



## Cover Memorandum/Staff Report

File #: 21-070

Agenda Date: 2/2/2021

Item #: 6.G.1.

**TO: Mayor and Commissioners**  
**FROM: Anthea Gianniotis, Development Services Director**  
**THROUGH: Jennifer Alvarez, Interim City Manager**  
**DATE: February 2, 2021**

APPROVAL OF RESOLUTION NO. 23-21 TO AWARD AGREEMENTS WITH ABSOLUTE CIVIL ENGINEERING SOLUTIONS, LLC, C.A.P. GOVERNMENT, INC., GFA INTERNATIONAL, M.T. CAUSLEY, LLC FOR INSPECTION PLAN REVIEW AND DEVELOPMENT REVIEW SERVICES FOR THE DEVELOPMENT SERVICES DEPARTMENT (ITB 2020-029) - \$250,000

### **Recommended Action:**

Motion to approve Resolution No. 23-21 to award Agreements with Absolute Civil Engineering Solutions, LLC, C.A.P. Government, Inc., GFA International and M.T. Causley LLC for Inspection Plan Review and Development Services for the Development Services Department (ITB 2020-029) - \$250,000 for the Agreement term and authorize the City Manager to exercise any and all renewal options in the amounts below, contingent upon appropriation of funds.

### **Background:**

The proposed services consist of Building Division Inspection and Plan Review Services when building permit plan review and inspection demands exceed the resources of full-time staff. On July 23, 2020, the City of Delray Beach Purchasing Department issued ITB No. 2020-029 for Inspection, Plan Review and Development Review Services. Four bids were received: Absolute Civil Engineering Solutions, LLC, C.A.P. Government, Inc., GFA International, and M.T. Causley, LLC. All four firms have been deemed responsive and responsible vendors. The term of the Agreement will be for one (1) year with the option to renew for two additional one-year periods.

Should the City exercise the renewal options provided in the contract, the cumulative contract value is provided below.

Estimated Contract Value		
Initial Term	February 2, 2021 - February 1, 2022	\$250,000.00
Renewal Term 1	February 2, 2022 - February 1, 2023	\$250,000.00
Renewal Term 2	February 2, 2023 - February 1, 2024	\$250,000.00
Total Estimate Contract Value: \$750,000.00		

A contingency of \$50,000.00 for the term of the agreement and \$50,000.00 for each renewal period is included in the amounts above to allow for additional services or positions on an as needed basis.

This motion is in accordance with the City Code of Ordinances, Section 36 and City Policies and Procedures.

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding is available from accounts: 001-26-220-524-31-90, Building Inspection Professional Services.

**Timing of Request:**

This item is time sensitive as the contract extension expires on February 14, 2021.