
REQUEST FOR PROPOSAL

2024 -001 – Building Inspection Services

Issue Date: April 26, 2024

Town of Nipawin

Building Official Services – Class 1 and 2 Inspections

210 – 2nd Avenue East

Nipawin, SK. S0E 1E0

Closing Time: 4:00 p.m.

Closing Date: May 17, 2024

Project Award Date: May 27, 2024

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Introduction

The Town of Nipawin is requesting proposals from licensed Building Officials or Building Official Organizations for the position of the Town of Nipawin’s Building Official for a term of three (3) years. Questions/inquiries regarding the Request for Proposal may be submitted via email or phone to:

Michele Sorensen

CAO

Phone: 306-862-9866

Email: cao@nipawin.com

1.0 Community Information

The Town of Nipawin is located in Northeast Saskatchewan, approximately 160 km east of Prince Albert and 270 km northeast of Saskatoon. According to the 2021 Federal Census, Nipawin has a population of 4,570, however Saskatchewan Health numbers indicate the population is approximately 5,735. There are 2,091 dwellings in Nipawin, and in 2021 the total permitted value of construction was \$3,500,000.00 and 25 permits were issued.

Nipawin is within the Twin Lakes District Planning Commission boundaries and is therefore governed by the District Official Community Plan. An Official Community Plan for the community is currently being drafted. Nipawin Zoning Bylaw 763/2000 governs all development and building in the Town. This position would work closely with Building Bylaws 988/15 and 996/16, subject to change.

2.0 Project Scope

2.1 Purpose

The purpose of this Request for Proposals is to inform potential bidders of an opportunity and to permit them to submit proposals. The Town is looking for one or more Building Official contract providers for the next three (3) years. After the three (3) year term expires, there may be an opportunity for the contract to be extended.

The Town is looking for Building Official(s) that can coordinate with administration. Administration will receive all paperwork and applications, process the development permit application for compliance with the Zoning Bylaw, then forward the building permit and supplementary material to the Building Official.

2.2 Challenges

Prior to 2011, very few permits were taken out in the community. Building and development was slow, and those who did build, often were unaware of the permitting and inspection process. Post-2011 there has been a stimulus of construction activity and an overall culture shift, with more and more people beginning to obtain permits and inspections.

One of the key challenges the Town encounters is educating property owners as to what projects require permits and inspections. The expertise of a seasoned and experienced Building Official is required to assist in public education as needed.

2.3 Requirements

The Town will require the Building Official(s) to work closely with administration and have exemplary communication and organizational skills.

Bidders must be qualified and licenced to preform plan reviews and inspections for all building types defined under The Construction Codes Act and the Building Code Regulations as class one (1) and two (2). The Building Official(s) must be licensed to practice in the Province of Saskatchewan.

The successful bidder will also be required to provide timely turnaround for plan reviews and be able to perform inspections within a reasonable timeframe after being contacted by the applicant or contractor. Further, the Building Official(s) must be able to work with applicants who have deficiencies and provide suggestions for remediation where applicable. Inspections of buildings outside the corporate boundaries of Nipawin will also be required when a building is to be moved into the community.

It is expected the bidder will contribute and participate in public education seminars and in the development of educational material for the community.

The bidder will be responsible to provide their own equipment and vehicle.

3.0 Timelines

3.1 Turnaround for Plan Reviews and Inspections

The following turnaround times will be expected and required:

- Plan review to be completed within seven (7) business days.
- Inspections are to take place within a reasonable timeframe as determined in the contract for services.

4.0 Payment

The Town of Nipawin will pay the Building Official(s) for services rendered within 30 days. Prepayment requests for work not yet completed will be denied.

5.0 Submission Requirements

Proposals submitted shall include:

- Contact Information
- Detailed resume, outlining qualifications and experience
- A list of all communities the Official currently provides inspection services for (if multiple inspectors with the company, approximately how many communities each inspector services)
- References
- Average turnaround time for plan reviews and inspections
- Plan Review and Inspection rates for each class one and two if different
- Fee schedule for out of town inspections
- Copy of Official's License and membership in good standing with SBOA
- Copy of Liability insurance in the amount of \$5,000,000.00
- Copy of Errors and Omissions insurance in the amount of \$5,000,000.00

6.0 Terms and Conditions

The Municipality:

- Shall not pay for bids submitted;
- Reserves the right to reject any or all bids;
- May not necessarily award the contract to the lowest bid;
- Reserves the right to select more than one bid;
- Shall require a contract prior to awarding the RFP.

7.0 Submissions

7.1 Selection Process

- The Town of Nipawin shall evaluate all proposals to ensure they meet the requirements of this Request for Proposals.

- Personal interviews may be conducted by the Town of Nipawin with the potential Building Official Service firms.
- All unsuccessful respondents shall be notified by mail or email.
- Proposals are NOT to include GST in their bid pricing.

7.2 Submission and Closing Date

Proposals must be received no later than 4:00 pm local time on May 17, 2024. Two (2) hard copies of RFP submittals must be submitted if proposals are sent via mail or delivered in person. Electronic copies will also be accepted, if you choose to submit electronic copies they must be signed. The submission of hard copies will not be required in addition to electronic copies. Any submissions received after the aforementioned date and time will not be accepted. Proposals may be emailed or mailed to the undersigned.

Michele Sorensen
CAO
Phone: 306-862-9866
Email: cao@nipawin.com

7.3 Submission of Proposals

Submitted Proposals are to be clearly marked as follows. Please include the following information:

*Town of Nipawin
2024-001 - Building Official Services
210 2nd Avenue East
P.O. Box 2134
Nipawin, Saskatchewan S0E 1E0*

COMPANY NAME:		
STREET ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
REPRESENTATIVE:	PHONE NUMBER:	
E-MAIL:	FAX NUMBER:	
GST REGISTRATION NUMBER:		
AUTHORIZED SIGNATURE:		DATE:
PRINT SIGNATURE AND TITLE:		