

**AGENDA ITEM REPORT**

**DATE:** June 19, 2018  
**DEPARTMENT:** Community Development  
**REQUESTER:** David Loveland  
**TITLE:** Approve Purchase of Building Inspection and Plan Review Services

**I. MOTION REQUESTED**

- A. Approve Piggyback No. PB180366MGT to allow Community Development to utilize pricing on the City of Naples contracts issued under their Request for Proposal No. 16-014 with the following firms for building inspection and plan review services on an as needed basis, as approved in the department's annual adopted budget: Bureau Veritas North America, Inc.; Calvin, Giordano & Associates, Inc.; C.A.P. Government, Inc.; GFA International, Inc.; and NOVA Engineering and Environmental, LLC.
- B. Approve use of the contracts through their expiration dates of September 30, 2019 and any renewals approved by the City of Naples, and approve payment of all previous invoices for services provided by these firms under the agreements.

**II. ITEM SUMMARY**

Approves piggyback purchase of building inspection and plan review services under the City of Naples' contracts on an as needed basis. Community Development has been utilizing two of the contractors over the last two fiscal years within the Departmental spending limits, but is seeking an increase in the current year to the County Administration spending level of \$100,000 each, and is proposing a budget level of \$500,000 total for these services in FY18/19.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

Procurement Management received a request from the Community Development Department for the piggyback purchase to utilize pricing on the City of Naples contracts issued under their Request for Proposal No. 16-014 with the following firms for building inspection and plan review services on an as needed basis: Bureau Veritas North America, Inc.; Calvin, Giordano & Associates, Inc.; C.A.P. Government, Inc.; GFA International, Inc.; and NOVA Engineering and Environmental, LLC. Procurement Management reviewed the solicitation and resulting contracts and determined that they were eligible for piggyback. In FY 16/17 DCD utilized GFA International for part-time plan review services, and in the current year (FY 17/18) has been utilizing both GFA International and NOVA for building inspection services. Expenditures have been limited to the Departmental spending authority of \$50,000 but given the current demand, DCD is seeking an increase in the current year to the \$100,000 County Administration spending level for these two contracts, and addition of a third contract with C.A.P. Government. DCD will be budgeting \$500,000 total for these contracted services next year (FY 18/19) and use of the piggyback contract will expand contractor options.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	No
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: 15501 Program: Community Development Project: Account Strings: LC52410 & LC52412	
G)	Fund Type?	Unincorporated MSTU
H)	Comments: Purchases will be as needed and as approved in the department's annual adopted budget.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">City of Naples Solicitation</a>	6/4/2018	Backup Material
<a href="#">City of Naples Contract - Bureau Veritas</a>	6/4/2018	Backup Material
<a href="#">City of Naples Contract - Calvin Giordano</a>	6/4/2018	Backup Material
<a href="#">City of Naples Contract - CAP Government</a>	6/4/2018	Backup Material
<a href="#">City of Naples Contract - GFA International</a>	6/4/2018	Backup Material
<a href="#">City of Naples Contract - Nova Engineering</a>	6/4/2018	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Community Development	Loveland, David	Rejected	5/30/2018 - 11:37 AM
Community Development	Carpenter, Debbie	Approved	5/30/2018 - 11:38 AM
Community Development	Turner, Nicole	Approved	6/4/2018 - 12:17 PM
Community Development	Loveland, David	Approved	6/4/2018 - 12:36 PM
Budget Services	Henkel, Anne	Approved	6/6/2018 - 11:24 AM
Budget Services	Winton, Peter	Approved	6/7/2018 - 9:22 AM
County Attorney	Fraser, Andrea R.	Approved	6/7/2018 - 1:28 PM
County Manager	Meurer, Doug	Approved	6/8/2018 - 11:58 AM