



CITY OF ORLANDO

DATE: May 7, 2014
TO: David Billingsley, Chief Procurement Officer
FROM: Lillian Scott-Payne, Chief Planner
RE: Permitting Services Outsource Program

As a follow-up to our meeting with you on April 2, 2014, please consider this a formal request to move forward with our intent to utilize an outside agency to assist with inspection and plan review services within the City's Permitting Services Division.

We propose to utilize Nova Engineering and Environmental, LLC (Nova) for building inspection services which would consist of two full time, five days per week, eight hours per day commercial and residential building inspectors for a period not less than eight months. These inspections will serve to assure compliance with the Florida Building Code.

The terms, conditions and fees are to be consistent with the Hillsborough County Contract (attached). The intent is to piggy-back on the existing contract between Hillsborough County and Nova.

Please assign a Purchasing Agent to this project so we can begin this process as soon as possible. Our intent is to place our request on the June 2, 2014 City Council agenda.

cc: Brooke Bonnett, Economic Development Director
Alison Brackins, Assistant City Attorney