate all inspection requests
- Offer a.m./p.m. options and 2-hour inspection windows
- Notify homeowners 30 minutes in advance
- Conduct inspections per code and ordinance, including liquor licenses and fire coordination
- Provide onsite consultation
- Ensure safety/security, document issues, notify staff of violations
- Manage dangerous building abatements
- Deliver stop-work notices as authorized
- Leave inspection reports onsite when appropriate

## **CONTENTS OF PROPOSAL SUBMITTAL**

At a minimum, each proposal shall include the following items:

- Company profile and qualifications
- Project team bios (including proposed Building Official)
- Approach to services outlined in Section 2
- Management and performance monitoring approach
- Cost proposal and fee schedule
- References from three or more municipalities

## **LOCAL PREFERENCE**

The City Commission may give preference to local vendors as follows.

- Vendors located in the City of Muskegon may be awarded purchases or contracts when the lowest qualified local bid/price is within 2% or less of the lowest qualified non-local bid.
- Vendors located in Muskegon County may be awarded purchases or contracts when the lowest qualified local bid/price is within 1% or less of the lowest non-local bid.

## **EVALUATION CRITERIA**

Proposals will be evaluated on:

- Experience with municipal inspection services – 25%
- Approach to quality, responsiveness, and performance metrics – 20%
- Commitment to customer service and community education – 15%
- Depth of proposed services and resources – 15%
- Past performance and references – 15%
- Price competitiveness – 10%

## **INSURANCE REQUIRMENTS**

The Bidder will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

- a. Hold Harmless Agreements: To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. Consultant Insurance Requirements: Consultant shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. Workers' Compensation Insurance: The Consultant shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. General Liability Insurance: The Consultant shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. Motor Vehicle Liability: The Consultant shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$500,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non- owned vehicles and all hired vehicles.
- f. Professional Liability Insurance: The Consultant shall procure and maintain during the life of this contract and during the performance of all services Professional Liability Insurance covering all performances from the beginning of the consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the consultant's work with limits of liability not less than \$500,000 per claim.
- g. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured":

The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

- h. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- i. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
  - Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance.
  - Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance.
  - Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance.
  - Two (2) copies of Certificate of Insurance for Professional Liability Insurance.
  - If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.