



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 10/15/2024

SUBMITTED BY: Jeff Remas, Chief Building Official

SUBJECT: EXECUTE AGREEMENT WITH CAP GOVERNMENT FOR SUPPLEMENTAL BUILDING INSPECTIONS AND PLAN REVIEW SERVICES

SUMMARY:

For the past six years, the Town has been utilizing CAP Government to provide building code inspection and plan review services through various piggyback contracts. Town staff determined it was in the best interest of the Town to directly negotiate with CAP Government in order to establish a long-term contract, leading to lowered costs and an increased range of services.

The proposed contract is for a term of one year with four additional one year renewal options and a fixed annual increase of five percent per year.

FISCAL IMPACT:

Budgeted \$330,000

106-524.000-535.000

106-524.000-535.100

ATTACHMENTS:

Professional Services Agreement

RECOMMENDATION:

Execute agreement with CAP Government for Supplemental Building Inspections and Plan Review Services