



705 SECOND STREET NORTH
PRINCETON, MINNESOTA 55371
E-MAIL: city@princetonmn.org
www.princetonmn.org

July 17, 2023

Metro West
Attn: Todd
689 Medina St.
Loretto, MN 55357

Dear Metro West,

The City of Princeton, Minnesota, is soliciting proposals from qualified businesses, firms and organizations to provide Certified Building Official and Inspection services for the City of Princeton.

Anticipated work includes executing certified Building Official requirements, reviewing plans, permitting, inspections and overall facilitation of building permits. The City of Princeton has locally adopted the State Building Code and is basing permit fees on the 1997 fee schedule.

If you are interested in submitting a request for proposal, please submit the items listed on the attached sheet along with a cover letter to the City of Princeton no later than **3:00 p.m. August 18th, 2023**. If you have any questions, please call Stacy Marquardt at 763-389-2040. We look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Stacy Marquardt".

Stacy Marquardt
Community Development Planner

POLICE (763) 389-4879 CITY HALL (763) 389-2040 PUBLIC WORKS (763)-389-2042
FIRE DEPT (763) 389-2040 FAX (763) 389-0993 MUNICIPAL LIQUOR (763) 389-3613

- The City of Princeton is an equal opportunity provider and employer -

**REQUEST FOR PROPOSALS FOR
BUILDING OFFICIAL AND INSPECTION SERVICES
FOR THE CITY OF PRINCETON**

The City of Princeton, Minnesota, is soliciting proposals from qualified businesses, firms and organizations to provide Certified Building Official and Inspection services for the City of Princeton.

Anticipated work includes executing certified Building Official requirements, reviewing plans, permitting, inspections and overall facilitation of building permits. The City of Princeton has locally adopted the State Building Code and is basing permit fees on the 1997 fee schedule.

Submittals should include:

1. Narrative of your business, firm or organization.
2. Description of services provided.
3. List of qualifications, years of experience and certifications held.
4. Description of experience and references from other governmental jurisdictions.
5. Identification and number of personnel who will work directly with the City. Where your business, firm or organization would office out of.
6. Breakdown of your fees for these services.

The City of Princeton may select a business, firm or organization directly based on the responses to this RFP or may request additional information and/or interview some or all of the respondents.

The proposals should be submitted by **3:00 p.m.**, Friday, August 18th, 2023 to:
Stacy Marquardt, Community Development Planner
City of Princeton
705 2nd Street North
Princeton, MN 55371

Questions can be directed to Stacy Marquardt at (763) 389-2040 or smarquardt@princetonmn.org. The Princeton City Council will review the qualifications. The Princeton City Council will make the final decision. The City reserves the right to reject all businesses, firms or organizations.



Building Official, Building
Inspection, Code Review, and
Code Enforcement

Todd Geske
689 North Medina St
Loretto, MN 55357
tg@mwimn.com
763-286-0959

8-16-2023

**Metro West Inspection Services,
Inc.**

689 Medina St
P.O. Box 248
Loretto, MN 55357
763-479-1720



Date
August 16, 2023

Proposal Request by:
City of Princeton
705 Second Street North
Princeton, MN 55371

Thank you for the opportunity to present The City of Princeton with the commercial and residential building inspection services that Metro West Inspection Services, Inc. can provide. Our firm has provided comprehensive building inspection services for cities, counties, and townships since 1976. We take pride in our current and longstanding relationships with the cities to whom we provide inspection services.

Building Official, Building Inspection, Code Review, and Code Enforcement

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Qualifications

- We have adequate staffing which allows us to complete all plan review(s) and required inspections, despite vacations, continuing education, illness and/or emergencies and that same staffing would cover increases and decreases in new permit application flow.
- Metro West has a staff of 22, (11) MN. Certified Building Officials, (5) MN. Limited Building Officials, (3) Building Inspectors and (3) office personnel.
- Todd Geske is the designated MN. Building Official #B0002098
- Our company is licensed by the MPCA (L3952) for all septic system installations, plan review(s) and inspections. Of our staff (5) inspectors are MPCA Septic Certified.
- Of the staff of our inspectors (4) Building Officials are approved by the State of Minnesota to review and inspect State Building projects
- Our inspectors are qualified through education, trade work experience, field experience, ongoing training, and State Certifications.

Designated Building Official

Todd Geske will be the designated Building Official, Minnesota Building Official #B002098. Todd has worked as a Building Official for 28 years. Throughout his 28 years he has built a reputation for hard work and high integrity. Communication is a priority with Todd, and he has built longstanding relationships with City Officials, Contractors, Builders, Residents, and Coworkers.

Todd will plan and direct all inspection services in compliance with the MN State Building Code and applicable city ordinances. As Designated Building Official, Todd will be the consultant to local agencies and the main communication with the City Administrator. Also, Todd will work closely with city staff and advise the City Administrator, Community Development and Public Works. If required, the Building Official (Todd), will attend City Planning and City Council meetings.

Scope of Services (under the direction of the Building Official)

- The city will have one designated, experienced Building Inspector, Lynn Paulson, (resume included) for daily plan review, license verification, inspections, issuance of certificate of occupancy and staff coordination.
- The city will have additional building inspectors for backup/additional coverage, Pat Skeie, and Roger Pietso (resumes included).
- As needed your inspectors will interpret and explain city ordinances, including zoning.
- Your inspectors will communicate with contractors, builders, architects, and residents, in person, phone, email and mail.
- Our inspectors are experienced in application, plan review and permitting on electronic formats; Citizenserve, PermitWorks, LOGIS, BSNA. Metro West is set up to use/learn any electronic permitting software that is not listed above.
- Each Inspector is familiar and comfortable with current electronic meeting formats.
- A State certified inspector will be available for review and inspections for all State projects.
- The inspectors will perform all building related code enforcement and management of all conflicts through communication with the Building Official and City Administration.
- Maximum inspectors follow up on calls and requests is two business days.
- We normally can schedule inspections within 1-2 days, during peak months it may be extended to 3-4 days. Minimum notification of schedule time is 24 hours.
- Minimum time for processing permit applications is 3-7 business days for residential and 7-10 days for commercial projects. Please note, if the applicant has not submitted the required paperwork for the project and/or questions that arise from plan review, extra time will be required to complete their permit.
- Valuation of work is established through a value/cost per square foot for all buildings. Commercial valuation is updated annually through data supplied by the State of Minnesota Department of Labor and Industry. The Building Official sets all valuations.
- We utilize in conjunction with the Minnesota State Building Code the 2020 Conservation Code for Existing Buildings undergoing changes and additions. We are very familiar with the use of this specific code as our cities have older/existing buildings.
- Currently the use of escrows is predominant in our cities. Typically, the Certificate of Occupancy is provided to the city for release once escrow requirements have been met.
- Our Inspectors are very familiar with identifying erosion control deficiencies on site. We will issue "Stop Work" orders if erosion control measures are not properly maintained.
- Temporary Certificate of Occupancy (TCO) are typically not issued for new home construction. A TCO is used primarily with commercial permits. All life safety requirements must be met. TCO's are issued subjectively with maximum time limits. City staff are involved with any outstanding zoning requirements and consulted with prior to issuance of a TCO.

Office Services

- Our Main office is in Loretto, business hours are 8:00a.m. to 4:30 p.m. Monday-Friday.
- We have an office staff of two (2) full-time and one (1) part-time administrative employee. Our main office staff is available for all communications, building inspection scheduling and recordkeeping.
- We provide monthly invoice billing by the 20th of each month. We bill after the final inspection is complete or the permit expires, as detailed per the Minnesota State Building Code. All billing can be submitted by mail or electronic to your finance department.
- All Inspectors are available for permitting questions and our office staff are available for scheduling inspection services.

Fee Schedule

FEE SCHEDULE for all permits: Flat Fee, Valuation Based Permit Fees, and Plan Review(s) Fees, 38% to Metro West Inspections Services and 62% of fee retained by the City of Princeton.

- Re-inspections Fee: \$50.00 each.
- Inspection(s) when fee is not indicated: \$80.00 per hour.
- Site Inspection(s): \$80.00 each.
- Additional work: Shall be paid as agreed upon by both parties.

Investigation Fees are determined individually by the Building Official. Metro West Inspections retains 100% of the Investigation fee.

100% of fee for electronic to print conversion costs.

Assumptions

- The Contractor agrees to remain licensed by the State of Minnesota as a Certified Building Official.
- All insurances are in place: Workers Comp., Commercial Auto and General Liability, Errors and Omissions, Liability Umbrella. Insurance certificates provided upon request.
- Our commitment to our Inspectors is ongoing training and continued education.
- No claims, complaints, conflicts of interest, reviews against our Organization or our Employees. In the event of any, listed above, matters will be addressed with full transparency.

RESUME

Lynn Paulson

Metro West Inspection Services, Inc.

Box248

689 Medina Street

Loretto, MN 55357

763-479-1720 | lp@mwimn.com

QUALIFICATIONS and EDUCATION

MN State Certified Building Official; MN #BO001063

Subsurface Sewage Treatment (SSTS) Inspector
#C678

Annually, attend State of Minnesota Codes and Standards seminars.

Annually, attend the University of Minnesota Building Code Institute Attended and complete all Building Inspection Technology courses.

Attend all required continuing education courses and seminars to maintain current certifications.

PRESENT EMPLOYER

Feb 14th, 1981, to present: Metro West Inspection Services, Inc.

DUTIES INCLUDE:

- ** provide septic plan review and inspection
- ** perform all field inspections, including but not limited to, plumbing, mechanical, framing, fire suppression, foundation, insulation, final inspections.
- ** conduct plan reviews for commercial and residential building permit submittals.
- ** write detailed letters and correspondence to architects, engineers, owners, and contractors regarding plan reviews
- ** meet with engineers, architects, contractors, homeowners for all project related matters.
- ** presently perform all aspects of building inspection for: City of Princeton, Princeton Township and City of Zimmerman

RESUME

Roger Peitso

Metro West Inspection Services, Inc.

Box248

689 Medina Street

Loretto, MN 55357

763-479-1720 Office 763-276-0003 Cell RP@MWIM.COM

QUALIFICATIONS and EDUCATION

MN State Certified Building Official; MN #2420

Subsurface Sewage Treatment Systems (S.S.T.S.) Inspector

Annually, attend North Hennepin Community College; Building Inspection Technology Annually, attend State of Minnesota Codes and Standards seminars

Annually, attend University of Minnesota Building Code Institute

Attended and completed all Building Inspection Technology courses.

Attend all required continuing education courses and seminars to maintain current certifications.

Present Employer

October 2020 to present: Building Inspector Metro West Inspection Services, Inc.

Previous Employer

May 2015 to October 2020: Building Official City of Orono

October 2002 to May 2015: Building Inspector Metro West Inspection Services, Inc.

DUTIES INCLUDE:

- ** provide technical support for company IT needs
- ** perform all field inspections, including but not limited to, plumbing, mechanical, framing, fire suppression, foundation, insulation, final inspections.
- ** conduct plan reviews for commercial and residential building permit submittals.
- ** write detailed letters and correspondence to architects, engineers, owners, and contractors regarding plan reviews
- ** meet with engineers, architects, contractors, homeowners for all project related matters.

RESUME

Pat Skeie
Metro West Inspection Services, Inc.
Box248
689 Medina Street
Loretto, MN 55357
763-286-7309 | ps@mwimn.com

QUALIFICATIONS and EDUCATION

MN State Limited Certified Building Official BO722088

Annually, attend State of Minnesota Codes and Standards seminars.

Annually, attend University of Minnesota Building Code

Attend all required continuing education courses and seminars to maintain current certifications.

PRESENT EMPLOYER

March 2016 to present: Metro West Inspection Services, Inc.

DUTIES INCLUDE:

- ** provide technical support for company IT needs.
- ** perform all field inspections, including but not limited to, plumbing, mechanical, framing, fire suppression, foundation, insulation, final inspections.
- ** conduct plan reviews for commercial and residential building permit submittals.
- ** write detailed letters and correspondence to architects, engineers, owners, and contractors regarding plan reviews.
- ** meet with engineers, architects, contractors, homeowners for all project related matters.
- ** presently perform all aspects of building inspection for: City Howard Lake, City of Winsted.

RESUME

Kevin Matiak
Metro West Inspection Services, Inc.
Box248
689 Medina Street
Loretto, MN 55357
651-338-4594 | km@mwimn.com

QUALIFICATIONS and EDUCATION

MN State Certified Building Official; MN #BO002428

Annually, attend State of Minnesota Codes and Standards seminars.

Annually, attend the University of Minnesota Building Code Institute
Attended and completed all Building Inspection Technology course.

Attend all required continuing education courses and seminars to maintain current certifications.

PRESENT EMPLOYER

May 28th, 2003, to present: Metro West Inspection Services, Inc. DUTIES

INCLUDE:

- ** provide technical support for company IT needs.
- ** perform all field inspections, including but not limited to, plumbing, mechanical, framing, fire suppression, foundation, insulation, final inspections.
- ** conduct plan reviews for commercial and residential building permit submittals.
- ** write detailed letters and correspondence to architects, engineers, owners, and contractors regarding plan reviews.
- ** meet with engineers, architects, contractors, homeowners for all project related matters.
- ** presently perform all aspects of building inspection for: City of Jordan, City Credit River, and Carver County

References

• City of Medina	Dusty Finke	763-473-8846
• City of Credit River	Cindy Nash	763-473-0569
• Carver County	Jason Mielke	952-361-1820
• City of Waconia	Lane Bratten	952-442-3106
• City of Long Lake	Scott Weske	952-473-6961

At this time, thank you for your time and consideration of Metro West Inspection Services, Inc. for your Building Official designation.

X 

Todd Geske

Metro West Inspection Services, Inc.