

Designated Residential Inspection Program (DRI Program)

Implementation Process

DRAFT (January 9, 2006)

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DRI Program - Acronyms

- „ Board of County Commissioners (BCC)
- „ Clark County Building Division (CCBD)
- „ Designated Residential Inspection Program (DRI Program)
- „ Designated Residential Inspector (DRI)

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DRI Program - Acronyms

- „ Permit Application Center (PAC)
- „ Quality Assurance Agency Residential Inspection Agreement (QAA-RIA)
- „ Quality Systems Manual (QSM)
- „ Request for Proposal (RFP)

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DRI Program - Acronyms

- „ Request Number (RN)
- „ Residential Inspection Agency (RIA)
- „ Residential Inspections (RI)
- „ Single Family Dwelling (SFD)
- „ Special Inspections (SI)

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What are the minimum requirements to place a RIA on the approved listing?

- „ Quality Systems Manual
(TG-16R Approval Process)

- „ Personnel
(TG-17R Approval Process)

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What are the minimum requirements to place an RIA on the approved listing?

- „ RIA approved by the BCC
- „ RIA approved by CCBD TG-16R & TG-17R approval requirements
 - Application
 - Listing Fees
 - Required Contract Documents
 - Met the technical and personnel requirements
 - Designate an Engineering Manager
 - Designate a Quality Manager
- „ RIA to submit operational procedures and personnel within sixty days of BCC approval.

- „ After 60 days, RIA is considered:
NON-RESPONSIVE = DISQUALIFIED

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What are the minimum requirements to place an RIA on the approved listing?

- „ Initial Order on the approved listing will be established by QSM approval date:
- „ First approved ► First on list
- „ Last approved ► Last on list

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When will the DRI Program be implemented?

- „ **RIA approved by the BCC**
- AND**
- „ **RIA approved by CCBD**

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How is an RIA selected to service a project?

- „ Rotating List of approved RIA
- „ RIA at the top of the rotating list will be selected
- „ Selected RIA must accept or decline the scope of work
- „ RIA is added to the request form by CCBD
- „ RIA is then placed at the bottom of the rotating list

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What if a selected RIA declines the work?

- „ RIA will remain at the top of list.
- „ Next RIA will be contacted until work is assigned.
- „ If all firms have declined the work, CCBD will provide the inspection service.

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What are the requirements to utilize the DRI Program?

- „ **A completed Request Form**
- „ **Step 2 Application Number**
- „ **Two copies of annotated Recorded Final Map**
 - Clearly-identified scope of work, work phasing & construction schedule
 - One copy maintained by the inspection office
 - Other copy sent with the approved request form to PAC.

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Where is the scope of work defined?

- „ **Must be initially defined on the submitted recorded Final Map.**
- „ **The overall scope of work will be the lots on the final map.**

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What is the minimum number of units required to participate in the DRI Program?

- „ RFP specified a ten lot minimum
 - Pilot program (4 months, or 9000 units)
 - Continuing program.
- „ Minimum does not apply to the model phase (assuming Final Map is not recorded)
- „ Minimum does not apply to subdivisions that would meet the ten lot minimum, i.e., a developer may request fewer than ten permits within such a subdivision.

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Is there a minimum number of model units required to participate in the DRI Program?

- „ **No**
BUT...
- „ Final map has to be submitted and processed, i.e., FM Number assigned by mapping team
- „ Completed Request Form

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Is a request required to be filed for each group within a subdivision?

YES, BUT...

- „ Scope of work specified on the final map will be assigned a DRI program request number.
- „ This request number will be used to co-relate lots on the Final Map to HTE land file.
- „ Each lot identified on the final map will be flagged in the HTE land file with the DRI program request number.
- „ After the first approved request, all subsequent requests will be assigned the same request number with unique identifiers such as unit or phase number.

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Is a a request required for each group of units that were identified in the initial request?

Yes.

- „ Each group will require a separate request.

However...

- „ All subsequent requests will be assigned the same request number with unique identifiers such as unit number or phase.

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What is the process of opting out of the DRI Program?

- „ Opting out option must occur **PRIOR** to the DRI program request number being placed within the HTE land file.

Otherwise...

- „ Existing applications must be closed and new applications generated.

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How do I track multiple projects in the DRI Program?

- „ Through the Request Number, which will be:
 - Listed in the HTE land file
 - Assigned a Standard Contract Number
 - Printed on the QAA-RIA Inspection Agreement
 - Printed on the permits
 - Printed on the inspection ticket

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How is the Inspections Office notified when the request has been processed by PAC?

- „ QAA-RIA Inspection Agreement generated
- „ Periodic reports will be generated by CCBD of permits in the DRI Program

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If Developer opted out, how is the Inspections Office notified?

- „ PAC will notify the Inspections Office.

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How is the cost of residential inspection services estimated?

- „ Based on the scope identified on the initial request associated with the Final Recorded Map.
- „ Represents the amount of initial required deposit.

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Is there a minimum RI fund balance to maintain?

- „ Yes

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What are the consequences of failing to maintain the minimum required balance?

- „ **Developer will be notified**
- „ **The RIA will be advised that funds are not available to continue providing inspections.**
- „ **Stop work order will be issued**
- „ **If the inspection process is going to default back to CCBD, then all affected permits will be closed and re-issued with full permit fees.**

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What is the process for capturing remaining funds?

- „ **Refunded, OR**
- „ **Credited to another DRI program request number**
- „ **After**
 - **Affected permits have been issued a COO**
 - **Affected permits have been closed.**

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If RIA is unable to perform RI Services, are there options to continue construction?

- .. Developer must contact CCBD
- .. Standard contract provisions will be enforced for "failure to inspect"
- .. All inspection reports generated by the dismissed RIA must be provided to CCBD to establish the remaining work to be completed.
- .. The dismissed RIA must certify the work completed through the filing of a partial final report.
- .. Developer will have to accept the next RIA on the list that is willing and able to perform the remaining scope of work

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Is it possible for a SFD to have both RI & SI?

Yes. For example:

- .. Earthwork – Pad Certification
 - RIA to confirm that it has been accepted by CCBD prior to completing foundation/footing inspection
 - A copy of the RIA statement of completion for the required foundation inspection shall be made available on site for the review of CCBD residential inspector prior to a parallel foundation inspection by CCBD.
- .. Post-installed anchors
- .. Manufactured shear resisting elements
- .. Post-tensioned foundation systems

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Is it possible to have RI & SI performed by the same approved agency?

Yes...

- „ RIA (Residential Inspection Agency) will be selected from a rotating list by CCBD.
- „ QAA (Quality Assurance Agency) is usually selected by the owner.
- „ Same agency may be listed on both the QAA-RIA Agreement and QAA Special Inspection Agreement.

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What are the agency's responsibilities with respect to SI & RI for a SFD?

- „ The RIA must verify special inspection items have been inspected and documented as acceptable prior to their acceptance of construction that will contain or cover the work inspected by the special inspector.

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How will the RIA auditing process be performed by CCBD?

- „ During the Pilot Program
 - Audits will most likely occur throughout the inspection process, including “Hold” points.
 - Audits will be performed by CCBD personnel with experience and certification requirements specified in TG-17R
 - Auditors will not be CCBD personnel assigned to inspect same work as the RIA.

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How will the RIA auditing process be performed by CCBD?

- „ During the continuing program (after the pilot program)
 - Audit process will run parallel with the general inspection process
 - Most likely occur at “Hold” points in the inspection process.
 - Audit process will be modified as necessary by CCBD inspection managers.

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What is the required format for a RI Final Report?

- .. Final report shall be submitted in a bound fashion.
- .. Final report must have a typed scope of services statement
- .. Final report must have a certification page sealed and signed by a design professional employed by the firm.
- .. Final Report must contain all daily reports
- .. All daily reports must be hand written (Electronic reports representative of the original inspection documentation are acceptable).

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What is the required content within a RI final report?

- .. Table of contents
- .. Scope of services statement
- .. Overall certification statement by the engineering manager or another design professional employed by the RIA.
- .. Shall be maintained in the order of inspections specified on the inspection job card.

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What is the required content within a RI final report?

- „ Non-compliance reports Section. The Resolution of non-compliance reports Section shall immediately precede the respective non-compliance report.
- „ Statement of completion that identifies each required inspection as being documented as acceptable.
- „ Statements of completion are to be maintained in their own section within the final report just after the overall certification letter.

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Who will review the final reports issued by the RIA to CCBD?

- „ Auditing team
- OR...
- „ Under the supervision of the area supervising building inspector.

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What are the consequences of a final report not being accepted by CCBD?

- „ A Final report is considered a hold point in the inspection sequence.
- „ A rejected final report will result in the developer not being able to schedule a final inspection.

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How is the RIA and private developer apprised of RI final report status?

- „ The inspection history will show the disposition of the final report and may have a few notes with reference to a document faxed to the RIA with the items to be resolved.

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Who is going to track RI funds?

- „ Funds will be tracked against payments authorized based on time sheets submitted to and processed by the Inspections Office.
- „ Time sheets must clearly relate to the scope of service in the approved DRI Program request number.
- „ Information from the time sheets will be used to determine adjustments necessary to fund the program.