



AGENDA ITEM REQUEST FORM

Item No. 117

Town Manager

Connie Hoffmann

Department Submitting Request

Dept Head's Signature

REGULAR
COMMISSION MTG
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

ROUNDTABLE/
SPECIAL MEETING
Meeting Dates / TIME

DEADLINE TO
Town Clerk
7 Days Prior (noon)

- July 12, 2011
- July 26, 2011 SPECIAL BUDGET 5:30 PM
- July 26, 2011
- Aug 23, 2011
- Sept 12, 2011 1st PUBLIC HEARING
- Sept 13, 2011
- Sept 26, 2011 2nd PUBLIC HEARING
- Sept 27, 2011

- July 01 (5:00 pm)
- July 15 (5:00 pm)
- July 15 (5:00 pm)
- Aug 12 (5:00 pm)
- Sept 01 (5:00 pm)
- Sept 02 (5:00 pm)
- Sept 15 (5:00 pm)
- Sept 16 (5:00 pm)

- Insert Date/Time

- Presentation
- Resolution
- Reports
- Quasi Judicial
- Consent
- Old Business
- Ordinance
- New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM
PRIORITY TOPIC: BUILDING SERVICES
CONTRACT

SUBJECT TITLE: BUILDING SERVICES

EXPLANATION: One of the priorities the Commission established for the Town Manager last November was to consider alternatives to the current arrangement we have with the County to perform plans review and building inspection services on the Town's behalf and to make the building process simpler and, hopefully, less costly in the Town. The Commission appointed Commissioner Vincent as the liaison to work with me on this project.

As you will recall, in June the Commission gave conceptual approval to a new building fee schedule that is simpler and reduces the minimum permit cost to be used in conjunction with a new contract for plans reviews and inspections. I then drafted RFP #11-08-01 to solicit proposals from firms to perform these services and propose compensation on the basis of the new fee schedule with Commissioner Vincent's input incorporated. The RFP was sent to the Commission and, after the Commission review period passed, the RFP was issued, posted on demandstar, and the three primary providers of these services in South Florida were notified of the RFP, as was Broward County.

Our current contractor, Broward County government – did not submit a proposal. Through our assigned Building Official Dan O'Linn we were advised that the County's policy is not to compete with the private sector in proposing to provide building services to the cities. We received a letter from the County on September 29th from the County indicating their desire to continue serving Lauderdale-by-the-Sea and indicating they cannot modify their fee schedule and that they believe the Town's proposed fee schedule will be more expensive on higher priced construction jobs.

The Town received two responses to the RFP #11-08-01 one from CAP Government and one from Calvin, Giordano & Associates Inc.

CAP's response was deemed unresponsive to the RFP because they failed to propose how they would be compensated for the work. They simply said their fees would be "negotiated" after the Town determined which quality levels we wanted. The Town Attorney concurs with me that the RFP was quite clear that compensation was to be proposed by the respondent on the basis of the new fee schedule that the Town intends to adopt (and which was an exhibit to the RFP) and that it is appropriate to find CAP's submittal non-responsive. Commissioner Vincent also concurs in that decision.



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Calvin, Giordano currently provides similar services to the cities of Pembroke Pines (since 2009) and West Park. They also have had a contract with the City of Weston since 1994 to intake and process building permits (the administrative and Permit Technician function). CAP provides Weston's building plans review and inspection services.

Commissioner Vincent and I are uncomfortable having only one firm to consider when there are other firms that do offer this service. The Town retained the right in the RFP to reject the proposals with or without cause and we believe it is in the Town's best interest to re-advertise the RFP.

In re-advertising, we also want to tweak the RFP to require a minimum presence of the Chief Building Official at the Town offices as the RFP did not define that and feel it is desirable to have that addressed. I also want to look at the County's comparison of the fee schedules and see if we should clarify our proposed fee schedule to address some issues they raised.

The response we received from CAP and Calvin Giordano are available from the Town Clerk to review should you wish to do so.

RECOMMENDATION: Reject the proposal from Calvin Giordano & Associates, revise the RFP, and re-advertise for proposals.

EXHIBIT: Letter dated 9/29/11 from Broward County

Reviewed by Town Attorney

Yes No

(Discussed with the Town Atty.)

Town Manager Initials

CH



Environmental Protection and Growth Management Department
Permitting, Licensing and Consumer Protection Division
1 N. University Drive, Box #302, Plantation, FL 33324 • 954-765-4400 • FAX 954-765-4998

September 29, 2011

Ms. Connie Hoffman
Town Manager
Lauderdale-by-the-Sea
4501 N. Ocean Dr
Lauderdale-by-the-Sea, Fl. 33308

Subject: Building Plan Review and Inspection Services

Dear Ms. Hoffman:

Broward County's Permitting, Licensing and Consumer Protection Division (PLCPD) is aware that the Town of Lauderdale-by-the Sea has issued and received Requests for Proposals (RFP) to perform building plan review and inspection services. As a government entity, Broward County cannot respond to this RFP. As the Town's current service provider for over sixteen (16) years, we are going on record to state we sincerely desire to continue providing building code services as described in the RFP.

Ours is a partnership that has surmounted its challenges; over the past 16 years the level of service has been refined and enhanced to meet the specific needs of the Town on behalf of local residents and businesses. PLCPD has provided excellent service to Lauderdale-by-the-Sea citizens through well-trained counter staff, qualified plans examiners and inspectors and has provided a Building Official who is familiar with and understands the unique needs of the Town. PLCPD has consistently expedited the turnaround time for plan reviews by interacting with designers, owners and contractors during the process to assure that plans are reviewed quickly and at the least possible cost to the permit holders. Certified building inspectors consistently meet with owners and contractors at the jobsite to assist them in completing the jobs as quickly as possible and still ensure compliance with all required regulations. PLCPD staff is available throughout the workday, without requiring appointments to assist the citizens with permit related issues. These beneficial services are generally provided at no additional cost to the customer.

Broward County's fee schedule is not and cannot be profit driven. Fees are based on a full-cost recovery scenario and have been kept at low, competitive levels for the past several years. A comparison of the fee schedule which is currently in place against the Town's newly proposed fee schedule, it's noted that while fees may a bit lower for the less costly jobs, it actually becomes more expensive as the job value rises. We certainly understand that there is a greater number of "smaller" permits now, but in the near future we anticipate as the economy changes and job values increase the Town will be saving money in the long run.

PLCPD's association with the Broward's larger planning, permitting and regulatory agency including the divisions of Planning and Redevelopment, Development and Environmental Regulation, Natural Resource Planning and Management, bring additional resources within easy reach of the Town when/if issues arise concerning those interests.

PLCPD continues to provide zoning and code enforcement services by a staff of experienced and fully certified, and qualified individuals who are able to perform these services immediately, if needed at the rates described in our Inter Local Agreement.

Broward County remains committed to providing building code services to the Town through our contractual arrangement that allows you the flexibility to obtain the services you need, when you need them, to meet the ever-changing demand of the residents and business interests with low financial risk to the Town. We are confident that our service agreement compares favorably to those received through the RFP solicitation and welcome the opportunity to continue providing the Town with excellent service through a mutual satisfying relationship which has grown over the past 16 years. Please contact me at your convenience if I may be of further assistance.

Sincerely,



Susan G. Pierce, Interim Director
Permitting, Licensing and Consumer Protection

cc: Cynthia S. Chambers, Director, Environmental Protection and Growth Management
Armando Linares, Interim Assistant Department Director, Environmental Protection and Growth Management
Dan O'Linn, Building Official, Town of Lauderdale-by-the-Sea