

Summary

To: Finance Board
From: Stefan Massol
Subject: Proposals for building official services
Memo Date: 8/4/2014

Summary: July 29th at 2:00 PM was the bid opening for proposals related to building official, inspection and plan review services. The town received two proposals.

Previous Board Action: None.

Background/Problem Discussion: The weekly workload is presently at a level that staff believes can be completed with 3-day service (~42 inspections per week and moderate plan review). Earlier this year the commission directed staff to explore private sector options and present findings. Staff proceeded to identify service providers and collected pricing and schedule information. In preparation for the Request for Proposals (RFP), staff solicited feedback from five contractors of various trades and collaborated to design a solution that meets the needs of residents, the town and contractors.

Financial Overview: The first proposal from Florida Municipal Services Inc. offered all services at the rate of \$70 per hour, Monday thru Friday 8 am to 5 pm. There would also be the option to schedule services outside of those hours on Monday thru Friday, or on Saturday, for \$105 per hour. On Sundays and U.S. Federal recognized holidays the town would be charged \$140 per hour. The estimated annual cost of MSI is \$88,760.

The second proposal from Universal Engineering Inc. offered services at varying rates. Inspections would be \$75 per hour and plan review would be \$95 per hour. After-hours services would be charged at the overtime rate of 1.5 times the base hourly rate. The estimated annual cost of Universal Engineering is \$109,700.

Recommendation: Staff has yet to review the proposals in detail, but will provide a recommendation at a later time.

Proposed Motion: none.