



REQUEST FOR PROPOSALS

RENTAL HOUSING INSPECTION SERVICES

Issued by:

City of Osseo

415 Central Ave

Osseo MN 55369

DECEMBER 2021

REQUESTS FOR PROPOSALS
RENTAL HOUSING INSPECTION SERVICES – CITY OF OSSEO

GENERAL INFORMATION:

The City of Osseo (the City), is a fourth-class statutory city under the laws of the State of Minnesota. The City is located in Hennepin County, approximately 15 miles northwest of Minneapolis. The City has a population of 2,688 and contains one square mile of land area.

The City is requesting proposals to provide rental housing inspection services to the City.

Proposals must be received by the City no later than 4:00 p.m. on Monday, February 14, 2022 and should be addressed to:

City of Osseo
Attn: Riley Grams, City Administrator
415 Central Ave
Osseo, MN 55369

Each proposal submitted shall be valid for ninety (90) days. The City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, to accept a proposal that is not the lowest proposal based on fees, and to accept or reject any item or a combination of items. The City further reserves the right to reject proposals that do not contain all elements and information requested in this document. The City shall not be liable for any losses incurred by any Consultants submitting proposals. All services will be provided pursuant to a written contract between the City and the Consultant, which shall be negotiated and mutually acceptable to both parties.

TERM OF CONTRACT:

The term shall cover each annual rental housing inspection period which consists of inspecting approximately 87 units of single family, duplex, and small apartment building dwellings and 22 larger apartment buildings (one floor and common areas inspected each year). The contract shall continue annually unless by 30 days written notification by the City or Consultant terminating the contract.

PROPOSAL:

Rental Housing Ordinance

The Consultant shall be responsible enforcing the City's Rental Housing Ordinance, including but not limited to inspecting rental housing for license renewal, responding to complaint inspections, and performing administrative tasks associated with the enforcement of the Rental Housing Ordinance.

Summary of Expected Performance Standards:

This subsection provides a summary of the minimum expectations of the Consultant. Final provisions shall be worked out during contract negotiations.

1. Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.
2. Except when, and if, the workload demands otherwise, all inspections shall be conducted within the normal business hours of 8:00 am to 4:30 pm, Monday-Friday.
3. The Consultant shall establish and maintain an office with a mailing address, and a telephone number for scheduling inspections, accepting complaints and for general inquiries.
4. The Consultant shall develop and continuously upgrade a program of disseminating information to keep the City and the public aware of all code changes, and the logic underlying the changes.
5. The Consultant shall carry not less than the following insurance and shall provide verification to the City upon request:
 - a. Professional Liability Insurance: Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 single limit coverage, covering all personnel employed by the Consultant in the capacity of acting as an Agent of the municipality.
 - b. General Liability Insurance: General Liability Insurance in an amount of at least \$1,000,000, single limit coverage, covering all personnel employed by the Consultant in the capacity of acting as an Agent of the municipality.

CONTENT OF PROPOSAL:

The purpose of this section is to identify the information that should be submitted:

A. Consultant Assurances and Consultant Information Sheet:

The Consultant Assurances sheet (Appendix A) and the Consultant Information Sheet (Appendix B) attached to the back of this request for proposals shall be filled out in its entirety and returned with each response.

B. Summary of Understanding of Proposed Services:

A prospective Consultant should indicate an understanding of the requested services as described in this RFP and describe how it proposes to service the City in these aspects.

C. List of Qualified Inspectors:

A list of qualified individuals and their certifications that can fulfill the various services described in this RFP. The individual(s) designated as the "Rental Housing Inspector" shall have all necessary certifications and/or licenses.

D. Cost of Services and Billing Methods:

Include your proposed percentage of permit fees and your billing procedure (i.e. monthly, quarterly, etc.).

E. Signed Statement of Understanding:

The proposal should contain the following statement and must be signed by the individual authorized to represent the firm:

We/I have read the City's Request for Proposal (RFP) for rental housing inspections services and fully understand its intent. We/I certify that we have adequate personnel, equipment and facilities to provide the City's requested services. We/I have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide.

Sealed proposals will be submitted to:

**Riley Grams
City Administrator
City of Osseo
415 Central Avenue
Osseo, MN 55369**

EVALUATION OF PROPOSALS:

Evaluations will be based on:

- Municipal rental housing inspection experience.
- The firm's ability to meet timing requirements.
- The firm's ability to meet or exceed specifications.
- Estimated costs.

ADDITIONAL INFORMATION:

Questions should be directed to Administrative Assistant Karen Broden (by phone (763-425-2624, ext 101) or by email (kbroden@ci.osseo.mn.us)) or Community Management Coordinator Joe Amerman (by phone (763-425-1454) or by email (jamerman@ci.osseo.mn.us))

Thank you for your interest.

APPENDIX A

Consultant Assurances

The Consultant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company, or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the Consultant agrees to comply with all applicable federal, state, and local compliance requirements.
3. That the Consultant is adequately insured to do business and perform the services proposed (attach documentation).

(Name of Consultant)

(Authorized Signature)

(Printed Name)

(Title)

(Date)

APPENDIX B

RENTAL HOUSING INSPECTION SERVICES

CONSULTANT INFORMATION SHEET

1. Trade Name of Business:

2. Legal Name of Business (if the Trade Name is an Assumed Name):

3. Business Address:

Street	City	State	Zip
--------	------	-------	-----

4. Business Telephone: (Please list all applicable phone numbers in which you can be reached regarding this application):

5. Name(s) of Person(s) Authorized to Represent the Business:

Name	Title
------	-------

Name	Title
------	-------

Name	Title
------	-------

PUBLIC NOTICE

The City of Osseo is requesting proposals from qualified individuals or consultants who are interested in providing contractual rental housing inspection services.

Proposals will be accepted until 4:00 p.m. on February 14, 2022. To receive a copy of the written Request For Proposals please contact the City Administrator's office, City of Osseo, 415 Central Avenue, Osseo, MN 55369.

CITY OF OSSEO

Riley Grams
City Administrator

Posted:

December 15, 2021

Published:

Osseo Maple Grove Press –December 23, 2021, December 31, 2021, and January 7, 2022
LMC Cities Bulletin