**Town of Southwest Ranches, Florida**

**Building Plan Review and Inspection Services**

**RFP No. 18-002**

**Wednesday, February 14, 2018**

ADDENDUM 3

New Requirements:

1. The successful proposer shall pay $500 per month for rent of office space.
2. The proposer shall be responsible for pro rata collection for fire and solid waste assessments due upon issuance of a Certificate of Occupancy (C.O.).  Proposer will need to coordinate this effort with the Town’s Financial Administrator or designee so that payment from the property owner is obtained prior to issuance of the C.O.

Questions:

1. **Question:** Page 20 form asks for "After Duty Hours Price Per Hour", please indicate if this is intended to be utilized for contractor requested after hours inspection services or if it is intended for unforeseen emergencies i.e., hurricanes?

**Answer:** The “After Duty Hours Price Per Hour” is intended to apply to after- hours (past 4:00 p.m. Monday-Friday) inspection/plan review services requested by a contractor or the Town. It could also be used in a hurricane or other emergency in the event that the proposer is asked to provide these services beyond normal business hours or in excess of a 40 hour work week. See Exhibits C & D of the RFP for more information for work directed during an emergency.

1. **Question:** Page 16 item 1 third bullet states, "....and very infrequently landscaping". Can you please provide the number of occurrences in the calendar year 2017 to better define infrequently?

**Answer:** Landscaping is currently performed by another service provider. The Town has no current plans to change that and it should be considered stricken from the services contemplated in this RFP.

1. **Question:** Page 48 item 3.5, can you please provide a definition of what is considered a penalty fee? For example, is work without a permit or expired permit fees considered a penalty fee?

**Answer:** A penalty fee can be a fee charged for work without a permit, a penalty as outlined in Exhibit A of Resolution 2012-031 (Page 6 of Resolution 2012-031), or any other penalty determined by the Town not already specifically mentioned in Resolution 2012-031. These fees are subject to change at the sole discretion of the Town.

1. **Question:** Addendum 2 questions 2 and 3 included financial information. Can you please confirm if these numbers include the $30.00 plan processing fees paid to CAP as stated on page 12 item F.4 of the fee schedule?

**Answer:** The plan processing fee was eliminated with the amended fee schedule (Resolution 2016-034) approved on May 12, 2016 so these figures do not include this figure.

1. **Question:** Do all staff need to be certified by Broward County or will Florida DBPR / ICC Certification suffice?

**Answer:** The Town hasconfirmed with the Broward Board of Rules and Appeals (BORA) that Broward County Certification by BORA and appropriate State Licensure is required by all staff performing the inspection and/or plan review function.

Additionally, any firms that employ state licensed personnel that do not have the BORA Certification can be pre-qualified by BORA by submitting a request to BORA.  The contact person to submit this request is Jim DiPietro (954) 765-4500.  However, the successful proposer must have the required Certification at the time of a contract award by the Town. In the event that the successful proposer has not obtained the required Certification at the time, the proposer shall be deemed non-responsive, its bid shall be rejected, and the Town may award a contract to the next highest-ranked proposer. By submitting a response to this RFP, proposer shall be deemed to waive, and holds the Town harmless from, any and all claims against the Town as a result of such rejection, and agrees not to file a Bid Protest or sue the Town as a result thereof.