

To: RFP Recipients

From: Olga Chaban, Program Coordinator

Date: August 12, 2011

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 well as amusement ride safety inspectors, 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 day, **October 3, 2011**.

**Previously submitted and selected proposals must be resubmitted if you wish to have the seminar reviewed for selection in this academic year. We cannot continue an approval/selection from any prior year.**

The proposal selected will be approved for a period of one year commencing January 2012. By mutual agreement of both parties, the approval/selection may be extended for two additional one year periods. If your proposal is to continue beyond this one year proposal period, you will be notified thirty days before the beginning of each successive academic year(s). Renewals shall be contingent upon satisfactory performance.

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 2012 semesters. If you have any questions or concerns please contact either Ann Ferry at NJDCA, (609) 633-7535, or Olga Chaban at Rutgers University, (732) 932-3640 ext. 629. 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*

# **2012 Continuing Education Seminars for Construction and Hotel and 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. Amusement ride safety inspectors are also licensed in accord with subchapter 5 of the UCC. Technical Assistants and 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 building maintenance and 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 OCTOBER 3, 2011.** All proposals will be evaluated, and final selections will be made by a committee comprised of both DCA and Rutgers staff. Successful bidders will be notified via the scheduling process. Seminars will be scheduled for presentation in early December for the Spring 2012 semester, which commences in early March. Selection of seminars for the fall semester will be completed in June 2012.

**Please, note that if your proposal contains substantive references to the code or related reference standards and any changes are introduced and subsequently adopted to the code or regulations, it is your responsibility to update the seminar and include the proper references, as applicable. No additional development fee can be requested.**

# 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, nor exclusive or other topics of interest or importance.** 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

- Special Inspection Process (dual admin and bldg)
- UCC Administration- Overall Review for Subcode and Construction Officials
- Prior Approvals
- Conflict of Interest/Ethics for the code official
- Barrier Free Subcode Requirements
- Soil Conservation Guidelines, Investigations and Soil Types
- How to do a Staffing Review
- Budgeting Concerns
- Top 10 Areas Misunderstood in Code Enforcement
- Municipal Procedures
- The Design Professional and the Code Official- Working Toward the Same Goal
- Interagency Relationships and Referrals
- Construction Board of Appeals
- Testifying at a Trial
- Inspections and Investigations (primarily for housing inspections)
- Variations
- SLCHIP Inspection Processes and Enforcement Actions
- Overview and/or Review of Recent Construction Code Communicator Articles
- UCC/UFC Responsibilities and Interaction
- Foreign Language Skills for Construction/Code Enforcement Personnel

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

*\*Better illustrations of principles.*

*\*More handouts with charts and diagrams.*

*\* 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.*

## BUILDING

- Special Inspection Process (dual admin and bldg)
- 2009 International Building Code- Overview/Updates/Significant Changes
- 2009 International Residential Code- Overview/Updates/Significant Changes
- 2009 International Energy Conservation Code- Overview/Update Significant Changes
- Wall Bracing Requirements in 2009 I Codes
- Mixed Uses – with a special emphasis on Parking Garages and Uses Over Parking Garages
- Barrier Free Subcode Requirements
- Structural Loads
- Field Practices and Inspections for Concrete and Structural Steel Trusses
- Light Gauge Metal Framing- IRC and/or IBC Requirements
- Mid-Rise Residential Construction
- Calculated Fire Resistance
- Foundation Problems
- Soils in Construction and Understanding Soil Report Results
- Manufactured Housing/Inspection of Modular Homes
- Workshop/Lab- Masonry Construction
- Rehabilitation Subcode Requirements (edited)
- Deck Construction Requirements, Including a Workshop
- Seismic Design Requirements
- Precast Foundations and Walls
- IRC Exterior Wall Construction Requirements
- Construction Requirements for High Wind Regions
- School Construction Requirements
- Structural Problems and Failures
- Explosion Venting
- Hazardous Use Group Buildings
- Firestopping and Draftstopping

*\* 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.*

## **SPECIAL INSPECTORS**

- Concrete Inspection Techniques
- Reinforced Concrete Testing and Inspection
- Prestressed Concrete Testing and Inspection
- Structural Steel Bolting Testing and Inspection
- Structural Welding Testing and Inspection
  - Weld Test Procedures
- Exterior Insulation Finish Systems (EIFS) Testing and Inspection
  - Moisture Analysis
  - System Components
- Spray-applied Fireproofing Testing and Inspection
- Structural Steel and Jointing
- Structural Problems and Failures
- Metallurgy

## **ELEVATOR**

- Review of Acceptance Tests; Annual and Semi-Annual
- Elevator Plan Review
- 2007 ASME A17.1/A18.1 - Overview/Updates/Significant Changes
- Maintenance on Bearings and Shafts
- Gearless Elevators

*\* 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.*

## **FIRE PROTECTION**

- Requirements for Residential Sprinklers based on section P2904 from the 2009 International Residential Code (Joint with plumbing)
- Installation Guidelines and Requirements for Residential Fire Sprinkler Systems With Workshop- Laboratory/Workshop Experience
- Acceptance and Inspection of Fire Alarm Systems With Workshop- Laboratory/Workshop Experience
- Referenced Standards of the International Fire Code in the Building Code
- ESFR Sprinkler Head Code Requirements
- Commercial Cooking Appliance Fire Protection Requirements
- Sprinkler Design
- Fire Pumps- Design and Code Compliance
- Fire Protection Water Supply
- Hydraulic Calculations
- Acceptance and Inspection of Fire Sprinklers
- Rehabilitation Subcode Requirements (edited)
- The NJ Uniform Fire Code and the Construction Code Official
- Alternative Extinguishing Systems

*\* 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.*

## **MECHANICAL**

- 2009 International Fuel Gas Code- Update/Significant Changes
- 2009 International Mechanical Code- Update/Significant Changes
- 2009 International Energy Conservation Code- Overview/Updates/Significant Changes
- Chimneys and Vents
  - Venting of HVAC Systems
  - Gas Fired Appliance Vent Sizing
- HVAC Requirements in the 2009 I codes
- Gas Installations
  - Materials
    - CSST Piping
    - Plastic
    - Steel
- HVAC Duct Design
- Hydronic Heating Systems
- Geothermal Heating Systems
- Air Conditioning Refrigerant Systems

## PLUMBING

- Requirements for Residential Sprinklers based on section P2904 from the 2009 International Residential Code (Joint with fire)
- 2009 National Standard Plumbing Code- Update/Significant Changes
- 2009 International Fuel Gas Code- Update/Significant Changes
- 2009 International Mechanical Code- Update/Significant Changes
- Medical Gas Installations- NFPA 99
- Geothermal Heating Systems
- Determining the Proper Water Drainage and Vent Sizing
- Backflow Prevention/Applications
- Grease Interceptors and Commercial Kitchens
- New Plumbing Products
- Boiler and Combustion Systems
- Mixing Valve ASSE Standards
- Commercial Plumbing Applications
- New Types of Plastic Domestic Water Piping
- Manifold Domestic Water Plumbing Systems
- Plastic Piping Used in Hydronic Radiant Heating Systems
- Underground Plastic Gas Piping With New Materials
- Propane Tanks and Storage
- Solar Thermal Heating Systems
- Installation Guidelines for CPVC and Copper Residential Fire Sprinkler Systems
- Installation Guidelines and Requirements for Residential Fire Sprinkler Systems With Workshop- Laboratory/Workshop Experience
- ASME Boiler Code and Plumbing Inspector's Responsibilities
- Updates Concerning Boiler Drum Level Instrumentation
- Energy Code Requirements for the Plumbing Inspector
- Rehabilitation Subcode Requirements for the Plumbing Inspector

*\* 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.*

## **HOTEL AND MULTIPLE DWELLINGS**

- Lead Safety
- Maintenance and Occupancy Standards
- 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
- Cyclical Inspections
- Re-inspections

## **ELECTRICAL**

- 2008 National Electrical Code (NEC) Update/Analysis of Changes
- 2008 NEC Swimming Pool Requirements including pool bonding and grounding
- Electrical Inspection Basics
- What to Look for In an Electrical Inspection
- Power Panels- Locking and Tagging Out
- NEC Compliance for Photovoltaic Systems
  - Residential Installations
  - Commercial Installations
- Alternative Power Systems (Generator systems)
- Energy Use and Calculations for Residential Applications and Code Compliance
- Energy Code Requirements for the Electrical Inspector
- Article 440 Air Conditioning and Refrigeration
- General Wiring and Installation
- Fuses, Breakers and AFCI's
- Class 1, 2 and 3 Power Limited Circuits
- Electrical Plan Review Responsibilities
- Fire Alarm Systems
- Low Voltage Systems
- Communication Wiring Penetrating Fire Rated Assemblies
- Signal Circuits

*\* 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.*



- Voltage Drop Calculations
- Arc Fault Calculations
- Handling Water Damaged Electrical Equipment
- Light Box Installations
- Rehabilitation Subcode Requirements for the Electrical Inspector
- Lightning Protection
- Solar Thermal Design Requirements and Inspection Responsibilities
- Electrical Panel Hookups
- Multi-wire Circuits and Suitable Wiring Devices
- Emergency Standby Systems
- Health Care Facilities Requirements
- Branch Circuit, Feeder and Service Calculations
- Electrical Plan Review and Inspection Checklist
- Circuit Breaker Coordination Study
- Temporary Requirements- Halloween/Special Events/Carnivals

## **AMUSEMENT RIDE SAFETY**

- Non-Destructive Testing
- Welding
- Hydraulics
- Pneumatics
- ASTM F2291
- Water Parks
- Ride Specific Information
- Metallurgy
- Legal aspects of amusement ride inspection
- What to look for on high speed high tech rides
- Maintenance Schedules
- Accelerometer testing of rides
- Aspects of steel coaster design and inspections

## **TRAINING DEVELOPMENT**

- High Priority Topics
- Trainer Certification Program
  - Must be at least 40 hours in length
  - Focusing on curriculum development, technical education techniques.
- Advanced Train-the-Trainer
  - Five hour program to refresh current approved instructors with a focus on curriculum development and technical training techniques.

\* 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.

# 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/Need

- Relevance or timeliness of the proposed topic
- Includes a valuable set of job aids and/or tools to help participants back on the job
- Demonstrate how the topic fulfills the needs of the inspector or official in the field or office.

## 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.
- Clearly indicate if there is a practical or “hands-on” aspect of the training
- 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.

*Hands-on experiences within the proposal will be granted additional consideration*

- 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 2012 semester, which commences in early March. Scheduling is anticipated to occur in June for the Fall 2012 semester which commences in September.

*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 OCTOBER 3, 2011.

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, Multiple Dwelling or Amusement Ride Safety 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 need and practical experience. 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 any 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 keep on hand extra handouts to be used as part of, and/or in conjunction with, the continuing education program. Please indicate if we have consent to video tape and possibly use the handouts/material online.

*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

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Company Name

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Authorized Signature

*Return this  
Proposal  
Checklist with your  
proposal.*

# Audio/Visual Equipment Request Form 2012 Continuing Education Seminars for Code Enforcement

Name: \_\_\_\_\_

Phone: W: \_\_\_\_\_ H: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Session Title: \_\_\_\_\_

\_\_\_\_ Consent for possibly video taping *(Please initial if yes)*

\_\_\_\_ Consent for possibly using material online *(Please initial if yes)*

\_\_\_\_ No audio-visual equipment required

\_\_\_\_ 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

## 2012 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

*Return this  
Price Bid  
Sheet with your  
proposal*

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature



