



# SANTA ROSA COUNTY DEVELOPMENT SERVICES - HOUSING

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## MEMORANDUM

**TO:** Board of County Commissioners

**FROM:** Erin Malbeck, Housing Program Coordinator

**THROUGH:** Beckie Cato, AICP, Planning Director

**SUBJECT:** Discuss Contracting for Housing Inspection Tasks Required to Implement State and Federal Housing Programs

**DATE:** May 10, 2016

### DISCUSSION

Recommend Board approval to contract with Irby Engineering, LLC as the low bidder for construction project inspections.

### BACKGROUND

In January 2008, the county established the housing department to administer the county's SHIP and HOME funding; previously, that work was contracted out to the West Florida Regional Planning Council (WFRPC). Rather than contract for required project inspections and scope of work development as was done by the WFRPC, we chose to utilize our in-house inspection staff.

**Current Process:** When an applicant has been deemed income eligible, a certified home inspector is hired to conduct a full home inspection and develop a home inspection report. Once the report is received, it is provided to the building department inspector for his review of the items listed, and a condensed version of the initial report is prepared for use by housing staff in creating bid documents. A payment of \$500.00 for each rehabilitation project and \$750.00 for each reconstruction project is paid to the building department upon completion of the project. A payment of \$150.00 is paid to the certified home Inspector for his initial inspection of the property. Due to the increase in residential building, our inspector's workload has increased substantially and it is now taking several weeks for housing inspections and write ups to be completed.

Staff recommends contracting out this work using housing funds in order to provide more timely service. The Housing Program Inspector contract will include inspection services throughout the project, cost estimates per project prior to each project being placed out to bid, and development of scope of work documents. This will replace the work currently done by a certified home inspector, an in-house inspector, and some tasks currently performed by housing staff, thereby increasing program efficiency.

**BIDS RECEIVED (cost per housing project)**

IRBY Engineering, LLC	\$1,771.00 + \$80.50 per hr for any additional work not listed on fee schedule
Mike Motes, LLC	\$3,350.00 + \$85.00 per hr for any additional work not listed on fee schedule
Rick Phillips, LLC	Rejected - Did Not Qualify