



Hallandale Beach
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City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	December 20, 2017		Item Type:	Resolution	Ordinance	Other	
			<i>(Enter X in box)</i>	X			
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
	X			Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes
Funding Source:	5040-534010 – Outside Services		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
						X	
Account Balance:	\$354,000		Quasi-Judicial: <i>(Enter X in box)</i>	Yes		No	
							X
Project Number :	N/A		RFP/RFQ/Bid Number:	RFP #575-11849 Ft. Lauderdale, FL			
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i>				
	X		Safety	<input checked="" type="checkbox"/>			
			Quality	<input type="checkbox"/>			
			Vibrant Appeal	<input type="checkbox"/>			
Sponsor Name:	Roger M. Carlton, City Manager		Department: Development Services	Keven R. Klopp, Development Services Director			

Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO PROCURE TEMPORARY BUILDING PLAN REVIEW AND INSPECTION SERVICES FROM CALVIN, GIORDANO & ASSOCIATES, INC. AND C.A.P. GOVERNMENT, INC. PURSUANT TO RFP #575-11849 OF THE CITY OF FORT LAUDERDALE IN AN AMOUNT NOT TO EXCEED THREE HUNDRED FIFTY-FOUR THOUSAND (\$354,000) DOLLARS FOR FISCAL YEAR 2017-18; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PROCUREMENT OF SERVICES AS NEEDED; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

Background:

The Development Services Department Building Division, has the necessity to supplement inspection and plan review services. As a result of the continuous increase in workload and the decrease in level of service due to staffing challenges, the Division is seeking to continue the services of Calvin Giordano & Associates, Inc. and C.A.P. Government, Inc. through RFP #575-11849 with the City of Ft. Lauderdale, Florida for inspection and plan review services. The initiation of this process and its successful implementation is how staff resolved the substantial backlogs after the new City manager came on board in February 2017 and the Building Official, Shellie Ransom-Jackson, was hired.

Current Situation:

In FY16/17, the City issued Purchase Orders in an amount of \$256,800 to Calvin Giordano & Associates. Based on present need, this amount will be exhausted prior to the end of FY17/18, creating the need to obtain Commission approval to increase the allocation. The Building Division Summer Study conducted in July 2017 (Exhibit 3) revealed a substantial backlog in permit processing; thus, demonstrating the need to increase the availability of supplemental plan examiners and inspectors in an effort to improve the level of service. The Summer Study was adopted by the City Commission and a fee increase for outside services in the estimated total amount of \$354,000 for FY17/18 was incorporated into the budget (Exhibit 4). The Contract term shall be for a period of two (2) years with one successive two-year renewal option pursuant to RFP #575-11849 as budgeted by the City Commission.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other Entities, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure all supplies, materials, equipment and services from other governmental units, when the best interests of the City would be served subject to the requirement that any purchase in excess of \$50,000 requires City Commission approval.

As the aforementioned engagement will be in excess of the City Manager's purchasing authority, City Commission authorization is required.

Fiscal Impact:

The expected expense may come close to but will not exceed \$354,000 and is consistent with monies budgeted for FY17/18.

Proposed Action:

Staff recommends the City Commission approve the attached resolution authorizing the City Manager to procure staffing services from Calvin Giordano & Associates, Inc. and C.A.P. Government, Inc. through RFP #575-11849 with the City of Ft. Lauderdale, Florida, in an

amount not to exceed \$354,000, and to execute all related documents. This will allow Building Services to maintain the high level of responsiveness and protection of the public that Mrs. Jackson has very capably delivered.

Attachment(s):

Exhibit 1 – Resolution
Exhibit 2 – June 16, 2017 Memo to Council
Exhibit 3 – Summer Study
Exhibit 4 – Budget Message
Exhibit 5 – Ft. Lauderdale RFP #575-11849
Exhibit 6 – CGA_FLL Agreement
Exhibit 7 – C.A.P._FLL Agreement
ISR CGA Reso Procurement FY17/18

Prepared BY


Shellie Ransom-Jackson
Building Official

Concurred With


Keven Klopp, Director
Development Services