

To: RFP Recipients

From: Mary Lou Giese, Senior Program Coordinator

Date: August 20, 2009

Re: Continuing Education Seminars for Code Enforcement Personnel

The New Jersey Department of Community Affairs, in cooperation with the Center for Government Services – Rutgers, The State University of New Jersey, request proposals for the development and presentation of continuing education seminars. These seminars are offered to state licensed construction code and hotel and multiple dwelling code enforcement personnel, technical assistants, certified special construction inspectors and design professionals, as detailed in the attached General Requirements document.

Carefully follow the submission instructions and return six copies of your entire proposal, including the required forms packet, to the address below by close of business **September 29, 2009**. Telegraphic and facsimile proposals are not acceptable. Bidders must submit sealed proposals only. Any communication (such as facsimile transmittal), which reveals the contents of a sealed proposal, will result in disqualification of the entire proposal. Letter proposals delivered in person, by mail, or by express service should be sent to the following location:

Attn: Uniform Construction Code Program
Rutgers-The State University of New Jersey
Center for Government Services
303 George Street, Suite 604
New Brunswick, NJ 08901

Contracts will be awarded for the spring and fall 2010 semesters. If you have any questions or concerns please contact either Ann Ferry at NJDCA, (609) 633-7535, or Mary Lou Giese at Rutgers University, (732) 932-3640 ext. 623. Thank you for participating in the bidding process.

Encl: General Requirements document
*The Center for Government Services at Rutgers, The State University of New Jersey
and The New Jersey Department of Community Affairs*

2010 Continuing Education Seminars for Construction and Hotel & Multiple Dwelling Code Enforcement Officials and Technical Assistants

Request for Proposals and Submission Instructions

The State of New Jersey requires all construction and hotel and multiple dwelling code enforcement officials in the state to be licensed under the Uniform Construction Code -N.J.A.C. 5:23, subchapter 5 and the Regulations for Maintenance of Hotels and Multiple Dwellings N.J.A.C. 5:10, subchapter 1B, respectively. Technical Assistants are not licensed. Special construction inspectors are also certified under the regulations at N.J.A.C. 5:23, subchapter 5.

Continuing education enables these professionals to perform the functions of their jobs, including review and approval of construction plans and monitoring of the construction process. Hotel and multiple dwelling inspectors are charged with the duty to enforce crucial maintenance requirements on those type of buildings to ensure the health and welfare of the occupants, ranging from structural requirements to fire safety provisions. Special inspectors are certified to perform independent third party inspections on critical and complex ongoing construction processes that are properly carried out and in compliance with the building code. In order to maintain their licenses, these individuals are required to participate in a minimum number of approved continuing education programs within each three year licensing period.

The New Jersey Department of Community Affairs, in cooperation with the Center for Government Services - Rutgers, The State University of New Jersey, regularly offers a program of continuing education seminars to assist code enforcement personnel in meeting their educational requirement. This packet includes complete instructions for submitting a proposal to develop and teach these seminars.

Proposals must be received no later than SEPTEMBER 29, 2009. All proposals will be evaluated, and final selections will made by a committee comprised of both DCA and Rutgers staff. Seminars will be scheduled for presentation in early December for the Spring 2010 semester, which commences in early March.

Categories of Interest

The following list of seminar topics was created largely from suggestions from construction code enforcement personnel or identified by the Department as critical topics necessary for the code official to maintain their performance at the highest level. It represents topics of particular interest, but is not exhaustive, and seminar proposals are not limited to this list. Additional resources and material may be gleaned from reviewing the regulations at N.J.A.C. 5:23-5.20 and 5:10-1B.5 that delineate the educational requirements to obtain a construction code license and the duties of hotel and multiple dwelling inspectors/officials, respectively. Further, many of these topics may not be broad enough to fill an entire 5- or 10-hour seminar and may need to be combined with other topics for a complete program.

ADMINISTRATIVE

- Barrier Free Subcode
 - *Update to 2003 ICC/ANSI A117.1-03
- Common code problems and violations
- DEP Regulations and Coordination
- Asbestos & Lead Abatement
- Carnivals & Tents
- Soil Conservation Guidelines, Investigations, soil types
- Procedures for Code Changes and Code Interpretations, information on Code Advisory Board
- Permit Coordination—DEP and Local Approvals
- Contractor Licensing Law
- How to do a Staffing Review
- Budgeting Concerns
- Municipal Procedures
- Planning and Zoning
- UCC Administration for Construction Officials, overall review
- Highlands Act Planning Information
- Subcode Inspection and Plan Review Responsibility
- The Design Professional and the Code Official- Working toward the same goal
- NFIP- Community Rating System
- Prior Approvals
- Interagency Relationships and Referrals
- Continued Certificates of Occupancy
- National Green Building Standard- How it affects the Construction Official
- Construction Board of Appeals
- Testifying at a Trial
- Inspections and Investigations
- Variances
- SLCHIP Inspection Processes and Enforcement Actions
- Illegal Housing
- Trainer Certification Courses
 - Initial (40 hour minimum)
 - Trainer Update

**More NJ References and Examples when teaching codes.*

**Better illustrations of principles.*

**More handouts with charts and diagrams.*

BUILDING

- 2009 IBC
- 2009 IRC
- Barrier Free Subcode
 - *Update to ICC/ANSI 2003
- Snow loads/wind loads
- Vapor retardants/barriers; minimizing condensation in walls and roof assemblies
- Field practices and inspections for concrete; structural steel
- Applying roofing materials
- Trusses, truss connections and bracing, installation; repairing defects, truss labeling
- Windows used in high wind load areas, glazing
- Steel Construction, Commercial Light Gauge Steel
- Light Gauge Metal Framing
- Narrow wall bracing
- Mid-rise Residential Construction
- Floor Systems — Hambro, etc.
- Parking Garages and other Use Groups over parking garages
- Mixed uses
- Superior Wall Foundation Systems
- Calculated fire resistance (section 720.0)
- Soils in construction (Understanding test results)
- Foundation Problems
- Special Inspections
- Hurricane Standard Requirements
- Manufactured Housing, Inspection of Modular Homes
- Workshop/Lab- Brick Veneer Wall Systems
- Energy Code Requirements for the Building Inspector
- Rehabilitation Subcode Requirements for the Building/Fire Protection Inspector
- Deck Framing Construction Workshop
- Seismic Design Requirements
- Precast Foundations and Walls
- Radon Resistant Construction
- IRC Stucco Installation Requirements
- Construction for High Wind Regions
- Structural Stability of Engineered Lumber in Fire Conditions
- School Construction Requirements

SPECIAL INSPECTIONS

- **Concrete inspection techniques**
- **Reinforced concrete testing and inspection**
- **Prestressed concrete testing and inspection**
- **Structural steel bolting testing and inspection**
- **Structural welding testing and inspection**
- **Exterior Insulation Finish Systems (EIFS) testing and inspection**
 - **Moisture analysis**
 - **System components**
- **Spray-applied fireproofing testing and inspection**

ELECTRICAL

- 2008 NEC Update
- Power panels-locking and tagging out
- What to look for in an inspection
- NEC Compliance for PV Systems
- Inspecting Solar Installations
- Energy use and calculations for residential applications, code compliance
- Energy Code Requirements for the Electrical Inspector
- Alternative power
- Article 440 Air Conditioning & Refrigeration
- General wiring and installation
- Fuses, breakers and AFCI
- Class 1, 2, 3 Power limited circuits
- Electrical plan review responsibilities
- Fire Alarm Systems Article 760 & 725
- Low Voltage Systems
- Signal Circuits
- Photovoltaic Cells-Systems-residential and commercial installations
- Voltage Drop Calculations
- Arc Fault Calculations
- Handling Water Damaged Electrical Equipment
- Amusement Rides v. Carnival Rides
- Light Box Installations
- Rehabilitation Subcode Requirements for the Electrical Inspector
- Lightning Protection
- Solar Thermal Design
- Electrical Panel Hookups
- Multi wire circuits & suitable wiring devices
- Low Voltage Communication Wiring penetrating rated assemblies
- 2008 NEC Swimming Pool Requirements
- Emergency Standby Systems
- Health Care Facility Requirements
- Energy Code Requirements for the Electrical Inspector

ELEVATOR

- Review of acceptance tests; annual and semi annual
- Accident investigation
- Maintenance on Bearings & Shafts

FIRE

- NFPA 13
- Referenced Standards of the IFC in the bldg code & the technology that can be used with it
- Hydrogen fuel cells
- ESFR sprinkler heads & their advanced application & viega fittings with copper pipe
- Range systems-cleaning and testing for gauging
- Sprinkler Design
- Fire Pumps (Art 695) Design, Code Compliance
- Fire Main System
- Hydraulic Calculations
- Acceptance and Inspection of Fire Alarm Systems
- Acceptance and Inspection of Fire Sprinklers
- P2904 Requirements for Residential Sprinklers
- Installation guidelines for CPVC fire sprinkler systems
- Laboratory Experience: Residential Sprinkler Systems
- Rehabilitation Subcode Requirements for the Building/Fire Protection Inspector
- Commercial Kitchen Ventilation
- The New NJ UFC and the Construction Code Official

MECHANICAL

- Venting of HVAC systems
- Vent sizing
- HVAC requirements of IMC 2006 & IFGC 2006
- Fan Assist & Non Fan Assist
- Gas Installation of CSST Piping
- Chimneys & Vents
- HVAC duct design
- Mechanical Code and Firestopping

PLUMBING

- 2009 National Standard Plumbing Code-Update
- 2009 International Fuel Gas Code
- 2009 Int. Mechanical Code

- Backflow prevention/applications
- Grease traps and commercial kitchens
- Solder Free Plumbing Connections
- Boiler & Combustion Systems
- Mixing Valve Standards ASSE 1070
- Venting for Gas Fired Appliances; sizing of vents
- Commercial Plumbing Applications
- New types of plastic domestic water piping
- Vanguard Manabloc Home-run Plumbing Systems
- Plastic piping used in hydronic radiant heating systems
- Underground plastic gas piping with new materials —
Excess Flow Values
- Propane tanks and storage
- Gas Installation of CSST Piping
- Solar Thermal Design
- Installation guidelines for CPVC fire sprinkler systems
- Laboratory Experience: Residential Sprinkler Systems
- Energy Code Requirements for the Plumbing Inspector
- Rehabilitation Subcode Requirements for the Plumbing Inspector

STATE JURISDICTION SUBCODE INSPECTIONS

- Boiler, Refrigeration and Pressure Vessel Inspection
 - ASME Boiler Code
 - Updates concerning Boiler Drum Level Instrumentation
- Amusement Ride Inspection

HOTEL AND MULTIPLE DWELLING

- Maintenance and Occupancy Standards
- Lead Safety
- Fire Safety Retrofit Code
- Administration and Enforcement Provisions of the
Hotel and Multiple Dwelling Law
- Means of Egress and Fire Separation Assemblies
- Electrical, Elevator, Heating and Plumbing Standards
- Health and Safety Standards
- Vacant Buildings
- Sanitation and Infestation
- Healthy Housing- Elimination of Sources of Poor Air Quality
- Carbon Monoxide Alarm Requirements
- Child-Protection Window Guards
- Natural Light, Ventilation
- Required facilities and security
- Inspection Process, Field Issues, Common Violations
- Inspection of High-rise Buildings
- Relationship of Fire Safety Provisions to Multiple Dwelling

** A one-day seminar should be 5 hours in length to satisfy the 0.5 CEU requirement.*

** A two-day seminar should be two, 5 hour days, for the student to receive 1.0 CEU.*

** Different subject matter may be combined to fill 5 hours.*

How Proposals Will Be Evaluated

Proposals will be evaluated based on all of the following criteria. The order in which the criteria are listed does not necessarily indicate the order of importance. However, any seminar proposal MUST clearly demonstrate a direct connection to the administration and enforcement activities outlined in either the Uniform Construction Code or the Regulations for the Maintenance of Hotels and Multiple Dwellings, or it will not be reviewed further.

1. Purpose/Description/Abstract

- Is Title/Purpose clear and specific
- Describes the content, what participants will learn, and presentation format
- Describes intended level of audience and disciplines addressed:
i.e. Administrative, Building, Plumbing, Technical Assistant, etc.
- Includes a brief abstract with overview of content and specific reference to the applicable subchapter(s) of the Uniform Construction Code (N.J.A.C. 5:23) and/or the Regulations for the Maintenance of Hotels and Multiple Dwellings (N.J.A.C. 5:10)

2. Value

- Relevance or timeliness of the proposed topic
- Includes a valuable set of job aids and/or tools to help participants back on the job

3. Content/Treatment of Topics

- Stated objectives and goals
- Detailed course outline provided, including time allotments
- Contents fit together in a logical way
- Summary and conclusion including test for review

4. Methods, Format and Presentation Techniques

- Describes presentation activities, teaching techniques, use of multiple instructors (team teaching) if applicable, and any media, i.e. flipcharts, etc.
- Specifies how audio-visual material enhances seminar with use of PowerPoint presentation, video, or overheads containing illustrations or diagrams to clarify concepts or slides containing comparisons, etc.
- List any audio/visual requirements needed or to be used in presentation

Instructors must provide their own laptops

5. Handouts and Materials

- Description, quality, and appropriateness
- Includes an acceptable sample page of the handout materials

6. Presenter Information and Expertise

- Includes instructor resume
- Cites experience and background as related to specific codes including New Jersey licenses held
- Three references that can confirm presenter's skills

7. Cost Statement

- Total cost, including travel and meal expenses
- Cost of handouts per person
- Indicates whether handouts are to be reproduced by Rutgers or provided by the presenter

8. Overall Program Balance

- Used to maintain a comprehensively designed program. A committee, comprising both DCA and Rutgers staff, will evaluate the Proposals based on the above-listed criteria. Scheduling is anticipated to occur in early December for the Spring 2010 semester, which commences in early March.

Criteria used in evaluating proposals include the presentation's anticipated value to code enforcement personnel, content, teaching methods, and presenter expertise.

Submission Instructions

All proposals must be typewritten or word processed and submitted by U.S. mail or overnight courier (*NO* faxed copies) no later than **SEPTEMBER 29, 2009**

All proposals must contain the following:

- 1. Seminar Title:** Select a title that is brief and descriptive, including the abstract. Also, please indicate whether the seminar is intended for an administrative or technical audience. If technical, state which subcode(s) the seminar will address—Building, Electrical, Elevator, Fire Protection, Mechanical, Plumbing or Multiple Dwelling, giving a specific and clearly identifiable citation to the applicable subchapter(s) explored and/or referenced in your topic.
- 2. Category of Interest/Audience Level:** Indicate the specific category or categories of interest within the field of code enforcement that your presentation will address. Also, describe the intended level of audience and disciplines addressed, i.e. Administrative, Building, Plumbing, Technical Assistant, etc. (See categories listed on pages 3 through 7 of this packet.)
- 3. Session Description/Abstract:** In under 75 words, please describe your seminar, focusing on content and purpose. If your proposal is accepted, this description will be edited for use in the program brochure.
- 4. Session Purpose/Value:** In 25 words or less, state the purpose of your presentation. This should be phrased in terms of *what participants will learn*, not what the presenter will do.
- 5. Session Content:** Please provide a detailed, one- or two-page outline (or more) of seminar content. Please indicate what teaching methods will be used and the length of time to be spent on. The seminar must fill 5 hours for a one-day seminar, or 10 hours for a two-day seminar. Different subject matter may be combined to fill 5 hours.
- 6. Methods and Format:** In a short paragraph, describe your teaching style. Describe activities, AV material (specifying how the AV material enhances the seminar), and handouts. Please include a sample of any study materials to be used in conjunction with the seminar and a sample of the required in-class test. If these materials have not yet been developed, a detailed description will suffice; however, these materials must be filed before the course commences. Also state how study materials will be provided: whether they will be purchased from a publisher or printer, or whether they may be reproduced by Rutgers.

7. Presenter Information: For *each* presenter, provide the following information:

- **Name**
- **Title**
- **Organization**
- **Address**
- **Telephone numbers**
- **Email Address**
- **Resume** that includes the number and types of presentation experiences which qualify the presenter to make the presentation, plus references cite experience and background, including New Jersey licenses held.

*NOTE: If an instructor is not listed in your submission he or she is ineligible to instruct the seminar without prior formal approval by Rutgers University and the Department.

8. Statement of cost: Please break down the seminar cost to show your per Seminar instructional fee, **including** travel and meal expenses; the per copy cost of any study materials; and any seminar development fees. **The fee per seminar is to cover ALL expenses associated with seminar instruction except overnight accommodations when necessary.**

*NOTE: Any seminar for which development fees are paid becomes the sole Property of Rutgers University and may not be presented to another audience without prior written permission from Rutgers University.

9. Audio/Visual equipment: Complete the Audio/Visual Equipment Request Form and attach it to your submission. If more than one presenter will participate, provide the name of the one person who will be coordinating audio/visuals for the session. If using a laptop, instructors must provide their own.

10. The New Jersey Department of Community Affairs reserves the right to video tape seminars and keep on hand extra handouts to be used as part of, and/or in conjunction with, the continuing education program.

Rutgers follows very strict copyright regulations. The instructor—not Rutgers—will be responsible for obtaining written permission for photocopying any item which contains material from another source. Follow this submission format and answer all items to ensure the highest possible evaluation. In the Methods and Format portion of your proposal, specify how AV material enhances the seminar (e.g., overheads contain illustrations or diagrams to clarify concepts, slides contain comparisons of improper and proper construction). Include a sample test with your proposal.

Travel and meal expenses should not be shown separately, include this in your fee. Your proposal will not be considered without submission of the AV Equipment Request Form, Proposal Checklist, Price Bid Sheet, and bid documents.

Proposal Checklist

This checklist is to assist you in ensuring that the information contained in your proposal is complete, thereby assuring you the highest possible evaluation. Please check off each item that you have included, and return the completed form to us along with your proposal.

- Seminar title is clearly evident
- Target audience and subcodes to be addressed are indicated
- Seminar abstract is present
- Detailed outline with time allotments is present
- Sample or description of study materials is attached
- Sample of in-class test(s)
- Sample copy or description of audio-visual materials is provided
- Complete list of necessary equipment is present
- Resume or statement of qualifications is attached
- References or statement of experience are attached
- Detailed cost breakdown is included
- Six complete proposal copies are enclosed

Required forms (6 copies)

- Price Bid Sheet
- Audio-Visual Equipment Request Form
- Proposal Checklist

Company Name

Authorized Signature

*Return this
Proposal
Checklist with
your
proposal.*

Audio/Visual Equipment Request Form 2008 Continuing Education Seminars for Code Enforcement

Name: _____

Phone: W: _____ H: _____

Fax: _____

Address: _____

Email: _____

Session Title: _____

NO audio-visual equipment require

I will bring my own audio-visual equipment

Podium

VHS videocassette player and projector

DVD player and projector

Overhead transparency projector

Data projector (LCD projector)

Flip chart, easel, and markers

Projection screen

Light pointer

Other (please be as specific as possible) _____

Company Name

Authorized Signature

*This form must
accompany your
submission, or
your proposal
will not be
considered*

Price Bid Sheet

2009 Continuing Education Seminars for Code Enforcement

Per Seminar Instructional Fee \$ _____
(Total all expenses, including travel and meals, associated with seminar instruction except overnight accommodations)

Per Copy Cost of Study Materials Purchased from Publisher or Printer \$ _____
 Check here if any study materials are to be reproduced by Rutgers

Seminar Development Fee \$ _____
(Any seminar for which development fees are paid become the property of Rutgers University)

Company Name

Authorized Signature

*Return this
Price Bid
Sheet with your
proposal*

