

THE CITY OF NEWPORT

**RESOLUTION**  
**OF THE**  
**COUNCIL**  
**No. 2025-182**

WHEREAS: the City of Newport hired a full time Certified Building Official to lead the Building/Inspections Division in April 2025, when the position was vacated February 14, 2025; and

WHEREAS: Alternate and Part-time Certified Building Official staff availability are unable to cover the full workload/demand on the Building/Inspections Division and the full-time Building Inspector position authorized in the FY26 budget has not yet been filled; and

WHEREAS: the Director of Resilience & Sustainability requested bids for Building Official Services, RFP #2025-BI-001 and bids were received on February 26, 2025; and

WHEREAS: award was made 4LEAF, Inc. of Foxborough, Massachusetts, who have staff with a proven track record of delivering CBO services to other municipal Building/Inspections offices in Rhode Island; and

WHEREAS: City Council previously authorized \$13,500 to cover 100 hours of service performed by 4LEAF staff, which has been fully spent since approval in March 2025; and

WHEREAS: additional services will be delivered to the City in four-hour minimum increments only as needed and defined by the City's full-time Building Official, with option to extend only with Council approval if needs of the Building/Inspections Division require more than the 100 hours authorized in this extension. NOW THEREFORE, BE IT

RESOLVED: that the Council hereby exercises the right of extension for additional allocation of funds in the not to exceed amount of \$13,500 to extend the contract with 4LEAF, Inc. of Foxborough, Massachusetts with a Fee Schedule for Certified Building Official (CBO) Services at \$135.00 per hour for 100 hours, increasing the total contract amount with 4LEAF to \$27,000.

IN COUNCIL  
READ AND PASSED  
NOVEMBER 12, 2025



Laura C. Swistak, CMC  
City Clerk