



**TOWN OF WINDERMERE  
REQUEST FOR QUALIFICATIONS  
RFQ: #2014-03 BUILDING PERMITTING AND INSPECTION SERVICES  
QUESTION RESPONSES DUE BY 5:00 PM JUNE 30th, 2014**

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**Below are the responses to the questions asked prior to the 5pm June 22, 2014 deadline.**

- 1) What have been the number of inspections conducted monthly, weekly and daily on average over the past two years? **Please see attached invoices and planning log.**
- 2) What percentage of permits have been commercial versus residential over the last 2 years? **Please see attached invoices and planning log**
- 3) What permit software is the Town currently using? **Sharefile**
- 4) Will the Town be providing a permit Tech.? **No. The qualified firm must provide all clerical support.**
- 5) How many plan reviews approximately are conducted on a monthly basis? **Please see attached invoices and planning log**
- 6) Will the BO, inspector and PX need to be there full time or just as-needed? **Full time. They can be located offsite as we have now. Location of offices and customer access will be considered in the submittal.**
- 7) Can PX be conducted off site electronically? **The Town's preference is to have all permitting done electronically. All permit applications shall be done offsite at firm's intake office.**
- 8) Will the company currently contracted be responsible for completing plan review/inspections for projects currently in process? **No. The firm selected would take on only new projects to ensure a smooth transition.**

- 9) How many projects are currently in process? **See attached Planning Report. Currently a 54 unit development is under planning review.**
- 10) What is the current staffing levels of the department? Does the BO do all functions currently? **Current provider utilizes permit techs (3), inspectors (4), and Building Official. Staffing levels depend on workload. BO does not perform all functions.**
- 11) What is the anticipated permit revenue for the upcoming 2014-2015 fiscal year? **\$75,000 (80/20 split) net \$60,000. This year is estimated to be \$90,000+ with \$72,000 net to provider.**