

TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

AGENDA ITEM TITLE

Consideration of approval of the continuing services contract with Charles Abbott Associates, Inc., for Building Official, Plan Review, Building Inspections, and related Support Services in response to RFP No. 2022-001.

AGENDA ITEM ID

2022165

DEPARTMENT

Growth Management – Building Services Division

STAFF RECOMMENDED MOTION

Staff recommends approval of the continuing services contract with Charles Abbott Associates, Inc., for Building Official, Plan Review, Building Inspections, and related Support Services.

SUMMARY

Since October 2016, the Town of Lady Lake has utilized M.T. Causley, LLC, as the third-party provider of building inspections and plan review services. The current contract will expire on September 30, 2022.

To address the expiration of our current continuing services contract, RFP 2022-001 was advertised in the Lake Sentinel on July 10, 2022 and posted on DemandStar on July 14, 2022. Again, Charles Abbott Associates, Inc. and our existing service provider, M.T. Causley, LLC, were ranked the highest among the five respondents to the RFP, as well as equally by the Committee based on the scoring matrix used to assess the proposals. However, the Town only needs to enter into a contract with one building service provider, as Charles Abbott Associates, Inc. has an adequate number of personnel with various levels of credentials to fulfill the Town's needs with respect to Plan Review and Building Inspection Services.

At the September 7, 2022 meeting, the Town Commission granted approval for the Growth Management Director to begin negotiations with Charles Abbott Associates, Inc., for a new continuing services contract with the Town of Lady Lake. A contract has since been prepared

and reviewed by Town Staff and the Town Attorney and is ready for a consideration of approval by the Town Commission. The contract provides for an initial two-year term, with optional extensions of two additional years. The fee structure will be based upon hourly rates which vary according to whether the work is performed under the scope of Building Code Administration, Building Inspections, or Plan Review. The contract may be terminated by the Town without cause by giving thirty days written notice to the consultant if the Town is not satisfied with the new continuing services provider.

The Growth Management Department respectfully requests approval of the contract at this time.

SOURCE OF FUNDING

Budget

FUNDING ACCOUNT

001-2401-524-3410