



**Hallandale Beach**  
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400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	August 1, 2018		<b>Item Type:</b> <small>(Enter X in box)</small>	<b>X</b>	<b>Ordinance</b>	<b>Other</b>	
<b>Fiscal Impact:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <small>(Enter X in box)</small>		<b>1st Reading</b>		<b>2nd Reading</b>
	<b>X</b>		<b>Public Hearing:</b> <small>(Enter X in box)</small>		<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	5040-531010 – Professional Services		<b>Advertising Requirement:</b> <small>(Enter X in box)</small>		<b>Yes</b>		<b>No</b>
							<b>X</b>
<b>Account Balance:</b>	\$405,645.34		<b>Quasi-Judicial:</b> <small>(Enter X in box)</small>		<b>Yes</b>		<b>No</b>
							<b>X</b>
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>		<b>RFP #2017-08 Parkland, FL</b>		
<b>Contract/P.O. Required:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <small>(Enter X in box)</small>				
	<b>X</b>						
			<b>Safety</b> <input checked="" type="checkbox"/>				
			<b>Quality</b> <input type="checkbox"/>				
			<b>Vibrant Appeal</b> <input type="checkbox"/>				
<b>Sponsor Name:</b>	Roger M. Carlton, City Manager		<b>Department:</b> <b>Development Services</b>		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 INSPECTION AND BUILDING PLAN REVIEW SERVICES ON AN AS NEEDED BASIS FROM CALVIN, GIORDANO & ASSOCIATES, INC., C.A.P. GOVERNMENT, INC. AND BUREAU VERITAS PURSUANT TO RFQ #2017-08 FROM THE CITY OF PARKLAND IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS (\$400,000) FOR FISCAL YEAR 2017-18; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PROCUREMENT OF SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

## **Staff Summary:**

### **Background:**

The Development Services Department Building Division, has a demonstrated need to supplement inspection, plan review, and permit technician services with outside providers. 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 expand its pool of resources. Calvin Giordano & Associates, Inc. and CAP Government, Inc. currently provide such services via their contract with the City of Fort Lauderdale. The request, if authorized, will allow the City to procure these services from Calvin Giordano & Associates, Inc., CAP Government, Inc. and Bureau Veritas through their respective contracts with the City of Parkland pursuant to RFQ #2017-08 (Exhibit 1).

### **Current Situation:**

During the first two quarters of FY17/18, the Building Division has processed 2,956 permit applications. During the same time period in FY16/17, the Building Division processed 2,571 permit applications. The 14% increase in activity has created the need for additional technical personnel to maintain an acceptable level of service. The current outside vendors, Calvin, Giordano & Associates and C.A.P. Government, Inc. are also experiencing a shortage of available technical staff. As a result, the Building Division is seeking to piggy-back the City of Parkland RFQ #2017-08 for plan review and inspection services, thus providing access to an additional vendor. The City issued Purchase Orders in an amount of \$354,000 to Calvin, Giordano & Associates and C.A.P. Government, Inc. pursuant to Resolution 17-617, piggy-backing City of Ft. Lauderdale RFP #575-11849 (Exhibit 2). As a result of the current application submittal trend, this amount is nearly exhausted. Given the sustained increase in permit activity, we are engaging additional outside plan reviewers/inspectors, as available, in an effort to achieve an acceptable plan review turnaround timeframe of 10-15 days. The projected cost of service for the remainder of FY17/18 is \$400,000. Funding is available in the Building Division's Account 5040-531010. The Contract term shall be for the time period as set forth in RFQ #2017-08 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 \$400,000 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, CAP Government, Inc., and Bureau Veritas through RFQ #2017-08 with the City of Parkland, Florida, in an amount not to exceed \$400,000, and to execute all related documents. This will allow Building Services to maintain the high level of responsiveness and protection of the public.

**Attachment(s):**

Exhibit 1 - Resolution  
Exhibit 2– Parkland RFQ #2017-08 Resolution  
Exhibit 3 – CHB Resolution 2017-158  
Exhibit 4 – Parkland RFQ #2017-08  
ISR CGA Reso Procurement FY17/18



Prepared BY \_\_\_\_\_  
Shellie Ransom-Jackson  
Building Official



Concurred With \_\_\_\_\_  
Keven Klopp, Director  
Development Services