



CITY OF KYLE, TEXAS AMENDMENT TO REQUESTS FOR PROPOSAL (RFQ) FOR INSPECTION AND PLAN REVIEW SERVICES January 10, 2024.

NOTICE TO RESPONDERS:

The City of Kyle is accepting proposals for inspection and plan review services for the City of Kyle's Building Department as stated in the RFP released November 17th, 2023, and posted on our website: www.cityofkyle.com. Based on questions received via email and at the Pre-Proposal Meeting held at City Hall on Tuesday, January 5, 2024, the information below is being provided as an Amendment to the posted RFQ.

Q: Can we include staff that may currently work for other contractors that are working for the city in the proposal?

A: Yes, just please communicate any staff turnover as quickly as possible.

Q: ICC certifications for proposal?

A: Submit info and we will verify.

Q: Original/ wet signature needed on proposal?

A: No.

Q: What system do you use?

A: Energov/ IG inspect

Q: Can we add people to the RFP email group?

A: Yes, please forward them to kstilwell@cityofkyle.com.

Q: Do you want background checks on the proposal?

A: Just verify you have done background checks.

Q: MCP certs?

A: Acceptable for plan review or inspections with Texas State Board of Plumbing Examiners Inspector License for inspections.

Q: CBO certs?

A: Acceptable for plan review and inspections with Texas State Board of Plumbing Examiners Inspector License for inspections.

Q: Ave daily inspection?

A: Gave monthly breakdown.

A: Based on last 3-year average 140 per day.

Q: Track inspectors?

A: No. Inspectors are assigned all.

Q: Do inspectors report to the office?

A: They are your employees. We would like to meet them, but dispatch is up to you.

Q: Plan check digital or paper?

A: Digital

Q: How does IT set it up.

A: currently your iPad and our software

Q: How quickly will RFP be awarded?

A: Quickly. 48 hrs.?

Clarification: While we will make our selection quickly an official announcement will not be made until approval is obtained from the City Council. The first available meeting is February 6th, and I hope to make that agenda and make the announcement shortly thereafter.

Q: Are proposed team résumés included or excluded from the 30-page limit?

A: Resumes are not necessary for submittal please just provide work history, education, and certifications and licenses listed in RFP.

Q: Will the City of Kyle accept proposals for only Plan Review Services, or must we provide both building inspection and plan review services?

A: We are currently only looking for contractors capable of providing inspection and plan review services.