



HAINES CITY

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CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

Through: James R. Elensky, City Manager

From: Richard Greenwood, Development Services Director

Date: July 3, 2025

Subject: Agreement to Piggyback a Contract Services Bid by Another Governmental Entity – Building Inspector and Plans Examiner

Executive Summary

Approve an agreement to Piggyback a Contract Services Bid by Another Governmental Entity – Building Inspector and Plans Examiner.

Staff Contact: Richard Greenwood, Development Services Director

Introduction

The intent of this item is to update the existing Agreement to piggyback for a contract services bid between Nova Engineering and Environmental, LLC and the City of Largo for temporary positions for Building Inspector(s) and Plans Examiner(s).

Background

These services are for a temporary position(s) for Building Inspector(s) with the City of Haines City. Services will be provided by Nova Engineering and Environmental, LLC through the City of Largo RFP 23-P-771 for contractual building services. At present, the City of Haines City Building Department is in need of these services and piggybacking on the Agreement with Nova Engineering and Environmental, LLC, will be a short-term solution for building inspector services.

The contract is currently valid through February 2026, at which point the City will be required to confirm if the additional 1-year renewals were approved in order to continue to utilize. The same will occur in February 2027 for the final 1-year renewal available option to extend.

Organizational Goal(s)

Maintain, protect, and design infrastructure that insures a desired level of service and provides for future needs.

Budget Impact

The budget impact is determined to be approximately \$200,000 per inspector per year. Based on the current contract effective date of February 2026, it is forecasted that two (2) inspectors are needed on a full-time basis through this date for an estimated total of \$350,000. If contract renewal occurs, staff will bring back request for amount needed for the remainder of fiscal year 2026.

Recommendation

City staff recommends the approval to have Nova Engineering and Environmental, LLC provide two (2) temporary positions for Building Inspectors through the piggybacking of the City of Largo RFP 23-P-771 for contractual building services.