



## ADDENDUM #1

RFP 21-005

### RESIDENTIAL AND COMMERCIAL BUILDING INSPECTIONS

This addendum is being issued to address questions submitted on RFP 21-005.

1. Item 8. Evaluation Process lists “Experience & Performance on Other Projects” and “Organizational and Financial Capability” as part of the evaluation criteria. Section 10. Contents of Technical Proposal does not indicate what information should be included in the proposal that will satisfy these evaluation factors. Please describe the content that should be provided for evaluation of these factors. **A written narrative would be acceptable.**
2. Is it the intention of the City to receive the Technical Volume, the individual forms, the licenses and certifications, and the Cost Volume in separate PDF files or in a single PDF file if transmitted by email? **Single PDF would be acceptable.**
3. Are you satisfied with your current building permitting software? Would you be interested in learning about an application that we developed and could provide to the City free of charge? **We would be interested in learning about other applications that would streamline our current process.**
4. Are fire plan reviews a requirement (or possibly future need) for this contract? **Current fire plan reviews are reviewed by the Barrow County Fire Marshal’s office. Fire reviews by a third party could be a future need.**
5. What activity levels are estimated for this contract? The city is seeing a good amount of residential activity with more expected to come online soon. **Inspector is projected to average around 100 inspections per month.**
6. Please provide a total number of staff members and their positions that are currently being utilized to service this account? **The Community Development Department consists of 2 staff members – Director and a Coordinator.**
7. Will office space be available to the contractor staff as needed? **Limited office space is available.**
8. How much money is allocated for this Inspections and Plan Review contract annually? **\$85,000**
9. Beyond the services described in the RFP, what other things might make a tangible difference to improve the daily operations that a 3rd party inspection services company could provide? **The Department would like to move towards a digital process that includes scheduling and recording inspection results via digital software. Inspector should be available for questions from the Department and customers as needed.**
10. How is this contract for Inspections and Plan Review currently priced? **The current contract is billed by the inspector monthly. Residential inspections are priced at \$55 per inspection. Commercial**

inspections are priced at \$75 per inspection. Inspectors receive 25% of the total permit fee for commercial plan reviews.

11. What is the historical expenditure under this contract? Historically, it averages approximately \$42,000.

This addendum should be signed and returned with your proposal.

Christy Case  
City Accountant  
City of Auburn, Georgia

Company Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_