



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

July 17, 2023

Mid-MN Inspections LLC
Attn: Tad Winterfield
14295 70th St
Milaca, MN 56353

Mr. Winterfield,

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

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|-----------|----------------|-----------|----------------|------------------|----------------|
| 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.

Mid-MN Inspections LLC

Tad Winterfield - Building Official 763-482-0446 tad@midmninspections.com

Stacy Marquardt, Community Development Planner
City of Princeton
705 2nd Street North
Princeton MN 55371

Hello Stacy,

My name is Tad Winterfield, and I am the owner of Mid-MN Inspections. Attached you will find my proposal for building official services for the city of Princeton, including a description of my business, fee schedule and references.

If you have any questions, please give me a call at 763-482-0446 or email me at tad@midmninspections.com.

Thank you for your consideration.

Tad Winterfield

Mid-MN Inspections LLC

Tad Winterfield - Building Official 763-482-0446 tad@midmninspections.com

Proposal for Building Official Services for the City of Princeton, MN

Mid-MN Inspections LLC provides building official services for central Minnesota. This includes plan review, on-site inspections, and working with the city to ensure compliance with the city's expectations.

I have been inspecting since 2017 and started Mid-MN Inspections in 2019. Prior to that, I was a general contractor for 20 years. I am a state certified building official through Minnesota and an ICC certified commercial building inspector.

I am the sole inspector and keep a home office. Most of your contact will be with me, but you will also hear from my wife Andi, who helps in the office.

References

- **Mille Lacs County:** In house building official from 2017 to 2019. Contract building official from 2019 to present.
Keenan Hayes: 320-983-8296
- **City of Milaca:** Contract building official from 2021 to present.
Deloris Katke: 320-983-3141
- **City of Foreston:** Contract building official from 2021 to present.
Rebecca Haugen: 320-294-5636
- **City of Mora:** Contract building official from 2021 to present.
Caleb Christenson: 320-674-0038

Mid-MN Inspections LLC

Tad Winterfield - Building Official 763-482-0446 tad@midmninspections.com

Compensation

Based on the 1997 UBC Fee Schedule

Plan Review: 70%

Permit Fees: 70%

Plumbing Permit Fees: 70%

Mechanical Permit Fees: 70%

Minimum Permit Fee: \$40

Billing: Permits and plan reviews will be billed monthly, and invoices will be emailed to the city.

Office: We will keep our own office and can be reached for questions and inspection scheduling at 763-482-0446 and tad@midmninspections.com. Additional information can be found on our website www.midmninspections.com.

Vehicles: We will provide our own vehicles for inspections.

Insurance: We will provide our own insurance including general liability, professional liability, worker's compensation, and automobile insurance.

This proposal is to provide subcontract building official services for the city of Princeton.