



**JULY 7, 2017**

**Re: 17RFP061317-DRR, PROFESSIONAL PERMITTING AND BUILDING  
INSPECTION SERVICES**

Dear Respondent(s):

**Attached is one (1) copy of Addendum 1, hereby made a part of the above  
referenced 17RFP061317-DRR, Professional Permitting and Building  
Inspection Services.**

**Except as provided herein, all terms and conditions in the 17RFP061317-  
DRR referenced above remain unchanged and in full force and effect.**

Sincerely,

*Donald R. Riley*

**Donald R. Riley, CPPB  
Purchasing Specialist**

**17RFP061317-DRR, PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES**

**Addendum No. 1**

**Page Two**

This Addendum forms a part of the contract documents and modifies the original RFP solicitation as noted below:

**Attached hereto are responses to questions submitted in reference to the above RFP solicitation.**

Except as provided herein, all terms and conditions in the proposal referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your proposal non-responsive.

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) original, and one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the proposal due date and time **JULY 18, 2017 before 12:00 P.M. (NOON) E.S.T.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Legal Name of Proponent

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**QUESTIONS REGARDING 17RFP061317-DRR, PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES:**

1. Can you provide the City's permit activity (broken down by type, commercial/residential) for the last three years (broken down by year)?

Response: The City cannot provide this information because it is not available from city. The County has in the past indicated that they did not separate permitting between Henry County and the City Stockbridge, thus, the information is not available here at the City. Henry County establishes the permit fees and structure process, but it is for the entire county and not just Stockbridge. Thus, the City don't know if this information would be helpful since the city will establish its own fee structure.

2. Can you provide the number of inspections (broken down by type, commercial/residential) for the last three years (broken down by year)?

Response: The City cannot provide this information because it is not available from city. The County has in the past indicated that they did not separate inspections between Henry County and the City Stockbridge, thus, the information is not available here at the City.

3. Can you provide the number of plan review (broken down by type, commercial/residential) for the last three years (broken down by year)?

Response: The City has removed plan reviews in its entirety from this solicitation and is no longer considering plan reviews as a part of it solicitation.

4. Does the City plan to use Henry County's current Permit Fee Schedule or does the City intend to generate its own?

Response: The City would prefer to create its own with input from the awarded Proponent.

5. Does the City utilize a permitting software? If so, which one?

Response: The City currently does not have nor own any permitting software. The awarded Proponent must be able to work with Tyler Technologies and the InCode 10 software system. The awarded Proponent will be responsible for any fees, license, and maintenance agreement.

6. I saw two sections (see below) in the RFP and just want to clarify; does the City intend to include Code Enforcement in this RFP?

- Pg. 19, 5.2.5.9.1. “Also, describe the ability and process to provide flexibility in staffing related to code enforcement, such as working on weekends.”

Response: The City has removed code enforcement in its entirety from this solicitation and is no longer considering code enforcement as a part of its solicitation.

- Pg. 21, 5.2.5.12. “The Building Code and Code Enforcement Professional...”

Response: The City has removed code enforcement in its entirety from this solicitation and is no longer considering code enforcement as a part of its solicitation.

7. What is the City’s permit revenue YTD 2017 and what was the revenue each of the past 3 years?

Response: Henry County establishes the permit fees and structure process, this is for all of Henry County and not just for the City of Stockbridge. Thus, the City does not have this information and will not be helpful since the city will establish its own fee structure.

8. What has been the number of permit applications YTD 2017 and for each of the past 3 years?

Response: Henry County establishes the permit fees and structure process, this is for all of Henry County and not just for the City of Stockbridge. Thus, the City does not have this information and will not be helpful since the city will establish its own fee structure.

9. For #2 above, what is the breakdown in permit application (i.e. number of permits for i) new residential construction, ii) residential renovations, etc., iii) new commercial construction, and iv) commercial renovations)?

Response: Henry County establishes the permit fees and structure process, this is for all of Henry County and not just for the City of Stockbridge. Thus, the City does not have this information and will not be helpful since the city will establish its own fee structure.

10. What has been the number of building inspections YTD 2017 and for each of the past 3 years?

Response: Henry County has conducted all the building inspections for the City of Stockbridge; therefore, the City does not have this information and will not have any data or information concerning this request.

11. Who is the incumbent firm for the requested services or does the City provide these services internally?

Response: There are none. This is a new service for the City; Henry County has provided this service in the past.

12. How many employees are currently employed by the City or your Consultant that perform the requested services? Please note if fulltime or part-time for each, and state the title of the position.

Response: None. This will be brand "NEW" for the City of Stockbridge.

13. What permitting software does the City currently use and do you own it? Is this a cost to be incurred by contractor or is it a city borne cost.

Response: The City currently does not have nor own any permitting software. The awarded Proponent must be able to work with Tyler Technologies and the InCode 10 software system. The awarded Proponent will be responsible for any fees, license, and maintenance agreement.

Yes, this cost must be included as a part of this contract.

14. Please explain the Permit fees and how the City determines such.

Response: The City has none at this time. Henry County had established the permit fees and structure process, this is for all of Henry County and not just for the City of Stockbridge. Thus, the City does not have this information and will not be helpful since the city will establish its own fee structure.

15. What are the City's current requirements for scheduling inspections?

Response: The City along with the awarded Proponent will establish these requirements.

16. I have a quick question for you. We are a private company we do not supply that level of financial information requested in the RFP. We can provide a financial audit letter, will that be sufficient or will that automatically disqualify us?

Response: The City is requesting Financial Information: The Proponent, and its owners, if applicable, should demonstrate its financial capability and stability by selecting and providing documentation from one (1) of the

following three (3) groups of requests below with the Proposal. (Section 6.2.7.1.)

6.2.7.3 Financial statements for the three (3) most recent consecutive fiscal years, audited by a Certified Public Accountant (“CPA”), including: Income Statement; Balance Sheet; and Statement of Cash Flows.

6.2.7.4 Financial statements for the three (3) most recent consecutive fiscal years, either reviewed or compiled by a Certified Public Accountant (“CPA”), including: Income Statement; Balance Sheet; and Satisfactory proof of Proponent’s ability to obtain a Performance Bond for the amount described in Appendix B, if applicable.

6.2.7.5 Unaudited, self-prepared financial statements for the three (3) most recent consecutive fiscal years, including: Income Statement; Balance Sheet; Satisfactory proof of Proponent’s ability to obtain a Performance Bond for the amount described in Appendix B, if applicable; Letters of Reference; and Dunn and Bradstreet reports for the last two (2) years. In this section ONLY a letter of financial stability along with the company’s Dunn and Bradstreet report from the last two year will be considered responsive to the financial standings of one’s firm.