

CITY OF PANAMA CITY BEACH RFP MEETING MINUTES

Project: Building Department Plans Review & Inspections

Subject: Staff Review Committee Mtg- Building Plans & Inspection

Recorded By: Carrie Jagers

Date: August 15, 2016

Location: City of Panama City Beach Council Room

Attendees: Mel Leonard- City Planner, Ken Thorndyke - Building Official, Kelly Jenkins - CRA, Tyson Scott - City Inspector, Amy Myers - City Attorney, Leslie Roberson, Carrie Jagers

The meeting was called to order by Ken Thorndyke at 9:00 a.m. Mr. Mike Gordon, Mr. Bo Creel, and representatives of Nova Engineering were in attendance.

The purpose of this meeting is to review and discuss both proposals to ensure all requirements of the RFP are met. All committee members have score sheets and comment sheets. We will not respond to comments from the public made in today's meeting. Ken asked the committee if they have any questions.

Mel Leonard asked for some discussion on the qualifications and employee numbers that ECPI stated in their proposal and FL statutes on acting as the Building Official and performing certain inspections and how that relates, because Ken is the building official and does that change in any way.

Ken: On the summary sheet EPCI listed Mike McQuade as an employed inspector and according to my information Mike has not worked with them since June 19th, 2016. The other issue, according to FL statute 468.603 a building official can only perform inspection duties or plans review in the jurisdiction he is employed by as the Building Official.

Mel: That is in the absence of a building official which is not our situation.

Ken: Right, we are hiring plans reviewers and inspectors.

Mel: They cannot make use of that FL statute.

Ken: Not according to the definition of the FL statute 468.603.

Kelly: So, that will not disqualify them but they will have less qualified inspectors. There were no further questions.

Ken: Each of you have a score sheet and we will score each proposal and after this meeting I will collect them and tally the scores with the city attorney, then write a letter to the City Manager recommending the number one company.

It was decided that a ranking of 1 or 2 will take the place of a percentage ranking.

Ken asked if there were comments from the public with a reminder that the committee will not answer any questions at this time.

Bo Creel, president of ECPI: It was intended for Mr. Hodges and myself to be the only inspectors for the beach. I had spoken with Mr. McQuade before the meeting and he assured me he would be available for inspections if I needed him. I do have sufficient office staff to handle all the paperwork.

Amy recommended all members need to rank recommendations and it was decided to go ahead and reveal their scores. All had stated that they started the scoresheets before the meeting and completed them after the discussions.

Kelly, Mel, Tyson, and Ken were unanimous:

Gordon & Associates ranked 1 and EPCI ranked 2

The meeting was adjourned at 9:13 a.m.

DATED this 24 day of AUGUST, 2016



Ken Thorndyke, Building Official

ATTEST:



Leslie Roberson