



CITY OF ALBANY  
Building Department

ADDENDUM NO. 1

BUILDING INSPECTION & PLAN REVIEW SERVICES

In order to clarify the intent of the Request for Proposal, the following provisions are provided and shall be considered part of the proposal documents.

In order to ensure that all proposers are aware of these provisions, each proposer shall sign this addendum below and attach it to the proposal.

**IMPORTANT: Failure to include a signed Addendum could result in the disqualification of your bid.**

The purpose of this addendum is to clarify the Request for Proposal's fee structure identified in Exhibit A- Cost Proposal.

1. A question was asked on how support staff, administrative in nature, should be addressed in the proposal.

Administrative and overhead charges are to be captured within the billing rates of the specified categories of certified staff. This allows the City to accurately evaluate and predict the cost impacts to a project.

2. A question was asked on how specialized technical review shall be billed.

If the initial requests scope includes the additional specialized review of elements such as a structural engineer, fire prevention engineer, or a hazardous material expert, those fees shall be billed at the hourly rate of those specialties. A revised Exhibit A with this additional category is attached and supersedes the previous copy.

For reviews that generally are within the scope and expertise of a certified reviewer, the billing rate shall be the rate for the certified staff. Incidental support or clarification from more experienced or specialized areas may occur.

Where the initial requests scope did not include a specialized review and one is identified as needed during the review, the proponent would contact the City to request authorization to expand the requested scope.

3. A question was asked pertaining to plan review fees and using a percentage basis in lieu of the hourly rate specified in this Request for Proposal.

While percentage cost approaches have been used in other jurisdictions, the City's approach relies on an hourly basis only.

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Proposer's Signature

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Date

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Company Name *(please type or print)*

## EXHIBIT A - COST PROPOSAL

Services	Cost Per Person/Per Hour
<b><u>Inspections:</u></b>	
<ul style="list-style-type: none"> <li>• Commercial A-level (Combo SIA &amp; MIA)</li> </ul>	
<ul style="list-style-type: none"> <li>• Plumbing A-level (PI)</li> </ul>	
<ul style="list-style-type: none"> <li>• Electrical A-level (EI)</li> </ul>	
<ul style="list-style-type: none"> <li>• Residential Combo (CAS, CAE, &amp; CAP)</li> </ul>	
<b><u>Plan Review:</u></b>	
<ul style="list-style-type: none"> <li>• Commercial (PEA &amp; PEF)</li> </ul>	
<ul style="list-style-type: none"> <li>• Residential (CAX)</li> </ul>	
<ul style="list-style-type: none"> <li>• Specialty Review (Structural, Fire, Hazmat)</li> </ul>	
<b>Permit Technician (Onsite)</b>	

I hereby certify that the undersigned is authorized to represent the firm stated below, and empowered to submit this proposal and if selected, agrees to furnish all services in accordance with the RFP and addenda. In addition, all City of Albany project requirements, including insurance, have been reviewed and are incorporated in this Cost Proposal.

Firm Name:

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Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

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