



ARAPAHOE COUNTY
PUBLIC WORKS & DEVELOPMENT

Directive No. 11.06.2021 – PWD After-Hours Inspections Program

DATE: 5-14-2021

This Directive applies to the following APWA Practices/ Operations Manual Chapters:

2.3 – Human Resources-Compensation Plan

11.6 – Code Enforcement-Inspections

15.5 – Right of Way Management-Permit Inspection

I. PURPOSE:

This directive establishes the policy, procedures, and requirements for the After-Hours Inspections Program in the Building and Engineering Services Divisions within the Department of Public Works and Development (“Department” or “PWD”). This program is being implemented at the request and encouragement of our customers, who will benefit from the ability to schedule inspections outside of normal business hours. The PWD After-Hours Inspections (“AHI”) program is a premium service, using existing staff on a volunteer basis to perform inspections for a premium fee. This fee is over and above normal permitting fees.

II. SCOPE:

Arapahoe County PWD has a premium After-Hours Inspections program to assist customers in keeping and/or making up schedules on their construction projects. The Department is dedicated to continuing services to support desires of citizens, businesses, and customers of Arapahoe County, and the AHI program is another tool which can be used by customers to accomplish their goals.

As part of the AHI program, all national, state, and local standards and specifications remain in full force and effect. Failure to comply with any County codes, rules, and regulations may result in the stoppage of work and/or other enforcement action.

III. AUTHORITY:

The PWD Director has authority to establish policy and procedures for the Department following the general guidance and direction of the Board of County Commissioners pursuant to Resolution 21-171.

IV. POLICY:

It is the policy of PWD to provide an After-Hours Inspections program to customers as it relates to inspections conducted in the Building and Engineering Services Divisions. Each division is responsible for managing this program in accordance with the procedures set forth in this directive. Customers who choose to participate in this program are subject to the program requirements, costs, and payment terms outlined in this directive. Participation in this program by PWD inspections staff is purely voluntary.

V. PROCEDURES:

General

1. A request for inspections under the AHI program must be submitted by the customer to the Department no later than **three business days** (72 hours) in advance of the requested appointment date. The request must be made using the Department's After-Hours Inspections Request Form (attached) with all fields completed, including:
 - a. Requested inspection dates and times, estimated number of hours, and type of inspection.
 - b. Name and location of the project and the permit number(s).
 - c. Customer's contact information, including field contact information.
2. There are no guarantees of inspector availability. Participation in this program on the part of Building and Engineering Inspectors is completely voluntary. All inspectors are eligible to volunteer to participate in this program. Division management will ensure that After-Hours Inspections assignments are equitably rotated among the staff who volunteer to participate in the program within each division.
3. AHI work is scheduled outside of the inspector's normal work hours on a weekday or are scheduled on weekends or holidays. AHI work will not be scheduled during the inspector's normal work hours, as AHI work is conducted outside the scope of regularly assigned inspections and is performed at a premium rate. AHI work is conducted based on the customer's request to complete the inspection ahead of normal timeframes, and for this reason, a specific fee is charged to customers who request AHI inspections, as described in more detail below.

Inspection Fees, Employee Pay, and Timesheet Coding

4. The standard fee charged for AHI inspections is \$110 per hour per inspector. This standard fee applies to AHI work performed on weekdays, weekends, and most holidays. A fee of \$125 per hour per inspector is charged only on New Year's Day, Thanksgiving Day, and Christmas Day observed holidays. These fees include actual costs incurred by the Department for providing this service.
 - a. A two-hour minimum charge will apply in all cases.
 - b. Time beyond the first two hours is charged in one-hour increments.
 - c. The travel time of the inspectors from their home to the job site will be included in the time charged to the customer.
5. Employees will be compensated at a standard premium rate of 1.5X the employee's normal hourly rate for AHI work performed. Employees will receive a double-time premium rate for work performed on New Year's Day, Thanksgiving Day, and Christmas Day observed holidays in accordance with County compensation policy.

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6. When completing timesheets, employees shall use the “After-Hours Inspections” attendance code for all hours worked, including travel time, as part of the AHI program. The payroll system will pay all hours submitted under this timecode at the 1.5X premium rate, except on the three major holidays noted above that will be paid at the double time rate. Supervisors are responsible for ensuring that only time worked under the AHI program is approved using the “After-Hours Inspections” timecode.
 - a. Hours worked under the AHI program do not count as hours worked for purposes of calculating overtime.
 - b. Employees are not eligible to receive compensatory time in lieu of pay for work performed as part of the AHI program.
 - c. AHI work may not be performed on a calendar day in which the employee is scheduled to be on leave for the full day.

Scheduling Inspections and Inspection Guidelines

7. When a customer is interested in scheduling AHI inspections, the customer shall complete the After-Hours Inspections Request Form and submit it to the Division Program Coordinator as designated on the form. Upon receipt, the Division Program Coordinator will facilitate scheduling in consultation with Division management and based on inspector availability and interest. The Division Manager or designee will verify that the number of hours estimated by the customer on the form is reasonable based on the nature of the request. The number of hours estimated by the customer are used to process upfront payment as explained in the Payment section below.
 - a. AHI requests will be processed during normal business hours (Mon-Fri 8:00 AM - 4:30 PM). The request must be submitted at least three business days prior to the inspection start time. This will allow sufficient time to coordinate the inspection team that will cover the request.
 - b. The Division Program Coordinator will advise the customer of AHI availability and also work with the customer to process the required payment as explained in the Payment section below.
8. The Division Program Coordinator will solicit volunteer inspectors to fill the customer’s request, providing all applicable information from the AHI Request Form. The Division Program Coordinator will communicate to the customer whether the request can be fulfilled, and if so, will also communicate the assigned inspector's name(s) and phone number(s).
9. Special project information (based upon size, if possible):
 - a. We recommend that a locked staging area be provided within the building footprint dedicated to AHI Inspectors for plan review and log book entry.
 - b. We recommend that copies of the floor plan be kept to document inspections performed and to keep a visual inspection trail.

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- c. The Division Program Coordinator should determine any other special provision that would assist the AHI and help set-up the jobsite, specific to that project. Special project criteria should be addressed and discussed at the initial meeting stages.
10. Inspectors will remain on-site to complete the requested work per the AHI Request Form. Inspectors are to complete the work included in the AHI request, even if it exceeds the estimated number of hours provided by the customer on the form. If the customer would like to add additional inspections, a new After-Hours Inspections Request Form will need to be submitted in accordance with the procedures in this directive.
11. Code and regulation interpretation issues that arise during AHI inspections will be discussed with the assigned inspector for resolution. Work must be regulatory/code compliant; inspectors are not to be used to provide lengthy code compliant punch lists.
12. If the customer has inspection issues or concerns, they should be addressed to the Division Program Coordinator and then brought to the attention of Division management as needed for resolution.
13. If travel conditions cause the inspector to be late, the inspector will advise the customer contact designated on the AHI Request Form.
14. County-approved construction documents, including revisions and critical documentation (i.e. sealed truss drawings, engineering letters, and test reports) must be on-site for the duration of the inspection.

Payment

15. A minimum of two hours will be charged for each AHI request per assigned inspector and will include the inspector's travel time to/from the job site and actual time worked at the site. Time worked beyond the first two hours will be charged in full one-hour increments (e.g. the customer would be charged 3 hours for an AHI that took 2.5 hours to complete including travel time).
16. In the After-Hours Inspections Request Form, the customer is asked to estimate the number of hours that the requested inspections will take. Customers will be required to pay upfront either the estimated number of hours listed on the form or the two-hour required minimum, whichever is greater. This will be considered an initial deposit to perform the AHI work; this payment is required in order for the AHI work to be performed.
 - a. Payments for this program will be made online whenever possible. Fee codes have been added to Accela for this program: "After-Hours Inspections – Standard Rate" and "After-Hours Inspections – Double Time." The former code will be used in most cases; the latter code is to be used only for AHI work that occurs on New Year's Day, Thanksgiving Day, or Christmas Day holidays.

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- b. On the day that the AHI work is performed at the conclusion of such work, the inspector shall notify the Division Program Coordinator of the actual hours to be charged to the customer. On the next business day, the Division Program Coordinator will determine whether:
 - i. The customer is due a partial refund from the County (i.e. the initial deposit paid was greater than the actual charges incurred). If so, the refund will be processed that business day.
-OR-
 - ii. An additional payment from the customer is due to the County (i.e. the initial deposit paid was less than the actual charges incurred). If so, the customer will be notified and given two business days to make full payment.
17. Once an AHI request has been processed and the initial deposit fees have been paid, the customer may cancel the AHI work by notifying the Division Program Coordinator via email or phone as soon as possible. A full refund will be issued only if notice of the cancellation is provided by the customer at least two business days prior to the scheduled AHI.
18. The Department reserves the right to cancel a scheduled AHI due to extenuating circumstances, such as inclement weather, inspector illness, etc. As much advanced notice as possible will be provided to the customer of the cancellation. At the customer's request, we will work to reschedule the AHI work for the next available date, or we will process a full refund of the deposit fees paid if the customer does not wish to reschedule.
19. The hourly rate charged to the customer for this program includes salary costs for the inspector, travel time and travel costs, and other direct costs incurred by the County for administering this program.

ATTACHMENTS & REFERENCE MATERIALS:

1. After-Hours Inspections Request Form
2. AHI Training Employees – Recorded Training and Presentation

Directive Prepared by: B. Weimer & R. Doane

Date: 5/5/2021

Reviewed:

Revised:

APPROVAL:

Approved by: Bryan D. Weimer
Bryan D. Weimer, Director
Public Works and Development

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