



REQUEST FOR PROPOSALS  
BUILDING INSPECTION  
AND PLAN REVIEW SERVICES  
SEPTEMBER 2, 2022

1. IMPORTANT INSTRUCTIONS TO BIDDERS

This addendum must be read, signed and dated by the firm and included with the documents submitted by the firm on or before proposal closing date and time. Failure to include this addendum with the documents may result rejection of proposal.

2. ATTACHMENTS TO THIS ADDENDUM:

- i. N/A

3. CHANGES/CORRECTIONS/ADDITIONS/DELETIONS:

- a. N/A

4. QUESTIONS:

- a. Question: Are you able to tell me if you have any expected workload for inspections or is it just for backup?

Answer: Given the current and upcoming workload, we anticipate requiring nearly full-time building inspection services for the initial term of the contract, and the next building season. The Village anticipates assigning the contracted service to conduct inspections in new developments. A current development under way requires approximately 50 inspections per week, with more single- and multi-family developments breaking ground. The contract inspection services may also be assigned other inspections, fill in during employee absences, and provide small-project plan reviews. Plan review services will be on an as-needed basis in the event of multiple large-scale plans submitted simultaneously.

5. CLARIFICATIONS:

- a. N/A

6. ACKNOWLEDGMENT

The firm acknowledges receipt of this Addendum and understands its content to the Request for Proposal Documents.

7. SIGNATURE AND DATE

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Authorized Signature

Date