



## MEMORANDUM

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TO: Joseph F. Lo Bello, Town Manager  
FROM: Matthew Pazanski, Finance Director   
SUBJECT: Building Official, Plan Review and Inspection Services  
DATE: July 14, 2016

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### **BACKGROUND**

Our current contract for Building Official, Plan Review and Inspection Services with M.T. Causley, Inc. will expire on September 30, 2016. This is the end of a four-year agreement. Our current contract was established as a two (2) year contract with the option to renew for one (1) additional two (2) year period. The compensation for services provided was equal to fifty percent (50%) revenue share of permit fees collected.

In 2012, staff issued a Request for Proposals (RFP) for Building Official, Plan Review and Inspection Services. Seven consultants requested a copy of the proposal package, and five (5) consulting firms submitted proposal packages. The five proposals were evaluated in a public meeting by two staff members and the Building Official from Palm Beach Gardens. M.T. Causley, Inc. received the highest evaluation score.

MT Causley, Inc. has provided these services for the Town since October 2006.

### **DISCUSSION**

With our current contract expiring soon, staff would like to present options for the Town Council to consider on how to proceed with procuring needed building official, plan review and inspection services. The Town's Purchasing Policy (Resolution No. 2010-07) provides for various options including the following:

- Prepare an RFP (annual contract amount is over \$10,000) and solicit sealed bid responses; or
- Based on our past experience and established relationship with our current building official: determine that the above procedures are not practical or advantageous to the Town and negotiate a contract with Diversified Building Department Management Corp.



Staff was recently informed that M.T. Causley, Inc. was acquired by SAFEbuilt, a Colorado based company. According to the company website, SAFEbuilt is actively growing through the acquisition of various companies throughout several states. M.T. Causley Inc.'s current management team is proposed to remain intact for the foreseeable future.

Staff is proposing to negotiate a contract with Diversified Building Department Management Corp. (Diversified) and its owner Buck Evans. Mr. Evans is currently the Town's Lead Building Official for M.T. Causley, Inc. Mr. Evans has been working with the Town since 2007 and has been the Lead Building Official since October 2010.

The motivation behind the proposal stems from the long standing relationship the Town staff has with Mr. Evans and the fact that he has proven to be a consistent, knowledgeable and customer service oriented professional. As you know, the Town has a reputation for exceptional customer service and boasts about expedient permitting turnaround. Mr. Evans has been integral in helping our staff consistently meet those demands.

Diversified currently works with the Martin County School Board (2014) and with the Town of Jupiter Island (2012). Mr. Evans currently holds State of Florida Licensing for all Inspection Services and Plans Examination requirements and can meet all of the Town's needs.

Staff is confident that Mr. Evans, Diversified and his team possess the right qualities, expertise, and professionalism to meet the necessary demands and services required of the Town to provide our Building Official, Plan Review and Inspection Service needs.

Staff would like the Town Council to consider foregoing the bid process. Should the Council determine that the other options are not practicable or advantageous, per the Town's purchasing policy, staff will negotiate the price and terms of a new agreement to begin October 1, 2016 and bring the proposed agreement back to Town Council for consideration and approval.

**RECOMMENDATIONS:**

Staff recommends the Town Council forgo the bid process, as it is not practical or advantageous to the Town, and authorize the Town Manager and staff to negotiate a contract with Diversified Building Department Management Corp. The agreement will begin October 1, 2016.