

Mayor and Council Communication

DATE: 01/10/23

M&C FILE NUMBER: M&C 23-0009

LOG NAME: 13PRFP 22-0190 PROFESSIONAL BUILDING INSPECTION SERVICES AR DS

SUBJECT

(ALL) Authorize Purchase Agreement with Metro Code, LLC for Professional Building Inspection Services for the Development Services Department in an Annual Amount Up to \$200,000.00 for the Initial Term and Authorize Two One-Year Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize a purchase agreement with Metro Code, LLC for professional building inspection services for the Development Services Department in an annual amount up to \$200,000.00 for the initial term and authorize two one-year renewal options for the same annual amount.

DISCUSSION:

The Development Services Department approached the Purchasing Division to procure an annual agreement for professional building inspection services. The City of Fort Worth (City) will utilize this agreement to have a qualified vendor come perform building inspections associated with building, mechanical, electrical, plumbing, sign, energy and ordinance permits for Certificates of Occupancy.

In order to procure these services, Purchasing staff issued Request for Proposal (RFP) No. 22-0190. The RFP consisted of detailed specifications describing the qualifications and certifications required to perform the services, residential inspection requirements, and commercial inspection requirements. The RFP was advertised in the *Fort Worth Star-Telegram* on July 27, 2022, August 3, 2022, August 10, 2022, August 17, 2022 and August 25, 2022. Four responses were received.

An evaluation panel consisting of representatives from the Development Services and Fire Departments evaluated and scored the responses using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidders	Evaluation Criteria				
	a	b	c	d	Total Score
AOKA Code Consulting	20.00	12.50	10.00	6.04	48.54
Dallas BBG Consulting	21.33	15.83	9.33	15.00	61.50
Metro Code, LLC	30.67	16.67	13.33	2.16	62.83
SAFEbuilt Texas, LLC	25.33	14.17	8.00	7.51	55.01

Best Value criteria:

- A) Contractor's Qualifications, Experience, and References
- B) Methodology and Approach to Project
- C) Ability to Provide a Timely Response
- D) Cost of service

After evaluation, the panel concluded that Metro Code, LLC. presents both the best value and the necessary coverage for the City. Therefore, the panel recommends that Council authorize agreements with Metro Code, LLC. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bids met specifications.

FUNDING: Funding is budgeted in the Other Contractual Services account of the Development Services Department's rollup within the General Fund.

BUSINESS EQUITY: The initial estimated bid amount for this procurement was less than \$100,000.00, therefore a Business Equity goal was not applicable.

AGREEMENT TERMS: Upon City Council approval, the agreement will begin upon execution and will end one year from that date.

RENEWAL OPTIONS: This agreement may be renewed for up to two (2) one-year terms at the City's option. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to an expenditure being incurred, the Development Services Department has the responsibility to validate the availability of funds.

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