



## Responses to Questions Regarding RFP 2019-011, Building Division Services

April 19, 2019

(Responses noted in RED, below)

- 1) What is the term of the proposed contract? **2 years, renewable in two-year increments**
- 2) Is the Combination Plans Examiner position described in Section 5.4 of the RFP intended to be the Plan Reviewer requested at 4 hours per day on page 3 of the RFP? **Yes.**
- 3) Please provide annual building permit revenues.  
**2014 \$586,097.58**  
**2015 \$578,073.96**  
**2016 \$610,939.92**  
**2017 \$692,746.26**  
**2018 \$881,886.34**
- 4) On page 11 the RFP states that we should include key personnel qualifications and certifications for the proposed Building Official and Fire Marshall in our submittal. Which other new staff positions listed on page 3 do you desire to have specific individuals named/proposed by the submitting firm? For those specific individuals, do you also wish to see detailed qualifications and certifications? **No other individuals need to be identified.**
- 5) On pages 3 and 8 the RFP makes reference to a "Fire Certified permit technician." Can the City clarify which agency this certification is to be provided by? **ICC certified Permit Technician with some training in fire prevention plan review in order to assess plan completeness at the counter for small projects.**