



division of  
**Facilities Construction  
and Management**

**FY2022 Code Inspection Firm  
Pre-Qualification Mandatory Meeting**

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**INSPECTION SERVICES POLICIES**

**July 12, 2021**  
(Amended August 3, 2021)

Taylorsville State Office Building | 4315 S. 2700 W. – Taylorsville, Utah 84129

## DFCM CONTACTS

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## INCLUDED IN THIS POLICY

### **Code Inspection Firm Procurement for DFCM Project**

- Direct Award vs. Value Based Selection (VBS) Procurement
- FY2022 Project Location Map & Project Assignments
- Special Inspection Firm Procurement & Management Fee
- Agency Managed Projects
- **Contracts, Cost Proposals, Project Budgets & Cost Modifications**
- **DFCM Travel Reimbursement Policy**
- **Invoicing**
- DFCM Inspection Rates
- Invoice Submission, Monthly Statements & Invoice Detail Requirements

### **EDMS**

- Final/C.O. Tab

### **Inspector Conduct & Responsibility**

### **Reporting**

- Report Naming & Uploading
- Report Content & Final Code Inspection Reports

### **DFCM Performance Rating Form & Scoring Guidelines**

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## ATTACHMENTS

- FY2022 Inspection Rates
- DFCM Performance Rating Form & Scoring Guidelines
- DFCM Code Inspection Report Form

## CODE FIRM PROCUREMENT

DFCM projects are assigned a pre-qualified code inspection firm by way of 'Direct Award' or using the 'Value Based Selection' method (VBS).

- ✚ **DIRECT AWARD:** Projects with a testing and inspections budget of up to \$100,000 will have a pre-qualified code inspection firm selected and assigned via the 'Direct Award' process. When considering which firm to assign, the following are reviewed:
  - Code and special inspection firm location;
  - type and size of the project;
  - the code inspection firm's current DFCM workload and
  - if there are performance issues with the firm that have not been resolved.
- ✚ **VBS:** Projects with a testing and inspections budget of \$100,000 or more will cause all pre-qualified code inspection firms to be invited to submit a Project Management Plan and Statement of Qualifications in which each firm will provide detailed experience from past projects that are foundationally similar to the solicited DFCM project. Projects of this size require a unique selection process in which three selection committee members independently review and score each firm's Project Management Plan and Statement of Qualifications. Please note that each project has its own unique scoring criteria which will be detailed in the solicitation document emailed to the pre-qualified code inspection firms. Once the committee has scored each firm, the VBS Coordinator will then factor in each firm's DFCM performance rating score and the firm with the highest overall score will be said to provide the best value to the State. At that time DFCM will begin the contract process with the awarded firm.

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## SPECIAL INSPECTION FIRM PROCUREMENT & MANAGEMENT FEE

- ✚ **Special Inspection Firm Procurement:** Code inspection firms are responsible for acquiring the services of a pre-approved 'Special Inspections and Testing' (**SIT**) firm for all projects. The SIT firm will be a subconsultant of the code inspection firm and, therefore, the code inspection firm is responsible for managing SIT work. Management of the SIT firm includes, but is not limited to:
  - Scheduling SIT requests from the contractor
  - Reviewing for accuracy and timely uploading SIT reports to EDMS
  - Monitoring and managing SIT reports that are flagged in EDMS due to failures and recommending action for SIT which do not comply with code, approved plans and specifications, or DFCM standards.
  - Paying SIT firm invoices

- ✚ **Management Fee:** Compensation for management of the SIT firm to the code inspection firm is 10% of each SIT firm invoice, excluding travel charges. This management fee must be billed on the code inspection firm's invoice in which reimbursement for SIT work is also billed. A code inspection firm that does comply with SIT firm management requirements are not entitled to the 10 % management fee.

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## CONTRACTS, COST PROPOSALS, PROJECT BUDGETS & COST MODIFICATIONS

- ✚ **Contracts:** Award of projects to pre-qualified code inspection firm will be via a 'Professional Service Agreement' and sent to the code inspection firm's designated signature authority in AdobeSign. Contracts are only considered executed when a Notice to Proceed is issued.
- ✚ **Cost Proposals:** Only projects with an inspections budget of \$100,000 or more that are awarded through the VBS process require a cost proposal submitted to DFCM before a contract will be issued. Cost proposals are due to DFCM within 10 days of availability of approved plans and specifications.
- ✚ **Project Budgets:** Projects awarded to code inspection firms via Direct Award are issued a contract for a 'Not to Exceed' amount of 1% of the construction contract and for at least \$1,000. Upon receipt of the 'Final Code Inspection' invoice, DFCM will issue an amendment to remove the remaining funds from the contract and the contract will be closed.
- ✚ **Cost Modifications:** If at any time the code inspection firm finds that the expense is going to exceed the contract amount, the code inspection firm must request a cost modification for additional contract funds from DFCM via email. In the emailed request please include a cost estimation for the remainder of the project. Cost modifications MUST be submitted prior to billing DFCM in excess of the current contract amount. The State of Utah Division of Finance will not issue payment of an invoice that exceed the remaining amount of a contract. DFCM is not responsible for monitoring the availability of contract funds or to ask the code inspection firm to submit a modification request.

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## TRAVEL REIMBURSEMENT POLICY

- ✚ Code and special inspection firms should bill for reimbursement of travel time and miles to and from an inspection site. The following is the DFCM Travel Reimbursement Policy:
- ✚ Code and special inspectors shall bill their approved hourly inspector rate for the drive time traveled to and from an inspection site. Drive time should be billed in increments of .25 of an hour.

- 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.
  - ✚ Code and special inspectors shall \$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.
  - Inspectors shall take the most cost-effective route to the project, considering time and distance.
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## INVOICING

- ✚ **DFCM Inspection Rates:** It is the responsibility of the code inspection firm to ensure that the 'DFCM Code & Special Inspection Rates - FY2022' are accurately applied to all invoices. Full rates sheet attached.

### **Invoice Submission, Monthly Statements & Invoice Detail Requirements**

**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](mailto:dfcmcontracts@utah.gov).

- 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, 2021 must be billed to DFCM no later than June 15th, 2021.
- Before any inspection is billed to DFCM, the inspection report must be uploaded to EDMS. DFCM reserves the right to decline payment of services which are not invoiced in a timely manner and/or do not have reports uploaded to EDMS for which they are billing.
- If a code inspection firm is including the cost of a SIT firm invoice with on their monthly invoice the SIT firm's invoice must be attached to the code inspection firm's invoice Please do not attach any code or SIT reports to your invoices.
- If no code inspection firm has been assigned to a project, the assigned SIT firm shall submit their invoices directly to DFCM following the same requirements listed.

**Monthly Statements:** A monthly statement must also be submitted each month listing any past due DFCM invoices. Providing DFCM with timely information on past due charges is the responsibility of the firm.

**Invoice Detail Requirements:** All invoices shall contain the following information:

- One section listing all code inspections performed for the billed month – include a section subtotal.
- One section listing all special inspections performed for the billed month – include a section subtotal.

- Approved contract budget and the amount that has been billed to date.
  - Project management fee for the billed month.
  - Code and SIT information to be listed on the invoice:
  - Inspection report type and number – “Code Inspection #1”. If the **Final Code Inspection** report in which the code inspection firm is recommending final approval by the Building Code Official, please clearly document it on the invoice. **Failed** Final Code Inspection reports are **not** to be listed as or uploaded to EDMS as a final report. When a final inspection invoice is received the contract will be closed by DFCM and no further invoices will be accepted.
  - Inspection date.
  - Inspection duration – actual time at the project site being billed.
  - Total travel time to and from the inspection site for that day, and the dollar amount being billed for the travel time at the corresponding inspector’s hourly rate.
  - Total miles traveled to and from the inspection site for that day, and the dollar amount being billed for the miles calculated at \$0.49/per mile.
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## EDMS

- ✚ 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 Code firms will receive notification of the projects they have been assigned by an automated email notification from EDMS.
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## 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.
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## 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 firm's 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 as "4-5 Do Not Cover" or "4-5 Re-Inspection Required".
- ✦ 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.

- ✚ 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.

### **Special Inspection & Testing Reports:**

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.
- ✚ 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 inspection 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 breakreports.

- ✚ 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 Code Inspection Reports**

- ✚ 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.
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### **DFCM PERFORMANCE RATING FORM & SCORING GUIDELINES**

- ✚ All contracts issued by DFCM will be evaluated using the attached DFCM Performance Rating Guidelines. The average of all of the firm's ratings will be recorded by DFCM and kept on file for 5 years.
- ✚ If a firm chooses to submit on a VBS solicitation for code inspection services, their average performance score will be included as part of their overall score for that project.
- ✚ Any firm scoring below a 4 on any contract is at risk of being removed from the pre-qualified list at the discretion of the DFCM management.



**FY2022 DFCM CODE INSPECTION RATE**

**BUILDING, PLUMBING, MECHANICAL, & ELECTRICAL INSPECTIONS UNIT RATE**

Code Inspections	\$78.00 per hour
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**FY2022 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**

<b>Administrative Time (clerical/administrative time spent collecting EDMS documents required for project closeout)*</b>	<b>\$30.00</b>	<b>per hour / maximum of \$150.00 per project unless otherwise approved</b>
Work Time: between 7am and 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	\$0.49 Per mile
Time	Hourly inspector rate in .25 increments

**PER DIEM \*PRE-APPROVAL REQUIRED\***

Daily Per Diem	In compliance with the current Utah Code
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\*Added effective 8.16.2021. Please call or email dfcmcontracts@utah.gov if clarification is needed.

Please list as 'Administrative Time' on invoices.



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## **DFCM Inspections Contract Performance Rating Guidelines**

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The Division of Facilities Construction and Management (DFCM) uses a rating scale of 1.00-5.00 to evaluate each contract based on the firms performance. All Code Inspection Services contract ratings will start with an overall score of 5.00. Based on the information below, contracts are subject to point deductions throughout the duration of the project\*.

The following criteria will receive a maximum of 5.00 points per section:

### **Section 1: Budget Control**

Firms will be evaluated based on how efficiently they manage the budget the project has been given.

This includes, but is not limited to:

- a. Requesting contract increases via email before billing over the executed contract amount. Please note that invoices that exceed the contract amount are not payable per the State of Utah Division of Finance.  
*(.10 deduction per occurrence\*)*
- b. Billing the approved rates for services and travel based on the current DFCM Code Inspection Rates. These rates can be found on the [dfcm.utah.gov](http://dfcm.utah.gov) website under 'Building Code Official'.  
*(.25 deduction per occurrence\*)*

### **Section 2: Invoice Accuracy**

- c. The current DFCM Inspection Services Policy provides the 'Invoice Requirements' each invoice must include.  
*(.10 deduction per occurrence\*)*
- d. All reports billed on a given invoice must be uploaded to EDMS prior to submitting the invoice.  
*(.10 deduction per occurrence\*)*  
DFCM's policy states that all travel and work performed in a calendar month must be invoiced by the 15<sup>th</sup> of the following calendar month.  
*Example: Travel and work for January 1<sup>st</sup> – January 31<sup>st</sup> must be invoiced for and sent to DFCM by February 15<sup>th</sup>*  
*(.25 deduction per occurrence\*)*

The DFCM Building Code Officials will rate firms a maximum of 5.00 points for each of the following criteria. Standard point deductions have not been set for these criteria and will be rated at the Building Code Officials discretion.

### **Section 3: Quality of reports**

### **Section 4: Overall performance on the project**

Point totals for all criteria will be averaged to provide the firm with their final score for the project and recorded in the DFCM performance rating database. Performance Ratings are used in the scoring process when selecting firms for projects being awarded through the VBS (Value Based Selection) process.

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*\*The scoring guidelines above are at the discretion of the DFCM scoring parties and subject to adjustment.*



# State of Utah

Division of Facilities Construction and Management  
4110 State Office Building Salt Lake City, Utah 84114  
Phone: 801-538-3018 Fax: 801-538-3267

## Inspection Report No.

### Inspection Report

Project Name \_\_\_\_\_  
DFCM Project No. \_\_\_\_\_  
Architect \_\_\_\_\_  
DFCM Project Manager \_\_\_\_\_  
Contractor \_\_\_\_\_  
Inspection Firm: \_\_\_\_\_

Date \_\_\_\_\_  
Time \_\_\_\_\_  
Temp: \_\_\_\_\_  
Inspection duration: \_\_\_\_\_  
Trip Charge Amount: \_\_\_\_\_  
Inspector \_\_\_\_\_

INSPECTOR ACCOMPANIED BY: \_\_\_\_\_

AREA INSPECTED: \_\_\_\_\_

TYPE OF INSPECTION: \_\_\_\_\_

#### ACTION RECOMMENDED:

_____	Ok to cover	_____	Proceed after completing items below
_____	Do not cover	_____	Re-Inspections
_____	Partial Approval of	_____	
_____	Other action	_____	

#### COMMENTS:

#### OUTSTANDING ISSUES:

Cc: