

**Personnel Committee Building Official Contractor Comparison**  
**3.24.21**

The purpose of this comparison is to provide a platform to compare the two proposals received for Building Official Services to facilitate selection of vendor and award of contract by the City Council.

<b>Variables</b>	<b>MNSPECT, LLC</b>	<b>Rum River Construction Consultants (RRCC)</b>	<b>Comments</b>
<b>Location</b>	235 First St. W. Waconia, MN 55387-1302 Columbus City Hall will be listed as Home Office	23306 Cree St., Suite #103 St. Francis, MN 55070 Columbus City Hall will be listed as Home Office	
<b>Hours of Operations</b>	<b>Office phones</b> are answered from 8:00 am to 4:30 pm M-F, except Holidays. After hours voicemail messages will be returned the following business day. <b>Inspection hours:</b> M-F 8:00 am-4:30 pm excluding Federal Holidays, except Columbus Day. Saturday inspections possible w/Surcharge	<b>Office Hours:</b> M-F 8:00 am-4:30 pm ; <b>Inspection Hours:</b> 7:00 am to 5:00 pm, Saturday 8-noon . No Holiday list provided in proposal.	
<b>Scope of Core Services</b>	<b>Scott Qualle</b> will serve as the City's Designated Building Official. MNSPECT will provide code review and inspection of residential and commercial buildings and other structures in conformity with code requirements and technical standards, Municipal code enforcement and any related administration. MNSPECT will act as an extension of Columbus, and represent the City in all related matters in their capacity as Designated Building Official. They find value in keeping Council updated on code-related issues such as individual project problems, code changes, and valuable information related to the number of permits issued, types of permits issued and valuations of those permits. On call inspector to accommodate emergencies. Contractor will utilized Permit Works, the platform used by the City	<b>Andy Schrader</b> will serve as the City's Designated Building Official. Rum River Construction Consultants will provide residential and commercial code review, inspection of residential and commercial buildings and other structures as required by code, provide code education and enforcement, along with any related administration support to support these services. On call inspector to accommodate emergencies. Contractor utilizes Google Business platform and will expect City to input documents into Permit Works, the platform used by the City	Significant that MNSPECT will work in Permit Works as this reduces administrative burden on city staff
<b>Inspections</b>	Scheduled through MNSPECT offices; Same day (when possible), next day (standard), or applicant request.	Scheduled through RRCC Office, same day inspections when possible or via remote virtual inspection. Otherwise typically next day or per applicant request.	virtually the same
<b>Permit Processing Time</b>	Maintenance Permits (no code review required): Same day service; Code Review Required: Minimum of 1 business day-permit processing time varies depending on project type (residential vs commercial), project scope (maintenance vs. new constructions), and submitted information (complete vs incomplete).	Maintenance permits (no code review): same business day. The following are average turn around times: Decks, Additions, etc.: 1-3 business days; Accessory buildings: 3-5 business day; New single family dwellings: up to 10 business days; Commercial plan review: up to 15 business days.	same standards for both vendors; consistent with current city standards
<b>Depth of Services</b>	Has 26 employees, firm was established in 1987 (named Paul Waldron and Associates, Limited), this firm was purchased and MNSPECT LLC formed in 2010. Building Official Certifications: 10 employees, inclusive of owner-5 designated as Commercial Field Inspector; Limited Building Official Certifications: 3 employees; SSTS certified inspectors: 2 employees inclusive of owner; Licensed architect: 1 employee; Certified engineer: one employee; Master Plumber MH approved Commercial Plumbing Plans Examiner: one employee; Erosion/Sediment Control Construction inspector: 3 employees; Additional services provided are listed below..	Has 12 employees in addition to owner. Firm was established in 2009. Building Official Certifications: 4 employees-primarily residential experience with one ICC commercial inspector, inclusive of owner; Limited Building Official Certifications: 2 employees; SSTS certified inspectors: 2 employees inclusive of owner; Additional services provided are listed below.	MNSPECT has deeper experience in Commercial, Septic and additional expertise valuable for plan review services, i.e., architect, engineer, commercial plumbing plans examiner.

Variables	MNSPECT, LLC	Rum River Construction Consultants (RRCC)	Comments
<b>Availability for Questions from public and developers</b>	Firm has a team of inspectors assigned to do site reviews only. This team is available during business hours for questions and initial consultations. Clients would be directed to call or email them directly, reducing calls to City office. Most calls are answered immediately, but all would expected to be responded to within the day. No extra charge for this service. Firm proposes to implement kiosk service at City Hall to allow residents/developers to conduct virtual meetings with site review team and print permits at City Hall. Firm would provide IT support to implement at no charge.	Firm has a more fluid team of inspectors that do field and site plan review. This team is available during business hours for questions and initial consultations. No extra charge for this service. Clients would be directed to call or email them directly, reducing calls to city office. Most calls are answered immediately, but all would expected to be responded to within the day.	Concern that availability of RRCC to answer/respond to phone calls from residents/developers may be negatively impacted by not having a dedicated office team available to field those calls
<b>Additional Services Offered</b>	<p>City Code/Nuisance Abatement Enforcement PDF informational handouts available on Contractor website</p> <p>Sediment/erosion control</p> <p>Commercial Plumbing Inspections in lieu of using state inspectors at same cost that state charges, which we currently utilize state inspectors.</p> <p>Fire inspections</p> <p>Rental Inspections</p>	<p>City Code/Nuisance Abatement Enforcement Educational handouts available</p> <p>Potential for virtual inspections in select cases or for re-inspections</p> <p>proposal lists an hourly rate but does not go into detail on this service</p> <p>proposal lists an hourly rate but does not go into detail on this service</p>	<p>RCWD and CCWD has responsibility for this in their districts. This service would be used in the SRWMO District. Currently is not provided in this district.</p> <p>Having this service would be a big benefit on commercial projects, as the state is often backlogged for weeks.</p> <p>This has been a problem for Columbus at times. Would recommend contracting for this service</p> <p>City would need to adopt rental ordinances in advance of contracting for MNSPECT rental inspections</p>
<b>Team Culture</b>	Inspectors would stop by City Hall daily and may choose to office out of City Hall. <b>Firm is willing to train City Staff to direct questions appropriately.</b>	Contractor is willing to office some part of their time from city offices if that is what we desire. The assignment of a known team would be similar to the contract we have with Engineering (TKDA and Bolton/Menk)	
<b>COST</b>	<p><b>Core services (plan review/inspections)</b></p> <p>1 year contract: 75% of permit fee or plan review fee</p> <p>5 year contract: 70% of permit fee or plan review fee</p> <p>\$50 minimum per permit but <b>No charge</b> for maintenance (no code review) permits</p> <p>100% of following fees: Re-inspections, Site inspection, Moved and pre-moved buildings fees, septic fee, manufactured home fees, inspections outside of normal business hours, hourly fees, copies, (after 1 complimentary copy), lead look up fees, license look up fee.</p> <p><b>Hourly rates for code enforcement and/or special projects:</b></p> <p>NO charge to attend up to 2 City Council meetings/year</p> <p>Designated Building Official: \$150/hr.</p>	<p><b>Core services (plan review/inspections)</b></p> <p>80% of permit fee; 70% of plan review fee (length of contract term not designated)</p> <p>\$50 minimum per permit <b>including</b> maintenance permits</p> <p>100% of following fees: Re-inspections, Site inspection, Moved and pre-moved buildings fees, septic fee, manufactured home fees, inspections outside of normal business hours, postage and hourly fees</p> <p><b>Hourly rates for code enforcement and/or special projects:</b></p> <p>NO charge to attend up to 2 City Council meetings/year; \$85/hr. including travel time from St. Francis for additional CC meetings</p> <p>Optional SSTS maintenance (pumping) permits: 100% of fee including postage</p>	<p>MNSPECT reduction to 70% saves approx. \$12,000/yr. based on last year's activity</p> <p>342 maint. permits issued last year; \$17K difference in bid</p> <p>virtually the same schedule</p>

Variables	MNSPECT, LLC	Rum River Construction Consultants (RRCC)	Comments
	State Delegated Projects: \$150/hr.  Inspection/Plan Review Staff: \$95.00/hr. Office/Support Staff: \$75.00/hr.  Code Enforcement/Nuisance abatement: \$85.00/hr. Rental licensing inspections: \$75.00/hr. Work outside the scope of the contract: \$95.00/hr.	Response to emergency situations outside of normal business hours in order to reevaluate building integrity and allowances to reoccupy, done at direction of city: \$120.00/hr. with 2 hour minimum  On call and as needed general building inspection services for special projects during normal business hours at direction of city: \$85.00/hr.  Code Enforcement/Nuisance abatement: \$85.00/hr. Rental licensing inspections: \$85.00/hr.	
<b>Availability for hire</b>	Available day after contract is signed. Willing to assist with transition period between Leon's temporary services and adoption of contract services	Available by April 1	

Personnel Committee recommends to issue contract to MNSPECT for a 5 year term, based on depth of experience, especially commercial, additional services available for contracting, and cost savings. In addition we recommend that the additional services of Plumbing Plan Review (Commercial), SEC inspections in the SRWMO District, Fire Inspection and City Code/Nuisance Abatement service are included in the contract. Draft of contract is provided for Council information.