



Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

Fulton County, GA

May 3, 2010

Re: 10RFP95841YB-CL BUILDING INSPECTION SERVICES 2010

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **Proposal (RFP)**.

Except as provided herein, all terms and conditions in the **RFP** referenced above remain unchanged and in full force and effect.

Sincerely,

Charles Leonard, CPPB

Charles Leonard, CPPB
Chief Assistant Purchasing Agent

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Addendum No. 1
Page Two

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

The following questions were posed of the aforementioned RFP project:

1. How do you meet the requirement for minority participation when the service required is on an as-needed basis? How will the contractor be paid?

Response: *Since there is no Federal funding involved in this RFP, there are no minority participation goals. The selected contractor will be paid on a monthly basis through the submittal of invoices.*

2. Would good faith effort play a role in the selection process?

Response: *No*

3. Would you have to have all four qualifications for staff members?

Response: *As listed on page 3-6 of RFP on item JJ, the selected contractor would need to provide staff with the four listed qualifications.*

4. Where would you find a staff person for certified arborist?

Response: *The selected contractor would be responsible for finding and selecting the necessary staff.*

5. Is it acceptable for an arborist or other profession to review site plans for items which they are not certified?

Response: *No*

6. What are the standards?

Response: *Generally the standard will be the State code for the selected field. In addition to Fulton County adopted standards such as items in the Zoning Resolution.*

7. What are the time frames for conducting reviews and inspection? (Please define expeditious)

Response: *All reviews are to be conducted within 10 working days and inspections are to be conducted within 2 working days.*

8. Will Fulton County require the contractor to provide staff to address tracking?

Response: *Fulton County will handle all intakes.*

9. What would be the size of the job?

Response: *The size of the job will be dependent on the customer base that comes into Fulton County. There is no minimum or maximum.*

10. Referring to item L on page 3-3 item, can you provide an example of when this situation may arise?

Response: *It is rare but on occasion when a home owner notices a code item and the builder refuses to cooperate, the County could get involved with the court action. The inspection service provider will be obliged to notify builder/contractor of violations; provide court testimony and oversee corrections.*

11. Will a private engineer come into play?

Response: *Fulton County currently has a private engineer program and as thus it could come into play. It is the current understanding that Fulton County may abolish the private engineer program or make significant changes to it.*

12. Section M under page 3-3 contemplates testifying in court as necessary.

Response: *As Fulton County may lose staff as the contractor assumes more responsibility it could be that the contractor would be called on to testify in court on behalf of Fulton County.*

13. Will Fulton County be providing a checklist?

Response: *Fulton County currently uses a checklist and it will be available but it is not the intent of the RFP to limit the contractor to the items on Fulton County's checklist.*

14. Can a certified arborist provide a plan review?

Response: *Please refer to the response to Question #5.*

15. Does the RFP abolish the 3rd party inspection provider?

Response: *Please refer to the response to Question #11.*

16. How many building inspectors do you have on staff? How many building plan reviewers do you have on staff?

Response: *Fulton County currently has 2 building plan inspectors and 1 building plan reviewer on staff.*

17. Do site inspections include schools?

Response: *Fulton County currently has a signed MOU with Fulton County Schools. The MOU dictates the Fulton County schools has responsibility for building plan review and construction inspection. Fulton County maintains the right to regulate all land disturbance activities and issue land disturbance permits as provided for in O.C.G.A 12-7.4. Fulton County shall continue to conduct fire safety inspections and all other related duties as provided for in O.C.G.A 25-2-12. Fulton County continues to issue the Certificate of Occupancy and all permits required by the Fire Marshall's office.*

18. Do we still have inspectors for Erosion and Sedimentation Control?

Response: *Yes, Erosion and Sedimentation Control inspections are to be included with the scope of the RFP.*

19. What is the current inspection and permit workload?

Response: *Current workloads for building inspections range from 1 or 2 to 20 or more per day. Erosion inspectors average about 35 a week for 4 full time inspectors (140 a week).*

20. Is it your intent to award this RFP to more than one firm?

Response: *The RFP will be awarded to only one firm.*

Questions submitted subsequent to pre-proposal conference

21. Several statements in the RFP strongly encourage firms to employ staff familiar with current Fulton County policies and procedures.

- a. What staff will be retained by the county within this department to perform duties related to building plan reviews and inspections?

Response: *This decision has yet to be finalized. It is the intent of Fulton County to be responsible for project intake.*

- b. Who will the selected firm report to?

Response: *The contractor will report to the Director of Environment and Community Development but a staff member will be appointed as the point of contact.*

- c. Is the selected firm encouraged to consider current Fulton County staff for employment?

Response: *No, current Fulton County employees can't be part of a contractor's team.*

22. The RFP states that all building plan reviews are to be started by noon of the next business day and done in an expeditious manner.

- a. What is the current plan review turnaround time?

Response: *The current average is around 5 working days.*

- b. What is the expected turnaround time?

Response: *See question 7.*

- c. Can the selected firm perform plan reviews at on "off-site" location?

Response: *The final decision on location of plan reviews will be made at the time of contract award. It is anticipated that "off-site" location reviews will be acceptable.*

- d. Will the county provide an office location to perform plan reviews if plans cannot be removed from the county offices?

Response: *The final decision on location of plan reviews will be made at the time of contract award. It is anticipated that space will be provided by Fulton County on-site for plan reviews.*

23. Please provide the plan review activity for the previous 25 months by permit type.

Response:

- a. 72 new non-single family structures; occupancy groups included A, B, E, F, H, M, R, S.
- b. 37 non-single family additions; occupancy groups included A, B, E, F, H M, S.
- c. 147 non-single family alterations; occupancy groups included A, B, E, F, H, M, S.

24. The RFP specifically says “Commercial Building Plan Review”. Will the selected firm perform any residential plan reviews?

Response: *Possibly site review.*

25. Please provide the inspection activity for the previous 24 months by inspection type.

Response:

Permit Generated	1/1/2008 – 12/31/2008	1/1/2009 – 12/31/2009	1/1/2010 – 04/13/2010
Commercial addition	136	19	60
Commercial new	1794	7869	83
Commercial demolition	12	0	1
Commercial Alteration	657	463	137
Residential Demolition	1	1	0
Residential New	16385	4670	1480
Residential Addition	296	179	26
Residential Alteration	1046	524	74
Administrative	0	0	0
Electrical	502	334	68
Mechanical	108	137	35
Plumbing	106	147	46
Pool	25	8	2



26. Please provide the permit activity by type for the previous 24 month period.

Response:

Permit Generated	1/1/2008 – 12/31/2008	1/1/2009 – 12/31/2009	1/1/2010 – 04/13/2010
<i>Commercial addition</i>	21	23	4
<i>Commercial new</i>	92	39	6
<i>Commercial demolition</i>	12	2	4
<i>Commercial Alteration</i>	65	82	31
<i>Residential Demolition</i>	25	21	8
<i>Residential New</i>	960	313	154
<i>Residential Addition</i>	78	50	6
<i>Residential Alteration</i>	126	133	28
<i>Administrative</i>	37	31	11
<i>Electrical</i>	318	284	95
<i>Mechanical</i>	124	136	47
<i>Plumbing</i>	163	177	61
<i>Pool</i>	14	2	0

27. The county evaluation criteria states that our firm’s financial information is requested as part of the RFP. Assuming the intent is to assess the stability of the firm, are their alternative ways or information that we can provide to satisfy this requirement?

Response: In addition to the required documentation outlined on page 3-6, Section 3, Proposers can “Identify any evidence of access to a line or letter of credit”



ACKNOWLEDGEMENT OF ADDENDUM NO.: 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time Tuesday, May 18, 2010, 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2010.

Legal Name of Bidder

Signature of Authorized Representative

Title