

City of Coral Gables

EXHIBIT 1 SCOPE OF SERVICES

A. FIRE PREVENTION PLANS REVIEW AND INSPECTION SERVICES

1. The CONTRACTOR will perform on behalf of and solely for the benefit and exclusive use of City of Coral Gables for the limited purposes set forth in this Agreement. City acknowledges that the Contractor's services require decisions, which are based upon laws and jurisdiction, as well as best professional standards and judgement.
2. The CONTRACTOR will be responsible for technical work in the inspection, enforcement, examination, review, and analysis of plans to ensure compliance with the Florida Building Code, Florida Fire Prevention Code, and other applicable codes and/or regulations governing fire safety.
3. The CONTRACTOR shall perform evaluation work involving the application of skilled technical knowledge and judgment in examining plans, blueprints, workmanship, and other specifications of new construction or of existing buildings for conformity to legally established laws and regulations governing fire safety. The CONTRACTOR will work in an office reviewing a variety of blueprints, construction drawings, specifications, plans and permit applications, interacting directly with the public. Work also includes the responsibility for conducting periodic field inspections to compare approved plans with actual construction. The CONTRACTOR in this position may authorize changes or modifications. Work is reviewed through periodic conferences with the Fire Marshal, Division Captain, or designee. This position is not a routine, clerical or ministerial nature and requires the exercise of independent judgement.
4. Essential Duties and Responsibilities
 - a. Examines plans, blueprints, tracings, sketches and specifications prior to issuance of building or proposed building construction.
 - b. Approves and/or disapproves proposed plans in accordance with codes and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.

- c. Performs more complex inspections for compliance with fire or life safety standards involving type of accuracy, type of construction, height, and square footage of building; hazardous materials and processes, vertical and horizontal separations, alarm systems, smoke detectors, means of egress, and extinguished requirements.
- d. Confers with developers, engineers, architects and plan examiners during the preliminary planning phase of new projects in regards to compliance with fire and life safety codes and regulations. Assists Fire Inspectors with more difficult controversial field inspections of new construction or existing buildings and premises to ensure compliance with fire and life safety codes and regulations.
- e. Attends meetings as a subject matter expert on behalf of the Fire Marshal or his/her designee, as required.
- f. CONTRACTOR is expected to perform duties that are normal for this position. The omission of specific statements of the duties does not exclude them from the essential duties and responsibilities, if the work is similar, related, or a logical assignment for this scope of work.
- g. Performs other related work as required.

B. CONTRACTOR RESPONSIBILITIES

- 1. The CONTRACTOR may work on average of 29 hours a week on an as needed basis. Work schedule will be determined in consultation with the Fire Division Chief or his/her designee. No services will be required during City recognized Holidays or weekends.
- 2. The CONTRACTOR must provide their own transportation to and from the job site(s).
- 3. CONTRACTOR will present a neat and clean appearance, wearing professional business type attire suitable for public exposure. No jeans, T-Shirts, or athletic shoes will be allowed, unless approved by the Fire Division Chief or his/her designee. Contractor will provide suitable safety attire to include puncture proof, steel toe/shank footwear for work assignments conducted in the field.
- 4. CONTRACTOR will be mentally, emotionally, and physical competent to perform the services required.
- 5. Professional behavior and conduct will be demonstrated by the CONTRACTOR at all times while performing work assignments under this agreement.

c. CONTRACTOR QUALIFICATIONS

CONTRACTOR must be qualified with the following certifications, knowledge skills, and abilities:

1. State of Florida Certified Fire Inspector as specified in Chapter 633, Florida Statute.
2. National Fire Protection Association (NFPA) Fire Plan Examiner.
3. Valid State of Florida Driver's License.
4. Knowledge of national, state, and county fire/life safety codes. Knowledge of State Fire Marshal's rules and regulations for uniform occupancies. Knowledge of basic architectural and engineering principles and practices applicable to fire/life safety codes. Knowledge of basic construction technology.
5. Considerable knowledge of defects and corrective measures in the construction, mechanical and electrical fields, particularly where they relate to fire and safety.
6. Considerable knowledge of the Florida Building Code, NFPA regulations, and other applicable codes or regulations.
7. Considerable knowledge of all regulations and laws relating to fire and life safety on a State or local level.
8. Considerable knowledge of the construction trades, including zoning regulations.
9. Ability to establish and maintain an effective working relationship with the public and other employees.
10. Ability to work and function effectively with co-workers as a member of a team.
11. Ability to communicate effectively, both orally and in writing.
12. Ability to understand and work from plans, drawings and diagrams.
13. Ability to conduct thorough investigations and inspections, and to prepare detailed and adequate records for use in legal proceedings.
14. Personal computer, including word processing and permitting software; calculator; pencil; ruler; drills; hand tools; copy machine; phone; hand-held radio or other communications device; telephone; general office equipment.

EXHIBIT 2

FEE SCHEDULE

Hourly Rate: \$75.00

NOTES:

1. The hourly rate for the services shall include full compensation for overhead and profit, taxes, labor, equipment, materials, and any all other costs and expenses related to performing and completing the work as shown as outlined in this agreement.
2. The amount of work performed under this agreement is not guaranteed and shall not exceed \$77,257.00.