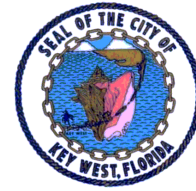


Executive Summary



To: Gregory W. Veliz, City Manager

From: Patti McLauchlin, Assistant City Manager

Date: 1/7/2021

RE: Request for Proposals (RFP) No. 001-21: Building Permit Plan Review and Inspection Services

Action:

Respectfully request the City Commission authorize the City Manager to execute, subject to the review and consent of the City Attorney, an Agreement between the City of Key West (CKW) and C.A.P. Government, Inc., to provide Building Permit Plan Review and Inspection Services.

Background:

The Building Department averaged 8,861 annual inspections over the last 5 years. The Building Department had previously used private inspection services to ease the workload of the Building Department. Due to several extenuating factors the City continues to struggle hiring qualified inspectors within the Building Department, resulting in an inability to keep up with the current demand. The three unfilled building inspector positions has caused a backlog of permits, requiring the use of private inspectors. Formalizing the Building Permit Plan Review and Inspection process will ease the backlog, ultimately resulting in progress throughout the City for clients waiting on permits to be issued. RFP 001-21 was created to fill the void through the formal Request for Proposals process.

On November 21, 2020, the City published RFP 001-21, Building Permit Plan Review and Inspection Services, inviting groups to bid on the requested services. On December 2nd, 2020, a mandatory pre-proposal meeting was held in which three organizations attended; MT Causley, C.A.P. Government, Inc. and All Aspects Inspection Services. On December 21st, 2020, the City received and opened three proposals; (1) C.A.P. Government, Inc.; (2) All Aspect Inspection Services, and; (3) Joe Payne, Inc. (JPI). JPI Inc., did not attend the mandatory pre-bid and when contacted to ask why, the submitter responded by saying they were unable to log-on, however, they did not attempt to call in using the phone number provided in the instructions for those that cannot access Zoom, nor did they contact any City staff to report the issue. JPI's proposal was subsequently deemed non-responsive and was not scored. On December 28th, 2020, an evaluation committee met, in a publicly noticed virtual meeting, and scored each proposal. C.A.P. Government Inc. was given an overall score of 89.2 out of 100, and All Aspects Inspection Services, scored 71.8 out of 100.

Financial Impact:

C.A.P. Government fees for Plans Review and Inspection Services was submitted at \$80.00 per hour and ALL Aspects submitted rates at \$160.00 per hour for the same services. The three unfilled and budgeted positions within the Building Department total annual budget costs were programmed at \$287,404.00. Excluding the cost of current contract employees, the City has \$275,648.00 in the current budget that can be reprogrammed to fund the private inspection services. If the City Commission approves the recommendation of Staff as submitted the City will make all necessary budget transfers to cover the costs of Inspection Services.

Recommendation:

Request the City Commission approve the recommendation of Staff as submitted. If approved the City will enter into an agreement with C.A.P. Government Inc. Authorizing the City Manager to execute all documents consistent therewith with the consent and advice of the City Attorney.