



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

July 17, 2023

Rum River Consultants
Attn: Carri Levitski
23306 Cree St NW
Suite 103
St. Francis, MN 55070

Ms. Levitski,

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,


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.



August 18, 2023

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

Dear Stacy,

We are pleased to submit our formal proposal in response to your July 17th letter for Certified Building Official and Inspection services for the City of Princeton. This proposal offers a detailed overview of our comprehensive services, designed to equip both staff and the City Council with all the information needed to make a well-informed decision.

Our team at Rum River Consultants (RRC) is more than a group of certified code officials, inspectors, and administrative personnel. We are a professional consulting firm with a proven track record for delivering successful and consistent results across projects of all sizes and property types. Whether it's administration of fire, zoning, rental housing, or property maintenance codes, we stand ready to exceed your expectations.

We are particularly grateful of our local connection. Not only do we employ four Princeton High School graduates, but our owners also live just a short 3 miles from City Hall. This deep-rooted presence enhances our understanding of Princeton's unique needs and community values. In addition to this commitment, we actively support several local causes, including the Princeton Pantry, Mille Lacs County 4H, Sherburne County Toward Zero Deaths Safe Roads Coalition, and the Rum River Life Choices Center.

At RRC, we place the utmost importance on customer service. Our approach is both respectful and responsive - values we are excited to bring to the City of Princeton. Our staff excels in the interpretation and implementation of national, state, and local regulations. We were honored to have our proficiency recognized through the "Building Department of the Year" award at the 2022 Upper Great Plains Region III Educational Institute, presented by the Association of Minnesota Building Officials. This award is typically reserved for municipal departments, making our recognition as a professional consulting firm even more significant.

We understand that transitioning to a new provider can be challenging. With RRC's attention to detail and commitment to excellence, we are confident in our ability to ensure a smooth transition for your jurisdiction. Our team is committed to reviewing your current ordinances and regulations, aligning them with the latest legal requirements and recommendations.

We invite you to contact us with any questions regarding our proposal and are enthusiastic about the opportunity to partner with the City of Princeton to enhance the public's health, safety, and welfare. Thank you for considering Rum River Consultants for this important essential service to your community.

Sincerely,


Andy Schfeder, Chief Building Official


Carri Levitski, Program Administrator


C: Michelle McPherson, City Administrator




RUM RIVER CONSULTANTS

Certified Building Official and Inspection Services Proposal


Andy Schreder, Chief Building Official

 763-291-3704

 andy@rumrivercc.com


Carri Levitski, Program Administrator

 763-464-8798

 carri@rumrivercc.com

August 18, 2023




23306 Cree Street, Suite 103
St. Francis, MN 55070


763-331-7722


www.rumrivercc.com

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Business Narrative

Rum River Consultants (RRC) is a professional consulting firm that has assembled a team of industry leaders to provide comprehensive code administration services to jurisdictions. Our full-service approach adds significant depth to RRC in terms of administrative capabilities along with resident, property owners, and permit applicant interaction, as well as communication with staff and elected officials.

Our guiding philosophy, "where innovation leads to quality service," is reflected in our use of cutting-edge tools and communication methods. These streamline our processes and amplify the quality of our services. We leverage technology to operate both efficiently and effectively, always prioritizing safety through stringent security measures.

RRC's offering to the City of Princeton is a comprehensive full-service administration, in which we serve as the designated and delegated building official. This role encompasses all typical responsibilities associated with the position, including permit processing, field inspections, ordinance reviews, keeping abreast of legislative changes, and making fee recommendations. Additionally, we provide property maintenance and rental licensing services, should the need arise.

At our firm, we take pride in our unparalleled approach to education-based program administration. We are committed to fostering strong relationships with all stakeholders by offering not just the necessary information, but also the reasoning behind it. This approach encourages voluntary compliance through education and has earned us a reputation for being customer centric.

Since our inception in 2009, our commitment to education, customer service, and innovation has consistently been at the forefront. Our team of office staff, plans examiners, inspectors, and code officials are both state and nationally certified. This outstanding group of people are guided by an experienced management group that places high value on fostering a positive work culture. We are a Minnesota-based company and staff, and we find great satisfaction in serving the communities where we live, work, and play.

As a privately held company, we are uniquely positioned to offer flexibility and exceptional performance that ultimately benefits the public. We are tasked with administering the Minnesota State Codes, and we are authorized to provide specialized services, including plan review and inspections for public buildings and state-licensed facilities. This capability is a significant advantage for jurisdictions, as it allows for local oversight of projects while ensuring that permit and plan review revenue stays within the jurisdiction.

We, at Rum River, hold customer service, innovation, consistency, integrity, and professionalism as our core values. Our enduring commitment is to deliver precise, efficient, and uniform code administration to your community. We exemplify servant leadership through our client relationships and actively engage in community service in the areas where we operate. Should your community have an annual celebration, we would be thrilled to participate. Additionally, as corporate members of Rotary International, we are honored to be part of this global service organization that strives to unite professional leaders to champion ethical values, goodwill, and peace worldwide.

It would be our privilege to have the opportunity to serve the City of Princeton.

Description of Services

Rum River Consultants will operate under the general direction of the City Administrator and/or Community Development Planner, committed to providing high-quality services through education and administration. Offering a broad range of services, we deliver an unparalleled proposal. Our extensive resources and tailored, long-term solutions enable us to address the unique needs of Princeton and will consistently provide measurable results.

Building Inspection Services & Availability

- RRC Office Staff is available during regular office hours, 8:00 am to 4:30 pm, Monday through Friday, except for observed holidays.
- Site inspections are typically scheduled between 8:30 am and 4:00 pm, Monday through Friday. We understand that some situations may require atypical scheduling and we are also available on Saturdays with a scheduled appointment at no additional cost.
- A 48-hour advance notice for inspections is requested, though accommodations for a 24-hour notice may be possible.
- The Chief Building Official or their designee will be available to assist Princeton staff outside of regular office hours.

Inspector Communication

Inspectors can be reached via phone, text, or email on their mobile devices. Meetings with customers will occur at the City of Princeton's office or a mutually agreeable location, including the subject property.

Code Guidance

RRC provides guidance and support throughout the permitting review process. While we do not design projects, we offer expert advice and practical solutions to address code challenges. Our deep understanding of codes, construction design, techniques, and trends enables us to identify potential problem areas and make informed recommendations.

Plan Review Response Time

We deliver a thorough and efficient plan review process that ensures projects meet all necessary requirements. Our staff strives to provide a comprehensive review in a timely manner.

Timelines: (Processing time begins upon receipt of all required submittals by the applicant):

- Residential maintenance permits: One (1) business day
- Decks, additions, basement finishes, etc.: One (1) to three (3) business days
- Accessory buildings: Three (3) to five (5) business days
- New single-family dwellings: Within ten (10) business days
- Commercial projects: Within fifteen (15) business days

Record Management System & Permitting Software

- RRC utilizes the Google Workspace business platform for efficient document sharing and collaboration. Our cloud-based record management system, provided at no additional cost, ensures secure and backed-up document storage.

- We are excited to announce the upcoming launch of our propriety permitting software, Baseline Technologies, aiming for a full launch date of January 1, 2024. This software will further streamline the permitting process, offering user-friendly tools, if chosen to implement.

Project Facilitation

We have implemented an integrated approach to facilitate seamless coordination between zoning, fire, public works, and engineering departments. For permit applications requiring multi-departmental review, we utilize our shared cloud drive to distribute and interdepartmental review sheet, ensuring necessary approvals and preventing delays for permit issuance.

Monthly Reporting

RRC will provide a monthly link for easy access to detailed permit reports, including the number of permits issued, the value of projects, and the state surcharge collected. This aids staff in accurately reporting to the State of Minnesota which maintains transparent and efficient governance.

Optional Services

Rum River can assist Princeton with zoning reviews, rental housing administrative services, property maintenance inspections, investigation enforcement, abatement processes, ordinance review/revisions, and emergency management response, as needed.

Princeton Responsibilities

- Scanning and forwarding all permit documentation submitted by applicants to a dedicated email for prompt processing.
- Providing a physical location for applications and informational handouts – or printing them via our website.
- Completing reports as prescribed by the State of Minnesota.
- Processing payments from permit applicants and tracking issuance accordingly.
- Handling all public information requests in compliance with the Freedom of Information Act (FOIA). If delegated to RRC, we pledge prompt and efficient response.
- Overseeing the licensing of contractors, if necessary.

Qualifications

RRC is steadfastly committed to ongoing education, certification, and licensing maintenance. With a team of 24 dedicated employees, we prioritize customer service and exhibit deep-rooted passion for our work. As a destination employer, we uphold stringent hiring standards, aligning every role with our lofty ethical and moral values.

Leadership Team

Our professional consulting firm has an impressive Leadership Team with over 103 combined years of experience in the built environment and local jurisdiction governance. The team comprises:

- Chief Building Official
- Business Manager
- Operations Manager
- Program Administrator

Plans Examiners

- We have 10 qualified individuals skilled in both residential and commercial plan review.

Inspectors

Our inspection team's credentials are extensive, including:

- 6 Certified Minnesota State Limited Building Officials
- 6 Certified International Code Council (ICC) Residential Building Inspectors
- 4 Certified Minnesota State Building Officials
- 4 Education Instructors, approved by the Minnesota Department of Labor and Industry (DLI)
- 3 Holders of Degrees in Building Inspection Technology
- 3 Licensed General Contractors
- 2 Certified International Code Council (ICC) Commercial Building Inspectors
- 2 Certified MPCA SSTS Inspectors
- 1 Certified International Property Maintenance Code (IPMC) Inspector
- 1 Licensed Minnesota Master Plumber

Office Support

- Our support team includes six (6) highly trained staff members, featuring a specialized permit technician.

Professional Membership Organizations

RRC is an active member in the following professional associations:

- International Code Council (ICC)
- Association of Minnesota Building Officials (AMBO)
- East Side Inspectors Association
- Minnesota Association of Housing Code Officials (MAHCO)
- Minnesota Building Permit Technicians Association (MBPTA)
- Metro North Chamber Member
- Minnesota Onsite Wastewater Association (MOWA)
- National Fire Protection Association (NFPA)
- Rotary International

Compensation

Upon confirmation as the chosen provider for professional contract services, RRC will collaborate with City staff to establish a fee schedule which will align with the State of Minnesota's and the International Code Council's model schedules. This will be presented to the Princeton City Council for review and approval. The City of Princeton will retain the authority to determine maintenance permits.

Permit Fee and Plan Review

While Rum River maintains standard rates with our jurisdictions, we recognize Princeton seeks a more responsive and customer service-oriented approach. Consequently, we propose an initial revenue-sharing rate of 60% for the first year of services. We plan to review this contract in one year to assess whether our roles and responsibilities require further clarification. This rate will encompass the calculated permit fee. Similarly, RRC will receive compensation for plan reviews at a rate of 60% of the plan review fee.

Special Fees

RRC will be entitled to 100% of special investigation fees, re-inspection fees, and site inspections for relocated buildings.

Special Projects

State licensed and plumbing plan review projects will be invoiced at a rate of 75% of the permit fee and 75% of the plan review fee collected.

On-call and as-needed general building inspection services during normal business hours will be invoiced at a rate of \$95.00 per hour, under the direction of either the City Administrator and/or the Community Development – Planner.

Property Maintenance Code Compliance

Code compliance and nuisance abatement services will be charged at a rate of \$95.00 per hour. This rate includes preparation for, and completion of, hearing testimony.

Emergency Response

In response to emergency situations occurring outside of normal business hours, RRC will evaluate building integrity and re-occupancy allowances. This service will be conducted at the direction of the City Administrator and/or Community Development Planner, at an hourly rate of \$120.00, with a 2-hour minimum charge. Scenarios that might necessitate this service include, but are not limited to, storm-related events and other natural or man-made disasters.

Customer Project Meetings

RRC offers two complimentary consultations with property owners or developers. These consultations can be conducted either in-person or virtually and are intended to discuss building codes and assist with preparation for a future permit application. No additional fees will be charged for these customer project meetings.

City Council Meetings

RRC commits to attending up to two Princeton City Council meetings per year at no extra cost. Attendance at additional City Council meetings or workshops will be billed at a rate of \$95.00 per hour.

Transportation

RRC will provide its own transportation to meetings and site inspections, incurring no additional cost to the City of Princeton.

References

Rum River Consultants humbly lists the following jurisdictions as a professional reference.

City of Andover – Supplemental Services Provided

Joe Heidelberger, Building Official - 763-755-8700, j.heidelberger@andovermn.gov

City of Anoka – Interim Services Provided

Doug Borglund, Community Development Director – 763-576-2723, dborglund@ci.anoka.mn.us

City of Arden Hills – Supplemental Services Provided

Dave Perrault, City Administrator - 651-792-7824, dperrault@cityofardenhills.org

Baldwin Township – Full Services Provided

Joan Heinen, City Clerk/Treasurer - 763-389-8931, town.clerk@baldwintwpmn.com

City of Becker – Supplemental Services Provided

Mark Lucht, Building Official/Fire Marshal – 763-200-4255, mlucht@ci.becker.mn.us

City of Blaine – Supplemental Services Provided

Dan Hauck, Chief Building Official - 763-785-6176, dhauck@blainemn.gov

City of Braham – Full Services Provided

Lynda Woulfe, Interim City Administrator - 320-396-3383, administrator@braham.com

City of Brook Park – Full Services Provided

Emeri Hagfors, City Clerk/Treasurer - 320-679-1355, citybrookpark@outlook.com

Chengwatana Township – Full Services Provided

Katy Overtoom, City Clerk - 320-629-2208, clerk@chengwatanatownship.com

City of Circle Pines – Full Services Provided

Patrick Antonen, City Administrator - 763-231-2605, pantonen@ci.circle-pines.mn.us

City of East Bethel – Supplemental Services Provided

Jack Davis, City Administrator - 763-367-7860 - jack.davis@ci.east-bethel.mn.us

City of Grasston – Full Services Provided

Roberta Folkestad, City Clerk - 320-396-2476 - cityofgrasston@gmail.com

City of Hilltop – Full Services Provided

4555 Jackson Street NE, Hilltop, MN 55421

Ruth Nelson, City Clerk/Treasurer - 763-571-2023 - rnelsen@hilltop.govoffice.com

City of Isanti – Interim Services Provided

110 1st Ave NW, Isanti, MN 55040

Josi Wood, City Administrator - 763-444-5512 – jwood@cityofisanti.us

City of Lakeland – Full Services Provided

Michelle Elsner, City Clerk - 651-436-4430 - melsner@cityoflakeland.us

City of Lauderdale – Full Services Provided

Heather Butkowski, City Administrator - 651-792-7657 - heather.butkowski@lauderdalemn.org

Linwood Township – Full Services Provided

Pam Olson, City Clerk - 651-462-2812 - pam.olson@linwoodtownship.org

City of Monticello – Supplemental Services Provided

Angela Schumann, Community Development - 763-271-3224 - angela.schumann@ci.monticello.mn.us

City of Mounds View – Supplemental Services Provided

Nick Henly, Building Official - 763-717-4024 - nick.henly@moundsviewmn.org

City of New Brighton – Supplemental Services Provided

Ben Gozola, Community Development - 651-638-2059 - ben.gozola@newbrightonmn.gov

City of Oak Grove – Full Services Provided

Loren Wickham, City Administrator - 763-404-7075 - lwickham@ci.oak-grove.mn.us

City of Osseo – Rental Program Administration Services Provided

Riley Grams, City Administrator – 763-425-2624 - rgrams@ci.osseo.mn.us

City of Pine City – Full Services Provided

Scott Hildebrand, City Administrator - 320-438-1002 - administrator@pinecitygov.com

City of Ramsey – Supplemental Services Provided

Jesse Szykulski, Building Official - 763-433-9850 - jszykulski@cityoframsey.com

Royalton Township – Full Services Provided

Duane Swanson, Town Clerk - 320-396-2982 - royalton@royaltontownship.com

City of St. Paul Park – Full Services Provided

Kevin Walsh, City Administrator - 651-459-9785 - kwalsh@stpaulpark.org

