

## Request for Qualifications (RFQ) for Ad Hoc Building Inspector Services

Candler County, Georgia

Date: November 8, 2024

### I. Introduction

Candler County, Georgia, is seeking to retain the services of a qualified and experienced ad hoc building inspector to assist with the inspection of construction projects within the county. The purpose of this RFQ is to identify and select a professional who will work with the County on an as-needed basis to ensure that construction projects comply with all applicable local, state, and federal building codes and regulations.

### II. Scope of Work

The selected Building Inspector will be responsible for performing the following duties:

1. Conducting inspections of residential, commercial, and industrial buildings to ensure compliance with construction, electrical, plumbing, mechanical, and energy codes.
2. Verifying that construction work adheres to approved plans, specifications, and permits issued by Candler County.
3. Reporting findings, issuing inspection notices, and documenting all inspections and follow-up actions in compliance with Candler County's procedures.
4. Collaborating with County officials, contractors, architects, and property owners to clarify code requirements and resolve any compliance issues.
5. Providing written reports, as needed, to support enforcement actions or communicate findings to County officials.

### III. Minimum Qualifications

Candidates must meet the following minimum qualifications:

1. Experience: At least five (5) years of experience in building inspection, code enforcement, or construction management.
2. Certifications: Possession of current International Code Council (ICC) certifications in areas such as building inspection, electrical inspection, plumbing inspection, and/or mechanical inspection is highly preferred.
3. Knowledge of Local Codes: Familiarity with Candler County's local building codes and state building regulations applicable to Georgia.
4. Licensing: Must be licensed in the State of Georgia to perform inspections or hold equivalent qualifications.
5. Communication Skills: Strong verbal and written communication skills for effective interaction with county staff, contractors, and the public.
6. Availability: Ability to provide services on an as-needed basis, often with short notice.

#### IV. Submission Requirements

Interested applicants should submit a qualifications package that includes:

1. Cover Letter: A statement of interest detailing the applicant's qualifications, availability, and experience related to building inspection.
2. Resume: A current resume that highlights relevant experience, certifications, and any special skills pertinent to the scope of work.
3. References: Contact information for at least three (3) professional references who can attest to the applicant's experience and performance in similar roles.
4. Proof of Certifications and Licensing: Copies of any relevant ICC certifications, Georgia licenses, or other credentials that support the applicant's qualifications.
5. Fee Schedule: An outline of hourly rates and any other fees associated with services on an ad hoc basis.

#### V. Evaluation Criteria

Candler County will evaluate submissions based on the following criteria:

1. Relevant Experience (40%): The extent and depth of the applicant's building inspection and code enforcement experience.
2. Certifications and Licensing (25%): Possession of required certifications, licenses, and proof of relevant qualifications.
3. References (15%): Quality and relevance of professional references.
4. Cost (10%): Competitiveness and reasonableness of the proposed fee schedule.
5. Availability and Responsiveness (10%): Ability to provide services on an ad hoc basis and responsiveness to county needs.

#### VI. Submission Instructions

All qualifications packages must be received by 3:00 p.m. on December 20, 2024 to:

Candler County Board of Commissioners  
Attn: Crystal Rader, Zoning Administrator  
1075 E Hiawatha St, Suite A  
Metter GA 30439

#### VII. Terms and Conditions

- Candler County reserves the right to reject any or all submissions, cancel the RFQ, or request additional information as deemed necessary.
- This RFQ does not constitute a contract or offer of employment.
- All costs incurred by the applicant in responding to this RFQ are the responsibility of the applicant.

## VIII. Contact Information

For questions or further information, please contact:

Crystal Rader, Zoning Administrator  
912.685.2835  
crader@candlerco-ga.gov

Candler County looks forward to receiving qualifications from professionals who are committed to maintaining high standards in building inspection and code enforcement.