



COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: Rickelle Williams, Interim Executive Director

DATE: July 24, 2024

TITLE: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE INTERIM CITY MANAGER PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 2024-031-WG, FOR PLAN REVIEW, PLAN EXAMINERS, AND BUILDING INSPECTION SERVICES; AUTHORIZING THE ADMINISTRATION TO ENTER INTO NEGOTIATIONS WITH C.A.P. GOVERNMENT, INC. AS THE TOPRANKED PROPOSER, IN ORDER TO ESTABLISH A PRIMARY SERVICE PROVIDER; AND EASTERN ENGINEERING GROUP COMPANY, AS THE SECOND-RANKED PROPOSER, IN ORDER TO ESTABLISH A SECONDARY SERVICE PROVIDER; AND FURTHER, AUTHORIZING THE INTERIM CITY MANAGER AND CITY CLERK TO EXECUTE FINAL AGREEMENTS UPON CONCLUSION OF SUCCESSFUL NEGOTIATIONS BY THE ADMINISTRATION. (BUILDING DEPARTMENT)

RECOMMENDATION

It is recommended that the Mayor and City Commission approve the Resolution accepting the City Manager's recommendation pursuant to RFQ 2024-031-WG, for Plan Review, Plan Examiners, and Building Inspection services, and authorize the Administration to enter into negotiations with C.A.P. Government, Inc., as the top-ranked proposer; in order to establish a Primary service provider and Eastern Engineering Group Company, the second-ranked proposers; in order to establish a Secondary service provider. The Resolution also authorizes the City Manager and the City Clerk to execute final Agreements upon the conclusion of successful negotiations by the Administration.

This solicitation is under the cone of silence.

BACKGROUND/HISTORY

The City's Building Department is charged with ensuring that building and property development is safe and secure for all. As described herein, plans review services refer to the process by which construction documents are reviewed to ensure compliance with applicable regulations. Similarly, building inspection services refers to those individuals who conduct inspections of building construction, repair, addition, or alteration projects that require permitting to ensure compliance with applicable regulations.

On October 7, 2019, pursuant to RFQ 2019-050-WG, the City entered into an agreement with C.A.P. Government, Inc. to provide plans review and building inspection services. The current Agreement for these services is scheduled to expire on October 6, 2024. The services offered through the Agreement are accessed by the Building Department to supplement its inspectors, examiners, and reviewer staff on either a full-time or part-time basis, within two weeks of any request by the City.

In anticipation of the expiring contract, the Administration developed RFQ 2024-031-WG seeking proposals for the desired services.

ANALYSIS

On March 13, 2024, the Mayor and City Commission approved the issuance of RFQ No. 2024031-WG for Plan Review, Plan Examiner, and Building Inspection Services. The RFQ was released on March 13, 2024, and a voluntary pre-proposal meeting was held on April 4, 2024. One (1) addenda was issued, and 50 prospective bidders accessed the solicitation. RFQ responses were due and received on April 30, 2024. The City received two (2) proposals from the following firms:

- C.A.P. Government, Inc.
- Eastern Engineering Group Company

On May 24, 2024, the City Manager appointed the Evaluation Committee via LTC # 204-2024. The Evaluation Committee convened on June 3, 2024, to consider the proposals received. The Committee was comprised of Cristian Castro, Administrative Manager, Building Department; Jaime Reyes, Chief Electrical Inspector, Building Department; and Linette Trigo, Office Associate V, Building Department.

The Committee was provided with an overview of the project and information relative to the City's Cone of Silence Ordinance and the Government Sunshine Law. The Committee was also provided with general information on the scope of services and a copy of each proposal. The Committee was instructed to score and rank each proposal pursuant to the evaluation criteria established in the RFQ. The evaluation process resulted in the ranking of proposers as indicated in Attachment A.

The Evaluation Committee deemed C.A.P. Government, Inc., the top-ranked proposer; which offered the most compelling combination of experience, technology, and services and has institutional knowledge as the City's existing service provider. The Evaluation Committee noted that C.A.P. Government, Inc., has been satisfactorily providing supplemental staffing services to the City of Miami Beach for the last fifteen (15) years.

C.A.P. Government, Inc., has been outsourcing services to governmental agencies in MiamiDade County since 1989. They currently serve over seventy-five (75) municipalities and seven (7) educational institutions. C.A.P. Government, Inc., has over two hundred and eighty (280+) employees who are fully qualified and licensed by the State of Florida Department of Business and Professional Regulations and the Miami-Dade Board of Rules and Appeals (BORA). They are available to provide plan review, inspections, code enforcement, building officials, and permit Administration services. Some of their other clients include the City of Weston, the Town of Aventura, the City of Doral, and the City of North Bay Village. All references provided positive feedback.

The Evaluation Committee also deemed Eastern Engineering Group Company, the second-ranked proposer.

Eastern Engineering Group Company, is a woman-owned Structural and Civil Engineering consulting firm, located in Doral, Florida. They provide Structural Engineering services to over twenty (20+) government entities, ten (10) educational clients, and several Federal Aviation Administration entities across the United States.

While the supplemental staffing services they can provide to the City of Miami Beach are limited to the discipline of structural engineering services, they have the necessary experience and recruitment strategy to provide supplemental staffing services should our Primary service provider not be able to provide a qualified candidate(s) in the Structural Engineering discipline.

Some of their municipal clients include the City of Miami and the City of Hialeah. All references provided positive feedback.

FISCAL IMPACT STATEMENT

The Building Department has allocated an estimated \$625,000.00 for these services annually. Fees will be established through the negotiation process. Services pursuant to the award of this RFQ shall be subject to successful negotiations and the availability of funds approved through the City's budgeting process.

Does this Ordinance require a Business Impact Estimate? . (FOR ORDINANCES ONLY)

If applicable, the Business Impact Estimate (BIE) was published on: ..
See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

FINANCIAL INFORMATION

410-1510-000312	\$625,000.00
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CONCLUSION

Based on the foregoing, the Administration recommends that the Mayor and City Commission approve the Resolution authorizing the Administration to enter into negotiations with C.A.P. Government, Inc., the top-ranked proposer; in order to establish a Primary service provider and Eastern Engineering Group Company, the second-ranked proposer; in order to establish a Secondary service provider; and further, authorize the City Manager and the City Clerk to execute final Agreements upon the conclusion of successful negotiations by the Administration.

Applicable Area

Citywide

**Is this a “Residents Right to Know” item,
pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond
Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481,
includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s): .

Department

Procurement

Sponsor(s)

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Co-sponsor(s)

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Condensed Title

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