REQUEST FOR PROPOSALS RFP#25-0707
Building Official, Inspector, Plan Review, Building Codes and Permitting

Proposals due by:
July 31, 2025 at 2:00 p.m.
Town of Redington Beach – Town Clerk
105 164th Avenue
Redington Beach, FL 33708

Contact:
Adriana Nieves, Town Clerk
Phone: 727-391-3878
Email: info@townofredingtonbeach.com

From:

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

ORIGINAL

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COPY

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.

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SECTION 1 – MINIMUM QUALIFICATIONS

This section responds directly to the RFP requirements. **JPI has a prior contract with the Redington Shores and serviced the contract in 2021 and 2022.**

a. JPI has been in business for a minimum of 3 years. As shown by the enclosed sunbiz.org document, JPI has been in business for 15 years in Florida. JPI is qualified and licensed to perform the work required by these contract documents. As shown in the following table, these are the license numbers of our current staff with DBPR.

JPI	DBPR number listing		
JPI Employee#	JPI	DBPR	Years Exp
1	Joe Payne	FLPE55751	30
8	Jorge Cedeno	BN4702 - Building	35
19	Jack McCabe	BN4613	50
21	Jason Steele	FLPE69234	20
29	Cory Brockett	FLPE74677	20
32	Doug Walton	AR0007045	50
38	Greg Martin	BN3947, PX1848	40
41	John Wiggins	BN2384 - Building	40
42	Andrew Mareno	AR96338	20
44	Eddie Page	FLPE69045	30
46	Pete Swarr	FLPE44159	40
48	Robert Bryce	PX2783	45
57	Andrew West	FLPE60301	30
59	Dan Folwell	BN6927	40
65	Rick Hoepner	FLPE23319	50
70	Ryan Ferry	BN6617	15
71	Mark Thornbloom	FLPE50107	35
72	Jon Thomas	BN7125	15
82	Kevin Singley	PX3601, BN4798, BU1872	30
83	Micheal Tew	PX2675, BN5003	30
84	Julie Daniels	BN7825	30
85	Tony Murphy	AR100424	35
89	Robert Peck	BN7567	40
95	Howard Dietz	BN5783	35
96	Mark Gillette	FLPE48085	40
97	Craig Greene	BN7309, BU2323, PX4817	45
98	Marc Winburn	RPX320, PX4177, BN7433, BU2122	45
99	Jon Pettus	RPX351, BN7510, PX4586	45
100	Stephen Thomas	FLPE87913	25
101	Chris Collazos	BN8106	15
102	Glenn Hall	BN5324, PX3588	50

b. JPI provides written assurance of our ability to meet the insurance and performance requirements set out in this RFP if selected for award. JPI has a current policy which meets the insurance requirements.

c. JPI certifies that we meet the requirements of a drug-free workplace program compliant with FS440.102. We enclose the certification.

Also of note, is that the RFP does not request resumes. So JPI did not include resumes to avoid creating unnecessary pages and file management costs for the Town. If needed, we are happy to provide resumes to the Selection Committee and to the Town.

Detail by Entity Name

Florida Profit Corporation
JOE PAYNE, INC.

Filing Information

Document Number	P10000059808
FEI/EIN Number	80-0640420
Date Filed	07/21/2010
State	FL
Status	ACTIVE

Principal Address

5995 S HIGHWAY A1A
MELBOURNE BEACH, FL 32951

Changed: 06/28/2021

Mailing Address

5995 S HIGHWAY A1A
MELBOURNE BEACH, FL 32951

Changed: 02/09/2022

Registered Agent Name & Address

PAYNE, JOSEPH
5995 S Highway A1a
MELBOURNE BEACH, FL 32951

Address Changed: 01/23/2022

Officer/Director Detail

Name & Address

Title DPST

PAYNE, JOSEPH
5995 S Highway A1a
MELBOURNE BEACH, FL 32951

Annual Reports

Report Year	Filed Date
2023	01/19/2023
2024	02/26/2024
2025	02/11/2025

Document Images

02/11/2025 -- ANNUAL REPORT View image in PDF format

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04/12/2012 -- ANNUAL REPORT	View image in PDF format
04/11/2011 -- ANNUAL REPORT	View image in PDF format
07/21/2010 -- Domestic Profit	View image in PDF format

Public Entity Crimes Form

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, 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 [F.S.] for Category Two [$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Acknowledged by Joseph Payne

JPI

Joseph Payne

Signature 07.19.25

Joseph Payne President

Drug – Free Workplace Form

Proposer certifies that it maintains a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102 As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) This firm gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Joseph Payne

JPI

Joseph Payne

Signature 07.19.25

Joseph Payne President

SECTION 2 - EXECUTIVE SUMMARY

July 19th, 2025

RFP No. 25-0707 Building Official, Inspector, Plan Review, Building Codes and Permitting

Town of Redington Beach – Town Clerk
c/o Ms. Adriana Nieves, Town Clerk
105 164th Avenue
Redington Beach, FL 33708

Dear Ms. Nieves 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 previously serviced the Town of Redington Shores Building Department. Our most recent service was in 2021 and 2022. We have heard only positive feedback.
2. JPI received our 1st contract with Redington Shores in 2021. We completed Inspections for the Town and supported Plan Review services. We completed Building Code consultation and supported Permitting services including FEMA consultation with staff.
3. JPI responded immediately to the Redington Shores Commissioner's request for service in 2021 and we were on site immediately upon Agreement. JPI personnel who worked successfully in 2021 are still with JPI and are available to serve the Town.
4. JPI has local knowledge. We currently serve as a consultant for Building Department activities for Pinellas County, City of Clearwater, City of Largo, City of St. Pete Beach, City of Treasure Island, City of Tarpon Springs, and other municipalities in the area.
5. JPI also supplies Consultant Building Official, Plan Reviewers, Building Code, Inspectors, Permit Technicians, City Engineer, Floodplain Management, Planning and Zoning, Commissioning, Code Enforcement and other technical services. It is our understanding that the current Town vendor does not supply the depth of services that JPI can provide to the Town. That being said, we are happy to work with the current vendor.
6. JPI is willing to work with a variety of pricing structures that we will discuss in the Fees section. We are willing to recruit employees from the current vendor, if requested.
7. JPI has State Emergency Management contracts with FDEM which can provide an alternate source of payment/ reimbursement for our services during storm events.
8. JPI does not have any contracts servicing contractors. JPI will never have a conflict of interest, we only service the government entities and their citizens. **JPI always holds the public interest and welfare first.**

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 government 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. Documentation is required. 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 5995 S A1a, Melbourne, FL 32951. However, as a virtual operation, our office is your office, as we have shown our ability to work closely with your 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 field inspections for the Redington Shores during our relationship.
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 100% Owner (ownership structure)(5995 Sa1a, Melbourne, FL is the address and contact number is 1.800.488.1956). He is a professional engineer with 35 years of experience. JPI was founded in 2010 after servicing state contracts as a sole proprietor for several years. JPI is a Florida Owned Corporation and a statewide Professional Service firm. The municipal service line is the primary source of business revenue for JPI. **JPI is a 100% Florida Owned and operated company. Our revenue and profit does not subsidize out-of-state operations, headquarters, or resources**. We look forward to working with The Town.

Sincerely,

Joseph Payne

Joe Payne, PE, President

joe@jpiflorida.com
800-488-1956

SECTION 3 – BUSINESS ETHICS

This section responds directly to the RFP requirements. **JPI has a prior contract with the Town of Redington Shores and serviced the contract in 2021 and 2022.**

Under NO CIRCUMSTANCES is JPI, proposer, or any officer, partner, major shareholder (greater than five percent (5%) interest), or other related party is being currently investigated by any governmental, administrative, or law enforcement entity or agency.

Under NO CIRCUMSTANCES has JPI received any adverse decision against the proposer or such related parties (including, but not limited to judgments entered by any court, whether state or federal), or settlement with any such legal or administrative body in the past five years.

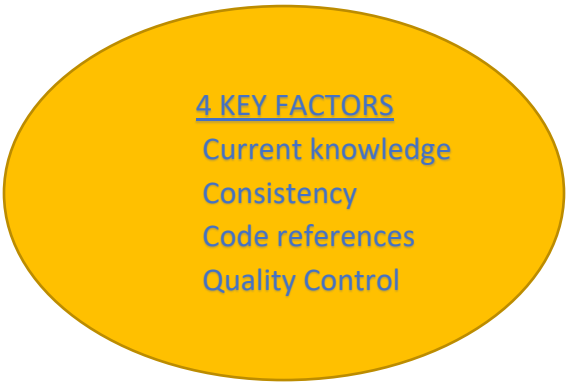
Under NO CIRCUMSTANCES does JPI have a conflict of interest. JPI is a professional service firm 100% committed to governmental services. We have no current contracts for private services. We have no current contracts serving any contractors so would not have any conflict of interest in that manner.

Under NO CIRCUMSTANCES has JPI been convicted of a public entity crime in its history. We provide the enclosed certification of the same.

TAB 4 – EXPERIENCE AND PAST PERFORMANCE

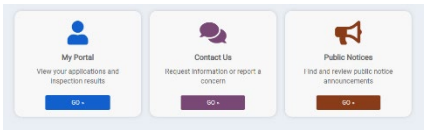
JPI has a prior work with the Town of Redington Shores and serviced the contract in 2021 and 2022. Our Experience and Past Performance is based on our sound knowledge of Building Code Review from our statewide contracts. There are several key factors of measurement for the success of the Past Performance. 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



Current knowledge is a key factor for this work. JPI possesses technical staff who are subject matter experts in plan review and inspections. Through our current work with plan review, 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 plan reviewer 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 refences, that we can share with the Building Department.



JPI is familiar with how to post comments and transmit any automated messages to the applicant regarding the comments within online portals. From our understanding, the Town utilizes SmartGov. We regularly complete inspections in online permitting applications and are familiar with the same. Also, we are familiar with the review approval process and how to close out the permit review cycle. This project knowledge provides JPI with an important resource for the Town on this contract as we require minimal training.

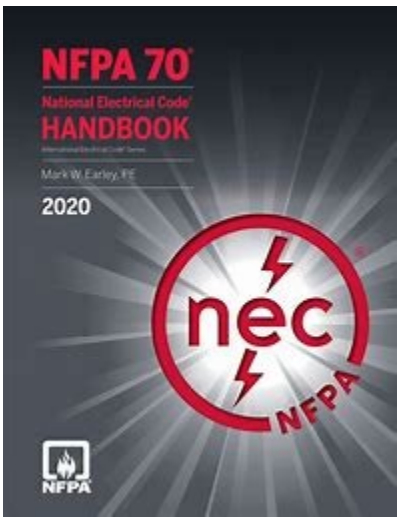


As an on-call provider, JPI provided professional services for all trades including electrical, mechanical, building, and plumbing trade professionals. JPI is different from our competitors because of our availability of multi-trade staff and the personal touch of the Owner, Mr. Payne, who will leave the office and assist clients with services as a hands-on Owner. **JPI is a 100% Florida Based company with 100% of our employees residing and working in Florida.**

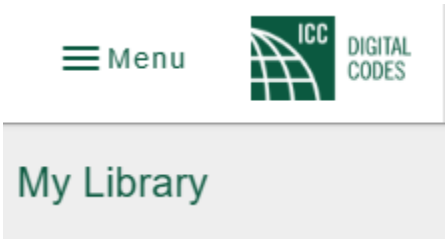
Our notice period to provide staffing ranges from **five minutes** to five days. When the Town provides five days of notice, JPI will typically serve these requests 100 percent of the time. When the Town provides 24 hours of notice, JPI will typically serve these requests 90 percent of the time. When the Town calls us in the morning of the day requiring plan review, we still can meet this request with a 50 percent reliability, by having local staff in the County and the ability of the Owner Mr. Payne, to leave the office and service contracts "hands-on".

JPI will provide all equipment necessary for this work and has done so as an incumbent. JPI is familiar with Accela. JPI employees maintain FBC, NEC, NFPA, ICC and other related code references as they complete their work. For plan review, 30 full-time equivalents, FTE's, can perform plan review with at least 10 FTEs per trade available (due to multi-trade licensure). JPI has four licensed building officials available for this contract and twenty licensed professional engineers.

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.



Continuing with this **WORK Plan**, JPI will input the daily plan review results in the Accela system in a timely fashion. JPI professionals will utilize individual emails and direct phone numbers to communicate with Town constituents. 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 maintain records of work conveniently through creating a pdf of the results. JPI will enforce the 50/50 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) and using the current General Records Schedule GS1-SL (For State and Local Government Agencies) which includes the GS6 (For Building Departments). This expands to include code enforcement of hazards, nuisances, and violations. JPI's multi-trade professionals and licensed engineers 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. In the office, JPI professionals will dress in business casual with JPI logo shirts. JPI personnel have smart phones with mobile hotspots and Bluetooth for ease of Wi-Fi and platform access. In addition, JPI personnel utilize Ipads which contain training and continuing education software. All JPI Building Code Professionals receive continuing education for license renewals. Engineers receive continuing education bi-annually for license renewals as do Registered Architects. JPI has a digital subscription to the ICC digital library. For continuing education, all employees reference a digital subscription of the Florida Building Code in their practice along with the use of ICC code check books.

JPI will initially utilize staff that are already located and working regularly near the Town. Joe Payne is the Project Manager. JPI is a statewide firm staffed with a TEAM ORGANIZATION of 40 professionals. Our company's operational capacity is 1800 hours per week. Currently, we are running at approximately 1400 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. We are operating at 77.78% capacity with 22.22% availability to support our **WORK PLAN**.

JPI's **EXPERIENCE** includes successful and practical work on similar projects. JPI currently serves numerous similar agencies including the Pinellas County, City of Clearwater, and the City of St. Pete Beach. JPI has a proven track record of excellent customer service, and the Town may contact any of our references to verify the same.

JPI has a full access digital subscription to the ICC website which provides digital access to current and prior editions of the Florida Building Code. In addition, our staff possesses

handbooks on tablets and smartphones (with mobile hotspots) which provide convenient access to Code references. The **TEAM MANAGEMENT** of JPI includes a quality control program for new contracts, and staff, which includes mentoring and shadow/ over the shoulder training. Joe Payne, PE is the **TEAM PROJECT MANAGER and regularly monitors the pass/fail rate of our inspections.**

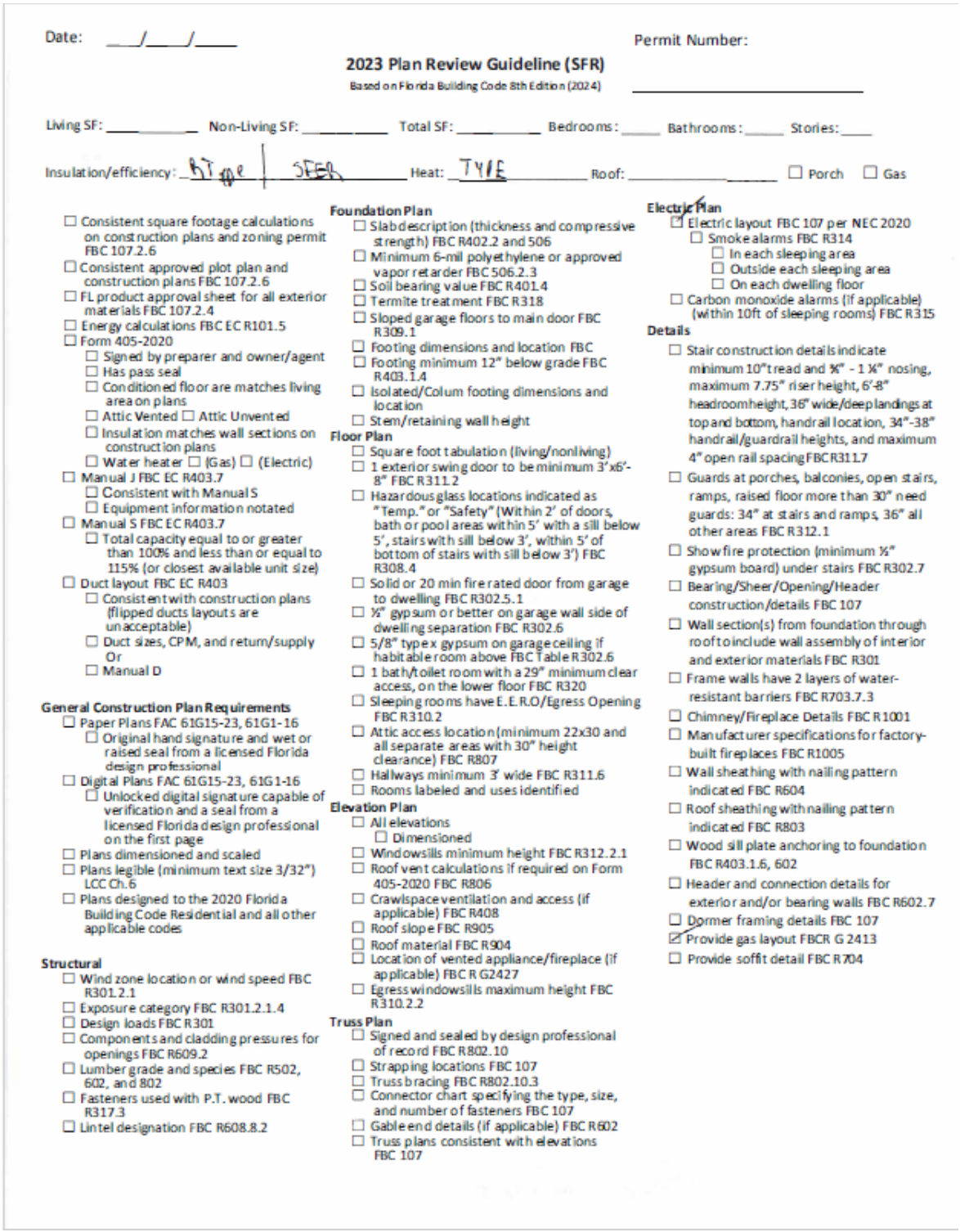


FEMA is a key plan review and inspection subject matter that interfaces with ROW, Zoning, Site, Habitat, Environmental, and all services under this RFP. The monitoring of FEMA substantial improvements is imperative. Key activities fall under Flood Damage Reduction, however, also consider public information (elevation certificates). The Zoning activities under this RFP dovetail into Mapping and Regulations and Flood Damage Reduction. This contract supports Warning and Response activities by filing in for Town operations during Emergency Management situations such as named Hurricane Storms. Public Information Activities mainly consist of elevation certificates. This begins at the plan review level when the reviewer checks for the FEMA base flood elevation and design flood elevation. FEMA Technical Bulletin 10-01, page 7, Figure 2 is a key resource when reviewing foundation construction in the floodplain.

The goal of these efforts is to develop into Flood Damage Reduction. Floodplain Management Planning is a goal of the Zoning reviews. The ROW services under this contract will support Acquisition and Relocation services. Flood proofing is a concept regulated in efforts to provide flood protection. Flood vents, flood proofing materials below the Design Flood Elevation, raising AC Condenser stands and machinery to elevations above the DFE (Section C2 of the Elevation Certificate), are all examples of Flood Protection activities. Site Inspections will support Drainage System Maintenance. Our services provide support to the Town for Warning and Response activities. When Town employees need to enter communities to complete damage assessment, for example, JPI staff backfill the Division and complete their inspection and plans examination for that period of time. JPI provided damage assessment services most recently for the summer storms of Debby, Helene, and Milton. Our statewide operations allow us to service areas affected by storms with our statewide operations. We hold several FDEM contracts.

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. This is a progressive training approach in which the over the shoulder time decreases daily over the 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 to depict checklists used

for our work to emphasize that work. The following are examples of Quality Control processes and procedures utilized for work under this contract.



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: R Type | SEER Heat: TYPE Roof: _____ ☐ Porch ☐ Gas

☐ Consistent square footage calculations on construction plans and zoning permit FBC 107.2.6
☐ Consistent approved plot plan and construction plans FBC 107.2.6
☐ FL product approval sheet for all exterior materials FBC 107.2.4
☐ Energy calculations FBC EC R101.5
☐ Form 405-2020
  ☐ Signed by preparer and owner/agent
  ☐ Has pass seal
  ☐ Conditioned floor are matches living area on plans
  ☐ Attic Vented ☐ Attic Unvented
  ☐ Insulation matches wall sections on construction plans
  ☐ Water heater ☐ (Gas) ☐ (Electric)
☐ Manual J FBC EC R403.7
  ☐ Consistent with Manual S
  ☐ Equipment information notated
☐ Manual S FBC EC R403.7
  ☐ Total capacity equal to or greater than 100% and less than or equal to 115% (or closest available unit size)
☐ Duct layout FBC EC R403
  ☐ Consistent with construction plans (flipped ducts layouts are unacceptable)
  ☐ Duct sizes, CPM, and return/supply Or
  ☐ Manual D

General Construction Plan Requirements
☐ Paper Plans FAC 61G15-23, 61G1-16
  ☐ Original hand signature and wet or raised seal from a licensed Florida design professional
☐ Digital Plans FAC 61G15-23, 61G1-16
  ☐ Unlocked digital signature capable of verification and a seal from a licensed Florida design professional on the first page
☐ Plans dimensioned and scaled
☐ Plans legible (minimum text size 3/32") LCC Ch.6
☐ Plans designed to the 2020 Florida Building Code Residential and all other applicable codes

Structural
☐ Wind zone location or wind speed FBC R301.2.1
☐ Exposure category FBC R301.2.1.4
☐ Design loads FBC R301
☐ Components and cladding pressures for openings FBC R609.2
☐ Lumber grade and species FBC R502, 602, and 802
☐ Fasteners used with P.T. wood FBC R317.3
☐ Lintel designation FBC R608.8.2

Foundation Plan
☐ Slab description (thickness and compressive strength) FBC R402.2 and 506
☐ Minimum 6-mil polyethylene or approved vapor retarder FBC 506.2.3
☐ Soil bearing value FBC R401.4
☐ Termite treatment FBC R318
☐ Sloped garage floors to main door FBC R309.1
☐ Footing dimensions and location FBC
☐ Footing minimum 12" below grade FBC R403.1.4
☐ Isolated/Colum footing dimensions and location
☐ Stem/retaining wall height

Floor Plan
☐ Square foot tabulation (living/nonliving)
☐ 1 exterior swing door to be minimum 3'x6'-8" FBC R311.2
☐ 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
☐ Solid or 20 min fire rated door from garage to dwelling FBC R302.5.1
☐ ½" gypsum or better on garage wall side of dwelling separation FBC R302.6
☐ 5/8" type x gypsum on garage ceiling if habitable room above FBC Table R302.6
☐ 1 bath/toilet room with a 29" minimum clear access, on the lower floor FBC R320
☐ Sleeping rooms have E.E.R.O/Egress Opening FBC R310.2
☐ Attic access location (minimum 22x30 and all separate areas with 30" height clearance) FBC R807
☐ Hallways minimum 3' wide FBC R311.6
☐ Rooms labeled and uses identified

Elevation Plan
☐ All elevations
  ☐ Dimensioned
☐ Windowsills minimum height FBC R312.2.1
☐ Roof vent calculations if required on Form 405-2020 FBC R806
☐ Crawlspace ventilation and access (if applicable) FBC R408
☐ Roof slope FBC R905
☐ Roof material FBC R904
☐ Location of vented appliance/fireplace (if applicable) FBC R G2427
☐ Egress windowsills maximum height FBC R310.2.2

Truss Plan
☐ Signed and sealed by design professional of record FBC R802.10
☐ Strapping locations FBC 107
☐ Truss bracing FBC R802.10.3
☐ Connector chart specifying the type, size, and number of fasteners FBC 107
☐ Gable end details (if applicable) FBC R602
☐ Truss plans consistent with elevations FBC 107

Electric Plan
☑ Electric layout FBC 107 per NEC 2020
☐ Smoke alarms FBC R314
  ☐ In each sleeping area
  ☐ Outside each sleeping area
  ☐ On each dwelling floor
☐ Carbon monoxide alarms (if applicable) (within 10ft of sleeping rooms) FBC R315

Details
☐ Stair construction details indicate minimum 10"tread and ¾" - 1 ¼" 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
☐ 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
☐ Show fire protection (minimum ½" gypsum board) under stairs FBC R302.7
☐ Bearing/Sheer/Opening/Header construction/details FBC 107
☐ Wall section(s) from foundation through roof to include wall assembly of interior and exterior materials FBC R301
☐ Frame walls have 2 layers of water-resistant barriers FBC R703.7.3
☐ Chimney/Fireplace Details FBC R1001
☐ Manufacturer specifications for factory-built fireplaces FBC R1005
☐ Wall sheathing with nailing pattern indicated FBC R604
☐ Roof sheathing with nailing pattern indicated FBC R803
☐ Wood sill plate anchoring to foundation FBC R403.1.6, 602
☐ Header and connection details for exterior and/or bearing walls FBC R602.7
☐ Dormer framing details FBC 107
☑ Provide gas layout FBCR G 2413
☐ Provide soffit detail FBC R704

The following is a standard checklist for a condo remodel/ renovation similar to Plan Examining Commercial - Remodel Multi-Trade (all trades) Review:

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

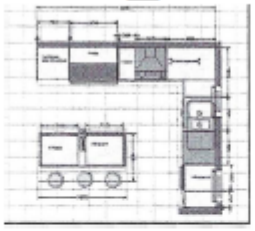
- ☐ a. **Fire Sprinkled?** Y☐ or N☐ (If yes, show on plans)
- ☐ b. **Fire Alarm?** Y☐ or N☐ (If yes, show on plans)
- ☐ c. Show existing & proposed location for new or relocated fire sprinklers/fire alarms/smoke detectors/strobes/horns, etc.
- ☐ d. State if smoke alarms are hardwired and /or interconnected. FBC 420, NFPA 72 & NFPA 13

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

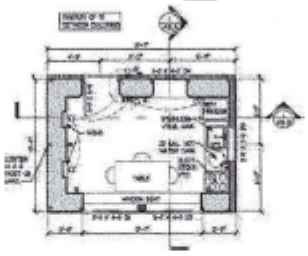
Type I: ☐	**Type II:** ☐	**Type III:** ☐	**Type V:** ☐
Concrete & steel High-rise tower	Masonry & steel Mid & low-rise	Masonry & steel Wood roof or floor Mid & low-rise	Wood frame Construction Low-rise
•Metal stud construction Fire treated wood		Wood Stud Construction Allowed	

☐ III. Show Floor Plans:

Existing space ☐



Proposed space ☐



Basic overall condo layout ☐



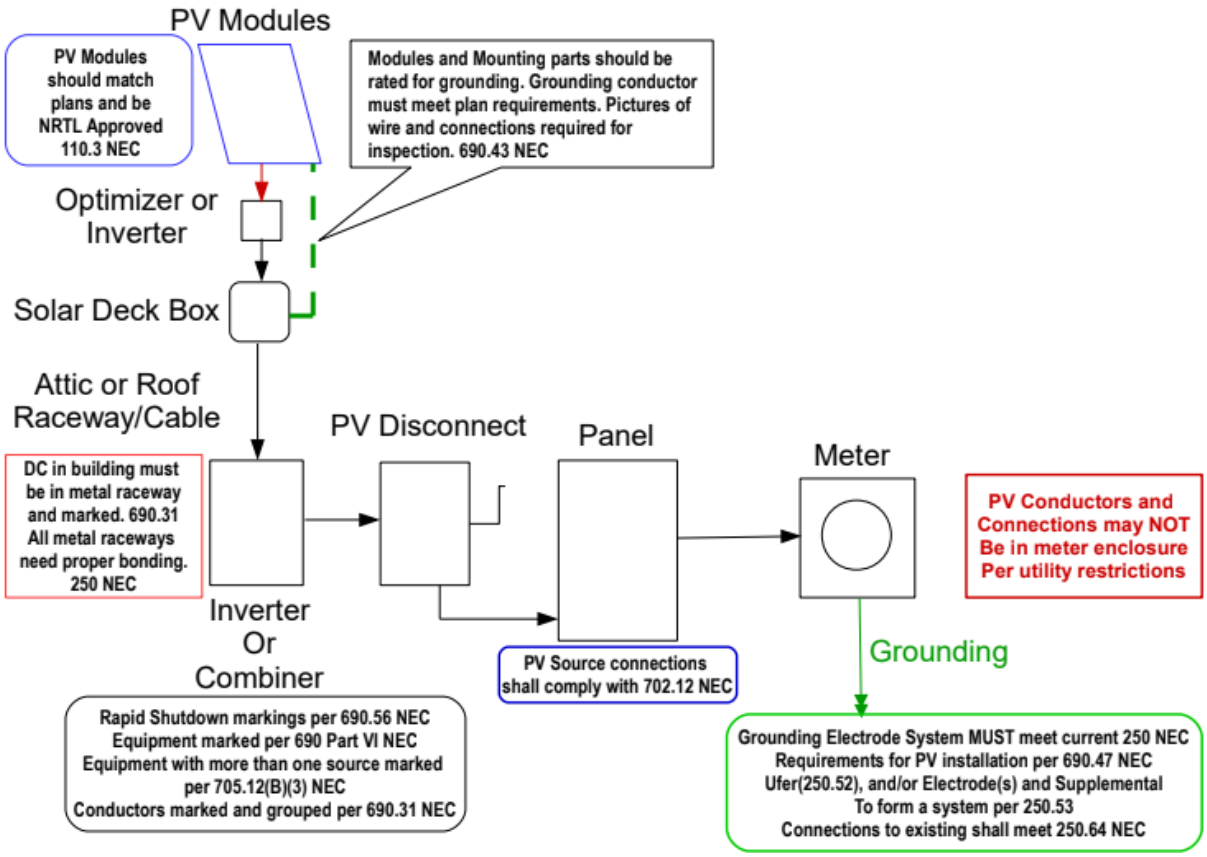
☐ IV. Indicate scope of work for:

- ☐ a. HVAC: Relocated supply/RA or exhaust duct
- ☐ b. PLBG: Relocated or new fixtures ~ provide Plbg ISO
- ☐ c. ELEC: New/altered 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.**

The following is a Solar Project Review checklist:



1) **City of Clearwater** – *Dana Root, PE, BCA* 727-562-4567

SCOPE: Multi-trade Inspection Services and Plans Examination Services

DATE OF SERVICE: 2016- *Current (three contract renewals)*

RESPONSIBILITIES: *Joe Payne, Jon Thomas, Ryan Ferry, Dan Folwell, Howard Dietz, Julie Daniels. 2016 to current status – Approximately $3.2M of services. All work is completed within budget and schedule. The contract has been renewed three times. The following summarizes our responsibilities:*

☐ Commercial and Residential Professional Service Experience: JPI staffs the contract with up to four daily inspectors throughout the life of the contract. In addition, JPI provides two in-house plan review professionals as needed by the City to target a ten-day turnaround for reviews. JPI utilizes ePermits for inspections and plan reviews. Completes residential and commercial inspections and plans review.

☐ Firm and Staff Contract Experience: All full-time staff on the contract are fully licensed as Engineers, Architects, or Building Code professionals and complete multi-trade assignments. JPI provides licensed CFMs for floodplain work. **JPI provides licensed commercial and residential plan reviewers (multi-trade) and provides licensed commercial and residential inspectors (multi-trade).**

☐ Costs: JPI provides a daily 25-50% cost savings to the City through the use of multi-trade professionals. For example, JPI professionals are licensed for both residential and commercial work, and could have one professional handle both in a route, rather than needing two professionals. There were no change orders.

2) **Hillsborough County** – *Travis Minnes, BCA* 813-276-8334

SCOPE: Multi-trade Inspection Services

DATE OF SERVICE: 2016- *Current*

RESPONSIBILITIES: *Joe Payne, Luke Curtis, Eddie Page, Jason Steele, Jon Thomas, and Ryan Ferry, have worked on this contract. 2016 to current status – Approximately $8M of services. All work is completed within budget and schedule. The contract has been renewed three times. The following summarizes our responsibilities:*

☐ Commercial and Residential Professional Service Experience: JPI staffs the contract typically with one to previously eight daily inspectors throughout the life of the contract. JPI enters results electronically. Completes residential and commercial.

☐ Firm and Staff Contract Experience: JPI provides inspection services during the contract. All full-time staff on the contract are fully licensed as Engineers, Architects, or Building Code professionals and complete multi-trade assignments.

☐ Costs: JPI provides a daily 25-50% cost savings to the County through the use of multi-trade professionals. JPI covered vacation leave for County personnel on routine occasions. There were no change orders.

3) **Pinellas County** – *James McKillen, PE, BCA, CFM 727.453.3379*

SCOPE: Multi-trade Inspection Services and Plans Examination Services

DATE OF SERVICE: 2013- *Current*

RESPONSIBILITIES: *Joe Payne, Ryan Ferry, Jon Thomas, Greg Martin, Robert Peck, Jack McCabe, Chris Collazos, and numerous JPI employees have worked on this contract. 2013 to current status – Approximately $15M of services. All work is completed within budget and schedule. The following summarizes our responsibilities:*

☐ Commercial and Residential Professional Service Experience: This is an example of a current JPI relationship for comparable services listed within this RFP. JPI staffs the contract with highly experienced plan reviewers. JPI enters results electronically.

☐ Firm and Staff Contract Experience: JPI provides both inspection and plans review services during the contract. All full-time staff on the contract are fully licensed as Engineers, Architects, or Building Code professionals and complete multi-trade assignments. **JPI provides licensed commercial and residential plan reviewers (multi-trade) and provides licensed commercial and residential inspectors (multi-trade).**

☐ Costs: JPI provides a daily 25-50% cost savings to the client through the use of multi-trade professionals. There were no change orders.

SECTION 5 - REFERENCES

1) **City of Clearwater** – *Dana Root, PE, BCA* 727-562-4567

SCOPE: Multi-trade Inspection Services and Plans Examination Services

DATE OF SERVICE: 2016- *Current (three contract renewals)*

RESPONSIBILITIES: *Joe Payne, Jon Thomas, Ryan Ferry, Dan Folwell, Howard Dietz, Julie Daniels. 2016 to current status – Approximately $3.2M of services. All work is completed within budget and schedule. The contract has been renewed three times. The following summarizes our responsibilities:*

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☐ Costs: JPI provides a daily 25-50% cost savings to the City through the use of multi-trade professionals. For example, JPI professionals are licensed for both residential and commercial work, and could have one professional handle both in a route, rather than needing two professionals. There were no change orders.

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SCOPE: Multi-trade Inspection Services

DATE OF SERVICE: 2016- *Current*

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☐ Firm and Staff Contract Experience: JPI provides inspection services during the contract. All full-time staff on the contract are fully licensed as Engineers, Architects, or Building Code professionals and complete multi-trade assignments.

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3) **Pinellas County** – *James McKillen, PE, BCA, CFM 727.453.3379*

SCOPE: Multi-trade Inspection Services and Plans Examination Services

DATE OF SERVICE: 2013- *Current*

RESPONSIBILITIES: *Joe Payne, Ryan Ferry, Jon Thomas, Greg Martin, Robert Peck, Jack McCabe, Chris Collazos, and numerous JPI employees have worked on this contract. 2013 to current status – Approximately $15M of services. All work is completed within budget and schedule. The following summarizes our responsibilities:*

☐ Commercial and Residential Professional Service Experience: This is an example of a current JPI relationship for comparable services listed within this RFP. JPI staffs the contract with highly experienced plan reviewers. JPI enters results electronically.

☐ Firm and Staff Contract Experience: JPI provides both inspection and plans review services during the contract. All full-time staff on the contract are fully licensed as Engineers, Architects, or Building Code professionals and complete multi-trade assignments. **JPI provides licensed commercial and residential plan reviewers (multi-trade) and provides licensed commercial and residential inspectors (multi-trade).**

☐ Costs: JPI provides a daily 25-50% cost savings to the client through the use of multi-trade professionals. There were no change orders.

The Town may also contact these additional references.

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, Jonathan Pettus, 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.***

City of Palm Bay - 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.***

Consultant Information			Client/Reference Information	
From:	Joseph Payne		To:	Travis Minnes, CBO
Company:	JPI		Company:	Hillsborough County
Phone:	813.520.1683		Phone:	(813) 276 8334
Email:	joepayneinc@gmal.com		Email:	MinnesT@hcfl.gov

Services performed:	Inspections
Contract / Agreement dates including renewals:	2017-current

Client:

Rate each of the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the Consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1 – 10)	10
2. Ability to communicate with staff and general public	(1 – 10)	10
3. Ability to resolve issues promptly	(1 – 10)	10
4. Ability to follow protocol	(1 – 10)	10
5. Ability to maintain proper documentation	(1 – 10)	10
6. Ability to offer solid recommendations	(1 – 10)	10
7. Had proper resources and personnel by which to provide services	(1 – 10)	10
8. Exceptional customer service skills	(1 – 10)	10
9. Overall client satisfaction in plans reviews	(1 – 10)	10
10. Overall client satisfaction in inspection services	(1 – 10)	10

____Travis Minnes_____
Printed Name of Reference

Travis A. Minnes
Digitally signed by Travis A. Minnes
Date: 2025.04.28 09:07:52 -04'00'
Signature of Reference

Consultant Information		Client/Reference Information	
From:	Joseph Payne	To:	Dana Root
Company:	JPI	Company:	City of Clearwater
Phone:	813.520.1683	Phone:	(727) 444-8731
Email:	joepayneinc@gmail.com	Email:	dana.root@myclearwater.com

Services performed:	Plan Review, Inspections
Contract / Agreement dates including renewals:	2015-current

Client:

Rate each of the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the Consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1 – 10)	10
2. Ability to communicate with staff and general public	(1 – 10)	10
3. Ability to resolve issues promptly	(1 – 10)	10
4. Ability to follow protocol	(1 – 10)	10
5. Ability to maintain proper documentation	(1 – 10)	10
6. Ability to offer solid recommendations	(1 – 10)	10
7. Had proper resources and personnel by which to provide services	(1 – 10)	10
8. Exceptional customer service skills	(1 – 10)	10
9. Overall client satisfaction in plans reviews	(1 – 10)	10
10. Overall client satisfaction in inspection services	(1 – 10)	10

Dana Root

Printed Name of Reference

Dana Root

Signature of Reference

Consultant Information			Client/Reference Information	
From:	Joseph Payne		To:	Laura Canary
Company:	JPI		Company:	City of St. Pete Beach
Phone:	813.520.1683		Phone:	(727) 235-6893
Email:	joepayneinc@gmal.com		Email:	lcanary@stpetebeach.org

Services performed:	Inspections
Contract / Agreement dates including renewals:	2019-current

Client:

Rate each of the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the Consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1 – 10)	10
2. Ability to communicate with staff and general public	(1 – 10)	9
3. Ability to resolve issues promptly	(1 – 10)	10
4. Ability to follow protocol	(1 – 10)	10
5. Ability to maintain proper documentation	(1 – 10)	10
6. Ability to offer solid recommendations	(1 – 10)	9
7. Had proper resources and personnel by which to provide services	(1 – 10)	10
8. Exceptional customer service skills	(1 – 10)	10
9. Overall client satisfaction in plans reviews	(1 – 10)	9
10. Overall client satisfaction in inspection services	(1 – 10)	10

__Laura Canary_____
Printed Name of Reference

Laura Canary
Signature of Reference

PERFORMANCE SURVEY QUESTIONNAIRE

Consultant Information			Client/Reference Information	
From:	Joseph Payne		To:	Kim Charron
Company:	JPI		Company:	City of Holmes Beach
Phone:	813.520.1683		Phone:	941-708-5833
Email:	joepayneinc@gmal.com		Email:	bdadministrator@holmesbeachfl.org

Services performed:	Plan Review, Inspections
Contract / Agreement dates including renewals:	2024-current

Client:

Rate each of the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the Consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1 – 10)	9
2. Ability to communicate with staff and general public	(1 – 10)	9
3. Ability to resolve issues promptly	(1 – 10)	9
4. Ability to follow protocol	(1 – 10)	9
5. Ability to maintain proper documentation	(1 – 10)	10
6. Ability to offer solid recommendations	(1 – 10)	10
7. Had proper resources and personnel by which to provide services	(1 – 10)	9
8. Exceptional customer service skills	(1 – 10)	10
9. Overall client satisfaction in plans reviews	(1 – 10)	9
10. Overall client satisfaction in inspection services	(1 – 10)	10

Kim Charron
Printed Name of Reference

Kim Charron
Signature of Reference

SECTION 6 – KEY PERSONNEL AND PRIMARY CONTACT

The primary contact will be Joseph Payne, PE MBA, the President of JPI. The alternate contact will be either Craig Greene, BCA, BSN, PX or David Gilson, BCA, BSN, PX depending on the timing of the award to JPI.

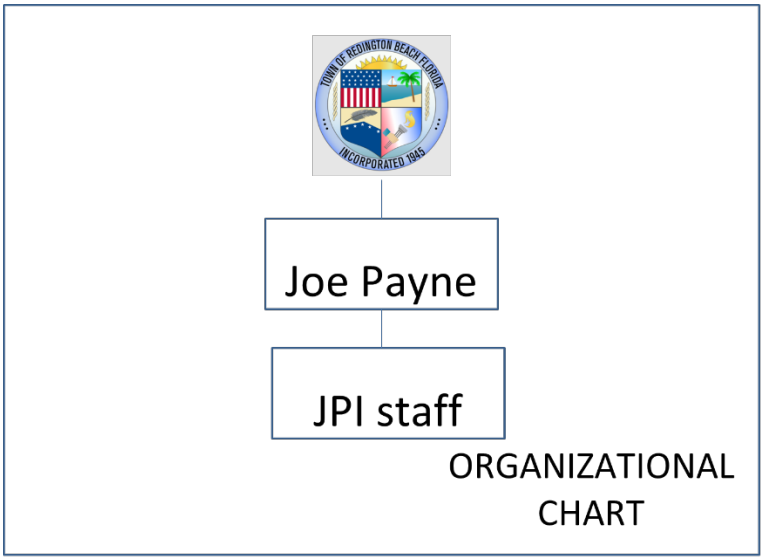
The address for JPI communications is as follows. JPI will maintain contact through the Town office on this contract also, with your address:

Corporate address: 5995 S A1a, Melbourne, FL 32951
Mailing address:16057 Tampa Palms Blvd. West, #242, Tampa, FL 33647

The phone number for JPI communications is as follows:
MAIN: 800-488-1956
CELL: 813-520-1683

JPI will provide cell numbers for assigned staff after award.

In Section 1, JPI provides the DBPR licensure numbers for our staffing. The potential staffing candidates in addition to Mr. Greene and Mr. Gilson are Jason Steele, Doug Walton, Eddie Page, Robert Bryce, Ryan Ferry, Jon Thomas, Julie Daniels, Robert Peck, Mark Gillette, and Stephen Thomas based on timing and availability during the award of this contract. The following information charts describe our Organizational Chart for this RFP.



JPI Key Staff*

Primary contact
Joe Payne, PE

Building Officials
Craig Greene, BCA, BSN, PX
David Gilson, BCA, BSN, PX

Building Inspectors
Jason Steele, PE (all trades)
Eddie Page, PE (all trades)
Jon Thomas, BSN (Building)
Ryan Ferry, BSN
Julie Daniels, BSN
Robert Peck, BSN
Stephen Thomas, PE

Plan Reviewers
Doug Walton, RA (all trades)
Joe Payne, PE (all trades)
Robert Bryce, PX (all trades)
Mark Gillette, PE

*Staffing based on our historic needs for staffing.
Additional staffing is available upon request.



Joe Payne
Project Manager

JPI staff

ORGANIZATIONAL CHART

SECTION 7 – REQUIRED FORMS

We offer two pricing methods to the Town for consideration. First is Hourly for the activities noted within the RFP and select additional services that we can supply unique to JPI:

Pricing Structure 1 – Hourly Services

Building Official	$139/ hour. 8-hour day standard.
Inspector	$89/ hour. 8-hour day standard. Alternate is 4-hour billing.
Plan Review	$89/hour. 8-hour day standard. Alternate is 4-hour billing.
Building Code	$89/hour. We believe this is general consultation. So can be hourly.
Permit Tech	$63/hour. 8-hour day standard. Alternate is 4-hour billing.

Select Services

Professional Engineer	$125/ hour
Zoning Consultant	$115/ hour
Floodplain Consultant	$125/ hour (separate from Building Official service)
Code Enforcement	$85/hour
Commissioning	$125/ hour
Fire Plan Review	$150/ hour
Fire Inspections	$175/ hour

Our second pricing structure is based on a percentage of the permit application fees received by the Department. The following only includes the services listed within the RFP title. JPI does provide additional services as part of this fee structure subject to negotiation. For example, we can add Professional Engineering time and append the fee structure to cover the same. For ease or reading, we are going to show the fee structure quote starting on the following page.

Pricing Structure 2 – Percentage of fees

PROFESIONAL SERVICES AGREEMENT
BETWEEN JPI AND THE REDINGTON BEACH, FL

This Agreement dated XX is made and executed this **XX day** of **XX 2025**, by and between the **Town of Redington Beach,** a Florida municipality (hereinafter referred to as "City") whose address is **xxx** and **Joe Payne, Inc. (JPI)** whose address is **5995 S Hwy A1A, Melbourne Beach, FL 32951** NOW THEREFORE, it is mutually agreed as follows:

1. The Town retains **Joe Payne, Inc. (JPI)** to provide Building Official, Building Inspector, Building Plans Review, and related services in support of the Building Permit Application Administrative Process.
2. JPI will provide the services described in Section 1 on a monthly basis for the following compensation:
    a. **50% of the collected Building Permit Application fees by the Town, during the month. During months where 50% of the collected Building Permit Application fees by the Town is less than $25,000, the minimum monthly compensation from the Town to JPI shall be $25,000**.
        i. This is a minimum amount that is not contingent on future application fees in any way or an advanced payment of any future or projected compensation.
    b. Should the effective date of this Agreement commence or end other than on the first day of a month, the minimum fee of $25,000 will be prorated based on the number of business days for that month which the Agreement is in effect compared to the total number of business days for that month. In this initial or final month, should 50% of the collected Building Permit Application fees by the Town for the business days this Agreement is in effect, exceed the prorated minimum fees calculated, the Town will compensate JPI for the difference.
3. JPI will submit a monthly invoice, and the Town shall provide compensation based on Section 2 of this Agreement.
4. JPI will provide the active employee roster to the Town on a monthly basis upon request.
5. JPI will provide the following typical operations while performing these services:
    a. Building Official (User 1)
        i. On average, three days in Town hall per week (16-24 hours), with remaining days being remote coverage.
        ii. The remote service will be on call for a two-hour time window per day. Outside of this time window, the remote service will return calls within one business day.

iii. JPI will have a Deputy Building Official role which may cover in the Building Official's occasional absence.

b. Floodplain. JPI will conform to the Town's Floodplain policies and serve as the Floodplain Manager. JPI will meet the minimum requirements for participation in the NFIP. We strongly encourage the Town to secure a FEMA expert consultant to assist within any efforts to achieve more beneficial CRS scoring.

c. Inspector (User 2)
   i. JPI will provide in-person/ field inspections when not handled by the Building Official.
   ii. JPI will limit field inspections to a maximum of twenty inspections per day.
   iii. JPI will not provide time windows for each in-person inspection. The contractor or their contact should be on site from 8am to 11am.
   iv. JPI will receive inspection requests through a Town telephone number. JPI may forward calls from this number to a JPI managed number, in order to better serve this Agreement.

d. Plan Reviewer (User 3)
   i. JPI will provide plan reviews with 100% remote plan review operations. The plan reviewer will assist the Building Official as needed.
   ii. If meetings are necessary with the plan reviewer, JPI will schedule these meetings on the day that either the Building Official or Inspector is available to represent JPI in person. All in person plan reviews will include participation of the Town planner.

e. Permit Technician
   i. *JPI will discuss this pricing option with the Town. Based on our prior work with the Town, you do have your own permit technicians.* JPI may perform some of these services through remote operations.

f. Town Engineer supporting Building Permit Application Administrative processes (User 7)
   i. *JPI will discuss this pricing option with the Town. JPI can bundle Town Engineering services into this pricing structure, should the Town so choose.*

g. Services not included by JPI
   i. The Town, not JPI, will maintain the permitting platform license and software maintenance. *This is subject to negotiation.*
   ii. The Town, not JPI, will maintain a minimum of two work stations at Town Hall for JPI to access, as needed, during normal business hours.
   iii. This Agreement does not include Code Enforcement. JPI will provide Code Enforcement services as a courtesy only. *This is negotiable.*

iv. The Town, not JPI, will provide a financial management system to collect permit fees. JPI will accept read-only access to these financial management systems only to review application fee deposits, in order to timely process building permit applications.
v. JPI will attend Public Meetings as a courtesy only. Mandatory attendance at Public Meetings is not included within this Agreement.

6. **JPI's** performance under this agreement shall commence xxx for a period through xxx.
    a. Between xxx, and xxx, JPI will advise the Town, in writing, of any changes to the renewal terms for the fiscal year of October 1st, 2025, through September 30th, 2026.
    b. This Agreement allows the Town to execute up to four (4) separate one year renewal terms within this Agreement through extensions of this Agreement between the Town and JPI.
    c. JPI will provide recommendations to adjust building permit application fees once per year between August 1st and August 31st.
        i. The Town may increase permit application fees any time, at their discretion, within this Agreement.
        ii. JPI requests fourteen (14) business days to review any Town recommended decreases in permit application fees.
7. In the event **JPI** acting in their official capacity for the Town, is required to initiate or defend litigation, the Town shall provide qualified legal counsel for JPI and its employees at the Town's sole expense for all acts performed within the scope of duties under this Agreement.
8. **JPI** shall provide current licensing to the Town upon request.
9. The provisions of this Agreement are severable, and if any part of it is found to be unenforceable, the other paragraphs shall remain in full force and effect. This Agreement shall survive the termination of any agreements contained herein.
10. JPI and the Town will agree on performance metrics to be provided by JPI on a weekly or monthly basis, regarding the operations of the building department functions. These metrics may include information such as permits applied, permits processed, permits issued, inspections requested, inspections performed, etc. The performance metrics will be agreed upon by JPI and the Town.

TERMINATION PROVISION

The Town reserves the right to terminate this agreement at any time provided the Town gives JPI thirty (30) days' notice of such termination.

IN WITNESS WHEREOF, the undersigned parties have executed this agreement on the day first written above.

Provider: Town of Redington Beach

_____

_____

Joe Payne, Joe Payne Inc. (JPI)
Owner/President

_____

_____

Witness or Notary Signature

Date: _____ Approved as to Form & Legality:

_____

JPI provides the Public Entity Crimes Certification and Drug-Free Workplace Certification again at the end of this Section.

Public Entity Crimes Form

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, 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 [F.S.] for Category Two [$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Acknowledged by Joseph Payne

JPI

Joseph Payne

Signature 07.19.25

Joseph Payne President

Drug – Free Workplace Form

Proposer certifies that it maintains a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102 As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) This firm gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Joseph Payne

JPI

Joseph Payne

Signature 07.19.25

Joseph Payne President



TOWN OF REDINGTON BEACH

RFP#25-0707

Building Official, Inspector, Plan Review, Building Codes and Permitting

July 31, 2025

WILLDAN

CONTACT
Al Brady, CBO
Project Manager
951.454.3539
abrady@willdan.com

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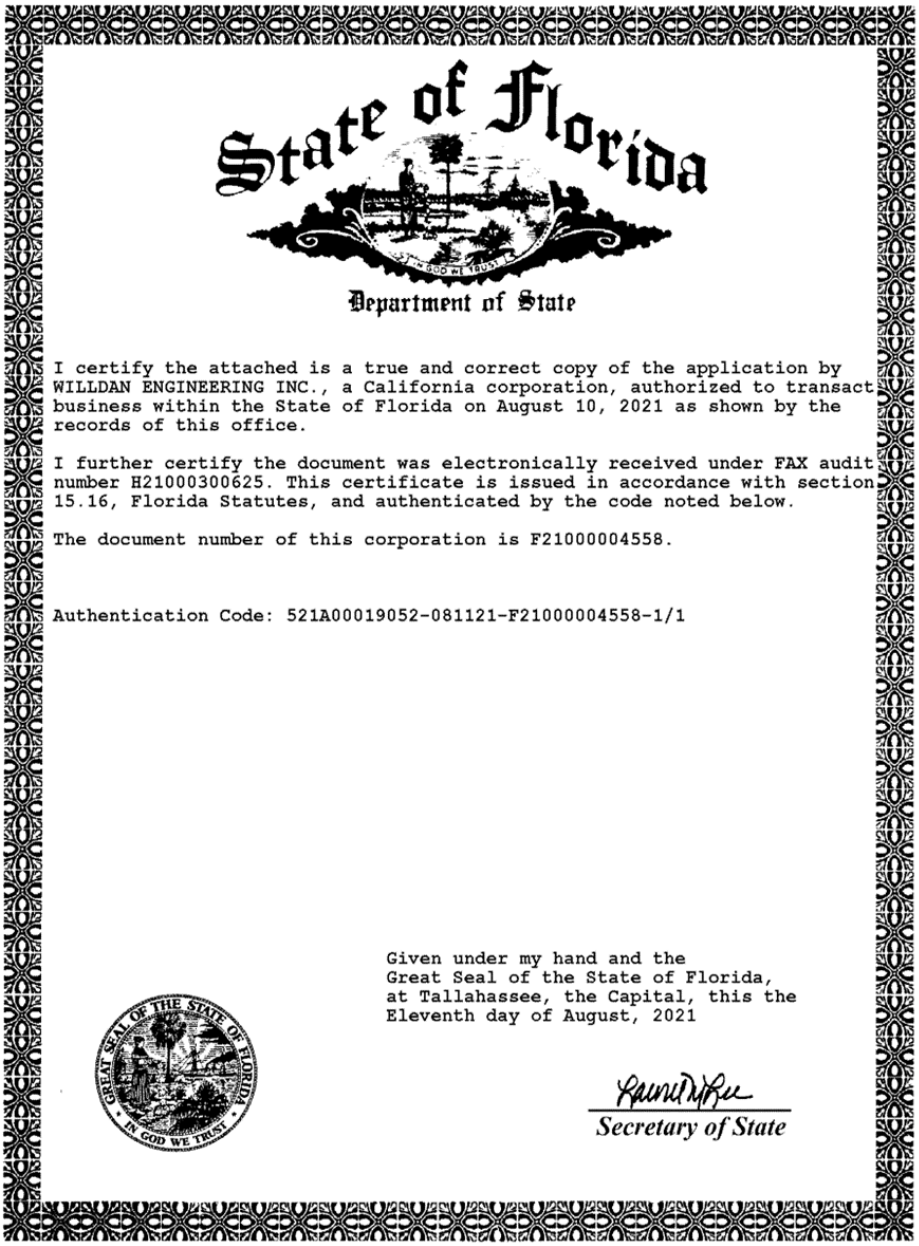
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Section 1: MINIMUM QUALIFICATIONS

Section 1: MINIMUM QUALIFICATIONS

a. Qualification and License Documentation

Willdan has been in business for a minimum of (3) years, and is qualified and licensed under the laws, rules, and regulations of the State of Florida to perform the work required by these contract documents. Below is a copy of our corporate filing with the State of Florida.



State of Florida

Department of State

I certify the attached is a true and correct copy of the application by WILLDAN ENGINEERING INC., a California corporation, authorized to transact business within the State of Florida on August 10, 2021 as shown by the records of this office.

I further certify the document was electronically received under FAX audit number H21000300625. This certificate is issued in accordance with section 15.16, Florida Statutes, and authenticated by the code noted below.

The document number of this corporation is F21000004558.

Authentication Code: 521A00019052-081121-F21000004558-1/1

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
Eleventh day of August, 2021

Secretary of State

b. Insurance and Performance Requirements Assurance

Willdan hereby affirms its understanding of and commitment to fully comply with all insurance and performance requirements as set forth in the Request for Proposals (RFP) titled **Building Official, Inspector, Plan Review, Building Codes and Permitting**, issued by the Town of Redington Beach.

If selected for award, Willdan assures the procuring entity that:

1. **Insurance Requirements**
   We maintain, and will continue to maintain throughout the term of the contract, all insurance coverage required by the RFP. This includes, but is not limited to, general liability, professional liability, automobile liability, workers' compensation, and any other specific insurance identified in the RFP. We are prepared to provide valid certificates of insurance upon request or prior to contract execution.
2. **Performance Requirements**
   We have the organizational capacity, qualified personnel, experience, and financial resources necessary to perform the scope of work outlined in the RFP. Our company is committed to meeting all performance standards, timelines, and deliverables stipulated in the contract, if awarded.

We recognize that these assurances are critical to the successful execution of the contract and hereby certify our readiness and ability to meet these obligations. Below is a sample certificate of insurance.

ACORD

CERTIFICATE OF LIABILITY INSURANCE 11/9/2025

DATE (MM/DD/YYYY) 10/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Insurance Brokers,LLC
CA License #0B99399
777 S. Figueroa Street, 52nd fl.
Los Angeles CA 90017
213-689-0065

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Property Casualty Company of America	25674
INSURER B : Allied World Surplus Lines Insurance Company	24319
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED 1513457 Willdan Engineering
2401 East Katella Avenue, Suite 300
Anaheim, CA 92806

COVERAGES CERTIFICATE NUMBER: 18804759 REVISION NUMBER: XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	N	N	P-630-A1178471-TIL-24	11/9/2024	11/9/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X Emp. Benefits Liab.						MED EXP (Any one person)	$ 15,000
	X Contr. Liab. Incl.						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY	N	N	810-A1161741-24-43-G	11/9/2024	11/9/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$ XXXXXXX
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$ XXXXXXX
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$ XXXXXXX
								$ XXXXXXX
	UMBRELLA LIAB OCCUR			NOT APPLICABLE			EACH OCCURRENCE	$ XXXXXXX
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ XXXXXXX
	DED RETENTION $							$ XXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N		N	UB-8Y032268-24-43-G	11/9/2024	11/9/2025	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	Arc/Eng. Prof.	N	N	0313-5950	11/9/2024	11/9/2025	Per Claim: $3,000,000 Aggregate: $3,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Proposal only.

CERTIFICATE HOLDER

18804759
Willdan Engineering
2401 East Katella Avenue
Suite 300
Anaheim, CA 92806

CANCELLATION See Attachments

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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c. Drug-free Workplace Program

Willdan Drug-Free Workplace Policy (Florida – Compliant with §440.102, F.S.)

1. Purpose

- Willdan is committed to providing a safe, healthy, and productive work environment for all employees. In accordance with Florida Statute §440.102, Willdan maintains a Drug-Free Workplace Program to reduce workplace accidents and injuries resulting from the use of drugs and alcohol.

2. Policy Statement

- It is the policy of Willdan to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or alcohol is prohibited in all company facilities, vehicles, job sites, and during working hours. Violations may result in disciplinary action up to and including termination.

3. Covered Substances

- Prohibited substances under this policy include:
  - Illegal drugs (as defined under Chapter 893, Florida Statutes)
  - Controlled substances without a valid prescription
  - Alcohol during working hours or on work premises
  - Abuse of prescribed medications

4. Types of Drug Testing

- Willdan may conduct the following types of drug testing in compliance with §440.102:
  - Job Applicant Testing – as a condition of employment
  - Reasonable Suspicion Testing – based on specific, contemporaneous observations
  - Routine Fitness-for-Duty Testing
  - Follow-Up Testing – for employees returning to work after rehabilitation
  - Post-Accident Testing – following a workplace accident or injury

5. Testing Procedures

- Testing will be performed by a certified laboratory per Florida Department of Health rules.
- Employees and applicants will be given a written notice of the policy, a list of local employee assistance programs (EAPs), and notice of their right to contest or explain results.
- Specimens will be collected with proper chain-of-custody procedures to protect confidentiality and integrity.
- Results will be reviewed by a Medical Review Officer (MRO).

6. Consequences of Refusal or Positive Test

- Refusal to submit to testing or a confirmed positive result may result in disciplinary action, including denial of workers' compensation benefits and termination.
- An employee who voluntarily discloses drug/alcohol use prior to testing may be offered rehabilitation, depending on the circumstances.

7. Confidentiality

- All drug test results and related records are confidential and will be maintained in accordance with Florida law and federal guidelines (e.g., HIPAA, 42 CFR Part 2). Information will only be disclosed on a need-to-know basis or as required by law.

8. Employee Assistance and Education

- Willdan will provide annual education to employees about substance abuse and the availability of assistance programs.
- A list of Employee Assistance Programs (EAPs) and treatment resources is made available to all employees.

9. Employee Acknowledgment

- All employees must acknowledge receipt of this policy and consent to drug testing as a condition of employment, when required by contract.

Section 2: EXECUTIVE SUMMARY

July 31, 2025

Town of Redington Beach – Town Clerk
105 164th Avenue
Redington Beach, FL 33708

RE: RFP#25-0707 - Building Official, Inspector, Plan Review, Building Codes and Permitting

Dear Town Clerk,

The Town of Redington Beach (Town) is seeking proposals from qualified firms with extensive experience in providing Building Official/Inspector, Plan Review, Building Codes, Permitting and Floodplain Management Services. Willdan Engineering has been a consistent industry leader for 61 years, with a team of over 1,700 people providing all aspects of municipal and infrastructure engineering, including building and safety, public works, public financing, planning, and construction management services. Willdan is interested in providing these services and has the knowledge, experience, and team expertise to effectively assist the Town.

Company Introduction

Willdan Engineering (Willdan) is part of Willdan Group, Inc. (WGI), a NASDAQ publicly traded Delaware Corporation and nationwide firm serving 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.

Willdan has over 1700 employees located in 50+ offices nationwide. ***Services for the Town of Redington Beach will be provided by local professionals, with project management from our Central Florida office located at 200 South Orange Avenue, Suite 1550, Orlando, FL 32801.***

Legal Name	Willdan Engineering
State of Organization	Corporation
Ownership Structure	Publicly Traded
Contact Information for Corporate Headquarters Address, Phone Number, Email Address	2401 E. Katella Avenue, Suite 300, Anaheim, CA 92806 562.908.6200, rfps@willdan.com
Years in Business	61
List of Officers Address and Phone Number for all Officers: 2401 E. Katella Avenue, Suite 300, Anaheim, CA 92806 562.908.6200	▪ Michael A. Bieber, Chairman of the Board ▪ Vanessa Muñoz, PE, TE, President and CEO ▪ Creighton K. Early, CFO and Treasurer ▪ Kate Nguyen, Secretary ▪ Pattie Casey, Assistant Secretary

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 (100% in Florida). This strategy prevents potential conflicts of interest with private enterprises conducting business with our public agency clients or within their jurisdiction. We continue to grow to better serve our clients by offering an expanding range of municipal services.

Willdan infuses our corporate culture of *Customer-First* throughout our entire team and in all services provided. With our depth of experience, expertise, 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. Willdan is positioned to continue our trend of strong growth and expects to continue to grow aggressively. Financial information, including information on revenue, earnings, and cash flow, is issued quarterly, and can be found at www.willdan.com.

Understanding of Services

Willdan understands that the Town is seeking a professional firm with the experience, capabilities, credentials, and qualified available staff to perform the building/inspection services listed in the solicitation documents in compliance with all Town, State, and Federal regulations for the Town of Redington Beach, Florida. These include Building Official/Inspector, Plan Review, Building Codes, Permitting and Floodplain Management Services. We further understand firms must demonstrate expertise in the listed areas of residential and commercial construction and must be able to perform the listed services for residential and commercial construction. Willdan is committed to providing the services in a manner that upholds or exceeds the Town's high standards and levels of customer satisfaction.

Willdan is a trusted provider of comprehensive **Floodplain Plan Review Services**, supporting municipalities and counties in achieving compliance with local, state, and federal floodplain management regulations. With a deep understanding of the **National Flood Insurance Program (NFIP)** and local floodplain ordinances, our team of certified professionals ensures that development within flood-prone areas is safe, compliant, and resilient.

Our Floodplain Plan Review Services are designed to support communities and regulatory agencies in reviewing, evaluating, and approving development proposals located within **Special Flood Hazard Areas (SFHAs)**. We provide a detailed, regulatory-based assessment of site plans, construction drawings, and supporting documentation to ensure consistency with FEMA Flood Insurance Rate Maps (FIRMs), NFIP regulations (44 CFR), Community floodplain ordinances and Building codes and local land development regulations.

Proposed Approach

With over 61 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 our role is to assist 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, and delivering projects on time and under budget. We believe that genuine community engagement, quality assurance, and strong project management are essential parts of the process for successfully assisting our clients in achieving their goals.

Community Engagement



Willdan recognizes that community engagement and customer service are paramount when assisting clients. 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. Al Brady will be the primary point of contact, and he has years of experience in handling customer concerns and is skilled at working collaboratively with the applicant and resolving issues. As such, he will be available to handle any customer service issue immediately on behalf of Willdan and will only engage the Town's supervisory staff if a situation warrants.

Quality Assurance



Our quality assurance 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 QA Manager review

Peer reviews involve one team member 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.

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.

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 and inspection 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.

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.

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 and disasters, 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 and the only Government Services Provider with an approved Internship program through the DPBR/BCAIB for all disciplines of Plan Check and Inspection in the State of Florida**, Willdan offers training to jurisdictions as needed, and our staff maintain current certifications and stay up to date with evolving codes and technologies.

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.

Building Plan Review

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.

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.

Permit Technician Services

Under the supervision of the building official, our permit technician(s) provide customer-friendly in-person public counter service or remotely via electronic submittal during regular business hours. Using the Town's permitting software system for plan check tracking, permit issuance and report generation, Willdan provides quick, efficient service. Our knowledgeable staff, who understand that this may be the first time that a citizen is applying for a permit, can help all applicants, from the least knowledgeable applicant for a simple home remodel to experienced owners who have many years of development experience. Our goal is to make sure that every applicant feels that we have answered their questions and met their needs.

The Willdan Advantage

Willdan is a Building and Safety leader throughout the United States. Willdan has provided building official, building inspection, plan check, fire plan check, fire inspection, permit technician, and code enforcement services to hundreds of cities and counties, many for more than 27 years. 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. Willdan has assembled a team of

professionals that can best serve the needs of Redington Beach. 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: **John Abner, CBO, CFM,** *(BU2011, PX3952, BN6812)* a plan reviewer, inspector and building official with 20 years' experience; **Daren Raskin, PE, CBO** *(PE57730)* an engineer, building official, building inspector, and plan check coordinator with 29 years' experience; **Jordan Wynn, CBO,** *(BU2299, BN9008, RPX478, PX5087)* a plan reviewer, inspector and building official with 26 years' experience; **Robert Harper, CBO, CFM,** *(BU2192, PX4774)* a plan reviewer, inspector, and building official with 17 years' experience; **Ed Nazario** *(PX2474)* a plan review with 35 years' experience; **Steve Raney, CBO,** *(PX5040, BN8941)* a plan reviewer, inspector, and building official with 17 years' experience; **Stephen Wright** *(BN3500),* a building inspector with 27 years' experience; **Brian Vick**, *(BN8174)* a building inspector with 28 years' of experience, **Matt Fretwell**, **CBO,** *(BU2071, BN6975, PX3973)* a building official and building inspector with 23 years' of experience, and **Victor Otero**, *(BN7698, PX4265)* a building inspector with 6 years' experience.

Willdan has 18 years of successful performance and long-term working relationships in Florida. Willdan is local – since 2007, our team consisting of the Financial Services and Engineering Departments has successfully completed 161 contracts in 103 Florida cities. Our building and safety division currently has contracts with numerous municipalities throughout the State of Florida

Willdan's local/national approach will deliver best-in-class industry knowledge and local expertise to the Town of Redington Beach. Since 2000, Willdan has expanded its successful California business model nationwide including 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 80 projects over 10 years similar in nature to the Town's request. Based in our Orlando office, Mr. Brady is a local resident and will be the main point of contact for the services performed under the scope of this RFP 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 Redington Shore's needs are met and exceeded.

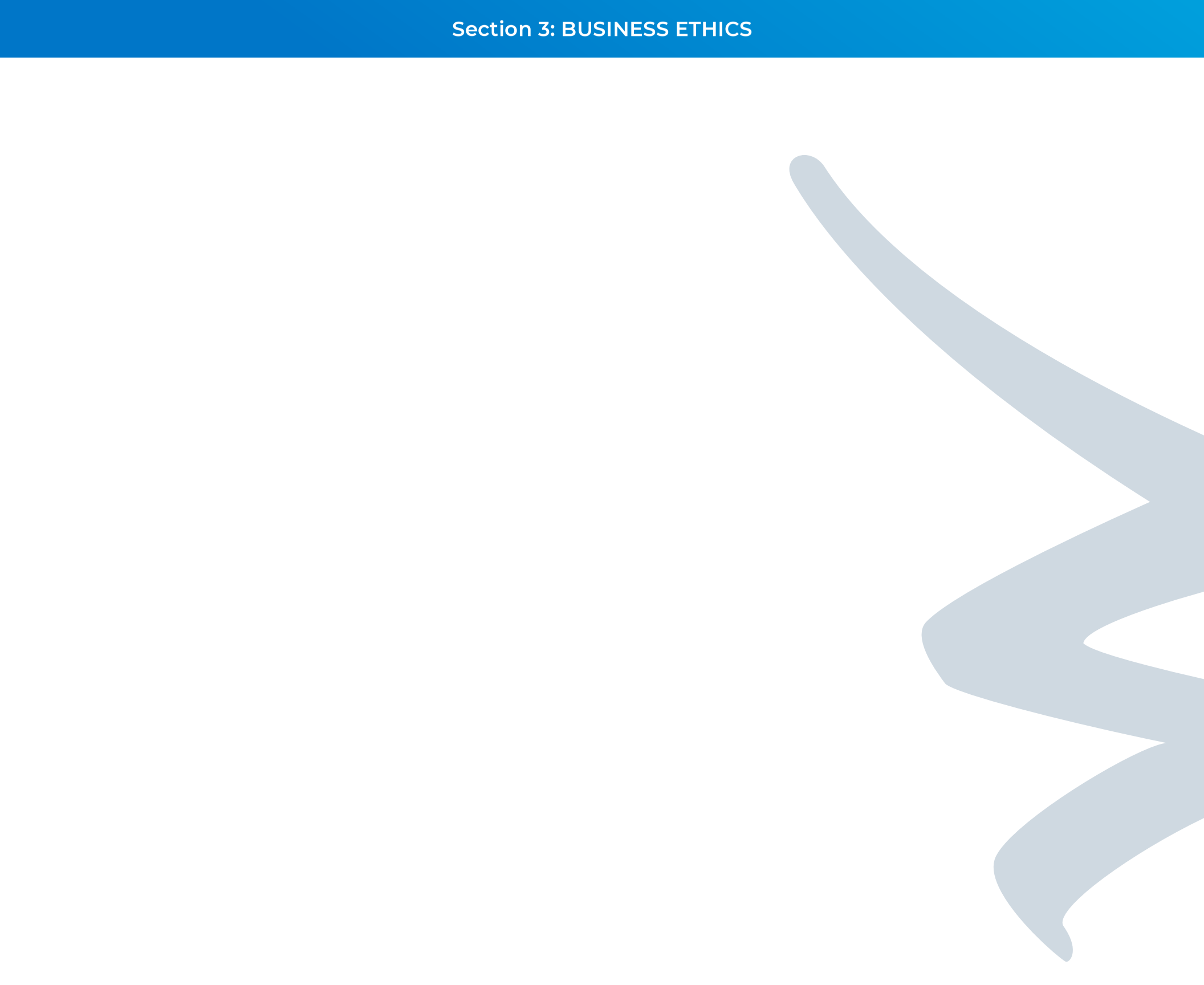
Thank you for the opportunity and for your consideration.

Respectfully submitted,

WILLDAN ENGINEERING



Vanessa Muñoz, PE, TE
President and CEO



Section 3: BUSINESS ETHICS

Current Lawsuits

Willdan Engineering has normal workers compensation, auto, and liability litigation in the course of our daily operation and none of the litigation materially impacts the financials of our company or will impact the performance of this agreement.

Willdan has no known investigations into its conduct of or any officer, partner, major shareholder (greater than five percent (5%) interest), or other related party by any governmental, administrative, or law enforcement entity or agency in the past five years.

Code of Ethics

Willdan has a formal Code of Ethics that guides our business operations. All staff, from our President to employees in the field, embrace this code and understand the importance of character, integrity, and sound judgment in all of our interactions with the public, our clients, and their stakeholders. Our Project Managers are trained in right-sizing our teams with staff who are highly qualified in the client's scope of work and implementing client projects with the greatest efficiency possible. Willdan maintains an outstanding reputation in the industry, a testament to our staff, high standards, and principles.

Willdan's Corporate Code of Ethics

- Honest and ethical conduct
- Full, fair, accurate, timely, and understandable disclosure in reports and public communications
- Compliance with applicable laws, rules, and regulations
- The prompt reporting of violations of this Code to appropriate individuals identified in the Code
- Accountability for adherence to the Code

Conflict of Interest

Willdan has served public agencies since its inception in 1964. More than 96% of Willdan's revenue is generated from working for public agencies, cities, and counties. Due to the nature of our client base, we select employees who recognize the regulatory nature of our services. Any appearance of a conflict of interest, whether determined to be realized or not, is a violation of company policy. We are proud to note Willdan rarely has legitimate conflict of interest situations arise. However, if they do, the Company is dedicated to immediate response and subsequent appropriate action. No conflict of interest with the Town of Redington Beach, FL exists. Willdan has no public entity crimeconvictions to report.

Section 4: EXPERIENCE AND PAST PERFORMANCE

Name of Government entity/large scale client, Address	Dates of Project	Services Provided				Project (Contract) Value	Contact Information (email address, phone number)
		Building Official	Plan Review	Inspection	Permit Tech		
City of Panama City 501 Harrison Avenue Panama City, FL 32401	2024 - Ongoing		■	■		1.5 Million	Jake Schmidtke 850-771-8877 jschmidtke@panamacity.gov
City of Tallahassee 300 S. Adams St. Tallahassee, FL 32301	2024 - Ongoing		■			50,000	Glenn Dodson 850-891-7019 Glenn.Dodson@talgov.com
Alachua County 10 SW 2nd Ave. Gainesville, FL 32601	2023 – Ongoing		■	■		200,000	Dan Gargas 352-374-5243 ext. 2340 dgargas@alachuacounty.us
Marion County 2710 E. Silver Springs Blvd. Ocala, FL 34470	2022 – Ongoing		■	■		750,000	Michael Savage 352-438-2400 Michael.Savage@marionfl.org
City of Groveland 156 S. Lake Avenue Groveland, FL 34736	2022 - Ongoing	■	■	■	■	1.5 Million	Mike Hein 323-429-2141 michael.hein@groveland-fl.gov
City of Mascotte 100 E. Myers Blvd. Mascotte, FL 34753	2007- Ongoing	■	■	■	■	600,000	Annamarie Reno 352-557-8808 Annamarie.Reno@cityofmascotte.com
Town of Howey-in-the-Hills 101 N. Palm Ave. Howey-In-The-Hills, FL 34737	2022 - Ongoing	■	■	■	■	300,000	Sean O'Keefe 352-324-2290, ext. 107 sokeefe@howey.org
Town of Montverde 17404 Sixth Street Montverde, FL 34756	2016 - Ongoing	■	■	■	■	2 million	Paul Larino 407-469-2681 townmanager@mymontverde.com
Town of Oakland 230 N. Tubb Street Oakland, FL 34760	2022 – Ongoing	■	■	■	■	1.5 Million	Elise Hui 407-656-1117 ext.2102 ehui@oaklandfl.gov
City of Winter Garden 300 W. Plant St. Winter Garden, FL 34787	2023 – Ongoing		■	■		500,000	Jimmy Appoloney 407-656-4111 Ext. 2253 JAppoloney@cwgdn.com

Name of Government entity/large scale client, Address	Dates of Project	Services Provided				Project (Contract) Value	Contact Information (email address, phone number)
		Building Official	Plan Review	Inspection	Permit Tech		
City of Maitland 1776 Independence Lane, 2nd Floor Maitland, FL 32751	2024 - Ongoing	■	■	■		$300,000	Mark Reggintin 407-539-6220 mreggentin@itsmymaitland.com
City of Leesburg 501 West Meadow Street Leesburg, FL 34748	2025 - Ongoing		■			25,000	Ann Kinsey 352-728-9786 Ext. 1726 Ann.Kinsey@leesburgflorida.gov
Pinellas County 440 Court St. (Bldg. Svcs.) Clearwater, FL 33756	2023 - Ongoing		■	■	■	1.7 million	Kevin McAndrew 727-464-6053 kmcandrew@pinellas.gov
Sarasota County **Building Division, 1001 Sarasota Center Blvd.** **Sarasota, FL 34240**	2023 – Ongoing			■		$2.7 million	Michael Deming 941-861-6020 mdeming@scgov.net
City of Clermont 685 West Montrose St. Clermont, FL 34711	2021 - Ongoing	■	■	■		300,000	Dan Matthys 352-341-7355 Dmatthys@clermontfl.org
Nassau County 96135 Nassau Pl., Ste. 1 Yulee, FL 32097	2025 - Ongoing		■			10,000	Keith Ellis 904-530-6250 kellis@nassaucountyfl.com
City of St. Pete Beach 155 Corey Avenue St. Pete Beach, FL 33706	2024 - Ongoing		■	■	■	100,000	Adam Poirrier 727-804-5934 apoirrier@stpetebeach.org
Osceola County Admin. Bldg - Community Dev. Dept., 1 Courthouse Square, Ste. 1400 Kissimmee, FL 34741	2023 - Ongoing	■	■	■	■	9 million	Ishmael Castro 407-742-0218 Ismael.Castro@osceola.org

Section 5: REFERENCES

Section 5: REFERENCES

Contact Name, Title	Elise Hui, Town Manager - Town of Oakland
Address	230 N. Tubb St., Oakland, FL 34760
Telephone Number	407.656.1117 ext.2102
Email Address	ehui@oaklandfl.gov
Contact Name, Title	**Mike Hein, City Manager - City of Groveland**
Address	156 S. Lake Avenue, Groveland, FL 34736
Telephone Number	352.429.2141
Email Address	michael.hein@groveland-fl.gov
Contact Name, Title	**Sean O'Keefe, Town Manager – Town of Howey-in-the-Hills**
Address	101 N. Palm Ave., P.O. Box 128, Howey-In-The-Hills, FL 34737
Telephone Number	352.324.2290 ext. 107
Email Address	sokeefe@howey.org

Section 6: KEY PERSONNEL AND PRIMARY CONTACT

Section 6: KEY PERSONNEL AND PRIMARY CONTACT

Willdan has successfully provided professional and technical municipal consulting and staffing support services for 61 years. We will provide all staff in-house for the proposed work and therefore do not intend to subcontract any of the proposed work.

Key Personnel

Principal-in-Charge (Primary Contact)



Patrick Johnson, PE, CBO, Director of Building and Safety, will serve as Principal-in-Charge and is authorized to contractually bind Willdan. Patrick may be reached via email at pjohnson@willdan.com or by phone (909) 915-4361. He is based out of the Willdan office in San Bernardino, CA.

Education

- *BS, Structural Engineering, University of Iowa, Iowa City, IA*
- *MEng, California State Polytechnic University, Pomona, CA*

Professional Certifications

- *Civil Engineer, California #67960*
- *Civil Engineer, Arizona #50435*
- *Civil Engineer, Colorado #43704*
- *Civil Engineer, Nevada #20699*
- *Certified Disaster Response Team Member, California Building Officials*
- *International Code Certification No. 5280450*
- *ICC Plans Examiner*
- *ICC Building Inspector*
- *ICC Building Official*
- *ICC Certified Building Code Official and Code Specialist*

Project Manager (and Alternate Contact)



Albert Brady, CBO, will serve as the Project Manager and will oversee all day-to-day services provided to the City of Clearwater. Mr. Brady's approach to client satisfaction includes hiring quality staff, providing continuous training and educational opportunities, clearly defining job-specific procedures, and providing project oversight and management. Willdan operates under a company-wide Quality Assurance/Control Program, which includes several components that serve as a basis for our services – ensuring completion of quality projects within agreed-upon established schedules and budgets. Al may be reached via email at abrady@willdan.com or by phone (951) 454-3539. He is based out of the Willdan office in Orlando, FL.

Education

- *BA, Business Administration, University of Southern California, Los Angeles*
- *AA, Liberal Arts, California State University, Fullerton*

Professional Certifications

- *PC 832 Certificate, Orange County Sheriff's Academy*
- *ICC Certified Building Official*
- *Basic Certification, SCACEO*
- *Intermediate Certification, SCACEO*
- *Advanced Certification, SCACEO*
- *Supervisory Certification, SCACEO*
- *Watershed Management Certificate, EPA - Environmental Protection Agency*

Technical Personnel

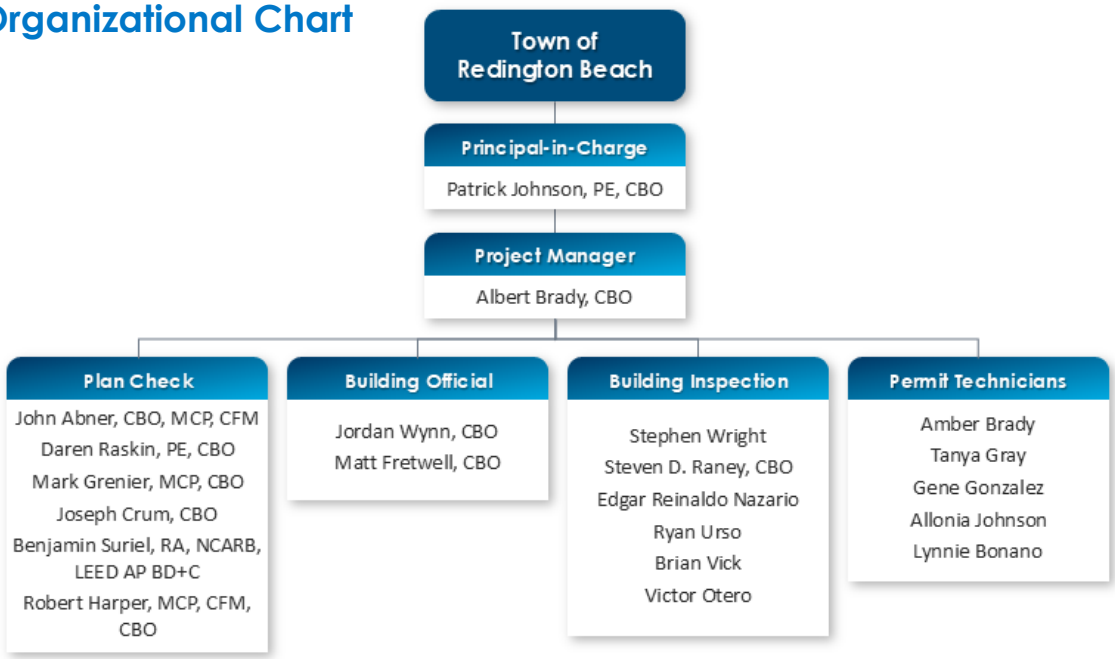
Below is a list of our technical personnel, who can all be reached at the Willdan office in Orlando, FL (200 South Orange Avenue, Suite 1550, Orlando, FL 32801) with phone number 407.872.2467.

Name and Experience	Role	Professional Certifications and Registrations
John Abner, CBO, MCP, CFM *20 Years of Experience*	▪ Building Plans Examiner ▪ Floodplain Review	▪ Master Code Professional ▪ Certified Fire Marshal ▪ Certified Floodplain Manager ▪ Building Code Administrator ▪ Commercial Plans Examiner ▪ Mechanical Plans Examiner ▪ Electrical Plans Examiner ▪ Plumbing Plans Examiner ▪ Residential Plans Examiner ▪ Commercial Building Inspector ▪ Commercial Mechanical Inspector ▪ Commercial Electrical Inspector ▪ Commercial Plumbing Inspector ▪ Residential Inspector ▪ Coastal Inspector ▪ Fire Inspector I ▪ Fire Inspector II
Daren Raskin, PE, CBO *29 Years of Experience*	▪ Building Plans Examiner ▪ Plan Check Coordinator	▪ Civil Engineer, Florida #PE57730 ▪ ICC Certified Building Official ▪ ICC Plans Examiner
Jordan Wynn, CBO *26 Years of Experience*	▪ Building Official	▪ Building Code Administrator ▪ Commercial Building Inspector ▪ Residential Building Inspector ▪ Mechanical Inspector ▪ Electrical Inspector ▪ Commercial Plans Examiner ▪ Residential Plans Examiner ▪ Mechanical Plans Examiner
Mark Grenier, MCP, CBO, CFM *23 Years of Experience*	▪ Building Plans Examiner ▪ Floodplain Review	▪ Master Code Professional ▪ Certified Floodplain Manager ▪ Building Code Administrator ▪ Commercial Plans Examiner ▪ Mechanical Plans Examiner ▪ Plumbing Plans Examiner ▪ Commercial Building Inspector ▪ Mechanical Inspector ▪ Electrical Inspector ▪ Plumbing Inspector ▪ Coastal Inspector
Joseph Crum, CBO *42 Years of Experience*	▪ Building Plans Examiner	▪ Building Code Administrator ▪ Commercial Plans Examiner ▪ Mechanical Plans Examiner ▪ Plumbing Plans Examiner ▪ Commercial Building Inspector ▪ Mechanical Building Inspector ▪ Plumbing Building Inspector

Name and Experience	Role	Professional Certifications and Registrations
Benjamin Suriel, RA, NCARB, LEED AP BD+C *20 Years of Experience*	▪ Building Plans Examiner	▪ Licensed Architect, State of Florida ▪ Commercial Plans Examiner
Robert Harper, MCP, CFM, CBO *17 Years of Experience*	▪ Building Plans Examiner ▪ Floodplain Review	▪ Master Code Professional ▪ Certified Fire Marshal ▪ Certified Floodplain Manager ▪ Building Code Administrator ▪ Commercial Plans Examiner ▪ Mechanical Plans Examiner ▪ Electrical Plans Examiner ▪ Plumbing Plans Examiner ▪ Residential Plans Examiner ▪ Commercial Building Inspector ▪ Commercial Mechanical Inspector ▪ Commercial Electrical Inspector ▪ Commercial Plumbing Inspector ▪ Residential Inspector ▪ Coastal Inspector ▪ Fire Inspector I ▪ Fire Inspector II
Stephen Wright *27 Years of Experience*	▪ Building Inspector	▪ Commercial Building Inspector ▪ Residential Inspector ▪ Commercial Mechanical Inspector ▪ Commercial Plumbing Inspector ▪ Coastal Inspector ▪ Standard Plans Examiner
Steven D. Raney, CBO *17 Years of Experience*	▪ Building Inspector	▪ Commercial Building Inspector ▪ Commercial Mechanical Inspector ▪ Commercial Electrical Inspector ▪ Commercial Plumbing Inspector ▪ Residential Inspector ▪ Building Code Administrator ▪ FEMA ICS 100/700 ▪ PC 832
Edgar Reinaldo Nazario *35 Years of Experience*	▪ Building Inspector ▪ Building Plans Examiner ▪ Floodplain Review	▪ FEMA Floodplain Certification ▪ Commercial Building Inspector ▪ Residential Building Inspector ▪ Commercial Mechanical Inspector ▪ Commercial Electrical Inspector ▪ Commercial Plumbing Inspector ▪ Coastal Inspector ▪ Commercial Plans Examiner ▪ Mechanical Plans Examiner ▪ Plumbing Plans Examiner
Ryan Urso *4 Years of Experience*	▪ Building Inspector	▪ Standard Plans Examiner ▪ Residential Plans Examiner ▪ Standard Building Inspector ▪ Residential Building Inspector ▪ Coastal Inspector

Name and Experience	Role	Professional Certifications and Registrations
Brian Vick *28 Years of Experience*	▪ Building Inspector	▪ Commercial Building Inspector ▪ Residential Building Inspector ▪ Commercial Mechanical Inspector ▪ Commercial Plumbing Inspector
Matt Fretwell *23 Years of Experience*	▪ Building Official	▪ Commercial Building Inspector ▪ Commercial Mechanical Inspector ▪ Commercial Electrical Inspector ▪ Commercial Plumbing Inspector ▪ Residential Building Inspector ▪ Building Plans Examiner ▪ Mechanical Plans Examiner ▪ Plumbing Plans Examiner
Victor Otero *6 Years of Experience*	▪ Building Inspector	▪ Commercial Building Inspector ▪ Residential Building Inspector ▪ Commercial Building Plans Examiner
Amber Brady *11 Years of Experience*	▪ Permit Technician	▪ SCACEO Basic, Intermediate, & Advanced Certification ▪ PC 832 Certificate
Tanya Gray *11 Years of Experience*	▪ Permit Technician	▪ ICC Certified Building Permit Technician
Gene Gonzalez *2 Years of Experience*	▪ Permit Technician	▪ ICC Certified Building Permit Technician
Allonia Johnson *3 Years of Experience*	▪ Permit Technician	▪ National Incident Management System Certification, FEMA Emergency Management Institute
Lynnie Bonano *3 Years of Experience*	▪ Permit Technician	▪ Florida Notary

Organizational Chart



Section 7: REQUIRED FORMS

Section 7: REQUIRED FORMS

Proposed Pricing for Services

Our hourly rates for relevant services are included in the table below, effective July 1, 2025 to June 30, 2026.

Role/Title	Hourly Rate
Building Official	$135
Fire Plan Review	$110
Building Plan Review	$105
Floodplain Review	$105
Building Inspection	$100
Permit Technician	$75

Public Entity Crimes

Public Entity Crimes Form

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, 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 [F.S.] for Category Two [$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Acknowledged by

Willdan Engineering

Firm Name



July 31, 2025

Signature

Date

Vanessa Munoz, PE, TE. President and CEO

Printed Name and Title

Drug-Free Workplace

Drug – Free Workplace Form

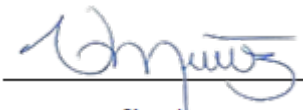
Proposer certifies that it maintains a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102 As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) This firm gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by

Willdan Engineering

Firm Name



July 31, 2025

Signature

Date

Vanessa Munoz, PE, TE. President and CEO

Printed Name and Title

Appendix – Resumes

Resumes for employees who will have a key role in providing services are included in the following pages. They can all be reached at the Willdan office in Orlando, FL (200 South Orange Avenue, Suite 1550, Orlando, FL 32801) with phone number 407.872.2467.



EDUCATION

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

MEng, California State Polytechnic University Pomona, CA

PROFESSIONAL CERTIFICATIONS

California Professional Engineer (CE#67960)

Arizona Professional Engineer (CE#50435)

Colorado Professional Engineer (CE#43704)

Nevada Professional Engineer (CE#20699)

ICC Building Official

ICC Plans Examiner

ICC Building Inspector

20 YEARS OF EXPERIENCE

Patrick Johnson, PE, CBO

Director of Building and Safety
Role: Principal-in-Charge

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.

As a project manager for Willdan's On-call Building Official and Building and Safety Services contracts, Mr. Johnson works with town/city managers to plan, organize, direct, and administer the activities of their Building and Safety Departments, including building inspections; inspection of construction; and general rehabilitation or repair of commercial, residential, and industrial properties. He has overseen reviews of building plans, calculations, and specifications for proposed structures; administered building and safety code enforcement; and reviewed construction plans to ensure they meet building codes and zoning regulations. Mr. Johnson also oversees inspectors monitoring construction sites to determine whether structures and systems have been installed to meet all construction codes and ordinances for public safety.

Relevant Project Experience

- **Building Official, Building Inspection, Plan Review, Permitting Services, Town of Oakland, FL.** *Principal-in- Charge.*
- **Building Inspection and Plan Review Services, City of Winter Garden, FL.** *Principal-in-Charge.*
- **Building and Development Review Services, Post Storm Recovery Services, Pinellas County, FL.** *Principal-in-Charge.*
- **Building Inspection and Plan Review Services, Marion County, FL.** *Principal-in-Charge.*
- **Building Inspection and Plan Review Services, Alachua County, FL.** *Principal-in-Charge.*
- **Building Inspection and Plan Review Services, Sarasota County, FL.** *Principal-in-Charge.*
- **Plan Review and Inspection Services, City of Panama City, FL.** *Principal-in-Charge.*
- **Building Official, Building Inspection, and Plan Review Services, City of Tallahassee, FL.** *Principal-in-Charge.*
- **Floodplain and Building Review, Post Storm Recovery and Permitting Services, City of St. Pete Beach, FL.** *Principal-in-Charge.*



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)

PC 832 Certificate, Orange County Sheriff's Academy, Orange

Basic Certification, SCACEO

Intermediate Certification, SCACEO

Advanced Certification, SCACEO

Supervisory Certification, SCACEO

Watershed Management Certificate, EPA - Environmental Protection Agency, Sacramento

33 YEARS OF EXPERIENCE

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 33 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.

Relevant Project Experience

- **Building and Development Review (BDRS) On-Call Services and Storm Recovery Services, Pinellas County, 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.*
- **Plan Review and Inspection Services, City of Panama City, FL.** *Project Manager.*
- **Building Official, Building Inspection, and Plan Review Services, City of Tallahassee, FL.** *Project Manager.*
- **Building Inspection and Plan Review Services, Alachua County, FL.** *Project Manager.*
- **Floodplain and Building Review, Post-Storm Recovery and Permitting Services, City of St. Pete Beach, FL.** *Project Manager.*
- **Building Official, Building Inspection, and Plan Review Services, City of Groveland, FL.** *Project Manager.*
- **Building Official, Building Inspection, and Plan Review Services, City of Montverde, FL.** *Project Manager.*
- **Building Official, Building Inspection, and Plan Review Services, City of Mascotte, FL.** *Project Manager.*
- **Building Official, Building Inspection, and Plan Review Services, Town of Howey in the Hills, FL.** *Project Manager.*
- **Building Official, Building Inspection, and Plan Review Services, City of Maitland, FL.** *Project Manager.*
- **Building Inspection and Plan Review Services, City of Winter Garden, FL.** *Project Manager.*
- **Plan Review Services, City of New Smyrna Beach, FL.** *Project Manager.*
- **Building Inspection and Plan Review Services, City of Palm Coast, FL.** *Project Manager.*
- **Plan Review Services, City of Delray Beach, FL.** *Project Manager.*
- **Storm Recovery Services, Town of Longboat Key, FL.** *Project Manager.*
- **Storm Recovery Services, Florida Department of Emergency Management, Tallahassee, FL.** *Project Manager.*



EDUCATION

AS, Fire Science, Columbia Southern

ASSOCIATIONS

IAEI

ICC

FAPGMI

FFMIA

FFMA

PROFESSIONAL CERTIFICATIONS

Florida Certified Building Code Administrator, (BU2011)

Florida Certified Plans Examiner, Building, Mechanical, Electrical, Plumbing (PX3952, RPX288)

Florida Certified Building Inspector, Building, Mechanical, Electrical, Plumbing, Coastal (BN6812)

Certified Floodplain Manager

20 YEARS OF EXPERIENCE

John L. Abner, CBO, MCP, CFM

Roles: Building Plans Examiner, Floodplain Review

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.

Relevant Project Experience

Building Official, Building Inspection, and Plan Review Services, City of Tallahassee, FL. *Plans Examiner.* Willdan performs commercial plan reviews of large projects occurring in the City of Tallahassee. Reviews include the determination of compliance with all Florida Building code requirements including structural, mechanical, electrical, plumbing, fire, accessibility, green standards and all other applicable laws, and statutes.

Building Inspection and Plan Review Services, Marion County, FL. *Plans Examiner***.** Willdan performs residential structural and solar plan reviews for the County to determine compliance with Florida Building code.

Building Inspection and Plan Review Services, Alachua County, FL. *Plans Examiner.* Staff conduct commercial and residential plan review for the County. r Reviews include the determination of compliance with all Florida Building code requirements including structural, mechanical, electrical, plumbing, fire, accessibility, green standards and all other applicable laws, and statutes.

Plan Review Services, City of Leesburg, FL. *Plans Examiner.* Perform commercial and residential plan review for the City. Reviews include the determination of compliance with all Florida Building code requirements including structural, mechanical, electrical, plumbing, fire, accessibility, green standards and all other applicable laws, and statutes.

Building Inspection and Plan Review Services, City of Winter Garden, FL. *Plans Examiner.*

Floodplain and Building Review, Post-Storm Recovery and Permitting Services, City of St. Pete Beach, FL. *Plans Examiner.* Willdan conducted Inspection, Building Plan Review and Floodplain Review for the City post-hurricanes Helene and Milton.

Building and Development Review (BDRS) On-Call Services and Storm Recovery Services, Pinellas County, FL, Pinellas County. *Plans Examiner.* Willdan provided post recovery storm services for the County, including substantial damage inspections, building plan review and floodplain review and permit technician services.



EDUCATION

BS Engineering, California State Polytechnic University-Pomona

PROFESSIONAL CERTIFICATIONS

Professional Engineer, Florida Certified, (PE57730)

Professional Engineer, California, CE#57577

ICC Plans Examiner

ICC Building Official

29 YEARS OF EXPERIENCE

Daren Raskin, PE, CBO

Roles: Building Plans Examiner, Plan Check Coordinator

Daren Raskin, a registered Civil Engineer in Florida and California, is a Plan Check Engineer for the Building and Safety Division. Daren has more than 29 years of experience in the construction and engineering fields. He has more than 18 years of design and plan check experience. Mr. Raskin is also experienced in the design of various multi-story structures, shopping centers, commercial buildings, parking structures, and residential units. He has organized, scheduled, and supervised staff of engineers, draftsmen, and technicians. His expertise encompasses knowledge of all major building materials including cold-formed steel, structural steel, concrete, and masonry, as well as the design of specialized systems of corrugated cold-formed shear walls, concrete shear walls, masonry shear walls, structural steel moment frames, braced frames, and rigid diaphragm analysis.

Relevant Project Experience

Building Official, Building Inspection, and Plan Review Services, City of Tallahassee, FL. *Plan Check Coordinator.* Willdan performs commercial plan reviews of large projects occurring in the City of Tallahassee. Reviews include the determination of compliance with all Florida Building code requirements including structural, mechanical, electrical, plumbing, fire, accessibility, green standards and all other applicable laws, and statutes.

Building and Development Review (BDRS) On-Call Services and Storm Recovery Services, Pinellas County, FL. *Plan Check Coordinator.* Willdan provided post recovery storm services for the County, including substantial damage inspections, building plan review and floodplain review and permit technician services.

Floodplain and Building Review, Post-Storm Recovery and Permitting Services, City of St. Pete Beach, FL. *Plan Check Coordinator.* Willdan conducted Inspection, Building Plan Review and Floodplain Review for the City post-hurricanes Helene and Milton.

Building Inspection and Plan Review Services, Marion County, FL. *Plan Check Coordinator*. 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.

Building Official, Building Inspection, Plan Review, 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 Building Official services, plan checks and permit technician functions are performed remotely but inspection services are conducted on-site.



PROFESSIONAL CERTIFICATIONS

Florida Certified Building Code Administrator, (BU2299)

Florida Certified Plans Examiner, Building, Mechanical (PX5087)

Florida Certified Building Inspector, Building, Mechanical, Electrical (BN9008)

Commercial Building Inspector (BN9008)

DBPR - Building Official; Commercial, Mechanical + Residential Inspector; Commercial, Mechanical +

ICC - Certified Building Official; Commercial, Mechanical + Residential Inspector; Commercial, Mechanical + Residential Plans Examiner

FEMA - Incident Command IS-100.C

ACCA - QA and Residential HVAC Design

DBPR - Class A Air Conditioning Contractor

EPA - Universal Refrigerant Certification

Orlando Tech — HVAC: Certification

26 YEARS OF EXPERIENCE

Jordan Wynn, CBO

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 his own HVAC contracting company – Jordan has acquired the skills necessary to build a team, deliver a quality product to customers, and maximize profits.

Relevant Project Experience

Building Official, Building Inspection, Plan Review Services, City of Maitland, FL. *Building Official.* Willdan provides full-building department services, with the exception of administrative support, to the City of Maitland. All Building Official services, plan checks and inspection functions are conducted on-site.

Building Inspection and Plan Review Services, City of Winter Garden, FL. *Project Manager.* Willdan conducts commercial electric plan reviews for the City on an on-call basis.

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

Building Inspection and Plan Review Services, Marion County, FL. *Project Manager.* 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.

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



EDUCATION

Building Construction Technology, Daytona State College

Occupational Safety and Health, Columbia Southern University

PROFESSIONAL CERTIFICATIONS

Florida Certified Building Code Administrator, (BU1091)

Florida Certified Plans Examiner, Building, Mechanical, Plumbing (PX1923)

Florida Certified Building Inspector, Building, Mechanical, Electrical, Plumbing Coastal Construction (BN2522)

ICC Master Code Professional

ICC Accessibility Inspector

ICC Residential Energy Inspector

ICC Coastal & Floodplain Inspector

23 YEARS OF EXPERIENCE

Mark Grenier, MCP, CBO

Roles: Building Plans Examiner, Floodplain Review

Mark Grenier is an International Code Council certified Master Code Professional & Certified Building Official with 23 years of experience as a Building Code Administrator and 43 years' overall experience in the construction industry. Mr. Grenier has an extensive background in building, mechanical, electrical, and plumbing, inspections and plan review.

Relevant Project Experience

Floodplain and Building Review, Post-Storm Recovery and Permitting Services, City of St. Pete Beach, FL. *Plans Examiner.* Willdan conducted Inspection, Building Plan Review and Floodplain Review for the City post-hurricanes Helene and Milton.

Building Inspection and Plan Review Services, Marion County, FL. *PlanExaminer.* 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.

City of Debary, FL. *Building Code Administrator*. Oversee department's operations and policies to ensure efficient turn around and thorough 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.

City of Clermont, FL. *Building Code Administrator*. Oversaw department's operations and policies to ensure efficient turn around and administration of the Florida Building Code and appropriate laws and rules. Acted as the City's Floodplain Administrator. Conducted site inspections to verify compliance with the currently adopted edition of the Florida Building Code and National Electric Code. Conducted plan review to determine compliance with applicable codes and standards. Generated reports identifying deficiencies or violations discovered during inspections and plan reviews.

City of Lake Helen, FL. *Chief Building Inspector.*



EDUCATION

Apprentice Course, FEAT Graduate

PROFESSIONAL CERTIFICATIONS

Florida Certified Building Official (BU207)

Florida Certified Building Inspector (BN6975)

Florida Certified Plans Examiner (PX3973)

23 YEARS OF EXPERIENCE

Matt Fretwell, CBO

Role: Building Official

Matt Fretwell leverages his extensive personal and professional knowledge to ensure the highest standards of safety, compliance, and efficiency in building operations. He is committed to ongoing professional development, fostering innovation in code administration, and mentoring the next generation of industry professionals while contributing to the growth and success of his community.

Relevant Project Experience

Building Official, Building Inspection, and Plan Review Services, City of Monteverde, FL.

Building Official. Oversee department's operations and policies to ensure efficient turn around and thorough 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.

Building Official, Building Inspection, and Plan Review Services, Town of Howey in the Hills, FL. *Building Official.* Oversee department's operations and policies to ensure efficient turn around and thorough 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.

Building Official, Building Inspection, and Plan Review Services, City of Groveland, FL. *Building Inspector.*

Building Official, Building Inspection, and Plan Review Services, City of Mascotte, Fl. *Building Inspector.*

County of Orange, FL. *Deputy Chief Building Inspector.* 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 reviewed 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 BCBAA hearings. Served as Building Official for approximately two months and acted as a stand-in on various other occasions as needed.

County of Orange, FL. *Building Inspector.* Conducted inspections on commercial and residential installations from rough-in to final stages, including ducts and exhaust systems, fire and smoke dampers, equipment changeouts, shutdown tests, and grease and heat hoods for new and existing structures. Performed electrical inspections on residential and commercial structures, as well as miscellaneous inspections, such as docks and photovoltaic systems. Assisted with Hurricane Irma damage assessments, utilizing multiple inspector licenses and supporting other trades, including roof inspections within the building sector.



PROFESSIONAL CERTIFICATIONS

Florida Certified Building Inspector, Plumbing, Mechanical (BN3500)

Florida Certified Building Plans Examiner, Plumbing, Mechanical, Coastal, One and Two Dwelling PX1857

Certified EPA Level 3 Universal Refrigerant technician

Certified Florida Building Contractor CBC1252651

27 YEARS OF EXPERIENCE

Stephen Wright

Role: Building Inspector

Stephen Wright is a result-oriented, hands-on professional with 20+ years of expertise in all facets of the development/construction industry. He brings a strong technical background in all major disciplines of construction and has been responsible for implementation, execution, and successful completion of projects within time and budget parameters. He has supervised consultants and project staff to ensure compliance with all contractual obligations.

Relevant Project Experience

Building and Development Review (BDRS) On-Call Services and Storm Recovery Services, Pinellas County, FL. *Building Inspector.* Willdan provided post recovery storm services for the County, including substantial damage inspections, building plan review and floodplain review and permit technician services.

Plan Review and Inspection Services, City of Panama City, FL. *Project Manager.* Willdan provides plan review and inspection services. Reviews include the determination of compliance with all Florida Building code requirements including structural, mechanical, electrical, plumbing, fire, accessibility, green standards and all other applicable laws, and statutes.

Building Official, Building Inspection, and Plan Review Services, City of Tallahassee, FL. *Project Manager.* Willdan performs commercial plan reviews of large projects occurring in the City of Tallahassee. Reviews include the determination of compliance with all Florida Building code requirements including structural, mechanical, electrical, plumbing, fire, accessibility, green standards and all other applicable laws, and statutes.

Storm Recovery Services, Florida Department of Emergency Services (FDEM), Tallahassee, FL. *Project Manager.* Willdan is an on-call, as-needed storm recovery services provider.

Bay County, Building Department, FL - Originally hired as a *Building Inspector,* promoted to final position with the department as *Commercial Plans Examiner.*



EDUCATION

BS, Management, Northern Arizona University

BS, Building Code/Public Administration, Central Michigan University

PROFESSIONAL CERTIFICATIONS

Florida Certified Building Code Administrator (BU2210)

Florida Certified Building Inspector, Building, Mechanical, Electrical, Plumbing (BN8941)

Florida Certified Plans Examiner, Building, Mechanical, Plumbing (PX4050)

Structural Masonry Special Inspector

Accessibility Inspector/Plan Reviewer

FEMA ICS 100/700

P.C. 832

17 YEARS OF EXPERIENCE

Steven D. Raney, CBO

Role: Building Inspector

Steven Raney is a Willdan Engineering building official with 17 years of experience. Mr. Raney is experienced in disabled access standards, building inspection, and plan review. Steve is also an ICC Master Code Professional and Florida certified in all aspects of commercial and residential building inspection. He is a HCD expert which can be vital after a natural disaster.

Relevant Project Experience

Building Inspection and Plan Review Services, Marion County, FL. *Plans Examiner.* 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.

CA Housing & Community Dev. (HCD), CA. *Codes & Standards Administrator I.* Responsible for directing, organizing, training, scheduling, and monitoring activities and inspections of assigned District Representative and staff relating to the enforcement of the California Health and Safety Codes and title 24 codes, as they may pertain to the manufacture, use and alteration of all manufactured housing, mobile homes, and commercial modular. Monitored construction and maintenance of mobile home parks. Duties were similar to a Building Official in a City or County.

City of Palmdale, CA. *Supervising Building Inspector*. Planned, supervised, coordinated, and assigned the activities and operations of building inspection within the Building and Safety Division of the Development Services department. Performed the most sensitive and difficult inspections. Projects included multi-family, commercial, single family, and city capital improvement projects.

County of San Bernardino, CA. *Regional Building Inspector Supervisor.* Supervision of 3 County Satellite offices including Inspection, Plan Check, Counter Duty, and Permit Technicians. Grant Permit extensions, issued permits, handled complaints, and promoted excellent customer service. Conducted CASp inspections throughout county inspection of County capital improvement projects. Plan checked single-family projects.

City of Pasadena, CA. *Senior Combination Building Inspector/ Interim Inspection Supervisor.* Building inspections for mechanical, electrical, plumbing, framing, concrete and all other trades in new and rehab projects. Inspections mostly in multi-family residential, commercial, and City capital improvement projects. Lead worker with technical supervision over 4 additional inspectors.



EDUCATION

2015-Present, Liberal Arts, Riverside Community College, Norco, California

PROFESSIONAL CERTIFICATIONS

SCACEO Basic, Intermediate, & Advanced Certification

PC 832 Certificate

11 YEARS OF EXPERIENCE

Amber Brady

Role: Permit Technician

Amber Brady is a Willdan administrative professional with 11 years of experience. She is a highly motivated individual with the ability to manage conflict and solve community issues. Amber has excellent written, verbal communication and interpersonal relation skills. She is a fast learner, adaptive, an excellent team player, and demonstrates the ability to work independently or collaboratively with internal staff, external customers and community groups. She enjoys challenges and the opportunity to make improvements to the jurisdictions she serves. Amber is proficient in MS Word, Excel, Access, Power Point, Outlook and several city software programs. Ms. Brady is available to assist our clients with permit technician services.

Relevant Project Experience

Building and Development Review (BDRS) On-Call Services and Storm Recovery Services, Pinellas County, FL. *Permit Technician.* Willdan provided post recovery storm services for the County, including substantial damage inspections, building plan review and floodplain review and permit technician services.

Floodplain and Building Review, Post-Storm Recovery and Permitting Services, City of St. Pete Beach, FL. *Permit Technician.* Willdan conducted Inspection, Building Plan Review, Floodplain Review and permit technician services for the City post-hurricanes Helene and Milton.

Building Official, Building Inspection, Plan Review, Permitting Services, Town of Oakland, FL. ***Permit Technician.*** As Building Permit Technician, Ms. Brady reviewed and processed building permits and plans for new construction and developments and advised applicants on submittal requirements. She calculated and collected fees and routed plans for review. Ms. Brady assisted the public with planning, zoning, land use, and development questions and interacted with staff and public officials in person, by telephone, and email communication.

March JPA. ***Permit Technician.*** Ms. Brady assisted the public in person, by phone and emails, with permitting and project and plan check status. She coordinated incoming and outgoing plan checks, tracked plans and coordinated with contractors on permit issuance requirements. When issuing permits, Ms. Brady calculated permit fees, tracked reimbursements and deposits, and payment handling. She received all inspection requests and coordinated the daily routing of inspections. Ms. Brady scanned all documents and information as needed and filed and cataloged documents.

City of Colton, CA. ***Permit Technician.*** Ms. Brady assisted the public in person, by phone and emails, with permitting and project and plan check status. She coordinated incoming and outgoing plan checks, tracked plans and coordinated with contractors on permit issuance requirements. When issuing permits, Ms. Brady calculated permit fees, tracked reimbursements and deposits, and payment handling. She received all inspection requests and coordinated the daily routing of inspections. Ms. Brady scanned all documents and information as needed and filed and cataloged documents.



EDUCATION

B.A., Communications – Public Relations, California State University Fullerton, Fullerton, CA

PROFESSIONAL CERTIFICATIONS

ICC Certified Building Permit Technician

11 YEARS OF EXPERIENCE

Tanya Gray

Role: Permit Technician

Tanya Gray has 11 years' experience with the public and is effective at fostering a positive environment and productive working relationships. She is familiar with City culture and environment and is comfortable working with the public. Ms. Gray possesses emotional intelligence when working with the public, pays attention to detail and accuracy, and is an effective and creative problem solver. Ms. Gray is available to assist our clients with permit technician services.

Relevant Project Experience

Building and Development Review (BDRS) On-Call Services and Storm Recovery Services, Pinellas County, FL. *Permit Technician.* Willdan provided post recovery storm services for the County, including substantial damage inspections, building plan review and floodplain review and permit technician services.

Floodplain and Building Review, Post-Storm Recovery and Permitting Services, City of St. Pete Beach, FL. *Permit Technician.* Willdan conducted Inspection, Building Plan Review, Floodplain Review and permit technician services for the City post-hurricanes Helene and Milton.

Building Inspection and Plan Review Services, Marion County, FL. *Permit Technician*. As Building Permit Technician, Ms. Gray reviewed and processed plans for new construction and developments and advised applicants on submittal requirements. She calculated and collected fees and routed plans for review. Ms. Gray assisted the public with planning, zoning, land use, and development questions and interacted with staff and public officials in person, by telephone, and email communication.

Building Official, Building Inspection, Plan Review, Permitting Services, Town of Oakland, FL. *Permit Technician.* As Building Permit Technician, Ms. Gray reviewed and processed building permits and plans for new construction and developments and advised applicants on submittal requirements. She calculated and collected fees and routed plans for review. Ms. Gray assisted the public with planning, zoning, land use, and development questions and interacted with staff and public officials in person, by telephone, and email communication.

City of Beaumont, CA. *Permit Technician II and Customer Service Coordinator.* Ms. Gray worked her way from Customer Service Coordinator to Building Permit Technician II while at the city.

Appendix – State Licenses

State license(s) for employees who will have a key role in providing services are included in the following pages.

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8:57:03 AM 6/19/2025

Licensee Information

Name:	**ABNER, JOHN LOUIS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Building Code Administrator**
Rank:	**Building Code A**
License Number:	**BU2011**
Status:	**Current,Active**
Licensure Date:	**09/10/2018**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective

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LICENSEE DETAILS

8:57:26 AM 6/19/2025

Licensee Information

Name:	**ABNER, JOHN LOUIS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Residential Plans Examiner**
Rank:	**Residential**
License Number:	**RPX288**
Status:	**Current,Active**
Licensure Date:	**03/01/2018**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective

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LICENSEE DETAILS

8:56:49 AM 6/19/2025

Licensee Information

Name:	**ABNER, JOHN LOUIS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN6812**
Status:	**Current,Active**
Licensure Date:	**02/24/2016**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	**06/13/2018**
Electrical Inspector	**02/24/2016**
Residential	**02/24/2016**
Mechanical	**04/11/2022**
Plumbing	**09/08/2020**

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8:54:47 AM 6/19/2025

Licensee Information

Name:	**ABNER, JOHN LOUIS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Plans Examiner**
Rank:	**Plans Examiner**
License Number:	**PX3952**
Status:	**Current,Active**
Licensure Date:	**09/28/2017**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	**06/18/2019**
Electrical	**09/28/2017**
Mechanical	**09/02/2022**
Plumbing	**12/02/2020**

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LICENSEE DETAILS

9:11:05 AM 6/19/2025

Licensee Information

Name:	**RASKIN, DAREN H. (Primary Name)**
Main Address:	**11803 BRIARWOOD LN MONTGOMERY Texas 77356**
County:	**OUT OF STATE**

License Information

License Type:	**Professional Engineer**
Rank:	**Prof Engineer**
License Number:	**57730**
Status:	**Current,Active**
Licensure Date:	**09/18/2001**
Expires:	**02/28/2027**

Special Qualifications	Qualification Effective
Civil	**09/18/2001**

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LICENSEE DETAILS

8:59:20 AM 6/19/2025

Licensee Information

Name:	**WYNN, JORDAN ROSS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Building Code Administrator**
Rank:	**Building Code A**
License Number:	**BU2299**
Status:	**Current,Active**
Licensure Date:	**07/15/2024**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective

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LICENSEE DETAILS

9:00:17 AM 6/19/2025

Licensee Information

Name:	**WYNN, JORDAN ROSS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Residential Plans Examiner**
Rank:	**Residential**
License Number:	**RPX478**
Status:	**Current,Active**
Licensure Date:	**08/14/2024**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective

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LICENSEE DETAILS

8:59:43 AM 6/19/2025

Licensee Information

Name:	**WYNN, JORDAN ROSS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN9008**
Status:	**Current,Active**
Licensure Date:	**01/30/2024**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	**07/01/2024**
Electrical Inspector	**12/04/2024**
Residential	**01/30/2024**
Mechanical	**02/01/2024**

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LICENSEE DETAILS

9:00:02 AM 6/19/2025

Licensee Information

Name:	**WYNN, JORDAN ROSS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Plans Examiner**
Rank:	**Plans Examiner**
License Number:	**PX5087**
Status:	**Current,Active**
Licensure Date:	**02/01/2024**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	**07/01/2024**
Mechanical	**02/01/2024**

Alternate Names

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LICENSEE DETAILS

9:01:28 AM 6/19/2025

Licensee Information

Name:	**GRENIER, MARK A (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***
License Location:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Building Code Administrator**
Rank:	**Building Code A**
License Number:	**BU1091**
Status:	**Current,Active**
Licensure Date:	**11/29/2000**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Standard Continuing Education Exemption	**06/27/2024**

Alternate Names

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Unlicensed Activity Search
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LICENSEE DETAILS

9:02:05 AM 6/19/2025

Licensee Information

Name:	**GRENIER, MARK A (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***
License Location:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN2522**
Status:	**Current,Active**
Licensure Date:	**12/11/1995**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	
Coastal Construction	**12/13/2023**
Commercial Electric	**08/21/2012**
Mechanical	**08/21/2012**
Plumbing	**01/15/2003**
Residential Electric	**01/15/2003**
Continuing Education Exemption	**06/27/2024**

Alternate Names

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LICENSEE DETAILS

9:01:43 AM 6/19/2025

Licensee Information

Name:	**GRENIER, MARK A (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***
License Location:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Plans Examiner**
Rank:	**Plans Examiner**
License Number:	**PX1923**
Status:	**Current,Active**
Licensure Date:	**07/18/2001**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	
Mechanical	**01/15/2003**
Plumbing	**06/16/2023**
Continuing Education Exemption	**06/27/2024**

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LICENSEE DETAILS

9:23:23 AM 6/19/2025

Licensee Information

Name:	**FRETWELL, MATTHEW AARON (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Building Code Administrator**
Rank:	**Building Code A**
License Number:	**BU2071**
Status:	**Current,Active**
Licensure Date:	**10/17/2019**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective

Alternate Names

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Find Exam Information
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LICENSEE DETAILS

9:23:42 AM 6/19/2025

Licensee Information

Name:	**FRETWELL, MATTHEW AARON (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN6975**
Status:	**Current,Active**
Licensure Date:	**11/18/2016**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	**03/30/2017**
Electrical Inspector	**11/18/2016**
Residential	**06/20/2018**
Mechanical	**03/14/2017**
Plumbing	**02/12/2020**

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LICENSEE DETAILS

9:23:57 AM 6/19/2025

Licensee Information

Name:	**FRETWELL, MATTHEW AARON (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Plans Examiner**
Rank:	**Plans Examiner**
License Number:	**PX3973**
Status:	**Current,Active**
Licensure Date:	**10/23/2017**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	**12/14/2017**
Electrical	**10/23/2017**
Mechanical	**04/27/2018**
Plumbing	**01/15/2020**

Alternate Names

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LICENSEE DETAILS

9:13:57 AM 6/19/2025

Licensee Information

Name:	**WRIGHT, DAVID STEPHEN (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***
License Location:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN3500**
Status:	**Current,Active**
Licensure Date:	**03/19/1999**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	
Coastal Construction	
Residential	**03/18/2002**
Mechanical	**04/15/2009**
Plumbing	**04/15/2009**
Continuing Education Exemption	**06/27/2024**

Alternate Names

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LICENSEE DETAILS

9:14:27 AM 6/19/2025

Licensee Information

Name:	**WRIGHT, DAVID STEPHEN (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***
License Location:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Plans Examiner**
Rank:	**Plans Examiner**
License Number:	**PX1857**
Status:	**Current,Active**
Licensure Date:	**12/06/2000**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building Continuing Education Exemption	**06/27/2024**

Alternate Names

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LICENSEE DETAILS

9:16:08 AM 6/19/2025

Licensee Information

Name:	**RANEY, STEVEN DOUGLAS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Building Code Administrator**
Rank:	**Building Code A**
License Number:	**BU2210**
Status:	**Current,Active**
Licensure Date:	**03/06/2023**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective

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LICENSEE DETAILS

9:16:24 AM 6/19/2025

Licensee Information

Name:	**RANEY, STEVEN DOUGLAS (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN8941**
Status:	**Current,Active**
Licensure Date:	**10/26/2023**
Expires:	**11/30/2025**

Special Qualifications	Qualification Effective
Building	**10/26/2023**
Electrical Inspector	**12/14/2023**
Residential	**05/06/2024**
Mechanical	**12/14/2023**
Plumbing	**12/14/2023**

Alternate Names

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WILLDAN

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Orlando, FL 32801
407.872.2467 | 888.326.6864

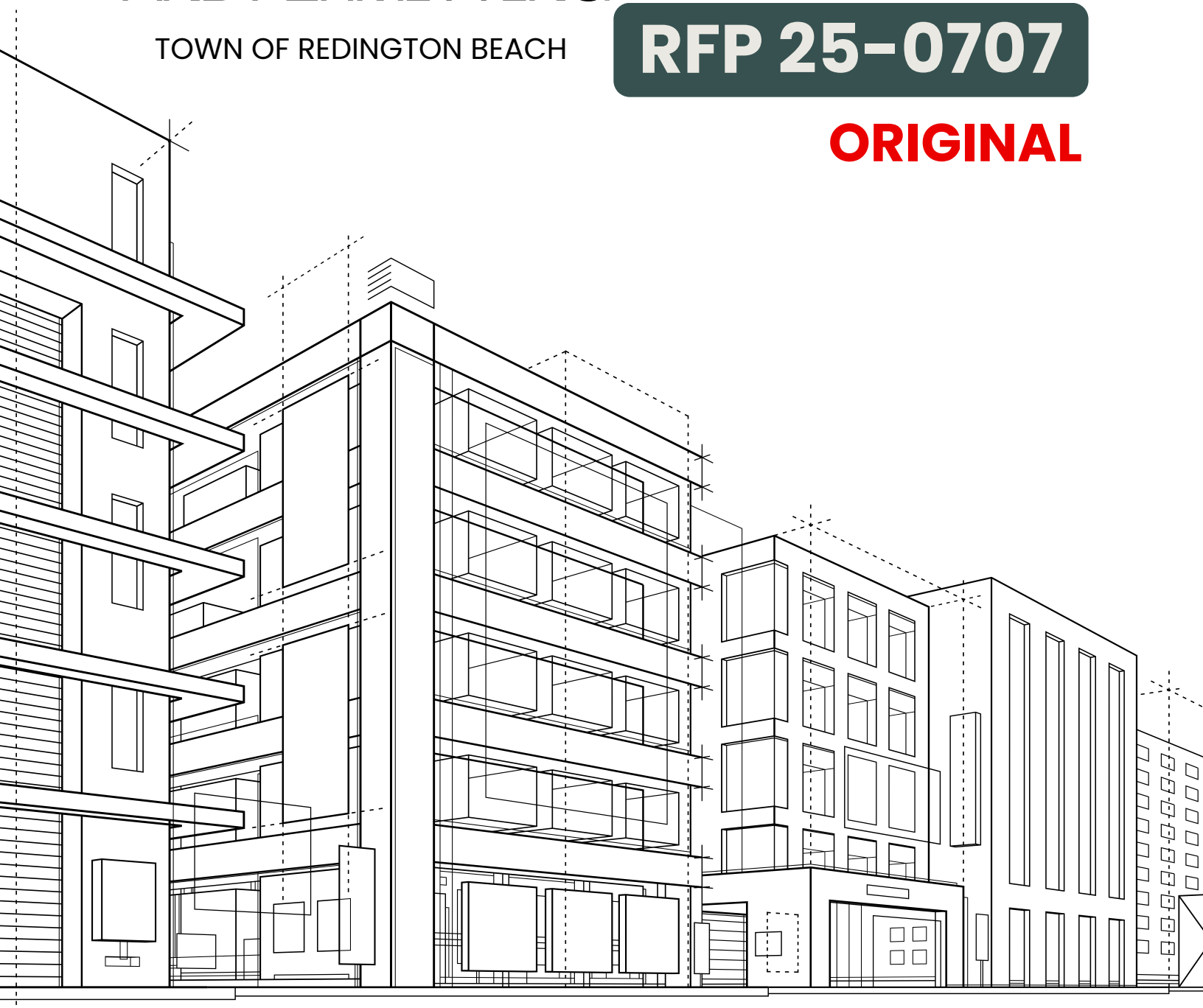
www.willdan.com

BUILDING OFFICIAL, INSPECTOR, PLAN REVIEW, BUILDING CODES AND PERMITTING

TOWN OF REDINGTON BEACH

RFP 25-0707

ORIGINAL



Prepared by
Tew & Taylor

327 11th Ave N., Suite 205,
St. Petersburg, FL 33701

TABLE OF CONTENTS

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02 EXECUTIVE SUMMARY pg. 10

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04 EXPERIENCE AND PAST PERFORMANCE pg. 19

05 REFERENCES pg. 25

06 KEY PERSONNEL & PRIMARY CONTACT pg. 30

07 REQUIRED FORMS pg. 58

Town of Redington Beach, Florida
ATTN: Adriana Nieves, 105 164th Avenue,
Redington Beach, FL 33708

Dear Ms. Carey and Selection Committee Members,

Tew & Taylor is pleased to submit our response to RFP 25-0707 for Building Official, Inspector, Plan Review and Permitting Services. We are confident that our experienced team can provide the Town with an exceptional level of service rooted in responsiveness, technical expertise, and a deep commitment to quality.

With over 16 years of experience serving Florida's building code industry, Tew & Taylor has built a reputation as a trusted partner to municipalities across the state. Our team includes seasoned professionals with deep knowledge of Florida's building code, making them uniquely qualified to support with plan review, inspection and permitting processes. We currently serve several municipalities and offer direct experience with both day-to-day support and surge capacity during periods of increased demand.

Our licensed inspectors and plan reviewers are equipped to support projects of all types—from residential and commercial, whether it be municipal, healthcare, hospitality, or large and small commercial developments. Our gov support team is experienced in the requirements for municipal permitting, plan review, and inspections with a focus on customer service and quality of work. Backed by a statewide network of certified plan reviewers, we offer unmatched flexibility and speed, including same-day plan reviews next-day inspection capabilities. Our team works closely with clients to ensure thorough reviews, clear documentation, and consistent communication throughout every stage of a project.

At Tew & Taylor, we take a client-focused approach to every engagement. We operate as an extension of your team, providing seamless coordination between permitting, plan review, and inspection functions to help keep projects on schedule and in full compliance with applicable codes.

We appreciate the opportunity to offer our services in supporting the Town of Redington Beach and welcome the chance to contribute to your ongoing success. Should you have any questions or need additional information, please don't hesitate to contact us.

Respectfully,



Jack Rauch
President, Tew & Taylor

TAB 1
MINIMUM QUALIFICATIONS



Detail by Entity Name

Florida ProfitCorporation
TEW & TAYLOR, INC.
Filing Information

Document Number	P06000131065
FEI/EIN Number	20-5722521
Date Filed	10/13/2006
State	FL
Status	INACTIVE
Last Event	VOLUNTARY DISSOLUTION
Event Date Filed	03/04/2024
Event Effective Date	NONE

Principal Address
359 South County Road
Suite #201
Palm Beach, FL 33480

Changed: 01/16/2014

Mailing Address
1562 WILTSHIRE VILLAGE DRIVE
WELLINGTON, FL 33414

Changed: 07/02/2008

Registered Agent Name & Address
TEW, BEVERLY A
1562 WILTSHIRE VILLAGE DRIVE
WELLINGTON, FL 33414

Name Changed: 04/30/2007

Address Changed: 07/02/2008

Officer/Director Detail

Name & Address

Title P

TEW, BEVERLY A
1562 WILTSHIRE VILLAGE DRIVE

Detail by Entity Name

Florida Profit Corporation

TEW AND TAYLOR HOLDINGS GROUP, INC

Filing Information

Document Number	P23000084573
FEI/EIN Number	99-0753218
Date Filed	12/07/2023
State	FL
Status	ACTIVE
Effective Date	12/07/2023

Principal Address

625 N Flagler Dr Unit 506

West Palm Beach, FL 33401

Changed: 05/14/2025

Mailing Address

625 N Flagler Dr

Unit 506

West Palm Beach, FL 33401

Changed: 05/14/2025

Registered Agent Name & Address

RAUCH, JOHN A

625 N Flagler Dr

Unit 506

West Palm Beach, FL 33401

Address Changed: 05/14/2025

Officer/Director Detail

Name & Address

Title P

RAUCH, JOHN A

625 N Flagler Dr

Unit 506

West Palm Beach, FL 33401

TAB 1 - MINIMUM QUALIFICATIONS

ASSURANCE OF INSURANCE

Tew & Taylor is able to meet the insurance and performance requirements set out in this RFP if selected for award.

On the following page, you will find our COI for your review.

TEW&TAY-01 DHAMBY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
License # L108561 EMAR Associates Inc 221 Southern Blvd West Palm Beach, FL 33405	PHONE (A/C, No, Ext): (561) 223-6062	FAX (A/C, No):
	E-MAIL dhamby@emarinsurance.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Covington Specialty Insurance Company	13027
INSURER B : CNA	20494
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Tew & Taylor Holdings Group
359 S County Rd
201
Palm Beach, FL 33480

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			VAA972008 00	3/21/2024	3/21/2025	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						X PER / OTH-	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A		WC 7 38759125	3/13/2025	3/13/2026	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

.

CERTIFICATE HOLDER

Tew and Taylor Holdings Group
John Rauch, President

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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Drug – Free Workplace Form

Proposer certifies that it maintains a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102 As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) This firm gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by

Tew and Taylor

Firm Name

7-22-25

Signature

Date

Harry Rauh, Owner

Printed Name and Title

TAB 2
EXECUTIVE SUMMARY



TAB 2 – EXECUTIVE SUMMARY

STATEMENT OF ORGANIZATION

PRIMARY POINT OF CONTACT

Jack Rauch
President
jack@tewandtaylor.com
(843) 441-6080

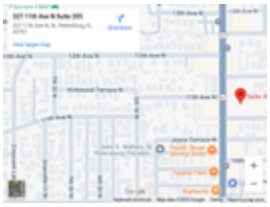
Years in Business: 17
State of Incorporation: Florida
Ownership Structure: Corporation
Owners: Henry Rauch, Owner, and John "Jack" Rauch, Owner and President

CORPORATE HEADQUARTERS



625 N Flagler Dr, West
Palm Beach, FL 33401
561-366-0100
office@tewandtaylor.com

LOCAL OFFICE LOCATION



327 11th Ave N., Suite 205,
St. Petersburg, FL 33701
727-202-6850
office@tewandtaylor.com

TEW & TAYLOR HISTORY

Tew & Taylor was founded in 2008 by Doug Taylor and Beverly Tew with a focus on Florida's complex building code environment. For over 17 years, we have provided high-quality plan review, inspections, and permitting services across the state. Originally serving as a private provider on Palm Beach Island, we have since expanded our offerings to include comprehensive municipal augmentation services for building departments.

Today, Tew & Taylor actively supports municipalities throughout Florida. Our licensed team of inspectors, plan reviewers, and permit technicians work both on-site and remotely to ensure jurisdictions maintain code compliance, meet service-level expectations, and reduce departmental strain—especially during periods of staffing shortages, peak permit volumes, or post-storm recovery.

Our municipal support model is designed for flexibility. Whether the need is a single inspector for overflow support or a fully integrated team to handle permitting, plan review, and inspections, we can scale accordingly. Our 26-person team has deep knowledge of Florida's Building Code, and we routinely serve as an extension of the building departments we support—providing clear documentation, next-day service, and professional representation to residents and contractors.

Municipal clients benefit from:

- Shortened permit and inspection turnaround times
- Seamless integration into existing workflows
- Access to qualified and certified personnel across all major trades
- Remote plan review and permitting support, available statewide

Our proven track record of reducing project delays—often cutting timelines by 6 to 7 weeks—demonstrates our ability to keep communities building, compliant, and satisfied. Tew & Taylor is proud to partner with cities and towns across Florida to uphold the highest standards of public service.

TAB 2 – EXECUTIVE SUMMARY

1. Firm Strength, Personnel, and Specialty Services

Tew & Taylor's core strength lies in our experienced, licensed team of inspectors, plan reviewers, and building officials—most of whom have worked directly within Florida municipalities. This firsthand understanding of permitting and inspection workflows enables us to anticipate challenges and deliver services with accuracy, efficiency, and compliance.

Key advantages include:

- **Coastal and Municipal Expertise**: Our team is experienced working in barrier island communities, particularly with the complexities of implementing FEMA construction requirements and coastal construction regulations, including DEP requirements for Coastal Construction Control (CCL) lines, FEMA A zones and V zones, and the significant differences between them in terms of cost and development requirements.
- **Statewide Network of Plan Reviewers**: Our team is comprised of people with vast municipal and county building department experiences, which enables them to walk into any situation and easily adapt to a county or local government environment.
- **Full-Service Permitting.** Our team is familiar with several permitting softwares used throughout the state of Florida.
- **Multi-Licensed Inspectors.** Tew & Taylor's hiring policy requires inspectors to hold multiple trade licenses. This allows for our team to perform a majority, if not all, inspections, required when they are on site – saving the town time and money.

2. Management Philosophy and Customer-Centered Service

Tew & Taylor was founded on the principle of simplifying and expediting the building process for clients without compromising quality or compliance. Our customer service philosophy centers on transparency, responsiveness, and respect for the client's time and budget. We provide:

- Direct access to assigned personnel
- Clear, actionable feedback during reviews and inspections
- Streamlined communication with municipal departments and permitting authorities
- Support throughout the entire permitting and construction timeline.

We recognize that municipal agencies must deliver timely and consistent service to the public. We help extend your capacity without sacrificing the standards that your residents and stakeholders expect.

3. Capabilities in Plan Review and Inspection

We specialize in plan review and inspection services tailored to Florida's regulatory environment. Our inspectors and reviewers are licensed by the Florida Department of Business and Professional Regulation (DBPR) and are deeply familiar with the Florida Building Code, local zoning ordinances, and the unique needs of coastal construction.

Our services include:

- Comprehensive plan review with rapid turnaround (same-day for select small projects)
- Real-time issue identification and resolution
- On-site and virtual inspections
- Proactive coordination with permitting authorities and project teams

We use modern tools and efficient workflows to ensure timely and compliant service delivery, helping municipalities like Redington Beach maintain development momentum without backlog or delay.

4. Licenses, Registrations, and Certifications

Tew & Taylor and its personnel hold all required licenses and certifications to perform plan review and inspection services in Florida, including but not limited to:

Florida DBPR Licensed Plans Examiner (PE)

- Florida DBPR Licensed Building Inspector (BI)

- Flood Plain Managers (FPM)
- Certified Building Officials (CBO)
- ICC Certifications (various)
- OSHA Certification

APPROACH TO ACHIEVING IDENTIFIED TASKS

Tew & Taylor offers seasoned professionals with decades of experience in plan review, inspections, and permitting support. Our team enhances efficiency and reliability in both residential and commercial permitting processes.

Robert Perry, Project Manager, is a licensed Building Official and contractor with over 40 years of experience. He has served in leadership roles across the public and private sectors, including Building Official for the Town of Indian River Shores, City of Palm Bay, and Town of Melbourne Beach. His background also includes work as an Inspector, Project Manager, and Contractor, reflecting his depth and versatility.

Mr. Perry's longstanding work in Florida's regulatory landscape demonstrates his expertise in code administration, plan review, inspections, and construction oversight. He brings a thorough understanding of local and state codes, permitting, and industry standards.

Our team brings comprehensive knowledge of past and present construction methods, national and local codes, and modern architectural and engineering design standards. This breadth of expertise supports thorough assessments in multiple disciplines, including structural, civil, MEP (mechanical/electrical/plumbing), roofing, paving, life safety, and building envelope finishes and coatings.

Tew & Taylor is also experienced in providing basic visual assessment of select ADA provisions of project sites.

UNDERSTANDING OF SCOPE

Tew & Taylor recognizes the scope of services for this specific contract will encompass the following:

A. Building Inspections.
Provide building, mechanical, electrical and plumbing inspection services on commercial and residential projects, including inspecting structures for verification of compliance with the current Florida Building Code.

Our firm is prepared to provide at least one inspector (with a minimum four years' experience and a state of Florida Building Inspector license) for inspections including building, plumbing, mechanical and electrical.

Further, Tew & Taylor recognizes the person(s) performing the inspections shall be licensed or certified in the state of Florida, for those disciplines in which he/she is performing inspections. The required certification will be specified at the time of the service request.

Our project team understands that inspectors are expected to provide written reports of inspections, number and types of inspections and investigations of complaints to the Town.

Additionally, our inspectors recognize this contract will involve interacting with homeowners, contractors, engineers, community development, public utilities and public works personnel to ensure that inspection services are completed on time and in a manner that promotes community service and support, while in compliance with Florida Building Code, FEMA requirements and Town Codes and Ordinances.

Tew & Taylor's inspectors are well-versed in performing inspections for municipalities; our team has the knowledge and ability to relay information to the Town Manager and the Planning Zoning and Building Director.

B. Plan Review.
Tew & Taylor's personnel are prepared to review plans for compliance with the minimum standard of the current Florida Building Code. Our project team is

prepared to perform up to 1,040 hours per year, directed by the Planning, Zoning & Building Director or the Town Manager. Tew & Taylors' plan reviewers understand the contract requirement to review plans that are required by Florida Statutes, with data entry of all pending and completed plan reviews into the Town's permitting software.

Tew & Taylors' staff understand the need for communication including relaying requirements to architects, engineers, contractors, project managers and homeowners and interacting with other departments to complete reviews electronically and in a timely fashion.

Further, Tew & Taylor recognizes our reviewers may be required to complete a site visit to ensure compliance with Florida Statutes and Building Code requirements. Additionally, Tew & Taylor reviewers understand the requirement to attend monthly staff meetings with Town staff. Our reviewers will be capable of relaying information to the Building Planning and Zoning Building Director.

Tew & Taylor will provide at least five (5) Plan Reviewers with at least four years' experience, with one (1) licensed as both an inspector and plan reviewer, in the State of Florida for the following categories: building, plumbing, mechanical and electrical.

Further, we recognize the team performing the plan reviews shall hold State of Florida licenses and/ or certifications in those disciplines for which he/she is performing plan review. The required certification will be specified at the time of the service request.

C. Permitting

Tew & Taylor is prepared to provide however many permitting technicians the Town requests, who will be responsible for the organization, tracking and monitoring of all permit applications.

The permitting technician will also field phone calls from contractors, residents and other stakeholders regarding the permitting process.

Our personnel are prepared to process permit applications received by the Town. The team understands that all permit information must be provided and entered into the Town's permitting software that processes, tracks and monitors permitting activities.

The Tew & Taylor team follows a streamlined process to manage permit applications. Permits received by the team are separated into two categories: physical and digital. Physical permits are reviewed by on-site plan reviewers; if no issues arise, permit is approved and the permitting technician coordinates the receipt of the stamped permit.

If the reviewers find issues with the plans, revisions are distributed to the applicant.

For digital permits, the permitting technician will assign these permits to a mix of on-site and remote plan reviewers. Following the review, the results are similar to what is done with the physical permit applications as stated above.

METHODOLOGY AND LOGISTICS

Tew & Taylor strives to maintain focus on the following objectives for each project. First, we establish an explicit knowledge of a client's needs, goals, and contractual requirements. Then, we strive to understand the client's work philosophy and preferred operational procedures.

Our inspectors and plans reviewers have performed numerous similar projects and contracts; they are infinitely knowledgeable in understanding what to look for in assessing each property/building. We have developed a set of procedures and documents which our assessors utilize and follow to streamline inspections and review efforts and ensure timely project completion.

To ensure uniformity, we will use the same template for each report as we use in all inspections we prepare.

For the Town of Redington Beach, we will engage our reporting templates with the following methodology:

First, inspections are handed out by the jurisdiction to our inspectors. Then, our inspectors conduct their inspections the same day they are assigned and return them to the Town to be entered into the permit system.

Since a typical evaluation is conducted quickly, Tew & Taylors' availability is virtually constant. Our prompt project completion time allows our personnel to be in front of a client or on a project site within a very short amount of time.

Tew & Taylor would request various data points from the Town of Redington Beach to inform our assessments, including:

- any historical data on each building prior to our site inspection.
- a key contact for each building who is knowledgeable about the building's functions.
- understanding of the Town's specific intent to use the data.

The understanding of the Town's intent for this data allows Tew & Taylors staff to tailor our information directly to the Town's needs. For example, Tew & Taylor personnel may create and provide a joint needs spreadsheet, including summaries of all building sites, with tasks requiring cost repairs. During a project, these reports are available in hard copy or electronic format (PDF, Microsoft Word, or Excel files).

HOW WE PROVIDE COST EFFECTIVE SOLUTIONS

As a seasoned building inspection and plan review firm, Tew & Taylor understands that addressing challenges and developing cost effective solutions (for any project) begins with good communication. The Town of Redington Beach contract will be no exception.

First, utilizing a clear scope of work, Tew & Taylor develops the site strategy, inspection plan and cost estimate.

Then, our team communicates this information to the client. In this step, any questions or concerns are resolved to ensure the approach, regulations, and guidelines to be used are addressed before work begins, saving time and money.

Regardless of a contract's size or complexity, Tew & Taylor works with clients to select the best approach for any given situation.

Additionally, we avoid unnecessary costs by monitoring trips to project sites, communicating expectations before work begins, and establishing inspections and plan review criteria in advance, minimizing confusion and frustration.

FAST-TRACKED PROJECT EXPERIENCE

Tew & Taylor understands the Town's needs and recognizes that suitable staffing for this contract may be a concern. Tew & Taylor has a local group of 2 building inspectors and 3 plan reviewers and 10 additional remote plan reviewers. Our robust staff allows us to handle various daily inspection requests. Our local St. Petersburg office is situated to serve the Town's inspection requests as efficiently as possible.

Tew & Taylors' inspection team can also accommodate requests with varying timetables, whether services are needed before 7:00 am or after 5:00 pm. Further, our team is equipped to handle special occasions or last-minute requests. Tew & Taylor can rapidly staff inspections the Town may be unable to complete.

COST SAVING APPROACH

Tew & Taylor is very familiar with the many challenges that building departments face, including budget constraints, safety issues, and environmental impact. We apply value methodology (also known as value engineering, value analysis or value management) to projects to save our clients a significant amount of time and money.

TAB 3
BUSINESS ETHICS



TAB 3 – BUSINESS ETHICS

LITIGATION

Tew & Taylor has no active litigation at this time.

Public Entity Crimes Form

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, 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 [F.S.] for Category Two [$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Acknowledged by

Tew and Taylor

Firm Name

7-22-25

Signature

Date

Henry Rauch, Owner

Printed Name and Title

TAB 4
EXPERIENCE & PAST PERFORMANCE



TAB 4 – EXPERIENCE &PAST PERFORMANCE

	Inspections	Plan Review	Permitting
City of St. Petersburg	Residential, Multi-Family, Commercial, Plumbing, Mechanical, Electrical	Residential, Commercial	
City of Clearwater		Residential, Commercial	
City of Gulfport	Residential, Multi-Family, Commercial, Plumbing, Mechanical, Electrical	Residential, Commercial	
Town of Longboat Key	Residential, Multi-Family, Commercial, Plumbing, Mechanical, Electrical	Residential, Commercial	x



CITY OF ST. PETERSBURG

Location:
St. Petersburg, FL

Point of Contact:

- Ricky Campbell, Deputy Building Official
- ricky.campbell@stpete.org
- (727) 893-7127

Period of Performance:
02/21/2025-Present

Services Provided:

- Plan Review Services.
- Inspection Services
- Building Official Services

Value:

- **$418,110**



CITY OF CLEARWATER

Location:
Clearwater, FL

Point of Contact:

- Gabriel A. Reed
- Gabriel.Reed@tetratech.com
- (304)-313-4279

Period of Performance:
03/22/2025-06/31/2025

Services Provided:

- Plan Review Services.

Value:

- **$125,650**



CITY OF GULFPORT

Location:
Gulfport, FL

Point of Contact:

- Clark Streicher, CBO
- cstreicher@mygulfport.us
- (727) 893-1020

Period of Performance:
03/03/2025-Present

Services Provided:

- Plan Review Services.
- Inspection Services
- Building Official Services

Value:

- **$120,615**



TOWN OF LONGBOAT KEY

Location:
Longboat Key, FL

Point of Contact:

- Patti Fige
- pfige@longboatkey.org
- (941) 316-1966

Period of Performance:
01/21/2025 - Ongoing

Services Provided:

- Plan Review Services.
- Inspection Services
- Building Official Services

Value:

- **$538,725**

TAB 5
REFERENCES



Tew & Taylor

Performance Survey Questionnaire

Consultant Information		Client/Reference Information
From: Tew & Taylor		To: City of Saint Petersburg
Company: "		Company: "
Phone:		Phone: 727-893-7127
Email:		Email: Ricky.Campbell@stpete.org

Services performed: Commercial & Residential Plan Review
Contract / Agreement dates including renewals: $400,000.00

Client:

Rate each other the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1-10)	8
2. Ability to communicate with staff and general public	(1-10)	10
3. Ability to resolve issues promptly	(1-10)	9
4. Ability to follow protocol	(1-10)	8
5. Ability to maintain proper documentation	(1-10)	8
6. Ability to offer solid recommendations	(1-10)	10
7. Had proper resources and personnel by which to provide services	(1-10)	7
8. Exceptional customer service skills	(1-10)	10
9. Overall client satisfaction in plans reviews	(1-10)	9
10. Overall client satisfaction in inspection services	(1-10)	N/A

Ricky Campbell

Printed Name of Reference

Signature of Reference

CLEARWATER SURVEY

Tew & Taylor

Performance Survey Questionnaire

Consultant Information		Client/Reference Information
From: Jack Fahey		To: Gabriel Reed
Company: Tew and Taylor		Company: Tetra Tech
Phone:		Phone: 469-536-8559
Email: jack.fahey@tewandtaylor.com		Email: Gabriel.Reed@tetratech.com

Services performed: Tetra Tech -> subcontracted Tew and Taylor for FL Plans Examiner
Contract / Agreement dates including renewals: March 2025- Apr, Renewed to June 2025

Client:

Rate each other the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1-10)	1 0
2. Ability to communicate with staff and general public	(1-10)	1 0
3. Ability to resolve issues promptly	(1-10)	1 0
4. Ability to follow protocol	(1-10)	1 0
5. Ability to maintain proper documentation	(1-10)	1 0
6. Ability to offer solid recommendations	(1-10)	1 0
7. Had proper resources and personnel by which to provide services	(1-10)	1 0
8. Exceptional customer service skills	(1-10)	1 0
9. Overall client satisfaction in plans reviews	(1-10)	1 0
10. Overall client satisfaction in inspection services	(1-10)	1 0

_G_a_b_r_ie_l_ A_._ R__e_e_d_____ _____

Printed Name of Reference

Signature of Reference

Tew & Taylor

Performance Survey Questionnaire

Consultant Information		Client/Reference Information
From:		To: Clark Streicher
Company:		Company: City of Gulfport
Phone:		Phone: 727-893-1020
Email:		Email: cstreicher@mygulfport.us

Services performed: Plan reviews
Contract / Agreement dates including renewals:

Client:

Rate each other the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1-10)	8
2. Ability to communicate with staff and general public	(1-10)	8
3. Ability to resolve issues promptly	(1-10)	8
4. Ability to follow protocol	(1-10)	8
5. Ability to maintain proper documentation	(1-10)	8
6. Ability to offer solid recommendations	(1-10)	8
7. Had proper resources and personnel by which to provide services	(1-10)	8
8. Exceptional customer service skills	(1-10)	n/a
9. Overall client satisfaction in plans reviews	(1-10)	8
10. Overall client satisfaction in inspection services	(1-10)	n/a

CLARK STREICHER

Printed Name of Reference

Signature of Reference

Tew & Taylor

Performance Survey Questionnaire

Consultant Information		Client/Reference Information
From: Dylan Cakella		To: PATTI FIGE
Company: Tew and Taylor		Company: LBK - Bldg Dept
Phone:		Phone: 941-316-1966
Email: dylan.cakella@tewandtaylor.com		Email: PFIGE@longboatkey.org

Services performed:	Plan Review, Inspections, Permitting
Contract / Agreement dates including renewals:	1/22/25 - on going

Client:

Rate each other the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1-10)	8
2. Ability to communicate with staff and general public	(1-10)	9
3. Ability to resolve issues promptly	(1-10)	8
4. Ability to follow protocol	(1-10)	9
5. Ability to maintain proper documentation	(1-10)	8
6. Ability to offer solid recommendations	(1-10)	8
7. Had proper resources and personnel by which to provide services	(1-10)	9
8. Exceptional customer service skills	(1-10)	9
9. Overall client satisfaction in plans reviews	(1-10)	8
10. Overall client satisfaction in inspection services	(1-10)	8

Patti Fige

Printed Name of Reference

Patti Fige

Signature of Reference

TAB 6
KEY PERSONNEL & PRIMARY CONTACT



DOUG TAYLOR

PLANS EXAMINER, INSPECTOR, ADMINISTRATOR

Tew & Taylor

Doug Taylor has over 26 years of experience in building code administration, plan review, inspections, and code enforcement. As Qualifier for Tew & Taylor, he oversees Florida Building Code services for both public and private clients, ensuring compliance across all construction trades. Doug is known for his practical, customer-focused approach to code compliance.

YEARS OF EXPERIENCE

26 YEARS

LICENSES & CERTIFICATIONS

BUILDING CODE ADMINISTRATOR #BU1012

STANDARD INSPECTOR #BN2185

STANDARD PALNS EXAMINER #PX1089

RELEVANT EXPERIENCE

TEW & TAYLOR - QUALIFIER, INSPECTOR, AND PLAN REVIEWER

WEST PALM BEACH, FL

Doug Taylor is the founder and licensed Qualifier of Tew & Taylor, overseeing all on-site construction compliance operations. Directly manages and performs inspections in the field across structural, electrical, mechanical, plumbing, and coastal trades, ensuring full adherence to Florida Building Code standards. Coordinates site visits, supervises inspection teams, resolves field-related issues, and works closely with contractors, developers, and municipalities to support smooth project progress from start to final inspections.

DOUG TAYLOR LICENSURE

PLANS EXAMINER, INSPECTOR, ADMINISTRATOR

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Inspector	TAYLOR, DOUGLAS LYN	Primary	BN2185 Inspector	Current, Active 11/30/2025
License Location Address*: Private **Main Address*:** Private				
Standard Plans Examiner	TAYLOR, DOUGLAS LYN	Primary	PX1089 Plans Examiner	Current, Active 11/30/2025
License Location Address*: Private **Main Address*:** Private				
Building Code Administrator	TAYLOR, DOUGLAS LYN	Primary	BU1012 Building Code A	Current, Active 11/30/2025
License Location Address*: Private **Main Address*:** Private				

ROBERT PERRY

MANAGER

Tew & Taylor

Robert Perry is a licensed Building Official and contractor with over 40 years of experience. He has held leadership roles in both the public and private sectors, serving as Building Official for multiple Florida municipalities and working as an Inspector, Project Manager, and Contractor.

YEARS OF EXPERIENCE

40+

LICENSES & CERTIFICATIONS

BUILDING CODE ADMINISTRATOR, FL #BU1597

STANDARD INSPECTOR #BN5349

STANDARD PLANS EXAMINER #PX2902

FIRE MARSHAL

GENERAL, MECHANICAL, AND PLUMBING CONTRACTOR

STORMWATER INSPECTOR

FLOODPLAIN MANAGER

RELEVANT EXPERIENCE

TOWN OF INDIAN RIVER SHORES – BUILDING OFFICIAL

TOWN OF INDIAN RIVER SHORES, FL

Robert oversaw municipal building operations, including code enforcement, plan review, and inspections. Served as primary code authority.

CITY OF PALM BAY – BUILDING OFFICIAL

PALM BAY, FL

Robert managed building department staff, permitting, and inspections for one of Florida's fastest-growing cities. Implemented process improvements.

TOWN OF MELBOURNE BEACH – BUILDING OFFICIAL

MELBOURNE BEACH, FL

Robert directed the building department, handled permitting, inspections, and plan reviews. Ensured code enforcement and regulatory compliance.

ROBERT PERRY LICENSURE

MANAGER

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Certified Plumbing Contractor	PERRY, ROBERT CARLYLE	Primary	CFC057059 Cert Plumbing	Current, Active 08/31/2026
	License Location Address*: 6903 301ST AVE N CLEARWATER, FL 33761 **Main Address*:** Private			
Building Code Administrator	PERRY, ROBERT CARLYLE	Primary	BU1597 Building Code A	Current, Active 11/30/2025
	Main Address*: Private **Mailing Address*:** 4030 CAPAROSA CIR. MELBOURNE, FL 32940			
Standard Plans Examiner	PERRY, ROBERT CARLYLE	Primary	PX2902 Plans Examiner	Current, Active 11/30/2025
	Main Address*: Private **Mailing Address*:** Private			
Standard Inspector	PERRY, ROBERT CARLYLE	Primary	BN5349 Inspector	Current, Active 11/30/2025
	Main Address*: Private **Mailing Address*:** 4030 CAPAROSA CIRCLE MELBOURNE, FL 32940			
Certified General Contractor	PERRY, ROBERT CARLYLE	Primary	CGC059384 Cert General	Current, Active 08/31/2026
	License Location Address*: 6903 301ST AVE N CLEARWATER, FL 33761 **Main Address*:** Private			
Certified Mechanical Contractor	PERRY, ROBERT CARLYLE	Primary	CMC056871 Cert Mechanical	Current, Active 08/31/2026
	License Location Address*: 6903 301ST AVE N CLEARWATER, FL 33761 **Main Address*:** Private			

Certified Certified Person	City	State
Robert Perry	Redington Shores	FL

Certificates
Certified Housing Code Official (expires 10/15/2028)
Residential Plumbing Inspector (expires 10/15/2028)
Building Plans Examiner (expires 10/15/2028)
Fire Plans Examiner (expires 10/15/2028)
Certified Fire Code Official (expires 10/15/2028)
Residential Mechanical Inspector (expires 10/15/2028)
Accessibility Inspector/Plans Examiner (expires 10/15/2028)
Certified Mechanical Code Official (expires 10/15/2028)
Certified Building Code Official (expires 10/15/2028)
Residential Building Inspector (expires 10/15/2028)
Combination Plans Examiner (expires 10/15/2028)
Mechanical Inspector (expires 10/15/2028)
Commercial Mechanical Inspector (expires 10/15/2028)
Master Code Professional (expires 10/15/2028)
Electrical Code Specialist (expires 10/15/2028)
Mechanical Code Specialist (expires 10/15/2028)
Building Code Specialist (expires 10/15/2028)
Fire Code Specialist (expires 10/15/2028)
Plumbing Code Specialist (expires 10/15/2028)
Commercial Building Inspector (expires 10/15/2028)
Mechanical Plans Examiner (expires 10/15/2028)
Electrical Plans Examiner (expires 10/15/2028)
Disaster Response Inspector (expires 10/15/2028)
Certified Electrical Code Official (expires 10/15/2028)
Property Maintenance and Housing Inspector (expires 10/15/2028)
Plumbing Plans Examiner (expires 10/15/2028)
Commercial Combination Inspector (expires 10/15/2028)
Certified Building Official (expires 10/15/2028)
Combination Inspector (expires 10/15/2028)
Fire Inspector I (expires 10/15/2028)
Residential Combination Inspector (expires 10/15/2028)
Plumbing Inspector (expires 10/15/2028)
Residential Electrical Inspector (expires 10/15/2028)
Commercial Plumbing Inspector (expires 10/15/2028)
Electrical Inspector (expires 10/15/2028)
Commercial Electrical Inspector (expires 10/15/2028)
Building Inspector (expires 10/15/2028)
Residential Energy Inspector/Plans Examiner (expires 10/15/2028)
Fire Inspector II (expires 10/15/2028)
Certified Plumbing Code Official (expires 10/15/2028)

PHILIP CHARNOCK

PLANS EXAMINER

Tew & Taylor

Philip brings over 10 years of experience in the building code industry. Adept at interpreting and enforcing Florida Building Code, Philip delivers exceptional customer service and ensures compliance across the public and private sectors.

EDUCATION

BS, BOTANY
UNIVERSITY OF SOUTH FLORIDA
AS, BUILDING CONSTRUCTION
SANTA FE COLLEGE
AA
ST. PETERSBURG COLLEGE

YEARS OF EXPERIENCE

11 YEARS

LICENSES & CERTIFICATIONS

BUILDING CODE ADMINISTRATOR, FL #BU382

BUILDING PLANS EXAMINER, FL #PBP1751

BUILDING INSPECTOR, FL #BN1114

GENERAL CONTRACTOR, FL #CGC032907

RELEVANT EXPERIENCE

TOWN OF LONGBOAT KEY MUNICIPAL SUPPORT - PLAN REVIEWER

LONGBOAT KEY, FL

Philip is currently serving as a Plans Reviewer for the Town of Longboat Key. Plans he has reviewed include all structural, plumbing, electrical and mechanical elements.

CITY OF ST. PETERSBURG MUNICIPAL SUPPORT - PLAN REVIEWER

ST. PETERSBURG, FL

Philip is currently serving as a Plans Reviewer for the City of St. PetersburgPlans he has reviewed include all structural, plumbing, electrical and mechanical elements.

CITY OF KEY WEST - MULTI TRADES INSPECTOR

KEY WEST, FL

Philip previously served as a Multi Trades Inspector for the City of Key West. While at the city, Phil performed building, mechanical, electrical and plumbing inspections for the city. Key projects included Margaritaville Hotel and Resort and Pilar Rum DIstillery.

BUREAU VERITAS - BUSINESS UNIT MANAGER

ST. CLOUD, FL

Phil provided plans review, inspections for private business and government support statewide. Examples of projects like Richman America Home, Pulte Homes, Town of Longboat Key, Sarasota County Building Department , and Manatee County Schools.

QUORUM SERVICES - BUILDING OFFICIAL & MULTI-TRADE INSPECTOR

TAMPA, FL

Phil performed inspections for businesses and governments to the Tampa Bay Area. Examples of projects are City of Clearwater, City of St. Pete Beach, City of Safety Harbor, City of Dunedin, iContractor, DPR Construction, and BayCare Medical.

ECS ENGINEERING - MULTI-TRADES INSPECTOR

WASHINGTON, D.C.

Philip previously served as a Multi Trades Inspector for the ECS Engineering inspecting commercial projects in the DMV area.

PHILIP CHARNOCK LICENSURE

PLANS EXAMINER

Provisional Mechanical Plans Examiner	CHARNOCK, PHILIP LENNINGTON	Primary	PMP567 Prov. Mech Plan	Current, Active 04/27/2027
Main Address*: 4085 HOLIDAY DRIVE NORTH CRYSTAL RIVER, FL 34428				
Provisional Plumbing Plans Examiner	CHARNOCK, PHILIP LENNINGTON	Primary	PPP549 Prov. Plumb Pla	Current, Active 04/27/2027
Main Address*: 4085 HOLIDAY DRIVE NORTH CRYSTAL RIVER, FL 34428				
Provisional Electrical Plans Examiner	CHARNOCK, PHILIP LENNINGTON	Primary	PEP717 Prov. Elec Plan	Current, Active 04/27/2027
Main Address*: 4089 HOLIDAY DRIVE NORTH CRYSTAL RIVER, FL 34428				
Provisional Building Plans Examiner	CHARNOCK, PHILIP LENNINGTON	Primary	PBP1751 Prov. Bld Plans	Current, Active 02/16/2027
Main Address*: 4085 HOLIDAY DRIVE NORTH CRYSTAL RIVER, FL 34428				
Certified General Contractor	CHARNOCK, PHILIP LENNINGTON	Primary	CGC032907 Cert General	Current, Inactive 08/31/2026
Main Address*: 4085 HOLIDAY DRIVE NORTH CRYSTAL RIVER, FL 34428				
Building Code Administrator	CHARNOCK, PHILIP LENNINGTON	Primary	BU382 Building Code A	Current, Active 11/30/2025
License Location Address*: Private **Main Address*:** 4085 HOLIDAY DRIVE NORTH CRYSTAL RIVER, FL 34428 **Mailing Address*:** Private				
Standard Inspector	CHARNOCK, PHILIP LENNINGTON	Primary	BN1114 Inspector	Current, Active 11/30/2025
License Location Address*: Private **Main Address*:** 4085 HOLIDAY DRIVE NORTH CRYSTAL RIVER, FL 34428 **Mailing Address*:** Private				

MICHAEL MAYALL

PLANS EXAMINER

Tew & Taylor

Michael Mayall joined Tew & Taylor with 35 years of experience enforcing construction codes across both municipal and private sectors. His deep understanding of building codes, construction practices, and regulatory compliance—combined with his practical field experience—makes him an invaluable member of the team.

YEARS OF EXPERIENCE

35+ YEARS

LICENSES & CERTIFICATIONS

BUILDING CODE ADMINISTRATOR #BU2138

BUILDING, MECHANICAL, ELECTRICAL, PLUMBING, MODULAR PLANS EXAMINER #SMP53 #PX1700

BUILDING, MECHANICAL, ELECTRICAL, PLUMBING, MODULAR INSPECTOR #BN3847 #SMI86

RELEVANT EXPERIENCE

GFA INTERNATIONAL - SENIOR INSPECTOR AND PLANS EXAMINER

DELRAY BEACH, FL

While at GFA, Michael provided a full range of plan review and inspection services, supporting both public and private sector projects. His work included private provider contract inspections as well as specialized inspections for governmental agencies and commercial clients, ensuring code compliance, safety, and construction quality across diverse project types.

SCHOL DISTRICT OF PALM BEACH COUNTY - PLANS EXAMINER

PALM BEACH, FL

With the school district, Michael reviewed construction documents for compliance with building and fire codes, as well as district cost control guidelines. Ensured proposed projects met all applicable safety, structural, and fiscal requirements prior to approval.

VILLAGE OF WELLINGTON - ASSISTANT BUILDING OFFICIAL

WELLINGTON, FL

As the Assistant Building Official, Michael assisted in managing building department operations for the Village of Wellington, including code enforcement, permit review, inspections, and staff coordination. Supported the implementation of building codes and ensured compliance with local regulations and safety standards.

EAST NORRINGTON TOWNSHIP - BUILDING OFFICIAL

PALM BEACH, FL

As Building Official for East Norrington Township, Michael oversaw code enforcement, plan review, inspections, and staff. He ensured compliance with all building codes, fostered clear communication with contractors and the public, and advanced safety and sustainability through effective regulation and process improvements.

MICHAEL MAYALL LICENSURE

PLANS EXAMINER

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Inspector	MAYALL, MICHAEL A SR	Primary	BN3847 Inspector	Current, Active 11/30/2025
	License Location Address*: Private **Main Address*:** Private			
Standard Modular Plans Examiner	MAYALL, MICHAEL A SR	Primary	SMP53 Std Modular Pla	Current, Active 11/30/2025
	Main Address*: Private			
Standard Plans Examiner	MAYALL, MICHAEL A SR	Primary	PX1700 Plans Examiner	Current, Active 11/30/2025
	License Location Address*: Private **Main Address*:** Private			
Standard Modular Inspector SMI	MAYALL, MICHAEL A SR	Primary	SMI86 Std Modular Ins	Current, Active 11/30/2025
	Main Address*: Private			
Building Code Administrator	MAYALL, MICHAEL A SR	Primary	BU2138 Building Code A	Current, Active 11/30/2025
	Main Address*: Private			

Certified Certified Person	City	State	Certificates
Michael Mayall	Jupiter	FL	Commercial Plumbing Inspector (expires 01/17/2027) Certified Building Official (expires 01/17/2027) Residential Building Inspector (expires 01/17/2027) Residential Plumbing Inspector (expires 01/17/2027) Master Code Professional (expires 01/17/2027) Residential Combination Inspector (expires 01/17/2027) Plumbing Plans Examiner (expires 01/17/2027) Fire Inspector I (expires 01/17/2027) Commercial Building Inspector (expires 01/17/2027) Commercial Combination Inspector (expires 01/17/2027) Electrical Plans Examiner (expires 01/17/2027) Residential Mechanical Inspector (expires 01/17/2027) Building Plans Examiner (expires 01/17/2027) Building Inspector (expires 01/17/2027) Fire Inspector II (expires 01/17/2027) Combination Inspector (expires 01/17/2027) Certified Building Code Official (expires 01/17/2027) Mechanical Plans Examiner (expires 01/17/2027) Certified Plumbing Code Official (expires 01/17/2027) Accessibility Inspector/Plans Examiner (expires 01/17/2027) Residential Electrical Inspector (expires 01/17/2027) Electrical Inspector (expires 01/17/2027) Mechanical Inspector (expires 01/17/2027) Commercial Mechanical Inspector (expires 01/17/2027) Commercial Electrical Inspector (expires 01/17/2027) Combination Plans Examiner (expires 01/17/2027) Certified Electrical Code Official (expires 01/17/2027) Certified Mechanical Code Official (expires 01/17/2027) Plumbing Inspector (expires 01/17/2027) Building Code Specialist (expires 01/17/2027) Plumbing Code Specialist (expires 01/17/2027) Mechanical Code Specialist (expires 01/17/2027) Electrical Code Specialist (expires 01/17/2027)

MICHEAL TRIPP

PLANS EXAMINER AND INSPECTOR

Tew & Taylor

Michael brings over 30 years of experience to the Tew & Taylor team, with a strong background in both the public and private sectors. He holds multiple contracting licenses and has worked extensively in the field, including hands-on construction, project management, and CAD design. His diverse expertise makes him a highly qualified and valuable asset to any project.

YEARS OF EXPERIENCE

30+ YEARS

LICENSES & CERTIFICATIONS

BUILDING CODE ADMINISTRATOR
#BU1997

STANDARD PLANS EXAMINER
#PX3645

STANDARD INSPECTOR
#BN6663

RESIDENTIAL PLANS EXAMINER
#RPX360

RELEVANT EXPERIENCE

TOWN OF LONGBOAT KEY MUNICIPAL SUPPORT – BUILDING INSPECTOR

LONGBOAT KEY, FL

Through Tew & Taylor, Michael conducts inspections for the Town of Longboat Key, applying his certifications in residential and commercial building, mechanical, plumbing, and electrical disciplines to ensure code compliance and construction quality.

CITY OF LAKE WALES – BUILDING OFFICIAL, PLANS EXAMINER, BUILDING INSPECTOR, FLOOD PLAIN MANAGER

LAKE WALES, FL

As Building Official, Michael served as Floodplain Manager and led a team of inspectors. He enhanced operations by streamlining inspection processes, standardizing applications and forms, and updating policies. He also performed plan reviews and conducted inspections directly.

PUTNAM COUNTY – BUILDING INSPECTOR AND PLANS EXAMINER

PALATKA, FL

While with Putnam County, Michael ensured construction and public works projects complied with city, state, and federal regulations. He also conducted storm damage assessments to support timely response and recovery efforts after severe weather events.

MICHEAL TRIPP LICENSURE

PLANS EXAMINER AND INSPECTOR

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Plans Examiner **Main Address*:** Private	TRIPP, MICHEAL STEPHEN	Primary	PX3645 Plans Examiner	Current, Active 11/30/2025
Building Code Administrator **Main Address*:** Private	TRIPP, MICHEAL STEPHEN	Primary	BU1997 Building Code A	Current, Active 11/30/2025
Residential Plans Examiner **Main Address*:** Private	TRIPP, MICHEAL STEPHEN	Primary	RPX360 Residential	Current, Active 11/30/2025
Standard Inspector **Main Address*:** Private	TRIPP, MICHEAL STEPHEN	Primary	BN6663 Inspector	Current, Active 11/30/2025

JACK FAHEY

PLANS EXAMINER AND INSPECTOR

Tew & Taylor

Jack Fahey, a multi-licensed Building Official with 40+ years' experience, specializes in plan review, inspections, and floodplain compliance. He's known for a practical, service-focused approach and has helped municipalities across Florida ensure safe, code-compliant development in coastal and high-risk areas.

YEARS OF EXPERIENCE

40 + YEARS

LICENSES & CERTIFICATIONS

BUILDING CODE ADMINISTRATOR #BU1897

BUILDING PLANS EXAMINER #PX2966

RESIDENTIAL PLANS EXAMINER #RPX217

BUILDING, RESIDENTIAL, COASTAL INSPECTOR #BN5379

RELEVANT EXPERIENCE

CITY OF CLEARWATER - PLAN REVIEWER

CLEARWATER, FL

Through Tew & Taylor Jack performs remote plan review and code compliance evaluations for residential and commercial projects. Supports emergency operations with expedited plan reviews and documentation for disaster recovery projects.

CITY OF CEDAR KEY - BUILDING OFFICIAL & FLOODPLAIN MANAGER

CEDAR KEY, FL

Jack served as Building Official overseeing all plan reviews, inspections, and code enforcement activities. Managed floodplain compliance as Certified Floodplain Manager (CFM), guiding projects through flood zone requirements and regulatory standards.

JPI INSPECTION SERVICES - BUILDING OFFICIAL & PLANS EXAMINER

MELBOURNE BEACH, FL

Oversaw plan review, inspections, and floodplain compliance for multiple Florida municipalities. Served as Building Official and Certified Floodplain Manager, enforcing codes and evaluating projects.

CITY OF FORT LAUDERDALE - FLOODPLAIN DEVELOPMENT REVIEW SPECIALIST

FORT LAUDERDALE, FL

Oversaw building department services including plan review, inspections, and floodplain compliance across multiple Florida municipalities. Conducted code enforcement and project evaluations as a Building Official and Certified Floodplain Manager.

CITY OF CLEARWATER - BUILDING INSPECTOR & PLANS EXAMINER

CLEARWATER, FL

Performed inspections and plan reviews for residential and commercial projects, including coastal construction. Managed floodplain compliance, developed online elevation certificate system, and participated in sustainability initiatives including LEED training.

JACK FAHEY LICENSURE

PLANS EXAMINER AND INSPECTOR

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Building Code Administrator	FAHEY, JOHN ALOYSIUS III	Primary	BU1897 Building Code A	Current, Active 11/30/2025
License Location Address*: 100 SOUTH MYRTLE AVE CLEARWATER, FL 33756 **Main Address*:** Private				
Standard Plans Examiner	FAHEY, JOHN ALOYSIUS III	Primary	PX2966 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				
Residential Plans Examiner	FAHEY, JOHN ALOYSIUS III	Primary	RPX217 Residential	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	FAHEY, JOHN ALOYSIUS III	Primary	BN5379 Inspector	Current, Active 11/30/2025
Main Address*: Private				

SAMUEL DUKE BENNETT

INSPECTOR

Tew & Taylor

Samuel Duke Bennett brings over 24 years of experience in building inspection and code compliance. As a licensed Standard Building Inspector he specializes in on-site inspection of commercial, residential, and coastal construction projects. His background includes inspection roles on large-scale projects such as the Ritz-Carlton Resort, Hampton Inn, and multiple commercial developments, with expertise in structural inspections, concrete work, threshold buildings, and specialty coastal structures.

YEARS OF EXPERIENCE

24 YEARS

LICENSES & CERTIFICATIONS

BUILDING INSPECTOR
#BN4927

RELEVANT EXPERIENCE

TEW & TAYLOR - INSPECTOR

WEST PALM BEACH, FL

Samuel serves as an on-site resident inspector overseeing active commercial and residential construction projects. Responsibilities include performing detailed inspections of structural, mechanical, and life safety elements to ensure compliance with Florida Building Code and all applicable regulations. Coordinates directly with contractors and project teams to address field issues, monitor project progress, and verify code compliance throughout all phases of construction. Provides daily reporting, compliance documentation, and final inspection approvals to support project closeout.

S DUKE BENNETT LICENSURE

INSPECTOR

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Inspector	BENNETT, SAMUEL DUKE	Primary	BN4927 Inspector	Current, Active 11/30/2025

Main Address*: Private

PATRICK SCHNEIDER

INSPECTOR

Tew & Taylor

Patrick Schneider is a licensed Residential All Trades Inspector with over 24 years of construction experience. At Tew & Taylor, he specializes in inspecting residential projects, covering all trades. With a background in electrical supervision and hands-on construction, Patrick brings practical insight and a solutions-focused approach to every project.

YEARS OF EXPERIENCE

1 YEAR

LICENSES & CERTIFICATIONS

ELECTRICAL INSPECTOR #BN9359

RESIDENTIAL INSPECTOR #PRI1402

RELEVANT EXPERIENCE

TEW & TAYLOR - INSPECTOR

WEST PALM BEACH, FL

Patrick performs on-site inspections of residential construction projects across all trades, including electrical, structural, mechanical, and plumbing systems. Ensures compliance with Florida Building Code, working directly with contractors and builders to address field issues and verify quality standards throughout construction. Documents inspections, resolves code violations, and supports smooth project progression from start to final inspection.

ELECTRICAL SPECIALTY SERVICES - SUPERVISOR

WEST PALM BEACH, FL

Managed daily field operations and supervised electrical projects in residential and commercial settings. Oversaw jobsite safety, crew performance, and project schedules while maintaining direct involvement in plan reviews and installations. Provided leadership and mentorship to team members, coordinated bids, addressed client concerns, and ensured code compliance throughout project completion.

PATRICK SCHNEIDER LICENSURE

INSPECTOR

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Provisional Residential Inspector	SCHNEIDER, PATRICK WYATT	Primary	PRI1402 Prov Residentl	Current, Active 06/02/2027
Main Address*: Private				
Standard Inspector	SCHNEIDER, PATRICK WYATT	Primary	BN9359 Inspector	Current, Active 11/30/2025
Main Address*: Private				

Certified Certified Person	City	State
patrick schneider	West Palm Beach	FL

Certificates
Commercial Electrical Inspector (expires 03/19/2028)
Residential Building Inspector (expires 05/20/2028)
Residential Plumbing Inspector (expires 07/15/2028)

MICHAEL ALEXANDER

PLANS EXAMINER AND INSPECTOR

Tew & Taylor

Michael brings nearly a decade of experience in the building code industry. With exceptional customer service, Michael ensures compliance across public and private sectors and is adept at interpreting and enforcing Florida Building Code.

YEARS OF EXPERIENCE

27 YEARS

LICENSES & CERTIFICATIONS

BUILDING CODE ADMINISTRATOR, FL #BU2280

RESIDENTIAL PLANS EXAMINER, FL #RPX393

PROVISIONAL COMMERCIAL MECHANICAL, FL #PMI877

BUILDING INSPECTOR, FL #BN7776

GENERAL CONTRACTOR, FL #CGC1512653

RELEVANT EXPERIENCE

TOWN OF LONGBOAT KEY MUNICIPAL SUPPORT - BUILDING INSPECTOR

LONGBOAT KEY, FL

Michael is currently serving as a Building Inspector for the Town of Longboat Key. Inspections he has completed include all structural, plumbing, electrical and mechanical elements.

ECS LIMITED, LLC - CODE COMPLIANCE MANAGER

TAMPA, FL

Michael has previously served as a code compliance manager with ECS Limited, LLC. His responsibilities included reviewing plans, providing technical support, conducting inspections, monitoring project progress for performance and budgetary conditions and training other building inspectors.

CITY OF PORT RICHEY - BUILDING CODE ADMINISTRATOR

PORT RICHEY, FL

Michael previously served three years as the Building Code Administrator for the City of Port Richey. His responsibilities included inspecting residential and commercial construction, alterations and repair activities on residential, industrial and commercial building sites to comply with approved plans.

HILLSBOROUGH COUNTY BUILDING INSPECTOR

TAMPA, FL

Michael previously served as a building inspector at Hillsborough County for roughly two years. His responsibilities included ensuring that projects comply with Florida Accessibility Code, Life Safety Codes and the Florida Energy Code, inspecting project sites for general compliance with zoning, flood and other side requirements and inspecting buildings for structural, plumbing, electrical and/or mechanical compliance codes.

MICHAEL ALEXANDER LICENSURE

PLANS EXAMINER AND INSPECTOR

Provisional Mechanical Inspector	ALEXANDER, MICHAEL WILLIAM	Primary	PMI877 Prov. Mech. Ins	Current, Active 04/22/2026
Main Address*: Private				
Provisional Plumbing Inspector	ALEXANDER, MICHAEL WILLIAM	Primary	PPI909 Prov. Plumb Ins	Current, Active 04/22/2026
Main Address*: Private				
Residential Plans Examiner	ALEXANDER, MICHAEL WILLIAM	Primary	RPX393 Residential	Current, Active 11/30/2025
Main Address*: Private				
Building Code Administrator	ALEXANDER, MICHAEL WILLIAM	Primary	BU2280 Building Code A	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	ALEXANDER, MICHAEL WILLIAM	Primary	BN7776 Inspector	Current, Active 11/30/2025
Main Address*: Private				

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Certified Certified Person	City	State
Michael Alexander	Land O Lakes	FL

Certificates
Commercial Building Inspector (expires 08/02/2028)
Residential Mechanical Inspector (expires 08/02/2028)
Residential Plumbing Inspector (expires 08/02/2028)
Residential Electrical Inspector (expires 08/02/2028)
Residential Building Inspector (expires 08/02/2028)
Building Inspector (expires 08/02/2028)
Residential Combination Inspector (expires 08/02/2028)
Commercial Plumbing Inspector (expires 08/02/2028)
Plumbing Inspector (expires 08/02/2028)
Residential Plans Examiner (expires 08/02/2028)
Building Codes and Standards Module (expires 09/02/2025)
Legal Module (expires 09/21/2025)
Management Module (expires 10/05/2025)
Certified Building Official (expires 04/06/2027)

RAUL JIMENEZ

PLANS EXAMINER

Tew & Taylor

Raul brings nearly two decades of experience in the building code industry. With exceptional customer service, Raul ensures compliance across public and private sectors and is adept at interpreting and enforcing Florida Building Code.

EDUCATION

MS, CONSTRUCTION MANAGEMENT
ROGER WILLIAMS UNIVERSITY
BA, ARCHITECTURE
UNPHU NATIONAL UNIVERSITY

YEARS OF EXPERIENCE

18 YEARS

LICENSES & CERTIFICATIONS

BUILDING PLANS EXAMINER, FL #PBP1659

MECHANICAL PLANS EXAMINER, FL #PMP525

PLUMBING PLANS EXAMINER, FL #PPP517

ELECTRICAL PLANS EXAMINER ,FL #PEP673

RELEVANT EXPERIENCE

TOWN OF LONGBOAT KEY MUNICIPAL SUPPORT - PLAN REVIEWER

LONGBOAT KEY, FL

Raul is currently serving as a Plans Reviewer for the Town of Longboat Key. Plans he has reviewed include all structural, plumbing, electrical and mechanical elements.

MESKEL & ASSOCIATES ENGINEERING - PLAN REVIEWER

TAMPA, FL

Raul previously served as a Plans Reviewer for Meskel & Associates. While at Meskel, Raul's responsibilities included ensuring plans complied with applicable building codes and regulations.

CITY OF TAMPA - PROFESSIONAL PLAN REVIEWER

TAMPA, FL

Raul previously served as a professional plans reviewer for the City of Tampa. Raul's responsibilities included ensuring plans complied with applicable building codes and regulations.

CITY OF GULFPORT MUNICIPAL SUPPORT- PLAN REVIEWER

GULFPORT, FL

Raul is currently serving as a Plans Reviewer for the City of Gulfport. Plans he has reviewed include all structural, plumbing, electrical and mechanical elements.

CITY OF PROVIDENCE - PLAN REVIEWER

PROVIDENCE, RI

Raul previously served as a professional plans reviewer for the City of Providence. Raul's responsibilities included ensuring plans complied with applicable building codes and regulations.

RAUL JIMENEZ LICENSURE

PLANS EXAMINER

Provisional Building Plans Examiner **Main Address*:** Private	JIMENEZ, RAUL A	Primary	PBP1659 Prov. Bld Plans	Current, Active 04/22/2026
Provisional Mechanical Plans Examiner **Main Address*:** Private	JIMENEZ, RAUL A	Primary	PMP525 Prov. Mech Plan	Current, Active 04/22/2026
Provisional Electrical Plans Examiner **Main Address*:** Private	JIMENEZ, RAUL A	Primary	PEP673 Prov. Elec Plan	Current, Active 04/22/2026
Provisional Plumbing Plans Examiner **Main Address*:** Private	JIMENEZ, RAUL A	Primary	PPP517 Prov. Plumb Pla	Current, Active 04/22/2026

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Certified Certified Person	City	State
Raul Jimenez	Riverview	FL

Certificates
Residential Building Inspector (expires 09/14/2026)
Commercial Building Inspector (expires 12/12/2026)
Building Inspector (expires 05/05/2027)
Certified Building Official (expires 05/20/2026)

MARK VASQUEZ

PLANS EXAMINER

Tew & Taylor

Mark Vasquez brings 35 years of municipal and construction industry experience to Tew & Taylor. He has served as Community Development Manager, Operations Manager, Building Official, and Building Code Administrator. Mark's deep expertise and leadership make him a valuable asset to the team.

EDUCATION

BA, OPERATIONS MANAGEMENT AND ANALYSIS
ASHFORD UNIVERSITY

YEARS OF EXPERIENCE

35+ YEARS

LICENSES & CERTIFICATIONS

BUILDING PLANS EXAMINER #PX4575

BUILDING, ELECTRICAL INSPECTOR #BN8180

BUILDING CODE ADMINISTRATOR #BU2069

RELEVANT EXPERIENCE

TOWN OF REDINGTON SHORES - BUILDING CODE ADMINSTRATOR

REDINGTON SHORES , FL

Mark served as Building Code Administrator for Redington Shores and supported community development in Treasure Island. He oversaw BMEP plan reviews, inspections, and code compliance, led modernization efforts, and fostered strong relations with officials, developers, and contractors through responsive service.

CITY OF TREASURE ISLAND - BUILDING CODE ADMINISTRATOR

TREASURE ISLAND, FL

Mark served as Building Code Administrator for the City of Treasure Island, overseeing all building department functions, including BMEP plan reviews, inspections, and code enforcement. He led modernization efforts, ensured regulatory compliance, and carried out CFM responsibilities, including emergency response and issuing enforcement actions.

CITY OF ST PETE BEACH - BUILDING OFFICIAL

ST PETE BEACH, FL

As Building Official and Floodplain Administrator for the City of St. Pete Beach, Mark led community development and building code services, implementing updated procedures and technologies to modernize operations. He conducted BMEP plan reviews and inspections, ensured NFIP compliance, and coordinated with city officials and stakeholders. His role also included emergency response, issuing enforcement actions, and maintaining strong public service standards.

MARK VASQUEZ LICENSURE

PLANS EXAMINER

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Inspector	VASQUEZ, MARK D	Primary	BN8180 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	VASQUEZ, MARK D	Primary	PX4575 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				
Building Code Administrator	VASQUEZ, MARK D	Primary	BU2069 Building Code A	Current, Active 11/30/2025
Main Address*: Private				

Certified Certified Person	City	State
Mark Vasquez	Tarpon Springs	FL

Certificates
Building Plans Examiner (expires 01/29/2026)
Combination Inspector (expires 01/29/2026)
Plumbing Inspector UPC (expires 01/29/2026)
Electrical Inspector (expires 01/29/2026)
Building Inspector (expires 01/29/2026)
Certified Building Official (expires 11/04/2027)
Combination Inspector - Legacy (expires 01/29/2026)
Mechanical Inspector (expires 01/29/2026)
Plumbing Inspector (expires 01/29/2026)
Property Maintenance and Housing Inspector (expires 03/27/2027)
Building Code Specialist (expires 01/29/2026)
Commercial Combination Inspector (expires 01/29/2026)

MARCUS WINBURN

PLANS EXAMINER

Tew & Taylor

Marcus brings nearly a decade of experience in the building code industry. With exceptional customer service, Marcus ensures compliance across public and private sectors and is adept at interpreting and enforcing Florida Building Code.

YEARS OF EXPERIENCE

7 YEARS

LICENSES & CERTIFICATIONS

#BU2122

#BN7433

#PX4177

#RPX320

RELEVANT EXPERIENCE

TOWN OF LONGBOAT KEY MUNICIPAL SUPPORT - PLAN REVIEWER

LONGBOAT KEY, FL

Marcus is currently serving as a Plans Reviewer for the Town of Longboat Key. Plans he has reviewed include all structural, plumbing, electrical and mechanical elements.

CITY OF LIVE OAK - BUILDING OFFICIAL

LIVE OAK, FL

Marcus previously served as the building official for the City of Live Oak . While at Live Oak, Marcus conducted all preliminary and final plan reviews. Additionally, he conducted inspections on projects, plan checked engineers and provided supervision to the Code Enforcement Department.

CITY OF WEST MELBOURNE - PLAN REVIEWER AND INSPECTOR

WEST MELBOURNE, FL

Marcus previously served as a plans reviewer and inspector for the City of West Melbourne. Marcus' responsibilities included conducting all preliminary and final plan reviews and conducting inspections on projects.

UNIVERSAL ENGINEERING SCIENCES - SENIOR INSPECTOR

SARASOTA, FL

Marcus previously served as a senior inspector for Universal Engineering Sciences. While at UES, Marcus performed on-site inspections at different stages of construction, including foundation, framing, electrical, plumbing and final inspections.

MARCUS WINBURN LICENSURE

PLANS EXAMINER

Residential Plans Examiner	WINBURN, MARCUS A	Primary	RPX320 Residential	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	WINBURN, MARCUS A	Primary	PX4177 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	WINBURN, MARCUS A	Primary	BN7433 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Building Code Administrator	WINBURN, MARCUS A	Primary	BU2122 Building Code A	Current, Active 11/30/2025
Main Address*: Private				

Certified Certified Person	City	State
Marcus Winburn	GAINESVILLE	FL

Certificates

Building Inspector (expires 03/10/2028)
Residential Combination Inspector (expires 03/10/2028)
Coastal and Floodplain Construction Inspector (expires 03/10/2028)
Building Plans Examiner (expires 03/10/2028)
Commercial Mechanical Inspector (expires 03/10/2028)
Commercial Building Inspector (expires 03/10/2028)
Residential Electrical Inspector (expires 03/10/2028)
Residential Building Inspector (expires 03/10/2028)
Residential Mechanical Inspector (expires 03/10/2028)
Residential Plumbing Inspector (expires 03/10/2028)
Mechanical Plans Examiner (expires 03/10/2028)
Mechanical Inspector (expires 03/10/2028)
Certified Building Official (expires 03/10/2028)
Building Code Specialist (expires 03/10/2028)
Mechanical Code Specialist (expires 03/10/2028)
Commercial Electrical Inspector (expires 03/10/2028)
Electrical Inspector (expires 03/10/2028)
Electrical Plans Examiner (expires 03/10/2028)
Electrical Code Specialist (expires 03/10/2028)
Commercial Plumbing Inspector (expires 03/10/2028)
Plumbing Inspector (expires 03/10/2028)
Combination Inspector (expires 03/10/2028)
Commercial Combination Inspector (expires 03/10/2028)
Plumbing Plans Examiner (expires 03/10/2028)
Plumbing Code Specialist (expires 03/10/2028)
Combination Plans Examiner (expires 03/10/2028)

DON DAVIS

PLANS EXAMINER AND INSPECTOR

Tew & Taylor

Don Davis is a licensed Plan Reviewer and Building Inspector with over 35 years of experience in construction and code compliance. He holds many Florida licenses, including Building Code Administrator, and specializes in residential, structural, plumbing, mechanical, coastal, and floodplain inspections.

YEARS OF EXPERIENCE

38 YEARS

LICENSES & CERTIFICATIONS

RESIDENTIAL, COASTAL, BUILDING, MECHANICAL, PLUMBING INSPECTOR #BN7023

BUILDING CODE ADMINISTRATOR #BU2115

RESIDENTIAL PLANS EXAMINER #RPX283

BUILDING, PLUMBING PLANS EXAMINER #PX3836

RELEVANT EXPERIENCE

CITY OF MARCO ISLAND - SENIOR PLANS EXAMINER AND INSPECTOR

MARCO ISLAND, FL

Don Davis provided plan review and inspection services to the City of Marco Island for 10 years. Don utilized digital systems for plan review and remote inspections. He coordinated with various contractors, architects, and engineers to resolve code-related issues to ensure safe, compliant construction. Don maintains current knowledge of state and local code updates as a licensed Building Code Administrator.

DON DAVIS CONSTRUCTION COMPANY - OWNER

EAGLEVILLE, TN

Don Davis spent nearly 30 years forming concrete, framing, remodeling, building homes, and other various commercial projects.

DON DAVIS LICENSURE

PLANS EXAMINER AND INSPECTOR

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Plans Examiner	DAVIS, DONALD JEFFERY	Primary	PX3836 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				
Residential Plans Examiner	DAVIS, DONALD JEFFERY	Primary	RPX283 Residential	Current, Active 11/30/2025
Main Address*: Private				
Building Code Administrator	DAVIS, DONALD JEFFERY	Primary	BU2115 Building Code A	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	DAVIS, DONALD JEFFERY	Primary	BN7023 Inspector	Current, Active 11/30/2025
Main Address*: Private				

Certified Certified Person	City	State
Donald Davis	Marco Island	FL

Certificates
Residential Building Inspector (expires 03/25/2028)
Building Inspector (expires 03/25/2028)
Residential Combination Inspector (expires 03/25/2028)
Coastal and Floodplain Construction Inspector (expires 03/25/2028)
Building Plans Examiner (expires 03/25/2028)
Commercial Building Inspector (expires 03/25/2028)
Residential Electrical Inspector (expires 03/25/2028)
Residential Mechanical Inspector (expires 03/25/2028)
Residential Plumbing Inspector (expires 03/25/2028)
Commercial Plumbing Inspector (expires 03/25/2028)
Plumbing Inspector (expires 03/25/2028)
Commercial Mechanical Inspector (expires 03/25/2028)
Mechanical Inspector (expires 03/25/2028)
Plumbing Plans Examiner (expires 12/18/2027)

DYLAN CALELLA

PERMITTING TECHNICIAN

Tew & Taylor

Dylan joined Tew & Taylor following over a year with the City of Holmes Beach. At the City, Dylan wore many hats from permit processing to plan review to stormwater inspections. His knowledge of local building code and the unique challenges the west coast of Florida faces make him an asset to the Tew and Taylor team.

EDUCATION

BS, MARINE BIOLOGY
FLORIDA INTERNATIONAL UNIVERSITY

YEARS OF EXPERIENCE

1 YEAR

LICENSES & CERTIFICATIONS

FDEP STORMWATER INSPECTOR #54805

IMSA TRAFFIC SIGNAL TECHNICIAN #AA_146506

FDOT MOT #626350

FEMA NIMS # IS-100.C, IS-200.C, IS-700.B, IS-703.B, IS-706, IS-800.B

RELEVANT EXPERIENCE

TOWN OF LONGBOAT KEY MUNICIPAL SUPPORT - PLAN REVIEWER

LONGBOAT KEY, FL

Dylan currently provides permitting support to the City of Longboat Key. I assign plan review to remote plan reviewers for active permits. He also manages the organization and updating of all permit status. He processes all electronic permit submissions. He aids in scheduling all inspections. Additionally, he provides in-person and phone support regarding the permitting software and permit application process.

CITY OF HOLMES BEACH - PUBLIC WORKS ENGINEERING ASSISTANT

HOLMES BEACH, FL

Dylan was in charge of all right-of-way, drainage and maintenance-of-traffic plan review and permit processing.

TAB 7 REQUIRED FORMS



FEE SCHEDULE			
POSITION	**STANDARD**	**AFTER 5:00PM AND SATURDAYS**	**SUNDAYS AND TOWN HOLIDAYS**
Building Official	$165/hr	$225/hr	$225/hr
Florida Licensed Residential Plan Reviewer	$165/hr	$225/hr	$225/hr
Florida Licensed Multi-Family and Commercial Plan Reviewer	$165/hr	$225/hr	$225/hr
Florida Licensed Residential Inspector	$165/hr	$225/hr	$225/hr
Florida Licensed Commercial Inspector	$165/hr	$225/hr	$225/hr
Florida Licensed Fire Prevention (Plans Examiner/Inspector)	$165/hr	$225/hr	$225/hr
Florida Licensed Plumbing Inspector	$165/hr	$225/hr	$225/hr
Florida Licensed Electrical Inspector	$165/hr	$225/hr	$225/hr
Florida Licensed Mechanical Inspector	$165/hr	$225/hr	$225/hr
Permit Technician	$75/hr	$135/hr	$135/hr
Administrative Assistant	$65/hr	$125/hr	$125/hr

Drug – Free Workplace Form

Proposer certifies that it maintains a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102 As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) This firm gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by

Tew and Taylor
Firm Name

7-22-25
Date

Signature

Harry Rauch, Owner
Printed Name and Title

Public Entity Crimes Form

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, 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 [F.S.] for Category Two [$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Acknowledged by

Tew and Taylor

Firm Name

7-22-25

Signature

Date

Henry Rauch, Owner

Printed Name and Title

ANTI-HUMAN TRAFFICKING AFFIDAVIT
(SECTION 787.06, *FLORIDA STATUTES*)

BEFORE ME, the undersigned authority, appeared Henry Rauch, who first being duly sworn hereby swears of affirms as follows:

1. I am over eighteen (18) years of age. The following information is based on my own personal knowledge.

2. I am an officer or representative of Tew & Taylor (the "Nongovernmental Entity"). I am authorized to provide this affidavit on behalf of the Nongovernmental Entity.

3. The Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

4. This declaration is made pursuant to Section 92.525(1)(c), Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING ANTI-HUMAN TRAFFICKING AFFIDAVIT AND THAT THE FACTS STATED IN IT ARE TRUE.

FURTHER AFFIANT SAYETH NOT.

Printed Name: Henry Rauch
Title: Owner
Company Name: Tew & Taylor
Date: 22

STATE OF Florida
COUNTY OF Palm Beach

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 22 day of July, 2025, by Henry Rauch, on behalf of Tew & Taylor, who is personally known to me or who has produced _____ as identification.

Print Name: Isabella Wheeler
Notary Public of the State of Florida

My Commission Expires: 12/31/30

ISABELLA WHEELER
Notary Public, State of Michigan
County of Ionia
My Commission Expires 12/31/30
Acting in the County of Palm Beach

RFP #25-0707

Building Official, Inspector, Plan Review, Building Codes and Permitting

Electronic



Redington Beach, FL

July 31, 2025 | 2:00pm

Jessica Adkins

Account Manager
407.630.2859
jladkins@safebuilt.com

M.T. Causley, LLC

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

July 23, 2025

Town of Redington Beach
Adriana Nieves, Town Clerk
105 164th Avenue, Redington Beach, FL 33708

RE: RFP#25-0707 Building Official, Inspector, Plan Review, Building Codes and Permitting

Dear Ms. Nieves and Esteemed Members of the Evaluation Committee:

M.T. Causley, LLC, a SAFEbuilt Company (M.T. Causley), is pleased to present our proposal in response to Request for Proposals (RFP) #25-0707 for Building Official, Inspector, Plan Review, Building Codes and Permitting for the Town of Redington Beach. It has truly been our pleasure to support the Town since 2015 with these services, and we earnestly hope for the opportunity to continue providing these services to the Town. Our team has carefully reviewed the bid documents, and, owing to our experience with and knowledge of the Town, we fully understand your needs and requirements. We will supply the best staff to meet those needs—a team that is unparalleled in experience, qualifications, credentials, and focus on customer satisfaction.

M.T. Causley was established in 1996 in Homestead, Florida, to provide Building Official, Plan Review, and Inspection Services for the benefit of our clients. In 2016, we merged with SAFEbuilt, LLC. In 2018, SAFEbuilt acquired another well-respected, multi-service firm: Calvin, Giordano & Associates, Inc. Combining the strengths of all three companies, we offer a broader range of services to clients nationwide.

For the past 29 years, we have successfully supported more than 100 Florida municipalities in various capacities, helping them be safer, develop responsibly, and improve service to local citizens. Our success is reflected through our understanding of the unique needs of each municipality, tailoring our services based on those needs, and then providing a solid team of well-qualified and experienced professionals to meet the goals and objectives of their community. We take our commitment to each community we serve very seriously; we truly value the partnerships we build, and we will go above and beyond to ensure your goals are not only met, but exceeded. The Town of Redington Beach is an excellent example of this kind of partnership.

Through our experience supporting other Florida communities with thorough, timely, and cost-effective plan review and inspection services, we have established many exceptional and professional working relationships with the staff of all our jurisdictional clients, as well as many local designers, contractors, and residents. This experience has helped us become experts in local ordinances, policies, and procedures. We strongly believe that the qualifications of our firm's people are still the best-suited to support this effort.

Throughout our response, we will differentiate ourselves as the only company that can provide the highest quality services and the most enhanced value to the Town—through our deep experience up and down the Gulf Coast, our ongoing dedication to customer service, and our flexibility to adapt to fluctuating workloads. Our proposal details our services, qualifications, and fees for delivering outstanding building department services to support your community. We enthusiastically present this proposal for your review and evaluation. Thank you for taking the time to consider our bid. Jessica Adkins, Account Manager, is your main point of contact for any questions or clarifications. She can be reached at 407.630.2859 or via email at jladkins@safebuilt.com.

Best Regards,

Matthew K. Causley, President
M.T. Causley, a SAFEbuilt Company



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Section 1

Minimum Qualifications

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

Minimum Years in Business

M.T. Causley, LLC, has been in business for 29 years, which is stated in our Sunbiz license below.

State of Florida
Department of State

I certify from the records of this office that M. T. CAUSLEY, LLC is a limited liability company organized under the laws of the State of Florida, filed on May 5, 2016, effective August 29, 1997.

The document number of this limited liability company is L16000085702.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025, that its most recent annual report was filed on April 7, 2025, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Eighth day of July, 2025

GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

Secretary of State

Tracking Number: 5131383496CU

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

Ability to Meet Insurance and Performance Requirements

M.T. Causley affirms that we can meet the Town's insurance and performance requirements of the RFP. We have included our Certificate of Insurance below.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/2/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services LLC 2200 N. Commerce Parkway Suite 200 Weston FL 33326	**CONTACT NAME:** Lauren Mayer **PHONE (A/C, No, Ext):** 954-385-6022 **FAX (A/C, No):** 866-802-8684 **E-MAIL ADDRESS:** lauren.mayer@mcgriff.com
INSURED 132SAFEBLLC M.T. Causley, LLC 10720 Caribbean Blvd. Miami FL 33189-1218	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** INSURER A : Berkshire Hathaway Homestate Ins Co — 20044 INSURER B : Great American E&S Insurance Company — 37532 INSURER C : Everest Indemnity Insurance Company — 10851 INSURER D : Bridgeway Insurance Company — 12489 INSURER E : Lexington Insurance Company — 19437 INSURER F : Everest Premier Insurance Company — 16045

COVERAGES **CERTIFICATE NUMBER:** 1802089361 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	X **COMMERCIAL GENERAL LIABILITY** ☐ CLAIMS-MADE ☒ OCCUR X 10,000 GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y	Y	CF3GL00415241	10/3/2024	10/3/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
F	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS X HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	CF3CA00337241	10/3/2024	10/3/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
D E	**UMBRELLA LIAB** ☒ OCCUR X **EXCESS LIAB** ☐ CLAIMS-MADE DED X RETENTION $ 0			8EA7XL000207903 011170903	10/3/2024 10/3/2024	10/3/2025 10/3/2025	EACH OCCURRENCE AGGREGATE $	$ 10,000,000 $ 10,000,000 $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	SAWC666825	5/12/2025	5/12/2026	X PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	Professional Liability			TER5325879	10/3/2024	10/3/2025	Each Claim/Aggregate	$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Excess policy # 140002058 effective 10/03/2024-10/03/2025 - QBE Ins Corp NAIC #39217 Limits - $5,000,000 part of $10,000,000 Excess of $5,000,000.
Management Liability/EPL policy #J06767825 effective 10/3/24 - 10/3/25 Federal Insurance Company; Limit $1,000,000 DED $100,000.

CERTIFICATE HOLDER

For Informational Purposes only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Felicia Vinarub

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ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

Maintaining a Drug-Free Workplace Compliant Program

M.T. Causley affirms we have established, and will continue to maintain, a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102. In fact, M.T. Causley conducts comprehensive background verifications on all employees upon hire, including previous employment, certification and licensing, criminal background, and drug screening, including the Department of Justice criminal background record check on all employees, subcontractors, and volunteers.

Below, you will find the Substance Abuse Policy from SAFEbuilt's employee handbook, and our completed and signed Drug-Free Workplace Form is presented in Section 7.

1-3. Substance Abuse

To help ensure a safe, healthy, and productive work environment for our employees and others, protect Company property, and ensure efficient operations, the Company has adopted a policy of maintaining a workplace free of drugs and alcohol.

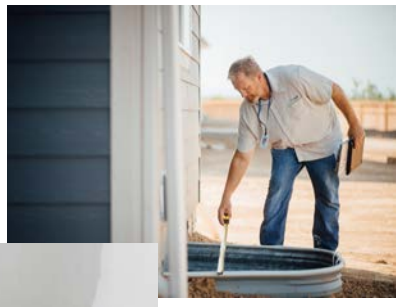
The unlawful or unauthorized manufacture, use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances, drug paraphernalia, or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises), while driving a Company vehicle or driving a personal vehicle for Company business, or while representing the Company, is strictly prohibited. Employees also are prohibited from reporting to work or working while they are using or under the influence of alcohol, any drugs as well as any controlled substances which may impact an employee's ability to perform the employee's job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee to report to work. However, to the extent permitted by and in accordance with applicable law, this exception does not extend any right to report to work or perform work under the influence of medical marijuana or to treat the lawful use of medical marijuana as a defense to a policy violation or a positive drug test, to the extent you are subject to any drug testing requirement.

Violation of this policy may result in disciplinary action, up to and including discharge.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist employees recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.













Section 2

Executive Summary

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

Executive Summary

M.T. Causley, LLC, a SAFEbuilt Company (M.T. Causley), has been partnering with municipal building departments in Florida since 1996 to build better, safer communities. Since its establishment twenty-six years ago, M.T. Causley has dedicated its resources to exceeding our clients' expectations. We are committed to providing exceptional customer service while supplying critical building department services to local governments, educational institutions and school districts, sovereign nations, and state agencies. As an industry pioneer, M.T. Causley has proven its competence by successfully assisting over 50 cities and counties with a wide range of services.

With 26 years of experience, M.T. Causley maintains a wide range of qualifications ranging from building officials, plans examiners, inspectors, and engineers to general contractors, sub-contractors, and flood plain managers. M.T. Causley has dedicated its resources to exceeding clients' expectations and is committed to providing outstanding customer service. Our service offerings include:

- Establishing and Provisioning Building Department Services
- Supplemental Building Department Services
- Building Official Services
- Plan Reviews
- Building Inspections
- Code Compliance & Enforcement
- Permit Technician Services
- Construction Management
- Disaster Assessment and Emergency Services
- Public Works Inspections
- Automated Permitting Software

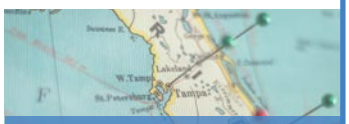
In 2016, we joined the SAFEbuilt family of companies, providing our clients with the stability and depth of resources of a national company with service delivery at a local level. We leverage our extensive local knowledge alongside the broader capabilities of our parent company, SAFEbuilt, to deliver the highest levels of service, expertise, and resources to each of our clients.

Our parent company, SAFEbuilt LLC, has been expanding and continually improving Municipal Building Departments for over 30 years. In February 2018, SAFEbuilt acquired our sister company, Calvin, Giordano & Associates, Inc. (CGA), which improved our expansion by providing municipal building department services throughout Florida. M.T. Causley and CGA are subsidiaries of SAFEbuilt, a national leader in comprehensive community development services. Our integration with CGA ensures that we continue to provide our clients with prompt, available, and responsive service to meet the unique needs of our many clients.

M.T. CAUSLEY, INC.
BUILDING & GOVERNMENT DEPARTMENT SERVICES

1996

M.T. Causley is founded to provide building department services to municipalities across Florida



2006

M.T. Causley celebrates 10 years of providing services to municipal clients in Florida

SAFEbuilt®

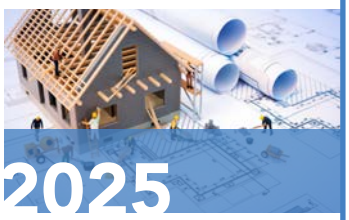
2016

M.T. Causley joins the SAFEbuilt family of companies, greatly expanding our service capabilities



2018

Calvin, Giordano & Associates (CGA) joins the SAFEbuilt family, further expanding our capabilities and expertise in municipal services



2025

M.T. Causley currently provides building department services to dozens of municipalities in Florida

Statement of Interest

The SAFEbuilt family of companies has a true passion for providing exemplary building department services to the Tampa Bay region. Because of this passion, we are very enthusiastic about continuing our service to the Town via this new contract. This zeal is evidenced by the fact that we maintain two different offices in the metro area: one in Redington Shores and the other in Clearwater. Notably, our Director of Operations for Central Florida, Tom Walsh, has established his homebase in our Redington Shores office, demonstrating our commitment to serve the Redington area, Pinnellas County, and Tampa Bay as a whole.

The SAFEbuilt family is also very interested in providing our expertise in disaster relief to communities in need throughout Florida. Specifically, we were able to jump in and help out with hurricane relief in Redington Beach, Redington Shores, and Treasure Island. We provided these communities with floodplain reviews, damage assessments, damage reviews, FEMA—getting citizens the services they needed during a time of crisis.

Statement of Understanding

M.T. Causley understands the Town of Redington Beach requires a team of qualified and experienced building services professionals to support the Town with Building Official, Inspector, Plan Review, Building Codes, and Permitting, and Floodplain Management services. As the current provider of these services, the Town knows that our firm has the experience, capabilities, credentials, and qualified staff to perform their duties in compliance with all Town, state, and federal regulations. M.T. Causley believes that we remain the strongest firm to continue providing these needed services for the Town, and we are fully prepared to recommit to providing building department services to the Town.

Additionally, we are entirely capable of providing the Civil Engineering services specified in the RFP. Our proposed team member Otto Letzelter is a licensed Professional Engineer (PE) and Structural Engineer (SE), as well as a Certified Building Offical and a licensed Building Inspector and Plans Examiner.

Why Choose M.T. Causley?

1. Long-standing Relationship with the Town

M.T. Causley is very proud to have supported the Town with building official, plan review, inspection, and floodplain management services since 2019. We are pleased to offer the Town the lowest-risk solution in response to the RFP. As the incumbent for this work, we are already well acquainted with the Town's processes and are up-to-speed on the adopted codes, ordinances, and standards. When integrating a new service provider into your operations, we do not require transition or ramp-up time.

As native Floridians, we understand the unique concerns and considerations involved with supporting beach communities, including a deep understanding of the unique environmental and structural considerations that come with living and building in a coastal area, e.g., hurricane awareness and preparedness, flooding and erosion, structural requirements for high-velocity hurricane zones, and seasonal tourism. We also understand the need for a team that is not only well-versed in local building codes and amendments, but also knows the community and its constituents.

We will continue meeting contractual service levels with rapid response to service requests and competency inherent from our tenure with the Town, as well as providing staff with a strong customer service focus. Because our firm currently already supports the Town with building department services, we are the only team who can provide these services without interruption.

2. Both Sides of the Table

All of our staff have previous experience working directly for or supporting municipalities, giving a unique insight from "both sides of the table." Our diversified staff's expertise and knowledge distinguish M.T. Causley as a professional consultant, which allows our team to repeatedly complete projects on time, under budget, and exceeding expectations.

3. Support Capacity

As mentioned, M.T. Causley is able place qualified staff where needed. Being part of the SAFEbuilt family of companies gives M.T. Causley access to over 1,700 additional staff members nationwide (via our National Plan Review program) and over 450 additional staff in Florida. If additional or alternative support is needed by the Town, we are able to quickly fill positions.

Unlike other firms, our staff can cross-cover when necessary, allowing for uninterrupted services. We designate backup personnel to provide the requested services during absences, vacations, and interim support after separation. Our staff consists of experienced, highly-respected professionals with deep knowledge of all phases of the construction industry, backed by many years of experience in their respective trades. With the exception of permit technicians, all of our support staff assigned to support our clients are licensed by the Florida Department of Business and Professional Regulation (FDBPR).

Regardless of vacations, sick days, and training seminars, the Town will always be sufficiently staffed. The M.T. Causley team's combined experience, flexibility, and dependability provide a tremendous asset to our clients. Whether working as a supplemental workforce or supplying a complete turn-key operation, our staff has the ability and is explicitly tasked with the responsibility to blend in seamlessly to represent you through professional and courteous service.

4. CommunityCore Solutions: Community Development Software

CommunityCore Solutions is our proprietary, online community development software tool for managing permitting, plan reviews and approvals, and code enforcement and inspection activities. CommunityCore integrates with other government software systems. It is designed to streamline and automate many Building Department processes, helping to ensure compliance, manage workflows, generate activity reporting, and provide transparency to all stakeholders.

Because we highly prioritize working with the Town, M.T. Causley will provide our full permit tracking system and permitting software at no additional charge. You can learn more about CommunityCore in the Additional Information tab.

Narrative Description of the Proposed Approach

To effectively perform the scope of services in accordance with this solicitation, our approach centers on maintaining our years-long collaborative relationship with the Town of Redington. We have a trusted, embedded knowledge base within our firm who has extensive working knowledge of the Town's various departments. Our approach to delivering the Scope of Services for the Town is designed to ensure efficiency, effectiveness, and alignment with the Town's vision and goals. We aim to provide high-quality services that meet the needs of the residents and enhance the overall well-being of the community.

Throughout our years of serving the Town, we have tailored our services to meet your specific needs. We will continue implementing customized solutions that reflect the Town's priorities and vision. This includes developing initiatives that address local challenges and opportunities, ensuring that our services are not only relevant and impactful, but are also delivered in a manner that is satisfactory to all involved. We will implement the best practices and leverage innovative technologies to improve service delivery and achieve better outcomes for the Town and its residents.

Technology

M.T. Causley uses technology to improve customer service, increase efficiency, provide consistency, and enhance the user experience. We pride ourselves on obtaining and mastering new technology ahead of our competitors, which enables us to provide exceptional service to our clients. Our systems give stakeholders access to the reports they need to make relevant decisions and verify our performance. We deliver a suite of digital options for our clients—quick and easy digital plan reviews, including electronic versions of plan comments, an optional, easy-to-use online web application/portal for submittal, and tracking and approval of digital plans. We also provide technology for inspectors—tablets and GPS—to efficiently route and result inspections in the field.

For more specific information about our technology solutions, please see CommunityCore Solutions: Community Development Software, Bluebeam Revu, and Remote Virtual Inspections in the Additional Information tab.

Quality Assurance

M.T. Causley prides itself on meeting clients' needs while maintaining a high level of quality assurance. Our approach is proactive— we prevent quality issues to the greatest extent possible and prepare for other situations in advance by mitigating risk.

We begin by defining clear quality standards and benchmarks that align with the Town's expectations and industry's best practices. These standards serve as the foundation for our quality control processes and guide our efforts to deliver exceptional services. Our extensive experience working with this Town and other municipalities has allowed us to develop a clear vision for best practices in code compliance services. An overview of our quality assurance elements is provided below.

- **Comprehensive Training:** All code staff assigned to the Town for this contract undergo regular, comprehensive training—covering quality standards, best practices, and customer service using diverse resources from internal, state, national, and local code enforcement organizations, in collaboration with Town representatives. This is in addition to our team's experiential knowledge that they already bring with them, as well as active and maintained licensure. You will find more information about our Staff Training in the Additional Information tab.
- **Regular Monitoring and Evaluation:** Continuous monitoring through daily reviews, audits, and collaborative case evaluations to ensure services meet standards, identify improvements, and uphold legal and procedural integrity. This also includes periodic Project Manager and peer reviews for plan reviews, and Project Manager and peer ride-alongs for inspections.
- **Feedback Mechanisms:** We value feedback from Town representatives, residents, and other stakeholders. We establish robust feedback mechanisms, including surveys, meetings, and direct communication channels, to gather input on service quality. This feedback is analyzed and used to make informed decisions and improvements. As the Town knows, our account and operations teams conduct Quarterly Business Reviews (QBR). The QBR aims to ensure alignment between us and the Town's expectations, service levels, and key performance indicators. These meetings provide both the Town and SAFEbuilt the opportunity to communicate successes and challenges and adjust performance metrics as necessary.

EDUCATIONAL APPROACH TO EXEMPLARY CUSTOMER SERVICE

We understand that building department processes and procedures can be confusing, as well as frustrating to property owners, developers, contractors and others no matter if it is their first or 100th time building in your community. For this reason, our staff take a proactive and personalized approach in our service delivery, whereby we educate each client that engages with your building department. This means that each client receives

- Step-by-step explanation of the process
- Transparent communication
- Identification of timelines and costs
- Checklists of requirements needed for approvals
- Advice and consultation to streamline approvals

Customer Satisfaction

Customer satisfaction is our top priority, and we take the right steps to ensure your community is always satisfied with our performance. We treat all internal and external clients with the same respect to ensure impartiality and mutually beneficial relations among departments, stakeholders, and citizens alike. Our staff's quality and training, combined with our proven business practices and a core commitment to customer satisfaction, ensure each client receives the highest levels of contract performance, professionalism, and responsiveness in the industry.

Our company emphasizes superior customer service to all of our employees. We take an out-of-the-box approach to performing our duties, always willing to meet with clients for pre-design meetings, pre-submittal meetings, or as needed to resolve complex code-related plan check issues as efficiently as possible. In addition, the staff at M.T. Causley brings a can-do attitude to their work—always focused on efficient plan check processes and successful project outcomes.

M.T. Causley's building officials, plans examiners, inspectors, engineers, and permit technicians understand the importance of providing superior customer service to applicants, contractors, and designers. Our philosophy is to provide our services professionally, courteously, and collaboratively. We encourage our staff to work as part of the project team to ensure successful outcomes.

Statement of Organization

Legal Name
M.T. Causley, LLC

State of Incorporation
Florida

Ownership Structure
Limited Liability Company
M.T. Causley is a subsidiary of SAFEbuilt, LLC, headquartered in Loveland, CO and incorporated in the State of Colorado

Corporate Headquarters
444 N Cleveland Avenue
Loveland, CO 80537
866.977.4111
proposals@safebuilt.com

Local Office
17985 Gulf Blvd, Suite 201
Redington Shores, FL 33708
727.202-6825
proposals@safebuilt.com

Years in Business
28

Corporate Officers
Chris Giordano - Chief Executive Officer
954.266.6475
Chad Hill - Chief Human Resources Officer
940.703.5364
Joe DeRosa - Chief Revenue Officer
267.885.6350
Kia Canzonieri - Chief Financial Officer
929.452.1635
Matt Causley - Chief Operations Officer
305.246.0696
Rich Cherry - Chief Information Officer
970.227.9267

Corporate Officers' Address*
10720 Carribbean Blvd, Suite 650
Cutler Bay, FL 33189
305.246.0696



M.T. Causley's Redington Shores Office is in this building.



Matt Causley, President of M.T. Causley



M.T. Causley's headquarters is in this building in Cutler Bay.

**Due to the public availability and Freedom of Information Act, we do not disclose our personnel's home addresses in proposals. We will, of course, make this information available to the Town after the contract award if requested.*



Section 3

Business Ethics

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

Business Ethics

M.T. Causley, and all members of the SAFEbuilt family of companies, recognize the importance of ethical conduct in all aspects of our operations. We understand how important business ethics are to building trust, fostering long-term relationships, and creating sustainable value for all stakeholders. Our team stands apart from others by remaining dedicated to the high ethical standards we set for our people.



Employees of all SAFEbuilt companies are required to complete recurring ethics courses as part of their annual training program. Training modules include topics such as "Preventing Conflicts of Interest," among others. Further, our in-house legal team is always available to address business ethics concerns, conflicts of interest and provide advisement. We also offer a third-party ethics hotline for anonymity.

Legal Disclosure

M.T. Causley has no officer, partner, major shareholder, or other related parties under investigation by any governmental, administrative, or law enforcement entity or agency. Further, we have had no adverse decision against our firm or related parties (including, but not limited to, judgments entered by any court, whether state or federal) or settlement with any such legal or administrative body during the past five years.

Conflict of Interest

M.T. Causley has no known or potential conflicting financial, business, or relationship interests that would create a conflict of interest for the Town of Redington Beach or M.T. Causley. All SAFEbuilt companies and covered individuals are required to refrain from providing services to other persons, firms, or entities that would create a conflict of interest for M.T. Causley with regard to providing services to municipal clients. To maintain a high code of conduct in all of our operations, we address "Conflict of Interest" in our established "SAFEbuilt Anti-Corruption Policy." Subsequently, an M.T. Causley contract with the Town will include a conflict-of-interest provision.

Public Entity Crime Disclosure

None of the SAFEbuilt companies, including M.T. Causley, LLC, have ever been convicted of a public entity crime in their operational history.





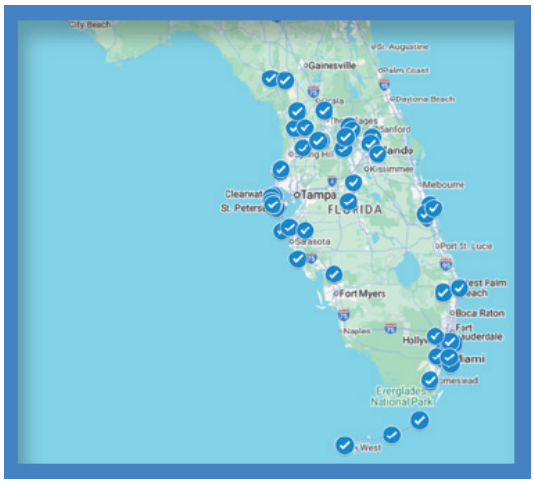
Section 4

Experience and Past Performance

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

Experience and Past Performance

M.T. Causely has extensive experience and success with delivering building official, plan review, inspections, and permit technician services to our many clients in Florida. We currently support over 50 municipal clients in the state. Additionally, we provide some or all of these services to five public school systems and three higher education institutions in Florida.



Map of M.T. Causley's Municipal Clients.

Throughout our 29 years in business, we have supported municipalities, state agencies, and public and private education clients with full and supplemental services at various stages of their development. The full breadth of our experience with providing custom building department and community development solutions for Florida clients includes, but is not limited to:

Establishing Building Department Services – We help newly established communities get started from square one. Services include developing ordinances, drafting extensive fee schedules, creating departmental forms, and implementing and training staff in using new computer systems. We provide Building Officials, Plan Examiners, Inspectors, and Permit Technicians to help establish effective building departments that are built to last.

Complete Building Department Services – In many municipalities, we provide the full array of building services. We provide a Building Official to oversee the overall department administration. Our multi-certified Building Officials can act as a backup to any position on their staff. We provide a full team of licensed personnel to meet general and specialized requirements to perform plans review, inspections, and permitting duties.

Supplemental Building Department Services - Services range from as-needed, on-call to meet daily needs to consistent long-term coverage for Building Officials, Plan Examiners, Inspectors, Office Managers, Permit Technicians, and Code Enforcement Officers. In all cases, our teams act as an invisible extension of your staff.

Plan Review and Inspection Services for Special Projects – We provide plan review and inspection services for special projects such as sports arenas, housing developments, and other major construction and development projects. This approach provides developers, contractors, and owners with timely and efficient services without requiring the Building Department to hire additional staff to support these short-term projects.

Representative Current Clients

Below and on the following page, you will find a list of a few of M.T. Causley's current clients, which covers all of the requirements specified in the RFP.

Client Name: City of Treasure Island

Address: 120 108th Avenue, Treasure Island, FL 33706
Dates of Project: 2015 - Ongoing
Services Provided: Building Official | Inspection | Plan Review | Planning | Code Enforcement | Permit Tech.
Project Value: Multiple Contracts - Task Order Based
Contact Name: Maryellen Edwards Assistant Community Development Director
Contact Email Address: medwards@mytreasureisland.org
Contact Phone: 727.547.4575 x233

Client Name: Town of North Redington Beach
Address: 190- 173rd Avenue E., North Redington Beach, FL 33708
Dates of Project: 2015 - Ongoing
Services Provided: Building Official | Inspection | Plan Review | Floodplain Management | Permit Technician
Project Value: Multiple Contracts - Task Order Based
Contact Name: Jay Super, Mayor
Contact Email Address: nrb.fl@townofnorthredingtonbeach.com
Contact Phone: 727.391.4848

Client Name: City of Gulfport
Address: 2401 53rd Street, Gulfport, FL 33707
Dates of Project: 2015 - Ongoing
Services Provided: Building Official | Inspection | Plan Review | Floodplain Management | Permit Technician
Project Value: Multiple Contracts - Task Order Based
Contact Name: Clark Streicher, Community Development Director
Contact Email Address: cstreicher@mygulfport.us
Contact Phone: 727.893.1020

Client Name: Town of Belleair
Address: 901 Ponce De Leon, Belleair, FL 33756
Dates of Project: 2014 - Ongoing
Services Provided: Building Official | Inspection | Plan Review
Project Value: Multiple Contracts - Task Order Based
Contact Name: Ashley Bernal, Assistant Town Manager
Contact Email Address: abernal@townofbelleair.net
Contact Phone: 727.647.7487

Client Name: City of Port Richey
Address: 6333 East Ridge Road, Port Richey, FL 34668
Dates of Project: 2021 - Ongoing
Services Provided: Building Official | Inspection | Plan Review | Code Enforcement
Project Value: Multiple Contracts - Task Order Based
Contact Name: Veronica Hanson, Zoning Administrator
Contact Email Address: v.hanson@cityofportrichey.com
Contact Phone: 727.816.1900

Client Name: Village of Estero
Address: 9401 Corkscrew Palms Circle, 1st Floor, Estero, FL 33928
Dates of Project: 2015 - Ongoing
Services Provided: Building Official | Inspection | Plan Reviews | Planning | Software
Project Value: Multiple Contracts - Task Order Based
Contact Name: Matt Ingersoll, Building Official
Contact Email Address: mingersoll@estero-fl.gov
Contact Phone: (239) 980-8642

> ***"This is one of the best companies that have worked for me."***
>
> – Dincer Akin Ozaydin, PE, Public Services Deputy Director, City of Dania Beach



Section 5
References

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

References

M.T. Causley is pleased to present the Town with the following references for current clients, who can attest to the quality of services we provide:



Town of North Redington Beach

Building Official | Inspection | Plan Review | Floodplain Management | Permit Technician

Jay Super, Mayor
190- 173rd Avenue E., North Redington Beach, FL 33708
727.391.4848 | nrb.fl@townofnorthredingtonbeach.com



Town of Belleair

Building Official | Inspection | Plan Review

Ashley Bernal, Assistant Town Manager
901 Ponce De Leon, Belleair, FL 33756
727.647.7487 | abernal@townofbelleair.net



Village of Estero

Building Department Management | Code Compliance | Planning & Zoning | Engineering Services | IT Services

Mary Gibbs, AICP, Director of Community Development
9401 Corkscrew Palms Circle, Second Floor, Estero, FL 33928
239.221.5036 | gibbs@estero-fl.gov



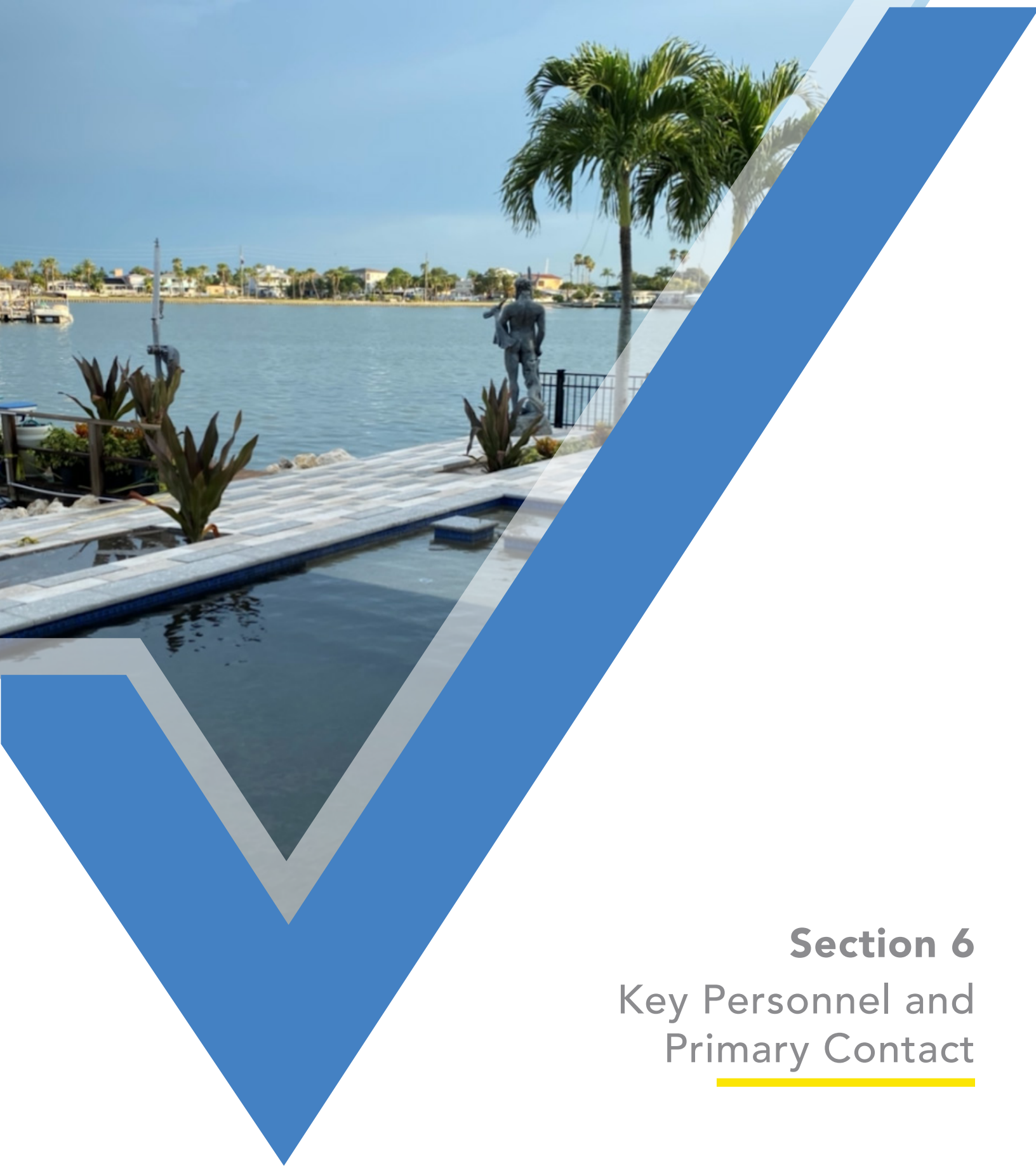
Okeechobee County

Plan Review | Building Inspection Services | Building Department Management

William Royce, Community Development Director
304 NW 2nd Street, Okeechobee, FL 34972
863.763.6441 | broyce@co.okeechobee.fl.us
Dates of Service: 2013 to Ongoing

> ***"Thorough in the application of Florida Building Code. Staff is responsive and professional."***
>
> – Linda Epperson, Asst. Town Manager, Town of Golden Beach, FL

> ***"Quality assurance and the attention to detail was superb. Communication with the City team was consistent and effective."***
>
> – Althea P. Jefferson, AICP, Former Community and Economic Development Director with the Village of Indiantown, FL



Section 6

Key Personnel and Primary Contact

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

Key Personnel and Primary Contact

Names of Team Members

In the sidebar to the right, we have provided a list of our proposed team members for this new contract. Just below their names, you will find their proposed job titles, which specify each person's respective area of expertise.

Addresses and Phone Numbers

Due to the public availability and Freedom of Information Act, we do not disclose our personnel's private home addresses or contact phone numbers in proposals. Our personnel will work from our local office. The address is 117985 Gulf Boulevard, Suite 201, Redington Shores, FL 33708, and the office phone number is 727.202.6825. We will, of course, make this information available to the Town after contract award, if requested.

Primary Contact and Alternate

M.T. Causley's **Primary Contact** for this contract will be **Jessica Adkins, Account Manager**. In this role, she will act as an intermediary between M.T. Causley and the Town; and meet the Town's needs for information, support, and assistance. In turn, Ms. Adkins helps M.T. Causley to better understand the Town's needs, expectations, and difficulties.

M.T. Causley's **Alternate Contact** for this contract will be **Tom Walsh**, **Regional Director of Operations for Central Florida**. He will provide project management and contract operations oversight. He will be responsible for ensuring increasing client and employee satisfaction levels, while improving the workforce's efficiency, service, and technology throughout the contract.

State Licenses

On the next page, we present a matrix that summarizes the many licenses and certifications earned by our talented team, followed by images of these numerous licenses.



The Proposed Team for Redington Beach

Paul Featherston
Project Manager

Randy Spears, CBO
Building Official

Tony Bryan, CBO
Building/MEP Inspector & Plans Examiner

Christopher Winn
Building/Electrical Inspector and Plans Examiner

Bruce Cooper, CFM
Building/Plumbing Inspector, Plans Examiner & Floodplain Manager

Nate Harris
Building Inspector & Plans Examiner

Larry Jenkins
Building Inspector

John Addison
Building Inspector

Bill Hudson, CBO, MCP
Remote Building Inspector

Jessica McNulty, CFM
Floodplain Manager

Otto Letzelter, PE, SE, CBO
Civil Engineer, Combination Inspector & Plans Examiner

Bernard Pita, CEP
Director of Code Services

Laura Rodriguez
Permit Technician

Jennifer Madison
Permit Technician

Victoria Christopher
Permit Technician

Primary & Alternate Contacts

Jessica Adkins
Account Manager
407.630.2859
jladkins@safebuilt.com

Tom Walsh
Regional Director of Operations for Central Florida
407.615.1964
twalsh@safebuilt.com

Matrix Presenting Summary of Team Member Licenses



	Paul Featherston	Randy Spears	Tony Byran	Christopher Winn	Bruce Cooper	Larry Jenkins	John Addison	Nate Harris	Bill Hudson	Jessica McNulty	Otto Letzelter	Bernard Pita
Florida Department of Business & Professional Regulation												
Building Code Administrator (Standard)	☑	☑	☑		☑				☑		☑	
Standard Inspector	☑	☑	☑	☑	☑	☑		☑	☑			
—*Building*	☑		☑		☑	☑		☑	☑		☑	
—*Coastal Construction*			☑								☑	
—*Electrical*			☑	☑					☑			
—*Mechanical*			☑								☑	
—*Plumbing*			☑		☑				☑		☑	
—*Residential*	☑		☑	☑		☑						
—*1 & 2 Family*		☑										
Standard Plans Examiner	☑		☑	☑	☑			☑	☑		☑	
—*Building*	☑		☑		☑			☑	☑		☑	
—*Electrical*				☑	☑							
—*Mechanical*			☑		☑				☑		☑	
—*Plumbing*			☑		☑				☑		☑	
Certified Building Contractor		☑										
Residential Plans Examiner			☑	☑								
Provisional Plans Examiner							☑					
Professional Engineer											☑	
—*Fire Protection*											☑	
—*Architectural*											☑	
—*Special Inspector*											☑	
Association of State Floodplain Managers												
Certified Floodplain Manager					☑					☑		
Florida Stormwater, Erosion, and Sedimentation Control Inspector Program												
Qualified Stormwater Mgmt Inspector		☑		☑	☑							
Florida Association of Code Enforcement (FACE)												
Levels 1 through 4												☑
Division of State Fire Marshal (FL)												
Fire Inspector I and II			☑									
Fire Plans Examiner			☑									
Special Fire Safety Inspector												☑

Images of Team Member Licenses

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- View Application Status
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- AB&T Delinquent Invoice & Activity List Search

LICENSEE SEARCH OPTIONS

11:17:46 PM 7/16/2025

Data Contained In Search Results Is Current As Of 07/16/2025 11:16 PM.

Search Results - 8 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Plans Examiner	FEATHERSTON, PAUL NICHOLAS	Primary	PX4973 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	FEATHERSTON, PAUL NICHOLAS	Primary	BN8817 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Building Code Administrator	FEATHERSTON, PAUL NICHOLAS	Primary	BU2226 Building Code A	Current, Active 11/30/2025
Main Address*: Private				

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11:21:46 PM 7/16/2025

Data Contained In Search Results Is Current As Of 07/16/2025 11:20 PM.

Search Results - 5 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Certified Building Contractor	SPEARS, RANDY SCOTT	Primary	CBC058302 Cert Building	Current, Active 08/31/2026
Main Address*: Private				
Standard Inspector	SPEARS, RANDY SCOTT	Primary	BN7385 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Building Code Administrator	SPEARS, RANDY SCOTT	Primary	BU2286 Building Code A	Current, Active 11/30/2025
Main Address*: Private				

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Randy Spears	Port Richey	FL

Certificates
Commercial Building Inspector (expires 05/09/2026)
Residential Building Inspector (expires 05/09/2026)
Building Inspector (expires 05/09/2026)
Residential Plumbing Inspector (expires 05/09/2026)
Residential Mechanical Inspector (expires 07/28/2026)
Residential Electrical Inspector (expires 07/28/2026)
Residential Combination Inspector (expires 07/28/2026)
Building Codes and Standards Module (expires 09/07/2025)
Legal Module (expires 09/22/2025)
Management Module (expires 11/01/2025)
Certified Building Official (expires 05/02/2027)

FSESCI Home Training Programs Download Manuals Schedule of Classes Verify a Certificate Become an Instructor Log In

Search Results

Please note that Qualified Stormwater Management Inspector Certificates currently do not expire.

First Name	Middle Initial	Last Name	Inspector Number	Valid Since
Randy		Spears	51539	Jan. 17, 2023

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Search Results - 11 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Modular Plans Examiner	BRYAN, DWIGHT ANTHONY	Primary	SMP48 Std Modular Pla	Current, Active 11/30/2025
Main Address*: Private				
Building Code Administrator	BRYAN, DWIGHT ANTHONY	Primary	BU1250 Building Code A	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	BRYAN, DWIGHT ANTHONY	Primary	BN2965 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	BRYAN, DWIGHT ANTHONY	Primary	PX1632 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				
Residential Plans Examiner	BRYAN, DWIGHT ANTHONY	Primary	RPX26 Residential	Current, Active 11/30/2025
Main Address*: Private				
Standard Modular Inspector SMI	BRYAN, DWIGHT ANTHONY	Primary	SMI66 Std Modular Ins	Current, Active 11/30/2025
Main Address*: Private				

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Dwight Bryan	Spring Hill	FL

Certificates
Coastal and Floodplain Construction Inspector (expires 09/30/2027)
Plumbing Inspector (expires 09/30/2027)
Electrical Inspector (expires 09/30/2027)
Property Maintenance and Housing Inspector (expires 09/30/2027)
Mechanical Inspector (expires 09/30/2027)
Commercial Combination Inspector (expires 09/30/2027)
Certified Building Official (expires 09/30/2027)
Fire Inspector II (expires 09/30/2027)
Fire Plans Examiner (expires 09/30/2027)
Building Plans Examiner (expires 09/30/2027)
Combination Inspector (expires 09/30/2027)
Certified Housing Code Official (expires 09/30/2027)
Building Inspector (expires 09/30/2027)
Certified Plumbing Code Official (expires 09/30/2027)
Residential Combination Inspector (expires 09/30/2027)
Certified Mechanical Code Official (expires 09/30/2027)
Commercial Plumbing Inspector (expires 09/30/2027)
Mechanical Plans Examiner (expires 09/30/2027)
Commercial Electrical Inspector (expires 09/30/2027)
Fire Inspector I (expires 09/30/2027)
Certified Fire Code Official (expires 09/30/2027)
Plumbing Plans Examiner (expires 09/30/2027)
Certified Building Code Official (expires 09/30/2027)
Building Code Specialist (expires 09/30/2027)
Plumbing Code Specialist (expires 09/30/2027)
Mechanical Code Specialist (expires 09/30/2027)
Fire Code Specialist (expires 09/30/2027)

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Search Results - 11 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Residential Plans Examiner	WINN, CHRISTOPHER GEORGE	Primary	RPX483 Residential	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	WINN, CHRISTOPHER GEORGE	Primary	BN8129 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	WINN, CHRISTOPHER GEORGE	Primary	PX4734 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				

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Certified Certified Person	City	State
Christopher Winn	Parrish	FL

Certificates
Commercial Electrical Inspector (expires 09/20/2027)
Residential Building Inspector (expires 04/29/2027)
Residential Electrical Inspector (expires 04/30/2027)
Residential Mechanical Inspector (expires 05/01/2027)
Residential Plumbing Inspector (expires 05/02/2027)
Residential Combination Inspector (expires 05/03/2027)
Residential Plans Examiner (expires 05/09/2027)
Electrical Inspector (expires 09/21/2027)

FSESCI Home Training Programs Download Manuals Schedule of Classes Verify a Certificate Become an Instructor Log In

Search Results

Please note that Qualified Stormwater Management Inspector Certificates currently do not expire.

First Name	Middle Initial	Last Name	Inspector Number	Valid Since
Christopher		Winn	43874	May 15, 2019

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LICENSEE SEARCH OPTIONS

5:15:24 PM 7/17/2025

Data Contained In Search Results Is Current As Of 07/17/2025 05:13 PM.

Search Results - 11 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

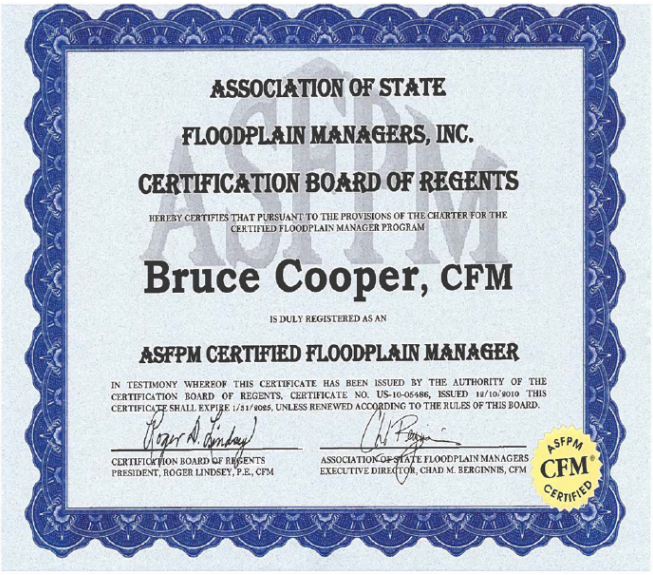
License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Inspector	COOPER, BRUCE	Primary	BN931 Inspector	Current, Active 11/30/2025
License Location Address*: Private Main Address*: Private				
Building Code Administrator	COOPER, BRUCE	Primary	BU338 Building Code A	Current, Active 11/30/2025
License Location Address*: 155 COREY AVENUE ST.PETE BEACH, FL 33706 Main Address*: Private				
Standard Plans Examiner	COOPER, BRUCE	Primary	PX809 Plans Examiner	Current, Active 11/30/2025
License Location Address*: 155 COREY AVENUE ST.PETE BEACH, FL 33706				

FSESCI Home Training Programs Download Manuals Schedule of Classes Verify a Certificate Become an Instructor Log In

Search Results

Please note that Qualified Stormwater Management Inspector Certificates currently do not expire.

First Name	Middle Initial	Last Name	Inspector Number	Valid Since
Bruce		Cooper	31117	July 16, 2014



ASSOCIATION OF STATE
FLOODPLAIN MANAGERS, INC.
CERTIFICATION BOARD OF REGENTS

HEREBY CERTIFIES THAT PURSUANT TO THE PROVISIONS OF THE CHARTER FOR THE CERTIFIED FLOODPLAIN MANAGER PROGRAM

Bruce Cooper, CFM

IS DULY REGISTERED AS AN

ASFPM CERTIFIED FLOODPLAIN MANAGER

IN TESTIMONY WHEREOF THIS CERTIFICATE HAS BEEN ISSUED BY THE AUTHORITY OF THE CERTIFICATION BOARD OF REGENTS, CERTIFICATE NO. US-10-05486, ISSUED 12/10/2010 THIS CERTIFICATE SHALL EXPIRE 1/31/2025, UNLESS RENEWED ACCORDING TO THE RULES OF THIS BOARD.

CERTIFICATION BOARD OF REGENTS
PRESIDENT, ROGER LINDSEY, P.E., CFM

ASSOCIATION OF STATE FLOODPLAIN MANAGERS
EXECUTIVE DIRECTOR, CHAD M. BERGINNIS, CFM

ASFPM CFM CERTIFIED



THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

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LICENSEE SEARCH OPTIONS

5:25:01 PM 7/17/2025

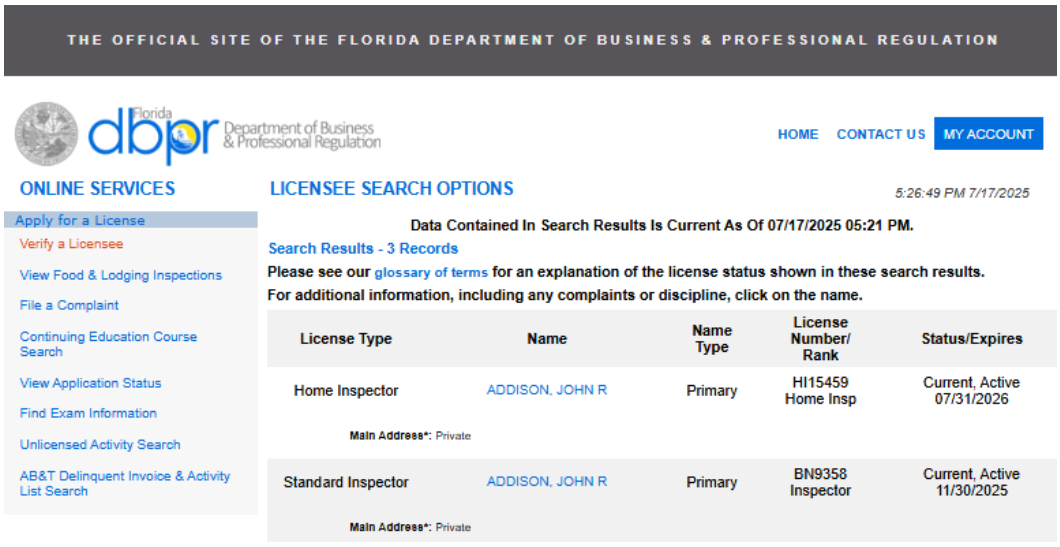
Data Contained In Search Results Is Current As Of 07/17/2025 05:21 PM.

Search Results - 6 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Inspector	JENKINS, LARRY J	Primary	BN4658 Inspector	Current, Active 11/30/2025

License Location Address*: Private
Main Address*: Private
Mailing Address*: Private



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- AB&T Delinquent Invoice & Activity List Search

LICENSEE SEARCH OPTIONS

5:26:49 PM 7/17/2025

Data Contained In Search Results Is Current As Of 07/17/2025 05:21 PM.

Search Results - 3 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Home Inspector	ADDISON, JOHN R	Primary	HI15459 Home Insp	Current, Active 07/31/2026
Main Address*: Private				
Standard Inspector	ADDISON, JOHN R	Primary	BN9358 Inspector	Current, Active 11/30/2025
Main Address*: Private				

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Certified Certified Person	City	State
John Addison	Pinellas Park	FL

Certificates
Residential Building Inspector (expires 02/23/2026)
Residential Plumbing Inspector (expires 07/26/2027)
Residential Mechanical Inspector (expires 08/22/2027)
Residential Electrical Inspector (expires 03/13/2028)
Residential Combination Inspector (expires 03/14/2028)
Commercial Building Inspector (expires 04/16/2028)
Building Inspector (expires 04/17/2028)

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ONLINE SERVICES

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- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE SEARCH OPTIONS

5:39:47 PM 7/17/2025

Data Contained In Search Results Is Current As Of 07/17/2025 05:33 PM.

Search Results - 20 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Inspector	HARRIS, NATHAN ALEXIS TILLMAN	Primary	BN7380 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	HARRIS, NATHAN ALEXIS TILLMAN	Primary	PX4623 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				
Residential Plans Examiner	HARRIS, NATHAN ALEXIS TILLMAN	Primary	RPX391 Residential	Current, Active 11/30/2025
Main Address*: Private				

ICC INTERNATIONAL CODE COUNCIL®

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Certified Certified Person	City	State
Nathan Harris	Palm Harbor	FL

Certificates
Residential Plans Examiner (expires 09/17/2025)



THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

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- File a Complaint
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- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE SEARCH OPTIONS

5:53:40 PM 7/17/2025

Data Contained In Search Results Is Current As Of 07/17/2025 05:51 PM.

Search Results - 13 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Building Code Administrator	HUDSON, WILLIAM HENRY	Primary	BU2074 Building Code A	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	HUDSON, WILLIAM HENRY	Primary	BN7873 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	HUDSON, WILLIAM HENRY	Primary	PX4373 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				

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Certified Certified Person	City	State
William Hudson	Fruitland Park	FL

Certificates

Residential Electrical Inspector (expires 10/21/2025)
Commercial Plumbing Inspector (expires 10/21/2025)
Property Maintenance and Housing Inspector (expires 10/21/2025)
Accessibility Inspector/Plans Examiner (expires 10/21/2025)
Fire Inspector I (expires 10/21/2025)
Building Inspector (expires 10/21/2025)
Certified Housing Code Official (expires 10/21/2025)
Residential Building Inspector (expires 10/21/2025)
Mechanical Inspector (expires 10/21/2025)
Residential Energy Inspector/Plans Examiner (expires 10/21/2025)
Residential Mechanical Inspector (expires 10/21/2025)
Certified Building Code Official (expires 10/21/2025)
Fire Inspector II (expires 10/21/2025)
Commercial Combination Inspector (expires 10/21/2025)
Certified Building Official (expires 10/21/2025)
Certified Mechanical Code Official (expires 10/21/2025)
Commercial Building Inspector (expires 10/21/2025)
Building Plans Examiner (expires 10/21/2025)
Plumbing Plans Examiner (expires 10/21/2025)
Commercial Mechanical Inspector (expires 10/21/2025)
Commercial Energy Inspector (expires 10/21/2025)
Commercial Energy Plans Examiner (expires 10/21/2025)
Commercial Electrical Inspector (expires 10/21/2025)
Mechanical Plans Examiner (expires 10/21/2025)
Master Code Professional (expires 10/21/2025)
Electrical Inspector (expires 10/21/2025)
Building Code Specialist (expires 10/21/2025)
Mechanical Code Specialist (expires 10/21/2025)

ASSOCIATION OF STATE FLOODPLAIN MANAGERS

Become a Member of ASFPM | Portal Login | Jessica McNulty

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Diaz, Mary US-19-10918, Live Oak
Diaz, Ozzie US-15-08702, Hialeah
McNulty, Jessica US-18-10670, Cape Coral
McNulty, Shawn US-16-09104, Cape Coral
Thompson, Jennifer US-23-12625, Saint Augustine Beach

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LICENSEE SEARCH OPTIONS

6:00:04 PM 7/17/2025

Data Contained In Search Results Is Current As Of 07/17/2025 05:57 PM.

Search Results - 10 Records

Please see our glossary of terms for an explanation of the license status shown in these search results.
For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Professional Engineer	LETZELTER, OTTO JOHN	Primary	54716 Prof Engineer	Current, Active 02/28/2027
	License Location Address*: 1800 ELLER DRIVE FT LAUDERDALE, FL 33316 Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			
Certified Roofing Contractor	LETZELTER, OTTO JOHN	Primary	CCC057326 Cert Roofing	Current, Inactive 08/31/2026
	Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			
Certified General Contractor	LETZELTER, OTTO JOHN	Primary	CGC057667 Cert General	Current, Inactive 08/31/2026
	Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			
Standard Modular Inspector SMI	LETZELTER, OTTO JOHN	Primary	SMI109 Std Modular Ins	Current, Active 11/30/2025
	Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			
Building Code Administrator	LETZELTER, OTTO JOHN	Primary	BU1294 Building Code A	Current, Active 11/30/2025
	Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			
Standard Plans Examiner	LETZELTER, OTTO JOHN	Primary	PX3895 Plans Examiner	Current, Active 11/30/2025
	Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			
Standard Roofing Inspector (SRI)	LETZELTER, OTTO JOHN	Primary	SRI34 Std roofing Ins	Current, Active 11/30/2025
	License Location Address*: Private Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			
Standard Inspector	LETZELTER, OTTO JOHN	Primary	BN2952 Inspector	Current, Active 11/30/2025
	Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			
Standard Modular Plans Examiner	LETZELTER, OTTO JOHN	Primary	Std Modular Pla	Eligible for Exam
	Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			
Standard Plans Examiner	LETZELTER, OTTO JOHN	Primary		Application in Progress
	Main Address*: 116 PINEHURST ROAD KINGSLAND, GA 31548			

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Certified Certified Person	City	State
⊖ Otto Letzelter	Fort Lauderdale	FL

Certificates
Certified Building Official (expires 06/16/2027)
Plumbing Inspector (expires 06/16/2027)
Certified Mechanical Code Official (expires 06/16/2027)
Structural Steel and Bolting Special Inspector (expires 06/16/2027)
Structural Masonry Special Inspector (expires 06/16/2027)
Mechanical Plans Examiner (expires 06/16/2027)
Building Inspector (expires 06/16/2027)
Commercial Electrical Inspector (expires 06/16/2027)
Commercial Combination Inspector (expires 06/16/2027)
Soils Special Inspector (expires 06/16/2027)
Mechanical Inspector (expires 06/16/2027)
Building Plans Examiner (expires 06/16/2027)
Certified Plumbing Code Official (expires 06/16/2027)
Structural Welding Special Inspector (expires 06/16/2027)
Certified Building Code Official (expires 06/16/2027)
Plumbing Plans Examiner (expires 06/16/2027)
Coastal and Floodplain Construction Inspector (expires 06/16/2027)
Building Code Specialist (expires 06/16/2027)
Plumbing Code Specialist (expires 06/16/2027)
Mechanical Code Specialist (expires 06/16/2027)
Fire Plans Examiner (expires 06/16/2027)
Fire Inspector I (expires 06/16/2027)
Fire Inspector II (expires 06/16/2027)
Fire Code Specialist (expires 06/16/2027)


Florida Association of Code Enforcement

This certifies that

Bernard Pita

Has satisfactorily completed the course of study in

OFFICER SAFETY AND FIELD APPLICATIONS COURSE

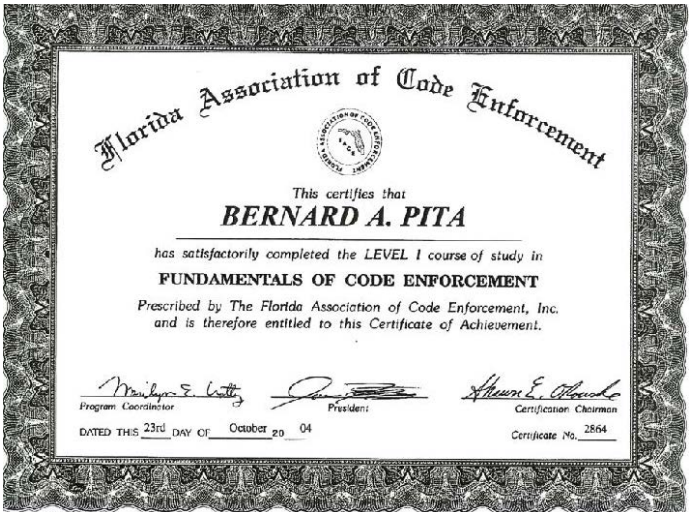
(Level IV)

Prescribed by The Florida Association of Code Enforcement, Inc. and is therefore entitled to this Certificate of Achievement.

Program Coordinator | President | Certification Chairman

Dated this 24th day of April, 2012 | Certificate No. 0234

Not valid for more than two years from date of issuance


Florida Association of Code Enforcement

This certifies that

BERNARD A. PITA

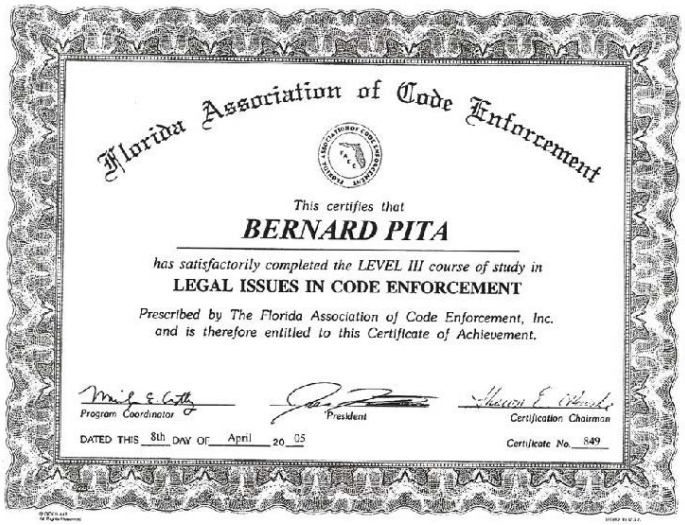
has satisfactorily completed the LEVEL I course of study in

FUNDAMENTALS OF CODE ENFORCEMENT

Prescribed by The Florida Association of Code Enforcement, Inc. and is therefore entitled to this Certificate of Achievement.

Program Coordinator | President | Certification Chairman

DATED THIS 23rd DAY OF October 20 04 | Certificate No. 2864


Florida Association of Code Enforcement

This certifies that

BERNARD PITA

has satisfactorily completed the LEVEL III course of study in

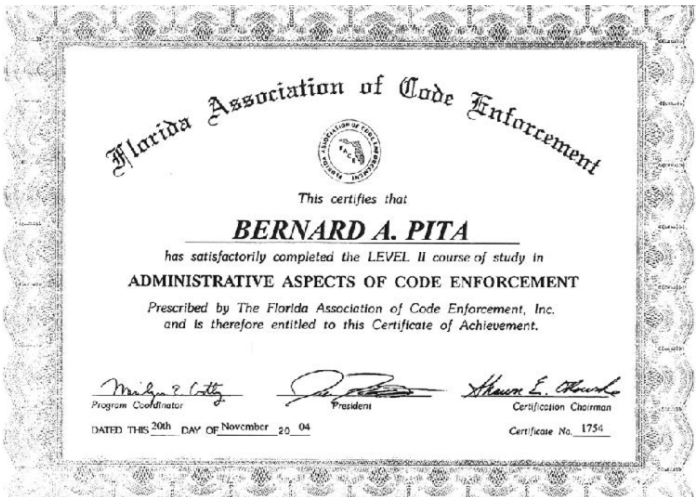
LEGAL ISSUES IN CODE ENFORCEMENT

Prescribed by The Florida Association of Code Enforcement, Inc. and is therefore entitled to this Certificate of Achievement.

Program Coordinator | President | Certification Chairman

DATED THIS 8th DAY OF April 20 05 | Certificate No. 849





Florida Association of Code Enforcement

This certifies that

BERNARD A. PITA

has satisfactorily completed the LEVEL II course of study in

ADMINISTRATIVE ASPECTS OF CODE ENFORCEMENT

Prescribed by The Florida Association of Code Enforcement, Inc. and is therefore entitled to this Certificate of Achievement.

Program Coordinator — President — Certification Chairman

DATED THIS 20th DAY OF November 20 04 — Certificate No. 1754



FLORIDA ASSOCIATION OF CODE ENFORCEMENT

This certifies that

Bernard A. Pita

has completed all three levels of Code Enforcement Certification as prescribed by the Florida Association of Code Enforcement, Inc. and is hereby certified as a

CODE ENFORCEMENT PROFESSIONAL

Program Coordinator — President — Certification Chairman

Dated this 1st day of April, 2006 — Certificate No. 141



Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

BERNARD A. PITA

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-700.B:
AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM

Issued this 09th Day of May, 2024

0.40 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency



Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

BERNARD A. PITA

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-200.C:
BASIC INCIDENT COMMAND SYSTEM FOR INITIAL RESPONSE ICS-200

Issued this 09th Day of May, 2024

Jeffrey D. Stern, Ph.D.
Superintendent



Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

BERNARD A. PITA

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-100.C:
INTRODUCTION TO INCIDENT COMMAND SYSTEM, ICS-100

Issued this 09th Day of May, 2024

0.20 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency



Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

BERNARD A. PITA

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-1300:
INTRODUCTION TO CONTINUITY OF OPERATIONS

Issued this 09th Day of May, 2024

0.10 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency



Paul Featherston

Project Manager

40 Years of Experience | 12 Years with the Firm | U.S. Air Force Veteran

Education

William D. Ford Vocational School - Technical Center
Building Trades I and II

John Glenn High School
High School Diploma

Licenses & Certifications

Florida Department of Business & Professional Regulation
Building Code Administrator #BU2226
Standard Inspector Residental #BN8817
Plans Examiner #PX4973

Michigan Department of Licensing and Regulatory Affairs
Certified Building Official #4212
Certified Plans Examiner #4212
Certified Building inspector #4212
Certified Instructor #1217

Builder's License #2101112616

Work History

- **Regional Operations Manager - West Coast of Florida**
  SAFEbuilt, LLC
  2023 – Present
- **Operations Manager - Michigan**
  SAFEbuilt, LLC
  2017 – 2023
- **Chief Building Official - City of Troy Building Department, MI**
  SAFEbuilt, LLC
  2013 – 2017
- **Chief Plans Examiner, Chief Building Inspector, and Instructor**
  City of Madison Heights, MI
  2008 – 2013
- **Deputy Director of Building – Plans Examiner, Building Inspector, and Instructor**
  City of West;amd, MI
  1997 – 2008
- **Crew Supervisor**
  Zalewski Construction Company – Howell, MI
  1992 – 1997
- **Combat Security Police and Base Carpenter**
  United States Air Force – Homestead, FL
  1989 – 1996 (Reserve 1992 - 1996)
- **Carpenter**
  Almond Construction - Westland, MI
  1987 - 1989

Randy Spears, CBO

Building Official

26+ Years of Experience | 3 Years with the Firm

Education

New England Institute of Technology
Drafting & Design

Licenses & Certifications

International Code Council (ICC)
CB Certified Building Official
R5 Residential Combination Inspector
B2 Commercial Building Inspector
B5 Building Inspector
R1 Residential Building
E1 Residential Electrical
P1 Residential Plumbing & Gas
M1 Residential Mechanical
Currently testing for F3 Fire Plans Examiner
Approved to test for B3 Commercial Plans Examiner

State of Florida
Building Official #BU2286
Standard Inspector #BN7385
1 & 2 Family License (attached to Lic # BN7385)
Florida State Building Contractor #CBC058302

Florida Stormwater, Erosion, and Sedimentation Control Inspector Program
Qualified Stormwater Management Inspector #51539

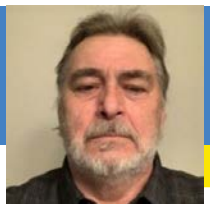
State of Massachusetts
Supervisor CS – 055030 (unrestricted)

Work History

- **Building Official**
  M.T. Causley, LLC, a SAFEbuilt Company
  2022 – Present
- **Building Inspector**
  Logistx - Private Provider Inspection Service
  2020 – 2022
- **Builidng Inspector**
  Hillsboro County, FL
  2017 – 2020
- **Partner**
  RS Construction Group LLC
  2013 – 2016
- **Owner**
  R. S. Spears Construction Consulting Inc.
  1999 – 2013
- **Superindentent**
  Reitz-Fernandez Custom Builder
  Tampa, FL
- **Superindentent**
  Arthur Rutenburg / Westshore Homes
  Springhill, FL
- **Superindentent**
  Mercedes Homes
  Tampa, FL
  Springhill, FL
- **Superindentent**
  Mercedes Homes
  Tampa, FL
- **Superindentent**
  Rottlund Homes
  Tampa, FL
- **Superindentent**
  US Homes
  Springhill, FL

Project Experience

- **Building Official**
  City of Redington Beach, FL - M.T. Causley
- **Building Official**
  City of North Redington Beach, FL - M.T. Causley
- **Building Official**
  City of Treasure Island, FL - M.T. Causley
- **Building Official**
  City of Madeira Beach, FL - M.T. Causley
- **Building Official**
  City of Gulfport, FL - M.T. Causley
- **Building Official**
  City of Dunedin, FL - M.T. Causley
- **Building Official**
  City of New Port Richey, FL - M.T. Causley
- **Building Inspector**
  City of St. Petersburg, FL - Logistx
- **Building Inspector**
  City of Tampa, FL - Logistx



Dwight A. "Tony" Bryan, CBO

Building/MEP Inspector & Plans Examiner

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

28 Years of Experience | 4 Years with the Firm

Education

Fire Certifications
Florida State Fire College

Licenses & Certifications

International Code Council (ICC)
Building Code Specialist
Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official
Certified Fire Code Official
Certified Housing Code Official
Certified Mechanical Code Official
Certified Plumbing Code Official
Coastal and Floodplain Construction Inspector
Combination Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Plumbing Inspector
Electrical Inspector
Fire Code Specialist
Fire Inspector I
Fire Inspector II
Fire Plans Examiner
Mechanical Code Specialist
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Code Specialist
Plumbing Inspector
Plumbing Plans Examiner
Property Maintenance and Housing Inspector
Residential Combination Inspector

State of Florida
Building Code Administrator #BU1250
Standard Inspector with Building, Coastal Construction, Residential, Mechanical, Plumbing #BN2965
Standard Plans Examiner with Building, Mechanical, Plumbing #PX1632
Residential Plans Examiner #RPX26
Standard Modular Plans Examiner #SMP48
Standard Modular Inspector #SMI66

Division of State Fire Marshal (FL), Bureau of Fire Standards & Training
Fire Inspector I #137030
Fire Inspector II #196781
Fire Investigator I #141773

National ProBoard of Fire Services
Fire Inspector I #240939
Fire Inspector II #240939
Fire Plans Examiner #240940

Work History

- **Building & Fire Inspector / Plans Examiner**
  M.T. Causley, LLC, a SAFEbuilt Company
  2021 – Present
- **Inspector/Plans Examiner**
  Hernando County
  Brooksville, FL
  2014 – 2021
- **Inspector/Plans Examiner**
  Hillsborough County
  Tampa, FL
  2011 – 2014
- **Inspector/Plans Examiner**
  Hernando County
  Brooksville, FL
  1997 – 2003

Project Experience

- **Building Official**
  SAFEbuilt Family of Companies Contract with the City of Ocala, FL
- **Building Inspector**
  SAFEbuilt Family of Companies Contract with the City of Bushnell, FL
- **Building Inspector/Plans Examiner**
  SAFEbuilt Family of Companies Contract with the Town of Bronson, FL
- **Building Inspector/Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Chiefland, FL
- **Building Inspector/Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Williston, FL

CW

Christopher Winn

Building/Electrical Inspector & Plans Examiner

17 Years of Experience | 1 Years with the Firm

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

Licenses & Certifications

State of Florida
Standard Electrical Inspector, Residential Inspector No. BN8129
Electrical Plan Review No. PX4734
Residential Plan Review No. RPX483
Stormwater/Drainage Inspector No. 43874

Work History

- **Electrical Plans Examiner**
  SAFEbuilt, LLC
  2025 – Present
- **Senior Electrical Plans Examiner**
  Manatee County Development Services
  2024 – 2025
- **Electrical Plans Examiner**
  Manatee County Development Services
  2023 – 2024
- **Commercial Compliance Inspector**
  Manatee County Development Services
  2019 – 2023
- **Code Compliance Inspector**
  Manatee County Development Services
  2017 – 2019
- **Senior Trades Worker – Electrical**
  Manatee County Property Management
  2015 – 2017
- **Field Maintenance**
  Manatee County Public Works
  2015 – 2017
- **Electrician's Helper**
  S&S Electric
  2012 – 2015
- **Construction Supervisor**
  Oliveri Construction
  2008 – 2012

Project Experience

- **Inspector**
  SAFEbuilt contract with the City of Bradenton Beach, FL
- **Inspector**
  SAFEbuilt contract with the City of Gulfport, FL
- **Inspector**
  SAFEbuilt contract with the Town of North Redington Beach, FL
- **Inspector**
  SAFEbuilt contract with the Town of Redington Shores, FL Inspector
- **Inspector & Plans Examiner**
  SAFEbuilt contract with the City of Treasure Island, FL

BC

Bruce Cooper, CFM

Building/Plumbing Inspector, Plans Examiner & Floodplain Manager

M.T. CAUSLEY,LLC.
A SAFEbuilt COMPANY

49 Years of Experience | 7 Years with the Firm | U.S. Army Veteran

Licenses & Certifications

State of Florida
Standard Plans Examiner #PX809 with Building, Mechanical, Electrical, & Plumbing
Building Code Administrator #BU338
Standard Inspector #BN931 with Building & Plumbing

Florida Stormwater, Erosion, and Sedimentation Control Inspector Program
Qualified Stormwater Management Inspector #31117

Building Officials Association of Florida
Assistant Chief Inspector #978
Certified Chief Inspector #1030
Certified Building Inspector #029
Building Official Director #1070

Association of State Floodplain Managers
Certified Floodplain Manager

Work History

- **Plans Examiner/Inspector**
  SAFEbuilt, LLC
  2018 – Present
- **Building Official/Floodplain Manager**
  City of St. Pete Beach, FL
  2008 – 2018
- **Building Official, Planning and Community Development Director**
  City of Satellite Beach, FL
  1998 – 2006
- **Town Superintendent/Building Official**
  Town of Melbourne, FL
  1996 – 1998
- **Department of Community Development/Building Official**
  City of Sebastian, FL
  1987 – 1995
- **Deputy Building Official**
  City of Treasure Island, FL
  1982 – 1987
- **Plan Review/Engineering Technician III**
  Municipality of Anchorage, AK
  1976 – 1982
- **Zoning Inspector**
  Greater Anchorage Borough, AK
  1974 – 1975
- **M.O.S. Communications Specialist**
  United States Army
  1971 – 1974

Project Experience

- **Building Official, Inspector, Plans Examiner**
  SAFEbuilt Family of Companies Contract with the Town of Belleair, FL
- **Plans Examiner**
  SAFEbuilt Family of Companies Contract with the Town of Belleair Shores, FL
- **Plans Examiner**
  SAFEbuilt Family of Companies Contract with the Town of North Redington Beach, FL
- **Building Official**
  SAFEbuilt Family of Companies Contract with the City of Port Richey, FL
- **Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Gulfport, FL
- **Plans Examiner/Floodplain Manager**
  SAFEbuilt Family of Companies Contract with the City of Treasure Island, FL
- **Inspector/Permit Technician**
  SAFEbuilt Family of Companies Contract with the Town of Redington Beach, FL

Awards & Recognition

Best Overall Comprehensive Plan for Community under 50,000 population – Director of Community Development 1991
State of Florida, Department of Community Affairs

Building Official of the Year 1994
Building Officials Association of Florida

City Manager's Employee of the Year 2003
City of Satellite Beach, FL

NH

Nathan "Nate" Harris

Building Inspector & Plans Examiner

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

27 Years of Experience | 3 Years with the Firm | U.S. Army Veteran

Education

BS, Business Administration
Grand Canyon University

1 & 2 Family Cross Training
Building Officials Association of Florida

Licenses & Certifications

International Code Council (ICC)
Residential Plans Examiner

State of Florida
Standard Inspector with Building and Residential #BN7380
Standard Plans Examiner with Building #PX4623
Residential Plans Examiner #RPX391

Work History

- **Building Inspector / Plans Examiner**
  M.T. Causley, LLC, a SAFEbuilt Company
  2022 – Present
- **Structural Building Inspector**
  Hillsborough County, FL
  2018 – 2022
- **E5 Sergeant 16S, Air Missile Defense Crewmember**
  3rd Battalion, 265th Air Defense Artillery Regiment
  Sarasota, FL
  2015 – 2020
- **Firefighter**
  U.S. Virgin Islands Fire Services
  St. Thomas, U.S. Virgin Islands
  2007 – 2015
- **Supervisor/Protective Security Officer**
  MVM, Inc.
  St. Thomas, U.S. Virgin Islands
  2005 – 2018
- **E4 Specialist, 631st Engineer Company**
  U.S. Virgin Islands Army National Guard
  1998 – 2015

Project Experience

- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the Town of Belleair Shores, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the Town of Belleair, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Bradenton Beach, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of City of Port Richey, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Dunedin, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Gulfport, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Haines City, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Kenneth City, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the Town of Longboat Key, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Madeira Beach, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of New Port Richey, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of North Redington Beach, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the Town of Redington Beach, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the Town of Redington Shores, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of South Pasadena, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Tarpon Springs, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Temple Terrace, FL
- **Building Inspector / Plans Examiner**
  SAFEbuilt Family of Companies Contract with the City of Treasure Island, FL

LJ

Larry Jenkins

Building Inspector

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

49 Years of Experience | 21 Years with the Firm | U.S. Army Veteran

Education

Middle Georgia College

Licenses & Certifications

State of Florida
Standard Inspector #BN4658 with Building & Residential

Work History

- **Building Inspector**
  M.T. Causley, LLC, a SAFEbuilt Company
  2004 – Present
- **Building Inspector**
  Hillsborough County, FL
  2002 – 2004
- **Commercial Superintendent**
  State of Georgia Board of Regents
  2001 – 2002
- **Building Inspector**
  Jasper County, GA
  1999 – 2001
- **Owner/Sub-Contractor**
  Multi-Maintenance & Inspections
  1998 – 1999
- **Inpector**
  Macon Housing Authority - Macon, GA
  1990 - 1998
- **Co-Manager/Maintenance Supervisor**
  Stonebridge Apartments
  1990 - 1995
- **SSG Field Artillery**
  U.S. Army
  1976 - 1990

JA

John Addison

Building Inspector

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

26 Years of Experience >1 Year with the Firm

Licenses & Certifications

International Code Council (ICC)
Residential Building Inspector
Residential Plumbing Inspector
Residential Mechanical Inspector
Residential Electrical Inspector
Residential Combination Inspector
Commercial Building Inspector
Building Inspector

State of Florida
Standard Inspector with Building and Residential #BN9358
Home Inspector #HI15459

Work History

- **Building Inspector**
  M.T. Causley, LLC, a SAFEbuilt Company
  2025 – Present
- **Owner**
  Addison Home Inspections, LLC
  2022 – 2025
- **Construction Superintendent**
  Beazer Homes
  2016 – 2021
- **Project Manager**
  Ashton Woods Homes
  2012 – 2016
- **Project Manager**
  Gallo Building Services
  2009 – 2012
- **Project Manager**
  Taylor Woodrow Homes/Morrison Homes
  2006 – 2009
- **Purchasing Manager**
  Kimball Hill Homes
  1999 – 2006

Project Experience

- **Building Inspector**
  SAFEbuilt Family of Companies Contract with the Town of North Redington Beach, FL
- **Building Inspector**
  SAFEbuilt Family of Companies Contract with the Town of Redington Shores, FL
- **Building Inspector**
  SAFEbuilt Family of Companies Contract with the City of Treasure Island, FL



William "Bill" Hudson, CBO, MCP

Remote Building Inspector

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

45 Years of Experience | 6 Years with the Firm

Education

Graduate Coursework in Counseling & Psychology
Trinity International University
Deerfield, IL

BA, Biblical Studies
Ashbury College
Wilmore, KY

Licenses & Certifications

International Code Council (ICC)
#5238409
Master Code Professional
Accessibility Inspector/Plans Examiner
Building Code Specialist
Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official
Certified Housing Code Official
Certified Mechanical Code Official
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Energy Inspector
Commercial Energy Plans Examiner
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Electrical Inspector
Fire Inspector I
Fire Inspector II
Mechanical Code Specialist
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Plans Examiner
Property Maintenance and Housing Inspector
Residential Building Inspector
Residential Electrical Inspector
Residential Energy Inspector/Plans Examiner
Residential Mechanical Inspector

State of Florida
Building Code Administrator, Building Code A #BU2074
Standard Plans Examiner with Building, Mechanical & Plumbing #PX4373
Standard Inspector with Building, Electrical & Plumbing #BN7873

Work History

- **Project Manager & Building Official**
  M.T. Causley, LLC, a SAFEbuilt Company
  2019 – Present
- **Building Official**
  Village of Oak Brook, IL
  2008 – 2019
- **Building Official**
  City of Countryside, IL
  2006 – 2008
- **Chief Property Inspector**
  Village of Oak Park, IL
  2002 – 2006
- **Housing Rehabilitation Specialist**
  City of Evanston, IL
  1998 – 2002
- **FEMA Habitability Inspector/Field Supervisor**
  Federal Emergency Management Agency
  1995 – 1998
- **President**
  W.H. Hudson & Associates, Inc.
  Oak Park, IL
  1986 – 1998
- **Business/Facilities Manager**
  W.H. Hudson & Associates, Inc.
  Oak Park, IL
  1985 – 1986
- **Director of Physical Plant**
  Palm Beach Atlantic College
  West Palm Beach, FL
  1983 – 1984
- **Director of Physical Plant**
  Trinity College
  Deerfield, IL
  1980 – 1983

Project Experience

- **Building Official**
  M.T. Causley, a SAFEbuilt Company Contract with the City of Bushnell, FL
- **Building Official**
  M.T. Causley, a SAFEbuilt Company Contract with the City of Minneola, FL
- **Building Official**
  SAFEbuilt Contract with the Town of Yankeetown, FL
- **Building Official**
  M.T. Causley, a SAFEbuilt Company Contract with the Town of Lantana, FL
- **Building Official**
  M.T. Causley, a SAFEbuilt Company Contract with the Town of Redington Shores, FL

Memberships & Affiliations

Member
International Code Council

JM

Jessica McNulty

Floodplain Manager

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

11 Years of Experience >1 Year with the Firm

Education

University of Maryland, Baltimore County
BS in Geography, Cum Laude with GIS Certification

Licenses & Certifications

Association fo State Floodplain Managers
Certified Floodplain Manager

Work History

- **Floodplain Manager**
  M.T. Causley, LLC, a SAFEbuilt Company
  2025 – Present
- **Deputy Building Director & Floodplain Manager**
  Building Department, City of Sanibel, FL
  2024 – Present
- **Zoning Official**
  Department of Urban Design, City of Punta Gorda, FL
  2023 – 2024
- **Project Manager**
  Department of Facilities Construction & Management, Lee County, FL
  2023
- **Code Enforcement/Contractor License Chief**
  Department of Community Development, Lee County, FL
  2021 – 2023
- **Planning Supervisor**
  Planning and Zoning Department, Howard County, MD
  2020 – 2021
- **Regulatory Review Chief**
  Department of Community Development, Lee County, FL
  2018 – 2020
- **Senior Planner**
  Department of Community Development, Lee County, FL
  2017 – 2018
- **Planner**
  Department of Community Development, Lee County, FL
  2016 – 2017
- **Principal Planning Technician**
  Maryland National Capital Park and Planning Commission, Montgomery County, MD
  2014 – 2016



Otto Letzelter, PE, SE, CBO

Civil Engineer, Combination Inspector & Plans Examiner

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

25 Years of Experience | 7 Years with the Firm

Education

MS, Construction Management
Florida International University

BS, Civil Engineering
Georgia Institute of Technology

Construction Management for Contractors Certificate
U.S. Army Corps of Engineers

Licenses & Certifications

Professional Engineering Licenses
AK# 19816 • CO #56625 • DC #DC922074
FL #54716 • GA #45027, SE00506 • ID #19814
IL #062072625 • LA # 44160 • MA #55443
MD #55133 • ME #16303 • MI #6201069343
NC #049332 • OH #850222 • SC #37203
TN #123366 • TX #135820 • UT #12331846-2202
VT #0134571 • WI #47719 • WY #17613
Society of Fire Protection Engineers #42240393

International Code Council (ICC)
Building Code Specialist
Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official
Certified Mechanical Code Official
Certified Plumbing Code Official
Coastal and Floodplain Construction Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Fire Code Specialist
Fire Inspector I
Fire Inspector II
Fire Plans Examiner
Mechanical Code Specialist
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Code Specialist
Plumbing Inspector
Plumbing Plans Examiner
Soils Special Inspector
Structural Masonry Special Inspector
Structural Steel and Bolting Special Inspector
Structural Welding Special Inspector

State of Florida
Professional Engineer #54716 with Fire Protection, Special Inspector, Architectural
Building Code Administrator #BU1294
Fire Safety Inspector #112031, SFM 633
Inspector #BN2952 with Building, Mechanical, Plumbing
Plans Examiner #PX3895 with Building, Mechanical, Plumbing
Roofing Inspector #SRI034
Special Fire Safety Inspector #111910, SFM 633

National Fire Protection Agency (NFPA)
Certified Fire Protection Specialist #5432
NFPA Fire Inspector I #CFI-19-PB-0314
NFPA Fire Inspector II #CFI-21-PB-1040
NFPA Fire Plans Examiner #CFPE-20-PB-0087

National Pro Board
Fire Inspector I & II
Fire Plans Examiner

Association of State Floodplain Managers
Certified Floodplain Manager
#37519

Work History

- **Special Director of Operations**
  SAFEbuilt, LLC
  2021 – Present
- **Florida Senior Operations Director**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt company
  Fort Lauderdale, FL
  2018 – Present
- **Chief Building Official**
  Florida Department of Management Services
  2016 – Present
- **Chief Building Official**
  Broward College
  Fort Lauderdale, FL
  2002 – Present
- **Chief Building Official**
  Florida Department of Juvenile Justice
  Tallahassee, FL
  2005 – Present
- **Building Department Support, Building Inspector / Plan Examiner**
  Florida Atlantic University
  Boca Raton, FL
  2002 – Present
- **Assistant Building Official/Structural Plan Reviewer and Inspector (Part-Time)**
  Town of Pembroke Park, FL
  2017 – 2018
- **Building Construction Expert Witness**
  FDOT General Counsels' Office
  Tallahassee, FL
  2003 – 2012
- **Senior Building Inspector**
  PE, BN, PEICO
  Sunrise, FL
  2000 – 2002

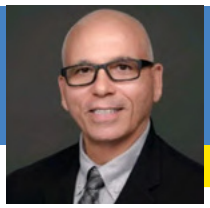
Project Experience

- **Building Official**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company Contract with Hernando County School District
  Brooksville, FL
- **Building Official**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company Contract with Charlotte County Public Schools
  Port Charlotte, FL
- **Plans Examiner**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company Contract with Florida International University
  Miami, FL
- **Plans Examiner**
  SAFEbuilt Contract with Coweta County, GA
- **Special Inspector**
  Broward County Main Library Exterior Refurbishment
  Fort Lauderdale, FL
  2023 – Ongoing

  As a subcontractor to Saltz Michelson Architects (SMA), provide services for facade repairs and waterproofing of the Broward County Main Library in Fort Lauderdale includes inspecting joint sealants, mortar, tile grout, painting, and waterproofing to ensure compliance with specifications, with bi-weekly reports submitted. The project spans three phases and will conclude with a final certification report.

Memberships & Affiliations

Individual Member
#42240393
Society of Fire Protection Engineers



Bernard Pita, CEP

Director of Code Services

M.T. CAUSLEY,LLC.
A SAFEbuilt COMPANY

23 Years of Experience | 13 Years with the Firm

Education

BS, Psychology
Southeastern University

Licenses & Certifications

Florida Association of Code Enforcement (F.A.C.E.)
Code Enforcement Professional (CEP) #144
Level I - Fundamental of Code Enforcement Certification #2864
Level II - Aspects of Code Enforcement Certification #1754
Level III - Legal Issues in Code Enforcement Certification #849
Level IV - Officer Safety and Field Applications Certification #0234

Federal Emergency Management Agency (FEMA)
IS-00100.c Introduction to Incident Command System, ICS-100
IS-001300 Introduction to Continuity of Operations
IS-00200.c Basic Incident Command System for Initial Response, ICS-200
IS-00700.b An Introduction to the National Incident Management System

Work History

- **Director of Code Compliance**
  Calvin, Giordano & Associates, Inc. , a SAFEbuilt Company
  2015 – Present
- **Senior Code Compliance Supervisor**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
  2012 – 2015
- **Code Enforcement Supervisor**
  City of Coral Springs, FL
  2007 – 2012
- **Code Enforcement Investigator/Supervisor**
  Polk County Board of Commissioners
  Bartow, FL
  2002 – 2007

Project Experience

- **Code Enforcement Officer/Consultant**
  Calvin, Giordano & Associates, Inc. , a SAFEbuilt Company Contract with the City of Deerfield Beach, FL
- **Code Enforcement Officer/Consultant**
  Calvin, Giordano & Associates, Inc. , a SAFEbuilt Company Contract with the Village of Sea Ranch Lakes, FL
- **Code Enforcement Officer/Consultant**
  Calvin, Giordano & Associates, Inc. , a SAFEbuilt Company Contract with the Town of Hillsboro Beach, FL
- **Code Enforcement Officer/Consultant**
  Calvin, Giordano & Associates, Inc. , a SAFEbuilt Company Contract with the Village of Estero, FL
- **Code Enforcement Officer/Consultant**
  Calvin, Giordano & Associates, Inc. , a SAFEbuilt Company Contract with the Town of Lauderdale by the Sea, FL

Laura Rodriguez

Permit Technician

3 Years of Experience | >1 Year with the Firm | Bilingual: English and Spanish

Education

Bachelors, Business Administration
Instituto Tecnologico de Santo Domingo - Santo Domingo

Associates, Education
Universidad Pedro Henriquez Urena - Santo Domingo

Associates, Culinary Arts
Ponticifia Universidad Madre Y Maestra - Santo Domingo

Licenses & Certifications

State of Florida
Public Notary

Work History

- **Permit Technician**
  M.T. Causley, LLC, a SAFEbuilt Company
  2025 – Present
- **Permit Technician**
  Kinetic Staffing Solutions, LLC
  2024
- **Receptionist/Scheduler/Project Manager**
  Handyman Roofing
  2024
- **Senior Project Coordinator**
  Real Floors
  2024
- **Office Administrator**
  Fix Roofing LLC
  2023 – 2024
- **Office Manager**
  Strategic Roofing LLC
  2022 – 2023

Project Experience

- **Permit Technician**
  SAFEbuilt Family of Companies Contract with the Town of Redington Shores, FL

JM

Jennifer Madison

Permit Technician

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

22 Years of Experience >1 Year with the Firm

Education

AS, Business Science
Florida Metropolitan University
Clearwater, FL

Work History

- **Permit Technician**
  M.T. Causley, LLC, a SAFEbuilt Company
  2024– Present
- **Permit Coordinator**
  Lifestyle Remodeling-
  2022– 2024
- **Sales Associate**
  Five Below
  2017 – 2024
- **Operations Manager**
  Construction Business Services-
  2003 – Present

Project Experience

- **Permit Technician**
  SAFEbuilt Family of Companies Contract with the Town of North Redington Beach, FL

VC

Victoria Christopher

Permit Technician

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

7 Years of Experience | 1 Years with the Firm

Work History

- **Permit Technician**
  SAFEbuilt, LLC
  2024 – Present
- **Permit Technician**
  Rollshield, LLC
  2024
- **Permit Technician/Office Assistant**
  Reece Builders
  2018 – 2024

Project Experience

- **Permit Technician**
  SAFEbuilt contract with the Town of North Redington Beach, FL



Section 7
Required Forms

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

Proposed Pricing for Services

Service Fee Schedule:	Standard Hourly Rate*
Building Department Services include: • Building Official • Floodplain Management • Inspections • Permit Technician • Community Core Software	95% of permit fees based off the Town Fee Schedule

Additional Services

Additional Services/Activities/Meetings where no permit fee generated (as requested with prior written approval by Town):

Natural Disaster Services Requiring Additional Staff	
Building Official	$135 /hour with 1-hr minimum
Inspectors	$120 /hour with 1-hr minimum
Permit Technician	$75 /hour with 1-hr minimum
Floodplain Management	$135 /hour with 1-hr minimum
Damage Assessment In spectors	$120 /hour with 1-he minimum

** Services requested beyond normal business hours 8:00am to 4:30pm, Monday through Friday will be invoiced at one-and -a half times (1.5x) the standard rate with a (2) hour minimum.*

*** Permits with Waived Fees: In instances where permit fees are waived by the jurisdiction, and therefore no percentage-based calculation can be applied, SAFEbuilt shall invoice for services rendered at the standard hourly rates specified in this agreement. This ensures continuity of service and equitable compensation for time and resources dedicated to the project.*



Public Entity Crimes Form

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, 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 [F.S.] for Category Two [$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Acknowledged by

M.T. Causley, LLC

Firm Name



July 23, 2025

Signature

Date

Matthew K. Causely, President

Printed Name and Title

Drug – Free Workplace Form

Proposer certifies that it maintains a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102 As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) This firm gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by

M.T. Causley, LLC

Firm Name



July 23, 2025

Signature

Date

Matthew K. Causely, President

Printed Name and Title



Additional Information

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

Additional Information

We present additional information about our services and capabilities that may be beneficial to the Town.

QA/QC Program

In Section 2 above, M.T. Causley described our Quality Assurance offerings. To additionally ensure quality, we have implemented a Quality Assurance/Quality Control (QA/QC) program, where our Project Manager performs random quality evaluations of our staff throughout the year. M.T. Causley's QA/QC activities include:

- Standardized processes for intake, completion of returned work, email correspondence, review comment letters, and other items to ensure consistency and client satisfaction (e.g., logging review data into each municipality's system).
- Our Operations Director conducts periodic reviews to ensure completeness, accuracy, and consistency of work performed.
- Periodic peer review of others' plan reviews.
- Staff feedback as necessary for any discrepancies or improvements needed.
- Staff are paid to attend both internal and external training to grow professionally and improve skill sets.
- Account Manager conducts periodic check-ins with clients for feedback on satisfaction with work performed and services provided.
- Sending periodic customer satisfaction surveys for feedback on work performed and services provided.
- M.T. Causley uses both check-ins and surveys to find possible opportunities to improve client satisfaction, work performed, and services provided, as necessary.

Given M.T. Causley's comprehensive approach to building department services, the probability of risk is low. As part of our QA/QC process, we ensure both the Town's and M.T. Causley's standards are met. We involve the Town in the entire process to maintain transparency.

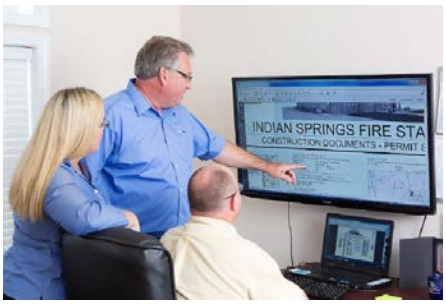
Bluebeam Revu

Our team typically uses Bluebeam Revu to review plans electronically and in hard copy when customers are unable to use electronic platforms. This system gives all stakeholders the ability to access and manage a master set of digital documents, perform concurrent reviews, and collaborate on the same PDF together in real-time, and includes the following features:



- Industry-standard markups, including text, pen marks, highlights, clouds, CAD symbols, measurements, and text stamps. These tools replicate pen and paper, allowing reviewers to add comments to electronic plans and request revisions efficiently.
- The Tool Chest, where each reviewer can create and save custom tool sets for specific needs.
- A "Compare Documents" feature instantly clouds the differences between drawing revisions.
- An integrated "Markups" list allows technicians to view and track comments during the permitting process and summarize them into a PDF report.

National Plan Review Program for Overflow and Specialty Support



We take this opportunity to acquaint the Town with the services of our National Plan Review (NPR) program and to offer it as a backup to the plans examiner assigned to support the Town. Our parent company SAFEbuilt began offering remote plan review services in 2012. At the onset of the COVID-19 pandemic, we established the NPR program, encouraging our clients to use our remote services to eliminate person-to-person contact, and to keep their plan review workload on track. This approach allowed us to provide uninterrupted services to many clients during the height of the pandemic.

Since its inception in 2020, the NPR Program team has grown to include 48 multi-certified plan reviewers with an array of specialties, including educational facilities, fire, post-disaster, site/civil, seismic, and structural for any projects with specialized plan review needs. As the program grows, our vision for the program continues to expand. We now offer remote plan review services from this program to provide communities with surge support for spikes in workload and to help eliminate plan review backlogs. We have also leveraged the NPR program to make our services available to prospective clients who are not yet in the footprint of the SAFEbuilt family of companies.

Our NPR plan reviewers have multiple ICC certifications, including ten team members with the ICC Master Code Professional (MCP) certification. The team includes licensed professional engineers, architects, and trade- and state-licensed personnel. The types of reviews our NPR team can perform include:

- Building
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire
- Fire Alarm and Sprinkler
- Residential, Commercial, Industrial, and Emergency
- Landscape
- Traffic
- Site Plan Review
- Accessibility
- Energy
- Health
- Green Building

The benefits of our NPR Program include:

✓ **Access to multidisciplinary plan reviewers.** Credentialed staff are hard to find—staffing all positions necessary is financially challenging. Remote plan review provides the Town with access to credentialed, multidisciplinary plan reviewers across the country.

✓ **Remote and concurrent reviews.** Access to a national network of plan review staff allows for concurrent plan review across multiple time zones, speeding up review turnaround times. The outcome—clients do not complain about turnaround time delays, which essentially equal delays in development and mean delays in completing revenue-producing projects.

✓ **Expedited plan review.** National access to reviewers gives the Town the ability to expedite plans (for an additional fee) throughout the process. This access is especially helpful for clients who have short deadlines or have fallen behind schedule.

✓ **No more complaints about turnaround times.** Remote reviews have a strict workflow process that increases efficiencies with the ability to view outstanding permits and each project's status.

✓ **Remote access and increased transparency.** Clients can conveniently submit their plans and monitor their status remotely, reducing the need to sit and wait in a building department office or by the phone. Clients can access the portal anytime, anywhere, without restrictions to office hours.

CommunityCore Solutions: Community Development Software

CommunityCore Solutions is our proprietary, online community development software tool for managing permitting, plan reviews and approvals, and code enforcement and inspection activities. CommunityCore integrates with other government software systems. It is designed to streamline and automate many Building Department processes, helping to ensure compliance, manage workflows, generate activity reporting, and provide transparency to all stakeholders.

CommunityCore is divided into three interface modules, depending on the user.

CommunityCore for Building Departments

Users of CommunityCore can:

- Manage permit applications and permits throughout their life cycle.
- Assess fees and collect payment.
- Manage contractor and business licenses.
- Create and track projects.
- Manage how the system works for you by customizing workflows, defining customer permit fields, and managing users.
- Generate reports.

CommunityConnect for Contractors & Communities

Users of CommunityConnect can:

- Apply for permits.
- Track existing permits.
- Upload plans.
- Request inspections.
- Access permit documents, including permit certificates and plan reviews.
- View inspection results.
- Pay fees.

InspectorConnect for Code Enforcement

Inspectors and Code Compliance Officers can use InspectorConnect to:

- Easily view their assigned work.
- Organize stops for improved efficiency.
- Automatically send inspection results to the contractor or permit applicant.
- Access key documents, such as plans and certificates.
- Schedule, reschedule, or assign inspections in the field.
- Look up permit information from the field.

Why CommunityCore Solutions?

Created by people who have worked in building departments like yours, CommunityCore Solutions are simple yet flexible enough to handle the work you and your team do every day. We offer a genuinely unique combination—large company strength and stability, together with small company personalized and responsive support.

We always welcome the opportunity to present a demonstration. We will include a full assessment and complete implementation and project management services—as well as estimates for migrating data from your existing system or spreadsheets.

Check Out This Demo!

In the meantime, we invite you to watch a recent webinar, "Understanding Electronic Permitting Systems," for a quick overview: https://content.safebuilt.com/communitycore_demo or follow the link in this QR code!

Remote Virtual Inspections



M.T. Causley can provide remote virtual inspections (RVI) for the convenience and safety of your community. Completing inspections remotely saves time and money. Rather than waiting for an inspector to arrive from another job, they can be there in moments to efficiently walk residents and contractors through the inspection. RVIs also help reduce the number of people on a job site, supporting social distancing and public health.

M.T. Causley has used RVI technology for several years, and it has become a mainstay of our inspection toolbox. We use this already-proven technology to help our team accomplish roofing inspections more safely and efficiently. For buildings and homes with especially steep roofs, we can open a remote inspection session with the contractor and walk them through the inspection process.

Approved inspections are determined by the local municipality but can include:

- Porches
- Small Projects (fence, exterior remodels)
- Rooftop
- Rooftop Solar (photovoltaic)
- Electrical Service Upgrades
- Electrical Reconnects
- Water Heaters
- Gas Line Installations
- Parking Shade Structures
- Detached Storage Sheds
- Residential Addition/Alternation Inspections
- Follow-Up Inspections (must verify with inspector)

Remote video inspections cannot be used for assessment of damage from fires and vehicles, or for restorations of utilities and critical facilities. These will be performed as typical field inspections as required by the Building Official.

In partnership with our Information Technology team, our operations team selected Blitzz Remote Visual Assistance Software as our virtual tool to complete these inspections. The software allows us to easily connect with residents and contractors without downloading an app or logging in. Inspectors can control recording and taking photos to complete inspections. We recommend RVIs to our on-call clients to help them maximize their M.T. Causley-provided inspection team, as they typically take less time than on-site inspections, and there is no travel time between jobs involved. We welcome an opportunity to discuss implementing this capability for the Town.



Climbing up on a roof for an inspection is a risky and time-consuming job. RVIs are ideal for performing roofing inspections safely.

Staff Training

M.T. Causley and our parent company SAFEbuilt recognize that our quality personnel is our greatest asset, distinguishing us from other building department services companies. Along with recognizing service excellence with monetary compensation and other rewards, we invest heavily in our personnel's training, certification, and licensure, which increases employee satisfaction and tenure with our company. Our leadership philosophy includes believing that a properly structured recruitment and training program makes good employees even better and provides the momentum to drive them to excel.

SAFEbuilt's leadership has established a program that enables employees to access comprehensive training, continuing education, and coaching. Continuing education ensures staff remains current with local, state, and federal codes, regulations, amendments, and the latest best practices, allowing staff to spend less time referring to code books while in the field.

All building department services staff receive a minimum of 32 hours of training per calendar year—48 hours per calendar year for every new code adoption year. Our commitment to our employees' well-being, continuing education, and competitive compensation enables us to keep our staff retention rate at an optimum level.

SAFEbuilt Academy

M.T. Causley is committed to ensuring our people remain at the forefront of occupational skills. We offer a program called SAFEbuilt Academy, which provides online technical training to work with our building services staff's schedules. Our company strongly supports maintaining training certifications and encourages employees to work with their managers to identify and attend the best training opportunities for them.

All courses offered by SAFEbuilt Academy are approved by ICC, and most can provide dual credit through AIA. The courses that SAFEbuilt Academy currently offers include:

- Commercial Building Inspector
- Commercial Mechanical Inspector
- Commercial Plumbing Inspector
- 2017 Commercial Electrical Inspector – Part 1
- 2017 Commercial Electrical Inspector – Part 2
- Accessibility Plans Examiner & Inspector
- Residential Building Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector
- Residential Electrical Inspector
- Permit Technician
- Legal Aspects of Code Administration
- Fire Inspector I
- Fire Inspector II
- Fire Plans Examiner
- Hazardous Materials
- Solar PV Installations
- Solar PV Plan Review (2014 NEC)
- Residential Solar PV Plan Review (2017 NEC)
- 2018 Existing Building Code Review
- 2018 IRC Update
- 2018 IBC Update
- 2018 IMC, IPC, & IFGC Updates

Recently Added Courses

- ADUs and Accessory Structures
- Energy Storage Systems
- 2021 IBC Update
- 2021 Commercial Plumbing Inspector/Plans Examiner
- 2021 Commercial Mechanical Inspector/Plans Examiner
- Solar PV Inspections (2020/2017 NEC)

Legal Exceptions

We look forward to negotiating the terms and conditions of the agreement with the Town after being offered a contract.

M.T. Causley's W-9 Form

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

M.T. Causley, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

444 N Cleveland Ave, Ste 444

Requester's name and address (optional)

6 City, state, and ZIP code

Loveland, CO 80537

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

6	5	–	0	7	8	2	8	0	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** [signature] **Date** January 17, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

Addenda

Because the Town of Redington Beach did not issue any addenda, M.T. Causley has not acknowledged receiving any addenda in this proposal.



RESPONSE TO REQUEST FOR PROPOSALS FOR

TOWN OF REDINGTON BEACH

RFP #25-0707, BUILDING OFFICIAL, INSPECTOR, PLAN REVIEW, BUILDING CODES AND PERMITTING

Presented to
Town of Redington Beach
Town Clerk – Adriana Nieves
Re: Request for Proposal for Building Department Services
105 164th Avenue
Redington Beach, FL 33708

Contact Regarding this Proposal
Carlos A. Penin, PE
C.A.P. Government, Inc., a Bureau Veritas Company
343 Almeria Avenue
Coral Gables, FL 33134
P: 305.448.1711
E: carlos.a.penin@bureauveritas.com

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COVER LETTER

July 31, 2025

Ms. Adriana Nieves
Town Clerk
Town of Redington Beach
105 164TH Avenue
Redington Beach, FL 33708

RE: RFP#25-0707 – Building Official, Inspector, Plan Review , Building Codes, Permitting and Floodplain Management Services

Dear Ms. Nieves:

C.A.P. Government, Inc. (CAP) a Bureau Veritas Company hereby submits our proposal to the Town of Redington Beach (Town) for the above referenced services. **CAP thoroughly understands the scope of services and has submitted one (1) unbound original, five (5) copies and one (1) USB electronic copy of our response to RFP#25-0707.** Our company has the ability, expertise, and commitment to perform the work in a timely and professional manner.

CAP has been providing outsourced Building Department 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 and for its Building Department customers.

On September 1, 2022, C.A.P. Government, Inc. (CAP) entered into a strategic alliance with Bureau Veritas North America, Inc. (BV). CAP is proud to be a part of the Bureau Veritas family bringing together global capabilities with trusted local expertise. This collaboration merges Bureau Veritas's industry-leading resources and technology with CAP's longstanding experience in plan review and inspection services, offering exceptional value to our clients.

This proposal is submitted under Bureau Veritas North America, Inc., reflecting the strength, reliability, and compliance of a globally respected organization, while preserving the responsiveness and service quality that clients have consistently received from C.A.P. Government, Inc.

If given the opportunity, we will provide and improve the high-level Building Department Services that is expected and require by the Town of Redington Beach and its residents.

BUREAU VERITAS 343 Almeria Avenue, Coral Gables, FL 33134
P 305.448.1711 | www.bvna.com

SECTION 1:

MINIMUM QUALIFICATIONS



SECTION 1:

MINIMUM QUALIFICATIONS

a. C.A.P. Government, Inc. (CAP) a Bureau Veritas Company was founded Thirty-Six (36) years ago in 1989 and is the pioneer of outsourcing Building Department services to municipalities throughout the State of Florida. CAP is qualified and licensed under the laws, rules, and regulations of the State of Florida to perform the work required in this RFP#25-0707.
We have enclosed the required documentation in Section 7 – Required Forms.

b. CAP hereby commits to the ability to provide full insurance coverage and meet performance requirements specified in this RFP, upon award.

c. We hereby certify that we maintain a drug-free workplace program in compliance with the requirements set forth in the Florida Statutes § 440.102. **We have enclosed the required documentation in Section 7 – Required Forms.**

SECTION 2:

EXECUTIVE SUMMARY

SECTION 2:

EXECUTIVE SUMMARY

C.A.P. Government, Inc. (CAP) a Bureau Veritas Company is pleased to submit our qualifications to the **Town of Redington Beach (Town) RFP#25-0707 for Building Official, Inspector, Plan Review, Building Codes, Permitting and Floodplain Management Services**. **We have a clear understanding of the Scope of Services and responsibilities and are confident that we can meet or exceed the level of services required by the Town**. With decades of experience outsourcing municipalities throughout Florida, our firm is uniquely positioned to provide qualified staff and the professional expertise required to serve the Town's Building Department.

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 Building Department Outsourcing Services and has been doing so continuously since then. Today CAP is recognized as the industry leader in providing Building Department services to over **eight-five (85) municipalities and ten (10) educational** clients across Florida. Our customer centered approach to these services is one of the reasons for our success.

CAP has over 300+ Professional Engineers, Architects, Building Officials, Plans Examiners, Inspectors and Permit Technicians. Our qualified personnel perform professional Building Code Services per Chapter 553 and 468, Part XII of the Florida Statutes, the Florida Building Code (FBC) and all relevant laws and codes. Our staff is certified by the State of Florida Department of Business and Professional Regulation within the discipline areas listed in Florida Statutes, Building Code Administrators and Inspectors Board and the State of Florida Board of Professional Engineers. Our legacy of hard work and dedication has established us as a leader in our industry.

On September 1, 2022, Bureau Veritas North America, Inc. (BV) proudly announced the integration of C.A.P. Government, Inc. (CAP) into their organization through the acquisition of a majority stake in the firm. This partnership represents more than an acquisition it is the alignment of two industry leaders with a shared vision: To deliver exceptional code compliance services that safeguard communities, streamline processes, and support sustainable growth.

Bureau Veritas is a global leader in testing, inspection, and certification services, BV offers unparalleled technical expertise and a proven track record in delivering innovative solutions that meet the highest standards of safety and performance. Our strategic roadmap emphasizes strengthening local expertise while leveraging global resources a commitment brought to life through this integration. Together, Bureau Veritas and CAP provide the following:

Comprehensive Expertise at Scale: Access to a combined team of certified plan examiners, engineers, architects, and inspectors, equipped to handle complex projects of any size while ensuring adherence to Florida Building Code, NFPA standards, and local ordinances.

Advanced Technology & Efficiency: Bureau Veritas digital platforms and process innovations paired with CAP's local knowledge help accelerate plan review timelines and improve communication between stakeholders.

Unwavering Commitment to Public Safety & Quality: By blending global best practices with local jurisdictional expertise, we ensure every project meets or exceeds code requirements, supporting resilient and sustainable communities.

SECTION 2:

EXECUTIVE SUMMARY

Our approach is to provide the Town with Professionals that are State of Florida licensed in the following categories: **Building Official, Building, Structural, Mechanical, Electrical, Plumbing, and Floodplain.** Our proposed staff has the expertise and knowledge of residential and commercial construction.

We are equipped to ensure that all inspected construction meets full compliance with relevant regulations. We apply modern principles of civil engineering to the inspection of buildings, drawing on a strong foundation of local and State laws governing building, electrical, mechanical, plumbing, and fire codes. Our extensive understanding of the operations of building department combined with expertise in legal frameworks, technology, and public interaction positions us to manage inspection services with accuracy, professionalism, and efficiency.

Our professional staff is well versed in interpreting architectural and engineering plans, specifications, and blueprints with speed and precision, allowing for real time comparison with work in progress to verify compliance. We prepare comprehensive inspection reports, maintain accurate records, and lead inspection programs that cover permitting, construction progress, and final approvals.

CAP's staff will coordinate closely with other departments, including Fire and Public Works, to ensure compliance, particularly in life safety inspections and floodplain management. CAP will conduct detailed inspections of elevation certificates to verify conformity with FEMA and Town flood regulations and administer and enforce ADA compliance requirements. Maintaining effective and professional working relationships with staff, administration, contractors, and the public is a central priority, especially regarding regulatory matters and code interpretation.

We currently operate out of four (4) corporate offices in Florida:

Miami-Dade	343 Almeria Avenue Coral Gables, FL 33134
Broward	100 S.E. 12 Street Ft. Lauderdale, FL 33316
Palm Beach	1910 N. Florida Mango Rd. W. Palm Beach, FL 33409
St. Cloud	1422 Narcoosee Road St. Cloud, FL 34771

The following information outlines the requested information for the Statement of Organization:

- Legal Names, including DBA (if any), for the contract:
  C.A.P. Government, Inc., a Bureau Veritas Company
- State of organization of incorporation:
  Florida

SECTION 2:

EXECUTIVE SUMMARY

The following information outlines the requested information for the Statement of Organization:

- Ownership structure of the proposer:

  Bureau Veritas Holdings, Inc. (80%)

  Mr. Carlos A. Penin, PE (20%)

- Contact information for corporate headquarter to include address, phone number and email Address:

  Mr. Carlos A. Penin, PE
  343 Almeria Avenue
  Coral Gables, FL 33134
  (305) 448-1711
  carlos.a.penin@bureauveritas.com

- Contact information for local office to include address, phone number and email address:

  343 Almeria Avenue
  Coral Gables, FL 33134
  (305) 448-1711
  carlos.a.penin@bureauveritas.com

- Years in business:

  Thirty-Six (36) Years (Incorporated on April 10, 1989)

- List of officers, owners, and/or partners to include name, address, and phone number:

  As for C.A.P. Government, Inc.:

  Mr. Carlos A. Penin, PE – President
  343 Almeria Avenue
  Coral Gables, FL 33134
  (305) 458-6000

  Ms. Heather Bush Secretary, Director
  16800 Greenspoint Park Drive, Suite 300S
  Houston TX, 77060

  As for Bureau Veritas Holdings, Inc.

  Gus Guerrero, Vice President & COO, Code Compliance
  16800 Greenspoint Park Drive, Suite 300S
  Houston TX, 77060
  (818) 406-1495

  Ms. Heather Bush Secretary, Vice President & Secretary
  16800 Greenspoint Park Drive, Suite 300S
  Houston TX, 77060
  (954) 233-0257

SECTION 3:

BUSINESS ETHICS



SECTION 3:

BUSINESS ETHICS

C.A.P. Government, Inc. a Bureau Veritas Company hereby certifies the following:

- Neither the firm nor any of its officers, partners, major shareholders (holding more than five percent (5%) interest), or any other related parties are currently under investigation by any governmental, administrative, or law enforcement entity or agency.

- There have been no adverse decisions against the firm or any such related parties within the past five (5) years, including but not limited to judgments entered by any state or federal court, or settlements with any legal or administrative body.

- Neither the firm nor any related parties have any business interests or relationships that would cause or appear to cause a conflict of interest in the firm's business dealings with the Town. If selected, the firm will continue to monitor and disclose any potential conflicts should they arise in the future.

- The firm has never been convicted of a public entity crime in its history.

We affirm that the above statements are true and accurate to the best of our knowledge.

BUREAU VERITAS 343 Almeria Avenue, Coral Gables, FL 33134
P 305.448.1711 | www.bvna.com

SECTION 4:

EXPERIENCE AND PAST PERFORMANCE



SECTION 4:

EXPERIENCE AND PAST PERFORMANCE

The following represents a partial list to highlight CAP's experience with similar contracts. They demonstrate the depth of our past performance and validate our successful history of providing professional Building Code and Plan Review and Inspection Services:

Name of Government entity/large scale client: City of Aventura
Address: 19200 W. Country Club Dr., Aventura, FL 33180
Dates of Project: 1955 – Ongoing
Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians
Project Value: FY24-$5M
Contact information including email address and phone number: Mr. Bryan Pegues, bpegues@cityofaventura.com, (305) 466-8910

Name of Government entity/large scale client: City of Weston
Address: 17200 Royal Palm Blvd. Weston, FL 33326
Dates of Project: 2005 – Ongoing
Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians
Project Value: FY24-$2.8M
Contact information including email address and phone number: Mr. Donald P. Decker, ddecker@westonfla.org, (954) 385-2000

Name of Government entity/large scale client: Town of Southwest Ranches
Address: 335 SW 2nd Avenue, Southwest Ranches, FL 33330
Dates of Project: 2006 -Ongoing
Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians
Project Value: FY24-$1.6M
Contact information including email address and phone number: Mr. Russell Muñiz, rmuniz@southwestraches.org, (954) 434-0008

Name of Government entity/large scale client: North Bay Village
Address: 1666 Kennedy Causeway, North Bay Village, FL 33141
Dates of Project: 2012 – Ongoing
Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians
Project Value: FY24-$9K
Contact information including email address and phone number: Mr. Frank Rollason, villagemanager@nbvillage.com, (305) 756-7171 ext. 24

SECTION 4:

EXPERIENCE AND PAST PERFORMANCE

Name of Government entity/large scale client: Town of Briny Breezes
Address: 4802 North Ocean Blvd. Briny Breezes, FL 33435
Dates of Project: 2016 – Ongoing
Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians
Project Value: FY24-$26K
Contact information including email address and phone number: Mr. William Thrasher, **bbmanager1963@yahoo.com**, (561) 272-5495

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SECTION 5:

REFERENCES



SECTION 5

REFERENCES

1. **City of Cape Coral**
   Name and Title: Mr. Shane Kittendorf, Building Official
   Address: 1015 Cultural Park Boulevard Cape Coral, Florida 33990
   Telephone Number: 4598 (574-0598)
   E-mail Address: skittendorf@capecoral.gov

2. **City of South Bay**
   Name and Title: Mr. Leondrae Camel, City Manager
   Address: 335 SW 2nd Ave., South Bay, FL 33493
   Telephone Number: (561) 996-6751, Ext. 130
   E-mail Address: camell@southbaycity.com

3. **Town of Highland Beach**
   Name and Title: Mr. Jeff Remas, Building Code Official
   Address: 3616 S. Ocean Boulevard, Highland Beach, FL 33487
   Telephone Number: (561) 278-4540
   E-mail Address: bco@highlandbeach.us

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P 305.448.1711 | www.bvna.com

SECTION 6:

KEY PERSONNEL AND PRIMARY CONTACT



SECTION 6:

KEY PERSONNEL AND PRIMARY CONTACT

Ms. Kathleen Croteau, BU, PX, BN will serve as the primary contact.
E-Mail: kathleen.croteau@bureauveritas.com
Telephone: (786) 402-4315
Ms. Croteau oversees our Gulf Coast clients. She is responsible for planning and coordinating the completion of projects. She is past President of the Building Official Association of Florida (BOAF) and Recipient of the BOAF 2019 Meritorious Service and 2020 Building Official of the Year awards. Ms. Croteau is highly recognized for her coordination with State and Federal agencies and other volunteer organizations to provide direction and support during disaster recovery efforts.

Mr. Carlos A. Del Pino, PE will sereve as an alternate contact person.
E-Mail: carlos.del-pino@bureauveritas.com
Telephone: (954) 931-2601
Mr. Del Pino has over thirty (30) years of experience overseeing significant projects and ensuring they are managed effectively.

SECTION 6:

KEY PERSONNEL AND PRIMARY CONTACT

KEY PERSONNEL				
Name	**Role**	**State License(s)**	**City of Residence**	**Years of Experience**
Carlos A. Penin, PE	Principal-in-Charge	PE33216	Coral Gables	40
Kathy Croteau	Building Official	BU1529, PX2485, BN5254	Sarasota	30
Carlos Del Pino	QA /QC	PE59888	Miami	25
Building				
Angela Posani	Plan Examiner & Inspector	PX4670, BN8516	Bradenton	11
Mark Shelton		PX4720, BN8186	St. Petersburg	15
Mechanical				
Miles Seekford	Plans Examiner	PX4452	Cartersville	15
Richard Kracaw	Plans Examiner & Inspector	PX3924, BN7512	Sun City Center	35
Electrical				
Miles Seekford	Plans Examiner	PX4452	Cartersville	15
Mark Deegan	Inspector	BN4932	High Springs	28
Plumbing				
John Clements	Plans Examiner & Inspector	BU1660, PX2349, BN4674	Naples	26
Richard Kracaw		PX3924, BN7512	Sun City Center	35
Fire				
Michael Hudkins	Fire		Lutz	15
Thomas Miller	Fire		Lutz	33
Floodplain				
Cheryl Bagby	Floodplain Manager		Bradenton	10
Amy Cook	Floodplain Manager		Parrish	24

Corporarte office - Telephone Number: (305) 448-1711

Electronic Plan Review (EPR) offers real time services to the

Town of Redington Beach from any location.

SECTION 7:

REQUIRED FORMS



SECTION 7:

PROPOSED PRICING FOR SERVICES

C.A.P. Government, Inc. (CAP) a Bureau Veritas Company addresses the outsourcing of Building Department Services through a compensation model based on a "Percent of Revenue Share." This approach is both innovative and efficient, as it shifts the responsibility and risk associated with providing these services to the Consultant (CAP). Under this model, CAP is required to meet the prescribed "level of services" by adjusting the number of personnel assigned to the Town's Building Department, based on the volume of work and revenue generated.

Percent of Revenue	Town	CAP
CAP shall be compensated at a rate equal to Seventy (70%) Percent and the Town shall receive Thirty (30%) Percent of the gross Building Permit Fee amounts collected by the Town.	**30.0%**	**70.0%**

The proposed hourly rates shown below are provided to satisfy the following scenarios:

1. **The Town elects to use hourly services instead of percentage of revenue share**
2. **The Town elects using percentage of revenue share, but may also request "additional services"**

With either of the two (2) scenarios, all work is included in the overall fees proposed.

POSITION	HOURLY RATES
Building Official	**$125.00**
Plans Examiner	**$100.00**
Inspectors	**$90.00**
Floodplain Management	**$100.00**
Permit Technician	**$55.00**

BUREAU VERITAS 343 Almeria Avenue, Coral Gables, FL 33134
P 305.448.1711 | www.bvna.com

Public Entity Crimes Form

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, 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 [F.S.] for Category Two [$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Acknowledged by

C.A.P. Government, Inc, a Bureau Veritas Company

Firm Name



07/31/2025

Signature

Date

Carlos A. Penin, PE, President

Printed Name and Title

Drug – Free Workplace Form

Proposer certifies that it maintains a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102 As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) This firm gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by

C.A.P. Government, Inc, a Bureau Veritas Company

Firm Name



007/31/2025

Signature

Date

Carlos A. Penin, PE, President

Printed Name and Title

State of Florida
Department of State

I certify from the records of this office that C.A.P. GOVERNMENT, INC. is a corporation organized under the laws of the State of Florida, filed on April 10, 1989.

The document number of this corporation is K80212.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 15, 2025, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-third day of January, 2025



Secretary of State

Tracking Number: 5179193074CU

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication


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cap government
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