

City of Beaufort
Building Inspections, Plan Review, Building codes & permitting,
and Floodplain Management
Services (RFQ 2015-101)
Questions and Answers submitted by July 24, 2014

1. What were the actual permit fee revenues for fiscal years 2012 and 2013?

Answer: The total permit revenue for fiscal year 2012 was \$272,960.25 and the total permit revenue for fiscal year 2013 was \$228,302.82. The consultant will only receive payment for a percentage of revenue pertaining to permits involving building inspections. The consultant will not receive any portion of permit revenue pertaining to permits such as tree removal, fencing, painting, home occupancy, signs, and many more. Please refer to Exhibit A for further details on the permit revenue only pertaining to building inspections for fiscal years 2012 and 2013.

2. How many permits were issued in fiscal years 2012 and 2013 and what were the breakdown of the permits? Specifically:

- a. # of new construction permits for commercial projects

Answer: 6 in FY 2012 and 4 in FY 2013.

- b. # of new construction permits for residential projects

Answer: 39 in FY 2012 and 31 in FY 2013

- c. # of permits for renovations or additions for commercial projects

Answer: 58 renovations in FY 2012 and 52 renovations in FY 2013. 4 additions in FY 2012 and 0 additions in FY 2013

- d. # of permits for renovations or additions for residential projects

Answer: 53 renovations in FY 2012 and 68 renovations in FY 2013. 27 additions in FY 2012 and 32 additions in FY 2013

- e. # of permits for small projects such as HVAC, electrical, plumbing (water heater, A/C), etc.

Answer: 108 residential small projects in FY 2012 and 146 residential small projects in FY 2013. 161 commercial small projects in FY 2012 and 37 commercial small projects in FY 2013.

3. We understand that the City currently has a private firm/consultant providing the services being advertised in this RFQ. Will you please provide the following information regarding the existing contract with said consultant:

a. Name of Consultant currently retained

Answer: Safebuilt Carolinas, Inc.

b. Dates current contract began and when will it terminate

Answer: A five year contract was initiated in April 2009 and ended April 2014. The City is currently on a month-to-month basis with Safebuilt.

c. Contracted fee structure with said consultant (i.e. percentage of permit fees consultant charges and how do they invoice for re-inspections?)

Answer: The City keeps a monthly report of permit fees and plan reviews then provides the report to Safebuilt for invoicing purposes. The current consultants are paid 80% of all residential and commercial permit fees, re-inspection fees collected. This includes all safety inspection permits not including impact fees. They are also paid 90% of all plan review fees.

d. Average number of employees consultant services the City with and the role for each.

Answer: Safebuilt provides two employees who are responsible for plan reviews and building inspections. The roles of the two employees are Building Official/Plans Examiner and Building Inspector.

4. Is there any desire for the city to retain any of the existing employees? If so in what role?

Answer: The existing employees work directly with Safebuilt and cannot be retained if another firm is awarded.

5. What is the projected permit fees/revenue that the City has budgeted for fiscal year 2014?

Answer: Fiscal year 2014 ended on June 30, 2014 and the total permit revenue for fiscal year 2014 was \$228,302.82. The City has budgeted \$203,000.00 for fiscal year 2015.

6. What type of accommodations (office, phone, fax, etc.) will the City provide the successful consultant for this contract?

Answer: The City will provide the successful consultant with two offices which will include a landline phone and a desktop PC for each office. The City has a fax line which the consultant may use. The City also provides a wireless mobile Wi-Fi hotspot for the Building Inspector. The consultant will need to provide cell phones to its employees and a laptop for the Building Inspector. The consultant will be responsible for providing vehicles for its employees. Vehicles must be a marked vehicle identifying them as an employee of the consultant.

7. Is there a dress or uniform requirement for consultant's employee(s) serving this contract?

Answer: The dress code is business casual and no uniforms are required. Employees must wear a photo ID badge identifying them as employees of the consultant.

8. When does the City anticipate the contract to start?

Answer: The expected contract start date will be between October and November 2014.

9. What governmental software does the City currently use for Plan Review, Permitting, Inspections and Tracking? Does the City own this software or is it provided by the existing Consultant? If the current software will not be used going forward or the City prefers not to use said software, then does the City have a software preference?

Answer: The City currently uses Munis for Plan Review, Permitting, Inspections, and Tracking and will provide this to the awarded consultant.

10. How does the City envision the transition from the existing consultant to a new consultant? Specifically:

- a. Will there be an overlap between the two firms? If so, how long?

Answer: There will be but we are not sure as to how long.

- b. Since the existing consultant is likely paid on a revenue (permit fee) sharing basis will the existing consultant be retained to complete inspections for all permits that they have been paid for or will the new consultant be expected to provide inspections on permitted projects at no additional compensation?

Answer: The existing consultant will be retained to complete any inspections for all permits and plan reviews they have started prior to the new contract.

- c. Will all records associated with past plan reviews and inspections be available to the new consultant going forward (in case questions arise regarding historical activities)?

Answer: Yes. The successful consultant will have access to all past plan reviews and inspections.

EXHIBIT A

The City pays the current consultant on a revenue sharing basis based on the permit revenue related to building inspections and all plan reviews. The following numbers represent the amounts the invoices have been based off of for fiscal years 2012 and 2013.

<u>Month</u>	<u>Permit Revenue</u>	<u>Plan Review Revenue</u>
July 2011	\$16,650.94	\$2,255.55
August 2011	\$35,607.31	\$6,483.38
September 2011	\$14,235.75	\$3,194.97
October 2011	\$10,630.69	\$7,854.06
November 2011	\$17,873.27	\$8,586.88
December 2011	\$8,408.81	\$1,622.17
January 2012	\$11,549.99	\$3,390.47
February 2012	\$16,221.13	\$2,246.90
March 2012	\$10,410.03	\$2,612.70
April 2012	\$8,023.98	\$1,282.89
May 2012	\$26,138.36	\$2,834.65
June 2012	\$8,378.28	\$3,926.74
TOTAL FISCAL YEAR 2012	\$184,128.54	\$46,291.36

<u>Month</u>	<u>Permit Revenue</u>	<u>Plan Review Revenue</u>
July 2012	\$15,253.33	\$5,774.24
August 2012	\$39,763.28	\$7,209.14
September 2012	\$20,952.06	\$1,869.91
October 2012	\$7,476.04	\$3,416.94
November 2012	\$6,727.29	\$1,956.69
December 2012	\$4,699.49	\$677.20
January 2013	\$7,787.54	\$4,157.49
February 2013	\$9,355.45	\$956.19
March 2013	\$9,494.65	\$4,328.91
April 2013	\$12,894.75	\$4,549.70
May 2013	\$14,897.42	\$4,503.66
June 2013	\$13,264.40	\$3,012.14
TOTAL FISCAL YEAR 2013	\$162,565.70	\$42,412.21

