



## Jackson County Board of Commissioners

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Date: October 23, 2023

To: Building Code Inspectors

From: Kenneth Morris, Purchasing Manager

**RE: Addendum 1 to Jackson County RFP 230015, On-Call Professional Building Code Inspection Services, Jackson County**

1. Addendum 1 is hereby issued to provide responses to interested engineering firms responses to the below questions submitted by August 18<sup>th</sup>.
  - a. The deadline for submitting RFQ related questions is as published/advertised:
    - i. **Response: Friday, November 3rd by 5:00PM, EST**
  - b. The submission deadline for submitting RFQ bids is as published/advertised:
    - i. **Response: Friday, November 10<sup>th</sup>. The Jackson County Administration Building will be closed on November 10<sup>th</sup> in observance of Veterans day so hand delivered copies must be received by 5:00 pm, Thursday, November 9<sup>th</sup>. Mailed submissions must be post marked by November 10<sup>th</sup>.**
  - c. What was the number of building permits issued for the last twelve months?  
How many are issued per individual month?
    - i. **Response: 974**
  - d. What was the number of plan reviews performed for the last twelve months?  
How many are performed per individual month?
    - i. **Response: 1,070**
  - e. What was the number of inspections performed for the last twelve months?  
How many are performed per individual month?
    - i. **Response: 9,868**
  - f. Will office space be available to the contractor staff as needed?
    - i. **Response: No**
  - g. How much money is allocated for this contract annually?
    - i. **Response: \$1 Million (anticipated)**
  - h. How many onsite employees are being provided by the current service provider, and what are their individual roles?
    - i. **Response: 10 (Unit Manager, CBO, 5 building inspectors, plan reviewer, fire inspector, E&S inspector)**
  - i. What is the anticipated start date?
    - i. **Response: Following Board approval of contract; Late November**
  - j. What is the hourly expectation? (e.g., will the contract require FTE personnel, or is the work volume required more on an as-needed basis)?

- i. Response: Full Time Equivalent (FTE) personnel**
  - k. Will the County allow any positions to be performed remotely? e.g., plan review
    - i. Response: Yes**
  - l. Who holds the current contract?
    - i. Response: Bureau Veritas**
  - m. Are we providing all erosion and sedimentation control and land inspections and inspections during construction phase?
    - i. Response: This would be a portion of building inspections, but also we are needing this as a standalone service for our land disturbance permits that are not to the vertical construction phase yet.**
  - n. What scope of services are you looking for with a roadway inspector?
    - i. Response: We have two different phases of construction: vertical (building) and horizontal (land disturbance, in terms of road installation, utility installation, etc.) The roadway inspector would be inspecting all need roadways being installed (from compaction, proof roll, topping, etc.) that are going to ultimately be turned over to the County.**
  - o. What will be the permit revenue in the number of inspections? And dollar value?
    - i. Response: In Fiscal Year 2022 \$809,277.50 was collected in building permit revenue. To date in 2023 \$547,897 has been collected.**
  - p. How many of the positions are being requested to be full-time on site?
    - i. Response: We are not opposed to work, such as plan-review, being done remotely, since we do permit electronically and can help someone gain access to that system to review electronically. However, all inspectors should be prepared to be full-time, on-site for their inspections.**
  - q. Can you provide the 1) building permit revenue, 2) # of inspections, and 3) approx. number of plan reviews for 2021, 2022, and YTD 2023.
    - i. Response: See reponses to questions ‘o’, ‘e’, and ‘d’**
  - r. I noticed you ask for hourly rates, are you interested in a percentage of revenue fee or provide that as an alternate?
    - i. Response: Question may be addressed at Pre-Bid. If not, pelase provide as an alternate with your bid.**
- 2. All other terms and conditions in RFQ 230015 remain unchanged.
- 3. Any inquiries concerning Addendum 1 should be made to Kenneth Morris, Purchasing Manager, (706) 367-6309 or via email at [kmorris@jacksoncountygov.com](mailto:kmorris@jacksoncountygov.com)
- 4. Jackson County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the offer based upon the most responsive, responsible submission.
- 5. Bidders must acknowledge receipt of addenda, by either signing and attaching this copy, or by writing “Acknowledge Addenda #1” at bottom of Bid Schedule.