



TOWN OF MELBOURNE BEACH

SPECIAL TOWN COMMISSION MEETING SECOND MEETING

SEPTEMBER 25, 2025

AGENDA PACKET

TABLE OF CONTENTS
AGENDA SEPTEMBER 25, 2025

NEW BUSINESS

- A. Consideration of proposals from the RFQ for Building Official services
- Requestion for Qualifications – 4-17
 - C.A.P. Government – Pages 18-32
 - JPI – Pages 33-56
 - Willdan – Pages 57-73

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING THURSDAY, SEPTEMBER 25, 2025 at 6:30 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE AGENDA

Commission Members:

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

2. Roll Call

3. Pledge of Allegiance and Moment of Silence

4. Public Comment

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

5. New Business

A. Consideration of proposals from the RFQ for Building Official services

6. Adjournment

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

REQUEST FOR QUALIFICATIONS

Town of Melbourne Beach, Florida

CONSULTING SERVICES FOR BUILDING
OFFICIAL SERVICES, INSPECTION SERVICES
AND PLAN REVIEW SERVICES



Date: April 18, 2025

INVITATION TO BID

REQUEST FOR QUALIFICATIONS

TOWN OF Melbourne Beach, FLORIDA

CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION

SERVICES AND PLAN REVIEW SERVICES

Pursuant to Section 287.055, Florida Statutes, the Town of Melbourne Beach (Town) invites qualified firms to submit statements of their qualifications to provide engineering and consulting services to the Town in response to this Request for Qualifications (RFQ).

Proposals for the Request for Qualifications for Consulting Services for Building Official, Inspections Services and Plan Review Services for the Town of Melbourne Beach, Florida, will be received at the Town Managers office, located at 507 Ocean Avenue, Melbourne Beach, Florida, until **3:00 P.M. on Friday, May 16, 2025**. Bids received after the above time and date will be returned unopened.

SCOPE OF SERVICES: *The scope of work may include, but is not limited to the following services:*

Building Official -manage and help administer the department and report to Town Manager, help guide citizen through complexities of the code in order to obtain compliance, monitor changes in the code including state and local codes, provide Building Code interpretations for final approval, oversee Certificate of Occupancy issuance, attend staff and Commission meetings as agreed upon, responsible for municipal report, responsible for client satisfaction, work to establish or refine building department processes, and issue stop Work Orders for non-conforming activities, return phone calls and emails to permit holders and contractors.

Inspection Services-perform code compliant inspections to determine that construction complies with approved plans, provide onsite inspection consultations to residents and contractors, return calls and emails from permit holders, identify and document areas of non-compliance.

Plan Review Services-provide plan review services electronically or in paper format, review plans for compliance with adopted building codes and Town Ordinances, be available for pre-submittal meetings by appointment, provide feedback on plan review tracking and scheduling, communicate plan review findings in writing, return a set of finalized plans and all supporting documentation and provide plan revisions

Copies of the Request for Qualifications may be obtained from the Town Managers office, located at 507 Ocean Avenue, Melbourne Beach, Florida. The Town Manager, Elizabeth Mascaro, can be contacted by telephone (321) 724-5860, facsimile (321) 984-8994, and email at townmanager@melbournebeachfl.org. Any addenda to these documents will be issued via electronic mail.

Questions: Direct all questions in writing to the Town Managers office, located at 507 Ocean Avenue, Melbourne Beach, Florida 32951. The Town Manager, Elizabeth Mascaro, can be contacted by telephone (321)724-5860, facsimile (321) 984-8994, and email at Townmanager@melbournebeachfl.org

Proposals shall be:

1. Submitted in the required format listed in the RFQ.
2. Submitted in an envelope marked **"Request for Qualifications, CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES, Town of Melbourne Beach, Florida"**

In addition, the bidders name and address shall be shown on the outside of the envelope.

Facsimile submittals will not be accepted.

3. Proposals should be mailed or hand delivered to the Office of the Town Manager, Attention: Elizabeth Mascaro, 507 Ocean Avenue, Melbourne Beach, Florida 32951.

The Town of Melbourne Beach is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a submittal can be considered. Proposals by telephone, email or FAX will not be accepted.

The Town of Melbourne Beach reserves the right to waive informalities deemed to be in the best interests of the Town and to reject any or all bids.

TOWN OF Melbourne Beach



Elizabeth Mascaro
Town Manager

**TABLE OF CONTENTS REQUEST
FOR QUALIFICATIONS
CONSULTING SERVICES FOR CML, UTILITY AND STORMWATER ENGINEERING,
SURVEY, GEOTECHNICAL AND ARCHITECTURAL SERVICES**

SECTION I

Introduction	5
Standard Terms & Conditions	6
Special Conditions.....	8
Standard Insurance Requirements	9

SECTION II

General Information	10
Scope of Services	10
Minimum Respondent Qualifications	11

SECTION III

Response Submittals.....	11
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SECTION IV

RFQ Time Line.....	12
Evaluation Procedure.....	12
Criteria	13
Selection Process	13

SECTION I

INTRODUCTION

The Town of Melbourne Beach (hereinafter referred to as "Town") is requesting Statements of Qualifications to contract for **CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES**

This solicitation shall be part of the Consultants Competitive Negotiation Act process as mandated in F.S. 287.055

RFQ DUE DATE & TIME: Friday, May 16, 2025 at 3:00 P.M. Qualifications packages shall be mailed or hand-delivered to the Office of the Town Manager located at 507 Ocean Avenue, Melbourne Beach, FL 32951. Packages are to be received **NO LATER THAN 3:00 P.M.** Packages received after the specified time and date will not be accepted. The Town will not be responsible for mail delays, late or incorrect deliveries. The time as determined by the computer located at the Town Clerk's desk located at 507 Ocean Avenue, Melbourne beach, FL shall be the official authority for determining late responses.

All RFQ information and required attachments must be executed and submitted in a sealed envelope. Respondent shall mark envelope **"Request for Qualifications, for CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES for the Town of Melbourne Beach, Florida"**.

Respondent's name and return address must be clearly identified on the outside of the envelope.

These documents constitute the complete set of terms and conditions, specification requirements, and forms. Any additional information should be attached to this format or the respondent may be disqualified.

Respondents shall submit four (5) complete sets (one (1) original (marked "ORIGINAL"), and four (4) copies) of their response, complete with all supporting documentation. Responses submitted by facsimile or electronically will NOT be accepted. Responses, which do not comply with these requirements, may be rejected at the option of the Town. It is the respondent's responsibility to ensure that Proposal submittals are in accordance with all addendums issued. Failure of any respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. Addendums will be issued by the Town via email.

Responses not submitted in the format set forth herein shall be rejected unless otherwise explained in the response documents.

For information concerning procedure for responding to this Request for Qualifications (RFQ), contact Elizabeth Mascaro, Town Manager at (321) 724-5860. Such contact is to be for clarification purposes only. Material changes, if any, to the scope of services or respondent procedures will only be transmitted by written addendum.

All questions about the meaning or intent of the RFQ Documents shall be submitted in writing and directed to the Town of Melbourne Beach, 507 Ocean Avenue, Melbourne Beach, FL 32951, Attention: Elizabeth Mascaro, Town Manager. Questions may also be sent via e-mail townmanager@melbournebeachfl.org. Questions received less than five (5) calendar days prior to the

due date for the responses will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and may not be relied upon by respondent in submitting their response.

STANDARD TERMS & CONDITIONS

ACCEPTANCE AND REJECTION - The Town reserves the right to accept or reject any and all responses and to accept the response which best serves the interest of the Town of Melbourne Beach. The Town may award sections individually or collectively, whichever is in its best interest, unless the respondent only intends to respond for the contract in its entirety.

ASSIGNMENT - Neither the contract nor payment due may be assigned.

AWARD - Award shall be made to the consultant that demonstrates technical capability while most closely meeting the Town's needs according to the criteria designated in the solicitation.

CONFLICT OF INTEREST - The respondent certifies that this response has not been arrived at collusively or otherwise in violation of federal, state or local laws. Any purchase order, check requisition or contract from which any agent, officer or employee of the Town or any relative thereof, will realize a financial gain, directly or indirectly, shall be void, except that before the execution of a purchase order, check requisition or contract, the Commission shall have the authority to waive compliance with this section when it finds such action to be in the best interest of the Town.

DEVIATION FROM SPECIFICATION - Any deviation from specifications must be clearly stated, explained in detail and accepted by the Town in writing. Otherwise, items offered are expected to be in strict compliance with specifications and the successful response shall be held accordingly.

DISCRIMINATION STATEMENT: An entity or affiliate placed on the Discriminatory Vendor List may not submit a response for a contract to provide goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or perform any public work, may not submit Proposals for leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under any contract with any public entity, and may not transact business with any public entity.

ECONOMY OF PREPARATION: The responses should be prepared simply and economically, providing a straightforward, concise description of the respondent's qualifications and ability to fulfill the requirements of the RFQ.

INFORMALITIES - The Town of Melbourne Beach reserves the right to both waive any minor informality in responses and to determine, in its sole discretion, whether or not informality is minor.

INFORMATION AND LITERATURE - Respondents are to furnish all information and literature requested. Failure to do so may be cause for rejection.

INTERPRETATIONS - Any questions concerning conditions and specifications shall be directed to the attention of Elizabeth Mascaro, Town Manager. Interpretations that may affect the eventual outcome of this RFQ will be furnished in writing to all prospective potential respondents. No interpretation shall be considered binding unless provided in writing by the Town of Melbourne Beach.

NON-DISCRIMINATION - The successful respondent will comply with all federal and state requirements concerning fair employment and will not discriminate by reason of race, color, age, religion, sex, national origin or physical handicap.

PATENTS AND COPYRIGHTS - The respondent will agree to hold harmless the Town of Melbourne Beach, its officers, agents and employees from liability of any kind, including cost and expenses, with respect to any claim, action, cost or judgment for patent or copyright infringements.

PAYMENTS - Upon acceptance of work by using the Finance Department of the Town, employees and others, the Town shall make payment to the Contractor in accordance with the Florida Prompt Payment Act, Section 218.70, Florida Statutes.

PUBLIC ENTITY CRIMES - A person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a response on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or perform any public work, may not submit a response for leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the Convicted Vendor List.

PUBLIC RECORDS: Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01 F.S., The Public Records Law. Information and materials received by the Town in connection with an RFQ response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the respondent believes any of the information contained in his or her response is exempt from the Public Records Law, then the respondent must in his or her response, specifically identify the material, which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the Town will treat all materials received as public records.

TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the Town may, upon written notice to the Contractor, terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the Town by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the Town, become the Town's property and the contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the Town. The Contractor, however, shall not be relieved of liability to the Town for damages sustained by the Town by reason of any breach of the Agreement by the Contractor, and the Town may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the Town from the Contractor can be determined.

TERMINATION FOR CONVENIENCE: The Town reserves the right, in its best interest as determined by the Town, in its sole discretion, to cancel the contract by giving written notice to the Contractor thirty (30)-days prior to the effective date of such cancellation.

TIME FOR CONSIDERATIONS - Proposals will be irrevocable after the time and date set for the opening of Proposals and for a period of ninety (90)-days thereafter.

TRADE SECRETS - Respondents should not send trade secrets. If, however, trade secrets are claimed by any respondent, they will not be considered as trade secrets until the Town is presented with the alleged secrets together with proof that they are legally trade secrets. The Town will then determine whether it agrees and consents that, they are in fact trade secrets. If a respondent fails to submit a claim of trade secrets to the Town before obtaining the Town's agreement, any subsequently claimed trade secrets will be treated as public records and will be provided to any person or entity making a public records request for the information (F.S. 119.01).

SPECIAL CONDITIONS

ADDENDUM AND AMENDMENTS TO REQUEST FOR QUALIFICATIONS: If it becomes necessary to revise or amend any part of this Request for Qualifications, the Town will furnish the revision by written Addendum to all prospective respondents who are recorded with the Town as having received an original Request for Qualifications.

INDEMNIFICATION STATEMENT - By submitting a response document signed by an authorized agent of the respondent, respondent acknowledges and accepts the terms and conditions of the following Indemnification Statement in the event of contract award:

"For other and additional good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Contractor shall indemnify, hold harmless and defend the Town of Melbourne Beach, its officers, agents, officials, representatives and employees (hereinafter the "Town") against any and all liability, loss, cost, damages, expenses, claim or actions, of whatever type, including but not limited to attorney's fees and suit costs, for trial and appeal, which the Town may hereafter sustain, incur or be required to pay, arising out of, wholly or in part, or due to any act or omission of Contractor, its agent(s), vendors, contractors, subcontractor(s), representatives, servants, or employees in the execution, performance or nonperformance or failure to adequately perform contractor's obligations pursuant to this contract."

LIMITATION OF LIABILITY STATEMENT - By submitting a response document signed by an authorized agent of the respondent, respondent acknowledges and accepts the terms and conditions of the following Limited Liability Statement in the event of contract award:

"The TOWN desires to enter into this Agreement only if in so doing the TOWN can place a limit on the TOWN's liability for any cause of action arising out of the Agreement, so that the TOWN's liability for any breach never exceeds the sum of \$100. For other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, CONTRACTOR expresses its willingness to enter into this Agreement with the knowledge that the CONTRACTOR's recovery from the TOWN to any action or claim arising from the Agreement is limited to a maximum amount of \$100 less the amount of all funds actually paid by the TOWN to CONTRACTOR pursuant to this Agreement. Accordingly, and notwithstanding any other term or condition of this Agreement that may suggest otherwise, CONTRACTOR agrees that the TOWN shall not be liable to CONTRACTOR for damages in the amount in excess of \$100, which amount shall be reduced by the amount actually paid by the TOWN to CONTRACTOR pursuant to this Agreement, for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended either to be a waiver of the limitation placed upon the TOWN's liability as set forth in Section 768.28 Florida Statutes, or to extend the TOWN's liability beyond the limits established in said Section 768.28 Florida Statutes;

and no claim or award against the TOWN shall include attorney's fees, investigative costs, expert fees, suit costs or pre-judgment interest."

PROPOSER EXPENSES - No out-of-scope services shall be provided in the absence of prior, written authorization in the form of a written supplemental agreement and issuance of an appropriate amendment to the contract. The Town will not pay a retainer or similar fee. The Town is not responsible for any expenses that respondent may incur in preparing and submitting responses called for in this request. The Town will not pay for any out-of-pocket expenses, such as word processing; photocopying; postage; per diem; travel expenses; and the like, incurred by the respondent. The Town will not be liable for any costs incurred by the respondent in connection with any interviews/presentations (i.e., travel, accommodations, etc.).

REQUEST FOR ADDITIONAL INFORMATION/CLARIFICATION: The respondent shall furnish such additional information/clarification as the Town may reasonably require. This includes, but is not limited to, information that indicates financial resources as well as the ability to provide and maintain the services requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate including, but not limited to, a background investigation of service personnel to be conducted by the Town of Melbourne Beach Police Department or its designees.

REQUEST FOR MODIFICATION: The Town reserves the right to negotiate a final agreement with the top- ranked respondent(s) to meet the needs of the Town.

TERMS: The initial contract period shall be for One (1) years and will begin as of the date on the Notice of Award. The terms will allow for renewals of the agreement of both parties. Contract renewal(s) may be based upon satisfactory performance and funding as made available by the Town through its regular budgeting process on an annual basis.

STANDARD INSURANCE REQUIREMENTS

The Certificate of Insurance should be made to the Town of Melbourne Beach, 507 Ocean Avenue, Melbourne Beach, FL 32951 and should reference the operation and name the Town as an additional insured.

Prior to renewal, non-renewal, cancellation, or change or modification of any insurance policy, at least 30 days advance written notice shall be given to the Town of Melbourne Beach.

All Certificates of Insurance shall be approved by the Town **W:W,C** to the commencement of any work. Minimum coverage with limits and provisions are as follows:

COMMERCIAL GENERAL LIABILITY INSURANCE:

It is required that individuals and firms contracting with the Town of Melbourne Beach, maintain Commercial General Liability insurance with a minimum per occurrence limit of not less than \$1,000,000 and with a deductible not greater than \$1,000. It is further required that the Town of Melbourne Beach be named as an additional insured to the contractor's CGL policy, and that proof of same in the form of a certificate of insurance be submitted before work is begun.

AUTOMOBILE LIABILITY INSURANCE:

It is required that individuals and firms contracting with the Town of Melbourne Beach who own licensed

motor vehicles that will be utilized in connection with any Town contract or job maintain automobile liability insurance and submit proof of same in the form of a certificate of insurance before work is begun. It is further required that individuals and firms contracting with the Town of Melbourne Beach who lease, rent, or borrow licensed motor vehicles that will be utilized in connection with any Town contract or job be required to maintain non-owned or hired automobile liability insurance and submit proof of same in the form of a certificate of insurance before work is begun.

PROFESSIONAL LIABILITY INSURANCE:

Professionals and professional corporations, associations, and firms who contract with the Town of Melbourne Beach to provide professional services are required to maintain Professional Liability Insurance and submit proof of same in the form of a certificate of insurance before work is begun.

WORKERS' COMPENSATION INSURANCE:

It is required that firms employing four or more people who contract with the Town of Melbourne Beach maintain Workers' Compensation Insurance at the statutory limits and employer liability insurance and submit proof of same in the form of a certificate of insurance before work is begun.

It is required that firms employing less than four people who contract with the Town of Melbourne Beach comply with the exemption and notice provisions of F.S. 440 and maintain employer liability insurance and submit proof of same in the form of a certificate of insurance before work is begun.

However, if you are a corporate officer of a corporation that is actively engaged in the construction industry, or a sole proprietor or partner who is actively engaged in the construction industry, then your exemption will not apply to any work performed at a commercial building project valued at \$250,000 or greater and you must secure workers' compensation coverage in accordance with F.S. 440.38 and these general conditions and submit proof of same in the form of a certificate of insurance before work is begun.

SECTION II

1. GENERAL INFORMATION

The Town of Melbourne Beach is requesting Statements of Qualifications from qualified consulting firms in the state of Florida. This solicitation shall be part of the Consultants Competitive Negotiation Act process as mandated in F.S.287.055. The Town reserves the right to enter into contract with more than one firm in different categories of work and to classify the type of work awarded to selected consultant(s).

2. SCOPE OF SERVICES

The scope of work may include, but is not limited to the following services: permitting, inspecting, reporting, compliance, testing, evaluation, planning, and design.

The firms will be expected to incorporate innovations and best practices relative to environmental sensitivity in all projects. Evaluation criteria may be based on typical availability to expedite permitting, inspection, effective quality control, construction management, error management, and engineering

Other criteria for selection may include previous experience, location & references, and ability to meet deadlines.

Additional related services may also be requested by the Town of Melbourne Beach. Authorization to perform tasks will be given on an individual task order basis in accordance with Town of Melbourne Beach Purchasing guidelines and budgetary restraints.

3. MINIMUM RESPONDENT QUALIFICATIONS

A copy of the Statements of Qualification requirements will be available beginning April 18, 2024 from the office of the Town Manager located at 507 Ocean Avenue, Melbourne Beach, FL 32951.

One (1) Marked as "**Original**" qualification package and four (4) copies must be submitted.

The Town reserves the right to reject any or all Statements of Qualification or any portion thereof, with or without cause, to waive technical errors and informalities, and to accept the firm, which, in its judgment will best serve the Town.

Qualified firms wishing to respond to this RFQ must provide all services described in this document, whether directly or through sub-consultants. The Town reserves the right to approve or disapprove any sub-consultants. This does not, however, limit the use of qualified sub-consultants.

The successful respondent will appoint one of its employees as the key contact for approval by the Town Manager.

It is the Town's belief that the service required is adequately described herein. Therefore, any negotiated contract or Task Order, which may result from this RFQ, must include the entire effort required of the respondent to provide the service described. Specifically, no additional fees shall be allowed for any additional services performed for any reasons whatsoever except those directly attributable to the Town's errors or omissions. A provision to this effect shall be included in any negotiated contract.

SECTION III

PROPOSAL SUBMITTALS

For the response to be considered, one (1) original **marked "ORIGINAL"**, and four (4) copies of the proposal must be received by the Town of Melbourne Beach on or before **3:00 P.M. Friday, May 16, 2025**.

Respondents must include the following information and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

Title Page (1 page maximum): Title Page shall show the Request for Qualification subject and title; "**Request for Qualifications, CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES for the Town of Melbourne Beach, Florida**"; the firm's name; the name, address, telephone number and email address of a contact person; and the date of the proposal.

Cover Letter (2 pages maximum): The response shall contain a cover letter signed by a person who is authorized to commit the offeror to perform the work included in the RFQ and should identify all materials and enclosures being forwarded in response to the RFQ. **The cover letter shall clearly indicate**

which category (or categories) of work for which the firm wishes to be considered.

Table of Contents (1 page maximum): The Table of Contents shall provide a listing of all major topics, their associated section number, and starting page.

Executive Summary: The Executive Summary section of the proposal shall be limited to two (2) typewritten pages. The purpose of the Executive Summary is to provide a description of the offeror's ability to meet the requirements of the RFQ.

General Information: The General Information section of the proposal shall be limited to two (2) typewritten pages. The purpose of the General Information section is to provide a brief discussion of Proposers business history and current purpose/function in the marketplace.

Summary of Qualifications: The Summary of Qualifications section of the proposal shall be limited to two (2) typewritten pages **pr cate ocy, which the consultant wishes to be considered.** Indicate the Proposers background in providing these services to governmental entities. Provide a listing of comparable client references that are using the Proposers professional services, (i.e., client name, address, telephone number, contact person and length of time service was provided). Indicate specifically the members of the firm who will have primary responsibility for the Town's contract. Also, indicate all key individuals and their tasks and/or areas of expertise. Innovative approaches to projects should be highlighted. **Each category should be tabbed for ease of evaluation.**

Resumes and Attachments (5 pages maximum): Resumes and additional information which the offeror feels will assist in the evaluation should be included.

SECTION IV

REQUEST FOR QUALIFICATION TIME LINE

The anticipated schedule for this RFQ is as follows: Ranking based on written submittals will be made within sixty (60) days of submittal of the qualification package. If Oral interviews are required, Interviews will be scheduled within ninety (90) days of submittal of written qualifications and final ranking within thirty (30) days of interview dates.

EVALUATION PROCEDURE

All responses will be subject to a review and evaluation process. It is the intent of the Town that all consultants responding to this RFQ who meet the requirements shall be ranked in accordance with the criteria established in these documents. The Town will consider all responsive and responsible responses received in its evaluation and award process. The Town will appoint a committee to evaluate the submittals.

The Town's evaluation criteria will include consideration of, but will not be limited to the following:

- 1) Responsiveness of the consultant related to the Scope of Work;
- 2) The ability, capability and skill of the consultant to perform the contract;
- 3) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- 4) The ability of the proposer to provide future service for the use of the subject of the contract;
- 5) The sufficiency of the financial resources and ability of the consultant's personnel to perform the contract or service;

- 6) Whether the consultant has performed similar contracts within the time specified, without delay or interference;
- 7) The character, integrity, reputation, judgment, experience and efficiency of the consultant;
- 8) The quality of performance of previous contracts;
- 9) The previous and existing compliance by the proposer with laws and ordinances relating to the scope of services;
- 10) Responsiveness of client references;
- 11) Location as it relates to the ability of the consultant to provide requested services;
- 12) Such other information as may be secured deemed applicable by the Town.

CRITERIA

Firms meeting the mandatory criteria will have their proposals evaluated and scored for qualifications in categories, which they have been requested to be considered. The following represent the principal selection criteria which will be considered during the evaluation process.

1) **Mandatory Elements**

- a) The Building Official is licensed in the State of Florida.
- b) Services will be performed during the Town's regular business hours.
- c) The Building Official will be on-site at 507 Ocean Avenue as mutually agreed upon.
- d) Inspectors will be dispatched on as an as-needed basis
- e) A representative will be on-site on a weekly basis based on activity level.
- f) A representative will be available by phone and email.
- g) A representative will meet with the public by appointment.

2) **Experience and Qualifications**

- a) Has the firm successfully completed work for the Town in the past?
- b) Location of firm's office and personnel
- c) How well has the firm demonstrated experience completing similar projects on time and within budget?
- d) How successful is the general history of the firm regarding timely and successful completion of projects?
- e) Do the individuals assigned to the project have experience on similar projects?
- f) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- g) How knowledgeable are the offeror's personnel of the local area; and how many individuals have worked in the area previously?
- h) How extensive is, the applicable education and experience of the personnel designated to work on the project?
- i) Has the firm provided innovative solutions on previous projects?

During the evaluation process, top-ranked firms may be asked to participate in oral interviews. Such interviews will provide firms with an opportunity to answer any questions the Town may have on a firm's proposal. Not all firms may be asked to participate in such interviews.

SELECTION PROCESS

In general, the Town wishes to avoid the expense to the Town and to proposers of unnecessary presentations. Therefore, the Town will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm(s) can be clearly identified by review of the written submittals alone, then the evaluator(s) shall request to schedule the top ranked firm(s) for interviews (up to five) in person.



TAB 1

TITLE PAGE

RFQ

Consulting Services for
Building Official Services,
Inspection Services and
Plan Review Services





May 16, 2025

Ms. Elizabeth Mascaro
Town Manager
Town of Melbourne Beach, Florida
507 Ocean Avenue
Melbourne Beach, FL 32951

RE: Request for Qualifications – Consulting Services for Building Official Services, Inspection Services and Plan Review Services

Dear Ms. Mascaro:

C.A.P. Government, Inc. (CAP) hereby submits our proposal to the Town of Melbourne Beach, Florida (Town) for the above referenced services. **CAP thoroughly understands the scope of services and has submitted one (1) original and four (4) copies of our response to this RFQ.** Our company has the ability, expertise, and commitment to perform the work in a timely and professional manner.

CAP has been providing outsourced services to governmental agencies in Florida for over thirty-six (36+) years. Our corporate philosophy is to deliver these services by creating positive customer experience while maintaining the highest standards of accuracy, efficiency, and transparency. We believe this aligns perfectly with the Town's vision for its Building Department customers.

CAP is a State of Florida Corporation with three (3) strategically located offices in Florida including:

Corporate Office:

343 Almeria Avenue
Coral Gables, FL 33134
(305) 448-1711

Broward County

100 S.E. 12th St.
Fort Lauderdale, FL 33316
(954) 888-9531

Palm Beach County

1910 N. FL. Mango Rd.
W. Palm Beach, FL 33409
(561) 508-0615

CAP's extensive expertise and commitment to excellence make us the ideal consultant to provide the following services (categories) to the Town: Building Official, Plan Review and Inspections. We ensure full compliance with the responsibilities in enforcing the Florida Building Code outlined in Section 468.604, Florida Statutes.

Our delivery of these services complements the Town's philosophy of creating positive customer experience without sacrificing accuracy and efficiency. As you review our qualifications, we call to your attention the following points:

- **Qualifications:** CAP was founded Thirty-Six (36) years ago in 1989 and is the pioneer of outsourcing Building Department services to municipalities throughout Florida. We currently serve over eighty-five (85+) municipalities and nine (9) educational institutions.
- **Staff Availability:** CAP has over three hundred (300+) employees. Our proposed technical staff is "fully certified, qualified, trained and experienced"



May 16, 2025

Ms. Elizabeth Mascaro

Town Manager

RE: Request for Qualifications – Consulting Services for Building Official Services, Inspection Services and Plan Review Services

- **Location:** Since 2013 CAP has been investing, developing, and implementing an Electronic Plans Review (EPR) platform that allows our Plans Examiners to work electronically in an efficient, transparent, and real time manner.

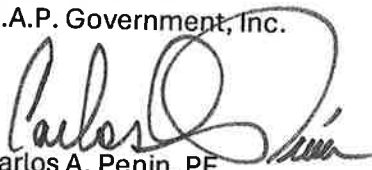
In closing, here are some key facts that set us apart from our competition: No other company in Florida matches our years of experience, number of clients served, and size of our team. Why choose us? Consider the numbers:

Why CAP? By the Numbers!

36+	Years in Business (Est. in 1989).
34	Years Outsourcing Building Services Exclusively to the Government
11	Municipal Clients - Full Service
67	Municipal Clients - Supplemental Services
9	Educational Clients
87	Total Building Department Outsourcing Clients
12	Years providing Electronic Plan Review (EPR)
300+	Employees dedicated to outsourcing Building Services

If given the opportunity, we will provide customer centered Services to the Town of Melbourne Beach, Florida. If you require any additional information, or wish to discuss this proposal further, please contact me at 305.458.6000.

Very truly yours,
C.A.P. Government, Inc.


Carlos A. Penin, PE
President

TOWN OF MELBOURNE BEACH, FLORIDA
RFQ - CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES,
INSPECTION SERVICES PLAN REVIEW SERVICES



TABLE OF CONTENTS

Tab 1. Title Page	Page 1
Tab 2. Cover Letter	Page 2-3
Tab 3. Table of Contents	Page 4
Tab 4. Executive Summary	Page 5
Tab 5. General Information	Page 6
Tab 6. Summary of Qualifications	Page 7-8
o Categories	Page 9-10
Tab 7. Resumes and Attachments	Page 11-14
Tab 8. Pricing	Page 15

TOWN OF MELBOURNE BEACH, FLORIDA
RFQ - CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES,
INSPECTION SERVICES PLAN REVIEW SERVICES



EXECUTIVE SUMMARY:

C.A.P. Government, inc. (CAP) has been outsourcing **Building Official, Inspections and Plan Review Services** to governmental agencies in the State of Florida for over thirty-six (36) years. **More importantly CAP is proud to have been providing these services effectively and efficiently.**

The firm's capabilities are reinforced through staff's knowledge of the Florida Building Code (FBC) and all applicable building codes and regulations, including Town codes and ordinances. We currently provide Building Official services to over fifteen (15) municipalities. **In addition, we currently provide similar services to neighboring municipalities including the Town of Melbourne Village which is approximately 6.6 miles from the Town of Melbourne Beach.**

Our capacity to fulfill this RFQ's requirements is evidenced by CAP's position as Florida's leading firm in Building Department Services, serving over eighty-five (85) municipalities and nine (9) educational clients. We employ over 300 fully qualified, state-licensed professionals certified by the Florida Department of Business and Professional Regulation.

CAP excels in delivering innovative solutions that meet client requirements while expediting project timelines and ensuring quality. We achieve superior results by integrating Best Practices for the following services:

- **Plan Review**
- **Inspection**
- **Quality control**
- **Construction management**
- **Error management**

We streamline permitting by using digital tools. Since 2013, CAP has been investing in, developing, and implementing an Electronic Plans Review (EPR) platform. This platform enables our Plans Examiners to work electronically in an efficient, transparent, and real-time manner, ensuring accurate and timely inspections and documentation.

Our inspection process determined that construction complies with approved plans. Our staff identifies and documents areas of non-compliance.

CAP's proven track record of incorporating innovations and best practices makes us uniquely positioned to deliver Building Official, Inspection and Plan Review services to the Town. Our expertise and innovation ensure high-quality outcomes that align with Town's expectations.

CAP has been an integral part of responding to Hurricanes. Our highly trained staff has taken a leadership role in preparing the local community for these events, during the damage assessment and recovery efforts in the aftermath. CAP is not only responsive to our clients' needs but to also anticipate and deal with potential issues before they rise to a level of concern.

TOWN OF MELBOURNE BEACH, FLORIDA
RFQ - CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES,
INSPECTION SERVICES PLAN REVIEW SERVICES



GENERAL INFORMATION:

Founded in 1989, C.A.P. Government, Inc. (CAP) began as a visionary response to the growing need for municipal support in building department operations across South Florida. The company's pioneering contract with the Village of Key Biscayne marked a significant milestone, establishing CAP as one of the first firms in the region to offer outsourced building department services.

Over the following decades, CAP built a strong reputation for professionalism, flexibility, and quality service. **This allowed the company to expand its footprint to more than eighty-five (85) municipalities and nine (9) educational institutions.** By developing adaptable service models ranging from full building department management to supplemental and expedited services.

CAP has met the evolving needs of local governments while maintaining high standards of **code compliance, public safety, and customer service.**

As the demand for efficient and cost-effective public sector support grew, CAP's team expanded to over **300+ professionals**, including certified Building Officials, Inspectors, Plan Reviewers, and Administrative Staff.

Our Core Services are the following:

Full Building Department Management

CAP provides comprehensive management of all building department operations, including staffing positions such as Building Official, Plans Examiner, Inspectors, IT

Support, Administrative Support, Municipal Code Enforcement, Floodplain and Planning and Zoning.

Supplemental Services

This model offers managerial, technical, and administrative staff on an as-needed basis, allowing clients to adjust staffing levels according to demand.

Hybrid Model

CAP offers expedited services for an additional fee, providing clients with flexibility and timely support for urgent needs.

Additional services include Electronic Plan Review (EPR), field inspections with real-time digital documentation, code enforcement, administrative support, emergency/disaster response, and continuing education for staff.

Today, CAP operates out of offices in **Coral Gables (corporate headquarters), Fort Lauderdale, and West Palm Beach**, continuing its mission to deliver responsive, innovative, and transparent services to municipalities across the State of Florida.

Office Locations

- **Corporate Office:**
343 Almeria Ave
Coral Gables, FL 33134
- **Broward Office:**
100 SE 12th St.
Fort Lauderdale, FL 33316
- **Palm Beach Office:**
1910 N Florida Mango Rd.
West Palm Beach, FL 33409

TOWN OF MELBOURNE BEACH, FLORIDA
RFQ - CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES,
INSPECTION SERVICES PLAN REVIEW SERVICES



SUMMARY OF QUALIFICATIONS

C.A.P. Government, Inc. (CAP) was founded on **April 10, 1989**, by Mr. Carlos A. Penin, PE. In 1992 CAP entered into an agreement with the newly incorporated Village of Key Biscayne to offer the outsourcing of Building Department professional services. We have been doing so *continuously* since then.

We currently deliver Building Department services to eighty-five (85) municipalities, and to nine (9) educational institutions.

CAP is a State of Florida Corporation with three (3) offices in Miami-Dade, Broward and Palm Beach Counties.

C.A.P. GOVERNMENT, INC.

- **Miami-Dade**
343 Almeria Avenue
Coral Gables, FL 33134
(305) 448-1711
- **Broward**
100 S.E. 12th St.
Fort Lauderdale, FL 33316
(954) 888-9882
- **Palm Beach**
1910 N. FL. Mango Road
W. Palm Beach, FL 33409
(561) 508-0615

The following list is provided to highlight CAP's relevant and current experience with other municipalities.

Entity: Town of Melbourne Village

Address: 555 Hammock Rd.
Melbourne Village, FL 32904

Telephone Number: (321) 723-8300

Contact Person: Ms. Heather Roberts, Town Clerk/Treasurer

Project Description: Building Official, Plans Review and Inspections

Dates of Services: 2022 – Ongoing (3 years)

Entity: Town of Palm Shores

Address: 5030 Paul Hurtt Lane
Palm Shores, FL 32940

Telephone Number: (321) 242-4555

Contact Person: Ms. Patricia J. Burke, Town Manager

Project Description: Building Official, Plans Review and Inspections

Dates of Services: 2021 – Ongoing (4 years)

Entity: City of Bunnell

Address: 604 E. Moody Blvd.
Bunnell, FL 32110

Telephone Number: (386) 986-6004

Contact Person: Mr. Jeff Parsons, Community Dev. Director

Project Description: Building Official Plans Review and Inspections Services.

Dates of Services: 2023 – Ongoing (2 years)

Entity: City of Aventura

Address: 19200 W. Country Club Dr.
Aventura, FL 33180

Telephone Number: (305) 466-8910

Contact Person: Mr. Byron Pegues, City Manager

Project Description: Building Official, Plans Review and Inspections Services.

Dates of Services: 1995 – Ongoing (30 years)

Entity: City of Weston

Address: 17200 Royal Palm Drive
Weston FL 33326

Telephone Number: (954) 385-2000

Contact Person: Mr. Donald Decker, City Manager

Project Description: Building Official, Plans Review, Inspections, and Permit Technicians Services.

Dates of Services: 2005 – Ongoing (20 years)

TOWN OF MELBOURNE BEACH, FLORIDA
RFQ - CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES,
INSPECTION SERVICES PLAN REVIEW SERVICES



Entity: Town of Malabar

Address: 2725 Malabar Road
 Malabar, FL 32950

Telephone Number: (321) 727-7764

Contact Person: Ms. Lisa Morrell, Town
 Manager

Dates of Services: 2022 – Ongoing (3 years)

TEAM EXPERIENCE:

Mr. Carlos A. Penin, PE

Principal-In-Charge:

As President and founder of C.A.P. Government, Inc., Mr. Penin oversees the daily operations of the firm. He will be responsible for the contract between the Town and CAP.

Mr. Judson Dulany, CBO, PX, BN

QA/QC

Mr. Dulany has over thirty (30) years of experience in construction management and twenty (20) years of hands-on construction skills gained through experience as a commercial, residential, and industrial State of Florida Certified Building and Roofing Contractor. He is knowledgeable in all aspects of construction: estimating, contracts, underground utilities, site work, foundations, structural walls, sub-contractors (electrical, HVAC, plumbing) and roof systems. His current responsibilities with CAP involve municipal building department operations throughout Palm Beach County

Mr. Jeremie Bennett -Building Official.

Mr. Bennett has over thirty (30) years of experience, and highly skilled Building Official experience in managing complex projects requiring the services of multiple disciplines from project initiation phase through financial closeout. His responsibilities also include enforcing the Florida Building Code (FBC) and any other local, state, and national codes and standards. Jeremie will provide direction and oversight for overall projects, and projects that entail complex building leasing projects

We have enclosed resumes demonstrating backgrounds of our proposed staff in TAB 7 Resumes and Attachments.

TOWN OF MELBOURNE BEACH, FLORIDA
RFQ - CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES,
INSPECTION SERVICES PLAN REVIEW SERVICES



C.A.P. Government, Inc. (CAP) will be pursuing the following categories: **Building Official, Inspection and Plan Review Services.**

BUILDING OFFICIAL SERVICES:

CAP provides Building Official services to over fifteen (15) municipalities, delivering expertise, leadership, and community-focused guidance for safe and compliant construction practices. With decades of experience, we have established a strong track record of managing building departments with professionalism and dedication.

We have provided the Building Official in the Town of Aventura for 30 years and the City of Weston for 20 years, demonstrating our commitment to long-term partnerships. These relationships reflect our ability to adapt to the unique needs of each municipality while maintaining high standards of service.

INSPECTION SERVICES:

CAP's staff have extensive experience in delivering inspection services, and conducting code-compliant inspections to ensure construction aligns with approved plans. We provide on-site consultation for residents and contractors, promptly respond to all calls and emails, and identify and document areas of non-compliance.

Inspectors will provide technical field inspections of buildings, equipment, and installations during various phases of construction, and grant inspection approvals

if found in compliance with the Florida Building Codes, regulations and approved permit documents.

A written recommendation of approval or denial of each inspection will be provided with a clear observation of the findings to support such recommendations, including code sections applicable to the denials. On disapproved items, we will provide further discussions with Architects, Engineers, Contractors and owners builders to obtain the modifications necessary for approval.

PLAN REVIEW SERVICES:

CAP has extensive experience providing both electronic and paper-based plan review services tailored to meet the specific needs of the client. We are well-versed in reviewing plan submittals for compliance with adopted building codes, zoning regulations, and town ordinances. Our team conducts thorough evaluations to ensure accuracy and consistency with all applicable standards.

Since 2013 CAP has co-developed a simple, user friendly and transparent Electronic Plans Review (EPR) software. We are confident that through our system, we can successfully provide the Town of Melbourne Beach with all the required Remote Plans Review services. We firmly believe that EPR will make the review process more efficient and transparent. Our program allows the project stakeholders "real-time" access to the status of their application and to the submittals from the design professionals across different platforms using internet connectivity.

TOWN OF MELBOURNE BEACH, FLORIDA
RFQ - CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES,
INSPECTION SERVICES PLAN REVIEW SERVICES



Since our Reviewers provide the service remotely, they have better access to data and are more flexible with their time. Data will be exchanged electronically thus reducing or eliminating paper bulk and environmental impact. Additionally, data stored electronically is safer and easier to retrieve. In short, the EPR system adds efficiency and value to the entire Plans Review process.

submission expectations. Throughout the review process, we utilize a structured tracking and scheduling system to ensure timely reviews and maintain clear communication with all stakeholders.

Our software has been successfully used to review, and process plans to our municipal and educational clients. We are currently providing EPR services to various municipalities in **Miami-Dade, Broward, Palm Beach, Lee and Polk Counties.** CAP is also providing EPR services to educational clients like **Miami Dade College, Florida International University, and Miami-Dade County Public Schools.** Based on these successes, we are confident that EPR will continue to ensure the entirety of the Building Review and Permitting process is more efficient, effective & straightforward in a method that takes full advantage of today's technologies.

All plan review findings are communicated in writing, detailing code references and required corrections or clarifications. In cases where revisions are necessary, our team coordinates closely with applicants to review and incorporate updates efficiently, ensuring a streamlined process from initial submittal to final approval.

CAP's team is available for pre-submittal meetings by appointment, offering applicants the opportunity to receive early feedback and guidance on code requirements and

Ison D. Dulany, BU, PX, BN

QC

Education
Associate of Arts Business
Palm Beach Community
College

Licenses / Registrations
Building Code
Administrator
1990

Building Plans Examiner
1962

Building Inspector
1964

Building Contractor
2058100

Roofing Contractor
2057998

Fire Inspector
254

Certified Flood Plain
Manager

Mr. Dulany has over thirty-five (35) years of experience in construction management and twenty (26) years of hands-on construction skills gained through experience as a commercial, residential, and industrial State of Florida Certified Building and Roofing Contractor and Building Code Administrator. He is knowledgeable in all aspects of construction: estimating, contracts, underground utilities, site work, foundations, structural walls, sub-contractors (electrical, HVAC, plumbing) and roof systems.

Mr. Dulany's experience includes:

Building Official, Building Plans Examiner, Inspector and Floodplain Manager, C.A.P. Government, Inc.

2015 – Present

Responsible for planning, directing, and overseeing CAP's Palm Beach County operations. Serves as the Building Official for several municipalities in Palm Beach and Central Florida region: Glades County, City of Belle Glade, City of South Bay, City of Pahokee, Town of Malabar, Town of Palm Shores, and the City of Bunnell. Reviews building plans for compliance with the Florida Building Code and local regulations; prepares written reports on code discrepancies and code violations; develops, maintains, and updates records of codes and plan reviews. Determines the structural soundness of buildings and construction projects.

Owner & Operator, Grace Construction, Inc.

1997 – 2015

Self-employed State certified building and roofing contractor. Responsibilities included customer relations, material takes offs, blueprint comprehension and bonding requirements. Day to day operations of construction and roofing companies estimate commercial, industrial, and residential customers. design build campgrounds, marina renovations, recreational parks. Also served as project manager for general contractor fast food restaurants construction, east and west coast of Florida.

Superintendent, Tripp Construction, Inc.,

1997 - 1998

Responsibilities included:

500 plus single-family home construction
Multi-family housing construction 1,2, and 3 Story
Medical Office and emergency room construction
Law enforcement gun range
Educational construction classrooms and auditorium
Industrial storage building, farm warehouses, metal buildings
Parks and Recreation Facilities Construction

Jeffrey Parsons, BU, PX, BN

Building Official

Licenses / Registrations

Building Code
Administrator
BU2310

Mr. Parsons has experience performing inspections on residential and commercial. Coordinating sub-contractors for quality control and safety. Reviewing plans and preparing inspection reports including a detailed protocol for a thorough and safe remediation or abatement as needed for their property.

Building Plans Examiner
BX5222

Mr. Parsons's professional experience includes:

Plans Examiner, C.A.P. Government, Inc. 2023 – Present

Reviews plans to ensure that the plans meet building codes and requirements of the state, county, and city where the construction is taking place. Responsible for inspecting the installation of electrical systems and equipment to detect faulty wiring and ensure they comply with electrical codes and standards. Visits construction sites and residences, perform inspections, and make recommendations for improvement. responsible for direct regulatory administration or supervision of plan review, enforcement, or inspection of building construction, erection, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state law or municipal or county ordinance.

Environix, Lead Inspector

Performed inspections on residential and commercial properties for the presence of microbial growth, asbestos, lead, or a suspected contaminant affecting the indoor environment. Provided the client with an inspection report including a detailed protocol for thorough and safe remediation or abatement as needed for their property.

Anthony Rigle, PX, BN

Building Plans Examiner & Inspector

Education

BSc Business Management
Palm Beach State College

Certificate Business Specialist
and AA

Palm Beach State College

University of Florida, Bachelor of
Science, Civil Engineering, 1977

Licenses / Registrations

Building Plans Examiner
X4559

Building Inspector
N8098

Commercial Building Inspector
C9131032

Mr. Ringle has seven (7) years of experience working in the field of Construction. He has knowledge in all aspects of supervising different residential, building, and commercial construction projects.

Mr. Ringle's experience includes:

Building Plans Examiner & Inspector, C.A.P. Government, Inc.

2024 – Present

Reviews building plans for compliance with construction codes and regulations; prepares written reports on code discrepancies and code violations; develops, maintains and updates records of codes and plan reviews; interprets codes ordinances and regulations and issues department codes. Determines the structural soundness of buildings and construction projects. Tasks Include inspecting and assessing the structural quality of a building and ensuring compliance with zoning regulations, national building codes, and contract specifications.

Building Inspector, Palm Beach County (2021-2024)

Building Inspector/Plan Reviewer, Village of Palm Springs (2020-2021)

Raquel Barrera, PX, BN

Mechanical Plans Examiner & Inspector

Education

Bachelor of Science, Business
Management
Florida University, Ft. Lauderdale

Associate of Science, Air
Conditioning Engineering
Technology
Miami Dade Community College,
Miami, FL

Heating, Refrigeration,
Air Conditioning
Miami Lakes Technical
Center, Miami Lakes

Facilities
Management Program
The Association of
Facilities
Education

Licenses / Registrations

Building Inspector
14

Mechanical Plans Examiner
7

Mr. Barrera has over twenty-eight (28) years of experience as a licensed mechanical and air conditioning contractor, specializing in the review of mechanical design documents and field inspections for compliance with the requirements of the Florida Building Code (FBC), with emphasis on the requirements of the FBC-Mechanical and the Florida Energy Conservation Code

Mr. Barrera's professional experience includes:

Mechanical Plans Examiner and Inspector, C.A.P. Government, Inc.

2024-Present

Responsible for inspection of mechanical, and other systems for commercial and residential sites, like appliances, boilers, elevators, gas and oil lines, and HVAC systems. Evaluates and approves or disapproves of the work done in accordance with local and state regulations. Reviews plans to ensure that the plans meet building codes and requirements of the state, county, and city where the construction is taking place. Evaluates and interprets mechanical documents.

Sr. Mechanical Inspector/Plans Examiner, Mechanical Inspector, City of Fort Lauderdale Development Services Department (2019-2021)

Air Conditioning Contractors, Proserv America, LLC, Pembroke Pines, FL (2010-2019)

Facilities Engineer, Leon Medical Centers Doral, Florida (2016-2019)

Anthony D'Auria, PX, BN

Plumbing & Mechanical Plans Examiner & Inspector

Education

Master & Journeyman Plumber,
Massachusetts State Board

Master, Fire Protection Licenses

Business Management and
Administration Classes

Licenses / Registrations

Mechanical & Plumbing Plans
Examiner
4133

Mechanical & Plumbing
Inspector
17353

Mr. D'Auria has over forty (40) years of experience as a licensed and certified inspector and plans examiner, for the State of Florida. He has years of accomplished business, operations and project management experiences, both in the field and in the office. Inspecting and evaluating all types of commercial and residential multi-story, sanitary and storm systems, with water distribution systems, while clarifying and enforcing the Florida State Building Code.

Mr. D'Auria's experience includes:

Plumbing and Mechanical Plans Examiner & Inspector, C.A.P. Government, Inc. 2019 – Present

Responsible for close inspection of mechanical, and other systems for commercial and residential sites, like appliances, boilers, elevators, gas and oil lines, and HVAC systems. Evaluate and approve or disapprove of the work done in accordance with local and state regulations. Examine and test new or existing plumbing systems in buildings to make sure they are installed. Reviews plans to ensure that the plans meet building codes and requirements of the state, county, and city where the construction is taking place.

Assistant Vice President of Facilities, Florida Atlantic University (2011 – 2015)
Plumbing Plans Examiner & Inspector (2018 – 2019)
Plumbing Plans Examiner & Inspector, City of Boca Raton (2016 – 2019)

TOWN OF MELBOURNE BEACH, FLORIDA
RFQ - CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES,
INSPECTION SERVICES PLAN REVIEW SERVICES



PRICING

Hourly Rate for Building Official, Plans Examiners and Inspectors:

Description	Hourly Rates
Building Official	\$115.00
Plans Examiners	\$ 100.00
Inspectors	\$ 92.50

We are committed to providing the highest level of Professional Services to the Town of Melbourne Beach, Florida.



**Request for Qualifications, CONSULTING SERVICES FOR
BUILDING OFFICIAL SERVICES, INSPECTION SERVICES
AND PLAN REVIEW SERVICES for the Town of Melbourne
Beach Florida**

Submitted to:

City of Melbourne Beach
Town Manager's office, Elizabeth Mascaro
507 Ocean Avenue, Melbourne Beach, Florida

By:

May 16th at 3pm (EST) (Date of Proposal)

From:



5995 S A1a
Melbourne, FL 32951
c/o Joe Payne, PE MBA
joe@jpiflorida.com/ 813-520-1683

Submittal: (1) Original, (4) bound copies, and (1) USB electronic copy



TAB 1 - COVER LETTER

May 9th, 2025

CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES

City of Melbourne Beach
Town Manager's office, Elizabeth Mascaro
507 Ocean Avenue, Melbourne Beach, Florida

Dear Ms. Mascaro and Members of the Selection Committee,

JPI is pleased to present our response to this advertisement. [JPI is ideally suited as a vendor for this advertisement](#) for the following reasons:

1. JPI is a local vendor. [Our sunbiz.org address is in Zip Code 32951 on A1a and we are a Brevard County BTR.](#)
2. [JPI currently completes work in Melbourne Beach through our Brevard County Building Department contract. JPI has served Brevard County since 2016.](#)
3. The President of JPI, Joseph Payne, has a local residence in Melbourne Beach.
4. [JPI has local knowledge.](#) We currently serve as the consultant for Building Department activities for Brevard County, Town of Indian Shores, City of Palm Bay, City of Melbourne, and City of West Melbourne.
5. **JPI is a multi-discipline engineering service company which can supply a Consultant Building Official, Plan Reviewers, Inspectors, Permit Technicians, a City Engineer, Floodplain Management, Planning and Zoning, Permit Technicians, and Code Enforcement services.**
6. [We have current staff with prior experience working in the Melbourne Beach area through our Brevard County contract including Joseph Payne, Mark Thornbloom, Rick Hoepner, Greg Martin, and Scott Seigel. All are multi-licensed.](#)
7. JPI is 100% Florida Owned.
8. JPI has State Emergency Management contracts with [FDEM which can provide an alternate source of payment/ reimbursement](#) for our services during storm events.

JPI appreciates the opportunity to submit our qualifications on this contract. JPI looks forward to servicing and working with the Town to meet operational needs. JPI is 100 percent committed to governmental services, has no private industry clients, and has zero conflicts to the work of this contract. Please let this letter serve as our formal agreement to be bound by the submittal without modifications unless mutually agreed to upon further negotiations between The Town and



JPI. We have been in business for 15 years. We are qualified under the laws, rules, and regulations of the State of Florida to perform the work required by these contract documents. Our sunbiz.org document number is P10000059808 and Joe Payne is a Professional Engineer with a PE license of 55751. JPI assures our ability to meet the insurance and performance requirements set out in this RFP if selected for award. We certify we maintain a drug-free workplace program compliant with the standards within Florida Statutes § 440.102. JPI has a virtual operation with a Sunbiz address in Brevard County, FL. However, as a virtual operation, our office is your office, as we have shown our ability to work closely with staff on prior work. JPI has no pending claims, judgments, or arbitration proceedings.

JPI's specialization is providing professional services to Building Departments, which is the purpose of this advertisement. As a brief summary of past experience supporting JPI's qualifications to perform these professional services, we offer the following:

1. JPI field inspectors have completed approximately 1,500,000 field inspections during our history.
2. JPI completed approximately 2,000 field inspections within Melbourne Beach through our almost ten-year relationship with Brevard County.
3. The Project Manager, Joe Payne, is the President of JPI and has 100% control of all resources and fully commits to use these resources on this contract.
4. The JPI President will come out of the office to fulfill service requests on this contract and has done so for the previous fifteen years.
5. JPI has local staff.

Joe Payne, PE will be the binding agent and point of contact for this contract. Mr. Payne is the President of the company and a professional engineer with 35 years of experience, 30 of which applies to the services listed within this contract. He will be the project manager for this contract and takes responsibility for Quality Control of operations. JPI is a Florida Owned Corporation and a statewide Professional Service firm. JPI was founded in 2010 after servicing state contracts as a sole proprietor for several years. The municipal service line is the primary source of business revenue for JPI. We look forward to working with The Town.

Sincerely,

Joseph Payne

Joe Payne, PE, President

joe@jpiflorida.com

800-488-1956





TAB 2 - JPI TABLE OF CONTENTS

JPI provides the following Table of Contents for the major areas of the response. This report consecutively numbers all pages in the footer.

Tab 1	Cover Letter	1-2
Tab 2	Table of Contents	3
Tab 3	Executive Summary	4-5
Tab 4	General Information	6-7
Tab 5	Summary of Qualifications	8-13
Tab 6	Resumes and Attachments	14
Tab 7	Fee Schedule	15



TAB 3 – EXECUTIVE SUMMARY

Our Ability to meet the requirements is based on our Proven Approach to this work. The JPI approach is based on our sound knowledge of Building Code Review from our statewide contracts. There are several key factors of measurement for the success of the Approach. From our experience, JPI found that the citizen and contractor end user's needs are best met through four key factors:

- 1) Current knowledge
- 2) Consistency
- 3) Code references
- 4) Quality Control

4 KEY FACTORS

Current knowledge
Consistency
Code references
Quality Control

Current knowledge is a key factor for this work. JPI possesses technical staff who are subject matter experts in the CBO role, in plan review, and with inspections. Through our current work with Brevard County government, JPI already has worked within the Melbourne Beach area since 2016. JPI maintains knowledge of Technical Bulletins, Code Advisories, and Code Updates. JPI possesses this knowledge in both residential and commercial construction and in all trades. From feedback that we receive from our current clientele, our work is very thorough with code references and cross reference to NFPA and other codes.

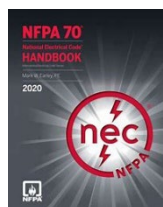
The second key factor is Consistency. Specifically, with the Pass/Fail rate of our work for statistical significance to the Town employees. This establishes consistency between resources and provides consistency to the citizens of the Town. The contractor community is sensitive to a new consultant creating review comments unseen regularly in the community. JPI proposes to initially contact the Building Department with our proposed comments prior to posting to the applicant. JPI possesses several standard comment files, with code references, that we can share with the Building Department.



JPI understands that the Town accepts both fax and email communications for permit activity. We are comfortable working with either source. May we suggest that we provide our own fax number on this contract? We use an online fax service and this could save some time for the community. If the community should go to an online permitting platform, JPI has plenty of experience using online platforms and we could discuss supplying the platform for the Town. This project knowledge provides JPI with an important resource for the Town on this contract as we do not require training.



As an on-call provider, JPI provided professional services for all trades including electrical, mechanical, building, and plumbing trade professionals. JPI is different from our competitors because of our availability of multi-trade staff and the personal touch of the Owner, Mr. Payne, who will leave the office and assist clients with services as a hands-on Owner. **JPI proposes to use Brevard county residents with prior Melbourne Beach experience.**



The third key factor is Code References. JPI proposes a **WORK Plan** unique to the services listed within this RFP. Our **WORK Plan** will consider all regulatory Codes for this Work Objective. The 2023 FBC is a governing Code and Regulation. The 2010 ADA will regulate the ADA inspections along with Accessibility Code. The 2023 FBC including the Existing Conditions Chapter, will regulate building code compliance, doors and hardware, fences, structural aspects of Fireplaces & Chimney, Insulation, Roofing Systems, Seawalls, Docks, and Structural Components. Florida Elevator Code Authority and FBC Chapter 30 (over three stories) regulates elevators. NFPA 70 regulates fire protection and co-regulated by NEC 2020. ASCE 7-22 regulates wind loads. The Energy Code is an overlapping regulation. Solar Energy Code is regulated in several locations including Chapter 23 of the Residential Code and Chapter 14 of the Mechanical Code, and the Florida Plumbing Code. FBC Chapters 4 and 45 regulate swimming pools and saunas. The Florida Plumbing Code regulates plumbing systems, plumbing and pool heaters, and the Gas Code regulates gas pool heaters. Additional Code considerations within our Operational Plan include NFIP, NPDES, ACOE, FAA47CFR, and **FAA107 for the developing Drone technologies for roof inspections.**



My Library

JPI has multi-trade professionals who will review and process construction plans for issuance of building permits under the Florida Building Code. JPI will enforce other agency submittals including FEMA, Driveway permit, and FDEP. JPI will enforce the 50% rule for substantial improvements for FEMA on projects and review and maintain all records required by Federal Emergency Management Agency (“FEMA”) in association with the processing of building permits in the format required by FEMA. JPI will maintain all records and documents in accordance with Public Records Law (Chapter 119, Florida Statutes. JPI will assist in the preparation of the Insurance Services Office (ISO) evaluation for the Town. JPI Professionals possess OSHA Level D attire with JPI logo shirts.

A fourth key measuring factor for this work is Quality Control. JPI’s Quality Control process starts with Day 1 for the employee. JPI has a shadowing program, and employees have over the shoulder shadow training for the first two weeks. Also, we conduct audits of work for employees and randomly have shadow oversight. The employee is informed in the morning that JPI will oversee their work that day. For plan review and office work, JPI completes work from Code Review checklists. JPI feels that it is best use checklists for Quality Assurance.



TAB 4 – GENERAL INFORMATION

JPI finds that our **company background** is best described on our website address at www.jpiflorida.com.

“Joseph Payne PE is the Founder and President of JPI. He possesses 30 years of experience in civil engineering and professional services for government entities. He obtained his Bachelor of Science in Civil Engineering from Drexel University in Philadelphia, PA, in 1995 and his Master of Business Administration from the University of South Florida in 2006. Mr. Payne completed graduate studies in Geotechnical Engineering at the New Jersey Institute of Technology in 1997. After 15 years of progressive experience in Project Management and Corporate Management, Mr. Payne started JPI in 2010 as the sole owner.

JPI was founded in 2010 as a Professional Service firm providing engineering services to commercial developers, municipalities, and state agencies. In 2013 JPI, rebranded as a professional service firm striving to be 100% committed to governmental agencies. The rebranding created three service lines, a civil engineering, municipal, and federal service line. JPI’s primary business line is their municipal service line, of which they provide professional services to 35 municipalities in Florida. JPI mainly offers professional services for Building Department clients. These services include Building Official services, plan review, remote plan review, permit technician, and report writing generated by field assignments and field routes for the Building Departments. JPI staff includes Licensed Engineers, Architects, and Building Code Professionals. Mr. Payne is actively involved in all services. He regularly will leave the office to satisfy client demands for these services, in addition to his corporate responsibilities for Quality Assurance and Quality Control.

JPI professional services have expanded to provide Zoning services, Development Review services, Code Enforcement services, and Public Works services to municipalities. In addition, JPI has prior experience with expert consultation in the eminent domain, neutral evaluation, mediation, and other services which require conflict resolution. Mr. Payne has served as the Engineer of Record for over 200 engineering design and permitting projects.”

Our place in the marketplace. JPI is a 100% Florida Owned professional service firm. Our municipal service line focuses mainly on consulting Building Departments. We have a statewide size of 40 employees. Our company’s operational capacity is 1600 hours per week. Currently, we are running at approximately 1200 hours per week billable which is our current and projected workload. We have up to 400 hours per week of surplus capacity available to service this contract. **This is approximately ten full time equivalents. So, we can place up to ten people per**



week at the Town, if necessary, for this contract. We are operating at 75% capacity with 25% availability. Some of our full-time employees are currently working part-time and we are in need of work. Our current workload includes about 160 hours per week at City of Anna Maria, 320 hours per week at City of St. Pete Beach, 160 hours per week at City of Clearwater, 160 hours per week at Pinellas County, 80 hours per week at Brevard County, 80 hours per week at Fernandina Beach, 40 hours per week for Holmes Beach, and 200 hours per week of miscellaneous production.

We mitigate delays by the utilization of our one week and three weeks look ahead schedules. This informs our staff of upcoming work and tentatively reserves our staff for you. In addition, we also meet your on-demand requests through the use of our part-time employees. Our part-time employees understand that they are on call for additional work. We have part-time employees working on other contracts who can service fluctuations for Town needs. In addition, our client can reserve our services as far in advance as they see fit. For example, the Town could say, “JPI, we need an inspector daily for the next three months” and we will reserve for you. Expanding, the Town could say, “JPI, we need five inspectors on March 23rd to cover our in-house CPR training” and we will reserve five inspectors for you on that day.

The approach that we provide is multi-discipline in nature. We attempt to staff contracts with versatile multi-discipline employees. This allows us to provide continuity of staffing by providing you with the same staff member (s) over a long-term basis. We do this to customize our service to suite your needs by allowing you to develop daily ongoing relationships with our staff. Also, our experience is key. We have inspectors who range with over 50 years of experience in the industry and will minimize risk and enhance public safety.

One unique value-added service is that JPI has no retainer penalty for any of our staff. For example, the Town may attempt to individually recruit any of our staff members for no retainage fee. Quite typically, contracts contain a \$30,000 to \$50,000 fee to a municipality when they recruit a vendor’s employee from a professional service contract.

Also, we have found that JPI employees, when recruited by a client, tend to rank the highest of the interviewed candidates. So quite transparently, when you utilize a JPI employee for your need, you are likely utilizing someone who will interview competitively for the role of an internal hire. This along with many reasons, makes JPI feel, that we are always an ideal vendor and candidate for this form of work. As we have seen clients wish to directly hire our employees.

Our multi-discipline staffing provides the following project opportunities:

- 1) One inspector per job site – The end user will only need to wait for one inspector to complete multiple inspections at their job site.
- 2) Second set of eyes- multi-discipline inspectors assigned to one trade can provide a cursory review of the status of other trades while on site.

Also, our highly experienced inspectors are also excellent plan reviewers. We can review plans on site and typically identify plan omissions.



TAB 5 - SUMMARY OF QUALIFICATIONS

BUILDING OFFICIAL

JPI proposes two candidates for Building Official depending on the Town needs. Joe Payne, a local resident, would gladly serve in this capacity. As demands increase, JPI will engage the use of a Consultant Building Official Craig Greene, CBO of JPI. Both members are highly qualified for this role. JPI served in a similar capacity for the City of Palm Bay.

NAME: Joe Payne, PE PRIMARY CONTACT
 LICENSE: FLPE55751
 ROLE: Key Contact/ Project Manager/ On Call service as needed
 YEARS EXPERIENCE: 35

NAME: Craig Greene, CBO, BSN, PX
 LICENSE: RPX279, PX3717, BN6614, BU1975
 ROLE : Multi-Trade Inspector, Multi-trade Plans Examiner
 YEARS EXPERIENCE: 45

The following clients currently or have used JPI services for Consultant Building Official Services.

City of Palm Bay - Valentino Perez, Director, City of Palm Bay, 321-726-5614
 John Pearson, CBO, City of Palm Bay 321-726-2794

Interim Building Official and Multi-trade Inspection Services and Plans Examination Services.
Also, Public Works professional services.

*Joe Payne, Kevin Singley, Andrew Manero, Scott Seigel, and Jorge Cedeno have worked on this contract. 2016 to current status – Approximately \$2.2M of services. **Three contract renewals.***

City of Anna Maria - Mark Short, Mayor, 941-708-6130

Interim Building Official and Multi-trade Inspection Services and Plans Examination Services.
Also, City Engineer, Code Enforcement, CFM, and other professional services.

*Joe Payne, Scott Seigel, and Mark Thornbloom, Jorge Cedeno have worked on this contract. 2017 to current status – Approximately \$4.2M of services. **Three contract renewals.***



City of Cedar Key - Jennifer Sylvester, City of Cedar Key, Clerk's Office/Building and Planning Dept. - 352-543-5132

Interim Building Official and Multi-trade Inspection Services and Plans Examination Services.
Also, City Engineer, Code Enforcement, Public Meetings, and other professional services.
*Joe Payne, Cory Brockett, and Mark Gillette, have worked on this contract. 2023 to current status – Approximately \$0.5M of services. **Sole Source Vendor.***

The following is a checklist used by our Building Officials to review both Building Code and Fire Protection standards for a Level 1 through Level 3 Condo Alteration Project.

CONDO KITCHEN/BATH RENOVATION

NOTICE: Effective January 1, 2023, a smoke alarm that is newly installed or replaces an existing battery-powered smoke alarm must be powered by the condo electrical system with a back-up battery that powers the alarm for at least 10 years. The battery requirements do not apply to a fire alarm, smoke detector, smoke alarm, or ancillary component that is electronically connected as part of a centrally monitored or supervised alarm system.

☐ I. Fire Protection

☐ a. Fire Sprinkled? Y ☐ or N ☐ (If yes, show on plans)

☐ b. Fire Alarm? Y ☐ or N ☐ (If yes, show on plans)

☐ c. Show existing & proposed location for new or relocated fire sprinklers/fire alarms/smoke detectors/strobes/horns, etc.

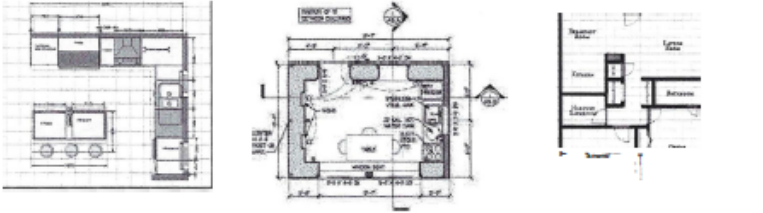
☐ d. State if smoke alarms are hardwired and /or interconnected. FBC 420, NFPA 72 & NFPA 13

☐ II. Type of Construction (per FBC Ch. 6): **Check One**

Type I: <input type="checkbox"/> Concrete & steel High-rise tower	Type II: <input type="checkbox"/> Masonry & steel Mid & low-rise	Type III: <input type="checkbox"/> Masonry & steel Wood roof or floor Mid & low-rise	Type V: <input type="checkbox"/> Wood frame Construction Low-rise
*Metal stud construction Fire treated wood		Wood Stud Construction Allowed	

☐ III. Show Floor Plans:

Existing space ☐ Proposed space ☐ Basic overall condo layout ☐



☐ IV. Indicate scope of work for:

☐ a. HVAC: Relocated supply/RA or exhaust duct

☐ b. PLBG: Relocated or new fixtures ~ provide Plbg ISO

☐ c. ELEC: New/alterd GFCI circuits ~ provide panel schedule

☐ V. Replacing tile/wood flooring? Sound underlayment ~ Minimum 50 STC impact IIC rating required per (2020) Florida Building Code (FBC) 7th Edition, Section 1207

☐ VI. Any change to the fire rated corridor, tenant 1hr wall, or penetration of wall or floor **ATTACH UL DETAIL.**



INSPECTION SERVICES

JPI proposes multiple candidates for this role. Scott Seigel is a local County resident who works regularly in the Melbourne Beach area on our Brevard County contract. Similarly, Mark Thornbloom and Rick Hoepner work in this capacity. Greg Martin is an alternate inspector. As you are likely aware, both Mr. Payne and Mr. Greene can fill this role also in the Building Official role.

NAME: Scott Seigel
 LICENSE: FLPE60980
 ROLE : Multi-Trade Inspector/ Engineer
 YEARS EXPERIENCE: 40

NAME: Mark Thornbloom
 LICENSE: FLPE50107
 ROLE : Multi-Trade Inspector/ Engineer
 YEARS EXPERIENCE: 40

NAME: Rick Hoepner
 LICENSE: FLPE23319
 ROLE : Multi-Trade Inspector/ Engineer
 YEARS EXPERIENCE: 50

NAME: Greg Martin
 LICENSE: BN3947
 ROLE : Multi-Trade Inspector
 YEARS EXPERIENCE: 40

The following clients have utilized JPI for inspection services:

Brevard County Government – Terry Talbert, CBO
 2725 Judge Fran Jamieson Way, Viera, FL 32940, 321-633-2072 Ex. 52678/Fax 321-633-2087

Multi-trade Inspection Services

*Joe Payne, Doug Walton, Greg Martin, Pete Swarr, Rick Hoepner, Scott Seigel, Mark Thornbloom, and Andrew Manero have worked on this contract. 2016 to current status– approximately \$6M of services. **Three contract renewals.***



Town of Indian Shores – David Wiles, CBO

2055 South Patrick Drive, Indian Harbour Beach, FL. 32937, Phone: 321-773-3181

Multi-trade Inspection Services

Joe Payne, Scott Seigel, Greg Martin, have worked on this contract.

*2019 to current status– approximately \$0.2M of services. **Six contract renewals (annually).***

City of Titusville - City of Titusville - Steve Adams, CBO, 321.567.3982, Building Official

Commercial and Residential Building Inspection & Plans Review

2017 to 2025 – Joe Payne, Mark Thornbloom, Cory Brockett, Rick Hoepner, and Scott Seigel have worked on this contract. 2017 to 2025 – Approximately \$0.5M of services. All work is completed within budget and schedule.

Hillsborough County Government – Travis Minnes, CBO

601 E. Kennedy Blvd., Tampa, FL 33602, P: (813) 813-276-8334

Multi-trade Inspection Services

Joe Payne, Doug Walton, Jason Steele, Julie Daniels, Jon Thomas, and Ryan Ferry have worked on this contract.

*2016 to current status– approximately \$6M of services. **Three contract renewals.***

The following is a clipping which shows an example of JPI's internal inspection checklists:

COMMENT_ID	DESCRIPTION	THE_COMMENT
BLDG008	FBC 106.4 - Not built to plan	FBC 106.4 - Not built to plan
BLDG010	FBC 2304.13 - No wood vegetation, stumps, dead roots, cardboard	FBC 2304.13 - No wood vegetation, stumps, dead roots, cardboard, trash, & cellulose material buried within 15' of building
BLDG011	R403.1.4/FBC - Foundation not 12" below grade	R403.1.4/FBC - Foundation not 12" below grade
BLDG013	FBC TABLE 1907.7.1 - Rebar clearance to soil required	FBC TABLE 1907.7.1 - Rebar clearance to soil required
BLDG014	FBC 1907.3 - Improper bend / lap on rebar - cold bend only	FBC 1907.3 - Improper bend / lap on rebar - cold bend only
BLDG015	FBC 1907.4 - Clean rebar required (mud, oil, rust, etc.)	FBC 1907.4 - Clean rebar required (mud, oil, rust, etc.)
BLDG016	FBC 2304.13.2 - Fill dirt shall be compacted to assure adequate support	FBC 2304.13.2 - Fill dirt shall be compacted to assure adequate support of foundation
BLDG020	FBC 1910.1 - Slabs minimum 3.5" thick/vapor barrier required	FBC 1910.1 - Slabs minimum 3.5" thick/vapor barrier required 6 mil plastic, 6" lap on edges.
BLDG021	R506.2.4 FBC 1910.2(2) - Support wire mesh on supports	R506.2.4 FBC 1910.2(2) - Support wire mesh on supports not to exceed 3' of manufacturer's specifications
BLDG023	R606.10, FBC 2104.1.4 - Lintels required over openings	R606.10, FBC 2104.1.4 - Lintels required over openings
BLDG024	R703.7.3 - Lintels on less than 4" support	R703.7.3 - Lintels on less than 4" support
BLDG025	R611.9/FBC 1911 - Bolts & studs anchors shall solidly set in place	R611.9/FBC 1911 - Bolts & studs anchors shall solidly set in place
BLDG026	FBC 1907.5 - Accurately places rebar required	FBC 1907.5 - Accurately places rebar required
BLDG029	FBCTABLE 2304.7 (5) - Sheathing must span 2 or more studs	FBCTABLE 2304.7 (5) - Sheathing must span 2 or more studs
BLDG030	FBC 1404.2 - Weather-resistive barrier for walls required	FBC 1404.2 - Weather-resistive barrier for walls required
BLDG031	FBC 1403.2 - Weather protection required for all exterior walls	FBC 1403.2 - Weather protection required for all exterior walls
BLDG032	FBC2304.9.2 - Sheathing fasteners shall be flush with sheathing	FBC2304.9.2 - Sheathing fasteners shall be flush with sheathing (nails, staples, & ply clips)



PLAN REVIEW SERVICES

JPI has a variety of on-site and remote plan review service options. The Building Official and Inspector candidates listed above all have plan review licensure. In addition, JPI has the following resources for this contract.

NAME: Andrew Manero
 LICENSE: AR96338
 ROLE : Multi-Trade Plan Reviewer
 YEARS EXPERIENCE: 20

NAME: Tony Murphy
 LICENSE: AR100424
 ROLE : Multi-Trade Plan Reviewer
 YEARS EXPERIENCE: 35

NAME: Kevin Singley
 LICENSE: PX3601, BN4798, BU1872
 ROLE : Multi-Trade Plan Reviewer
 YEARS EXPERIENCE: 40

The following clients have utilized JPI for plan review services:

City of Melbourne - Steve Innes BCA FCA CFM | Building Official, Ph: 321-608-7926 | 900 E Strawbridge Ave, Melbourne, FL 32901, Steve.Innes@mlbfl.org|

Multi-trade Inspection Services and Plans Examination Services. Joe Payne and Kevin Singley completed plan review on this contract/ 2016 to current status- approximately \$0.5M of services. *Three contract renewals.*

City of Clearwater - Kevin Garriot, CBO | Building Official, Ph: 727-562-4567 | 2741 SR 580 Clearwater, FL 33761 727-444-8731

Multi-trade Inspection Services and Plans Examination Services. Robert Bryce and Doug Walton completed plan review on this contract. Andrew Manero, Greg Martin, and Scott Seigel have worked on this contract/ 2016 to current status- approximately \$0.5M of services. *Three contract renewals.*

Space Florida – Matt Sloan, PE CGC | Ph: 407-705-9925

Multi-trade Inspection Services and Plans Examination Services. JPI and Insight partner in a Project Team to service Space Florida. Matt Sloan is the Insight Group contact on the Space Florida contract. This is an example of a new client who has received our most recent plan review. Joe Payne, Mark Thornbloom, and Andrew Manero completed plan reviews within the last week for this contract. *Sole Source Vendor*



The following is an example of a plan review checklist actively used by JPI:

Date: ____/____/____ Permit Number: _____

2023 Plan Review Guideline (SFR)
Based on Florida Building Code 8th Edition (2024)

Living SF: _____ Non-Living SF: _____ Total SF: _____ Bedrooms: _____ Bathrooms: _____ Stories: _____

Insulation/efficiency: R19 | SF50 Heat: T4/E Roof: _____ ☐ Porch ☐ Gas

<p><input type="checkbox"/> Consistent square footage calculations on construction plans and zoning permit FBC 107.2.6</p> <p><input type="checkbox"/> Consistent approved plot plan and construction plans FBC 107.2.6</p> <p><input type="checkbox"/> FL product approval sheet for all exterior materials FBC 107.2.4</p> <p><input type="checkbox"/> Energy calculations FBC EC R101.5</p> <p><input type="checkbox"/> Form 405-2020</p> <p><input type="checkbox"/> Signed by preparer and owner/agent</p> <p><input type="checkbox"/> Has pass seal</p> <p><input type="checkbox"/> Conditioned floor area matches living area on plans</p> <p><input type="checkbox"/> Attic Vented <input type="checkbox"/> Attic Unvented</p> <p><input type="checkbox"/> Insulation matches wall sections on construction plans</p> <p><input type="checkbox"/> Water heater <input type="checkbox"/> (Gas) <input type="checkbox"/> (Electric)</p> <p><input type="checkbox"/> Manual J FBC EC R403.7</p> <p><input type="checkbox"/> Consistent with Manual S</p> <p><input type="checkbox"/> Equipment information notated</p> <p><input type="checkbox"/> Manual S FBC EC R403.7</p> <p><input type="checkbox"/> Total capacity equal to or greater than 100% and less than or equal to 115% (or closest available unit size)</p> <p><input type="checkbox"/> Duct layout FBC EC R403</p> <p><input type="checkbox"/> Consistent with construction plans (flipped ducts layouts are unacceptable)</p> <p><input type="checkbox"/> Duct sizes, CPM, and return/supply Or</p> <p><input type="checkbox"/> Manual D</p> <p>General Construction Plan Requirements</p> <p><input type="checkbox"/> Paper Plans FAC 61G15-23, 61G1-16</p> <p><input type="checkbox"/> Original hand signature and wet or raised seal from a licensed Florida design professional</p> <p><input type="checkbox"/> Digital Plans FAC 61G15-23, 61G1-16</p> <p><input type="checkbox"/> Unlocked digital signature capable of verification and a seal from a licensed Florida design professional on the first page</p> <p><input type="checkbox"/> Plans dimensioned and scaled</p> <p><input type="checkbox"/> Plans legible (minimum text size 3/32") LCC Ch.6</p> <p><input type="checkbox"/> Plans designed to the 2020 Florida Building Code Residential and all other applicable codes</p> <p>Structural</p> <p><input type="checkbox"/> Wind zone location or wind speed FBC R301.2.1</p> <p><input type="checkbox"/> Exposure category FBC R301.2.1.4</p> <p><input type="checkbox"/> Design loads FBC R301</p> <p><input type="checkbox"/> Components and cladding pressures for openings FBC R609.2</p> <p><input type="checkbox"/> Lumber grade and species FBC R502, 602, and 802</p> <p><input type="checkbox"/> Fasteners used with P.T. wood FBC R317.3</p> <p><input type="checkbox"/> Lintel designation FBC R608.8.2</p>	<p>Foundation Plan</p> <p><input type="checkbox"/> Slab description (thickness and compressive strength) FBC R402.2 and 506</p> <p><input type="checkbox"/> Minimum 6-mil polyethylene or approved vapor retarder FBC 506.2.3</p> <p><input type="checkbox"/> Soil bearing value FBC R401.4</p> <p><input type="checkbox"/> Termite treatment FBC R318</p> <p><input type="checkbox"/> Sloped garage floors to main door FBC R309.1</p> <p><input type="checkbox"/> Footing dimensions and location FBC R403.1.4</p> <p><input type="checkbox"/> Footing minimum 12" below grade FBC R403.1.4</p> <p><input type="checkbox"/> Isolated/Colum footing dimensions and location</p> <p><input type="checkbox"/> Stem/retaining wall height</p> <p>Floor Plan</p> <p><input type="checkbox"/> Square foot tabulation (living/nonliving)</p> <p><input type="checkbox"/> 1 exterior swing door to be minimum 3'x6'-8" FBC R311.2</p> <p><input type="checkbox"/> Hazardous glass locations indicated as "Temp." or "Safety" (Within 2' of doors, bath or pool areas within 5' with a sill below 5', stairs with sill below 3', within 5' of bottom of stairs with sill below 3') FBC R308.4</p> <p><input type="checkbox"/> Solid or 20 min fire rated door from garage to dwelling FBC R302.5.1</p> <p><input type="checkbox"/> 1/2" gypsum or better on garage wall side of dwelling separation FBC R302.6</p> <p><input type="checkbox"/> 5/8" type x gypsum on garage ceiling if habitable room above FBC Table R302.6</p> <p><input type="checkbox"/> 1 bath/toilet room with a 29" minimum clear access, on the lower floor FBC R320</p> <p><input type="checkbox"/> Sleeping rooms have E.E.R.O./Egress Opening FBC R310.2</p> <p><input type="checkbox"/> Attic access location (minimum 22x30 and all separate areas with 30" height clearance) FBC R807</p> <p><input type="checkbox"/> Hallways minimum 3' wide FBC R311.6</p> <p><input type="checkbox"/> Rooms labeled and uses identified</p> <p>Elevation Plan</p> <p><input type="checkbox"/> All elevations</p> <p><input type="checkbox"/> Dimensioned</p> <p><input type="checkbox"/> Windowsills minimum height FBC R312.2.1</p> <p><input type="checkbox"/> Roof vent calculations if required on Form 405-2020 FBC R806</p> <p><input type="checkbox"/> Crawlspace ventilation and access (if applicable) FBC R408</p> <p><input type="checkbox"/> Roof slope FBC R905</p> <p><input type="checkbox"/> Roof material FBC R904</p> <p><input type="checkbox"/> Location of vented appliance/fireplace (if applicable) FBC R G2427</p> <p><input type="checkbox"/> Egress windowsills maximum height FBC R310.2.2</p> <p>Truss Plan</p> <p><input type="checkbox"/> Signed and sealed by design professional of record FBC R802.10</p> <p><input type="checkbox"/> Strapping locations FBC 107</p> <p><input type="checkbox"/> Truss bracing FBC R802.10.3</p> <p><input type="checkbox"/> Connector chart specifying the type, size, and number of fasteners FBC 107</p> <p><input type="checkbox"/> Gable end details (if applicable) FBC R602</p> <p><input type="checkbox"/> Truss plans consistent with elevations FBC 107</p>	<p>Electric Plan</p> <p><input type="checkbox"/> Electric layout FBC 107 per NEC 2020</p> <p><input type="checkbox"/> Smoke alarms FBC R314</p> <p><input type="checkbox"/> In each sleeping area</p> <p><input type="checkbox"/> Outside each sleeping area</p> <p><input type="checkbox"/> On each dwelling floor</p> <p><input type="checkbox"/> Carbon monoxide alarms (if applicable) (within 10ft of sleeping rooms) FBC R315</p> <p>Details</p> <p><input type="checkbox"/> Stair construction details indicate minimum 10" tread and 1/2" - 1 1/4" nosing, maximum 7.75" riser height, 6'-8" headroom height, 36" wide/deep landings at top and bottom, handrail location, 34"-38" handrail/guardrail heights, and maximum 4" open rail spacing FBC R311.7</p> <p><input type="checkbox"/> Guards at porches, balconies, open stairs, ramps, raised floor more than 30" need guards: 34" at stairs and ramps, 36" all other areas FBC R312.1</p> <p><input type="checkbox"/> Show fire protection (minimum 1/2" gypsum board) under stairs FBC R302.7</p> <p><input type="checkbox"/> Bearing/Shear/Opening/Header construction/details FBC 107</p> <p><input type="checkbox"/> Wall section(s) from foundation through roof to include wall assembly of interior and exterior materials FBC R301</p> <p><input type="checkbox"/> Frame walls have 2 layers of water-resistant barriers FBC R703.7.3</p> <p><input type="checkbox"/> Chimney/Fireplace Details FBC R1001</p> <p><input type="checkbox"/> Manufacturer specifications for factory-built fireplaces FBC R1005</p> <p><input type="checkbox"/> Wall sheathing with nailing pattern indicated FBC R604</p> <p><input type="checkbox"/> Roof sheathing with nailing pattern indicated FBC R803</p> <p><input type="checkbox"/> Wood sill plate anchoring to foundation FBC R403.1.6, 602</p> <p><input type="checkbox"/> Header and connection details for exterior and/or bearing walls FBC R602.7</p> <p><input type="checkbox"/> Dormer framing details FBC 107</p> <p><input checked="" type="checkbox"/> Provide gas layout FBC R G 2413</p> <p><input type="checkbox"/> Provide soffit detail FBC R 704</p>
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TAB 6 – RESUMES AND ATTACHMENTS

Please see resumes truncated to one page per RFP request. We have a signed Addendum 1 as our Attachment. We will provide a current Certificate of Insurance upon Award.

REQUEST FOR QUALIFICATIONS ADDENDUM

**Addendum #1: RFQ Consulting Services for Building Official Services, Inspection Services
and Plan Review Services**

Date: May 6, 2025

To: All Prospective Respondents

The purpose of this Addendum is to remove references to Fla. Stat. 287.055 in the Request for Qualifications dated April 18, 2025.

IMPORTANT NOTE – the following is added to the RFQ for clarification:

All references to Fla. Stat. 287.055 are to be disregarded. This RFQ solicitation is not being secured pursuant to the Consultants Competitive Negotiation Act.

Additionally, the Evaluation Procedure shall include pricing as part of the criteria. All respondents shall submit proposed pricing for services on an hourly basis and include pricing as part of the bid submittal.

End of Addendum #1

Joseph Payne

Joseph Payne PE, MBA

Curriculum Vitae

Credentials

Professional Engineer

Florida License #55751

Georgia License #33995

Delaware License #15439 (inactive status)

Corporate Office

5995 S A1A

Melbourne, FL 32951

Mailing Address

16057 Tampa Palms Blvd. , #242

Tampa, FL 33647

Phone

Cell: 813.520.1603

Internet

E-mail: joe@jpiflorida.com

Education

Masters of Business Administration

University of South Florida, Tampa, Florida

Bachelor of Science in Civil Engineering

Drexel University, Philadelphia, Pennsylvania

Graduate studies (Geotechnical Engineering- 1998)

New Jersey Institute of Technology, Newark, New Jersey

Continuing Education:

Florida Department of Financial Services (Neutral Evaluation) –2013

Florida Department of Financial Services (Mediation) - 2014

Florida Civil Circuit Court Mediator - (Pending 2014)

1802 Wind Hazard Mitigation Training – April 2011

Advanced MOT Work Zone – 2005

Amtrak Contractor Safety Training - 1999

OSHA 40 Hour Hazwoper – 1997

Professional Associations

Florida Board of Professional Engineers, Case Reviewer

Hillsborough County Plumbing Board of Adjustment, Appeals and Examiners (Engineer)

Hillsborough County Land Use Appeals Board (2009-2010)

Westchase Association Board of Directors (2007-2009)

Areas of Concentration

Municipal Services
 Quality Assurance and Control Manager
 General Civil/ Site Engineering
 Public Sector Market Development
 Environmental Resource Permitting
 Pond Siting Reports
 D.O.T. Drainage Connection Permits
 Public Meetings

Professional Experience

Joe Payne Inc., Tampa, FL 2009-current

President

President of a full service civil engineering firm. Owner and Principal-In-Charge of three service lines (Municipal Service Line, Civil/Site Engineering, and State/ Federal).

Consultant for thirty-five municipalities in the State of Florida. Provide professional opinions and consultation. Within the Municipal Service Line, common activities include Interim Building Official coverage, Residential and Commercial plan review (office and remote), and Residential and Commercial Inspector (paper based and tablet). Quality Control Officer for JPI.

Consultant for the Florida Board of Engineers. Complete plan reviews and provide professional opinions for complaint cases involving building code, sinkhole, site plans, inspections, and related professional activities. Provide professional opinions.

Consultant for the Florida Department of Financial Services. Engineering and Financial Management consultation.

Completed neutral evaluation for Department of Financial Services for sinkhole loss verifications and remediation methods. Cases in Hillsborough, Hernando, Pasco, Highlands, and other counties throughout Florida.

Louis Berger Group, Inc., Florida Statewide, 2013-2014

Special Consultant – Contract Role

Consultant for Louis Berger Group Florida Statewide marketing and business development pursuits. Project Manager for several Design-Build pursuits with a large international Design-Build contractor in South Florida. Project Manager for pursuits along SR 826 and HEFT. Proposal Manager for the Louis Berger team on the I-4 Ultimate P3 project. Proposal Manager for the Interstate Program Manager pursuit and Emergency Response General Consultant pursuits for FDOT.

Additional history available upon requested. Truncated to meet the two page resume requirement.

MARK D. THORNBLOOM, P.E.

3404 Angelica St., Cocoa FL 32926

U.S. tel: 1-321-960-6173 C

Email: markt3404@gmail.com

RELEVANT QUALIFICATIONS

Registered Professional Engineer, #50107, Florida, to 2021

Master of Science, Mechanical Engineering, Colorado State University, Fort Collins, CO

Bachelor of Science, Mechanical Engineering, University of Illinois, Urbana-Champaign, IL

Bachelor of Arts, Physics, (Cum Laude), North Park College (now University), Chicago, IL

RELEVANT EXPERIENCE & EXPERTISE

- Author: 2018 ISEP International Solar Energy Provisions Commentary. A review and update of all ICC and NEC commentary related to solar energy (thermal and PV) including Mechanical, Plumbing, Fire, Residential, Solar Pool, electrical, etc. Client: *ICC Intl Code Council*
- Developer, Trainer: “Training Video for Inspection of Solar Water Heating Systems” online webinar training building officials in the inspection of solar thermal systems to 2003 ICC. Client: *SRCC Solar Rating Certification Corp*, with funding from *U.S. Dept of Energy*.
- Developer, Trainer: classroom training of building officials, inspection of solar systems to 2006 ICC & IAPMO. Client: *IREC Interstate Renewable Energy Council*.
- Designer, Advisor: Assisting homeowner to build an off-grid residence in west Michigan, including design and construction of mechanical, electrical, plumbing, structural and solar to meet or exceed current Michigan Code & NEC requirements. Client: *David Walker*.
- Tech Support, Crew Supervisor: various duties for solar contractor company as needed, including reviewing plans, running permits, supervising and troubleshooting installs, supporting inspections. Client: *Florida Solar East LLC*.
- Project Supervisor: Zulu hydroelectric overhaul & maintenance project. Overhaul of minihydro site. Client: *CEUM Communauté Evangélique en Ubangi-Mongala*.
- Team Member / Advisor: Zulu hydroelectric T&D Review Committee. Review of small mini-grid distribution system & 15kV transmission line. Client: *Paul Carlson Partnership*.
- Solar Lead: feasibility & design of largest non-concentrating solar array in the U.S. at the time. Client: *Solarsa LLC*.
- Serve on various standards promulgation committees, including ASME PTC 53 (Thermal Storage); ICC SRCC Standards; ISO TC180; etc.

WORK EXPERIENCE

2019-2025 *Joe Payne, Inc.*, Building Code Professional

- Building Code Professional for a statewide consulting firm.
- Primarily complete residential and commercial inspections and plans examination for Brevard County including the City of Titusville.
- Interim Building Official serving numerous JPI clients
- Senior Engineer for the Construction of Okeechobee High School

2010-2019 *Kelelo Engineering*, Florida **Principal**

- Principal of small consulting firm providing engineering & project management services; personalized consulting in renewable energies (PV, CSP, SHC), industrial process heat.

321.474.7302

Scott.Seigel@ymail.com

Areas of Experience

Building Inspection and Plans Reviewssss, Building Code, Mechanical Code, HVAC, Energy Savings Performance Contract (ESPC) Project Financial, Development and Implementation Strategies, Commercial, Building Controls and Field Service, Construction Management, Utility Analytics, Facilities Maintenance and Management

EDUCATION

Bachelor of Science, Mechanical Engineering, University of South Florida, Tampa, FL 1994

Master of Business Administration (Executive MBA Program) University of South Florida, Tampa, FL 2018

CERTIFICATIONS

Professional Engineer, Florida #60980; Certified Energy Manager, Association of Energy Engineers;

Commissioning Authority (CxA), AABC; LEED AP, USGBC; OPMP, ASHRAE

Experience

JPI – Building Inspector / Plans Examiner 2018-2025

◇ Multi trade building inspector/ Plans Examiner for several governmental agencies in Brevard County including the City of Titusville.

Technical Expert - Engineering Siemens Govt Technologies, USA 2013-2018

- Customer Service ranking has improved year over year
- Experience in balancing value propositions across multiple product portfolios
- Mentored small and disadvantaged businesses to help exceed Federal Government SDB expectations
- ◇ Provided technical expertise for Energy Conservation Measures (ECMs)
- Primary analysis included HVAC, Energy Management Control Systems (EMCS), Advanced Lighting Technologies, Cogen and Tri-gen Analysis, Water Reduction Strategies and utility structure analysis'
- Emphasis in renewable energy portfolios: solar, biomass, wind, geothermal, solar thermal, hydro, and ocean technologies.
- Final Determination for bundling of ECMs in an ESPC PA/IGA based on the SPB & finance term
- Development of technical specifications and project schedules based on project requirements as determined by the team

DOD Project Sites: NSGB, USACE, Sigonella, Naples, Rota, Bahrain, Djibouti, CCAD, Var. UMCS Projects

Sr. Project Manager, Sain Engineering Associates (SEA), Birmingham, AL 2009-2013

- ◇ Directed Federal Project teams across 13-time zones
 - ◇ Directed more than 30 EA and Cx project teams throughout the US, Middle East and Europe encompassing more than 50MMft² with projects exceeding \$750MM. (80+ Engineers and Contractors - Direct Reports)
 - ◇ Allocated resources based on contract compliance: day to day operations, scheduling, and deliverables
 - ◇ Provided technical expertise for Energy Conservation Measures (ECMs)
- DOD clients included GSA, US Navy, USACE, USAF, DOE, Army, ANG and Marine Corp

Sr. Principal Engineer, Williams-Russell & Johnson Engineers/Architects, Atlanta, GA 2009-2011 (Contract)

- ◇ Designed modified mechanical systems for \$40MM educational facility i.e. Steam, CHW, DX, & CW
- ◇ Responsible Engineer of Record for all Florida projects
- ◇ Managed General and Mechanical Contractors on all required design modifications

Principal Engineer, General Physics Corporation, Titusville, FL 2008-2009

- ◇ Led Design Build Team for first major modification of CCAFS/KSC underground Cryogenic gas lines since the Apollo Era
- ◇ Developed new strategic plan which expanded General Physics business development and teaming capabilities



Richard D. “Rick” Hoepner, P.E.

2417 Marzel Avenue, Orlando, FL 32806

Phone: (321) 663-9576

E-mail: RICKHOEPNERPE@AOL.COM

State of Florida Professional Engineer License Number 23319

United States Citizen

Joe Payne, Inc. (JPI) (2018-current) - Senior Engineer and Code Professional for residential and commercial inspections servicing Building Departments

Rick Hoepner P.E. Engineering Consultant 2008 to 2018	Design and permitting of commercial site plans and construction management <ul style="list-style-type: none"> ○ Sample of other projects. <ul style="list-style-type: none"> A. Site design and feasibility studies for commercial buildings. B. Design of multi-family projects. C. Design of individual lakefront homes grading and septic tank systems.
Superior Architecture & Engineering, LLC. Chief Development Engineer 2005 to 2008-	<u>My Responsibilities:</u> <ul style="list-style-type: none"> • In charge of design, permitting, and construction of development projects in Florida utilizing consultants. This involves design of small projects and utilizing consultants for large projects. • For potential projects: I did Feasibility reviews and research the develop ability of the sites - including gathering information from various sources to determine what entitlements are present. • Requesting proposals from design consultants • Reviewing and selecting best firm to award contracts, and awarding contracts • Overview of design and overseeing of individual consultants and keeping consultants on schedule and coordinating between consultants • In addition to the design duties, I bid and supervised construction projects. <u>Overview of Company:</u> Superior Group - a group of several companies including Superior Land and Investments, LLC. Main offices are in Orlando and Great Britain.
Rick Hoepner P.E. Engineering Consultant 2001 to 2005	<ul style="list-style-type: none"> • Walt Disney World (Design through another consulting firm) • Sample of Disney Projects. <ul style="list-style-type: none"> A. Design and permitting of several modular offices. This included DEP permits. B. Baby Elephant Proofing This was to remove potential entrapment of infant pacaderms in the three outdoor elephant yards prior to the births and add additional shade and grazing areas to the enclosures. C. Feasibility Study for Mandrill holding expansion D. Design to solve ground water in a berm at Sports Stadium ○

Gregory W. Martin

Employment History

- 1976-1986 IBEW, Local 58, Detroit, MI.
 IBEW, Local 606 Orlando, FL.
 I started the electrical apprenticeship at Local 58 working on high-rise buildings, industrial manufacturing plants, power plant and other commercial electrical installations in the Detroit metropolitan area. I completed the apprenticeship in less than four years due to previous training working with my father on residential electrical installations and commercial electrical repairs. In 1980 I moved to Central Florida working through Local 606 in the as a Journeyman electrician then Forman on various amusement rides and attractions as well as high-rise hotels and other commercial installations.
- 1986-1999 Regency Electric of Central Florida, Altamonte Springs, FL.
 Continental Electrical, Orlando, FL.
 I left the union due to work availability working with Regency Electric as Foreman then General Forman on the ORMC ER/Trauma Center addition, Orange County Convention Center Phase III expansion and Disney's Boardwalk Resort until 1996. At Continental Electric I was Superintendant on the Winter Park Village Mall project.
- 1999-2016 City of Oviedo Building Department, Oviedo, FL.
 Independent Inspections of Florida, DeBary, FL.
 Page, Chandler, Dixon and Smith, Inc. Orlando, FL.
 Universal Orlando Resort, Orlando, FL
 I began my career as an inspector and plans examiner at the City of Oviedo where I performed building department services on commercial and residential projects throughout the city. In 1994 I moved to the private provider sector fulltime with Independent Inspections of Florida then Part-time with PDCS Inc. in 2008 when the economy changed. I performed commercial and residential inspections and plan review in municipalities throughout Florida with each of these companies. In 2013 I started with Universal Orlando Resort as Supervisor of the new Permit Processing Department supervising development of the department program and performing inspection and plan review for work performed under the Annual Facility Permits issued by the City of Orlando.
- 2017- Present Joe Payne Inc. Florida
 Inspector working in Brevard County, City of Anna Maria, Town of Longboat Key and other agencies. Highly experienced multi-trade inspector less commercial building. Fully licensed electrical inspector and prior electrical contractor.

**TAB 7
JPI
FEE SCHEDULE**

55



Position	Hourly Rates		
	Standard	After 5:00 P.M. and Saturdays	Sundays and Town Holidays
Florida Licensed Residential Plan Reviewer	94	same	same
Florida Licensed Multi-Family and Commercial Plan Reviewer	94	same	same
Florida Licensed Residential Inspector	92	same	same
Florida Licensed Commercial Inspector	92	same	same
Consultant Building Official	135	same	same
Florida Licensed Plumbing Inspector	92	same	same
Florida Licensed Electrical Inspector	92	same	same
Permit Technician	68	same	same
Florida Licensed Residential Inspector	92	same	same
Florida Licensed Commercial Inspector	92	same	same
Florida Licensed Plumbing Inspector	92	same	same
Florida Licensed Electrical Inspector	92	same	same
Florida Licensed Mechanical Inspector	92	same	same
Florida Licensed Damage Assessment	90	same	same

JPI

SCHEDULE OF TIMEFRAME MATRIX



PLAN REVIEW SERVICES * Please assume the lower number. Range is provided to show our knowledge.

PERMIT TYPE	TYPICAL / AVERAGE COMPLETION TIME
Minor Residential	0.5 hr
Major Residential	1 hr
Single-Family Home (new construction)	1-2 hr, depends on Ordinance, R322 conformance
Single-Family Home (major modification)	Typically 1 hr, depends on Ordinance, R322 conformance
Minor Commercial	1 hr
Major Commercial	1-2 hr, depends on Occupancy and Const. Type

INSPECTION SERVICES

PERMIT TYPE	TYPICAL / AVERAGE COMPLETION TIME
Minor Residential	0.25 hr
Major Residential	0.5 hr
Single-Family Home (new construction)	0.25 MEP, 0.5 to 1 hr for framing
Single-Family Home (major modification)	0.25 MEP, 0.5 hr for framing
Minor Commercial	0.25 hr
Major Commercial	0.5-1 hr, depends on Occupancy and Const Type.

OTHER SERVICES

TYPE	TYPICAL / AVERAGE COMPLETION TIME
Return of Phone Calls	Within _0.1-2_ Hours
Reporting	Within _0.1_ Hours



Cover Letter

May 16, 2025

Attn: Elizabeth Mascaro
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, Florida 32951

Subject: Qualifications for Consulting Services for Building Official Services, Inspection Services and Plan Review Services

The Town of Melbourne Beach (Town) is seeking qualifications for consulting services for building official services, inspections services and plan review services.

Willdan Engineering (Willdan), a part of the Willdan Group, has been a consistent industry leader for 60 years, with a staff of over 1700 people, providing all aspects of municipal and infrastructure engineering, including building and safety, public works, public financing, planning, and construction management services. Willdan has the knowledge, experience, and team expertise to effectively assist the Town. Willdan is pleased to present our qualifications for the **Building Official Services, Inspection Services, and Plan Review Services** categories as requested by the Town.

The Willdan Advantage

Willdan is a Building and Safety leader throughout the United States. Willdan is an experienced partner and has provided building official, building inspection, plan check, permit technician, and code enforcement services to hundreds of cities and counties, many for over 27 years. Willdan has provided plan check and inspection services for a myriad of residential and commercial buildings throughout the United States. Our approach to each assignment is to furnish the client with technical assistance and strong project management in a professional, efficient, and economical manner.

We have an office in Central Florida and provide services throughout the state with an experienced team of FL-licensed inspectors, plans examiners, fire personnel and building officials. Our team consists of building professionals with extensive knowledge and experience collectively spanning decades in the building industry. Each team member brings knowledge from their respective fields which provides us the ability to handle all types of residential and commercial building projects effectively. Key team members include: **Jordan Wynn, CBO**, (BU2299, RPX478, PX5087, BN9008) a building official, plan reviewer and inspector with 25 years' experience, **John Abner, CBO, CFM**, (BU2011, RPX288, PX3952, BN6812) a plan reviewer, inspector and building official with 26 years' experience; **Robert Harper, CBO, CFM**, (BU2192, BN8435, RPX382, PX4774) a plan reviewer, inspector, and building official with 18 years' experience; **Ed Nazario, CBO**, (BU1440, BN4953, PX2474) a plan reviewer with 35 years' experience; and **Stephen Wright**, (BN3500, PX1857) a building inspector with 27 years' experience.

Willdan has 18 years of successful performance and long-term working relationships in Florida. Willdan is local – since 2007 our Financial Services Division and our Engineering Division have successfully completed 170 contracts in 112 Florida cities. Our building and safety division currently has over 20 building and safety contracts including the cities of Winter Garden, Maitland, Clermont, Howey-in-the-Hills, Mascotte, Montverde, Groveland, Leesburg, and the Town of Oakland. This strong base of operations, combined with local FL registered inspectors, plans examiners and fire professionals, provides us with the ability to deliver high-quality professional services to the Town of Melbourne Beach.

Qualifications for Building Official Services,
Inspection Services and Plan Review Services

Willdan's local/national approach delivers best-in-class industry knowledge and local expertise to the Town of Melbourne Beach. Willdan is a municipal support services provider that excels at providing customer service to its client base and their customers. We believe our job is to work collaboratively with residents, businesses, and developers to navigate the development process and complete their projects as efficiently as possible. In addition, our staff place emphasis on ensuring that all commercial and residential structures meet the Florida building code, NFPA requirements and are compliant with all applicable laws and ordinances. Since 2000, Willdan has expanded its successful municipal support services model to Florida, Arizona, Nevada, Idaho, Texas, Tennessee, Illinois, and Indiana. The depth of resources and capabilities of our national team, combined with strong project management and Willdan's ability to attract and develop high-quality staff, have proven to be highly effective for our clients – as demonstrated by the references provided in this proposal.

Our team has outstanding leadership. **Al Brady, CBO**, Willdan's Florida-based Deputy Director of Building & Safety, and proposed Project Manager, is a Certified Building Official who has completed 100+ projects over 10 years similar in nature to the Town's request. Based in our Orlando office, Mr. Brady will be the main point of contact for the services performed under the scope of this RFQ to ensure seamless delivery. He can be reached via phone: 951.454.3539 or email: abrady@willdan.com.

Patrick Johnson, PE, CBO, Willdan's Director of Building & Safety, and proposed Principal-in-Charge, has managed 135+ projects valued at more than \$43 million. His experience as an engineer, principal, and project manager gives him the capability to ensure the Town of Melbourne Beach needs are met and exceeded.

Thank you for the opportunity and for your consideration.

Respectfully submitted,

WILLDAN ENGINEERING

Vanessa Muñoz, PE, TE
President, CEO

Executive Summary

Willdan Engineering is pleased to submit our qualifications to provide Building Official Services, Inspection Services, and Plan Review Services to the Town of Melbourne Beach. With over 60 years of experience delivering comprehensive municipal support services, Willdan stands as a proven leader in building and safety operations, providing scalable, efficient, and responsive services tailored to the unique needs of Florida communities.

We believe that as a government support agency (GSA) our role is to support jurisdictions by managing and executing our building contracts effectively. We accomplish that through ensuring compliance with regulatory standards, fostering relationships with internal staff, homeowners, business owners, contractors and developers, delivering projects on time and under budget. We feel community engagement, quality assurance and strong project management are essential.

Community Engagement



Willdan recognizes that customer service is paramount to any organization. Willdan's commitment to customer service is why we can respond promptly to our clients' requests, and frequent communication is a key element. We are municipal support experts, and we strive to build genuine, productive relationships between our staff and our client teams. Since many of our management staff are former public employees, they understand the needs of the Town and can bring to bear the resources required to successfully deliver projects on time and within budget. Al Brady will be the primary point of contact. As such he will be available to handle any customer service issue immediately on behalf of Willdan. Willdan will engage the Town's supervisory staff if a situation warrants. Al Brady has years of experience in handling customer concerns and is skilled at working collaboratively with the applicant and resolving issues.

Quality Assurance



Our quality control program is incorporated as a required element of Willdan's day-to-day activities. There are three levels of reviews incorporated for our deliverables:

1. Peer review
2. Project Manager review
3. Final quality assurance manager review

Peer reviews involve one analyst reviewing the work of another, while project manager reviews are conducted prior to delivery to the quality assurance manager. The quality assurance manager then performs a final review. This ensures that our final product has been thoroughly evaluated for potential errors; thus, providing quality client deliverables, and high levels of integrity and outcomes.

The primary mission of our quality control plan is to provide staff with technical and managerial expertise to plan, organize, implement, and control the overall quality effort, thereby ensuring the completion of a quality project within the time and budget established.



Quality Assurance Goals		
Goal	Lead	Task
Quality Assurance / Control Process	Al Brady	<ul style="list-style-type: none"> Establish a set of planned and systematic actions for maintaining a high level of quality in the professional services performed. Emphasize quality in every phase of work. Ensure efficient use of resources. Establish a consistent and uniform approach to the services performed. Implement appropriate quality control measures for each work task of the project.
Quality Control Plan	Al Brady & Patrick Johnson	<ul style="list-style-type: none"> Contract deliverables. Specific quality control procedures. Special quality control emphasis. Budget and manpower requirements. Overall project schedule and budget. Project documentation requirements.

Project Management



Willdan utilizes a unified management approach whereby each project is undertaken by a project team. Each project is assigned to a senior member of our staff and supported by a team of individuals with the background, experience, and availability best suited for each assignment. If needed, Willdan can add additional support staff to the identified team to ensure completion of this assignment by the requested dates. Willdan maintains a strict quality control program that includes peer review and constructability review of all projects. This process has served us well and is demonstrated by the number of successfully completed projects over the many years that Willdan has been in business. Willdan's team management approach has been proven to be effective in delivering services on time, within budget, and to the client's satisfaction.

Scheduling



A critical path method master schedule will be prepared following the notice to proceed. The schedule will identify major items of work and will be the vehicle for monitoring, controlling, and tracking progress of plan check activities. The schedule will be updated monthly to reflect actual and forecasted completions. This allows our project managers to anticipate and forecast potential issues and develop an advanced strategy to proactively mitigate problems before they impact the project schedule. If it is determined that a project is falling behind schedule, project managers meet with the respective team members, identify the problem, and ensure that extra support and effort are expended to bring the project back on schedule. Willdan will keep Town staff informed of the overall schedule, including advance notification of any necessary adjustments or actions to remain on track. Project managers monitor all progress on a weekly basis for plan check.

Time Management



Willdan has a reputation for providing quality and accurate plan review and inspection in a timely manner. We understand that time is of critical importance to the Town and to the development community. We are dedicated to meeting standard and "fast track" turnaround deadlines and inspection scheduling. Willdan is completely committed to providing the staffing and resources required to complete projects on schedule and with the highest quality. To ensure we meet this commitment, we prepare labor projections for all projects. Projections are made for each project and then aggregated by the project manager to produce division/office-wide labor needs and to identify shortages or surplus. As a result, Willdan project completion times are often the quickest in the industry.



General Information

Firm Profile

Willdan Engineering (Willdan) is part of Willdan Group, Inc. (WGI), a NASDAQ publicly traded Delaware Corporation and nationwide firm serving numerous public agencies. **Founded in 1964** as a civil engineering firm, Willdan has evolved into a professional and technical services consulting firm offering a broad array of expertise through three subsidiary firms – *Willdan Engineering, Willdan Financial Services, and Willdan Energy Solutions*. These comprehensive services allow us to provide realistic solutions with an integrated approach to address clients' planning, engineering, building and safety, financial, economic, public safety, and energy needs.

In 2023, Willdan acquired Dennis Grubb & Associates (DGA) who specialized exclusively in fire plan review and inspections, enhancing the client services we offer. The DGA staff bring hundreds of combined years of direct fire service experience. Willdan currently is performing contract fire plan review and inspection services for 27 agencies throughout the United States.

Throughout our 60-year history, Willdan Engineering has served as a full service, multi-disciplinary firm specializing in building and safety, municipal engineering, planning, and construction management and inspection services, along with a team of complementary disciplines, supporting implementation of community goals and visions.

Corporate Mission and Philosophy

Willdan maintains a business strategy focused on providing services to public agencies. Today, 98% of our business is with public agencies. This strategy prevents potential conflicts of interest with private enterprises conducting business with our public agency clients or within their jurisdiction. **In the state of Florida, Willdan provides support only to the municipal clients we serve. We do not, and will not, work as a private provider for developers.**

Willdan infuses our corporate culture of *Customer-First* throughout our entire team and in all services provided. With our depth of experience, expertise, knowledge, and resources, Willdan offers practical solutions that are timely, cost effective, and that meet the needs of individual communities.

Throughout our history, Willdan has maintained a strong balance sheet with the financial and staffing resources to perform and complete all contractual obligations. We continue to better serve our clients by offering an expanding range of municipal support services. Financial information including revenue, earnings, and cash flow is issued quarterly, and can be found at www.willdan.com.

WILLDAN ENGINEERING SERVICES

- Building and Safety
- Code Enforcement
- City Engineering
- Capital Program Management
- Construction Management/Inspection
- Development Services/Plan Review
- Environmental/Planning
- Fire Plan Review /Inspection
- Flood Control Design
- Landscape Architecture
- Pavement Management
- Structural Engineering
- Survey/Mapping
- Traffic Engineering
- Transportation Engineering
- Water/Wastewater



IN BUSINESS FOR

60 Years



ANNUAL REVENUE OF

\$510 Million
(as of 2023)



PUBLICLY
TRADED
COMPANY

**NASDAQ:
WLDN**



Building Official, Plan Review, and Inspection Overview

Willdan is a leading provider of Building and Safety services, with extensive experience in all aspects of plan review, building inspection, building administration, fire services and code enforcement. Our team has a proven track record of delivering high-quality services that exceed client expectations while ensuring public safety and regulatory compliance.

We stand apart through our ability to offer additional resources – including dedicated project management staff, advanced technology, and specialized expertise, along with our responsiveness, high level oversight, and reliable on time performance. Willdan is also uniquely equipped to mobilize quickly in response to emergencies, disasters, and pandemics, backed by decades of hands-on experience and a team ready to serve when needed most.

Our approach emphasizes responsiveness, cost-control, and strong customer service. We deliver timely, efficient service supported by practical training programs and ongoing professional development.

As an **ICC Preferred Provider**, Willdan offers training to jurisdictions as needed, and our staff maintain current certifications and stay up to date with evolving codes and technologies.



Willdan's engineering division spans the scope of building and safety services including:

- **Building Official Services**
- **Inspection Services**
- **Plan Review Services**
- **Fire Protection Services**
- **Code Enforcement Services**
- **Permit Technician Services**

Willdan's experience spans technical disciplines such as permit issuance, accessibility and grading inspection, flood zone review, structural plan check, and fire-life safety. We emphasize practical, common-sense code interpretation and decision-making that supports community goals and regulatory compliance.

When serving the residents of Melbourne Beach, Willdan sees our role as a facilitator and guide, assisting the Town's customers through the review, permitting, inspection, and code enforcement processes rather than leaving applicants struggling to obtain or finalize permits or resolve code violations. At the same time, we ensure that development complies with building codes, Town standards, and community regulations.

Our **building services** team understands that navigating codes, regulations, and laws can be a complex and daunting task—even for experienced design and construction professionals. Recognizing the intricacies of processing private development applications and balancing competing interests is key to delivering exceptional customer service. These interests include creating a sense of place, achieving economic development goals, ensuring ease of maintenance, and guaranteeing that the Town remains satisfied with its infrastructure both now and decades into the future.



Summary of Qualifications

Building Official Services

The Building Official serves as the authority responsible for administering and enforcing building codes, zoning regulations, and construction standards within a city or municipality. At Willdan we believe this role ensures that all residential, commercial, and public construction projects meet safety, structural, and legal requirements from the initial permit stage through final inspection. The Building Official team oversees permit issuance, conducts or supervises inspections, reviews building plans, and enforces code compliance through corrective actions when necessary. The Building Official works closely with architects, contractors, developers, and property owners to interpret code provisions and guide them through the building process. This role also involves managing staff within the building department, maintaining detailed records, and advising city leadership on code updates or enforcement issues. In times of emergency or natural disasters, the Building Official plays a crucial role in evaluating structural safety and coordinating recovery-related inspections. With a strong foundation in construction practices and regulatory knowledge, the Building Official helps safeguard the built environment and promote responsible development within the community. Willdan maintains a team of top central Florida Building Officials capable of representing the municipalities we serve well while collaborating with the development community.

Willdan can provide Building Official services, whether the Town needs a building official full-time or for on-call services, on an as-needed basis. Responsibilities include, but are not limited to:

- Function as the Building Official as set forth in the Florida Building Code.
- Issue Certificates of Occupancy.
- Assist in the coordination and oversight of the building permit, building inspection, building counter, and building code enforcement services so that they function as one building and safety organization.
- Prepare building and safety code violation cases for submittal to the Town Attorney's office when prosecution action is necessary to obtain compliance with existing codes and regulations.
- Quality control review of building inspections.
- Resolution of resident inquiries and complaints.
- Make determination on the approval and use of alternative materials and methods of construction.
- Assist in the administration and processing of complex Building Code issues and dispute resolution, including making final interpretations concerning the application of building and safety codes.
- Contribute the necessary resources to the configuration, implementation, and on-going support of an automated permitting system.
- Review discretionary applications for preliminary compliance with construction codes.
- Provide emergency and after-hours inspection and reports of damaged properties or structures (as needed).

Key Technical Personnel and Management Personnel

Name and Experience	Role	Education, Professional Certifications, and Registrations
Patrick Johnson, CBO 20 Years of Experience	Principal-in-Charge	BS, Structural Engineering, University of Iowa Meng, California State Polytechnic University Professional Engineer, California No. 67960 ICC Building Official ICC Plans Examiner ICC Building Inspector



Name and Experience	Role	Education, Professional Certifications, and Registrations
Albert Brady, CBO <i>33 Years of Experience</i>	Project Manager	BA, Business Administration, University of Southern California AA, Liberal Arts, California State University, Fullerton Advanced Certification, SCACEO - Southern California Association of Code Officials Supervisory Certification, SCACEO - Southern California Association of Code Officials
Jordan Wynn, CBO <i>25 Years of Experience</i>	Building Official	Building Code Administrator No. BU2299 Commercial Building Inspector No. BN9008 Residential Building Inspector Commercial Plans Examiner No. PX5087 Residential Plans Examiner No. RPX478
Matthew Fretwell, CBO <i>23 Years of Experience</i>	Building Official	Commercial Building Inspector No. BN6975 Commercial Electrical Inspector Commercial Mechanical Inspector Commercial Plumbing Inspector 1 & 2 Family Inspector Building Plans Examiner No. PX3973 Electrical Plans Examiner Mechanical Plans Examiner Plumbing Plans Examiner

Client References and Relevant Projects

Howey-in-the-Hills, FL			Building Official Services, Plan Review, and Inspection Services
Contact:	Sean O'Keefe <i>Town Manager</i> P: (352) 324-2290 E: sokeefe@howey.org		Willdan provides an on-site building official for the Town. While the need is only part-time, it requires the building official to be on-site approximately 20 hours a week depending on workflow. Willdan also provides plan review, inspection and administrative support to the Town.
Contract:	2022– Ongoing	\$ 800,000	

Maitland, FL			Building Official and Plan Review Services
Contact:	Dan Matthys <i>Community Development Director</i> P: (407) 539-6211 E: dmatthys@istsmymaitland.com		Willdan provides a full-time on-site building official and plan review for the City. Our Building Official is responsible for overseeing the day-to-day operations of the City's building division by managing all aspects of the building entitlement process.
Contract:	2024 – Ongoing	\$350,000	



Inspection Services



Willdan inspectors are Florida certified and fully experienced performing residential, commercial, and industrial inspections for compliance with the approved plans and related documents. The inspections will be performed in accordance with the Town's adopted version of the Building Code, Residential Code, Green Building Standards Code, Mechanical Code, Plumbing Code, Electrical Code, and the State and Federal regulations for Accessibility, Noise and Energy Conservation, and NFPA.

Our inspectors will review the permit package to verify that the on-site condition is consistent with the appropriate records for square footage, setbacks, heights, and other applicable requirements. Inspectors will comply with the Town's procedures for reporting inspection results, use Town inspection correction forms, make appropriate entries onto the permit documents, and follow Town procedures prior to finalizing a building permit. Willdan will verify that all inspection records, including the daily inspection records on the job card and the permit copy, will be entered into the Town's Building and Safety computer system. We will collaborate with builders, owners, engineers, and architects to enhance the orderly flow of the construction process while maintaining an effective enforcement level. Our Inspectors will document construction changes (if any) and ensure approval by appropriate Town staff.

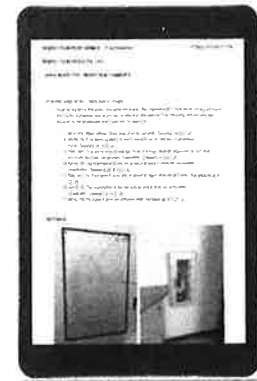
Inspection staff will be available to meet with Town staff, builders, developers, and citizens to provide assistance and resolve any inspection issues that may arise. Inspectors shall attend and participate in required meetings with other Town inspection and plan review staff, property owners, contractors, and/or design professionals.

Our inspection staff are supplied with vehicles, tools, ladders, cell phones and laptops and/or iPads for email communication and document creation and record keeping. Inspections will be provided within 24 hours of notification.

Virtual Inspections



If desired, Willdan has the capability of providing virtual building inspections in real time by means of video imaging and chatting through smart phones or tablets. Our inspectors can perform a comprehensive inspection from any location, saving jurisdictions, applicants, and contractors money and time. GPS navigation can verify the site address matches the permit address. Photos and correction notices are recorded, and the inspector will tell the contractor and/or applicant in the video call if the inspection has passed or failed. Correction notices are given to the applicant and contractor in real time. Results will be processed in the jurisdiction's permitting system by the end of the day on which the inspection occurred.



Key Technical Personnel

Name and Experience	Role	Professional Certifications, and Registrations
William Mandt <i>16 Years of Experience</i>	Building Inspector	Commercial Building Inspector No. 1452122 Residential Building Inspector UDC Construction Inspector No. 111802032 UDC Plumbing Inspector No. 081800006 UDC HVAC Inspector No. 071800007
Edgar Reinaldo Nazario <i>35 Years of Experience</i>	Building Inspector	FEMA Flood Plan Manager ICC Coastal Construction Inspector, Zoning and Housing Standard Plans Examiner No. PX2474 Standard Inspector No. BN4953 Building Code Administrator No. BU1440

Client References and Relevant Projects

Winter Garden, FL		Building Inspection and Plan Review Services
Contact:	Jimmy Appoloney <i>Building Official/ Code Enforcement Manager</i> P: (407) 656-4111 Ext. 2253 E: jappoloney@cwgdh.com	Willdan provides commercial and residential building inspection and plan review services on an as-needed basis. Willdan has two full-time building inspectors assisting the City with commercial and residential inspection and performs commercial electrical plan review on an on-call basis.
Contract:	2023 – Ongoing \$360,000	

Panama City, FL		Building Inspection and Plan Review Services
Contact:	Jake Schmidtke <i>Building Official</i> P: (850) 691-4950 E: jschmidtke@panamacity.gov	Willdan provides plan review and inspection services to the City in support of their in-house team. Willdan currently has two full-time inspectors and provides plan review as needed depending on the workload.
Contract:	2024– Ongoing \$ 750,000	



Plan Review Services



Willdan's plans examiners are Florida certified plans examiners, licensed architects, and/or registered engineers. Our experience and strength in building and safety encompasses the complete range of technical disciplines, that is, structural engineering plan check, fire-life safety, electrical, plumbing, and mechanical codes, as well as other local amendments to the adopted codes. Willdan staff have extensive experience with the Florida Green Building Standards Code, including familiarity with LEED, RESnet, USGBC and NPDES supported concepts. **Willdan staff attend classes and seminars on a regular basis to maintain an up-to-date comprehension of all code requirements and to maintain current certifications at no expense to our clients.**

All building plans will be examined for compliance with the Town's adopted version of the Florida Building Code, Green Building Standards Code, and the Accessibility, Noise and Energy Conservation requirements as mandated, and all additional applicable Town Ordinances. Plan review for Disabled Access Compliance include a review of precise grading plans.

All plan check services will include compliance with code requirements as well as an overview of the application package for other applicable requirements such as approvals from other local agencies and districts and coordination with other Town departments. All plan review will comply with the Town's directives, codes, and policies.

Our plan checkers will schedule meetings during work hours to discuss and clarify plan check issues with designers, owners, and contractors. Resolutions of code issues may also be accomplished by telephone and/or email as well as scheduled meetings prior to resubmitting corrected plans and documents. We will respond to inquiries from applicants within one day.

Electronic Plan Review



For over 20 years, Willdan has provided plan review services electronically, at no additional cost to the client or applicants. The many advantages of our "tree-saving" electronic plan review process includes the elimination of the need for additional computer software or hardware—only an Internet connection is necessary. Electronic Plan Review (EPR) services are provided at the request of the applicant or the agency we serve. **Submittals are accepted in PDF format and reviewed in Bluebeam.** Willdan will review plans and can transmit the redlined plans back to the applicant or designer via the website, along with the plan review comment sheet.

This service allows on-line collaboration between the Town, designer, and plans examiner to facilitate a complete understanding of plan review comments and can reduce shipping, printing, and timelines for plan review processing for the applicant. Our EPR portal also serves as an accurate log of all plans coming in and going out. Town staff will have full access to the site and will have the ability to check status, review redlines, comments, etc.

Plan Review Turnaround

Willdan's schedule is applicable for all types of construction and can be adjusted to satisfy the Town's plan review requirements. The review times stated represent the maximum turnaround times.

Type of Project	Turnaround (from receipt of plans)	
	Initial Check (working days)	Subsequent Check (working days)
Residential, including additions and/or accessory buildings	10	5
Single-Family Dwelling	10	5
Duplex Dwelling	10	5
Multi-Family (three units or more)	10-12	5-8
Commercial/Industrial Buildings	10-12	5-8



Key Technical Personnel

Name and Experience	Role	Professional Certifications, and Registrations
Daren Raskin, PE, CBO 30 Years of Experience	Building Plan Review	Florida Professional Engineer PE57730 California Professional Engineer, CE#57577 ICC Plans Examiner ICC Building Official
Benjamin Suriel, RA, NCARB, LEED AP BD+C 30 Years of Experience	Building Plan Review	Florida Building Plans Examiner, License No. PX 3694 Licensed Architect, State of Florida No. AR92725 ICC Standard Plans Examiner
Robert Harper, MCP, CFM, CBO 17 Years of Experience	Building Plan Review	Master Code Professional Building Code Administrator Commercial Plans Examiner Mechanical Plans Examiner Electric Plans Examiner Plumbing Plans Examiner Residential Plans Examiner No. RPX382 Plans Examiner No. PX4774
John Abner, CBO, MCP, CFM 20 Years of Experience	Building Plan Review	Building Code Administrator Residential Plans Examiner No. RPX288 Building Plans Examiner No. PX3952 Standard Inspector No. BN6812

Client References and Relevant Projects

Marion County, FL		Plan Review Services
Contact:	Michael Savage Building & Safety Director P: (352) 438-2459 E: Michael.savage@marionfl.org	Willdan's Florida Plan check team performs residential, commercial, and solar plan check services for Marion County. All plan checks performed are via Willdan's electronic plan review system which is accessible to all applicants. Customers can access plan check comments in real time and can track the review through approval on our electronic portal.
Contract:	2022 – Ongoing \$1,500,000	
Alachua County, FL		Plan Review Services
Contact:	Dan Gargas Building Official P: (352) 672-3877 E: dgargas@alachuacounty.us	Willdan provides plan review services for Alachua County to assist in meeting accelerated growth demand due to significant residential, retail, and commercial development planned in the County.
Contract:	2023 – Ongoing \$100,000	

Resumes and Attachments

Willdan has provided condensed resumes for our key staff on the following pages. Willdan is pleased to provide further qualifications at the request of the Town.



**EDUCATION**

BS, Structural Engineering, University of Iowa, Iowa City, IA

MEng, California State Polytechnic University Pomona, CA

PROFESSIONAL CERTIFICATIONS

Professional Engineer (CE#67960)

ICC Building Official

ICC Plans Examiner

ICC Building Inspector

Patrick Johnson, PE, CBO

Director of Building and Safety

Roles: Principal-in-Charge and Quality Assurance/Quality Control

Patrick Johnson has 20 years of construction and engineering experience and is a registered engineer specializing in lightweight commercial, industrial, and residential structures. He has plan checked several tilt-up warehouse buildings up to 2.3 million square feet and numerous structures consisting of braced and moment frames for lateral resistance, prestressed concrete structures, and multi-story buildings up to six stories in height.

As Director of Willdan's Building and Safety Division, Mr. Johnson is responsible for overseeing all Building and Safety services company-wide as well as providing structural plan review. He has attended code enforcement and seismic application seminars and has received his Master of Engineering degree, specializing in structures, from California State Polytechnic University. Patrick has served as acting building official for the cities of Big Bear Lake, Loma Linda, and Rancho Mirage. He has served as a forensic engineer responsible for justifying probable causes of structural damage caused by expansive soils.

- **March JPA, and Rancho Mirage, CA. Building Official.**
- **Principal in Charge for the Town of Oakland, cities of Maitland, Winter Garden, Clermont, Groveland and Osceola County.**

**EDUCATION**

BA, Business Administration, University of Southern California, Los Angeles

AA, Liberal Arts, California State University, Fullerton

PROFESSIONAL CERTIFICATIONS

ICC Certified Building Official, (CBO 8724410)

Advanced Certification, SCACEO - Southern California Association of Code Officials

Supervisory Certification, SCACEO - Southern California Association of Code Officials

Albert Brady, CBO

Deputy Director of Building and Safety

Role: Project Manager

Al Brady is the Deputy Director of Building and Safety and the proposed Project Manager for this contract. He has over 31 years of experience in the code profession working directly for municipalities and in the private sector. Mr. Brady leads a team of building professionals who can provide both short and long-term services. During his career, he has developed and managed numerous code programs nationwide and specializes in performing program analysis and establishing successful policies and procedures.

Select Work Experience

- **Building and Development Review (BDRS) On-Call Services, Pinellas County, FL. Project Manager.**
- **Building Inspection and Plan Review Services, City of Clermont, FL. Project Manager.**
- **Building Official, Building Inspection, Plan Review, Permitting Services, Town of Oakland, FL. Project Manager.**
- **Building Inspection and Plan Review Services, Marion County, FL. Project Manager.**
- **Building Inspection and Plan Review Services, Sarasota County, FL. Project Manager.**
- **Building Official, Building Inspection, Plan Review, Permitting Services, Osceola County, FL. Project Manager.**



Jordan Wynn

Role: Building Official

Jordan Wynn has been in the HVAC, Construction Management, and Brand Development industries on many different levels. From starting out as an apprentice at Lockheed Martin; to Superintendent for one of the premier custom home builders in Central Florida; producing and managing musical acts heard around the world; to owning and operating my own HVAC contracting company – Jordan has acquired the skills necessary to build a team, deliver a quality product to customers, and maximize profits.

PROFESSIONAL CERTIFICATIONS

Building Code Administrator
No. BU2299

Commercial Building
Inspector No. BN9008

Residential Building
Inspector

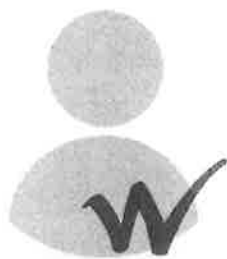
Commercial Plans Examiner
No. PX5087

Residential Plans Examiner
No. RPX478

Select Project & Work Experience

City of Maitland, Florida. Building Official. Receive applications, review construction documents and issue permits for the erection, and alteration, demolition, and moving of buildings and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions of this code.

Lake County, Florida. Senior Building Inspector. Updated the County's official position and implementation of the most recent code cycle for Mechanical new construction and retrofits. Field - inspecting installations of equipment and structures. Reviewed new building applications, building consensus among the staff of new codes interpretation and enforcement. Advised the Lake County School administration on recommended HVAC and IAQ upgrades.



Matthew Fretwell

Role: Building Official

Matt Fretwell currently serves as the Building Official for the Towns of Montverde and Howey-in-the-Hills, where he is responsible for enforcing all adopted regulatory codes and ordinances related to building construction and associated areas. In this role, he oversees staff operations, directs plan reviews and building inspections, and provides code interpretation to industry professionals and the general public. Matt brings extensive hands-on experience conducting inspections and plan reviews for both commercial and residential projects, including PV solar installations, HVAC replacements, screen enclosures, pools, alterations, additions, and new construction. His work combines technical expertise with administrative leadership to ensure compliance, safety, and high standards in all phases of building development.

Select Work Experience

Orange County Department of Building Safety, Orlando, FL. Inspector III. Supervised Mechanical, Electrical, and Plumbing (M.E.P.) inspections and reviewers within the special projects group, ensuring quality and compliance with project requirements. Managed daily inspection schedules and review timelines to maintain efficient workflow. Provided coverage for inspections or reviews during staff absences, ensuring timely completion of inspections with sensitive deadlines. Regularly stood in for the Building Official at his request, managing day-to-day responsibilities of the role. Ensured the collection of necessary materials and forms for upcoming BCAIB meetings and employee licensure, as well as preparation for BCBAAs hearings. Served as Building Official for approximately two months and acted as a stand-in on various other occasions as needed.

Town of Howey-in-the-Hills and Town of Montverde, FL – Building Official

PROFESSIONAL CERTIFICATIONS

Inspector Licenses, No.
BN6975 Comm.
Building, Comm.
Electrical, Comm.
Mechanical, Comm.
Plumbing and 1&2
Family.

Plans Examiner Licenses
No. PX3973, Building,
Electrical, Mechanical,
Plumbing

Building Official License
No. BU2071

EPA certificate No.
5902463521606



William Mandt

Role: Building Inspector

Mr. William Mandt is a building inspector with 5 years' relevant experience. Mr. Mandt was responsible for municipal and public communication, permit processing, and inspections of residential construction, residential plumbing, residential electrical, residential HVAC, and commercial construction.

Select Project Experience

City of Winter Garden, FL. Building Inspector. Made field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling. Inspected foundations, cement, framing, electrical, plumbing, and mechanical installations. Performed field review of plans and specifications. Inspected conformance with building code and pertinent provisions of state and city ordinances.

Town of Oakland, FL. Building Inspector. Made field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling. Inspected foundations, cement, framing, electrical, plumbing, and mechanical installations. Performed field review of plans and specifications. Inspected conformance with building code and pertinent provisions of state and city ordinances. Investigated possible code enforcement violations, photographed evidence. Issued notices of violations for non-compliance follow up investigation to ensure code violation was corrected. Provided general information to the public, development community and other agencies. Maintained records and prepared reports.

PROFESSIONAL CERTIFICATIONS

*Commercial Building
Inspector No. 1452122*

*Residential Building
Inspector*

*UDC Construction
Inspector No.
111802032*

*UDC Plumbing Inspector
No. 081800006*

*UDC HVAC Inspector No.
071800007*



Edgar Reinaldo Nazario

Role: Building Inspector

Edgar Nazario is a respected professional known for integrity, fairness, and competence with 35 years of experience in the construction industry. He has worked as a Building Official in multiple jurisdictions in South Carolina and Florida, including a 7-year tenure as the Plans Review Official for the City of Mount Pleasant. Mr. Nazario is highly knowledgeable in construction codes, including the ICC International Code Congress and FEMA's Flood Manager certification.

In addition to his construction career, Mr. Nazario taught English as a second language in El Paso, Texas, while earning an associate degree from El Paso Community College. His experience as a restaurant owner has enhanced his skills in resources and personnel management.

Select Project Experience

City of St Pete Beach, FL. Plans Examiner. Conducting commercial plan reviews for building, mechanical, plumbing, and electrical.

City of Ft. Myers, FL. Plan Reviewer. Conducting commercial plan reviews for building, mechanical, plumbing, and electrical.

City of Jacksonville, FL. Plan Reviewer. Conducting commercial plan reviews for building, mechanical, plumbing, and electrical.

PROFESSIONAL CERTIFICATIONS

FEMA Flood Plan Manager

*ICC Coastal Construction
Inspector, Zoning and
Housing*

*Standard Plans Examiner
No. PX2474*

*Standard Inspector No.
BN4953*

*Building Code Administrator
No. BU1440*



Daren Raskin, PE, CBO

Role: Plan Reviewer

EDUCATION

BS Engineering, California State Polytechnic University-Pomona

PROFESSIONAL CERTIFICATIONS

Florida Professional Engineer PE57730

California Professional Engineer, CE#57577

ICC Plans Examiner

ICC Building Official

Daren Raskin is a registered Civil Engineer in Florida and California and serves as a Plan Check Engineer for the Building and Safety Division. With over 30 years of experience in construction and engineering—including 18 years in design and plan check, he brings deep expertise in structural systems for multi-story buildings, shopping centers, commercial projects, and residential units. Daren has led engineering teams and is well-versed in materials such as cold-formed steel, structural steel, concrete, and masonry. His past experience includes serving as a Project Engineer in Southern California, where he specialized in structural analysis and design for fire-damaged buildings, additions, and custom homes.

Select Project Experience

Building Inspection and Plan Review Services, Marion County, FL. Plan Check Coordinator. Willdan's Florida Plan check team was selected and performs residential, commercial, and solar plan check services for the County of Marion. All plan checks performed are via Willdan's electronic plan review system which is accessible to all applicants. Customers can access plan check comments in real time and can track the review through approval on our electronic portal.

Building Permitting Services, Town of Oakland, FL. Plan Check Coordinator. Willdan provides full building department services including building official, administrative staff, inspection, and plan review. All plan checks and permit technician functions are performed remotely but building official and inspection services are conducted on-site.



Benjamin Suriel, RA, NCARB, LEED AP BD+C

Role: Plan Reviewer

PROFESSIONAL CERTIFICATIONS

Florida Building Plans Examiner, License No. PX 3694

Licensed Architect, State of Florida No. AR92725

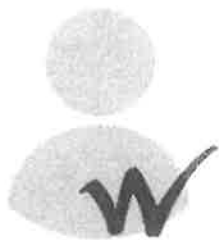
ICC Standard Plans Examiner

Benjamin Suriel is a dedicated, decisive, and resourceful professional Registered Architect with more than 30 years in Architecture, Construction Administration and Plans Examiner. He is certified by the National Council of Architectural Registration Councils. He has worked with interdisciplinary engineering specialists, contractors, and regulatory agencies to meet overall project objectives and achieve team goals. Benjamin is adept at applying knowledge of architectural principles and practices with an emphasis in the following areas: Building design and planning, IBC codes review, design/construction project scheduling, on-site construction administration, specs- approvals, review of construction payments and cost estimates of different projects. He is a fluent writer and speaker in Spanish/English.

Select Project Experience

Town of Oakland, FL. Plans Examiner responsible for plan reviews of multi-story office buildings, commercial buildings, retail outlets, single-family residences, medical facilities, educational facilities, and multi-family residential developments.

Marion County, FL. Plans Examiner responsible for plan reviews of multi-story office buildings, commercial buildings, retail outlets, single-family residences, medical facilities, educational facilities, and multi-family residential developments.



PROFESSIONAL CERTIFICATIONS

Master Code Professional
Building Code Administrator
Commercial Plans Examiner
Mechanical Plans Examiner
Electric Plans Examiner
Plumbing Plans Examiner
Residential Plans Examiner
 No. RPX382
Plans Examiner No. PX4774



ASSOCIATIONS PROFESSIONAL CERTIFICATIONS

*Building Code
Administrator*
*Residential Plans
Examiner No. RPX288*
*Building Plans Examiner
No. PX3952*
*Standard Inspector No.
BN6812*

Robert M. Harper, MCP, CFM, CBO

Role: Plan Reviewer

Robert Harper has extensive experience working with municipalities as a Deputy Building Official, Building Inspector, and Project Manager.

Select Project Experience

City of Eustis, FL. Deputy Building Official. Oversee department's operations and policies to ensure efficient turn around and thorough, efficient administration of the Florida Building Code and appropriate laws and rules. Act as the City's Floodplain Administrator. Conduct site inspections to verify compliance with the currently adopted edition of the Florida Building Code and National Electric Code. Conduct plan review to determine compliance with applicable codes and standards. Generate reports identifying deficiencies or violations discovered during inspections and plan reviews. Communicate with design professionals, contractors, and owner-builders regarding administrative, legal, and code requirements. Participate in continuing education and training to obtain licenses in additional disciplines and remain current on changing code requirements. Act as Acting Building Official when required.

City of Mount Dora, FL. Building Inspector. Conduct site inspections to verify compliance with the currently adopted edition of the Florida Building Code and National Electric Code. Conduct plan review to determine compliance with applicable codes and standards. Generate reports identifying deficiencies or violations discovered during inspections and plan reviews. Communicate with design professionals, contractors, and owner-builders regarding administrative, legal, and code requirements. Participate in continuing education and training to obtain licenses in additional disciplines and remain current on changing code requirements.

Plan Reviewer for City of St. Pete Beach, Pinellas County, City of Tallahassee, Marion County, and Alachua County.

John L. Abner, CBO, MCP, CFM

Role: Plan Reviewer

John Abner is a passionate Building & Safety leader, setting an example for building professionals to be productive and efficient. He has refined relationship-building skills and experience working collaboratively with coworkers, community partners, city officials, and contractors. His extensive knowledge of the training, application, and testing processes regarding licensing in the state of Florida fuels his desire to equip others to succeed.

Select Project Experience

City of Mount Dora, FL. Building Official.

- Work closely with Building Official, leading the team, creating process and policy, and continually improving service.
- Lowered BCEGS score to Commercial – 2 and Residential – 3 as we moved toward full accreditation.

Lake County, FL. Building Inspector.

- Residential Inspector
- Commercial Electric Inspector

Plan Reviewer for City of Tallahassee, Alachua County, Marion County, City of Winter Garden, Pinellas County.

