

TOWN OF PALM BEACH

Information for Town Council Meeting on: September 10, 2024

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution No. 111-2024, awarding RFP No. 2024-25, Plans Review and Inspection Services to Hy-Byrd, Inc., C.A.P. Government, Inc., Diversified Building Department Management, SAFEbuilt Florida, LLC., and Universal Engineering Services and establishing a five-year term contingent upon satisfactory service, mutual agreement and annual budget authorization and establishing an allocation in the amount of \$500,000 for FY25

DATE: August 27, 2024

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 111-2024, awarding RFP No. 2024-25, Plans Review and Inspection Services to Hy-Byrd, Inc., C.A.P. Government, Inc., Diversified Building Department Management, SAFEbuilt Florida, LLC., and Universal Engineering Services and establishing a five-year term contingent upon satisfactory service, mutual agreement and annual budget authorization and establishing an allocation in the amount of \$500,000 for FY25.

SUMMARY EXPLANATION/BACKGROUND

The current contract for Plans Review and Inspection Services is at the five-year timeline of award. A new bid was issued on June 18, 2024. A total of thirty-two reviewed the solicitation and five submitted proposals.

Since this was a RFP, the selection committee was tasked with review the proposals in addition to participating in Proposer Presentations.

The Selection Committee consisted of the following members:

Voting

- Wayne Bergman, MCP, LEED® AP
- Jason Debrincat, P.E.
- Bob Miracle, CPA

Non-Voting

Duke Basha, facilitator

The Selection Committee recommends award to all five firms to be utilized as workload and response time permit for issuance of respective task orders for a five-year contract award.

FUNDING/FISCAL IMPACT

Funding for this award will be requested on an annual basis as budgets are formalized and approved. The \$500,000 allocation for FY25 was obtained from Finance.

This will be funded from Contractual Services within the Planning, Zoning and Building Operational Budget.

TOWN ATTORNEY REVIEW

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