

Town of Lauderdale-By-The-Sea



REQUEST FOR PROPOSAL No. 12-10-01

PLANS REVIEW & BUILDING INSPECTION SERVICES

RFP OPENING: Wednesday, November 2, 2:00 P.M.

Town Hall

4501 Ocean Drive

Lauderdale-By-The-Sea, FL 33308

TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA
REQUEST FOR PROPOSALS NO. 12-10-01

The Town of Lauderdale-By-The-Sea, Florida invites qualified firms to submit proposals to provide:

PLANS REVIEW & BUILDING INSPECTION SERVICES

The Town intends to award a contract to a firm to provide services necessary for the project (the "Project") described herein.

The Town of Lauderdale-By-The-Sea, Florida (the "Town") will receive sealed proposals until 2:00 p.m. (local), November 2, 2011, in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

See Part II, Section G, for information regarding submitting a proposal.

The Town's contact information for this RFP is:

Town Clerk
4501 Ocean Drive
Lauderdale-by-the-Sea, Florida 33308
Telephone: 954-640-4200.
Fax: 954-776-1857
Email: junew@lbts-fl.gov

RFP documents may be obtained via the Internet at the the Town of Lauderdale-By-The-Sea website at www.lbts-fl.gov and this RFP is posted on www.Demandstar.com. If you do not have internet access, you may obtain the documents by contacting the Town Clerk.

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

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Part I – Statement of Work

PART I - STATEMENT OF WORK

A. *OBJECTIVE*

The Town is requesting sealed proposals from qualified and experienced firms for Plans Review and Inspection Services in accordance with requirements of Chapter 468, Part XII, Florida Statutes (Building Code Administrators and Inspectors), the Florida Building Code, the Town Code and all other applicable laws and codes. Upon the Town Commission's ranking of the qualifications of the firms recommended by the Evaluation Committee, the Town will enter into negotiations with the number one ranked firm on a schedule of fees for services to be performed under the contract. If no contract is reached the Town will enter into negotiations with the next firm ranked in descending order.

The Town has received numerous complaints about the perceived high cost of securing building permits, particularly for small projects; the complex fee schedule; the time it takes to receive plan approval; and inconsistent or incomplete communication about code requirements. As a result, the Town is seeking proposals from alternative providers of plans review and building inspection services and has developed a much simpler fee schedule that we intend to adopt when we enter into a contract with the successful proposer to this RFP.

The Town's goals are to:

1. reduce review time on plans review;
2. simplify the review & inspection process and costs for small renovations;
3. improve communication with builders, architects, and homeowners who are undertaking construction or renovation projects in Lauderdale-by-the-Sea; and
4. develop a reputation as a municipality where plans review and building inspections are conducted in a fair, timely, and competent manner.

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B. GENERAL INFORMATION

The Town of Lauderdale-by-the-Sea (hereinafter referred to as “Town”) is a 1.5 square mile beachside community of 6,056 permanent residents. The population increases to 10,000 in the late fall through the winter. The Town is located on the barrier island, directly north of Fort Lauderdale.

Lauderdale-by-the-Sea is characterized by low-height residential and commercial structures in the southern section of the Town and by single family neighborhoods and condominiums in the northern section. The hospitality industry is an important part of the Town’s economy and contributes greatly to its appeal and character. The Town is 98% built out, but expects to experience redevelopment and renovation of existing buildings in the coming years for two reasons. 1) Many of the Town’s commercial structures and much of the southern residential area were constructed in the 1950s and 1960s, and 2) the Town is embarking on a significant infrastructure and beautification capital program to rejuvenate the Town’s appearance that we believe will spur economic redevelopment

The Town has contracted with Broward County for Plans Review and Building Inspection services for over ten years and utilizes the County’s plans review and inspection fee schedule, with a 10% surcharge added to cover the Town’s oversight and overhead expenses. Broward County personnel are housed in the Town Hall facility.

C. SCOPE OF WORK

GENERAL

It is the Town’s intent and the purpose of these specifications to secure a qualified firm(s) to provide and perform the duties of the Chief Building Official, Chief Inspector, Plan Examiners, and Inspectors as defined in the South Florida Building Code as amended from time to time by the Broward County Board of Rules and Appeals, hereinafter referred to as the “FBC” relative to building, roofing, plumbing, gas, electric, mechanical, HVAC, and to issue permits, perform inspections and perform other FBC duties in the name of and on behalf of the Town. The goal of this RFP is to obtain PROPOSERS who can provide the subject services at lower rates and in a more expedient fashion than what is currently provided.

The PROPOSER shall also provide all necessary support staff to fulfill the requirements of this scope of work. The PROPOSER shall also develop a proposed building services fee schedule as part of the proposal. (Town staff will conduct zoning reviews for building permits and do the zoning inspections.)

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The Town is unable to predict the workload that the PROPOSER will have to perform as the amount of development and redevelopment fluctuates from month to month and from year to year. Nor can the Town guarantee the amount of income the PROPOSER can derive from this work.

The successful Proposer shall be an independent contractor. The individuals assigned to work for the Town by the PROPOSER shall be employees of PROPOSER and shall be subject to the written approval by the Town. Neither PROPOSER nor PROPOSER'S employees shall be Town employees.

The successful PROPOSER shall execute a written contract with Town for approval by the Town Commission.

The Town will provide office space for personnel employed by the successful PROPOSER assigned to Town work at the Town's municipal facilities.

REQUIRED INSPECTION SERVICES

Inspection services shall be conducted under all applicable federal, state and local laws, rules, regulations, directives, codes and ordinances. For each discipline, the successful PROPOSERS shall provide, or be able to provide, a minimum of two (2) persons with all applicable licenses and certifications required pursuant to Florida Statutes, Broward County regulations, and all applicable law. All personnel performing services pursuant to this RFP shall have at least three (3) years experience in their respective disciplines or more as may be specifically provided herein.

QUALIFICATIONS OF PROPOSER

The PROPOSER shall have a minimum of five (5) years of successful experience in providing Plan Review and Inspection Services to other local government entities in the State of Florida. A summary of the PROPOSER'S contracts for comparable work for the past five (5) years shall be provided. The summary shall show the name of the government entity, description of the services provided, dates of service and term of contract, rates and fees, and the name, phone number and email address of the person employed by that local government entity that oversees the PROPOSER'S work.

See Section D for the required qualifications of personnel that will be assigned to work on this proposal.

FINANCIAL STABILITY OF PROPOSER

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PROPOSER shall demonstrate financial stability and provide the following evidence of such stability:

A copy of the PROPOSER'S last three annual financial reports, last three audited financial statements, most recent 10K and 10Q report (the latter reports if applicable). In the event the PROPOSER does not have audited financial statements, they may substitute non-audited financial statements and complete federal tax returns for the last three calendar years.

Financial reports provided shall include, at a minimum, a Balance Sheet, and Income Statement, and a Statement of Cash Flows.

RESPONSIBILITIES

1. Responsibilities of the PROPOSER shall include but not be limited to the following:
 - a. Review and process construction plans for issuance of building permits under the Florida Building Code, including applications for all required certificates, licenses and registrations. Plans review and inspection services shall include, but not be limited to, building, roofing, mechanical, HVAC, plumbing, structural and electrical, as well as providing all administrative documentation as required by governmental entities having jurisdiction and the Town.
 - i. Review applications for compliance with submittal requirements, including contractor's licensing and insurance, and other agency approvals.
 - ii. Route applications to appropriate staff for compliance and regulatory reviews and comments.
 - iii. Monitor review status to ensure prescribed performance standards are met.
 - iv. Contact and/or respond to contractor, applicant, architects, engineers, and citizens about construction projects, code questions, and other concerns.

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- v. Inspect and monitor permitted construction within Town limits, for compliance with applicable building codes, Town codes and ordinances, and permitted plans and specifications.
- vi. Generally perform inspections between 8:00am and 5:30pm, Monday through Friday. The PROPOSER may perform inspections in off-hours upon request and charge additional fees for that service, based on hourly rates for the different inspection disciplines as outlined in the response to this RFP. The PROPOSER shall be compensated for that off-hours work in accordance with the hourly rates established in the contract between the Town and the PROPOSER..
- vii. Maintain records of inspections and investigations on forms and in formats approved by the Town.
- viii. Provide and enter data into a software application provided and maintained by the PROPOSER that processes, tracks and monitors permit, plan review, and inspection activity, contains plan review comments and approvals, schedules pending and daily inspections, records date of C.O. PROPOSER shall provide updates in real time, and all data shall be the property of the Town. The application should be capable of recording and reporting property and permit history. The Town shall be provided with the capability of viewing information in the software application by the PROPOSER. PROPOSER shall be responsible for all costs associated with providing, maintaining and updating the software application.
- ix. Prepare written reports of the following, but not limited to: number of permit applications submitted, number of permits approved, including the average number of days between permit application and permit approval, inspections, number and type of inspections, number of building permits issued for construction projects in excess of \$100,000, outcomes, investigations of complaints and other reports as may be required by the Town.

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- x. Monitor all permits issued and use the Town's Special Magistrate to adjudicate expired permits.
 - xi. Conduct inspections and enforce the Broward County Forty Year Building Safety Inspection Program and use the Town's Special Magistrate to adjudicate violations.
 - xii. Review and maintain all records required by Federal Emergency Management Agency (FEMA) in association with the processing of building permits in the format required by FEMA. Comply with all requirements for state and federal funding and for state or federal reimbursement.
 - xiii. Perform any other related services required by the Town and all other governmental agencies having jurisdiction.
 - xiv. Coordinate with the Town's Planning Staff or Town's outsourced consultants, including without limitation, the Development Review Committee, the Town's Fire Marshall and the Town's Code Enforcement Officers.
 - xv. Coordinate activities with County Boards and Agencies, including without limitation, the Broward County Board of Rules and Appeals, and the Florida Building Commission, such as when the Building Official has deemed a structure unsafe. Provide services with regard to Unsafe Buildings as described in the FBC, inspect, post and record violations, and conduct public hearings and provide support to the Unsafe Structures Board.
- b. Perform these duties during normal business hours or as may be altered by mutual agreement.
- c. Assign one full time Permit Technician with excellent customer service skills and one backup person to cover vacation and other leave, sufficient so as to have full coverage of the Town's Development Services Office's front counter at all times between the hours of 8 am and 5 pm Monday through Friday

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except during the lunch hour and other than on the Town's designated holidays. During these business hours, the PROPOSER'S staff shall answer telephone calls made to the building services line, assist individuals who physically come to the office to drop off plans, make inquiries about the review and permitting process, costs, and regulations and provide general services for all related inquiries.

- d. It is expected that the Chief Building Official assigned to the TOWN by the PROPOSER shall be physically present at TOWN offices as many times a week as necessary to assure that the terms of the contract with the TOWN are being met, to meet with residents, builders and developers as the TOWN deems necessary, and to effectively supervise PROPOSER'S staff.
 - e. PROPOSER'S staff shall be available upon request of the Town Manager or Assistant Town Manager, at no additional compensation, to attend meetings with Town staff, outside parties whom the Town staff may invite, and to attend Town Commission meetings when requested to do so.
 - f. PROPOSER'S staff shall also be available when necessary to attend and give testimony at hearings before the Code Magistrate, Unsafe Structures Board, or Board of Adjustment, or other legal or quasi-judicial proceedings at no additional compensation.
2. Services shall be provided in emergency situations as follows:
- a. During a declared emergency PROPOSER shall be responsible for conducting initial damage assessment and safety inspections in coordination with the Municipal Services, Police and Fire Departments and the Code Enforcement section of the Development Services Department.
(PROPOSER should propose service costs for each category of storm or disaster if applicable)
 - b. PROPOSER shall work with the Town during post disaster times, in restoring Plan Review and Inspection Services pursuant to the FBC, executive orders of the Governor, and other applicable law. PROPOSER shall provide personnel to assist with damage assessment teams. PROPOSER shall serve as a resource and consultant in the relevant discipline areas, assisting the

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operational decision making process and performing other duties as deemed necessary to restore overall safety and services and as required to obtain local, state and federal relief and reimbursement, as applicable.

- c. PROPOSER shall provide personnel in each discipline who shall be able to respond within one (1) hour (24hours/day/7 days/week) to any type of emergency call-out by the Town's Manager, Fire Marshall, Police Department or any authorized Town representative.

PERFORMANCE STANDARDS

Plan reviews will be performed in accordance with the following time constraints:

1. Building Permits for fences, hot water heaters, limited window and door replacements, signs, and other permits that are reviewed by a single discipline shall be reviewed and commented on, or approved by all disciplines, within two (2) business days after the plans are submitted to the Town and approved by other required agencies (e.g. zoning, fire marshal, environmental or health agencies).
2. Building Permits to construct or do significant renovation on a Single Family Home, Duplex or Triplex residences must be reviewed, and commented on or approved by all discipline that must review the plans within six (6) business days in total after the plans are submitted to the Town and approved by other required agencies (e.g. zoning, fire marshal, environmental or health agencies).
3. Building Permits to construct or renovate commercial buildings or multi-family residential buildings that contain more than three residences must be reviewed and commented on or approved by all disciplines that must review the plans within ten (10) business days in total after the plans are submitted to the Town and approved by other required agencies (e.g. zoning, fire marshal, environmental or health agencies).
4. Plans that are resubmitted to respond to earlier comments must be reviewed by each discipline that provided comments requiring redesign or clarification within two (2) business days of receipt of the resubmitted plans by the Town; however,

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full review and approval or additional comments shall be completed in no more than six (6) business days after the plans are submitted.

5. Plans reviews for building permits for work to correct a serious safety violation shall take priority and shall be completed in no less than three (3) business days after the plans are submitted to the Town and approved by other required agencies (e.g. zoning, fire marshal, environmental or health agencies).
6. Responses to consumer inquiries (written or verbal) will be provided within two (2) business days of receipt by telephone, email or letter.
7. A minimum of 90% of inspections shall be performed within twenty four (24) hours of request or the next business day after the request is made on a Friday, a weekend day, or the day before a designated holiday, provided that the inspection request was made no later than 3:30 p.m. on the business day prior to the date requested.

In the event an inspection cannot be done within the above-referenced 24 hour window, the PROPOSER shall notify the contractor by 5 p.m. on the day that the inspection was to have been done that the inspection will be rolled over to the following day. Rolled-over inspections must be given priority the following business day and be completed by noon of that following day unless the contractor requests that the inspection be done after noon.

QUALITY CONTROL

The Town retains the right to assign a Town representative or an independent contractor to oversee the work of the proposer, including the right to accompany and observe inspectors on their inspections.

TOWN APPROVAL OF PERSONNEL

Assignment of the PROPOSER'S personnel to the Town's work is subject to written approval of the Town. In addition, the Town Manager shall have the right to request the removal of specific personnel assigned by the PROPOSER to the Town's work, which request shall not be arbitrary or capricious. Such requests must be submitted to the PROPOSER in writing and the PROPOSER shall comply with the request within ten (10) working days or more quickly at the request of the Town if the reason for the request warrants quick action.

VEHICLES AND PERSONNEL EQUIPMENT :

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1. The PROPOSER shall provide, maintain, and insure in accord with Town requirements, the vehicles necessary to perform the services set forth in this RFP. All such vehicles shall be kept well maintained, clean, free of damages, and in safe operating condition, with the name of the PROPOSER and the number of the vehicle printed in letters not less than three inches (3") high.
2. While performing services pursuant to this RFP, PROPOSER'S personnel shall wear a uniform shirt with the logo of the PROPOSER, shall have a Town ID badge visible on their person, and be equipped with a cellular telephone. A list of all cellular telephone numbers of PROPOSER'S personnel assigned to the Town shall be submitted to the Assistant Town Manager upon execution of a contract between the PROPOSER and the Town and that list shall be updated and provided to the Town on a regular basis.

COMPENSATION FOR SERVICES

The compensation proposed by the PROPOSER for the services outlined in this RFP should be presented as a percentage of the gross Permit & Building Fees collected for permit reviews and building inspections the PROPOSER completes according to the Schedule of Fees as set forth in Exhibit A to this RFP.

It is permissible for the PROPOSER to request compensation in a different percentage for the minimum fees established in Exhibit A and from the compensation percentage for all other fees. It is also permissible for PROPOSER to propose a compensation schedule that is calculated on a sliding scale based on gross fee collections. For example, a PROPOSER might propose compensation equal to 80% of the fees collected up to a certain dollar amount of fees collected in a fiscal year, then a lower percentage as the dollar amount of the gross fees collected increases.

Under no circumstance will the Town consider a minimum dollar compensation amount for the services to be rendered under this RFP.

Regardless of the compensation realized by the PROPOSER as a result of the compensation formula proposed, the PROPOSER will be required to perform all of the work required, meet the standards required by this RFP, and provide services to with excellent customer service and care.

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The PROPOSER shall collect, on the Town's behalf, all fees in accordance with the fee schedule in Exhibit A and remit them to the Town bi-weekly on a mutually agreeable schedule. On the seventh day of each month of the contract, the PROPOSER shall submit an invoice to the Town for services for the prior month. That invoice shall detail all fees collected by the PROPOSER in the prior month and show the calculation of the PROPOSER'S compensation due from the Town.

The Town will pay the selected PROPOSER monthly in accordance with the Florida Prompt Payment Act. Payment, or a portion of payment, may be withheld for failure of the PROPOSER to comply with the terms, conditions or requirements of the contract. Undisputed amounts shall be paid. The contract shall provide for mediation of disputed amounts.

The Town, at its discretion, may modify the fee schedule but shall not do so without first consulting with the successful PROPOSER to gain an understanding of the impact the pending changes in the fee structure will have on the PROPOSER'S ability to continue to perform under the terms of the contract. Should the Town decide to reduce the fees in the fee schedule to the extent that the PROPOSER can demonstrate they are no longer able to continue to perform per the contract on the reduced compensation that will occur, the Town and the successful PROPOSER may negotiate a modification to the compensation percentage formula, subject to approval of the Town Commission. or the PROPOSER may give notice as required by terms of the contract to terminate the contract.

TRANSITION PLAN

The Town currently contracts with Broward County for Plan Review and Inspection Services. Ensuring a smooth, seamless transition is of critical importance to the Town. PROPOSER shall provide a detailed description of how the PROPOSER suggests services be transitioned from Broward County to the PROPOSER. The Town retains the right to modify the transition plan in its sole discretion after discussions with Broward County and the PROPOSER.

TERM OF CONTRACT & TERMINATION PROVISIONS

1. The Town anticipates entering into a contract with the successful PROPOSER for a three year term, with the opportunity for two (2) one year renewals at the Town's option.

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2. Notwithstanding, the contract shall be terminable at will by either the Town or the successful proposer upon provision of one hundred and twenty (120) days written notice from either party.
3. In the event the contract is terminated, the successful proposer will be paid for any work performed up to the date of termination, provided that the PROPOSER has 1) cooperated in good faith to make a smooth and harmonious transition to such other entity that the Town selects to assume responsibility for Plans review and Building Inspection Services, and 2) remitted to the Town all fees collected on behalf of the Town. That smooth transition shall include the timely transfer to the Town or its contractor all files, reports and records that relate to Plans Review and Building Inspections performed by the PROPOSER in the Town. PROPOSER shall specifically waive any and all rights to seek any additional sums or damages from the Town due to being terminated other than the PROPOSER'S right to compensation for work performed before the termination date as described earlier in this paragraph.
4. In the event of termination of the contract, the Town may decide in its sole discretion, to have the PROPOSER complete plans review and/or inspections of work previously worked on by PROPOSER. In such cases, the PROPOSER shall be compensated by the Town for that work in accordance with the compensation terms of the contract.

EVALUATION COMMITTEE

The Town Manager shall assign an Evaluation Committee to determine the responsiveness of each proposal. Failure of the PROPOSER to have provided required information in their RFP response will disqualify any proposal as non-responsive, and such proposal will not be considered. The Evaluation Committee may, however, waive small irregularities in the proposal that are not material to the evaluation of the proposal. The Evaluation Committee may disqualify any proposal that make false statements.

The evaluation of Proposals and the determination of conformity and acceptability will be based on information furnished by the PROPOSER as well as such information reasonably available to the Town. The Evaluation Committee may make such investigations as it deems necessary to determine the ability of the PROPOSER to

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perform the services and the PROPOSER shall provide the Town in a timely manner all such additional information for this purpose that the Town may request.

Proposals will be evaluated and ranked based on, among additional factors, the following:

1. The Proposer's past experience and performance on comparable contracts.
2. The quality of the firm's professional personnel to perform the services outlined in this RFP.
3. The minimum amount of hours the Proposer commits to assign the Building Official, Plans Reviewers, and Inspectors to be working and physically present in the Town per week.
4. The proposed cost of the service.

Each member of the Evaluation Committee will review and evaluate each Proposal. The full Evaluation Committee will then convene to determine which proposals, if any, are non-responsive, to review and discuss evaluations of the remaining proposals, and to rank the Proposers.

Depending on the number of proposals submitted, the Evaluation Committee may short-list the firms down to three (if available) and then rank those three firms.

The Evaluation Committee may also decide to interview the short-listed Proposers before determining their final ranking of the proposals.

The Evaluation Committee shall forward their rankings to the Town Commission. The Town Commission shall make the final Evaluation decision, based on information provided from the Evaluation Committee.

D. *TECHNICAL REQUIREMENTS*

QUALIFICATIONS OF PROPOSER'S PERSONNEL

The PROPOSER shall insure that the individuals assigned to perform the work called for in this scope of service have the licenses and/or certifications outlined below and any additional licenses or certifications that Broward County or the State of Florida require to perform the work described during the term of any contract with the Town. It shall be the duty of the PROPOSER to monitor the required licenses and certification of individuals assigned to the Town's work to make sure that they are and remain current. The PROPOSER shall immediately remove an individual from assignment to perform Lauderdale-by-the-Sea's work if their required license or certification lapses or is suspended.

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Chief Building Official: The individual proposed to serve as the Town's Chief Building Official shall comply, at the time of submission of this proposal, with all the requirements of the FBC and hold a current License from the State of Florida, as a Chief Building Official and also be certified by Broward County as a Chief Building Official.

The PROPOSER shall suggest the name of the Chief Building Official in his/her proposal. The PROPOSER and Town must agree to the designation of Chief Building Official and the PROPOSER may not change that designation without the written consent of the Town Manager.

Plans Examiners (Structural, Electrical, Mechanical and Plumbing): The individuals proposed to serve as the Plans Examiners shall comply, at the time of submission of this proposal, with all the requirements of the FBC and hold a current License from the State of Florida to review plans in the respective discipline practiced. The individuals are also required to be Broward County-certified as Plans Examiners.

Inspectors (Chief Structural, Chief Electrical, Chief Mechanical and Chief Plumbing): The individuals proposed to serve as Inspectors shall comply, at the time of submission of this proposal, with the requirements of the FBC and hold a current License from the State of Florida as an Inspector in their respective disciplines. The individuals are also required to be Broward County -certified as Inspectors.

Permit Technicians: PROPOSER shall assign one full time Permit Technician with excellent customer service skills and one backup Permit Technician to cover vacation and other leave, sufficient as to have full coverage of the Town Development Services office at all times between the hours of 8 am and 5 pm Monday through Friday except on Town designated holidays and only with exception of the hour between noon and 1 pm each day. Permit Technicians assigned to LBTS should have at least two (2) years of experience processing building permits for a Florida municipality.

All personnel assigned by the PROPOSER to the Town's work shall be fluent in English and have excellent customer skills. Conversational Spanish is an additional beneficial skill.

E. BACKGROUND SCREENING

The successful PROPOSER shall certify that each of its staff personnel assigned to the Town has undergone a criminal background investigation and that no person

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assigned to Town work has been convicted of any felony or any misdemeanor involving moral turpitude.

F. *INSURANCE*

The successful Proposer shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required by the Town, and (b) any required licenses.

1. **Comprehensive General Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent contractors coverage.
2. **Workers' Compensation Insurance** – Statutory.
3. **Comprehensive Automobile Liability Insurance** - \$500,000 combined single limit of insurance per occurrence for Bodily Injury and Property Damage; \$500,000 Hired & Non-Owned Auto Liability.
4. **Professional Liability** – Please indicate if you carry Professional Liability Insurance and, if so, in what amount.

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Part II –General Information

PART II: RFP GENERAL INFORMATION

A. DEFINITIONS

For the purposes of this Request for Proposals (RFP):

Proposer shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFP.

Town shall mean the Town of Lauderdale-By-The-Sea, Town Commission or Town Manager, as applicable, and any officials, employees, agents and elected officials.

Contact information for the purpose of this RFP shall mean:

Town Clerk

4501 Ocean Drive

Lauderdale-by-the-Sea, Florida 33308

Telephone: 954-640-4200

Fax: 954-776-0576

Email: junew@lbts-fl.gov

B. INVITATION TO PROPOSE

The Town solicits proposals from responsible Proposers to perform work for or provide goods and/or services to the Town as specifically described in Part I, Statement of Work.

C. CONTRACT AWARDS

The Town Commission anticipates entering into a contract with the Proposer who submits the proposal judged by the Town to be most advantageous. The Town anticipates awarding one contract, but reserves the right to award more than one contract if in its best interest. If the Town selects a Proposal, the Town will provide a written notice of the award.

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been

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Lauderdale-By-The-Sea RFP No. 12-10-01

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approved as to form by the Town Attorney and has been executed by both the Town (with Commission approval, if applicable) and the successful Proposer.

D. PROPOSAL COSTS

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

E. INQUIRIES

The Town will not respond to oral inquiries. Proposers may mail, electronic mail or fax written inquiries for interpretation of this RFP to the attention of the Town Clerk. Please mark the correspondence "RFP No. 12-10-01 QUESTION".

The Town will respond to written inquiries received at least 3 working days prior to the date scheduled for receiving the proposals. The Town will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the Town will email, mail or fax written addenda to any potential Proposer who has provided their contact information to the Clerk. Although the Town will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP.

F. DELAYS

The Town may postpone scheduled due dates in its sole discretion. The Town will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

G. PRE-PROPOSAL MEETING No pre-proposal meeting is scheduled.

H. PROPOSAL SUBMISSION

Proposers shall submit one (1) original and nine (9) copies of the proposal in a sealed, opaque package. The package shall be clearly marked on the outside as follows:

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To: Town of Lauderdale-By-The-Sea
RFP No. 12-10-01

Title: _____

Submitted by: _____

Address: _____.

Proposals shall be submitted in person or by mail. Email submittals are not accepted.

Late submittals, additions, or changes will not be accepted and will be returned to the bidder unopened.

Due to the irregularity of mail service, the Town cautions Proposers to assure actual delivery of proposals to the Town prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling the Office of the Town Clerk before proposal opening time. Proposers may withdraw their proposals by notifying the Town in writing at any time prior to the opening. Proposals, once opened, become property of the Town and will not be returned.

I. PROPOSAL FORMAT

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified herein. Unless otherwise specified, Proposers shall use the proposal forms provided by the Town herein. These forms may be duplicated, but failure to use the forms may cause your proposal to be rejected. Any erasures or corrections on the form must be made in ink and initialed by Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or competed in ink. Proposals shall be signed in ink. When an RFP requires multiple copies they may be included in a single envelope or package properly sealed and identified.

All proposals shall be submitted as specified in this RFP. Any attachments shall be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the

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response should include reference to the document number and page number. Proposals lacking this reference may be considered to have no reference material included in the additional documents.

Proposers shall prepare their proposals using the following format:

1. Letter of Transmittal

This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of work and make a positive commitment to provide its services on behalf of the Town. The letter must name all of the persons authorized to make representations for or on behalf of the Proposer, and must include their titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Proposer must sign the letter of transmittal.

2. Title Page

The title page shall show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the RFP No. and the Project name.

3. Table of Contents

Include a clear identification of the material by section and by page number.

4. Organization Profile and Qualifications

This section of the proposal must describe the Proposer, including the size, range of activities, and experience providing similar services.

Each Proposer must include:

- Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.
- A description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work.
- Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the Town's primary contact and provide the person(s') background, training, experience, qualifications and authority.

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- Completed RFP Forms A, B, C, and D. All RFP forms are included as exhibits this document.

5. Experience

The Proposer must describe its expertise in and experience with providing goods and/or services similar to those required by this RFP. Describe previous experience relating to the Scope of Work requested in this RFP. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the work performed and include contact information for references, the time the firm was engaged and a list of accomplishment for each.

6. Approach to Providing Services

This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products to be provided.

7. Compensation

The proposal shall document the fee proposal for the goods and/or services on RFP Form C.

8. Additional Information

Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

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Part II –General Information

J. PROPOSAL – Procedural Information

1. Interviews:

The Town reserves the right to conduct personal interviews or require presentations prior to selection. The Town is not responsible for any expenses which Proposers may incur in connection with a presentation to the Town or related in any way to this RFP.

2. Request for Additional Information:

The Proposer shall furnish such additional information as the Town may reasonably require. This includes information, which indicates financial resources as well as ability to provide the services. The Town reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.

3. Proposals Binding:

All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following opening. Town may desire to accept a proposal after this time. In such case, Proposer may choose whether or not to continue to honor the proposal terms.

4. Alternate Proposals:

An alternate proposal is viewed by the Town as a proposal describing an approach to accomplishing the requirements of this RFP which differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same Proposer, which differs in some degree from the prior proposal or from this RFP. Alternate proposals may be in the area of technical approach, or other provisions or requirements of this RFP. The Town will, during the initial evaluation process, consider all alternate proposals submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the Town's best interest.

5. Proposer's Certification Form:

Each proposer shall complete the "Proposer's Certification" form included as RFP Form D and submit the form with the proposal. This form must be acknowledged before a notary public with notary seal affixed on the document.

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K. PUBLIC RECORDS

Proposals are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the Proposer's responsibility to become familiar with these concepts. The contract will include a provision wherein the Proposer releases and agrees to defend, indemnify, and hold harmless the Town and the Town's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the Town's treatment of records as public records.

L. IRREGULARITIES; REJECTION OF PROPOSALS

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

M. EVALUATION METHOD AND CRITERIA

1. General

The Town shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract or agreement, if any. The Town reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on both an objective and subjective comparison of proposals and Proposers. The Town's decisions will be final. The Town's evaluation criteria may include, but shall not be limited to, consideration of the following:

- A. ability to meet set standards;
- B. availability of qualified personnel

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- C. compensation.
- D. expertise of personnel;
- E. financial resources and capabilities;
- F. past contracts with other governmental jurisdictions;
- G. past performance records;
- H. qualifications of Proposer;
- I. references;
- J. related experience in Florida;
- K. technical soundness of proposal; and,
- L. time frames.

2. Selection

The Town Manager may conduct the selection process, or at the option of the Town Manager, it may be referred to a selection committee (the "Committee"). Either the Town Manager or the Committee will review all proposals received and establish a list of selected Proposers deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Town Manager may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the Town Commission and the Town Commission shall make a final award. The Town Manager may request oral presentation from the Proposers. Proposers are advised that the Town reserves the right to conduct negotiations with the most qualified Proposer, but may not do so. Therefore, each Proposer should endeavor to submit its best proposal initially.

N. REPRESENTATIONS AND WARRANTIES

In submitting a proposal, Proposer warrants and represents that:

- 1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
- 2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.

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3. Proposer is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their proposal.
4. If applicable, Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFP and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.
5. Proposer has given Town written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFP and any addenda thereto, and the written resolution thereof by the Town is acceptable to Proposer.
6. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the Town has any interest, financially or otherwise, in the RFP or contract.

O. Town Contract

The selected Proposer is expected to execute the Town's standard professional services contract, in the form approved by the Town Attorney.

End of Part II

PLANS REVIEW & BUILDING INSPECTION SERVICES

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Part II –General Information

PLANS REVIEW AND BUILDING INSPECTION SERVICES

Lauderdale-By-The-Sea RFP No. 12-10-01, RFP Forms

RFP FORM A

Proposer: _____

QUALIFICATIONS STATEMENT

Note: Forms A, B & C are available in WORD format from the Town Clerk upon request.

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.

The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
 - 1.1. The correct and full legal name of the Proposer is:
 - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
 - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Project:
7. Company identification numbers for the Internal Revenue Service:
8. Provide Broward County occupational license number, if applicable, and expiration date:
9. How many years has your organization been in business? Does your organization have a specialty?
10. List the last three project of this nature that the firm has completed? Please provide project description, reference and cost of work completed.
11. Have you ever failed to complete any work awarded to you? If so, where and why?

PLANS REVIEW AND BUILDING INSPECTION SERVICES

Lauderdale-By-The-Sea RFP No. 12-10-01, RFP Forms

12. Provide the following information concerning all contracts for plans review and/or building inspection services **in progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date

(Continue list as necessary)

13. Provide the following information for any subconsultants you will engage if awarded the contract.

Subcontractor Name	Address	Work to be Performed

The foregoing list of subconsultants may not be amended after award of the contract without the prior written approval of the Town Manager, whose approval shall not be unreasonably withheld.

PLANS REVIEW AND BUILDING INSPECTION SERVICES

Lauderdale-By-The-Sea RFP No. 12-10-01, RFP Forms

RFP Form B

Proposer: _____

REFERENCE FORM

Forms A, B & C are available in WORD format from the Town Clerk upon request.

THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE. The Proposer guarantees the truth and accuracy of all statements and the answers contained herein.

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFP:

1. Name of Contact _____

Title of Contact _____

Telephone Number: _____ Fax Number _____

2. Name of Contact _____

Title of Contact _____

Telephone Number: _____ Fax Number _____

3. Name of Contact _____

Title of Contact _____

Telephone Number: _____ Fax Number _____

4. Name of Contact _____

Title of Contact _____

Telephone Number: _____ Fax Number _____

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RFP Form C

Proposer: _____

PRICE PROPOSAL FORM

Note: Forms A, B & C are available in WORD format from the Town Clerk upon request.

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

Name of Proposer: _____

Name of authorized representative of Proposer: _____

Proposed Fee Schedule For Services

(INSERT HERE)

Proposed Billing & Payment Schedule

(INSERT HERE)

The proposed fees SHALL include all fees and reimbursements for out of pocket costs. The Town will not reimburse for any costs not actually incurred and paid for by the Proposer and included in its proposal. Reasonable proof thereof will be required.

PLANS REVIEW AND BUILDING INSPECTION SERVICES

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Additional Services.

Please provide the hourly rate and staff positions available.

Additional Work	
<u>Title:</u>	<u>Hourly Rate</u>
Add rows as necessary	

By: _____

Date: _____

Name: _____

Title: _____

PLANS REVIEW AND BUILDING INSPECTION SERVICES

Lauderdale-By-The-Sea RFP No. 12-10-01, RFP Forms

RFP FORM D

Proposer: _____

PROPOSER'S CERTIFICATION

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is selected, I understand that I will be expected to execute the Town's standard professional services contract, in the form approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for

PLANS REVIEW AND BUILDING INSPECTION SERVICES

Lauderdale-By-The-Sea RFP No. 12-10-01, RFP Forms

CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. I further certify, under oath, that neither the entity submitting this sworn statement, not to my knowledge, any of its officers, directors, executives, partners, shareholder, employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

Name of Business

By: _____
Signature

Print Name and Title

Mailing Address

State of _____
County of _____

Sworn to and subscribed before me this ____ day of _____, 2011.

Notary Public

My Commission Expires:

Lauderdale-By-The-Sea RFP No. 12-10-01

LAUDERDALE BY THE SEA
PROPOSED BUILDING PERMIT FEE SCHEDULE

A. Calculation of permit fee.

The cost of construction or project may be determined in the following ways as determined by the Building Official:

1. Cost of construction as submitted by the applicant.
2. Copy of a signed contract for work to be performed
3. Using the values in the most recent edition of the RS Means Construction Valuation System.

The Building Official has the discretion to choose which one of the three methods used best reflect the true cost of work being performed.

B. Mandatory State and County fees.

1. Broward County Board of Rules and Appeals Surcharge - \$0.60 per \$1,000.00 cost of construction.
2. Florida Statute 553.721 - 1.5 percent of the permit fee or a minimum of \$2.00, and 468.631 – 1.5 percent of the permit fee or a minimum of \$2.00.
3. Education fee – 0.2 percent of the permit fee.

C. Permit Processing Fees.

The full permit fee is due at time of submission. Should work discontinue, then a prorated share of the fee may be returned as determined by the Building Official.

D. Building Permit Fees.

Fees for each permit that are calculated on the basis of a percentage of construction cost include fees for review by one construction discipline. If more than one discipline must review or inspect the project, then the additional discipline fees outlined apply.

1. New Construction – Residential
 - (a) 2.00 % of total construction value plus \$85.00 for each discipline.
 - (b) Minimum permit fee \$85.00

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- 2. New Construction – Commercial
 - (a) 2.00 % of total construction value, plus \$85.00 for each discipline.
 - (b) Minimum permit fee \$85.00

- 3. Residential Additions or Alterations
 - (a) 3.00 % of total construction value, plus \$85.00 for each discipline.
 - (b) Minimum permit fee \$85.00

- 4. Commercial Additions or Alterations
 - (a) 3.00 % of total construction value, plus \$85.00 for each discipline
 - (c) Minimum permit fee \$85.00

- E. Roofing Permit Fees 1.50 % of total construction value, plus \$85.00 for each discipline.

- F. Swimming Pool Permit Fees 5.00 % of total construction value, plus \$85.00 for each discipline.

- G. Miscellaneous Permit Fees 2.00 % of total construction value, plus \$85.00 for each discipline.

Miscellaneous permits include doors, garage doors, windows, storm shutters, fences, sheds, pool decks, paver patios, concrete slabs, driveways, screen enclosures, tents, gazebos, retaining walls, sea walls, etc. This also includes any miscellaneous electrical, plumbing, or mechanical permits covered by the Florida Building Code. Should the Building Official determine that a permit is needed for work being performed and that the minimum permit fee and the percentage multiplier do not adequately assess a fee necessary to hold the City revenue neutral, then Building Official shall notify the applicant in writing of the time necessary to review and issue the permit and at what hourly rate, based on the disciplines necessary for the review.

- H. Minimum Permit Fee. \$85.00

All permits issued are subject to a minimum fee of \$85.00. Should any permit calculation result in a fee of less than \$85.00, then the minimum permit fee shall apply.

- I. Demolition of Buildings 1.00 % of Total Project Value

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J. Elevators, Escalators, and other Lift Devices Regulated by Broward County

K. Change of Contractor \$85.00

L. Plan Revisions after permit is issued

Plan revisions and corrections before and during application process may be assessed additional hourly fees if resubmitted.

If the proposed change represents a major alteration of the floor plan, or configuration of the structure that requires extensive reexamination or computation, then the original permit shall be voided, and one half (1/2) of the original permit fee may be applied to the new permit.

M. Re-inspections

1. First Occurrence	\$65.00 except for permits pulled by an owner-builder, in which case, the first re-inspection fee will be waived.
2. Second Occurrence	\$130.00
3. Third Occurrence	\$195.00
4. Fourth and all subsequent Occurrences	\$260.00

The Building Official may waive re-inspection fees, based on extenuating circumstances.

N. Overtime, Specialty, and After Hours Inspections

4 hour minimum at \$97.50 per hour or fraction thereof

O. Permit Card Replacement \$ 35.00

P. Penalty for work without a permit Double the Permit Fee

Q. Expired permits/extensions

If the applicant applies for permit renewal within the time period stated in the Florida Building Code, the renewal fee shall be one half (1/2) of the original fee, or \$85.00, whichever is greater.

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If the renewal application is made after the time period stated in the Florida Building Code, application for a new permit must be made, accompanied by payment of the full fee.

R. Certificate of Occupancy

1. Residential	\$150.00
2. Commercial	\$250.00

S. 40 Year Building Safety Inspection Program

All applications for recertification or extension	\$400.00
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