

**NOTICE OF  
REQUEST FOR PROPOSALS  
FOR  
COMPREHENSIVE FEE STUDY FOR CONSTRUCTION STANDARDS FEE  
October 19<sup>th</sup>, 2017**

Cabarrus County is currently requesting proposals for a Comprehensive Fee Study for the Construction Standards, Planning, Zoning and Fire Prevention Divisions. Cabarrus County is in the Charlotte-Concord-Gastonia MSA which has experienced rapid growth in the past five years in all types of construction. Cabarrus County is currently home to approximately 201,000 residents. **All proposals will be due by 5 pm on November 15<sup>th</sup>.**

**I. Proposed Scope of Work**

The County is seeking a qualified candidate to prepare a comprehensive fee study of the County's existing fee schedules and rate structures for Construction Standards, Planning, Zoning and Fire Prevention services. The scope of work shall include:

- A. Conduct a comprehensive review of the County's existing fee schedule and rate structure, (See Attachment A – highlighted sections) for Construction Standards, Planning, Zoning and Fire Prevention and associated technology fees and produce recommendations for simplifying the system.
- B. Meet with County staff to conduct interviews where appropriate to gain a better understanding of the County's existing fee structure, County's policies and operations.
- C.. Prepare description of improvements covered under each fee category.
- D. Identify the total cost of providing each County service at the lowest reasonable activity level consistent with all applicable North Carolina laws, statues, rules and regulations governing such fees and rates.
- E. Compare the County's current rates with existing cost recovery levels.
- F. . Identify and recommend services for which the County is not currently charging, but for which it could legally recover. A list of new fees identified by County staff is included as Attachment B.
- G.. Recommend appropriate fees and service charges where full cost recovery might be unrealistic or undesirable.
- H. Prepare a detailed report that identifies each service, its full cost, current and recommended cost recovery levels. This report shall also identify the direct cost, the indirect cost, and the overhead cost for each service; and provide a model for adjusting these fees and rates for the County's current and future needs.
- I.. Prepare a report that identifies the present fees, recommended fees, modified fee

structure, percentage change, cost recovery percentage, revenue Impact and fee comparison with other comparable North Carolina counties.

J. Present initial findings and recommendations to the County staff team, and make any necessary adjustments as approved and requested by the County.

K. Prepare and deliver presentation(s) to the Cabarrus County Board of Commissioners to facilitate an understanding of the plan and recommendations, as well as its implications, for discussion and possible recommendations.

L. Provide the County with an electronic copy of the final comprehensive study, including related schedules and cost documentation in MS-Word or MS-Excel (but not pdf) format that can be edited and updated by County staff to accommodate changes in the organization or changes in costs. Develop or modify the existing model for adjusting fees and rates to include the addition of hypothetical service area information for future service enhancements. The electronic version shall also be capable of calculating the estimated costs of providing the service under consideration (scenario and "what if" analyses).

M. Provide on-site training to enable County staff to update fees on an annual basis.

## **II. Submittal Requirements**

The County is requesting **five (5) copies** of a Proposal with no more than 15 pages containing the following information:

A. Relevant Experience: Describe your experience and expertise in the area of financial consulting for similar fee study projects including:

1. Identity the clients/jurisdictions you have previously represented.
2. Discuss your firm's experience in conducting similar assignment; provide examples of past related work performed and information about the scope of such assignment. Contact names and telephone numbers for three to five references shall also be included.
3. Provide resume(s) of principal(s) who would provide the requested services and other pertinent staff who may provide support.
4. Provide a brief description of the suggested approach and timeline for conducting an assignment of this type.

B. Scope of Work: Prepare a Scope of Work in general conformance with Section I outlined above.

C. Budget: All proposals must provide a proposed schedule of fees, which itemize the cost for each task or phase listed in the Scope of Work, including hourly time charges for each class of personnel to be used if work is to be charged on an

hourly basis. If charges will be based on hourly time charges, a fee cap should be included with the proposal. Include proposed charges for travel, printing, or other related expenses.

Budget proposal must be segregated as follows:

- a. Construction Standards
- b. Planning and Zoning
- c. Fire Prevention

**Proposals should be submitted to the following location by 5 pm on Wednesday, November 15th:**

Mailing address:

Cabarrus County Planning and Development Department  
Kelly Sifford, Planning and Development Director  
P.O. Box 707  
Concord, NC 28026

Or

Direct Delivery address:

Cabarrus County Planning and Development Department  
Kelly Sifford, Planning and Development Director  
65 Church St. SE  
Concord, NC 28025

Or

Emailed to:

[kfsifford@cabarruscounty.us](mailto:kfsifford@cabarruscounty.us)

**Any questions regarding the submittal should be directed to Kelly Sifford at 704-920-2142 or emailed to [kfsifford@cabarruscounty.us](mailto:kfsifford@cabarruscounty.us)**

### **III. Selection Process**

The selection process will proceed as follows:

A. Based upon the submitted written responses to this RFP, the County staff team shall review and rank the Proposals according to the following criteria:

1. The firm's past experience and results on relevant projects within comparable entities (35%)

2. The quality and experience of the project manager and key staff persons who will be working on potential projects (35%)
3. The firm's cost competitiveness (20%)
4. The firm's ability to meet standard County contract requirements (10%)

The County shall not discriminate against any firm or individual on the grounds of race, creed, color, sex, age, disability or national origin in the selection of a Consultant. The County reserves the right to reject any and all proposals at its discretion.

# Appendix A

## Schedule A - New Construction / Demolition

### General

Value of Construction	Permit Fee
\$0 - \$15,000:	\$77.25
\$15,001 - \$25,000:	\$116.39
\$25,001 - \$40,000:	\$181.28
\$40,001 - \$50,000:	\$224.54

Estimated construction cost above \$50,000 will be charged and additional \$3.00 per additional \$1,000.00 building value, plus 3% technology fee.

\*Estimated cost for residential construction will be based on the total cost of construction or \$55.00 per square foot of heated space and \$25.00 per square foot of unheated space whichever is greater. A \$10.00 surcharge will be added to these permits as required by the "Homeowner's Recovery Fund".

### Other New Construction Fees

Mobile Home:	\$103.00
Daycare/Group Care/Foster Care Home Inspection:	\$103.00
ABC Permit:	\$103.00
Temporary Construction Trailer Permit:	\$103.00
Replacement Building Permit Cards:	\$3.00
Retaining Wall Permit:	\$25.75

### Plan Review And General Policy

Plan Review - \$51.50 base fee plus .0309/square foot

**Callback Fee Commercial:** \$50.00 for the first re-inspection, \$100.00 for the second re-inspection and \$125.00 for each additional re-inspection.

**Callback Fee Residential:** \$100.00 for the first re-inspection and \$125 for each additional re-inspection.

**Other Building Permit Fees:** Special event tents (for religious, exhibition, political, amusement or commercial purposes) - \$25.75 per tent.

**Certificate of Occupancy for Existing Building - \$20.00:** For businesses who locate in an existing commercial building where no construction occurs in preparation to operate a business. **This Certificate of Occupancy shall be issued only after approval from the applicable zoning, building inspection, fire, health, engineering and state agencies having jurisdiction.**

### **Water & Sewer Authority of Cabarrus County Capital Recovery Fees**

## Schedule B

Information on fees related to building permits for the alteration, demolition, remodel, removal, repair, re-roofing or reconstruction of any structure. This schedule also applies to accessory buildings.

### General

<b>Value of Construction</b>	<b>Permit Fee</b>
0 - \$ 1,000:	\$ 25.75
\$ 1,001 - \$ 5,000:	\$ 36.05
\$ 5,001 - \$ 15,000:	\$ 77.25

Estimated construction cost above \$15,000 will be charged an additional \$3.00 per additional \$1,000 value, plus 3% technology fee.

**Callback Fee Commercial:** \$50.00 for the first re-inspection, \$100.00 for the second re-inspection and \$125.00 for each additional re-inspection.

**Callback Fee Residential:** \$100.00 for the first re-inspection and \$125 for each additional re-inspection.

<b>Unit/Fixture Description</b>	<b>Fee</b>
A/C Units - 1 hp to 5 hp	
Greater than 5 hp constitutes an additional unit	\$ 36.05
Heating Units - 0 to 150,000 BTU	
Greater than 150,000 BTU constitutes an additional unit	\$ 36.05
Gas Piping	\$ 25.75
Boilers (150,000)	\$ 25.75
Thru-wall Heating and Cooling Units	\$ 25.75
Wall Furnace, Floor Furnace, and Unit Heaters	\$ 25.75
Commercial Exhaust Hoods	\$ 51.50
Commercial Dryers	\$ 51.50
Replace Heating 0 (15,000-5t) (no duct work)	\$ 25.75
Cooling	\$ 25.75
Fan Coil (Heating and/or Cooling)	\$ 25.75
Conversion Burner (150,000)	\$ 25.75
Refrigeration	\$ 51.50
Duct Work	\$ 25.75
Replace Heat	\$ 25.75
Replace Air	\$ 51.50

**Callback Fee Commercial:** \$50.00 for the first re-inspection, \$100.00 for the second re-inspection and \$125.00 for each additional re-inspection.

**Callback Fee Residential:** \$100.00 for the first re-inspection and \$125 for each additional re-inspection.

All commercial mechanical permits will be based on estimated cost. New construction shall be calculated using the **Construction Schedule A**.

Commercial up-fits shall be calculated using the Construction Schedule B. The minimum fee for any mechanical permit shall be \$25.75.

<b>Size or Type of Service</b>	<b>Fee</b>
60 Ampere Service	\$ 41.20
100 Ampere Service	\$ 41.20
125 Ampere Service	\$ 41.20
150 Ampere Service	\$ 46.35
200 Ampere Service	\$ 56.65
225 Ampere Service	\$ 66.95
250 Ampere Service	\$ 77.25
275 Ampere Service	\$ 82.40
300 Ampere Service	\$ 87.55
325 Ampere Service	\$ 92.70
350 Ampere Service	\$ 92.70
400 Ampere Service	\$ 123.60
Saw Service	\$ 41.20
Pools Grounding and Wiring	\$ 41.20
Well Services and Signs	\$ 41.20
Change of Service Up to 200 amps service	
Above 200 amps is based on size of service	\$ 41.20
HVAC Wiring	\$ 41.20
LCD's per Residence	\$ 41.20
Misc Electrical Repair/ADD	\$ 41.20
Temporary Power	\$ 128.75



Means of calculating a greater rating shall be \$123.60 for the first 400 amperes plus .25 per each additional ampere. Callback Fee Commercial: \$50.00 for the first re-inspection, \$100.00 for the second re-inspection and \$125.00 for each additional re-inspection.

**Callback Fee Commercial:** \$50.00 for the first re-inspection, \$100.00 for the second re-inspection and \$125.00 for each additional re-inspection.

**Callback Fee Residential:** \$100.00 for the first re-inspection and \$125 for each additional re-inspection.

All commercial electrical permits for new construction or new projects shall be calculated using the **Construction Schedule A** when amperage is not applicable. When amperage is applicable, the Electrical and Mobile Home Permit fee schedule shall apply.

All commercial electrical permits for existing buildings, or for projects where any previous construction has occurred, or for the alteration, demolition, remodel, removal, repair, re-roofing, up-fit, or reconstruction of any commercial structure or project, shall be calculated using the **Construction Schedule B**.

All commercial electrical permits will be based on estimated cost.

New construction shall be calculated using the **Construction Schedule A**. Commercial up-fits shall be calculated using the **Construction Schedule B**.

**The minimum fee for any electrical permit shall be \$41.20.**

<b>Fixtures</b>	<b>Fee</b>
First Fixture	\$ 7.21
Each Additional Fixture	\$ 5.15
Water Heater Replacement	\$ 15.45
Water Service	\$ 15.45
Sewer Service	\$ 15.45
Water and Sewer Service	\$ 20.60
Fire Sprinkler	\$ 12.36 plus .0103 per sq. ft.

Moved House	\$ 22.66 plus \$20.60 W&S
Modular Home or Office	\$ 22.66 plus \$20.60 W&S
Water Softener	\$ 15.45
Back Flow	\$ 15.45
Pressure Reducing Valve	\$ 15.45
Irrigation	\$ 15.45

Water and Sewer Permit is required for new mobile home spaces. All new lines must be inspected before they are covered.

**Commercial Call Back Fee:** \$50.00 for the first re-inspection, \$100.00 for the second re-inspection and \$125.00 for each additional re-inspection.

**Residential Call Back Fee:** \$100.00 for the first re-inspection and \$125 for each additional re-inspection.

Fire Sprinkler permits for a single family residence or townhouse are \$150.00 each.

All Commercial plumbing permits will be based on estimated cost.

New Construction shall be calculated using the [Construction Schedule A](#).

Commercial up-fits shall be calculated using the [Construction Schedule B](#).

**The minimum fee for any plumbing shall be \$15.45.**

## Plumbing And Fire Sprinkler Permit

### Fixtures

#### Fee

First Fixture

\$ 7.21

Each Additional Fixture

\$5.15

Water Heater Replacement

\$ 15.45

Water Service

\$15.45

Sewer Service

\$15.45

Water and Sewer Service

\$20.60

Fire Sprinkler

\$ 12.36 plus .0103 per sq. ft.

Moved House

\$ 22.66 plus \$20.60 W&S

Modular Home or Office

\$ 22.66 plus \$20.60 W&S

Water Softener

\$15.45

Back Flow

\$15.45

Pressure Reducing Valve

\$ 15.45

Irrigation

\$15.45

# Planning and Zoning Fee Schedule

<b>PLANNING AND ZONING ITEM</b>	<b>FEE RATE</b>
Appeal of Administrator Decision/Interpretation Request	\$250.00
Appeal of Planning and Zoning Commission Decision regarding Rezoning Request	\$150.00 + cost of advertising and noticing
Appeal of Planning and Zoning Commission Decision to BOC regarding Architectural Review	\$100.00 + cost of advertising
Architectural Review (per plan submitted)	\$50
Certificate of Non-Conformity Adjustment	\$50.00
Certificate of Occupancy-Non Residential	\$75.00
Certificate of Occupancy-Residential	\$50.00
Commercial, Institutional and Industrial zoning permit	\$125.00
Conditional Use Application	\$550.00 plus \$5 per acre
Conditional Use Rezoning Request (Includes Conditional District and Special Use)	\$600 + \$5 per acre
Conveyance Plat	\$15 for each lot
Doubling of Fees	Where development, construction or occupancy begins without the appropriate permits in place, costs shall be doubled for all permits and plan review
Extension Request for Preliminary Plat Approval	\$150
Final Plat Review – Major Subdivision, if a third submittal is required, an additional review fee will be assessed	\$175 per map
Final Plat Review - Minor Subdivision-If a third submittal required, additional review fee will be assessed	\$50 per map sheet
Floodplain Development Permit	\$75.00
Home Occupation Permits	\$75.00
Letter of Credit Partial Release	\$125 + Engineering Review Fees
Letter of Credit Review	\$125 + Engineering Review Fees
Permanent Sign	\$100.00
Preliminary Plat – Applicant Appeal to Elected Board	\$100 + Cost of noticing + advertising

## Maps Fee

- A-BW 8.5" x 11" \$2.00
- A-COLOR 8.5" x 11" \$4.00
- C 17" x 22" \$10.00
- D 22" x 34" \$20.00
- E 45" x 35" \$25.00

**CABARRUS COUNTY FIRE MARSHAL'S OFFICE**

**Schedule of Fees & Fines - Effective July 1st, 2015**

<b>Required Construction &amp; Operational Permits</b>	<b>Amount</b>
Blasting Permit (90 Day Duration Per Site)	150.00\$
Carnivals & Fairs	150.00\$
Covered Mall Buildings	150.00\$
Exhibits & Trade Shows (Each)	100.00\$
Explosive Storage	200.00\$
Fire Alarm System Installation	180.00\$
Fire Hydrant Installation (Private)	50.00\$
Fire Pumps & Related Equipment	180.00\$
Firework Display(s): Indoor / Outdoor (Each Day)	200.00\$
Firework Display(s): Pyrotechnic Special Effects Materials	200.00\$
Fixed Extinguishing System Installation	150.00\$
Fumigation & Thermal Insecticidal Fogging	150.00\$
Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings	100.00\$
Spraying & Dipping Operations	100.00\$
Sprinkler System Installation	240.00\$
Standpipe System Installation	150.00\$
Temporary Membrane Structures or Tents (Each)	25.00\$
Underground / Above-ground Storage Tank Installation, Upgrade or Removal (Per Tank)	150.00\$

**Special Notes for Required Construction & Operational Permits**

- \* System installation prior to plan review or permit issuance will result in fees doubled.
- \* Systems considered life safety that are installed without a permit will result in a citation/fine being issued for \$250.00.
- \* All permits listed are mandatory and are required to be issued under the most current edition of the International Fire Prevention Code, NC Amendments.

<b>Additional Departmental Fees</b>	<b>Amount</b>
ABC Permit (State License for Alcohol)	30.00\$
Commercial Alarm System Permit (Annual Fee)	20.00\$
Environmental Survey Fee	25.00\$
Foster Care Inspection	25.00\$
Group Home Inspection	25.00\$
Hydrant Flow Test (Per Hydrant)	50.00\$
Plan Review (Multi-Family New Construction)	50.00\$
Plan Review (New Construction, Up-fit)	150.00\$
Plan Review Re-Submittal (Applies to New Construction, Up-fit & Multi-Family Construction)	50.00\$
Re-Inspection Fee (2nd Re-Inspection & Each Re-Inspection Thereafter) - Assessed for Annual Inspections Only	50.00\$
Residential Alarm System Permit (Apartment - Single Unit) - Annual Fee	10.00\$
Residential Alarm System Permit (Apartment Complex) - Annual Fee	20.00\$
Residential Alarm System Permit (Single Family Dwelling) - Annual Fee	15.00\$
Residential Subdivision Plat Review (Third Review of the Same Property)	50.00\$

<b>Fines</b>	<b>Amount</b>
All Open Burning Violations as described in Section 34-55 of the Fire Protection Ordinance (Each)	100.00\$
Life Safety Equipment Installed Without Permit	250.00\$

Life Safety Equipment Installed Without Plans	250.00\$
Life Safety Violations of Chapter 10 (Exit Obstructions) as described in Section 34-55 of the Fire Protection Ordinance (Each)	250.00\$
Occupying a Structure Without a Certificate of Occupancy (Each Day)	250.00\$
Violation of provisions set forth in the most current edition of the International Fire Prevention Code, NC Amendments	50.00\$

***Special Notes for Fines***

\* A delinquency charge shall be imposed at a rate determined by the fire code official for failure of payment based on provisions set forth in the Fire Protection Ordinance.

## **Appendix B**

1. Fees for reviewing racking systems.
2. Floodplain development permit plan review fee