

THE CITY OF NEWPORT

**RESOLUTION
OF THE
COUNCIL
No. 2025-39**

WHEREAS: the City of Newport is in the process of hiring a full time Certified Building Official to lead the Building/Inspections Division, as the position has been vacant as of February 14, 2025; and

WHEREAS: Alternate and Part-time Certified Building Official staff are unable to cover the full workload/demand on the Building/Inspections department during the transition; 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 is recommended to 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: the Director of Resilience & Sustainability recommends acceptance of the Fee Schedule presented in the 4LEAF, Inc. proposal, with a not to exceed amount of \$13,500 to cover 100 hours of time, as needed, with the option of extension with Council approval if demand for services requires more than 100 hours. NOW THEREFORE, BE IT

RESOLVED: that the Council hereby approves the award of contract to 4LEAF, Inc. of Foxborough, Massachusetts with a Fee Schedule for Certified Building Official Services at \$135.00 per hour, delivered to the City as requested in four-hour minimum increments, for a total contract amount not to exceed \$13,500 (100 hours), with option to extend only with Council approval if demand for services requires more than 100 hours, and authorizes the Council Chair to sign this contract on behalf of the City, subject to review by the City Solicitor's office.

IN COUNCIL
READ AND PASSED
MARCH 12, 2025



Laura C. Swistak, CMC
City Clerk