



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#14-1645

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: February 3, 2015

TITLE: Building Permit Inspection and Plan Examination Services - \$846,000

Recommendation

It is recommended that the City Commission award three (3) one-year contracts for Building Permit Inspection and Plan Examination Services to C.A.P. Government, Inc. (C.A.P.) as primary, Calvin, Giordano & Associates, Inc. (CG&A) as secondary and Nova Engineering and Environmental, LLC. (Nova) as tertiary, utilizing the City's Contract (Form P-0001) for a total amount of \$846,000; and authorize the City Manager to approve three, one-year renewal options, contingent upon appropriation of funds.

Background

Over the past two years, building permit activity has increased nearly 10 per cent each year with combined project values currently totaling more than \$800 million. This increased volume significantly exceeds performance measures projected in the City's Strategic Plan and indicates that not only has development skyrocketed but so too has the associated amount of review and inspection time necessary for these larger valued projects.

The Building Services Division's current permitting activity exceeds workloads in comparable municipalities. The total number of general building permits issued highlights an output activity level that is four times higher than similar cities throughout the nation with populations of 100,000-250,000. To account for this increase in permit volume and to supplement core City staff, the City issued a Request for Proposal (RFP) to contract for building permit inspection and plan examination services. The RFP consolidates two contracts that are expiring and have been in place since 2005 for both regular and emergency plans review and inspection services. The need for additional inspectors and plans examiners is due to growth; upcoming larger scale development projects; the backlog of expired permits and cases related to work performed without permits; a backlog of 40-year safety inspection program reviews; and increased activity due to single discipline and expedited walk-through permitting services. All three vendors provided a not-to-exceed amount per year; however the cost for the remainder of this fiscal year is \$846,000.

The Procurement Services Division issued RFP No. 855-11487 on September 19, 2014 and received three responses. On November 4, 2014 the evaluation committee, consisting of John Travers, Building Official; Alex Hernandez, Assistant Building Official; Mohammad Malik, Chief Zoning Inspector; Liza Torres, Administrative Assistant II; and John Cioffi, Plumbing Inspector II, met with Barry Sageman, Procurement Specialist to evaluate the proposals and rank the firms according to the evaluation criteria as shown in the table below.

EVALUATION CRITERIA	Weight	C.A.P.	CG&A	Nova
		RANK	RANK	RANK
Cost to the City Total Project Cost	30%	1	2	3
Previous Experience , qualifications and past performance of the proposing firm, including persons proposed to provide the services, facilities, resources and references	30%	1	2	3
Scope of Services , Understanding of the overall needs of the City for such services, as presented in the narrative proposal. This will include problem identification and the proposed method to accomplish the work required	30%	1	2	3
Guarantee of minimal staffing (6,000 hours of inspection services) in the event of an emergency or natural disaster	10%	1	2	3
Overall Ranking	100%	1	2	3

If the first ranked contractor is unable to supply sufficient or quality staff assistance, then the second and third ranked contractors will be used in order to prevent any interruption in the daily work flow.

Resource Impact

There will be a fiscal impact to the City in the amount of \$846,000 for FY 2015. Future expenditures are contingent upon approval and appropriation of the annual budget.

<i>Funds available as of January 20, 2015</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
001-DSD034002-3199	Building Permits	Services & Materials/ Other Professional Services	\$3,621,110	\$2,529,855	\$846,000
TOTAL →					\$846,000

Strategic Connections

This item is a FY 2015 Commission Annual Action Plan priority and is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Neighborhood Enhancement Cylinder of Excellence, specifically advancing:

- Goal 6: Be an inclusive community made up of distinct, complementary, and diverse neighborhoods.
- Objective 1: Evolve and update the land development code to balance neighborhood quality, character, and livability through sustainable development.
- Strategic Initiative 3: Prepare the Comprehensive Plan Evaluation and Appraisal.

This item advances all six themes of the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Connected, We Are Ready, We Are Community, We Are Here, We Are Prosperous and We Are United.*

Attachments

Exhibit 1 - Bid Tabulation
Exhibit 2 - Final Rankings
Exhibit 3 - C.A.P. proposal
Exhibit 4 – CG&A proposal
Exhibit 5 - Nova proposal

Prepared by: Barry Sageman, Procurement Specialist I
Elizabeth Cohen, Administrative Assistant I

Department Director: Jenni Morejon, Department Director