



**PLAN REVIEW AND BUILDING AND FIRE INSPECTIONS  
ADDENDUM #2**

RFP No. S15-018

Addendum No. 2

Date of Addendum: April 17, 2015

Please note the questions, answers, clarification and/or additional information for the solicitation referenced above.

**1. Q: How many firms does the City intend to award to?**

A: The City is anticipating to award to 2-3 firms to utilize on a rotating basis.

**2. Q: How long is the term of the agreement to be awarded?**

A: The City intends to award a three-year agreement with two (2) one-year renewals.

**3. Q: How will the firm rotation be handled?**

A: The City anticipates rotating firms project-to-project.

**4. Q: What Fire Code is the City currently using?**

A: The City currently utilizes the 2009 International Code Council (ICC) Fire Code but is moving to the 2015 ICC updates.

**5. Q: What fire inspections are of particular importance to the City?**

A: Fire inspections and acceptance testing for fire protection systems. With the adoption of 2015 ICC the City will include emergency responder radio coverage testing.

**6. Q: Is City staff currently conducting all inspections?**

A: Yes.

**7. Q: Can the City provide copies of the inspection checklists?**

A: Yes. Both residential and commercial inspection checklists are located on the City's website at the following links:

[http://www.leandertx.gov/sites/default/files/fileattachments/permitsbuilding\\_inspection/page/269/mpn\\_-\\_customer\\_portal\\_111314.pdf](http://www.leandertx.gov/sites/default/files/fileattachments/permitsbuilding_inspection/page/269/mpn_-_customer_portal_111314.pdf)

[http://www.leandertx.gov/sites/default/files/fileattachments/permitsbuilding\\_inspection/page/1338/building\\_inspection\\_guidelines\\_residential\\_112114.pdf](http://www.leandertx.gov/sites/default/files/fileattachments/permitsbuilding_inspection/page/1338/building_inspection_guidelines_residential_112114.pdf)

**8. Q: Will the City allow a price increase?**

A: The City will not permit a price increase for the first three-year agreement period. The City may permit upward or downward price adjustments when correlated with

the US Bureau of Labor Statistics Producer Price Index (PPI) for finished goods, Washington D.C. The price adjustment may be considered at the agreement renewal period.

**9. Q: What times of day do emergency and after-hours inspections occur?**

A: Emergency inspections can happen at any time of day or night in the event of an accident or other situation. After hours inspections are typically deadline oriented and for commercial inspections that can occur in the early evening.

**10. Q: What does the City mean by “turnkey?”**

A: Turnkey is meant to mean a full-service inspection company that can assist with a complete project inspection schedule if needed.

**11. Q: Will the City consider an alternate price proposal that is per-project rather than per-hour?**

A: No. The City seeks per-hour pricing to provide maximum flexibility to the City.

**12. Q: Will the inspection services be ordered on an as-needed basis?**

A: Yes.

**13. Q: Will the contracted rates be the same for each of the selected firms?**

A: The City does not anticipate the rates to be the same for each firm.

**14. Q: What is the current workload split between plan reviews and inspections?**

A: Volume varies. The reviews come first then the project moves to inspection.

**15. Q: What is the turnaround and service level expectation for reviews and inspections once ordered?**

A: Plan reviews and comments are expected back in working 10 days. Inspection requests received by 4:00 PM are scheduled for the next business day except in the event of a weekend or holiday, then they are scheduled for the next available business day.

**16. Q: What is meant by Site Improvement Field Inspection?**

A: Field inspection relates to parking, paving and landscape improvements.

**17. Q: Are respondents required to inspect for accessibility?**

A: Accessibility inspections are performed by the State of Texas, however, inspectors are asked to report any obvious violations if they see them.

**18. Q: Does the City have an energy code?**

A: No LEEDS program exists with the City at this time.

**19. Q: Will the City evaluate on a firm’s specialties?**

A: No. The City is seeking firms with broad, comprehensive inspection service offerings.

**20. Q: Will Medical Gas Inspections be required?**

A: On some occasions a Medical Gas Inspection may be required. Respondents with this certification will be helpful.



Approved by \_\_\_\_\_

Joy Simonton, Purchasing Agent

By the signatures affixed below, Addendum No. 2 is hereby incorporated into and made a part of the above referenced solicitation.

**ACKNOWLEDGED**

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.**