



Attachment A

Scope of Work As Needed Building Official Services RFP-GC-CD-02-22

In accordance with Article 5.3 of the Garfield County Procurement Code (“GCPC”), Garfield County is soliciting competitive sealed proposals from qualified individuals or companies to provide As Needed Building Official Services for the Community Development Department.

Summary

Garfield County is seeking a professional firm/individual with the experience, capabilities, credentials, and qualified available staff to perform in the role of “Building Official” including administrative duties along with building inspection and/or plan review services for residential and commercial projects on an as needed basis. These services shall be performed in compliance with all local, State and Federal regulations for Garfield County.

Qualifications Required

Firms/individuals must demonstrate expertise in the following areas of residential and commercial construction:

- Thorough knowledge of adopted construction codes and standards and ability to apply knowledge to ensure all inspected construction complies.
- Knowledge of modern principles and practices of civil engineering as applied to inspection of buildings.
- Knowledge of local and State laws and regulations governing electrical, mechanical, plumbing, building and fire standards. Ability to take code changes through review and approval process. Knowledge of operations of a modern building department including legal requirements, computer technology and public relations.
- Provide building inspection services during all phases of construction.
- Ability to read and interpret plans, specifications, and blueprints quickly and accurately, and to compare them with construction in progress.
- Ability to prepare comprehensive reports and maintenance of records.
- Ability to coordinate, plan, and supervise inspections and permitting regulated by building services.
- Ability to effect and maintain satisfactory working relationships with the public, staff and administration in regard to regulatory matters.
- Standard certifications for both Residential and Commercial projects as issued by the International Code Council (ICC) including but not limited to the following: Plans Examiner, Building Inspector, Plumbing Inspector, and Building Code Administrator at time of contract initiation.
- Be able to interface with Garfield County Permit database software to track approvals and inspections.



Services Required

Services to be performed may include, but not limited to the following for both residential and commercial construction:

- Planning, organizing, and directing all administrative and building inspection functions related to building services.
- Reviewing and enforcing the most recently adopted International Building Codes and all other codes where applicable within Garfield County. Updating codes and fee schedules as needed.
- Answering field questions to ensure proper service as provided to construction professionals and the general public.
- Making technical inspections of all phases of construction, plumbing, mechanical, including new construction or modifications of commercial buildings, residential buildings and mobile homes to ensure compliance with County, State and Federal Building codes, and issuing Certificates of Occupancy to buildings that conform to proper construction and fire-safety standards.
- Reviewing construction documents to confirm compliance with State and Local laws and regulations.
- Preparing reports and monitoring correspondence related to division activities such as code interpretation and base flood determinations.
- Assisting and advising contractors, building owners and associates, officials, and the general public in explaining and interpreting building codes and standards.
- Investigating complaints regarding building construction codes, ordinances, or hazards. Issuing Stop Work Orders as required to achieve compliance.
- Managing and administering Building Codes.
- Inspecting buildings.
- Reviewing plans.