ADDENDUM #1

RFP 27-004

Inspection Services

This addendum is being issued to address a follow-up question submitted regarding RFP 27-004:

1. **Current Service Provider:** Is the City currently utilizing an outside third-party firm for plan review and building inspection services, or are these services being performed entirely by City staff? If a third-party provider is currently under contract, would you be able to identify the firm?
   We are using Bureau Veritas on large commercial and industrial projects. We conduct all civil plan reviews (industrial, commercial, and residential) and perform inspections for all residential and light commercial projects in house. The current third party performs plan reviews for building, electrical, mechanical, plumbing, low voltage, energy conservation, and all fire related reviews. Any job they review they also inspect. Our building official will perform a final site inspection so the current third-party reviews exterior walls and anything fire related outside like standpipes, hydrants, and fire lines. We have a local ordinance with architectural requirements they also use on the reviews and inspections. We receive plans and disperse to the third party. Comments are sent back to the city who send back to the contractor. The third party will contact the contractor directly and vice versa if there are questions. Most projects the third party only deals with the city, and the city deals with the contractor however there are a few times on certain projects we would expect a connection between the third party and contactor to be made. There are times when the fire inspector/reviewer with the third party has sat in/been on a call in a pre-application meeting at our request. The current third party will be contacted by the city the day before inspections are completed. We required inspection notifications to be in by 4pm for the inspections to be completed the next business day.
2. **Inspection & Plan Review Volume:** What is the City's average monthly volume of building inspections and residential/commercial plan reviews?
   The city handles all residential and light commercial. Currently there are 8 ongoing projects that have multiple plan submittals and in various stages. These 8 were submitted over the last 3 months so average would be around 8 projects per quarter. Last year we sent 29 projects to the third party. Some of the projects were studio apartments downtown, a 1 million square foot warehouse, a couple retail buildings, conveyor and racking addition to an operating distribution center, a couple restaurants, and several renovations to existing large commercial and industrial buildings.
3. **Staffing Expectations:** Is the City seeking dedicated personnel to provide ongoing support, or would an on-demand service model be what the city is looking for based on inspection and plan review activity?
   On demand service would be what is desired. Our current third party will cover all inspections if a request is made. If city inspectors get overloaded or one is out for an extended time, we send

a list of the residential and light commercial inspections over to the third party along with the ones already coming to the third party. We would like to keep something similar to this although this very seldom happens.

This addendum should be signed and returned with your proposal. Failure to do so may result in the proposal being non-responsive.

Christy Case
Finance Director
City of Commerce

Company Name _____
Authorized Representative _____