



AGENDA

MEMORANDUM

TO: Honorable Mayor and City Commissioners

VIA: Tammy Bussey, Interim City Manager

FROM: Building, Planning & Zoning Department

SUBJECT: CAP Government Contract (Lake Worth Beach Piggyback)

DATE: March 18, 2026

GENERAL SUMMARY

Staff requests Commission approval of a resolution authorizing an agreement with CAP Government, Inc. to provide building department inspections, plan reviews, code enforcement support, and Building Official services. This agreement ensures the City maintains essential regulatory functions and high service standards for our residents.

BACKGROUND

The City of Pahokee requires consistent professional oversight for building and safety operations. CAP Government has a proven track record of successfully providing these services to the City.

To ensure administrative efficiency and cost-effectiveness, the City is utilizing the "piggy-back" provision of the City Code. This allows the City to exempt itself from the formal bidding process by adopting a contract competitively awarded by another government entity for the same services.

Specifically, the City of Lake Worth Beach conducted a competitive selection process and awarded a contract to CAP Government for comprehensive building department services. For the agreement with the City of Pahokee, CAP Government has agreed to honor the terms and pricing established in their October 15, 2025, amended contract with Lake Worth Beach.

KEY TERMS OF THE AGREEMENT

- **Scope of Work** - Comprehensive building official services, including plan reviews, code enforcement support, and inspections.
- **Code Enforcement Contingency** - This agreement **does not** replace the City's current code enforcement officers. These services are included solely as a contingency to be utilized only if necessary (e.g., in the event of simultaneous extended leave by City staff).

- **Contract Duration** - An initial term of **three (3) years**.
- **Renewal Options** - The agreement may be extended by two (2) additional one-year terms upon written mutual consent.
- **Rate Schedule** -

Item No.	Type	Hourly Rate*
1.	Building Inspections	\$92.00
2.	Plan Review	\$97.00
3.	Code Enforcement	\$85.00
4.	Building Official	\$120.00

BUDGET IMPACT:

These services fall under the Building, Planning & Zoning Department and will be charged to Professional Services.

Dept 52400 Building, Planning & Zoning/Protective Services

Object #	Adopted Budget	Current Balance
310 Professional Services	\$60,000	\$41,360.50

LEGAL NOTE: Defer to the City Attorney

STAFF RECOMMENDATION:

Staff recommends the City Commission approve the resolution authorizing the execution of the agreement with CAP Government, Inc.

ATTACHMENTS:

Exhibit "A" CAP Government Contract Agreement