

**INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION**

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**DATE:** July 26, 2023

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** John Titkanich, County Administrator  
Kristin Daniels, Director, Office of Management and Budget

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Second Amendment to Supplemental Building Inspector Services Agreement with M.T. Causley, LLC

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**BACKGROUND:**

On September 19, 2017, the Board waived the requirement for bids and approved an agreement with M.T. Causley, LLC (“M.T. Causley”) for supplemental building inspector services. Since 2014, the need for qualified inspectors has led the County, like many other agencies, to hire consultants to help complete an increasing volume of building inspections. Other firms are utilized for these services, but M.T. Causley has been providing the most consistent staff and service.

**DISCUSSION:**

The term of the original agreement was one year. On August 14, 2018, the Board approved a two-year renewal to the agreement, which noted the rates could be raised in accordance with the Consumer Price Index (“CPI”) after the first year, with a cap to the increase of 5%. No increase was requested for that second year of the renewal term.

The first amendment to the agreement was approved by the Board on August 18, 2020, which included an increase to hourly rates, and extended the term another year.

On September 21, 2021, the Board approved an extension to the agreement through September 1, 2023. No change to rates was requested by M.T. Causley.

The consultant has now requested a modification to the rates of the agreement. Staff feels the new rates to be justified, as the consultant has held its current rates for nearly three years without requesting an increase, during times when annual increases to the CPI were as high as 9.8%.

Further, staff and the consultant have agreed to replace the CPI clause in the agreement with an annual negotiation clause.

**CONSENT AGENDA**

A comparative table of hourly rates (rounded to the nearest dollar) for the current agreement appears below. The Building Division primarily utilizes the inspector category of services, but pricing for other categories has been established, in case of need. Under the agreement, M.T. Causley is responsible for providing vehicles and all expenses related to the vehicles, as well as all employment and benefit costs.

<b>Renewal Year (September)</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Plans Examiner (Day to Day)	\$71	\$88	\$88	\$88	\$88	\$88	<b>\$110</b>
Inspector (Day to Day)	\$71	\$88	\$88	\$88	\$88	\$88	<b>\$110</b>
A/E	\$139	\$150	\$150	\$150	\$150	\$150	<b>\$150</b>
Permit Clerks	\$41	\$43	\$43	\$43	\$43	\$43	<b>\$75</b>
Plans/Inspectors (time of disaster)	\$73	\$90	\$90	\$90	\$90	\$90	<b>\$110</b>

**FUNDING:**

These new rates are estimated to increase the annual cost of these services by approximately 25%. Services in the amount of \$341,550 were provided by M.T. Causley in the previous 12-month period. Estimated costs for the next 12 months with the new rates are approximately \$426,938. Funds for the services come from the Building Division/Contracted Labor Services Account, 44123324-033470.

Description	Account Number	Available (Current FY)
County Building/Building Department/ Contracted Labor Services	44123324-033470	\$122,600

**RECOMMENDATION:**

Staff recommends the Board approve the second amendment to the agreement with M.T. Causley, authorize the Chairman to execute it, after review and approval by the County Attorney as to form and legal sufficiency, and authorize the Purchasing Manager to execute any annual renewals that do not include a change to terms or rates.

**Attachment:**

Second Amendment