

TOWN OF PALM BEACH

Information for Town Council Meeting on: November 10, 2020

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA Finance Director

FROM: Dean Mealy, CPPO Town Purchasing Manager

RE: Resolution to Approve a Change Order to Resolution No. 83-2019 for Contract Inspections under the Plan, Review, and Inspection Services in the Amount of \$140,000 Annually, **Resolution No. 127-2020**

DATE: 29 October 2020

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 127-2020, approving a Change Order to Resolution No. 83-2019 for Contract Inspections under the Plan, Review, and Inspection Services in the Amount of \$140,000 annually.

BACKGROUND INFORMATION

In 2019, Invitation to Bid No. 2019-30 was issued for Plan, Review, and Inspection Services. The award was made 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.

Based on the specialty of each firm, the Town has been utilizing Hy-byrd, C.A.P. Government, Inc., GFA International, Inc and Diversified Building Department Management.

The annual award of \$240,000 for all services and the respective allocation to firms was determined by PZB.

WHY THIS ACTION IS REQUIRED

The PZB Department has used contract inspectors and plan reviewers for years to supplement ever shrinking, but very busy, building staff. Jim Lydon is a full-time inspector from Hy-byrd, who works 40 hours a week and has been with the Town for many years. Recently, PZB filled a full-time position of plan reviewer with a part-time contract person from Diversified Building Department Management, who is currently working about 2 to 3 days per week. PZB also use contract inspectors from CAP and Hy-byrd daily in lieu of hiring a full-time inspector, currently a vacant position. Last year, PZB began using a part-time person with Hy-byrd to serve as the Town's construction site monitor, a person not providing building inspections, but focusing on site

screening and quality of life matters connected with construction sites.

As PZB experiences vacancies and ever increasing work demands, additional services have been requested of the firms awarded under Resolution No. 83-2019. Based on current spend, an additional \$140,000 is being requested for FY21.

FUNDING/FISCAL IMPACT

Funding for the Change Order will be from the Planning, Zoning and Building Department Budget.

PLANNING, ZONING AND BUILDING DEPARTMENT REVIEW

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

TOWN ATTORNEY REVIEW

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

Attachments

cc: Wayne Bergman, Director, Planning, Zoning and Building Department
Duke Basha, Assistant Purchasing Manager
Eric Shibley, CPPB, Senior Buyer