

# **2014 Continuing Education Seminars for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants**

## **Request for Proposals and Submission Instructions**

August 20, 2013

# 2014 Continuing Education Seminars for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants

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## Request for Proposals and Submission Instructions

To: RFP Recipients

From: Olga Chaban, Program Coordinator

Date: August 20, 2013

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 document.

**Please, note, the submission instructions have changed.** The submission includes electronic *Proposal Form* that can be retrieved at [www.cgs.rutgers.edu/code-enforcement](http://www.cgs.rutgers.edu/code-enforcement). Carefully fill out the *Proposal Form* for each seminar you are submitting, print it, attach all required supplemental materials, and return six copies of your entire proposal to the address below by close of business day, **October 7, 2013**.

Previously submitted and selected proposals must be resubmitted if you wish to have the seminar reviewed for selection in this academic year.

The proposal selected will be approved for a period of one year commencing January 2014. 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.

Facsimile and emailed 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 2014 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.

## Continuing Education Program for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants

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 7, 2013.** 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 2014 semester, which commences in early March. Selection of seminars for the fall semester will be completed in June 2014.

## 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.

*We welcome any topic of interest to the code enforcement community that is timely and/or relevant.*

### Administrative

- Special Inspection Process (dual admin and bldg)
- UCC Administration- Overall Review for Subcode and Construction Officials
- Prior Approvals
- Right of Entry
- Conflict of Interest/Ethics for the code official
- Barrier Free Subcode Requirements
- Soil Conservation Guidelines, Investigations and Soil Types
- 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
- Spanish and/or Other Foreign Language Skills for Construction/Code Enforcement
- UCC/UFC Responsibilities and Interaction
- Disaster Management for the Construction Code Official
- Flood Resistant Construction and the Code Official (dual administrative and building)

- ✓ *To satisfy the 0.5 CEU requirements, a one-day seminar should be **5 hours** in length.*
- ✓ *To satisfy the 1.0 CEU requirements, a two-day seminar should be **10 hours** in length.*
- ✓ *Seminar topics **can be combined** to fill an entire 5- or 10-hour seminar.*
- ✓ *The topic(s) of your seminar must adhere to **the New Jersey adopted regulations and standards.***
- ✓ *Practical and hand-on aspects of the training are important.*

## Building

- 2012 International Building Code- Overview, Updates and/or Significant Changes
- 2012 International Residential Code- Overview, Updates and/or Significant Changes
- 2012 International Energy Conservation Code- Overview, Updates and/or Significant Changes
- Flood Resistant Construction Techniques- all of any combination of the following topics can be the primary focus:
  - Foundations
  - Equipment
  - Elevation Techniques
- Wall Bracing Requirements in 2012 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
- Deck Construction Requirements
  - Including a Workshop
- Special Inspection Process (dual admin and bldg)
- Seismic Design Requirements
- Precast Foundations and Walls
- IRC Exterior Wall Construction Requirements
- School Construction Requirements
- Structural Problems and Failures
- Explosion Venting
- Hazardous Use Group Buildings
- Firestopping and Draftstopping
- Permitting Temporary Offices/Trailers
- Underground Storage Tanks
- Energy Efficiency Requirements for both Rehab and New Construction

## 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

## Mechanical

- 2012 International Fuel Gas Code- Update/Significant Changes
- 2012 International Mechanical Code- Update/Significant Changes
- 2012 International Energy Conservation Code- Overview/Updates/Significant Changes
- Chimneys and Vents
- Venting of HVAC Systems
- Gas Fired Appliance Vent Sizing
- HVAC Requirements in the 2012 I codes
- Gas Installations
- Materials
  - CSST Piping
  - Plastic
  - Steel
  - Other
- HVAC Duct Design
- Hydronic Heating Systems
- Geothermal Heating Systems
- Air Conditioning Refrigerant Systems

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- ✓ *Seminar topics **can be combined** to fill an entire 5- or 10-hour seminar.*
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- ✓ *Practical and hand-on aspects of the training are important.*

## 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

## Fire Protection

- High Piles Storage Requirements
- Interior Exit Access – Stairways
- Vertical Opening Protections
- 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
- The NJ Uniform Fire Code and the Construction Code Official
- Alternative Extinguishing Systems
- Requirements for Residential Sprinklers based on section P2904 from the 2012 International
  - Residential Code (Joint with plumbing)

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- ✓ *Seminar topics **can be combined** to fill an entire 5- or 10-hour seminar.*
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## Plumbing

- Requirements for Residential Sprinklers based on section P2904 from the 2012 International Residential Code (Joint with Fire)
- 2012 National Standard Plumbing Code- Update/Significant Changes
- 2012 International Fuel Gas Code- Update/Significant Changes
- 2012 International Mechanical Code- Update/Significant Changes
- Medical Gas Installations- NFPA 99
- Geothermal Heating Systems
- Determining the Sanitary and Storm Drainage Sizing and Sanitary Vent Pipe Sizing
- Backflow Prevention/Applications
- Grease Interceptors and Commercial Kitchens
- New Plumbing Products
- Energy Saving and Water Conservation 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
- ASME Boiler Code and Plumbing Inspector's Responsibilities
- Energy Code Requirements for the Plumbing Inspector
- Rehabilitation Subcode Requirements for the Plumbing Inspector

## Electrical

- 2014 National Electrical Code (NEC) Update/Analysis of Changes
- 2014 NEC Swimming Pool Requirements
- Fire Pumps
- Interconnected Electrical Power Production Sources
- Emergency/Standby Systems

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- ✓ *Seminar topics **can be combined** to fill an entire 5- or 10-hour seminar.*
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## Electrical (continued)

- Electrical Inspection Basics
- What to Look for In an Electrical Inspection
- Power Panels- Locking and Tagging Out
- NEC Compliance for Photovoltaic Systems- including a hands on workshop
- Bonding and Grounding
- 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
- 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
- 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

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- ✓ *Seminar topics **can be combined** to fill an entire 5- or 10-hour seminar.*
- ✓ *The topic(s) of your seminar must adhere to **the New Jersey adopted regulations and standards.***
- ✓ *Practical and hand-on aspects of the training are important.*

## 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
- Carbon Monoxide Alarm Requirements
- Child-Protection Window Guards
- Natural Light, Ventilation
- Required Facilities and Security
- Cyclical Inspections
- Re-inspections

## Amusement Ride Safety

- Non-Destructive Testing
- Welding
- Hydraulics
- Electromagnetic Wire Rope Testing
- Pneumatics
- ASTM F2291
- Water Parks
- Ride Specific Information
- Metallurgy

## Training Development

- Trainer Certification Program (40 hours)
- Advanced Train-the-Trainer
- Trainer Refresher

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- ✓ *Seminar topics **can be combined** to fill an entire 5- or 10-hour seminar.*
- ✓ *The topic(s) of your seminar must adhere to **the New Jersey adopted regulations and standards.***
- ✓ *Practical and hand-on aspects of the training are important.*

## Selection Criteria

Proposals will be evaluated based on all of the following criteria. 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.

Please note, to submit the proposal you **MUST** use the electronic **Proposal Form** that can be retrieved at [www.cgs.rutgers.edu/code-enforcement](http://www.cgs.rutgers.edu/code-enforcement). Carefully fill out the **Proposal Form** FOR EACH SEMINAR YOU ARE SUBMITTING, print it, attach all required supplemental materials, and return six copies of your proposal no later than OCTOBER 7, 2013.

### Seminar Title

- The title is clear, brief, specific and descriptive

Fill out the “Seminar Title” field in the **Proposal Form**.

### Target Audience/ Category of Interest

- Discipline(s) is addressed: i.e. Administrative, Building, Plumbing, Technical Assistant, etc.

Fill out the “Target Audience/ Category of Interest” field in the **Proposal Form**. 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.

### Seminar Abstract

- The abstract is clear, brief, specific and descriptive
- The abstract describes the content, what participants will learn, and presentation format

Fill out the “Seminar Abstract” field in the **Proposal Form**. 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. Includes specific references 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).

## Seminar Purpose/Value

- The proposed topic is relevant and timely
- Stated objectives and goals are clear and specific
- The seminar fulfills the needs of the inspector or official in the field or office and includes a valuable set of job aids and/or tools to help participants back on the job

Fill out the “Seminar Purpose/Value” field in the **Proposal Form**. State the purpose of your presentation. This should be phrased in terms of what participants will learn and will be able to do, not what the presenter will do.

## Seminar Outline/Content

- Detailed course outline is provided, including time allotments
- Contents fit together in a logical way
- Seminar has summary and conclusion including test for review
- The content of the seminar is clearly described
- The content of the seminar is appropriate for the target audience
- Practical and hand-on aspects of the training are clearly indicated

Fill out the “Seminar Outline/Content” field in the **Proposal Form**. Please, provide a detailed outline of your seminar and specify the amount of time you plan to spend on each topic. If you feel you need more space to adequately describe your seminar, please attach the outline as a separate document. 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.

## Seminar Method/Format

- Teaching methods and activities are described
- AV materials are integrated into seminar
- Teaching style is described
- A sample of study materials and a sample of any in-class review test are included in the proposal package

In a **Proposal Form**, describe your teaching style. Please indicate what teaching methods and activities will be used. Specify how the AV material will enhance the seminar. Please attach a sample of any study materials to be used in conjunction with the seminar and a sample of the in-class review test. If these materials have not yet been developed, a detailed

description will suffice; however, these materials must be filed before the course commences.

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 on the **Proposal Form** 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.

### Review Test

- Test includes 10 questions
- Test measures students' outcomes at the end of your seminar
- Test has clear comprehensible format

Please attach a sample of your review test. Please note, each seminar you are submitting **MUST** include an in-class review test. The test should include 10 questions. Please select the format of the questions that fits your material best (multiple choice, fill-in-blank, open-ended, etc.).

Consider using this test also at the beginning of the seminar as a pre-test to measure the level of knowledge of your students.

### Presenter Information

- Includes instructor(s) resume
- Resume cites experience and background as related to specific codes including New Jersey licenses held
- Three references that can confirm presenter's skills are attached

Fill out the "Presenter Information" field in the **Proposal Form**. Please attach 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. Please attach resume for each instructor teaching the seminar.

\*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.

## Cost of the Seminar

- Proposal includes total cost, including travel and meal expenses
- Proposal includes cost of handouts per person
- Proposal indicates whether handouts are to be reproduced by Rutgers or provided by the presenter

Fill out the “Statement of Cost” field in the *Proposal Form*. Please indicate your per seminar instructional fee, including travel and meal expenses. Travel and meal expenses should not be shown separately. **The fee per seminar is to cover ALL expenses associated with seminar instruction except overnight accommodations when necessary.** The per copy cost of any study materials should be shown separately.

\*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. **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.**

## General Information

A committee, comprising both DCA and Rutgers staff, will evaluate the proposals based on the selection criteria. Scheduling is anticipated to occur in early December for the spring 2014 semester, which commences in early March. Scheduling is anticipated to occur in June for the Fall 2014 semester which commences in September.

To submit the proposal you **MUST** use the electronic *Proposal Form* that can be retrieved at <http://cgs.rutgers.edu/code-enforcement>. Carefully fill out the *Proposal Form* FOR EACH SEMINAR YOU ARE SUBMITTING, print it, attach all required supplemental materials, and return six copies of your entire proposal. Your proposal will not be considered without submission of the *Proposal Form* and all requires supplemental materials. All proposals must be typed and submitted by U.S. mail or overnight courier (NO faxed or emailed copies) no later than **OCTOBER 7, 2013**.

Thank you for participating in 2014 Continuing Education Program for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants proposal process!