



**CITY OF DANIA BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT  
STAFF REPORT**

**DATE:** March 27, 2012  
**TO:** Robert Baldwin, City Manager  
**FROM:** Robert Daniels, Community Development Director  
**SUBJECT:** RFP No. 12-004 Building and Code Services

**INTRODUCTION AND BACKGROUND**

Staff prepared and posted Request for Proposals (RFP) No. 12-004, which solicited proposals from qualified firms or persons to provide the City with Building Department and Code Compliance Services. The RFP expressed the preference of the City to have a single firm that would provide both Building Department and Code Compliance services, but provided the option for firms to propose provision of individual services.

The City's "Building Department" is actually a division of the Community Development Department. The Division is currently comprised of City employees and contract employees. The RFP is for contracted services only and does not apply to replacement of current city positions in the Building Division. Current city positions include one Building Inspector, two Permit Service Specialists and two Administrative Technicians.

The RFP calls for a complete replacement of the Code Compliance Division, which is staffed with City employees. Division positions include one Code Compliance Manager, One Lead Code Compliance Inspector, three Code Compliance Inspectors, one Business License Coordinator, one Business License Specialist, one Code Compliance Office Coordinator, one Administrative Specialist 1 and one Parking Enforcement Specialist. Community Development staff advised Broward Sheriff's Office of the City's interest in outsourcing Code services and provided an opportunity to provide a proposal. No proposal was submitted by that agency.

The RFP was published on January 4, 2012. A pre-proposal conference was held on January 18, 2012. Representatives from twelve firms were present at the pre-proposal conference. The closing date for proposals was February 3, 2012. Proposals were received from the following firms.

Bureau Veritas North America, Inc  
1601 Sawgrass Corporate Parkway, Suite 40  
Fort Lauderdale, FL 33323

C. A. P. Government, Inc.  
8350 NW 52<sup>nd</sup> Terrace, Suite 209  
Doral, FL 33166

Calvin, Giordano & Associates, Inc..  
1800 Eller Drive, Suite 600  
Fort Lauderdale, FL 33316

GFA International, Inc.  
1215 Wallace Drive  
Delray Beach, FL 33444

## REVIEW AND ANALYSIS

A staff review committee made up of Ronnie Navarro, City Engineer, Jeremy Earle, CRA Director and Robert Daniels, Community Development Director met on February 14, 2012, February 24, 2012, and March 13, 2012 to assess the proposals. Proposals were evaluated using four criteria, as discussed below.

Approach and methodology – The firm’s organization chart; its approach to provision of the Building Department services; the transition of the firm into the City’s operations; and understanding of the requested service as outlined in the scope of services, which was included in the RFP.

Experience – The experience of the firm and the individuals nominated to be on the project team. In the case of building inspection services, Broward County experience is especially important as each county’s Board of Rules and Appeals applies different criteria for certifying building code personnel.

Cost Proposal - The hourly rate, other charging methods and review time frame.

Others – Financial standing and litigation history. Financial statements were reviewed by committee members and were discussed with the City’s Finance Department for expert input.

- A summary of the Committee’s analysis of each of the firms is included below. A detailed explanation is included in the attachment to this staff report.

FIRM / DISCIPLINE	APPROACH & METHODOLOGY	EXPERIENCE	COST PROPOSAL	OTHER
CGA – Building Services	>Teaming w/ M.T. Causley, Inc. >Dual coverage – Causley & CGA personnel >RFP scope Sec 3 – Responsibilities not discussed (emergency svc., ADA, etc.)	>Broward Experience	80% - 20% split	> Financially sound > Litigation history not included (RFP Sec. 9.1.5) but information submitted in 2011 indicates no judgments against the firm
CGA – Code Services	>Director & Supervisor qualified & experienced. >Lack of other named personnel on org chart. >Transition Plan commits to giving City employees first priority in hiring.	>Extensive background in code compliance – providing full service to 4 cities	>\$931,125.00 >Annual contract review	> Financially sound > Litigation history not included (RFP Sec. 9.1.5) but information submitted in 2011 indicates no judgments against the firm
CAP – Building Services	>Org chart provides for management + 12 experienced staff >Clear transition plan, including commitment to staff EOC in	>Broward Experience	>Hourly prices competitive >Percentage share plan offered – no percentage specified	> Financially sound > Litigation history indicates no disciplinary actions, pending litigation, major disputes, contract defaults or liens.

<b>CAP – Code Services</b>	<p>emergencies</p> <p>&gt;Org chart provides for complete staffing per RFP requirements</p> <p>&gt;Per résumés some personnel not fully qualified</p>	<p>&gt;Experienced in code compliance – currently contracting with one municipality</p>	<p>&gt;Semi-annual contract review</p> <p>&gt;Hourly rates provided – extended to annual charge would equal \$946,400</p> <p>&gt;Semi-annual contract review</p>	<p>&gt; Financially sound</p> <p>&gt; Litigation history indicates no disciplinary actions, pending litigation, major disputes, contract defaults or liens.</p>
<b>Bureau Veritas – Building Services</b>	<p>&gt;Org chart provides for 8 persons, including management. Dual coverage of Chief Building Official qualified personnel</p>	<p>&gt;International firm</p> <p>&gt;Experienced in Florida Building Code</p> <p>&gt;Minimum Broward Co. experience</p>	<p>&gt;Hourly rates provided</p> <p>&gt;High bidder</p>	<p>&gt; Financially sound</p> <p>&gt; Active litigation history</p>
<b>GFA – Building Services</b>	<p>&gt;Org chart provides for 19 experienced &amp; qualified personnel</p> <p>&gt;Clear transition plan recommends retaining current staff on part time basis for work in progress</p>	<p>&gt;Broward experience</p>	<p>&gt;74% - 26% split</p> <p>&gt;competitive hourly rates for emergencies</p>	<p>&gt; Financially sound</p> <p>&gt; Litigation history not included (RFP Sec. 9.1.5)</p>

## COMMITTEE RANKING

### Building Department Services and Code Compliance Services

1. Calvin, Giordano and Associates, Inc.
2. CAP Government

### Building Department Services Only

1. GFA International, Inc.
2. CAP Government
3. Calvin, Giordano and Associates, Inc.

### Code Compliance Services Only

1. Calvin Giordano and Associates, Inc.
2. CAP Government

## CURRENT BUILDING DEPARTMENT SERVICES CONTRACT - BROWARD COUNTY

Broward County has provided contract building code services to the City for 16 years. The *Interlocal Agreement for Guaranteed Partial Service Building Code Services* (ILA) between the City and Broward County was extended in 2011 and will expire on June 30, 2012. Prior to extending the contract Broward County provided the City with a draft renewal ILA for the City's consideration. The agreement has been drafted as a five year agreement to expire in 2016, but the County acknowledges that the City may chose to shorten the term. Previous agreements have been for three year terms. Other changes to the ILA would include, among other things, the removal or revision of the current

emergency coverage commitment and provision for Americans with Disabilities Act (ADA) coordination.

Based on the standard hourly charge, the schedule of guaranteed services included in the ILA provides for potential maximum annual charges of \$756,638. That maximum has not been realized in the life of the existing ILA. A summary of charges for the past three years is included below.

	<b>Permit Revenue</b>	<b>Charges</b>	<b>Retained by City</b>
FY2010/11	\$825,282	\$560,610	33%
FY2009/10	\$975,836	\$564,764	42%
FY2008/09	\$1,858,477	\$600,540	68%

**COMPARISON OF BROWARD COUNTY AND RFP RESPONDERS (Building Department Services)**

The committee performed an analysis of Broward County's current contract and actual costs and compared it to the proposals received from the firms responding to the RFP. All firms submitting proposals satisfy the criteria for approach and methodology, experience and financial standing. Cost proposals vary as shown in the summary table below. The summary table assumptions include a total of \$825,282 in permit fee revenue (FY2010/11 revenues) and the maximum utilization of hours assigned in the current contract with Broward County.

**ESTIMATE OF POTENTIAL MAXIMUM CHARGES FOR FY2010/11**

<b>Broward Co. (Hourly Maximum)</b>	<b>CGA (80%-20%)</b>	<b>GAP (Hourly)</b>	<b>Bureau Veritas (Hourly)</b>	<b>GFA (74%-26%)</b>
\$756,638	\$660,225	\$674,261	\$684,060	\$610,708

As noted above, actual charges by Broward County for FY2010/11 were significantly lower than the ILA's guaranteed services maximum and represent an average charge of 67% of permit fee revenues for the year. While County charges for individual months occasionally exceed the amount of permit revenues taken in, the amount of retained revenue has been 33% or higher on an annual basis for the past three years.

**CURRENT CITY CODE COMPLIANCE DIVISION**

The approved FY2011/12 budget for the Code Compliance Division is \$793,941 and for the Parking Fund (personal services and operating expenses) is \$108,881. This results in a budget of \$902,822. If the Code Compliance services were outsourced the City would continue to be responsible for approximately \$50,000 in operating expenses for magistrate expenses, equipment maintenance contracts and nuisance abatement activities. It is not clear that there would be any significant savings to the City from outsourcing code compliance services.

The Division is currently undergoing a transition. There are two unfilled Code Compliance Inspector positions and there are anticipated losses in administrative staff because of planned retirements and relocations. Advertisements for unfilled positions have been published and are currently open. A potential reorganization of the Division

could result in the movement of all or a portion of the Business Tax Revenue function to the Finance Department.

### **COMPARISON OF CURRENT CITY CODE COMPLIANCE DIVISION AND RFP RESPONDERS (Code Compliance Services)**

The committee performed an analysis of the City's current Code Compliance Division costs and compared it to the proposals received from the firms responding to the RFP. Both firms submitting proposals generally satisfy the criteria for approach and methodology, experience and financial standing. Specific issues are outlined below.

- Calvin, Giordano & Associates, Inc. lists experienced and qualified personnel in its management and director positions but does not name anyone in any of the other positions on its organizational chart. The firm commits to giving priority in hiring to current City employees.
- CAP Government provides for full staffing through its proposed organizational chart and résumés submitted. While named personnel meet minimum RFP requirements, the organizational chart is unclear with regard to the named Code Compliance Manager.

Both firms have submitted cost proposals that would exceed the combined City Code Compliance and Parking Fund budget (personal services and operating expenses) of \$902,822, of which approximately \$50,000 would continue to be the City's responsibility.

- Calvin, Giordano & Associates, Inc. proposes a flat fee of \$931,125.
- CAP Government proposes hourly charges, which when extended out on an annual basis, would result in a charge \$946,400.

It is not clear that there would be any significant savings in outsourcing code compliance services.

### **COMMITTEE RECOMMENDATIONS**

Reject all proposals, and:

1. Direct that an agreement be negotiated with Broward County for Building Department Services with a three year term and a required annual review to assess service, charges and charges as a percentage of permit fee revenue.
2. Maintain City Code Compliance services at current budget and continue advertising and hiring for current open Code Compliance positions.

## ATTACHMENT

### Detailed Analysis of Proposals

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#### Calvin, Giordano & Associates, Inc (CGA)

This firm provided a proposal for Building Department and Code Compliance services.

#### Building Department Services

The firm proposes to team with M.T. Causley, Inc., a company that is experienced in provision of building inspection and plans examination services in South Florida.

- Approach and Methodology - the firm's organization chart provides for oversight by the CGA Principal-in-Charge and Vice President, Governmental Services and dual coverage of the Building Official (BO), Plans Examiner and Inspector positions by CGA and Causley personnel. The organizational chart also provides for two (2) administrative staff positions, which were not requested by the City in this RFP. The project manager/ BO has 27 years of experience as a manager of plan reviewers and inspectors. Redundancy is built into the BO position with the inclusion of a qualified BO, Plans Examiner and Inspector with 6 years experience. The team of inspectors/plan reviewers has lengthy experience in South Florida and all but four demonstrate experience in Broward County municipalities. The firm demonstrates an up-to-date technological approach, utilizing lap top computers in each inspector's vehicle, which allows for minor plan review in the field and real time exchange of plan information. A clear transition plan is provided and the firm demonstrates a general understanding of the scope of work outlined in the RFP. The firm would bring with it its own permitting and tracking software ("Inkforce"), Prior to execution of a contract for services agreement would have to be reached on the use and compatibility of this software as it regards the City's software. The proposal does not provide hourly rates or otherwise address the requirements of Section 3.B.1 and 2 of Exhibit One, Scope of Services for Building Department Services (staffing during emergencies). Also, it does not specifically address the timeframes for plan review performance as called out in Section 4 of the Scope of Services, but these are minimum requirements and confirmation would be required prior to execution of a contract for services.
- Experience - the firm has lengthy experience in Broward County in various disciplines. The dual coverage of all positions demonstrates an ability to meet the City's building services demands. As stated above, the nominated personnel demonstrate adequate experience.
- Cost Proposal - the firm proposes to use the City's approved fee schedule and accept all permit and appropriate occupational license fee revenues and provide the City with 20% return for administrative services.
- Others - documentation provided indicates that this firm is financially stable. The proposal does not include a summary of its litigation/arbitration history pursuant to Section 9.1.5 of the RFP, "Committee Review Considerations". Information previously submitted in 2011 indicates litigation activity with no judgments against the firm.

## Code Compliance Services

The firm is experienced in provision of code compliance services in South Florida. Its proposed approach to delivery involves proactive field enforcement, improving business processes, enhanced customer service, training, education, expedited scheduling and automating functions.

- Approach and Methodology - the firm's organization chart provides for oversight by the CGA Principal-in-Charge and project administration by the Vice President, Governmental Services. The proposed Project Manager/Director of Code Enforcement has 27 years of experience, 21 of which were in the City of Dania Beach. All other proposed positions, Code Compliance Supervisor (1); Code Compliance Inspectors (3); Administrative Assistants (2); Parking Enforcement Specialist (1) and Business Tax Receipt Specialist (1) are shown on the organizational chart as "to be named". The firm's statement of qualifications includes a résumé for a Level III certified code enforcement officer who currently serves as the Code Enforcement Director for the City of Weston, but that person is not named on the organizational chart. The Statement of Qualifications indicates that that person will provide administrative support. The firm's transition plan states that any existing staff of the City will be interviewed and given first opportunity for hiring in the positions the firm will include under the service agreement. As stated in the firm's proposal for Building Department services, the firm would bring with it its own permitting and tracking software ("Inkforce"), Prior to execution of a contract for services agreement would have to be reached on the use and compatibility of this software as it regards the City's software.
- Experience – the firm has lengthy experience in code compliance services. It is currently providing full code compliance service to four (4) municipalities in Broward County.
- Cost Proposal – the firm proposes to provide an annual full "turn key" comprehensive code compliance services program for a fee of \$931,125. The firm's cost proposal calls for annual renewal options cost adjustments after year no. 1 that would be tied to a negotiated and mutually agreed upon index or schedule.
- Others – documentation provided indicates that this firm is financially stable. The proposal does not include a summary of its litigation/arbitration history pursuant to Section 9.1.5 of the RFP, "Committee Review Considerations". Information previously submitted in 2011 indicates litigation activity with no judgments against the firm.

## **C.A.P. Government, Inc. (CAP)**

This firm provided a proposal for Building Department and Code Compliance services.

## Building Department Services

- Approach and Methodology - the firm's organization chart provides for a Chief Building Official (CBO) with 37 years of experience as a manager of plan reviewers and inspectors in Broward County. The team's project manager, who has 29 years experience in construction project management and building

department management and supervision would also provide electrical plans review. The project manager will oversee both Building Department Services and Code Compliance Services. In addition to the management and supervisory personnel the firm provides for 12 experienced personnel in its staffing plan for Dania Beach. Descriptions of the firm's approach and transition plan demonstrate a clear and detailed understanding of the scope of services in the RFP.

- Experience – All nominated personnel have experience in South Florida municipalities and the team exhibits extensive experience in Broward County and its municipalities.
- Cost Proposals – the firm offers two options for compensation, hourly rates or a percentage of revenue. Hourly charges for Building Official (\$77.00), Plans Examiner (\$71.25), Chief Building Code Inspector (\$69.00) and Building Code Inspector (\$61.75) were provided. The firm provides a comparative analysis of its hourly rates versus Broward County's rates and commits to establishing hourly rates that are at least five percent below those of the County. As an alternative the firm also offers a percentage of revenue method of compensation. Using this method the firm would retain an agreed upon percentage of the total monthly revenues received by the Building Department. No specific percentage is proposed, although previous negotiations with the firm in 2011 included discussions of a 75% - 25% compensation split. The firm offers semi-annual review of the compensation package and guarantees that its services would be funded exclusively by permit fee revenues with no reliance on general fund revenues.
- Others – documentation provided indicates that this firm is financially stable. The firm's response to the RFP indicates no litigation, major disputes, contract defaults or liens during the 22 years the firm has been in existence.

### Code Compliance Services

The firm is experienced in provision of code compliance services in South Florida. It's proposed approach to delivery involves proactive field enforcement, improving business processes, enhanced customer service, training, education, expedited scheduling and automating functions.

- Approach and Methodology - the firm's organization chart provides for oversight by the CAP Principal-in-Charge and project management by the same Project Manager proposed for Building Department services. The proposed Code Compliance Manager is an experienced practitioner but proposal documentation indicates that the proposed person has Florida Association of Code Enforcement (F.A.C.E.) Level 1 certification. Clarification is needed on this issue. The Statement of Qualification indicates higher levels of certification in general. No evidence is provided for the required certifications for the proposed Project Manager/Client Manger or the Code Compliance Manager pursuant to Section 2.ii.2 of Exhibit Two, Scope of Services for Code Compliance Services. The proposal includes résumés for Lead Code Compliance Inspector that meet or exceed the required certifications. Résumés indicate that of the 3 Code Compliance Inspectors required by the RFP only two appear to meet the minimum requirements called for in Section 2.ii.1 of Exhibit Two, Scope of Services.



- Experience – the firm has lengthy experience in South Florida, mostly in Miami-Dade County.
- Cost Proposal – the firm proposes to provide Code Compliance services at the following hourly rates: Code Enforcement Manager (\$75.00); Code Enforcement Supervisor (\$60.00); Code Compliance Officers (3 inspectors required by the RFP) (\$50.00); Code Compliance Administrator (\$40.00); Parking Enforcement Officer (\$40.00); Business Tax Receipt Coordinator (\$50.00); Business Tax Receipt Specialist (\$40.00).
- Others – documentation provided indicates that this firm is financially stable. The firm's response to the RFP indicates no litigation, major disputes, contract defaults or liens during the 22 years the firm has been in existence.

#### **Bureau Veritas North America, Inc.**

This firm provided a proposal for Building Department services only.

- Approach and Methodology - the firm's organization chart provides for eight persons dedicated to the City of Dania Beach. The transition plan proposed by the firm is clear and straightforward. The firm anticipates two weeks or less for the transition process.
- Experience – Five of the eight named personnel serve in the roles of plans examiner and inspector. Two persons named in the organizational chart are qualified to serve as Chief Building Official. All nominated personnel are experienced in South Florida, but in only one case is Broward County experience indicated.
- Cost Proposal – the firm's response to the RFP provides for hourly fees for Chief Building Official (\$85.00), Plans Examiners (\$74.00), Chief Inspector (\$76.00), Inspectors (\$67.00), Permit Technician (\$55.00). This is the only firm that did not propose a percentage payment option. The hourly charges proposed are the highest of all firms submitting.
- Others – documentation provided indicates that this firm is financially stable. The firm's response to the RFP indicates ongoing active litigation in four cases, including one case that involves 476 lawsuits. Also indicated are two cases that were settled.

#### **GFA International, Inc.**

This firm provided a proposal for Building Department services only.

- Approach and Methodology - the firm's organization chart provides for a team of 19 building department services staff including a Chief Building Official with 28 years of experience, most of which was in Broward County. The firm commits to provision of a minimum of two persons with all applicable certifications required pursuant to Florida Statutes and Broward County Board of Rules and Appeals. A clear transition plan is provided and the firm demonstrates a general understanding of the scope of work outlined in the RFP.
- Experience – the team described in the proposal is highly qualified and exhibits great depth of experience. All of the firm's personnel are certified and recertified biennially by the Broward County Board of Rules and Appeals.
- Cost Proposal – the firm proposes a percentage share of gross building permit fee receipts collected by the City. The City's share would be 26% and the Firm

would retain 74%. Hourly rates for declared emergencies and post disaster services (after hours, weekends and overtime) are as follows: Building Official (\$110.00); Plans Examiner (\$95.00); Building Inspector (\$80.00); Mechanical, Electrical and Plumbing Inspector (\$85.00); and Permit Technicians (\$55.00).

- Others – documentation provided indicates that this firm is financially stable. The proposal does not include a summary of its litigation/arbitration history pursuant to Section 9.1.5 of the RFP, "Committee Review Considerations". Prior to execution of a contract for services documentation of the firm's litigation/arbitration history would need to be provided for City review and consideration.

Reference calls on all of the above contractors yielded positive responses.

## **COMMITTEE RANKING**

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2. CAP Government

### Building Department Services Only

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### Code Compliance Services Only

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## **CURRENT BUILDING DEPARTMENT SERVICES CONTRACT - BROWARD COUNTY**

Broward County has provided contract building code services to the City for 16 years. The *Interlocal Agreement for Guaranteed Partial Service Building Code Services (ILA)* between the City and Broward County was extended in 2011 and will expire on June 30, 2012. Broward County has a draft renewal ILA for the City's consideration. The agreement has been drafted as a five year agreement to expire in 2016, but the County acknowledges that the City may chose to shorten the term. Previous agreements have been for three year terms. Other changes to the ILA would include the removal of the current emergency coverage commitment and provision of Americans with Disabilities Act (ADA) coordination.

Building code services provided by Broward County included the following.

Building Official	\$90.00/hr
Chief Building Inspector	\$80.50/hr
Plans Examiners	\$76.00/hr
Inspectors	\$66.00/hr

Overtime is charged at 1.5 times the hourly rate for each position.

Based on the standard hourly charge, the schedule of guaranteed services included in the ILA provides for potential annual charges of \$756,638. That maximum has not been realized in the life of the existing ILA. A summary of charges for the past three years is included below.

	<b>Permit Revenue</b>	<b>Charges</b>	<b>Retained by City</b>
FY2010/11	\$825,282	\$560,610	33%
FY2009/10	\$975,836	\$564,764	42%
FY2008/09	\$1,858,477	\$600,540	68%

Permit fees received in FY2010/11 were \$825,282. Broward County charges of \$560,610 represent 67% of revenues. While County charges varied, and in two cases (April and May, 2011) exceeded 100% of fee revenue, the City retained 33% of the fee revenue for FY2010/11.

### **COMPARISON OF BROWARD COUNTY AND RFP RESPONDERS**

The committee performed an analysis of Broward County's current contract and actual costs and compared it to the proposals received from the firms responding to the RFP.

Approach and methodology – the firms responding to the RFP all demonstrated a clear understanding of the RFP and submitted proposals for services similar to those currently being performed by Broward County. All of the top ranked firms submitted plans for a transition from County services to the firm's services.

Experience – the personnel provided by Broward County have a proven record with the City of Dania Beach. The experience of the RFP responders varies as noted in the analysis outlined above for each firm. The top three ranked firms demonstrate experience in Broward County or have named personnel in their organizations that have Broward experience.

Cost Proposal - when the maximum hours included in the current City/County ILA's schedule of guaranteed services are applied all firms responding to the RFP would have lower charges than Broward County. A table of comparative maximum charges based on the ILA's schedule of guaranteed services is included in the summary table below. Cost proposals vary as shown in the table. The summary table assumptions include a total of \$825,282 in permit fee revenue (FY2010/11 revenues) and the maximum utilization of hours assigned in the current contract with Broward County.

#### **ESTIMATE OF POTENTIAL MAXIMUM CHARGES FOR FY2010/11**

<b>Broward Co. (Hourly Maximum)</b>	<b>CGA (80%-20%)</b>	<b>CAP (Hourly)</b>	<b>Bureau Veritas (Hourly)</b>	<b>GFA (74%-26%)</b>
\$756,638	\$660,225	\$674,261	\$684,060	\$610,708

As noted above, actual charges by Broward County for FY2010/11 were significantly lower than the ILA's guaranteed services maximum and represent an average charge of 67% of permit fee revenues for the year. While County charges for individual months

occasionally exceed the amount of permit revenues taken in, the amount of retained revenue has been 33% or higher on an annual basis for the past three years.

Others – financial standing and litigation history (where submitted) of each of the responding firms is included in the analysis above. Broward County offers the faith and credit of a public entity and a history of acceptable performance with the City. Financial documentation supplied by Broward County in 2011 indicates a history of declining revenues and fund balances.

### **CURRENT CITY CODE COMPLIANCE DIVISION**

The approved FY2011/12 budget for the Code Compliance Division is \$793,941 and for the Parking Fund (personal services and operating expenses) is \$108,881. This results in a budget of \$902,822. If the Code Compliance services were outsourced the City would continue to be responsible for approximately \$50,000 in operating expenses for magistrate expenses, equipment maintenance contracts and nuisance abatement activities. It is not clear that there would be any significant savings to the City from outsourcing code compliance services.

The Division is currently undergoing a transition. There are two unfilled Code Compliance Inspector positions and there are anticipated losses in administrative staff because of planned retirements and relocations. Advertisements for unfilled positions have been published and are currently open. A potential reorganization of the Division could result in the movement of all or a portion of the Business Tax Revenue function to the Finance Department.

### **COMPARISON OF CURRENT CITY CODE COMPLIANCE DIVISION AND RFP RESPONDERS**

The committee performed an analysis of City's Code Division and the two firms responding to the RFP for Code Compliance Services.

Approach and methodology – the firms responding to the RFP demonstrated a clear understanding of the RFP and submitted proposals for services similar to those currently being performed by City staff. Both firms submitted plans for a transition from County services to the firm's services.

- Calvin, Giordano & Associates, Inc. lists experienced and qualified personnel in it's management and director positions but does not name anyone in any of the other positions on its organizational chart. The firm commits to giving priority in hiring to current City employees.
- CAP Government provides for full staffing through it's proposed organizational chart and résumés submitted. While named personnel meet minimum RFP requirements, the organizational chart is unclear with regard to the named Code Compliance Manager.

Experience – The current City personnel meet or exceed the minimum requirements called out in the RFP. The experience of the RFP responders varies as noted in the analysis outlined above for both firms, but both demonstrate experience in provision of code compliance services for municipalities.

Cost Proposal – Both firms have submitted cost proposals that would exceed the combined City Code Compliance and Parking Fund budget (personal services and operating expenses) of \$902,822, of which approximately \$50,000 would continue to be the City's responsibility.

- Calvin, Giordano & Associates, Inc. proposes a flat fee of \$931,125.
- CAP Government proposes hourly charges, which when extended out on an annual basis, would result in a charge \$946,400.

It is not clear that there would be any significant savings in outsourcing code compliance services.

Others – Both firms have presented documentation indicating that they are in good financial standing.

- The proposal submitted by Calvin, Giordano & Associates, Inc. does not include a history of litigation. Previous documentation provided in 2011 indicates 5 recent cases with no judgments against the firm.