

## **City of Evansville, Wisconsin**

### **Request for Proposals**

#### **Code Enforcement and Property Maintenance Services**

##### **OVERVIEW**

The City of Evansville (the “City”) is seeking proposals from qualified firms to provide contracted code enforcement services. The services under the proposed contract would start on March 1, 2026. Such services include, but are not limited to violation monitoring, re-inspection services, and citation issuance.

##### **COMMUNITY BACKGROUND**

The City of Evansville is a community of nearly 6,000 in Rock County, Wisconsin. Population projections anticipate continued growth through 2040. The City has nearly 2,400 housing units, a historic downtown and several historic districts, and several commercial/industrial districts. Previously code enforcement was the purview of the full-time building inspector.

- **Violation Monitoring**

- Property Maintenance
- Unsightly Debris
- Weeds, Grass, Trees, or Other Vegetation
- Junked, Unlicensed, or Abandoned Vehicles/Boats
- Snow Removal
- Nuisance abatement pursuant to City Code
- Sidewalk conditions
- Erosion control

- **Code Compliance**

- Communication with property owners
- Maintains complete and detailed documentation of all code violations using City’s tracking software (iWorQ).
- Informs the Community Development Director/Zoning Administrator on the status of violations.

- **Code Enforcement**

- Reinspection of noticed violations, status updates
- Issuing municipal citations through the City police department
- Coordination and

- Attend occasional weekday or evening meetings, with municipal staff or Plan Commission
- Court Attendance and Evidence Preparation
- **Issue Mitigation**
  - Review and Recommendations for Improvement to Municipal Code of Ordinances
  - Proactive compliance through education
  - Collaboration with Community Development Director, Building Inspector, Public Works, and other City Staff as assigned.
  - Continuous Improvement of Municipal Codes and Ordinances

## **QUALIFICATIONS**

Submitting firms should have a current registration with the Wisconsin Department of Financial Institutions or another comparable department in another state. With submission of the proposal, firms shall provide information regarding the qualifications, knowledge, skills and capabilities of the primary inspector and other inspectors/employees assisting with inspection services. Such information shall include, but is not limited to:

1. Municipal inspection and enforcement experience.
  2. Valid Wisconsin driver's license or equivalent out-of-state driver's license.
- Inspectors are expected to use their own transportation in a clearly marked vehicle.

## **INSURANCE**

The contracted firm shall maintain liability insurance coverage to protect against claims, demands, actions, and causes of action arising from any act or omission of the contracted firm, its agents, servants, officers or employees in the execution of duties. Certificates of Insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City.

Limits of liability shall not be less than:

- Commercial General Liability: \$1,000,000/occurrence; \$2,000,000 aggregate
- Comprehensive Automobile Liability (including non-ownership coverage): \$1,000,000/occurrence; \$2,000,000 aggregate
- Property Damage: \$1,000,000/occurrence, \$2,000,000 aggregate
- Professional Liability (errors and omissions): \$1,000,000/occurrence, \$2,000,000 aggregate
- Bodily Injury Liability: \$1,000,000/occurrence, \$2,000,000 aggregate
- Worker's Compensation: As required by statute

- Excess liability/umbrella coverage may be used to meet these minimums. The applicable policies shall include a waiver of subrogation rights against the City.

## **COMPENSATION**

The City will pay at the rate mutually agreed upon for services rendered as described in a written agreement. To the extent possible, the City is looking for a proposal where compensation is based on an hourly or per inspection rate rather than a percentage of permit fees.

## **SUBMISSION REQUIREMENTS**

Submissions should include:

1. Overview of firm, including any similar work performed, relevant project team members, 5 and references,
2. A statement of the firm's understanding of the City's inspection needs,
3. Technical proposal with price/rates and activities the firm will undertake to respond to the Scope of Services, including, but not limited to:
  - a. Any materials or equipment requested from the City
  - b. Any additional information that the firm believes would aid the City in evaluating the firm's ability to meet the proposal requirement.

## **RFP TIMELINE**

The following list provides the schedule of events for this RFP through contract finalization and approval. The City reserves the right to amend this schedule at its sole discretion at any time through a published Addendum. All times are posted in Central Standard Time (CST).

December 30<sup>th</sup>, 2025 – Requests for Proposals (RFP) Issued

January 16<sup>th</sup>, 2026 – RFPs due

Week of January 19<sup>th</sup> – Finalist Interviews Conducted

February 10<sup>th</sup> – Common Council Awards Contract

March 1<sup>st</sup> – Code Enforcement Services Commence

## **SUBMISSION PROCESS**

All proposals must be submitted as set forth in this RFP and must conform to posted deadlines. The City will be accepting written inquiries from January 1-15th regarding this

RFP. Please submit questions via e-mail to Colette Spranger, Community Development Director, [c.spranger@evansvillewi.gov](mailto:c.spranger@evansvillewi.gov).

Final proposals should be delivered in electronic format in one (1) document via [c.spranger@evansvillewi.gov](mailto:c.spranger@evansvillewi.gov). All submissions must be received by 4:00 p.m. on January 16<sup>th</sup> should be addressed to Colette Spranger, Community Development Director.

Proposals should address all submission requirements set forth in the RFP, and any exceptions must be clearly identified. Failure to fully address all items in the proposal may be grounds for rejection. The City of Evansville reserves the right to reject all responses and to waive any informality, and proposals may be withdrawn or modified in writing prior to the submission deadline. Any request for withdrawal must be in writing by the contact person named on the outside of the envelope or by the person who submitted via email, and each firm may submit only one proposal. The City of Evansville is not committed to entering into an agreement or contract regarding the scope of services included in this request and reserves the right to reject any and/or all proposals and to discontinue contract negotiations at any time. The City of Evansville is not financially responsible for any costs incurred in the preparation of a proposal. The Scope of Services may not include all activities required to perform the services. The submitting firm shall be responsible for determining the extent of information needed to be able to adequately perform the services.

The City of Evansville is an Equal Opportunity Employer.

## **SELECTION PROCESS**

A selection committee will analyze and evaluate all submitted proposals in response to this request. Top-scoring firms will be chosen for further evaluation, including interviews with the selection committee.

## **SUBMISSION CHECKLIST**

To be considered, interested parties must submit the following by 4:00 p.m. on December 19th:

- ☐ Letter of interest
- ☐ Overview of firm, including any similar work performed, relevant project team members, and references.
- ☐ Technical proposal: this should include all subitems listed in the RFP submission requirements.
- ☐ Proposed cost: detailed pricing structure, including all expected costs and payment terms.

- ☐ List of professional references: provide 3-5 professional references with current contact information, with at least three being local governments.
- ☐ Example of service agreement