



city of
FORESTPARK

**CITY OF FOREST PARK
Building Inspection Services**

**ADDENDUM 1
ISSUED, 03/12/2024
RFP NO. 021424**

*Acknowledgement of receipt of this addendum **MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFP.***

**Please note the new due date for Building Inspection Services is
Thursday, March 21, 2024 at 2:00p.m.**

1. How many/type permits were issued previous 12 months?

Answer: 139

Feb-23	6	4 res / 2 com
Mar-23	21	10 res / 11 com
Apr-23	10	3 res/ 7 com
May-23	23	20 res / 3 com
Jun-23	10	8 res / 2 com
Jul-23	18	12 res /6 com
Aug-23	18	9 res/ 9 com
Sep-23	2	2 res
Oct-23	9	6 res / 3 com
Nov-23	4	3 res / 1 com
Dec-23	2	1 res / 1 com
Jan-24	8	6 res / 2 com
Feb-24	8	5 res / 3 com

2. Without knowing the anticipated volume of work, it is impossible to determine a Total All-Inclusive Not to Exceed Maximum Price, as well as a budget for each task. As such, please provide the following or indicate if hourly pricing will be sufficient for this response.

Answer: No.

- a. What was the number of building permits issued for the last twelve months? How many are issued per individual month?

Answer: 139. This number varies from month-to-month, see chart below.

Feb-23	6	4 res / 2 com
Mar-23	21	10 res / 11 com
Apr-23	10	3 res/ 7 com
May-23	23	20 res / 3 com
Jun-23	10	8 res / 2 com
Jul-23	18	12 res /6 com
Aug-23	18	9 res/ 9 com
Sep-23	2	2 res
Oct-23	9	6 res / 3 com
Nov-23	4	3 res / 1 com
Dec-23	2	1 res / 1 com
Jan-24	8	6 res / 2 com
Feb-24	8	5 res / 3 com

- b. What was the number of plan reviews performed for the last twelve months? How many are performed per individual month?

Answer: 91. Again, this number varies from month-to-month. See chart below.

Feb-23	10
Mar-23	10
Apr-23	5
May-23	13
Jun-23	8
Jul-23	8

Aug-23	10
Sep-23	7
Oct-23	2
Nov-23	3
Dec-23	3
Jan-24	4
Feb-24	8

c. What was the number of inspections performed for the last twelve months?
How many are performed per individual month?

Answer: 1,031, this number varies from month-to-month . See chart below.

Feb-23	76
Mar-23	70
Apr-23	64
May-23	67
Jun-23	88
Jul-23	74
Aug-23	90
Sep-23	84
Oct-23	119
Nov-23	97
Dec-23	63
Jan-24	55
Feb-24	84

3. How much money is allocated for this contract annually?

Answer: Range of \$150,000 to \$230,000.00 depends on level of activity in the city. City activity is anticipated to increase.

4. How many employees are being provided by the current service provider, and what are their individual roles?

Answer: 1 full-time employee. Inspects residential and commercial structures (electrical, HVAC, plumbing, structural soundness)

5. What is the anticipated start date?

Answer: The anticipated start date would be sometime shortly after the new Fiscal Year July 1, 2024

6. What is the hourly expectation? (i.e., will the contract require FTE personnel, or is the work volume required more on an as-needed basis)?

Answer: Full-time, based on the work-volume. Currently the city pays vendor based on fees collected at a specified rate.

7. What is the anticipated percentage breakdown for Plan Review work along Residential vs. Commercial lines?

Answer: Anticipate 30 to 40%.

8. What is the anticipated percentage breakdown for Building Inspection work along Residential vs. Commercial lines?

Answer: Approximately 50/50. This varies from month to month. The charts provide an indicator.

9. What is the anticipated percentage breakdown of work required for each service line (i.e., how much of the scope needed is Plan Review vs. Building Inspections)?

Answer: Approximately 50/50, depends on workload volume any given month.

SIGNATURE

COMPANY NAME

TITLE

DATE