



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

July 17, 2023

MNSPECT LLC
Attn: Christy
235 W 1st St.
Waconia, MN 55387

Dear MNSPECT,

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.

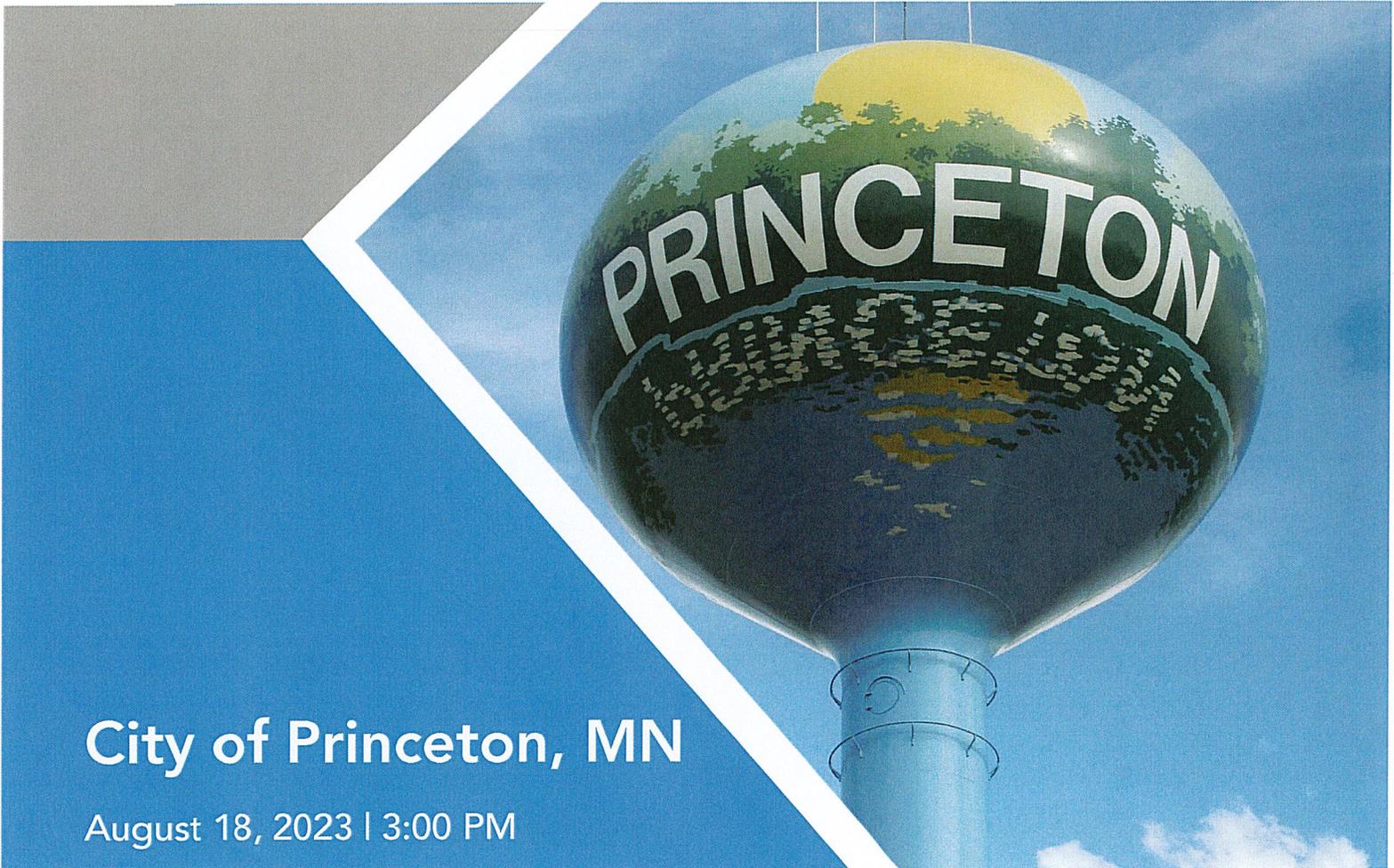
The proposals should be submitted by **3:00 p.m.**, Friday, August 18th, 2023 to:
Stacy Marquardt, Community Development Planner
City of Princeton
705 2nd Street North
Princeton, MN 55371

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.

Response to Request for Proposals

Building Official and Inspection Services

ELECTRONIC



City of Princeton, MN

August 18, 2023 | 3:00 PM

Alan Greene

Senior Account Manager
224.250.4010
agreene@safebuilt.com

Ty Turnquist

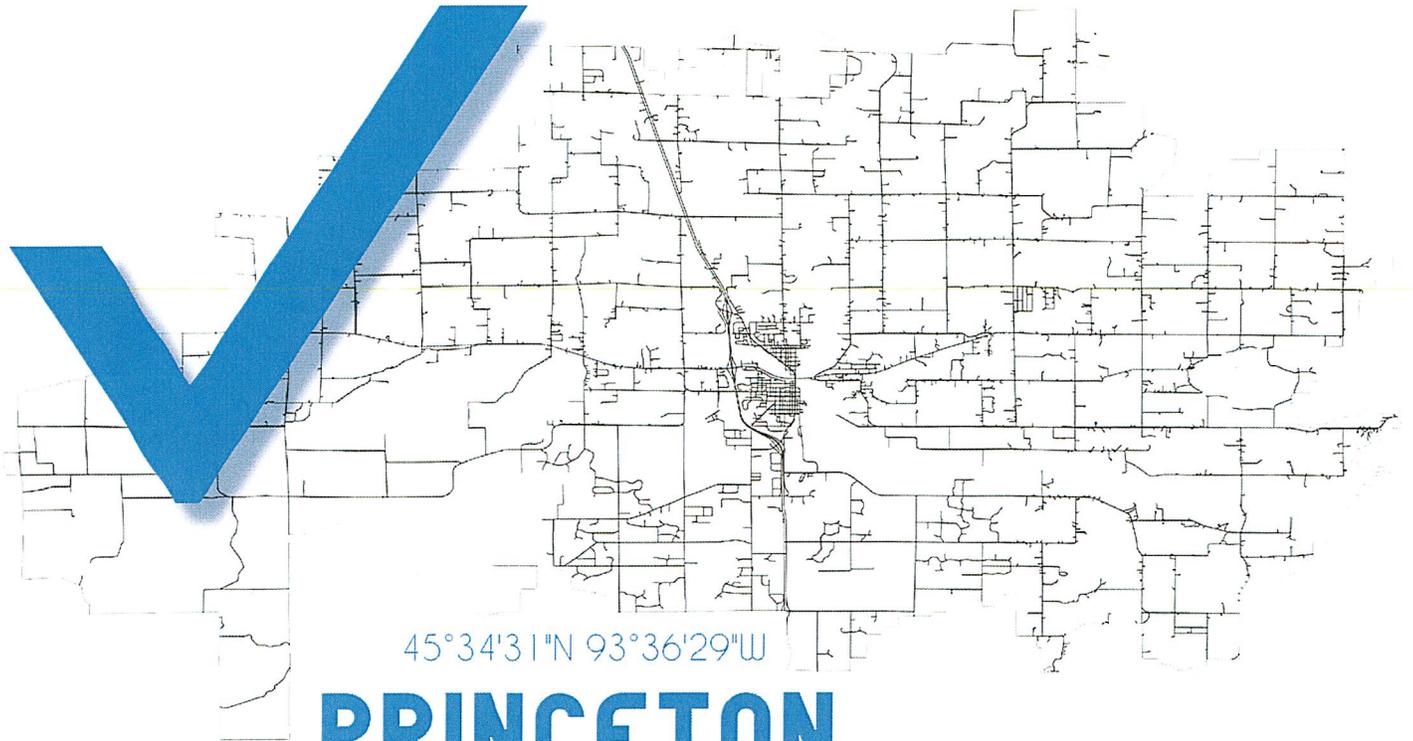
State Operations Manager
952.800.8702
ty@mnspect.com

Scott Qualle

Building Official
952.800.8701
squalle@mnspect.com

MNSPECT, LLC, a SAFEbuilt Company
235 First Street West, Waconia, MN 55387





45°34'31"N 93°36'29"W

PRINCETON MINNESOTA

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August 18, 2023



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

Via Electronic Mail - smarquardt@princetonmn.org

CORPORATE HEADQUARTERS
444 North Cleveland Avenue
Loveland, CO 80537
866.977.4111
info@safebuilt.com

RE: Request for Proposals for Building Official and Inspection Services

MNSPECT OFFICE
235 First Street West
Waconia, MN 55387

Dear Ms. Marquardt:

MNSPECT, LLC, a SAFEbuilt Company (MNSPECT), is pleased to present our proposal for Building Official and Inspection Services for the City of Princeton (City). MNSPECT is a veteran in the building and community development services industry with more than 35 years experience serving communities just like the City of Princeton.

POINTS OF CONTACT
Alan Greene
Senior Account Manager
224.250.4010
agreene@safebuilt.com

Accurate and efficient delivery of building department services is critical to support economic growth, ensuring that the City of Princeton is a place where people want to live, work, shop and play. MNSPECT delivers solutions using proven methods that offer high customer satisfaction at a reasonable cost. There are very distinct advantages to partnering with MNSPECT versus our competitors. These include, but of course, are not limited to:

Ty Turnquist
State Operations Manager
952.800.8702
ty@mnspect.com

Scott Qualle
Building Official
952.800.8701
squalle@mnspect.com

- Our team of highly qualified, state and nationally certified industry experts with years of municipal experience.
- Utilization of industry best practices, and latest technology with a pro-active, educational, and customer-centric approach.
- Budget savings without sacrificing service or results.
- Consistent staffing and talent acquisition standards allowing us to absorb concerns brought on by seasonal and economic cycles.
- Continuity for residents and municipal staff.
- Assurance that the community's housing stock is safe, durable, and efficient for decades to come.
- Our delegation authority by the State speeds turn-around time, saving contractors' valuable time.

Selecting a service partner that will provide exceptional work product and customer service that fits your goals, objectives and budget is a daunting task. The city must have confidence that the company they ultimately select has the demonstrated success and capacity to provide all required services. We strongly believe that MNSPECT is that company.

Our staff of professionals are very familiar with the requirements of the communities they serve and we have the capacity to provide all of the services the City requires. MNSPECT currently supports 40+ Minnesota communities with similar services. In 2022, we performed over 2,000 plan reviews, issued almost 5,000 permits and completed more than 9,000 inspections.

MNSPECT will work closely with the City to deliver responsive services that fully comply with the code and local ordinances. [All of our inspectors meet State qualifications and we are approved by the Minnesota Department of Labor and Industry to perform commercial plumbing plan review, plan review and inspections for state-licensed facilities, and commercial fire sprinkler plan review and inspections that other companies cannot.](#)

SPECIALTY INSPECTION SERVICES

Along with our standard Building Official and inspection services we have the capacity to provide specialized services to the City if needed. These include, but are not limited to:

- Fire Safety Inspections
- Code Enforcement
- Rental Housing Program Inspections
- Digital Permitting and Plan Review Services
- Remote Video Inspections
- Erosion and Sediment Control
- Disaster Response Assistance

Additional information about these services can be found beginning on page 26.

DIGITAL SERVICES

We propose to track services in our **CommunityCore** system, SAFEbuilt's proprietary on-line community development software tool, which manages permitting, plan reviews and approvals, as well as inspection activities. The system, which integrates with other government software systems, is designed to streamline and automate construction code compliance processes, manage workflows, generate activity reporting, and provide transparency to all stakeholders. Our software solution has transformed the way government entities manage their building services departments, increasing efficiency and saving money. Additionally our team is well versed in other We have other electronic plan review systems, such as Bluebeam, CADD, and Adobe.

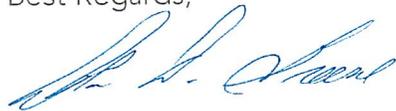
We have included information about our CommunityCore suite of software beginning on page 28.

RENTAL HOUSING INSPECTIONS

As your community continues to grow and the City considers new programs such as Rental Housing Inspections, MNSPECT stands ready to provide these additional services. Many communities have rental inspection ordinances designed to meet housing quality standards and help protect tenants from harm. We personalize rental inspection programs to help communities identify and address potential safety hazards using the International Property Maintenance Code and applicable local ordinances and housing quality standards as our guides. We would welcome the opportunity to discuss how MNSPECT can work with the City to implement such an important program.

We thank you for taking the time to review and evaluate our proposal. If you have any questions, please feel free to contact myself, Ty Turnquist or Scott Qualle using our contact information above.

Best Regards,



Alan Greene
Senior Account Manager



Firm Overview

FIRM OVERVIEW

MNSPECT has been providing comprehensive Designated Building Official and Supplemental/As-Needed Building Safety services for Minnesota communities since 1987. MNSPECT's highly-qualified, certified, and experienced team of Building Officials currently provides services for 40+ communities.

SERVICES OFFERED BY MNSPECT

Our areas of service have expanded over the past 34 years to include:

- Designated Building Officials
- Field Inspections/Plan Review
- Rental Ordinance/Licensing Inspection
- Sediment and Erosion Control Monitoring
- Municipal and Nuisance Code Enforcement
- Commercial Plumbing Plan Review
- Fire Safety Inspections

In 2021, MNSPECT, LLC became part of the SAFEbuilt family of companies, which expanded SAFEbuilt's presence in to Minnesota, and increased the breath of services MNSPECT could provide its clients. Since 1992, SAFEbuilt has provided exceptional Community Development Services to local governments. SAFEbuilt is a national leader performing value-added professional, technical, and consulting services in 37 states and the District of Columbia for the efficient delivery of third-party building and community development solutions.

MNSPECT's many years of successful service to the communities we serve extends to all activities related to the administration and enforcement of the Minnesota State Codes for Accessibility, Building, Energy, Fire, Fuel Gas, Industrialized/Modular Buildings, Manufactured Homes, Mechanical, Plumbing, and Prefabricated Buildings.

The State of Minnesota demonstrates its confidence in our qualifications and competencies by granting MNSPECT approval to provide these specialized services, normally provided by the State

- to perform plan review and inspections on public buildings and State licensed facilities.
- to perform plumbing plan review and inspections on plumbing systems that serve the public.
- to perform plan review and inspections on fire suppression systems and fire alarm systems.
- to perform State required fire inspections on Minnesota Department of Human Services licensed facilities.

These special authorities allow for local oversight of projects, optimize construction integrity in the design stages, and ensure permit revenue for these projects of large magnitude stay with the community instead of going to the State.

MNSPECT partners with communities to provide a high level of service for homeowners, building owners, contractors, and the Municipality. We work to exceed community goals and standards of service. Our expert knowledge of Minnesota Building Codes, our helpful and professional approach, our commitment to timely service and communication, and our focus on code education is our formula for success.

Our solid reputation as an industry leader demonstrates our knowledge, flexibility, and cost efficiencies, giving us the reliability your municipality needs in a team. Our people love what they do and eagerly contribute solutions and recommendations that are proven, time-tested, and specific to your needs, providing the following fundamental elements:

Focus on Service. Because we serve many municipalities and agencies, we are constantly improving and adapting to provide our clients with superior services. We share a wealth of recommendations from our varied experience with other communities to help keep the services we provide the most efficient possible while maintaining our commitment to service excellence.

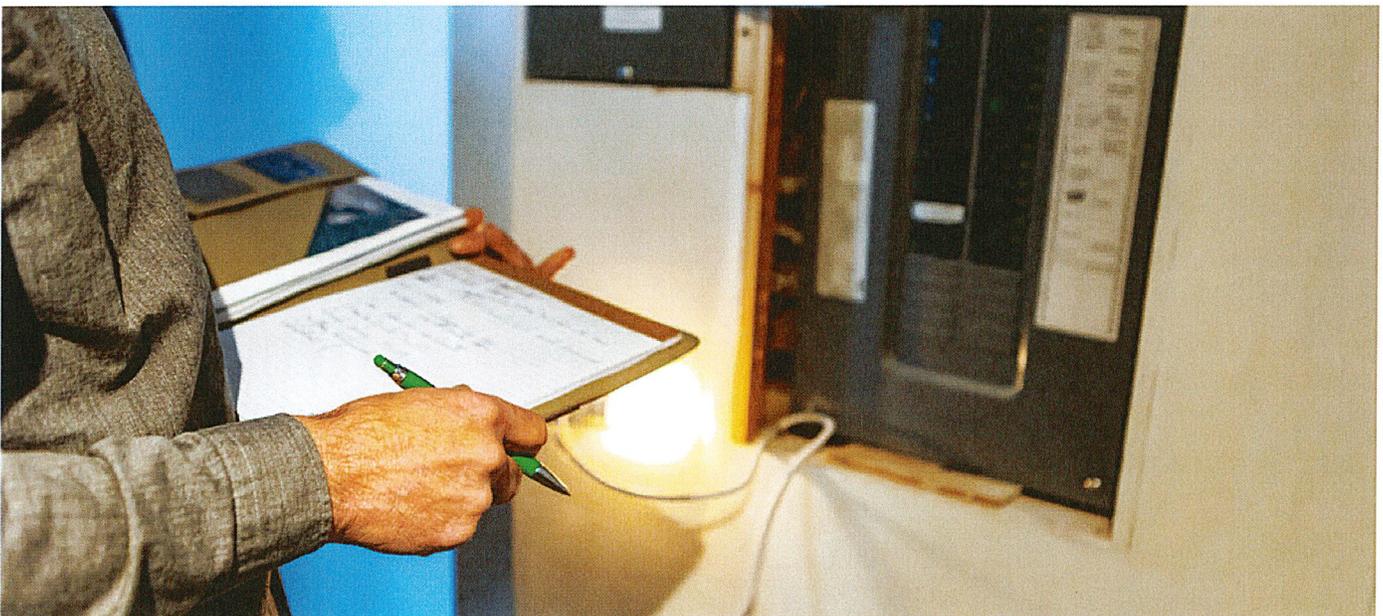
Tailored, Responsive Services. Our team is skilled at assessing time commitments, developing an accurate work plan, and applying dedicated, professional personnel. We quickly fine-tune staffing levels to match changes in activity – always maintaining the highest level of customer service. We hand-pick staff, uniquely qualified and experienced, to deliver the exact services requested. We create customized workflows to provide our clients with services that ensure all critical steps are followed through the permit issuance process.

Swift Turnarounds and Expedited Services. Our staff excels at providing prompt turnarounds. We meet or exceed expected turnaround deadlines.

Effective Coordination with other Agencies and Departments. Our people are trained in promoting collaboration and cooperation with other departments and agencies.

A Wealth of Code Knowledge and Building Industry Experience. We maintain staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's cutting edge, many serve as popular educational instructors and lecturers, as well as sit on leading boards and committees for organizations developing and implementing important code regulations.

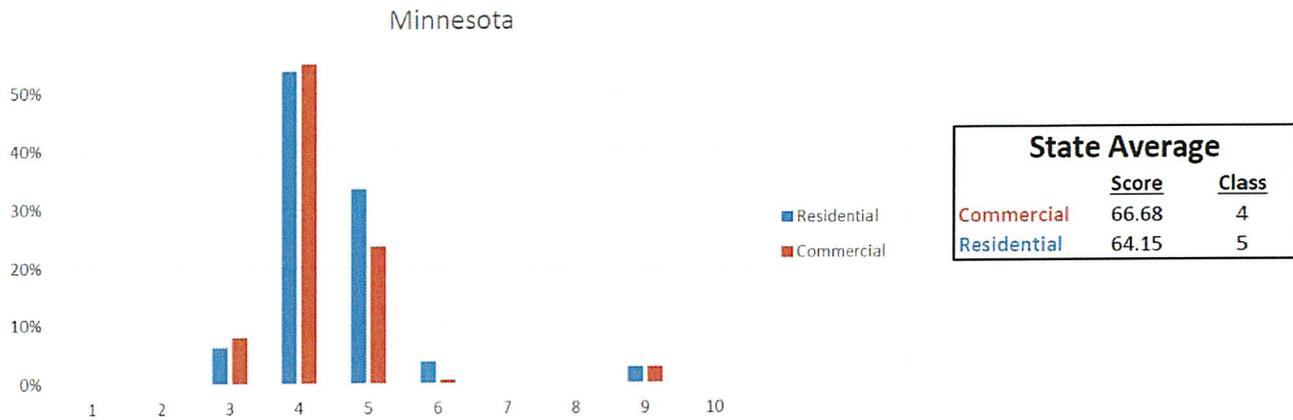
Leading-Edge Technology. SAFEbuilt's software, CommunityCore Solutions (www.CommunityCore.com), delivers a suite of digital options for jurisdictions: prompt digital plan reviews, including electronic versions of plan comments, and an easy-to-use on-line web application/portal for submittal, tracking, and approval of digital plans.



MNSPECT'S ISO BUILDING CODE EFFECTIVENESS GRADING SCHEDULE (BCEGS)

MNSPECT takes great pride in achieving an ISO Building Code Effectiveness Grading Schedule score of a 3 for both commercial and residential work. The purpose of BCEGS is to provide insurance companies with a way to score building departments with a rating, similar to how ISO scores fire departments. This equates to a savings for residents as the lower the score the higher the insurance discount can be for new construction in a community.

The ISO Audit is the only analysis that any Building Department is subjected to, other than a voluntary department accreditation for the ICC-IAS (of which there are currently no accredited departments in Minnesota).



Group A: Municipalities receive the maximum discount benefit possible on new construction when the homeowner's insurance company uses the BCEGS in their underwriting formulas.

Group B: Municipalities receive a midrange discount benefit possible on new construction when the homeowner's insurance company uses the BCEGS in their underwriting formulas.

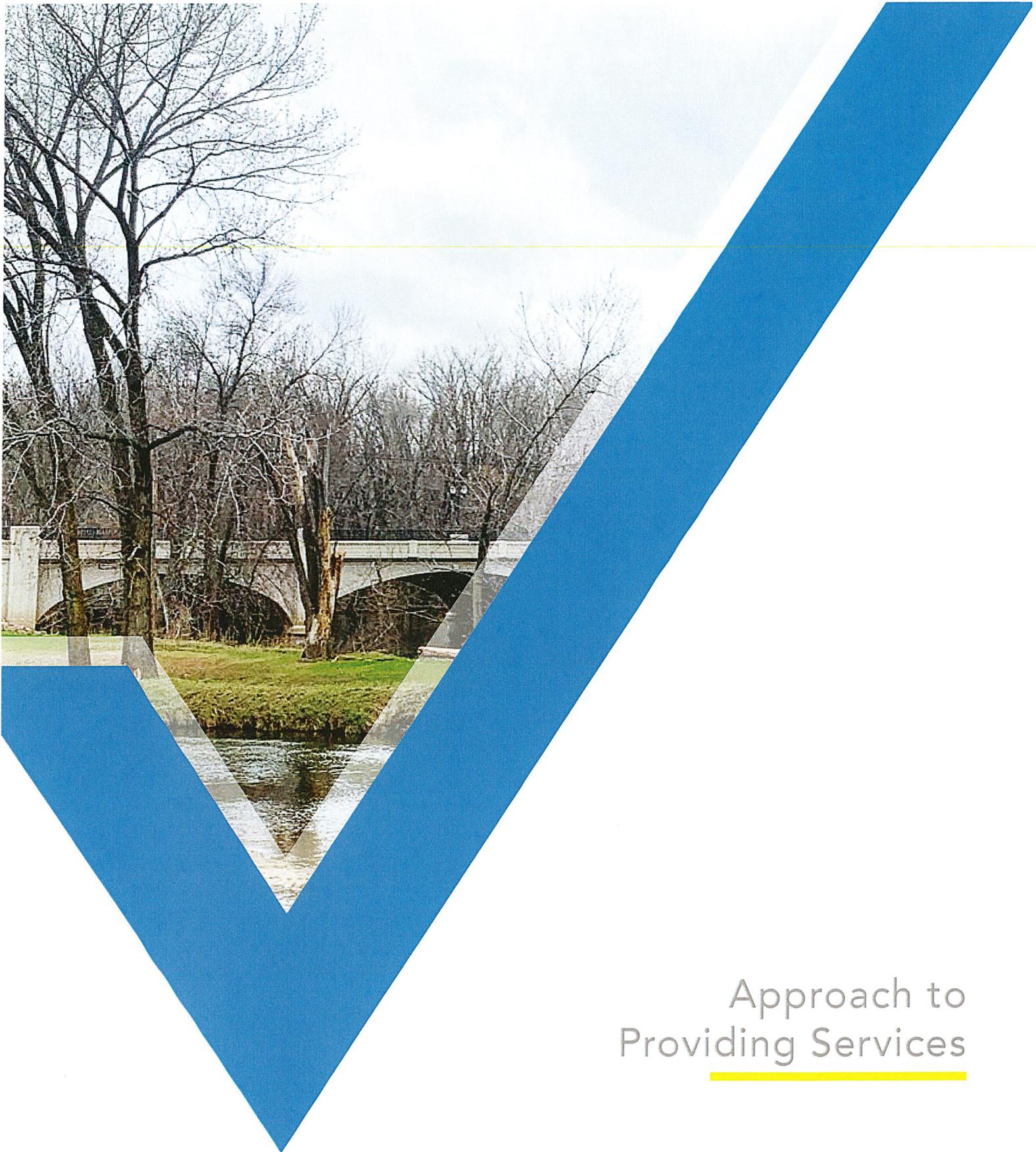
Group C and Score 99 (Declined to participate): Municipalities receive no discount benefit possible on new construction when the homeowner's insurance company uses the BCEGS in their underwriting formulas.

The long-term savings to the community could be substantial. If a community has 1,000 recently (last 10 years) constructed homes, the collective decrease could be 5% of premium (1,500 x 0.05 = \$75.00) x 1,000

= \$75,000 per year of insurance premium discounts if the building department had a score of 3 (vs 9 or 99).

All the members of the MNSPECT team are great communicators.
One can call or e-mail and rest assured of getting a response, almost
always the same day, but for sure the next day.

– Elizabeth Wheeler, Township Clerk, Township of Waterford, MN



Approach to Providing Services

SAFE**B**UILT BUILDING OFFICIALS WILL:

MNSPECT's Building Official is the primary point of contact for City. This position provides all of the support you have come to expect from a traditional Building Official position and reports directly to whomever you choose. This position works closely with other departments to coordinate efforts and ensure we act as a seamless extension of your staff. They attend staff, board, and council meetings as required. As the technical lead in the office, this individual is a resource for other team members, City staff, and applicants to help guide citizens through the complexities of the codes. We closely monitor changes to the codes and any state or local requirements and determine how they may impact projects in the area. They oversee our quality assurance program and ensure we meet our agreed-upon performance measurements and your expectations. Highlighted responsibilities include:



GENERAL DUTIES

- Reviews permits, plans and materials to ensure they are consistent with codes and approved plans. MNSPECT will perform comprehensive plan review on all permit applications requiring review of documentation.
- Except when, and if, the workload demands otherwise, all inspections shall be conducted with the normal business hours of 8:00a.m. to 4:30p.m. Monday through Friday. Normal office hours and inspections times are 8:00a.m. to 4:30p.m. Monday through Friday. However, workload may require overtime or inspections outside of normal business hours at the request of the applicant and our office.
- A monthly report shall be provided to the City Council. The report shall disclose the permit number and description and amount owed the inspection company. Detailed billing reports will include address, permit number, project description, valuation, fees charged, and fees due.
- Investigates complaints to determine whether code violations exist. MNSPECT will promptly investigate all complaints forwarded by the City, and bring them to resolution as directed by City Council or staff.
- Issues correction orders when violations persist. We issue correction orders on all inspections where the work is not consistent with the requirements of the Code. Should violations persist beyond routine notifications, MNSPECT will work with the City to resolve these infrequent continuing violations.
- Establishes valuations of the construction costs and determines permit fees. Permit fees will be calculated based on the City's adopted fee schedule. Valuations will be supplied by the applicant with a minimum valuation as calculated during plan review using state guidelines.
- Interprets and explains city ordinances and state codes to homeowners, architects, engineers, contractors, and developers. We have developed over 75 handouts in an attempt to provide explanations, requirements, and information regarding various types of projects. We answer all phone inquiries regarding code requirements, and we will re-direct callers to the city, county, or state department having jurisdiction over the area of inquiry, as appropriate.
- Verifies contractor licensing. During the permit issuance process, we will verify the licensure of all contractors as required by state law.
- Provides information responding to people's questions about codes and city procedures. We work with residents and contractors to help them comply with the code and when procedural questions arise, we work through the process or direct them to the proper department.
- Communicates observed violations of other city codes to the appropriate person. When our inspectors are in the field, we encourage them to make observations about related activities and if there are concerns, to report them to city staff.
- Reviews and recommends amendments to ordinances and codes. We will review the code adoption and fee schedule adoption language immediately upon being retained as the Designated Building Official. We are happy to participate in the review of other ordinances as requested.
- Creates and maintains logs and records. All our plan reviews and inspections are documented in our proprietary inspections software, which is available to the City to access at no cost. Any charges for hourly work outside the normal plan review/permit process will be provided on a detailed log.

- Written materials should be provided to the City that outline application requirements and code information for various types of permits (i.e., new home, deck, finish basement, etc.) These materials shall be clear, concise, and kept up to date. Along with ordinance review, we will review the application and other official documents for conformance to Minnesota Rules Chapter 1300. Please also see answer to “Interprets and explains city ordinances and state codes...” above.
- Maintains state certification and keeps current with changes and innovation in construction techniques and materials. Attends job related training to keep current on laws, codes, and regulation changes related to building inspections. Licensed/certified MNSPECT code personnel are required to fulfill continuing education requirements for those licenses/certifications. All staff is attentive to industry changes and trends.

PARTICIPATES IN CITY MEETINGS

- Internal and external meetings involving building code and inspection questions and issues.
- City Council and other City meetings, as needed. MNSPECT will attend all meetings where our presence is requested.

RESPONSE TO CONSTITUENT REQUESTS AND ISSUES AS DIRECTED BY STAFF

- Performs field inspections. MNSPECT offers next-day inspections for any request received by 4:00 P.M. on the prior business day. We offer weekend, after-hours inspections, and emergency inspections for an additional fee.
- Addresses constituent concerns personally and in writing. We will address concerns with a meeting, phone call, or letter/email, as appropriate.
- Makes public presentations as needed. We are happy to participate in opportunities to provide the public with informational presentations, when requested by City Council or staff.
- Provides recommendations to staff and City Council. We look forward to the opportunity to work with Council and staff to streamline processes and enhance the customer experience. This may involve changes to MNSPECT procedures or recommendations to the City.



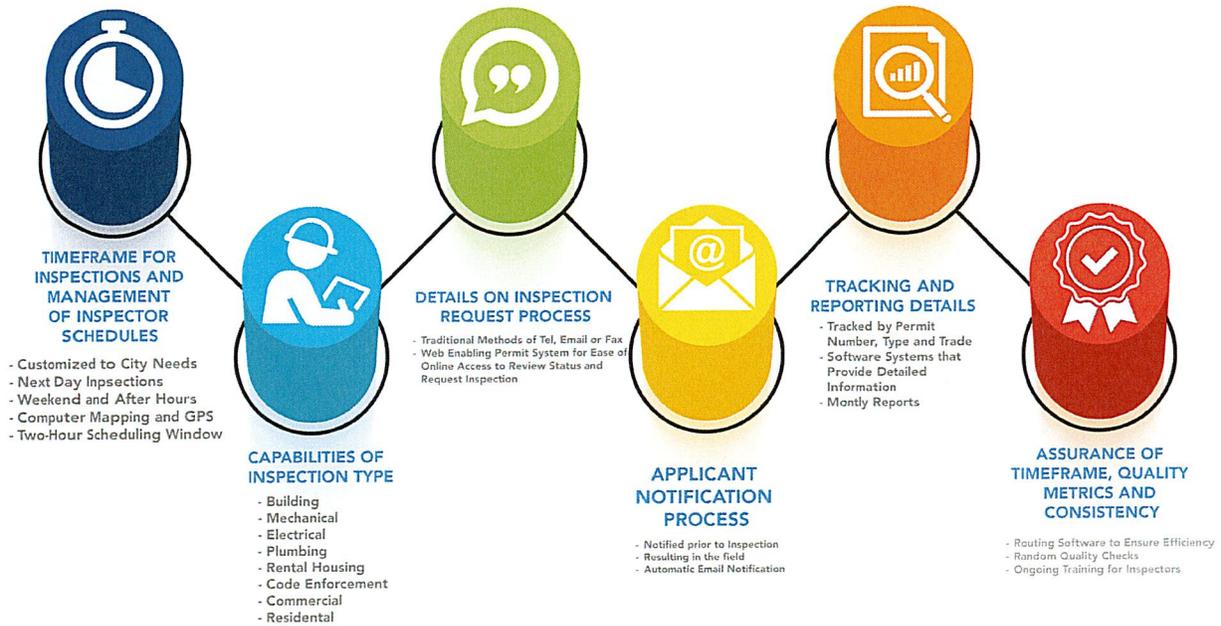
PLAN REVIEW TURNAROUND TIMES

Type of Project	Completeness Check	Plan Review	Recheck of Additional Submittal
Residential	1-3 Business Days	7-10 Business Days	Same day, if possible
Commercial	Up to 5 Business Days	Up to 15 Business Days	Up to 2 business days

MINIMUM REQUIRED NOTIFICATION

We sit down with the City to establish a customized inspection notification process. MNSPECT offers same-day inspections where possible, and next day inspections for any request received by 4:30 P.M. on the prior business day. We offer weekend and after-hours inspections on a scheduled basis, as well as emergency inspections, for an additional fee. MNSPECT uses a routing program that utilizes computer mapping and GPS to route inspections efficiently. Applicants who call to schedule an appointment will receive a specific time for their inspection to minimize the time they need to wait for the inspector.

TYPICAL APPLICATION PROCESS

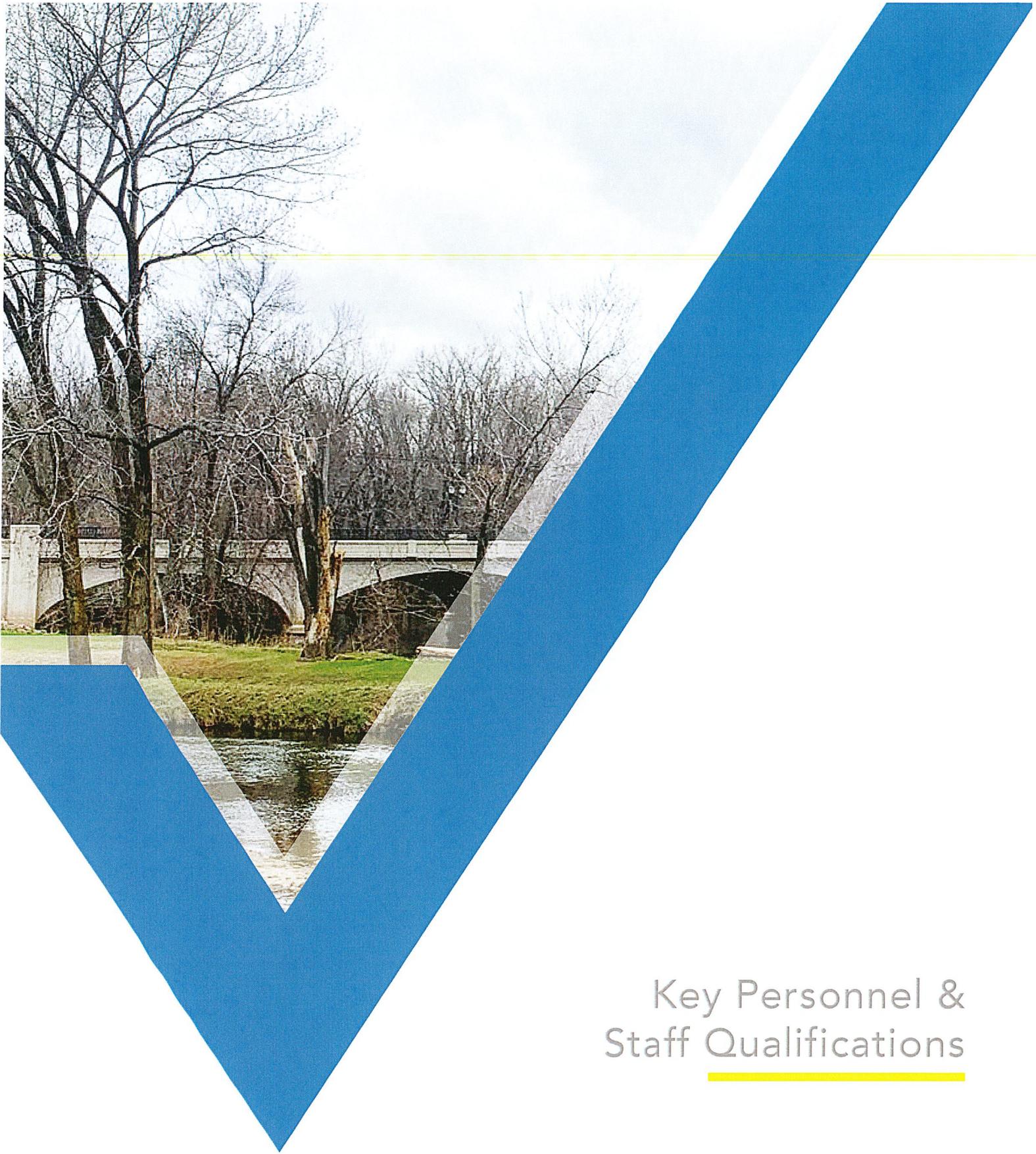


1. Application is received and reviewed for zoning compliance by the city.
2. If approved, the application is forwarded to MNSPECT for processing and documents are reviewed for code compliance.
3. The permit is then returned to the City for final processing and issuance.
4. The applicant contacts MNSPECT to schedule required inspections at each appropriate throughout the project.
5. Upon completion of all required inspections the permit is closed, and the certificate of occupancy would be issued, when applicable.

FORMS, DOCUMENTS, AND HANDOUTS

MNSPECT is in the process of moving toward electronic submission and processing. All materials will also be available on-line, but paper copies can also be available. We have spent hundreds of hours developing over 60 informational handouts, all of which will be provided to the City in paper and electronic form. Our handout library can be viewed on our website located at <https://mnspect.com/learn-from-mnspect/handouts/>





Key Personnel & Staff Qualifications

KEY PERSONNEL

Alan Greene, Senior Account Manager, will oversee the communications with the City to ensure that all parties are satisfied with the work our team provides. In turn, he helps SAFEbuilt better understand the City's needs, expectations, and difficulties. Further, Mr. Greene will be available to discuss solutions for any potential add-on work the City might need.

The City of Princeton's primary point of contact for day to day activities will be our **Building Official, Mr. Scott Qualle**. Mr. Qualle will be responsible for the management and administration of building inspection services for the City. He will receive support from **Mr. Ty Turnquist**, MNSPECT's **State Operations Manager**, who will serve as the secondary point of contact for the City.



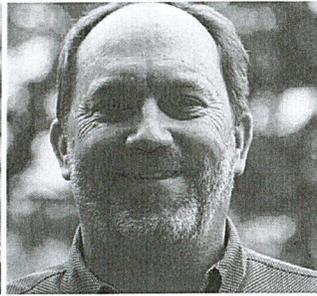
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235 First Street West, Waconia, MN 55387
P: 952.442.7520 | F: 952.442.7521 | info@mnspect.com | www.mnspect.com

INSPECTIONS

Frank Martin, Senior Building Inspector
Barry Brainard, Senior Building Inspector
Tracy Reimann, Specialty Inspector
Dale Englemann, Plumbing Inspector

Building Inspectors

Karl Horning	Abram Pulkrabek
Bill Schwanke	Jason Brummer
Don Harmsen	Luke Argent
Dave Rewy	

PLAN REVIEW

Nick Qualle	Kevin Kamerud
Derrick Wyman	Tom Krause
Michael Huan	Jeff Munsterteiger

BUILDING SERVICES ADMINISTRATION

Tonia Sikorski, Bldg. Svcs. Administration Manager
Wendy Morrissey, Office Manager
Christy Knutson, Lead Client Specialist
Lori Mueller, Client Specialist
Marcy Miller, Client Specialist

MEET YOUR NEW TEAM

A partnership with MNSPECT provides the City with access to a deep pool of licensed, experienced, and customer-focused building inspection staff. The organization chart shown below introduces our proposed team for the City. MNSPECT thoroughly screens prospective personnel for the right experience and qualifications to perform their assigned duties. We look for candidates with a well-rounded background in the building inspections and construction industries, a passion for the work, and a drive to get the job done correctly and on schedule. We actively pursue self-motivated candidates who are personable and who can easily integrate into any team setting.

To facilitate the City's evaluation of our proposal, we present the qualifications and credentials of our proposed team in the following matrices.

	SCOTT QUALLE	TY TURNQUIST
SENIOR MANAGEMENT		
YEARS OF EXPERIENCE		
Years of Experience in Code Enforcement	18	19
Years of Experience in Construction	6	8
INTERNATIONAL CODE COUNCIL CERTIFICATIONS		
Certified Building Official	✓	✓
STATE OF MINNESOTA-ISSUED LICENSES/CERTIFICATIONS		
Building Inspection Technology Degree	✓	✓
Certified Building Official	✓	✓
Continuing Education Instructor	✓	✓
Family Day Care and Adult or Child Foster Care Fire Inspectors	✓	✓
MN-Approved for Fire Sprinkler and Fire Alarm Inspections	✓	✓
MN-Approved for Code Review of Public Buildings and State Licensed Facilities		✓
MN-Approved for Inspections of Public Buildings and State Licensed Facilities	✓	✓
Fire Inspector I	✓	

INSPECTORS

FRANK MARTIN	ABRAM PULKRABEK	BARRY BRAINARD	DALE ENGELMANN	DAVID REWEY	DON HARRISEN	KARL HORNING	TRACY REIMANN	BILL SCHWANKE	JASON BRUMMER	LUKE ARGENT
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YEARS OF EXPERIENCE

Years of Experience in Architecture	4	4									
Years of Experience in Code Enforcement	38	2	37	10	2	19	21	7	20	1	1
Years of Experience in Construction		5			16	20	10	10		16	
Years of Experience in Plumbing				41							
Years Code Enforcement Support											

INTERNATIONAL CODE COUNCIL CERTIFICATIONS

Accessibility Inspector/Plans Examiner									✓	
Building Inspector	✓									
Fire Inspector I									✓	
Fire Inspector II									✓	
ICC/AACE Property Maintenance & Housing Inspector									✓	
Permit Technician			✓							
Residential Building Inspector		✓	✓							
Residential Plans Examiner			✓							
Residential Plumbing Inspector									✓	

STATE OF MINNESOTA-ISSUED LICENSES/CERTIFICATIONS

Backflow Prevention Tester				✓						
Building Inspection Technology Certificate/Degree	✓					✓	✓			
Certified Building Official	✓		✓			✓	✓		✓	✓
Certified Building Official, Limited		✓			✓			✓		✓
Family Day Care and Adult or Child Foster Care Fire Inspectors			✓							
Master Plumber				✓						
MN-Approved for Code Review of Public Buildings and State Licensed Facilities	✓		✓							
MN-Approved for Inspections of Public Buildings and State Licensed Facilities	✓		✓			✓				
MN-Approved Commercial Plumbing Plans Examiner				✓						
MN-Approved for Fire Sprinkler and Fire Alarm Code Review and Inspections	✓		✓							
Radon Measurement Professional								✓		
University of MN Erosion & Stormwater Management Regulatory Enforcement			✓							

PLAN EXAMINERS

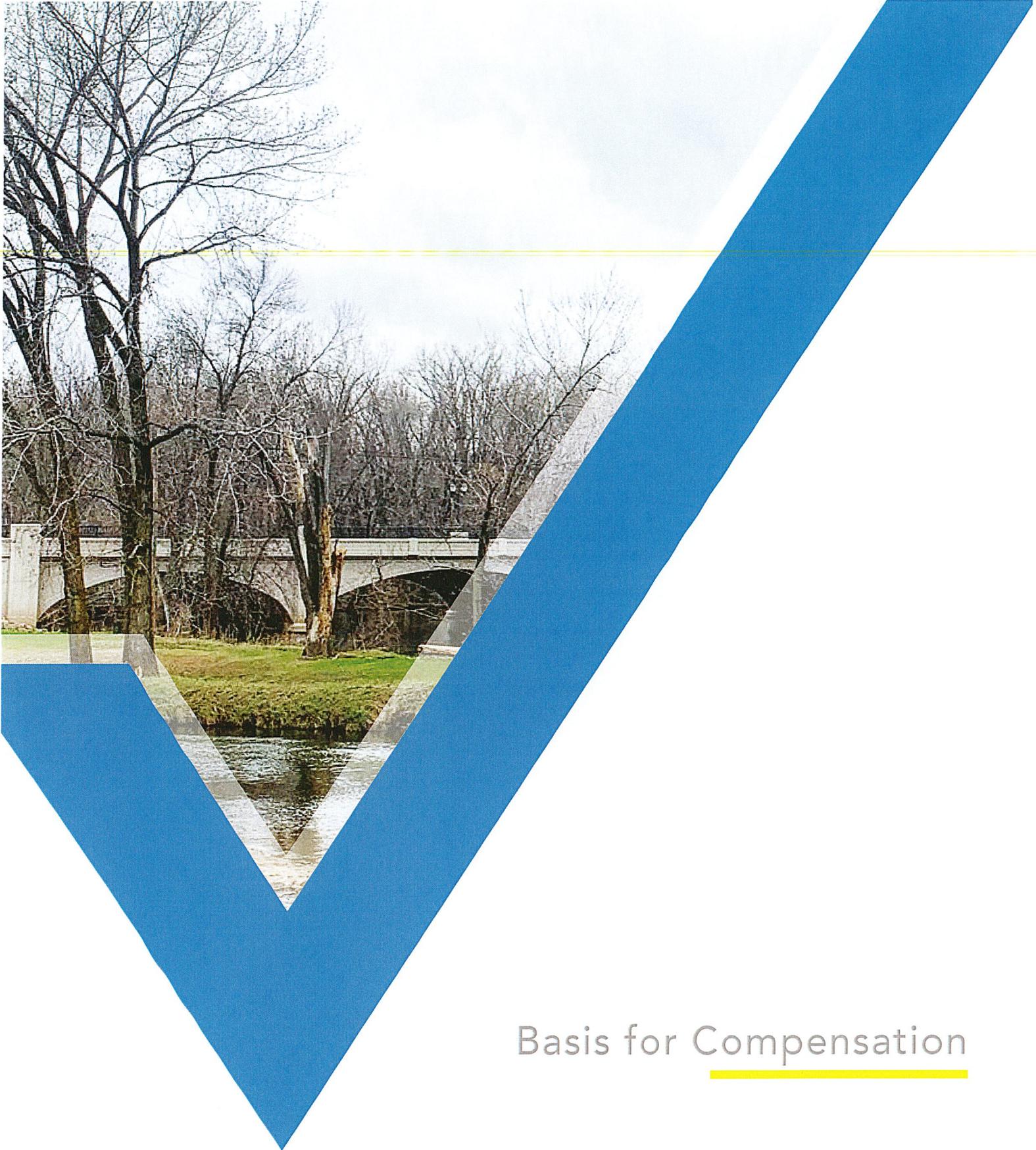
KEVIN KAMERUD	MICHAEL HAUJAN	NICK OJALLE	TOM KRAUSE	DERRICK WYMAN	JEFF MUNSTERTEIGER
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YEARS OF EXPERIENCE					
Years of Experience in Code Enforcement	1	18	1		15
Years of Experience in Construction	24	3	16	21	23
Years of Drafting/Design Experience	21				
INTERNATIONAL CODE COUNCIL CERTIFICATIONS					
Building Codes and Standards					
IRC Plans Examiner				✓	
Commercial Building Inspector			✓		
Residential Plans Examiner			✓		
Building Plans Examiner					✓
STATE OF MINNESOTA-ISSUED LICENSES/CERTIFICATIONS					
Building Inspection Technology Certificate			✓	✓	✓
Certified Building Official			✓		✓
Certified Building Official, Limited	✓	✓			
Continuing Education Instructor			✓		
Residential Building Contractor	✓				
MN-Approved for Code Review of Public Buildings and State Licensed Facilities					✓
MN-Approved for Inspections of Public Buildings and State Licensed Facilities					✓

ADMINISTRATIVE TEAM

Tonia Sikorski	Wendy Morrissey	Christy Kuntson	Lori Mueller	Marcy Miller
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Years Code Enforcement Support	4	12	5	1	
Years Office Administration				20	
Years Municipal Support Experience					3
Years Customer Service Experience					21



Basis for Compensation

BASIS FOR COMPENSATION

MNSPECT proposes the following percentage of fee structure for services performed.

- 75% of permit fees (\$50.00 minimum)
- 75% of plan review fees*

*Plan reviews are required on all commercial and residential projects, with the exception of the following residential projects (as defined in the Minnesota Residential Code): residential roof covering replacements, exterior siding replacement, like-for-like window and exterior door replacements, plumbing work and mechanical work.

- 100% of the following fees:
 - Re-inspection fee
 - License look-up fee
 - Lead look-up fee
 - Site inspection fee
 - Moved and pre-moved building fees
 - Manufactured home fees
 - Copies
 - Inspections outside of normal business hours
 - Hourly fees
 - Special investigation fees
 - Additional plan review fees

The following standard hourly fees apply to work activities not related to permits:

SERVICES/DUTIES	HOURLY RATE
Designated Building Official	\$150.00
State Delegation Projects	\$150.00
Inspection / Plan Review Staff	\$95.00
Work Outside of the Scope	\$95.00
Office / Support Staff	\$75.00
Code Enforcement / Nuisance Abatement	\$85.00



References

REFERENCES

The following contacts will be able to provide additional information about the services provided. We believe that client satisfaction and repeat business with these clients is the ultimate indicator of our success as a firm. We encourage you to contact the references below to provide testimony of our capability to perform your requested services, adhere to schedules and budgets, and exceed expectations.

DESIGNATED BUILDING OFFICIAL CLIENTS:

City of Bayport, MN

Since August 2016

Inspection | Plan Review | Building Code Administration
Matt Kline, City Administrator
651.275.4404 | mkline@ci.bayport.mn.us

City of Columbus, MN

Since March 2021

Inspection | Plan Review | Building Code Administration
| Sediment & Erosion Control | Fire Inspection | Code
Enforcement
Elizabeth Mursko, City Administrator
651.464.3120 | cityadministrator@ci.columbus.mn.us

Douglas Township, MN

Since January 2011

Inspection | Plan Review | Building Code Administration
Peggy Varien, Town Clerk
651.769.5061 | douglastownship.mn@gmail.com

City of Glencoe, MN

Since March 1991

Inspection | Plan Review | Building Code Administration |
Sediment & Erosion Control
Mark Larson, City Administrator
320.864.5586 | mlarson@ci.glencoe.mn.us

Greenvale Township, MN

Since January 2012

Inspection | Plan Review | Building Code Administration
Jane Dilley, Town Clerk
507.301.6556 | greenvale@greenvaletwp.org

City of Hamburg, MN

Since June 1989

Inspection | Plan Review | Building Code Administration
Jeremy Gruenhagen, City Clerk
952.467.3232 | cityadmin@cityofhamburgmn.com

City of Hampton, MN

Since April 2010

Inspection | Plan Review | Rental Housing Inspection | Building
Code Administration
Judy O'Brien, City Clerk
651.437.8846 | cityofhampton@midconetwork.com

City of Landfall Village, MN

Since August 2019

Inspection | Plan Review |
Building Code Administration
Tobin Lay, City Administrator
651.739.4123 | tlay@cityoflandfall.com

City of Lester Prairie, MN

Since March 1997

Inspection | Plan Review | Rental Housing Inspections | Building
Code Administration | Sediment & Erosion Control
Doris Lundin, City Clerk
320.395.2646 | dlundin@lesterprairiemn.us

City of Lilydale, MN

Since March 2023

Inspection | Plan Review
Mary Schultz, City Administrator
651.457.2316 | cityoflilydale@comcast.net

City of Maple Lake, MN

Since August 2021

Inspection | Plan Review | Code Enforcement | Building Code
Administration | Sediment & Erosion Control
Renee Eckerly, City Administrator/Clerk
320.963.3611 | renee.eckerly@ci.maple-lake.mn.us

City of Mendota, MN

Since March 2023

Inspection | Plan Review
Brian Mielke, Mayor
612.27.9091 | cityofmendota@gmail.com

City of Mound, MN

Since January 2003

Inspection | Plan Review | Building Code Administration | Fire
Inspection
Sarah Smith, Community Development Director
952.472.0604 | sarahsmith@cityofmound.com

City of North St. Paul, MN

Since 2018

Inspection | Plan Review | Building Code Administration |
Sediment & Erosion Control
Brian Frandle, City Manager
651.747.2472 | brian.frandle@northstpaul.org

City of Nowthen, MN

Since December 2019

Inspection | Plan Review | Building Code Administration |
Sediment & Erosion Control | Fire Inspection
Scott Lehner, City Administrator
763.441.1347 | lehner@nowthenmn.net

City of Plato, MN

Since January 1994

Inspection | Plan Review | Building Code Administration
Gerri Scott, City Clerk
320.238.2432 | cityofplato@embarqmail.com

Ravenna Township, MN

Since January 2019

Inspection | Plan Review | Building Code Administration
Caroline Spurgeon, Township Clerk/Treasurer
651.480.1902 | clerk@ravennatownshipmn.com

City of Silver Lake, MN

Since April 1994

Inspection | Plan Review | Building Code Administration
Diane Pedersen, City Clerk
320.327.2412 | cityclerk@cityofsilverlake.org

City of Spring Park, MN

Since May 2008

Inspection | Plan Review | Building Code Administration |
Sediment & Erosion Control
Mike Anderson, City Administrator
952.471.9051 | manderson@ci.sprig-park.mn.us

Waterford Township, MN

Since April 2014

Inspection | Plan Review | Building Code Administration
Elizabeth Wheeler, Township Clerk
651.346.8467 | waterfordtownship@gmail.com

City of Watertown, MN

Since November 2021

Inspection | Plan Review | Building Code Administration | Code
Enforcement | Sediment & Erosion Control
Jake Foster, City Administrator
952.955.2690 | jfoster@watertownmn.gov

City of Winsted, MN

Since November 2021

Inspection | Plan Review | Building Code Administration | Code
Enforcement | Sediment & Erosion Control | Rental Housing
Inspection | Fire Inspection
Neil Schlagel, City Administrator
320.485.2366 | neil.schlagel@winsted.mn.us

CURRENT SUPPLEMENTAL CLIENTS:

City of Eagan, MN

Since November 2013

Inspection | Plan Review
Mike Grannes, Building Official
651.675.5675 | mgrannes@cityofeagan.com

City of Forest Lake, MN

Since April 2018

Inspection | Plan Review
Patrick Casey, City Administrator
651.209.9727 | patrick.casey@ci.forest-lake.mn.us

City of Lake Elmo, MN

Since December 2018

Inspection | Plan Review
Kristina Handt, City Administrator
651.747.3900 | khandt@lakeelmo.org

City of Lino Lakes, MN

Since July 2020

Inspection
Patrick Moonen, Building Official
651.982.2463 | pmoonen@linolakes.us

City of Mankato, MN

Inspection | Plan Review

Since March 2020

David Knudson, Building &
Development Services Coordinator
507.387.8547 | dknudson@mankatomn.gov

Scott County, MN

Since September 2017

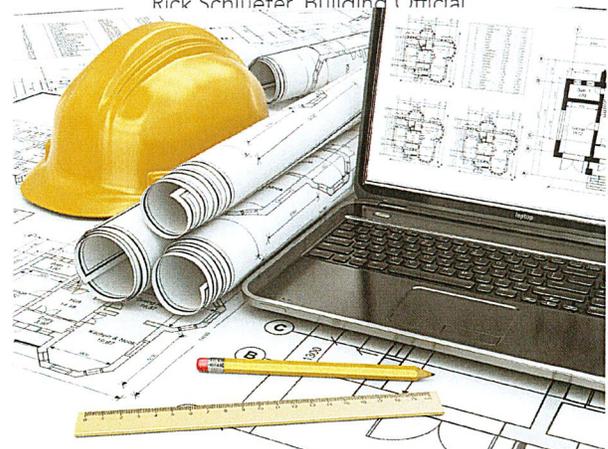
Inspection | Plan Review
Michael Thompson, Assessor
952.496.8972 | mthompson@co.scott.mn.us

Shakopee Mdewakanton Sioux Community

Since August 2017

Inspection

Rick Schlueter, Building Official





Additional Information

VALUE-ADDED SERVICES

FIRE INSPECTIONS

The primary goal of fire inspections is to prevent fires, minimize risks, and safeguard lives and property. Our inspectors systematically assess buildings, structures, and properties to ensure they comply with fire safety regulations and standards. Our inspectors evaluate for potential fire hazards, ensure the presence and functionality of fire protection systems, and verify that occupants have safe egress routes in case of an emergency. Fire inspections can be scheduled at regular intervals, such as annually or semi-annually, depending on local regulations and the type of occupancy. Additionally, inspections may be prompted by complaints, permit applications, or changes in occupancy or usage. Key aspects include:

- Fire Code Compliance
- Fire Protection Systems
- Exit Routes & Egress
- Electrical and Heating Systems
- Flammable Materials
- Building Layout
- Occupancy Limitations
- Fire Drills & Training

RENTAL HOUSING INSPECTIONS

Rental housing inspection programs are established by local governments or housing agencies to assess the condition and safety of rental properties to ensure they comply with relevant housing codes, health and safety standards, and local regulations. These inspections are conducted periodically to protect the rights and well-being of tenants and to maintain the quality of rental housing within a community. Our inspectors manage programs from tenant notification, remediation and compliance to testifying as subject matter experts in legal actions against landlords. Inspection areas include health and safety; electrical and plumbing systems; structural integrity; and general maintenance and upkeep.

CODE ENFORCEMENT

Building code enforcement is essential for creating and maintaining safe and sustainable built environments. It helps prevent potential hazards, ensures structural integrity, and contributes to the well-being of communities. Building code enforcement is a crucial aspect of ensuring public safety, health, and welfare within a community specifying the minimum requirements for the design, construction, occupancy, and maintenance of buildings and structures. Our code enforcement officials are knowledgeable in all local, state, or national regulations and skilled in the following areas:

- Plan Review
- Permitting
- Inspections
- Code Compliance
- Occupancy Approvals
- Maintenance Inspections
- Code Enforcement

DIGITAL PLAN REVIEW

MNSpect can provide digital plan review services for the City. Many jurisdictions are seeing the benefits of electronic plan review, especially for large, complex projects. Electronic plan review services deliver many benefits, including substantially improved turnaround times; secured accessibility to documents; and reduced paper storage.

While we are experienced and able to work with many different platforms for electronic plan review, many of our clients prefer Bluebeam Revue, an industry-leading software used by many jurisdictions, design teams and contractors to review and annotate construction documents. Our staff is experienced providing electronic plan review and can work closely with the City on any electronic plan check method that is utilized. Our goal is always to collaborate with and support the jurisdiction by providing thorough, accurate and timely plan reviews.

REMOTE VIRTUAL INSPECTIONS

MNSpect has used remote virtual inspection (RVI) technology for several years, becoming a mainstay of our inspection toolbox. We use this already-proven technology to help our team accomplish roofing inspections more safely and efficiently. For buildings and homes with especially steep roofs, we can open a remote inspection session with the contractor and walk them through the inspection process. Remote Virtual Inspections (RVI) are a simple way to complete certain types of inspections remotely. The inspector will call the individual needing an approved type of inspection to walk through the process together.

Completing inspections remotely saves time and money. Rather than waiting for an inspector to arrive from another job, they can be there in moments to efficiently walk contractors through the inspection. Remote Virtual Inspections also help reduce the number of people on a job site, supporting social distancing and public health. Our teams currently use Remote Virtual Inspections in several states. We recommend RVIs to our clients to help them maximize savings as they typically take less time than on-site inspections, and there is no travel time between jobs involved. We welcome an opportunity to discuss implementing this capability for the City.

EROSION AND SEDIMENT CONTROLS (ESCs) INSPECTIONS

Erosion and sediment controls (ESCs) inspections are a critical component of construction and land development projects. They aim to prevent or minimize the negative environmental impacts caused by soil erosion and the movement of sediment from construction sites into nearby water bodies, such as rivers, streams, and lakes. These inspections ensure that proper measures are in place to manage soil erosion and sedimentation, protecting water quality, aquatic ecosystems, and surrounding communities. Overall, effective ESC inspections play a vital role in safeguarding the environment and water quality during construction and land development activities. Proper

implementation of erosion and sediment control measures helps minimize the negative impacts of soil erosion and sedimentation on aquatic ecosystems and local communities. MNSPECT inspectors are highly-trained and certified to conduct these specialty inspections and maintain thorough documentation, including written reports, photographs, and possibly videos, to provide a clear record of the site's conditions and the effectiveness of erosion and sediment control measures. Our team takes a proactive and educational approach to communicating with project managers, site supervisors, contractors, and inspectors is crucial and helps address concerns, implement necessary changes, and maintain a collaborative approach to ESC compliance.

DISASTER RESPONSE INSPECTIONS

Though not common, Minnesota communities are not immune to natural disasters. But when the need does arise MNSPECT inspectors are trained and ready to respond to ensure the safety of the communities we work with. From rapid damage assessments, safety evaluations, data collection, and documentation to prioritization, planning recovery, and reconstruction our team stands ready to help you rebuild your community.



COMMUNITYCORE SOLUTIONS

CommunityCore Solutions is SAFEbuilt's proprietary on-line community development software tool for managing permitting, plan reviews and approvals, and code enforcement and inspection activities. CommunityCore integrates with other government software systems. It is designed to streamline and automate many Building Department processes, helping to ensure compliance, manage workflows, generate activity reporting, and provide transparency to all stakeholders.



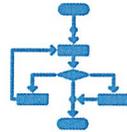
CommunityCore is divided into three interface modules, depending on the user.

Fast Facts



It's a web and cloud based SaaS with data securely backed up through AWS (Amazon).

It's customizable to meet the needs of unique workflows.



It's mobile! Our app, InspectorConnect makes critical tools available in the field without an internet connection.

It's integratable and can connect to an ArcGIS server using a REST endpoint.



It's migratable so data can be imported from most current systems for an additional fee.

It's easy to set up with clients up and running in 6 to 12 weeks.



The main module of **CommunityCore** is used by the Building Department and the municipality to easily perform and track permit and inspection tasks.

From the dashboard, users can search for a permit, create a new application or quickly navigate to a new application, estimate fees, and schedule or reschedule and inspection. With CommunityCore for Code Enforcement enabled, users can quickly log a complaint from the dashboard view.

Users of **CommunityCore** can:

- Manage permit applications and permits throughout their life cycle.
- Assess fees and collect payment.
- Manage contractor and business licenses.
- Create and track projects.
- Manage how the system works for you by customizing workflows, defining customer permit fields, and managing users.
- Generate reports.

InspectorConnect

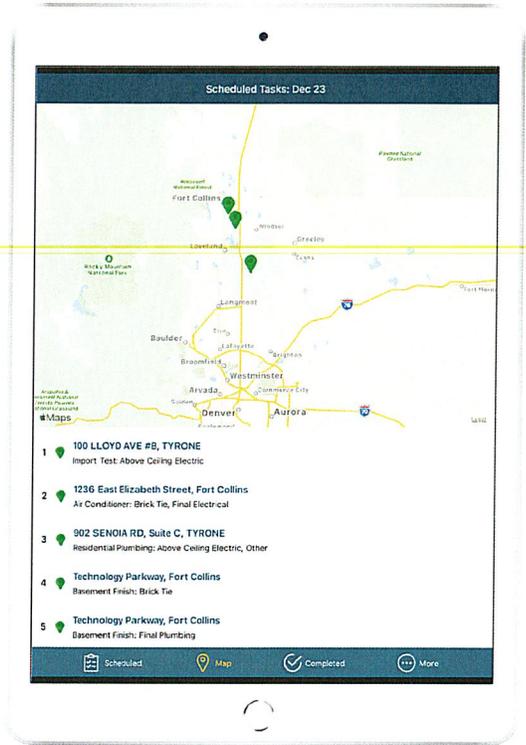
POWERED BY SAFEbuilt

InspectorConnect allows your inspectors to manage their inspections from their mobile devices with or without an internet connection. Inspectors and Code Compliance Officers can use InspectorConnect to:

- Easily view their assigned work.
- Organize stops for improved efficiency.
- Automatically send inspection results to the contractor or permit applicant.
- Access key documents, such as plans and certificates.
- Schedule, reschedule, or assign inspections in the field.
- Look up permit information from the field.

InspectorConnect allows users to add notes and photos to an inspection or generate code compliance case documents.

InspectorConnect organizes stops in a way that makes sense and automatically sends inspection results to applicants!



CommunityConnect

POWERED BY SAFEbuilt

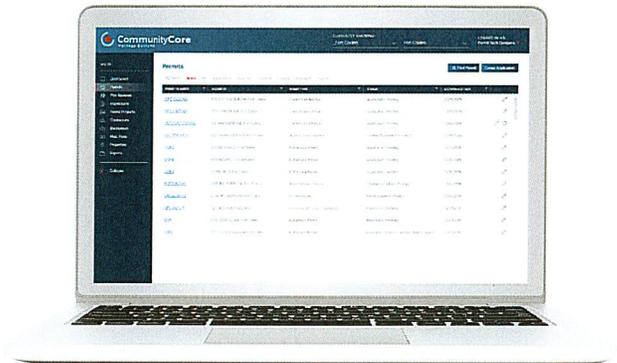
CommunityConnect is the “public-facing” portal designed to engage contractors and the community members on-line to save time while reducing call volume as well as walk-in traffic. It allows contractors and community members to manage their own permitting and inspection requests, tracking, and fee payments.

Users can add documents required for permit applications, contractors can renew licenses on-line, and community members can even log complaints for code violations.

Citizens and contractors can see links and information about permits, scheduling, and fee payment options using the dashboard view.

Users of **CommunityConnect** can:

- Apply for permits.
- Track existing permits.
- Upload plans.
- Request inspections.
- Access permit documents, including permit certificates and plan reviews.
- View inspection results.
- Pay fees.



CommunityConnect saves time, reduces call volume, and decreases walk-in traffic!

COMMUNITYCORE FOR CODE ENFORCEMENT

The dashboard's user-friendly design shows all work assigned to a specific user at-a-glance. It also displays information, like the number of active permits or permits in a particular status for any jurisdiction. CommunityCore's Code Enforcement module allows users to:

Quickly Log a Code Complaint. When a code complaint is logged, the County staff user can assign a code enforcement officer and select a date for an inspection of the complaint. The staff user will choose a violation type and enter a description of the violation. Once the complaint is in the system, it will automatically generate a case number.

Reassign or Reschedule a Code Enforcement Inspection. If the entry needs to be reassigned or rescheduled, this can be accomplished by navigating to the case and making the changes from the violations screen.

View and Update Violation Details. On the violations screen, jurisdiction staff users can:

- View violation history.
- Pass or fail a violation.
- Set a court date.
- Reschedule an inspection.
- Update violation details, add notes or images.
- Download a violation summary.
- Download Notice of Code Violation (if it has been generated).

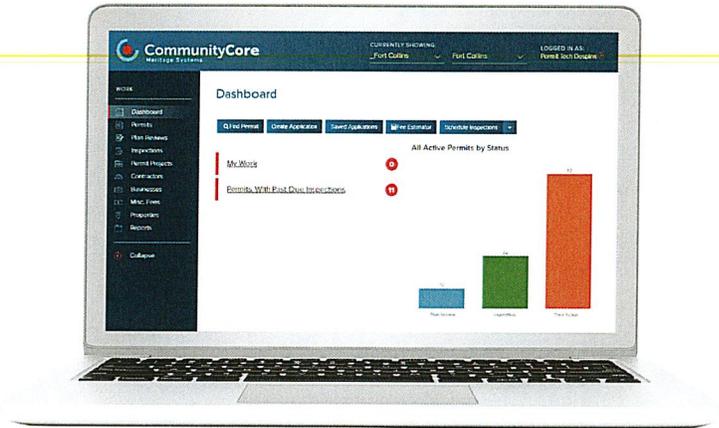


Figure 1. The dashboard shows meaningful data which can be customized for the individual user.

