

TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

AGENDA ITEM TITLE

Consideration of Approval of the Second Amendment and Extension of the Professional Services Agreement between the Town of Lady Lake and M.T. Causley, LLC for Building Inspection and Plan Review Services

AGENDA ITEM ID

2019196

DEPARTMENT

Growth Management

STAFF RECOMMENDED MOTION

Staff recommends approval of the second amendment and extension of the Professional Services Agreement between the Town of Lady Lake and M.T. Causley, LLC for Building Inspection and Plan Review Services.

SUMMARY

On September 21, 2016, the Lady Lake Town Commission approved awarding a Service Contract to M.T. Causley, LLC, for Building Official Services, Plan Review, Inspections and Related Support Services, based upon the results and recommendations in response to RFP 2016-0005. At the August 6, 2018 meeting, the Town Commission extended the contract for an additional year; the first of two extensions provided per the terms of the contract. At this time, M.T. Causley, as well as Town staff, would like to exercise the right to extend the contract for one more year, exercising the last extension as provided for under the existing contract.

Under the proposed first amendment and extension of the contract, the Town will be billed in accordance to the attached fee schedule, Exhibit "A", as submitted by M.T. Causley, LLC. However, it has been agreed upon that the annual cap for services under this contract will be increased from a maximum of \$200,000 to \$215,000. In the budget that has been prepared for Fiscal Year 2019—2020, the line item for building inspection services has been established in the amount of \$215,000; therefore, the manner in which the proposed contract has been prepared, the Town is assured that costs for these services will be at or below budget. Town staff has agreed to adjust the amount to \$215,000, as it is a more accurate estimate for the services we intend to utilize. The Town

Attorney, Finance Director, and Human Resources Director have reviewed the contract as proposed and has approved to form for the Town Commission's consideration.

FISCAL IMPACT

\$215,000 Budgeted for Fiscal Year 2019/20

SOURCE OF FUNDING

Budgeted

FUNDING ACCOUNT

001-2401-524-34.10

PAST ACTIONS

Not applicable.

PUBLIC HEARINGS

The Town Commission is scheduled to consider the contract extension on Wednesday, September 18, 2019, at 6:00 p.m.

TC/nvs