



division of
**Facilities Construction
and Management**

**DFCM Inspection Services Policy Manual for
Code and Special Inspection & Testing Firms**

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INCLUDED IN THIS POLICY

- **Code Inspection Firm Procurement for DFCM Project**
- Direct Award vs. Value Based Selection (VBS) Procurement
- **EDMS Project Assignment**
- **Approved Special Inspection Firms, Material Testing Laboratories, & Special Inspectors**
- Special Inspection Firm Procurement & Management Fee
- **Project Budgets, Purchase Orders, Contracts, & Cost Modifications**
- **DFCM Travel Reimbursement Policy**
- **Invoicing**
- Current DFCM Inspection Rates
- Invoice Submission, Monthly Statements & Invoice Detail Requirements
- **Inspector Conduct & Responsibility**
- **Reporting**
- Report Naming & Uploading
- Report Requirements & Content
- Final Code Inspection Reports

LINKS & ATTACHMENTS

- The following can be found on the [Building Official page of the DFCM website](#):
- Current DFCM Inspection Rates
- DFCM Code Inspection Report Form
- DFCM Inspection Request Policy
- DFCM Building Officials Assignment Areas
- Links to FY2025 Funded [Improvement](#) & [Development](#) Projects

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 inspection budget of up to \$150,000 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 \$150,000 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 compile all scores 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.

PROJECT ASSIGNMENT VIA EDMS

✚ Firms will receive notification of the projects they are assigned by automated email notification. The EDMS 'Project Information Sheet' tab will contain contact information for the contractor, the inspections budget, and purchase order or contract number.

✚ 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.

APPROVED SPECIAL INSPECTION FIRMS, MATERIAL TESTING LABS, & SPECIAL INSPECTORS

▪ **Special Inspection Firm Procurement:** Code inspection firms are responsible for acquiring the services of a DFCM approved 'Special Inspections Firm and Material Testing Laboratory (SIT) firm for all DFCM projects. Please see the **Application for**

DFCM Approved Special Inspection Firm, Material Testing Laboratories, and Special Inspectors packet found on the [Building Official page of the DFCM website](#) for instructions and requirements.

- 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
 - Managing SIT reports flagged in EDMS due to failures and recommending action for SIT which do not comply with code, approved plans, specifications, or DFCM standards.
 - Paying SIT firm invoices
- ✚ **Management Fee:** Code inspection firm compensation for management of the SIT firm is 10% of the SIT firm work, which **excludes travel charges**. The 10% management fee must be billed on the code inspection firm's invoice in which reimbursement for SIT work is being billed. Code inspection firms that do not perform SIT firm management are not entitled to the 10 % management fee.

PROJECT BUDGETS, PURCHASE ORDERS, CONTRACTS, & COST MODIFICATIONS

- ✚ **Project Budgets:** DFCM generally sets the project testing and inspections budget at 1% of the construction budget and for a minimum of \$1,000.

- ✚ **Purchase Orders & Contracts:** Award of projects to pre-qualified code inspection firms will be via a purchase order or contract (Professional Service Agreement).

Purchase Orders:

Budgets up to \$10,000. No cost proposal or signature required.

Contracts:

Budgets over \$10,000. Cost proposal required.

Contract will be sent to the code inspection firm's designated signature authority via Adobe Sign. Contracts are only considered executed when a Notice to Proceed is issued. Cost proposals are due within 10 days of the availability of approved plans and specifications.

- ✚ **Cost Modifications:** If at any time the code inspection firm finds that the expense is going to exceed the budget amount, the code inspection firm must request a cost modification for additional 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 exceeds the budget amount. DFCM is not responsible for monitoring the availability of funds or to ask the

code inspection firm to submit a modification request.

DFCM 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. Travel time should be billed in increments of 15 minutes or .25 of an hour.
 - Travel time does not include stops, including but not limited to Code and special inspectors shall \$0.62 per mile for the distance traveled to and from an inspection site. Distance does **not** include additional mileage incurred for travel stops, fueling, meals, other breaks, vehicle breakdown and/or repairs, and traffic violation stops.
 - Inspectors shall take the most cost-effective route to the project, considering time and distance.

INVOICING

- ✚ **DFCM Inspection Rates:** It is the responsibility of the code inspection firm to ensure that the current DFCM Code & Special Inspection Rates are accurately applied to all invoices. Rates sheet is attached.
- ✚ **Invoice Submission, Monthly Statements & Invoice Detail Requirements:**
 - 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.
 - 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, 2024 must be billed to DFCM no later than June 15th, 2024.*
 - 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.
 - When submitting a final invoice, make sure the invoice clearly states '**FINAL**'. This tells DFCM that no more invoices will be submitted for the corresponding project and the

PO or contract can be closed.

- A monthly statement must also be submitted if there are any past due DFCM invoices. Providing DFCM with timely information on past due charges is the responsibility of the firm.
- invoices shall contain the following information:
- Labeling an invoice when uploading to portal:

PO/Contract number-Project Number-Invoice Number-Month and Year

Example: **PO 123456-24012345-Inv#123456-Mar 2024**

- One section listing all code inspections performed for the billed month – include a section subtotal.
- One section listing special inspections performed for the billed month. Include a section subtotal.
- 10% project management fee for the billed month.
- Approved contract budget and the amount that has been billed to date.
- Code and SIT information to be listed on the invoice:
- Inspection report type and number, “Code Inspection #1”.
- 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 \$0.62/per mile.

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

✚ Report Naming & Uploading:

- 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.
- 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 Project Name_(underscore)_Report Type_(underscore)_Report Number_(underscore)_Date of Inspection

Example:

21253520_SLCC Business Building_CODE_005_07302024

21253520_SLCC Business Building_WELDING_002_08052024


✚ Report requirements and content:

- 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.
- 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 reports are to be numbered. The numbers are to start at 001 for each type.
- 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.
- Comments need to be written in a sentence type form. These reports are being read by individuals that do not necessarily know construction lingo. **Example:** *“Provide evidence that the control wires installed in the above ceiling area are plenum rated.”*

 **Code Inspection reports shall include the following information:**

- The DFCM project name and number.
- Inspector making the inspection.
- The date, the time the inspection starts, and the time the inspection is concluded.
- The total time spent on the job.
- Weather/temperature.
- Inspection reports need to indicate the time spent on the job. Time on the job should be billed in increments of 15 minutes or .25 of an hour.
- 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.
- 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.
- 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.

 **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.
- Special inspection firms need to coordinate their transmittal of reports to the code

consultant so that the code consultant firms can review the report and upload it EDMS within the 48-hour upload requirement. Reports sent after this time frame can result in costly fixes and time down the road if problems are found too late.

✚ All special inspection reports shall include the following information:

- The DFCM project name and number.
- The date of the inspection.
- The code inspection firm.
- The firm submitting the report.
- The inspector making the inspection.
- 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.
- Weather/temperature.
- Reports number.
- 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: 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:
 - α Define the scope of the inspection.
 - α Description of each item inspected.
 - α Reference to the pertinent plan sheet number, grid lines and room numbers.
 - α Include a statement that the work conforms to code and the approved drawings.
 - α Comments noting a discussion with the contractor or architect are to be made as part of the inspection report.
- The code inspection firm's responsibility and part of their special inspection firm management responsibility under contract with DFCM is to monitor all reports and to identify the following:
 - α Identify all non-compliance and code violation issues as noted by the special

inspectors.

- α Identify the course of action to be taken based on the code.
- α Indicate the party responsible to resolve the issue of non-compliance.
- α E-mails containing special inspection reports with non-compliance and code violation issues are to be red-flagged.

 **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:

Report: **21253520_SLCC Business Building_FINAL CODE_005_07302024**

Invoice: **Code Report 005-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”**.

-  All code and special inspection 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 a Building Code Official or the Director of DFCM.



FY2024 CODE & SPECIAL INSPECTIONS AND TESTING RATES

BUILDING, PLUMBING, MECHANICAL, & ELECTRICAL INSPECTIONS UNIT RATE	
Code Inspections	\$86.00 per hour
SOILS & AGGREGATES	
In-place density tests (soils technician)	\$46.00 per hour
Proctor - Standard	\$118.00 each
Proctor - Modified	\$118.00 each
Atterberg Limits	\$46.00 each
Gradation Analysis (PI)	\$54.00 each
STRUCTURAL STEEL, WELDING, & FIREPROOFING	
Structural Steel and Welding Special Inspector	\$72.00 per hour
Fireproofing Special Inspector	\$60.00 per hour
Fireproofing lab density	\$57.00 each
NON-DESTRUCTIVE TESTING	
CWI	\$60.00 per hour
UT - Ultrasonic	\$60.00 per hour
MPT - Magnetic Particle	\$60.00 per hour
RT	\$112.00 per hour+materials
CONCRETE TESTING	
ACI level I - Sampling Technician	\$46.00 per hour
ACI level II - ICC Special Inspector	\$60.00 per hour
Concrete Cylinder Compressive Strength	\$20.00 each
Concrete and Shotcrete Cores * Pre-approval Required*	Negotiated
MASONRY	
ICC Special Inspector	\$60.00 per hour
Compression, Composite Prisms	\$60.00 each
Grout Compressive Strength	\$32.00 each
ASPHALT	
Asphalt Inspector - Including Density Tests	\$47.00 per hour
Theoretical Maximum Specific Gravity (Rice)	\$120.00 each
Asphalt Cores	\$65.00 each
Burn-off Tests	\$150.00 each
Core Density	\$39.00 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	\$47.00 per hour
Staff Engineer	\$84.00 per hour
Professional Engineer (P.E.)	\$105.00 per hour
MISCELLANEOUS	
Administrative Time (clerical/administrative time spent collecting EDMS documents required for project closeout)*	\$30.00 per hour / maximum of \$150.00 per project unless otherwise approved
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	\$0.62 per mile or current approved State Travel rate
Time	Hourly inspector rate in .25 increments
PER DIEM *PRE-APPROVAL REQUIRED*	
Daily Per Diem	In compliance with the current State Travel Rate