



CITY OF ALBANY
Community Development Department

ADDENDUM #2

BUILD 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 contract documents.

In order to ensure that all bidders are aware of these provisions, each bidder 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 to calculate mileage and travel time between the inspector's office and the City of Albany.

Travel hours should be billed at the proposed hourly rate under Exhibit A. Hourly charges will accrue at 15-minute increments from the inspector's office to City Hall. Travel time is factored into the two-hour minimum specified in Section 4.6 and capped at 75-minutes each way ¹.

Mileage shall be calculated based on the round-trip mileage between the inspector's location and the City of Albany and billed at the IRS rate. A cap of 100 round-trip miles shall apply ¹.

¹ On rare occasions and at the request of the City, other arrangements may be made to provide needed coverage, as referenced in Section 4.7.

Please include in your proposal the anticipated travel time and mileage for review.

2. The revised Exhibit A - Cost Proposal included a line for specialty discipline reviewers. A question was asked if the proposal included different hourly rates for different specialties, can additional lines be added.

If more than one specialty review discipline is proposed and will have different rates, it is appropriate to separate each discipline within the provided table or in an attachment.

Contractor's Signature

Date

Company Name *(please type or print)*