

Executive Summary



To: City Commission

From: George Wallace, Assistant City Attorney

Date: 2/8/2021

RE: Proposed Agreement for Plans Review and Inspection Services with All Aspects Inspections Services Inc.

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 All Aspects Inspections Services Inc., to provide Building Permit Plan Review and Inspection Services Inc.

Background:

The Building Department averaged 8,861 annual inspections over the last 5 years. The Building Department has 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.

At its regularly scheduled commission meeting on January 20th, 2021 the Commission approved Resolution 21-010 authorizing the City Manager to negotiate an Agreement with All Aspects Inspection Services, Inc. (All Aspects) for Plans Review and Inspections Services. Negotiations have been completed and the Agreement is presented to the Commission for its consideration with a suggestion for approval.

Financial Impact:

All Aspects and the City has negotiated the fees for Plans Review and Inspection Services as reflected on the attached schedule.

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 negotiated contract with All Aspects for Plans Review and Inspection Services as presented for execution by the City Manager.

Rates

Plan Reviews are billed based on an hourly rate for Standard Building Plans Reviewers and Engineers for services provided Monday through Friday during regular business hours.

Inspections will be billed at \$75.00 per inspection. It is anticipated that there will typically be at least 10 inspections per day.

Fees for Additional Services: Additional services will be performed at the request of the city and include plan review services, attendance at meetings, consultations, reimbursable expenses such as copy costs, etc. Essentially any service requested by the city not directly related to an inspection and entering the results into the eTrakit system. Discussions or questions related to any particular inspection are not considered additional services.

	Hourly Rates			
	Plans Examiner	Inspector/ PM	Engineer	Principal
Plan reviews for master building permit Hourly rate.	<u>\$110.00/hr</u>		<u>\$180.00/hr</u>	
Shop Drawings (not included in the initial, second or third review for master permit)	<u>\$110.00/hr</u>		<u>\$180.00/hr</u>	
Review of revisions to the permitted Drawings	<u>\$110.00/hr</u>		<u>\$180.00/hr</u>	
Meetings	<u>\$110.00/hr</u>	<u>\$110.00/hr</u>	<u>\$180.00/hr</u>	<u>\$195.00/hr</u>
Plans Coordinator Services	<u>\$65.00</u> per hour			
Reimbursable Expenses†	Cost plus <u>15%</u>			

†Includes copies and Fed-Ex/UPS delivery charges.

The hourly rates stated above are based on services provided Monday thru Friday during regular business hours. Although no services are anticipated to be performed on Weekends, Holidays, or overtime, any service requested after 5 pm, Monday thru Friday, will be charged at 1.5 times the standard rate. Services

requested on a weekend or holiday will be charged 1.5 times the standard rate.

A Cancelled inspection shall not be billable.

Single trade inspections shall be billed as one inspection and may include multiple items such as plumbing shower pans, plumbing pressure tests and similar same trade inspections.