

PURPOSE

The Town of Palm Beach, Florida seeks to enter into an agreement with a qualified experienced individual, firm, or corporation to provide as-needed Building Plan Review Services and Building Inspection Services. Services will be provided in accordance with the requirements of Florida Statutes 468, Part XIII and Florida Building Code, Chapter 18 and Chapter 134 and any other applicable Chapters of the Town of Palm Beach's Municipal Code of Ordinances. These services shall be provided on a full-time or as-needed basis, as determined by the Town.

The Town reserves the right to award to more than one firm. The firm(s) shall act as an independent contractor and not as an employee of the Town.

BACKGROUND

The Town seeks bids from interested individuals, firms, or corporations qualified in providing these services, to ensure that the Town is providing the most efficient development process for its residents and business owners.

In an effort to maintain good service and be responsive to its citizens, the Town of Palm Beach Planning, Zoning and Building Department, desires to secure the services of a qualified experienced firm to perform, when requested, plan review for residential and commercial building applications, and inspection services (building, plumbing, electrical, site and mechanical HVAC) for structures in which permits have been issued by the Town. Plans examiner and inspection services shall be conducted under the Town's and all other federal, state and local laws, rules, regulations, directives, codes and ordinances.

RESPONSIBILITIES

Personnel shall maintain their Plans Examiner's and Inspector's Certification with the State of Florida, to continually provide their best efforts to efficiently and effectively perform duties and responsibilities as assigned in a proper and professional manner, to uphold the Town and Department regulations and policies, and to abide by ethical standards of conduct appropriate to their position.

The equivalent of 1.5% of the contract fees must be set aside by contractor for training of contract employees and be documented for review by the Town.

Plan review and inspection services shall include, but not be limited to, general building, mechanical (HVAC), plumbing, gas, coastal construction, structural, electrical and site, as well as providing all administrative documentation as required by the Town.

- a. Inspect permitted construction within the Town limits, for compliance with Town codes and ordinances and permitted plans and specifications.
- b. Receive and investigate alleged complaints of working without permits, code violations, etc., by citizens, Town employees, and others including appearances before the Code Enforcement Board where appropriate.
- c. Enter results and reports of plan reviews and inspections and investigations of complaints and other reports as may be reasonably requested by the Town into the Town's computer system. Town plan review and inspection procedures must be used.
- d. Maintain records of plan reviews, inspection and investigations. Log daily plan reviews and inspections results in the computer system.

- e. Review plans for code compliance.
- f. Contact contractors, architects, engineers, and citizens about construction projects, code questions, and other concerns.
- g. Perform other duties that are related to or incidental to Plans Examiner's or Inspector's primary duties as herein described and that the Town may from time to time assign. The Independent Plans Examiner's and Inspector's duties and responsibilities may change from time to time.
- h. Perform these duties during normal business hours of 8:00 AM to 5:00 PM, Monday through Friday, or as may be altered with mutual agreement.
- i. Report to the Town's Building Official.

Plan review and Inspection services shall be provided in the event of a natural disaster (i.e. hurricane).

Plans examiner and inspection personnel may be required to attend meetings or to provide consultation to the Town.

SCOPE

Primary Work to be Performed. Conduct Code Enforcement, Zoning and Landscaping Reviews and Inspections related to Town codes.

The Town Planning, Zoning and Building ("PZB") department coordinates the review of all development proposals including zoning, subdivision, site preparation, building and fire permitting, landscaping and hardscaping, and signage. The successful Respondent will report to the Director of PZB and will be expected to perform the full range of Florida Building Code plan reviews and inspections, and enforce other Town regulations for development, including zoning, Architectural Commission and Landmarks Preservation Commission approvals.

Additional Work to be Performed. Commercial Inspection and Plan Review services shall include, but not be limited to, general building, mechanical (HVAC), plumbing, structural, electrical and site, as well as providing all administrative documentation as required by the Town.

Frequently, applicants make inquiries to the Town before and during the permitting process. Taking this into account, the Respondent will be expected to perform the following additional tasks: a) Answer building code questions from Town Staff by email and by phone. b) Answer building code questions directly from customers, prior to permit application submittal. c) Answer building code questions, and resolve building code related issues, directly with the permit applicant, during the plan review and permitting process.

Workflow. All plan review will be done in the department, located at 360 S. County Road, Palm Beach, FL 33480. Inspections will be scheduled by the applicant and performed at the project site.

Deliverables. The successful Respondent will be expected to provide the Town with a detailed written record of plan review summaries, inspections, and correspondence with customers.

Reporting. The successful Respondent will be expected to provide the Town with a monthly detailed record of all plan reviews and inspections performed.

Selection and Assignment of Personnel

The Town retains the right to interview and select personnel assigned to its jurisdiction.

- a. Personnel approved by the Town for each assignment shall not be changed without prior written consent of the Town.
- b. All personnel approved for assignment or replacement shall be selected from those individuals submitted by Contractor as qualified and available to perform services for the Town.
- c. Personnel approved and given an assignment by the Town shall not be granted leaves of absence (vacation, sick or other) from their assignment unless a person of equal or greater qualification is approved for substitution.
- d. Emergency substitutes shall not remain on an assignment for more than two (2) days without the written consent of the Town.
- e. Personnel assigned to the Town shall be subject to pre-employment background checks by the Florida Department of Law Enforcement and must meet or exceed the employment requirements of Town personnel prior to approval and assignment. The Town reserves the right to terminate the contract or have an individual person removed from service in the Town.
- f. Contractor's employees shall obtain a photo ID from the Town of Palm Beach Police Department before beginning any work for the Town.

Equipment

All inspectors shall be required to provide the following items at their own cost:

- a. An inspection vehicle in good operating condition, subject to approval by the Town, capable of transporting one ladder. Vehicle may be required to display a Town of Palm Beach magnetic sign (provided by the Town) on the doors.
- b. Cellular telephone.
- c. Clothing in accordance with town accepted standard.
- d. Safety shoes, hardhats, and other safety related equipment

All Plans Examiners shall be required to provide the following items at their own cost:

- a. Cellular telephone.
- b. Clothing in accordance with town accepted standards.

Facilities

The Town will provide any full-time contract personnel and plans examiners with facilities and support services adequate for the performance of their duties, including office space, computers, office materials and equipment. For all other contract personnel, vehicles, radios, cellular telephones, uniforms and safety equipment are excluded and shall not be provided by the Town, but must be provided by personnel.

Town Contract Coordinator

The Town Contract Coordinator for this project will be Joshua Martin, Director of Planning, Zoning and Building or his designate. After Notice to Proceed/Purchase Order is issued, all communications and correspondence shall be directed to the Contract Coordinator with copies of the correspondence to the Purchasing Division at 951 Okeechobee Road, Suite "D", West Palm Beach, FL 33401.