

MARSHALLTOWN

— I O W A —

January 24, 2022

To: Mayor, Members of the City Council and City Administrator

From: Michelle Spohnheimer, Housing & Community Development Director

Re: Agreement for Building Inspection Services with Veenstra & Kimm, Inc.

Policy Issue: The City is responsible for the enforcement of the building code and related inspections. With a recent retirement staff recommended soliciting proposals from qualified firms to assist in the administration of this program. This includes the issuance of building permits and completion of necessary inspections.

Background: The City has had City employees conducting this work in house for many years with the Chief Building Official having 30+ years of service with the City. After considering rehiring and contracting alternatives and discussion with Council during the strategic planning session, staff moved ahead with an RFP posting. The City received two submissions and conducted interviews with both firms. The interview team made a recommendation and staff has prepared a resolution for Council consideration.

Recommendation: Staff is recommending entering into an agreement with Veenstra & Kimm, Inc. to assist with the building inspections services for the City of Marshalltown. If approved staff will negotiate a contract that will be based on a fee schedule for permitting and related inspections plus hourly services as needed outside of the permitting scope.

Budget Impact: The majority of expenses incurred for services will be covered by a portion of permit fees and non-permit related items will be billed at an hourly rate.

Attachment: Resolution