

Addendum 1 - Issued Monday, February 18, 2019
RFP CP 19-004 Plan Review and Building Inspection Services
Questions and Answers

	Question	Answer
1	What is your current and expected workload?	Approximately 75-100 inspections per week and approximately 20-25 plan reviews per week. This is expected to increase as development continues. Right now, the City has an in-house staff of one to cover this load.
2	Is the workload a 50/50 split with residential and commercial?	Yes, that's a close approximation.
3	What is your target turnaround for plan reviews?	Initial review is expected to be turned around within 10 days. Follow up reviews are expected to be turned around within 5 days.
4	Regarding the fee schedule - how do we fill that out without a task order on which to base it?	This is a business decision. The rate you propose per job title would need to cover complex as well as simple inspections, as well as the staff you have available to complete such inspections.
5	The proposal references items in section 3 that must be present in the submittal package. Did you mean section 4?	Both sections 3 and 4 identify items that must be included in the submittal package.
6	The RFP requires ICC certifications but there is a limit on the number of pages that can be submitted. Can those be excluded from the page count?	Include the ICC Certifications and/or proof of licensure in the front section with the Administrative Documents, and they will be reviewed and evaluated, but not counted toward the 10 page limit.
7	Will all coordination be with the City's Building Official (CBO)?	Yes. If CBO is unavailable, he will let you know in advance with whom to coordinate in his absence.
8	Is there space at City Hall for a plan reviewer to work?	The consultant will have the option to work from his office or from City Hall. It will be their preference.
9	Does the City conduct electronic inspections?	Not yet. Paper inspection forms will be entered by the City's admin.
10	What software does the City use?	New World.
11	Is it the City's intent to award a contract to one team or multiple teams?	One.
12	Rates include travel cost, what about travel time - when does the clock start on travel time to/from the site?	Clock starts when the inspector arrives onsite, and ends when the inspector leaves. Travel time to/from the site will not be compensated.
13	Does the city have reporting forms?	Yes.
14	Is the City seeking assistance with LDP reviews?	No, that is handled in house.
15	Is the City seeking assistance with ADA and Fire (Life/Safety) reviews?	No, those are handled by Gwinnett County. Plan changes will may require multiple County reviews.
16	Can you please confirm if the Firm Identification Sheet mentioned on page 1 is the Cover Sheet?	The firm identification sheet is a one page sheet the bidder will develop. Section 4.2.4 on page 17 of the RFQ describes what will need to be included on it. It will be in the administrative document section of your submittal package and will not count toward the 10 page limit, but it will be reviewed. This helps the reader know who you are and the size and business health of your team. The cover sheet of the RFQ also needs to be included in your submittal package. Simply print the RFP cover and fill out the bottom and include it in the administrative document section as well. It will not count toward the 10 page limit. It includes your Federal ID number as well as a few other items of interest. The two sheets are not the same. BOTH must be included in your submittal.
17	On page 17, 4.2.4 Submittal Requirements – it states the submittal should be divided into three sections, but there are only two sections listed: Administration Documents and Statement of Qualification. Can you please provide section three?	Sorry, typo. There are TWO sections, not three. Administrative Documents and Statement of Qualifications.
18	Appendix C – Rate Sheet Schedule is asked to be in Administration Documents and Statement of Qualification, can you please confirm if you want Appendix C in both sections or only one section?	The rate sheet will be evaluated and scored. It needs to be included in the Statement of Qualifications (SOQ). It will be included in the 10 page count.

Wednesday, 2/13/19, 10:00am - Duluth City Hall, 2nd Floor Executive Conf Rm
RFP CP 19-004 Plan Review and Building Inspection Services
Pre Bid Meeting - SIGN IN SHEET

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