



**LANCASTER
COUNTY**

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Memo: Lancaster County RFP No. 400200211 [Building Plan Review]
From: Cathy McDaniel, Procurement Director
Subject: Addendum No. 1
Date: February 3, 2020

The inquiry period for the above listed RFP closed at 12:00 PM on Thursday, January 30th, 2020. The following questions were answered during the inquiry period and were deemed relevant to the integrity of the RFP.

- Please confirm that only commercial plan reviews will be performed, as stated on page 11 of the RFP. Or will residential plan reviews also be required? **No Residential plan review required.**
- Approximately how many plan reviews are expected to be performed per week, on average, based on recent history? **Last year Lancaster County Building Department received 270 commercial submittals. There is a wide variety of size and scope involved in each submittal.**
- What is the approximate yearly Building Permit Revenue for the County for each of the past three years? **Average of \$5 mil each year for the last three years.**
- Will the County allow for electronic plan review to be performed remotely, or will a hard copy of plans need to be picked up from your office? **We prefer vendor pickup of physical plans. However, we are working on moving toward digital plan share.**
- Please elaborate on how “review comments will be transmitted to the County Building Department” as stated on page 8 of the RFP. Will the County require hand written comments on a hard copy of the submitted plans and returned to your office, or will an electronic report noting deficiencies be acceptable? **Electronic comments are sufficient.**
- In Section 3.3 – Scope of Work, page 8, bullet three reads, “Review will also include a check of qualifications for the design team and/or contractor.” **This simply involves a check of the LLR Licenses for the entity submitting the plans for review. This could be an architect, engineer, or contractor. Anything listed in the scope of the RFP pertains to actual plan review. Qualifications for the review team can be found in 4.3 of the RFP.**
- Is the vendor required to provide approval signatures or paperwork? **Yes.**
- Is the vendor responsible to verify original sign and seal or will the municipality ensure all documents are original? **Vendor will be responsible for verifying sign and seal. This goes hand in hand with verifying licenses.**

Please note these changes and contact me at cdmcdaniel@lancastersc.net if you have any questions.

Best Regards,

Cathy McDaniel
Procurement Director