

RFP 2026-07 Building & Planning Permit Fees Study
ADDENDUM NO. 1

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS



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Issued May 22, 2026

1. Please clarify the level of detail for the analysis of current staffing and operations as outlines in 3.1.d. Is this an in-depth assessment of current operations, processes, technology, and operational approaches or a more cursory analysis to identify current and projected staffing needs? **Staffing analysis not necessary for Planning Dept. A staffing analysis is only necessary as it pertains to determining establishment of fees necessary to support the building department for the next three years.**
2. Does the County have an estimated or established project budget? If so, can that be shared? **No, not sure what to expect.**
3. What is the estimated timeline for completion? **The sooner we complete the sooner we can approach the BOCC about possible changes.**
4. Has the County ever reviewed or analyzed these fees? If yes, when, and internally or externally? **Building Department Fees were last updated in 2018, presumably the study was completed that year or the year prior.**
5. Please provide the budgets for the departments that will be involved in the Building & Planning Permit Fees.
6. How many employees are in each department? **2 in Planning, 4 in Building**
7. Do we need to send the reference form to our references, or will the County contact our

references? Please provide clear instructions related to reference letters.

You fill out the Reference Form 3 to include and references you may have.

“Include up to three reference letters specific to studies that have been conducted for other Florida local governments dated 2018 or later. Letters must be on the entities letterhead and signed by an authorized official and include a brief description of the project and results, date of the project and name of contact person, e-mail, and phone number. “

8. Is the county expecting a full staffing analysis delivered with the fee study?

No