



# Pinellas County

## Staff Report

**File #:** 23-0958A, **Version:** 1 **Awarded by BCC 7/18/2023**

**Agenda Date:** 7/18/2023

### **Subject:**

Ranking of firms and agreements with HR Green, Inc., Joe Payne, Inc. d/b/a JPI, and Willdan Engineering for Building and Development Review on-call services.

### **Recommended Action:**

Approval of the ranking of firms and agreements with HR Green, Inc. (HR Green), Joe Payne, Inc. d/b/a JPI (JPI), and Willdan Engineering (Willdan) for on-call services for Building and Development Review Services (BDRS) department.

- This new contract provides on-call professional services to support the Building Services Division and Development Review Services operations.
- BDRS is committed to providing a consistent level of service to our customers; this framework will allow us to use these services to mitigate for vacancies and spikes in services.
- Rate schedules are attached. Hourly rates are provided by all three contractors. The scope of services for fixed unit costs are purposely different among the three contractors to provide greater flexibility in the assignment of services.
- The total contract award in the amount of \$1,100,000.00 for a two-year term.
  - HR Green - \$300,000.00
  - JPI - \$400,000.00
  - Willdan - \$400,000.00
- Three submissions were received, evaluated, and recommended for award by BDRS.
- Funding is derived from the BDRS operational budget. Funding for this contract is partially included in the FY24 Proposed Budget. Approving the contract does not obligate the County to spend. That obligation occurs at the time of purchase order, which will be monitored and adhered to the approved budget at the time of obligation and not before. As well, due to the nature of this work, personnel lapse savings may be used to pay for part of the contract.
- Negotiations resulted in both lower fee costs and enhanced flexibility in the type of fixed unit costs provided by the top ranked firm (Willdan) and a similar degree of flexibility for the utilization of fixed unit costs for the second ranked firm (HR Green). JPI, the third ranked firm, provided lower costs for Building Division services, and ranked strongly for these services.

Contract No. 23-0482-P in the annual amount of \$550,000.00 for a two-year total contract value of \$1,100,000.00; Authorize the Chairman to sign and the Clerk of the Circuit Court to attest.

### **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.

**Background Information:**

A Request for Proposal was released by the Purchasing and Risk Management Division on March 13, 2023, resulting in three (3) submissions. After evaluation of the proposals by the evaluation committee, BDRS recommended award to all three vendors to allow greater coverage of need.

**Fiscal Impact:**

Estimated two-year expenditure not to exceed: \$1,100,000.00

Annual estimated amount: \$550,000.00

Funding is derived from the BDRS operational budget.

**Staff Member Responsible:**

Kevin McAndrew, Director, Building and Development Review Services and Code Enforcement

Merry Celeste, Division Director, Purchasing and Risk, Administrative Services

Joe Lauro, Director, Administrative Services

**Partners:**

N/A

**Attachments:**

Services Agreements (3)

Ranking