



Indiana
Department
of
Health



Eric J. Holcomb
Governor

Lindsay M. Weaver, MD, FACEP
State Health Commissioner

FROM: Indiana Department of Health
Healthcare Engineering Program

TO: Healthcare Design Firms

RE: Plan Review Inventory Reduction
Scope of Work

Date: July 18, 2024

The Indiana Department of Health (IDOH) has enlisted the assistance of the Indiana Society of Healthcare Engineering (ISHE) to distribute the attached Scope of Work to design firms in order to solicit interest from firms that are interested in providing plan review services to the IDOH. The goal of this project is to reduce current wait times for plan reviews.

After reviewing the attached Scope of Work, firms that are interested in submitting a proposal to perform plan reviews or that would like additional information should contact Randy Snyder via email at the address below:

Randy Snyder, PT, MBA
Health Care Engineering Program
Rsnyder1@health.in.gov
317-233-1286

To **promote**, **protect**, and **improve** the health and safety of all Hoosiers.

2 North Meridian Street • Indianapolis, Indiana 46204 • 317-233-1325 • health.in.gov

An equal opportunity employer.

The Indiana Department of Health is accredited by the Public Health Accreditation Board.



Health Care Engineering
External Plan Review Project
Scope of Work

1. Review and evaluate engineering plans and drawings submitted to the program for compliance with relevant provisions of the Indiana code, building standards, and regulations applicable to the project type.
2. Provide written feedback for plans, or parts thereof, that are not compliant with applicable laws, regulations, or standards.
3. Conduct thorough analyses of structural, electrical, mechanical, and plumbing systems to ensure they meet safety and performance requirements.
4. Verify accuracy and completeness of calculations, dimensions, and specifications outlined in the engineering plans.
5. Attend meetings (online or in person, as necessary) to discuss findings and recommendations with the program.
6. Maintain detailed documentation of the review process, including notes and comments utilizing Revit® Autodesk Design Review (free software available for download).
7. Communicate effectively with the program to address any questions or concerns they may have regarding the review process.
8. Adhere to established timelines and deadlines for completing the review and providing feedback to the program.
9. Ensure confidentiality and professionalism in handling sensitive information related to assigned projects.
10. Submit to the program, electronically, a completed invoice for payment concurrently with the final review document(s)/file(s).
11. Payment will be made at a pre-negotiated flat rate per plan review based upon project size and complexity, with the following expected timelines per plan review:

Small project:	2-3 day review
Medium project:	4-5 day review
Large project:	6-8 day review