

Building Inspection Services

The Rural Municipality of Rosthern No.403 has issued this Request for Proposals for Building Inspection Services. The proposal shall address all Building Inspector duties, including but not limited to the following:

1. Review building plans and conduct all necessary and required building inspections on residential and commercial construction within the Rural Municipality of Rosthern No. 403. These include footings, foundations, basement floors, and final occupancies.
2. Maintain all required certifications in the disciplines of residential and commercial construction. Submission of qualifications for the building inspectors that will be conducting the inspections within the R.M.
3. Conduct all necessary inspections on permitted activities such as, but not limited to, decks, accessory buildings, and residential and commercial construction, alterations and additions.
4. Provide Plan Reviews for all new permits electronically, with detailed listing of any deficiencies, inspection schedule and costing of construction. Please indicate time frame for return of Plan Reviews.
5. Provide Inspection Reports electronically to the R.M. for all inspections upon the inspection completion. Please indicate time frame for return of Plan Reviews.
6. File Closed Reports to be submitted electronically to the R.M. for the final inspection and completion of the file. Please indicate time frame for return of File Close Reports.
7. All Inspection Reports that are submitted to include detailed information of any deficiencies that need to be completed, and clear direction for the owner/contractor for confirming with the building official the deficiencies have been completed.
8. Invoices from the building officials office to be submitted in a timely manner for payment by the R.M.
9. Clear pricing for the Building Inspector Services being charged to the R.M.
10. Building Officials to carry and provide confirmation of Error and Omission Liability Insurance as well as General Liability Insurance.
11. To provide registered WCB coverage.
12. Inspections to be scheduled with owner/contractor in timely manner, please indicate usual time frame for inspection schedule.

13. Assist R.M. staff with inquiries including but not limited to PID reports, monthly check in's on the open permits submitted electronically. Please note if any cost is associated.

14. Assist with the investigation of complaints related to the National Building Code.

15. Knowledge of the Building Permit Bylaw and Municipal Zoning appreciated.

16. Attend occasional meetings as requested.

17. Willing to sign an agreement with the Municipality for services. At this time we are looking for a 2 year agreement which may be reviewed and re-signed at the time of expiry, the inspector's office to attend an annual meeting with Council for review.

Additional Information:

One (1) copy to be submitted for evaluation by the R.M Council. No faxed submittals will be accepted.

The lowest bid nor the bid with the listed qualifications above may not necessarily accepted.

The R.M has approx. 30 – 40 permits a year. (This amount is based on 2017-2019)

The proposal shall be labeled on the outside "Rural Municipality of Rosthern No. 403 Building Inspection Services." Each envelope shall be marked on the outside with the name and address of the Respondent. The Proposal is to be submitted in a sealed package to no later than 4:00PM on March 31st 2020, to be opened and awarded at the April 7th 2020 Council meeting:

Rural Municipality of Rosthern No. 403

Attn: Council

2022 6th Street

P.O. Box 126

Rosthern, Saskatchewan S0K 3R0