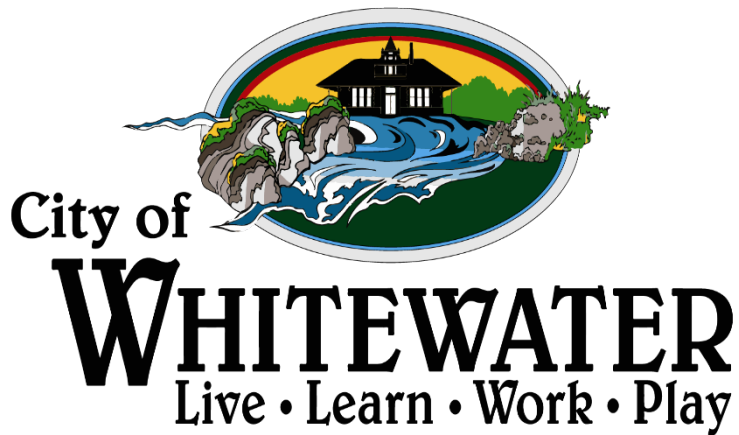




Code Enforcement, Building Inspection and Zoning Administration & Planning Services

Request for Proposals

Posting Date: October 1, 2026

Submission Deadline: November 30, 2026, at
4:00 p.m. Central Time

Community Development Department

Attn: Llana Dostie

Zoning Specialist

PO Box 178

312 W Whitewater Street

Whitewater, WI 53190

ldostie@whitewater-wi.gov

Table of Contents

1. Purpose	3
2. Background	3
3. RFP Schedule	3
4. Objectives	3
5. Scope of Work	4
6. Evaluation and Selection	6
7. Proposed Project Scheduled and Cost	7
8. Claims, Licensure and Non-Discrimination Violations Against Your Organization	8
9. Questions and Addenda	8
10.Proposal Evaluation Criteria	8
11.Relationship and Administrative Coordination	9
12.City Rights and Reservations	9

Purpose

The purpose of the Request for Proposals (RFP) is to receive competitive proposals from qualified and experienced code enforcement, building inspection and zoning administration firm to administer and enforce the Municipal Code of the City of Whitewater, along with applicable State codes.

Background

The City of Whitewater, located in Walworth and Jefferson Counties, was incorporated in 1885. The City of Whitewater is the largest City in Walworth County, Wisconsin with a population of approximately 14,889. The City is also home to the University of Wisconsin-Whitewater.

The City's primary Code Enforcement ordinances are Title 5, Title 7, Title 8 and Title 20. Building inspection is Title 14 and Title 20. Zoning administration is Title 18 and Title 19.

RFP Schedule (subject to change):

1. RFP Issued:
 - a. October 1, 2026
2. Written Questions due to the City sent via email to ldostie@whitewater-wi.gov:
 - a. by October 15, 2026
 - b. Written responses will be posted as an addendum no later than October 19, 2026
3. Proposals due to the City:
 - a. November 30, 2026, by 4:00 pm Central Time
4. Possible interviews with finalists:
 - a. December 7 to the 11, 2026.
6. Plan Commission Recommendation to Common Council
 - a. December 14, 2026
7. Common Council Approval
 - a. December 15, 2026

Objectives

1. Provide effective, consistent, and timely code enforcement, building inspection and zoning administration services that protect the health, safety, and welfare of the community, promote the enjoyment and quality of residential and commercial properties,

and support stable and sustainable property values. Through proactive inspections, responsive complaint management, education, and fair enforcement of applicable codes and regulations, ensure properties are maintained in a safe, attractive, and compliant manner while supporting a healthy and vibrant community.

Scope of Work

Code Enforcement and Property Maintenance

Provide ongoing violation monitoring and property maintenance enforcement to promote compliance with the City Code and maintain the health, safety, appearance, and general welfare of the community. Monitoring and enforcement services will include, but are not limited to, unsightly debris; overgrown weeds, grass, trees, and other vegetation; junked, unlicensed, or abandoned vehicles and boats located on properties; and snow and ice removal.

When a violation is identified, staff will communicate directly with property owners and responsible parties through phone calls, emails, written notices, and other appropriate means to explain the violation and provide a reasonable opportunity to achieve compliance. Staff will conduct follow-up inspections and reinspections to verify compliance and document the status of violations.

Where appropriate and consistent with City policy, staff will issue final notices, grant extensions of compliance deadlines, and coordinate additional enforcement actions. Continued or unresolved violations may result in the issuance of municipal citations through the City Police Department and/or nuisance abatement proceedings pursuant to the City Code. Reinspection and other applicable enforcement fees will be assessed in accordance with the City's adopted municipal fee schedule.

Building Services

Provide building inspection and plan examination services to ensure compliance with applicable City ordinances, the Wisconsin State Building Code, and other applicable state and local regulations. Services will include the following:

- Conduct plan examinations and building inspections in accordance with the Municipal Code, Wisconsin State Statutes, State Building Code requirements, and other applicable regulations.
- Perform inspections related to building construction and other regulated activities, including structural, energy, heating, ventilating, and air conditioning systems; electrical; plumbing; and other related or incidental inspections and duties as required by the City.
- Maintain accurate and appropriate municipal records in accordance with Wisconsin State Statutes and applicable City requirements, including inspection, permit, enforcement, and financial records.
- Assist the City with enforcement and compliance activities by identifying violations, issuing noncompliance orders and other required notices, documenting violations,

conducting follow-up inspections, and appearing as a witness in legal or administrative proceedings when necessary.

- Provide responsive customer service and be available to meet with property owners, contractors, developers, the public, and City staff regarding building regulations, permit requirements, inspections, and compliance matters.
- Respond to inquiries in a timely manner and maintain regular office hours and availability as established by the City.
- Coordinate with City staff and other municipal departments as necessary to facilitate the permitting, inspection, and enforcement processes and ensure consistent application of applicable building regulations.

Zoning Administration and Planning Services

Provide zoning administration and planning services related to the review and processing of applications, development proposals, land-use requests, and other matters requiring review under the City's zoning and land-use regulations. Services will include the intake, review, processing, and coordination of zoning permits and planning applications and may include site plan and architectural review, conditional use permits, rezoning requests, land-use amendments, and Planned Unit Developments.

Planning and development review services will also include, as applicable, review and processing of:

- Preliminary Plans
- Final Plats
- Certified Survey Maps
- Project Concept Reviews
- Conceptual Land Divisions
- Joint Conditional Use Permit and Rezoning Applications
- Joint Rezoning and Certified Survey Map Applications
- Extraterritorial Zoning Board matters
- Subdivision advisory assistance
- Zoning Board of Appeals/Board of Adjustment matters
- Recommendations and staff reports to the Plan Commission
- Other zoning, land-use, subdivision, and development applications as required by the City Code

Staff will coordinate with applicants, property owners, consultants, City departments, boards, commissions, and other governmental agencies as necessary to facilitate the review and processing of applications. Staff will provide recommendations to the Plan Commission, Zoning Board of Appeals/Board of Adjustment, and other applicable City bodies based on the City's adopted ordinances, policies, plans, and applicable state law. Staff will officially serve as the Zoning Administrator and attend Plan Commission meetings.

These are the general requirements for the creation of new zoning and subdivision codes and are not intended to be an all-inclusive list of every task necessary to complete the project. It is expected that consultants will submit proposals that provide the City with more specific recommendations for approaches, tasks, and deliverables based on their expertise from past work on similar projects. Innovative approaches that meet the intent of the Plan Objectives and Scope of Work are welcomed; these could be presented as additional services or additional approaches in the consultant response if desired.

Evaluation and Selection

1. Transmittal Letter

The submission must include a transmittal letter on official letterhead that provides contact information for the person with authority to negotiate on behalf of the consultant. The letter must also include an affirmative stated that the consultant agrees with the minimum business terms in the RFP.

The consultant must certify that the RFP response and exhibits are true and correct. Unsigned and/or undated submissions will not be accepted.

2. Proposal Content and Sequence of Information

The response to the proposal shall include the following information in the order shown in the following section. The consultant should be sure to include all information that will enable the evaluation committee and the City to make a decision. Failure of the consultant to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but that would be helpful, should be attached at the end of the proposal.

3. Qualifications and Experience

Provide a statement of qualifications for your organization, the size of your firm, a description of the services provided by your organization, and a statement of the extent of experience/history of providing the services requested by this RFP.

List the personnel to be involved in the study, their roles and responsibilities, and list the professional qualifications for everyone that would be assigned to provide services requested by this RFP. Professional qualifications include date and educational institutions of any applicable degrees, additional applicable training, and any professional certifications and/or licensing. In lieu of listing this information, you may submit a resume or curriculum vitae for each such individual if the resume/CV includes all the requested information.

List the roles of each employee that will be assigned to this project over the anticipated project duration and a breakdown of each employee's expected time commitment to the project, as a proportion of total work time. Availability may be listed as a percentage of a full-time employee (FTE).

Identify the three most recent examples of comparable zoning code rewrites accomplished with name and contact information for references.

Identify sub-consultants to be utilized and the role to be played by the sub-consultant(s). Provide information on the two most recent similar projects for the respective work of the sub-consultant(s).

4. Proposed Approach

This section describes your proposed approach for meeting the services required by the City as explained above. Relevant considerations include the quality and feasibility of your approach to meeting these needs, the way in which you plan to provide adequate staffing, the equipment or other resources provided by you (if applicable). List any needs for physical space and/or equipment at the City, if any.

Identify how you will meet all other aspects of the scope of work and related requirements stated above. List any items you cannot provide. If there are any components or details of the proposed project that are identified in this RFP that the consultant believes should be modified based on best practices or prior experience, the alternatives should be explained in the proposal:

- Methodology addressing the scope of work, including how you will analyze existing information, perform the required analysis, and methods to evaluate land use options.

Proposed Cost

Include the expected timeline of the project and cost to fulfill the requirements of the RFP for the zoning code rewrite.

- Proposed project scheduled
- Cost for the requested services.
- Itemized budget and a detailed explanation for all costs associated with providing the requested services.
- Estimated labor hours by task that clearly identifies the project team members, their hourly rate and the number of hours expected to complete each task.
- The expected payment schedule and project milestones with which payments will be due. Payments shall be tied to identified performances criteria and not specific dates.

- Is travel time for meetings expected to be billable? If so, how will travel time invoices be calculated? Travel costs should be included within the City's allocated budget for the project.
- Include similar information for any subcontractors.

Claims, Licensure and Non-Discrimination Violations Against Your Organization

List any current licensure or non-discrimination claims against you/your organization and those having occurred in the past five years, especially any resulting in claims or legal judgements against you/your organization.

Questions and Addenda

All Questions regarding this Request for Proposal must be submitted in writing.

Questions shall be submitted via mail to:

Llana Dostie, Zoning Specialist ldostie@whitewater-wi.gov

Questions must be received no later than October 15, 2026.

Response to questions regarding clarification will be issued in the form of written addenda distributed to all known recipients of the RFP.

All Addenda issued shall become part of this Request for Proposals.

Proposal Evaluation Criteria

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP may be cause for rejection of the proposal.

The following criteria will be used to evaluate proposals that meet submittal requirements:

- **Company Background-30 Points**
This includes demonstrated experience and qualifications relevant to key personnel; level of experience with local government entities of similar size, structure and complexity; and knowledge of comprehensive planning legislation as well as other applicable aspects of Wisconsin planning law.
- **Project Approach -50 Points**
The Consultant is encouraged to provide an innovative approach and methodology to provide the requested services based on their experience. This includes demonstrated understanding of the deliverables; demonstrated experience and technical competence to

adequately engage the public and incorporate public comment into the plan; and the ability to produce outcomes on schedule.

- Budget Value and Management -20 Points

This includes the ability to stay within budget while meeting all project requirements

Relationship and Administrative Coordination

The relationship between the contractor and the City of Whitewater shall be that of independent contractors. No employee benefits will be provided by the City. The contractor will provide systems support and administrative coordination, including specified office hours and availability for inspections and administrative duties. The Contractor shall be entitled to services of the City Attorney as per Wisconsin Statutes 62.115.

City Rights and Reservations

The City reserves the right to reject any or all proposals, waive informalities, request additional information, and negotiate scope and fees.

All cost associated with preparation and submission of proposals in response to this Request for Proposals shall be the sole responsibility of the proposer. The City of Whitewater shall not be liable for any costs incurred by proposers in the preparation of proposals or participation in selection process.

The City reserves the right to request clarification or additional information from any proposer regarding the contents of their proposal. Such requests may include written clarifications, additional documents, or participation in interviews or presentations.

The City reserves the right to determine whether the proposals are responsive to the requirements of this Request for Proposals. Proposals that are incomplete fail to comply with the requirements of this Request for Proposals, or contain material irregularities may be rejected at the discretion of the City.