



FINANCE

RFQ 845-25

BUILDING & SAFETY PLAN REVIEW AND LANCASTER PD INSPECTION SERVICES

Addendum #2

Date: November 5, 2024

Questions & Answers:

1. There is a discrepancy between the instructions on page 2 and page 8 of the RFQ's instructions on submitting the proposal. Page 2 says to submit "Proposals (an original (1) and one electronic copy via USB)" and on page 8 states, "All Proposals (an original and three copies) are due by 11:00 (10:59:59) A.M. on November 5, 2024." Please clarify how many copies must be delivered and in what format.

The required documentation will be one original and one electronic copy via USB.

2. Under "Schedule of Events" on RFQ page 8, the date that responses to questions will be issued is November 4, 2024. Since proposals are presumably due hard copy by November 5, and according to page 6, "Addenda to Proposal," the proposer must, "acknowledge receipt of all addenda in their proposal" this wouldn't give proposers who are mailing their SOQ enough time to read, respond to, and acknowledge the addenda before mailing their proposal. As a result, we respectfully request that either **a)** all questions and addenda be issued no later than November 1, 2024, or **b)** that there be an option for proposers to submit their bids electronically, via email.

Due dates have been moved per Addendum# 1.

Event	Date
RFQ Distribution	October 22, 2024
Last Day to Submit Questions	5:00 P.M., October 30, 2024
Addendum (Responses to Questions) Issued	November 5, 2024
Proposal Due Date	11:00 A.M., November 12, 2024
Proposal Evaluation by Committee	November 13– November 19, 2024
Tentative Selection	Tentatively, November 21, 2024
Expected Contract Awarded by City Council	Tentatively, December 10, 2024

- Will the City consider partial services, such as a proposal submittal for plan review services only?

No.

- Per the RFQ introduction, it is understood that the Building & Safety Division is under the Community Development Department with the Lancaster Police Department utilizing the inspection services. Per “Exhibit A”, the City is requesting ICC Certified Building Inspectors to accomplish industry standard inspection services. Can you please clarify the types of services the Lancaster Police Department utilizes the Building Inspector (i.e. inspection warrants) or are additional services in need?

The Lancaster Police Department pairs an ICC certified Building Inspector with a police department employee to investigate existing buildings that are a significant public nuisance to the community and are associated with criminal activities. This most often involves illegal cannabis grow houses with substantial unpermitted construction, unauthorized changes in occupancy classification or use, dilapidated buildings hosting prostitution or drug activities, cases involving deliberate/intentional violations and subterfuge, and other sites where the condition of the building contributes to criminal activity and obtaining resolution to underlying problems requires city officials to have considerable interaction with the criminal element. Cases handled by the Police Dept. Inspector/Investigator team are usually high complexity and are often worked vertically from case initiation to final compliance. These cases are more likely to result in criminal prosecution or other formal enforcement action against offenders because of the teams’ investigative efforts and are therefore investigated from the outset as if they are destined for court

proceedings. As such, this position requires an experienced but flexible ICC certified Building Inspector with superior inspection skills and code knowledge, strong report writing abilities, willingness to follow police department procedures and work as a team member, maintain confidentiality, and the ability to integrate inspections of nuisance buildings into a larger overall problem-solving plan. Entries into properties are sometimes made pursuant to search warrants and inspection warrants, which will be obtained by Police Department or other government employees.

5. Can you please clarify the “Quarterly financial audit and inspections are to be conducted by a certified public accountant.”

Please disregard the following statement from the RFQ, “The selected firm(s) must also be able to provide coverage if the regularly assigned building inspector is absent due to illness, vacation, etc. Quarterly financial audit and inspections are to be conducted by a certified public accountant.” The selected firm is no longer responsible for a quarterly financial audit.

6. Please clarify the proposal submittal requirement. Page 2 specifies an original (1) and one electronic copy via USB. Page 8 specifies one original and three copies.

The required documentation will be one original and one electronic copy via USB.

7. To have adequate time to put together the proposal package and deliver to the City, can the Addendum Issued date (Nov 4) be moved earlier? And/or the Proposal Due Date (Nov 5) moved later?

Due dates have been moved per Addendum# 1. (See response to question 2)

8. Are the Technology Professional Liability and/or Cyber Liability insurance requirements applicable to this RFQ?

Professional liability only.

9. Can you please share a copy of the City's most recent building permit and plan check fee schedule?

See City website.

10. Can we submit a cost proposal based on "percent of the plan check fees" for typical reviews of submitted projects in addition to an hourly rates table for other services like inspections, permit technician, field revisions, etcetera.

No, hourly rates are preferred.

11. Does the City charge an additional fee for expedited plan review services? if so, what is the fee?

Typically, no.

12. What is the current turn-around times for reviews of various project types?

Ten working days – for large projects it is case by case.

13. I want to confirm that the 30-page limit does not include: required forms, title sheet and table of contents.

Correct.

14. Can you please confirm that the City is requiring a paper copy of the proposal be submitted at City Hall?

Yes, as well as a digital copy via USB.

15. Does the City intend to award multiple contracts?

No.

16. What type of inspections would normally be required for the Police Department? Are there Code Enforcement services involved?

Please see question 4.

17. The title of the RFQ lists the Lancaster Police Department as part of the RFQ. However, there are no detailed requirements related to the Police Department within the body of the RFQ. Was this reference in the title an error?

No, the inspections fall under the Lancaster Police Department.

18. Are Covers, Dividers, and the Table of Contents included in the 30-page limit?

No.

19. Can you please clarify which is correct in the submittal requirements:
-Page 3: Proposals an original (1) and one electronic copy via USB
-Page 8: All Proposals (an original and three copies).

The required documentation will be one original and one electronic copy via USB.

20. Can you confirm if any of the following are NOT included in the 30-page limit? - Cover page, Table of Contents, Exceptions to Professional Services Agreement, Cost Proposal, Signature Sheet, and California Levine Act Statement.

Correct.

21. Since the resumes are included in the 30-page limit, is it okay to submit a table resume with licenses and certifications only?

Yes.

22. Would it be possible to post the answers to the questions earlier than Monday November 4th, to give time for submitters to submit the hard copy proposals by Tuesday November 5th?

Due dates have been moved per Addendum# 1. (See question 2)