



## MEMORANDUM

**DATE:** May 10, 2016

**TO:** Robert Baldwin, City Manager

**FROM:** Marc LaFerrier, AICP, Director of Community Development

**SUBJECT:** Approval of supplemental inspection and plan examination services for C.A.P Government Inc.

**A proposed special permitting office was discussed at the April 26, 2016 City Commission Meeting. A component of the special permitting office that was discussed included contractual services for the additional professional staff needed to provide plans examination and inspection services. At the April 26<sup>th</sup> meeting, the City Commission agreed to proceed with the special permitting office.**

In recent years the planning and development activities in the City of Dania Beach have increased significantly. In addition to the increased volume of permits; the scale and complexity of the development projects have also increased significantly. The City's current Community Development staff properly serves the development community in a timely and effective manner. However, anticipated large scale development projects (i.e. Dania Pointe, DCOTA) during the upcoming 2 to 6 years could double the Community Development Department's workload and further increase the demand on permit services. Developers of these large scale projects are requesting a dedicated, special permitting office that will speed-up the overall construction permit process and are willing to pay a surcharge for priority service. A separate item on tonight's agenda will incorporate this surcharge into our current building fee schedule. In order to provide the dedicated and priority service requested for the anticipated large scale development projects, Community Development recommends the City acquire any additional staffing through contractual services.

The City currently contracts with Broward County for a Building Official and building permit review inspection services. The administrative and management oversight of this special permit office is the responsibility of the City's Community Development Director. The compliance responsibilities of the permit inspection services are fulfilled by the Building Official. The requests for contractual services are limited to providing supplemental plans examination and inspection services. The existing Building Division staff will be integrated with the technical, clerical and management responsibilities of the new office in order to provide proper oversight, continuity and back-up support.

Qualified contractors in South Florida capable of providing the necessary certified and accredited staff for building permit and inspection services are very limited. Broward County, Calvin Giordano & Assoc. and C.A.P. Government Inc. provide supplemental permit and inspections services for several local jurisdictions (i.e. Hollywood, Davie, Ft.

Lauderdale, Weston, Oakland Park, Pembroke Pines, Hillsboro Beach, Deerfield Beach, Lauderhill, and Lighthouse Point) similar to that needed by the City of Dania Beach. We compared all three qualified contractors' current rates under contract with the City of Fort Lauderdale and have determined that C.A.P. Government Inc. has the lowest per hour rate. It is recommended that C.A.P. Government Inc. provide the staff necessary to supplement the City's current staff for the new special permitting office.

The City was able to utilize the competitive bid process from Ft. Lauderdale for this purpose. This approach is called a "piggy-back". The "piggy-back" bid process is provided by Florida Statute and Dania Beach ordinance. The Fort Lauderdale contract includes supplemental services to the City Staff, for all building trade disciplines at a cost rate to the City that is less than the current rates of Broward County and its competitors.

## **RECOMMENDATION**

Approve Resolution