

DFCM Inspection Services Policies for FY2021

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- FY2021 DFCM Code & Special Inspections Rates

CODE FIRM PROCUREMENT

- Code firms will receive notification of the projects they have been assigned by an automated email notification from EDMS.
The email will come from noreply@dfcm2.wc-3.com . Please make sure this email address is a trusted contact so the notifications are not sent to your spam folders.
Within the EDMS project is a Project Information Sheet tab. This tab contains all project specific information, including the contractor's contact information, the purchase order or contract number, and the approved inspections budget.
 - **Direct Award:** Projects where the fee is expected to be under \$100,000.00 will be selected by assignment of a firm by the DFCM staff with preference being given to the closest firm to the project site. The DFCM administrative rules apply to these firms. The contract shall require compliance with all the provisions that apply to firms that sign the Professional Services Agreement.
 - **Solicitations (VBS):** Pre-Qualified firms will be invited to submit a Project Management Plan and Statement of Qualifications on projects with fees expected to be \$100,000.00 or more. The following criteria will be used in the selection process:
 - Performance Rating/Reference
 - Statement of Qualifications
 - Project Management Plan
 - Inspection Team's Distance to Project Site

The inspector proposed by the inspection firm is expected to be the primary inspector on the project unless approved by the Building Official.

SPECIAL INSPECTION FIRM PROCUREMENT

- Code inspection firms are responsible for acquiring the services of a pre-approved special inspections and testing firm for all projects requiring special inspections.
- The special inspection and testing firm is a consultant of the code firm and the code firm is responsible for managing the special inspection and testing firm, inclusive of special inspection reports uploading.
- The code firm is permitted to invoice DFCM up to 10% of the special inspection and testing firms billing as a management fee to compensate the code firm for:
 - Requesting special inspections and testing from the Special Inspection consultant
 - Reviewing all reports and ensuring accuracy prior to uploading them to the EDMS
 - Recommending action for special inspection and testing which do not comply with the code, plans, specifications or DFCM standards
 - Collecting and uploading all documents and reports required for Certificate of Occupancy.

*A code firm that does not provide this service is not entitled to the 10 % management fee. The 10% Management fee is **only** awarded on management of sub-consultant work and does not include the special inspection firms travel time or distance to and from the job site.*

CONTRACTS & MODIFICATIONS

- Contracts: All projects will be issued on a Professional Service Agreement.
- Cost Proposals: Projects awarded through the VBS selection process will require a cost proposal submitted to DFCM before a contract will be issued. These projects will have an inspections budget of \$100,000 or more.

Please Note: *Cost proposals are due to DFCM within 10 days of project assignment. If there are no plans uploaded to EDMS at the time of assignment, the cost proposal will be due within 10 days of the plans becoming available.*

- Modifications: If the code firm finds that the cost of inspection services is going to exceed the approved contract amount, DFCM must be notified and an estimated cost proposal for the remaining services must be submitted to DFCM prior to exceeding the contract amount. Cost modifications/proposals must provide the reasons the original contract amount is being exceeded.
- Failure to submit a cost proposal may result in cancellation of the contract and reassignment of the project to another firm. **The State of Utah Division of Finance will not allow invoices to be paid on contracts that exceed the executed contract amount.**

It is not DFCM's responsibility to monitor projects or to ask for modifications. It is the responsibility of the inspection firm. If DFCM is finding that firms consistently exceed the amount of existing contracts without a proper modification, the firms past performance rating scores will be affected.

TRAVEL REIMBURSEMENT POLICY

Firms are allowed to bill for reimbursement of each trip to and from an inspection site. A trip is defined as time spent and miles traveled to and from the inspection site. The following is the travel reimbursement policy:

- Code and special inspectors will charge their approved hourly inspector rate for the actual drive time traveled to and from an inspection site.
 - Drive time does not include travel stops, including but not limited to stops for fueling, meals, breaks, vehicle breakdown and/or repairs, and traffic violations.
 - Drive time should be billed in increments of .25 of an hour, or 15 minutes.
- Code and special inspectors will charge \$0.49 per mile for the distance traveled to and from an inspection site.
 - Distance does not include additional mileage incurred for travel stops, including but not limited to stops for fueling, meals, breaks, vehicle breakdown and/or repairs, and traffic violations.

Code and special inspectors are required to take the most cost effective route to the project, with both time and distance considered.

INVOICE SUBMISSION

DFCM requires all firms to electronically submit all of their invoices and monthly statements through a web-based Google submission form. To receive the submission link, please email dfcmcontracts@utah.gov.

- Before any inspection is billed to DFCM, the inspection report must be uploaded to EDMS.

- All invoices must be submitted by the 15th of each month for inspection services provided in the prior month.

Example: Inspections performed May 1st-31st, 2020 must be billed to DFCM no later than June 15th, 2020.

DFCM reserves the right to decline payment of services which are not invoiced in a timely manner.

- A monthly statement must also be submitted by the 15th of each month showing all current and past due invoices for which **payment has not been received**. Providing DFCM with timely information on past due charges is the responsibility of the firm.
- The special inspection and testing firms invoice must be attached to the code firms invoice upon submission for review by DFCM. Copies of inspection reports are not required to be attached with the invoices.
- All payments to the special inspection and testing firm are the responsibility of the code firm.

If no code firm has been assigned to the project, the special inspections firm is permitted to submit their invoices directly to DFCM for payment following the same requirements listed.

INVOICE REQUIREMENTS

- It is the responsibility of the code firm to ensure that the approved FY2021 State Material Testing and Special inspection unit rates are applied. Rate sheet is attached.
- The invoice for the code firm must be separated into four (4) separate sections:
 - 1 - Code inspections
 - 2 - Special inspections and testing
 - 3 - Project management fee
 - 4 - Approved project budget and amount billed to the project to date.

Each of these sections must also have a sub-total for that section.
- Each invoice is required to identify the following four (4) items for each inspection being billed:
 - 1 - Report number and name (i.e., 'Code Report 1')
 - 2 - Inspection date
 - 3 - Duration of the inspection
 - 4 - Travel time and mileage for each inspection
- If a final inspection is called for, but re-inspection is required, please do not designate the inspection as a final inspection **on your invoice**. When a firm lists a billing as a final inspection, the contract is then closed by DFCM and no further invoices will be accepted for the project.

INSPECTOR CONDUCT & RESPONSIBILITY

- Approved drawings are to be on site for all inspections. Inspections are not to be performed unless the approved drawings and specifications are on site and at the inspector's access.
- All inspectors need to remember that they represent DFCM and the State of Utah.
- Inspectors are to be courteous and respectful at all times.
- When possible the inspector must be accompanied on the project by the superintendent or his designee.
- A copy of the inspection report is to be given to the project superintendent or his designee prior to leaving the job site. Other alternative arrangements may be made as long as the contractor has the inspection report that same day.

- Inspectors are authorized to spend sufficient time reviewing the approved construction drawings so that they can perform a competent and accurate inspection. However, excessive time adding charges to the project are subject to review and approval by the State Building Official.
- Inspectors should make every effort to be sure that the contractor understands inspection comments, and provide code references as requested.
- When it is determined that a project is in violation of the code or that the plans have not been followed, the code and special inspectors are not to design the fix. This is the responsibility of the designers of the building. However, the inspectors are required to explain the problem and the code requirement to the design team.
- Visits to a job site other than a requested inspection are not authorized without the express consent of the Building Official, or the DFCM Project Manager.

REPORTING

- Inspection reports are to be uploaded to EDMS within 48 hours of the inspection (this includes special inspection reports, concrete breaks, etc.). Reports sent after this time frame can result in costly mistakes and lost time. Reports uploaded after this period without approval from DFCM will impact the firms performance evaluation and possible removal from the project.
- Inspection reports need to indicate the time spent on the job. Time on the job can be rounded up to the nearest .5 hr. This provides payment for time spent while not on site answering questions about the job and related activities.
- All inspection reports are to be on the most current version of the report form as provided by DFCM.
- Modified inspection forms will not be accepted. Please do not place company logos on State Forms.
- All inspection reports will indicate the code firm submitting the report and the inspector performing the inspection.
- All reports are to be numbered. The numbers are to start at 001, 002 etc. for each category, including the special inspection reports.
- All comments are to be numbered. 1, 2, 3, etc.
- Comments being **approved** will be identified in the "Ok to Cover" line of the report such as "1-3 Ok to Cover"
- Likewise, comments **not approved** will be identified in the "Do Not Cover" and "Re- Inspection Required" lines such "4-5 Do Not Cover" or "4-5 Re-Inspection Required"
- Using the option "Proceed after completing items below" should be used very limited and cautiously.
- It is the inspector's responsibility to verify completion to DFCM.
- Reports will include all unresolved issues that have been previously listed on a report that have not been resolved. These issues are to remain on the inspection report until resolved. (example)
 - Example:**
 - Unresolved Issues:
 - a) Not ready. Call for a re-inspection once the system is complete and the contractors have verified the system is in working condition.
 - b) Provide evidence that the control wires installed in the above ceiling area are plenum rated.
- Comments need to be written in a sentence type form. These reports are being read by individuals that do not necessarily know construction lingo.

- Inspection report comments shall include the following information:
 - Reference plan sheet number and grid lines
 - Provide a detailed description of what was inspected
 - Provide a description of what was installed
 - Conclude if the work conforms to code and the approved drawings
- Comments noting a discussion with the contractor or architect are to be made as additional notes but not as an inspection comment. This information needs to be acknowledged, but should not be listed as something approved or as a deficiency.
- All reports are the property of the State of Utah and are to be treated and stored as such.
- They are not to be shared with outside jurisdictions, agencies, etc. unless expressed permission is granted by Patrick Tomasino, Thomas Peterson or the Director of DFCM.
- A part of the inspection firm's responsibility is to schedule inspections for both the code inspectors and the special inspection companies. The reason for this requirement is to:
 - Eliminate duplicate inspections and inspections which are not required to eliminate the waste of funds where possible
 - Coordinate inspections
 - Coordinate cylinder pickup with other inspections or inspectors where possible

SPECIAL INSPECTION AND TESTING REPORTS

- Inspection and test reports are to be sent to your specific project distribution list within 48 hours of the inspection (this includes Special inspection reports, concrete breaks, etc.).
- Special inspection firms need to coordinate their transmittal of reports to the code consultant so that the code consultant firms can comply with this requirement. Reports sent after this time frame can result in costly fixes and time down the road if problems are found too late.
- Special inspection reports are to be sent to the code consultant firm and they will review the report prior to uploading it to EDMS.
- All inspection reports need to indicate the following:
 - The code firm
 - The firm submitting the report
 - The inspector making the inspection
 - The DFCM project number
 - The DFCM Project Manager
 - The time the inspection starts and the time the inspection is concluded
 - The total time spent on the job
 - The total time of travel to and from the job
 - Reports are to be numbered
 - The date of the inspection
 - The weather and temperature
 - Include all unresolved issues that have been previously listed on a report that have not been resolved. These issues are to remain on the current inspection report until resolved.
- Unresolved issues that are resolved on a current inspection are to be identified as being resolved. They can then be removed from the next report. It is acceptable to provide on a monthly basis a list of unresolved issues. This list would need to be sent to the code consultant firm and they will review the list prior to distributing it to the distribution list. If there are not unresolved issues a report would then need to be provided indicating there were not outstanding issues.

- Comments need to be written in a sentence type form. Sometimes these reports are being read by individuals that do not necessarily know construction lingo. This does not apply to compaction and break reports.
- The comments on these reports shall include the following:
 - Define the scope of the inspection
 - Description of each item inspected
 - Reference to the pertinent plan sheet number, grid lines and room numbers
 - Include a statement that the work conforms to code and the approved drawings
 - Comments noting a discussion with the contractor or architect are to be made as part of the inspection report.
 - All reports are the property of the State of Utah and are to be treated and stored as such.
 - They are not to be shared with outside jurisdictions, agencies, etc. unless expressed permission is granted by Patrick Tomasino, Thomas Peterson or the director of the DFCM.

REPORT NAMING & UPLOADING

- All special inspection/testing firms are to send reports directly to the code firm. All Special inspection reports are to be reviewed by the code inspection firm before they are uploaded to EDMS. NO EXCEPTIONS.
- It is the responsibility of the inspection firm to sequentially number reports without reusing report numbers. The last number will be recognized by DFCM as the most recent report.
- Report file names and subject lines for the emails submitting reports must be consistent.
- Each report must have the following subject line when uploaded to EDMS:
 - “DFCM project number”, underscore, “DFCM name”, underscore, “CODE”, underscore, “Report Number”, underscore and “Date of Inspection”

Example:

CODE INSPECTION: 07261669_SLCC Service Building, CODE 001_07/16/08

SPECIAL INSPECTION: 03180520_Midway Fish Hatchery_WELDING_07/16/08

SPECIAL INSPECTION: 03180520_Midway Fish Hatchery_CONCRETE_07/16/08

FINAL INSPECTIONS

- It is the responsibility of the code firm to ensure that **PASSING FINAL INSPECTIONS** are identified on the accurately on both the report and the invoice.
 - Example:** “Code Report 20-Final Inspection”
- Final inspections that require re-inspection are NOT to be uploaded as a final inspection in EDMS. Upload these reports as a regular inspection until the final inspection has passed and the project is being recommended for occupancy upon the State Building Code Official’s approval.
- Please ensure that passing final inspection reports clearly state **“Project is complete, recommend that the State Building Official grant occupancy”**.
- The inspection firm’s responsibility and part of their management under contract with DFCM is to monitor reports and to identify the following:
 - Identify all non-compliance and code violation issues as noted by the special inspectors
 - E-mails containing special inspection reports with non-compliance and code violation issues are to be red flagged
 - Identify the course of action to be taken based on the code

- Indicate the party responsible to resolve the issue of non-compliance
- Collecting and uploading of all documents and reports required for Certificate of Occupancy is the responsibility of the code firm. You should not have the option to upload a final inspection until ALL of the EDMS documents required on the CO/Final tab in EDMS have been satisfied. Please **DO NOT** upload your passing final inspections as a regular inspection.

FY2021 DFCM CODE INSPECTION RATES

BUILDING, PLUMBING, MECHANICAL, & ELECTRICAL INSPECTIONS UNIT RATES

Code Inspections	\$78.00 per hour
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FY2021 DFCM SPECIAL INSPECTIONS & TESTING RATES

SOILS & AGGREGATES

In-place density tests (soils technician)	\$42.00 per hour
Proctor - Standard	\$112.00 each
Proctor - Modified	\$112.00 each
Atterberg Limits	\$42.00 each
Gradation Analysis (PI)	\$49.00 each

STRUCTURAL STEEL, WELDING, & FIREPROOFING

Structural Steel and Welding Special Inspector	\$56.00 per hour
Fireproofing Special Inspector	\$56.00 per hour
Fireproofing lab density	\$53.00 each

NON-DESTRUCTIVE TESTING

CWI	\$56.00 per hour
UT - Ultrasonic	\$56.00 per hour
MPT - Magnetic Particle	\$56.00 per hour
RT	\$112.00 per hour+materials

CONCRETE TESTING

ACI level I - Sampling Technician	\$42.00 per hour
ACI level II - ICC Special Inspector	\$56.00 per hour
Concrete Cylinder Compressive Strength	\$15.00 each
Concrete and Shotcrete Cores * Pre-approval Required*	Negotiated

MASONRY

ICC Special Inspector	\$56.00 per hour
Compression, Composite Prisms	\$56.00 each
Grout Compressive Strength	\$29.00 each

ASPHALT

Asphalt Inspector - Including Density Tests	\$43.00 per hour
Theoretical Maximum Specific Gravity (Rice)	\$120.00 each
Asphalt Cores	\$62.00 each
Burn-off Tests	\$150.00 each
Core Density	\$35.00 each
Field Marshall (3 specimen set)	\$105.00 per set
Field Marshall with Stability and Flow (3 specimen set)	\$170.00 per set

PROJECT ENGINEERING & MANAGEMENT *PRE-APPROVAL REQUIRED*

Engineering Technician	\$43.00 per hour
Staff Engineer	\$80.00 per hour
Professional Engineer (P.E.)	\$100.00 per hour

MISCELLANEOUS

Work Time: before 7am and after 5pm on weekdays	Regular Rate
Overtime: over 8 hours/day, Saturdays, Sundays, and Holidays	1.5 x hourly rate
Drive time including over 8 hours/day	Regular Rate
Swing Shift and Graveyard Shift	Regular Rate
Sample Pick-up	.50 x hourly rate

TRAVEL REIMBURSEMENT

Mileage	Per mile or current State of Utah rate
Time	Hourly inspector rate billed in .25 increments

PER DIEM *PRE-APPROVAL REQUIRED*

Daily Per Diem	Current State of Utah rate
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