



May 25, 2023

## **ADDENDUM No.1**

### **Responses to RFI's**

**PROJECT: REQUEST FOR QUALIFICATIONS FOR ON-CALL  
BUILDING SERVICES**

Addendum No.1 is being issued to the Notice of Proposers, for the **Requests for Qualifications For On-Call Building Services**. State of Qualification submittals are due to be submitted by Thursday June 8, 2023, at 2:00 P.M. Attn: Janell Martin, Deputy City Clerk City Clerk Department 1160 5th Street Atwater, CA 95301

**The following question 1 through 7 were received from prospective respondents:**

1. The RFQ references a certain format for the cost component. However, Attachment A does not include a Fee Schedule Exhibit. Can you please provide a copy of the city's building permit fee schedule?
  - **Answer: I believe you are referencing page 7, section 4.3.6 PART 5 FEES. This is where the responder sends in their fee schedules for inspections services, permit tech, etc.**
2. Are you interested in an hourly fee only, or a percent of the city's fees?
  - **Answer: Hourly for inspection services and permit technicians services. Percentage of project valuation for plan checking services.**
3. What is the City's current turn-around times on plan reviews?
  - **Answer: Residential Structural reviews 10 days first check / 5-7 days second check. Commercial Structural reviews 10-14 days first check/ 5-7 days second check. Civil first check 3-4 weeks/ second check 3 weeks.**



- 4. Is a proposal considered responsive if only submitting for Building Plan Check Services?
  - o **Answer: Yes**
- 5. The RFP allows 11 x 17 pages, can additional 8.5 x 11 pages be added to the page count in lieu of 11 x 17 trifold sheets?
  - o **Answer: Please send documents as 8.5 x 11.**
- 6. In section 3.1 on page 3, the RFP asks that acknowledgment of receipt of RFP must be sent in writing and a copy electronically transmitted to the city. Is an electronic acknowledgment sufficient or is the City requesting a letter mailed in hard copy as well?
  - o **Answer: Please send both digital and hard copy**
- 7. I have a question regarding the Requests for Qualifications for On-Call Building Services RFQ. Do you only accept plans electronically?
  - o **Answer: Currently we accept hard copies only, but the Building Services is currently transitioning to go digital for most of its plan submittals, permit issuance and inspection records.**

**IF YOU SUBMIT A PROPOSAL, A SIGNED COPY OF THIS ADDENDUM No.1 MUST BE ATTACHED THERETO.**

Sincerely,



\_\_\_\_\_  
Mark Pereida C.B.O/F.C.O

Responder \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_