

Information for Town Council Meeting on September 10, 2019

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO, Town Purchasing Manager

RE: Resolution Approving the Award of Bid No. 2019-30, Plans, Review, and Inspection Services to Six Firms in the Total Budget Amount of \$240,000;
Resolution No. 83-2019

DATE: 2 September 2019

STAFF RECOMMENDATION

Town staff recommends the approval of Resolution No. 83-2019 that authorizes the Award of Bid No. 2019-30 for Plan, Review, and Inspection Services to the following six firms; C.A.P. Government, Inc., Diversified Building Department Management, Evans-Hughes Code Inspections, Inc., GFA International, Inc., Hy-Byrd Inspection Services, Inc. and M.T. Causley, LLC.

SUMMARY EXPLANATION/BACKGROUND

The previous solicitation for Plans, Review and Inspection Services was issued in 2015. The Bid No. was 2015-09 with three firms. Purchasing and Planning and Zoning made a business decision to secure a new pool of firms to supply the services as the 2015 solicitation is in the last year for a possible extension.

The new solicitation was issued on July 8, 2019. A total of twenty-one firms downloaded the solicitation to review and potentially bid. A total of seven firms responded, of which only six were found to be responsive and responsible to the bid scope and submittal package.

The scope for the Bid was sought to enter into an agreement(s) with a qualified experienced individual, firm, or corporation to provide as-needed Building Plan Review Services and Building Inspection Services. Services will be provided in accordance with the requirements of Florida Statutes 468, Part XIII and Florida Building Code, Chapter 18 and Chapter 134 and any other applicable Chapters of the Town of Palm Beach's Municipal Code of Ordinances. These services shall be provided on a full-time or as-needed basis, as determined by the Town.

The Town has made the decision to award to all six firms. The firm(s) shall act as an independent contractor and not as an employee of the Town.

FISCAL IMPACT/FUNDING SOURCE

The fiscal impact will be \$240,000 for FY20 from the Planning and Zoning Department Operational Budget, contingent upon budget approval, and a five year award of \$1,200,000 based upon need and budget approval.

USER DEPARTMENT CONCURRENCE

The Planning and Zoning Department is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Josh Martin, Director, Planning and Zoning
Wayne Bergman, Assistant Director, Planning and Zoning
Purchasing File