

BUILDING AND FIRE CODE INSPECTIONS

Responsible Contracting Meeting
December 17, 2012



Mike Ninteau, Building & Housing Inspection Director
Fran Raiola, Acting Fire Marshal/Deputy Chief

Process

1. Builder contacts the Town about Building/Fire inspection
2. Inspector is sent by the Town
3. Inspector checks site for compliance with Building/Fire code
4. Inspector creates report based on observations
 1. Inspector notes any discrepancies
 2. If any discrepancies, inspector follows up with builder before next phase of the project

• Building & Fire Codes are different, but harmonious

Building Code Inspections

- Goal: To ensure safety of the public through code-compliant construction of buildings
- Pertains mostly to incomplete construction
- Regular checkups during construction
- Not retroactive – unless building becomes inherently unsafe due to:
 - fire damage,
 - flood damage,
 - storm damage,
 - lack of maintenance, etc.

Fire Code Inspections

- Goal: To ensure safety of the public through compliance with the *Fire & Life Safety Codes*
- Pertains to new and existing structures
- Inspections through all phases of construction, then regular inspections as an existing occupancy

Building Code – Storrs Center Example

- Features examined:
 - Footing
 - Structure
 - Mechanical, electrical, plumbing (MEP)
 - Any temporary installations
 - Ensure compliance with sanitary temp. plumbing guidelines
 - Installation
 - Any specific features
- If in compliance with Building Code, the Building Official issues a Certificate of Occupancy (CO) with approval of Fire Marshal

Fire Code – Storrs Center Example

- Features examined:
 - Underground fire protection mains
 - Gas equipment
 - Utilities
 - Fire-proofing of steel
 - Sprinkler systems
 - Stand pipes
 - Emergency power systems
 - Fire alarms
- Approves the Occupant Load

Fire Code – Storrs Center Example

- Emergency services access:
 - Temporary stairs
 - Gates with appropriate width for emergency vehicles
 - Stand pipes
 - Egress – primary and secondary
- Safety of flammable/combustible materials
- Safety of other hazardous materials

Fire Code – Storrs Center Example

- CO also issued once building is in compliance
- More verification than inspection
 - E.g., cranes, licenses, certifications, etc.
- Inspectors will check:
 - Residences and restaurants annually
 - Smaller businesses less often – every two or three years

BID AND PROCUREMENT PROCESS

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Lon Hultgren, Public Works Director
Eric Ohlund, Clerk of Works
Cherie Trahan, Finance Director

BACKGROUND INFORMATION

Public Works Project Funding – Methods

- Smallest projects through quotes or best value selection
 - “Sole-source selection” – bid waiver process
- “Small” projects generally use Town bid process
 - Under ~\$500,000
 - e.g., bridge and road repairs
- Biggest projects are grant-funded and have special bid processes
 - DOT
 - DECD
 - Federal

Competitive Bidding

“Competitive bidding seeks to find the lowest reasonable price for the project through competition for the work. The theory is that many interested contractors have access to the project and that head-to-head competition will produce the best possible price consistent with marketplace conditions.” (Architect’s Handbook of Professional Practice, Vol. 2, AIA 1987)

The Ordinance for Obtaining Goods and Services” - Synopsis

- Defines Bid Process

- Town Charter § C506B(1)(C)
 - Adopted by Town Council 6/22/2009
 - Effective 5/29/2009

- Specifies Director of Finance as “Purchasing Agent”

- Responsibilities of Purchasing Agent:
 - Procure products/services
 - Prepare, issue all bid specifications
 - Qualify/disqualify vendors, bids, proposals, etc.

The Ordinance for Obtaining Goods and Services - Synopsis

“Best Value Method”:

- Purchasing Agent should use all purchasing methods/opportunities available, e.g.,
 - Competitive sealed bids
 - Sole-source procurement
 - Small purchase procedures

- Can take into consideration such factors as:
 - How to obtain *best value*
 - Efficiency of process
 - Timeliness of process and needs of Town

BID PROCESS IN PRACTICE

Bid Process in Practice

1. Bid opening is advertised
2. Bids are made by vendors/contractors
3. Bids go to the Department of Finance
4. Budget Analyst coordinates opening and recording of bids
 1. Director of Finance focuses on the *best value* aspect of bid

Bid Process in Practice

5. Budget Analyst tabulates bid and checks for errors
 - ❖ Error-checking almost always finds small mathematical error(s) made by vendor
6. Once tabulated, bid is sent to appropriate department
7. Department reviews bid
8. In consultation with Finance, bid is awarded

Bid Process in Practice

- Bid Proposal Documents
 - Bid envelop, sealed with following items inside
 - Bid proposal form
 - Schedule of Prices
 - Bid Bond
 - Affidavit of non-collusion
 - Employer report of permanent compliance staffing
 - Affirmative action program cert.
 - Subcontract cert.
 - Statement of Bidder's qualifications

Bid Process in Practice

- Town-only bidding accounts for small percentage of total work/contracting
- Grant-funded projects have special bidding rules
- Town uses state bids for projects like
 - Crack sealing roads
 - Road surfacing
 - Most road materials
 - Catch basin cleaning
 - Road and parking lot striping

BID WAIVER PROCESS

Bid Waiver Process

- “It is the policy of the Town to encourage fair and practicable competition consistent with obtaining the best possible value...”
- Bid waiver/Sole-source procurement used when
 - There is only one practical source for product/service
 - When the best value can be documented for a particular project
- Request for sole-source procurement must be documented
- Must be approved by Director of Finance
- *Explains and documents why bid process was not used*

PROJECT EXAMPLES

Contracted Projects – Last 5 Years

| Project | Funding | Approx. Amount |
|--|------------------------------|-----------------|
| Beach Road Bypass Phase 2 | ARRRA project | \$400,000 |
| Mansfield City Road Overlay | ARRRA project | \$350,000 |
| Town road curbside & overlays | Town bid, state bid | \$200,000/yr |
| Town road and parking lot striping | Town bid, State bid | \$35,000/yr |
| Laurel Lane Bridge | Fed bridge program, Town bid | \$800,000 |
| Stone Mill Road Bridge | Fed bridge program, Town bid | \$800,000 |
| Storrs Road/Dog Lane Streetscape & Utilities | State & Fed funds, Town bid | \$3.8M + \$1.4M |
| Storrs Center Parking Garage | State funds, Town bid | \$10M |
| Demo of UConn's publication building | State funds, Town bid | \$200,000 |
| Maple Road gas line excavation | Town bid | \$80,000 |
| Refuse and Recycling Collection | Town bid | \$400,000 |

Contracted Projects – Last 5 Years

| Project | Funding | Approx. Amount |
|--|--|--------------------------|
| Handling refuse, recyclables and other materials out of the Transfer Station | MidNEROC bid | \$35,000 |
| Grinding wood waste at the Transfer Station | MidNEROC bid | \$7500 |
| Town road crack sealing | State bid | \$5,000/yr |
| Town road catchbasin cleaning | State bid | \$7,000 every other year |
| Salt Shed Construction | Town bid | \$240,000 |
| Lions Club 4 th field seeding & irrigation system | Town bid | \$40,000 |
| Clean Diesel Retrofit project for school buses | Federal grant, Town bid | \$250,000 |
| Middle School CoGen project | Mansfield Schools project -- we helped with inspection | \$3.2M |
| Reynolds School Renovation project | Ditto | ?? |