



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

BUILDING, ZONING & ORDINANCE (BZO) COMMITTEE MEETING

TUESDAY, JUNE 2, 2026 AT 9:00 AM

Village Hall Council Room

250 Williams Street

Williams Bay, WI 53191

There may be a quorum of Village Trustees present, no board business will be conducted.

The meeting will be live-streamed on the Village of Williams Bay's YouTube, which can be found here: <https://youtube.com/live/j2ThkNqvGK4?feature=share>

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I. Call to Order
- II. Roll Call
- III. Building Inspectional Services Interviews
- IV. Discussion and Possible Action on Building Inspections Services Proposals
- V. Adjourn

Susan Franzen
Building, Zoning and Ordinances Chair

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 05/29/2026 5:00 PM

**Village of Williams Bay
Request for Proposals
Building Inspection Services**

Title	Request for Proposal Building Inspection Services
Summary	The Village of Williams Bay is seeking responsive and responsible individuals and firms to submit proposals for providing contracted building inspection and related services.
Contact	Village of Williams Bay 250 Williams Street, PO Box 580 Williams Bay, WI 53191 (262)245-2700 (phone) https://www.williamsbay.org/ David Lothspeich, Village Administrator admin@vi.williamsbay.wi.gov
Submittal Due Date	May 1, 2026 at 3 pm
Required Submittal	Submit one (1) digital copy of the proposal in PDF format to David Lothspeich, Village Administrator, at admin@vi.williamsbay.wi.gov. On subject line of email, please indicate "Proposal for Building Inspection Services."
Submittal Content	<p><u>Proposal Requirements:</u> Please provide the following information in a clear and concise manner.</p> <ol style="list-style-type: none"> 1) Provide general information about the contractor, staff experience, credentials/certifications, and training. Include number of years in business and proof of financial stability. Include examples of experience performing similar work for other municipalities for each staff member being proposed to complete work for the Village. 2) The Village will provide the selected contractor an office, computer, and phone at Village Hall. Provide requirements for any additional office space, materials, equipment, or access that would be requested from the Village. 3) The Village requires a minimum of three (3.0) in-office hours per week. Provide a detailed and all-inclusive inspector fee schedule for building inspection services, office hours, meeting attendance, and any reimbursable expenses such as mileage. 4) Describe contractor permit system and provide sample reports that would be provided to the Village. Indicate reporting schedule. 5) Provide proof that the contractor is licensed, bonded, and insured. For Commercial General Liability, inspector shall carry an aggregate coverage limit of at least \$2,000,000, with a per occurrence coverage limit of at least \$1,000,000 and a deductible of no more than \$2,500. For automobile liability, inspector shall carry a combined single limit of \$1,000,000. 6) Provide three or more professional references concerning building permit and inspections services provided to Wisconsin communities.

Permit and Inspection History

Community. The Village of Williams Bay is located in Walworth County in Southeast Wisconsin on the northerly shores of Geneva Lake. The Village’s population is approximately 2,900 with summer seasonal population increasing 2-3 times. The Village is primarily residential and has a strong tourism economy,

Permit History. Permits issued between 2020 and 2025:

Category/Permit Type	2025	2024	2023	2022	2021	2020
Accessory Structure (Commercial Misc./I	5	0	0	0	0	0
Accessory Structure (Residential Misc./O	6	5	11	10	10	6
Commercial Alteration	6	3	3	1	6	6
Deck	14	18	15	2	0	0
Demolition	8	3	7	4	0	0
Electrical Permit	30	26	25	19	16	8
Erosion Control	1	1	0	0	0	0
Fire Sprinklers	3	1	0	0	0	0
HVAC Permit	24	31	15	16	18	10
New Commercial	0	6	1	0	2	6
New Multi-Family	0	1	1	0	0	0
NEW SINGLE FAMILY DWELLING	28	18	21	19	28	17
Occupancy	0	1	0	0	0	0
Outside Sewer	3	2	1	1	0	0
Plumbing Permit	19	24	16	21	10	18
Pool/Hot Tub (Residential Misc./One Sto	0	2	0	2	0	0
Porch/Stairs	1	1	0	0	0	0
Re-Roof	16	39	26	34	0	0
Residential Addition	0	10	35	0	59	52
Residential Alteration	30	57	13	41	76	78
Siding	10	4	7	5	0	0
Window/Door Replacement	5	6	5	4	0	0
	209	259	202	179	225	201
Total Valuation	\$27,466,578	\$78,532,736	\$14,840,692	\$13,672,054	\$21,606,517	\$12,664,590
Total Fees Paid	\$329,758	\$350,401	\$312,743	\$160,012	\$330,006	\$199,575

Scope of Services

Building inspection duties include but are not limited to the following:

- 1) Review building permit applications and building plans. Conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential construction within the Village of Williams Bay. These include footings, foundations, basement floors, erosion control and final occupancies.
- 2) Coordinate building permit applications with Zoning Administrator for Zoning Code compliance prior to issuance of building permit.
- 3) The Inspector will use their permit system to maintain adequate records to support decisions.
- 4) Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
- 5) Conduct all necessary inspections on permitted activities such as, but not limited to, decks, swimming pools, accessory buildings, and residential alterations and additions.
- 6) Provide Inspection Reports to the Zoning Administrator for all inspections within one (1) week of inspection completion (unless otherwise agreed upon).
- 7) Assist Code Compliance Officers with inquiries and code enforcement. The building inspector must proactively examine properties with approved plans for compliance and identify violations. Coordinate with Village personnel and Village Attorney, as needed for enforcement activities.

	<p>8) Assist with the investigation of complaints related to the State building code and Village Ordinances, including but not limited to inspections for occupancy permits, structural property maintenance violations, etc.</p> <p>9) Provide a minimum of three (3.0) established public office hours per week at Village Hall and coordinate schedule with Police, Fire and Zoning Departments.</p> <p>10)Furnish a telephone number to the Village for public dissemination where contractor may be contacted by Village officials and citizens.</p> <p>11) Attend occasional meetings as requested.</p>
Rights Reserved	<p>The Village is not liable for any cost incurred by contractors in replying to this solicitation. The Village reserves the right to reject any and all proposals and may negotiate the terms of the contract with the selected contractor prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring contractor, the Village may negotiate a contract with the next highest scoring contractor.</p>
Selection	<p>The Village has a number of significant developments that were recently approved including a single-family development and a limited resort and having the contractor in place prior to the start of construction is desired.</p> <p>Capabilities</p> <ol style="list-style-type: none"> 1) Provide current capacity to take on our activity, need to recruit additional staff? 2) Confirm certifications of current staff. 3) Inspections performed in person or via photographs. 4) Ability to transition from current provider. 5) Confirm standards for responding to applications, requests for consultation, request for inspections and other relevant service interaction. <p><u>Method of Selection</u></p> <ol style="list-style-type: none"> 1) An initial screening of the proposals will be conducted to establish a short list of qualified firms/individuals. The short list will be provided in alphabetical order without any ranking whatsoever. 2) The Selection Committee will consist of the Chair for the Buildings & Zoning Committee, the Chair of the Finance and Personnel Committee and the Village Administrator. 3) The following selection criteria will be the basis for Firm selection: <ol style="list-style-type: none"> a) Vendor Qualifications (70%) <ol style="list-style-type: none"> a. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal. b. The firm submits a copy of its licenses, bonds and insurance. c. Overall qualifications, experience, and competence of staff. d. Demonstrated experience doing similar work in comparable communities. e. Demonstrated experience working with the public. f. Reference checks. b) Proposed compensation for services (30%)
Intent to Award Notification	<p>All contractors who respond to this solicitation will be notified in writing of the Village's intent to award a contract as a result of this RFP.</p>

BUILDING INSPECTIONAL SERVICES CONTRACTORS - SE WISCONSIN

Company	Contact	Address	Phone Number
3C Inspect, LLC.	Ryan Lindsey	2038 Ridgeway RD Monroe, WI 53566	608-558-6055
General Engineering Company (GEC)	Michel Parrott	916 Silver Lake Dr, Portage, WI 53901	(608) 742-2169
Safebuilt	David Hendrix		262.202.2173
Municipal Code Enforcement	Allison Schwark		262-249-6701
MSA Professional Services, Inc	Deb Benesh	Milwaukee, WI	1 (563) 424-3691