
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: Stacy Marquardt, Community Development Planner
SUBJECT: **Building Inspection Services**
DATE: November 8, 2023

Background:

The City Council had awarded the RFP for Building Official and inspection services to Metro West with the requirement that a new inspector be assigned to our jurisdiction. This award was based off communication with the owner of Metro West which was sent out ahead of time questioning if this was something his company could accommodate and he stated, "We do have the ability to exchange an Inspector within the City if requested".

Since this time Mr. Geske has sent the City and Council members a letter stating that because he does not feel this request is warranted in this situation, he will be terminating Metro West's contract with the City effective February 1, 2024, which is in accord with the contract language.

We reached out to Mr. Geske to set up a meeting on how this transition would look as we have several permits issued under their licensed Building Official; we have not heard back from him at this time. Our hope is to be able to final out all permits that were issued under Metro West's license by Metro West simultaneously with whomever is chosen as our new service provider starting February 1, 2024.

We are now left with the task of finding a new service provider. We met with MNSPECT leaders to see if there was a workable solution to their proposed cost. We were impressed with the level of service they offer and the positive responses we received from references that were contacted. We even contacted some local jurisdictions directly that use this company, and they had nothing but positive things to say about working with this company and specifically the inspector they are provided with in their location. This is what prompted us to reach out to them specifically to see what accommodation could be agreed upon to meet our needs.

Specifically, cost was discussed with MNSPECT, as with all the RFP candidates outside our current provider, there was quite a large gap.

They proposed the following:

If the City will execute a 5-year contract MNSPECT will reduce our initial fees from 75% to 60% for the first year and a 3% increase each of the following years (2025 =63%, 2026= 66%, 2027 =69%, 2028 = 72% and 2029 = 75%).

Recommendation:

Both Michele and I feel this is a great fit for the City of Princeton. And the fact they are willing to work with us on easing into a new fee structure speaks to their integrity as a company. We recommend accepting the terms set forth in the attached letter, continuing with a contract to employ MNSPECT as our Building Official and Inspection Services starting February 1, 2024.