

# TOWN OF PALM BEACH

Information for Town Council Meeting on: September 13, 2018

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To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Joshua Martin, Director of Planning, Zoning and Building

Re: Authorization to Renew the Plan Review and Inspections Contracts with Hy-Byrd Incorporated, GFA International, Inc. and C.A.P. Government, Inc.  
**Resolution No. 134-2018**

Date: August 28, 2018

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## **STAFF RECOMMENDATION**

Staff recommends the Town Council adopt Resolution No. 134-2018 authorizing the renewal of contracts to Hy-Byrd Incorporated, GFA International, Inc., and C.A.P. Government, Inc. for the contract renewal period of October 1, 2018 to September 30, 2019 for Plan Review and Inspection Services, with a budget of \$340,000.

## **GENERAL INFORMATION**

The Town issued RFP 2015-09 for Plan Review and Inspection Services, and the Town Council awarded contracts to Hy-Byrd Incorporated (Hy-Byrd), GFA International, Inc. (GFA) and C.A.P. Government, Inc. (CAP) for provision of these services. These contracts, renewed annually, will expire on September 30, 2018 and Staff is seeking approval to renew them for the period October 1, 2018 to September 30, 2019.

Hy-Byrd has performed the bulk of our inspections under the Florida Building Code, but the Town has found it advisable to retain the services of CAP and GFA as needed, to ensure adequate and consistent levels of service. GFA also provides engineering inspection services on a part-time basis, to ensure that the Public Works requirements for construction on private property are met.

These services are provided as supplemental to our in-house plan review and inspections, and are performed on an as-needed basis, with less need occurring during the season, and more during the summer, when construction is at its peak.

### **FUNDING/FISCAL IMPACT**

The attached Resolution contains a budget of \$340,000, which is included in the proposed FY19 budget, and award is conditioned upon approval of the budget.

### **PURCHASING REVIEW**

This item has been reviewed by the Purchasing Division and approved as recommended.

### **TOWN ATTORNEY REVIEW**

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

#### Attachments

cc: Hy-Byrd Incorporated  
GFA Inc.  
C.A.P. Government, Inc  
William C. Bucklew, Building Official