

Building & Development Review (BDRS) On-Call Services

Scope Of Work

I BUILDING DIVISION

The CONTRACTOR shall provide plans examination, permit technician support services, and construction inspections consistent with the standards established by the BDRS building official. BDRS shall have the right to require the removal and replacement of any of the CONTRACTOR's staff whose work fails to maintain acceptable standards of quality, performance, appearance, or conduct. CONTRACTOR will replace any such employee with another who has sufficient knowledge and expertise to perform the services assigned in accordance with this agreement.

The CONTRACTOR's staff assigned to this agreement are to participate in virtual training for a period of 2-3 days for training of Pinellas County processes including but not limited to the County's Accela platform for both Building and DRS, Digital Plan Room SOP's, remote portal training, VuSpex training and DRS Engineering, and Environmental Site Plan/Building permit SOP's . Note – A stipend of \$500 per employee authorized by the County to attend virtual training, shall be paid to the Contractor upon successful completion of training. Once trained, the contract employees will be working remotely unless as directed by the County. Assignments will be sent via electronic method.

The CONTRACTOR shall exercise the same degree of care, skill, and diligence in the performance of the plans review and building inspection services as is ordinarily provided by such professionals under similar circumstances. If at any time during the term of this Agreement, or within one (1) year from the completion of the Services, it is determined that the CONTRACTOR's deliverables are incorrect, defective or fail to conform to the Scope of Services of the Project, upon written notification from the Building Official, the CONTRACTOR shall at CONTRACTOR's sole expense, immediately correct the work. CONTRACTOR shall be liable for any incorrect, defective, or non-conforming work produced by CONTRACTOR, its employees, subcontractors, or agents under this agreement.

A. Permit Plan Review

- Plans examination will be performed remotely via electronic access within the County's Accela platform.
- Electronic Plan Review (Digital Plan Room). Commercial & Residential Reviews.
- Multi-trade Plan Reviews including mechanical, electrical, plumbing, and structural.

B. Permit Technicians

- Support services associated with permit completeness, fee formulation, certificate of occupancy issuance and related services. These services will include the review of private provider filings. Hours of Operation:
 - Regular business hours: Monday - Friday, 7:30 AM- 4:30 PM
 - Weekends: Saturday and Sunday (only if authorized by the County)
 - Holidays: County holidays as designated on the County's official calendar (only if authorized by the County)

C. Inspection Services

Inspection services shall include but are not limited to the following:

1. Residential & Commercial Inspections
2. MEP Inspections
3. New Construction
4. Roof Inspections
5. Structural Inspections
6. Electrical
7. Plumbing
8. Mechanical
9. Certificate of Occupancy
10. Accessory Building
11. Fences - over 6 feet
12. Signs
13. Irrigation
14. Swimming Pools

Inspections will be performed in-person during normal working hours and commence at 8:30 AM to 4:00 PM, Monday through Friday, or as may be altered by mutual agreement. Inspection results will be immediately entered into the COUNTY Accela platform via an authorized ACA portal access. *Note- Virtual inspections are anticipated to commence within 2023 and will become a requested service to be provided by the CONTRACTOR. The pricing proposal includes both an hourly rate and fixed unit cost for virtual inspections based on this anticipated service activating in 2023.*

- BDRS will have the sole responsibility for scheduling; CONTRACTOR will be responsible for routing construction inspections.
- The CONTRACTOR will receive inspection requests by accessing permitting software. The CONTRACTOR will be responsible for reviewing job history and customer contact confirmation of inspection times when appropriate.
- The CONTRACTOR's employee will be responsible to post correction notices when necessary and annotating permit placards as necessary.
- The CONTRACTOR's employee will be responsible for contacting responsible parties to give information on all required corrections.
- The CONTRACTOR will be given access to the inspections and permitting system. The CONTRACTOR and/or CONTRACTOR's employee shall be required to review project job history and enter all inspection results and plan review comments as is necessary to complete job tasks. The CONTRACTOR shall report to the BDRS building official or their designee any condition that poses an immediate threat to public health, safety, or welfare, as defined by F.S. § 553.791.
- The CONTRACTOR shall submit a monthly record of all inspection verifications on a form acceptable to the BDRS building official. The record shall include the permit number, inspection type, inspection result, inspection address, and date of inspection. The CONTRACTOR shall affix their seal as required by F.S. § 553.791. The record will include a weekly breakdown of the name of each inspector utilized, the days of each billing week that inspector worked, and the number of inspections completed each day. A form may be provided by a BDRS building official.

- The CONTRACTOR shall furnish all equipment necessary to perform building code inspections, including but not limited to, cellular telephones, office supplies, personal protective equipment, 12- foot ladders, hand tools, flashlights, tape measures, electrical testing equipment, Florida Building Code books, and other items which may be required to complete each inspection.
- The CONTRACTOR shall be responsible for providing all vehicles required to perform the required services. The CONTRACTOR's vehicle shall be maintained to limit breakdowns and possible service interruptions. All fuels, oils, lubricants, and maintenance of the vehicles shall be the sole responsibility of the CONTRACTOR and must factor all such costs into their rate structure. Overtime Hours: All work performed outside of regular business hours is considered Overtime. All overtime work must be approved by the Director of BDRS prior to any overtime being performed.

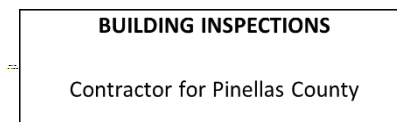
II COUNTY RESPONSIBILITIES

- BDRS will provide workstation(s) and a personal computer with database access. Employees assigned for plan examinations must have Accela Digital Plan Room and Microsoft Word experience and be proficient for required tasks.
- The BDRS building official, or their designee may visit any job site or review any plans examination to audit the CONTRACTOR's performance. Should any discrepancies be found, the CONTRACTOR will be notified and will be responsible to resolve the issues. Should it be discovered that the CONTRACTOR missed code violations of two or more inspections or plans examinations, the CONTRACTOR shall immediately meet with the BDRS director and building official for resolution and possible dismissal of services. At the discretion of the building official the amount equal to the cost of the inspection or plans examination may be credited to the County.

III SECURITY REQUIREMENTS

- Prior to award or at pre-commencement meeting, the CONTRACTOR shall submit an itemized list of employees showing their full name, address, telephone number, date, place of birth, and driver's license number, or an equivalent form of ID. In addition, copies of all competency licenses required to perform the services under this contract will be due. This list is to be kept current by the CONTRACTOR throughout the contract and submitted to BDRS upon any change.
- A Florida Department of Law Enforcement (FDLE) Certified Criminal History Record Check is required for every employee of the CONTRACTOR assigned to the contract. These employees must be approved prior to start of work. The CONTRACTOR is responsible for associated fees for these clearance reports.
- The Pinellas County Sheriff's Office (PCSO) shall have full and complete control over granting, denying, withholding, withdrawing, or terminating clearances for the CONTRACTOR's employees. FDLE Certified Criminal History Record Check reports
- must be submitted and approved for replacement employees before entrance for duty can be authorized. The CONTRACTOR will provide FDLE reports to the BDRS building official or their designee five (5) days prior to beginning work.

- Photograph Identification (ID) badges will be required, and this initial ID will be provided by the COUNTY, at no cost to the CONTRACTOR. The ID badges will be issued after a favorable security clearance report has been received from FDLE. The CONTRACTOR shall make the employees available for ID badges on a schedule to be worked out by the BDRS staff. The CONTRACTOR's employees are required to sign each badge at the time of photographing.
- All CONTRACTOR employees are required to carry and wear ID badges when performing services under this contract or will not be allowed to work without. Any employee not carrying and wearing the ID badge will be cause for the County to suspend the employee until the ID badge is produced. The CONTRACTOR shall return all ID badges to the BDRS building official or their designee immediately upon employee termination or contract expiration. The CONTRACTOR will be responsible to the County for any work not completed as scheduled.
- The CONTRACTOR will notify the BDRS building official or their designee immediately when employee ID badges are lost or misplaced. It will be the responsibility of the CONTRACTOR to pay the County for the replacement of ID badges at the rate of \$10.00 for each ID badge.
- CONTRACTOR's vehicles shall be clearly identified with removable signs, furnished by the CONTRACTOR.
 - Example below:



- The CONTRACTOR shall not provide plans examination or inspection services upon any building or structure that was designed or constructed by the CONTRACTOR, or upon buildings or structures on which the CONTRACTOR may have a personal or financial interest.
- CONTRACTOR will be required to have their Building Contractor license put in inactive status with Florida Department of Business and Professional Regulation (DBPR).

IV ASSIGNMENT OF SERVICES

Prior to the commencement of work by the CONTRACTOR, the County shall specify the Unit of Measure (i.e. – fixed unit cost or hourly rate) that will be applied to the scope of services being performed. Invoicing will be based on the approved rate schedule.

V. DELIVERABLES:

The delivery of specified services in the defined time durations for each specified service including but limited to building permit plan reviews, building permit inspections, site plan engineering and environmental reviews as follows:

Building Division Plan Reviews

- Residential Plan Reviews
 - 1st Review - three (3) business days
 - 2nd Review - two (2) business days
 - 3rd Review - two (2) business Days

- Commercial Plan Reviews
 - 1st Review - five (5) business days
 - 2nd Review - three (3) business days
 - 3rd Review - two (2) business Days

- Inspections
 - Next Day Service with inspections scheduled by 3:30 PM the previous day.

II. DEVELOPMENT REVIEW SERVICES (DRS)

A. Engineering Services

On an as-needed basis, the CONTRACTOR shall provide the following services:

- Site plan, Right-of-Way Use Permit, subdivision plats, waivers and similar documents review assistance regarding transportation, stormwater, floodplain management, and the Land Development Code (LDC).
- Participation in permitting meetings with COUNTY staff, either virtually or in person. Conversations with third-party Contractors and engineers must be coordinated through COUNTY Development Review Services (DRS) staff (to be included in each site plan review fee).
- Participation in public and other meetings as subject matter experts on behalf of the COUNTY with prior approval from DRS staff (to be performed on an hourly basis).
- If required, the CONTRACTOR will prepare presentations and present the results to COUNTY management, stakeholders, or the Board of County Commissioners (BCC) (to be performed on an hourly basis). Site visits and inspections as needed in coordination with COUNTY (to be included in site plan review fee).
- Technical and engineering assistance with transportation, flooding, drainage, and related complaint investigations (to be performed on an hourly basis).
- Meeting summaries on transportation and stormwater aspects of projects will be provided within five (5) business days of the meeting.
- Technical summaries and permit and waiver reviews will be submitted in accordance with the COUNTY's review timelines (to be performed on an hourly basis).
- Technical and engineering assistance with interpreting or peer reviewing transportation, flood and drainage related designs, models, and other engineering documents (to be performed on an hourly basis).
- Technical and engineering assistance with variance requests (to be performed on an hourly basis). Prepare review comment letters (to be included in each site plan review fee).
- Attend Development Review Committee (DRC) meetings either in-person or virtually (to be included in each site plan review fee).

B. Assignment of Services

Prior to the commencement of work by the CONTRACTOR, the COUNTY shall specify the Unit of Measure (i.e. – fixed unit cost or hourly rate) that will be applied to the scope of services being performed. Invoicing will be based on the approved rate schedule.

C. Format of Deliverables

Technical, reviews, technical recommendations, and site visit summaries will be provided electronically as brief technical memos, emails, or PDF markups, as appropriate.

D. Assumptions & Limitations

- All documents (e.g., surveys, plans, calculations, models, GIS data, reports, and other relevant data) necessary to complete reviews shall be provided in a timely manner by the COUNTY.
- Site Plan, Right of Way Use Permit, subdivision plats, waiver reviews and inspections generated by CONTRACTOR will be entered by COUNTY into Accela or other tracking software. Such software licenses, if required, will be provided by

COUNTY at COUNTY's expense.

- Meetings will be scheduled and coordinated by COUNTY. CONTRACTOR shall provide adequate notice of availability to attend meetings. In cases where calendar conflicts cannot be resolved CONTRACTOR shall send a qualified representative to the meeting.
- Building inspection services and plat reviews are not included.

E. Environmental Services

The CONTRACTOR will provide site plan review support and building permit review support related to Tree Removal / Habitat / Environmental Compliance. CONTRACTOR will use policies and regulations found in Pinellas County Municode:

- **Chapter 138 Division III: LANDSCAPING, HABITAT PROTECTION, AND WETLAND BUFFERS**
- **Chapter 166: ENVIRONMENTAL AND NATURAL RESOURCE PROTECTION.**

F. Assignment of Services

Prior to the commencement of work by the CONTRACTOR, the COUNTY shall specify the Unit of Measure (i.e. – fixed unit cost or hourly rate) that will be applied to the scope of services being performed. Invoicing will be based on the approved rate schedule.

G. Format of Deliverables

The CONTRACTOR will provide Site Plan review and enter written comments into the COUNTY's permit review system (Accela). Comments will identify environmental, habitat, and tree removal related items that require revision, clarification, or correction to satisfy the COUNTY's development review requirements.

H. Assumptions & Limitations

- All documents (e.g., surveys, plans, calculations, models, GIS data, reports, and other relevant data) necessary to complete reviews shall be provided in a timely manner by the COUNTY.
- Site Plan, Right of Way Use Permit, waiver reviews and inspections generated by CONTRACTOR will be entered by COUNTY into Accela or other tracking software. Such software licenses, if required, will be provided by COUNTY at COUNTY's expense.
- Meetings will be scheduled and coordinated by COUNTY. CONTRACTOR shall provide adequate notice of availability to attend meetings. In cases where calendar conflicts cannot be resolved CONTRACTOR shall send a qualified representative to the meeting.
- Building inspection services and plat reviews are not included.

I. DELIVERABLES

The delivery of specified services in the defined time durations for each specified service including but limited to building permit plan reviews, building permit inspections, site plan engineering and environmental reviews as follows:

J. DRS Site Plan Engineering & Site Plan Services

(Note - where a range of review durations are provided, the County shall dictate to the Contractor the specific duration that must be delivered by the Contractor)

- Site Plan (Simple)
 - 1st Review - five (5) to eight (8) business days
 - 2nd Review - five (5) business days
 - 3rd Review - five (5) business days
 - Site Plan (Complex)
 - 1st Review - ten (10) to fifteen (15) business days
 - 2nd Review - ten (10) business days
 - 3rd Review - seven (7) business days
- Right of Way Utilization Permits
- 1st Review - eight (8) business days
 - 2nd Review - five (5) business days

All other services to be agreed upon prior to commencement of assignments between director of BDRS or designee and CONTRACTOR.