



Pinellas County

Staff Report

Approved by Division Director of Purchasing and Risk Management 3/27/2024

File #: 24-0276D, **Version:** 1

Agenda Date: 12/25/2030

Subject:

First Amendment with Willdan Engineering for on-call services for the Building and Development Review Services department.

Recommended Action:

Approval and execution of the First Amendment by the Division Director of Purchasing and Risk Management to the Agreement with Willdan Engineering for on-call services for the Building and Development Review Services (BDRS) department.

- This contract provides on-call professional services to support the Building Services Division and Development Review Services operations.
- This First Amendment adjusts five (5) fixed unit cost line items associated with residential building permit plan review due to an omission on the consultant's part to include the zoning review component within specific building permit review. The amended rates are still the most cost-competitive from the top-qualified firm.
- The Board of County Commissioners awarded this contract on July 18, 2023, in the amount of \$400,000.00.
- Funding is derived from the BDRS operational budget, and funding for this contract is partially included in the FY24 Proposed Budget.

Contract No. 23-0482-P in the current not to exceed the amount of \$400,000.00. This First Amendment has no impact.

Strategic Plan:

2.1 Ensure Public Health, Safety and Welfare

Provide planning, coordination, prevention, and protective services to create and enhance a safe, secure, and healthy community.

Summary:

This contract provides on-call professional services to support the BDRS operations. The intent is to utilize one or more firms to augment County BDRS operations on an "as needed" basis to provide building plan examining services or building inspection and engineering site plan review services as demand warrants.

The amendment is limited to the minor adjustment of five (5) fixed unit cost line items associated with the residential building permit plan review.

Background/Explanation:

The Board of County Commissioners awarded this contract on July 18, 2023, in the amount of \$400,000.00.

Fiscal Impact:

Current two-year expenditure not to exceed \$400,000.00.

Funding is derived from the BDRS operational budget. There is no fiscal impact with this amendment.

Delegated Authority:

Authority for the Division Director, Purchasing and Risk, Administrative Services to sign this First Amendment is granted under Code Section 2-62.

Staff Member Responsible:

Kevin McAndrew, Director, Building and Development Services and Code Enforcement
Merry Celeste, Division Director, Purchasing and Risk, Administrative Services

Partners:

N/A

Attachments:

First Amendment