



## **Notice to Home Inspectors Request for Statement of Qualifications**

Submission Deadline: 4:30 p.m. on Wednesday, July 24, 2024

The City of Fairmont is soliciting statements of qualifications from **home inspectors** or **licensed contractors** to conduct mandated inspections of private rental housing units pursuant to Chapter 27 of the Fairmont City Code. The City will maintain a small list of contracted inspectors to be assigned inspections of rental housing units.

Primary job responsibilities include:

- Inspect rental housing units per City Rental Property Safety Inspection Checklist
- Pass or fail inspections, indicate unit deficiencies, and conduct re-inspections as needed
- Regularly communicate with City staff and property owners/managers

The selection process will be based on qualifications and availability. Selection criteria will include:

- Experience in residential inspection and rental housing inspection
- Certifications or licenses held
- Reputation as an inspector
- Availability and administrative ease

The Statement of Qualifications should include:

- Basic information about you
- Your certifications and licenses
- A brief history of your professional experience
- Answers to the following questions:
  - What is your minimum required notification time for inspection assignments?
  - What is your traveling distance to Fairmont?
  - Will you be available by phone and email for questions and scheduling?

Qualifications should be submitted to *City of Fairmont, Attention: Rachel, 100 Downtown Plaza, Fairmont, MN 56031* or emailed to [rviesselman@fairmont.org](mailto:rviesselman@fairmont.org).