



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 20, 2023

Agenda Item No. _____

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN OPTION RENEWING THE TOWN'S CONTRACT WITH C.A.P. GOVERNMENT SERVICES FOR BUILDING OFFICIAL, INSPECTIONS AND RELATED SERVICES; AND PROVIDING AN EFFECTIVE DATE

- [] SPECIAL PRESENTATION/REPORTS [] CONSENT AGENDA
[] BOARD APPOINTMENT [] OLD BUSINESS
[] PUBLIC HEARING ORDINANCE ON ___ READING
[X] **NEW BUSINESS**
[] OTHER

John

Approved by Town Manager D'Agostino

Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake Park,
ou=Town Manager,
email=jdagostino@lakeparkflorida.gov, c=US
Date: 2023.12.14 10:56:26 -05'00'

Date: _____

Nadia Di Tommaso / Community Development Director

Name/Title

Originating Department: Community Development	Costs: N/A Funding Source: Acct: # [] Finance _____	Attachments: → Resolution __-12-23, including: **Exhibit A (Resolution 75-10-20 – original contract with terms and conditions) AND **Exhibit B (Resolution 59-09-22 – first amendment to the Contract with amended terms) **Exhibit ^B C - Written notice of proposed renewal to C.A.P.
Advertised: Date: N/A Paper: [] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone ND or Not applicable in this case ____ Please initial one.

Summary Explanation/Background:

The Community Development Department contracts for Building Official, Inspections and Related Services. The existing firm under contract (awarded through a prior competitive solicitation process) providing these services is C.A.P. Government Services, with a contract that expires January 4, 2024. The original service contract was approved pursuant to Resolution 70-10-20, with a contract signed by all parties on January 4, 2021. The original term was for three (3) years. A first amendment to the contract was approved pursuant to Resolution 59-09-22 on September 7, 2022 to provide for a modification to the permit fee distribution, a retroactive distribution and monthly expenditure reports. In addition, the amendment included a provision that requires C.A.P. to provide a minimum of one administrative staff person during normal working hours for permit related matters, inspections and permit tracking. C.A.P. has been submitting monthly expenditure reports and has a total of three (3) administrative staff persons who assist the Town's in-house Technicians, as well as a Building Plans Examiner & Inspector who is physically present in the office Monday/Wednesday/Friday from 9am -12pm to assist with in-house applications and meet with customers and answer questions as needed. The Building Official is also available on-call, every day, during normal working hours.

Pursuant to Article 2 of the original contract, the Town is able to exercise a one time three-year renewal. The Town is requesting that this one time three-year renewal is exercised by approving the enclosed Resolution for the renewal of the contract, pursuant to the same original (and amended) terms and conditions.

C.A.P. will be available at the meeting to answer any questions the Commission may have.

The proposed Resolution, along with Exhibits A and B (original and amended contract with terms and conditions) is enclosed. As required, notice of the proposed renewal was also sent to C.A.P. on December 4, 2023 (also enclosed as Exhibit C)

Recommended Motion: I move to APPROVE Resolution __-12-23.