AGENDA
TOWN OF JUPITER
TOWN COUNCIL MEETING
TOWN COUNCIL CHAMBERS
TUESDAY, JULY 7, 2026
7:00 PM

Call To Order

Invocation; Moment of Silence; and Pledge of Allegiance

Roll Call:

Mayor Jim Kuretski
Vice-Mayor Phyllis Choy
Councilor Ron Delaney
Councilor Dan Guisinger
Councilor Malise Sundstrom
Town Manager Frank Kitzerow
Town Attorney Thomas J. Baird

If you would like to speak on any item, please submit a Comment Card.

Order of Business for Quasi-Judicial Hearings:

-Swearing in (For anyone planning to address Council)
-Disclosure of ex parte communications (Council only)
-Presentation by applicant
-Staff and Planning and Zoning Commission recommendations
-Public to be heard – Three (3) minute limit
-Motion on the floor

PROCLAMATION

1. Parks and Recreation Month, July 2026. #

CITIZEN COMMENTS

All Non-agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to state his/her name and address for the record prior to addressing the Town Council. Council will not discuss these items this evening. **Any issues will be referred to Staff for investigation; a report will be forwarded to Council; and citizens will be contacted.**

MINUTES

2. June 16, 2026, Town Council Meeting Minutes and June 18, 2026, Town Council Workshop Meeting Minutes.

CONSENT AGENDA

All items listed in this portion of the agenda are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests; in which event, the item will be removed and considered at the beginning of the regular agenda.

PUBLIC HEARING

3. **Ordinance 29-26, First Reading,** Adoption of Fire Impact Fees (second reading 7/21/26).

4. **Resolution 85-26**, *Quasi-Judicial,* Love Street Development Special Event Program — Site Plan Amendment.

PUBLIC BUSINESS

5. Approving a Town Council Workshop on State Property Tax Reform on Thursday, July 23, 2026, at 6:00 p.m. #

6. Approving Town Council Second Budget Workshop Meeting on Thursday, August 13, 2026, at 6:00 p.m. #

7. Approving the Cancellation of the Town Council Meetings scheduled for Tuesday, September 1, 2026, and Tuesday, September 15, 2026, at 7:00 p.m. and Rescheduling them as Town Council Special Meetings on Tuesday, September 8, 2026, and Tuesday, September 22, 2026, at 7:00 p.m. #

8. Approval of Work Order 9 to Kirchman Construction Co. (Contract EPW2025-34A) for Heights Park Playground Site Work in the amount of $119,326.

9. Approval of Work Order 10 to Fierce Construction LLC (Contract EPW2025-34D) for Community Center Playground Site Work in the amount of $134,897.

10. Approval of Work Order 11 to Fierce Construction LLC (Contract EPW2025-34D) for Abacoa Community Park Playground Site Work in the amount of $121,006.

11. **Resolution 72-26**, Approving the award of contracts for Plan Review, Inspection, and Permit Technician Services to Universal Engineering Sciences (BD2026-002A), CAP Government, Inc. (BD2026-002B), and Calvin, Giordano & Associates, Inc. (BD2026-002C).

12. **Resolution 90-26,** Approving an Interlocal Agreement between the Town of Jupiter and the School District of Palm Beach County for mutual use of Town and Jupiter Community High School recreational facilities.

REPORTS

TOWN ATTORNEY

TOWN MANAGER

TOWN COUNCIL – LIAISON REPORTS AND COMMENTS

ADJOURNMENT

Town Council Future Meetings
July 21, 2026, 7pm - Town Council Chambers
August 6, 2026, 7pm - Town Council Chambers

NOTICE
Town Council and CRA Meetings are now webcasted real-time and viewable on your computer or mobile device.
www.jupiter.fl.us/Live

Back up material for the Town Council Meetings are available online one (1) week before the Regular Meetings
= no materials attached *revisions may occur*
www.jupiter.fl.us

Section 2-64; Decorum, disturbing meeting
While the Town Council is in session, the members thereof and the public present in the Council chambers shall not, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Council. It shall be unlawful for any person to disturb or disrupt a meeting of the Town Council or to refuse to obey the orders of the presiding officer in the conduct of the meeting and such person shall be subject to being summarily ejected from the meeting.

Note: Persons are advised that if they wish to appeal any decision made at this meeting, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105 of the Florida Statute.

Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office at TownClerk@jupiter.fl.us or 561-741-2530 at least 48 hours in advance to request accommodations.

FINAL MINUTES AND AGENDA
TOWN OF JUPITER
TOWN COUNCIL MEETING
TOWN COUNCIL CHAMBERS
TUESDAY, JUNE 16, 2026

Mayor Kuretski called the meeting to order at 7:00 P.M.

Roll Call: Mayor Jim Kuretski; Councilor Ron Delaney; Councilor Dan Guisinger; Councilor Malise Sundstrom; Town Manager Frank Kitzerow; Town Attorney Thomas J. Baird and Town Clerk Merriane Lahmeur. Vice-Mayor Phyllis Choy was absent.

PROCLAMATION

1. Waste & Recycling Worker Week, June 15 - 21, 2026.

Mayor Kuretski presented the proclamation to Mr. Jeff Sabin, Ms. Megan Kossove and Ms. Avadawn Bailey-Tait with Waste Management.

CITIZEN COMMENTS

Ms. Kathleen Waddell, resident of Winding Lake, expressed concerns regarding the involvement of the Jupiter Police Department in immigration related matters.

Ms. Linda McDermott, resident of Chadwick Drive, discussed residents dancing on the beach and the impact it had on sea turtles during the nesting season.

Ms. LeAnne Labeck, resident of Carver Avenue, noted the blinking red light near Cinquez Fire Station was disturbing the area and she also requested that residents be provided with educational resources to help protect local wildlife.

Ms. Elizabeth Murray, resident of Paradise Harbor Boulevard, spoke about the effect that dancing on the beach has on sea turtles during the nesting season and suggested that Council keep El Sol in the municipal complex.

Mr. Brett Leone, resident of Barbados Drive, recognized 11 Jupiter residents who had served in the military and made the ultimate sacrifice. He noted that residents had collected donations to purchase memorial bricks in their honor for installation at the Town's Veterans Memorial.

Mayor Kuretski asked Mr. Frank Kitzerow, Town Manager, to provide an update regarding residents' concerns about dancing on the beach. Mr. Kitzerow stated that he had spoken with Police Chief Hennessy and Deputy Police Chief Kimbark. He noted that they had contacted the key stakeholders, who agreed to meet, and that an update would be provided after those discussions.

MINUTES

2. June 2, 2026, Town Council Meeting Minutes.

Councilor Delaney moved to approve the June 2, 2026, Town Council Meeting Minutes, as amended; seconded by Councilor Sundstrom; motion passed.

Kuretski	Delaney	Guisinger	Sundstrom
Yes	Yes	Yes	Yes

CONSENT AGENDA

All items listed in this portion of the agenda are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests; in which event, the item will be removed and considered at the beginning of the regular agenda.

Councilor Guisinger moved to approve the Consent Agenda; seconded by Councilor Delaney; motion passed.

Kuretski	Delaney	Guisinger	Sundstrom
Yes	Yes	Yes	Yes

PUBLIC HEARING

3. **Ordinance 11-26, Second Reading,** Approval to Amend Chapter 10 of the Town Code, Fire Prevention and Protection to Adopt the Florida Fire Prevention Code and Uniform Fire Safety Standards.

Title for Ordinance 11-26 was read by Mr. Baird.

4. **Issuance of Trespass Warning on Public Property**

A. Ordinance 25-26, Second Reading, Approval to Amend Chapter 11 of the Town Code, to Include Procedures for the Issuance of Trespass Warnings on Public Property.

Title for Ordinance 25-26 was read by Mr. Baird.

B. Ordinance 28-26, Second Reading, Approval to Amend Chapter 8 of the Town Code, to Expand the Jurisdiction of the Special Magistrate to Include Trespass Appeals.

Title for Ordinance 28-26 was read by Mr. Baird.

PUBLIC BUSINESS

5. Approving the Town Council First Budget Workshop Meeting, June 18, 2026, at 6:00 p.m.#

6. Approval of a Permit Fee Study for the Town's Building and Fire Rescue Departments and a Water Rate Study for the Town's Water Utility.
7. Approving the Purchase and Installation of Fire Station Alerting Hardware and Software in the amount of $66,125.
8. Approving the Purchase of the Second Set of Personal Protective Equipment (PPE) from Bennett Fire Products Co., Inc. in the amount of $472,125.
9. Approving a Purchase Order to Southern Sewer Equipment Sales, under the Sourcewell Cooperative Contract #080525-MNC, for a Minicam Camera Inspection System for an amount of $122,043.
10. **Resolution 57-26,** Approving the Town of Jupiter 2026-2027 Community Development Block Grant (CDBG) Action Plan in the amount of $327,086.
11. **Resolution 58-26,** Approving a Contract with All Webbs Enterprises, Inc. for RO14 Wellhead Construction (W2011E) for an amount of $1,861,100.
12. **Resolution 79-26,** Approving the Assignment and Assumption of an Existing Contract for Repair of Pumps and Electric Motors (W2414C) to MCE Tripp Electric Motors, LLC.

REGULAR AGENDA

PUBLIC HEARING

13. **Resolution 61-26,** Adopting the Non-Ad Valorem Assessment for Fire Rescue Services.

Mr. Scott Reynolds, Chief Financial Officer, stated that the Town had received five formal written objections to the Non-Ad Valorem (NAV) Assessment, which were presented to the Council. He also highlighted outreach efforts undertaken since the last meeting, which included the creation of a short video that he presented. Mr. Reynolds then gave a brief presentation on the NAV, which included an explanation of Resolution 61-26, available funding options, an overview of immediate savings for property owners, examples of savings for both residential and commercial properties, and a summary of next steps.

Councilor Delaney inquired about what Palm Beach County (PBC) would have charged the Town in the following year. Mr. Reynolds stated that the information was not available and noted that PBC had wanted the Town to transition to the countywide rate, which would have doubled the cost to $64 million this year.

Mayor Kuretski stated that he had previously asked about the incorporation of Option 1A, which included a sales tax component, but had not yet received a response. He inquired why that was not an option to be considered. Mr. Reynolds responded that the Town needed a mechanism to cover debt service obligations, and the two options allowed were either a NAV Assessment or a Sales Tax option.

Mayor Kuretski next asked whether the tax bill would show two separate Ad Valorem line items, one for the General Fund and another for fire services. Mr. Reynolds

responded that the Ad Valorem would be combined and appear as a single line item.

Mayor Kuretski explained that the incremental increase would be less than what PBC would have charged and would have been 92% or $22 million. He asked if the Town could choose to use Ad Valorem taxes to fund a bond to pay for the debt and include it in the cost that the public is paying. Mr. Reynolds explained that the use of Ad-Valorem taxes for a bond issue would require approval through a referendum voted on by the residents. He added that if the Town chose to implement a NAV Assessment, the revenues would be accounted for in a separate special revenue fund. If the Council decided not to implement the NAV Assessment, the sales tax revenues and expenses would be incorporated into the General Fund, similar to the Police Department. It was noted that either way, there would still be savings.

Councilor Sundstrom asked what options were available for a NAV Assessment, considering the strict legal requirements. Mr. Reynolds responded that the most common approach would be a flat fee for residential properties, while commercial and industrial properties would be assessed based on square footage. He noted that Staff recommended the square-foot-based Assessment because of the large disparity in residential structure sizes in the Town and based on the application of NFPA Standards, which are fire protocols.

Councilor Sundstrom reiterated for homes in Jupiter there is a wide range in sizes and they could range from 1,000 square feet to 40,000 square feet. She stated that Assessments must be based on property and they have to be fair and reasonable, and asked if the two Assessment methods were permitted by the State and tested. Mr. Reynolds confirmed and reiterated that the Assessment must provide a benefit to the property.

Councilor Sundstrom next asked how the uncertainty surrounding future Ad-Valorem tax revenues could affect debt service obligations. Mr. Reynolds responded that Staff had always viewed the NAV Assessment as an alternative revenue source that could provide stability in tax rates, enhance borrowing capacity, and support future bond issuances.

Councilor Guisinger asked about the total debt service associated with the fire stations. Mr. Reynolds stated that Staff had received Council authorization to borrow up to $20 million but anticipated achieving some savings. Councilor Guisinger then asked how long it would take to repay the debt. Mr. Reynolds responded that the repayment period would be 15 years, although it could be shorter.

Councilor Guisinger also inquired about how information had been communicated to nursing homes when notices were distributed. He noted that nursing homes were being assessed at a lower commercial rate as opposed to a nursing home rate and asked if there were any stipulations communicated to them. Mr. Reynolds stated that the Town had not conducted any additional communication regarding the matter and added that Fire Chief Donatto would be discussing it with the nursing homes and there would be a request for behavior modifications.

Mayor Kuretski opened the item up for public comment:

Mr. Michael Levas, resident of East Whitney Circle, had concerns regarding the potential impact of property taxes initiative, including possible effects on the NAV Assessment and future tax increases.

Ms. LeAnn Labeck, a resident of Carver Avenue, stated that she found it noteworthy that the NAV fee, which had been advocated over the past three years, had not been raised during earlier discussions regarding funding. She said she wished greater transparency had been provided earlier, particularly given that residents would not have the opportunity to vote on the issue. Ms. Labeck also expressed concerns about the financial impact on residents and the effects associated with the construction of the fire stations.

Mr. Craig Mowrey, a resident of Blanca Isles Lane, thanked Staff for providing the informational video and email. He discussed the research he had conducted on the matter and stated that he believed pursuing an alternative source of funding was a prudent approach.

Ms. Linda McDermott, a resident of Chadwick Drive, discussed the proposed fire Assessment, associated debt obligations, future funding needs, and capital replacement costs. She expressed concerns regarding future Assessment increases and long-term capital expenditures but noted that residents would have an opportunity to provide input on the Assessment each year.

Ms. Amy Teitscheid, a resident of Riverwalk Lane, stated that taxes were likely to increase and expressed the view that residents should have the opportunity to vote on the proposed Assessment before it is approved.

Mayor Kuretski stated that when the Council made the decision to create its own Fire Department approximately 34 months earlier there was no legislative referendum anticipated. He noted that the decision was made because the Council believed the Town could save at least $5.5 million in the first year, with the potential for even greater savings.

Mayor Kuretski also explained that the NAV Assessment was not something they knew was going to be done from day one. He wanted to be clear that he still did not support the NAV. He also explained that Council knew it could only be an option after an official study was conducted, which is required for a NAV Assessment to be considered, and that the Council did not learn of how the Assessment would be calculated or the amount of the proposed Assessment until approximately three months earlier.

Mayor Kuretski discussed the proposed legislative referendum regarding property taxes, stating that it had created confusion among residents. He noted that the referendum was expected to appear on the November ballot, and the impact would depend on how people voted. He stated that he could not base his decision on an event that may or may not occur.

Mayor Kuretski also discussed the Town's negotiations with PBC, noting that the existing agreement contained provisions under which costs would continue to

escalate. He stated that PBC was considering the construction of a fire station outside the Town of Jupiter that would partially serve Jupiter, resulting in additional costs to the Town. He also referenced the need for renovations of the existing fire stations. He explained that had the Town remained, in addition to the $35 million, the Town would be paying millions of dollars more for these items.

Mayor Kuretski reiterated his concerns for the NAV Assessment, and the disparities in the treatment of single-family homes, townhomes, and condominiums, as it relates to the total square footage calculations. He further stated that there are 15 different neighborhoods that have townhomes and condos with garages, porches and balconies, that would not be assessed on the higher square footage and would be getting a comparatively lower fire Assessment fee than single-family residents. He viewed this as creating a fundamental disparity that was neither fair nor equitable. As a result, he stated that he still could not support the proposed Assessment with a methodology based on square footage sizes that exponentially increase with increasing sizes. He believes this is also unfair and not equitable. He stated that the Council could direct Staff to conduct a new study if it wished to pursue an alternative methodology in the future.

Mayor Kuretski next explained that Vice-Mayor Choy had scheduled out-of-town travel approximately three months earlier and she was troubled that she would miss this important meeting. He stated that the Vice-Mayor regretted not being present for the discussion.

Mayor Kuretski inquired if Mr. Reynolds wanted to clarify any of the misunderstandings they had heard from speakers this evening. Mr. Reynolds stated that the initial discussions regarding PBC Fire Rescue always included consideration of inspection fees and other alternative revenue sources to help fund fire and emergency services. He explained that these options were evaluated as potential means of offsetting costs and reducing the financial burden on taxpayers.

Councilor Delaney stated that the projected cost in the following year would be approximately $25 million under the proposed funding approach, compared to an estimated $35 million by PBC.

Councilor Delaney also wanted to clarify to the residents that the fire station on the waterfront property is across from an existing fire station next to Burt Reynolds Park, and the Town had sought to acquire this station from PBC. He explained that the waterfront property, called Piat, has been owned by the Town for years. He also discussed the new fire station at the Cinquez site, noting that the Town already owned this property as well, and had not incurred any additional land acquisition costs. He stated that this site had previously been considered for a Target, but now had a dog park, and it was an ideal location for a fire station.

Councilor Delaney further stated that the proposed NAV Assessment was not a new tax or a tax increase, but rather a different funding mechanism for fire and emergency services.

Councilor Sundstrom thanked Mayor Kuretski for his comments and stated that she

believed the information was reasonable.

Councilor Sundstrom next wanted to discuss concerns regarding the possibility of future increases to the NAV Assessment and noted that there were currently no plans to increase the Assessment. She asked what would be required if the Town needed to increase the Assessment in the future, noting that it was a very rigorous and transparent process. Mr. Reynolds responded that any increase would require compliance with the statutory NAV Assessment process, including mailed notices to affected property owners, public hearings, and Council action. He noted that the process was transparent and provided opportunities for public input before any increase could be adopted.

Councilor Sundstrom commented that neither a flat-fee Assessment nor a square-footage-based Assessment was a perfect solution. In response, Mr. Reynolds stated that Staff had asked the consultant to reevaluate the Assessment methodology and compare the impacts of a flat-fee approach. He reported that the analysis indicated approximately 20% of residential properties would pay less, 30% would pay approximately the same, and 50% would pay more.

Councilor Sundstrom also asked whether a 15% Assessment allocation was common for municipalities. Mr. Reynolds responded that the appropriate allocation depends on the needs and circumstances of each community. He explained that the Town's focus was on funding debt service obligations while ensuring residents experienced overall savings.

Councilor Guisinger acknowledged that no approach is perfect, and that under the proposed NAV Assessment, his own Assessment would increase. However, he stated that he was comfortable with the additional cost given the high-quality level of fire and emergency services that would be provided.

Councilor Guisinger noted that the NAV Assessment was being proposed primarily to fund debt service obligations and asked what would occur once the debt had been paid off. Mr. Reynolds responded that the Assessment could potentially be eliminated at that time.

Councilor Guisinger stated that he believed the proposed methodology represented the best and fairest option available under the circumstances. He also expressed his appreciation to Staff, the consultants, and all those involved for their work and efforts throughout the process.

Mayor Kuretski asked Mr. Reynolds whether he had heard of other local governments exploring NAV Assessments in response to the proposed legislative referendum and its potential impact on local government revenues. Mr. Reynolds confirmed.

Mayor Kuretski stated that the Council's decision that evening should be based on the information currently available and not on the outcome of the proposed referendum, which may or may not affect the Town in the future. He emphasized that his position was not based on the pending referendum.

Mayor Kuretski stated that he believed the Ad-Valorem funding option was the fairest

option because it would provide the same percentage reduction to all properties. He explained that the costs would be distributed proportionately based on property values, which takes into consideration the square footage, resulting in an equitable allocation among property owners. He reiterated his argument that the proposed NAV Assessment was unfair and not equitable, and that he could not support it.

Councilor Delaney moved to approve Resolution 61-26; seconded by Councilor Sundstrom; motion passed.

Kuretski	Delaney	Guisinger	Sundstrom
No	Yes	Yes	Yes

ROUNDTABLE

14. Decorative and Aesthetic Element – A1A and Jupiter Beach Road Roundabout.

Ms. Satu Oksanen, Neighborhood Services Manager and Staff Liaison for the Art Committee, presented the proposed enhancement project for the A1A and Jupiter Beach Road roundabout. She reviewed the Request for Qualifications (RFQ) process, which resulted in 11 submissions, six of which met the project requirements. The Art Committee evaluated the qualifying proposals and selected three finalists. Staff asked for Council direction on whether to proceed with one of the three finalists, move forward with one of the other submissions, reissue the RFQ, or consider other ideas for the roundabout.

Mayor Kuretski thanked the Art Committee and Staff for their efforts on the project. He noted that the number one ranked proposal received 78% of the total possible points and given the significant investment, he had hoped to see more of a "wow" factor. He also expressed concerns about the potential for damage at the roundabout and indicated that he was comfortable pausing the project at this time to possibly come back to it at a later date.

Councilor Sundstrom asked whether this approach would include reissuing the RFQ. Mayor Kuretski stated that it would be premature to reissue the RFQ at that time. Councilor Sundstrom supported pausing the project, stating that none of the proposals provided the "wow" effect she would expect for a $150,000 investment, although she was somewhat supportive of the number one ranked proposal. She also expressed concerns regarding potential safety issues and requested additional information on how those concerns could be addressed in a future design.

Councilor Guisinger expressed his support for the first option. He mentioned that the proposal envisioned that the fish would appear to be swimming in the direction of traffic flow and asked whether this could create a safety concern or distraction for drivers. Ms. Oksanen stated that the Art Committee had taken safety into consideration.

Councilor Guisinger also asked whether the roundabout had electrical supply for spotlighting or other enhancements. Ms. Oksanen stated that it did not currently, but that it would be part of the site work and project costs.

Councilor Delaney discussed the history of the roundabout and stated that he did not support installing a piece of artwork that could be a safety risk or obstruct drivers' sight. He noted that the number one ranked proposal maintained a low profile, allowing drivers to see over it.

Councilor Delaney then asked Mayor Kuretski to clarify his suggestion to pause the project. Mayor Kuretski stated that he was recommending not to move forward with the current proposals and instead pause the project for the time being. Councilor Delaney stated that he was comfortable with pausing the project, however, he mentioned that he would like any future design to be similar to the number one ranked and maintain a low profile to help visibility and safety within the roundabout.

Councilor Guisinger asked if it would be possible to see what the number one ranked proposal looked like within the roundabout to better understand its placement and safety concerns. Councilor Delaney also requested clearer renderings of the proposed artwork.

Councilor Sundstrom asked for input from the Art Committee members present. Ms. Penny Payne and Ms. Elizabeth Dashiell, members of the Art Committee, provided a brief overview of the project including safety concerns, maintenance requirements, and visibility.

Councilor Guisinger asked whether residents of the surrounding neighborhoods had reviewed the submissions. Ms. Oksanen stated that they had not. Councilor Guisinger suggested asking for feedback from nearby residents.

Mayor Kuretski thanked the Art Committee and Staff for their input and hard work.

Councilor Guisinger thanked the Art Committee, Town Staff, and the artists who submitted renderings.

There was a consensus to pause the project and make no recommendation at this time.

REPORTS

TOWN ATTORNEY –

- Nuisance Activity Complaint– Mr. Baird provided an update on the nuisance complaint regarding a large number of cats on a property and reported that the Town is required by law to provide two notices to the property owner to abate the nuisance, and the first was served by Code Enforcement and the Police Department on Monday, June 15. The property owner has ten days to abate the nuisance. If the nuisance is not abated, a second notice will go out, and the owner will then have fourteen days to abate the nuisance. He stated that if the nuisance is still not abated, a complaint will be filed in the circuit court to seek a preliminary injunction. He noted that he was hopeful that it would not have to go to that extent,

but the nuisance has existed for some time, and a Code Enforcement Order has been accruing a fine for the last two years, so it does not appear the property owner wants to comply.

Mayor Kuretski stated that the Council had received a copy of the notice, and he expressed his apologies to the members of the neighborhood for what they have gone through. He expressed appreciation for the Town Attorney and the additional processes now taking place.

Councilor Sundstrom expressed appreciation for the Town Attorney's actions and hoped that the matter could be brought to a resolution. She also expressed a desire to see the process used for any future matters.

Councilor Guisinger inquired about Palm Beach County Animal Control's response to the matter. Mayor Kuretski explained that there had been some success in the reduction of the population from their efforts, but that the issue has been ongoing for a long time. There was a brief discussion on reduction efforts.

TOWN MANAGER –

- Summer Camp Programs - Mr. Kitzerow reported that the Parks and Recreation programs are in full swing, serving a total of 554 children throughout the community. He stated that last week the Town's Sports Camp kicked off, welcoming 211 participants, ages 5-14, at facilities across Town, and 343 campers, ages 5-14, were welcomed on Monday for the start of the Summer Day Camp. He noted that the camps provide safe, engaging and enriching opportunities for the Town's young residents throughout the summer. Mr. Kitzerow expressed appreciation for the Parks and Recreation Staff for all of their hard work.

- Bush Road Closure - Mr. Kitzerow provided a reminder that Bush Road would be closed to traffic from Thursday, June 18 through Friday, July 3, to allow the Seaglass Townhomes project being built at 550 Bush Road to tie into the wastewater pipe that runs down the middle of the road. He explained that residents will still have access to their homes. Town Staff is monitoring the work and will encourage the expedited completion of the project.

- Anchored Vessels - Mr. Kitzerow reported that three long term anchored vessels had recently been removed from Jupiter's waterways as part of the Town's Strategic Initiative aimed at protecting Jupiter's waterways. Since 2024, 24 at-risk or derelict vessels have been removed. Mr. Kitzerow thanked Chief Hennessy and the JPD team.

- Employee Recognition - Mr. Kitzerow congratulated the following employees:
    - Tony DiCuia, the Town's Chief Water Plant Operator, was recognized by the Southeast Desalting Association (SEDA) at their Annual Symposium as the 2026 SEDA Operator of the year.
    - Hunter Gaines, Building Department, for receiving his license as a standard Building Inspector. Mr. Gaines is the Town's first employee to enter and complete the Town's Building Inspector Internship Program.

- Town Events -
    - Monday, June 22, at 2:00 p.m. – The Jupiter Police Department will swear-in four new Officers.
- Employee Service Anniversaries - Mr. Kitzerow recognized the following employees for their years of service:
    - Frederick Lee, Utilities Department – 5 years.
    - Jim Brown, Building Department – 10 years.
    - Captain Joe Farinacci, Police Department – 20 years.

TOWN COUNCIL – LIAISON REPORTS AND COMMENTS – COUNCILOR GUISINGER:

- Employee Recognition - Councilor Guisinger congratulated Mr. DiCuia and Mr. Gaines for their achievements. He noted it was great to have an in-house Florida approved Building Inspector program that Mr. Gaines could voluntarily participate in and work side by side with a more experienced Inspector.

  Mr. Kitzerow explained that the Town is working to help employees get to the next level in pursuing their careers at many different levels in the organization.
- Finance Department - Councilor Guisinger expressed appreciation to Mr. Reynolds and his team for all of the work done in the last eight months for the NAV.

COUNCILOR SUNDSTROM:

- Finance Department - Councilor Sundstrom expressed appreciation to the Finance team for their work on the NAV, including the extra outreach with the video, the email and the calculator.
- World Sea Turtle Day - Councilor Sundstrom wished everyone a happy world sea turtle day.
- Beach Event Meeting - Councilor Sundstrom inquired if the stakeholder meeting scheduled for the next day was open to the public. She noted there were many different layers to the matter, including legal and jurisdictional, and asked JPD to provide additional information about the upcoming meeting.

  Deputy Chief Scott Kimbark, Jupiter Police Department, stated that the issue was very complex, noting that an action plan had been created and that it was decided to move forward with a collaborative approach with all of the stakeholders. He stated that the event organizer seemed very willing to work with all of the stakeholders, so that they could do their event and the rights of others and the sea turtles could also be protected. The goal is to collaboratively work together to come to a solution before going down other avenues.

  Councilor Sundstrom expressed appreciation for JPD's leadership on the matter and the proactive approach to bring all of the parties together.

Mayor Kuretski requested to be provided laws or guidelines that the Council could enact that will make it easier for action in the future if other events occur and issues arise.

Councilor Sundstrom stated that JPD has always been the thought leaders and that they have a good understanding of how things uniquely fit Jupiter. She encouraged them to bring forth any proposals and noted that they have Council's support.

Councilor Delaney spoke briefly about a previous time when a meeting of all stakeholders took place for a community issue at the Bluffs and the success of those meetings. He noted that the approach JPD is taking is the best approach. Councilor Delaney also stated that at the moment there's a lot of consternation between the groups, and there needs to be a balance between residents' rights and wildlife rights.

COUNCILOR DELANEY:

- El Sol - Councilor Delaney stated that he had previously expressed that El Sol needed to move forward as its current location was not meant to be a forever deal. He explained that while the speaker during citizen comments may have been from North Palm Beach, the Council represents the residents of Jupiter, and the building is currently being leased for a dollar a year on prime Town real estate. He further explained that no one wanted to close them down, and that their lease was just renewed for another five years.

MAYOR KURETSKI:

- Bush Road Closure - Mayor Kuretski stated that during the last closure he had spent personal time on the site observing, and that the sanitary sewer line is way down in the center of the roadway. He explained that during that closure, because the line was so deep, the contractor had to put a second layer of dewatering, which caused delays. He expressed his desire for the Engineering Director to inform the next contractor of this issue in order to avoid delays. Mayor Kuretski expressed appreciation of the timing of the closure during the summer.

ADJOURNMENT – 9:07 P.M.

_____
Merriane Lahmeur, Town Clerk

FINAL MINUTES AND AGENDA
TOWN OF JUPITER
TOWN COUNCIL WORKSHOP
TOWN COUNCIL CHAMBERS
THURSDAY, JUNE 18, 2026

Mayor Kuretski called the meeting to order at 6:00 P.M.

Roll Call: Mayor Jim Kuretski; Councilor Ron Delaney; Councilor Dan Guisinger; Councilor Malise Sundstrom; Town Manager Frank Kitzerow; and Town Clerk Merriane Lahmeur. Vice-Mayor Phyllis Choy and Town Attorney Thomas J. Baird were absent.

1. Discussion of the Proposed Operating Budget for FY2027.

Mr. Scott Reynolds, Chief Financial Officer, presented the proposed Fiscal Year 2027 Operating Budget and noted that it was a working document pending information from the State and the Property Appraiser's July 1 taxable value estimates. He advised that a special workshop would be scheduled to discuss potential property tax reform impacts.

Mr. Reynolds reviewed the FY2027 Budget Highlights & Assumptions. He explained that the proposed budget continued the Town's practice of operating within its means while supporting the first year of fire operations with a significantly lower replacement millage rate. He noted that the budget proposed no indexing of water and stormwater rates and maintained the Town's investment in public safety, including the start of Jupiter Fire Rescue on October 1, 2026. He also mentioned that the budget continued to invest in Town employees to attract and remain competitive within the local employment market. Mr. Reynolds stated that Town continues to achieve service levels to meet the needs of the community related to public safety, public works, public information, infrastructure maintenance, while focusing on organizational enhancements and improvements, including operational efficiency by leveraging technology.

Mr. Reynolds then reviewed the FY2027 Jupiter Fire Rescue Department estimated cost compared to the Countywide Millage for Palm Beach County Fire Rescue (PBCFR). He explained that the PBCFR millage rate of 3.4581 would have cost the Town of Jupiter taxpayers $64 million in FY2027.

Mayor Kuretski provided an overview of the timeline regarding the Town's decision to establish its own Fire Department and the discussions that took place with the County. Mr. Reynolds explained that previous negotiations with PBCFR had been challenging and noted that they had initially planned for the full Countywide millage rate to be imposed on the Town.

Mayor Kuretski stated that PBCFR had also purchased property in Palm Beach Country Estates with the intent to build a new fire station. He explained that the

existing contract would have required the Town to pay a share of the station's cost based on the number of service calls from that station during a year running service. Mayor Kuretski noted that considering those conditions, the Town voted to start its own Fire Department.

Mr. Reynolds continued with his presentation, explaining the anticipated revenues from the increase in property values, and noted the historical distribution of Ad Valorem between General Fund Operating and the Community Investment Program (CIP) at an 85-15 split. Mayor Kuretski explained the Town's 85/15 split approach, noting that it was adjusted during certain times when revenues declined. He wanted to ensure everyone knew it was a tool in the future.

Mr. Reynolds next reviewed the Ad Valorem Revenue assumptions for all funds, including the CRA, and provided a breakdown of each of the Operating Funds. He next provided a comparison of the proposed JFRD millage rate with other municipalities.

Mr. Reynolds proceeded to present on the Revenue Assumptions, noting that estimates will start coming in from the State Revenue Conferences in July. He explained that they will continue to watch revenue forecasts, including state-shared sales tax, interest earnings, and projected reductions in the water surcharge fee. He briefly discussed legislative changes affecting the water surcharge and its impact on the budget.

Mayor Kuretski asked where the surcharge funding had previously gone, and Mr. Reynolds explained that the funds had been deposited into the General Fund. However, due to recent legislative changes, the revenue must be placed into utility rate. Mayor Kuretski noted that the surcharge revenues had previously helped fund other Town Departments, including parks, and that those funds would no longer be available for those purposes, and it would be an additional $1.4 million loss.

Councilor Guisinger mentioned that Town residents pay a 6% utility fee for water, which does not apply to unincorporated Palm Beach County residents, and that Town residents could possibly pay more for water than those in unincorporated areas until the completion of the rate study. Mr. Reynolds confirmed that there could be a disparity between inside and outside rate payers. It was stated that the study would help to recapture the loss, but the funds would no longer go into the General Fund. Mayor Kuretski explained that these changes only impacted a small number of municipalities, and he was disappointed that the legislature had not reached out for input. There was continued discussion on the impact of the new regulations on the Town.

Mr. Reynolds next provided an overview of the General Fund Revenues, including the use of the $1.4 million in Fund Balance. He noted that the splash pad itself accounted for approximately $600,000, with an additional $450,000 planned in the CIP for equipment at FIND Park. He also said that about $25,000 was for design work, and additional funding was included for Station 16, now Station 13.

Mayor Kuretski provided a brief overview of a presentation previously given to the League of Women Voters. He highlighted key points, including the need to understand the scope of State mandates and restrictions on local governments, and noted that

discretionary capital improvement projects and expenditures could be paused or cancelled while pursuing voter approval for new capital debt through a referendum. He noted the County was considering a referendum for Libraries and Parks, and the Jupiter could as well. He noted the Town's successful history with referendums. Mayor Kuretski also stated that, as the budget process moved forward, he would advocate avoiding projects that could be considered discretionary, such as the splash pad project.

Councilor Sundstrom asked the Mayor whether he was suggesting the Town should pursue a referendum. Mayor Kuretski responded that if the proposed legislative referendum passes, the Town's ability to undertake projects supported by residents could be significantly limited. He expressed hope that the Town would retain the option to pursue its own referendum if necessary and noted that the Council would likely need to evaluate the CIP differently during this budget cycle.

Councilor Delaney commented that the projects noted are what is considered nonessential projects and might need to be postponed or eliminated in the future.

Councilor Sundstrom stated that the discussion was still at a very conceptual level and noted that the Council did not yet have the CIP before them for review.

Mayor Kuretski explained that he raised the issue because the potential impacts were reflected in the General Fund Revenue projections. He advocated eliminating the consumption of $1.45 million by capital projects, and either deferring those projects or finding an alternative. Mr. Reynolds stated that additional budget workshops would be held to discuss the potential impacts of the proposed legislative changes on the Town's finances and the CIP budget.

Mayor Kuretski stated that this was only the first workshop and they did not have to reach agreement but wanted to coalesce to get to that point. He wanted to explain his logic in not using Fund Balance and noted that everyone could provide items for consideration.

Mr. Reynolds next presented the General Fund Reserves Projection. He explained that in FY2025, the reserves started at $62.5 million, which was part of the funding plan for JFRD. He noted that they always look at having three months' worth of operating funds available for storm activity or a catastrophic event. He discussed reimbursement from storms in prior years and the slow return of funds. He also discussed revisions to FEMA's policies for reimbursements, including raising the deductibles, which would impact what the Town may be able to seek reimbursement for in future years. Mr. Reynolds next explained that looking at the next year, the reserve will be $40.3 million, which includes the use of the $1.4 million that was discussed earlier. He stated that the Town has a very healthy Fund Balance.

Mayor Kuretski emphasized the need to have funds available. He also expressed a desire for a table to be created for all of the future impacts due to regulatory changes, so that they could advocate. He noted as an example for future storm events, local governments would need more money due to changes at the Federal level.

Mayor Kuretski expressed discomfort with the Fund Balance going down for the $1.4 million discussed previously. He also thought that the 9-acre parcel sales proceeds should be placed into the reserves for this phase of the budget process, because if it is not used it would be added to reserves at fiscal year-end.

Mr. Reynolds next presented on Proposed General Fund Expenditures for the upcoming budget. He explained the items that created the $5.1 million increase, which are primarily salary and benefits. He also noted that 58% of the General Fund budget is employee related.

Mayor Kuretski suggested that the Councilors meet one-on-one with Staff to discuss department budgets and have their questions answered and noted that he had questions on some of the increases. Mr. Reynolds suggested that when looking at the increases and decreases that the Fire Rescue portion should be taken out in order to have an accurate comparison.

Mr. Reynolds continued his presentation by providing an overview of the first year of the Jupiter Fire Rescue Department Operations budget. He explained that it was estimated that the Ad Valorem needed to sustain JFRD would be 1.2023, equating to $21.6 million. He stated that the Transport Fees estimate had been reduced to $1.5 million based on recent call data and noted the $1.9 million from Non-Ad Valorem for debt service. Mr. Reynolds also noted that for Fire Prevention, the study for the related permit and plan review fees should be back by October 1, and the Annual Inspection fee will come before Council by then as well.

Councilor Delaney inquired if the fees were mainly for commercial properties, and Mr. Reynolds confirmed. He emphasized that the operational budget of $25.4 million was an early estimate and that 92 firefighters had been hired, and he expected the number may go down due to selection of benefits.

Mayor Kuretski requested that the JFRD operations budget include a notation indicating operations would begin "October 1, or earlier." He explained that the Town continues to offer to the County to assist, and that if there is a hurricane in September, he hoped that County would take advantage of JFRD Staff.

Mr. Reynolds next provided a brief overview of the Jupiter Fire Debt Service. He noted that he anticipates still receiving a competitive rate in the market. He explained that the commercial paper that was used to construct the two fire stations will need to be paid off, and he would return in late summer early fall for permission.

Mr. Reynolds continued his presentation with an overview of the Water Fund. He stated that no rate indexing was needed, but that a water rate study is being conducted. It is anticipated that the study will be completed by December. Mr. Reynolds pointed out the five percent salary increase in the Water Fund expenses but noted that it was included with all Funds. He also discussed other impacts on Water expenses, such as the reduction in debt service, chemical costs, and utility services based on FPL estimates.

Mayor Kuretski asked whether the projected increase in water service revenues was 1.8%. He noted that in December the Council had approved a two-year

implementation plan to replace water meters, which was expected to generate approximately $1.3 million in additional annual revenue, representing about a 4% increase. Mr. Reynolds responded that the revenue projections would be evaluated as part of the upcoming water rate analysis.

Councilor Guisinger inquired about the chemical line item only increasing by 14%, noting that a recent contract for sulfuric acid had increased by 48%, and if that would be adequate for this year. Mrs. Amenda Barnes, Director of Utilities, explained that the estimate was based on the PPI (Producer Index for Chemicals), and that the numbers would be adjusted based on the bid pricing.

Mr. Reynolds next presented on the Stormwater Fund. He stated that no rate indexing was being requested and explained impacts to Revenue and Expenses for the upcoming year. Mr. Reynolds also explained that there was a shared expense between the Stormwater Fund and the Water Fund, which is the purchase of a new Vac Truck.

Mr. Reynolds continued his presentation with an overview of the Jupiter River Estates Non-Ad Valorem Assessment Fund. He explained that it was a non-trimming year, and there is minimal impact.

Mr. Reynolds continued to present next on the Building Fund. He stated that was an increase of $350,000 related to the permit revenue. He also explained that a study is being conducted, and that the State has changed the methodology that these fees can be based on, and that process was being expedited. Mr. Reynolds noted the decrease in interest earnings due to the cash purchase of a building. He also stated that there was $18 million in reserves, with $5 million legally available for operations, and the remainder reserved for technology and training enhancements, which is allowable per the statute. He provided a brief overview of Expenses and increases, which included contractual increases, and Code Compliance allocations for their work with Building.

Mr. Reynolds next provided an overview of the Health Fund. He stated that they anticipate keeping the fund balance at $10 million, but that it would be reevaluated going into next year based on JFRD joining.

Councilor Delaney inquired if JFRD had increased the base employee population by about 20%, and it was confirmed it was increasing by 113 employees. There was a brief discussion on the necessity in the future to raise the $10 million balance, and how the driving factor would be the claims' costs.

Mayor Kuretski noted a prior experience when an Insurance Company did not make much money because of a couple of events and they significantly increased rates, which is why the Town took over. He wanted to emphasize that there could be two or three events and it would consume millions of dollars. He explained that he previously supported premium holidays, but he would not support any more until the reserve goals are reevaluated in late 2027/2028. Mr. Reynolds clarified that for catastrophic events, the Town is partially self-insured, so the Town's stock loss insurance would

also be utilized. Mayor Kuretski noted how stunning it was that the Town has been able to keep costs constant for so long, and that it has really paid off.

Councilor Delaney stated how great the program was and how solid the fund is. Mayor Kuretski noted he was expecting the fund at some point to go down for a year or two, and in recognizing a significant number has been added to the employee population, it warranted looking at.

Councilor Guisinger inquired about the number of employees, and if the Town was 100% staffed. Town Manager Kitzerow explained that the Town is not completely staffed, and that some of the hiring process has been deferred to onboard JFRD Staff. He also noted that there are no new positions being requested, but there were critical positions that still needed to be filled. Councilor Guisinger next asked if the critical positions are accounted for in the budget. Mr. Reynolds responded that what was being presented was the position control, which indicated the positions that had been authorized, and not whether they were filled. There was continued discussion about vacancies and salaries for those positions. There was also a brief discussion on the significance of no new positions being requested.

Mr. Reynolds concluded his presentation with an overview of the next steps, which included an update from the Property Appraiser on the taxable values on July 1, the setting of the TRIM preliminary millage rate on July 21, Workshops on August 13 for Operating and CIP, and the public hearings for the final adoption of the Operating and CIP budgets on September 8 and September 22.

Councilor Sundstrom stated that a lot of efforts have been taken to remain conservative looking ahead. She added that Fire Rescue continues to be a success story and should be highlighted. She stated that the Town has talked about it, planned for it, and it is a really significant milestone when it becomes operational on October 1, including it being the first year that residents will be able to realize savings.

Councilor Sundstrom also explained that it was the first time for Council to see the budget and think about the possible ways to address possible impacts from the voter referendum. She stated that the CIP would be scrubbed, but she suggested that discretionary projects be reviewed too, and that they needed to think about what the criteria for CIP should be and what the Council wants to preserve. She expressed her desire to see the splash pad completed, as it was the final phase to complete the park, and noted its importance to her. She also noted that there were still State appropriations that would require a local match, with some of those being discretionary, some being in the strategic plan, and some having been discussed for many years. She agreed with the Mayor’s approach, noting that it was a sound approach, but that she wanted to see options and more details. She advocated setting criteria and being able to provide logic for the CIP.

Councilor Guisinger inquired about the other contractual services of $1 million in the Fire Fund, and its purpose. Mr. Michale DeStefano, Deputy Fire Chief, responded that it was for dispatch services. Councilor Guisinger next asked where the renovation costs for Fire Station 13 (Current Fire Station 16), and Mr. Reynolds explained that it

would be part of the CIP discussion. Councilor Guisinger expressed gratitude for the presentation, and particularly the Revenue Manual.

Mayor Kuretski stated that estimated impacts to the Town from the legislative referendum in year one and year two had been provided by the Property Appraiser, but those numbers had not taken into account the JFRD incremental Ad Valorem and was instead estimated on the current base Ad Valorem. Mr. Reynolds explained that once you add the JFRD incremental, the impact goes up to a total impact of $16 million.

Mayor Kuretski also explained that when the County was doing the MSTU for the Town, they were able to take the MSTU for Fire Rescue that was in the CRA area and The Town is not. He noted that this was an additional loss of $600,000-$500,000, that had to be accounted for, and that the Finance team has to take into account all the various nuanced complications. Mr. Reynolds confirmed.

Mayor Kuretski noted that for the Splash Pad, when they get to CIP, they will look at everything and decide what is really a nicety to have, and he explained that he felt field renovations had been neglected. He expressed that he would be disciplined for this one coming year. He stated that the public wants amenities, but if the legislative referendum goes through, local governments will not have the options that they have had before to do these things, and the Town would be limited for some time.

Mayor Kuretski spoke briefly about the irony of the legislative referendum, and if it goes through, and the probability that many of the homeowners that do not pay taxes, could be voting on a referendum that they have no dollar stake in. He pointed out that local referendums have been successful, and if the people want a splash pad, they will vote for one.

Councilor Sundstrom noted that Mayor Kuretski had made a good point, and that it could change how local government fundamentally works. She stated that the County will actually have it even worse, because in addition to cuts, there may be solvency issues with municipalities across the County, and they would possibly need to take over fire and police services from those municipalities. She questioned how local government was going to be able to represent people effectively with the limitations.

Mayor Kuretski reiterated his opinion on local referendums and expressed his concerns with a large number of voters that have absolutely no stake in voting for an Ad Valorem.

In closing, Mayor Kuretski expressed his gratitude for the Revenue Manual, explaining that it was phenomenal and a useful tool. He requested that with the Non-Ad Valorem that was added, in order to be transparent, it needed to be noted that the total square footage only applies to single-family homes and not to Townhomes and Condos.

ADJOURNMENT – 7:13 P.M.

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Merriane Lahmeur, Town Clerk

TOWN OF JUPITER
Establish Fire Impact Fees to Support Future Capital Needs of JFRD

DATE	July 7, 2026
TO	Honorable Mayor and Members of Town Council
THRU	Frank Kitzerow, Town Manager
FROM	Scott Reynolds, Chief Financial Officer
SUBJECT	**Ordinance 29-26**, Request to establish fire impact fees to support future capital needs for JFRD starting October 1, 2026.

EXECUTIVE SUMMARY

Town Staff seeks Council approval of Ordinance No. 29-26 on first reading, creating Article IX of Chapter 24 of the Town Code of Ordinances to establish Fire Rescue Impact Fees effective October 1, 2026. The proposed impact fees will provide a dedicated funding source for capital facilities, apparatus, equipment, and infrastructure necessary to support fire rescue and emergency medical services required by new development.

The Town currently receives fire and emergency medical services through an interlocal agreement with Palm Beach County Fire Rescue. In 2023, the Town Council approved the transition to an independent, Town-operated Fire Rescue Department, with service commencement scheduled for October 1, 2026. As part of this transition, and to ensure that future growth pays its proportionate share of the capital costs associated with expanding fire rescue capacity, the Town retained Raftelis Financial Consultants, Inc. to prepare a comprehensive Fire Impact Fee Study.

Impact fees are one-time charges imposed on new development to fund capital facilities and equipment needed to accommodate growth. Under Florida Statutes Section 163.31801 and applicable case law, impact fee revenues may only be used for growth-related capital expenditures and cannot be utilized for operational, maintenance, repair, or replacement costs associated with existing facilities or services.

The fire impact fee study evaluated the capital facilities, apparatus, and equipment necessary to serve future development and established a legally defensible methodology for allocating those costs among residential and non-residential land uses. Adoption of the proposed ordinance will ensure that new development contributes equitably toward the capital investments required to maintain adopted levels of fire rescue service while minimizing the financial burden on existing residents and businesses.

The Town Attorney has reviewed the attached Ordinance and finds it to be in acceptable form.

ANALYSIS

The fire impact fee study evaluated the capital facilities, apparatus, and equipment necessary to serve future development and established a legally defensible methodology for allocating those

costs among residential and non-residential land uses. Adoption of the proposed ordinance will ensure that new development contributes equitably toward the capital investments required to maintain adopted levels of fire rescue service while minimizing the financial burden on existing residents and businesses.

The analysis identifies approximately $36.1 million in growth-related capital costs over five years, consisting of the acquisition and construction of fire stations and the purchase of fire apparatus. Specifically, the analysis includes $27,347,300 for fire station construction and acquisition and $8,758,700 for fire apparatus. These capital costs establish the basis for calculating fire rescue impact fees over the five-year planning horizon for the identified growth-related assets. Based on the projected demand for fire rescue services, 70.9% of the costs are allocated to residential development and 29.1% to non-residential development.

Based on this analysis, the following fire impact fees are recommended:

- Single-Family Residential: $896 per dwelling unit
- Multi-Family Residential: $627 per dwelling unit
- Retail/Commercial: $2,145 per 1,000 square feet
- Office: $898 per 1,000 square feet
- Hotel: $693 per room
- Industrial/Warehousing: $425 per 1,000 square feet
- Public/Institutional: $2,131 per 1,000 square feet
- Assisted Living Facilities: $729 per bed

The proposed fees will replace impact fees currently collected by Palm Beach County. Palm Beach County will no longer be assessing for fire impact fees in the Town of Jupiter once JFRD goes live on October 1, 2026, so developers and homeowners will not be paying twice.

In accordance with state law, all impact fee revenues must be maintained in a separate trust fund and used solely for eligible fire/rescue capital expenditures. It is also recommended that the Town re-evaluate the fee structure by 2030 to ensure continued compliance with statutory requirements and alignment with growth trends. Adoption of the Fire Impact Fee will establish a dedicated, growth-based funding source to support the Town’s new Fire Department while ensuring that the costs of growth are borne proportionately by new development rather than existing residents.

STRATEGIC PRIORITY

● Fiscal Responsibility
● Manage Growth
● Safety

ATTACHMENTS

1. Ordinance 29-26
2. Business Impact Estimate

3. 2026 Fire Impact Fee Report

FUNDING SOURCE
Funding is not necessary for this request.

For more information or copies of the attachments, please contact Scott Reynolds at scottr@jupiter.fl.us or 561-741-2327.

ORDINANCE 29-26

AN ORDINANCE OF THE TOWN OF JUPITER, FLORIDA, CREATING ARTICLE IX OF CHAPTER 24 OF THE TOWN OF JUPITER CODE OF ORDINANCES ENTITLED "FIRE RESCUE IMPACT FEE"; PROVIDING FOR THE IMPOSITION OF AN IMPACT FEE BEGINNING OCTOBER 1, 2026 ON LAND DEVELOPMENT IN THE TOWN OF JUPITER TO PROVIDE FOR THE FUNDING OF CAPITAL EXPENDITURES ASSOCIATED WITH THE CONSTRUCTION OR IMPROVEMENTS OF PUBLIC FACILITIES AND FIRE DEPARTMENT AND EMERGENCY MEDICAL SERVICES VEHICLES NECESSITATED BY NEW DEVELOPMENT; PROVIDING FOR INTENT AND PURPOSE AS AUTHORIZED BY SECTION 163.31801, FLORIDA STATUTES; PROVIDING FOR COMPUTATION OF THE AMOUNT OF FIRE SERVICES IMPACT FEES; PROVIDING FOR THE PAYMENT OF A FIRE SERVICES IMPACT FEE AS THE PREREQUISITE FOR ISSUANCE OF A BUILDING PERMIT; PROVIDING FOR THE PERIODIC REVIEW AND ADJUSTMENT OF THE IMPACT FEE; PROVIDING METHODS FOR PAYMENT OF THE FEE; PROVIDING FOR THE PLACEMENT OF REVENUE COLLECTED FROM FIRE RESCUE IMPACT FEES INTO A FIRE RESCUE IMPACT FEE TRUST FUND ESTABLISHED FOR THAT PURPOSE; PROVIDING FOR THE LIMITATION OF THE EXPENDITURE OF FUNDS FROM THE FIRE SERVICES TRUST FUNDS TO CERTAIN CAPITAL COSTS; PROVIDING FOR EXEMPTIONS AND CREDITS; PROVIDING FOR REFUND OF UNEXPENDED FIRE RESCUE IMPACT FEES; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Jupiter (Town) Comprehensive Plan establishes that land development shall not be permitted unless adequate capital facilities exist or are assured; and

WHEREAS, the Town's Comprehensive Plan establishes that land development

shall bear a proportionate share of the cost of the provision of the new or expanded capital facilities required by such development; and

WHEREAS, the Florida Legislature through the enactment of Section 163.3202(2)(g), Florida Statutes, states that public facilities must meet or exceed the standards established in the Capital Improvements Element of the Town's Comprehensive Plan ; and

WHEREAS, impact fees as land development regulations are recognized by the Florida Legislature as an important source of revenue for local governments in funding infrastructure to mitigate the impacts of new growth, and;

WHEREAS, the Florida Legislature has recognized that impact fees are authorized pursuant to the Town's home rule authority; and

WHEREAS, the Town is required by Fla. Stat. §163.31801 (4)(a) to ensure that the calculation of impact fees is based upon a study using the most recent and localized data available; and

WHEREAS, this ordinance is based upon a study using the most recent and localized data available, specifically, the 2026 Fire Impact Fee Report - Town of Jupiter, Florida; prepared by Raftelis Financial Consultants, Inc: March 2026.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA.

SECTION 1. AMENDMENT TO CHAPTER 24. Chapter 24 of the Town of Jupiter Code of Ordinances is hereby amended to add "ARTICLE VIIII – FIRE IMPACT FEE."

SECTION 2. ADOPTION OF FIRE IMPACT FEE. Article VIIII, Chapter 24 of the Town of Jupiter Code of Ordinances, is hereby created and shall read as follows:

ARTICLE VIIII – FIRE IMPACT FEE

Section 24-231. Short Title. This Fire Service Impact Fee Ordinance shall be known as and may be cited as the "Fire Impact Fee Ordinance".

Section 24-232. Intent, Purpose, and Applicability. This ordinance is intended to implement and be consistent with the Jupiter Comprehensive Plan. The purpose of this ordinance is to regulate the use and development of land so as to assure that new development bears a proportionate share of the cost of capital expenditures necessary to provide fire rescue services in the Town as contemplated by the Jupiter Comprehensive Plan. This ordinance shall only apply to areas within incorporated areas of the Town of Jupiter.

Section 24-233. Rules of Construction. The provisions of this ordinance shall be liberally construed so as to effectively carry out its purpose and to further the public health, safety and welfare. For purposes of administration and enforcement of this ordinance, unless otherwise stated herein, the following rules of construction shall apply to the text of this ordinance:

1. In case of any difference of meaning or implication between the text of this ordinance and any caption, illustration, summary table, or illustrative table, the text shall control.

2. The word "shall" is always mandatory and not discretionary; the word "may" is permissive.

3. Words used in the present tense shall include the future; and words used in the singular number shall include the plural, and the plural the singular, unless the context clearly indicates the contrary.

4. The word "person" includes an individual, a corporation, a partnership, an incorporated association, or any other similar entity.

5. Unless the context clearly indicates the contrary, where a regulation involves two (2) or more items, conditions, provisions, or events connected by the conjunction "and", "or" or "either ... or", the conjunction shall be interpreted as follows:

   (a) "And" indicates that all the connected items, conditions, provisions or events shall apply.

   (b) "Or" indicates that the connected items, conditions, provisions, or events may apply singly or in any combination.

   (c) "Either . . . or" indicates that the connected items, conditions, provisions, or events shall apply singly but not in combination.

6. The word "includes" shall not limit a term to the specific example but is intended to extend its meaning to all other instances or circumstances of like

kind or character.

7. Unless the context clearly indicates to the contrary, the terms "public safety," and "fire protection," shall have the same meanings given those terms in the Jupiter Comprehensive Plan.

8. The land-use types listed in Section 236 shall have the same meaning as set forth in the Town's Comprehive Plan or Code of Ordinances.

Section 24-234, Definitions. The following definitions apply:

1. A "feepayer" is a person who applies to the town for the issuance of a building permit permit for a type of land development activity specified in Section 236(1) of this ordinance.

2. A "Capital Improvement" includes planning, land acquisition, site improvements, off-site improvements associated with new or expanded facilities, buildings and equipment, including communications equipment, with an average useful life of at least three years, but excludes maintenance and operations.

3. A "living unit" is any temporary or permanent unit utilized for or designed or intended to be utilized for human habitation. The term "living unit" shall include "dwelling unit", "mobile home", "housing unit", "residential unit" and "residence".

4. "Town Manager" means the Town Manager and/or his designee to

administer the various provisions of this ordinance.

5. "Building Permit" means an official document or certification which is issued by the Town's Building Official, and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving or repair of a building or structure. In the case of a change of use or occupancy of an existing building or structure, the term shall specifically include Certificate of Occupancy and Occupancy Permits, as those permits are defined or required by Town ordinance.

Section 24-235. Imposition of Fire Impact Fees. Any person who seeks to develop land by applying for the issuance of a building permit for one of the land use types specified in Section 236 of this ordinance shall be required to pay a fire impact fee in the manner and amount set forth in this ordinance.

No building permit for any land use types specified in section 236 of this ordinance shall be issued by Town unless and until the impact fees hereby required have been paid. The amount of the impact fees shall be as set forth in the schedules of the fire fees, except as otherwise established pursuant to a Town approved independent calculation. The feepayer shall have the option of using the fee schedule or the independent calculation.

When a change of land use, redevelopment, or modification of an existing use requires the issuance of a building permit, the impact fees shall be based upon the net increase in the impact fee for the new use as compared to the previous use.

Section 24-236. Fees. Beginning October 1, 2026 the amount of the fees shall be determined by the schedules set forth below, except as established by an independent calculation pursuant to

Section 24- 237. Fire Protection Needs and Costs by Land Use Type

Land Use	Impact Unit	Calculated Impact Fee
Residential		
Single Family Residential	Dwelling Unit	$896.00
Multi-Family Residential	Dwelling Unit	$627.00
Non-Residential		
Retail / Commercial	1,000 Sq Ft	$2,145.00
Office	1,000 Sq Ft	898.00
Hotel	Per Room	693.00
Industrial / Warehousing	1,000 Sq Ft	425.00
Public / Institutional	1,000 Sq Ft	2131.00
Assisted Living Facilities	Per Bed	729.00

Detailed Land Use Descriptions

*schedule is to be used to clarify uses listed in previous schedule

Land Use	Impact Fee Category
Warehouse (per 1,000 sq. ft.)	Industrial/Warehousing
Mini-Warehouse (per 1,000 sq. ft.)	Industrial/Warehousing
General Office (per 1,000 sq. ft.)	Office
Medical Office (per 1,000 sq. ft.)	Public/Insitutional
Drive-In Bank (per 1,000 sq. ft.)	Retail/Commercial
Elementary School (Private) (per 1,000 sq. ft.)	Public/Insitutional
High School (Private) (per 1,000 sq. ft.)	Public/Insitutional
Middle/Junior High School (Private) (per 1,000 sq. ft.)	Public/Insitutional
Church/Synagogue (per 1,000 sq. ft.)	Public/Insitutional
Funeral Home (per 1,000 sq. ft.)	Office
Movie Theater (per 1,000 sq. ft.)	Retail/Commercial
Racquet/Tennis Club (per 1,000 sq. ft.)	Retail/Commercial
General Industrial (per 1,000 sq. ft.)	Industrial/Warehousing
Day Care Centers (per 1,000 sq. ft.)	Public/Institutional
Car Wash (per 1,000 sq. ft.)	Retail/Commercial
Convenience Market (per 1,000 sq. ft.)	Retail/Commercial
Fast Food Restaurant (per 1,000 sq. ft.)	Retail/Commercial
Furniture Store (per 1,000 sq. ft.)	Retail/Commercial
Gas Station with Convenience Store (per 1,000 sq. ft.)	Retail/Commercial
General Recreation (per 1,000 sq. ft.)	Retail/Commercial
High Turnover Sit-Down Restaurant (per 1,000 sq. ft.)	Retail/Commercial
Marijuana Dispensary (per 1,000 sq. ft.)	Retail/Commercial
New/Used Car Sales (per 1,000 sq. ft.)	Retail/Commercial
Nursery (Garden Center) (per 1,000 sq. ft.)	Retail/Commercial
Oil & Lube Shop (per 1,000 sq. ft.)	Retail/Commercial
Pharmacy with & without Drive Thru (per 1,000 sq. ft.)	Retail/Commercial
Quality Restaurant (per 1,000 sq. ft.)	Retail/Commercial
Tire Store (per 1,000 sq.ft.)	Retail/Commercial
Veterinary Clinic/Animal Hospital (per 1,000 sq.ft.)	Public/Institutional
Retail (per 1,000 sq. ft.)	Retail/Commercial
Multifamily (per unit)	Multi-family
Senior Adult Housing (Attached) (per unit net sq. ft.)	Multi-family
Hotel/Motel (per room)	Hotel
Congregate Living Facility (per Bed)	Assisted Living Facilities
Single Family (Detached/Attached) per unit	Single Family
Mobile Home (per unit)	Single Family
Senior Adult Housing (Detached) (per unit net sq. ft.)	Single Family
Hospitals (per 1,000 sq. ft.)	Public/Institutional
Nursing Home (per Bed)	Assisted Living Facilities

Section 24-237. Independent Calculations. The feepayer, at its option may submit evidence to the Town Manager indicating that the impact fee(s) as established in the schedules set forth in section 236 is not appropriate for the particular development or that the feepayer is entitled to additional credit. The Town Manager shall adjust the Impact Fee(s) if it is determined based upon substantial competent evidence that the feepayer has submitted clearly demonstrates an adjustment is necessary based upon the methodology upon which the impact fee(s) is imposed. The burden shall be upon the feepayer to provide all relevant data, analysis, and reports to be considered by the Town Manager in making a determination on the amount of the impact fee, or credit. The analysis and report must be based on generally accepted practices and methodologies and the formulae set forth in this section.

The formula for calculating the fire impact fee is:

Cost per unit = persons per unit × cost per capita

Net cost = cost per unit — available revenue

Impact fee = net costs

Section 24-238. In-kind Contributions, Refusal of Adjustment, Covenants. Independent calculations for credits for in-kind contributions made after the effective date of this ordinance shall be submitted to and approved by the Town Manager prior to a determination by the Town of the amount of credit, if any for an in-kind contribution.

The Town Manager's action in adjusting or refusing to adjust an impact fee(s) pursuant to an independent calculation shall be in writing.

The Town Manager shall require that a covenant running with the land be executed and recorded on the subject property where: (1) the independent calculation is based on a use of land having a lesser impact than that upon which the fee is based, as applicable; (2) the property could be put to a use having a greater impact than that proposed or (3) for such other reasons necessary to ensure compliance with this ordinance. The covenant shall hold the fee simple interest in the land, and mortgagee(s), as appropriate. The covenant shall recite this ordinance and the facts and reasons underlying its execution. It shall set forth the restrictions on the property and the terms and conditions under which it may be released.

Section 24-239. Review. The schedule of each impact fee shall be reviewed at least every five years to update costs, credits and generation rates. Where the review warrants a change in an impact fee identified in the schedule, this change shall be made by the adoption of an ordinance. The review shall include an analysis of the level of service for each impact fee. If the average level of service is not consistent with the level of service upon which the respective impact fee amount is based, the amount shall be adjusted based upon the then-existing average level of service.

Section 24-240. Trust Funds. There is hereby established a fire protection impact fee which, upon collection, shall be deposited in the fire protection impact fee trust fund established by the Town. The fees collected and deposited into the trust fund shall be

invested by the Town in interest bearing sources and all income derived shall accrue to the applicable trust fund. The funds shall be used only for capital improvement costs for which the impact fee was levied and which would add capacity needed to serve new development. The Town Manager shall identify in the annual budget those new capital improvements for which the fire impact fees may be spent. The funds shall remain restricted to their respective trust funds and the requirements of this ordinance, and the Town Manager shall ensure that the funds are expended and accounted for in accordance with the provisions of this ordinance. The Town Manager shall maintain such records and documentation necessary to allow the effective audit of the use of the fire impact fees.

Section 24-241. Collection, Administrative Fees. The feepayer shall pay the fire impact fees to the Town prior to the issuance of a building permit in accordance with the schedules in section 236. No building permit may be issued for any development listed in Section 236 until such fees have been paid or until the Town has accepted title to land area meeting the standards set out below. For land uses not requiring a building permit, the feepayer is not authorized to begin development until the impact fees have been paid.

No impact fee is required for the issuance of any building permit for residential use which does not result in an additional living unit.

All funds collected pursuant to this ordinance shall be promptly transferred for deposit into

the appropriate trust fund and held in separate accounts. Impact fee collection shall be used exclusively for land acquisition, capital improvements or expansion within fire services.

The Town shall be entitled to retain up to4% of the impact fees it collects as an administrative fee to offset the costs of administering this ordinance. In the event impact fee funds which were paid by check, draft, or other negotiable instrument, do not clear, the building permit and/or development order authorizing a development for which the impact fees were paid shall be suspended. The Town shall send by certified mail a notice of the suspension to the feepayer. If the impact fees, paid by the feepayer that has not cleared, then10 business days following mailing of the date of the certified mail notice, the building permit or development order shall remain suspended until such time as the impact fee is paid and the funds for that payment has cleared.

Section 24-242, Refund of Fee Paid. If a building permit expires and no construction has been commenced, then the feepayer shall be entitled to a refund of the fire impact fees paid, however the Town shall be entiled to retain the 4% retained as an administrative fee.

No refunds shall be given for a change in land use or structure after a certificate of occupancy has been issued.

Section 24-243. Exemptions and Credits.

A. The following shall be exempt from the payment of impact fees:

1. Alteration or expansion of an existing building or use of land where no additional living units are created, where the use is not changed, and where no additional demand for fire protection services is produced over and above that resulting from the existing use.

2. The replacement of a building, structure that was in place on the effective date of this ordinance, or the replacement of a building, or structure that was constructed subsequent thereto and for which the correct impact fee had been paid or otherwise provided for, with a new building, or structure of the same use, provided that no additional impact will be produced over and above that produced by the original use of the land.

3. The construction of government owned governmental buildings or facilities.

4. A use of structure or land which has been abandoned for more than five years shall not be considered existing for purposes of exemptions or credits. Any previous payment of impact fees under this ordinance shall be credited against the appropriate impact fees owed as a result of the change. The burden of demonstrating the existence of a use or structure or previous

payment of impact fees shall be upon the feepayer. In cases where a use is existing, any additional fees shall be based upon the alteration to the existing use or structure.

B. Credit.

1. a. All improvements to and/or land dedications for fire services required under Town development approval, may be credited against the impact fee paid up to the total of the impact fee. When the feepayer proposes credit for construction, he shall present cost estimates prepared by qualified professionals to be used in determining the amount of the credit.

When the feepayer proposes credit for land dedication, he shall present property appraisals prepared by qualified professionals and a certified copy of the most recent assessment of the property for tax purposes to be used in determining the amount of the credit. However, the Town retains the right to determine the amount to be credited by preparing engineering and construction cost estimates and/or property appraisals for those improvements and/or land dedications.

b. Feepayers claiming credits for construction and/or land dedication shall submit documentation sufficient to permit the Town Manager to determine whether such credits are due and, if so, the amount of such credits.

2. Where alteration, expansion or replacement of a building or unit; or a change in land use existing at the time of adoption of impact fee ordinance, or presently existing which involves an increase in the number of units or square footage or a change in use resulting in new impacts on fire capital facilities for which the impact fee is assessed, Credit shall be given for the number of existing units or square feet based upon the previous land use and Impact Fees shall only be assessed on the increased impact.

3. In the case of an addition to an existing residential building in which additional living units are created, the feepayer shall provide to the Town Manager a certification of an architect setting forth the square footage of the existing building. In the case of an addition to an existing residential building, the Feepayer, at his sole option, may pay the impact fee for the addition as if it alone was a new building rather than provide the certification of an architect setting forth the square footage of the existing building.

C. Exemptions or credits must be claimed by the feepayer at the time of the application for a building permit. Any exemptions or credits not claimed shall be deemed to have been waived.

D. In lieu of all or part of the impact fees, the Town Council may accept the offer by a feepayer to dedicate land and/or construct all or part of a fire protection services project. Such construction must be in accordance with all state, county and Town

laws or regulations, including but not limited to design standards for the structure to be constructed. If a feepayer proposes to construct a fire protection services project, it shall submit a project description in sufficient detail to allow the Town to prepare an engineering and construction cost estimate. If the Town Council accepts such an offer, the Town Manager shall determine the amount of the credit for the construction against the fire protection impact fee otherwise due. The portion of the feepayer's credit toward an impact fee shall be deemed paid when the construction is completed and the Town's building official has issued a certificate of completion or occupancy. The portion of the impact fee based upon the dedication of land shall be deemed paid when clear title to land has been conveyed to the Town and recorded.

Section 24-244. Appeal. Any decision made by Town Official in the course of administering this ordinance may be appealed in accordance with those procedures set forth in the zoning code chapter of the Town Code for administrative decisions.

Section 24-245. Lien: Withhold development orders. If through error, omission, or intent the impact fees are not paid in full, the amount unpaid, together with statutory interest accruing from 30 days following date written notice by certified mail return receipt requested is sent to the then-present owner, shall be a lien against the property on which the specific development for which the impact fees are due. Notice of the lien shall be recorded in the Official Records of the Clerk of the Circuit Court in and for Palm Beach

County, Florida. If the notice of lien is not recorded within three years following the date the building permit is issued for the development for which the impact fees are owed, the lien shall be of no force and effect, although the impact fees are owed, although the impact fee debt shall remain.

In the event impact fees remain unpaid, no further building permits of any type shall be issued on the property for which the Impact Fees remain unpaid. Building Permits, including Certificates of Occupancy and/or Occupancy Permits, may be issued only upon full payment of any previously-owed impact fees, together with any interest owing, and current impact fees, if any.

Section 17. Severability. If any section, phrase, sentence, or portion of this ordinance if for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 18. Codification

It is the intention of the Town Council of the Town of Jupiter, Florida, that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the Town of Jupiter, Florida; and that the sections of this ordinance may be renumbered or re-lettered, and the word “ordinance” may be changed to “section,” “article,” or other appropriate word, as necessary to accomplish such codification.

Section 19. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 20. Effective Date. This ordinance shall become effective upon execution.

#7810844 v1 26503-00001

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town of Jupiter's website by the time notice of the proposed enactment of the ordinance is published.

Proposed ordinance's title/reference:

AN ORDINANCE OF THE TOWN OF JUPITER, FLORIDA, CREATING ARTICLE VIIII OF CHAPTER 24 OF THE TOWN OF JUPITER CODE OF ORDINANCES ENTITLED "FIRE IMPACT FEE" AND RELATING TO THE REGULATION OF THE USE AND DEVELOPMENT OF LAND; PROVIDING FOR THE IMPOSITION OF AN IMPACT FEE ON LAND DEVELOPMENT IN THE TOWN OF JUPITER TO PROVIDE NEW FIRE RELATED CAPITAL IMPROVEMENTS NECESSITATED BY NEW DEVELOPMENT; PROVIDING FOR A SHORT TITLE AND APPLICABILITY OF THE ORDINANCE; PROVIDING FOR INTENT AND PURPOSE; PROVIDING FOR IMPLEMENTATION CONSISTENT WITH THE TOWN OF JUPITER'S COMPREHENSIVE PLAN; PROVIDING FOR COMPUTATION OF THE AMOUNT OF FIRE SERVICES IMPACT FEES; PROVIDING FOR THE PAYMENT OF A FIRE SERVICES IMPACT FEE AS THE PREREQUISITE FOR ISSUANCE OF A BUILDING PERMIT; PROVIDING FOR REVIEW AND ADJUSTMENT OF THE IMPACT FEE; PROVIDING METHODS FOR PAYMENT OF THE FEE; PROVIDING FOR THE PLACEMENT OF REVENUE COLLECTED FROM FIRE SERVICES IMPACT FEES INTO FIRE IMPACT FEE TRUST FUNDS ESTABLISHED FOR THAT PURPOSE; PROVIDING FOR THE LIMITATION OF THE EXPENDITURE OF FUNDS FROM THE FIRE SERVICES TRUST FUNDS TO CERTAIN CAPITAL COSTS; PROVIDING FOR EXEMPTIONS AND CREDITS; PROVIDING FOR REFUND OF UNEXPENDED FUNDS; PROVIDING FOR A PENALTY AND ENFORCEMENT PROVISION; PROVIDING FOR INCLUSION IN CODE, PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, a business impact estimate is **not required** by state law for the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☐ The proposed ordinance is enacted to implement the following:

a. Development orders and development permits, as those terms are defined in s. 163.3164, and development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243;
b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, the Town hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance establishes fire impact fees to fund growth-related capital improvements for fire rescue services, including stations, apparatus, and associated infrastructure. The fees are assessed at building permit issuance and are designed to ensure that new development pays a proportionate share of the capital costs necessitated by growth.

The impact fee methodology and resulting fee schedule are based on a comprehensive impact fee study prepared using the most recent and localized data, consistent with the requirements of Florida Statute 163.31801.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur:

• Nature: One-time payment
• Timing: At building permit issuance
• Ongoing Costs: None
No recurring financial or administrative obligations are created by this ordinance.

(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible:

Cost per Business
Impact fees are one-time costs assessed at permit issuance and vary by land use:

Non-Residential

• Retail/Commercial:	$2,145 per 1,000 sq. ft.
• Office:	$898 per 1,000 sq. ft.
• Hotel:	$693 per room
• Industrial/Warehousing:	$425 per 1,000 sq. ft.
• Public/Institutional:	$2,131 per 1,000 sq. ft.
• Assisted Living:	$729 per bed

These costs are proportional to the estimated demand each land use places on fire rescue services.

(c) An estimate of the Town's regulatory costs, including estimated revenues from any new charges or fees to cover such costs:

The ordinance does not impose additional:

• Reporting requirements

• Recordkeeping obligations

• Operational or administrative burdens

Other than standard payment of the fee at the time of building permit issuance.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

Based on recent development trends and modest projected growth (0.07% annually), the number of impacted entities is expected to remain relatively stable and limited, reflecting:
- Predominantly infill and redevelopment activity
- Minimal large-scale greenfield development

4. Additional information the governing body deems useful (if any). *You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: Town staff solicited comments from businesses in the Town as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on Town website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses*:

The Town utilized a Hybrid Impact Fee Methodology, which combines:

• Cost Recovery (existing infrastructure capacity)

• Plan-Based Costs (future capital improvements)

This approach reflects that new development will benefit from both:

• Existing fire facilities and apparatus

• Planned future investments needed to maintain service levels

Key Inputs Driving Cost Allocation:

• Total capital cost: $36.1 million (facilities + apparatus)

• Functional population approach: allocates demand across land uses based on occupancy, employment, and trip generation data

• Cost allocation:

O Residential: 70.9%

O Non-residential: 29.1%

This methodology ensures compliance with:

• Rational nexus (need)

• Rough proportionality (benefit received) as required under Florida Statute 163.31801.

Town of

Jupiter

2026 Fire Impact Fee Report

March 26, 2026

RAFTELIS

RAFTELIS

March 26, 2026

Mr. Scott Reynolds
Finance Director
Town of Jupiter
210 Military Trail
Jupiter, Florida 33458

Subject: 2026 Fire Impact Fee Study

Enclosed is the 2026 fire impact fee report for your use and reference. The report herein includes an executive summary followed by the technical section regarding the methodology and calculation of each of the fire impact fees along with additional background information. Implementing the fees as proposed will help minimize the burden of funding growth related projects on existing residences and businesses. If you should have any questions, please do not hesitate to contact me. We appreciate the opportunity to work with you and the Town on this important project.

Respectfully Submitted,

Raftelis Financial Consultants, Inc.

Joe Williams
Vice President

341 N. Maitland Ave, Suite 300
Maitland, FL 32751
www.raftelis.com

Table of Contents

EXECUTIVE SUMMARY 4

Introduction 4
Observations and Recommendations 5

SECTION 1 – INTRODUCTION 6

Introduction 6
Impact Fee Background 6
Methodology 7

General Impact Fee Methods 7

Summary of Report 8

SECTION 2 – SERVICE AREA AND FUNCTIONAL POPULATION 9

General 9
Population and Development Forecast 9
Functional Population Parameters 9

SECTION 3 – FIRE IMPACT FEE 14

Introduction 14
Department Costs 14
Impact Fee Development 15
Fire Impact Fee Comparisons 16

List of Tables

Table ES 1: Calculated Fire Impact Fees 4
Figure 1: Fire Impact Fee Comparison per Single Family Residential Unit 5
Table 1: Residential Functional Population 10
Table 2: Non-Residential Functional Population 10
Table 3: Residential Functional Population Growth 11
Table 4: Non-Residential Functional Population Growth 11
Table 5: Summary of Functional Population 11
Table 6: Functional Population Weighting Residential Hours 12
Table 7: Planned Fire Apparatus 14
Table 8: Fire Capital Costs 15
Table 9: Allocated Fire Capital Costs 15
Table 10: Residential Fire Impact Fee Calculation 15
Table 11: Non-Residential Fire Impact Fees 16
Figure 2: Fire Impact Fee Comparison per Single Family Residential Unit 16

List of Exhibits

Exhibit 1: Residential Functional Population
Exhibit 2: Non-Residential Functional Population
Exhibit 3: F.S. 163.31801 – Florida Impact Fee Act
Exhibit 4: Land Uses by Impact Fee Category

Executive Summary

Introduction

The Fire and EMS services within the Town of Jupiter (Town) have historically been served through an interlocal agreement with Palm Beach County Fire Rescue (PBCFR). In 2023, the Town Council voted to move operations of fire and EMS services in-house with plans to begin independently serving the Town starting October 1, 2026. In response to the development of a new Fire Department, the Town has retained Raftelis Financial Consultants, Inc. (Raftelis) to develop fire impact fees. Impact fees are important sources of revenue for municipalities to fund infrastructure investments related to serving growth. The impact fee calculations are based on the costs to provide infrastructure to address needs related to growth based on data specific to each service and related to the Town's characteristics. The calculated impact fees set forth in this study reflect Florida case law, Florida Statutes, and generally acceptable impact fee methodologies, where applicable. The report herein outlines the methodologies, assumptions, and considerations in the development of the fire impact fee calculation.

The table below demonstrates the fee levels that are justified for adoption by the Town for both residential and non-residential developments.

Table ES 1: Calculated Fire Impact Fees

Land Use	Impact Unit	Calculated Impact Fee
Residential		
Single Family	Dwelling Unit	$896.00
Multi-Family	Dwelling Unit	$627.00
Non-Residential		
Retail/Commercial	1,000 Sq Ft	$2,145.00
Office	1,000 Sq Ft	898.00
Hotel	Room	693.00
Industrial/Warehousing	1,000 Sq Ft	425.00
Public/Institutional	1,000 Sq Ft	2,131.00
Assisted Living Facilities	Beds	729.00

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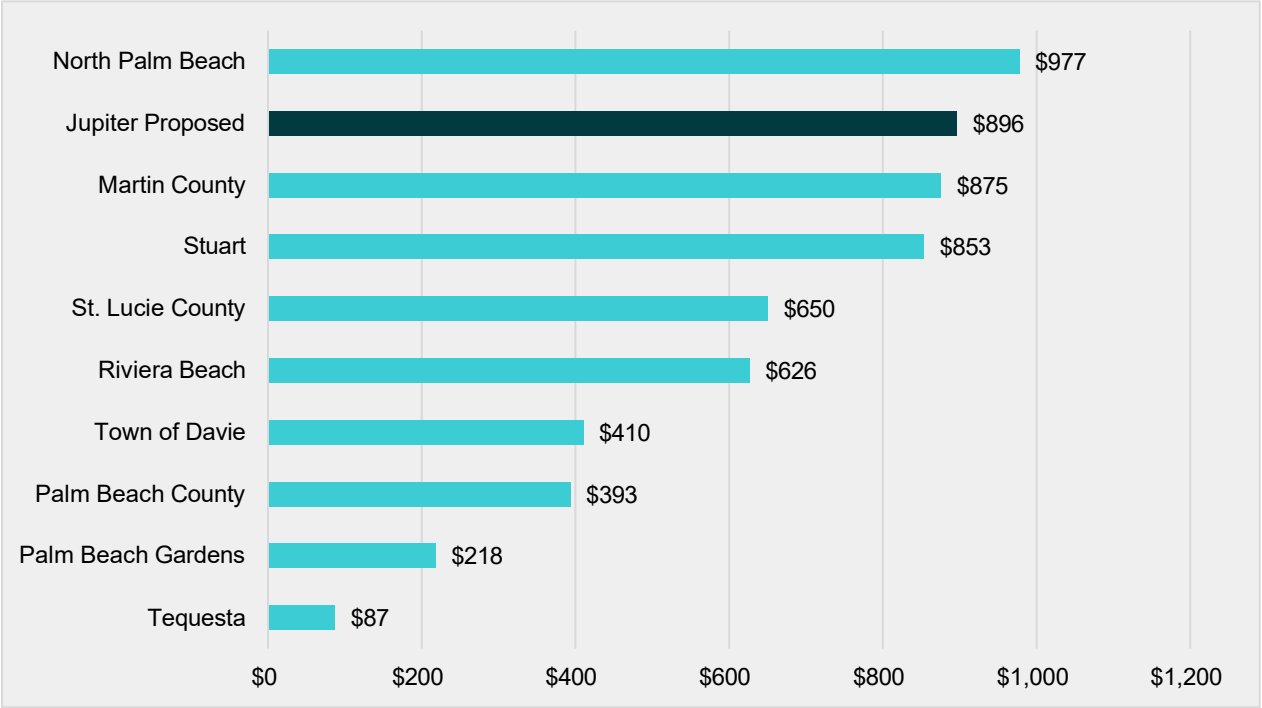
A comparison of the Town's fully calculated fees with other municipalities are shown below for informational purposes:

Figure 1: Fire Impact Fee Comparison per Single Family Residential Unit



Observations and Recommendations

The following is a summary of the observations and recommendations developed by Raftelis during our investigation, analyses, and preparation of this report:

1. The imposition of impact fees must satisfy the rational nexus requirements as determined by case law. The impact fees must be reasonably related to the capital cost of providing capital facilities/equipment needed to accommodate needs attributable to new growth. The impact fees collected must be used by the Town to address the capital costs related to serving new development. Based on the information made available by the Town, the proposed impact fees are designed to meet these precedents and the requirements set forth in Florida Statutes Section 163.31801.

2. The fees developed within this report reflect recovery of identified costs and the Town has discretion to phase-in or otherwise adopt less than the fully calculated fees, subject to meeting all provisions of F.S. 163.31801. However, the adoption of fees less than the fully calculated rates should be applied to all land uses equally to maintain the calculations herein in correct proportion. Adopting less than the calculated rates would increase the reliance on general fund and other revenue sources to meet the demands of growth.

3. In compliance with Florida Statutes the Town should collect and maintain revenue collected from the fire impact fee in a designated sub-account and use such fees on those facilities designated for fire purposes.

4. The Town should re-evaluate its municipal impact fees by 2030 to maintain compliance with state statutes and since statutes now limit impact fee increases to no more than every four years.

Section 1 – Introduction

Introduction

The Town of Jupiter (the Town) is located in Palm Beach County, Florida and has a total area of approximately 15.7 square miles. Based upon recent demographic data published by the University of Florida, Bureau of Economic & Business Research (BEBR), the Town's population is estimated at 61,246 as of 2025. Based on discussions with Town staff, the Town is expected to experience continued growth over the next 10 years resulting from a combination of infill lot development and redevelopment. Based on the population trends over the past five years from 2020 to 2025, it is anticipated that the 0.07% average annual growth rate will continue. Using this historical growth rate, it is estimated that the population will be 61,646 by 2035.

Impact Fee Background

Impact fees are one-time charges established as a means to recover in whole or in part, the costs associated with infrastructure and capital equipment needed to accommodate the demands anticipated to be generated by new development. Such capital costs generally include the construction of facilities together with necessary land costs. However recent changes to Florida Statutes governing impact fees require a minimum of five (5) year service life and therefore the impact fee calculations herein include only assets that meet this minimum. Historically, impact fees in Florida were a result of home rule powers with the requirements associated with the development, administration, accounting and expenditure governed by case law. However, in 2006, Section 163.31801 was added to the Florida Statues, which placed specific requirements and limitations on that home rule authority. This statute has been amended several times since its initial adoption, including significant additional provisions in 2021 and 2025 such as limiting the percentage increase for a change in impact fees. Exhibit 3 at the end of the report includes the full Florida impact fee statute.

Although the statute provides specific impact fee criteria, certain precedents established by case law also constitute the legal requirements associated with impact fees. Case law precedent for impact fees in Florida was originally set in the landmark Florida Supreme Court decision, Contractors and Builders Association of Pinellas County vs. City of Dunedin, Florida. In the ruling, the court identified certain conditions as necessarily present in order to have a valid impact fee. In general, the court decision addressed the following:

1. The impact fee should be reasonably equitable to all parties; that is, the amount of the fee must bear a relationship to the amount of services requested;

2. The system of fees and charges should be set up so that there is not an intentional windfall to existing users;

3. The impact fee should, to the extent practical, only cover the capital cost of construction and related costs thereto (engineering, legal, financing, administrative, etc.) for increases in or expansions of capacity or capital requirements that are required solely due to growth. Therefore, expenses due to normal renewal and replacement of a facility (e.g., replacement of a capital asset) should be borne by all users of the facility or municipality. Similarly, increased expenses due to operation and maintenance of that facility should be borne by all users of the facility; and

4. The local government must adopt a revenue-producing ordinance that explicitly sets forth restrictions on revenues (uses thereof) that the imposition of the impact fee generates. Therefore, the funds collected from the impact fees should be retained in a separate account, and separate accounting must be made for those funds to ensure that they are used only for the lawful purposes described.

Based on the criteria provided above, the impact fees herein will: 1) include local current costs of improvements associated with the capacities needed to serve new growth; 2) not reflect costs of improvements associated with the renewal and replacement (R&R) of existing capital assets or deficiencies in level of service attributed to existing development; and 3) not include any costs of operation and maintenance of the capital improvements and equipment.

This section provides only a general background regarding impact fees. Certain circumstances and issues regarding the interpretation of specific statutes or case law should be addressed by qualified legal counsel.

Methodology

The following discussion provides descriptions of the available and selected methodologies for the Town's impact fee study.

GENERAL IMPACT FEE METHODS

In contrast to project-level improvements, impact fees fund growth-related infrastructure that will benefit multiple development projects, or the entire jurisdiction (referred to as system improvements). There are three general methods for calculating impact fees. The choice of method depends primarily on the timing of infrastructure construction (past, concurrent, or future) and service characteristics of the facility type being addressed. Each method can be used simultaneously for different cost components.

Reduced to its simplest terms, the process of calculating impact fees involves two main steps: (1) determining the cost of development-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities within the designated service area. The following paragraphs discuss three basic methods for calculating impact fees and how those methods can be applied.

Cost Recovery (past improvements)
The rationale for recoupment, often called cost recovery, is that new development is paying for its share of the useful life and remaining capacity of facilities already built, or land already purchased, from which new growth will benefit. This methodology is often used for utility systems that must provide adequate capacity before new development can take place.

Incremental Expansion (concurrent improvements)
The incremental expansion method documents current infrastructure standards for each type of public facility, using both quantitative and qualitative measures. New development pays its proportionate share to maintain current standards. This approach assumes there is no existing infrastructure deficiency or surplus capacity. Impact fee revenue will be used to expand or provide additional facilities, as needed to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments to keep pace with development.

Plan-Based Fee (future improvements)
The plan-based method allocates costs for a specified set of improvements to a specified amount of development. Improvements are typically identified in a long-range facility plan or capital improvement plan and development potential is identified by a land use plan. There are two options for determining the cost per service unit: (1) total cost of a public facility can be divided by total demand units (average cost), or (2) the growth-share of the public facility cost can be divided by the net increase in service units over the planning timeframe (marginal cost).

Hybrid Fee (past improvements and future improvements)
The hybrid method provides for a combination of the Cost Recovery and Plan-Based approaches. New development and re-development can occur throughout the entire Town and may ultimately receive service from existing assets and infrastructure, or from new infrastructure based on the location of existing infrastructure and capacity available.

As the Town evaluates its ability to provide municipal services to new development it may identify new facilities, or upgrades and expansions to existing facilities. Many cities operate the municipal services, such as Police, Fire, and Parks, as a town-wide operation where it is not practical to identify separate service areas. As such, the Hybrid approach is used to charge new development and redevelopment based on the average cost for providing the necessary municipal facilities, between past improvement and future improvements.

Town of Jupiter Methodology
The Hybrid fee methodology has been used for the development of the Fire impact fees.

Summary of Report

In addition to Section 1, this report has been subdivided into two (2) other sections. The following is a brief discussion of the remaining sections included in this report.

Section 2 – Service Area and Functional Population. This section of the report provides a general discussion of the residential and non-residential land use characteristics, and development of functional population estimates for both existing and future development.

Section 3 – Fire/Rescue Impact Fee. This section discusses the calculation of the proposed impact fee for the capital requirements associated with providing fire/rescue services, the methodology for the proposed fees, assumptions utilized in the design of the fees, and other factors associated with the fee determination.

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Section 2 – Service Area and Functional Population

General

This section provides a general discussion of the current service area, population, and functional population factors.

Population and Development Forecast

Since impact fees are designed to recover the proportionate cost of new facilities attributed to growth, it is necessary to identify the existing population and future growth projections. Based upon recent demographic data published by the University of Florida, Bureau of Economic & Business Research (BEBR), the Town's population is estimated at 61,246 as of 2025. Based on discussions with Town staff, the Town is expected to experience continued growth over the next 10 years resulting from a combination of infill lot development and redevelopment. Based on the population trends over the past five years from 2020 to 2025, it is anticipated that the 0.07% average annual growth rate will continue. Using this historical growth rate, it is estimated that the population will be 61,646 by 2035.

Property data, which was obtained from the Palm Beach County Property Appraiser (PBCPA) and provides details on the number of parcels and square feet by land-use within Town limits, was used in conjunction with five-year historic housing characteristics obtained from the Census Bureau. In total, the PBCPA data indicated there are 31,404 residential dwelling units (including single family and multi-family) developed in the Town along with approximately 8,127,503 square feet (SF) of non-residential building space. Based on the 31,404 residential dwelling units estimated from the property appraiser along with the 2025 population estimate of 61,246, there are on average 1.95 persons per residential dwelling unit on average, with single family homes (including mobile homes) having 2.15 people per dwelling unit (PPDU), and multi-family having 1.53 PPDU.

Functional Population Parameters

A goal of the impact fee study is to assign the capital costs associated with each service provided to new development. Two primary methods of allocating costs include 1) actual service calls based on historical records; and 2) population figures weighted and adjusted for time spent at various land uses based on traffic and other data, often referred to as "functional population". This study uses the functional population method that allocates costs using population figures weighted and adjusted for time spent at various land uses based on traffic and other data. The functional population analysis typically relies on trip data obtained through survey sources. Trip data is readily available from sources such as the Institute of Transportation Engineers (ITE) and is widely accepted for the purpose of identifying functional population by land use. This study uses the 11th Edition ITE trip generation manual. The trip data is applied to each land use along with other demographic data to establish a functional population by land use. Functional population measures the number of persons at a particular location measured over a 24-hour period. For example, for single family residential a typical functional population would reflect a person at home 100 hours per week (e.g. 10-14 hours per day during weekdays and 20 -30 hours during the weekend). Based on 168 hours per week, this equates to 60% occupancy or 0.6 functional population per resident. Applying this factor to the average housing unit size throughout the Town of 1.95 persons equates to 1.17 functional population per residential unit. For impact fee application purposes, based on a review of the U.S. Census data and considering industry trends, it is recommended that a separate fee be established for single family and multi-family units. Table 1 summarizes the existing single family and multi-family residential functional population with details shown in Exhibit 1.

Table 1: Residential Functional Population

Housing Type	2025 Population [1]	2025 Housing Units [2]	Average Housing Unit Size	Occupancy Factor [3]	Functional Population/ Unit	2025 Functional Population
		(a)	(b)	(c)	(b) x (c) = (d)	(a) x (d)
Single Family	45,912	21,260	2.16	60.00%	1.30	27,638
Multi-Family	15,334	10,144	1.51	60.00%	0.91	9,231
Total	61,246	31,404	1.95	60.00%	1.17	36,869

[1] Population comes from the 2025 BEBR estimates. The breakout between single family and multi-family is based on the Census Bureau B25033 5-Year Total Population in Occupied Housing Units by Tenure by Units in Structure and Census Bureau DP04 Selected Housing Characteristics tables.
[2] Housing unit comes from the PBCPA as of October 2025.
[3] Amount assumes 100 hours spent at home out of a 168-hour week.

For non-residential land uses, the functional population is determined through the process of applying the following attributes to each land use, typically measured per 1,000 square feet (i.e., per unit): 1) trips per unit and employees staffed per unit; 2) trip end adjustment; 3) hours worked by employees; 4) occupants per trip; 5) number of visitors, visitor hours, and visitor hours per week. Trip and employee data are primarily obtained from the ITE manual (11th Edition, 2021), and visitors and other data is obtained from sources including the 2022 National Household Travel Survey (U.S. Department of Transportation). Based on the Town's property records, industry trends, and discussions with staff, it is recommended that the Town implement six non-residential land use categories for fire impact fees. The details are shown in Exhibit 2 and is summarized on Table 2 below:

Table 2: Non-Residential Functional Population

Land Use	Building SF	2025 Functional Population
Retail/Commercial	2,398,906	4,993
Office	1,388,806	1,210
Hotel	365,596	428
Industrial/Warehousing	2,334,038	963
Public/Institutional	1,062,726	2,197
Assisted Living Facilities	577,431	350
Total	8,127,503	10,141

At the end of this section there is a general description of each land use and examples of what types of developments would be recognized in each category.

Since impact fees are designed to recover the proportionate cost of new facilities attributed to growth, it is necessary to identify the existing and future development. The table below summarizes the expected residential growth in the Town by year 2035, which will serve as the primary basis for cost allocations, future functional population, and impact fee levels.

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Table 3: Residential Functional Population Growth

Housing Type	2025 Functional Population [1]	Functional Population/Unit [1]	2035 Housing Units [2]	2035 Functional Population
Single Family	27,638	1.30	21,404	27,825
Multi-Family	9,231	0.91	10,205	9,287
Total	36,869		31,609	37,112

[1] Amounts as shown in Table 1.
[2] 2035 housing units estimated using the future value based on existing housing units as shown in Table 1 and an annual growth rate of 0.07%.

As seen above, the single family residential functional population increased by 187 from 27,638 to 27,825 and the multi-family residential functional population increased by 56 from 9,231 to 9,287 by 2035.

Table 4: Non-Residential Functional Population Growth

Year	Building Square Feet [1]	Functional Population [2]
2025	8,127,503	10,141
2035	8,180,558	10,207

[1] Growth in non-residential square footage is assumed to occur at a similar rate to that of residential developments, at a rate of 0.07% annually.
[2] Functional population as detailed in Exhibit 2.

As shown above, the 2025 non-residential functional population is 10,141 and is forecast to grow by 66 to 10,207 by 2035.

The following summarizes the existing and projected functional population:

Table 5: Summary of Functional Population

Land Use	2025 Functional Population	2035 Functional Population
Residential	36,869	37,112
Non-Residential	10,141	10,207
Total	47,010	47,319

The functional population assumptions used from ITE are representative of national averages. In order to localize the functional population estimates, the data is weighted using the 2022 Inflow/Outflow Count for All Jobs Report (Inflow/Outflow Report) from the US Census that is specific to the Town. The 2022 version of this report is the most current information available at the time of this study. The Inflow/Outflow Report shows how many residents work inside and outside of the Town daily as well as how many non-residents work inside the Town.

According to the Inflow/Outflow Report, there are 25,173 residents from the Town in the workforce. Of those, 5,348 work within the Town and the other 19,825 work outside of the Town. Using an estimated 2022 population of 61,341 from BEBR, it can be assumed that 36,168 residents are not working. It is assumed that a

resident not working would spend 20 hours at home and that residents working would spend 14 hours at home. This would give a total of 1,075,782 residential hours (hours spent at home).

Table 6: Functional Population Weighting Residential Hours

Description	Population	Demand Hours/Day	Person Hours
	(a)	(b)	(c) = (a) x (b)
2022 Population [1]	61,341		
Residential			
Residents Not Working [2]	36,168	20	723,360
Residential Work Force			
Works Inside Town [3]	5,348	14	74,872
Works Outside Town [3]	19,825	14	277,550
Total Residential Hours			1,075,782
Residential Share of Person Hours			**70.9%**
Non-Residential			
Residents Not Working [2]	36,168	4	144,672
Jobs Located in Town			
Residents Working in Town [3]	5,348	10	53,480
Non-resident Workers (inflow commuters) [3]	24,412	10	244,120
Total Non-Resident Hours			442,272
Non-Residential Share of Person Hours			**29.1%**
Total Person Hours Within the Town			1,518,054

[1] Based on population estimates published by BEBR.
[2] Amount derived from subtracting the Residential Work Force from the 2022 population.
[3] Amount comes from US Census 2022 Inflow/Outflow Count for All Jobs Report.

As shown on the table above, Residential Hours account for 70.9% (1,075,782 / 1,518,054) of total daily hours spent within the Town and the Non-Residential Hours account for 29.1% (442,272 / 1,518,054). These percentages are used to allocate the capital costs for fire impact fee calculations between residential and non-residential development for cost recovery purposes.

Below is a list of the land uses and general descriptions, with a more comprehensive list provide in Exhibit 4:

- Single Family – Generally includes single family detached housing, town homes, and duplexes.
- Multi-Family – This land use includes residential buildings with three (3) or more dwelling units.
- Retail / Commercial (ITE 820) – Generally includes all types of retail establishments such as shopping centers, stand-alone stores, grocery stores, department stores, banks, auto repair shops, and similar stores. Additionally, this land use includes various types of restaurants and dining establishments such as fast food restaurants, casual dining, fine dining, coffee shops, and fast casual dining.
- Office (ITE 710) – This land use consists of various types of office buildings.

- Hotel (ITE 310) – A place of lodging that provides sleeping accommodations and includes suites hotel, motel, resort hotels, etc.

- Industrial / Warehousing (ITE 110) – This land use generally includes light industrial, heavy industrial, industrial parks, manufacturing, warehousing, and mini-warehousing.

- Public / Institutional (ITE 610) – Generally includes religious institutions, schools, daycares, hospitals, and medical facilities.

- Assisted Living Facilities – Generally consists of assisted living facilities including senior adult housing, congregate care facilities, nursing homes, and similar land uses.

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Section 3 – Fire Impact Fee

Introduction

The Town has plans to one hundred eleven (111) full-time equivalent (FTE) personnel including nine (9) FTE civilian positions to respond to all fire and medical emergencies within the Town and its surrounding areas

The Town's Fire Department will be guided by standards published by the National Fire Protection Association (NFPA) in assessing its level of service needs. The Fire Department's primary intent is to maintain staffing levels to be able to respond to service calls within a specified time period to all developed areas within the Town limits.

As the residential and commercial development within the Town increases, the potential demand for fire safety and emergency medical services may also increase causing a need for additional fire personnel, equipment, and vehicles. This section provides an analysis for the Town's consideration regarding the design of a fire impact fee based on the costs to meet demands from growth.

Department Costs

Costs related to the growth in the Fire Department typically include a combination of providing the necessary apparatus and facilities. Since eligible impact fees costs are limited to capital items, certain costs are excluded from the impact fee analysis such as bunker gear, radios, and helmets. Items included in the impact fee calculation have a minimum of a five-year life.

In order to maintain the existing level of service provided by PBCFR, the Town has plans to purchase nine (9) apparatus by October 2026 including four (4) pumper trucks, one (1) ladder truck, and four (4) ambulances. Additionally, the Town has plans to purchase a brush truck in 2029. The following table shows the estimated purchase cost of the fire department's planned apparatus:

Table 7: Planned Fire Apparatus

Description	Amount
Frontline Pumper Truck	$985,519
Frontline Pumper Truck	985,519
Frontline Pumper Truck (Reserve)	849,680
Frontline Pumper Truck (Reserve)	1,068,181
Frontline Aerial Truck	1,614,988
Frontline Ambulance	525,356
Frontline Ambulance	525,356
Frontline Ambulance	525,356
Frontline Ambulance	525,356
Frontline Ambulance (Reserve)	525,356
Brush Truck	278,000
Brush/High Water Truck	350,000
Total	$8,758,667

PBCFR currently operates out of three stations (Stations 16, 18, and 19) within the Town and these stations are strategically located to service both the Town of Jupiter and other parts of Palm Beach County. With the establishment of a Fire Department, the Town plans to operate out of three stations as well, with Station 16 (Abacoa) being reacquired by the Town through a special warranty deed for an estimated $347,284 (rounded to $347,300 in the analysis below). The Town plans to construct two additional stations near the existing PBCFR Stations 18 and 19 for an estimated combined cost of $27,000,000.

The table below summarizes all of the costs included in the impact fee calculation.

Table 8: Fire Capital Costs

Description	Amount [1]
Future Vehicles	$8,758,700
Future Facilities	27,347,300
Total Capital Costs	$36,106,000

[1] Amounts rounded to the nearest hundred dollars.

Impact Fee Development

In order to develop the impact fees, it is necessary to calculate the cost per functional unit. First, the total capital costs are allocated between residential and non-residential using the functional population estimates in Section 2 (Table 6).

Table 9: Allocated Fire Capital Costs

Description	Capital Costs	% Residential	% Non-residential	Residential Allocation [1]	Non-residential Allocation [1]
Fire Investments	$36,106,000	70.9%	29.1%	$25,586,800	$10,519,200

[1] Amounts rounded to the nearest hundred dollars.

The allocated capital costs are divided by the functional population to get a fee per functional population. Then, these amounts are translated back into a cost per dwelling unit for single family and multi-family residential purposes using the functional population factors of 1.29 and 0.92 respectively per dwelling unit as identified in Section 2.

Table 10: Residential Fire Impact Fee Calculation

Description	Residential	Non-residential [1]
Fire Investments	$25,586,800	$10,519,200
2035 Functional Population	37,112	10,207
Fee per Functional Population [1]	$689.45	$1,030.59
Single Family FP per Dwelling Unit	1.30	
Calculated Fee per Dwelling Unit	$896.28	
Single Family Impact Fee Per Dwelling Unit	$896.00	
Multi-family FP per Dwelling Unit	0.91	
Calculated Fee per Dwelling Unit	$627.40	
Multi-family Impact Fee Per Dwelling Unit	$627.00	

[1] Non-residential Fee per Functional Population is the basis for the Non-residential fee as shown on Table 11.

It is recommended that the Town implement slightly rounded impact fees of $896.00 for single family residential units and $627.00 for multi-family residential units based on the analysis discussed above.

In addition to the residential impact fee, a select number of non-residential land uses were identified in Section 2 with functional population factors. By applying these factors to the calculated fire impact fee, the rate per unit of development for each land use is developed and provided on the table below.

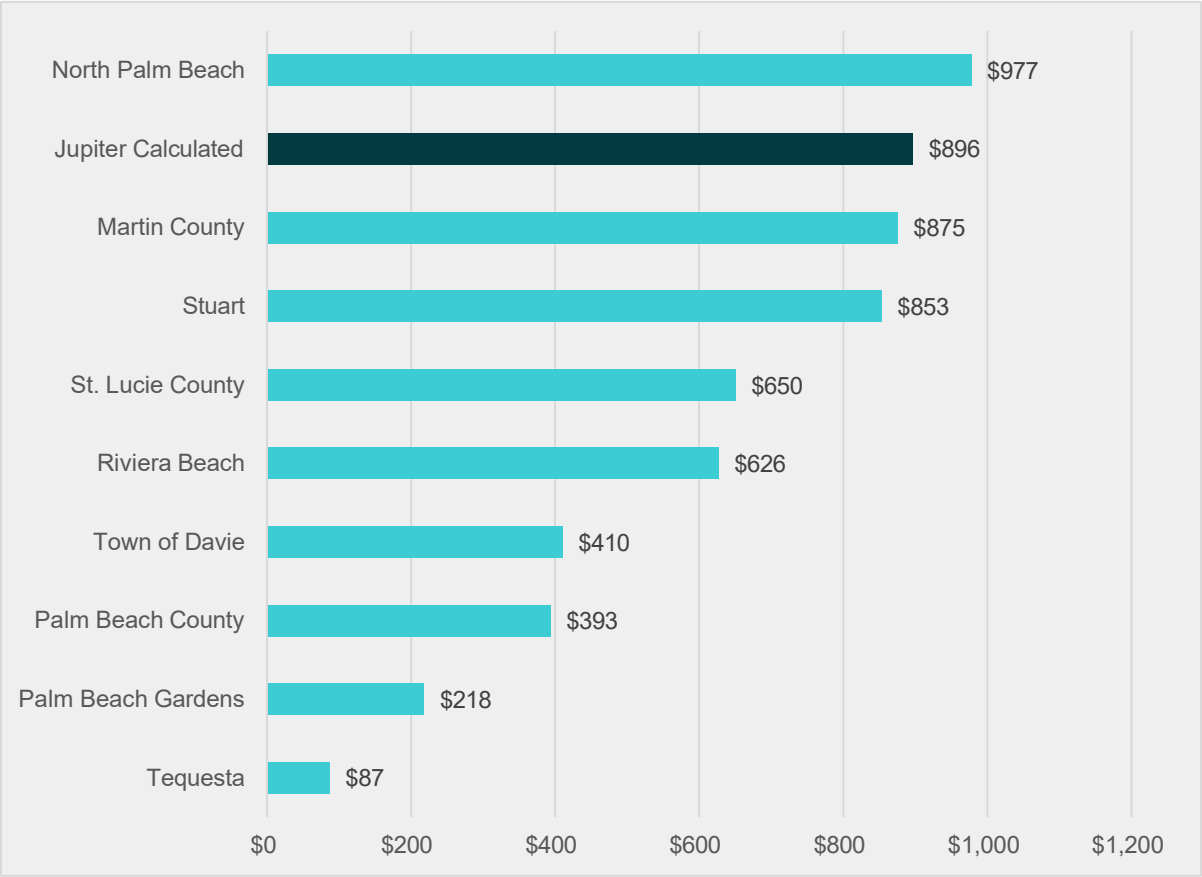
Table 11: Non-Residential Fire Impact Fees

Description	Impact Unit	FP Factor	Impact Fee
Retail/Commercial	1,000 Sq Ft	2.082	$2,145.00
Office	1,000 Sq Ft	0.871	898.00
Hotel	Room	0.672	693.00
Industrial/Warehousing	1,000 Sq Ft	0.412	425.00
Public/Institutional	1,000 Sq Ft	2.068	2,131.00
Assisted Living Facilities	Beds	0.707	729.00

Fire Impact Fee Comparisons

The following figure compares the Town's calculated fire impact fees for residential land uses with those imposed in other nearby communities.

Figure 2: Fire Impact Fee Comparison per Single Family Residential Unit



Town of Jupiter
2026 Fire Impact Study
Exhibit 1: Residential Functional Population

Description	2025 Population	2025 Housing Units [1]	Average Housing Unit Size [2]	Occupancy Factor [3]	Functional Population/Unit	2025 Functional Population	10 Yr Growth in Housing Units [4]	2035 Housing Units	2035 Functional Population
Single Family	45,912	21,260	2.16	60.0%	1.30	27,638	144	21,404	27,825
Multi-Family	15,334	10,144	1.51	60.0%	0.91	9,231	61	10,205	9,287
Total Residential	61,246	31,404	1.95	60.0%	1.17	36,869	205	31,609	37,112

Footnotes:

[1] Amounts come from Palm Beach County Property Appraiser as obtained in October 2025.

[2] Average housing unit size by class is calculated using census data tables B25032 Tenure by Units in Structure 5-Year Estimates (2019-2023) and B25033 Total Population in Occupied Housing Units by Tenure by Units in Structure 5-Year Estimates (2019-2023).

Single Family Households	21,260
Multi-Family Households	10,144
Ratio of Multi-Family to Single Family	0.70
Single Family Equivalent Households	28,361
Total Residential Population	61,246
Single Family PPH	**2.16**
Multi-Family PPH	**1.51**

[3] Assumption based on a person being at home for 100 hours a week (10-14 hours per day during the week day and 20-30 hours during the weekend) giving an occupancy factor of 60% or 0.60 (11 / 168)

[4] Growth in housing unit based on the Town's historic growth rate.

Town of Jupiter
2026 Fire Impact Study
Exhibit 2: Non-Residential Functional Population

								Occupants per Trip per Day		People per Unit per Day				Weekly Hours per Unit						
ITE	ITE CODE	Number of Parcels	Number of Rooms/Beds [1]	2025 Bldg Sq Ft	Impact Unit	Trips per Unit per Day	One Way Factor (50%)	Employees	Visitors	Employees	Visitors	Visitor hours per Trip	Business hours	Days per Week	Per Employee	Per Visitor	Total Hours	Functional Pop. Coefficient [2]	2025 Functional Population	2035 Square Feet	2035 Functional Population
				[a]		[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	[m]	[n]	[o]		
Retail/Commercial	820	412	N/A	2,398,906	1,000 Sq Ft	37.01	18.51	1.00	1.49	2.12	24.46	1.00	12.00	7.00	178.46	171.22	349.69	2.0815	4,993.00		
Office	710	703	N/A	1,388,806	1,000 Sq Ft	10.84	5.42	1.00	1.49	3.26	3.23	1.00	8.00	5.00	130.21	16.16	146.37	0.8713	1,210.00		
Hotel	310	8	637	365,596	Room	7.99	4.00	1.00	2.10	0.56	7.21	1.00	16.00	7.00	62.40	50.50	112.90	0.6720	428.00		
Industrial/Warehousing	110	463	N/A	2,334,038	1,000 Sq Ft	4.87	2.44	1.00	1.49	1.57	1.29	1.00	8.00	5.00	62.84	6.45	69.29	0.4124	963.00		
Public/Institutional	610	50	N/A	1,062,726	1,000 Sq Ft	10.77	5.39	1.00	1.55	2.86	3.92	1.00	16.00	7.00	319.96	27.41	347.36	2.0676	2,197.00		
Assisted Living Facilities		7	495	577,431	Beds													0.7071	350.00		
Total		1,643		8,127,503															10,141	8,180,558	10,207

Footnotes:

[a] Summarized from property data obtained from the Palm Beach County Property Appraiser.
[b] From 11th Edition ITE Manual
[c] This factor is used to divide the trip rate in half which provides the basis for estimating victors per day per impact unit
[d] Assumed one employee per trip
[e] From 2022 National Household Travel Survey, vehicle occupancy by trip purpose
[f] From 11th Edition ITE Manual per employee
[g] = ([c] -([f]/[d]))*[e]
[h] Time assumption per visitor
[i] Time assumption per employee
[j] Time assumption
[k] = [f] * [i] * [j]
[l] = [g] * [h] * [j]
[m] = [k] + [l]
[n] = [m] / (24*7)
[o] = [n] * [a] / 1000

[1] Number of hotel rooms comes from the Palme Beach County Property Appraiser. Number of Beds for ALFs comes from Florida Health Finder.

[2] The functional population for ALFs was determined by multiplying the functional population coefficient by the existing number of beds.
The Assisted Living Facility functional population coefficient is calculated as follows:

Nursing Home	
Res per Unit	1.00
Occupancy Rate	70.0%
Adjusted Res/Unit	0.70
Hours at Place	20.00
Workers/Unit	0.33
Work/hrs/day	9.00
Days/week	7.00
Func. Pop/unit	0.71

The 2025 Florida Statutes

163.31801 Impact fees; short title; intent; minimum requirements; audits; challenges.—

(1) This section may be cited as the "Florida Impact Fee Act."

(2) The Legislature finds that impact fees are an important source of revenue for a local government to use in funding the infrastructure necessitated by new growth. The Legislature further finds that impact fees are an outgrowth of the home rule power of a local government to provide certain services within its jurisdiction. Due to the growth of impact fee collections and local governments' reliance on impact fees, it is the intent of the Legislature to ensure that, when a county or municipality adopts an impact fee by ordinance or a special district adopts an impact fee by resolution, the governing authority complies with this section.

(3) For purposes of this section, the term:

(a) "Infrastructure" means a fixed capital expenditure or fixed capital outlay, excluding the cost of repairs or maintenance, associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of at least 5 years; related land acquisition, land improvement, design, engineering, and permitting costs; and other related construction costs required to bring the public facility into service. The term also includes a fire department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, a school bus as defined in s. 1006.25, and the equipment necessary to outfit the vehicle or bus for its official use. For independent special fire control districts, the term includes new facilities as defined in s. 191.009(4).

(b) "Public facilities" has the same meaning as in s. 163.3164 and includes emergency medical, fire, and law enforcement facilities.

(4) At a minimum, each local government that adopts and collects an impact fee by ordinance and each special district that adopts, collects, and administers an impact fee by resolution must:

(a) Ensure that the calculation of the impact fee is based on a study using the most recent and localized data available within 4 years of the current impact fee update. The new study must be adopted by the local government within 12 months of the initiation of the new impact fee study if the local government increases the impact fee.

(b) Provide for accounting and reporting of impact fee collections and expenditures and account for the revenues and expenditures of such impact fee in a separate accounting fund.

(c) Limit administrative charges for the collection of impact fees to actual costs.

(d) Provide notice at least 90 days before the effective date of an ordinance or resolution imposing a new or increased impact fee. A local government is not required to wait 90 days to decrease, suspend, or eliminate an impact fee. Unless the result is to reduce the total mitigation costs or impact fees imposed on an applicant, new or increased impact fees may not apply to current or pending permit applications submitted before the effective date of a new or increased impact fee.

(e) Ensure that collection of the impact fee may not be required to occur earlier than the date of issuance of the building permit for the property that is subject to the fee.

(f) Ensure that the impact fee is proportional and reasonably connected to, or has a rational nexus with, the need for additional capital facilities and the increased impact generated by the new residential or commercial construction.

(g) Ensure that the impact fee is proportional and reasonably connected to, or has a rational nexus with, the expenditures of the funds collected and the benefits accruing to the new residential or nonresidential construction.

(h) Specifically earmark funds collected under the impact fee for use in acquiring, constructing, or improving capital facilities to benefit new users.

(i) Ensure that revenues generated by the impact fee are not used, in whole or in part, to pay existing debt or for previously approved projects unless the expenditure is reasonably connected to, or has a rational nexus with, the increased impact generated by the new residential or nonresidential construction.

(5)(a) Notwithstanding any charter provision, comprehensive plan policy, ordinance, development order, development permit, or resolution, the local government or special district that requires any improvement or contribution must credit against the collection of the impact fee any contribution, whether identified in a development order, proportionate share agreement, or any form of exaction related to public facilities or infrastructure, including monetary contributions, land dedication, site planning and design, or construction. Any contribution must be applied on a dollar-for-dollar basis at fair market value to reduce any impact fee collected for the general category or class of public facilities or infrastructure for which the contribution was made.

(b) If a local government or special district does not charge and collect an impact fee for the general category or class of public facilities or infrastructure contributed, a credit may not be applied under paragraph (a).

(6) A local government, school district, or special district may increase an impact fee only as provided in this subsection.

(a) An impact fee may be increased only pursuant to a plan for the imposition, collection, and use of the increased impact fees which complies with this section.

(b) An increase to a current impact fee rate of not more than 25 percent of the current rate must be implemented in two equal annual increments beginning with the date on which the increased fee is adopted.

(c) An increase to a current impact fee rate which exceeds 25 percent but is not more than 50 percent of the current rate must be implemented in four equal installments beginning with the date the increased fee is adopted.

(d) An impact fee increase may not exceed 50 percent of the current impact fee rate.

(e) An impact fee may not be increased more than once every 4 years.

(f) An impact fee may not be increased retroactively for a previous or current fiscal or calendar year.

(g)1. A local government, school district, or special district may increase an impact fee rate beyond the phase-in limitations established under paragraph (b), paragraph (c), paragraph (d), or paragraph (e) by establishing the need for such increase in full compliance with the requirements of subsection (4), provided the following criteria are met:

a. A demonstrated-need study justifying any increase in excess of those authorized in paragraph (b), paragraph (c), paragraph (d), or paragraph (e) has been completed within the 12 months before the adoption of the impact fee increase and expressly demonstrates the extraordinary circumstances necessitating the need to exceed the phase-in limitations.

b. The local government jurisdiction has held at least two publicly noticed workshops dedicated to the extraordinary circumstances necessitating the need to exceed the phase-in limitations set forth in paragraph (b), paragraph (c), paragraph (d), or paragraph (e).

c. The impact fee increase ordinance is approved by a unanimous vote of the governing body.

2. An impact fee increase approved under this paragraph must be implemented in at least two but not more than four equal annual increments beginning with the date on which the impact fee increase ordinance is adopted.

3. A local government may not increase an impact fee rate beyond the phase-in limitations under this paragraph if the local government has not increased the impact fee within the past 5 years. Any year in which the local government is prohibited from increasing an impact fee because the jurisdiction is in a hurricane disaster area is not included in the 5-year period.

(7) If an impact fee is increased, the holder of any impact fee credits, whether such credits are granted under s. 163.3180, s. 380.06, or otherwise, which were in existence before the increase, is entitled to the full benefit of the intensity or density prepaid by the credit balance as of the date it was first established. If a local government adopts an alternative transportation system pursuant to s. 163.3180(5)(i), the holder of any transportation or road

impact fee credits granted under s. 163.3180 or s. 380.06 or otherwise that were in existence before the adoption of the alternative transportation system is entitled to the full benefit of the intensity and density prepaid by the credit balance as of the date the alternative transportation system was first established.

(8) A local government, school district, or special district must submit with its annual financial report required under s. 218.32 or its financial audit report required under s. 218.39 a separate affidavit signed by its chief financial officer or, if there is no chief financial officer, its executive officer attesting, to the best of his or her knowledge, that all impact fees were collected and expended by the local government, school district, or special district, or were collected and expended on its behalf, in full compliance with the spending period provision in the local ordinance or resolution, and that funds expended from each impact fee account were used only to acquire, construct, or improve specific infrastructure needs.

(9) In any action challenging an impact fee or the government's failure to provide required dollar-for-dollar credits for the payment of impact fees as provided in s. 163.3180(6)(h)2.b., the government has the burden of proving by a preponderance of the evidence that the imposition or amount of the fee or credit meets the requirements of state legal precedent and this section. The court may not use a deferential standard for the benefit of the government.

(10) Impact fee credits are assignable and transferable at any time after establishment from one development or parcel to any other that is within the same impact fee zone or impact fee district or that is within an adjoining impact fee zone or impact fee district within the same local government jurisdiction and which receives benefits from the improvement or contribution that generated the credits. This subsection applies to all impact fee credits regardless of whether the credits were established before or after June 4, 2021.

(11) A county, municipality, or special district may provide an exception or waiver for an impact fee for the development or construction of housing that is affordable, as defined in s. 420.9071. If a county, municipality, or special district provides such an exception or waiver, it is not required to use any revenues to offset the impact.

(12) This section does not apply to water and sewer connection fees.

(13) In addition to the items that must be reported in the annual financial reports under s. 218.32, a local government, school district, or special district must report all of the following information on all impact fees charged:

(a) The specific purpose of the impact fee, including the specific infrastructure needs to be met, including, but not limited to, transportation, parks, water, sewer, and schools.

(b) The impact fee schedule policy describing the method of calculating impact fees, such as flat fees, tiered scales based on number of bedrooms, or tiered scales based on square footage.

(c) The amount assessed for each purpose and for each type of dwelling.

(d) The total amount of impact fees charged by type of dwelling.

(e) Each exception and waiver provided for construction or development of housing that is affordable.

(14) A local government, school district, or special district may not assess an impact fee for the reconstruction or replacement of a previously existing structure if the replacement structure is of the same land use as the original structure and does not increase the impact on public facilities beyond that of the original structure. However, if the replacement structure increases the demand on public facilities due to a significant increase in size, intensity, or capacity of use, a local government, school district, or special district may assess an impact fee in an amount proportional to the difference in the demand between the replacement structure and the original structure. Any such fee must be reasonably connected to, or have a rational nexus with, the need for additional capital facilities and the increased impact generated by the reconstruction or replacement of a previously existing structure.

History.—s. 9, ch. 2006-218; s. 1, ch. 2009-49; s. 5, ch. 2009-96; s. 5, ch. 2011-14; s. 1, ch. 2011-149; s. 1, ch. 2019-106; s. 5, ch. 2019-165; s. 5, ch. 2020-27; s. 1, ch. 2020-58; ss. 1, 2, ch. 2021-63; s. 3, ch. 2024-266; s. 4, ch. 2025-177; s. 3, ch. 2025-190.

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Town of Jupiter
2026 Fire Impact Study
Exhibit 4: Land Use Categories by Impact Fee Category

Land Use	Impact Fee Category
Warehouse (per 1,000 sq. ft.)	Industrial/Warehousing
Mini-Warehouse (per 1,000 sq. ft.)	Industrial/Warehousing
General Office (per 1,000 sq. ft.)	Office
Medical Office (per 1,000 sq. ft.)	Public/Insitutional
Drive-In Bank (per 1,000 sq. ft.)	Retail/Commercial
Elementary School (Private) (per 1,000 sq. ft.)	Public/Insitutional
High School (Private) (per 1,000 sq. ft.)	Public/Insitutional
Middle/Junior High School (Private) (per 1,000 sq. ft.)	Public/Insitutional
Church/Synagogue (per 1,000 sq. ft.)	Public/Insitutional
Funeral Home (per 1,000 sq. ft.)	Office
Movie Theater (per 1,000 sq. ft.)	Retail/Commercial
Racquet/Tennis Club (per 1,000 sq. ft.)	Retail/Commercial
General Industrial (per 1,000 sq. ft.)	Industrial/Warehousing
Day Care Centers (per 1,000 sq. ft.)	Public/Institutional
Car Wash (per 1,000 sq. ft.)	Retail/Commercial
Convenience Market (per 1,000 sq. ft.)	Retail/Commercial
Fast Food Restaurant (per 1,000 sq. ft.)	Retail/Commercial
Furniture Store (per 1,000 sq. ft.)	Retail/Commercial
Gas Station with Convenience Store (per 1,000 sq. ft.)	Retail/Commercial
General Recreation (per 1,000 sq. ft.)	Retail/Commercial
High Turnover Sit-Down Restaurant (per 1,000 sq. ft.)	Retail/Commercial
Marijuana Dispensary (per 1,000 sq. ft.)	Retail/Commercial
New/Used Car Sales (per 1,000 sq. ft.)	Retail/Commercial
Nursery (Garden Center) (per 1,000 sq. ft.)	Retail/Commercial
Oil & Lube Shop (per 1,000 sq. ft.)	Retail/Commercial
Pharmacy with & without Drive Thru (per 1,000 sq. ft.)	Retail/Commercial
Quality Restaurant (per 1,000 sq. ft.)	Retail/Commercial
Tire Store (per 1,000 sq.ft.)	Retail/Commercial
Veterinary Clinic/Animal Hospital (per 1,000 sq.ft.)	Public/Institutional
Retail (per 1,000 sq. ft.)	Retail/Commercial
Multifamily (per unit)	Multi-family
Senior Adult Housing (Attached) (per unit net sq. ft.)	Multi-family
Hotel/Motel (per room)	Hotel
Congregate Living Facility (per Bed)	Assisted Living Facilities
Single Family (Detached/Attached) per unit	Single Family
Mobile Home (per unit)	Single Family
Senior Adult Housing (Detached) (per unit net sq. ft.)	Single Family
Hospitals (per 1,000 sq. ft.)	Public/Institutional
Nursing Home (per Bed)	Assisted Living Facilities

TOWN OF JUPITER
Love Street Development Special Events Program

DATE	July 7, 2026
TO	Honorable Mayor and Members of Town Council
THRU	Frank Kitzerow, Town Manager
FROM	John Sickler, Director of Planning and Zoning
SUBJECT	Resolution 85-26, Love Street Development (Charlie and Joe's at Love Street) site plan amendment to establish a Special Event Program.

EXECUTIVE SUMMARY
Approval of a Special Event Program for the Love Street Development (Charlie and Joe's at Love Street) on 1.9 + acres at 1116 Love Street.

The Town Attorney has reviewed the proposed resolution and finds it to be in acceptable form.

ANALYSIS

The development order for the Love Street project (Resolution #45-17) required a Special Event Program prior to the application for any Special Permits. The tenants of the Love Street property held an unapproved event without the owner obtaining a Special Permit or approval of a Special Event Program, which resulted in a Code Compliance Case (see staff report for details). The proposed Special Event Program will approve a series of low impact events for the subject property as part of their development order without requiring individual Special Permits. Special events not approved as part of the program will still be required to obtain a Special Permit according to the Town Code. The events proposed in the Special Event Program are intended to provide activities for visitors to the Inlet Village and activate the Riverwalk and waterfront without significantly impacting traffic or parking.

STRATEGIC PRIORITY
● Unique, Small Town Feel

ATTACHMENTS
1. Resolution #85-26
2. Staff Report and Attachments
3. Applicant Presentation

FUNDING SOURCE
*Funding is not necessary for this request.

For more information or copies of the attachments, please contact Martin Schneider at martins@jupiter.fl.us or 561-741-2290.

RESOLUTION NO. 85-26

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA, ADOPTING A SPECIAL EVENT PROGRAM FOR THE PROPERTIES COMPRISING THE LOVE STREET PLANNED UNIT DEVLOPEMENT LOCATED AT 1116 LOVE STREET, 1081 LIGHTHOUSE PROMENADE, AND 1029 LIGHTHOUSE PROMENADE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, 1116 Love Street, LLC. (the "Owner"), owns approximately 2.0+/- acres of property, which is comprised of the three properties having the addresses of 1116 Love Street, 1081 Lighthouse Promenade; and 1029 Lighthouse Promenade (collectively "the Property"); and

WHEREAS, the legal description of the Property is set forth in the attached Exhibit "A", which is incorporated herein and shall be referred to herein as the "Property"; and

WHEREAS, the Town Council approved Resolution #45-17 (the Development Order, which approved: (1) Small-scale PUD; (2) A Marina Special Exception Use; and (3) a site plan showing areas for retail, restaurant, and office uses on the Property.

WHEREAS, Condition #15.b of the Development Order required the Owner to submit a proposed Special Event Program which is subject to the approval of the Town Council ; and

WHEREAS, Cotleur and Hearing, Inc., acting as the Owner's authorized agent (the Applicant) has submitted an application to the Town for a Special Event Program (the "Application"); and

WHEREAS, the Town Council conducted a public hearing wherein it considered the Application.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA, THAT:

Section 1. The whereas clauses are incorporated herein as the findings of fact and conclusions of law of the Town Council.

Section 2. Conditions The Town Council hereby approves the Special Events Program for the Property subject to the following conditions:

1) The Owner is permitted to host events provided they are consistent with the Statement of Use, and Special Event site plans as described in a through e, below:

   a. Statement of Use, dated 6/11/26 prepared by Cotleur & Hearing, Inc., and received and dated by the Department of Planning and Zoning on 6/24/26.

b. Art in the Heart Special Event Program site plan, sheets 1 of 1, dated 6/16/26, prepared by Cotleur & Hearing, Inc., and received and dated by the Department of Planning and Zoning on 6/19/26.

c. Yoga in the Heart Special Event Program site plan, sheets 1 of 1, dated 6/16/26, prepared by Cotleur & Hearing, Inc., and received and dated by the Department of Planning and Zoning on 6/19/26

d. Music in the Heart Special Event Program site plan, sheets 1 of 1, dated 6/16/26, prepared by Cotleur & Hearing, Inc., and received and dated by the Department of Planning and Zoning on 6/19/26.

e. Taste of the Inlet Special Event Program site plan, sheets 1 of 1, dated 6/16/26, prepared by Cotleur & Hearing, Inc., and received and dated by the Department of Planning and Zoning on 6/19/26

2) Applicant shall secure any applicable approvals from appropriate Town departments or outside agencies as may be required.

3) Any special event having the following impacts must obtain a special event permit:

a. Occurring later than 6:00 pm on Fridays and Sundays, or noon or later, on Saturdays or on national holidays, from December 1st through March 31st.

b. Occurring within or obstructing the Riverwalk easement.

c. Closing any public road.

d. Having amplified sound.

e. Having service of alcohol, except by the licensed on-site restaurants.

4) For any event not listed in the Special Events Program, the Owner shall submit an application for a Special Permit to the Department at least 30 days prior to the proposed event, except for Special Permit Class B, which requires 60 days, or Class D, which requires 90 days for review.

8) The conditions of approval herein shall apply to the Owner, Applicant and their successors and assigns.

Section 3. Should any section or provision of this resolution, or any portion thereof, including a paragraph, sentence, or word, ever be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portion of the resolution.

Section 4. This resolution shall take effect immediately upon its execution.

Attachment: Exhibit "A" - Legal Description

#~~7942601~~7951282 v1 26503-00001

LEGAL DESCRIPTION

PARCELS 1, 2 AND 3 as established in the plat titled LOVE STRET PLAT NO. 1 as recorded in PLAT BOOK 131 PAGES 119-120, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.

CONTAINING 1.9 ACRES MORE OR LESS.

Love Street Development Special Event Program
Town Manager's Office

DATE: July 7, 2026

TO: Honorable Mayor and Members of Town Council

THRU: Frank J. Kitzerow, Town Manager

FROM: John Sickler, Director of Planning and Zoning

SUBJECT: **Love Street Development (Charlie and Joe's at Love Street) Special Event Program** – Site Plan amendment to establish a Special Event Program

Res. #98-26 PZ 26-6869 M. Schneider	Town Council: 7/7/2026 (quasi-judicial)

Project Information

Project Name:	Love Street development (Charlie and Joe's at Love Street) Special Event Program
Owner/Applicant:	1116 Love Street, LLC. (Charles and Lisa Modica)
Agent:	Cotleur & Hearing
Location:	1116 Love Street
Acreage:	1.9 ± acres
Future Land use designation:	Riverwalk Flex and Inlet Village Flex within the Inlet Village Sector of the US 1/Intracoastal Waterway Corridor
Zoning:	General Commercial (C-2) within the Inlet Village Redevelopment Overlay Area (ROA)
Existing uses:	Commercial (two restaurant buildings, parking lot, marina, and Riverwalk)
Request:	Site plan Site Plan amendment to establish a Special Event Program (see Attachment A).

Staff Compliance Review Summary

Staff reviewed the applicant's request (see Attachment A – Statement of Use) and determined the application will be in compliance with the Town Code, subject to the Town Council approval of the special events program and the **conditions** recommended in Resolution #98-26.

Project Data

Pertinent site plan data and information in reference to the application is listed below:

Table 1: Adjacent Properties

Direction	*Existing Land Uses*	*Future Land Use/Zoning Districts*
North	Jupiter Inlet; Public land (Lighthouse Park)	Public/Institutional /Public/Institutional (PI)
South	Public parking lot (CRA-owned property)	Inlet Village Flex and Riverwalk Flex/General Commercial (C-2)
East	Bar and marina (Castaways/ Square Grouper), Residential	Inlet Village Flex and Riverwalk Flex/General Commercial (C-2)
West	Restaurant (Pelican Club private event venue)	Inlet Village Flex and Riverwalk Flex/General Commercial (C-2)

Background

- In 2017, the Love Street development project was approved for retail, restaurant, office, commercial and transient marina facilities.
  - At the time, the applicant proposed to construct the two waterfront restaurant buildings as Phase 1 (along with the parking lot, Riverwalk, Lighthouse Promenade complete street enhancements, and off-site parking at Parkway Street). Phase 2, which was to include three retail/office buildings, was not built and the site plan for Phase 2 has expired.
  - Because the Town and CRA at the time wanted to activate the Riverwalk and Inlet Village with uses other than just restaurants, conditions of approval were included in Resolution #45-17 to program regularly scheduled activities or uses (see Attachment B for condition language and staff report analyses) along Lighthouse Promenade or within the Riverwalk/public plaza area, and to provide a special event program for approval by Town Council prior to application for any special permits.
- The restaurants opened in early 2021 during the Covid-19 pandemic. The applicant did not submit any activities or special permits at that time.
- In 2023, the applicant submitted an application for a Special Event Program. While it was under review, the property had a series of ongoing code compliance issues related to valet operation and signage, an unpermitted change of use, expansion of outdoor seating beyond approved areas, landscaping maintenance issues, and unpermitted outdoor storage. The valet issues were complex and took time to address. Other issues either recurred or were not addressed in a timely manner. Therefore, per town code Section 27-7(f), staff did not continue to process the events program while ongoing compliance issues continued. As long as no special events took place, the lack of a special event program did not create any code compliance issues.
- On January 11, 2026, an unpermitted event took place.
  - In late 2025, reacting to an advertisement for a Mach 1 Salute to Service event at Charlie and Joe's, staff informed the owner prior to the scheduled event date that it appeared to require a Special Permit, and they were not eligible to apply for a Special Permit because a Special Event Program had not been approved. The owner stated that property would operate as usual.
  - The event did take place on January 11th and exceeded normal business operation. Police were directed to the site due to impacts from the event, which cost the Town time and resources and pulled personnel from other areas of the Town.
- Code compliance Notice of Violation (Case #26-000057) was issued on January 28th.
  - A partial stipulation was agreed to on March 11, 2026, in which the owner agreed to pay the fine for holding an event without a permit.
  - A second part of the notice of violation was a site plan violation for not meeting the condition of approval by holding an event prior to having an approved Special Event

Program. A hearing was conducted on this portion of the violation on April 8th. On April 27, 2026, the Magistrate issued a finding of fact concluding that the owner was not found in violation for the second part of the notice of violation.

- After the outcome of the Code Compliance case, the owner resubmitted the subject application to create a Special Event Program for the subject property (See Attachment A – Statement of Use).

Analysis

This section analyzes the land development regulations and notes the application's inability or ability to satisfy all applicable development provisions of the Town Code and Comprehensive Land Use Plan (CLUP). The analysis is as follows:

Comprehensive Land Use Plan (CLUP) Consistency. The proposed application is consistent with the Riverwalk Flex and Inlet Village Flex land use designations of the Future Land Use element of the CLUP. The implementation of low intensity events that encourage pedestrian activity in the Inlet Village and public use of the Riverwalk meets the intent of the Inlet Village sector. Promotion of a series of small, off-peak activities and events in proximity of the Riverwalk is one of the goals of the sector.

Special Events Program.

- The Statement of Use (Attachment C) details the types of low impact events proposed in the Special Event Program. The Program lists four different recurring events: 1) Art in the Heart; 2) Yoga in the Heart; 3) Music in the Heart; and 4) Taste of the Inlet and provides a table of the typical event schedule for these events and site layouts.
- The applicant's Special Event Program proposes up to four events per month for up to 48 in a year. This does not include Yoga in the Heart activities, which are scheduled in the morning hours on Saturday and Sundays and can occur on a weekly basis.
- Small community events are encouraged in the Inlet Village to promote pedestrian activity and enjoyment of the waterfront. Policies in the Comprehensive Plan related to the Inlet Village promote the sector as a destination and encourage tourism in an active pedestrian environment (Policy 1.9.10) and encourage a public presence along, and public access to, the Intracoastal Waterway (Policy 1.10.4) In addition, entertainment, cultural, community and recreational activities and access to special opens spaces meet the intent of the Unique, Small Town Feel strategic result of the Town's Strategic Plan. These events are intended to help fulfill this role, which has been missing from the Inlet Village since it is primarily dominated by waterfront restaurants. Attracting people to use the outdoor space public access easement area between the restaurants provides an alternative activity for people to enjoy the Riverwalk and the waterfront. The nature of these routine activities is intended to be small-scale so as not to not create significant impacts during peak times, which could create potential traffic and parking impacts. Further analysis is in the Parking and Traffic section below, and conditions are recommended to reduce the potential for impacts to occur.
- Related to scheduling of the small-scale events, the Statement of Use proposes to provide transparency for the Town while maintaining flexibility by providing a calendar of events to the Town on a quarterly basis (Attachment A – Statement of Use, p. 3). The applicant has stated that is difficult to know the scheduling needs and program events for an entire year in advance. The proposed schedule for the first quarter is attached (Attachment D).
- Once established by Town Council's approval of the Special Events Program, the events specified in the Statement of Use will be part of the approved uses in the development order, thus not requiring individual special event permits. To ensure that Town departments or other agencies that need to review certain aspects of an event will still need to be notified

of events/vendors and be able to perform reviews as necessary, a condition is being recommended. For example, the county health department may require a permit for events that include the preparation or sale of food or beverages. Therefore, the following condition is recommended:

Applicant shall secure any applicable approvals from appropriate Town departments or outside agencies as may be required.

- Annual (Large) Events, described briefly on page 5 of the Statement of Use, will be required to meet the regular Town Code regulations for Special Permits (see Article IV. Special Permits). There are a range of different Special Permits (A-1, A, B, C, and D) based on the type and intensity of events, which are described in Section 27-346 of the Town Code. The Town Council delegated authority to staff or the Planning and Zoning Commission based on the type of permit.
- Table 3 in Article IV of the Town Code specifically outlines the type and number of Special Permits allowed in the Inlet Village. As proposed, small-scale events listed in the Special Event Program will not count against the number of events allowed by the Special Permit regulations. The following condition is recommended:

  For any event not listed in the Special Events Program, the applicant shall submit an application for a Special Permit to the Department at least 30 days prior to the proposed event, except for Special Permit Class B, which requires 60 days, or Class D, which requires 90 days for review.
- 30 days is the review period for Class A Special Permit (Class A) applications. Class A permits are reviewed administratively but may be submitted to the Planning and Zoning Commission for consideration at the discretion of the Town Manager or designee, if significant impacts are anticipated. Permit class B are for events that are anticipated to have potential significant impacts. Class B permits have to be reviewed by the Planning and Zoning Commission, except for some recurring events. Class D permits are related to mobile businesses or businesses operations on the waterways. Class D permits require review by the PZC and approval by business or business submittal within these timeframes will allow staff to determine if a Special Permit is necessary and provide enough time for the application to be processed and reviewed.
- There have been inquiries in the past by businesses within the Inlet Village regarding events featuring fireworks, laser or drone displays. The Town Code allows Fireworks/laser shows events to be approved by the Town's Planning and Zoning Commission. However, in 2019, the Planning and Zoning Commission denied a request for fireworks because of environmental concerns related to impacts to the Jupiter Inlet waters. Drone shows are not specifically listed. If these, or other, types of events are a concern, Town Council may want to consider an additional condition restricting or prohibiting these types of displays.

Parking and Traffic. The proposed application is not anticipated to add significantly to the amount of vehicular trips or parking demand during peak times in the Inlet Village. According to the applicant's Statement of Use, the events are intended be "community-oriented" and be "low-boosting" in nature, meaning they are not expected to generate a significant number of additional visitors beyond those already patronizing the restaurants and surrounding establishments in the Inlet Village."

- To meet this intention, three of the four programmed activities (Yoga in the Heart, Music in the Heart, and Taste of the Inlet) aim at off-peak times (before 6 pm) and days (Monday through Thursday) during peak tourist season (December through March). There is no restriction on days during the off season (April through November). However, they are all restricted to ending by 6:00 pm.
- The Art in the Heart event, which is limited to three 10'x10' tents and takes place from 3:00 – 6:00 pm does not have the seasonal restriction. If there is concern that this programmed event may cause parking or traffic impacts, a condition can be added to restrict this event.

- Yoga in the Heart is proposed between 7 am and 10 am, so it would not conflict with peak conditions, even on the weekends.
- In addition to weekend evening hours (Fridays, Saturday, and Sunday after 6:00 pm), the Town traffic engineer considers the peak hours in the Inlet Village to also include events taking place after 12 noon on Saturdays. To clarify the times when a Special Permit must be obtained for events, and to ensure events that impose additional potential impacts are not approved without going through the full Special Permit process, the following condition is recommended:

  Any special event having the following impacts must obtain a special event permit:

  a. **Occurring later than 6:00 pm on Fridays and Sundays, or noon or later, on Saturdays or on national holidays, from December 1st through March 31st.**
  b. **Occurring within or obstructing the Riverwalk easement.**
  c. **Closing any public road.**
  d. **Having amplified sound.**
  e. **Having service of alcohol, except by the licensed on-site restaurants.**

Site Plan Criteria.
Section 27-175 contains minimum criteria for review of all site plan applications. Upon review of the 12 criteria in Section 27-175, Staff finds that the Applicant has met all 12 of the 12 criteria.

Attachments:

Attachment A – Statement of Use
Attachment B – Resolution #45-17 conditions and 2017 staff report excerpts
Attachment C – Event Program Site Layouts
Attachment D – Quarterly Events Schedule

* Please contact Martin Schneider at martins@jupiter.fl.us or 561-741-2290 in order to obtain a copy of the proposed plans or any attachments.

Cotleur & Hearing
LC26000535
LAND PLANNING + LANDSCAPE ARCHITECTURE + TRANSPORTATION
1934 COMMERCE LANE • SUITE 1
JUPITER, FLORIDA • 33458
561.747.6336 561.747.1377

LOVE STREET
SPECIAL EVENT PROGRAM
Charlie & Joe's at Love Street
March 10, 2026, Revised April 8, 2026, Revised June 11, 2026

REQUEST

On behalf of 1116 Love Street, LLC, we are requesting approval from the Town Council for a Special Event Program ("program") for the project known as Charlie & Joe's at Love Street, also known as "Love Street".

In response to the condition of approval 15 b. of Resolution 45-17, this program defines the types of events, their size and frequency, event management, and parking. The condition is stated below.

> Prior to the application for any Special Permits, the Owner shall provide a special event program for approval by the Town Council that outlines the types, size and frequency of events proposed, how events will be managed/operated, how adequate parking will be provided, and which events will occur with or without a special event permit.

TYPES OF EVENTS

The Owner intends to partner with local businesses, non-profits, charities, and community organizations to create small-scale programming that supports activity within the Inlet Village and enhances the pedestrian experience at Love Street. These events are intended to activate the heart and riverwalk area, with community-oriented activities such as art displays, wellness gatherings, solo low volume musicians, and occasional food-related programming highlighting the local waterfront and fishing community.

These events are low-boosting in nature, meaning they are not expected to generate a significant number of additional visitors beyond those already patronizing the restaurants and surrounding establishments in the Inlet Village. The programming is primarily intended for guests already on-site, as well as passersby walking through the village.

Attendance associated with these events is expected to remain modest, typically **20–30** participants, not including individuals assisting with setup and breakdown. Certain gatherings, such as wellness classes or community meetups, may accommodate up to 30 participants and would generally occur during morning hours outside of typical restaurant peak periods.

Occasionally, the Owner may also host small food-focused events that celebrate local purveyors and the area's fishing heritage. These events may include curated tastings or vendor showcases featuring local food producers, fishermen, or specialty vendors. These gatherings would typically include a limited number of small display tables (approximately 8–10 tables) and are intended to highlight local produce for purchase.

In addition, the Owner may host an annual seasonal event associated with the waterfront and fishing community, such as an oyster-eating contest sponsored by one of the on-site restaurants. These events would celebrate the local maritime culture and may highlight the fishermen who utilize the dock at Love Street. A separate special permit will be submitted to the Town for staff approval prior to each occurrence.

The purpose of the program is to provide light community programming that complements the character of the Inlet Village while remaining consistent with the existing scale and operations of the property.

The Applicant respectfully requests the ability to host up to four small-scale events per month within the heart and riverwalk areas. These events may include occasional or one-time community activities such as charitable initiatives, youth programming, local vendor showcases, acoustic music, or similar gatherings. In addition, a small wellness activity such as Yoga in the Heart may occur on a recurring weekly basis and would not count toward the four-event monthly limit.

In order to provide proactive scheduling and transparency for the Town while maintaining a reasonable level of flexibility, the owner will provide the Town a calendar of events at the start of each quarter as follows:

Q1 (First Quarter): January 1st – March 31st

Q2 (Second Quarter): April 1st – June 30th

Q3 (Third Quarter): July 1st – September 30th

Q4 (Fourth Quarter): October 1st – December 31st

The Applicant further requests the ability to adjust or substitute similar events for the examples described below without additional Town Council or Staff approval, provided such events remain consistent in size, general theme, intent, frequency, and impact, including parking and traffic.

Approval of this Program would allow these small-scale events to occur without the need for a separate Special Event Permit, provided they remain within the parameters described herein.

ART IN THE HEART

Art in the Heart is intended to be a small, flexible community art program. The event may include local student artists, youth organizations, or adolescent programs that promote creativity, independence, and artistic expression. The program may also include professional artists, part-

time artists, or hobby makers who wish to display or sell their work in a small community setting. The format is intentionally flexible to allow collaboration with local schools, youth organizations, and community groups as opportunities arise.

Type of Event: Art / Craft Showcase
Size: Low-boosting event (approximately 20–25 participants)
Location: 10 x 10 tent display(s), In the Heart
Frequency: Occasional, within monthly event limit
Time: 3:00 PM – 6:00 PM

YOGA IN THE HEART

Yoga in the Heart is a small community wellness gathering typically held on Saturday or Sunday mornings. These events promote health and wellness and may occasionally include similar activities such as stretching, meditation, or other small wellness-oriented classes.

Type of Event: Wellness Gathering
Size: 30 people or less
Location: In the Heart
Frequency: Any day
Time: Up to 90 minute class, between hours of 7am and 10am

MUSIC IN THE HEART

Music in the Heart would feature low-impact solo musicians, such as acoustic guitarists or similar performers, providing light background music for visitors walking through the space. The intent is to create a welcoming atmosphere that complements the pedestrian activity within Love Street and the Inlet Village. These musicians would provide ambient music rather than concert-style performances. Musical performances would consist of solo performers and would not involve stage setups or sound systems.

Type of Event: Solo acoustic music / ambient performance
Size: Low-boosting event with no organized seating or audience gathering (approximately 10 spectators not associated with the restaurants.)
Location: In the Heart
Frequency: In Season = Monday through Thursday
Off Season = Any day
Time: 1pm to 6pm.

TASTE OF THE INLET

These events would highlight the local fishing and culinary culture of the Inlet Village and may include curated tastings or small vendor showcases featuring local food purveyors, fishermen, and specialty food producers. These gatherings are intended to celebrate the waterfront character of Love Street and provide opportunities for visitors to engage with the local fishing and culinary community. Events may include a small number of vendor tables displaying, sampling, or selling local products.

Type of Event: Food vendor showcase / culinary event
Size: Small-scale event featuring 8–10 display tables, Approximately 20-25 guests at one time.
Location: In the Heart and, where appropriate, areas adjacent to the dock

Frequency: Occasional events throughout the year, within the maximum of four events per month
In Season = Monday through Thursday
Off Season = Any day
Time: 9am to 6pm

ANNUAL (LARGE) EVENTS

The Applicant may host an annual event subject to review and approval of a special permit submitted to the Town of Jupiter. Annual events will be reviewed for compliance with Chapter 27, Article IV Special Permits. In anticipation of future events hosted by the Town/CRA and as part of the Special Event program, the Applicant is looking forward to collaborating with the Town. The Applicant welcomes the opportunity to allow these events to occur at the same time, including the opportunity to share parking.

TYPICAL EVENT SCHEDULE

Event Type	Description	Size	Location	Frequency	Time
*Art in the Heart	Community art displays featuring local artists, youth groups, hobby makers, or craft vendors	20-25 participants	In the Heart	Occasional, within monthly event limit	3:00 PM – 6:00 PM
*Music in the Heart	Solo acoustic musicians providing ambient background music	No organized audience, approximately 10 spectators not associated with the restaurants.	In the Heart	Occasional, within monthly event limit	1pm to 6pm
*Taste of the Inlet	Small vendor showcases highlighting local food purveyors and fisherman	8-10 vendor tables, Approximately 25 guests at one time.	In the Heart	Occasional, within monthly event limit	9am to 6pm
**Yoga in the Heart	Small wellness gatherings such as yoga, stretching, or similar activities	Up to 30 participants	In the Heart	Weekly	Up to 90 minute class, between hours of 7am and 10am

*Each event applies toward the maximum monthly event count (4 events).

**Weekly wellness activities such as Yoga in the Heart are considered routine programming and are not counted toward the monthly event cap.

***Any event not listed in the above table shall be required a special permit consistent with Town code.

EVENT MANAGEMENT AND PARKING

Events will be informal and small in scale and will be managed by on-site staff as part of the normal operations of the property. Activities will be arranged in a manner that maintains clear pedestrian circulation through the Heart and Riverwalk areas and does not interfere with access to surrounding businesses.

These events are intended to primarily serve patrons already visiting Love Street and the Inlet Village and are not expected to generate a significant number of additional visitors beyond normal restaurant operations.

Parking for event participants will utilize the existing parking available to the property. Due to the limited size and nature of the events, no additional parking accommodations are required.

Restroom facilities are available at the Lucky Shuck restaurant.

COLLABORATION WITH PELICAN CLUB

The Applicant maintains a longstanding and positive working relationship with the Pelican Club and will continue to coordinate closely with its management regarding the scheduling of special events at Love Street. As part of the proposed Special Event Program, the Applicant will specifically coordinate all special events with the Pelican Club to ensure that high-attendance or traffic-generating events do not conflict with scheduled events occurring at the Pelican Club. This coordination measure is intended to proactively manage event timing, traffic circulation, and parking demand within the surrounding area.

Through this continued collaboration, the Applicant will ensure that special events are scheduled in a manner that fully mitigates potential traffic and parking impacts and supports the orderly operation of both venues. While this cooperative relationship is longstanding and well established, the Applicant is committed to formalizing this coordination specifically as it relates to special event scheduling to avoid overlapping peak activity periods. This approach will help maintain safe and efficient access, preserve parking availability, and support compatibility with surrounding uses within the Inlet Village area.

Attachment B – Resolution #45-17 conditions and 2017 staff report excerpts

Resolution #45-17 – conditions related to special event program:

Condition #5. ***Site Plan.*** Upon the Applicant's submission of the final plans, and prior to the issuance of any development permits, the site plan shall be revised to:

e. Revise the site plan to include Building L.2.5 to be constructed as part of Phase 1, or the Applicant shall provide a written plan for review and approval by the Town, as required by Condition 15d., to program regularly scheduled activities or uses (such as, but not limited to artisan/green markets, vendors, kiosks, etc.) along the subject property's frontage on Lighthouse Promenade and/or within the Riverwalk/public plaza area. If Building L.2.5 is not constructed as part of Phase 1, a storage room for use by the wholesale seafood dealer shall be constructed as part of Phase 1.

Condition #15 ***Uses*****.**

b. Prior to the application for any Special Permits, the Owner shall provide a special event program for approval by the Town Council that outlines the types, size and frequency of events proposed, how events will be managed/operated, how adequate parking will be provided, and which events will occur with or without a special event permit.

d. Should the Owner be required to create a program activities plan pursuant to Condition 5e., it shall be developed in coordination with the CRA Manager and the Department and include logistics, scheduling, and management information, for review and approval by the Town.

2017 Staff report analyses related to special event program:

Comprehensive Plan Consistency. The overall proposed development is in conformance with the Comprehensive Plan and consistent with the goals, objectives, and policies of the Inlet Village Sector and the Riverwalk and Inlet Village Flex future land use designations as defined in the Comprehensive Plan (see Attachment F) with the conditions of approval, and with the Transportation Element, which is detailed below

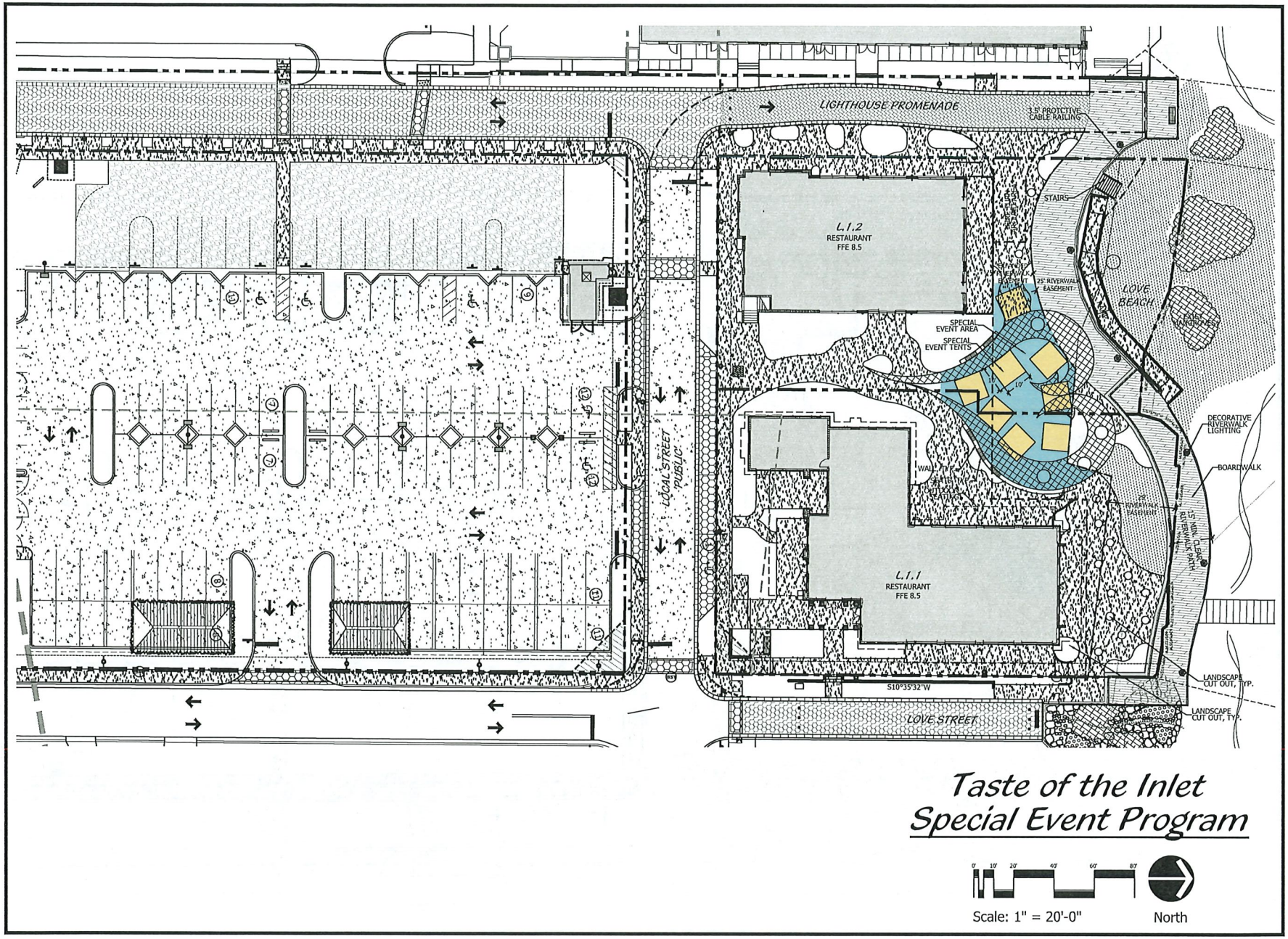
- Since Phase 1 as proposed does not include a mix of uses (two restaurants), staff does not believe it fully meets the comprehensive plan policies "to establish a compact village with mixed uses" (Policy 1.9.10). Therefore, a condition is recommended requiring at least the northernmost retail/office building be included in Phase 1 or that a plan to program regularly scheduled activities or uses be provided (see Site Plan analysis below for details). (p.8)

P.14

Revise the site plan to include Building L.2.5 to be constructed as part of Phase 1, or the Applicant shall provide a written plan for review and approval by the Town, as required by Condition 15d., to program regularly scheduled activities or uses (such as, but not limited to artisan/green markets, vendors, kiosks, etc.) along the subject property's frontage on Lighthouse Promenade and/or within the Riverwalk/public plaza area. If Building L.2.5 is not constructed as part of Phase 1, a storage room for use by the wholesale seafood dealer shall be constructed as part of Phase 1.

p. 25 -26

Programmed uses. Since the mix of uses and associated activities is reduced within the proposal, especially since the retail/office buildings are not proposed to be constructed during Phase 1 of the project, a new condition is recommended to try to assure some level of activity occurs within the Riverwalk public plaza and along the Lighthouse Promenade. A new condition is recommended that: **Should the Owner be required to create any program activities plan(s), they shall be developed in coordination with the CRA Manager and the Department and include logistics, scheduling, and management information, for review and approval by the Town**.



Cotleur & Hearing
Landscape Architects
Land Planners
Environmental Consultants
1934 Commerce Lane
Suite 1
Jupiter, Florida 33458
561.747.6336 · Fax 747.1377
www.cotleurhearing.com
Lic# LC-26000535

Love Street
Special Event Program
Jupiter, Florida

DESIGNED	DEH/EP
DRAWN	EP/RO
APPROVED	DEH
JOB NUMBER	11-1114
DATE	06-16-2026
REVISIONS	

Drawing 11-1114 LOVE ST_SP-PHASE LDRC

SHEET 1 OF 1

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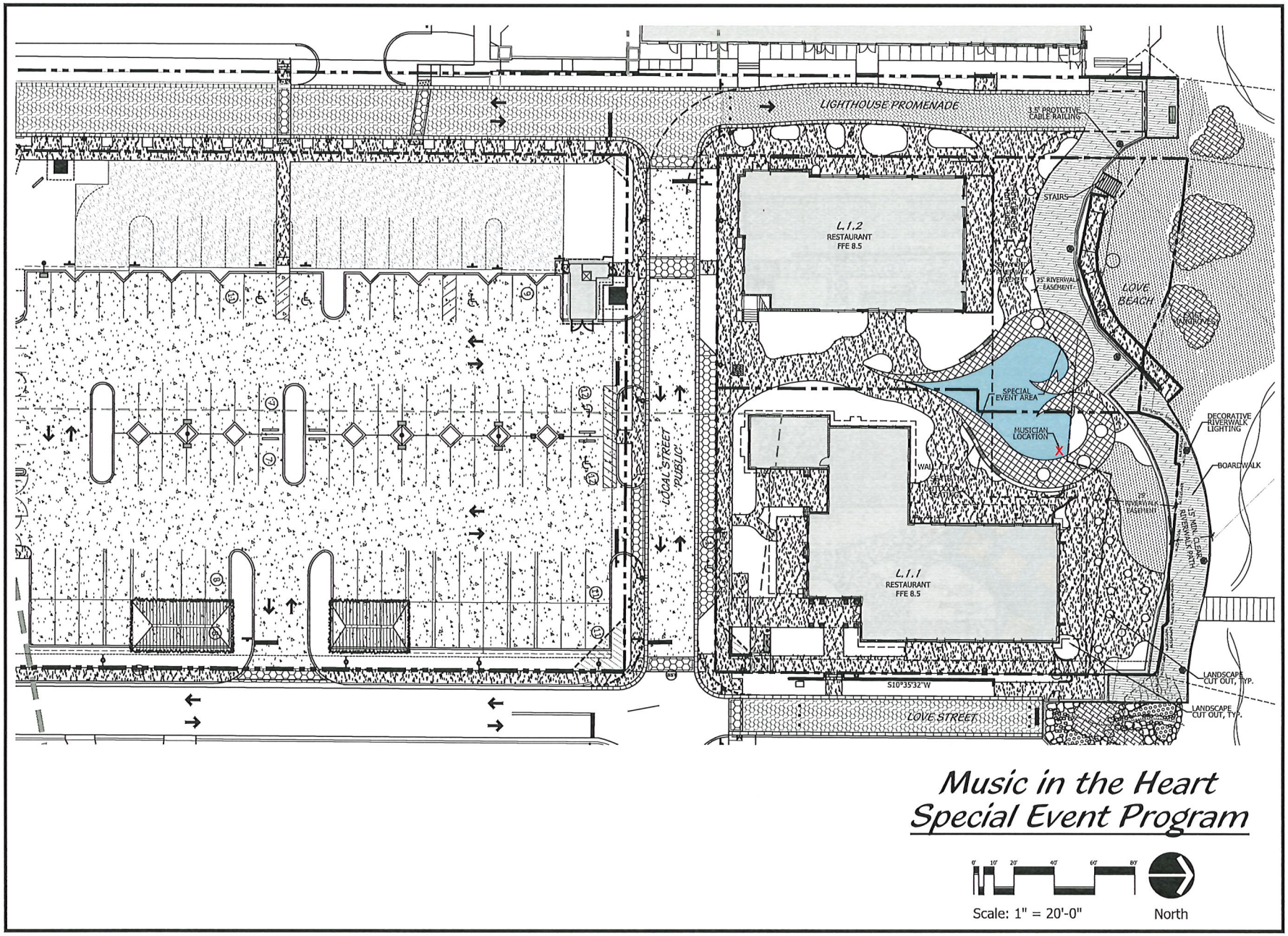

Music in the Heart
Special Event Program

0' 10' 20' 40' 60' 80'

Scale: 1" = 20'-0"

North

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Love Street
Special Event Program
Jupiter, Florida

DESIGNED	DEH/EP
DRAWN	EP/RD
APPROVED	DEH
JOB NUMBER	11-1114
DATE	06-16-2026
REVISIONS	

June 16, 2026 11:38:55 a.m.
Drawing: 11-1114 LOVE ST_SP-PLUSE LDWG

SHEET 1 OF 1

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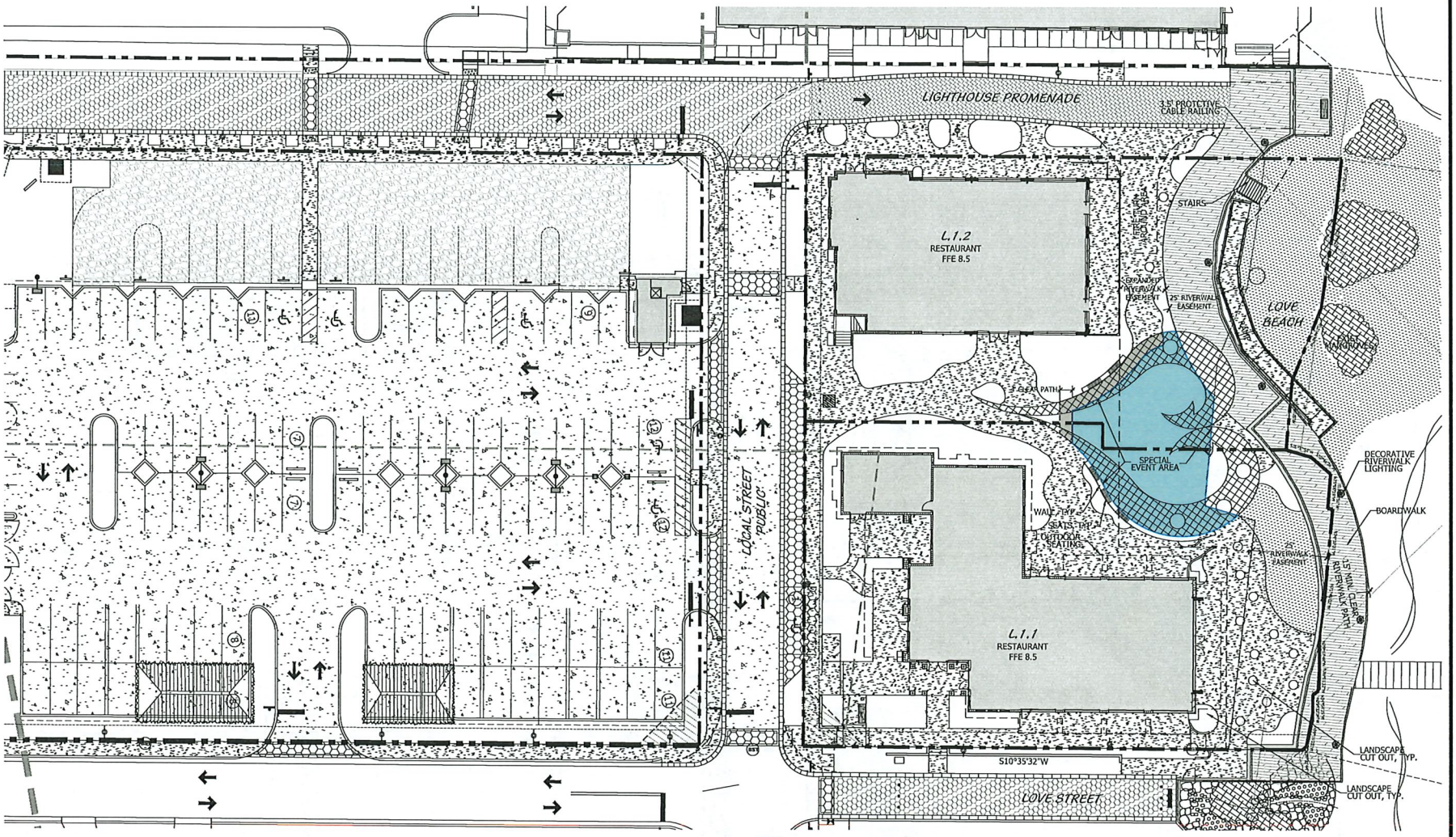

Yoga in the Heart
Special Event Program

0' 10' 20' 40' 60' 80'

Scale: 1" = 20'-0"

North

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Love Street
Special Event Program
Jupiter, Florida

DESIGNED	DEH/EP
DRAWN	EP/RO
APPROVED	DEH
JOB NUMBER	11-1114
DATE	06-16-2026
REVISIONS	

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SHEET 1 OF 1

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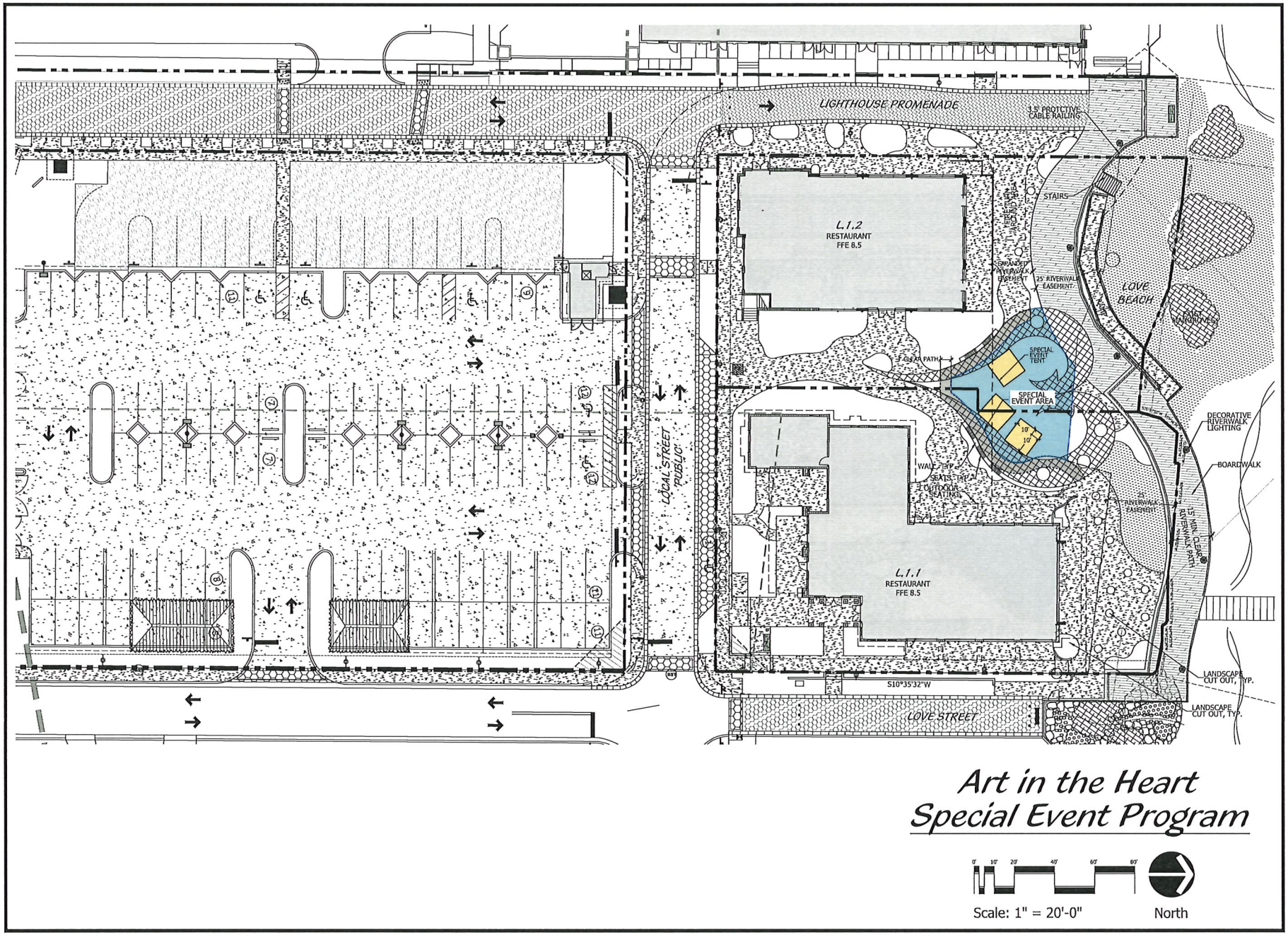

Art in the Heart
Special Event Program

0' 10' 20' 40' 60' 80'

Scale: 1" = 20'-0"

North

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Love Street
Special Event Program
Jupiter, Florida

DESIGNED	DEH,EP
DRAWN	EP,RG
APPROVED	DEH
JOB NUMBER	11-1114
DATE	06-16-2026
REVISIONS	

June 18, 2025 11:38:55 a.m.
Drawing: 11-1114 LOVE ST_SP-PHASE 1.DWG

SHEET 1 OF 1

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LOVE STREET EVENTS

Date	Event	Time	Details
July 4	Celebrate 250	3:00 PM – 6:00 PM	Solo acoustic music, lawn games, and BBQ specials. Expect regular holiday guest flow. No seating in the Heart.
August 5	Oyster Eating Contest & Taste of the Inlet	Sign-Up: 4:30 PM Contest: 5:30 PM	25 contestants plus approximately 10 spectators in addition to regular guest flow.
Every Saturday & Sunday	Weekend Wellness in the Heart	9:00 AM – 10:00 AM	Yoga and Pilates classes. Typical attendance of 20–30 participants.
September 23	Heart & Harvest at Love Street	3:00 PM – 6:00 PM	Seasonal market featuring 6–8 local vendors. Expect approximately 20 additional guests plus regular guest flow. A well-organized community event showcasing local businesses and artisans.

Cotleur & Hearing

Love Street

Special Event Program

July 7th, 2026

Request

Special Event Program for Love Street

- 4 events per month
- *Large events require separate permitting*

Background

- Originally submitted a few years ago. On and off revisions.
- Growing demand from customers.
- Expectation as one of the premier destinations in Jupiter.

- Resolve the outstanding code violation related to obtaining approval for a Special Event Program.

Event Details

**Schedule of events submitted to the Town quarterly and posted on website for all restaurants.

Art in the Heart

Type of Event: Art / Craft Showcase
Size: approximately 20–25 participants
Location: 10 x 10 tent displays, In the Heart
Frequency: Once per month, or less
Time: 3:00 PM – 6:00 PM

Music in the Heart

Type of Event: Solo acoustic music
Size: Approximately 10 spectators not associated with the restaurants. No organized seating or audience gathering.
Location: In the Heart
Frequency: Any day
Time: 1pm to 6pm.

Yoga in the Heart

Type of Event: Wellness Gathering
Size: 30 people or less
Location: In the Heart
Frequency: Any day
Time: 90-minute class, between hours of 7am and 10am

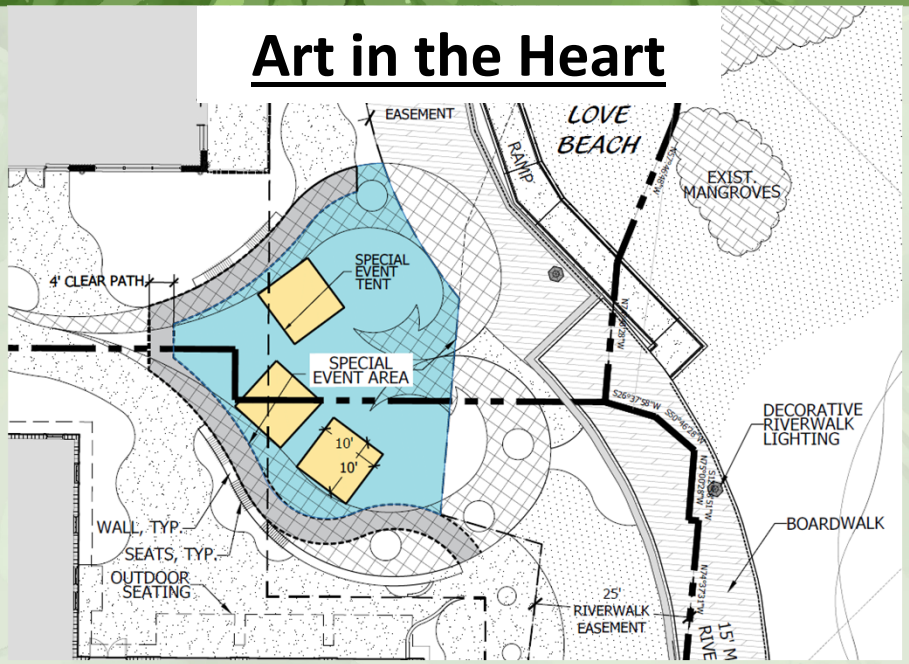
Taste of the Inlet

Type of Event: Food vendor showcase / culinary event
Size: 8–10 display tables, Approximately 20-25 guests at one time.
Location: In the Heart
Frequency: Occasional
In Season = Monday through Thursday
Off Season = Any day
Time: 9am to 6pm

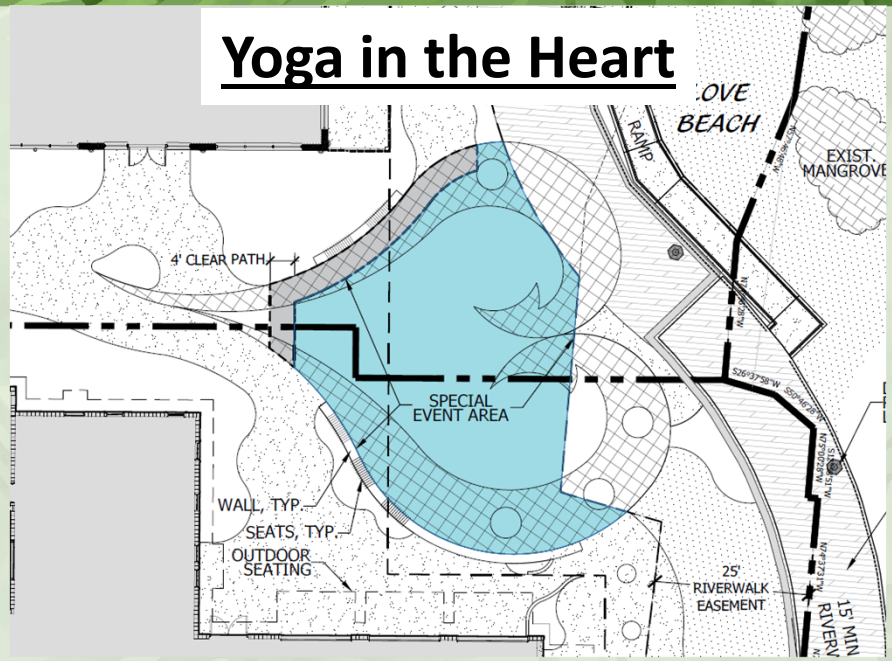
Event Location

Cotleur & Hearing

Art in the Heart



Yoga in the Heart



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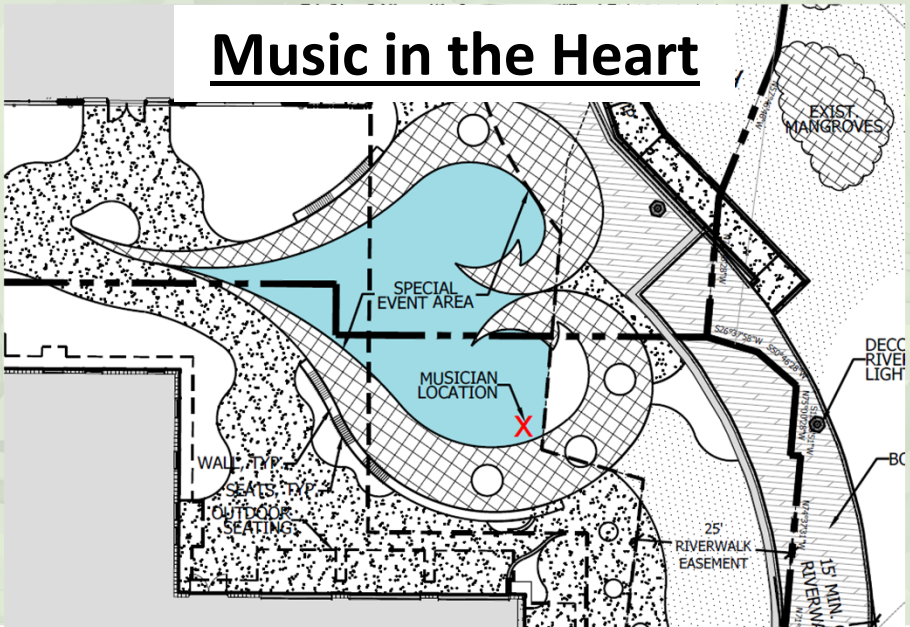
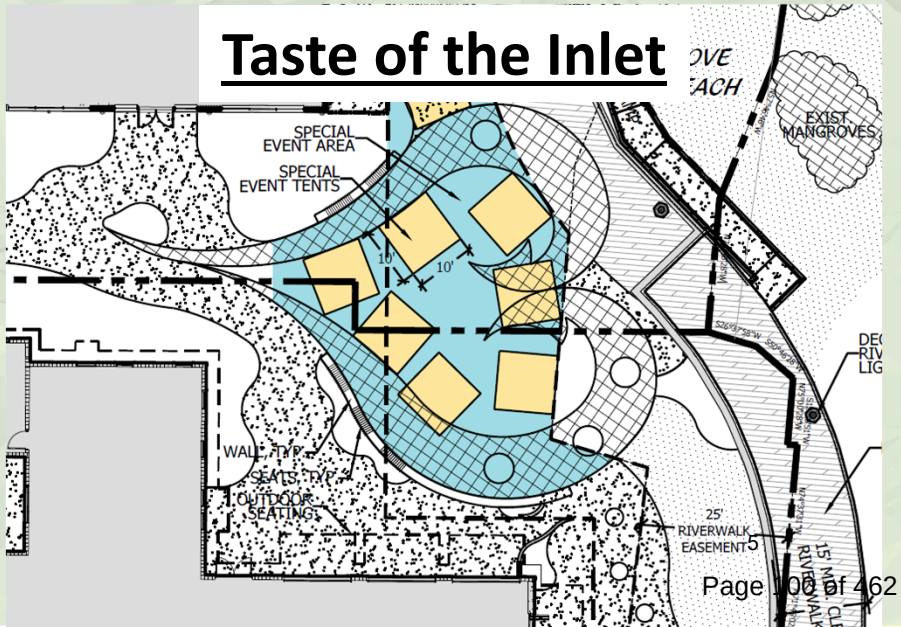


Taste of the Inlet



Cotleur & Hearing

Thank you

TOWN OF JUPITER

DATE	July 7, 2026
TO	Honorable Mayor and Members of Town Council
THRU	
FROM	
SUBJECT	

EXECUTIVE SUMMARY

The Town Attorney has reviewed the attached [agreement/contract/documents] and finds [it/them] to be in acceptable form.

ANALYSIS

STRATEGIC PRIORITY

ATTACHMENTS

FUNDING SOURCE

Amount of this Request	$	
Amount Approved in Budget	$	Sources*:
Additional Funding Requested	$	Sources*:

*Sources: Account Number - Brief description (Note if CIP)

OR (If no funding is necessary, please delete the table above)

*Funding is not necessary for this request.

For more information or copies of the attachments, please contact ***** at ***** or 561-741-****.

TOWN OF JUPITER

DATE	July 7, 2026
TO	Honorable Mayor and Members of Town Council
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SUBJECT	

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STRATEGIC PRIORITY

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*Funding is not necessary for this request.

For more information or copies of the attachments, please contact ***** at ***** or 561-741-****.

TOWN OF JUPITER
Heights Park Playground Site Work

DATE	July 7, 2026
TO	Honorable Mayor and Members of Town Council
THRU	Frank Kitzerow, Town Manager
FROM	George Dzama, Engineering Director
SUBJECT	Approval of Work Order 9 to Kirchman Construction Co. (Contract EPW2025-34A) for the Heights Park Playground Site Work in the amount of $119,326.

EXECUTIVE SUMMARY

Town staff seeks Town Council approval of Work Order 9 of Contract EPW 2025-34A with Kirchman Construction Co. for the Heights Park Playground Site Work improvements in the amount of $119,326.

Work Order 9 authorizes Kirchman Construction Co. to construct the Heights Park Playground Site Work improvements. The scope of work includes, but is not limited to, the removal of existing fence, permitting and installing new chain link fencing, landscaping, irritation, and installation of a chilled water fountain.

This work order falls under the existing EPW 2025-34A General Contracting Continuing Services contract which has been reviewed by the Town Attorney for legal sufficiency.

ANALYSIS

Kirchman Construction Co. was awarded a continuing services contract, EPW 2025-34A, by Town Council on December 2, 2025. Staff has determined that Kirchman Construction Co. can provide the necessary contracting services for the Heights Park Playground Site Work improvements.

Approval of this item will authorize the Town Manager to execute Work Order 9 with Kirchman Construction Co. in the amount of $119,326 for the Heights Park Playground Site Work improvements.

STRATEGIC PRIORITY

- Unique, Small Town Feel

ATTACHMENTS

1. Work Order with Proposal
2. CIP Sheet
3. Procurement Memo

FUNDING SOURCE

Amount of this Request	$ 119,326	
Amount Approved in Budget	$ 119,326	Sources: 31032572-546005-R2202 Parks R&M Playground Restoration
Additional Funding Requested	$	Sources:

For more information or copies of the attachments, please contact Heather Keys at heatherk@jupiter.fl.us or 561-741-2737.

EPW 2025-34A
General Contracting Continuing Services
WO 9
Heights Park Playground Site Work

Pursuant to that certain Contract ("**Contract**") between the Town of Jupiter ("TOWN") and Kirchman Construction Co. ("**Contractor**") dated July 7, 2026, **Contractor** hereby agrees to provide the services specified on Exhibit "A", under the terms and conditions and at a cost of $119,325.58 all as more specifically described in Exhibit "A", attached hereto and incorporated by this reference. The terms of the **Contract** shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

Substantial Completion Time:	60 calendar days
Final Completion Time:	**30** calendar days upon issuance of the Punchlist *(Pursuant to Section 218.735, Florida Statutes)*
Liquidated Damages:	**$**904 per day

IN WITNESS WHEREOF, the **TOWN** and the **Contractor** have executed this Work Order effective this 7th day of July 2026.

Kirchman Construction Co.

Ronald E. Kirchman
President

REVIEWED BY:

George Dzama, P.E.
Director of Engineering & Public Works

TOWN OF JUPITER

Frank J. Kitzerow, MPA
Town Manager

Work orders $200,000 or greater (or otherwise indicated)

Payment & Performance Bonds shall be recorded in the public records of the Town of Jupiter. **A certified copy of completed and recorded bonds must be delivered to and accepted by the TOWN prior to commencement of the Work.** Bond premiums shall be paid by Contractor. Bonds shall be on the form provided by the TOWN and written through a licensed agency that fulfills the requirements of §287.0935, Fla. Stat.

KIRCHMAN CONSTRUCTION CO.

1241 SE INDIAN STREET, SUITE 108, STUART, FL 34997
Phone: (772) 283-4256 · Fax: (772) 283-1570
Email: ronnie@kirchmanconstruction.com

DATE: 06/12/2026

ATTN: Mr. Bill Grieve

PROPOSAL

PROJECT: Town of Jupiter: Heights Park – Misc. Work

The undersigned, as bidder, declares that he has examined the site of the work and familiarized himself with the local conditions and extent of the work; that he has carefully reviewed the plans and proposes to furnish all labor, material, equipment and other items, facilities and services for the proper execution and completion of miscellaneous park work as noted below.

Base Bid: One Hundred Nineteen Thousand Three Hundred Twenty-Five Dollars & 58/100 ---------- 119,325.58

All costs for taxes, labor, material, and equipment necessary to complete the work are included in the base bid amount. The fixed percentage overhead and profit for any additional work which may arise during the construction shall be as per our continuing contract as to the labor rate and contractor's fee.

Kirchman Construction Co. is a corporation organized under the laws of the State of Florida filed on September 20, 1971. Florida Construction Industry Certification Number CGC048554, Ronald E. Kirchman II.

General Liability and Worker's Compensation Insurance shall be maintained for Kirchman Construction Co. with the owner as additional insured.

Include:

- Refer to the attached subcontractor back up for all items included/excluded and attached cost breakdown for work.
- Relocation of existing sabal palms plus one additional that is in the middle of play area but not noted as relocate
- Landscape per plans
- Sod per plans based on 18 pallets of Floratam (7,826 sqft), if overage, change order will apply
- Irrigation work per plans, we are tying into an existing system. Owner to make sure the existing system is in good working order. We specifically exclude any repairs to the existing system during the course of construction if damaged by others.
- Removal of existing water fountain and existing water fountain pad.
- Supply and installation of new water fountain.
- Water service, plumbing connections, or related utility work for the water fountain.
- Electrical work, temporary disconnects, capping, relocation, or reconnection of electrical service.
- Supply or installation of new chain link fence and gate(s).
- Supply and installation of picnic table.

- Owner contingency is included in the price and if not used will be issued back to the owner as credit at job completion.

Exclude:

- Silt fence
- Layout/survey/as builts
- Demolition/removal of fence, playground equipment, playground benches/trash receptacles
- Synthetic turf
- Tree protection
- Concrete sidewalks/pads
- Temporary construction fence
- Private utility locates
- Refer to Rep Services as to their scope of work that they are including
- Permit fees other than the fence permit fee
- Buddy bench

KIRCHMAN CONSTRUCTION CO.

1241 S E Indian Street Suite 108 STUART, FL 34997

Phone: (772) 283-4256

Fax: (772) 283-1570

RFP# EPW2025-34

Heights Park Jupiter, Florida

6/12/2026

Sections of Work	DESCRIPTION	LABOR	MATERIALS	SUBCONTRACTORS
DIVISION 01				
Supervision - part time	120 man hrs X $81.00 .	$9,720.00	$0.00	$0.00
Project Manager - part time	16 man hrs x $81.00.	$1,296.00	$0.00	$0.00
Construction cell phone	1 month X $125/Month Min Charge	$0.00	$125.00	$0.00
Temporary Construction Toilet	1 months X $228/Month Min Charge	$0.00	$228.00	$0.00
Dumpster/Debris Removal	1 dumps 20 cy dumpster @ $625	$0.00	$625.00	$0.00
Temporary Construction Fence	By Others	$0.00	$0.00	$0.00
Plans/copies/prints		$0.00	$145.00	$0.00
Jobsite photos for daily reports program		$0.00	$435.00	$0.00
Directional Signs/Safety Signs		$0.00	$225.00	$0.00
Construction Clean up	8 hrs/week x 3weeks x $63.00	$1,512.00	$100.00	$0.00
Safety/First Aid/OSHA Compliant		$0.00	$245.00	$0.00
Gas/Truck Expense	1 months X $625/month Min. Charge	$0.00	$625.00	$0.00
Final Misc. Punch Out	16 man hrs x $63.00	$1,008.00	$425.00	$0.00
General Liability Insurance on Subcontractor	.0095 times cost of subcontractors	$0.00	$706.12	$0.00
Payment & Performance Bond	N/A not over the contract max.	$0.00	$0.00	$0.00
Permit Fees for New Fence	8 hrs/week x $63.00	$504.00	$1,500.00	$0.00
NOC		$0.00	$110.00	$0.00
Temporary Construction Fence	By Others	$0.00	$0.00	$0.00
DIVISION 02				
Sitework - Final Light Touch Up Grading	32 man hrs x $63.00	$2,016.00	$225.00	$0.00
Demolition of Drinking Fountain and Concrete Pad	16 man hrs x $63.00	$1,008.00	$750.00	$0.00
Chain Link Fence	Daniel's Fence	$0.00	$0.00	$26,729.00
Landscape and Irrigation	Chris Wayne and Associates, Inc.	$0.00	$0.00	$33,100.00
Tree Protection	By Others	$0.00	$0.00	$0.00
Silt Fence	By Others	$0.00	$0.00	$0.00
DIVISION 03				
Concrete Sidewalks and Pads	By Others	$0.00	$0.00	$0.00
DIVISION 04				
DIVISION 05				
DIVISION 06				
DIVISION 07				
DIVISION 08				
DIVISION 09				
DIVISION 10				
DIVISION 11				
DIVISION 12				
Bench - 1 each	By Others	$0.00	$0.00	$0.00
Benches - 3 each and Trash Receptacle - 3 each	By Others	$0.00	$0.00	$0.00
Picnic Table - 1 each	Kay Park Recreation	$0.00	$1,762.15	$0.00
Installationand Reciept of the abopve Park Items - 1 each	4hrs/week x 2 men x $63.00	$504.00	$85.00	$0.00
DIVISION 13				
DIVISION 14				

DIVISION 15				
Plumbing	Dave's Plumbing	$0.00	$0.00	$13,000.00
DIVISION 16				
Electrical	CEI Electric	$0.00	$0.00	$1,500.00
Sub Total		$17,568.00	$8,316.27	$74,329.00
Contractors Fee on Materials @ 10%			$831.63	
Contractors Fee on Subcontractors @ 10%				$7,432.90
Sub Totals		$17,568.00	$9,147.90	$81,761.90
Total for Labor, Material and Subcontractors	$108,477.80			
10% Owner's Contengency	$10,847.78			
TOTAL PROJECT COST	**$119,325.58**			

TOWN OF JUPITER
COMMUNITY INVESTMENT PROGRAM
2026 - 2030

Project Name:	**Department:**	
Playground Restoration	Parks and Recreation	
Link to Strategic Plan/Strategic Result:	**Project #:**	**Projected In-Service Date:**
Green, Blue and Open Spaces	R2202	On-going

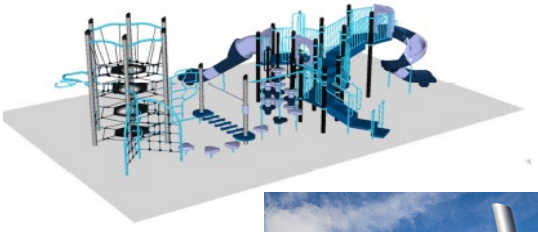
Project Description and Justification:

Several of the Town's park playgrounds are 20+ years old and in need of replacement in order to keep them safe, relevant and desirable to residents.This addresses the aging infrastructure of the Town's playgrounds located within our parks with the highest demand for use. In order to keep our parks at the desired level of service by the Town's residents, comparable to surrounding communities and safe for participants and users, several aged playground amenities must be refurbished and/or replaced on an on-going basis as they continue to age and wear. Planned replacement on a rotating basis will keep our playgrounds physically attractive, recreationally appealing and safe for participants. Modern amenities such as updated custom-designed equipment, playground surfacing materials like artificial turf and pour in place, shade coverings and exercise equipment are in high demand from our residents. Residents have indicated a nigh demand for water features within our parks and this plan includes the addition of a "spray ground" at Indian Creek Park.Once the spray ground is completed, the park will be considered the Town's flagship playground making it a destination park requiring additional parking.

Location(s) and Program Schedule		**In-Service**	
Fiscal Yr	**Scope**	**FY/Qtr**	**Budget**
2026	**Heights of Jupiter-** Playground equipment replacement; addition of shade structures and non-mulch surface (designed in FY25)	2026/4	$805,000
	Daily Park (Pine Gardens North)- Playground equipment replacement; addition of shade structures and non-mulch surface; CDBG funding anticipated of $250,275 (designed in FY25)	2026/4	$550,000
	Miracle Moments Playground (Community Center)- Park designed for inclusion (special needs); playground equipment replacement; addition of shade structures and non-mulch surface (designed in FY25)	2026/4	$675,000
	Abacoa Community Park- Playground replacement; addition of shade structures and non-mulch surface (designed in FY25)	2026/4	$745,000
	FIND Park- Design and Planning for construction in FY27	2026/4	$25,000
2027	**FIND Park-** replacement of equipment; addition of shade structures and non-mulch surfacing (designed in FY26)	2027/4	$375,000
	Indian Creek Park Phase 2- Addition of spray ground, pavilion and landscaping (designed in FY25)	2027/4	$600,000
	Old Town Hall Park - Planning and Desinging for construction in FY28	2027/4	$25,000
2028	**Old Town Hall Park-** Property under review for historic designation; playground equipment replacement; include non-mulch surfacing with mulch transition areas; to include historically themed play elements; new restroom construction and rental pavilion (designed in FY27)	2028/4	$1,175,000
	Lighthouse Park- Planning and design for construction in FY29	2028/4	$25,000
2029	**Lighthouse Park-** Playground equipment refurbishment; change from mulch to pour in place or turf surface; CDBG funding anticipated (designed in FY28)	2029/4	$500,000
2030	**TBD**	TBD	TBD

Project Photo(s) / Map of Location

Playgrounds Scheduled for Completion in FY26



TOWN OF JUPITER
COMMUNITY INVESTMENT PROGRAM
FINANCIAL INFORMATION
2026 - 2030

Project Name:	**Department:**
Playground Restoration	Parks and Recreation
Link to Strategic Plan/Strategic Result:	**Project #:**
Green, Blue and Open Spaces	R2202

Project Budget:	**Prior to 2026**	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
Land acquisition	$0	$0	$0	$0	$0	$0	$0
Planning / Design	$100,000	$25,000	$25,000	$25,000	$0	$0	$175,000
Engineering	$160,000	$0	$0	$0	$0	$0	$160,000
Construction	$3,285,450	$2,775,000	$975,000	$1,175,000	$500,000	$0	$8,710,450
Equipment	$0	$0	$0	$0	$0	$0	$0
Other	$0	$0	$0	$0	$0	$0	$0
Total Budget	**$3,545,450**	**$2,800,000**	**$1,000,000**	**$1,200,000**	**$500,000**	**$0**	**$9,045,450**

Funding Sources:	**Prior to 2026**	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
General revenues	$2,945,450	$2,800,000	$1,000,000	$1,200,000	$500,000	$0	$8,445,450
CRA funding	$0	$0	$0	$0	$0	$0	$0
Surtax proceeds	$0	$0	$0	$0	$0	$0	$0
Open space	$0	$0	$0	$0	$0	$0	$0
Fire impact fees	$0	$0	$0	$0	$0	$0	$0
Police impact fees	$0	$0	$0	$0	$0	$0	$0
Recreation impact fees	$600,000	$0	$0	$0	$0	$0	$600,000
Road impact fees	$0	$0	$0	$0	$0	$0	$0
Escrow/Contribution	$0	$0	$0	$0	$0	$0	$0
Grant revenues							
CDBG	$0	$250,275	$0	$0	$216,000	$0	$466,275
FDOT	$0	$0	$0	$0	$0	$0	$0
FEMA Hazard Grant	$0	$0	$0	$0	$0	$0	$0
LRPI	$0	$0	$0	$0	$0	$0	$0
Grant (TBD)	$0	$0	$0	$0	$0	$0	$0
Stormwater revenues	$0	$0	$0	$0	$0	$0	$0
Stormwater R&R funds	$0	$0	$0	$0	$0	$0	$0
Water revenues	$0	$0	$0	$0	$0	$0	$0
Water R & R funds	$0	$0	$0	$0	$0	$0	$0
Off-site fees	$0	$0	$0	$0	$0	$0	$0
Building revenues	$0	$0	$0	$0	$0	$0	$0
Insurance proceeds	$0	$0	$0	$0	$0	$0	$0
Loan proceeds	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
Total Revenues	**$3,545,450**	**Incorrect Sum**	**$1,000,000**	**$1,200,000**	**Incorrect Sum**	**$0**	**Incorrect**

Previous Years:	**Prior to FY 2021**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Total**
Amount Budgeted	$0	$0	$150,000	$350,000	$1,310,000	$1,735,450	$3,545,450
Amount Expended	$0	$0	$0	$0	$105,536	$505,632	$611,168
Current Encumbrances							$2,933,850
Remaining Available Budget							**$432**

Footnote: Expenditures anticipated to continue after 5-year planning window.

MEMORANDUM FROM THE FINANCE DEPARTMENT

To: Honorable Mayor and Member of Town Council

From: Scott Reynolds, Chief Financial Officer

Date: July 7, 2026

Re: Procurement Review Memo – Work Order No. 9 Contract EPW 2025-34A Kirchman Construction Co. for the Heights Park Playground Site Work

---

After reviewing Work Order No. 9 to Kirchman Construction Co., for the Heights Park Playground Site Work in the amount of $119,326, I have found that the procurement meets all requirements of construction services contract EPW 2025-34A.

Work order No.9 to Kirchman Construction Co. for the Heights Park Playground Site Work from contract EPW 2025-34A complies with all Federal, State, County, and Local procurement requirements, including Town of Jupiter Procurement Polices and Florida State Statute Chapter 255, as applicable.

TOWN OF JUPITER
Community Center Playground Site Work

DATE	July 7, 2026
TO	Honorable Mayor and Members of Town Council
THRU	Frank Kitzerow, Town Manager
FROM	George Dzama, Engineering Director
SUBJECT	Approval of Work Order 10 to Fierce Construction LLC (Contract EPW2025-34D) for Community Center Playground Site Work in the amount of $134,897.

EXECUTIVE SUMMARY
Town staff seeks Town Council approval of Work Order 10 of Contract EPW 2025-34D with Fierce Construction LLC for the Community Center Playground Site Work improvements in the amount of $134,897.

Work Order 10 authorizes Fierce Construction LLC to construct the Community Center Playground Site Work improvements. The scope of work includes, but is not limited to, removal of the existing fencing, permitting and installing new chain link fencing, landscaping, irrigation, and installation of a chilled water fountain.

This work order falls under the existing EPW 2025-34D General Contracting Continuing Services contract, which has been reviewed by the Town Attorney for legal sufficiency.

ANALYSIS
Fierce Construction LLC was awarded a continuing services contract, EPW 2025-34D, by the Town Council on December 2, 2025. Staff has determined that Fierce Construction LLC can provide the necessary contracting services for the Community Center Playground Site Work improvements.

Approval of this item will authorize the Town Manager to execute Work Order 10 with Fierce Construction LLC in the amount of $134,897 for the Community Center Playground Site Work improvements.

STRATEGIC PRIORITY
● Unique, Small Town Feel

ATTACHMENTS
1. Work Order 10 with Proposal
2. CIP Sheet
3. Procurement Memo

FUNDING SOURCE

Amount of this Request	$ 134,897	
Amount Approved in Budget	$ 134,897	Sources: 31032572-546005-R2202 Parks R&M Playground Restoration
Additional Funding Requested	$	Sources:

For more information or copies of the attachments, please contact Heather Keys at heatherk@jupiter.fl.us or 561-741-2737.

EPW 2025-34A
General Contracting Continuing Services
WO 10
Community Center Playground Site Work

Pursuant to that certain Contract ("**Contract**") between the Town of Jupiter ("TOWN") and Fierce Construction LLC ("**Contractor**") dated July 7, 2026, **Contractor** hereby agrees to provide the services specified on Exhibit "A", under the terms and conditions and at a cost of $134,896.85 all as more specifically described in Exhibit "A", attached hereto and incorporated by this reference. The terms of the **Contract** shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

Substantial Completion Time:	60 calendar days
Final Completion Time:	**30** calendar days upon issuance of the Punchlist *(Pursuant to Section 218.735, Florida Statutes)*
Liquidated Damages:	**$**904 per day

IN WITNESS WHEREOF, the **TOWN** and the **Contractor** have executed this Work Order effective this 7th day of July 2026.

Fierce Construction LLC

Edel Ortega
Founder & CEO

REVIEWED BY:

George Dzama, P.E.
Director of Engineering & Public Works

TOWN OF JUPITER

Frank J. Kitzerow, MPA
Town Manager

Work orders $200,000 or greater (or otherwise indicated)

Payment & Performance Bonds shall be recorded in the public records of the Town of Jupiter. **A certified copy of completed and recorded bonds must be delivered to and accepted by the TOWN prior to commencement of the Work.** Bond premiums shall be paid by Contractor. Bonds shall be on the form provided by the TOWN and written through a licensed agency that fulfills the requirements of §287.0935, Fla. Stat.

Proposal 2663-17
Issue Date June 16, 2026
Expires July 16, 2026

PREPARED BY
Michael Giammalvo
Fierce Construction
(813) 539-7481
mike@fcgc-fl.com
7122 Limestone Cay Rd, Jupiter, FL 33458, USA

PREPARED FOR
William A. Grieve, P.E
Town Of Jupiter
(561) 741-2215
billg@jupiter.fl.us
200 Military Trail, Jupiter, FL 33458

PROPOSAL DETAILS
200 Military Trail, Jupiter, FL 33458

DESCRIPTION	QTY	UNIT PRICE	TOTAL
General Conditions / Project Management	200 Hours	$95.00	$19,000.00
Project management; supervision; site office; dumpster; sanitary; on-site coordination through substantial completion. Coordination with Town of Jupiter (contact William A. Grieve PE; 561-741-2215; billg@jupiter.fl.us) and Playground Contractor (playground equipment by others).			
Mobilization & Demobilization	1 Lump Sum	$4,366.00	$4,366.00
Mobilization; layout; equipment delivery; demobilization; site cleanup at completion.			
Permitting - Fence	1 Lump Sum	$590.00	$590.00
Town of Jupiter permit coordination; drawings and engineering for 4 ft black vinyl coated chain link fence with single + double gates per Sheet C3.20.			
Permitting - Water Fountain Plumbing	1 Lump Sum	$590.00	$590.00
Plumbing permit for 1/2 in poly water service connection to existing 2 in service; backflow preventer replacement; drinking fountain and dry well per Sheets C5.00 / C5.10.			
Permitting - Electrical	1 Lump Sum	$944.00	$944.00
Electrical permit for design-build electrical service to new chilled drinking fountain. Includes design engineering and Town of Jupiter permit.			
Sidewalk MOT	1 Lump Sum	$3,835.00	$3,835.00
Maintenance of Traffic per MUTCD: sidewalk closed signs on barricades; sidewalk detour signage. Coordinate with Town of Jupiter.			
Construction Fence with Silt Screen **ALLOWANCE** **For areas not covered by RSI scope.**	1 Lump Sum	$2,950.00	$2,950.00
Temporary construction fence with silt screen around limits of construction per Sheet C2.00. Tree protection per Landscape Plan.			
Coordination with Playground Contractor	1 Lump Sum	$0.00	$0.00
Coordinate access and staging and schedule with the playground equipment contractor (playground equipment is BY OTHERS). Includes pre-construction meeting; schedule alignment; layout verification. Communication board and park signage also BY OTHERS. **Part of General Conditions**			
Clearing & Grubbing	1 Lump Sum	$0.00	$0.00
RSI SCOPE--- Clear and grub within limits of demolition per Sheet C2.00. Strip topsoil; protect existing vegetation and trees to remain. Stockpile on site for landscape reuse.			
Remove Existing Chain Link Fence and Gates	1 Lump Sum	$0.00	$0.00
RSI SCOPE--- Demolition and legal disposal of existing chain link fence and gates per Sheet C2.00. Includes removal of existing benches; trash receptacles; park sign; rubber mulch playground area as noted. Existing playground equipment removal BY OTHERS.			
Concrete Removal	1 Lump Sum	$0.00	$0.00
RSI SCOPE--- Saw-cut and remove existing concrete sidewalk per Sheet C2.00 and within new sidewalk and water service trench limits. Sawcut at nearest flag joint only. Includes haul-off and legal disposal. APPROX 200-400 SF; verify and quantify off plans.			
Chain Link Fence (250 LF)	250 Linear Feet	$61.36	$15,340.00

250 LF black vinyl coated chain link fence per Detail B/C3.20 (ESTIMATED QUANTITY: 250 LF per plan). 4 ft-0 in H; 6 ga galv. woven wire fabric PVC coated black; Sch-40 galv. steel pipe; 1-5/8 in OD top & bottom rails; 3 in OD corner posts with waterproof cap; 12 in dia. x 3 ft-6 in concrete footings; 10 ft max post spacing. Galv. hog ring ties; stretcher bars. Foundations designed per FBC wind speed; shop drawings and sign/sealed calcs by contractor.

Chain Link Double Gate	1 Each	$1,416.00	$1,416.00

4 ft H x 10 ft W black vinyl coated chain link double gate per Detail D/C3.20. Sch-40 galv. steel pipe; gate posts with waterproof cap; galv. chain with padlock; diagonal brace with turnbuckle. Foundations per FBC; shop drawings by contractor.

Chain Link Single Gate	1 Each	$826.00	$826.00

4 ft H x 5 ft W black vinyl coated chain link single gate per Detail C/C3.20. Galv. heavy-duty fork latch; diagonal brace with turnbuckle; gate post with waterproof cap. Foundations per FBC; shop drawings by contractor.

1/2 in Poly Water Service	1 Lump Sum	$3,540.00	$3,540.00

1/2 in poly water service from existing 2 in service (same-side service tap per Jupiter Utilities Detail W-21A / W-20) to new drinking fountain per Sheet C5.00. Includes tap saddle; PE3408 HDPE poly tubing 200 psi; fittings; location tape; trench excavation and backfill; replace existing backflow preventer with new PVB per Detail CC-5; bacteriological and pressure testing per Chapter 62-555.320 F.A.C.

Drinking Fountain Drywell	1 Each	$1,770.00	$1,770.00

Drywell with 3 CF FDOT No. 4 coarse aggregate wrapped in filter fabric; 2 in Sch 40 pipe; Sch 40 hub drain per Drinking Fountain Dry Well Detail Sheet C5.00. Field verify rim elevation.

Chilled Drinking Fountain w/ Bottle Filler	1 Each	$12,036.00	$12,036.00

Most Dependable Fountains Inc. Model 10145-18 SMSS Special Order; 316 Stainless Steel chilled fountain with bottle filler; Elkay ECH8 integrated chiller unit; powder coated 316 SS; Textured Sapphire finish per Detail E/C3.20. Surface carrier; 316 SS rods and hardware.

Concrete Pad for Water Fountain	1 Lump Sum	$1,770.00	$1,770.00

Concrete pad on subgrade for drinking fountain per Sheet C5.00 detail. Includes formwork; rebar; finish; sealer.

Concrete Sidewalk	1 Lump Sum	$0.00	$0.00

RSI SCOPE---
New CIP concrete sidewalk per Sheet C3.00 and Town of Jupiter Detail 109a. Multiple widths: 9.5 ft; 8.3 ft; 6 ft; 5 ft. 3000 psi min concrete; 6 in thick at residential driveways / 4 in elsewhere; compacted subgrade to 95 pct AASHTO T-180; ADA cross slope 2 pct max; thickened edge at synthetic turf per A/C3.20. Tie into existing sidewalks. APPROX 1500-2200 SF

Design-Build Electrical Service	1 Lump Sum	$8,850.00	$8,850.00

DESIGN-BUILD electrical service to new chilled drinking fountain. Includes engineering; conduit; conductors; breaker; GFCI protection; terminations at fountain. Verify scope and point of connection with Town

Irrigation System (New)	1 Lump Sum	$14,160.00	$14,160.00

New automatic underground irrigation system per Sheets L3.00 / L3.10. Rain Bird 1802 spray series; 5006 rotors; PESB remote control valves; PVC Class 200 SDR 26 laterals; PVC Sch 40 mainline; controller; connect to existing 2 in meter; reroute and maintain connection to existing valves. Includes sleeving under hardscape; pressure testing; as-built. Full coverage to all planting and sod areas.

Southern Live Oak (Quercus virginiana)	2 Each	$2,301.00	$4,602.00

Southern Live Oak (Quercus virginiana) per Plant Schedule Sheet L2.00. 2.5 in caliper; 10 ft Ht x 5 ft Spread. Includes tree pit; soil amendments; staking; mulch; root barrier where noted; fertilizer; 90-day establishment watering.

Crinum Lily (Crinum augustum)	3 Each	$186.83	$560.50

Crinum Lily (Crinum augustum) per Plant Schedule Sheet L2.00. Container; size as shown. Includes soil amendments; mulch (3 in depth); fertilizer; 90-day establishment watering.

Red Tip Coco Plum (Chrysobalanus icaco)	84 Each	$92.71	$7,788.00

Red Tip Coco Plum (Chrysobalanus icaco Red Tip) per Plant Schedule Sheet L2.00. Container; 36 in O.C.; 36 in x 24 in. Includes soil amendments; mulch (3 in depth); fertilizer; 90-day establishment watering.

Green Island Ficus (Ficus microcarpa)	40 Each	$118.00	$4,720.00

Green Island Ficus (Ficus microcarpa Green Island) per Plant Schedule Sheet L2.00. Container; 24 in O.C.; 18 in x 18 in. Includes soil amendments; mulch (3 in depth); fertilizer; 90-day establishment watering.

St. Augustine Sod (approx 2703 SF)	2,703 Each	$1.70	$4,602.00

Floratam St. Augustine Grass sod (Stenotaphrum secundatum Floratam) at all disturbed areas per Sheet L2.00. Approx. 2703 SF per plan. Includes prep; fertilizer; rolling; 30-day establishment watering.

3rd-Party Testing & Inspections	1 Lump Sum	$2,950.00	$2,950.00

ALLOWANCE
Density test reports for trench backfill and sidewalk subgrade; bacteriological test of new water service; pressure test of water service; underground utility

inspection per AHJ.

Record Drawings / As-Builts	1 Lump Sum	$2,478.00	$2,478.00
As-built record drawings per Town of Jupiter requirements. Locations and elevations of new water service; irrigation mainline and sleeves; electrical; drinking fountain; fence layout; new sidewalk; any deviations from plans. Irrigation as-built per Sheet L3.00 notes. AutoCAD format.			
Final Site Restoration	1 Lump Sum	$2,950.00	$2,950.00
Final grading cleanup of all disturbed areas; removal of construction fence/silt screen; repair of any damaged adjacent sidewalks/sod/landscaping.			
Contingency	1 Lump Sum	$12,263.35	$12,263.35
10% Contingency			
		TOTAL	**$134,896.85**

TOWN OF JUPITER
COMMUNITY INVESTMENT PROGRAM
2026 - 2030

Project Name:	**Department:**	
Playground Restoration	Parks and Recreation	
Link to Strategic Plan/Strategic Result:	**Project #:**	**Projected In-Service Date:**
Green, Blue and Open Spaces	R2202	On-going

Project Description and Justification:

Several of the Town's park playgrounds are 20+ years old and in need of replacement in order to keep them safe, relevant and desirable to residents.This addresses the aging infrastructure of the Town's playgrounds located within our parks with the highest demand for use. In order to keep our parks at the desired level of service by the Town's residents, comparable to surrounding communities and safe for participants and users, several aged playground amenities must be refurbished and/or replaced on an on-going basis as they continue to age and wear. Planned replacement on a rotating basis will keep our playgrounds physically attractive, recreationally appealing and safe for participants. Modern amenities such as updated custom-designed equipment, playground surfacing materials like artificial turf and pour in place, shade coverings and exercise equipment are in high demand from our residents. Residents have indicated a nigh demand for water features within our parks and this plan includes the addition of a "spray ground" at Indian Creek Park.Once the spray ground is completed, the park will be considered the Town's flagship playground making it a destination park requiring additional parking.

Location(s) and Program Schedule		**In-Service**	
Fiscal Yr	**Scope**	**FY/Qtr**	**Budget**
2026	**Heights of Jupiter-** Playground equipment replacement; addition of shade structures and non-mulch surface (designed in FY25)	2026/4	$805,000
	Daily Park (Pine Gardens North)- Playground equipment replacement; addition of shade structures and non-mulch surface; CDBG funding anticipated of $250,275 (designed in FY25)	2026/4	$550,000
	Miracle Moments Playground (Community Center)- Park designed for inclusion (special needs); playground equipment replacement; addition of shade structures and non-mulch surface (designed in FY25)	2026/4	$675,000
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2029	**Lighthouse Park-** Playground equipment refurbishment; change from mulch to pour in place or turf surface; CDBG funding anticipated (designed in FY28)	2029/4	$500,000
2030	**TBD**	TBD	TBD

Project Photo(s) / Map of Location

Playgrounds Scheduled for Completion in FY26

TOWN OF JUPITER
COMMUNITY INVESTMENT PROGRAM
FINANCIAL INFORMATION
2026 - 2030

Project Name:	**Department:**
Playground Restoration	Parks and Recreation
Link to Strategic Plan/Strategic Result:	**Project #:**
Green, Blue and Open Spaces	R2202

Project Budget:	**Prior to 2026**	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
Land acquisition	$0	$0	$0	$0	$0	$0	$0
Planning / Design	$100,000	$25,000	$25,000	$25,000	$0	$0	$175,000
Engineering	$160,000	$0	$0	$0	$0	$0	$160,000
Construction	$3,285,450	$2,775,000	$975,000	$1,175,000	$500,000	$0	$8,710,450
Equipment	$0	$0	$0	$0	$0	$0	$0
Other	$0	$0	$0	$0	$0	$0	$0
Total Budget	**$3,545,450**	**$2,800,000**	**$1,000,000**	**$1,200,000**	**$500,000**	**$0**	**$9,045,450**

Funding Sources:	**Prior to 2026**	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
General revenues	$2,945,450	$2,800,000	$1,000,000	$1,200,000	$500,000	$0	$8,445,450
CRA funding	$0	$0	$0	$0	$0	$0	$0
Surtax proceeds	$0	$0	$0	$0	$0	$0	$0
Open space	$0	$0	$0	$0	$0	$0	$0
Fire impact fees	$0	$0	$0	$0	$0	$0	$0
Police impact fees	$0	$0	$0	$0	$0	$0	$0
Recreation impact fees	$600,000	$0	$0	$0	$0	$0	$600,000
Road impact fees	$0	$0	$0	$0	$0	$0	$0
Escrow/Contribution	$0	$0	$0	$0	$0	$0	$0
Grant revenues							
CDBG	$0	$250,275	$0	$0	$216,000	$0	$466,275
FDOT	$0	$0	$0	$0	$0	$0	$0
FEMA Hazard Grant	$0	$0	$0	$0	$0	$0	$0
LRPI	$0	$0	$0	$0	$0	$0	$0
Grant (TBD)	$0	$0	$0	$0	$0	$0	$0
Stormwater revenues	$0	$0	$0	$0	$0	$0	$0
Stormwater R&R funds	$0	$0	$0	$0	$0	$0	$0
Water revenues	$0	$0	$0	$0	$0	$0	$0
Water R & R funds	$0	$0	$0	$0	$0	$0	$0
Off-site fees	$0	$0	$0	$0	$0	$0	$0
Building revenues	$0	$0	$0	$0	$0	$0	$0
Insurance proceeds	$0	$0	$0	$0	$0	$0	$0
Loan proceeds	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
Total Revenues	**$3,545,450**	**Incorrect Sum**	**$1,000,000**	**$1,200,000**	**Incorrect Sum**	**$0**	**Incorrect**

Previous Years:	**Prior to FY 2021**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Total**
Amount Budgeted	$0	$0	$150,000	$350,000	$1,310,000	$1,735,450	$3,545,450
Amount Expended	$0	$0	$0	$0	$105,536	$505,632	$611,168
Current Encumbrances							$2,933,850
Remaining Available Budget							**$432**

Footnote: Expenditures anticipated to continue after 5-year planning window.

MEMORANDUM FROM THE FINANCE DEPARTMENT

To: Honorable Mayor and Member of Town Council

From: Scott Reynolds, Chief Financial Officer

Date: July 7, 2026

Re: Procurement Review Memo – Work Order No. 10 Contract EPW 2025-34D Fierce Construction LLC for Community Center Playground Site Work

---

After reviewing Work Order No. 10 to Fierce Construction LLC, for Community Center Playground Site Work in the amount of $134,897, I have found that the procurement meets all requirements of construction services contract EPW 2025-34D.

Work order No.10 to Fierce Construction LLC, for Community Center Playground Site Work from contract EPW 2025-34D complies with all Federal, State, County, and Local procurement requirements, including Town of Jupiter Procurement Polices and Florida State Statute Chapter 255, as applicable.

TOWN OF JUPITER
Abacoa Community Park Playground Site Work

DATE	July 7, 2026
TO	Honorable Mayor and Members of Town Council
THRU	Frank Kitzerow, Town Manager
FROM	George Dzama, Engineering Director
SUBJECT	Approval of Work Order 11 to Fierce Construction LLC (Contract EPW2025-34D) for Abacoa Community Park Playground Site Work in the amount of $121,006.

EXECUTIVE SUMMARY

Town staff seeks Town Council approval of Work Order 11 of Contract EPW 2025-34D with Fierce Construction LLC for the Abacoa Community Park Playground Site Work improvements in the amount of $121,006.

Work Order 11 authorizes Fierce Construction LLC to construct the Abacoa Community Park Playground Site Work improvements. The scope of work includes, but is not limited to, the removal of the existing fencing, permitting and installing new chain link fencing, landscaping, irrigation, and installation of a chilled water fountain.

This work order falls under the existing EPW 2025-34D General Contracting Continuing Services contract which has been reviewed by the Town Attorney for legal sufficiency.

ANALYSIS

Fierce Construction LLC was awarded a continuing services contract, EPW 2025-34D, by Town Council on December 2nd, 2025. Staff has determined that Fierce Construction LLC can provide the necessary contracting services for the Abacoa Community Park Playground Site Work improvements.

Approval of this item will authorize the Town Manager to execute Work Order 11 with Fierce Construction LLC in the amount of $121,006 for the Abacoa Community Park Playground Site Work improvements.

STRATEGIC PRIORITY

- Unique, Small Town Feel

ATTACHMENTS

1. Work Order 10 with Proposal
2. CIP Sheet
3. Procurement Memo

FUNDING SOURCE

Amount of this Request	$ 121,006	
Amount Approved in Budget	$ 121,006	Sources: 31032572-546005-R2202 Parks R&M Playground Restoration
Additional Funding Requested	$	Sources:

For more information or copies of the attachments, please contact Heather Keys at heatherk@jupiter.fl.us or 561-741-2737.

EPW 2025-34A
General Contracting Continuing Services
WO 11
Abacoa Community Park Playground Site Work

Pursuant to that certain Contract ("**Contract**") between the Town of Jupiter ("TOWN") and Fierce Construction LLC ("**Contractor**") dated July 7, 2026, **Contractor** hereby agrees to provide the services specified on Exhibit "A", under the terms and conditions and at a cost of $121,005.65 all as more specifically described in Exhibit "A", attached hereto and incorporated by this reference. The terms of the **Contract** shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

Substantial Completion Time:	60 calendar days
Final Completion Time:	**30** calendar days upon issuance of the Punchlist *(Pursuant to Section 218.735, Florida Statutes)*
Liquidated Damages:	**$**904 per day

IN WITNESS WHEREOF, the **TOWN** and the **Contractor** have executed this Work Order effective this 7th day of July 2026.

Fierce Construction LLC

Edel Ortega
Founder & CEO

REVIEWED BY:

George Dzama, P.E.
Director of Engineering & Public Works

TOWN OF JUPITER

Frank J. Kitzerow, MPA
Town Manager

Work orders $200,000 or greater (or otherwise indicated)

Payment & Performance Bonds shall be recorded in the public records of the Town of Jupiter. **A certified copy of completed and recorded bonds must be delivered to and accepted by the TOWN prior to commencement of the Work.** Bond premiums shall be paid by Contractor. Bonds shall be on the form provided by the TOWN and written through a licensed agency that fulfills the requirements of §287.0935, Fla. Stat.

Proposal 2662-15
Issue Date June 16, 2026
Expires July 16, 2026

PREPARED BY
Michael Giammalvo
Fierce Construction
(813) 539-7481
mike@fcgc-fl.com
7122 Limestone Cay Rd, Jupiter, FL 33458, USA

PREPARED FOR
William A. Grieve, P.E
Town Of Jupiter
(561) 741-2215
billg@jupiter.fl.us
1501 W Frederick Small Road, Jupiter, FL 33458

PROPOSAL DETAILS
1501 W Frederick Small Road, Jupiter, FL 33458

DESCRIPTION	QTY	UNIT PRICE	TOTAL
General Conditions / Project Management Project management; supervision; site office; dumpster; sanitary; on-site coordination through substantial completion. Coordination with Town of Jupiter and Playground Contractor (playground equipment by others).	200 Hours	$95.00	$19,000.00
Mobilization & Demobilization Mobilization; layout; equipment delivery; demobilization; site cleanup at completion.	1 Lump Sum	$4,130.00	$4,130.00
Permitting - Fence Town of Jupiter permit coordination fee; drawings and engineering for 4 ft chain link fence with single + double gates.	1 Lump Sum	$590.00	$590.00
Permitting - Water Fountain Plumbing Plumbing permit for 1.5 in poly water service connection to existing 2 in service; drinking fountain and dry well per Sheet C-300.	1 Lump Sum	$590.00	$590.00
Permitting - Electrical Electrical permit for 3/4 in conduit run with (3) #10 THHN feeding new chilled drinking fountain from Panel G (approx. 175 LF run; 20A GFCI breaker) per Sheet E-010.	1 Lump Sum	$590.00	$590.00
Sidewalk MOT Maintenance of Traffic per MUTCD: sidewalk closed signs on barricades at 4 locations per Demolition Plan C-100; sidewalk detour signage; R9-9 12x24 in signs. Coordinate with Town of Jupiter.	1 Lump Sum	$4,130.00	$4,130.00
Construction Fence with Silt Screen Temporary construction fence with silt screen around existing playground area per Sheet C-100. **AREAS WHERE RSI NOT COVERING** Includes barricade with sign at maintenance access point.	1 Lump Sum	$4,130.00	$4,130.00
Coordination with Playground Contractor Coordinate access and staging and schedule with the playground equipment contractor (playground equipment is BY OTHERS). Includes pre-construction meeting; schedule alignment; layout verification **Included in General Conditions**	1 Lump Sum	$0.00	$0.00
Clearing & Grubbing Clear and grub within limits of construction outside playground area per Sheet C-100. And water service line trench. Stockpile on site if needed for landscape reuse. **BY OTHERS (RSI)** Strip topsoil within playground footprint	1 Lump Sum	$4,130.00	$4,130.00
Remove Existing Chain Link Fence and Gates **RSI Scope ---** Demolition and legal disposal of existing chain link fence and gates around playground perimeter per Sheet C-100. Existing 6 ft chain link fence at electrical room area to REMAIN.	1 Lump Sum	$0.00	$0.00
Concrete Removal Saw-cut and remove existing concrete sidewalk at water service trench restoration limits (2 locations) per Detail C/C-300 and as shown on Sheet C-200. Includes haul-off and legal disposal. APPROX 150-250 SF;	1 Lump Sum	$3,233.20	$3,233.20

Existing Trash Cans & Benches Removal	1 Lump Sum	$0.00	$0.00

RSI Scope ---
Remove and dispose of existing trash cans and benches within limits of demolition per Note #3 Sheet C-100.

4 ft Chain Link Fence	320 Linear Feet	$61.36	$19,635.20

4 ft Ht. perimeter chain link fence around playground per Sheet LH-100 Detail 2/LH-503. 6 ga galv. woven wire fabric; Sch-40 galv. steel pipe; 1-1/2 in OD line posts; 1-5/8 in OD top & bottom rails; 3 in OD corner posts with waterproof cap; 12 in dia. x 3 ft-6 in concrete footings; 10 ft max post spacing. Capped lock nuts; 316 SS hardware. Designed per FBC for project wind speed. APPROX 280-320 LF; verify off Sheet LH-100.

Chain Link Double Gate	1 Each	$1,416.00	$1,416.00

12 ft W double gate matching fence spec per Detail 1/LH-502. 4 in OD gate posts with waterproof cap; galv. chain with padlock; capped lock nuts; 316 SS hardware. Maintenance entrance per Sheet LH-100.

Chain Link Single Gate	1 Each	$826.00	$826.00

4 ft W single entry gate matching fence spec per Detail 1/LH-502. Galv. heavy-duty fork latch; capped lock nuts; 316 SS hardware. Primary pedestrian entry per Sheet LH-100.

1.5 in Poly Water Service	1 Lump Sum	$5,310.00	$5,310.00

1-1/2 in poly water service line from existing 2 in water service connection to new drinking fountain per Sheet C-300. Includes saddle/tap; fittings; location tape on all water service lines; trench excavation and backfill; bacteriological and pressure testing per Chapter 62-555.320 F.A.C.

Drinking Fountain Drywell	1 Each	$2,596.00	$2,596.00

Drywell with FDOT No. 4 coarse aggregate wrapped in filter fabric; hub drain; drain piping per Detail Sheet C-300 (Drywell Detail). Field verify rim elevation.

Chilled Drinking Fountain w/ Bottle Filler	1 Each	$12,036.00	$12,036.00

Most Dependable Fountains Inc. Model 10145-18 SMSS Special Order; 316 Stainless Steel chilled fountain with bottle filler; Textured Sapphire finish per Hardscape Material Schedule LH-600. Includes integrated chiller; surface carrier; 316 SS rods and hardware.

Concrete Pad for Water Fountain	1 Lump Sum	$1,416.00	$1,416.00

Concrete pad on subgrade per Drinking Fountain Detail Sheet C-300. Includes formwork; rebar; finish; sealer.

Concrete Sidewalk Restoration	1 Lump Sum	$3,374.80	$3,374.80

Restore existing concrete sidewalk damaged by water service trench at two locations per limits shown on Sheets C-200 / C-300 (Detail D/C-300). 4 in thick min concrete sidewalk to match existing thickness/finish; sawcut at nearest flag joint only. APPROX 150-250 SF;

Electrical Service for Water Fountain	1 Lump Sum	$7,198.00	$7,198.00

Provide (1) 3/4 in conduit with (3) #10 THHN to in-ground electrical manhole. Use existing spare 1-1/2 in conduit to continue circuit back to Panel G in electrical room. Approx. 175 LF run total per Sheet E-010 Keynote 2. Includes new 20A GFCI breaker added to Panel G; 12x12x6 in outdoor JB; conduit from Panel G to outdoor manhole; terminations at fountain.

Irrigation System Modifications	1 Lump Sum	$4,720.00	$4,720.00

Modify existing irrigation per Sheet LP-100 to provide full coverage to new plantings (8 ea Cocoplum & 62 ea Dwarf Fakahatchee Grass) and remove/cap heads within playground footprint. Includes head relocation; lateral re-routing; controller adjustments; pressure testing.

Cocoplum Shrubs (Chrysobalanus icaco)	8 Each	$76.70	$613.60

Cocoplum shrubs per Plant Schedule Sheet LP-100. 30 in Ht. x 30 in Spread; native; 3-gal min. Includes soil amendments; mulch (3 in depth); fertilizer; 90-day establishment watering.

Dwarf Fakahatchee Grass (Tripsacum floridanum)	62 Each	$23.60	$1,463.20

Dwarf Fakahatchee Grass per Plant Schedule Sheet LP-100. 18 in Ht. x 18 in Spread @ 24 in O.C.; native; 1-gal. Includes soil amendments; mulch (3 in depth); fertilizer; 90-day establishment watering.

Sod Restoration	1 Lump Sum	$1,089.14	$1,089.14

Bahia or St. Augustine sod restoration at all disturbed areas outside hardscape and shrub beds per Sheet LP-100. Includes prep; fertilizer; rolling; 30-day establishment watering. APPROX 300-500 SF;

3rd-Party Testing & Inspections	1 Lump Sum	$2,714.00	$2,714.00

Density test reports for trench backfill; bacteriological test of new water service; pressure test of water service; underground utility inspection per AHJ.

Record Drawings / As-Builts	1 Lump Sum	$2,124.00	$2,124.00

As-built record drawings per Town of Jupiter requirements. Locations and elevations of new water service; electrical conduit; drinking fountain; fence layout; any deviations from plans. AutoCAD format.

Final Site Restoration	1 Lump Sum	$2,950.00	$2,950.00

Final grading cleanup of all disturbed areas; removal of construction fence/silt screen outside RSI scope; repair of any damaged adjacent sidewalks/sod/landscaping.

Contingency 10% Contingency	1 Lump Sum	$11,000.51		$11,000.51
			TOTAL	**$121,005.65**

TOWN OF JUPITER
COMMUNITY INVESTMENT PROGRAM
2026 - 2030

Project Name:	**Department:**	
Playground Restoration	Parks and Recreation	
Link to Strategic Plan/Strategic Result:	**Project #:**	**Projected In-Service Date:**
Green, Blue and Open Spaces	R2202	On-going

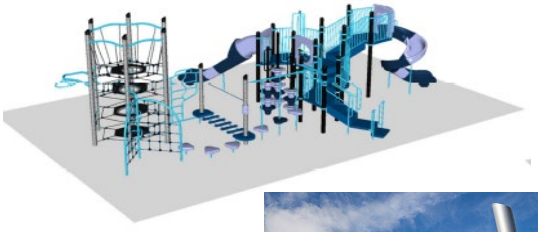
Project Description and Justification:

Several of the Town's park playgrounds are 20+ years old and in need of replacement in order to keep them safe, relevant and desirable to residents.This addresses the aging infrastructure of the Town's playgrounds located within our parks with the highest demand for use. In order to keep our parks at the desired level of service by the Town's residents, comparable to surrounding communities and safe for participants and users, several aged playground amenities must be refurbished and/or replaced on an on-going basis as they continue to age and wear. Planned replacement on a rotating basis will keep our playgrounds physically attractive, recreationally appealing and safe for participants. Modern amenities such as updated custom-designed equipment, playground surfacing materials like artificial turf and pour in place, shade coverings and exercise equipment are in high demand from our residents. Residents have indicated a nigh demand for water features within our parks and this plan includes the addition of a "spray ground" at Indian Creek Park.Once the spray ground is completed, the park will be considered the Town's flagship playground making it a destination park requiring additional parking.

Location(s) and Program Schedule		**In-Service**	
Fiscal Yr	**Scope**	**FY/Qtr**	**Budget**
2026	**Heights of Jupiter-** Playground equipment replacement; addition of shade structures and non-mulch surface (designed in FY25)	2026/4	$805,000
	Daily Park (Pine Gardens North)- Playground equipment replacement; addition of shade structures and non-mulch surface; CDBG funding anticipated of $250,275 (designed in FY25)	2026/4	$550,000
	Miracle Moments Playground (Community Center)- Park designed for inclusion (special needs); playground equipment replacement; addition of shade structures and non-mulch surface (designed in FY25)	2026/4	$675,000
	Abacoa Community Park- Playground replacement; addition of shade structures and non-mulch surface (designed in FY25)	2026/4	$745,000
	FIND Park- Design and Planning for construction in FY27	2026/4	$25,000
2027	**FIND Park-** replacement of equipment; addition of shade structures and non-mulch surfacing (designed in FY26)	2027/4	$375,000
	Indian Creek Park Phase 2- Addition of spray ground, pavilion and landscaping (designed in FY25)	2027/4	$600,000
	Old Town Hall Park - Planning and Desinging for construction in FY28	2027/4	$25,000
2028	**Old Town Hall Park-** Property under review for historic designation; playground equipment replacement; include non-mulch surfacing with mulch transition areas; to include historically themed play elements; new restroom construction and rental pavilion (designed in FY27)	2028/4	$1,175,000
	Lighthouse Park- Planning and design for construction in FY29	2028/4	$25,000
2029	**Lighthouse Park-** Playground equipment refurbishment; change from mulch to pour in place or turf surface; CDBG funding anticipated (designed in FY28)	2029/4	$500,000
2030	**TBD**	TBD	TBD

Project Photo(s) / Map of Location

Playgrounds Scheduled for Completion in FY26



TOWN OF JUPITER
COMMUNITY INVESTMENT PROGRAM
FINANCIAL INFORMATION
2026 - 2030

Project Name:	**Department:**
Playground Restoration	Parks and Recreation
Link to Strategic Plan/Strategic Result:	**Project #:**
Green, Blue and Open Spaces	R2202

Project Budget:	**Prior to 2026**	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
Land acquisition	$0	$0	$0	$0	$0	$0	$0
Planning / Design	$100,000	$25,000	$25,000	$25,000	$0	$0	$175,000
Engineering	$160,000	$0	$0	$0	$0	$0	$160,000
Construction	$3,285,450	$2,775,000	$975,000	$1,175,000	$500,000	$0	$8,710,450
Equipment	$0	$0	$0	$0	$0	$0	$0
Other	$0	$0	$0	$0	$0	$0	$0
Total Budget	**$3,545,450**	**$2,800,000**	**$1,000,000**	**$1,200,000**	**$500,000**	**$0**	**$9,045,450**

Funding Sources:	**Prior to 2026**	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
General revenues	$2,945,450	$2,800,000	$1,000,000	$1,200,000	$500,000	$0	$8,445,450
CRA funding	$0	$0	$0	$0	$0	$0	$0
Surtax proceeds	$0	$0	$0	$0	$0	$0	$0
Open space	$0	$0	$0	$0	$0	$0	$0
Fire impact fees	$0	$0	$0	$0	$0	$0	$0
Police impact fees	$0	$0	$0	$0	$0	$0	$0
Recreation impact fees	$600,000	$0	$0	$0	$0	$0	$600,000
Road impact fees	$0	$0	$0	$0	$0	$0	$0
Escrow/Contribution	$0	$0	$0	$0	$0	$0	$0
Grant revenues							
CDBG	$0	$250,275	$0	$0	$216,000	$0	$466,275
FDOT	$0	$0	$0	$0	$0	$0	$0
FEMA Hazard Grant	$0	$0	$0	$0	$0	$0	$0
LRPI	$0	$0	$0	$0	$0	$0	$0
Grant (TBD)	$0	$0	$0	$0	$0	$0	$0
Stormwater revenues	$0	$0	$0	$0	$0	$0	$0
Stormwater R&R funds	$0	$0	$0	$0	$0	$0	$0
Water revenues	$0	$0	$0	$0	$0	$0	$0
Water R & R funds	$0	$0	$0	$0	$0	$0	$0
Off-site fees	$0	$0	$0	$0	$0	$0	$0
Building revenues	$0	$0	$0	$0	$0	$0	$0
Insurance proceeds	$0	$0	$0	$0	$0	$0	$0
Loan proceeds	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
Total Revenues	**$3,545,450**	**Incorrect Sum**	**$1,000,000**	**$1,200,000**	**Incorrect Sum**	**$0**	**Incorrect**

Previous Years:	**Prior to FY 2021**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Total**
Amount Budgeted	$0	$0	$150,000	$350,000	$1,310,000	$1,735,450	$3,545,450
Amount Expended	$0	$0	$0	$0	$105,536	$505,632	$611,168
Current Encumbrances							$2,933,850
Remaining Available Budget							**$432**

Footnote: Expenditures anticipated to continue after 5-year planning window.

MEMORANDUM FROM THE FINANCE DEPARTMENT

To: Honorable Mayor and Member of Town Council

From: Scott Reynolds, Chief Financial Officer

Date: July 7, 2026

Re: Procurement Review Memo – Work Order No. 11 Contract EPW 2025-34D Fierce Construction LLC for Abacoa Community Park Playground Site Work

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After reviewing Work Order No. 11 to Fierce Construction LLC, for Abacoa Community Park Playground Site Work in the amount of $121,006, I have found that the procurement meets all requirements of construction services contract EPW 2025-34D.

Work order No.11 to Fierce Construction LLC, for Abacoa Community Park Playground Site Work from contract EPW 2025-34D complies with all Federal, State, County, and Local procurement requirements, including Town of Jupiter Procurement Polices and Florida State Statute Chapter 255, as applicable.

TOWN OF JUPITER
Contracts for Plan Reviews, Inspections and Permit Tech Services

DATE	July 7, 2026
TO	Honorable Mayor and Members of Town Council
THRU	Frank Kitzerow, Town Manager
FROM	Jim Brown, Building Official
SUBJECT	**Resolution 72-26**, Approving the award of contracts for Plan Review, Inspection, and Permit Technician Services to Universal Engineering Sciences (BD2026-002A), CAP Government, Inc. (BD2026-002B), and Calvin, Giordano & Associates, Inc. (BD2026-002C).

EXECUTIVE SUMMARY
Staff is requesting approval of Resolution 72-26, authorizing agreements for Plan Review, Inspection Services, and Permit Technician Support with Universal Engineering Sciences (UES), CAP Government, Inc., and Calvin, Giordano & Associates, Inc. for an initial term of five (5) years, with the option to renew for up to three (3) additional one-year terms with an amount not to exceed $847,000.

This contract provides qualified professional staffing resources to the Building Department on an as-needed basis, including but not limited to:

• Plan Review – Reviewing residential, non-residential, remodel, and green building plans for compliance with local and State building laws.
• Building Inspections – Conducting field inspections across building, electrical, mechanical, and plumbing disciplines to ensure compliance with applicable codes and approved plans.
• Permit Technician Support – Providing front counter assistance, permit processing, customer service, and inspection scheduling.
• Natural Disaster Response – Providing supplemental plan review and field inspection services during emergency or natural disaster events.

The Building Department solicited proposals through Request for Proposals (RFP No. BD2026-002), which was advertised through the DemandStar online procurement system. Four (4) proposals were received and opened by the Office of the Town Clerk. Following evaluation by a selection committee, Universal Engineering Sciences (UES), CAP Government, Inc., and Calvin, Giordano & Associates, Inc. were determined to be the most qualified, responsive, and responsible proposers. The fourth proposal was determined to be non-responsive and was not considered for award.

The Town Attorney has reviewed the attached agreements and finds them to be in acceptable form.

ANALYSIS
Town staff has reviewed the proposals and conducted the solicitation process in accordance with the Town's Purchasing Policy and applicable public procurement requirements.

Work assignments will be issued through individual work orders on an as-needed basis, subject to workload demands, staffing requirements, project schedules, contractor performance, staff availability, and applicable hourly rates. The Town reserves the right to determine which firm is best suited for a particular assignment based on operational needs. The award of these agreements does not guarantee or obligate the Town to issue any minimum amount of work to any firm, and the agreements are non-exclusive in nature.

The requested authorization amount of $847,000 represents the funding requested to support the agreements through the remainder of FY2026 ($251,750) and FY2027 ($595,250), subject to annual budget appropriations.

Staff requests Town Council approval of Resolution 72-26 and the award of agreements for Plan Review, Inspection Services, and Permit Technician Support to Universal Engineering Sciences (Primary Vendor), CAP Government, Inc. (Secondary Vendor), and Calvin, Giordano & Associates, Inc. (Secondary Vendor) for an initial term of five (5) years, with the option to renew for up to three (3) additional one-year terms.

In the event Town Council approves Resolution 72-26, the Mayor will be authorized to execute the agreements on behalf of the Town.

STRATEGIC PRIORITY

● Organizational Excellence

ATTACHMENTS

1. Resolution 72-26 and Agreements
2. Proposals
3. Scoring sheet
4. Procurement Review Memo

FUNDING SOURCE

Amount of this Request	$847,000	Subject to appropriations.
Amount Approved in Budget	$251,750	Sources: FY2026 45040124-534000, Building Fund — Other Contractual Services.
Additional Funding Requested	$595,250	Sources: FY2027 Building Fund, Subject to appropriations.

For more information or to request attachments, please contact Alexandra Perez at Alexandrap@jupiter.fl.us and/or 561-741-2510.

RESOLUTION NO. 72-26

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS FOR SERVICES FOR PLAN REVIEW, INSPECTIONS AND PERMIT TECHNICIANS WITH UNIVERSAL ENGINEERING SCIENCES, CAP GOVERNMENT, INC. AND CALVIN, GIORDANO & ASSOCIATES, INC.

WHEREAS, the Town of Jupiter (Town) is a municipality with those powers and responsibilities enumerated in Chapter 166 Florida Statues and the Florida Constitution; and

WHEREAS, the Town is empowered to enter into contractual arrangements with public agencies, private corporations, or other persons; and

WHEREAS, the Town's Building Department solicited proposals for firms to provide the Town with building services, including, Plan Review, Inspections and Permit Technicians via Request for Proposals No. BD2026-002; and

WHEREAS, the scope of work to be provided to the Town includes providing temporary, technical staffing for plan checking, building field inspections, permit technician support, and natural disaster response, on an as-needed basis; and

WHEREAS, pursuant to the responses to the RFP selection committee has determined that Universal Engineering Sciences, CAP Government, Inc., and Calvin, Giordano & Associates, Inc. are the three most qualified, responsive, and responsible proposers; and

WHEREAS, based on the final selection committee scoring tabulation, Universal Engineering Sciences achieved the highest ranking and is designated as the Primary

Vendor, with CAP Government, Inc. and Calvin, Giordano & Associates, Inc. are designated as Secondary Vendors; and

WHEREAS, the Town Council has determined that it should award contracts to Universal Engineering Sciences, CAP Government, Inc. , and Calvin, Giordano & Associates, Inc. for an initial term of five years with an option for the firms to renew their contracts for up to three additional terms of one year each; and

WHEREAS, the Town has budgeted sufficient funds in its Building Department operational budget which are available for the funding of these services.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA:

Section 1. The foregoing recitals are incorporated herein.

Section 2. The mayor is hereby authorized to execute the contracts, incorporated by reference with Universal Engineering Sciences, CAP Government, Inc., and Calvin, Giordano & Associates, Inc.

Section 3. This resolution shall take effect immediately upon its execution.

#7951252 v1 26503-00001

AGREEMENT FOR PROFESSIONAL BUILDING DEPARTMENT SERVICES
(RFP NO. BD2026-002)

THIS AGREEMENT FOR PROFESSIONAL BUIDLING DEPARTMENT SERVICES (Agreement) is made and entered into this 31st day of July**,** 2026, by and between the TOWN OF JUPITER, a municipal corporation created under the laws of the state of Florida, hereinafter designated and referred to as the "TOWN", and UES Professional Solutions, LLC, a corporation organized and existing under the laws of the State of Florida, authorized to conduct business within the State of Florida, hereinafter designated and referred to as the "SERVICE PROVIDER" (reference may be made to singularly as a "party" and collectively as "parties")

WITNESSETH THAT

WHEREAS, the TOWN has municipal home rule authority as conferred upon it by Chapter 166, Florida Statutes, and the Florida Constitution; and

WHEREAS, pursuant to such authority, the TOWN is authorized to enter into contractual agreements private corporations who provide municipal services on behalf of the TOWN; and

WHEREAS, the TOWN requires the services of a qualified and experienced Service Provider to provide professional building department services, including plan reviews for properties, including construction on properties, inspection services, and permit technician support; and

WHEREAS, the TOWN issued a competitive solicitation under Request for Proposals No. BD2026-002 seeking competitive sealed proposals from qualified firms for the provision of "Plan Review, Inspection Services, and Permit Technicians" (the Services); and

WHEREAS, the SERVICE PROVIDER submitted a responsive and responsible proposal in response to the TOWN'S solicitation, which demonstrated that it possesses the requisite professional qualifications, competence, and expertise to provide the Services; and

WHEREAS, the TOWN'S selection committee determined that the SERVICE PROVIDER is highly qualified, responsive, and responsible proposer; and

WHEREAS, the TOWN Council has determined that it is in the best interest of the public health, safety, and welfare to enter into this Agreement for the provision of the Services set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements contained herein, and for other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the TOWN and the SERVICE PROVIDER, intending to be legally bound, hereby agree as follows:

1. STATEMENT OF WORK

The SERVICE PROVIDER shall furnish and provide, at its sole cost and expense, all materials, tools, labor, equipment, transportation, supervision, and other necessary or incidental items requisite for the full and faithful performance of the Services in accordance with the terms of this Agreement. Prior to providing any of the Services, the SERVICE PROVIDER shall provide the TOWN with a copy of any necessary professional licenses, certifications, and local business tax receipts required to lawfully conduct business and perform the Services.

2. TERM AND RENEWAL OPTIONS

The initial term of this Agreement shall commence on August 1, 2026, and shall continue in full force and effect for a period of five consecutive years, terminating on July 31, 2031, unless sooner terminated or extended pursuant to the provisions contained herein.

Upon the expiration of the initial five-year term, this Agreement may be renewed by the TOWN for up to three additional, consecutive one-year terms. The renewal option may be exercised and shall become effective upon the parties' execution of a written amendment to the Agreement.

3. CONSIDERATION AND FEES

The SERVICE PROVIDER shall provide and furnish, at its sole cost and expense, all labor, supplies, transportation, materials, equipment, licenses, permits, and any other items necessary to perform and provide the professional services to the TOWN.

As consideration for providing the Services, the TOWN shall pay the fees for the Services rendered by the SERVICE PROVIDER on a time basis in accordance with the hourly rates set forth in Exhibit A – Schedule of Fees / Cost Proposal, attached hereto and incorporated herein by reference as though fully set forth herein.

The Services shall be provided on an as-needed basis at the request of the TOWN and may include plan review, building inspection, permit technician support, and related building department services. The SERVICE PROVIDER shall review construction plans for compliance with applicable Town ordinances, the Florida Building Code, and all other applicable laws and regulations; conduct field inspections to verify compliance with approved plans and code requirements; interface with permit applicants, contractors, and Town staff; assist with permit issuance and inspection scheduling when requested; attend meetings related to plan review or inspection activities; and perform such other building department services as may be reasonably requested by the TOWN. Services may be required for residential or non-residential projects, including new construction, renovations, additions, and other permitted improvements.

The SERVICE PROVIDER covenants and agrees that the TOWN may adjust the total consideration of this CONTRACT to exclude any significant sums by which said consideration was increased due

to inaccurate, incomplete, or non-current factual unit costs or wage rates. The TOWN may make any such adjustments within the term of this CONTRACT or within one (1) year following the expiration or termination thereof.

4. CONTRACT DOCUMENTS

The documents, which comprise the entire agreement between the TOWN and the SERVICE PROVIDER, consist of the following, all of which are incorporated herein by reference as though physically attached hereto:

- This executed Agreement;
- Request for Proposals No. BD2026-002; and
- The Consolidated Evaluation Tabulation Matrix of the TOWN's Selection Committee

The terms of this Agreement shall govern and take precedence over the documents referred to hereinabove.

5. INDEMNIFICATION

The SERVICE PROVIDER shall indemnify, defend, save, and hold harmless the TOWN, its elected and appointed officials, agents, and employees, from and against any and all suits, actions, legal proceedings, claims, demands, damages, losses, expenses (including, but not limited to, reasonable attorney's fees, paralegal fees, and investigative costs at all trial and appellate levels), liabilities, and judgments of every kind, nature, and description to which the TOWN, its elected and appointed officials, agents, or employees may be subjected by reason of personal injury, bodily injury (including death), or property damage, resulting from, arising out of, or growing out of any intentional, negligent, reckless, or careless act of commission, omission, or consequential damage directly or indirectly connected with the SERVICE PROVIDER, its subcontractors, sub-consultants, agents, or employees, and committed in connection with the SERVICE PROVIDER's performance of the Services.

The SERVICE PROVIDER shall further indemnify, defend, save, and hold harmless the TOWN, its elected and appointed officials, agents, and employees from and against any and all claims, demands, actions, suits, damages, losses, expenses, costs (including reasonable attorney's fees), and judgments of every kind and description arising from, based upon, or growing out of the violation of any federal, state, county, or municipal law, statute, ordinance, rule, or regulation by the SERVICE PROVIDER, its subcontractors, agents, or employees

6. GOVERNING LAW / VENUE

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida, without regard to principles of conflicts of law. In the event that it becomes necessary for either party to initiate legal action to enforce or interpret the provisions of this Agreement, exclusive venue for any such action shall lie in the Fifteenth Judicial Circuit in and for

Palm Beach County, Florida, for claims arising under state law, and in the United States District Court for the Southern District of Florida for any claims over which federal jurisdiction is properly invoked.

7. AMENDMENTS

This Agreement may be amended, modified, or altered only by a formal, written amendment duly executed by the authorized representatives of both parties hereto with the same degree of formality as this instrument.

8. ASSIGNMENT

The SERVICE PROVIDER shall not assign, delegate, transfer, or sublet its rights, duties, or obligations as set forth in this Agreement, either in whole or in part, without the prior express written consent of the TOWN Council, which consent may be withheld, conditioned, or delayed at its sole and absolute discretion. Any attempted assignment without such prior written consent shall be null, void, and of no legal force or effect.

9. ATTORNEY FEES

In the event that either party hereto is required to initiate legal action or proceedings to enforce, interpret, or defend its rights under this Agreement, the prevailing party in any such action shall be entitled to recover from the non-prevailing party all reasonable attorney's fees, paralegal fees, expert witness fees, and costs incurred, including those incurred in pretrial, trial, appellate, and post-judgment proceedings.

10. INDEPENDENT CONTRACTOR

The SERVICE PROVIDER is, and shall at all times remain, an independent contractor and is not an employee, agent, partner, or joint venturer of the TOWN. Nothing contained within this Agreement shall be construed or interpreted to establish any relationship other than that of an independent contractor between the TOWN and the SERVICE PROVIDER, or between the TOWN and any employee, agent, or subcontractor of the SERVICE PROVIDER.

11. TOWN OBLIGATION TO FUND

The TOWN'S performance and obligation to fund the Services hereunder is contingent upon an annual budgetary appropriation by the Town Council. In the event that sufficient budgeted public funds are not appropriated, the TOWN shall notify the SERVICE PROVIDER of such non-appropriation, and this Agreement may be terminated immediately by the TOWN without penalty, expense, liability, or further obligation to the TOWN.

12, RIGHT TO AUDIT AND PALM BEACH COUNTY INSPECTOR GERNERAL

The TOWN reserves the right to audit, inspect, and copy any and all books, records, documents, and accounts of the SERVICE PROVIDER as such records relate to the services provided under this Agreement. All such records shall be kept and maintained in accordance with standard accounting principles and in a manner that permits prompt inspection pursuant to Chapter 119, Florida Statutes. The SERVICE PROVIDER shall preserve all records related to its services hereunder in accordance with the public records retention schedules prescribed by Florida law.

Palm Beach County Inspector General Provision:
Pursuant to Palm Beach County Code, Sections 2-421 through 2-440, the Inspector General of Palm Beach County has the full authority to investigate and audit matters relating to the negotiation and performance of this Agreement, and in furtherance thereof, may demand and obtain records and testimony from the SERVICE PROVIDER, its subcontractors, and lower-tier subcontractors. The SERVICE PROVIDER understands, covenants, and agrees that, in addition to all other remedies and consequences provided by law, the failure or refusal of the SERVICE PROVIDER, its subcontractors, or lower-tier subcontractors to fully cooperate with the Office of Inspector General of Palm Beach County when requested shall be deemed by the TOWN to constitute a material breach of this Agreement justifying its immediate termination for cause. Failure to cooperate with the Inspector General of Palm Beach County constitutes a violation of the Palm Beach County Code and shall be punishable pursuant to Section 125.69, Florida Statutes, in the same manner as a second-degree misdemeanor.

13. COMPLIANCE WITH LAWS

The SERVICE PROVIDER, its employees, subcontractors, and agents, shall strictly comply with all applicable federal, state, county, and local laws, statutes, ordinances, rules, and regulations relating to the performance of its duties under this Agreement. The TOWN assumes no duty to monitor, enforce, or ensure such compliance, but will attempt to advise the SERVICE PROVIDER, upon written request, as to any local laws or ordinances of which the TOWN has present, actual knowledge.

The SERVICE PROVIDER acknowledges that the Services to be performed under this Agreement include building code administration, plan review, and inspection services regulated by Chapter 468, Part XII, Florida Statutes. The SERVICE PROVIDER shall ensure that all personnel performing such services are properly licensed, certified, and qualified as required by Chapter 468, Florida Statutes, and shall maintain such licenses and certifications throughout the term of this Agreement. The SERVICE PROVIDER further agrees to comply with all applicable provisions of Section 468.617(2), Florida Statutes, including any restrictions relating to conflicts of interest in the performance of plan review and inspection services.

14. PUBLIC RECORDS COMPLIANCE

IF THE SERVICE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SERVICE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK, TOWN

OF JUPITER, 210 MILITARY TRAIL, JUPITER, FL 33458; TELEPHONE: (561) 741-2352; EMAIL: TOWNCLERK@JUPITER.FL.US.

To the extent the SERVICE PROVIDER is acting on behalf of the TOWN as provided under Section 119.011(2), Florida Statutes, the SERVICE PROVIDER shall strictly comply with the Florida Public Records Law codified at Chapter 119, Florida Statutes, and specifically covenants to:

1) Keep and maintain public records required by the TOWN to perform the service.
2) Upon request from the TOWN'S custodian of public records, provide the TOWN with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term and following completion of the Agreement if the SERVICE PROVIDER does not transfer the records to the TOWN.
4) Upon completion of the Agreement, transfer, at no cost, to the TOWN all public records in possession of the SERVICE PROVIDER or keep and maintain public records required by the TOWN to perform the service. If the SERVICE PROVIDER transfers all public records to the TOWN upon completion of the Agreement, the SERVICE PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the SERVICE PROVIDER keeps and maintains public records upon completion of the Agreement, the SERVICE PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the TOWN, upon request from the TOWN'S custodian of public records, in a format that is compatible with the information technology systems of the TOWN.

15. INTEGRATION AND MERGER

This Agreement, inclusive of all incorporated documents and attachments, constitutes the entire agreement and understanding between the parties hereto and supersedes any and all prior or contemporaneous written or oral representations, statements, negotiations, promises, or agreements to the contrary. The SERVICE PROVIDER expressly recognizes and agrees that no representations, statements, or negotiations made by TOWN staff or representatives shall suffice to legally bind the TOWN in a contractual relationship unless the same have been formally reduced to writing, approved by the Town Council or authorized town executive, and signed by an authorized TOWN representative. This Agreement, once properly executed, shall be binding upon and inure to the benefit of the parties hereto, their permitted assigns, and successors in interest.

16. NON-EXCLUSIVITY

The award and execution of this CONTRACT shall not impose any obligation upon the TOWN to utilize the SERVICE PROVIDER exclusively for all work or projects of this nature which may develop during the Term. The TOWN explicitly reserves the right to concurrently contract with other qualified

companies or entities for identical or similar professional services if the TOWN, in its sole discretion, deems such action to be in the TOWN's best fiscal or operational interest.

17. VENDOR TIER HIERARCHY AND WORK ASSIGNMENT PROTOCOL

To ensure continuous operations and compliance with state-mandated building plan review turnaround timelines, the TOWN utilizes a tiered allocation system for all work orders issued under RFP No. BD2026-002. The SERVICE PROVIDER'S designated hierarchy under this multi-award framework is selected below:

[X]PRIMARY VENDOR STATUS (Contract No. BD2026-002A - Universal Engineering Sciences)
As the highest-ranked proposer in the competitive solicitation process, the Primary Vendor shall receive the first right of refusal for all temporary staffing requests, plan checking distributions, and field inspection work orders issued by the Building Department.

[ ]SECONDARY VENDOR STATUS (Contract No. BD2026-002B - CAP Government, Inc.)
[ ]SECONDARY VENDOR STATUS (Contract No. BD2026-002C - Calvin, Giordano & Associates, Inc.)
The Secondary Vendors shall serve as a secondary tier and back-up staff augmentation pool. Work orders shall only be routed to a Secondary Vendor under the following operational conditions:

1. The Primary Vendor lacks the immediate personnel capacity to fulfill the volume requested by the TOWN.
2. The Primary Vendor fails to log, initiate, or complete assigned reviews within the strict timeline targets established by the Building Official.
3. The Primary Vendor formally declares a conflict of interest regarding a specific local development project, owner, or design professional.
4. An officially declared state of local emergency or disaster recovery period requires simultaneous deployment of all contracted vendor staff.

The Building Official retains sole and absolute discretion to determine when the Primary Vendor cannot meet operational demands, thereby triggering the allocation of work orders to the Secondary tier. The issuance of this multi-award contract does not guarantee any specific volume of work or minimum billable hours to Secondary designated vendors.

18. BREACH OF CONTRACT DURING EMERGENCY RECOVERY PERIODS

The SERVICE PROVIDER acknowledges that the services provided hereunder are vital to the public safety and welfare of the TOWN, particularly during disaster response and recovery efforts. Pursuant to Section 252.505, Florida Statutes, if the SERVICE PROVIDER breaches this Agreement during an emergency recovery period, as defined in Section 252.505, Florida Statutes, the SERVICE PROVIDER shall pay the TOWN a penalty of Five Thousand Dollars ($5,000.00) and shall be liable for all actual and consequential damages incurred by the TOWN as a result of such breach, to the fullest extent permitted by Florida law.

19. NOTICE AND INVOICES

All formal notices, demands, invoices, and communications required or permitted under this Agreement shall be in writing and shall be deemed sufficiently given when delivered by hand, by certified mail (return receipt requested), or by a recognized overnight courier service to the following addresses:

TO THE TOWN:
Town of Jupiter
Attention: Building Department Director, and/or
Attention: Building Dept Administrative Specialist III
210 Military Trail
Jupiter, Florida 33458

TO THE CONTRACTOR:
UES Professional Solutions, LLC
Attention: Tom Montano, PE
3921 Westgate Ave.
West Palm Beach, FL 33409

20. SEVERABILITY

If any term, part, covenant, or provision of this Agreement, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, illegal, unenforceable, or in conflict with any applicable law, the remainder of this Agreement shall not be affected thereby. Each remaining term, part, covenant, and provision of this Agreement shall be deemed valid, separate, and enforceable to the fullest extent permitted by law, and to that end, the provisions of this Agreement are expressly declared to be severable.

IN WITNESS WHEREOF, the TOWN and the SERVICE PROVIDER have caused this Agreement to be fully executed by their respective duly authorized representatives as of the day and year first written above.

ATTEST: TOWN OF JUPITER, FLORIDA

By:_____ By:_____
Merriane Lahmeur, Town Clerk Jim Kuretski, Mayor

(MUNICIPAL SEAL)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By:_____
Thomas J. Baird, Town Attorney

SERVICE PROVIDER: [INSERT FULL LEGAL NAME]

By: _____
Authorized Corporate Signature

_____
Printed Name of Signatory

Title:_____

(CORPORATE SEAL)

EXHIBIT A

SCHEDULE OF FEES / COST PROPOSAL

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
1.	Per Person: 8 Hours Per Day, 37.5- 40 Hours Per Week. **Perform inspection services** excluding natural disaster events. FULL TIME INSPECTOR	BLDG $ 85.00 PER HOUR M, E, or P $ 85.00 PER HOUR 1+2 FAMILY $ 85.00 PER HOUR MULTI $ 90.00 PER HOUR
2.	Per Person: **Perform inspection services** during natural disaster events. FULL TIME INSPECTOR	BLDG $ 85.00 PER HOUR M, E, or P $ 85.00 PER HOUR 1+2 FAMILY $ 85.00 PER HOUR MULTI $ 90.00 PER HOUR
3.	Per Person: **Perform inspection services** excluding natural disaster events in excess of 40 Hr. per week. FULL TIME INSPECTOR	BLDG $ 116.00 PER HOUR M, E, or P $ 116.00 PER HOUR 1+2 FAMILY $ 116.00 PER HOUR MULTI $ 131.00 PER HOUR
4.	Per Person: **Perform inspection services** excluding natural disaster events. AS NEEDED BASIS	BLDG $ 85.00 PER HOUR M, E, or P $ 85.00 PER HOUR 1+2 FAMILY $ 85.00 PER HOUR MULTI $ 90.00 PER HOUR

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
5.	Per Person: **Perform inspection services** during natural disaster events. AS NEEDED BASIS	BLDG $ 85.00 PER HOUR M, E, or P $ 85.00 PER HOUR 1+2 FAMILY $ 85.00 PER HOUR MULTI $ 90.00 PER HOUR
6.	Per Person: **Review and process construction plans** for obtaining building permits excluding natural disaster events. AS NEEDED BASIS	BLDG $ 85.00 PER HOUR M, E, or P $ 85.00 PER HOUR 1+2 FAMILY $ 85.00 PER HOUR MULTI $ 90.00 PER HOUR
7.	Per Person: **Review and process construction plans** for obtaining building permits during natural disaster events. AS NEEDED BASIS	BLDG $ 116.00 PER HOUR M, E, or P $ 116.00 PER HOUR 1+2 FAMILY $ 116.00 PER HOUR MULTI $131.00 PER HOUR
8.	Per Person: **Review and process construction plans by the next working day** (expedited review) for obtaining building permits. (Includes pick up and drop off)	BLDG $ 85.00 PER HOUR M, E, or P $ 85.00 PER HOUR 1+2 FAMILY $ 85.00 PER HOUR MULTI $ 90.00 PER HOUR

#7919371 v1 26503-00001

AGREEMENT FOR PROFESSIONAL BUILDING DEPARTMENT SERVICES
(RFP NO. BD2026-002)

THIS AGREEMENT FOR PROFESSIONAL BUIDLING DEPARTMENT SERVICES (Agreement) is made and entered into this 31st day of July**,** 2026, by and between the TOWN OF JUPITER, a municipal corporation created under the laws of the state of Florida, hereinafter designated and referred to as the "TOWN", and C.A.P. Government, Inc. (CAP), a corporation organized and existing under the laws of the State of Florida, authorized to conduct business within the State of Florida, hereinafter designated and referred to as the "SERVICE PROVIDER" (reference may be made to singularly as a "party" and collectively as "parties")

WITNESSETH THAT

WHEREAS, the TOWN has municipal home rule authority as conferred upon it by Chapter 166, Florida Statutes, and the Florida Constitution; and

WHEREAS, pursuant to such authority, the TOWN is authorized to enter into contractual agreements private corporations who provide municipal services on behalf of the TOWN; and

WHEREAS, the TOWN requires the services of a qualified and experienced Service Provider to provide professional building department services, including plan reviews for properties, including construction on properties, inspection services, and permit technician support; and

WHEREAS, the TOWN issued a competitive solicitation under Request for Proposals No. BD2026-002 seeking competitive sealed proposals from qualified firms for the provision of "Plan Review, Inspection Services, and Permit Technicians" (the Services); and

WHEREAS, the SERVICE PROVIDER submitted a responsive and responsible proposal in response to the TOWN'S solicitation, which demonstrated that it possesses the requisite professional qualifications, competence, and expertise to provide the Services; and

WHEREAS, the TOWN'S selection committee determined that the SERVICE PROVIDER is highly qualified, responsive, and responsible proposer; and

WHEREAS, the TOWN Council has determined that it is in the best interest of the public health, safety, and welfare to enter into this Agreement for the provision of the Services set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements contained herein, and for other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the TOWN and the SERVICE PROVIDER, intending to be legally bound, hereby agree as follows:

1. STATEMENT OF WORK

The SERVICE PROVIDER shall furnish and provide, at its sole cost and expense, all materials, tools, labor, equipment, transportation, supervision, and other necessary or incidental items requisite for the full and faithful performance of the Services in accordance with the terms of this Agreement. Prior to providing any of the Services, the SERVICE PROVIDER shall provide the TOWN with a copy of any necessary professional licenses, certifications, and local business tax receipts required to lawfully conduct business and perform the Services.

2. TERM AND RENEWAL OPTIONS

The initial term of this Agreement shall commence on August 1, 2026, and shall continue in full force and effect for a period of five consecutive years, terminating on July 31, 2031, unless sooner terminated or extended pursuant to the provisions contained herein.

Upon the expiration of the initial five-year term, this Agreement may be renewed by the TOWN for up to three additional, consecutive one-year terms. The renewal option may be exercised and shall become effective upon the parties' execution of a written amendment to the Agreement.

3. CONSIDERATION AND FEES

The SERVICE PROVIDER shall provide and furnish, at its sole cost and expense, all labor, supplies, transportation, materials, equipment, licenses, permits, and any other items necessary to perform and provide the professional services to the TOWN.

As consideration for providing the Services, the TOWN shall pay the fees for the Services rendered by the SERVICE PROVIDER on a time basis in accordance with the hourly rates set forth in Exhibit A – Schedule of Fees / Cost Proposal, attached hereto and incorporated herein by reference as though fully set forth herein.

The Services shall be provided on an as-needed basis at the request of the TOWN and may include plan review, building inspection, permit technician support, and related building department services. The SERVICE PROVIDER shall review construction plans for compliance with applicable Town ordinances, the Florida Building Code, and all other applicable laws and regulations; conduct field inspections to verify compliance with approved plans and code requirements; interface with permit applicants, contractors, and Town staff; assist with permit issuance and inspection scheduling when requested; attend meetings related to plan review or inspection activities; and perform such other building department services as may be reasonably requested by the TOWN. Services may be required for residential or non-residential projects, including new construction, renovations, additions, and other permitted improvements.

The SERVICE PROVIDER covenants and agrees that the TOWN may adjust the total consideration of this CONTRACT to exclude any significant sums by which said consideration was increased due

to inaccurate, incomplete, or non-current factual unit costs or wage rates. The TOWN may make any such adjustments within the term of this CONTRACT or within one (1) year following the expiration or termination thereof.

4. CONTRACT DOCUMENTS

The documents, which comprise the entire agreement between the TOWN and the SERVICE PROVIDER, consist of the following, all of which are incorporated herein by reference as though physically attached hereto:

- This executed Agreement;
- Request for Proposals No. BD2026-002; and
- The Consolidated Evaluation Tabulation Matrix of the TOWN's Selection Committee

The terms of this Agreement shall govern and take precedence over the documents referred to hereinabove.

5. INDEMNIFICATION

The SERVICE PROVIDER shall indemnify, defend, save, and hold harmless the TOWN, its elected and appointed officials, agents, and employees, from and against any and all suits, actions, legal proceedings, claims, demands, damages, losses, expenses (including, but not limited to, reasonable attorney's fees, paralegal fees, and investigative costs at all trial and appellate levels), liabilities, and judgments of every kind, nature, and description to which the TOWN, its elected and appointed officials, agents, or employees may be subjected by reason of personal injury, bodily injury (including death), or property damage, resulting from, arising out of, or growing out of any intentional, negligent, reckless, or careless act of commission, omission, or consequential damage directly or indirectly connected with the SERVICE PROVIDER, its subcontractors, sub-consultants, agents, or employees, and committed in connection with the SERVICE PROVIDER's performance of the Services.

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6. GOVERNING LAW / VENUE

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida, without regard to principles of conflicts of law. In the event that it becomes necessary for either party to initiate legal action to enforce or interpret the provisions of this Agreement, exclusive venue for any such action shall lie in the Fifteenth Judicial Circuit in and for

Palm Beach County, Florida, for claims arising under state law, and in the United States District Court for the Southern District of Florida for any claims over which federal jurisdiction is properly invoked.

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The SERVICE PROVIDER shall not assign, delegate, transfer, or sublet its rights, duties, or obligations as set forth in this Agreement, either in whole or in part, without the prior express written consent of the TOWN Council, which consent may be withheld, conditioned, or delayed at its sole and absolute discretion. Any attempted assignment without such prior written consent shall be null, void, and of no legal force or effect.

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OF JUPITER, 210 MILITARY TRAIL, JUPITER, FL 33458; TELEPHONE: (561) 741-2352; EMAIL: TOWNCLERK@JUPITER.FL.US.

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[X]SECONDARY VENDOR STATUS (Contract No. BD2026-002B - CAP Government, Inc.)
[ ]SECONDARY VENDOR STATUS (Contract No. BD2026-002C - Calvin, Giordano & Associates, Inc.)
The Secondary Vendors shall serve as a secondary tier and back-up staff augmentation pool. Work orders shall only be routed to a Secondary Vendor under the following operational conditions:

1. The Primary Vendor lacks the immediate personnel capacity to fulfill the volume requested by the TOWN.
2. The Primary Vendor fails to log, initiate, or complete assigned reviews within the strict timeline targets established by the Building Official.
3. The Primary Vendor formally declares a conflict of interest regarding a specific local development project, owner, or design professional.
4. An officially declared state of local emergency or disaster recovery period requires simultaneous deployment of all contracted vendor staff.

The Building Official retains sole and absolute discretion to determine when the Primary Vendor cannot meet operational demands, thereby triggering the allocation of work orders to the Secondary tier. The issuance of this multi-award contract does not guarantee any specific volume of work or minimum billable hours to Secondary designated vendors.

18. BREACH OF CONTRACT DURING EMERGENCY RECOVERY PERIODS

The SERVICE PROVIDER acknowledges that the services provided hereunder are vital to the public safety and welfare of the TOWN, particularly during disaster response and recovery efforts. Pursuant to Section 252.505, Florida Statutes, if the SERVICE PROVIDER breaches this Agreement during an emergency recovery period, as defined in Section 252.505, Florida Statutes, the SERVICE PROVIDER shall pay the TOWN a penalty of Five Thousand Dollars ($5,000.00) and shall be liable for all actual and consequential damages incurred by the TOWN as a result of such breach, to the fullest extent permitted by Florida law.

19. NOTICE AND INVOICES

All formal notices, demands, invoices, and communications required or permitted under this Agreement shall be in writing and shall be deemed sufficiently given when delivered by hand, by certified mail (return receipt requested), or by a recognized overnight courier service to the following addresses:

TO THE TOWN:
Town of Jupiter
Attention: Building Department Director, and/or
Attention: Building Dept Administrative Specialist III
210 Military Trail
Jupiter, Florida 33458

TO THE CONTRACTOR:
C.A.P. Government, Inc.
Attention: Carlos A. del Pino PE
1910 N. Florida Mango Rd.
West Palm Beach, FL 33316

20. SEVERABILITY

If any term, part, covenant, or provision of this Agreement, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, illegal, unenforceable, or in conflict with any applicable law, the remainder of this Agreement shall not be affected thereby. Each remaining term, part, covenant, and provision of this Agreement shall be deemed valid, separate, and enforceable to the fullest extent permitted by law, and to that end, the provisions of this Agreement are expressly declared to be severable.

IN WITNESS WHEREOF, the TOWN and the SERVICE PROVIDER have caused this Agreement to be fully executed by their respective duly authorized representatives as of the day and year first written above.

ATTEST: TOWN OF JUPITER, FLORIDA

By:_____ By:_____
Merriane Lahmeur, Town Clerk Jim Kuretski, Mayor

(MUNICIPAL SEAL)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By:_____
Thomas J. Baird, Town Attorney

SERVICE PROVIDER: [INSERT FULL LEGAL NAME]

By: _____
Authorized Corporate Signature

_____
Printed Name of Signatory

Title:_____

(CORPORATE SEAL)

EXHIBIT A

SCHEDULE OF FEES / COST PROPOSAL

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
1.	Per Person: 8 Hours Per Day, 37.5- 40 Hours Per Week. **Perform inspection services** excluding natural disaster events. FULL TIME INSPECTOR	BLDG $ 95.00 PER HOUR M, E, or P $ 95.00 PER HOUR 1+2 FAMILY $ 100.00 PER HOUR MULTI $ 100.00 PER HOUR
2.	Per Person: **Perform inspection services** during natural disaster events. FULL TIME INSPECTOR	BLDG $ 115.00 PER HOUR M, E, or P $ 115.00 PER HOUR 1+2 FAMILY $ 115.00 PER HOUR MULTI $ 115.00 PER HOUR
3.	Per Person: **Perform inspection services** excluding natural disaster events in excess of 40 Hr. per week. FULL TIME INSPECTOR	BLDG $ 120.00 PER HOUR M, E, or P $120.00 PER HOUR 1+2 FAMILY $ 120.00 PER HOUR MULTI $ 120.00 PER HOUR
4.	Per Person: **Perform inspection services** excluding natural disaster events. AS NEEDED BASIS	BLDG $ 100.00 PER HOUR M, E, or P $100.00 PER HOUR 1+2 FAMILY $ 115.00 PER HOUR MULTI $ 115.00 PER HOUR

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
5.	Per Person: **Perform inspection services** during natural disaster events. AS NEEDED BASIS	BLDG $ 120.00 PER HOUR M, E, or P $120.00 PER HOUR 1+2 FAMILY $ 125.00 PER HOUR MULTI $ 125.00 PER HOUR
6.	Per Person: **Review and process construction plans** for obtaining building permits excluding natural disaster events. AS NEEDED BASIS	BLDG $ 110.00 PER HOUR M, E, or P $110.00 PER HOUR 1+2 FAMILY $ 115.00 PER HOUR MULTI $ 115.00 PER HOUR
7.	Per Person: **Review and process construction plans** for obtaining building permits during natural disaster events. AS NEEDED BASIS	BLDG $ 110.00 PER HOUR M, E, or P $ 110.00 PER HOUR 1+2 FAMILY $ 115.00 PER HOUR MULTI $ 115.00 PER HOUR
8.	Per Person: **Review and process construction plans by the next working day** (expedited review) for obtaining building permits. (Includes pick up and drop off)	BLDG $ 120.00 PER HOUR M, E, or P $ 120.00 PER HOUR 1+2 FAMILY $ 125.00 PER HOUR MULTI $ 125.00 PER HOUR

AGREEMENT FOR PROFESSIONAL BUILDING DEPARTMENT SERVICES
(RFP NO. BD2026-002)

THIS AGREEMENT FOR PROFESSIONAL BUIDLING DEPARTMENT SERVICES (Agreement) is made and entered into this 31st day of July**,** 2026, by and between the TOWN OF JUPITER, a municipal corporation created under the laws of the state of Florida, hereinafter designated and referred to as the "TOWN", and Calvin, Giordano & Associates, Inc. (CGA), a corporation organized and existing under the laws of the State of Florida, authorized to conduct business within the State of Florida, hereinafter designated and referred to as the "SERVICE PROVIDER" (reference may be made to singularly as a "party" and collectively as "parties")

WITNESSETH THAT

WHEREAS, the TOWN has municipal home rule authority as conferred upon it by Chapter 166, Florida Statutes, and the Florida Constitution; and

WHEREAS, pursuant to such authority, the TOWN is authorized to enter into contractual agreements private corporations who provide municipal services on behalf of the TOWN; and

WHEREAS, the TOWN requires the services of a qualified and experienced Service Provider to provide professional building department services, including plan reviews for properties, including construction on properties, inspection services, and permit technician support; and

WHEREAS, the TOWN issued a competitive solicitation under Request for Proposals No. BD2026-002 seeking competitive sealed proposals from qualified firms for the provision of "Plan Review, Inspection Services, and Permit Technicians" (the Services); and

WHEREAS, the SERVICE PROVIDER submitted a responsive and responsible proposal in response to the TOWN'S solicitation, which demonstrated that it possesses the requisite professional qualifications, competence, and expertise to provide the Services; and

WHEREAS, the TOWN'S selection committee determined that the SERVICE PROVIDER is highly qualified, responsive, and responsible proposer; and

WHEREAS, the TOWN Council has determined that it is in the best interest of the public health, safety, and welfare to enter into this Agreement for the provision of the Services set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements contained herein, and for other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the TOWN and the SERVICE PROVIDER, intending to be legally bound, hereby agree as follows:

1. STATEMENT OF WORK

The SERVICE PROVIDER shall furnish and provide, at its sole cost and expense, all materials, tools, labor, equipment, transportation, supervision, and other necessary or incidental items requisite for the full and faithful performance of the Services in accordance with the terms of this Agreement. Prior to providing any of the Services, the SERVICE PROVIDER shall provide the TOWN with a copy of any necessary professional licenses, certifications, and local business tax receipts required to lawfully conduct business and perform the Services.

2. TERM AND RENEWAL OPTIONS

The initial term of this Agreement shall commence on August 1, 2026, and shall continue in full force and effect for a period of five consecutive years, terminating on July 31, 2031, unless sooner terminated or extended pursuant to the provisions contained herein.

Upon the expiration of the initial five-year term, this Agreement may be renewed by the TOWN for up to three additional, consecutive one-year terms. The renewal option may be exercised and shall become effective upon the parties' execution of a written amendment to the Agreement.

3. CONSIDERATION AND FEES

The SERVICE PROVIDER shall provide and furnish, at its sole cost and expense, all labor, supplies, transportation, materials, equipment, licenses, permits, and any other items necessary to perform and provide the professional services to the TOWN.

As consideration for providing the Services, the TOWN shall pay the fees for the Services rendered by the SERVICE PROVIDER on a time basis in accordance with the hourly rates set forth in Exhibit A – Schedule of Fees / Cost Proposal, attached hereto and incorporated herein by reference as though fully set forth herein.

The Services shall be provided on an as-needed basis at the request of the TOWN and may include plan review, building inspection, permit technician support, and related building department services. The SERVICE PROVIDER shall review construction plans for compliance with applicable Town ordinances, the Florida Building Code, and all other applicable laws and regulations; conduct field inspections to verify compliance with approved plans and code requirements; interface with permit applicants, contractors, and Town staff; assist with permit issuance and inspection scheduling when requested; attend meetings related to plan review or inspection activities; and perform such other building department services as may be reasonably requested by the TOWN. Services may be required for residential or non-residential projects, including new construction, renovations, additions, and other permitted improvements.

The SERVICE PROVIDER covenants and agrees that the TOWN may adjust the total consideration of this CONTRACT to exclude any significant sums by which said consideration was increased due

to inaccurate, incomplete, or non-current factual unit costs or wage rates. The TOWN may make any such adjustments within the term of this CONTRACT or within one (1) year following the expiration or termination thereof.

4. CONTRACT DOCUMENTS

The documents, which comprise the entire agreement between the TOWN and the SERVICE PROVIDER, consist of the following, all of which are incorporated herein by reference as though physically attached hereto:

- This executed Agreement;
- Request for Proposals No. BD2026-002; and
- The Consolidated Evaluation Tabulation Matrix of the TOWN's Selection Committee

The terms of this Agreement shall govern and take precedence over the documents referred to hereinabove.

5. INDEMNIFICATION

The SERVICE PROVIDER shall indemnify, defend, save, and hold harmless the TOWN, its elected and appointed officials, agents, and employees, from and against any and all suits, actions, legal proceedings, claims, demands, damages, losses, expenses (including, but not limited to, reasonable attorney's fees, paralegal fees, and investigative costs at all trial and appellate levels), liabilities, and judgments of every kind, nature, and description to which the TOWN, its elected and appointed officials, agents, or employees may be subjected by reason of personal injury, bodily injury (including death), or property damage, resulting from, arising out of, or growing out of any intentional, negligent, reckless, or careless act of commission, omission, or consequential damage directly or indirectly connected with the SERVICE PROVIDER, its subcontractors, sub-consultants, agents, or employees, and committed in connection with the SERVICE PROVIDER's performance of the Services.

The SERVICE PROVIDER shall further indemnify, defend, save, and hold harmless the TOWN, its elected and appointed officials, agents, and employees from and against any and all claims, demands, actions, suits, damages, losses, expenses, costs (including reasonable attorney's fees), and judgments of every kind and description arising from, based upon, or growing out of the violation of any federal, state, county, or municipal law, statute, ordinance, rule, or regulation by the SERVICE PROVIDER, its subcontractors, agents, or employees

6. GOVERNING LAW / VENUE

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida, without regard to principles of conflicts of law. In the event that it becomes necessary for either party to initiate legal action to enforce or interpret the provisions of this Agreement, exclusive venue for any such action shall lie in the Fifteenth Judicial Circuit in and for

Palm Beach County, Florida, for claims arising under state law, and in the United States District Court for the Southern District of Florida for any claims over which federal jurisdiction is properly invoked.

7. AMENDMENTS

This Agreement may be amended, modified, or altered only by a formal, written amendment duly executed by the authorized representatives of both parties hereto with the same degree of formality as this instrument.

8. ASSIGNMENT

The SERVICE PROVIDER shall not assign, delegate, transfer, or sublet its rights, duties, or obligations as set forth in this Agreement, either in whole or in part, without the prior express written consent of the TOWN Council, which consent may be withheld, conditioned, or delayed at its sole and absolute discretion. Any attempted assignment without such prior written consent shall be null, void, and of no legal force or effect.

9. ATTORNEY FEES

In the event that either party hereto is required to initiate legal action or proceedings to enforce, interpret, or defend its rights under this Agreement, the prevailing party in any such action shall be entitled to recover from the non-prevailing party all reasonable attorney's fees, paralegal fees, expert witness fees, and costs incurred, including those incurred in pretrial, trial, appellate, and post-judgment proceedings.

10. INDEPENDENT CONTRACTOR

The SERVICE PROVIDER is, and shall at all times remain, an independent contractor and is not an employee, agent, partner, or joint venturer of the TOWN. Nothing contained within this Agreement shall be construed or interpreted to establish any relationship other than that of an independent contractor between the TOWN and the SERVICE PROVIDER, or between the TOWN and any employee, agent, or subcontractor of the SERVICE PROVIDER.

11. TOWN OBLIGATION TO FUND

The TOWN'S performance and obligation to fund the Services hereunder is contingent upon an annual budgetary appropriation by the Town Council. In the event that sufficient budgeted public funds are not appropriated, the TOWN shall notify the SERVICE PROVIDER of such non-appropriation, and this Agreement may be terminated immediately by the TOWN without penalty, expense, liability, or further obligation to the TOWN.

12, RIGHT TO AUDIT AND PALM BEACH COUNTY INSPECTOR GERNERAL

The TOWN reserves the right to audit, inspect, and copy any and all books, records, documents, and accounts of the SERVICE PROVIDER as such records relate to the services provided under this Agreement. All such records shall be kept and maintained in accordance with standard accounting principles and in a manner that permits prompt inspection pursuant to Chapter 119, Florida Statutes. The SERVICE PROVIDER shall preserve all records related to its services hereunder in accordance with the public records retention schedules prescribed by Florida law.

Palm Beach County Inspector General Provision:
Pursuant to Palm Beach County Code, Sections 2-421 through 2-440, the Inspector General of Palm Beach County has the full authority to investigate and audit matters relating to the negotiation and performance of this Agreement, and in furtherance thereof, may demand and obtain records and testimony from the SERVICE PROVIDER, its subcontractors, and lower-tier subcontractors. The SERVICE PROVIDER understands, covenants, and agrees that, in addition to all other remedies and consequences provided by law, the failure or refusal of the SERVICE PROVIDER, its subcontractors, or lower-tier subcontractors to fully cooperate with the Office of Inspector General of Palm Beach County when requested shall be deemed by the TOWN to constitute a material breach of this Agreement justifying its immediate termination for cause. Failure to cooperate with the Inspector General of Palm Beach County constitutes a violation of the Palm Beach County Code and shall be punishable pursuant to Section 125.69, Florida Statutes, in the same manner as a second-degree misdemeanor.

13. COMPLIANCE WITH LAWS

The SERVICE PROVIDER, its employees, subcontractors, and agents, shall strictly comply with all applicable federal, state, county, and local laws, statutes, ordinances, rules, and regulations relating to the performance of its duties under this Agreement. The TOWN assumes no duty to monitor, enforce, or ensure such compliance, but will attempt to advise the SERVICE PROVIDER, upon written request, as to any local laws or ordinances of which the TOWN has present, actual knowledge.

The SERVICE PROVIDER acknowledges that the Services to be performed under this Agreement include building code administration, plan review, and inspection services regulated by Chapter 468, Part XII, Florida Statutes. The SERVICE PROVIDER shall ensure that all personnel performing such services are properly licensed, certified, and qualified as required by Chapter 468, Florida Statutes, and shall maintain such licenses and certifications throughout the term of this Agreement. The SERVICE PROVIDER further agrees to comply with all applicable provisions of Section 468.617(2), Florida Statutes, including any restrictions relating to conflicts of interest in the performance of plan review and inspection services.

14. PUBLIC RECORDS COMPLIANCE

IF THE SERVICE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SERVICE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK, TOWN

OF JUPITER, 210 MILITARY TRAIL, JUPITER, FL 33458; TELEPHONE: (561) 741-2352; EMAIL: TOWNCLERK@JUPITER.FL.US.

To the extent the SERVICE PROVIDER is acting on behalf of the TOWN as provided under Section 119.011(2), Florida Statutes, the SERVICE PROVIDER shall strictly comply with the Florida Public Records Law codified at Chapter 119, Florida Statutes, and specifically covenants to:

1) Keep and maintain public records required by the TOWN to perform the service.
2) Upon request from the TOWN'S custodian of public records, provide the TOWN with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term and following completion of the Agreement if the SERVICE PROVIDER does not transfer the records to the TOWN.
4) Upon completion of the Agreement, transfer, at no cost, to the TOWN all public records in possession of the SERVICE PROVIDER or keep and maintain public records required by the TOWN to perform the service. If the SERVICE PROVIDER transfers all public records to the TOWN upon completion of the Agreement, the SERVICE PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the SERVICE PROVIDER keeps and maintains public records upon completion of the Agreement, the SERVICE PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the TOWN, upon request from the TOWN'S custodian of public records, in a format that is compatible with the information technology systems of the TOWN.

15. INTEGRATION AND MERGER

This Agreement, inclusive of all incorporated documents and attachments, constitutes the entire agreement and understanding between the parties hereto and supersedes any and all prior or contemporaneous written or oral representations, statements, negotiations, promises, or agreements to the contrary. The SERVICE PROVIDER expressly recognizes and agrees that no representations, statements, or negotiations made by TOWN staff or representatives shall suffice to legally bind the TOWN in a contractual relationship unless the same have been formally reduced to writing, approved by the Town Council or authorized town executive, and signed by an authorized TOWN representative. This Agreement, once properly executed, shall be binding upon and inure to the benefit of the parties hereto, their permitted assigns, and successors in interest.

16. NON-EXCLUSIVITY

The award and execution of this CONTRACT shall not impose any obligation upon the TOWN to utilize the SERVICE PROVIDER exclusively for all work or projects of this nature which may develop during the Term. The TOWN explicitly reserves the right to concurrently contract with other qualified

companies or entities for identical or similar professional services if the TOWN, in its sole discretion, deems such action to be in the TOWN's best fiscal or operational interest.

17. VENDOR TIER HIERARCHY AND WORK ASSIGNMENT PROTOCOL

To ensure continuous operations and compliance with state-mandated building plan review turnaround timelines, the TOWN utilizes a tiered allocation system for all work orders issued under RFP No. BD2026-002. The SERVICE PROVIDER'S designated hierarchy under this multi-award framework is selected below:

[ ]PRIMARY VENDOR STATUS (Contract No. BD2026-002A - Universal Engineering Sciences)
As the highest-ranked proposer in the competitive solicitation process, the Primary Vendor shall receive the first right of refusal for all temporary staffing requests, plan checking distributions, and field inspection work orders issued by the Building Department.

[ ]SECONDARY VENDOR STATUS (Contract No. BD2026-002B - CAP Government, Inc.)
[X]SECONDARY VENDOR STATUS (Contract No. BD2026-002C - Calvin, Giordano & Associates, Inc.)
The Secondary Vendors shall serve as a secondary tier and back-up staff augmentation pool. Work orders shall only be routed to a Secondary Vendor under the following operational conditions:

1. The Primary Vendor lacks the immediate personnel capacity to fulfill the volume requested by the TOWN.
2. The Primary Vendor fails to log, initiate, or complete assigned reviews within the strict timeline targets established by the Building Official.
3. The Primary Vendor formally declares a conflict of interest regarding a specific local development project, owner, or design professional.
4. An officially declared state of local emergency or disaster recovery period requires simultaneous deployment of all contracted vendor staff.

The Building Official retains sole and absolute discretion to determine when the Primary Vendor cannot meet operational demands, thereby triggering the allocation of work orders to the Secondary tier. The issuance of this multi-award contract does not guarantee any specific volume of work or minimum billable hours to Secondary designated vendors.

18. BREACH OF CONTRACT DURING EMERGENCY RECOVERY PERIODS

The SERVICE PROVIDER acknowledges that the services provided hereunder are vital to the public safety and welfare of the TOWN, particularly during disaster response and recovery efforts. Pursuant to Section 252.505, Florida Statutes, if the SERVICE PROVIDER breaches this Agreement during an emergency recovery period, as defined in Section 252.505, Florida Statutes, the SERVICE PROVIDER shall pay the TOWN a penalty of Five Thousand Dollars ($5,000.00) and shall be liable for all actual and consequential damages incurred by the TOWN as a result of such breach, to the fullest extent permitted by Florida law.

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All formal notices, demands, invoices, and communications required or permitted under this Agreement shall be in writing and shall be deemed sufficiently given when delivered by hand, by certified mail (return receipt requested), or by a recognized overnight courier service to the following addresses:

TO THE TOWN:
Town of Jupiter
Attention: Building Department Director, and/or
Attention: Building Dept Administrative Specialist III
210 Military Trail
Jupiter, Florida 33458

TO THE CONTRACTOR:
Calvin, Giordano & Associates, Inc.
Attention: Chris Giordano
580 Village Blvd. Suite 325
West Palm Beach, FL 33409

20. SEVERABILITY

If any term, part, covenant, or provision of this Agreement, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, illegal, unenforceable, or in conflict with any applicable law, the remainder of this Agreement shall not be affected thereby. Each remaining term, part, covenant, and provision of this Agreement shall be deemed valid, separate, and enforceable to the fullest extent permitted by law, and to that end, the provisions of this Agreement are expressly declared to be severable.

IN WITNESS WHEREOF, the TOWN and the SERVICE PROVIDER have caused this Agreement to be fully executed by their respective duly authorized representatives as of the day and year first written above.

ATTEST: TOWN OF JUPITER, FLORIDA

By:_____ By:_____
Merriane Lahmeur, Town Clerk Jim Kuretski, Mayor

(MUNICIPAL SEAL)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By:_____
Thomas J. Baird, Town Attorney

SERVICE PROVIDER: [INSERT FULL LEGAL NAME]

By: _____
Authorized Corporate Signature

_____
Printed Name of Signatory

Title:_____

(CORPORATE SEAL)

EXHIBIT A

SCHEDULE OF FEES / COST PROPOSAL

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
1.	Per Person: 8 Hours Per Day, 37.5- 40 Hours Per Week. **Perform inspection services** excluding natural disaster events. FULL TIME INSPECTOR	BLDG $ 125.00 PER HOUR M, E, or P $ 125.00 PER HOUR 1+2 FAMILY $ 125.00 PER HOUR MULTI $ 125.00 PER HOUR
2.	Per Person: **Perform inspection services** during natural disaster events. FULL TIME INSPECTOR	BLDG $ 175.00 PER HOUR M, E, or P $ 175.00 PER HOUR 1+2 FAMILY $ 175.00 PER HOUR MULTI $ 175.00 PER HOUR
3.	Per Person: **Perform inspection services** excluding natural disaster events in excess of 40 Hr. per week. FULL TIME INSPECTOR	BLDG $ 187.50 PER HOUR M, E, or P $ 187.50 PER HOUR 1+2 FAMILY $ 187.50 PER HOUR MULTI $ 187.50 PER HOUR
4.	Per Person: **Perform inspection services** excluding natural disaster events. AS NEEDED BASIS	BLDG $ 130.00 PER HOUR M, E, or P $ 130.00 PER HOUR 1+2 FAMILY $ 130.00 PER HOUR MULTI $ 130.00 PER HOUR

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
5.	Per Person: **Perform inspection services** during natural disaster events. AS NEEDED BASIS	BLDG $ 185.00 PER HOUR M, E, or P $ 185.00 PER HOUR 1+2 FAMILY $ 185.00 PER HOUR MULTI $ 185.00 PER HOUR
6.	Per Person: **Review and process construction plans** for obtaining building permits excluding natural disaster events. AS NEEDED BASIS	BLDG $ 130.00 PER HOUR M, E, or P $ 130.00 PER HOUR 1+2 FAMILY $ 130.00 PER HOUR MULTI $ 130.00 PER HOUR
7.	Per Person: **Review and process construction plans** for obtaining building permits during natural disaster events. AS NEEDED BASIS	BLDG $ 195.00 PER HOUR M, E, or P $ 195.00 PER HOUR 1+2 FAMILY $ 195.00 PER HOUR MULTI $ 195.00 PER HOUR
8.	Per Person: **Review and process construction plans by the next working day** (expedited review) for obtaining building permits. (Includes pick up and drop off)	BLDG $ 225.00 PER HOUR M, E, or P $ 225.00 PER HOUR 1+2 FAMILY $ 225.00 PER HOUR MULTI $ 225.00 PER HOUR

3921 Westgate Ave
West Palm Beach 33409

UES Response to RFP NO. BD2026-002

PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

Town of Jupiter

Submitted To:

Town of Jupiter
210 Military Trail
Jupiter, Florida 33458

05/08/2026 10:00 AM

ORIGINAL

TAB 1

LETTER OF INTRODUCTION AND EXECUTIVE SUMMARY

Date: May 1, 2026

Attention: Town of Jupiter
Town Clerk
210 Military Trail
Jupiter, Florida 33458

Reference: RFP NO. BD2026-002 - Plan Review, Inspection Services and Permit Technicians

Dear Town of Jupiter and Evaluation Committee,

UES Professional Solutions, LLC **(UES)** appreciates the opportunity to submit our proposal for Plan Review, Inspection Services, and Permit Technician Services for the Town of Jupiter. UES understands the scope of services required and confirms our ability and commitment to provide qualified personnel, responsive service, and reliable results in full accordance with the requirements of this RFP. UES is prepared and willing to enter into a contract with the Town to perform these services.

UES is a privately held engineering and consulting firm with more than six decades of experience and a nationwide network of over 100 offices, **including 18 offices with a strong presence throughout Florida and Palm Beach County.** Our multidisciplinary team provides comprehensive building and safety services, including plan review, building and MEP inspections, code compliance, and permit technician support for municipal clients.

UES has been performing these services for over 10 years for the Town of Jupiter supporting both ongoing operations and staffing augmentation needs.

UES brings extensive municipal inspection and permitting experience and currently holds continuing services contracts with the following agencies:

- City of Boynton Beach
- City of Fort Pierce
- City of Greenacres
- City of Riviera Beach
- City of Sebastian
- City of Stuart
- Indian River County
- Martin County
- Town of Highland Beach
- Town of Jupiter
- Town of Ocean Breeze
- Town of Palm Beach
- Village of North Palm Beach

This experience enables UES to seamlessly integrate into municipal operations, understand jurisdictional requirements, and deliver consistent, high-quality services aligned with local and state regulations.

UES understands the Town's immediate staffing needs and is fully prepared to provide up to four full-time building inspectors, along with qualified plan reviewers and permit technicians, beginning August 1, 2026. Our team includes licensed and certified professionals in accordance with Florida Statutes Chapter 468, Part XIII, with the experience necessary to perform plan reviews, inspections, and permit support services for residential and non-residential projects. We are experienced in enforcing applicable Town and State codes, reviewing construction documents for compliance, coordinating with applicants and staff, and conducting inspections at all phases of construction.

Our team is committed to meeting the Town's required turnaround times, including completing initial plan reviews within 20 calendar days and resubmittals within 14 calendar days. UES also provides support for plan check meetings, project coordination, and plan delivery as required. With local personnel and scalable resources, we are able to respond quickly to the Town's needs while maintaining consistent quality and communication.

UES is committed to delivering cost-effective, efficient, and high-quality services with a strong emphasis on responsiveness, professionalism, and compliance. Our team understands the importance of representing the Town with integrity in all interactions with residents, contractors, and stakeholders.

The individual authorized to provide technical clarification regarding this proposal is:

Tom Montano, PE
Branch Manager
3921 Westgate Ave
West Palm Beach 33409
Phone: (772) 924-3575
Fax: (772) 924-3580
Email: tmontano@teamues.com

UES confirms that this proposal is submitted without collusion and that all information provided is complete, current, and accurate. Our team has thoroughly reviewed the RFP and understands the requirements and expectations of the Town of Jupiter.

On behalf of UES, I certify that I am authorized to contractually obligate the firm and commit the necessary resources to successfully perform the services described herein. We appreciate your time and consideration and look forward to the opportunity to support the Town of Jupiter.

Respectfully,

UES

Travis Merrick
President
(239) 357-5154
tmerrick@teamues.com

Tom Montano, PE
Branch Manager
(772) 924-3575
tmontano@teamues.com

TAB 2
TABLE OF CONTENTS

TABLE OF CONTENTS

Tab 1 - Letter of Introduction and Executive Summary 3
Tab 2 - Table of Contents 6
Tab 3 - Transmittal Letter 8
Tab 4 - Financial Statement 10
Tab 5 - General Information 12
Tab 6 - Proposer Required Form 15

TAB 3
TRANSMITTAL LETTER

Date: May 5, 2026

Attention: Town of Jupiter
Town Clerk
210 Military Trail
Jupiter, Florida 33458

Reference: RFP NO. BD2026-002 - Plan Review, Inspection Services and Permit Technicians

Dear Evaluation Committee,

UES Professional Solutions, LLC (UES) is pleased to submit this proposal to provide Plan Review, Inspection Services, and Permit Technician Services for the Town of Jupiter. UES understands that the work includes providing qualified personnel to perform building and MEP plan reviews, construction inspections, and permit support services in accordance with applicable Town, State, and regulatory requirements. Our team is experienced in supporting municipal building departments and integrating seamlessly into existing operations to maintain efficiency, compliance, and high levels of service.

UES is fully committed to performing the requested services within the Town's anticipated timeframes. We have the staffing depth, local presence, and operational flexibility to meet required turnaround times, including initial plan reviews and resubmittals, while also supporting daily inspection needs and permit processing without disruption to Town operations. Our team is prepared to mobilize as required and provide consistent, responsive service throughout the duration of the contract.

UES believes we are exceptionally well-qualified to provide these services based on our extensive experience supporting municipalities throughout Florida, including our ongoing work with the Town of Jupiter. Our multidisciplinary team of licensed and certified professionals brings a strong understanding of Florida Building Code requirements, municipal processes, and customer service expectations. With a statewide network of offices and resources, UES delivers the responsiveness of a local team backed by the capacity and technical depth of a national firm. This combination allows us to provide reliable staffing, maintain continuity, and consistently deliver high-quality results.

UES confirms that this proposal shall remain valid and in effect for a period of ninety (90) days from the date of submission.

Thank you for your consideration. We appreciate the opportunity to support the Town of Jupiter and look forward to the possibility of working together.

Respectfully submitted,

UES

Travis Merrick
President
(239) 357-5154
tmerrick@teamues.com

Tom Montano, PE
Branch Manager
(772) 924-3575
tmontano@teamues.com

TAB 4

FINANCIAL STATEMENT

UPON REQUEST FROM THE TOWN OF JUPITER, UES WILL PROVIDE A COMPREHENSIVE END-OF-YEAR FINANCIAL P & L STATEMENT FOR THE PAST 3 YEARS.

Environmental & Earth Sciences
Sustainable Infrastructure Solutions
Geophysical Technologies

UES Professional Solutions, LLC (UES)
4205 Vineland Rd, Ste L1
Orlando, FL 32811

April 28, 2026

To whom it may concern:

The following are our responses to the information requested:

UES Professional Solutions, LLC, can confirm that it has adequate resources, human and financial, to work for the Town of Jupiter, Florida. The financial resources available to the Company include Delayed Draw Term Loan capacity of approximately $50M, a revolving credit facility of $20M, and cash on hand in excess of $40M. We do not have any of the conditions noted (bankruptcy, pending litigation, etc.) that would jeopardize our ability to complete the RFP project.

Respectfully,

Colin Lindahl
Chief Financial Officer
4205 Vineland Rd., Ste L1
Orlando, FL 32811
E: clindahl@teamues | P: 407.326.3752

TAB 5

GENERAL INFORMATION

A. UES has reviewed the services and requirements outlined in this RFP and has determined that there are no elements the firm is unable to fully perform. UES maintains the licensed personnel, specialized equipment, vehicles, and overall resources necessary to successfully deliver all requested services. Our multidisciplinary team, supported by a statewide presence and national depth, is fully equipped to meet the scope, schedule, and technical requirements of this RFP without limitation.

Below is a list of UES's local personnel that will serve this contract.

B. Tom Monatano, PE, will serve as Contract Manager. In this role, Mr. Monatano will be responsible for overall supervision and coordination of all services provided throughout the duration of this contract. He will oversee all assigned personnel, including project managers, plan reviewers, inspectors, and permit technicians, ensuring that all work is performed in accordance with applicable codes, standards, and the Town's requirements.

Contract Manager
Tom Monatano, P.E.
UES Professional Solutions, LLC
3921 Westgate Ave
West Palm Beach 33409
Office: (772) 924-3575
Cell: (772) 204-4239
Email: Tmontano@teamues.com

KEY PERSONNEL LICENSES & YEARS OF EXPERIENCE

NAME	ROLE	YEARS
Tom Montano, PE	Contract Manager/Professional Engineer	13
Matthew Chaney, BN	Project Manager/Standard Building Inspector - BN7342	8
Kirk Seeberger, PX	Standard Plans Examiner - PX2870	
Pedro Marsan, PE	Structural/Civil Engineer - PE61754	40
Michael Halter, PE, BN, PX	Professional Engineer - PE71782 Standard Plans Examiner- PX3302 Standard Building Inspector - BN7974	34
Juan Hernandez, PE	Professional Engineer - PE52659	30
Samantha Ritchey, BN, PX	Standard Inspector - BN9490 Standard Plans Examiner - PX5435	23
Lester Cruz, PBP, BN	Standard Inspector - BN9543 Building Inspector - PBP1663	10
Bruce Duncan, BN, PX	Standard Inspector - BN6983 Plans Examiner - PX4466 Residential Plans Examiner - RPX463	20
Michael Bard, BN	Standard Inspector/ Threshold Inspector - BN9433	20
Bobby Wooten, BN	Standard Inspector - BN8248	40+
Richard F. Jefferson, BN, BU, PX	Standard Inspector- BN1164 Building Code Administrator- BU1368 Standard Plans Examiner - PX513 Limited Inspector- IL414	56
Luis Martinez, CBO, BN, BU, PX	Building Official - BU1233 Plans Examiner - PX881 Standard Inspector - BN369	43

Timothy Rowe, BN	Standard Inspector - BN4350	40
Robert Bentz, BN, PX	Standard Inspector - BN8031 Plans Examiner - PX4495	45
Jeffrey Sheffield, BN	Standard Inspector - BN8553	28
Andrew Thomas Manero, RA	Registered Architect - AR96338	24
Christopher Lestrange, PE, BN, PX, RPX, BN	Professional Engineer - PE60670 Standard Building Inspector - BN5038 Standard Building Plans Examiner - PX2460 Building Code Administrator - BU1571 Residential PLans Examiner - RPX172	30
Derek Wiechmann, BN, PX, BU	Building Official - BU1532 Standard Plans Examiner - PX2699 Standard Inspector - BN4448	30+
Joseph Richard Crum, BU, BN, PX	Building Code Administrator - BU540 Professional Building inspector - BN1554 Professional Plans Examiner- PX679	42
Scottie Bennet, PX	Standard Plans Examiner- PX4639	50
Joseph Crum, PX, BU, BN	Plans Examiner - PX679 Building Code Administrator - BU540 Building Inspector - BN1554	42

TAB 6

PROPOSER REQUIRED FORMS

CORPORATE HEADQUARTERS

UES Professional Solutions, LLC (UES)
4205 Vineland Road Suite L1
Orlando, FL 32811
www.teamues.com

LOCAL BRANCH LOCATION

Branch Manager: Tom Montano, PE
3921 Westgate Ave
West Palm Beach 33409
p. 561-560-4220 | f. 772-924-3580
tmontano@teamues.com

ESTABLISHED

Corporation, 1964, Florida

AUTHORIZED IN FLORIDA

1964

OFFICERS

President, North Florida: Rick G. Kushner, PE
President, South Florida: Travis Merrick
CEO: David Witsken
CFO: Colin Lindahl
Secretary: Benjamin Butterfield

FEIN

59-1117804

SAM/CAGE

SAM UEI: HRBAK5KKDLN8
CAGE: 0RWB2

DUNS

06-481-7562

MBE

N/A

CORPORATE PROFILE

UES is a privately held, rapidly growing engineering and consulting firm with six decades of experience. Specializing in innovative solutions for design and construction challenges, UES provides a comprehensive range of services, including geotechnical engineering, construction materials testing, building code compliance, threshold inspections, environmental and ecological services, and geophysical and geospatial technologies.

With a nationwide network of over 4,200 professionals across 100+ branches and 80+ accredited laboratories, UES will help you navigate even the most complex projects.

Experienced and proven, UES is considered a pioneer of the industry and stands at the forefront of emerging technology and best practices. Serving a diverse client base that includes public and private clients, as well as public-private partnerships, our work spans a spectrum of projects from transportation and infrastructure to aviation and aerospace. Our engineers, geologists, certified inspectors, scientists, and drillers offer an unwavering commitment to excellence, approaching each project with the knowledge that precision, professionalism, and creative solutions are what drive success and cultivate enduring client relationships.

With over 10 years supporting the Town of Jupiter, UES brings proven experience and a deep understanding of the Town's procedures, ensuring seamless integration and immediate effectiveness.

DETAIL TECHNICAL PROPOSAL

The purpose of this technical proposal is to demonstrate UES's qualifications, experience, and capacity to provide the requested services in full compliance with the requirements of this Request for Proposal for the Town of Jupiter.

UES is a privately held engineering and consulting firm with more than 60 years of experience supporting public and private sector clients. With a nationwide network of over 100 offices and a **strong presence throughout Florida,** UES provides Building Code Compliance, Environmental Consulting, Geotechnical Engineering, and Construction Materials Testing services to the design and construction community. Our multidisciplinary team includes licensed engineers, certified inspectors, plans examiners, and experienced technical staff who collectively deliver comprehensive, high-quality solutions.

As one of Florida's leading providers of these services, UES has the personnel, resources, and technical expertise to meet the evolving needs of municipalities. Our professionals remain actively engaged with regulatory agencies and industry organizations, ensuring our services align with current codes, standards, and best practices.

UES' code compliance team includes licensed building officials, certified inspectors, and experienced plans examiners with extensive knowledge of the Florida Building Code and applicable federal, state, and local regulations. Our personnel bring decades of combined experience supporting municipal building departments, enabling efficient plan review, inspection services, and regulatory compliance.

APPROACH & RESOURCES

UES is committed to delivering consistent, reliable service to the Town of Jupiter. Our staffing approach ensures uninterrupted support, with the flexibility to scale resources based on workload demands, accelerated schedules, or special assignments. By utilizing a strong bench of in-house professionals, UES maintains quality, consistency, and responsiveness across all services.

Our team is equipped with the tools and technology necessary to efficiently perform all required services. Inspectors and plans examiners utilize mobile technology to complete inspections, document findings, and provide real-time reporting.

This approach enhances communication, improves turnaround times, and ensures accurate and timely documentation for the Town.

UES maintains a fleet of company vehicles and access to specialized equipment to support all field operations. All personnel are properly licensed and certified, and each team member is fully equipped to meet the Town of Jupiter's operational, reporting, and compliance requirements.

CLIENT SERVICE COMMITMENT

UES is committed to delivering responsive, client-focused service. We understand the importance of timely communication, flexibility, and accountability within municipal operations. Our team works proactively with Town staff to address challenges, maintain schedules, and deliver solutions without compromising quality.

Through established QA/QC procedures, UES ensures all work meets the highest standards of accuracy and compliance. Our management team remains readily accessible to resolve any concerns quickly and effectively.

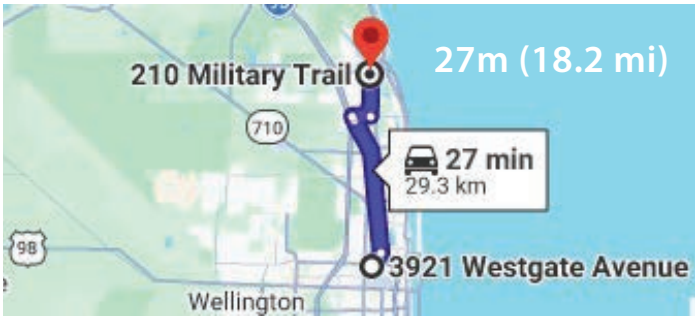
UES approaches this contract as a true partnership. We are committed to supporting the Town of Jupiter with professionalism, integrity, and a collaborative mindset, serving as a seamless extension of the Town's Building Department.

OFFICE LOCATION

UES's West Palm Beach office will serve as the primary office for this contract and is strategically located just north of the Town, allowing UES to provide timely, responsive service and rapid mobilization as needed.

WEST PALM BEACH BRANCH

3921 Westgate Ave
West Palm Beach 33409
561-560-4220



EQUIPMENT PROVIDED

UES will furnish all necessary equipment and resources required to perform the services outlined in this contract at no additional cost to the Town. This includes:

- Inspection vehicles in good operating condition, suitable for transporting ladders and field equipment (vehicles may display Town-issued identification as required)
- Mobile communication devices for all field personnel
- Ladders and standard inspection tools necessary to access typical residential and commercial structures
- Appropriate uniforms for field staff
- Personal protective equipment, including safety shoes, hard hats, and other required safety gear

PRE-SCREENING EMPLOYEES

UES understands and complies with all requirements related to pre-employment screening for personnel assigned to this contract. This includes background checks conducted through the Florida Department of Law Enforcement, motor vehicle record reviews through the Florida Department of Highway Safety and Motor Vehicles, and drug screening for applicable staff, including contracted personnel.

As part of UES's standard hiring practices, all prospective employees—both full-time and part-time—are subject to thorough pre-employment screening and background verification prior to hire, ensuring a qualified and reliable workforce.

UNDERSTANDING THE WORK

UES is well-versed in the Florida statutory code compliance nuances and has over 20+ years of experience conducting private provider code compliance services and city/county building department services.

With a growing demand for construction plan review and inspection services, UES has become the most reliable, cost-effective resource. We focus on assisting our clients in improving their service to the community while simultaneously reducing their business costs.

Our staff is certified to meet all the requirements of Florida Statute Chapters 468 Part XIII, 471, 481, and 633, Florida Building Code and any other applicable Chapters of the Town's Planning, Zoning, and Building Department.

Our qualified, capable staff consists of multi-certified professionals valued for their experience, professional knowledge, and desire to surpass clients' expectations.

With a rising demand for building permitting and inspection services, we have become a dependable, customer service-driven resource. For this contract, UES will provide personnel to perform Plan Review for residential and commercial building applications, and Building Inspections for structures where permits have been issued.

It is our understanding that the Town seeks professional, licensed firms to perform services for:

- **Plan Review (Plan Checking):** Upon request by the Town, UES will review construction plans prepared by or on behalf of applicants to ensure compliance with applicable Town and State building codes and regulations. Once plans are determined to be compliant, UES will recommend approval and return them to the Town for permit issuance. Initial plan reviews will be completed within 20 calendar days, and re-submittals will be reviewed and returned within 14 calendar days. UES will also attend meetings as required and provide coordination related to plan review and field inspection activities.

- **Building Inspection Services:** Upon request by the Town, UES will provide building inspection services throughout the course of construction to ensure compliance with conditions of approval, the Town's building codes, and all applicable State regulations, as outlined in the approved permitted plans. In performing these duties, UES will inspect projects at the appropriate stages of construction to verify compliance with all applicable Town and State codes.
- **Plan Technician Services:** Upon request by the Town, UES will provide plan technician support to assist with front counter operations, respond to phone and email inquiries, process and issue permits, and coordinate the scheduling of inspections.

UES RESPONSIBILITIES

UES is committed to delivering responsive, high-quality services that meet the needs of the Town in a timely and efficient manner while maintaining the highest level of customer service. As a provider of building code compliance services, UES understands and will fulfill the following responsibilities:

- UES will perform both inspection and plan review services across all applicable disciplines, including building, structural, mechanical, electrical, and plumbing, along with all required administrative documentation in accordance with Town procedures.
- Our team will conduct inspections of permitted construction within the Town to ensure compliance with approved plans, specifications, applicable codes, and local ordinances. UES will also review construction documents to verify code compliance and support the permitting process.
- UES will respond to and assist in the investigation of complaints related to unpermitted work, code violations, and related concerns, including providing documentation and support for enforcement actions when required. Written reports and inspection documentation will be prepared using Town-approved forms and systems.
- Accurate and complete records of all inspections, investigations, and related activities will be maintained, including daily inspection logs entered into the Town's permitting software.
- UES personnel will communicate and coordinate effectively with contractors, architects, engineers, Town staff, and the public regarding construction activities, code requirements, and project-related inquiries.

Additional duties incidental to inspection and plan review services may be performed as assigned by the Town to support Building Department operations. Responsibilities may evolve based on the Town's needs, and UES is prepared to adapt accordingly.

Services will be performed during the Town's standard business hours, typically Monday through Friday, with flexibility to adjust schedules as necessary by mutual agreement.

UES staff will report directly to the Town's Chief Building Official and/or Chief Plans Examiner and will adhere to all established procedures and protocols.

In the event of emergency situations, including natural disasters such as hurricanes, UES will provide inspection and plan review services as needed to support the Town's response and recovery efforts.

UES personnel will also attend meetings and provide technical consultation when requested to support ongoing projects and Building Department functions.

SCHEDULING

Upon contract award, UES will provide the Town of Jupiter with qualified Building Code Compliance professionals with the appropriate certifications to support operations on a day-to-day basis. Staffing levels will be adjusted as needed to align with the Town's workload and service demands.

UES personnel will perform assigned duties during standard business hours, typically 7:30 AM to 4:00 PM, Monday through Friday, with flexibility to modify schedules as needed by mutual agreement.

Plans Examiners, Building Inspectors, and Permit Technicians will operate under the direction of the Town's Chief Building Official and/or Chief Plans Examiner. UES staff are experienced in municipal processes and will follow all established inspection and reporting procedures to ensure consistency, efficiency, and seamless integration with the Town's operations.

UES will provide personnel to conduct Florida Building Code compliant residential and/or commercial inspections in the principal building trades of building, electrical, plumbing, mechanical, energy conservation, and existing building, Florida Building Code compliant residential and/or commercial remote plan reviews and Florida Building Code Compliant Building Official services.

APPROACH TO SERVICES

PLAN REVIEW SERVICES

UES' Plans Examiners will perform comprehensive technical reviews of construction documents to ensure compliance with the Florida Building Code (FBC) and all applicable federal, state, and local laws, regulations, codes, and ordinances.

Each Plans Examiner is highly experienced in their respective discipline and maintains all required State of Florida certifications in accordance with Florida Statute Chapter 468.

Upon assignment, UES will review submitted plans for accuracy, completeness, and code compliance with adopted standards. At the conclusion of each review, the Plans Examiner will either recommend approval or identify specific code deficiencies requiring correction. All reviews will be documented within the Town's permitting system in accordance with established procedures.

Plan review comments will be organized in a clear, concise, and structured format, with each deficiency referencing the applicable drawing sheet and corresponding code citation as required by Florida Statutes. Review results will be provided to designated Town of Jupiter staff, and supporting documentation, including summary reports, will be included with billing submittals as required.

UES Plans Examiners will also be available to coordinate with and assist design professionals, contractors, and property owners by addressing code-related questions and clarifying review comments. When necessary, UES can accommodate expedited plan reviews to support projects with accelerated schedules, subject to approval by the Town's Building Official.

INSPECTION SERVICES

UES provides highly trained and certified inspectors with extensive experience performing construction inspections on complex and high-profile projects. All inspectors maintain current State of Florida licensure in accordance with applicable statutes and remain up to date with evolving code requirements within their respective disciplines.

Once approved and assigned by the Town, UES inspectors will report as directed and be available to perform inspection services during standard business hours, with flexibility to accommodate additional needs as required. Assigned personnel will report to the Town's Building Official or designee and will remain consistent unless otherwise approved by the Town.

UES inspectors will perform residential and commercial inspections to verify compliance with the Florida Building Code, applicable State Statutes, and all local codes and ordinances. Services will include inspections of both new construction and existing permitted projects within the Town's jurisdiction.

Inspection findings will be documented in clear, detailed reports using the Town's required forms and systems. All identified deficiencies will include appropriate code references in accordance with Florida Statutes. Inspectors will maintain accurate daily logs of inspection activities, including results and hours worked, within the Town's permitting system.

UES personnel will coordinate directly with contractors, architects, engineers, and members of the public to address construction-related questions, code interpretations, and project-specific concerns. Our inspectors are committed to maintaining thorough and organized documentation, issuing correction notices when necessary, and providing responsive communication to support efficient project progression.

In addition, UES inspectors will remain accessible to the Town to respond to inquiries, support field coordination, and provide consistent, professional service aligned with the Town's operational standards.

INSPECTION PRODUCTIVITY

The average number of inspections conducted per full-time equivalent (FTE) per full working day varies based on project type, travel distance, and inspection complexity. Under typical municipal conditions, UES inspectors complete **18 to 21 inspections per day,** with higher volumes achievable for routine residential inspections and lower volumes for more complex commercial or specialty inspections requiring extended review time.

PLAN REVIEW PRODUCTIVITY

Plan review output per FTE is dependent on project size, discipline, and level of complexity. On average:

- **Residential / standard permits:** approximately 3 to 6 plan reviews per day
- **Commercial / complex projects:** typically 1 to 3 plan reviews per day

UES plans examiners prioritize thorough, code-compliant reviews, ensuring accuracy and minimizing re-submittals. Productivity levels are adjusted as needed to maintain quality, meet turnaround requirements, and align with the Town's workload demands.

TECHNOLOGY CAPABILITY

Our Special Inspectors, Plans Examiners, and Building Officials are equipped with late-model vehicles and mobile computing solutions featuring the latest hardware and software. This technology enhances communication and allows our team to perform efficiently in the field.

These mobile systems enable inspectors to provide real-time inspection results, upload documentation, and communicate directly with the Town and project stakeholders.

In addition, all personnel are equipped with smartphones, and direct contact information is readily available to ensure accessibility and responsiveness.

At the firm level, UES utilizes a licensed, comprehensive, and integrated software platform to manage daily operations and all aspects of project delivery. Our technology environment includes Microsoft Windows-based systems, Office 365, advanced cybersecurity protections, secured VPN access, and virtual meeting platforms to support seamless communication and data security.

At the core of our operations is Deltek Vantagepoint, an industry-leading platform widely used throughout the A/E/C industry. Vantagepoint serves as UES' central project management and financial system, capturing critical project data including scope, schedule, staffing, subconsultants, and client information. The system supports detailed reporting, real-time project tracking, and integrated billing functions, ensuring accuracy, transparency, and efficiency throughout the project lifecycle.

UES also employs a dedicated Application Business Analyst and Software Developer to maintain, enhance, and integrate our systems, ensuring optimal performance and continuous improvement across all operational platforms.

UES GADGET SOFTWARE

Following a client's request for service, we will immediately create a work order, and a properly credentialed UES BID inspector will be scheduled and dispatched to building site. We use the proprietary UES Gadget software to manage all incoming requests, workorders, and reporting. Clients will be able to request inspections and view results of inspections on our client portal.

With the use of remote devices in the field, the inspector's information is saved and transmitted to our office.

The resulting data is uploaded to our dispatch and scheduling application, where reports are generated and reviewed by a project manager for quality. Once approved, the reports are then sent electronically to the client.

This entire process begins and ends with the client a fact that every UES employee involved in the process understands. We strive to deliver fast, accurate results.

PROJECT MANAGEMENT/COMMUNICATION

UES' approach to project management is built on clear communication, proactive coordination, and the application of proven best practices. Having supported the Town of Jupiter for over eight years, UES has a thorough understanding of the Town's procedures, expectations, and operational workflows. This familiarity allows our team to begin each assignment with a clear, informed approach aligned with the Town's schedule, budget, and service standards.

Throughout each project, UES maintains a strong focus on meeting deadlines, maintaining accurate documentation, and delivering services safely and in accordance with our established quality standards. Our personnel are trained in safety protocols and industry-standard quality assurance practices, ensuring consistent, reliable, and high-quality results that the Town has come to expect.

Communication with the Town remains a cornerstone of our service approach. Based on our longstanding working relationship, UES understands the importance of timely updates and accessibility.

We will continue to provide regular project status updates, typically on a weekly basis, with frequency adjusted to meet the Town's needs. Town staff will have direct access to key UES personnel, allowing for immediate coordination, quick response to questions, and efficient resolution of any issues that may arise during project execution.

STAFF TRAINING, EXPERIENCE, AND TECHNICAL CAPACITY

UES maintains a highly qualified workforce supported by ongoing training, diverse project experience, and a strong commitment to professional development. Our personnel regularly participate in continuing education funded by UES, including code updates, certification renewals, safety training, and discipline-specific technical programs to ensure compliance with Florida Statutes and the Florida Building Code. In addition, many of our professionals independently pursue advanced training opportunities and certifications at their own expense, further strengthening the depth and expertise of our team.

This investment in training is complemented by extensive hands-on experience across a wide range of project types.

UES staff routinely perform plan reviews for both residential and commercial developments, including new construction, renovations, additions, tenant improvements, and specialty projects. Our experience spans all major disciplines, including building, structural, electrical, mechanical, plumbing, energy conservation, and existing building.

Similarly, UES inspectors conduct a high volume and wide variety of inspections across diverse project types and construction stages. These include residential and commercial structures, site development, and complex or high-profile projects requiring detailed code interpretation and coordination. Our team is experienced in managing both routine inspections and more specialized assignments, ensuring consistent, code-compliant results regardless of project complexity.

Through a combination of continuous training and broad technical experience, UES provides the Town with a team that is not only highly qualified, but also adaptable, knowledgeable, and prepared to support the full range of services required under this contract.

WORKLOAD CAPACITY AND RESOURCE AVAILABILITY

UES does not anticipate any challenges in meeting the Town's schedule or service demands. With an established presence supporting the Town and a full-time staff already engaged in providing these services, UES is positioned to respond immediately and efficiently to all assigned tasks without disruption or delay. **UES has the capacity to maintain the current level of service with up to four full-time inspectors and/or plans examiners, ensuring consistent performance and the ability to accommodate fluctuations in workload.**

Prior to submission of this qualification, UES leadership carefully evaluated the anticipated scope of work to confirm the availability of personnel, equipment, and technical resources. Based on this review, UES has determined that sufficient capacity exists to successfully perform all required services while maintaining the Town's expectations for responsiveness, quality, and turnaround times. Our current workload will not impact our ability to meet or exceed the Town's goals for this contract.

UES is committed to dedicating the necessary resources to ensure successful project delivery. The assigned Project Manager, along with our broader team, will provide the time, attention, and oversight required to support the Town on all assignments. To further strengthen our capacity, UES has recently added an additional Plans Examiner, Kirk Seeberger, PX, who will directly support the Town and provide additional flexibility to accommodate increased workload demands.

Our firm offers a highly qualified team of licensed Building Officials, Inspectors, and Plans Examiners, supported by advanced technology, equipment, and established operational systems. Work assignments are strategically distributed based on individual expertise and project requirements, ensuring that each task is completed by the most qualified personnel. Our team includes specialists across all major disciplines, including structural, roofing, plumbing, electrical, gas, fire prevention, mechanical systems, accessibility, and energy compliance.

UES maintains a high level of service through structured workflows, ongoing training, and rigorous quality control protocols that align with Florida's regulatory standards.

With 18 locations throughout UES' South Florida team provides immediate access to a deep bench of highly experienced professionals, including:

- 9 Florida Registered Professional Engineers
- 7 Engineering Interns
- 3 Special Inspectors for Threshold Buildings
- 5 Florida Licensed Building Officials
- 3 ICC Master Code Professionals
- 11 Florida Licensed Plans Examiners
- 23 Florida Licensed Building Inspectors

This depth of staffing ensures that UES can consistently meet workload demands, provide redundancy when needed, and maintain uninterrupted service to the Town of Jupiter.

FAMILIARITY WITH THE TOWN OF JUPITER BUILDING DEPARTMENT PROCEDURES AND PRACTICES

UES brings over ten years of direct experience supporting the Town of Jupiter Building Department, providing a strong working knowledge of the Town's procedures, review processes, and operational expectations. Through this long-standing relationship, our team is familiar with the Town's permitting workflows, inspection protocols, documentation standards, and coordination practices with staff, applicants, and contractors.

This familiarity allows UES to integrate seamlessly into daily operations, minimize onboarding time, and maintain consistency in service delivery. Our team understands the importance of adhering to established processes while supporting efficient turnaround times, clear communication, and compliance with applicable codes and Town requirements, ensuring continuity and reliability across all assigned services.

EXPERIENCE WORKING WITH FLORIDA LOCAL GOVERNMENTS

UES' strong reputation has enabled successful partnerships with numerous government agencies and municipalities across a wide range of services. Our history of securing and maintaining continuing service contracts many of which have been renewed multiple times demonstrates our ability to consistently meet and exceed contract requirements. Our clients rely on UES to deliver high-quality services on schedule and through a cost-effective, efficient approach.

OWNER/MUNICIPALITY	PROJECT DESCRIPTION	LOCATION	DATE OF CONTRACT
Town of Jupiter	Plan Review and Inspections	Jupiter, FL	2015 - Ongoing
Martin County	Plans Review, Inspections Services and Permit Technicians	Jupiter, FL	2025 - Ongoing
Town of Highland Beach	Plan Review and Inspections	Highland Beach, FL	2025 - Ongoing
Town of Ocean Breeze	Plan Review and Inspections	Ocean Breeze, FL	2025 - Ongoing
The City of Boynton Beach	Plan Review and Inspections	Boynton Beach, FL	2015 - Ongoing
The City of Fort Pierce	Plan Review and Inspections	Fort Pierce, FL	2015 - Ongoing
City of Greenacres	Plan Review and Inspections	Greenacres, FL	2023 - Ongoing
City of Riviera Beach	Plan Review and Inspections (piggy back)	Riviera Beach, FL	2015 - Ongoing
City of Sebastian	Plan Review and Inspections (piggy back)	Sebastian, FL	2015 - Ongoing
City of Stuart	Building Code Inspections	Stuart, FL	2017 - Ongoing
Indian River County	Plan Review and Inspections	Indian River County, FL	2019 - Ongoing
Town of Palm Beach	Plan Review and Inspections	Palm Beach, FL	2015 - Ongoing
Village of North Palm Beach	Plan Review and Inspections	North Palm Beach, FL	2020 - Ongoing

EXPERIENCE WORKING WITH FLORIDA LOCAL GOVERNMENTS

SERVICE CONTRACTS PERFORMED FOR GOVERNMENTAL AGENCIES			
City of Alachua	City of High Springs	City of Tavares	Seminole County
City of Aventura	City of Holly Hill	City of West Melbourne	Town of Eatonville
City of Belle Isle	City of Lake Helen	City of West Palm Beach	Town of Indialantic
City of Boynton Beach	City of Longwood	City of Winter Springs	Town of Jupiter
City of Casselberry	City of Maitland	Indian River County	Town of Melbourne
City of Cocoa Beach	City of New Smyrna Beach	Martin County	Town of Orange Park
City of Dania Beach	City of Newberry	Santa Rosa County	Town of Orchid Island
City of Daytona Beach Shores	City of Oak Hill	School Board of Brevard County	Town of Palm Beach
City of Deltona	City of Ormand Beach	Charlotte County Public Schools	Town of Pierson
City of Edgewater	City of Port Orange	School Board of Lee County	Town of Ponce Inlet
City of Fort Pierce	City of Sanford	School District of Collier County	Village of North Palm Beach
City of Green Cove Springs	City of South Daytona	School District of Osceola County	Volusia County

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

SCHEDULE OF FEES / COST PROPOSAL

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
1.	Per Person: 8 Hours Per Day, 37.5- 40 Hours Per Week. **Perform inspection services** excluding natural disaster events. FULL TIME INSPECTOR	BLDG $ **85.00** PER HOUR M, E, or P $ **85.00** PER HOUR 1+2 FAMILY $ **85.00** PER HOUR MULTI $ **90.00** PER HOUR
2.	Per Person: **Perform inspection services** during natural disaster events. FULL TIME INSPECTOR	BLDG $ **85.00** PER HOUR M, E, or P $ **85.00** PER HOUR 1+2 FAMILY $ **85.00** PER HOUR MULTI $ **90.00** PER HOUR
3.	Per Person: **Perform inspection services** excluding natural disaster events in excess of 40 Hr. per week. FULL TIME INSPECTOR	BLDG $ **116.00** PER HOUR M, E, or P $ **116.00** PER HOUR 1+2 FAMILY $ **116.00** PER HOUR MULTI $ **131.00** PER HOUR
4.	Per Person: **Perform inspection services** excluding natural disaster events. AS NEEDED BASIS	BLDG $ **85.00** PER HOUR M, E, or P $ **85.00** PER HOUR 1+2 FAMILY $ **85.00** PER HOUR MULTI $ **90.00** PER HOUR

Proposer: UES Professional Solutions, LLC Date: 4/28/2026

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
5.	Per Person: **Perform inspection services** during natural disaster events. AS NEEDED BASIS	BLDG $ **85.00** PER HOUR M, E, or P $ **85.00** PER HOUR 1+2 FAMILY $ **85.00** PER HOUR MULTI $ **90.00** PER HOUR
6.	Per Person: **Review and process construction plans** for obtaining building permits excluding natural disaster events. AS NEEDED BASIS	BLDG $ **85.00** PER HOUR M, E, or P $ **85.00** PER HOUR 1+2 FAMILY $ **85.00** PER HOUR MULTI $ **90.00** PER HOUR
7.	Per Person: **Review and process construction plans** for obtaining building permits during natural disaster events. AS NEEDED BASIS	BLDG $ **116.00** PER HOUR M, E, or P $ **116.00** PER HOUR 1+2 FAMILY $ **116.00** PER HOUR MULTI $ **131.00** PER HOUR
8.	Per Person: **Review and process construction plans by the next working day** (expedited review) for obtaining building permits. (Includes pick up and drop off)	BLDG $ **85.00** PER HOUR M, E, or P $ **85.00** PER HOUR 1+2 FAMILY $ **85.00** PER HOUR MULTI $ **90.00** PER HOUR

Proposer: UES Professional Solutions, LLC Date: 4/28/2026

UES
3921 Westgate Ave
West Palm Beach, Florida, 33409
561.560.4220 | TeamUES.com

April 28, 2026

Reference: Conflict of Interest Statement

UES affirms that it has no known actual or potential conflicts of interest related to the services described in this Request for Proposals (RFP No. BD2026-002). UES has no financial, business, or personal relationships that would create a conflict or give the appearance of a conflict in the performance of plan review, inspection services, or permit technician services for the Town of Jupiter.

UES further certifies that no officer, employee, or agent of the Town of Jupiter has a financial interest, directly or indirectly, in UES, and that no UES employee assigned to this contract has any conflicting employment or relationships that would impair their ability to perform services in an objective and impartial manner.

UES agrees to immediately disclose any potential or actual conflict of interest that may arise during the term of the contract and to comply with all applicable federal, state, and local laws, including the ethical provisions of the State of Florida.

Respectfully,

Travis Merrick
President

UES

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

DRUG-FREE WORK PLACE CERTIFICATION

The undersigned Contractor, in accordance with Florida Statute 287.087 hereby certifies that

UES Professional Solutions, LLC does:
Name of Business

1. Publish 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. Inform 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, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee 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 Florida Statute 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. Impose a sanction on, or require 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. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Travis Merrick, President
Proposer's Printed Name and Title

4/28/2026
Date

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that [insert subcontractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with, section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of [insert subcontractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

N/A

_____
Signatu

_____
int Name/T

_____
Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was ackn edged before me by means of / physical presence or / online notarization, this_____(date) by _____ (name of officer or agent, title of officer or agent) of_____ (name of contractor company acknowledging), a_____ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced_____ (type of identification) as identification.

_____
Notary Public

Notary Seal

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

ATTACHMENT A

PROPOSAL RESPONSE FORMS

PROPOSER INFORMATION	
PROJECT ORGANIZATION (PROPOSER)	
Name of Business:	UES Professional Solutions, LLC
Principal Contact Person:	Tom Montano, PE
Address 1:	3921 Westgate Ave, West Palm Beach 33409
Address 2:	
Address 3:	
Telephone:	561-560-4220
FAX:	772-924-3580
E-mail:	Tmontano@teamues.com
Name of Individual Project Manager:	Matthew Chaney
Telephone:	904-673-0626
E-mail:	MChaney@teamues.com
Location of Project Office:	West Palm Beach, FL

PROPOSER REFERENCES
Please submit a minimum of five references in detail; give client references who have been clients (of the Proposer) for at least one year (preferably municipal governments or other governmental agencies of similar size in Florida where your company has provided same and similar services). The Town may contact some of the Proposer's current and former clients, both supplied by the Proposer and independently derived, to request that they validate the qualifications of the Proposer and the accuracy of the claims made by the Proposer in its Proposal, and that they assess the Proposal's ability to perform the types, level and quality of services that the Town desires. All references contacted will be asked to rate those aspects of the Proposal's performance on a scale from 0 – 5: zero (0) being poor and (5) being excellent. Excellent: Frequently exceeds client reference's specifications/requirements Good: Meets client reference's specification/requirements. Poor: Frequently does not meet client reference's specifications / requirements

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

1. CUSTOMER NAME:	Town of Jupiter
CUSTOMER LOCATION:	210 Military Trail, Jupiter, FL 33458
POPULATION, if Government:	62,987
CUSTOMER CONTACT PERSON:	Roger Held, Building Official
CUSTOMER PHONE NUMBER:	(561) 741-2669
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	(561) 741-2669
PROJECT DESCRIPTION:	Plan Review, Inspection Services, & Permit Technicians
2. CUSTOMER NAME:	City of Ft. Pierce
CUSTOMER LOCATION:	100 N. US 1, 1st Floor, Fort Pierce, FL 34950
POPULATION, if Government:	49,100
CUSTOMER CONTACT PERSON:	Georgia Smith-Montgomery,Purchasing Agent
CUSTOMER PHONE NUMBER:	(772) 460-2200
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	gmontgomery@city-ftpierce.com
PROJECT DESCRIPTION:	Plan Review and Inspection Review Services
3. CUSTOMER NAME:	Martin County
CUSTOMER LOCATION:	2401 SE Monterey Road, Stuart, FL 34996
POPULATION, if Government:	162,176
CUSTOMER CONTACT PERSON:	Andrew Bruhn, Asst. Building Official
CUSTOMER PHONE NUMBER:	(561) 742-6367
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	abruhn@martin.fl.us
PROJECT DESCRIPTION:	Plan Review and Inspection Review Services
4. CUSTOMER NAME:	Indian River County - Building Division
CUSTOMER LOCATION:	1801 27th Street, Vero Beach, FL 32960
POPULATION, if Government:	172,139
CUSTOMER CONTACT PERSON:	Scott McAdam - Building Official
CUSTOMER PHONE NUMBER:	(772) 226-1268
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	
PROJECT DESCRIPTION:	Plan Review and Inspection Review Services

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

5. CUSTOMER NAME:	City of Boynton Beach
CUSTOMER LOCATION:	100 E. Ocean Ave, Boynton Beach, FL 33425
POPULATION, if Government:	83,095
CUSTOMER CONTACT PERSON:	Shane Kittendorf,CBO
CUSTOMER PHONE NUMBER:	(561) 742-6352
CUSTOMER CONTACT FAX:	(561) 742-6357
CUSTOMER CONTACT E-MAIL:	kittendorfs@bbfl.us
PROJECT DESCRIPTION:	Plan Review and Inspection Review Services

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

NON-COLLUSIVE AFFIDAVIT FORM

STATE OF Florida

COUNTY OF Palm Beach

Travis Merrick, being first duly sworn deposes and says that:

1. He is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting the Proposal.
2. The Proposal is genuine and is not a collusive or sham Proposal.
3. Neither the Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, have in any way, colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contact for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix the price in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer; or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage in the proposed Contract.
4. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Date: 5 / 4 / 2026

By Travis Merrick

I HEREBY CERTIFY that on this day, before me personally appeared, by means of ☒ physical presence or ☐ online notarization, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, an authorized representative of UES Professional Solutions, LLC., well known to me and known to me to be the person(s) described in and who executed the foregoing instrument and have acknowledged before me that they executed the same. WITNESS my hand and official seal in the County and State last aforesaid this 4 day of May, 2026.

Notary Seal

JENNIFER RIVERA
MY COMMISSION # HH 323323
EXPIRES: February 18, 2027

NOTARY PUBLIC

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PROPOSER'S CERTIFICATION FORM

The below signed Proposer certifies that he/she has read, carefully examined, and thoroughly understands the terms, conditions, and specifications contained in the RFP and any other documents accompanying or made a part of this RFP. I hereby propose to furnish the services specified in the RFP. Furthermore, I agree to abide by all conditions of this RFP. I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Proposal on behalf of the firm or entity who is the Proposer, as its act and deed and that the Proposer is ready, willing and able to perform if awarded the contract.

I further certify that this Proposal is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a Proposal for the same service; no officer, employee or agent of the Town of Jupiter or of any other Proposer interested in the Proposal; and that the undersigned executed this Proposal's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

UES Professional Solutions, LLC
NAME OF BUSINESS

BY:

SIGNATURE

Travis Merrick, President
PRINTED NAME AND TITLE

3921 Westgate Ave
MAILING ADDRESS

West Palm Beach 33409
CITY, STATE, ZIP CODE

(561) 560-4220
TELEPHONE NUMBER

tmerrick@teamues.com
E-MAIL ADDRESS

Subscribed and sworn to before me, by means of ☑ physical presence or ☐ online notarization this day of , 2026, by of , who [ ] is personally known to me or [ ] has produced as identification and who did (did not) take an oath.

JENNIFER RIVERA
MY COMMISSION # HH 323323
EXPIRES: February 18, 2027

NOTARY PUBLIC

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PROPOSER'S QUALIFICATION STATEMENT FORM

The undersigned Proposer certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: Town of Jupiter

ADDRESS: 210 Military Trail
Jupiter, FL

SUBMITTED BY UES Professional Solutions, LLC

CIRCLE ONE: (CORPORATION) / PARTNERSHIP / INDIVIDUAL / OTHER

NAME UES Professional Solutions, LLC

ADDRESS: 3921 Westgate Ave, West Palm Beach 33409

TELEPHONE NO. (561) 560-4220

FAX NO. (772) 924-3580

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   Corporation - Limited Liability Company

   The correct name of the Proposer is:
   UES Professional Solutions, LLC
   The address of the principal place of business is:
   3921 Westgate Ave, West Palm Beach 33409

2. If Proposer is a corporation, answer the following:
   a. A. Date of Incorporation: 1964
   b. State of Incorporation: Florida
   c. President's name: Travis Merrick
   d. Vice President's name: Paul H. Danforth, PE, SI
   e. Secretary's name: Benjamin Butterfield
   f. Treasurer's name: Colin Lindahl
   g. Name and address of Resident Agent: Cogency Global Inc.
      115 North Calhoun Street, Suite 4, Tallahasse, FL 32301
3. If Proposer is an individual or a partnership, answer the following:
   a. Date of organization:
   b. State whether general or limited partnership:
   c. Name, address and ownership units of all partners:

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   N/A

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   N/A

6. How many years has your organization been in business under its present business name?
   a. Under what other former names has your organization operated?

   2024, former name was Universal Engineering Sciences, Inc.
   and GFA International, Inc.

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Proposal. Please attach certificate of competency and/or state registration.

   Engineering Firm license - 549 | State of Florida Corporation Number - L20000003595

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

   No

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

   Resumes on pages 39-62.
   Licenses listed on pages 63-69.

10. State the name of the individual who will have personal supervision of the work:

    Tom Montano, PE - Branch Manager/Contract Manager

11. Disclose any suits or administrative actions ever taken against your firm by the Department of Insurance within the last two (2) years.

    None

THE PROPOSER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY THE TOWN IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY PROPOSER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSAL'S QUALIFICATIONS TO

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PERFORM UNDER THE CONTRACT SHALL CAUSE THE TOWN TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

Signature

Travis Merrick
Printed Name

State of Florida
County of Palm Beach

The foregoing instrument was acknowledged before me, by means of ☑ physical presence or ☐ online notarization this 4th day of May, 2026 by of .
who [X] is personally known to me or [ ] has produced as identification and who did (did not) take an oath.

NOTAR

Notary Seal

JENNIFER RIVERA
MY COMMISSION # HH 323323
EXPIRES: February 18, 2027

TOWN OF JUPITER, FL
ADDENDUM ACKNOWLEDGEMENT FORM

PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHS
RFP NO. BD2026-002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in proposal disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

- [x] Addendum No. 1
- [x] Addendum No. 2
- [ ] Addendum No. 3
- [ ] Addendum No. 4
- [ ] Addendum No. 5
- [ ] Addendum No. 6

I understand that failure to confirm the receipt of addenda may be cause for rejection of this proposal. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

UES Professional Solutions, LLC
Company Name

Authorized Signature

President
Title

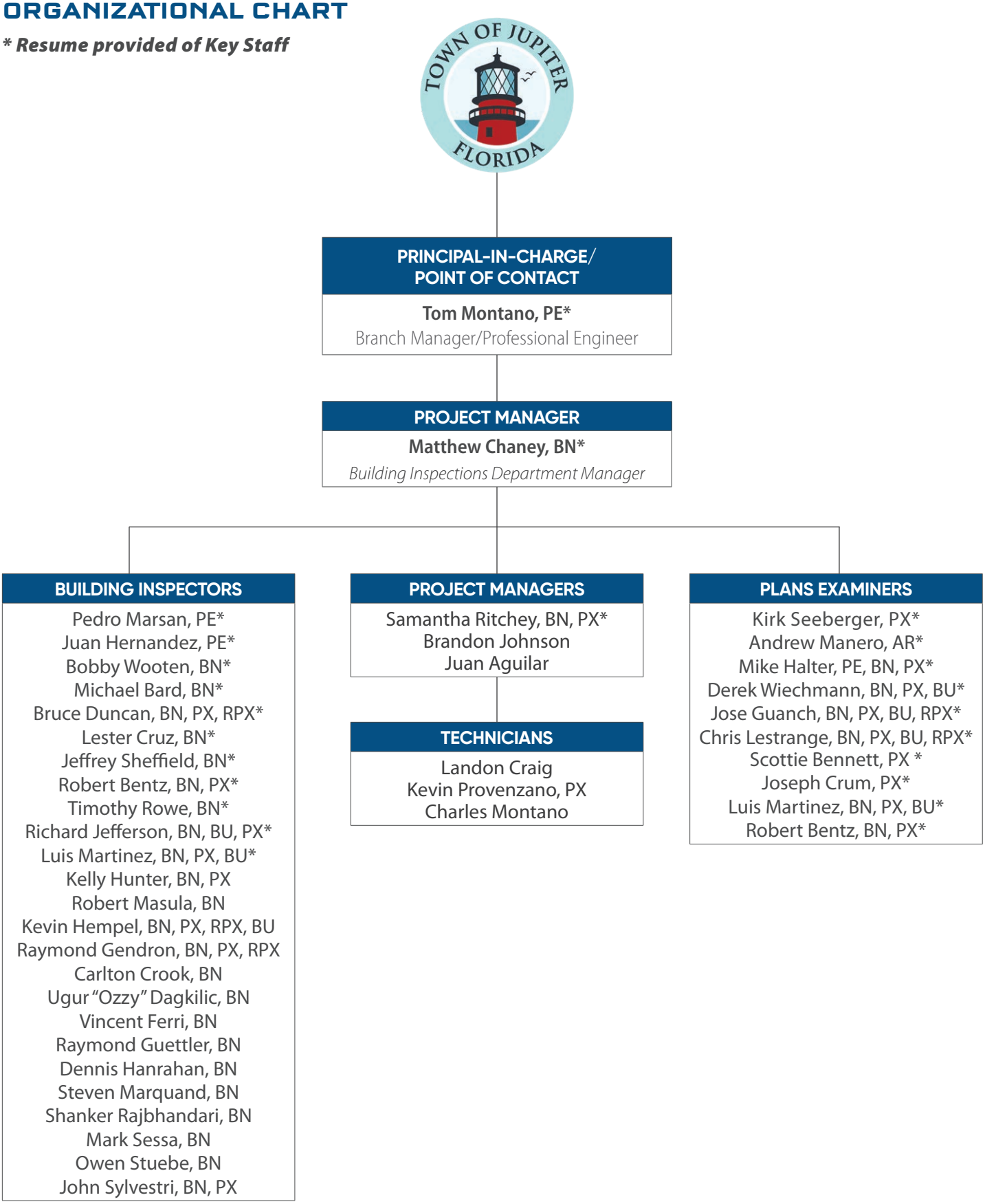
Travis Merrick
Print Name

5/5/2026
Date

NOTE: This addendum acknowledgement should be submitted with the proposal to expedite document processing.

ORGANIZATIONAL CHART

**** Resume provided of Key Staff***



TOM MONTANO, PE

PROJECT ENGINEER | BRANCH MANAGER

EDUCATION

BS, Civil Engineering, Rensselear Polytechnic Institute

YEARS OF EXPERIENCE

13

LICENSES

- Professional Engineer - FL #84146

Tom has over 13 years of experience in the construction industry. As UES' Port St. Lucie and West Palm Beach Branch Manager. Tom is responsible for overseeing his staff and all the work that is performed from the branch office. He is involved in all aspects of the business, including client relations, project management, scheduling, and training. Tom's project management experience includes educational facilities, industrial facilities, port, aviation, commercial facilities, multi-story condominiums, and infrastructure projects as well as CCNA's for municipalities.

PROJECT EXPERIENCE

TOWN OF JUPITER

JUPITER, FL

UES is providing professional building inspections, plan review services and permit technicians for all town-wide construction projects. Tom serves as Branch Manager.

CITY OF BOYNTON BEACH

BOYNTON BEACH, FL

UES is providing professional building inspections, plan review services and permit technicians for all town-wide construction projects. Tom serves as Branch Manager.

MARTIN COUNTY

MARTIN COUNTY, FL

UES is providing municipal support to Martin County during a continuing contract piggybacked from the Town of Jupiter. The scope includes professional building inspections, and plan review services. Tom serves as Branch Manager.

CITY OF FORT PIERCE

FORT PIERCE, FL

UES provided municipal support as a Certified Building Official (CBO) for field inspection and code compliance as well as plan review and inspection services.

INDIAN RIVER COUNTY

INDIAN RIVER COUNTY, FL

UES is providing municipal support to Indian River County during a continuing contract. The scope includes professional code compliance inspections.

BENT CREEK

FORT PIERCE, FL

Tom serves as Branch Manager during UES' services at the Bent Creek single-family home community in Fort Pierce. UES is conducting plans reviews and private provider inspections on behalf of Lennar Homes; the community includes over 100 units. The team is currently aiding the release of the first 30+ homes (part of phase 2).

PALM BEACH GARDENS CITY HALL & POLICE STATION RENOVATION

PALM BEACH GARDENS, FL

The project consisted of constructing 2-story attached additions to the existing City Hall building, an attached 1-story addition to the police department building, an attached 1-story addition to the fire department building, and a new detached 1-story Operations Center building. UES services included Geotechnical Engineering, Environmental Consulting, and Construction Materials Testing.

BRIGHTLINE WEST PALM BEACH STATION
WEST PALM BEACH, FL

The Brightline West Palm Beach Station is part of the new high speed train system that will connect Miami to Orlando in three hours. The West Palm Beach station consisted of the new construction of a two-story commuter rail station with a footprint of approximately 60,000-square feet, a 12-story residential tower, and an 8-story parking garage in downtown West Palm Beach. The estimated total cost of construction is $29 million. UES was responsible for providing private provider inspections for all building, mechanical, electrical, plumbing, and gas components, threshold inspections for all reinforcing steel placement, shoring and re-shoring inspection verification, concrete and grout placement monitoring, pre and post fill cell grouting, and structural steel inspections, and licensed plan review services in accordance with the Florida Building Code for the structural, mechanical, electrical, plumbing, and building disciplines.

BRIGHTLINE FORT LAUDERDALE STATION
FORT LAUDERDALE, FL

The Brightline Fort Lauderdale Station is part of the new high speed train system that will connect Miami to Orlando in three hours. The Fort Lauderdale Station is a 2-story commuter rail station and has a footprint of approximately 60,000 square feet. The estimated total cost for the Fort Lauderdale Station is $14.6 million. This project also included the construction of a seven-story pre-cast parking garage with pre-topped double tee floors/roof and precast and perforated metal facade exterior. The parking garage is approximately 219,919-square feet. UES was responsible for providing private provider inspections for all building, mechanical, electrical, plumbing, and gas components, threshold inspections for all reinforcing steel placement, shoring and reshoring inspection verification, concrete and grout placement monitoring, pre and post fill cell grouting, and structural steel inspections, and licensed plan review services in accordance with the Florida Building Code for the structural, mechanical, electrical, plumbing, and building disciplines, as well as construction materials testing services for all soils, aggregate, and concrete material used for the project. UES also provided geotechnical engineering services for vibration monitoring.

300 BANYAN
WEST PALM BEACH, FL

This project involves the construction of consist of the construction of a 12-story office building. UES performed site reconnaissance and soil analysis, provided foundation recommendations, revised the structural plans for auger cast-in-place piles, monitoring of the pile installation and load testing, including rebar and cage assembly of the test pile and production piles.

AZURE CONDOMINIUM
PALM BEACH GARDENS, FL

This project consisted of the new construction of two 5-story residential structures totaling approximately 575,000-SF. The building is constructed with a concrete structural frame, post-tension decks and in-fill masonry. The buildings are supported on conventional shallow footing foundations supported by soils improved by the vibro-compaction method. UES services included Geotechnical Engineering, Construction Materials Testing, Threshold Inspections, and Post Tensioned Cable Elongation Monitoring. Tom was responsible for overseeing all staff associated with the project, as well as ensuring all UES services were completed on time and in budget.

FPL CORPORATE OFFICE
PALM BEACH GARDENS, FL

A six story, 270,000 square foot office building with Monitoring w a 3-story parking garage on a 38 acre site. Our scope of services included Threshold Inspections and Construction Material Testing.

CELEBRATION POINTE INSPECTIONS/PLAN REVIEWS
FORT PIERCE, FL

Tom serves as Branch Manager during UES' services at the Celebration Pointe community in Fort Pierce. UES is conducting plans reviews and private provider inspections on behalf of LGI Homes; the development includes 70 single- and multi-family homes. UES is currently assisting the client with the next phase.

MATTHEW R. CHANEY, BN

INSPECTIONS DEPARTMENT MANAGER

Mr. Chaney is a licensed Standard Inspector with eight years of experience. He currently manages the Building Inspections Department for UES. In this capacity, he oversees inspection teams and all inspections performed by the branch. In addition to his expertise in Building Inspections, Matthew is knowledgeable in geotechnical and structural engineering.

EDUCATION

BS, Civil Engineering, Florida Atlantic University

YEARS OF EXPERIENCE

8

LICENSES

- Standard Inspector - FL #BN 7342

PROJECT EXPERIENCE

TOWN OF JUPITER, FL
JUPITER, FL
UES is providing professional building inspections, plan review services and permit technicians for all town-wide construction projects. Matthew manages UES' Building Inspections Department for this contract.

MARTIN COUNTY, FL
MARTIN COUNTY, FL
UES is providing municipal support to Martin County during a continuing contract piggybacked from the Town of Jupiter. The scope includes professional building inspections, and plan review services. Matthew serves as UES' Building Inspections Department Manager.

INDIAN RIVER COUNTY, FL
INDIAN RIVER COUNTY, FL
UES is providing municipal support to Indian River County during a continuing contract. The scope includes professional code compliance inspections. Matthew manages UES' Building Inspections Department.

BOYNTON BEACH
BOYNTON BEACH, FL
UES is providing professional building inspections, plan review services and permit technicians for all town-wide construction projects. Matthew manages UES' Building Inspections Department for this contract.

CITY OF FORT PIERCE
FORT PIERCE, FL
UES provided municipal support as a Certified Building Official (CBO) for field inspection and code compliance as well as plan review and inspection services.

PALM BEACH COUNTY FACILITIES - VISTA CENTER EXPANSION
WEST PALM BEACH, FL
UES provided construction materials testing and Threshold inspection services for a new 57,235sf, 2-story office building. This project included covered walkways and connecting bridge to and existing building along with a new 3-story parking garage.

FPL CORPORATE OFFICE
PALM BEACH GARDENS, FL
A 6-story, 270,000sf office building with Monitoring with a 3-story parking garage on a 38-acre site. Our scope of services included Threshold Inspections and Construction Material Testing.

THE BRISTOL CONDOMINIUM
WEST PALM BEACH, FL
The project is located on the Intracoastal Waterway on the west side of Flagler Drive, just south of the Royal Palm Way Bridge. The project consisted of constructing a 626,016gsf., 23-story tower providing

65 residential units, 15 guest suites, amenity spaces, and mechanical equipment floor. In addition, it included two levels of parking, with one level partially below grade providing approximately 192 parking spaces.

5000 N. OCEAN

NORTH PALM BEACH, FL

As an Inspector for the construction of a 20-story condominium, Matthew was responsible for performing threshold inspections on multiple elements including reinforced masonry, post tension, concrete placement monitoring, red iron, and all other interior nonstructural inspections.

ALTA DELRAY

DELRAY BEACH, FL

As an Inspector for the new construction of seven four-story apartment buildings, Matthew was responsible for performing threshold inspections on multiple elements including reinforced masonry, post tension, concrete placement monitoring, wood frame, precast concrete, and all other interior nonstructural inspections.

INSTITUTE FOR HEALTH LIVING

JUPITER, FL

The Institute for Healthy Living consist of five 1 to 3-story residential structures totaling approximately 250,000 sf. UES performed a peer review on the original geotechnical investigation. During vibro-compaction efforts, complaints were received at the Town of Jupiter regarding vibration levels. UES worked with the Town, the Vibro-compaction consultant and the residents to alleviate concerns. The project was permitted through the Town of Jupiter. UES worked closely with the Building Department to ensure their requirements were met regarding threshold inspections.

JUPITER MEDICAL CENTER - FLORENCE A. DEGEORGE PAVILION

JUPITER, FL

The Florence A. DeGeorge Pavilion at the Jupiter Medical Center Facility consisted of a 3-story medical expansion totaling approximately 90,000 sf. The buildings are constructed of reinforced concrete, masonry and structural steel. The buildings are supported on deep pile foundations. UES performed the geotechnical investigation for the proposed construction. Due to large foundation design loads and concerns for vibrations, a deep foundation system consisting of augered castin-place piles was recommended. Pile load tests were successful and a final installation program was prepared. The project was permitted through the Town of Jupiter. UES worked closely with the Building Department to ensure their requirements were met regarding threshold inspections.

THE WATERCLUB

NORTH PALM BEACH, FL

As an Inspector for the new construction of two, 23-story condominiums, Matthew was responsible for performing threshold inspections on multiple elements including reinforced masonry, post tension, concrete placement monitoring, red iron, and all other interior nonstructural inspections.

JUPITER MEDICAL CENTER - ANDERSON FAMILY CANCER CENTER

JUPITER, FL

This facility consisted of a 3-story medical expansion totaling approximately 76,000 sf. UES performed the geotechnical investigation for the proposed construction. UES provided recommendation on mass backfi lling an existing lake to support the structure on conventional shallow footing foundations.

GOOD SAMARITAN HOSPITAL – VARIOUS ADDITIONS

WEST PALM BEACH, FL

Various additions at the main hospital campus along Flagler Drive in West Palm Beach, Florida. The additions are generally constructed of reinforced concrete, masonry and structural steel supported on conventional shallow footing foundations. UES services included Construction Materials Testing (Soil and Concrete), and Threshold and Private Provider Inspection Services.

EDUCATION

BS, Civil Engineering/ Hydraulics, University of Havana, Florida Atlantic University

YEARS OF EXPERIENCE

40

LICENSES & CERTIFICATIONS

- Professional Engineer - FL PE61754
- Florida Storm Water and Sedimentation Control Inspector
- Wind and Hurricane Mitigation Inspector
- Supervisory Certification Program
- Intermediate Work Zone Traffic Control
- Construction Estimating Institute
- National Utility Contractor Association, OSHA Course

PEDRO MARSAN, PE

STRUCTURAL/CIVIL ENGINEER

Pedro has 40 years of responsible professional civil engineering and construction management experience. His expertise includes designing and building civil engineering projects such as roadways, dams, canals, lift stations, and force & water mains. He has also managed several multimillion-dollar projects within Miami-Dade County, accomplished in compliance with budgetary and time constraints.

PROJECT EXPERIENCE

LTC BRYSTOL AT WYLDER RANCH
PORT ST. LUCIE, FL
Private Provider Inspection for Phase 1 - 124 Lots.

CENTRAL PARK
PORT ST. LUCIE, FL
Plan review, private provider inspections for new home community.

AMERICA WALKS SENIOR LIVING APARTMENTS & CLUBHOUSE
PORT ST. LUCIE, FL
Structural/Special/Threshold Inspections New Construction of (2)4-Story Senior Apartment Complex Buildings.

TESORO
PORT ST. LUCIE, FL
Plan review, private provider inspections for new home community.

ESTANCIA
FORT PIERCE, FL
Plan review, private provider inspections, constructon materials testing and blower door testing services of the new construction of 78 units, 35 multi-family townhome buildings with parking and clubhouse.

OLEANDER OAKS
FORT PIERCE, FL
Plan review, private provider inspections for new home community.

BENT CREEK
FORT PIERCE, FL
Plan review, private provider inspections for new home community.

MORNINGSIDE PHASE 2
FORT PIERCE, FL
Plan review, private provider inspections for new home community 50 lots.

CELEBRATION POINTE
FORT PIERCE, FL
Plan review, private provider inspections for new home community.

SEAGROVE PHASE 1
FORT PIERCE, FL
Plan review, private provider inspections for new home community. Phase 1 includes 110 Townhomes and 139 Single Family homes.

RIVER OAKS
INDIANTOWN, FL
Plan review, private provider inspections for new home community.

EDUCATION

MS, Mechanical Engineering, State University of New York at Buffalo

BS, Aerospace Engineering, State University of New York at Buffalo

YEARS OF EXPERIENCE

34

LICENSES

- Professional Engineer - FL #PE71782
- Standard Plans Examiner - FL #PX3302
- Standard Building Inspector - FL #BN7974

CERTIFICATIONS

- ASFPM Certified Flood Plain Manager

MICHAEL HALTER, PE, BN, PX

PROFESSIONAL ENGINEER/BUILDING INSPECTOR/PLANS EXAMINER

Michael serves as a licensed inspector for UES, with 34 years of experience. He offers a wealth of knowledge to the team with qualifications encompassing building inspections and plans examination (including zoning) and civil engineering for roadway and drainage projects. His expertise ranges from residential inspections to municipal efforts.

PROJECT EXPERIENCE

TOWN OF JUPITER – CCNA
JUPITER, FL
UES provided municipal support as a Certified Building Official (CBO) for field inspection and code compliance.

TOWN OF ORCHID
ORCHID ISLAND, FL
UES provided municipal support as a Certified Building Official (CBO) for field inspection and code compliance.

CITY OF FORT PIERCE – PLAN REVIEW AND INSPECTIONS
FORT PIERCE, FL
UES' continuing contract with the Town of Jupiter to provide professional building inspections, plan review services and Permit Technicians for all citywide construction projects. He serves as a Certified Building Official (CBO) for field inspection and code compliance on an as-needed basis.

THREE LAKES
STEWART, FL
UES provided private provider services, as a Certified Building Official (CBO) for field inspection and code compliance.

CLUB MED SANDPIPER BAY RENOVATION
PORT ST. LUCIE, FL
UES provided Private Provider Plan Review; Private Provider Building Inspection; Construction Materials Testing and Threshold Inspection Services for the renovation of an existing golf club and resort, at reception building, restaurant, and 4 guest rooms buildings, with associated site work.

DELRAY TRAILS AT VILLA DELRAY
BOYNTON BEACH, FL
Private Provider Plan Review and Building Inspection Services for the dumster enclosure.

TROPICAL WORLD
BOYNTON BEACH, FL
Private Provider Plan Review; Construction Materials Testing; Special Inspection Services; Private Provider Building Inspection; and Blower Door Testing services for the construction of a 3-story 256 living facility unites with pool, recreation area and associated site work. The building will be approximately 310,664 square feet.

MATTAMY HOMES – NEWFIELD
PALM CITY, FL
Plan review of 3 Model Homes.

BRENTWOOD VILLAGE
BOCA RATON, FL
UES provided private provider services, as a Certified Building Official (CBO) for field inspection and code compliance for 72 private residences, from single-family homes to garden villas.

YEARS OF EXPERIENCE

30

LICENSES

- Professional Engineer - FL #PE52659

JUAN HERNANDEZ, PE

PROFESSIONAL ENGINEER

Mr. Hernandez is a State of Florida registered professional engineer who specializes in Mechanical Engineering. Juan has over 30 years of experience in mechanical engineering, and serves in the code compliance division of UES' Port St. Lucie location. He performs mechanical inspections for residential and commercial buildings to ensure compliance with applicable codes.

PROJECT EXPERIENCE

TOWN OF JUPITER – PLAN REVIEW, INSPECTIONS, AND PERMIT TECHNICIANS (CONTINUING CONTRACT)

JUPITER, FL

Under UES' continuing contract with the Town of Jupiter to provide professional building inspections, plan review services and Permit Technicians for all town construction projects, Mr. Hernandez provides mechanical inspections on various residential and commercial structures on an as-needed basis.

CITY OF FORT PIERCE – PLAN REVIEW AND INSPECTIONS (CONTINUING CONTRACT)

FORT PIERCE, FL

Mr. Hernandez serves as Mechanical Inspector for UES' continuing contract with the Town of Jupiter to provide professional building inspections, plan review services and Permit Technicians for all citywide construction projects. He provides mechanical inspections on various residential and commercial structures on an as-needed basis.

MARTIN COUNTY, FL

MARTIN COUNTY, FL

UES is providing municipal support to Martin County during a continuing contract piggybacked from the Town of Jupiter. The scope includes professional building inspections, and plan review services.

VILLAGE OF INDIANTOWN BUILDING CODE ADMINISTRATION (CONTINUING CONTRACT)

VILLAGE OF INDIANTOWN, FL

UES has a continuing contract with the Village of Indiantown to provide complete Building Code Administration services. Specific services include Building Official, permitting and plan review, and building code inspections for all construction projects within the Village. Mr. Hernandez provides mechanical inspections on various residential and commercial structures as needed.

SEAGROVE PHASE 1

FORT PIERCE, FL

Plan review, private provider inspections for new home community. Phase 1 includes 110 Townhomes and 139 Single Family homes.

BENT CREEK

FORT PIERCE, FL

Tom serves as Branch Manager during UES' services at the Bent Creek single-family home community in Fort Pierce. UES is conducting plans reviews and private provider inspections on behalf of Lennar Homes; the community includes over 100 units. The team is currently aiding the release of the first 30+ homes (part of phase 2).

SAMANTHA RITCHEY, BN

PROJECT MANAGER - MAJOR PROJECTS

EDUCATION

University of Colorado at Denver, 2003

BA, Occidental College, 1996

YEARS OF EXPERIENCE

22+

LICENSES

- Standard Inspector - FL #BN9490
- Plans Examiner - FL #PX5435

EXPERTISE

- AutoCAD ADT
- Revit
- MS Office Suite
- PowerPoint
- Premier
- Photoshop
- Illustrator
- Sketch Up

MEMBERSHIP

- Associate Member of AIA

Samantha serves UES' as the Project Manager for the Major Projects division. Samantha has a strong passion for architecture, engineering, and construction, and has worked as a draftsperson, sketch artist, and photographer, lending technical skill and creative flair to every project. Her background spans a broad range of experience with design, architectural, engineering, and multi-disciplinary firms, as well as production home builders and construction management companies. Her diverse industry knowledge is complemented by her extensive international exposure—having lived in Spain, France, Morocco, England, and Norway, and traveled globally, she brings a worldly perspective to her work. Samantha is highly proficient in design and productivity software, including AutoCAD ADT, Revit, SketchUp, Photoshop, Illustrator, Premiere, and the Microsoft Office Suite. She is fluent in Spanish and has shared her industry knowledge and passion with students as an ACE Mentor for several years.

PROJECT EXPERIENCE

ALBA RESIDENCE- PALM BEACH

WEST PALM BEACH, FL

Project Manager - Managed communications and workflow for Geotechnical Services (pile installation monitoring); Construction Materials Testing; Threshold Inspection; Private Provider Building InspectioN; Post-Tensioned Cable Elongation Monitoring and Vibration Monitoring of new construction of a 22-story condominium building. The Building will be approx. 250,000 square feet.

RITZ-CARLTON RESIDENCE - THE ESTATE COLLECTION

PALM BEACH GARDENS, FL

Project Manager - Managed communications and workflow for Private Provider and Threshold Inspections and Material Testing between GC, Ownership, and field. Samantha server as the project manager.

BOYNTON BEACH COMMERCE CENTER

BOYNTON BEACH, FL

Project Manager - managed communications and workflow for Threshold Inspections and Material Testing between GC, Ownership, and field.

FPL - PGA CORPORATE OFFICES PHASE II

PALM BEACH GARDENS, FL

Project Manager - provide, manage, deliver, and complete professional threshold inspection services.

BOYS & GIRLS CLUB - DREHER PARK

WEST PALM BECH, FL

Project Manager - Managed communications and workflow for Construction Materials Testing; Private Provider Plan Review; Building Inspection and Threshold Inspection services for the construction of a 19,270 sq. ft. gym and clubhouse.

LESTER CRUZ, PBP, BN

BUILDING INSPECTOR

Mr. Cruz is a Plans Examiner and Building Inspector with over 10 years of experience in residential construction, plan review, inspections, and project management. Extensive background reviewing residential plans for compliance with the Florida Building Code (8th Edition, 2023) and International Building Code (2024). He coordinate with design professionals, contractors, and municipal departments to ensure code compliance, quality assurance, and timely permit approvals.

EDUCATION

BS, Construction Management, Everglades University

YEARS OF EXPERIENCE

10

LICENSES

- Standard Inspector - FL #BN9543
- Building Inspector - FL #PBP1663

CERTIFICATIONS

- BPI Infiltration & Duct Leakage Certified

PROJECT EXPERIENCE

RESIDENTIAL PLAN REVIEW & PERMITTING
PORT ST. LUCIE, FL
Reviewed and approved over 400 residential construction plans for compliance with Florida Building Code and International Building Code requirements. Conducted structural and non-structural plan reviews, provided correction comments, and coordinated with mechanical, plumbing, and electrical reviewers to streamline the permitting process.

SINGLE-FAMILY RESIDENTIAL CONSTRUCTION MANAGEMENT
PORT ST. LUCIE, FL
Managed daily construction operations for 22 residential builds with PulteGroup, completing over 30 homes ranging from $300K to $800K. Coordinated schedules, vendors, inspections, and ensured compliance with safety and building standards through project closeout.

DELRAY VILLAS 3
DELRAY BEACH, FL
Private Provider Plan Review and Private Provider Building Inspection Services for 55 re-roofs within a residential subdivision.

RESIDENTIAL INSPECTIONS & TESTING SERVICES
PORT ST. LUCIE, FL
Performed over 300 drainage plane and lath inspections and conducted blower door and duct leakage testing for single- and multi-family homes. Maintained detailed inspection records with photographs and reporting to support permit approvals and compliance verification.

PROJECT SUPERINTENDENT
MIAMI, FL
Supervised subcontractors, maintained daily logs using Procore, ensured OSHA compliance, and coordinated inspections across multiple construction phases.

ESTIMATOR/ASSISTANT PROJECT MANAGER
MIAMI, FL
Prepared over 400 construction cost estimates, managed bid packages, maintained construction document logs, and supported projects ranging from $2,000 to $3,000,000.

EDUCATION

BA, Florida Atlantic University

YEARS OF EXPERIENCE

20

LICENSES

- Plans Examiner - FL # PX4466
- Standard Inspector - FL #BN6983 (combination residential)(commercial building, mech. Plumb.)
- Division One Residential Contractor with Wind Tech add on Certification - FL #CRC1328778
- Solar Contractor - FL #CVC56860
- Mold Assessor & Mold Remediator MRSA223, MRSR207
- Residential Plans Examiner - FL #RPX463
- Home Inspector - FL #HI546

BRUCE DUNCAN, BN, PX

BUILDING INSPECTOR

Bruce serves as a licensed inspector with 20 years of experience in the construction industry, including 10 years of inspections and architectural and engineering plan production. He offers a wealth of knowledge to the team with qualifications encompassing building inspections and plans examination.

PROJECT EXPERIENCE

APOGEE (FKA THREE LAKES)

STUART, FL

UES provided Plan Review - Post Permit; PP Inspections - Villas/ Cottages; PP Inspections-Amenities; and PR & PP Inspections-Clubhouse. Bruce served as a Building Inspector.

WALMART RDC STR. #7038

FORT PIERCE, FL

UES provided structural inspections for this retail store. Bruce served as a Building Inspector.

ACE OF CARTS – SHOPPES AT THE HEART OF TRADITION

STUART, FL

UES provided private provider inspections for this retail establishment. Bruce served as a Building Inspector.

GOODWILL BOOKSTORE

STUART, FL

UES provided private provider inspections for this retail establishment. Bruce served as a Building Inspector.

RIVER OAKS

INDIANTOWN, FL

Plan review, private provider inspections for new home community. Bruce served as a Building Inspector.

MOTLEY RESIDENCE

JENSEN BEACH, FL

Plan review, private provider inspections for new pool. Bruce served as a Building Inspector.

EDEN AT TRADITION

PORT SAINT LUCIE, FL

UES provided Construction Materials Testing and Post-Tensioned Cable Elongation Monitoring of the new construction of two-story 214 units 33 multi-family townhome buildings with clubhouse, and mail kiosk, with associated site work. Bruce served as a Building Inspector.

MAVIS TIRES #2213

VERO BEACH, FL

UES provided private provider inspections for this retail establishment. Bruce served as a Building Inspector.

DIAMOND SHORES

FORT PIERCE, FL

UES provided plan reviews and private provider inspections for a custom home. Bruce served as a Building Inspector.

ESTANCIA

FORT PIERCE, FL

UES provided Private Provider Plan Review; Private Provider Building Inspection; Construction Materials Testing and Blower Door Testing for the construction of 78 units, 35 multi-family townhome buildings with parking and clubhouse. Bruce served as a Building Inspector.

YEARS OF EXPERIENCE

20

LICENSES

- Standard Inspector/ Threshold Inspector - FL #BN9433

MICHAEL BARD, BN

INSPECTOR

Michael Bard is a licensed inspector with 20 years of construction experience. His expertise includes two decades of concrete work, a decade focused in framing, and four years of supervisory experience. Michael's portfolio encompasses various projects, from construction of schools, hospitals, and retail shopping centers, to custom built residences and water treatment plants. His robust field knowledge and hands-on approaches support quality assurance across a range of construction projects, ensuring compliance with applicable codes and industry standards.

PROJECT EXPERIENCE

MOB – HCA PORT ST. LUCIE

PORT ST. LUCIE, FL

As consultant to HCA Management Services, UES is performing materials testing and threshold inspections, to inform construction of a medical office building. Michael serves as an Inspector.

ALTON PARCEL B – ALAN B. MILLER MEDICAL CENTER

PALM BEACH GARDENS, FL

As consultant to Universal Health Services, UES is performing materials testing to inform construction at the Miller Medical Center in Palm Beach Gardens. UES' scope involves field soil, concrete, asphalt and masonry testing. Michael serves as an Inspector.

BURNS ROAD COMMUNITY CENTER EXPANSION

PALM BEACH GARDENS, FL

As consultant to the city of Palm Beach Gardens, UES is performing structural, special inspections, and threshold inspections to inform construction of an expansion for the Burns Road Community Center. Michael serves as an Inspector.

RITZ CARLTON

PALM BEACH GARDENS, FL

Contracted by DMBH Residential Investment, LLC/Catalfumo Construction, UES performed Private Provider Inspections (PPI), threshold inspections, and materials testing to inform construction at the Ritz Carlton in Palm Beach Gardens. UES' additional scope involved post-tension cable work. Michael served as an Inspector.

STUART MIDDLE SCHOOL – BUILDING 10 NEW CAFETERIA

STUART, FL

Contracted by the School District of Martin County, UES performed structural inspections, threshold inspections, and special inspections to inform construction of a new cafeteria space in Building 10 on campus. Michael served as an Inspector.

SEAGROVE PHASE 1

FORT PIERCE, FL

Plan review, private provider inspections for new home community. Phase 1 includes 110 Townhomes and 139 Single Family homes. Michael serves as UES' Building Inspector.

BOBBY WOOTEN, BN

BUILDING INSPECTOR

YEARS OF EXPERIENCE

40+

LICENSES & CERTIFICATIONS

- Building Inspector #BN8248
- Certified General Contractor #CGC1523804
- Certified General Contractor #CGC1513437

Bobby has over 40 years of experience in the construction field. His extensive experience includes framing, drywall installing and finishing. He has worked as a Superintendant, Project Manager, and a Gernal Contractor. He brings a wealth experience to the team, as well as qualifications in building inspection.

PROJECT EXPERIENCE

MARTIN COUNTY, FL

MARTIN COUNTY, FL

UES is providing municipal support to Martin County during a continuing contract piggybacked from the Town of Jupiter. The scope includes professional building inspections, and plan review services. Bobby serves as UES' Building Inspector.

INDIAN RIVER COUNTY, FL

INDIAN RIVER COUNTY, FL

UES is providing municipal support to Indian River County during a continuing contract. The scope includes professional code compliance inspections. Bobby serves as UES' Building Inspector.

OVERTOWN TOWERS

MIAMI-DADE, FL

This project consisted of two 22-story office towers for Florida Transit Authority. Bobby was the subcontracted Project Manager for the interior build outs, and core requirements.

DCH AUDI VOLKSWAGEN

MAPLEWOOD, NEW JERSEY

Bobby was the Project Manager on this project. This project consisted of three county jurisdictions on a ground up auto dealership.

DAVIE WATER TREATMENT PLANT

DAVIE, FL

Bobby was the Project Manager for a structure and interiors projects.

SEAGROVE PHASE 1

FORT PIERCE, FL

Plan review, private provider inspections for new home community. Phase 1 includes 110 Townhomes and 139 Single Family homes. Bobby serves as UES' Building Inspector.

BENT CREEK

FORT PIERCE, FL

As consultant to Lennar Palm Atlantic Division, UES is conducting private provider inspections in the Bent Creek subdivision. Bobby serves as UES' Building Inspector.

MORNINGSIDE PHASE 2

FORT PIERCE, FL

Plan review, private provider inspections for new home community 50 lots. Bobby serves as UES' Building Inspector.

APOGEE (FKA THREE LAKES)

STUART, FL

UES provided Plan Review - Post Permit; PP Inspections - Villas/ Cottages; PP Inspections-Amenities; and PR & PP Inspections-Clubhouse. Bobby serves as UES' Building Inspector.

YEARS OF EXPERIENCE

56

LICENSES & CERTIFICATIONS

- Building Inspector - #BN4236
- Building Code Administrator - #BU1368
- State of Florida Standard Plans Examiner - #PX-0000513
- Electrical Inspector - #910006
- Mechanical Inspector - #562
- Plumbing Inspector - #1264
- Residential Electrical Inspector -#741
- Commercial Electrical Inspector -#358
- Electrical Plans Examiner- #182
- Chief Electrical Code Analyst- #90014
- State of Florida Standard Inspector - #BN-0001164
- State of Florida Limited Inspector - #0000414

RICHARD F. JEFFERSON, BN, BU, PX

BUILDING INSPECTOR

Richard Jefferson brings 56 years of extensive experience in the construction and building inspection industry. Over his career, he has honed expertise as a Building Inspector, Plans Examiner, and Electrician, making him a well-rounded professional with a deep understanding of building codes, safety regulations, and electrical systems. His vast knowledge and hands-on experience have made him a trusted authority in ensuring the safety, compliance, and quality of construction projects.

PROJECT EXPERIENCE

TOWN OF JUPITER
JUPITER, FL
UES is providing professional building inspections, plan review services and permit technicians for all town-wide construction projects. Richard serves as Buiding Inspector and Plans Examiner.

TOWN OF INDIAN RIVER SHORES, INDIAN RIVER COUNTY BUILDING DEPARTMENT, INDIAN RIVER COMMUNITY COLLEGE, INDIAN RIVER ELECTRIC
VERO BEACH, FL
Mr. Jefferson completed projects as the Town Manager, Building Official, Building Inspector, Plans Examiner, Journeyman and Master Electrician Instructor, and Electrical Supervisor for several Indian River organizations from Jan 1980 to May 2013.

MARTIN COUNTY BUILDING DEPARTMENT
STUART, FL
Mr. Jefferson served as the Senior Building Technician, Building Inspector, and Plans Examiner for several projects.

TOWN OF ORCHID
ORCHID, FL
Mr. Jefferson completed projects as a Building Official, Building Inspector, and Plans Examiner.

OLD COLONY CONSTRUCTION
QUINCY, MA
Mr. Jefferson served as a Construction Superintendent.

MCDONALDS RESTAURANT
BOCA RATON, FL
Mr. Keenan served as the structural inspector for this new construction.

ROYAL PALM YACHT CLUB
BOCA RATON, FL
Mr. Keenan served as the structural inspector for this new construction.

TOLL BROTHERS
BOCA RATON, FL
Mr. Keenan served as the multi-discipline inspector for various projects completed for this national homebuilder.

BUREAU VERITAS
FLORIDA
Mr. Keenan served as building inspector 3 for various projects throughout Florida.

CITY OF BOCA RATON
BOCA RATON, FL
Mr. Keenan served as building inspector 3.

YEARS OF EXPERIENCE

43

LICENSES & CERTIFICATIONS

- State of Florida Building Official License #BU1233
- State of Florida Plans Examiner License #PX881
- State of Florida Inspector License #BN369
- ICC Certified Building Code Official
- ICC Certified Plumbing Code Official
- ICC Certified Mechanical Code Official
- ICC Certified 1&2 Family Residential Inspector
- FEMA (NIMS) Training Certificates
- 100, 200, 300, 400 and 700 Series
- Coordinate FEMA required Damage Assessment

LUIS A. MARTINEZ, CBO, BN, BU, PX

BUILDING INSPECTOR

Luis A. Martinez brings 43 years of extensive experience in the regulation and inspection of building construction, electrical, mechanical and plumbing installations; and direct the enforcement of related federal, state, and local laws. He directs and conducts field inspections to assure compliance of construction plans covering residential and commercial construction. He is experienced as a Building Inspector and Plans Examiner, making him a well-rounded professional with a deep understanding technical work reviewing all types of construction drawings, plans, and specifications to ensure compliance with applicable codes and ordinances.

PROJECT EXPERIENCE

TOWN OF JUPITER
JUPITER, FL

UES is providing professional building inspections, plan review services and permit technicians for all town-wide construction projects. Luis serves as Buiding Inspector and Plans Examiner.

INDIAN RIVER COUNTY
INDIAN RIVER COUNTY, FL

UES is providing municipal support to Indian River County during a continuing contract. The scope includes professional code compliance inspections. Luis serves as Buiding Inspector and Plans Examiner.

LOST TREE PRESERVE PHASES 4&5
VERO BEACH, FL

Single family home private provider inspection and plan review for various lots. The community features 199 residences ranging from 1,500 to 2,600 square feet, with modern architecture and high-quality finishes.

GERBER VAUGHAN RESIDENCE
VERO BEACH, FL

Private provider for a single family dwelling.

SEAGROVE PHASE 1
FORT PIERCE, FL

Plan review, private provider inspections for Phase 1, 110 Townhomes and 139 Single Family homes.

CROSS BRIDGE
INDIAN RIVER COUNTY, FL

Single family home plan review various 118 lots.

ADVANTIS ON THE HARBOR
PALM BAY, FL

Private provider building inspections for all apartment buildings, garages, clubhouse and ammenities of a 171-unit multifamily neighborhood on 9.3-acre site.

TIMBERS AT EVERLANDS CLUBHOUSE
PALM BAY, FL

Private Provider Review and Inspections for auxiliary buildings and entry feature components.

BENT CREEK
FORT PIERCE, FL

UES is conducting plans reviews and private provider inspections on behalf of Lennar Homes; the community includes over 100 units. The team is currently aiding the release of the first 30+ homes (part of phase 2).

YEARS OF EXPERIENCE

40

LICENSES & CERTIFICATIONS

- Standard Inspector - FL #BN4350

TIMOTHY ROWE, BN

SPECIAL INSPECTOR

Timothy Rowe is a Florida-licensed Standard Inspector with 40 years of experience in general contracting, electrical and the mechanical industry. He is adept in handling the complexities of code compliance in a professional manner, with areas of expertise including quality assurance, building inspection, mechanical inspection, project management, and plans examination.

PROJECT EXPERIENCE

TOWN OF JUPITER
JUPITER, FL

Timothy was the Building Inspector for the Town of Jupiter. His responsibilities included building inspections to ensure compliance with the Town's codes and regulations.

VILLA VIZCAYA APARTMENT GARAGES
PORT ST. LUCIE, FL

The Villa Vizcaya Apartment Garages contract is ongoing. UES is providing plan reviews for garage structures at the Villa Vizcaya community. Tim serves as a plans reviewer.

VILLA VIZCAYA APARTMENTS
PORT ST. LUCIE, FL

The Villa Vizcaya Apartments project consisted of 30 two-story apartment buildings. Tim has been involved in the post-tension slab inspections and wood frame buildings. Additionally he performed numerous electrical and mechanical inspections.

LAKE PARK INDUSTRIAL
LAKE PARK, FL

Tim performed all structural inspections for this160,000 SF industrial building. The project was built by Miller Construction Company and involved tunnel form construction.

WESTGATE ART STORAGE
WEST PALM BEACH, FL

Tim performed many structural inspections including masonry, steel construction, and conventional steel decks for this 50,000 SF art storage facility built by the Brickel Group.

CELEBRATION POINTE
FORT PIERCE, FL

Plan review, private provider inspections for new home community.

LOST TREE PRESERVE PHASES 4&5
VERO BEACH, FL

Single family home private provider inspection and plan review for various lots. The community features 199 residences ranging from 1,500 to 2,600 square feet, with modern architecture and high-quality finishes.

APOGEE (FKA THREE LAKES)
STUART, FL

UES provided Plan Review - Post Permit; PP Inspections - Villas/ Cottages; PP Inspections-Amenities; and PR & PP Inspections-Clubhouse. Bobby serves as UES' Special Inspector.

BENT CREEK
FORT PIERCE, FL

UES is conducting plans reviews and private provider inspections on behalf of Lennar Homes.

YEARS OF EXPERIENCE

45

LICENSES & CERTIFICATIONS

- Standard Inspector - #BN8031
- Plans Examiner (Electrical) - #PX4495
- Electrical Contractor - #EC13006616

ROBERT J. BENTZ, BN, PX

ELECTRICAL INSPECTOR

Robert's industry experience includes over 45 years in electrical construction. He is a licensed Electrical Contractor, and previous owner of an electrical construction firm specializing in residential, multi-family, commercial and Industrial efforts. His expertise includes installing high voltage electrical equipment and distribution components. In addition to Robert's electrical expertise, he holds designations as a Standard Inspector and a Plans Examiner.

PROJECT EXPERIENCE

TOWN OF HIGHLAND BEACH
TOWN OF HIGHLAND BEACH, FL
Robert serves as the Electrical Inspector for the Town of Highland Beach. His responsibilities included building inspections to ensure compliance with the Town's codes and regulations.

BENT CREEK - PRIVATE PROVIDER INSPECTIONS
FORT PIERCE, FL
As consultant to Lennar Palm Atlantic Division, UES is conducting private provider inspections in the Bent Creek subdivision. Robert serves as Electrical Inspector.

CELEBRATION POINTE - PRIVATE PROVIDER INSPECTIONS & PLAN REVIEW
FORT PIERCE, FL
As consultant to Lennar Palm Atlantic Division, UES is conducting private provider inspections and plan reviews. Robert serves as Electrical Inspector.

TRADEWINDS AT HOBE SOUND AKA HERON POINTE
HOBE SOUND, FL
As consultant to The PRC Group Construction, UES is conducting materials testing and inspections. Robert serves as Electrical Inspector.

LOST TREE - PRIVATE PROVIDER INSPECTIONS
VERO BEACH, FL
As consultant to Ryan Homes, UES is conducting private provider inspections for the Lost Tree subdivision. Robert serves as Electrical Inspector.

DELRAY TRAILS AT VILLA DELRAY
BOYNTON BEACH, FL
Private Provider Plan Review and Building Inspection Services for the dumster enclosure.

APOGEE (FKA THREE LAKES)
STUART, FL
UES provided Plan Review - Post Permit; PP Inspections - Villas/ Cottages; PP Inspections-Amenities; and PR & PP Inspections-Clubhouse. Robert serves as UES' electrical inspector.

THE RITZ CARLTON
PALM BEACH GARDENS, FL
Plan review and code consultation in all construction trades to help expedited plan review and permitting.

SEAGROVE PHASE 1
FORT PIERCE, FL
Plan review, private provider inspections for Phase 1, 110 Townhomes and 139 Single Family homes.

YEARS OF EXPERIENCE

28

LICENSES & CERTIFICATIONS

- Standard Inspector - #BN8553
- Certified Building Contractor - #CBC1253465
- Certified Roofing Contractor - #CCC1330294

JEFFREY SHEFFIELD, BN

INSPECTOR

Jeffrey is an Inspector with 28 years of construction experience. He is a licensed Standard Inspector and Certified Building Contractor. His expertise includes robust knowledge of local building codes as well as residential construction.

PROJECT EXPERIENCE

SURF'S EDGE AT INDIAN RIVER SHORES

INDIAN RIVER SHORES, FL

As consultant to Lutgert Vero, LLC, UES has been contracted to provide construction materials testing for a three-story condominium. Jeffrey serves as a Building Inspector.

BENT CREEK

FORT PIERCE, FL

As consultant to Lennar Palm Atlantic Division, UES has been contracted to conduct private provider inspections for a subdivision. Jeffrey serves as a Building Inspector.

BLUE SKY - THRESHOLD

FORT PIERCE, FL

As consultant to Blue McNeilOne, LLC, UES has been contracted to conduct threshold inspections. Jeffrey serves as a Building Inspector.

JUPITER MEDICAL CENTER EMERGENCY DEPARTMENT EXPANSION

JUPITER, FL

UES has been contracted to conduct threshold inspections for an emergency department expansion, for Jupiter Medical Center. Jeffrey serves as a Building Inspector.

LOST TREE - PRIVATE PROVIDER INSPECTIONS

VERO BEACH, FL

As consultant to Ryan Homes, UES is conducting private provider inspections for the Lost Tree subdivision. Jeffrey serves as Inspector.

BRIDGEWATER ESTATE

JUPITER, FL

UES is performing roofing inspections (as part of facilities condition assessments) for the Bridgewater Estate subdivision. Assessments and inspections are occurring for Pulte Homes. Jeffrey serves as a Building Inspector.

JUPITER MEDICAL SURGICAL INSTITUTE EXPANSION

JUPITER, FL

UES has been contracted to conduct materials testing for Jupiter Medical Center's expansion of an existing medical surgical institute. Jeffrey serves as a Building Inspector.

CELEBRATION POINTE

FORT PIERCE, FL

UES has been contracted to conduct blower door testing for homes within a Fort Pierce subdivision. Work is occurring for LGI Homes of Florida. Jeffrey serves as a Building Inspector.

THE RITZ CARLTON

PALM BEACH GARDENS, FL

Plan review and code consultation in all construction trades to help expedited plan review and permitting.

EDUCATION

Bachelor of Architecture,
Florida Atlantic University

YEARS OF EXPERIENCE

24

LICENSES & CERTIFICATIONS

- Florida Registered Architect - #AR96338
- Florida Registered Interior Designer (ID6107)
- LEED Accredited Professional (LEED AP)

ANDREW THOMAS MANERO, RA

ARCHITECT / PLANS REVIEWER

Andrew Thomas Manero is a Florida Registered Architect and Interior Designer with over 24 years of experience in residential and commercial architecture, plan review, and construction administration. His background includes serving as Architect of Record, Plan Reviewer, and Building Inspector, with extensive experience preparing and reviewing construction documents for compliance with Florida Building Code and AHJ requirements. He has worked on a wide range of projects including single-family residences, condominiums, commercial build-outs, warehouses, civic facilities, and mixed-use developments across multiple jurisdictions in Florida.

PROJECT EXPERIENCE

CONANT AVENUE WAREHOUSE RENOVATION
VERO BEACH, FL
Renovation of an existing warehouse including reconfiguration and division into separate tenant bays. Architect of Record responsible for construction documents and permitting.

SPANISH RIVER ROAD RESIDENCE RENOVATION
BOCA RATON, FL
High-end single-family residence renovation including addition of a second floor and extensive interior remodeling. Project valuation approximately $8 million.

INDIAN RIVER CLUB – CLUBHOUSE REMODEL & VERANDA ADDITION
INDIAN RIVER COUNTY, FL
Renovation and expansion of private club facilities including clubhouse interior remodel and new veranda addition. Coordination with consultants and AHJ.

AKOYA CONDOMINIUM
MIAMI BEACH, FL
Interior condominium renovation.

MARCO ISLAND RESIDENCE
MARCO ISLAND, FL
New three-story precast single-family residence.

ABC CLASSIC RESTORATION
DELRAY BEACH, FL
Auto mechanic shop renovation with spray booth.

PURE VIE YOGA & SPA
SARASOTA, FL
Commercial tenant build-out.

WATERSTONE RESIDENTIAL DEVELOPMENTS
ST. LUCIE COUNTY, FL
Single-family homes and town-houses (Plan Review & Inspection).

VERO BEACH MUSEUM OF ART EXPANSION AND RENOVATION
VERO BEACH, FL
Private provider plan review and inspection services for the new construction of 2-story museum and renovation of a portion of the existing building, with associated site work.

KIRK SEEBERGER, PX

PLANS EXAMINER

YEARS OF EXPERIENCE

20+

LICENSES & CERTIFICATIONS

- Standard Building Plans Examiner - #PX2870

Kirk is a Construction Plans Examiner with over 20 years of experience in building code compliance, plan review, and construction oversight. He has served as a Plan Reviewer for the City of Delray Beach, specializing in reviewing engineering and architectural documents for compliance with Florida Building Code and local regulations. Kirk is a State of Florida-certified Standard Plans Examiner, bringing strong expertise in permitting processes, site development, and efficient project approvals.

PROJECT EXPERIENCE

CITY OF DELRAY BEACH

DELRAY BEACH, FL

Kirk served as a Plans Examiner for the City of Delray Beach providing plan review services for over six years.

LANGER RESIDENCE & GARAGE

JUPITER, FL

Kirk supported the Langer Residence and Garage Private Provider project in Jupiter, by performing Plans Examiner services for this single-family residential development. He reviewed construction documents for code compliance and alignment with local jurisdictional requirements, helping facilitate a smooth and efficient permitting process.

AMARA CLUBHOUSE

LAKE WORTH, FL

Kirk performed plan review services for the Amara Clubhouse and Amara Pool projects. His work included reviewing construction documents for compliance with applicable building codes and local requirements, supporting the successful development of single-family residential amenities.

BHASIN WAREHOUSE

FORT PIERCE, FL

Kirk performed Plans Examiner services for the Bhasin Warehouse Phase 1 and Site. His responsibilities included reviewing construction documents for the Phase 1 industrial development to ensure compliance with applicable building codes and jurisdictional requirements, supporting the project's progression through the permitting process.

CHRISTOPHER LESTRANGE, PE, BU, PX, RPX, BN

PLANS EXAMINER

Mr. Lestrange is an Inspector and Plans Examiner with over 30 years of experience. His experience includes 8 years in civil engineering consulting and 22 years experience in code compliance and public works in county government. He is responsible for performing multi-discipline code compliance reviews for various projects, ranging from single-family residential construction to commercial construction projects.

EDUCATION

BS, Civil Engineering, Villanova University

MS, Civil Engineering, Villanova University

YEARS OF EXPERIENCE

30

LICENSES & CERTIFICATIONS

- Professional Engineer - FL #60670
- Standard Building Inspector - #BN5038
- Standard Building Plans Examiner - #PX2460
- Building Code Administrator - #BU1571
- Residential Plans Examiner - RPX172

PROJECT EXPERIENCE

MERAVITA
BOCA RATON, FL
Single family home plan review various lots.

WHITMORE ESTATES
LAKE WORTH, FL
Single family home plan review various lots.

CROSSBRIDGE
INDIAN RIVER COUNTY, FL
Single family home plan review various 118 lots.

REGENCY AVENIR PALMS
PALM BEACH GARDENS, FL
Single family home plan review various 64 lots.

ATLANTIC FIELDS
HOBE SOUND, FL
Single family home plan review for various lots.

STAHL RESIDENCE ADDITION
BOCA RATON, FL
Single family home Plan Review & Private Provider Inspection.

KESLER RESIDENCE
BOCA RATON, FL
Single family home Private Provider Inspection Services.

DELRAY ESTATE HOMES
DELRAY BEACH, FL
Single family home private provider inspection/BDT Services.

KAIDEN-ROBINSON RESIDENCE
BOCA RATON, FL
Single family home private provider inspection services.

237 NE WAVECREST WAY RESIDENCE
BOCA RATON, FL
Single family home private provider plan review and inspection services.

8563 HORSESHOE LANE RESIDENCE
BOCA RATON, FL
Single family home private provider plan review and inspection services.

LAYTON POINTE
DELRAY BEACH, FL
Single family home plan review various 27 lots.

RIEZINGER PROJECT RESIDENCE
BOCA RATON, FL
Single family home interior renovation and addition to an existing two-story residence approximately 4,634 square feet. Private provider plan review and inspection services.

YEARS OF EXPERIENCE

30+

LICENSES

- Building Official - FL #BU1532 & ICC-CBO
- Standard Plans Examiner - FL #PX2699
- Standard Inspector - FL #BN4448
- Professional Geologist - TN #5358
- Certified Building Contractor - FL #CBC060504
- Backflow Preventer Testing & Inspection - TN #TN-TDEC #8440
- Water Main Protection, Water Utilities, National - TN - #TN/AWWA

DEREK WIECHMANN, BN, PX, BU

BUILDING OFFICIAL/PLANS EXAMINER

Derek Wiechmann has over 30 years of combined engineering and construction experience in civil, geotechnical, geology, building official, or plans examining.

PROJECT EXPERIENCE

CARRETA
JUNO BEACH, FL
UES provided construction materials testing, Derek served as the plans examiner

THREE LAKES
STEWART, FL
UES provided private provider services, Derek served as the plans examiner.

MINT CAR WASH
MULTIPLE LOCATIONS, FL
UES provided geotechnical engineering, construction materials testing, and plan review services at multiple locations throughout Florida. Derek served as the plans examiner.

10 TARPON WAY
PALM BEACH, FL
Tarpon Island sits on roughly two acres and hit the market starting at $218 million coming in at No. 3 on a list of the world's most expensive homes for sale in 2022. Plan review was completed on this project to expedite the permitting process.

WATERFORD HOSPITAL & HEALTHCARE CENTER
JUNO BEACH, FL
Mechanical, electrical, plumbing, and building plan review.

MARINE LIFE CENTER
JUNO BEACH, FL
Plan review of specialty saltwater lift station, pumps, 3 phase and single phase electrical, intake pipes, total dynamic head review of pressure pipes and overall system, and plan review of specialty saltwater tanks for the sea turtle rehabilitation center.

LAKELAND AIRPORT FACILITIES
LAKELAND, FL
Plan review and permitting of old additions to main building and helicopter service buildings, hydrology, other related drainage, and grading site work.

FPL, FLORIDA POWER AND LIGHT
JUNO BEACH, FL
Plan review of 3 phase electrical systems utilizing battery backup power and solar power panels for supplemental power for ongoing Florida Power & Light research and development of green systems.

THE RITZ CARLTON
PALM BEACH GARDENS, FL
Plan review and code consultation in all construction trades to help expedited plan review and permitting.

MARRIOTT, SINGER ISLAND
SINGER ISLAND, FL
Plan review for 22-story high rise building constructed by Yates General Contractors.

JOSEPH RICHARD CRUM, BU, BN, PX

PLANS EXAMINER

Mr. Crum is a Florida Professional Plans Examiner and Building Inspector with over 42 years of experience delivering thorough Structural, Architectural, Mechanical, and Plumbing plan reviews for commercial and residential developments throughout South Florida and the Palm Beach region. Former Building Official with proven leadership overseeing building department operations, including permitting, plan review, inspections, and contractor licensing, ensuring full code compliance and efficient project delivery.

YEARS OF EXPERIENCE

42

LICENSE

- Professional Building Code Administrator - FL #BU540
- Professional Building Inspector - FL #BN1554
- Professional Plans Examiner - FL #PX679

CERTIFICATIONS

- CABO Certified Building Official 1242
- Mechanical Code Specialist MB
- Mechanical Plans Examiner M3
- Mechanical Inspector M5

PROJECT EXPERIENCE

CITY OF FORT PIERCE – CCNA

FORT PIERCE, FL

UES provided municipal support as a Certified Building Official (CBO) for field inspection and code compliance as well as plan review and inspection services.

REGATTA MULTI-FAMILY RESIDENTIAL BUILDINGS

FORT PIERCE, FL

UES provided Private Provider Plan Review, Private Provider Building Inspection, Construction Materials Testing, and Blower Door Testing of the new construction of a Multi-family Residential Development with 14 buildings and 312 units.

DIAMOND SHORES CLUBHOUSE

FORT PIERCE, FL

Mr. Crum provided architectural, mechanical, and plumbing plan review services for this exclusive oceanfront community.

J.P. MORGAN CHASE BANK

LAKE WORTH, FL

Mr. Crum provided architectural, mechanical, and plumbing plan review services.

PARKSIDE AT TUTTLE ROYALE

VILLAGE OF ROYAL PALM BEACH, FL

Mr. Crum provided architectural, mechanical, and plumbing plan review services for the pool cabana, mail kiosk, and entry sign of a new residential community.

SEAGROVE PHASE 1

FORT PIERCE, FL

Plan review, private provider inspections for Phase 1, 110 Townhomes and 139 Single Family homes.

PEABODY HOTEL

ORLANDO, FL

Mr. Crum provided plan review and inspections for this multi-story hotel.

AUGUSTA NATIONAL GOLF COURSE

AUGUSTA, GA

Mr. Crum provided plan review for multiple structures including guest housing and hospitality suite.

MULTIPLE RESIDENTIAL STRUCTURES

MARION COUNTY, GA

Mr. Crum provided plan review for numerous multiple single-family homes, duplexes, and townhomes.

707 SUNSET DRIVE RENOVATIONS LAKE WORTH, FL

UES provided Private Provider Plan Review and Private Provider Building Inspection Services for the renovation of a 1,754 existing residence.

YEARS OF EXPERIENCE

50

LICENSES

- Standard Plans Examiner - FL #PX4639

SCOTTIE BENNETT, PX

PLANS EXAMINER

Scottie serves as a plans examiner. With over 50 years in the construction industry and five years as a plans examiner, he is has a strong understanding of building codes and structural systems. Scottie is proficient in interpreting drawings, specification, and calculations, code compliance and permitting processes.

PROJECT EXPERIENCE

CITY OF FORT PIERCE – CCNA

FORT PIERCE, FL

UES provided municipal support as a Certified Building Official (CBO) for field inspection and code compliance as well as plan review and inspection services.

DELRAY VILLAS 3

DELRAY BEACH, FL

Private Provider Plan Review and Private Provider Building Inspection Services for 55 re-roofs within a residential subdivision.

ADVANTIS ON THE HARBOR

PALM BAY, FL

Private provider building inspections for all apartment buildings, garages, clubhouse and ammenities of a 171-unit multifamily neighborhood on 9.3-acre site.

PRIOR EXPERIENCE

BUILDING DEPARTMENT

CITY OF PORT ST. LUCIE, FL

Scottie served as a Structural Plans Examiner.

YEARS OF EXPERIENCE

45

LICENSES

- Plans Examiner - FL #PX1189
- Standard Inspector - FL #BN2192
- Building Code Administrator - FL #BU1497
- Residential Plans Examiner- FL #RPX9

JOSE GUANCH, PX, BN, BU, RPX

PLANS EXAMINER/INSPECTOR

Jose Guanch has over 45 years in the Florida construction industry with 29+ years as a Licensed Inspector & Plans Examiner and over 16 years as a Licensed Building Official. Jose reviewed commercial/residential plans for code compliance. He determined finished floor elevations for homes in all Flood Zones. Jose determined setbacks and zone classifications. He performed inspection services and assisted contractors, the general public, and professionals in permit processing. He is skilled at organizing inspection schedules and supervising inspectors. Jose prepared meeting agendas and schedules and prepared section reports. Jose has experience in Hi-rise building plan review & inspections. Jose performed specialized inspections such as Smoke Evacuation Systems in hi-rise buildings, Fire Suppression systems, Paint booths, and Building re-certifications.

PROJECT EXPERIENCE

TOWN OF JUPITER
JUPITER, FL
UES is providing professional building inspections, plan review services and permit technicians for all town-wide construction projects. Jose serves as Plans Examiner.

INDIAN RIVER COUNTY
INDIAN RIVER COUNTY, FL
UES is providing municipal support to Indian River County during a continuing contract. The scope includes professional code compliance inspections. Jose serves as Plans Examiner.

SEAGROVE PHASE 1
FORT PIERCE, FL
Plan review, private provider inspections for new home community. Phase 1 includes 110 Townhomes and 139 Single Family homes.

HCA FLORIDA PALMS WEST HOSPITAL
LOXAHATCHEE, FL
Jose serves as Plans Examiner for the Patient Tower Expansion.

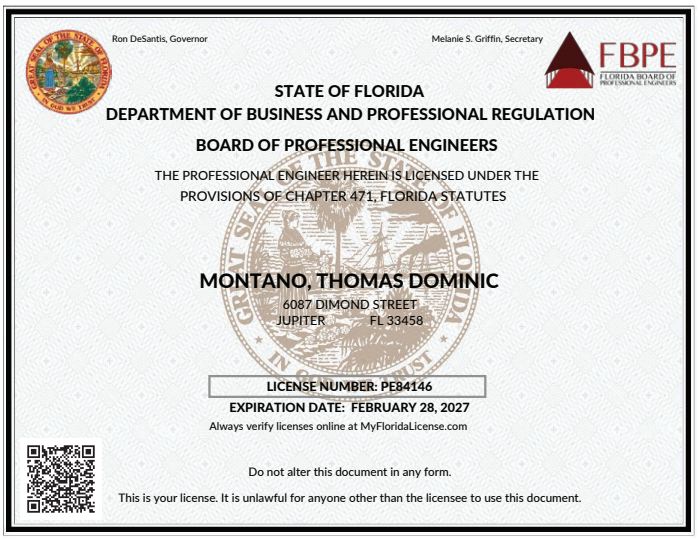
VILLA VIZCAYA GARAGES
PORT SAINT LUCIE, FL
Plan Review for stand-alone garages in a new 421-apartment, garden-style gated community across 31 two-story buildings totaling more than 500,000 square feet.

COSENTINO RESIDENCE
JUPITER, FL
Plan Review and Private Provider Inspections for a single family dwelling.

HEAR USA
PALM BEACH GARDENS, FL
Plan Review and Private Provider Inspections of an office buildout.

BAY 3 (2700 INDUSTRIAL AVE)
FORT PIERCE, FL
Private provider for permitting and inspections for renovated light industrial building features units with or without office space, a 13' clear building height, and a mix of 10'x12' overhead doors and 10'x10' overhead doors.

KEY PERSONNEL LICENSES



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MONTANO, THOMAS DOMINIC
6087 DIMOND STREET
JUPITER FL 33458

LICENSE NUMBER: PE84146
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Licensee Information

Name:	CHANEY, MATTHEW RICHMOND (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN7342
Status:	Current,Active
Licensure Date:	02/22/2018
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	02/22/2018

Licensee Information

Name:	MARSAN, PEDRO MIGUEL (Primary Name)
Main Address:	1206 ROYAL PALM BOULEVARD FORT PIERCE Florida 34982
County:	ST. LUCIE

License Information

License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	61754
Status:	Current,Active
Licensure Date:	08/03/2004
Expires:	02/28/2027

Special Qualifications	Qualification Effective
Civil	02/23/2004
Advanced Building Code Course Credit	06/14/2018

LICENSEE DETAILS

Licensee Information

Name:	HERNANDEZ, JUAN CARLOS (Primary Name)
Main Address:	1924 NW FEDERAL HWY. APT. 2302 STUART Florida 34994
County:	MARTIN

License Information

License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	58638
Status:	Current,Active
Licensure Date:	06/20/2002
Expires:	02/28/2027

Special Qualifications	Qualification Effective
7th Edition, Florida Building Code	02/15/2021
8th Edition, Florida Building Code	02/27/2025

Licensee Information

Name:	WOOTEN, BOBBY DON (Primary Name)
Main Address:	19335 NW 80TH DR OKEECHOBEE Florida 34972
County:	OKEECHOBEE

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN8248
Status:	Current,Active
Licensure Date:	06/08/2021
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	06/08/2021

Licensee Information

Name:	BARD, MICHAEL L (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN9433
Status:	Current,Active
Licensure Date:	06/12/2025
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	06/12/2025

Licensee Information	
Name:	DUNCAN, BRUCE B (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX4466
Status:	Current,Active
Licensure Date:	04/24/2020
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	04/24/2020

Licensee Information	
Name:	CRUZ, LESTER CHRISTIAN (Primary Name)
Main Address:	1057 SW ASWAN AVE PORT SAINT LUCIE Florida 34953
County:	ST. LUCIE

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN9543
Status:	Current,Active
Licensure Date:	12/15/2025
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	12/15/2025

Licensee Information	
Name:	DUNCAN, BRUCE B (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN6983
Status:	Current,Active
Licensure Date:	12/07/2016
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	01/14/2019
Residential	12/07/2016
Mechanical	06/09/2022
Plumbing	05/23/2019

Licensee Information	
Name:	SHEFFIELD, JEFFREY (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN8553
Status:	Current,Active
Licensure Date:	08/12/2022
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Residential	08/12/2022

Licensee Information	
Name:	DUNCAN, BRUCE B (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Residential Plans Examiner
Rank:	Residential
License Number:	RPX463
Status:	Current,Active
Licensure Date:	06/11/2024
Expires:	11/30/2027

Licensee Information	
Name:	SHEFFIELD, JEFFREY (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Roofing Inspector (SRI)
Rank:	Std roofing Ins
License Number:	SRI197
Status:	Current,Active
Licensure Date:	01/11/2023
Expires:	11/30/2027

Licensee Information	
Name:	BENTZ, ROBERT JAMES (Primary Name)
Main Address:	12599 SE OLD CYPRESS DRIVE HOBE SOUND Florida 33455
County:	MARTIN

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN8031
Status:	Current,Active
Licensure Date:	08/03/2020
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical Inspector	08/03/2020

Licensee Information	
Name:	BENTZ, ROBERT JAMES (Primary Name)
Main Address:	12599 SE OLD CYPRESS DRIVE HOBE SOUND Florida 33455
County:	MARTIN

License Information	
License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX4495
Status:	Current,Active
Licensure Date:	08/03/2020
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical	08/03/2020

Licensee Information	
Name:	ROWE, TIMOTHY PATRICK (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN4350
Status:	Current,Active
Licensure Date:	05/22/2002
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	03/06/2020
Commercial Electric	05/22/2002
Mechanical	02/21/2003
Residential Electric	06/24/2002
Continuing Education Exemption	06/27/2024

Licensee Information	
Name:	ROWE, TIMOTHY PATRICK (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:	PX2339
Status:	Null and Void
Licensure Date:	02/17/2004
Expires:	11/30/2017

Special Qualifications	Qualification Effective
Mechanical	02/17/2004

Licensee Information	
Name:	JEFFERSON, RICHARD F (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN1164
Status:	Current,Active
Licensure Date:	05/05/1994
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	
Commercial Electric	11/21/2006
Mechanical	11/21/2006
Plumbing	
Residential Electric	
Continuing Education Exemption	06/27/2024

Licensee Information	
Name:	JEFFERSON, RICHARD F (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:	PX513
Status:	Current,Active
Licensure Date:	05/05/1994
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical	
Continuing Education Exemption	06/27/2024

Licensee Information	
Name:	JEFFERSON, RICHARD F (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:	BU1368
Status:	Current,Active
Licensure Date:	02/04/2004
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Modular 1&2	02/04/2004
Continuing Education Exemption	06/27/2024

Licensee Information	
Name:	MARTINEZ, LUIS ALFREDO (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:	BU1233
Status:	Current,Active
Licensure Date:	10/16/2001
Expires:	11/30/2027

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

Licensee Information	
Name:	MARTINEZ, LUIS ALFREDO (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:	BN369
Status:	Current,Active
Licensure Date:	03/17/1994
Expires:	11/30/2027

Licensee Information	
Name:	MARTINEZ, LUIS ALFREDO (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:	PX881
Status:	Current,Active
Licensure Date:	04/24/1995
Expires:	11/30/2027

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

Licensee Information	
Name:	RITCHEY, SAMANTHA COLEMAN (Primary Name)
Main Address:	14224 STROLLER WAY WELLINGTON Florida 33414
County:	PALM BEACH

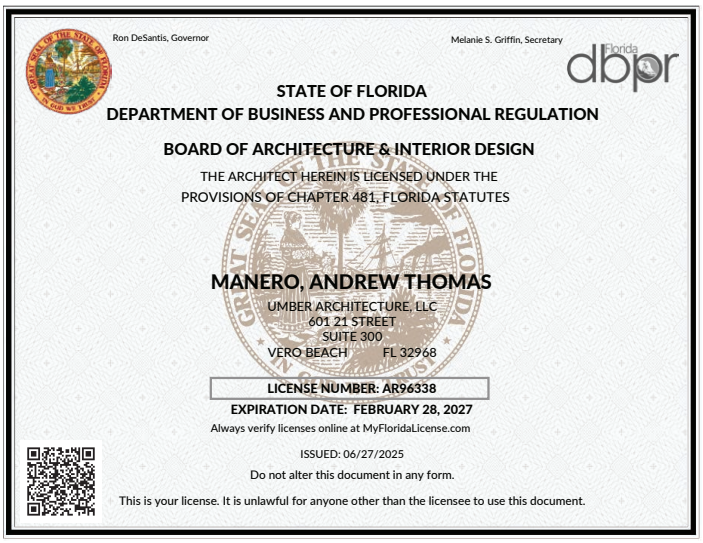
License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN9490
Status:	Current,Active
Licensure Date:	09/26/2025
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	09/26/2025
P&P Exam	09/26/2025

Licensee Information	
Name:	RITCHEY, SAMANTHA COLEMAN (Primary Name)
Main Address:	14224 STROLLER WAY WELLINGTON Florida 33414
County:	PALM BEACH

License Information	
License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX5435
Status:	Current,Active
Licensure Date:	09/26/2025
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	09/26/2025
P&P Exam	09/26/2025



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

MANERO, ANDREW THOMAS

UMBER ARCHITECTURE, LLC
601 21 STREET
SUITE 300
VERO BEACH FL 32968

LICENSE NUMBER: AR96338
EXPIRATION DATE: FEBRUARY 28, 2027

Always verify licenses online at MyFloridaLicense.com

ISSUED: 06/27/2025

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Licensee Information	
Name:	HALTER, MICHAEL J (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN7974
Status:	Current,Active
Licensure Date:	03/05/2020
Expires:	11/30/2027

Licensee Information	
Name:	HALTER, MICHAEL JAMES (Primary Name)
Main Address:	11000 CARLTON RD PORT ST. LUCIE Florida 34987
County:	ST. LUCIE

License Information	
License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	71782
Status:	Current,Active
Licensure Date:	08/12/2010
Expires:	02/28/2027

Licensee Information	
Name:	SEEBERGER, CHARLES KIRK (Primary Name)
Main Address:	3654 VIA POINCIANA APT 101 LAKE WORTH Florida 33467
County:	PALM BEACH

License Information	
License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX2870
Status:	Current,Active
Licensure Date:	02/12/2007
Expires:	11/30/2027

Licensee Information	
Name:	HALTER, MICHAEL J (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:	PX3302
Status:	Current,Active
Licensure Date:	12/22/2009
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	12/22/2009
Electrical	09/23/2021
Mechanical	08/31/2020
P&P Exam	12/22/2009
Continuing Education Exemption	06/27/2024

Licensee Information	
Name:	WIECHMANN, DEREK (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Mailing:	8525 SW 136TH LOOP OCALA FL 34473
County:	MARION

License Information	
License Type:	Building Code Administrator
Rank:	Building Code A
License Number:	BU1532
Status:	Current,Active
Licensure Date:	12/18/2006
Expires:	11/30/2027

Licensee Information	
Name:	WIECHMANN, DEREK (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Mailing:	340 OCEAN DR JUNO BEACH FL 34408
County:	PALM BEACH

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN4448
Status:	Current,Active
Licensure Date:	10/14/2002
Expires:	11/30/2027

Licensee Information	
Name:	WIECHMANN, DEREK (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Mailing:	8525 SW 136TH LOOP OCALA FL 34473
County:	MARION

License Information	
License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX2699
Status:	Current,Active
Licensure Date:	06/01/2006
Expires:	11/30/2027

Licensee Information	
Name:	GUANCH, JOSE ENRIQUE (Primary Name)
Main Address:	P.O. BOX 643772 VERO BEACH Florida 32964-3772
County:	INDIAN RIVER
License Mailing:	P.O. BOX 643772 VERO BEACH FL 32964-3772
County:	INDIAN RIVER

License Information	
License Type:	Building Code Administrator
Rank:	Building Code A
License Number:	BU1497
Status:	Current,Active
Licensure Date:	06/19/2006
Expires:	11/30/2027

Licensee Information	
Name:	GUANCH, JOSE ENRIQUE (Primary Name)
Main Address:	P.O. BOX 643772 VERO BEACH Florida 32964-3772
County:	INDIAN RIVER
License Mailing:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN2192
Status:	Current,Active
Licensure Date:	06/17/1995
Expires:	11/30/2027

Licensee Information	
Name:	GUANCH, JOSE ENRIQUE (Primary Name)
Main Address:	P.O. BOX 643772 VERO BEACH Florida 32964-3772
County:	INDIAN RIVER
License Mailing:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX1189
Status:	Current,Active
Licensure Date:	10/01/1996
Expires:	11/30/2027

Licensee Information	
Name:	GUANCH, JOSE ENRIQUE (Primary Name)
Main Address:	P.O. BOX 643772 VERO BEACH Florida 32964-3772
County:	INDIAN RIVER
License Mailing:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Residential Plans Examiner
Rank:	Residential
License Number:	RPX9
Status:	Current,Active
Licensure Date:	03/18/1999
Expires:	11/30/2027

Licensee Information	
Name:	LESTRANGE, CHRISTOPHER M (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:	BU1571
Status:	Current,Active
Licensure Date:	07/20/2007
Expires:	11/30/2027

Licensee Information	
Name:	LESTRANGE, CHRISTOPHER M (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information	
License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN5038
Status:	Current,Active
Licensure Date:	07/07/2005
Expires:	11/30/2027

Licensee Information	
Name:	LESTRANGE, CHRISTOPHER M (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:	PX2460
Status:	Current,Active
Licensure Date:	01/27/2005
Expires:	11/30/2027

Licensee Information	
Name:	LESTRANGE, CHRISTOPHER M (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:	RPX172
Status:	Current,Active
Licensure Date:	12/14/2005
Expires:	11/30/2027

Licensee Information	
Name:	BENNETT, SCOTTIE (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:	PX4639
Status:	Current,Active
Licensure Date:	07/26/2021
Expires:	11/30/2027

Licensee Information	
Name:	CRUM, JOSEPH RICHARD (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:	BU540
Status:	Current,Active
Licensure Date:	06/30/1994
Expires:	11/30/2027

Licensee Information	
Name:	CRUM, JOSEPH RICHARD (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:	PX679
Status:	Current,Active
Licensure Date:	06/30/1994
Expires:	11/30/2027

Licensee Information	
Name:	CRUM, JOSEPH RICHARD (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:	BN1554
Status:	Current,Active
Licensure Date:	06/30/1994
Expires:	11/30/2027

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PUBLIC ENTITY CRIMES FORM

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to **Town of Jupiter**
(Print name of the public entity)

By Travis Merrick, President
(Print individual's name and title)

for UES Professional Solutions, LLC
(Print name of entity submitting sworn statement)

Whose business address is
3921 Westgate Ave, West Palm Beach 33409

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-1117804
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, no jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   4-1. A predecessor or successor of a person convicted of a public entity crime: or

   4-2. Any entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in the State of Florida during the preceding 36 months shall be considered an affiliate.

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposal applies to Proposals on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1(ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Subscribed and sworn to before me, by means of ☑ physical presence or ☐ online notarization this 4th day of May, 2026 by Travis Merrick of UES Professional Solutions, LLC, who [✓] is personally known to me or [ ] has produced as identification and who did (did not) take an oath.

Notary Seal

JENNIFER RIVERA
MY COMMISSION # HH 323323
EXPIRES: February 18, 2027

NOTARY PUBLIC

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PROPOSER'S ACKNOWLEDGMENT

I hereby certify that this Proposer's Acknowledgment is made without prior understanding, agreement or connection with any corporation, firm, or other person submitting a Proposal for the same commodities and/or services, and is in all respects, fair and without collusion or fraud. I agree to abide by all the conditions of this Request for Quotations, and certify that I am authorized to sign the Proposal for the Proposer. By signing this Form, the Proposer acknowledges and accepts without limitation the terms and conditions as set forth within the Request for Proposal, as well as any applicable supplemental RFP documents, such as any Special Conditions, Instructions, Specifications, and all required Forms.

CORRECT LEGAL NAME OF PROPOSER: UES Professional Solutions, LLC

NAME OF REGISTERED AGENT & ADDRESS OF CORPORATE PROPOSERS
Travis Merrick 3921 Westgate Ave, West Palm Beach 33409

PHYSICAL ADDRESS OF PROPOSER (NO P.O. BOXES ALLOWED
3921 Westgate Ave, West Palm Beach 33409

TELEPHONE NUMBER OF PROPOSER 561-560-4220

EMERGENCY CONTACT NUMBER FOR PROPOSER: Tom Montano, PE

FAX NUMBER OF PROPOSER 772-924-3580

FEDERAL ID NO. OR SOCIAL SECURITY NO. OF PROPOSER 59-1117804

IF PROPOSER IS CORPORATION OR OTHER LEGAL ENTITY, STATE OF INCORORATION OR REGISTRATION

**FOREIGN CORPORATIONS MUST SUBMIT FOREIGN CORPORATION RESOLUTION.

SIGNATURE OF PROPOSER OR AUTHORIZED AGENT:_____
**PROPOSALS SUBMITTED BY AGENTS MUST HAVE RESOLUTION OF AGENT AUTHORITY.

PRINTED NAME OF PROPOSER OR AUTHORIZED AGENT: Travis Merrick

DATE: 4/28/2026 . TITLE/POSITION OF SIGNATORY: President

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

CONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that UES Professional Solutions, LLC [insert contractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of UES Professional Solutions, LLC [insert contractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

Signature

Travis Merrick, President
Print Name/Title

4/28/2026
Date

STATE OF FLORIDA
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of / physical presence or / online notarization, this 5/4/26 (date) by Travis Merrick (name of officer or agent, title of officer or agent) of UES Professional Solutions, LLC (name of contractor company acknowledging), a _____ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

Notary Public

Notary Seal

JENNIFER RIVERA
MY COMMISSION # HH 323323
EXPIRES: February 18, 2027

E-VERIFY IS A SERVICE OF DHS AND SSA

Company ID Number: 47965

Approved by:

Employer UES Professional Solutions, LLC	
Name (Please Type or Print) Jeffrey A Mayer	**Title**
Signature Electronically Signed	**Date** 07/23/2007
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	**Title**
Signature Electronically Signed	**Date** 07/23/2007

E-VERIFY IS A SERVICE OF DHS AND SSA

Company ID Number: 47965

Information Required for the E-Verify Program **Information relating to your Company:**	
Company Name	UES Professional Solutions, LLC
Company Facility Address	3532 Maggie Blvd. Orlando, FL 32811
Company Alternate Address	
County or Parish	ORANGE
Employer Identification Number	591117804
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	500 to 999
Number of Sites Verified for	17 site(s)

TeamUES.com

TOWN OF JUPITER

RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

May 8th, 2026

Presented to:

Town of Jupiter
210 Military Trail
Jupiter, FL 33458

Contact Regarding this Proposal:

Mr. Carlos A. Penin, PE
President
343 Almeria Avenue
Coral Gables, FL 33134
P: 305. 458.6000
E: carlos.a.penin@bureauveritas.com

Mr. Carlos A. Del Pino, PE
Vice President of Operations, Florida Region
343 Almeria Avenue
Coral Gables, FL 33134
P: 305.448.1711
E: carlos.del-pino@bureauveritas.com

TAB 1

LETTER OF INTRODUCTION AND EXECUTIVE SUMMARY

LETTER OF INTRODUCTION AND EXECUTIVE SUMMARY

May 8, 2026

Town of Jupiter
210 Military Trail
Jupiter, FL 33458

RE: 25Q-153 Building Safety Plan Review and Inspection Services

To Whom it May Concern:

C.A.P. Government, Inc. (CAP) was founded on April 10, 1989, by Mr. Carlos A. Penin, PE, and has provided professional services to governmental clients for over thirty-seven (37) years. In 1992, CAP became the first firm in South Florida to offer outsourced Building Department services and has continuously provided these services since that time. CAP currently employs over two hundred fifty (250) professionals and serves more than eighty (80) municipalities and eleven (11) educational institutions throughout Florida.

CAP is fully qualified and capable of performing the services described in the Request for Proposals (RFP No. BD2026-002). Our extensive experience in providing comprehensive Building Department services ensures compliance with the Florida Building Code and all applicable local, state, and federal regulations. We understand the Town's needs, goals, and objectives and are committed to delivering courteous, professional, experienced, and qualified personnel to successfully continue to perform these services.

CAP hereby confirms its willingness and ability to perform all services outlined in the RFP and to enter into a contract with the Town under the terms and conditions specified. We are prepared to maintain the personnel, technical expertise, and resources necessary to deliver efficient, cost-effective, and high-quality services that meet or exceed the Town's expectations.

Staffing Capacity and Service Continuity

Our firm is fully capable of maintaining the current level of service with up to **four (4) full-time inspectors and/or plan examiners**. We currently operate with sufficient qualified personnel and supervisory oversight to ensure continuity of service, workload balance, and consistent quality across all assignments.

Staffing and Turnaround times

- Our firm maintains an appropriate number of certified inspectors to complete **all inspections assigned by the Town within one (1) business day**.
- Daily inspection scheduling is managed through coordinated routing and workload distribution to ensure timely completion, even during peak demand periods.
- Backup coverage is in place to address absences, illness, vacations, or unexpected workload surges without disruption to service levels.

Plan Review Staffing and Availability

- Our firm employs qualified plan examiners with dedicated time available for **timely plan review and re-review activities**.
- Plan reviews are initiated promptly upon receipt and processed efficiently to meet or exceed typical municipal turnaround expectations.

- Senior-level staff provide oversight and quality control to ensure consistency, accuracy, and code compliance.

Ability to Complete Assignments without Additional Staffing

- Based on current operational capacity and workload projections, our firm can **complete all assigned work without the need to add additional staff**.
- Cross-trained personnel and flexible scheduling allow us to reallocate resources as needed between inspections and plan reviews to maintain service levels.

Additional Staffing Requirements

- **No additional staff are necessary** at this time to address the anticipated workload.
- Should workload levels increase beyond current projections or service demands change, our firm has an established recruitment and onboarding process that allows for the timely addition of qualified personnel with minimal impact to service delivery.

Our firm is committed to providing reliable, responsive, and professional inspection and plan review services that meet the Town's regulatory and customer service expectations.

In summary, our firm confirms its ability to:

- **Maintain service levels with up to four (4) full-time inspectors and/or plan examiners**
- **Complete Town-assigned inspections within one (1) business day**
- **Provide timely and effective plan review services**
- **Perform all work assignments without adding staff**
- **Scale staffing efficiently if future conditions require**

A significant milestone in this journey came on September 1, 2022, when Bureau Veritas North America, Inc. (BV) welcomed CAP into its organization through the acquisition of a majority stake in the firm. More than just a business transaction, this integration marked the union of two industry leaders with a shared vision. Together, BV and CAP set out to strengthen their ability to deliver exceptional code compliance services safeguarding communities, streamlining processes, and supporting sustainable growth.

The individual authorized to provide technical clarification regarding this proposal is:

Name: Carlos A. del Pino PE
Title: Vice President of Operations, Florida Region
Phone: (305) 448-1711
Email: carlos.del-pino@bureauveritas.com

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

Carlos A. Penin, PE
President

TAB 2

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

Tab 1. Letter of Introduction and Executive Summary 1-2

Tab 2. Table of Contents 3

Tab 3. Transmittal Letter 4-5

Tab 4. Financial Statement 6

Tab 5. General Information 7-11
Detailed Technical Proposal

Tab 6. Required Forms 12-58

Tab 7. Addendum 59-62

Tab 8. Certificate of Insurance 63-65

TAB 3

TRANSMITTAL LETTER

TRANSMITTAL LETTER

May 8, 2026

Town of Jupiter
210 Military Trail
Jupiter, FL 33458

RE: 25Q-153 Building Safety Plan Review and Inspection Services

To Whom it May Concern:

C.A.P. Government, Inc. (CAP) a Bureau Veritas Company hereby submits our proposal to the Town of Jupiter (Town) for the above referenced services. **CAP thoroughly understands the scope of services and has submitted one (1) original, two (2) paper copies and one (1) flash drive of our response.** Our company has the ability, expertise, and commitment to continue performing the work in a timely and professional manner.

CAP is fully committed to performing all required services within the anticipated time period and in accordance with the Town's established schedules, service standards, and performance expectations. Our firm maintains the staffing levels, organizational capacity, technical expertise, and operational systems necessary to ensure timely, efficient, and high-quality service delivery throughout the term of the contract. **Most importantly we have been providing services to the Town of Jupiter since 2019.**

CAP's extensive expertise, advanced tools, and commitment to excellence make us the ideal provider for these services. As you review our qualifications, please consider the following key points:

- **Proven Experience and Organizational Strength**
  Founded in 1989, CAP brings more than 37+ years of leadership and expertise in outsourcing Building Department services across the State of Florida. As an early pioneer in this field, CAP has established a strong track record of dependable service to public-sector clients.
- **Extensive and Highly Qualified Staff**
  CAP employs a workforce of over 250 professionals, ensuring responsiveness, and continuity of service. Our technical personnel include licensed and certified structural, building, electrical, plumbing, and mechanical inspectors; plans examiners; certified building officials; and certified floodplain managers. All staff are fully certified, trained, and experienced in Florida Building Code requirements.
- **Advanced Technology and Electronic Plan Review**
  Since 2013, CAP has developed and implemented an Electronic Plans Review (EPR) platform to support digital plan submission, review, and documentation. This system allows plans examiners to conduct reviews electronically, providing clear tracking, real-time status updates, and documented review comments. The platform supports timely reviews and consistent recordkeeping aligned with Building Department operations.

Our firm confirms that this proposal shall remain valid for a period of ninety (90) days.

We hereby confirm that this proposal has been submitted independently and without any collusion with other individuals or entities submitting proposals in response to this RFP.

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

Metric	Value
Years in Business (Established 1989)	37+ Years
Years Outsourcing Building Services Exclusively to Government	33 Years
Municipal Clients – Full Service	12
Municipal Clients – Supplemental Services	67
Educational Clients	11
Total Building Department Outsourcing Clients	90
Years Providing Services in Town of Jupiter	3 Years
Years Providing Electronic Plan Review (EPR)	13 Years
Employees Dedicated to Outsourcing Building Services	250+ Employees

If given the opportunity, we will continue to provide customer centered Building Department services to the Town of Jupiter. If you require any additional information, or wish to discuss this proposal further, please contact Mr. Carlos A. del Pino, PE (954) 931.2601 or me at (305) 458.6000.

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

Carlos A. Penin, PE
President
carlos.a.penin@bureauveritas.com

TAB 4

FINANCIAL STATEMENT

TAB 4. FINANCIAL STATEMENT

In support of our “Evidence of Financial Stability” I would offer the Town of Jupiter the following information regarding C.A.P. Government, Inc. (CAP) a Bureau Veritas Company (BV):

- CAP has been successfully operating since 1989, for thirty-seven (37+) years
- We provide Building Department Services to over eighty (80) Municipalities and eleven (11) Educational Facilities
- CAP has corporate offices in Coral Gables, Fort Lauderdale and West Palm Beach
- We have a payroll of over one hundred eighty (250) employees
- CAP has a fleet of over one hundred (100) vehicles and all necessary equipment and resources

Within the past three (3) years, BV has maintained a stable and sound financial condition, supported by prudent financial management, consistent operational performance, and strong capitalization. During this period, BV completed the acquisition of CAP, a strategic transaction that further strengthened the firm’s financial position, expanded its operational capacity, and enhanced its long-term sustainability. The acquisition did not result in any material financial strain and contributed positively to BV’s overall stability.

BV is not subject to bankruptcy proceedings, insolvency actions, or financial restructuring. There is no pending or threatened litigation, planned office closures, or impending mergers that would impair BV’s ability to fully perform and complete the requirements of this RFP. The firm has sufficient financial resources and organizational continuity to support the successful execution of the project through completion.

FOCUSED ON OUR CLIENTS, DRIVEN BY SOCIETY

As Bureau Veritas is a publicly traded company listed on the Euronext Paris Stock Exchange, our most recent audited financial statements are publicly available and certified. You may access them at the following link and attached below:

https://group.bureauveritas.com/investors/financial-information/financial-reports

TAB 5

GENERAL INFORMATION

TAB 5. GENERAL INFORMATION

a. Services Unable to Perform

There are no services or requirements referenced in this RFP that the firm is unable to fully perform. Accordingly, no exceptions, limitations, or exclusions apply.

C.A.P. Government, Inc. confirms that it is fully qualified, experienced, and capable of performing **all services described within the Scope of Services** requested by the Town of Jupiter Building Department. This includes building, electrical, mechanical, and plumbing inspection services, as well as plan review services, in full compliance with **Florida Statutes 468, Part XIII**, and all applicable state and local codes, standards, and regulations.

Our firm employs properly licensed, certified, and experienced inspectors and plan reviewers and maintains the operational capacity, technical expertise, and administrative resources necessary to meet the Town's requirements. All services will be performed in accordance with the timelines, reporting requirements, and quality standards outlined in this Request for Proposals.

b. The firm's administrative and supervisory personnel assigned to this project possess the necessary education, licensing, and experience to effectively oversee and deliver the required services. Resumes for all personnel who will support the Town are included on the following pages.

Mr. Judson Dulany, BU, PX, CFM

He has over thirty (30) years of experience as a State of Florida Certified contractor specializing in commercial, residential, and industrial construction, including building and roofing. He holds multiple professional licenses, including Building Code Administrator, Building Plans Examiner, Inspector, and Certified Floodplain Manager. He is highly knowledgeable in all aspects of construction, including cost estimating, contract administration, underground utilities, site work, foundations, and structural wall systems. His extensive experience and comprehensive regulatory expertise uniquely qualify him to effectively oversee and continue the administration of the Town's Building Department.

Ms. Deborah Nutter, BU, PX, BN

Ms. Deborah Nutter has over thirty (30) years of experience in the building industry. Ms. Nutter holds various licenses as a Building Code Administrator, Electrical and Mechanical Plans Examiner and Inspector. She was recognized by the Building Official Association of Florida (BOAF) and awarded "2018" Building Official of the year.

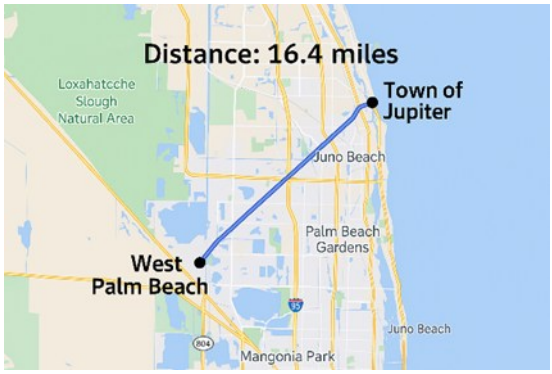
TAB 6

PROPOSAL REQUIRED FORMS

COMPANY OVERVIEW

Legal Business Name:
C.A.P. Government, Inc.

Business Address:
1910 N. Florida Mango Rd.
West Palm Beach, FL 33316



Proximity of Business to the Town of Jupiter:
Approximately **16.4 miles**, with an estimated **30–35-minute drive time**, allowing for efficient response, on-site coordination, and service continuity.

Years in Business:
C.A.P. Government, Inc. has been in continuous operation for **over thirty-seven (37+) years**, providing professional municipal building department services throughout the State of Florida.

Business History (Past Seven (7) Years)

Business Name(s) Used:
C.A.P. Government, Inc. has provided government-focused services for more than thirty-seven years. On **September 1, 2022**, **C.A.P. Government, Inc. was acquired by Bureau Veritas North America**, expanding its capabilities and aligning the firm with a global leader in testing, inspection, and certification services.

Owner(s):

Corporate Officers:

- **Santiago Arias Duval** – Director, Chief Executive Officer
- **Carlos A. Penin, P.E.** – President
- **Gus Guerrero** – Vice President
- **Heather Bush** – Secretary, Director
- **Mr. Hilaire** – Chief Financial Officer, Treasurer

Previous Contract Experience:

Town of Jupiter

Previous Contract Experience:
C.A.P. Government, Inc. was **awarded a secondary contract in 2019** through a competitive Request for Proposals process with the Town of Jupiter.

Nature of Services Provided:

- Plan Review Services
- Building Inspection Services
- Permit Technician Support Services

Contract Term:
An initial **sixty (60) month contract**, with **two (2) optional twelve (12)-month renewal periods**.

This engagement confirms CAP's familiarity with the Town's operational standards, service expectations, and building department procedures.

Current Governmental Contracts & Relevant Experience

For over **thirty-seven (37+) years**, C.A.P. Government, Inc., a **(CAP)**, has maintained an exemplary record of professionally managing all phases of the building and permitting process. CAP's expertise includes developing **tailored solutions for plan review, inspections, and code compliance services** to municipal and governmental entities of varying size and complexity.

CAP is proud to have:

- Provided continuous building department services to the **City of Weston** for over **twenty-one (21) years**, and
- Delivered professional services to the **City of Aventura** for over **thirty-one (31) years**.

On the following pages, CAP has included a detailed list of representative clients to demonstrate the breadth of experience, depth of past performance, and long-standing success in providing professional Building Department Services.

Staffing & Productivity Metrics

Average Number of Inspections Conducted per FTE per Full Working Day:
Approximately **16 inspections per FTE**.
Average Number and Type of Plans Reviewed per FTE per Full Working Day:
Approximately **8–10 plan reviews per FTE**, depending on project complexity and discipline.

Plan Review Philosophy

CAP's philosophy regarding plan review emphasizes:

- **Consistency and uniform code interpretation**
- **Strict compliance** with applicable Florida Building Codes, Town ordinances, and adopted standards
- **Customer-focused communication** with applicants and municipal staff
- **Efficient turnaround times** without sacrificing quality
- **Quality control** to minimize resubmittals and improve first-pass approvals

Employee Performance Metrics

For each employee proposed for assignment to the Town of Jupiter, CAP will provide documented performance metrics, including:

Building	
Gerald M. Lewis	20% Fail Rate 10% 1st Review return
Jeffrey Parsons	30% Fail Rate -15% 1st Review return
Mechanical	
John Blake	20% Fail Rate 10% 1st Review return
Manuel Espinosa	25% Fail Rate 12% 1st Review return
Electrical	
Dave Brian Van Zwieten	20% Fail Rate 10% 1st Review return
Felix Martin	25% Fail Rate 10% 1st Review return
Plumbing	
Anthony Albino Dauria	25% Fail Rate -15% 1st Review return
Paul Anthony Tharpe	20% Fail Rate 10% 1st Review return
Multi	
Warren Wesley Deloach	20% Fail Rate 10% 1st Review return
Brian Powers	25% Fail Rate -15% 1st Review return
Residential	
Pedro Vieira	25% Fail Rate 15% 1st Review return
Jason Scott McKinney	25% Fail Rate 15% 1st Review return

Familiarity with the Town of Jupiter

Building Department Procedures and Practices:
CAP possesses direct familiarity with the Town of Jupiter's Building Department procedures, workflows, and service expectations through prior contractual engagement and ongoing municipal work in Palm Beach County.

Knowledge of Town Locations and Service Areas:
CAP staff are knowledgeable of the Town's neighborhoods, development corridors, inspection zones, and geographic layout, enabling efficient scheduling and field operations.

Relationship with the Town

CAP has established a **previous acceptable working relationship** with the Town of Jupiter through similar professional services, demonstrating its ability to integrate seamlessly with Town staff while maintaining high customer service and compliance standards.

Permit Technician Support

Jurisdictions Served:
CAP has provided Permit Technician support services to numerous municipalities and governmental agencies throughout Florida.

Scope of Services:

- Front counter coverage
- Application intake and processing
- Permit issuance
- Inspection scheduling
- Customer assistance and coordination with Building Department staff

CAP's long-standing experience, knowledge, and commitment to excellence provide significant added value to the Town of Jupiter. The firm's proven stability, depth of staffing, training programs, and disaster-response capability position CAP to meet both current and future Building Department support needs.

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

SCHEDULE OF FEES / COST PROPOSAL

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
1.	Per Person: 8 Hours Per Day, 37.5- 40 Hours Per Week. **Perform inspection services** excluding natural disaster events. FULL TIME INSPECTOR	BLDG $ 95.00 PER HOUR M, E, or P $ 95.00 PER HOUR 1+2 FAMILY $ 100.00 PER HOUR MULTI $ 100.00 PER HOUR
2.	Per Person: **Perform inspection services** during natural disaster events. FULL TIME INSPECTOR	BLDG $ 115.00 PER HOUR M, E, or P $ 115.00 PER HOUR 1+2 FAMILY $ 115.00 PER HOUR MULTI $ 115.00 PER HOUR
3.	Per Person: **Perform inspection services** excluding natural disaster events in excess of 40 Hr. per week. FULL TIME INSPECTOR	BLDG $ 120.00 PER HOUR M, E, or P $120.00 PER HOUR 1+2 FAMILY $ 120.00 PER HOUR MULTI $ 120.00 PER HOUR
4.	Per Person: **Perform inspection services** excluding natural disaster events. AS NEEDED BASIS	BLDG $ 100.00 PER HOUR M, E, or P $100.00 PER HOUR 1+2 FAMILY $ 115.00 PER HOUR MULTI $ 115.00 PER HOUR

Proposer: C.A.P. Government, Inc. Date: 05/01/2026

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
5.	Per Person: **Perform inspection services** during natural disaster events. AS NEEDED BASIS	BLDG $ 120.00 PER HOUR M, E, or P $ 120.00 PER HOUR 1+2 FAMILY $ 125.00 PER HOUR MULTI $ 125.00 PER HOUR
6.	Per Person: **Review and process construction plans** for obtaining building permits excluding natural disaster events. AS NEEDED BASIS	BLDG $ 110.00 PER HOUR M, E, or P $ 110.00 PER HOUR 1+2 FAMILY $ 115.00 PER HOUR MULTI $ 115.00 PER HOUR
7.	Per Person: **Review and process construction plans** for obtaining building permits during natural disaster events. AS NEEDED BASIS	BLDG $ 110.00 PER HOUR M, E, or P $ 110.00 PER HOUR 1+2 FAMILY $ 115.00 PER HOUR MULTI $ 115.00 PER HOUR
8.	Per Person: **Review and process construction plans by the next working day** (expedited review) for obtaining building permits. (Includes pick up and drop off)	BLDG $ 120.00 PER HOUR M, E, or P $ 120.00 PER HOUR 1+2 FAMILY $ 125.00 PER HOUR MULTI $ 125.00 PER HOUR

Proposer: C.A.P. Government, Inc. Date: 05/01/2026

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

ATTACHMENT A

PROPOSAL RESPONSE FORMS

PROPOSER INFORMATION	
PROJECT ORGANIZATION (PROPOSER)	
Name of Business:	C.A.P. Government, Inc.
Principal Contact Person:	Carlos A. Penin, PE
Address 1:	343 Almeria Avenue, Coral Gables, FL 33134
Address 2:	
Address 3:	
Telephone:	(305) 448-1711
FAX:	N/A
E-mail:	carlos.a.penin@bureauveritas.com
Name of Individual Project Manager:	Judson Dulany
Telephone:	(561) 508-0615
E-mail:	judson.dulany@bureauveritas.com
Location of Project Office:	1910 N Florida Mango Rd, WPB, FL 33409

PROPOSER REFERENCES
Please submit a minimum of five references in detail; give client references who have been clients (of the Proposer) for at least one year (preferably municipal governments or other governmental agencies of similar size in Florida where your company has provided same and similar services). The Town may contact some of the Proposer's current and former clients, both supplied by the Proposer and independently derived, to request that they validate the qualifications of the Proposer and the accuracy of the claims made by the Proposer in its Proposal, and that they assess the Proposal's ability to perform the types, level and quality of services that the Town desires. All references contacted will be asked to rate those aspects of the Proposal's performance on a scale from 0 – 5: zero (0) being poor and (5) being excellent. Excellent: Frequently exceeds client reference's specifications/requirements Good: Meets client reference's specification/requirements. Poor: Frequently does not meet client reference's specifications / requirements

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

1. CUSTOMER NAME:	City of South Bay
CUSTOMER LOCATION:	335 SW 2 Avenue,South Bay, FL 33493
POPULATION, if Government:	5,241
CUSTOMER CONTACT PERSON:	Mr. Leondrae Camel
CUSTOMER PHONE NUMBER:	561.996.6751
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	camell@southbaycity.com
PROJECT DESCRIPTION:	Plan Review, Inspection and Building Official Services
2. CUSTOMER NAME:	Palm Beach County
CUSTOMER LOCATION:	50 South Military Trail West Palm Beach, FL 33145
POPULATION, if Government:	1.58 million
CUSTOMER CONTACT PERSON:	Mr. Melvin Corredor, Building Official
CUSTOMER PHONE NUMBER:	561.355.6726
CUSTOMER CONTACT FAX:	
CUSTOMER CONTACT E-MAIL:	mcorredor@pbc.gov
PROJECT DESCRIPTION:	Plans Review, Inspections and Professional Engineer services, including services during natural disasters
3. CUSTOMER NAME:	Town of Palm Beach
CUSTOMER LOCATION:	360 South County Road,Palm Beach, FL 33480
POPULATION, if Government:	9,600
CUSTOMER CONTACT PERSON:	Mr. Kirk Blouin, Town Manager
CUSTOMER PHONE NUMBER:	561.838.5410
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	kblouin@townofpalmbeach.com tmanager@townofpalmbeach.com
PROJECT DESCRIPTION:	Plan Review and Inspections including services during natural disasters
4. CUSTOMER NAME:	Village of Wellington
CUSTOMER LOCATION:	12300 Forest Hill Boulevard, Wellington, FL 33141
POPULATION, if Government:	64,100
CUSTOMER CONTACT PERSON:	Mr. Jim Barnes, Village Manager
CUSTOMER PHONE NUMBER:	561.791.4085
CUSTOMER CONTACT FAX:	
CUSTOMER CONTACT E-MAIL:	jbarnes@wellingtonfl.gov
PROJECT DESCRIPTION:	Plan Review and Inspections including services during natural disasters

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

5. CUSTOMER NAME:	Village of North Palm Beach
CUSTOMER LOCATION:	501 US Highway 1 North Palm Beach, FL 33408
POPULATION, if Government:	13,500–13,560
CUSTOMER CONTACT PERSON:	Mr.Chuck Huff, Village Manager
CUSTOMER PHONE NUMBER:	561.904.2122
CUSTOMER CONTACT FAX:	
CUSTOMER CONTACT E-MAIL:	chuff@village-npb.org
PROJECT DESCRIPTION:	Building Department Services, including plan Review, Inspections, Building Official and Permit Techs.

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

NON-COLLUSIVE AFFIDAVIT FORM

STATE OF Florida

COUNTY OF Miami-Dade

Carlos A. Penin, PE, being first duly sworn deposes and says that:

1. He is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting the Proposal.
2. The Proposal is genuine and is not a collusive or sham Proposal.
3. Neither the Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, have in any way, colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contact for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix the price in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer; or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage in the proposed Contract.
4. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Date: 04 / 21 / 2026

By _____

I HEREBY CERTIFY that on this day, before me personally appeared, by means of ☐ physical presence or ☒ online notarization, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared Carlos A. Penin, PE, an authorized representative of C.A.P. Government, Inc., well known to me and known to me to be the person(s) described in and who executed the foregoing instrument and have acknowledged before me that they executed the same. WITNESS my hand and official seal in the County and State last aforesaid this 21 day of April, 2026.

MONICA DE CASTRO
Notary Public - State of Florida
Commission # HH 295746
My Comm. Expires Aug 1, 2026
Bonded through National Notary Assn.

NOTARY PUBLIC

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PROPOSER'S CERTIFICATION FORM

The below signed Proposer certifies that he/she has read, carefully examined, and thoroughly understands the terms, conditions, and specifications contained in the RFP and any other documents accompanying or made a part of this RFP. I hereby propose to furnish the services specified in the RFP. Furthermore, I agree to abide by all conditions of this RFP. I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Proposal on behalf of the firm or entity who is the Proposer, as its act and deed and that the Proposer is ready, willing and able to perform if awarded the contract.

I further certify that this Proposal is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a Proposal for the same service; no officer, employee or agent of the Town of Jupiter or of any other Proposer interested in the Proposal; and that the undersigned executed this Proposal's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

C.A.P. Government, Inc.
NAME OF BUSINESS

BY: _____
SIGNATURE

Carlos A. Penin, PE, President
PRINTED NAME AND TITLE

343 Almeria Avenue
MAILING ADDRESS

Coral Gables, FL 33134
CITY, STATE, ZIP CODE

(305) 448-1711
TELEPHONE NUMBER

carlos.a.penin@bureauveritas.com
E-MAIL ADDRESS

Subscribed and sworn to before me, by means of ☒ physical presence or ☐ online notarization this 21st day of April, 2026, by Carlos A. Penin, PE of C.A.P. Government, nc., who [x] is personally known to me or [ ] has produced as identification and who did (did not) take an oath.

Notary Seal:
MONICA DE CASTRO
Notary Public - State of Florida
Commission # HH 295746
My Comm. Expires Aug 1, 2026
Bonded through National Notary Assn.

_____
NOTARY PUBLIC

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PROPOSER'S QUALIFICATION STATEMENT FORM

The undersigned Proposer certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: Town of Jupiter

ADDRESS: 210 Military Trail
Jupiter, FL

SUBMITTED BY C.A.P. Government, Inc.

CIRCLE ONE: (CORPORATION) / PARTNERSHIP / INDIVIDUAL / OTHER

NAME Carlos A. Penin, PE

ADDRESS: 343 Almeria Avenue, Coral Gables, FL 33134

TELEPHONE NO. (305) 448-1711

FAX NO. N/A

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Proposer is: C.A.P. Government, Inc.

   The address of the principal place of business is: 343 Almeria Avenue, Coral Gables, FL 33134

2. If Proposer is a corporation, answer the following:
   a. A. Date of Incorporation: 04/10/1989
   b. State of Incorporation: Florida
   c. President's name: Carlos A. Penin, PE
   d. Vice President's name: Gus Guerrero
   e. Secretary's name: Heather Bush
   f. Treasurer's name: Hilaire Fournier
   g. Name and address of Resident Agent:
      Carlos A. Penin, PE, 343 Almeria Avenue, Coral Gables, FL 33134
3. If Proposer is an individual or a partnership, answer the following:
   a. Date of organization:
   b. State whether general or limited partnership:
   c. Name, address and ownership units of all partners:

N/A

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?
   a. Under what other former names has your organization operated?

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Proposal. Please attach certificate of competency and/or state registration.

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

10. State the name of the individual who will have personal supervision of the work:

11. Disclose any suits or administrative actions ever taken against your firm by the Department of Insurance within the last two (2) years.

THE PROPOSER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY THE TOWN IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY PROPOSER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSAL'S QUALIFICATIONS TO

PERFORM UNDER THE CONTRACT SHALL CAUSE THE TOWN TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

Signature

Carlos A. Penin, PE
Printed Name

State of Florida
County of Miami-Dade

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization this 21st day of April, 2026 by Carlos A. Penin, PE of C.A.P. Government, Inc., who [x] is personally known to me or [ ] has produced as identification and who did (did not) take an oath.

Notary Signature

MONICA DE CASTRO
Notary Public - State of Florida
Commission # HH 295746
My Comm. Expires Aug 1, 2026
Bonded through National Notary Assn.

NOTAR

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PUBLIC ENTITY CRIMES FORM

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to **Town of Jupiter**
(Print name of the public entity)

By Carlos A. Penin, PE
(Print individual's name and title)

for C.A.P. Government, Inc.
(Print name of entity submitting sworn statement)

Whose business address is 343 Almeria Avenue, Coral Gables, FL 33134

and (if applicable) its Federal Employer Identification Number (FEIN) is 65-0121594
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, no jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   4-1. A predecessor or successor of a person convicted of a public entity crime: or

   4-2. Any entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in the State of Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposal applies to Proposals on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (indicate which statement applies)

__X__ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1(ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Subscribed and sworn to before me, by means of ☒ physical presence or ☐ online notarization this day of 21st, 2026 by April of C.A.P. Government, Inc., who [X] is personally known to me or [ ] has produced as identification and who did (did not) take an oath.

MONICA DE CASTRO
Notary Public - State of Florida
Commission # HH 295746
My Comm. Expires Aug 1, 2026
Bonded through National Notary Assn.

Monica de Castro
NOTARY PUBLIC

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PROPOSER'S ACKNOWLEDGMENT

I hereby certify that this Proposer's Acknowledgment is made without prior understanding, agreement or connection with any corporation, firm, or other person submitting a Proposal for the same commodities and/or services, and is in all respects, fair and without collusion or fraud. I agree to abide by all the conditions of this Request for Quotations, and certify that I am authorized to sign the Proposal for the Proposer. By signing this Form, the Proposer acknowledges and accepts without limitation the terms and conditions as set forth within the Request for Proposal, as well as any applicable supplemental RFP documents, such as any Special Conditions, Instructions, Specifications, and all required Forms.

CORRECT LEGAL NAME OF PROPOSER:
C.A.P. Government, Inc.
NAME OF REGISTERED AGENT & ADDRESS OF CORPORATE PROPOSERS
Carlos A. Penin, PE. - 343 Almeria Avenue, Coral Gables, FL 33134

PHYSICAL ADDRESS OF PROPOSER (NO P.O. BOXES ALLOWED
343 Almeria Avenue, Coral Gables, FL 33134

TELEPHONE NUMBER OF PROPOSER
(305) 448-1711
EMERGENCY CONTACT NUMBER FOR PROPOSER: (561) 261-9757

FAX NUMBER OF PROPOSER N/A

FEDERAL ID NO. OR SOCIAL SECURITY NO. OF PROPOSER
65-0121594
IF PROPOSER IS CORPORATION OR OTHER LEGAL ENTITY, STATE OF INCORORATION OR REGISTRATION Florida

**FOREIGN CORPORATIONS MUST SUBMIT FOREIGN CORPORATION RESOLUTION.

SIGNATURE OF PROPOSER OR AUTHORIZED AGENT:
**PROPOSALS SUBMITTED BY AGENTS MUST HAVE RESOLUTION OF AGENT AUTHORITY.

PRINTED NAME OF PROPOSER OR AUTHORIZED AGENT: Carlos A. Penin, PE

DATE: 04/21/2026 TITLE/POSITION OF SIGNATORY: President,

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

DRUG-FREE WORK PLACE CERTIFICATION

The undersigned Contractor, in accordance with Florida Statute 287.087 hereby certifies that

C.A.P. Government, Inc. does:
Name of Business

1. Publish 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. Inform 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, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee 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 Florida Statute 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. Impose a sanction on, or require 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. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Carlos A. Penin, PE, President
Proposer's Printed Name and Title

04/21/2026
Date

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

CONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that C.A.P. Government, Inc. [insert contractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of C.A.P. Government, Inc. [insert contractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

Signature

Carlos A. Penin, PE, President
Print Name/Title

04/21/2026
Date

STATE OF FLORIDA

COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of / physical presence or / online notarization, this April 21, 20206 (date) by Carlos A. Penin, PE, President (name of officer or agent, title of officer or agent) of C.A.P. Government, Inc. (name of contractor company acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

MONICA DE CASTRO
Notary Public - State of Florida
Commission # HH 295746
My Comm. Expires Aug 1, 2026
Bonded through National Notary Assn.

Notary Public

Company ID Number: 137336

Information Required for the E-Verify Program **Information relating to your Company:**	
Company Name	C.A.P. Government, Inc.
Company Facility Address	343 Almeria Avenue Coral Gables, FL 33134
Company Alternate Address	
County or Parish	MIAMI-DADE
Employer Identification Number	650121594
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	100 to 499
Number of Sites Verified for	1

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that [insert subcontractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with, section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of [insert subcontractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

Signature

Carlos A. Penin, PE
Print Name/Title

04/21/2026
Date

STATE OF FLORIDA

COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of / physical presence or / online notarization, this 04/21/2026 (date) by Carlos A. Penin, PE, President (name of officer or agent, title of officer or agent) of C.A.P. Government, Inc. (name of contractor company acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

MONICA DE CASTRO
Notary Public - State of Florida
Commission # HH 295746
My Comm. Expires Aug 1, 2026
Bonded through National Notary Assn.

Notary Public

Carlos A. Del Pino, PE
Vice President of Operations, Florida Region

Mr. Carlos del Pino has over thirty-five (35) years of professional engineering experience as a civil and structural engineer in the design and construction management industry. He has served as a project and construction manager, project engineer and project coordinator. His expertise includes construction field engineering, special Inspections for Educational, commercial and residential projects.

EDUCATION

MS in Civil Engineering
Polytechnic University of Puerto Rico

BS in Civil and Structural Engineering
Central University of Las Villas, Cuba

STATE OF FLORIDA LICENSE

Professional Engineer
PE59888

Certified Board of Rules and Appeals (BORA) Miami-Dade County

State Requirements for Educational Facilities (SREF)

Vice President of Operations, Florida Region
2007 – Present
Mr. Del Pino oversees and manages the operations and business growth of the Florida Region. The key to his success is the ability to hire and retain high-quality professionals and ensure premium service for his division's clients. With more than thirty (30+) years of private and public experience he has played a role in providing plan review, inspection and code consulting services to many multi-million-dollar projects of all major building types.

EXPERIENCE

Project Manager, Stadium Expansion, (Florida International University (FIU).
Responsible for technical matters, assisting in the design review in the field of structural engineering and threshold inspections. The New Florida Panthers Football Stadium is a structural steel threshold structure for approximately 18,000 people with capacity for future expansion.

Project Manager, Parking Garage V & Stadium Expansion (Florida International University (FIU).
Responsible for providing threshold inspections. This garage is a 6-level garage with approximately 750,000 gross square feet and up to 2,100 parking spaces. Project Manager responsible for technical matters, assisting with threshold inspections. The New Florida Panthers Football Stadium is a structural steel threshold structure for approximately 18,000 people with capacity for future expansion.

Miami Dade College (MDC) Hialeah & Kendall Campus
New Parking Garage and new and remodeled Buildings. Building 3000 remodeling and miscellaneous projects.

Judson D. Dulany, BU, PX, BN
Building Official, Building Plans Examiner & Inspector

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

EDUCATION

Associate of Arts Business
Palm Beach Community College

STATE OF FLORIDA LICENSE

Building Code Administrator
BU1990

Building Plans Examiner
PX3626

Standard Building Inspector
BN6644

CERTIFICATIONS

Building Contractor
CBC058100

Building Official, Building Plans Examiner, Inspector and Floodplain Manager, C.A.P. Government, Inc.
2015 – Present
Responsible for planning, directing, and overseeing CAP's Palm Beach County operations. Serves as the Building Official for several municipalities in Palm Beach and Central Florida region: Glades County, City of Belle Glade, City of South Bay, City of Pahokee, Town of Malabar, Town of Palm Shores, and the City of Bunnell. Reviews building plans for compliance with the Florida Building Code and local regulations; prepares written reports on code discrepancies and code violations; develops, maintains, and updates records of codes and plan reviews. Determines the structural soundness of buildings and construction projects.

EXPERIENCE

Owner & Operator, Grace Construction, Inc.
1997 – 2015
Self-employed State certified building and roofing contractor. Responsibilities included customer relations, material takes offs, blueprint comprehension and bonding requirements. Day to day operations of construction and roofing companies estimates for commercial, industrial, and residential customers. design build campgrounds, marina renovations, recreational parks. Also served as project manager for general contractor fast food restaurants construction, east and west coast of Florida.

Superintendent, Tripp Construction, Inc.,
1997 - 1998
Responsibilities included:

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

Deborah Nutter, BU, PX, BN
Building Official, Electrical Plans Examiner & Inspector

Ms. Nutter has over forty (40) years of experience in retail and the construction industry. She has been involved in performing inspections and plans review for municipalities including residential and commercial projects.

Building Official, Electrical Plans Examiner & Inspector, C.A.P. Government, Inc.
2016 – Present
Reviews plans to ensure that the plans meet building codes and requirements of the state, county, and city where the construction is taking place. Responsible for inspecting the installation of electrical systems and equipment to detect faulty wiring and ensure they comply with electrical codes and standards. Visits construction sites and residences, performs inspection, and makes recommendations for improvement. Interprets and enforces the building codes adopted by the City as well as other City codes. In addition, reviews building plans for compliance with construction codes and regulations; prepares written reports on code discrepancies and code violations; develops, maintains and updates records of codes and plan reviews; interprets codes ordinances and regulations and issues department codes.

EDUCATION

Department of Business and Professional Regulation

STATE OF FLORIDA LICENSE

Building Official
BU1478

Electrical Plans Examiner
PX2657

Building / Electrical Inspector
BN5093

EXPERIENCE

Senior Inspector, Village of North Palm Beach
2013 - 2016
Performed inspections for the Village of North Palm Beach. If necessary, issued red tag violations notices / stop work orders to explain violations and recommended remedies. Assisted in the permit counter.

Chief Building Inspector, City of Palm Beach Gardens
2013 - 2013
Building Inspector for the City. Also performed duties of a code compliance officer, attended special magistrate hearings, and planning & zoning meetings. Performed inspection of permitted job sites for adherence to the Florida Building Code.

Permit Technician, City of Palm Beach Gardens
2002 - 2004
Received and processed permit applications for the City. Verified insurance and licensure information. Processed monthly reports for the property appraiser office and FEMA.

Gerald M. Lewis, PX, BN
Building Plans Examiner & Inspector

Mr. Lewis has over twenty-five (25) years of experience working in the construction industry and possesses extensive expertise in construction practices, regulations, and compliance standards.

LICENSES

Licensed General Contractor
CGC1523276

Plan Review License
PX5354

Building Inspector License
BN9411

Building Plans Examiner & Inspector, C.A.P. Government, Inc.
2023 – Present
Reviews plans to ensure that the plans meet building codes and requirements of the state, county, and city where the construction is taking place. Responsible for closely inspection of all building components including accessibility, roofing, exterior envelope, interior built outs, among others. Evaluates and approves or disapproves of the work done in accordance with local and state regulations.

Jeffrey Parsons, BU, PX, BN
Building Official, Building Plans Examiner & Inspector

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

STATE OF FLORIDA LICENSE

Building Code Administrator
BU2310

Standard Building Plans Examiner
PX5222

Standard Building Inspector
BN9222

Building Official, C.A.P. Government, Inc.
2023 – Present
Responsibilities include developing and implementing building codes and regulations to ensure safety and compliance. Conducting inspections of building projects to verify adherence to codes. Issuing permits for construction and demolition projects. Reviewing plans and designs for compliance with building codes. Enforces compliance with local, state, and federal building codes and regulations. These responsibilities ensure that all construction projects meet safety standards and legal requirements. Reviews plans to ensure that the plans meet building codes and requirements of the state, county, and city where the construction is taking place.

EXPERIENCE

Healthy Home Environmental Services LLC, Founder & CEO
Daily activities included coordinating schedules for inspectors, technicians, and department managers. Worked directly with larger clients like INL (Idaho National Lab), Department of Energy, Department of Navy, and the FBI as well as others.

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

Larkspur Construction, Project Superintendent
For Trail Creek Springs – Responsible for the coordination of all sub-contractors in respect to scheduling, quality control, payments, safety, or any other correspondence with the building contractor. Trail Creek Springs is a high-end town-home project located in Victor, Idaho.

First Coast Financial, Project Manager
Conducted major renovations of multi-family residential and commercial projects located throughout the state of Florida.

Hometown Communities, Project Superintendent and Design Specialist

Project Superintendent
For approximately 300 homes built throughout Flagler County Florida.

Dave Van Zwieten, PX, BN
Electrical Plans Examiner & Inspector

Mr. Zwieten has over forty-five (45) years of experience working in the electrical trade. He is proficient in project management, electrical code, trade practices and demonstrates a strong record of completing significant projects.

EDUCATION

Associate of Science Degree

College of Dupage, Illinois

CERTIFICATIONS

Standard Inspector

BN9513

Standard Plans Examiner

PX5465

LICENSES

Certified Electrical Contractor

EC13002855

Permit Technician, C.A.P. Government, Inc.
September 2025 – Present
Provides Permit Technician services for CAP's clients in Dade County.

Responsibilities include:

Issuing and tracking all permits throughout the course of the permitting process, building strong rapport with Town and City Hall personnel and other staff. Managing, maintaining, retrieving, and organizing data electronically. Filing Blueprints, permits, drawings, and other paper material.

EXPERIENCE

General Foreman, Edwards Electric
1993 – 1994
Electrician Project Foreman,
1990-1992
Electrician on Water Treatment Plants, Dyna Electric
1989-1990
Service Electrician, Insight Electric
1986-1989
Service Electrician, Mainguy Electric
1985-1986
Apprentice to Journeyman, Dyna Electric
1983-1985
Apprentice, Bechtel Turkey Point
1982-1983, 1992-1993
Apprentice, Dixie Electric
1980-1982
Spink Electric, Apprentice
1979-1980

Felix Martin, PX, BN
Plans Examiner & Inspector

Mr. Martin has forty-five (45) years of experience in the plans examination, inspection and building code industry. Felix's work consists of reviewing architectural, structural, mechanical, electrical, and civil engineering drawings for code compliance and safety standards while coordinating with architects, engineers, contractors, and property owners to communicate findings, request corrections and maintain detailed documentation.

LICENSES

Standard Plans Examiner
PX3917

Standard Inspector
BN6895

Plans Examiner & Inspector, C.A.P. Government, Inc.
2026 – Present
Examines and approves construction, engineering, and development plar across multiple disciplines to ensure compliance with building codes, zoni regulations, and safety standards. Conducts on-site inspections at various project stages to verify adherence to approved plans and identify code violations or deficiencies.

EXPERIENCE

Electrical plans examiner / Electrical Inspector III, City of Orlando
2016 – 2026

Facilities Electrician Electrician / Electrical Inspector/provisional mechanical inspector, City of Cocoa
2015 – 2025

Self Employed, Electrical Contractor
2010

Journeyman Wireman , Inglett & Stubbs International
2009 – 2010

Master Electrician, Foreman and Project Manager, Complete Wiring,
2005 – 2009

Master Electrician and Forem, Commercial Lighting and Electric
1998 – 2005

Master Electrician and Foreman, Johnson Controls Inc.
1995 – 1998

Journeyman Electrician, Desing Court
1987 – 1995

Anthony D'Auria, PX, BN
Plans Examiner & Inspector

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

EDUCATION

Master & Journeyman Plumber,
Gas Massachusetts State Board

Fitter, Fire Protection Licenses

Business Management and
Administration Classes

STATE OF FLORIDA LICENSE

Standard Inspector
Plumbing
BN7353

Plans Examiner
Plumbing
PX4133

Plans Examiner & Inspector, C.A.P. Government, Inc.
2019 – Present
Responsible for close inspection of mechanical, and other systems for commercial and residential sites, like appliances, boilers, elevators, gas and oil lines, and HVAC systems. Evaluate and approve or disapprove of the work done in accordance with local and state regulations. Examine and test new or existing plumbing systems in buildings to make sure they are installed. Reviews plans to ensure that the plans meet building codes and requirements of the state, county, and city where the construction is taking place.

EXPERIENCE

Assistant Vice President of Facilities, Florida Atlantic University
2011 - 2015
Responsibilities included facilities and engineering responsibility for five campuses totaling over six million square feet on 800 plus acres. Oversight of duties of Engineering and Utilities; Building Code Administration; Space Utilization; Building and Grounds; Facilities Planning; and Environmental Health Safety.

Plumbing Plans Examiner & Inspector
2018 – 2019
Plan Review and Inspections for code compliance on commercial and residential projects. Reviewed blueprints and permits for accuracy with the Florida Building Code. Inspected all aspects of underground, top-out, and finished work for plumbing, accessibility, energy conservation and gas codes.

Plumbing Plans Examiner & Inspector, City of Boca Raton
2016 – 2019
Met with plumbing contractors, GC's, owners, architects, engineers, etc. to review blueprints and permits for accuracy. Identified any health and safety violations. Completed detailed list of code violations as required, per job site permit.

Paul Tharpe, PX, BN
Plumbing Plans Examiner & Inspector

Mr. Tharpe has over thirty-six (36) years of experience as a master plumber, in service, installing and maintaining plumbing systems. Mr. Tharpe has a dedication to excellent work and customer satisfaction. Experience in installing and repairing residential and commercial projects. Bringing forth a proven track record full of successful completion of various plumbing projects, both small and large scale.

STATE OF FLORIDA LICENSE

Plumbing Plans Examiner
PX4666

Plumbing Inspector
BN8059

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

EXPERIENCE

Admiral Plumbing Services
2014-2020

Master Plumber, EC Stokes Mechanical Contractors, Inc.
2009-2010

Master Plumber and Owner, Anthony Tharpe Plumbing, Inc.
1997

Journeyman Plumber, EC Stokes Mechanical Contractors Inc.
1996-1996

Journeyman Plumber, Palm Beach County School Board
1993-1996

Journeyman Plumber, HL Newman Plumbing
1993-1993

Journeyman Plumber, Poole and Kent Mechanical Contractors
1992-1993

Apprentice Plumber, EC Stokes Mechanical Contractors, Inc.
1988-1992

Pedro Vieira, BU, PX, BN
Building Official, Plans Examiner & Inspector

Mr. Vieira has experience in the building industry. He holds several licenses, which include State of Florida Electrical Plans Examiner and Inspector. Oversees and enforces building codes, regulations, and standards. Ensures that building practices comply with local, state, and national codes.

Building Official, Plans Examiner & Inspector, C.A.P. Government, Inc.
2024 – Present
Responsible for supervising inspectors, plans examiners and building permit technicians. Trains and evaluates and disciplines employees. Assigns, monitor and coordinates work. In addition, he performs electrical plan review and inspections for municipal clients. Prepares inspection reports describing observed violations, corrective action and making appropriate references to the plans, and quality control manuals.

EDUCATION

Electrical Associate Degree
ABC Institute

Electrical Apprenticeship Program
Leadership Program

STATE OF FLORIDA LICENSE

Building Code Administrator
BU2256

Electrical Plan Examiner
PX4806

Electrical Inspector
BN8337

CERTIFICATIONS

Certified Building Contractor
CBC1269278

Electrical Contractor
EC13015290

EXPERIENCE

Electrical Inspector and Plan Examiner, City of Parkland
2022-2024

- Skilled at completing inspections with speed, efficiency and accuracy. Good relationship-building and problem-solving abilities with strength in verbal and written communication.
- Go-getting Examiner with great listening and verbal communication skills. Outstanding critical thinking and investigative abilities. Committed to ensure all results comply with federal, state and local regulations. Strong convincing and negotiation power.

Electrical Instructor, ABC Institute
2020-Present

- Teach electrical apprenticeship program.
- Teach Journeyman Prep exam classes.

Lead Electrician, City of Boca Raton
2020-2022

- Lead journeyman electrician
- Maintained electrical systems in public buildings such as libraries, city hall, fire stations and parks.

Jason Scott Mckinney, BN
Building Inspector

Mr. Mckinney has over twenty (20) years of experience working in residential and commercial inspections, property claims handling, catastrophe response, and team leadership. Proven ability to ensure code compliance, reduce operational costs, strengthen quality, and deliver exceptional customer service. Recognized for improving processes, mentoring teams, and driving measurable results across construction and insurance environments.

LICENSES

Building & Residential Inspector

BN8283

Building Inspector, C.A.P. Government, Inc.
2023 – Present

Reviews plans to ensure that the plans meet building codes and requirements of the state, county, and city where the construction is taking place. Responsible for close inspection of all building components including accessibility, roofing, exterior and interior built out, among others. Evaluates and approves or disapproves of the work done in accordance with local and state regulations.

Warren DeLoach, PX, BN
Mechanical & Plumbing Plans Examiner & Inspector

Mr. Deloach has more than forty (40) years of experience in supervision of industrial and construction work. He has served as the Project Manager at constructions sites, chief supervisor of plans examiners, performed building inspections both mechanical and plumbing disciplines

EDUCATION

Journeyman: Carpentry
Apprentice School

Journeyman: Plumber/pipefitter
Plumber's Pipefitting, WPB, FL.

LICENSES

Mechanical & Plumbing Plans Examiner
PX690

Standard Mechanical & Plumbing Inspector
BN1571

Mechanical & Plumbing Plans Examiner & Inspector. Government, Inc.
2016 – Present
Reviews plans to ensure that the plans meet building codes and requirements of the state, county, and city where the construction is taking place. Responsible for closely inspection of mechanical, and other systems for commercial and residential sites, like appliances, boilers, elevators, gas and oil lines, and HVAC systems. Evaluate and approve or disapprove of the work done in accordance with local and state regulations. Examine and test new or existing plumbing systems in buildings to make sure they are installed.

EXPERIENCE

Chief Plan Examiner, **City of Riviera Beach**
2000 - 2016
Coordinated plan reviews on different projects, reviewed plans for building, mechanical, and plumbing for different departments.

Plans Examiner & Inspector, City of Boynton Beach
1983 - 2000
Supervisor for building, mechanical and plumbing reviews, overseeing processing of plans, assigning personnel different plan review jobs. Consulting with contractors, engineers, architectures, and homeowners on plan reviews, comments, and coordinating with other department reviews.

Brian Powers, PX, BN
Multi-Disciplined Plans Examiner

Mr. Powers has twenty-two years of experience in the electrical field. Brian's work consists of inspecting electrical and mechanical installations as well as tracking work progress to maintain schedule.

LICENSES

Standard Inspector
Application in Progress

Standard Plans Examiner
Eligible for Exam

CERTIFICATIONS

Certified Air Conditioning Contractor
CAC182246

Multi-Disciplined Plans Examiner, C.A.P. Government, Inc.
2026 – Present
Reviews and approves construction, engineering, and development plans across multiple disciplines to ensure compliance with building codes, zoning regulations, and safety standards. Coordinates with architects, engineers, and contractors to identify plan deficiencies, request design modifications, and facilitate timely project approvals.

EXPERIENCE

Senior Electrical Inspector, GCI
2023 – 2026

Electrician / Electrical Inspector/provisional mechanical inspector, City of Winter Park
2015 – 2023

Electrician / Low Voltage Technician / Management, Florida Door Control
2014 – 2015

Electrician / Low Voltage Technician / Management, Barfield Fence Fabrication
2009 – 2014

Electrician / Low Voltage Technician / Management, Barfield Fence Fabrication
2009 – 2014

Journeyman Electrician / Lineman
2009 – 2009

Journeyman Electrician, Stanton Electric
2008 – 2009

Journeyman Electrician, Sunshine Electric
2006 – 2007

Christina Wilding
Permit Technician

Mrs. Wilding has over eleven (11) years of experience working with Clerical and Administrative services experience. She is computer literate on operating systems such as Windows, XP, and all other versions. Christina is also experienced with most common office and database applications such as Microsoft Word, and Outlook.

EDUCATION

Bachelors of Anthropology Social Sciences

Florida State University

Bachelors of Anthropology

Florida State University

Permit Technician, C.A.P. Government, Inc.
2023 – Present
Responsibilities include:

Issuing and tracking all permits throughout the course of the permitting process, building strong rapport with Town and City Hall personnel and other staff. Managing, maintaining, retrieving, and organizing data electronically. Filing Blueprints, permits, drawings, and other paper material.

EXPERIENCE

Permit Coordinator, Tower Engineering Professionals, Charlotte, NC.
2021 –2022

- Perform all duties and fill in vacancies related to the operation of the Village's front desk, post office and building department.
- Filing, utility payments, lien searches, passport services, provide general information.
- Processes permit applications, checking accuracy and completeness.
- Respond to telephone and customer inquiries.
- Perform a combination of tasks in a post office.

Building Permit Technician Case Manager, Town of Jupiter Building Department, Jupiter, FL.
2017 – 2021

- Accepts and processes building permit applications and related documents from the public; reviews applications and supporting documents for accuracy and completeness and determines the correct permit type needed; and issues all types of building permits received by fax, mail, online via email, and the customer service counter.
- Provides technical and functional guidance to other building permit staff related to the intake and processing of building permits; and responds to public and other permit staff inquiries in the absence of supervisory personnel.

Lucille Dunway
Permit Technician

Mrs. Grant has over ten (10) years of experience working with the public and focuses on providing exceptional service to clients, addressing their needs, and resolving issues promptly.

Permit Technician, C.A.P. Government, Inc.
2022 – Present
Responsibilities include:

Issuing and tracking all permits throughout the course of the permitting process, building strong rapport with Town and City Hall personnel and other staff. Managing, maintaining, retrieving, and organizing data electronically. Filing Blueprints, permits, drawings, and other paper material.

LICENSES

ICC Permit Technician

Public Records Management

Notary Public

EXPERIENCE

Permit Technician II, City of Belle Glade,
Belle Glade, FL.
2018 – 2022

- Performed routine data entry or document management to ensure proper documents submitted with applications for permits.
- Customer Service in-person
- Responded to in-person and telephone requests for information from public, attorneys, and other involved parties.
- Intake of Construction Building Plans.
- Intake of Permit Applications.
- Stayed up to date on [State] laws and licensing requirements to complete accurate and efficient reviews.
- Scheduling Inspections for Contractors/Homeowners.
- Issuing permits

Customer Service Representative, Premiere Protection Services, Shawnee,
KS.
2011– 2018

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Answered constant flow of customer calls with minimal wait time
- Offered advice and assistance to customers, paying attention to special needs or wants.
- Responded to customer requests for products, services, and company information.
- Customer Retention on Services offered by the company.
- Kept records of customer interactions or transactions, recording details of inquiries, complaints, or comments.

Carlos A. Del Pino

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:32:09 PM 4/28/2026

Licensee Information

Name:	DEL PINO, CARLOS A. (Primary Name)
Main Address:	8040 S.W. 37 TERRACE MIAMI Florida 33155
County:	DADE

License Information

License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	59888
Status:	Current,Active
Licensure Date:	05/28/2003
Expires:	02/28/2027

Special Qualifications	Qualification Effective
Civil	05/28/2003
Structural 1	08/28/2007

Judson Dewitt Dulany

Florida dbpr Department of Business & Professional Regulation

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- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:41:12 PM 4/28/2026

Licensee Information

Name:	DULANY, JUDSON DEWITT (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:	BU1990
Status:	Current,Active
Licensure Date:	02/26/2018
Expires:	11/30/2027

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
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- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:41:05 PM 4/28/2026

Licensee Information

Name:	DULANY, JUDSON DEWITT (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN6644
Status:	Current,Active
Licensure Date:	03/27/2015
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	03/27/2015
Continuing Education Exemption	03/27/2025

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:41:06 PM 4/28/2026

Licensee Information

Name:	DULANY, JUDSON DEWITT (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:	PX3626
Status:	Current,Active
Licensure Date:	07/30/2015
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	07/30/2015
Continuing Education Exemption	07/31/2025

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:41:22 PM 4/28/2026

Licensee Information

Name:	DULANY, JUDSON DEWITT (Primary Name) GRACE CONSTRUCTION INC (DBA Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Location:	312 E SUGARLAND HIGHWAY CLEWISTON FL 33440
County:	HENDRY

License Information

License Type:	Certified Roofing Contractor
Rank:	Cert Roofing
License Number:	CCC057998
Status:	Current,Active
Licensure Date:	07/07/2000
Expires:	08/31/2026

Special Qualifications	Qualification Effective
Construction Business	02/20/2004

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:41:29 PM 4/28/2026

Licensee Information

Name:	DULANY, JUDSON DEWITT (Primary Name) GRACE CONSTRUCTION INC (DBA Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Location:	321 E SUGARLAND HIGHWAY CLEWISTON FL 33440
County:	HENDRY

License Information

License Type:	Certified Building Contractor
Rank:	Cert Building
License Number:	CBC058100
Status:	Current,Active
Licensure Date:	07/14/1997
Expires:	08/31/2026

Special Qualifications	Qualification Effective
Construction Business	02/20/2004

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:41:34 PM 4/28/2026

Licensee Information

Name:	DULANY, JUDSON DEWITT (Primary Name)
	MCM ENTERPRISES INC (DBA Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Location:	321 E SUGARLAND HIGHWAY CLEWISTON FL 33440
County:	HENDRY

License Information

License Type:	Certified Building Contractor
Rank:	Cert Building
License Number:	CBC1256336
Status:	Current,Active
Licensure Date:	03/20/2008
Expires:	08/31/2026

Special Qualifications	Qualification Effective
Construction Business	03/20/2008

Deborah Nutter

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:49:10 PM 4/28/2026

Licensee Information

Name:	NUTTER, DEBORAH ANN (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Location:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN5093
Status:	Current,Active
Licensure Date:	09/23/2005
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	08/09/2006
Electrical Inspector	09/23/2005
Residential	05/05/2006
Mechanical	08/09/2006
Continuing Education Exemption	06/27/2024

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:49:11 PM 4/28/2026

Licensee Information

Name:	NUTTER, DEBORAH ANN (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Location:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Building Code Administrator
Rank:	Building Code A
License Number:	BU1478
Status:	Current,Active

ONLINE SERVICES

Apply for a License
Verify a Licensee
View Food & Lodging Inspections
File a Complaint
Continuing Education Course Search
View Application Status
Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:49:12 PM 4/28/2026

Licensee Information

Name:	NUTTER, DEBORAH ANN (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:	PX2657
Status:	Current,Active
Licensure Date:	03/13/2006
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical	03/13/2006
Continuing Education Exemption	06/27/2024

Gerald M. Lewis

ONLINE SERVICES

Apply for a License
Verify a Licensee
View Food & Lodging Inspections
File a Complaint
Continuing Education Course Search
View Application Status
Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:51:29 PM 4/28/2026

Licensee Information

Name:	LEWIS, GERALD M (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:	PX5354
Status:	Current,Active
Licensure Date:	06/02/2025
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	06/02/2025

ONLINE SERVICES

Apply for a License
Verify a Licensee
View Food & Lodging Inspections
File a Complaint
Continuing Education Course Search
View Application Status
Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:51:31 PM 4/28/2026

Licensee Information

Name:	LEWIS, GERALD M (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN9411
Status:	Current,Active
Licensure Date:	05/23/2025
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	05/23/2025

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:51:33 PM 4/28/2026

Licensee Information

Name:	LEWIS, GERALD M (Primary Name) GC DIRECT LLC (DBA Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Mailing:	9030 BELLHURST WAY 130 WEST PALM BEACH FL 33411
County:	PALM BEACH
License Location:	9030 BELLHURST WAY 130 WEST PALM BEACH FL 33411
County:	PALM BEACH

License Information

License Type:	Certified General Contractor
Rank:	Cert General
License Number:	CGC1523276
Status:	Current,Active
Licensure Date:	05/28/2015
Expires:	08/31/2026

Special Qualifications	Qualification Effective
Construction Business	05/28/2015

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:51:38 PM 4/28/2026

Licensee Information

Name:	LEWIS, GERALD L (Primary Name) G L LEWIS CONSTRUCTION SERVICES (DBA Name)
Main Address:	408 CADDIE DR DEBARY Florida 32713
County:	VOLUSIA

License Information

License Type:	Certified General Contractor
Rank:	Cert General
License Number:	CGC1528896
Status:	Current,Active
Licensure Date:	04/01/2020
Expires:	08/31/2026

Special Qualifications	Qualification Effective
Construction Business	04/01/2020

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:58:14 PM 4/28/2026

Licensee Information

Name:	PARSONS, JEFFREY STEVEN (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN9222
Status:	Current,Active
Licensure Date:	10/30/2024
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	10/30/2024

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:58:16 PM 4/28/2026

Licensee Information

Name:	PARSONS, JEFFREY STEVEN (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:	BU2310
Status:	Current,Active
Licensure Date:	10/14/2024
Expires:	11/30/2027

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

1:58:18 PM 4/28/2026

Licensee Information

Name:	PARSONS, JEFFREY STEVEN (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:	PX5222
Status:	Current,Active
Licensure Date:	10/30/2024
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	10/30/2024

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:03:19 PM 4/28/2026

Licensee Information

Name:	ESPINOSA, MANUEL E (Primary Name)
Main Address:	169 WEST TRAIL DRIVE WEST PALM BEACH Florida 33415
County:	PALM BEACH

License Information

License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX4694
Status:	Current,Active
Licensure Date:	12/08/2021
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical	10/06/2023
Mechanical	12/08/2021
Plumbing	07/02/2025

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:03:19 PM 4/28/2026

Licensee Information

Name:	ESPINOSA, MANUEL E (Primary Name)
Main Address:	169 WEST TRAIL DRIVE WEST PALM BEACH Florida 33415
County:	PALM BEACH

License Information

License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX4694
Status:	Current,Active
Licensure Date:	12/08/2021
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical	10/06/2023
Mechanical	12/08/2021
Plumbing	07/02/2025

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:03:21 PM 4/28/2026

Licensee Information

Name:	ESPINOSA, MANUEL E (Primary Name)
Main Address:	169 WEST TRAIL DRIVE WEST PALM BEACH Florida 33415
County:	PALM BEACH

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN8214
Status:	Current,Active
Licensure Date:	04/16/2021
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical Inspector	12/27/2022
Mechanical	04/16/2021
Plumbing	02/18/2025

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:03:24 PM 4/28/2026

Licensee Information

Name:	ESPINOSA, MANUEL E (Primary Name) MGT AIR CONDITIONING INC (DBA Name)
Main Address:	169 WEST TRAIL DRIVE WEST PALM BEACH Florida 33415
County:	PALM BEACH
License Location:	169 WEST TRAIL DRIVE WEST PALM BEACH WEST PALM BEACH FL 33415
County:	PALM BEACH

License Information

License Type:	Certified Air Conditioning Contractor
Rank:	Cert Air
License Number:	CAC1817143
Status:	Current,Active
Licensure Date:	06/05/2012
Expires:	08/31/2026

Special Qualifications	Qualification Effective
Class B	06/05/2012
Construction Business	06/05/2012

John Blake

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:13:35 PM 4/28/2026

Licensee Information

Name:	BLAKE, JOHN MARSHALL (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:	BN3381
Status:	Current,Active
Licensure Date:	12/18/1998
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	03/05/2007
Residential	
Mechanical	11/21/2006
Plumbing	
Continuing Education Exemption	06/27/2024

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:13:37 PM 4/28/2026

Licensee Information

Name:	BLAKE, JOHN MARSHALL (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:	BU1572
Status:	Current,Active
Licensure Date:	07/23/2007
Expires:	11/30/2027

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:13:39 PM 4/28/2026

Licensee Information

Name:	BLAKE, JOHN MARSHALL (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:	PX1614
Status:	Current,Active
Licensure Date:	08/19/1999
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	03/05/2007
Mechanical	
Plumbing	
Continuing Education Exemption	06/27/2024

Dave Van Zwieten

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:21:04 PM 4/28/2026

Licensee Information

Name:	VAN ZWIETEN, DAVE BRIAN (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN9513
Status:	Current,Active
Licensure Date:	10/22/2025
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical Inspector	10/22/2025

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:21:05 PM 4/28/2026

Licensee Information

Name:	VAN ZWIETEN, DAVE BRIAN (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:	PX5465
Status:	Current,Active
Licensure Date:	11/17/2025
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical	11/17/2025

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

Apply for a License
Verify a Licensee
View Food & Lodging Inspections
File a Complaint
Continuing Education Course Search
View Application Status
Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:21:07 PM 4/28/2026

Licensee Information

Name:	VAN ZWIETEN, DAVE BRIAN (Primary Name) W.P.C. CENTER CORP. DBA HIGH VOLTAGE ELECTRIC (DBA Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Certified Electrical Contractor
Rank:	Cert Electrical
License Number:	EC13002855
Status:	Current,Active
Licensure Date:	05/17/2005
Expires:	08/31/2026

Felix Martin

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

Apply for a License
Verify a Licensee
View Food & Lodging Inspections
File a Complaint
Continuing Education Course Search
View Application Status
Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:25:59 PM 4/28/2026

Licensee Information

Name:	MARTIN, FELIX (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:	PX3917
Status:	Current,Active
Licensure Date:	08/08/2017
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical	08/08/2017

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

Apply for a License
Verify a Licensee
View Food & Lodging Inspections
File a Complaint
Continuing Education Course Search
View Application Status
Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:26:01 PM 4/28/2026

Licensee Information

Name:	MARTIN, FELIX (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN6895
Status:	Current,Active
Licensure Date:	07/23/2016
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical Inspector	07/23/2016

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:26:02 PM 4/28/2026

Licensee Information

Name:	MARTIN, FELIX (Primary Name) COMPLETE WIRING INC (DBA Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Location:	8281 LAKE UNDERHILL RD. ORLANDO FL 32825
County:	ORANGE

License Information

License Type:	Certified Electrical Contractor
Rank:	Cert Electrical
License Number:	EC13003232
Status:	Current,Active
Licensure Date:	03/27/2006
Expires:	08/31/2026

Anthony Dauria

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:31:37 PM 4/28/2026

Licensee Information

Name:	DAURIA, ANTHONY ALBINO (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN7353
Status:	Current,Active
Licensure Date:	03/05/2018
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Plumbing	03/05/2018

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:31:40 PM 4/28/2026

Licensee Information

Name:	DAURIA, ANTHONY ALBINO (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:	PX4133
Status:	Current,Active
Licensure Date:	08/07/2018
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Plumbing	08/07/2018

Paul Tharpe

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:34:22 PM 4/28/2026

Licensee Information

Name:	THARPE, PAUL ANTHONY (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN8059
Status:	Current,Active
Licensure Date:	08/31/2020
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Plumbing	08/31/2020

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:34:23 PM 4/28/2026

Licensee Information

Name:	THARPE, PAUL ANTHONY (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:	PX4666
Status:	Current,Active
Licensure Date:	10/04/2021
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Plumbing	10/04/2021

Warren Deloach

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:35:08 PM 4/28/2026

Licensee Information

Name:	DELOACH, WARREN WESLEY (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:	BN1571
Status:	Current,Active
Licensure Date:	06/30/1994
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Mechanical	11/21/2006
Plumbing	
Continuing Education Exemption	06/27/2024

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:35:10 PM 4/28/2026

Licensee Information

Name:	DELOACH, WARREN WESLEY (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:	PX690
Status:	Current,Active
Licensure Date:	06/30/1994
Expires:	11/30/2027

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

Brian Powers

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:36:42 PM 4/28/2026

Licensee Information

Name:	POWERS, BRIAN PATRICK (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN8939
Status:	Current,Active
Licensure Date:	10/25/2023
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical Inspector	08/13/2019
Mechanical	10/25/2023

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:37:44 PM 4/28/2026

Licensee Information

Name:	POWERS, BRIAN PATRICK (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Plans Examiner
Rank:	
License Number:	
Status:	Eligible for Exam
Licensure Date:	
Expires:	

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:39:50 PM 4/28/2026

Licensee Information

Name:	VIEIRA, PEDRO P (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN8337
Status:	Current,Active
Licensure Date:	10/18/2021
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical Inspector	10/18/2021
Residential	01/13/2025

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:39:52 PM 4/28/2026

Licensee Information

Name:	VIEIRA, PEDRO P (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX4806
Status:	Current,Active
Licensure Date:	08/01/2022
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Electrical	08/01/2022

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:39:54 PM 4/28/2026

Licensee Information

Name:	VIEIRA, PEDRO P (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Building Code Administrator
Rank:	Building Code A
License Number:	BU2256
Status:	Current,Active
Licensure Date:	11/01/2023
Expires:	11/30/2027

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:40:00 PM 4/28/2026

Licensee Information

Name:	VIEIRA, PEDRO P (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:	RPX524
Status:	Current,Active
Licensure Date:	01/29/2026
Expires:	11/30/2027

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:40:03 PM 4/28/2026

Licensee Information

Name:	VIEIRA, PEDRO P (Primary Name) SOLIDITY DEVELOPER AND CONTRACTORS GROUP LLC (DBA Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Mailing:	2678 MEADOWOOD DR WESTON FL 33332
County:	BROWARD
License Location:	2678 MEADOWOOD DR. WESTON FL 33332
County:	BROWARD

License Information

License Type:	Certified Building Contractor
Rank:	Cert Building
License Number:	CBC1269278
Status:	Current,Active
Licensure Date:	08/13/2025
Expires:	08/31/2026

Special Qualifications	Qualification Effective
Construction Business	08/13/2025

Jason Mckinney

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

2:42:55 PM 4/28/2026

Licensee Information

Name:	MCKINNEY, JASON SCOTT (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN8283
Status:	Current,Active
Licensure Date:	08/09/2021
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	08/09/2021
Residential	04/06/2025

TAB 7

ADDENDUM

TOWN OF JUPITER, FL
ADDENDUM ACKNOWLEDGEMENT FORM

PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHS
RFP NO. BD2026-002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in proposal disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

☑	Addendum No. 1	☐	Addendum No. 4
☑	Addendum No. 2	☐	Addendum No. 5
☐	Addendum No. 3	☐	Addendum No. 6

I understand that failure to confirm the receipt of addenda may be cause for rejection of this proposal. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

C.A.P. Government, Inc.
Company Name

Authorized Signature

President
Title

Carlos A. Penin, PE
Print Name

5/4/2026
Date

NOTE: This addendum acknowledgement should be submitted with the proposal to expedite document processing.

TOWN OF JUPITER
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHS
RFP NO. BD2026-002
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as RFP NO. BD2026-002 PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHS ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

[x] Modify bid opening date, time and location

[ ] Modify specifications of product or service being sought

[x] Attachment of vendor questions and responses

[ ] Attachment of pre-bid sign-in sheet

[ ] Correction of error

[ ] Other

Description of Modification to Solicitation: To attach vendor questions and answers. To modify the bid opening from Friday, May 1st at 2:00 PM at the Town Clerk's Office to Friday, May 8th at 10:30 AM in the Town Hall Community Room 108.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.

2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the proposal to expedite document processing.

TOWN OF JUPITER
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHS
RFP NO. BD2026-002
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as RFP NO. BD2026-002 PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHS ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

[ ] Modify bid opening date, time and location

[ ] Modify specifications of product or service being sought

[x] Attachment of vendor questions and responses

[ ] Attachment of pre-bid sign-in sheet

[ ] Correction of error

[ ] Other

Description of Modification to Solicitation: To attach vendor questions and answers.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.

2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the proposal to expedite document processing.

TOWN OF JUPITER
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHS
RFP NO. BD2026-002
Addendum Number: 2

Q:3 There was no Addendum Acknowledgment Form attached to complete and include in the submittal. Also, for the original proposal, does it need to be wet-signed, or can it be labeled "original" on the cover?

A:3 An Addendum Acknowledgment Form is included with this final addendum and should be completed and submitted with the proposal. For the original proposal, a wet signature is not required; the proposal may be labeled "original" on the cover in accordance with the submission requirements outlined in the RFP.

Q:4 When you have a chance, can you send the specification documents for this bid titled "Plan Review, Inspection Services and Permit Technicians"?

A:4 All available specification documents for this solicitation are included within the RFP package. There are no additional specification documents beyond what has already been provided. Proposers should refer to the full RFP document for detailed scope and requirements.

TAB 8

CERTIFICATE OF INSURANCE

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
04/27/2026

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
Aon Risk Services Northeast, Inc.
Aon Risk Services Northeast, Inc.
NY NY Office
One Liberty Plaza
165 Broadway, Suite 3201
New York NY 10006 USA

CONTACT NAME:
PHONE (A/C. No. Ext): 866-283-7122 **FAX (A/C. No.):** (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Allianz Global Risks US Insurance Co.	35300
INSURER B:	Hartford Fire Insurance Co.	19682
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
C.A.P. Government, Inc.
343 Almeria Avenue
Coral Gables FL 33134 USA

COVERAGES **CERTIFICATE NUMBER:** 570119653408 **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.

Limits shown are as requested

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** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:			USL00159326 SIR applies per policy terms & conditions	01/01/2026	01/01/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$2,000,000 $1,000,000 $10,000 $2,000,000 $2,000,000 $2,000,000
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			10 AB S41202 AOS	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$2,000,000
A	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $250,000			USL00163326	01/01/2026	01/01/2027	EACH OCCURRENCE AGGREGATE	$5,000,000 $5,000,000
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		10WNS41200 See State Policy Addendum	01/01/2026	01/01/2027	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
A	Architects & Engineers Professional			USF00248026 Claims Made SIR applies per policy terms & conditions	01/01/2026	01/01/2027	Each Claim Aggrgate	$2,000,000 $4,000,000

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

The Architects & Engineers policy includes coverage for Professional Liability and Contractors Pollution Liability policies. Town of Jupiter, including all Officers, Employees, Elected and Appointed Committees and Council members are included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies. General Liability and Automobile Liability policies evidenced herein are Primary and Non-Contributory to other insurance available to Additional Insured, but only in accordance with the policy's provisions. A Waiver of Subrogation is granted in favor of the Town and Town's Officers, Employees, Elected and Appointed Committees and Council members in accordance with the policy provisions of the General Liability, Automobile Liability and Worker's Compensation policies. The General Lability, Auto

CERTIFICATE HOLDER

Town of Jupiter
210 Military Trail
Jupiter FL 33458 USA

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

Aon Risk Services Northeast, Inc.

Holder Identifier :

Certificate No : 570119653408

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AGENCY CUSTOMER ID: 570000048582

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Aon Risk Services Northeast, Inc.	C.A.P. Government, Inc.
POLICY NUMBER	
See Certificate Number: 570119653408	
CARRIER / NAIC CODE	EFFECTIVE DATE:
See Certificate Number: 570119653408	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

Additional Description of Operations / Locations / Vehicles:

Liability and Employers Liability are scheduled underlying policies in accordance with the policy provisions of the Umbrella Liability policy.

ACORD 101 (2008/01)

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AGENCY CUSTOMER ID: 570000048582

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Aon Risk Services Northeast, Inc.	C.A.P. Government, Inc.
POLICY NUMBER	
See Certificate Number: 570119653408	
CARRIER / NAIC CODE	EFFECTIVE DATE:
See Certificate Number: 570119653408	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

Workers Compensation/Employers Liability

1OWNS41200 01/01/26-01/01/27 Trumbull Insurance AR,DC,IN,LA,NE,RI,UT
1OWNS41200 01/01/26-01/01/27 Twin City Fire Insurance Company FL,ND,OH,WA,WY
1OWNS41200 01/01/26-01/01/27 Hartford Insurance Company of the Midwest AK,ID
1OWNS41200 01/01/26-01/01/27 Hartford Casualty Insurance Company MO,WV
1OWNS41200 01/01/26-01/01/27 Nutmeg Insurance Company CT,IL
1OWNS41200 01/01/26-01/01/27 Hartford Fire Insurance Company NH,OR,PA
1OWNS41200 01/01/26-01/01/27 Hartford Accident and Indemnity Company AL,GA,KY,MI,MT,NY,TN,VT
1OWNS41200 01/01/26-01/01/27 Property & Casualty Ins Co of Hartford CA,CO,DE,ME, MN,MS,SC
1OWNS41200 01/01/26-01/01/27 Hartford Insurance Company of Illinois TX
1OWNS41200 01/01/26-01/01/27 Hartford Insurance Company of the Southeast KS,MD
1OWNS41200 01/01/26-01/01/27 Hartford Underwriters Insurance Company AZ,HI, NC,NJ,SD,VA
1OWNS41200 01/01/26-01/01/27 Sentinel Insurance Company, Limited IA,NM,NV,OK
1OWBRS41201 01/01/26-01/01/27 Twin City Fire Insurance Company WI
1OWBRS41201 01/01/26-01/01/27 Sentinel Insurance Company, Limited MA

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1828
BUREAU
VERITAS

cap
cap government
A Bureau Veritas Company

www.bvna.com

Plan Review, Inspection Services, and Permit Technicians

Solicitation Number
RFP No. BD 2026-002

Offeror
Calvin, Giordano & Associates, Inc. (CGA),
a SAFEbuilt Company

Due Date and Time
May 1, 2026| 2:00 pm

Primary Contact
Maria Pineda
Account Manager
561.696.3496
mpineda@safebuilt.com

Address
580 Village Blvd, Suite 325
West Palm Beach, FL 33409

Telephone No.
561-684-6161

COPY

TAB 1

Letter of Introduction and Executive Summary

Calvin, Giordano & Associates, Inc.

A SAFEbuilt® COMPANY

Services
Building Code Services
Civil Engineering / Roadway & Highway Design
Coastal Engineering
Code Enforcement
Construction Engineering & Inspection (CEI)
Construction Services
Data Technologies & Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Grant Management & Writing
Geographic Information Systems (GIS)
Government Services
Indoor Air Quality (IAQ)
Landscape Architecture
Planning
Project Management
Redevelopment & Urban Design
Surveying & Mapping
Transportation & Mobility
Transportation Planning
Water / Utilities Engineering
Website Development

Project Office
580 Village Blvd. Suite 325
West Palm Beach, Florida 33409

P: 561.684.6161
F: 954.921.8807

www.cgasolutions.com

Sales Contact
Maria Pineda
Account Manager
561.696.3496
mpineda@safebuilt.com

Town of Jupiter
Office of the Town Clerk
210 Military Trail
Jupiter, FL 33458

Re: RFP No. BD2026-002 – Plan Review, Inspection Services and Permit Technicians

Dear Evaluation Committee

Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company, is pleased to submit our proposal in response to the Town of Jupiter's Request for Proposals for Plan Review, Inspection Services, and Permit Technicians

We understand the Town is seeking a qualified and experienced firm to provide building, electrical, mechanical, and plumbing plan review and inspection services, along with permit technician support, on an as-needed basis to maintain efficient Building Department operations. CGA is fully prepared to meet these needs with a highly experienced, Florida-certified team and a proven approach to delivering responsive, high-quality municipal services.

Our firm has a long-standing history of supporting public agencies throughout Florida with building department services. We bring a team of certified professionals with extensive experience in plan review, inspections, and permitting, many of whom also hold licenses as contractors, engineers, or architects. This depth of experience allows us to provide practical, solutions-oriented service that benefits both the Town and its customers.

CGA's approach is built around seamless integration with Town staff, ensuring minimal disruption and immediate productivity. We provide a dedicated project team supported by additional qualified personnel to maintain continuity during peak workloads or unforeseen staffing needs. This structure ensures that the Town can rely on consistent service levels and timely turnaround of reviews and inspections.

We also bring a strong commitment to innovation and efficiency. Our experience implementing electronic plan review systems and leveraging tools such as remote video inspections enhances service delivery, improves turnaround times, and supports the Town's operational goals.

CGA confirms that we are fully licensed in the State of Florida and will comply with all applicable statutory and insurance requirements outlined in the RFP. We are prepared to meet all contractual obligations and maintain the required insurance coverages throughout the duration of the agreement.

We appreciate the opportunity to submit this proposal and the Town's consideration of our qualifications. CGA is committed to delivering reliable, high-quality services and building a strong, collaborative partnership with the Town of Jupiter. We look forward to the opportunity to support your Building Department and contribute to the continued success of your community.

If you have any questions or require additional information, please do not hesitate to contact us

Sincerely,

Chris Giordano, President
Calvin, Giordano & Associates, Inc, A SAFEbuilt Company

TAB 2

Table of Contents

Table of Contents

TAB 1 Letter of Introduction and Executive Summary 2
TAB 2 Table of Contents 4
TAB 3 Transmittal Letter 6
TAB 4 Financial Statement 11
TAB 5 General Information 26
TAB 6 Proposer Required Forms 58

TAB 3

Transmittal Letter

Calvin, Giordano & Associates, Inc.

A SAFEbuilt® COMPANY

Services

Building Code Services
Civil Engineering / Roadway & Highway Design
Coastal Engineering
Code Enforcement
Construction Engineering & Inspection (CEI)
Construction Services
Data Technologies & Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Grant Management & Writing
Geographic Information Systems (GIS)
Government Services
Indoor Air Quality (IAQ)
Landscape Architecture
Planning
Project Management
Redevelopment & Urban Design
Surveying & Mapping
Transportation & Mobility
Transportation Planning
Water / Utilities Engineering
Website Development

Project Office
580 Village Blvd. Suite 325
West Palm Beach, Florida 33409

P: 561.684.6161
F: 954.921.8807

www.cgasolutions.com

Sales Contact
Maria Pineda
Account Manager
561.696.3496
mpineda@safebuilt.com

Transmittal Letter

The Town of Jupiter is seeking a qualified partner to provide responsive, high-quality plan review, inspection services, and permit technician support to supplement Building Department operations and maintain efficient permit processing . Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company, is uniquely positioned to meet and exceed these expectations.

CGA brings almost nine (9) decades of experience supporting municipalities throughout Florida with building department services, including plan review, inspections, and permitting support. Our team is composed of highly qualified, Florida-certified Building Officials, Plans Examiners, Inspectors, and Permit Technicians who understand both the technical requirements of the Florida Building Code and the practical realities of development review. This real-world experience allows us to deliver consistent, accurate, and efficient services while maintaining a strong customer service focus.

We understand that the Town requires a partner who can seamlessly integrate with existing staff while maintaining service levels during fluctuations in workload, staffing gaps, and complex project demands. CGA provides a dedicated team supported by a deep bench of additional certified professionals, ensuring continuity of operations and the ability to scale quickly when needed. This flexible staffing model allows the Town to maintain turnaround times and service quality regardless of demand.

Our approach is centered on three priorities:

- Timeliness and Reliability: Maintaining consistent plan review and inspection turnaround times to support development activity and customer satisfaction.
- Quality and Compliance: Delivering thorough, code-compliant reviews and inspections aligned with Florida Statutes and local requirements.
- Customer Service: Providing clear communication with applicants, contractors, and Town staff to streamline the permitting process.

In addition, CGA leverages advanced technology solutions to enhance service delivery. Our experience with electronic plan review systems, remote video inspections, and integrated permitting platforms improves efficiency, reduces paper processes, and provides transparency for both staff and applicants.

CGA is fully licensed and certified in the State of Florida and understands the regulatory framework governing building services under Florida Statutes Chapter 468 . We maintain all required insurance coverages and operate as a responsible, responsive partner committed to protecting the Town's interests.

With a strong local presence, proven municipal experience, and a commitment to service excellence, CGA offers the Town of Jupiter a low-risk, high-value solution. We are ready to provide immediate support and long-term partnership to ensure the continued success of the Town's Building Department.

This proposal shall remain valid and in full effect for a period of ninety (90) days from the proposal submission deadline, providing the Town with sufficient time to complete its evaluation and selection process.

Sincerely,

Chris Giordano, President
Calvin, Giordano & Associates, Inc, A SAFEbuilt Company

State of Florida
Department of State

I certify from the records of this office that CALVIN, GIORDANO & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on June 27, 1985.

The document number of this corporation is M17373.

I further certify that said corporation has paid all fees due this office through December 31, 2026, that its most recent annual report/uniform business report was filed on February 28, 2026, 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 April, 2026

Secretary of State

Tracking Number: 4548459229CU

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

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

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.)

Calvin, Giordano & Associates, Inc.

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) . . . . .

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	0	1	3	8	6	9

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 14, 2026

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/6/2025

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
4850 NW 41st Street
Suite 100
Doral FL 33178

CONTACT NAME: Lauren Mayer
PHONE (A/C, No, Ext): 954-385-6022 **FAX (A/C, No):** 866-802-8684
E-MAIL ADDRESS: lauren.mayer@marshmma.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Berkshire Hathaway Homestate Ins Co	20044
INSURER B : Everest Indemnity Insurance Company	10851
INSURER C : Bridgeway Insurance Company	12489
INSURER D : Great American E&S Insurance Company	37532
INSURER E :	
INSURER F :	

INSURED 132SAFEBLLC
Calvin, Giordano & Associates, Inc.
1800 Eller Dr. Suite 600, 114, 501
Fort Lauderdale FL 33316-4208

COVERAGES **CERTIFICATE NUMBER:** 85505282 **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	
B	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR X 10,000 GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [X] PRO-JECT [ ] LOC OTHER:	Y	Y	CF3GL00415251	10/3/2025	10/3/2026	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
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	Y	Y	CF3CA00337251	10/3/2025	10/3/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Excess per occ / agg	$ 1,000,000 $ $ $ $ 1,000,000
C	[ ] **UMBRELLA LIAB** [X] OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE DED [X] RETENTION $ -0-	Y	Y	8EA7XL000207904	10/3/2025	10/3/2026	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
D	Professional Liability			TER5780118	10/3/2025	10/3/2026	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 10/03/2025 -10/03/2026 - QBE Ins Corp NAIC #39217 - Limits- $5,000,000 part of $10,000,000 Excess of $5,000,000. Crime coverage – Federal Insurance Company, NAIC 20281- Policy #J06767825 effective 10/3/25 -10/3/26; Limit $1,000,000 DED $10,000. Technology Errors & Omissions and Cyber Coverage - Allied World Assurance Company US, Inc. NAIC # 19489 - Policy #03148733 effective 10/3/25 - 10/3/26. Each Claim/AGG $3,000,000 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 Vinaud

© 1988-2015 ACORD CORPORATION. All rights reserved.

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

TAB 4

Financial Statement

TAB 4 - FINANCIAL STATEMENT

Banking and trade references who can speak to the financial stability and current financial condition of CGA (as part of the SAFEbuilt family of companies) include:

1. Brock Wilbor
   Truist Bank
   P: 561.362.3554 | 954.849.8098
   5350 Town Center Road, Suite 200
   Boca Raton, FL 33486

2. Stephen Allison
   Blackstone
   P: 212.503.2196
   345 Park Avenue
   New York, NY 10154

CGA's Dun & Bradstreet Number is 044297369.

CGA has marked our financial statements "CONFIDENTIAL" given that CGA is a privately-held firm and these statements are both confidential and a trade secret. CGA would like to mark said information "CONFIDENTIAL" per this statement: “These materials are entitled to confidential treatment pursuant to Section 815.04(3) and 812.081(1)(c), Fla. Stat.” and also by the statement “These materials are entitled to confidential treatment pursuant to Section 24(a), Article 1 of the Florida State Constitution and Title X, Sections 119.07(3)(t) and 119.071(1)(c), Fla. Stat.”

Additionally, we welcome an in-person or virtual conference with our Chief Financial Officer and/or Vice President of Finance to discuss the company’s financial strength, should the Town so choose.

TRUIST

Brock Wilbor
Truist Bank
5350 Town Center Road- Suite 200
Boca Raton, FL 33486
Cell: 954-849-8098

March 31, 2025

City of Deerfield Beach

Subject: Request for Proposals (RFP) No. 25-010 for Building Services

The purpose of this letter is to confirm that Calvin, Giordano & Associates, Inc., a subsidiary of SAFEbuilt LLC, has been a very highly valued client of Truist Bank since February 22, 2010. Our records reflect that the company has been in business since February 28, 1992.

Calvin, Giordano & Associates, Inc. is an exceptional client who has maintained their accounts in good standing since inception. Many consider Calvin, Giordano & Associates, Inc. to be a leader in the community development services industry and we have found their team has managed their business affairs with us as agreed and to do so with high integrity and professionalism.

The services we provide to Calvin, Giordano & Associates, Inc. include depository accounts, treasury services, a commercial card program, and letters of credit.

The depository balances for the Calvin, Giordano & Associates, Inc. relationship at Truist have a current collected balance of low eight figures. All accounts have been handled as agreed.

If you have any questions, please do not hesitate to call me at 954-849-8098.

Sincerely,

Brock Wilbor
Senior Vice President

TAB 5

General Information

TAB 5 GENERAL INFORMATION

A. Capability to Provide All Scope of Services

Calvin, Giordano & Associates, Inc. (CGA) is fully capable of providing all services outlined in the Scope of Work, including plan review, inspection services, and permit technician support, in accordance with the requirements of RFP No. BD2026-002.

CGA is a full-service firm dedicated to delivering professional solutions to the public sector. With decades of experience supporting municipal agencies throughout Florida, CGA has built a strong reputation as a trusted partner for building department services.

CGA's success is driven by its highly qualified staff and commitment to excellence. The firm employs a large team of certified plans examiners, building officials, and inspectors, many of whom also hold licenses as contractors, engineers, or architects. This real-world, hands-on experience allows CGA to approach plan review, inspections, and permitting from a practical perspective, improving communication with applicants and enhancing overall service delivery.

With a deep bench of experienced professionals and a proven track record providing plan review, inspection, and permit technician services, CGA offers the capacity, expertise, and responsiveness needed to support the Town of Jupiter. This combination of technical knowledge, field experience, and client-focused service ensures the delivery of efficient, high-quality building department operations.

B. Qualifications of Administrative/Supervisory Personnel

In the organizational chart to the right, we have provided a list of employees that will be involved in performing the work under this contract. On the following pages, we present the following:

- The resumes of all listed team members.
- Each team member's years of experience and years with the firm, which are listed at the top of each resume.
- A matrix that summarizes the many licenses and certifications earned by our talented team.
- Images of these numerous licenses.

The Proposed Team for Town of Jupiter

William "Bill" Hudson, CBO, MCP
Project Manager

Inspectors

William "Bill" Hudson, CBO, MCP
Kenneth Bauer
Kenneth Throop
Rob Peebles

Remote Plans Examiners

William "Bill" Hudson, CBO, MCP,
Carlos Dennis, CBO, MCP
Dana Root, CBO, CFM
Derek Wiechmann, CBO
Jorge Valido
Perry Hendershott
Harold Allen, Jr.
Douglas Carroll
Noe Martinez
John Walker
Kenneth Throop

Permit Technician

Jamie Werk
Jaquay King-Denmark

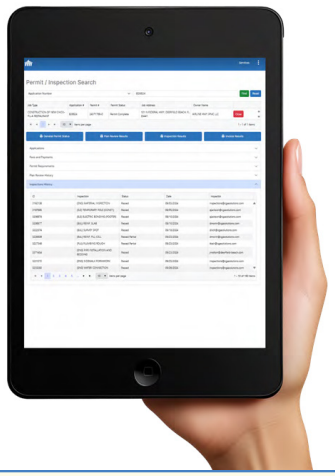
Primary & Alternate Contacts

Maria Pineda Nero
Account Manager
561.696.3496
mpineda@safebuilt.com

Tom Walsh
Vice President of Operations
407.615.1964
twalsh@safebuilt.com

Licenses & Certifications Summary Matrix

The following matrix summarizes the many licenses and certifications earned and maintained by our talented team.



	Dedicated TEam														
	William "Bill" Hudson, CBO, MCP	Kenneth Bauer	Kenneth Throop	Robert Peebles	Carlos Dennis, CBO, MCP	Dana Root, CBO, CFM	Derek Wiechmann, CBO	Jorge Valido	Perry Hendershott	Harold Allen, Jr.	Douglas Carroll	Noe Martinez	John Walker	Jamie Werk	Jaquay King-Denmark
State of Florida - Department of Business & Professional Regulation (DBPR)															
Building Code Administrator, Building Code A	X	X	X	X	X	X	X				X	X	X		
Certified Building Contractor			X												
Certified General Contractor				X											
↳ with Construction Business				X											
Standard Inspector	X	X	X	X	X	X	X	X	X	X	X	X	X		
↳ with Building	X	X	X	X	X	X					X	X	X		
↳ with Electrical	X	X		X	X			X							
↳ with Mechanical	X	X		X	X			X	X	X			X		
↳ with Plumbing	X	X	X	X	X		X		X		X		X		
↳ with Residential		X	X	X	X	X	X			X					
↳ with Coastal Construction					X	X									
Standard Plans Examiner	X	X	X	X	X	X	X	X	X	X	X	X	X		
↳ with Building	X	X	X	X	X	X	X			X		X	X		
↳ with Electrical		X			X		X								
↳ with Mechanical	X	X		X	X		X	X	X	X			X		
↳ with Plumbing	X	X		X	X		X		X	X	X		X		
Residential Plans Examiner		X		X	X	X									
Certified Residential Contractor							X								
Standard Modular Inspector SMI					X										
Standard Modular Plans Examiner					X										
ICC Permit Technician					X									X	

William "Bill" Hudson, CBO, MCP

Remote Video Inspection (RVI) Director

Calvin, Giordano & Associates, Inc.
A SAFEbuilt Company

46 Years of Experience | 7 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

State of Tennessee
Certified Codes Inspectors
#4672
Codes Inspector
#427
Electrical Codes Inspector
Certified Electrical Inspector

Work History

- **National Plan Review Director & Remote Video Inspector (RVI) Director**
  SAFEbuilt, LLC
  2025 – Present
- **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 & Plans Examiner**
  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
- **Plans Examiner**
  SAFEbuilt Contract with the Village of Oak Park, IL
- **Building Official**
  M.T. Causley, a SAFEbuilt Company Contract with the Town of Astatula, FL

Memberships & Affiliations

Member
International Code Council

Bill Hudson's Licenses

ICC INTERNATIONAL CODE COUNCIL®

Who We Are ▾ Membership ▾ Profession

Certified Certified Person

William Hudson

Certificates

Residential Electrical Inspector (expires 10/21/2028)
Commercial Plumbing Inspector (expires 10/21/2028)
Property Maintenance and Housing Inspector (expires 10/21/2028)
Accessibility Inspector/Plans Examiner (expires 10/21/2028)
Fire Inspector I (expires 10/21/2028)
Building Inspector (expires 10/21/2028)
Certified Housing Code Official (expires 10/21/2028)
Residential Building Inspector (expires 10/21/2028)
Mechanical Inspector (expires 10/21/2028)
Residential Energy Inspector/Plans Examiner (expires 10/21/2028)
Residential Mechanical Inspector (expires 10/21/2028)
Certified Building Code Official (expires 10/21/2028)
Fire Inspector II (expires 10/21/2028)
Commercial Combination Inspector (expires 10/21/2028)
Certified Building Official (expires 10/21/2028)
Certified Mechanical Code Official (expires 10/21/2028)
Commercial Building Inspector (expires 10/21/2028)
Building Plans Examiner (expires 10/21/2028)
Plumbing Plans Examiner (expires 10/21/2028)
Commercial Mechanical Inspector (expires 10/21/2028)
Commercial Energy Inspector (expires 10/21/2028)
Commercial Energy Plans Examiner (expires 10/21/2028)
Commercial Electrical Inspector (expires 10/21/2028)
Mechanical Plans Examiner (expires 10/21/2028)
Master Code Professional (expires 10/21/2028)
Electrical Inspector (expires 10/21/2028)
Building Code Specialist (expires 10/21/2028)
Mechanical Code Specialist (expires 10/21/2028)

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

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- 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

10:01:12 PM 12/30/2025

Data Contained In Search Results Is Current As Of 12/30/2025 10:00 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
Standard Plans Examiner	HUDSON, WILLIAM HENRY	Primary	PX4373 Plans Examiner	Current, Active 11/30/2027
Main Address*: Private				
Standard Inspector	HUDSON, WILLIAM HENRY	Primary	BN7873 Inspector	Current, Active 11/30/2027
Main Address*: Private				
Building Code Administrator	HUDSON, WILLIAM HENRY	Primary	BU2074 Building Code A	Current, Active 11/30/2027
Main Address*: Private				

Kenneth Bauer, ICC

Inspector

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

38 Years of Experience | 12 Years with the Firm

Education

BS, Construction Technology
Purdue University

Licenses & Certifications

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

Federal Emergency Management Agency
Registered FEMA Disaster Inspector

Association of State Floodplain Managers
Certified Floodplain Manager (CFM)

State of Florida Building Code Administrators and Inspectors
Building Code Administrator, License No. BU1920
Standard Building Plans Examiner, Electric, Mechanical and Plumbing Plans Examiner, License No. PX3385
Standard Building Inspector, Electrical, Mechanical, Plumbing Inspector, License No.BN6363

Florida Department of Environmental Protection
Stormwater, Erosion, & Sedimentation Control Inspector, License No. #33035

Illinois State Board of Education
Building, Electric and Mechanical Plans Examiner
Building, Electric and Mechanical Inspector

Work History

- **Inspector**
  SAFEbuilt
  2018 – Present
- **Owner**
  K.Bauer Building Inspection and Construction
  2004 – Present
- **Building Official/Regional Deputy Building Official**
  SAFEbuilt
  2014 – 2018
- **Building Plans Examiner**
  Village of Hinsdale
  2014
- **Plans Examiner**
  Village of Oak Park
  2008 – 2014
- **Building Inspector**
  Village of Sugar Grove
  2005 – 2008
- **Superintendent**
  Tesco Construction
  2004 – 2005
- **Purchasing Manager/Project Manager**
  Huen Electric
  1998 – 2003
- **Buyer, Commercial and Transportation Divisions**
  Aldridge Electric
  1997 – 1998
- **Purchasing Agent**
  Lyons-Pinner Electric
  1996 – 1997
- **Purchasing Agent and Warehouse Manager**
  Metrick Electric
  1986 –1995

Project Experience

- **Building Official**
  Various Projects
  SAFEbuilt, Town of Highland Beach, FL
  2017 – 2018

  Improved plan review turnaround times by prioritizing intake based on zoning completion dates and enhancing accuracy in application review and data entry.

  Strengthened case documentation procedures by ensuring all correspondence and photos are recorded and attached within the permitting system for complete project records.

  Coordinated with Code Enforcement and the Fire Department to standardize emergency response procedures, including required case creation and documentation for incidents such as structure fires and vehicle impacts.
- **Superintendent**
  Various Projects
  Addison, IL
  2004 – 2005

  Performed field oversight for new and existing retail construction projects, supervising subcontractors on a $350,000 project and ensuring on-time, profitable completion.
- **Purchasing Manager/Project Manager**
  Various Projects
  Broadview, IL
  1998 – 2003

  Managed purchasing and warehouse operations team of 6, overseeing a $350,000 operating budget and improving procurement efficiency and controls.

  Developed and implemented formal procurement systems and procedures, streamlining operations and achieving approximately $200,000 in cost savings.

  Led strategic sourcing and vendor management initiatives, negotiating pricing for ~3,000 items totaling $20M annually and reducing the vendor base to 15 key partners to improve efficiency and reduce costs.

Memberships & Affiliations

Member
International Code Council No. 5218591
Building Officials Association of Florida
International Association of Electrical Inspectors
Association of State Floodplain Managers
Florida Association of Floodplain Managers
Board of Properties, Immanuel Lutheran Church, Elmhurst, IL

President, Vice President
Council for Living Faith Church, Port St. Lucie, FL

KENNETH BAUER'S LICENSES

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

Florida dbpr Department of Business & Professional Regulation

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- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
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LICENSEE SEARCH OPTIONS

11:26:10 AM 5/6/2026

Data Contained In Search Results Is Current As Of 05/06/2026 11:25 AM.

Search Results - 7 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	BAUER, KENNETH M	Primary	BN6363 Inspector	Current, Active 11/30/2027
Main Address*: Private				
Residential Plans Examiner	BAUER, KENNETH M	Primary	RPX371 Residential	Current, Active 11/30/2027
Main Address*: Private				
Standard Plans Examiner	BAUER, KENNETH M	Primary	PX3385 Plans Examiner	Current, Active 11/30/2027
Main Address*: Private				
Building Code Administrator	BAUER, KENNETH M	Primary	BU1920 Building Code A	Current, Active 11/30/2027
Main Address*: Private				

KT

Kenneth Throop

Deputy Building Official, Senior Inspector, and Plan Reviewer

50 Years of Experience | 5 Years with the Firm

Education

University of South Florida

LeTourneau College

Licenses & Certifications

Florida Department of Business & Professional Regulation (DBPR)
Building Code Administrator
Standard Inspector
Standard Plans Examiner
Certified Building Contractor

Work History

- **Deputy Building Official, Senior Inspector, and Plan Reviewer**
  SAFEbuilt, LLC
  Okeechobee County, FL
  2021 – Present
  - *Perform daily field inspections of residential, commercial, and public facility construction projects.*
  - *Interact with the public and explain technical information to both technically and non-technically trained individuals.*
  - *Review residential and commercial plans and engineering calculations for building components to ensure compliance with applicable codes.*
- **Building Inspector**
  CAP Government
  Florida
  2009 – Placeholder
  - *Building Inspections - commercial and residential*
  - *Plumbing Inspections - commercial and residential*
  - *Building Plan Review - commercial and residential*
- **Vice President**
  S.B.W. & Associates, Inc.
  Powell, WY
  2003 – 2009
  - *Project Management*
  - *Site Supervision*
  - *Estimating*
  - *Project Scheduling*
  - *Contract Agreements*
- **Administrator of Planning, Building and Zoning**
  City of Belle Glade
  Belle Glade, FL
  1994 – 2002
  - *Personnel supervision*
  - *Plan review*
  - *Inspections*
  - *Zoning reviews*
  - *Code enforcement*
  - *Conducted PB&Z, Code Enforcement and Appraisal*
  - *Board meetings*
- **Owner/Contractor**
  Acree and Throop Construction
  Florida
  1994 – 2002
  - *Financial officer*
  - *Project Management*
  - *Site Supervision*
  - *Project Scheduling*
  - *Contractor Management*
  - *Subcontractor Management*
- **Supervisor/Carpenter**
  Acree Construction
  Florida
  1976 – 1990
  - *Hands-on carpentry*
  - *Site Supervisor*
  - *MEP scheduling*
  - *Ordering materials*
  - *Employee Management*

KENNETH THROOP'S LICENSES

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- View Application Status
- Find Exam Information
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LICENSEE SEARCH OPTIONS

11:27:18 PM 12/30/2025

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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
Standard Inspector	THROOP, KENNETH RAY	Primary	BN7637 Inspector	Current, Active 11/30/2027
Main Address*: Private				
Standard Plans Examiner	THROOP, KENNETH RAY	Primary	PX4593 Plans Examiner	Current, Active 11/30/2027
Main Address*: Private				
Building Code Administrator	THROOP, KENNETH RAY	Primary	BU2165 Building Code A	Current, Active 11/30/2027
Main Address*: Private				
Certified Building Contractor	THROOP, KENNETH RAY	Primary	CBC054512 Cert Building	Current, Active 08/31/2026
Main Address*: Private				

Robert "Rob" Peebles, CBO

Building Official & Plans Examiner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

36 Years of Experience | 2 Years with the Firm

Education

MBA, Business Administration
University of Florida
Gainesville, Fl

BS, Elementary Physical Education
University of South Florida
Tampa, Fl

Licenses & Certifications

International Code Council (ICC)
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Mechanical Plans Examiner
Plumbing Plans Examiner

State of Florida
Building Code Administrator, Building Code A #BU2154
Standard Plans Examiner with Building, Mechanical & Plumbing #PX4607
Standard Inspector with Building, Residential, Mechanical & Plumbing #BN8042
Residential Plans Examiner #RPX349

Florida Stormwater, Erosion, and Sedimentation Control Inspector Program
Qualified Stormwater Management Inspector #46801

Work History

- **Building Official/Inspector/Plans Examiner**
  SAFEbuilt, LLC
  2024 – Present
- **Building Inspector**
  Universal Engineering Services
  2024
- **VP of Construction Operations**
  Brite Homes
  2021 – 2023
- **Building Inspector**
  SAFEbuilt, LLC
  2020 – 2021
- **Senior Construction Manager**
  Mattamy Homes
  2018 – 2019
- **Construction Manager/Consultant/Sales Representative**
  Various Residential Builders
  1991 – 2018

Project Experience

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

Memberships & Affiliations

Member
International Code Council

Robert Peebles's Licenses

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- File a Complaint
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LICENSEE SEARCH OPTIONS

11:24:09 AM 5/6/2026

Data Contained In Search Results Is Current As Of 05/06/2026 11:05 AM.

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
Residential Plans Examiner	PEEBLES, ROBERT W	Primary	RPX349 Residential	Current, Active 11/30/2027
Main Address*: Private				
Standard Plans Examiner	PEEBLES, ROBERT W	Primary	PX4607 Plans Examiner	Current, Active 11/30/2027
Main Address*: Private				
Building Code Administrator	PEEBLES, ROBERT W	Primary	BU2154 Building Code A	Current, Active 11/30/2027
Main Address*: Private				
Standard Inspector	PEEBLES, ROBERT W	Primary	BN8042 Inspector	Current, Active 11/30/2027
Main Address*: Private				

CD

Carlos Dennis, CBO, MCP

Plans Examiner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

35 Years of Experience | <1 Years with the Firm | English-Spanish Bilingual

Education

BS,Mechanical Engineering
Florida International University (FIU)

AA, Architecture
Miami Dade Community College

Licenses & Certifications

International Code Council (ICC)
Master Code Professional
Accessibility Inspector/Plans Examiner
Building Code Specialist
Building Inspector
Building Plans Examiner
Certified Building Official
Coastal and Floodplain Construction Inspector
Combination Inspector
Combination Plans Examiner
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Electrical Code Specialist
Electrical Inspector
Electrical Plans Examiner
Fire Plans Examiner
Mechanical Code Specialist
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Code Specialist
Plumbing Inspector
Plumbing Plans Examiner
Residential Building Inspector
Residential Combination Inspector
Residential Electrical Inspector
Residential Energy Inspector/Plans Examiner
Residential Mechanical Inspector
Residential Plans Examiner
Residential Plumbing Inspector

Florida Department of Business and Professional Regulation (DBPR)
Building Code Administrator, #BU2221
Standard Plans Examiner, #PX4439
Residential Plans Examiner, #RPX413
Modular Plans Examiner, #SMP68
Standard Inspector, #BN8040
Modular Inspector, #SMI126
Roofing Inspector, #SRI213

Florida Department of Environmental Protection (FDEP) Agency
Storm Water Management Inspector, #49621

Federal Emergency Management Agency (FEMA)
ICS 100
ICS 200
ICS 600
ICS 700

Work History

- **Plans Examiner**
  SAFEbuilt
  2025 – Present
- **Plans Examiner VI**
  City of Venice
  2024 – 2025
- **Plans Examiner – Remote**
  UES Professional Solutions
  2024
- **Chief Plans Examiner**
  City of Leesburg – Building Services Division
  2021 – 2024
- **Plans Examiner**
  Lake County Board of Commissioners
  Building Services Division
  2019 – 2021
- **Construction Project Supervisor**
  San Mella Inc.
  2017 – 2019
- **Owner/Operator**
  Dennis Heating and Air Conditioning
  CAC Contractor
  2006 – 2017
- **Owner/Operator**
  Tri-County Contractors
  1991 – 2001

Project Experience

- **Plans Examiner – Remote**
  UES Professional Solutions
  2024

  Performed remote plan reviews and code evaluations for commercial building, electrical, mechanical, and plumbing projects, ensuring compliance with state, federal, and local codes in the Tampa area.

  Communicated effectively with architects, engineers, and builders to resolve code and design issues.
- **Construction Project Supervisor**
  San Mella Inc.
  2017 – 2019

  Supervised and managed multiple building and renovation projects, ensuring on-time completion.

  Developed and maintained project schedules for each site, coordinating tasks among employees and subcontractors.

  Monitored work quality to uphold standards and compliance with timelines and budgetary constraints.
- **Owner/Operator**
  Dennis Heating and Air Conditioning
  CAC Contractor
  2006 – 2017

  Designed, installed, and maintained HVAC systems for commercial and residential projects.

  Participated in disaster recovery initiatives with FEMA and Habitat for Humanity after a tornado damaged homes in Phil Campbell, Alabama.

Carlos Dennis' ICC Licenses

ICC INTERNATIONAL CODE COUNCIL®

Who We Are ▾ Membership ▾ Professional I

Certified Certified Person

Carlos Dennis

Certificates

Mechanical Plans Examiner (expires 02/22/2030)
Building Plans Examiner (expires 02/22/2030)
Commercial Mechanical Inspector (expires 02/22/2030)
Commercial Building Inspector (expires 02/22/2030)
Commercial Plumbing Inspector (expires 02/22/2030)
Plumbing Plans Examiner (expires 02/22/2030)
Commercial Electrical Inspector (expires 02/27/2029)
Commercial Combination Inspector (expires 02/27/2029)
Electrical Plans Examiner (expires 02/27/2029)
Combination Plans Examiner (expires 02/27/2029)
Residential Mechanical Inspector (expires 02/27/2029)
Mechanical Inspector (expires 02/22/2030)
Residential Plumbing Inspector (expires 02/22/2030)
Plumbing Inspector (expires 02/22/2030)
Residential Building Inspector (expires 02/22/2030)
Building Inspector (expires 02/22/2030)
Residential Electrical Inspector (expires 02/22/2030)
Electrical Inspector (expires 02/22/2030)
Combination Inspector (expires 02/22/2030)
Residential Combination Inspector (expires 02/22/2030)
Certified Building Official (expires 02/22/2030)
Building Code Specialist (expires 02/22/2030)
Electrical Code Specialist (expires 02/22/2030)
Mechanical Code Specialist (expires 02/22/2030)
Plumbing Code Specialist (expires 02/22/2030)
Residential Energy Inspector/Plans Examiner (expires 02/22/2030)
Residential Plans Examiner (expires 02/22/2030)
Accessibility Inspector/Plans Examiner (expires 02/22/2030)
Fire Plans Examiner (expires 02/22/2030)
Master Code Professional (expires 02/22/2030)
Coastal and Floodplain Construction Inspector (expires 07/06/2028)

CARLOS DENNIS' DBPR LICENSES

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- Find Exam Information
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LICENSEE SEARCH OPTIONS

6:44:32 PM 12/31/2025

Data Contained In Search Results Is Current As Of 12/31/2025 06:43 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 Roofing Inspector (SRI)	DENNIS, CARLOS J	Primary	SRI213 Std roofing Ins	Current, Active 11/30/2027
Main Address*: Private				
Standard Plans Examiner	DENNIS, CARLOS J	Primary	PX4439 Plans Examiner	Current, Active 11/30/2027
Main Address*: Private				
Standard Inspector	DENNIS, CARLOS J	Primary	BN8040 Inspector	Current, Active 11/30/2027
Main Address*: Private				
Standard Modular Plans Examiner	DENNIS, CARLOS J	Primary	SMP68 Std Modular Pla	Current, Active 11/30/2027
Main Address*: Private				
Building Code Administrator	DENNIS, CARLOS J	Primary	BU2221 Building Code A	Current, Active 11/30/2027
Main Address*: Private				
Standard Modular Inspector SMI	DENNIS, CARLOS J	Primary	SMI126 Std Modular Ins	Current, Active 11/30/2027
Main Address*: Private				
Residential Plans Examiner	DENNIS, CARLOS J	Primary	RPX413 Residential	Current, Active 11/30/2027
Main Address*: Private				

Dana Root, CBO, CFM

Plans Examiner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

39 Years of Experience | 4 Years with the Firm

Education

BS, Construction Management
Utica College of Syracuse University

Licenses & Certifications

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

State of Florida
Building Code Administrator, Building Code A #BU1797
Standard Plans Examiner with Building #PX3174
Standard Inspector with Building, Coastal Construction & Residential #BN6197
Residential Plans Examiner #RPX238

Association of State Floodplain Managers
Certified Floodplain Manager (CFM)

Work History

- **Plans Examiner**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
  2022 – Present
- **Assistant Building Official**
  City of Clearwater FL
  2016 – 2022
- **Plans Examiner**
  City of Clearwater FL
  2013 – 2016
- **Building Inspector**
  City of Clearwater FL
  2009 – 2013
- **Weights and Measures Inspector**
  Town of Barnstable, MA
  2008 – 2009
- **Building Inspector**
  City of Clearwater FL
  2007 – 2008
- **Superintendent/Carpenter**
  Tom Ward Builders
  Storrs, CT
  1994 – 2007
- **Project Manager/Technician**
  Environmental Products and Services
  Syracuse, NY
  1994
- **Unit Manager**
  Tanknology, Inc
  Austin, TX
  1992 – 1994
- **Carpenter**
  Tom Ward Builders
  Storrs, CT
  1987 – 1992

Project Experience

- **Floodplain Manager/Plans Examiner**
  Calvin, Giordano & Associates, a SAFEbuilt Company Contract with the City of Cape Coral, FL
- **Plans Examiner**
  Calvin, Giordano & Associates, a SAFEbuilt Company Contract with the Village of Indian Creek, FL
- **Plans Examiner**
  SAFEbuilt Contract with the City of New Orleans, LA
- **Plans Examiner**
  SAFEbuilt Contract with the City of Wheeling, WV
- **Plans Examiner**
  SAFEbuilt Contract with Volusia County, FL

Memberships & Affiliations

Member
Building Officials Association of Florida (BOAF)

Member
Association of State Floodplain Managers

Member
Florida Floodplain Managers Association

Member
Suncoast Chapter of the BOAF

Dana Root's Licenses

ICC INTERNATIONAL CODE COUNCIL®

Who We Are ▾ Membership ▾ Professiona

Certified Certified Person

Dana Root

Certificates

Building Inspector (expires 08/23/2027)
Certified Building Official (expires 08/23/2027)
Residential Building Inspector (expires 08/23/2027)
Fire Plans Examiner (expires 08/23/2027)
Coastal and Floodplain Construction Inspector (expires 08/23/2027)
Building Code Specialist (expires 08/23/2027)
Residential Combination Inspector (expires 08/23/2027)
Building Plans Examiner (expires 08/23/2027)
Commercial Building Inspector (expires 08/23/2027)
Residential Electrical Inspector (expires 08/23/2027)
Residential Mechanical Inspector (expires 08/23/2027)
Residential Plumbing Inspector (expires 08/23/2027)

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- Find Exam Information
- Unlicensed Activity Search
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LICENSEE SEARCH OPTIONS

6:50:38 PM 12/31/2025

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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
Residential Plans Examiner	ROOT, DANA CHAPIN	Primary	RPX238 Residential	Current, Active 11/30/2027
License Location Address*: Private Main Address*: Private				
Standard Plans Examiner	ROOT, DANA CHAPIN	Primary	PX3174 Plans Examiner	Current, Active 11/30/2027
Main Address*: Private				
Building Code Administrator	ROOT, DANA CHAPIN	Primary	BU1797 Building Code A	Current, Active 11/30/2027
License Location Address*: Private Main Address*: Private				
Standard Inspector	ROOT, DANA CHAPIN	Primary	BN6197 Inspector	Current, Active 11/30/2027
License Location Address*: Private Main Address*: Private				

ASSOCIATION OF STATE FLOODPLAIN MANAGERS

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Bracht, Kellie US-25-13659, Deland
Bracken, Bill US-09-04183, Lutz
Brady, Heather US-24-13384, Winter Park

Jones, Dean US-20-11723, Tampa
Jones, Duane US-06-01796, Plant City
Jones, Jeffrey US-13-06972, Lutz

Rojas, Edward US-09-04793, Biscayne Park
Root, Dana US-15-08808, Tarpon Springs
Rosetti, Lynn US-14-07780, Saint Petersburg

Derek Wiechmann, PG, CBO

Plans Examiner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

33 Years of Experience | 3 Years with the Firm

Licenses & Certifications

International Code Council (ICC)
Building Plans Examiner
Certified Building Official
Combination Plans Examiner
Commercial Plumbing Inspector
Electrical Plans Examiner
Mechanical Plans Examiner
Plumbing Code Specialist
Plumbing Inspector
Plumbing Plans Examiner
Residential Combination Inspector

State of Florida
Building Code Administrator, Building Code A #BU1532
Standard Plans Examiner with Building, Electrical, Mechanical & Plumbing #PX2699
Standard Inspector with Residential & Plumbing #BN4448

State of Tennessee
Licensed Professional Geologist #5358

Work History

- **Plans Examiner**
  SAFEbuilt, LLC
  2023 – Present
- **President/Building Official/All Trades Plans Examiner/Professional Geologist**
  Building Division Services, LLC
  Palm Beach, FL
  2016 – 2023
- **Engineering Coordinator/Water Plant Operations/Water & Sewer Utility Inspections/Permitting**
  Tellico Area Services Systems
  2010 – 2015
- **Building Official/Professional Geologist/Vice President**
  M.T. Causley & M.T.C.I. Private Provider
  2005 – 2017
- **Plans Examiner/Building Official/Professional Geologist**
  Palm Beach County Board of County Commissioners
  2001 – 2005
- **Staff Engineer/Geotechnical & Survey Crew Supervisor/General Contractor/Inspector**
  Cover Engineering, Inc.
  1993 – 2001

Project Experience

- **Plans Examiner**
  SAFEbuilt Contract with the City of Orlando, FL
- **Plans Examiner**
  MTCI Private Provider, a SAFEbuilt Company Contract with various commercial clients in Florida

Derek Wiechmann's Licenses

ICC INTERNATIONAL CODE COUNCIL®

Who We Are ▾ Membership ▾

Certified Certified Person

Derek Wiechmann

Certificates

Plumbing Plans Examiner (expires 01/09/2029)
Certified Building Official (expires 01/09/2029)
Commercial Plumbing Inspector (expires 01/09/2029)
Residential Combination Inspector (expires 01/09/2029)
Mechanical Plans Examiner (expires 01/09/2029)
Combination Plans Examiner (expires 01/09/2029)
Electrical Plans Examiner (expires 01/09/2029)
Building Plans Examiner (expires 01/09/2029)
Plumbing Inspector (expires 01/09/2029)
Plumbing Code Specialist (expires 01/09/2029)

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LICENSEE SEARCH OPTIONS

6:59:05 PM 12/31/2025

Data Contained In Search Results Is Current As Of 12/31/2025 06:57 PM.

Search Results - 16 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	WIECHMANN, DEREK	Primary	BN4448 Inspector	Current, Active 11/30/2027
	Main Address*: Private **Mailing Address*:** 340 OCEAN DR JUNO BEACH, FL 34408			
Standard Plans Examiner	WIECHMANN, DEREK	Primary	PX2699 Plans Examiner	Current, Active 11/30/2027
	Main Address*: Private **Mailing Address*:** 8525 SW 136TH LOOP OCALA, FL 34473			
Building Code Administrator	WIECHMANN, DEREK	Primary	BU1532 Building Code A	Current, Active 11/30/2027
	Main Address*: Private **Mailing Address*:** 8525 SW 136TH LOOP OCALA, FL 34473			
Certified Building Contractor	WIECHMANN, DEREK	Primary	CBC060504 Cert Building	Current, Active 08/31/2026
	License Location Address*: 15868 71ST DR N PALM BEACH GARDENS, FL 33418 **Main Address*:** Private			

Jorge Valido

Plans Examiner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

46 Years of Experience | 3 Years with the Firm | English-Spanish Bilingual | U.S. Army Veteran

Education

Air Conditioning Apprenticeship
United Association Air Conditioning & Refrigeration Pipefitters Local 725

Licenses & Certifications

International Code Council (ICC)
#9138830
Commercial Electrical Inspector
Mechanical Plans Examiner

State of Florida
Standard Plans Examiner with Mechanical #PX1860
Standard Inspector with Electrical & Mechanical #BN1215

Miami-Dade & Broward Counties
Journeymen Mechanical General
General Mechanical Master

Work History

- **Mechanical Plans Examiner**
  SAFEbuilt, LLC
  2023 – Present
- **Mechanical/Commercial Electrical Inspector**
  NOVA Engineering Environmental
  2020 – 2023
- **Mechanical/Electrical Inspector**
  Absolute Civil Engineering Solutions, LLC
  2019 – 2020
- **Mechanical Inspector/Plan Reviewer**
  M.T. Causley, LLC, a SAFEbuilt Company
  2015 – 2019
- **Account Manager**
  Hill York Air Conditioning Services & Energy Solutions
  2014 – 2015
- **Chief Operating Engineer**
  CB Richard Ellis
  2012 – 2013
- **Lead Service Engineer**
  CB Richard Ellis
  2010 – 2012
- **Qualifier/Owner**
  Jorge Valido Air Conditioning & Refrigeration, Inc.
  2002 – 2012
- **Facilities Chief Engineer**
  Jones Lang LaSalle Americas
  2008 – 2010
- **Chief Mechanical Inspector and Plans Examiner**
  Luis Aguirre Consulting Engineer P.A.
  2008
- **Mechanical Inspector/Plans Processor**
  Miami Dade County: Building Department
  1993 – 2002
- **Combat Medical Specialist, Rank E-3**
  U.S. Army
  1980 – 1983

Project Experience

- **Plans Examiner**
  SAFEbuilt Contract with the City of Decatur, GA
- **Plans Examiner**
  SAFEbuilt Contract with the City of Lavonia, GA
- **Plans Examiner**
  SAFEbuilt Contract with the City of Tucson, AZ
- **Plans Examiner**
  SAFEbuilt Contract with the City of New Orleans, LA
- **Plans Examiner**
  M.T. Causley Contract with the City of Minneola, FL
- **Plans Examiner**
  Calvin, Giordano & Associates, a SAFEbuilt Company Contract with Osceola County, FL
- **Plans Examiner**
  SAFEbuilt Contract with the City of Avondale Estates, GA
- **Plans Examiner**
  SAFEbuilt Contract with the City of East Point, GA
- **Plans Examiner**
  SAFEbuilt Contract with Stephens County, GA
- **Plans Examiner**
  SAFEbuilt Contract with the City of Dillard, GA
- **Plans Examiner**
  SAFEbuilt Contract with the City of Lilburn, GA
- **Plans Examiner**
  SAFEbuilt Contract with SpaceX and the City of Starbase, TX
- **Plans Examiner**
  SAFEbuilt Contract with Rockland County, NY
- **Plans Examiner**
  SAFEbuilt Contract with the Town of Mountain City, TN
- **Plans Examiner**
  SAFEbuilt Contract with the City of Lynn, MA
- **Plans Examiner**
  SAFEbuilt Contract with the City of Indianapolis, IN

Jorge Valido's Licenses

ICC INTERNATIONAL CODE COUNCIL®

Who We Are ▾ Membership

Certified Certified Person

Jorge Valido

Certificates

Commercial Electrical Inspector (expires 08/25/2026)
Mechanical Plans Examiner (expires 08/25/2026)

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Florida dbpr Department of Business & Professional Regulation

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- AB&T Delinquent Invoice & Activity List Search

LICENSEE SEARCH OPTIONS

7:05:22 PM 12/31/2025

Data Contained In Search Results Is Current As Of 12/31/2025 07:03 PM.

Search Results - 4 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	VALIDO, JORGE DOMINGO	Primary	BN1215 Inspector	Current, Active 11/30/2027
Main Address*: Private				
Standard Plans Examiner	VALIDO, JORGE DOMINGO	Primary	PX1860 Plans Examiner	Current, Active 11/30/2027
License Location Address*: Private **Main Address*:** Private				

Perry Hendershott

Plumbing Plans Examiner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

30 Years of Experience | 5 Years with the Firm

Education

Federal Emergency Management Agency (FEMA)
FEMA IS 100 Introduction to the Incident Command System
FEMA IS 200 Basic Incident Command System for Initial Response
FEMA IS 300 Introduction to Continuity of Operations
FEMA IS 700 Introduction to National Mitigation Framework
FEMA IS 800 Introduction to a National Response Framework
FEMA IS 2200 Basic Emergency Operations Center Functions

Occupational Health & Safety Administration (OSHA)
OSHA 40-Hours

Licenses & Certifications

International Code Council (ICC)
#5276932
Plumbing Plans Examiner

State of Florida
Standard Plans Examiner with Mechanical & Plumbing #PX2757
Standard Inspector with Mechanical & Plumbing #BN5232

Work History

- **Plans Examiner**
  SAFEbuilt, LLC
  2021 – Present
- **Plan Reviewer**
  Chief Plumbing & Gas Inspection Division
  Pinellas County, FL
  2019 – 2021
- **Plumbing Inspector/Assistant Chief/Plan Reviewer**
  Pinellas County, FL
  2018 – 2019
- **Plumbing Inspector/Plan Reviewer**
  Pinellas County, FL
  2011 – 2018
- **Service Technician**
  R. Carr Inc. Plumbing
  Safety Harbor, FL
  2009 – 2011
- **Plumbing Inspector II**
  Pinellas County, FL
  2005 – 2009
- **Plumbing Foreman**
  R. Carr Inc. Plumbing
  Safety Harbor, FL
  1999 – 2005
- **Plumber**
  Scotto's Plumbing
  Largo, FL
  1996 – 1999

Project Experience

- **Plans Examiner**
  SAFEbuilt Contract with the City of Tucson, AZ
- **Plans Examiner**
  SAFEbuilt Contract with Yuma County, AZ
- **Plans Examiner**
  SAFEbuilt Contract with the City of Nashville, TN
- **Plans Examiner**
  SAFEbuilt Contract with the State of Arizona
- **Plans Examiner**
  SAFEbuilt Contract with the City of Dallas, TX
- **Plans Examiner**
  SAFEbuilt Contract with the City of Richmond, VA
- **Plans Examiner**
  SAFEbuilt Contract with the Village of Algonquin, IL
- **Plans Examiner**
  SAFEbuilt Contract with the City of Nixa, MO
- **Plans Examiner**
  SAFEbuilt Contract with Rockland County, NY

Perry Hendershott's Licenses

ICC INTERNATIONAL CODE COUNCIL®

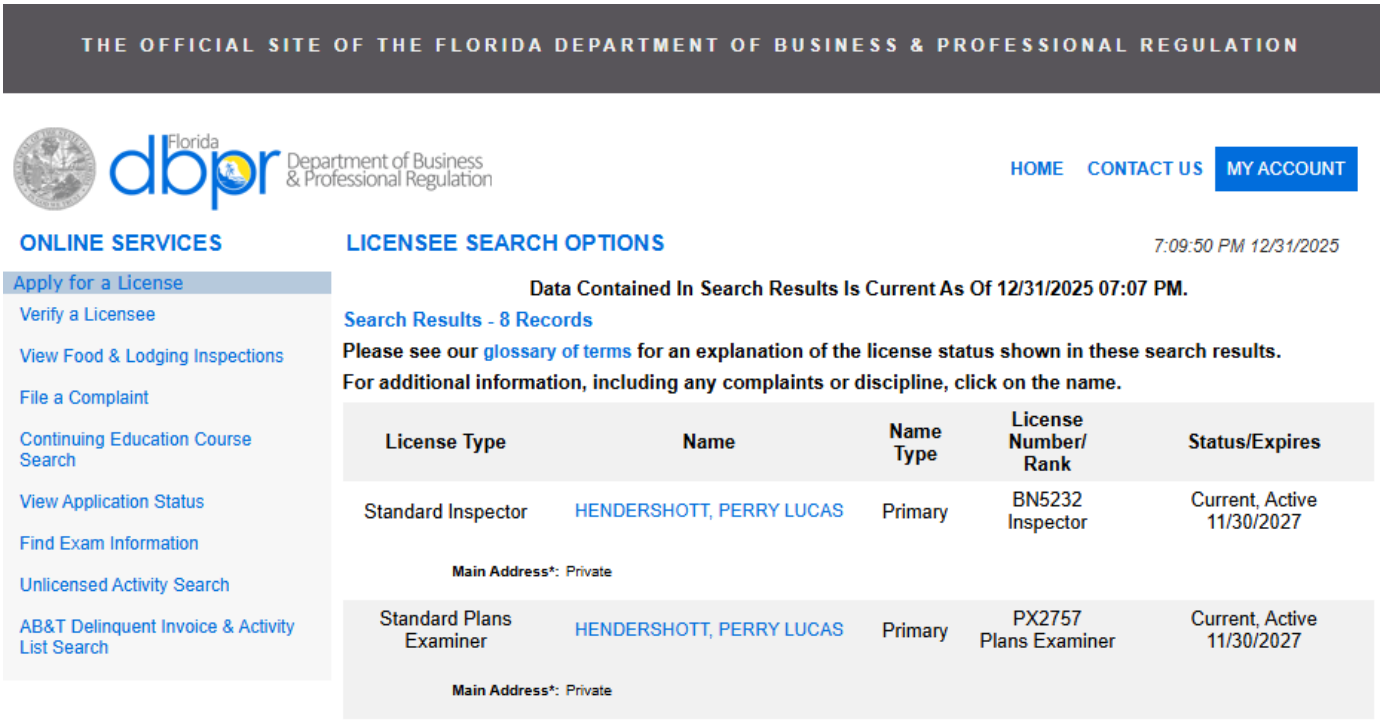
Who We Are ▾ Membership ▾

Certified Certified Person

Perry Hendershott

Certificates

Commercial Plumbing Inspector (expires 02/12/2026)
Plumbing Plans Examiner (expires 02/12/2026)
Commercial Mechanical Inspector (expires 02/12/2026)
Mechanical Plans Examiner (expires 02/12/2026)



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LICENSEE SEARCH OPTIONS

7:09:50 PM 12/31/2025

Data Contained In Search Results Is Current As Of 12/31/2025 07:07 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 Inspector	HENDERSHOTT, PERRY LUCAS	Primary	BN5232 Inspector	Current, Active 11/30/2027
Main Address*: Private				
Standard Plans Examiner	HENDERSHOTT, PERRY LUCAS	Primary	PX2757 Plans Examiner	Current, Active 11/30/2027
Main Address*: Private				

Licenses & Certifications

State of Florida
Standard Inspector #BN8984
Standard Plans Examiner #PX4298

International Code Council
Commercial Mechanical Inspector
Mechanical Inspector
Mechanical Plans Examiner
Residential Combination Inspector
Residential Electrical Inspector
Residential Mechanical Inspector

Work History

- **Plans Examiner**
  SAFEbuilt, LLC
  2023 – Present
- **Senior Plans Examiner**
  City of Palm Coast, FL
  2020 – 2023
- **Plans Examiner**
  Volusia County, FL
  2019 – 2020
- **Building and Planning Deputy Director**
  Town of Islip, NY
  2014 – 2019
- **Senior Project Architect**
  John Sbalgia Architect, Mill Neck, NY
  2009 – 2014
- **Project Manager/Estimator**
  JED Electrical Contractors, Merrick, NY
  2012 – 2019
- **Senior Project Manager**
  Graham Associates, Bay Shore, NY
  2006 – 2009
- **Architectural Draftsman**
  Michael Beringer Architect, Southampton, NY
  2004 – 2006

Project Experience

- **Plans Examiner**
  SAFEbuilt, LLC Contract with Manatee County, FL
  SAFEbuilt, LLC Contract with Volusia County, FL
  SAFEbuilt, LLC Contract with the City of Orlando, FL
  SAFEbuilt, LLC Contract with City of Indianapolis, IN

Harold Allen's Licenses

ICC INTERNATIONAL CODE COUNCIL®

Who We Are ▾ Membership ▾

Certified Certified Person

HAROLD ALLEN

Certificates

Mechanical Plans Examiner (expires 12/30/2026)
Commercial Mechanical Inspector (expires 12/30/2026)
Mechanical Inspector (expires 12/31/2026)
Residential Electrical Inspector (expires 07/25/2027)
Residential Combination Inspector (expires 07/26/2027)

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- Find Exam Information
- Unlicensed Activity Search
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LICENSEE SEARCH OPTIONS

7:13:53 PM 12/31/2025

Data Contained In Search Results Is Current As Of 12/31/2025 07:10 PM.

Search Results - 15 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	ALLEN, HAROLD A JR	Primary	BN8984 Inspector	Current, Active 11/30/2027
Main Address*: Private				
Standard Plans Examiner	ALLEN, HAROLD A JR	Primary	PX4298 Plans Examiner	Current, Active 11/30/2027
Main Address*: Private				

DC

Douglas Carroll, BCA

Plans Examiner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

29 Years of Experience | 3 Years with the Firm

Education

BS, Business/Real Estate
Florida International University
Miami, FL

AS, Business
Dade College
Miami, FL

Licenses & Certifications

International Code Council (ICC)
Commercial Building Inspector

State of Florida
Building Code Administrator #BU2142
Plans Examiner #PX3914 with Plumbing
Standard Inspector #BN6988 with Building and Plumbing
Certified Plumbing Contractor #CFC1427790 with Construction Business

Work History

- **Building and Plumbing Inspector/Plans Examiner**
  SAFEbuilt, LLC
  2023 – Present
- **PPL Plumbing Inspector**
  Universal Engineering Sciences
  Jacksonville, FL
  2021 – 2023
- **Plumbing Inspector**
  City of Jacksonville, FL
  2020 – 2021
- **Plumbing Inspector/Licensed Plan Reviewer**
  SAFEbuilt, LLC
  Coral Gables, FL
  2017 – 2020
- **Facilities/Licensed Plumber**
  University of Miami
  Coral Gables, FL
  2012 – 2017
- **State Licensed Plumbing Contractor**
  R.B. Carroll Inc
  Miami, FL
  2001 – 2012
- **Helper/Mechanic**
  Bluewater Plumbing
  Miami, FL
  2000 – 2001
- **Helper/Mechanic**
  Mokher Plumbing
  Coral Gables, FL
  1999 – 2000
- **Helper**
  R.B. Carroll Inc
  Miami, FL
  1997 – 1999

Project Experience

- **Plans Examiner**
  SAFEbuilt Contract with the City of Lake Mary, FL
- **Plans Examiner**
  SAFEbuilt Contract with Okeechobee County, FL
- **Plans Examiner**
  SAFEbuilt Contract with the City of Jacksonville, FL
- **Plans Examiner**
  SAFEbuilt Contract with the City of Sanford, FL
- **Plans Examiner**
  SAFEbuilt Contract with the City of St. Petersburg, FL
- **Plans Examiner**
  SAFEbuilt Contract with the City of Tallahassee, FL
- **Plans Examiner**
  SAFEbuilt Contract with Pasco County, FL
- **Plans Examiner**
  SAFEbuilt Contract with the City of Tarpon Springs, FL
- **Plans Examiner**
  SAFEbuilt Contract with Orange County, FL

Douglas Carroll's Licenses

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- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
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LICENSEE SEARCH OPTIONS

7:21:19 PM 12/31/2025

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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
Standard Plans Examiner	CARROLL, DOUGLAS BRIAN	Primary	PX3914 Plans Examiner	Current, Active 11/30/2027
Main Address*: 3388 WALL ROAD GREEN COVE SPRINGS, FL 32043				
Standard Inspector	CARROLL, DOUGLAS BRIAN	Primary	BN6988 Inspector	Current, Active 11/30/2027
Main Address*: 3388 WALL ROAD GREEN COVE SPRINGS, FL 32043				
Building Code Administrator	CARROLL, DOUGLAS BRIAN	Primary	BU2142 Building Code A	Current, Active 11/30/2027
Main Address*: 3388 WALL ROAD GREEN COVE SPRINGS, FL 32043				
Certified Plumbing Contractor	CARROLL, DOUGLAS BRIAN	Primary	CFC1434144 Cert Plumbing	Current, Active 08/31/2026
License Location Address*: 418 SOUTH ORANGE AVE GREEN COVE SPRINGS, FL 32043 **Main Address*:** 3388 WALL ROAD GREEN COVE SPRINGS, FL 32043				
Certified Plumbing Contractor	CARROLL, DOUGLAS BRIAN	Primary	CFC1427790 Cert Plumbing	Current, Active 08/31/2026
License Location Address*: 3557 E OVERLAND RD MERIDIAN, ID 83642 **Main Address*:** 3388 WALL ROAD GREEN COVE SPRINGS, FL 32043				

NM

Noe Martinez, BCA

Plans Examiner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

34 Years of Experience | 13 Years with the Firm

Licenses & Certifications

State of Florida
Building Code Administrator, Building Code A #BU560
Standard Plans Examiner with Building #PX442
Standard Inspector with Building #BN1015

Miami-Dade Board of Rules & Appeals (BORA)
#1319
Roofing Inspector, Residential
Building Plans Examiner
Chief Building Inspector
Building Inspector, General
Building Official
Roofing Inspector, Commercial

Work History

- **Plans Examiner**
  SAFEbuilt, LLC
  2013 – Present
- **Owner**
  Nomar Construction Corporation
  2008 – 2013
- **Building Department Liaison**
  Boca Developers
  2004 – 2008
- **Building Official**
  City of Aventura, FL
  1996 – 2004
- **Building Inspector**
  City of Homestead, FL
  1992 – 1996

Project Experience

- **Plans Examiner**
  MTCI Private Provider, LLC, a SAFEbuilt Company Contract with the City of Florida City, FL
- **Plans Examiner**
  SAFEbuilt Contract with the City of Cape Coral, FL
- **Plans Examiner**
  M.T. Causley, LLC, a SAFEbuilt Company Contract with the Town of North Redington Beach, FL
- **Plans Examiner**
  SAFEbuilt Contract with the City of Okeechobee, FL
- **Building Official**
  Calvin, Giordano & Associates, a SAFEbuilt Company Contract with the Village of Palmetto Bay, FL

Noe Martinez's Licenses

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- Find Exam Information
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LICENSEE SEARCH OPTIONS

7:26:54 PM 12/31/20

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Search Results - 24 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/Exp
Standard Plans Examiner	MARTINEZ, NOE	Primary	PX442 Plans Examiner	Current, Active 11/30/2027
License Location Address*: Private **Main Address*:** 9150 FOUNTAINBLUE BLVD MIAMI, FL 33172				
Building Code Administrator	MARTINEZ, NOE	Primary	BU560 Building Code A	Current, Active 11/30/2027
License Location Address*: Private **Main Address*:** 9150 FOUNTAINBLUE BLVD MIAMI, FL 33172				
Standard Inspector	MARTINEZ, NOE	Primary	BN1015 Inspector	Current, Active 11/30/2027
License Location Address*: Private **Main Address*:** 9150 FOUNTAINBLUE BLVD MIAMI, FL 33172				

JOHN WALKER, BCA

Plans Examiner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

39 YEARS OF EXPERIENCE | 4 YEARS WITH THE FIRM

EDUCATION

AS, Business Management
Brevard Community College

LICENSES & CERTIFICATIONS

State of Florida
Building Code Administrator
Building Inspector
Plans Examiner

WORK HISTORY

- **Plans Examiner**
  M.T. Causley, LLC, a SAFEbuilt Company
  2022 – Present
- **Plans Examiner**
  City of Melborne, FL
  2000 – 2022
- **Carpenter Foreman**
  Acousti Engineering Company, Rockledge, FL
  1993 – 2000
- **Carpenter Forman**
  Brant Brothers, Inc., Orlando, FL
  1987 – 1993

PROJECT EXPERIENCE

- **Plans Examiner**
  M.T. Causley, LLC Contract with the City of Cape Coral, FL
  M.T. Causley, LLC Contract with the City of Sarasota, FL
  M.T. Causley, LLC Contract with the City of North Redington Beach, FL
  M.T. Causley, LLC Contract with the City of Orlando, FL
  M.T. Causley, LLC Contract with the City of St. Cloud, FL
  M.T. Causley, LLC Contract with the Pasco County, FL

John Walker's Licenses

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LICENSEE SEARCH OPTIONS

7:32:32 PM 12/31/2025

Data Contained In Search Results Is Current As Of 12/31/2025 07:31 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	WALKER, JOHN THOR	Primary	PX1963 Plans Examiner	Current, Active 11/30/2027
License Location Address*: 2316 BENT PINE DR MELBOURNE, FL 32904 **Main Address*:** Private **Mailing Address*:** Private				
Building Code Administrator	WALKER, JOHN THOR	Primary	BU1619 Building Code A	Current, Active 11/30/2027
Main Address*: Private				
Standard Inspector	WALKER, JOHN THOR	Primary	BN4124 Inspector	Current, Active 11/30/2027
License Location Address*: Private **Main Address*:** Private **Mailing Address*:** Private				

Education

ICC Permit Technician Class
2019

Work History

- **Permit Technician**
  SAFEbuilt, LLC
  2018 – Present
- **Permit Technician**
  Mims Veterinary Hospital
  2016 – 2018

Jaquay King

Permit Technician

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

7 Years of Experience | 4 Years with the Firm

Education

High School Diploma

Licenses & Certifications

State of Florida
Florida Notary Public

Work History

- **Permit Technician**
  SAFEbuilt, LLC
  2022 – Present
- **Project / Permitting Coordinator**
  Cool Today
  2019 – 2022
- **Customer Service Representative / Dispatcher**
  One Stop Cooling & Heating, LLC
  2017– 2019
- **Medical Records Clerk**
  Centauri Health Solutions
  2014– 2016

TAB 6

Proposer Required Forms

Technical Proposal

Calvin, Giordano, & Associates, Inc.'s (CGA) history dates to 1937, when the company was formed. Over the past 89 years, our focus has remained on servicing the municipal client space in Florida. CGA maintains established offices in Fort Lauderdale, Miami-Dade, West Palm Beach, Port St. Lucie, Estero, and Clearwater.

From the beginning, much of our reputation was built on repeat business with clients from the public sector. Our large number of repeat and long-term clients affirm that using a personal approach and delivering quality work is the key to our success. Because of our diversity, CGA can control the entire process, offering a host of professional services as a one-source partner or efficiently tackling time-sensitive individual projects, providing customized solutions with handpicked teams of highly experienced professionals.

CGA strategically provides a broad range of services to meet our client's needs. Our professional services include:

- Building Code Services
- Civil Engineering/Roadway & Highway Design
- Code Compliance
- Construction Engineering & Inspection
- Construction Services
- Data Technologies & Development
- Electrical Engineering
- Engineering Plan Review
- Environmental Services
- Facilities Management
- Geographic Information Systems (GIS)
- Governmental Services
- Grant Management & Writing
- Landscape Architecture
- Planning
- Project Management
- Surveying & Mapping
- Transportation & Mobility
- Transportation Planning
- Water/Utility Engineering

For almost nine decades, we have gained institutional knowledge and a comprehensive understanding of the best approaches and methods to provide municipal clients with the operational services they need. We continue to grow, evolve, and adapt to the changes in the industry and client expectations. As such, we have increased our service line delivery through the years to include and exceed those contemplated by the RFP package.

Our staff, experienced in working with public agencies, ensures compliance with all relevant laws and standards. Leveraging our team's diverse expertise, CGA consistently completes projects on time, under budget, and beyond expectations.

FIRM PROFILE

YEARS IN BUSINESS

89 Years in Business (1937)

FIRM SIZE

500+ Employees & 6 Offices in Florida

CLIENTS

Currently Supporting 112 Municipalities & Municipal Agencies in Florida

OWNERSHIP

The Riverside Company of Cleveland, OH

ENTITY

Subsidiary of SAFEbuilt, LLC

CGA HEADQUARTERS

1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316
P: 954.921.7781
F: 954.921.8807

SIGNING AUTHORITY

Chris Giordano
President & Chief Executive Officer of SAFEbuilt, LLC
954.266.6475
cgiordano@cgasolutions.com

Our success is directly intertwined with the fabric of so many municipalities in Florida. We pride ourselves on being part of their history as much as they are part of ours.

Original M.E. Berry & Associates Survey Party, February 1942

History

We began as a small, two-person surveying firm called M.E. Berry & Associates in Hollywood, Florida in 1937. As Calvin, Giordano & Associates, Inc. (CGA), we have grown dramatically, adding new services, offices, and an incredibly talented group of professionals who have expanded our capabilities into an entirely new and dynamic business segment. Because of our diversity of disciplines, CGA can control the entire community development process, offering a host of professional services as a one-source partner or efficiently tackling time-sensitive individual projects, providing customized solutions with handpicked teams of highly experienced professionals.

Since 2018, with the support of our parent company SAFEbuilt, we provide the highest levels of community development services, expertise, and resources to a broad clientele of municipal and private organizations across the United States and have since expanded the disciplines and geographical areas we serve.

"Thorough in the application of Florida Building Code. Staff is responsive and professional."

– Linda Epperson, Asst. Town Manager, Town of Golden Beach, FL

"Very professional firm with excellent staff."

– Brian Donovan, Assistant City Manager, City of Pompano Beach, FL

"This is one of the best companies that have worked for me."

– Dincer Akin Ozaydin, PE, Public Services Deputy Director, City of Dania Beach

"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

General Statement of Experience

SAFEbuilt Florida, LLC (SAFEbuilt) 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.

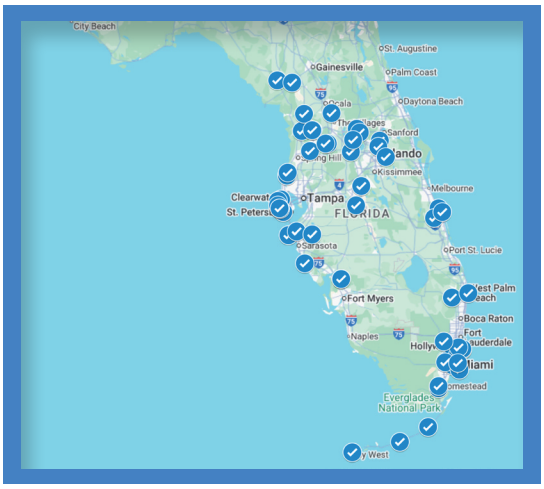


Figure 1. Map of SAFEbuilt's Municipal Clients

Throughout our over 30 years in business, we have supported municipalities, state agencies, and public and private education clients with full and supplemental services at the various stages of their own 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 on 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.

List of Current Municipal Clients

SAFEbuilt is pleased to present the following list of our current clients.

Client	Contracted Services	Client Since
Municipalities		
Charlotte County	Plan Review, Building Inspection	2025
Citrus County Growth Management Department	Building Official, Plan Review, Building Inspection	2023
City of Belleair Bluffs	Building Official, Building Inspection, Plan Review, Permit Technician, Floodplain Management	2025
City of Belleview	Building Inspection	2004
City of Bradenton Beach	Building Official, Plan Review, Building Inspection, Permit Technician, Code Enforcement, Planning & Zoning, Permitting Software	2015
City of Bushnell	Building Official, Plan Review, Building Inspection	2022
City of Chiefland	Building Inspection	2013
City of Clermont	Plan Review, Building Inspection	2015

Client	Contracted Services	Client Since
City of Coral Gables	Plan Review, Building Inspection	2014
City of Doral	Building Official, Plan Review, Building Inspection, Permit Technician	2017
City of Dunnellon	Building Official, Building Inspection, Plan Review, Code Enforcement, Floodplain Management, Planning, Grant Writing, GIS Services	2019
City of Eustis	Building Official, Building Inspection, Plan Review, Code Enforcement, Fire Plan Review, Fire Inspection, Planning, Grant Writing, GIS Services	2021
City of Florida City	Building Official, Plan Review, Building Inspection	2015
City of Gulfport	Plan Review, Building Inspection, Permit Technician	2015
City of Haines City	Building Official, Plan Review, Building Inspection, Permit Technician	2020
City of Hallandale Beach	Code Enforcement	2025
City of Hialeah	Building Official, Plan Review, Building Inspection, Permit Technician	2017
City of Homestead	Plan Review, Building Inspection, Permit Technician	2010
City of Inverness	Building Official, Plan Review, Building Inspection, Code Enforcement, Floodplain Management	2016
City of Longwood	Plan Review, Building Inspection	2020
City of Maitland	Plan Review, Building Inspection	2021
City of Marathon	Building Official, Plan Review, Building Inspection, Permit Technician	2019
City of Miami Gardens	Plan Review, Building Inspection, Permit Technician, Floodplain Management	2015
City of Mount Dora	Building Official, Building Inspection, Plan Review, Fire Plan Review, Fire Inspection, Permitting Software	2023
City of New Port Richey	Building Official, Plan Review, Building Inspection	2020
City of North Miami	Building Official, Plan Review, Building Inspection, Permit Technician	2019
City of Palmetto	Building Official, Plan Review, Building Inspection	2022
City of Port Richey	Building Official, Code Enforcement, Building Inspection, Plan Review, Planning & Zoning	2021
City of Sebastian	Building Official, Plan Review, Building Inspection	2020
City of Sunny Isles Beach	Building Official, Plan Review, Building Inspection, Permit Technician	2017
City of Sweetwater	Building Official, Plan Review, Building Inspection, Permit Technician	2024
City of Treasure Island	Building Official, Plan Review, Building Inspection, Permit Technician, Code Enforcement, Planning & Zoning, Floodplain Management	2015
City of Venice	Plan Review, Building Inspection	2024
Indian River County	Plan Review, Building Inspection, Permit Technician	2017
Islamorada, Village of Islands	Plan Review, Building Inspection	2016
Manatee County	Plan Review, Building Inspection, Engineering Plan Review	2024
Palm Beach County	Building Inspection, Plan Review, Fire Plan Review, Building Official, Landscape Plan Review	2017
Polk County	Plan Review, Building Inspection	2015
Town of Astatula	Building Official, Plan Review, Building Inspection, Permitting Software	2020
Town of Belleair	Building Official, Plan Review, Building Inspection	2014
Town of Belleair Shores	Planning & Zoning	2022

Client	Contracted Services	Client Since
Town of Bronson	Building Official, Plan Review, Building Inspection, Code Enforcement	2017
Town of Golden Beach	Building Official, Plan Review, Building Inspection	2023
Town of Indian Shores	Building Official, Plan Review, Building Inspection, Floodplain Management, Code Enforcement, Permit Technician, Permit/Zoning Administrator,	2019
Town of North Redington Beach	Building Official, Plan Review, Building Inspection, Permit Technician, Floodplain Management	2015
Town of Orchid	Building Official, Building Inspection	2016
Town of Palm Beach	Plan Review, Building Inspection	2019
Town of Pembroke Park	Building Official, Plan Review, Building Inspection	2018
Town of Redington Beach	Building Official, Building Inspection, Plan Review, Permit Technician, Floodplain Management	2020
Town of Redington Shores	Building Official, Building Inspection	2019
Village of Key Biscayne	Building Official, Plan Review, Building Inspection, Code Enforcement, Fire Plan Review, Fire Inspection	2016
Public Education		
Charlotte County Public Schools	Building Official, Fire Official, Permit Technician, Plan Review, Building Inspection	2023
Citrus County School Board	Building Official, Plan Review, Building Inspection, Permit Technician, Floodplain Management, Code Enforcement	2022
Monroe County School District	Plan Review, Building Inspection	2019
Orange County Public Schools	Plan Review, Building Inspection	2017
School District of Hernando County	Building Official, Plan Review, Building Inspection	2021
Sumter County School District	Building Official, Plan Review, Building Inspection, Permit Technician, Code Enforcement	2020
Higher Education Institutions		
Broward College	Building Official, Plan Review, Building Inspection, Code Enforcement, Permit Technician, Fire Plan Review, Fire Inspection	2017
Miami Dade College	Plan Review, Building Inspection	2020
The College of the Florida Keys	Building Official, Plan Review, Building Inspection	2021

Approach

Our Building Division always aims to provide efficient, state-of-the-art, customer-friendly services that allow our staff to deliver a code-compliant completed project to the residents, businesses, and the Town. To ensure contract success, we promote the importance of communication at every level of our organization. Using leading-edge technology, we can communicate more efficiently with our clients, residents, contractors, co-workers, and support staff. Communication throughout the organization is stressed to ensure our clients are up-to-date on all larger-scale projects in the Town. This communication makes the team more efficient in their daily scope of services, e.g., when a large-scale project may be added to the Town's tax roll or could provide staff with information regarding a stoppage of work or delay in construction. We believe that knowledge is power, and we strive to provide our clients with as much knowledge about the status of the services we provide as possible.

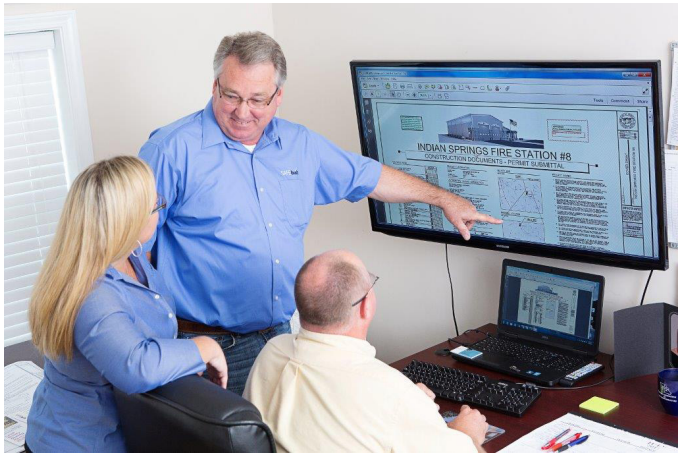
As part of our approach, we inspire our teams to look at how they perform every task under their purview and look for ways to make these duties run more efficiently to benefit the client, CGA, and themselves. In partnership with the Town, CGA will continue to drive efficiencies and innovations and leverage new technologies to serve our client communities.

CGA staff is professional in every way, and our goals are to support the Town in its efforts to maintain an efficient and effective building department. All staff will accept directions and instructions while performing their responsibilities independently and professionally with minimal supervision required. CGA conducts training and mentoring throughout the year to ensure that appropriate actions follow this concept. Hiring professional staff is the key to providing exceptional service.

CGA has obtained the history and lessons learned to achieve a winning solution and offer the highest level of service. First, we must understand the Town's needs, including how services function from a process standpoint, from a financial perspective, and most importantly, we understand the end-user and their needs. CGA will ensure customer service is always a top priority and satisfaction is always pursued. Our staff is professional in every way; our goals are to support the Town with its efforts to maintain an efficient and effective Building Department. CGA conducts training and mentoring throughout the year.

To demonstrate our understanding of the services requested, we present the following discussion of our approach to plan review, inspections, and permit technician services.

Plan Review Services



CGA's plans examiners are dedicated to maintaining meticulous attention to detail and accuracy in their work. They excel in clear written communication for notations and documentation, ensuring that all necessary information is conveyed effectively. Our examiners are also skilled verbal communicators and comfortable engaging with municipal officials, residents, engineers, architects, and design professionals. Additionally, they are adept at managing their time and swiftly transitioning between reviews, balancing competing project schedules to meet deadlines efficiently.

The staff proposed will review permit applications, plans, and other required documents, including shop drawings and product approvals. Plans Examiners create detailed comments regarding conflicts between the plans with applicable codes.

Our proposed Plans Examiners will review plans during the Town's normal business hours and after hours and weekends if needed to keep up with increased workflow. The Plans Examiners will approve applications when the file complies with all applicable laws, codes, and ordinances. The review of plans will result in the recommendation of approval, approval with modification, or denial of the plans. If the permit file is deficient, the Plans Examiners will provide concise comments identifying the deficiencies and citing the applicable code section. Our staff will provide the customer with a clear path to approval. The Plans Examiners will also meet with and assist design professionals, contractors, and homeowners to answer questions about the code and its intent.

The Plans Examiners will provide plan reviews for clients with schedule constraints or an aggressive schedule at the discretion of the Building Official or Assistant Building Official. All trades or disciplines included in the proposed services will be reviewed to ensure compliance with adopted building, residential and commercial, plumbing, electrical, mechanical, fuel gas, and energy conservation codes, and other Town ordinances and state statutes. When the review is complete, all plan reviews will be documented in the Town's system of record.

Our diverse staff provides flexibility when managing workloads. In addition to the Plans Examiners that we proposed to support

this project, CGA offers the services of our National Plan Review Program to serve as backup to the dedicated plans examiners. An overview of the plan review process is presented below.

CGA will follow up on the status of reviews and will incorporate comments into one plan review in order to minimize correspondence. A full review of the plans will be completed so that only the comments sent out for correction need to be reviewed upon resubmittal. All reviews will be sent to the applicant electronically.

A pre-submittal meeting will convene when requested by the applicant, or if our plans examiners feel it will result in a more seamless plan review process. CGA will coordinate meetings to streamline the process.

A pre-construction meeting will convene when the contractor or building department staff feel it will contribute to a smooth start and ongoing building project. The process includes reviewing inspection requirements, testing, and special reporting requirements. CGA will provide main points of contact for building department staff and contractor staff contact lists.

Perform work at a level of competency following industry standards. All plan reviews will be performed by State of Florida licensed personnel.

CGA ensures CGA are properly coordinated and tracked by following an established internal plan check process in which each plan is entered into our database, processed and returned to the client on time. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal, verifying information shown on each permit application.

Plan Review Turnaround Times

Our diverse staff provides flexibility when managing workloads. We do not accept projects from clients during peak workloads where we do not have an ongoing contractual relationship, maintaining all current contractual service agreements. During our 28 years in business, we have always met our agreed-upon review times. Table 1 below outlines CGAs proposed plan review turnaround times for the Town:

Plan Review Turnaround Times

Type of Project	Initial Check	Recheck
Single Family Dwelling	5 working days or less	5 working days or less
Tenant Improvements	5 working days or less	5 working days or less
Apartments	10 working days or less	5 working days or less
Commercial/Industrial	10 working days or less	5 working days or less
Fire Code Review	10 working days or less	5 working days or less
Large Commercial – over $15M	15 working days or less	5 working days or less

*Expedited plan review available at mutually agreed upon turnaround time and for an additional fee.

Digital Workflows & Electronic Plan Review Software

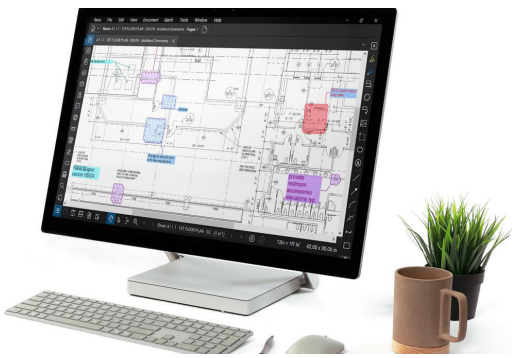
CGA's preferred platform for electronic plan review is Bluebeam Revu®; however, we are fully able to work with any other electronic plan review software that the Town prefers.

Using Bluebeam Revu®, PDF plan documents can be uploaded to the system, including a cover sheet, to a Bluebeam Studio Session. Plans Examiners will then review the plans for code compliance, adding comments and markups directly to the documents. Multiple reviewers can collaborate at once, ensuring all feedback is efficiently captured.

After the initial review, the design team will address comments and upload any revised documents. Once all issues are resolved, the session is finalized, and marked-up documents are saved to the project file. The process can repeat for resubmissions, if necessary. When all requirements are met, the plans are approved and archived for future reference and permit issuance. This workflow ensures a transparent, collaborative, and efficient review process, reducing turnaround times and ensuring code compliance.

More about Bluebeam Revu® – Enhancing Digital Plan Review Efficiency

As part of its commitment to modern, efficient service delivery, CGA utilizes Bluebeam Revu® to streamline the electronic plan review process. This industry-leading platform enables our plan reviewers to collaborate in real time, manage digital construction documents, and deliver clear, code-referenced feedback to applicants and design professionals.



Bluebeam Revu® supports both electronic and hard-copy workflows, making it accessible to jurisdictions and applicants with varying levels of digital capability. Key features include:

- **Advanced Markup Tools:** Reviewers can annotate plans using industry-standard tools such as text boxes, clouds, CAD symbols, measurements, and stamps—replicating traditional redlining in a digital format.
- **Tool Chest Customization:** Each reviewer can create and save personalized tool sets for specific disciplines or code requirements, improving consistency and efficiency across reviews.
- **Document Comparison**: The "Compare Documents" feature automatically highlights changes between plan revisions, reducing review time and minimizing oversight.
- **Markup Tracking and Reporting:** The integrated "Markups List" allows reviewers to track comments throughout the permitting process and generate summary reports in PDF format for applicants and Town staff.
- **Digital Stamping:** Digital stamping is a capability of Bluebeam Revu®. We can create and customize the stamps to suit the Town's specific needs.

By integrating Bluebeam Revu® into our plan review workflow, CGA enhances collaboration, reduces turnaround times, and ensures that all feedback is clear, actionable, and well-documented. This technology plays a vital role in maintaining transparency and accelerating project approvals while upholding the highest standards of code compliance.

Tracking and Reporting Details

When plans are received at CGA, they are reviewed for completeness of submittal and logged into our network tracking system. Our staff enters project information into our database within 24 hours of receipt. Target times and maximum completion times are assigned for each plan review discipline. This information is transferred to a plan check assignment list with completion deadlines as listed in the contract. The best-qualified reviewers are chosen based on the requirements and complexity of the plan review, including specialists for structural, plumbing / mechanical / electrical, fire, accessibility, and roofing. When required, a Structural Engineer will perform plan check on structural plans and calculations.

Tracking, workflow, and reporting details will be based on the Town's software capabilities. We will create an Excel spreadsheet to track plan reviews by permit number and status. Outlook will be used to set reminders for deadlines for reviews.

Reports may be generated out of the permitting software at any of our operational sites. CGA will provide a monthly report that includes the number of permits, plan reviews, inspections by type, certificates of occupancy, and project valuation.

Our plan review procedures allow designers to conference with all plan review disciplines in person, via e-mail, fax, overnight mail, teleconferencing, and web conferencing. CGA has the ability to receive plans from the jurisdiction or directly from the applicant by mail, courier, via electronic transmission, or on physical media such as a compact disc, which decreases the time delays and costs associated with shipping plans. Our process has been designed to not only be convenient for our client jurisdictions, but also highly convenient for the designers and permit applicants being served. Our administrative staff reviews all plans returned to the Town for completeness of forms and tracks all fees for billing per the client's contract.

Assurance of Timeframe, Quality Metrics, and Consistency

During the review, all disciplines work as a team on each project. A supervisor oversees all reviews, consults with staff and Town staff as needed, and performs spot checks for quality control. The reviewers first perform an overview of the project, and then use our checklists to focus on the areas of concern. We have tailored supplemental checklists for each client. As our plans reviewers follow the checklists for their reviews, they will add to or modify any item on the checklist at their workstation, then print out a list showing only those items where deficiencies were found to exist on the plans. Our checklists are user friendly and have been well received by the design industry.

We believe that clear consistent communication is key to a successful working relationship between CGA, and permit applicants. Our team is available to discuss projects, schedules and concerns in-person, and all emails and telephone calls are returned within 24 hours. Written communication, such as plan review comments and inspection reports, is detailed, yet concise and easily understood. Our team makes every effort to work with you and project managers at frequencies that are most convenient and beneficial for you.

Inspection Services

Inspectors for all trades and disciplines work with other Town staff, contractors, builders, owners, and the general public. As such, they must be helpful, patient, and, above all, very knowledgeable of the relevant codes and ordinances. Our Inspectors take an educational approach when working with our clients and their customers. Before contract start, all team members will refresh their knowledge of codes and ordinances unique to the Town. We know that technical competence, while expected, is not enough. Experience and careful consideration of issues and impacts are also critical.

Your CGA Inspectors will conduct technical field inspections of residential and commercial structures and equipment installations during the various phase of construction, installation, and operation, assuring work conforms to all applicable building codes and approved plans and specifications. The Inspectors will issue written comments if the work does not follow the approved plans or applicable codes. The Inspectors will maintain formal inspection records and process inspection comments and results immediately upon completion—and always within the same business day.

The Inspectors will advise and confer with architects, engineers, Town personnel, homeowners, contractors, and developers. Questions, concerns, and inquiries will be received and responded to within one business day. The CGA team will be available to the Town throughout all construction phases.

Inspection Technology

CGA uses routing software to ensure inspections are conducted efficiently and within the scheduled time. Inspection checklists and building guides are accessible from Inspectors' tablets to assist customers in the field, and electronic versions of the codebooks are also available on the tablet.

Inspection Tracking and Reporting

Inspectors track inspections by permit number, type, and trade. CGA verifies that all inspection records, including daily inspection records, are entered into the Town's system of record. Inspection reports indicate whether they failed, passed, or require re-inspection. Our team works hard to minimize delays to builders and provide helpful advice and counsel to builders, owners, engineers, and architects to enhance the construction process's orderly flow while maintaining an effective level of enforcement. Inspectors ensure construction changes are documented and approved by appropriate Town staff.

Inspection Services by Type

The individual types of inspections we perform include, but are not limited to:

- ✓ Accessibility
- ✓ Accessory Building
- ✓ Certificate of Occupancy
- ✓ Commercial & Residential
- ✓ Construction Engineering Inspection
- ✓ Construction Load Draw
- ✓ Electrical
- ✓ Fence
- ✓ Irrigation
- ✓ Land Use
- ✓ Mechanical
- ✓ Mobile Home
- ✓ New Construction
- ✓ On-Site Sewage Facilities
- ✓ Plumbing
- ✓ Post-Disaster
- ✓ Property Maintenance
- ✓ Virtual Inspections
- ✓ Roof
- ✓ Sign
- ✓ Site/Civil
- ✓ Structural
- ✓ Substandard Structure
- ✓ Swimming Pool
- ✓ Building Safety Inspection Program (BSIP)10 and 25 Year

Permit Technician

The Permit Technician Staff are likely the first staff members the Town's customers encounter when seeking assistance at Town offices. They represent the Town and CGA, and must be friendly, thoroughly knowledgeable of the permitting process, and always ready to help citizens and contractors navigate it. They work collaboratively with applicants and have a “can-do” attitude to help resolve issues and minimize applicant anxiety.

The following highlights some of the duties and expectations of the Permit Technicians and Administrative Staff.

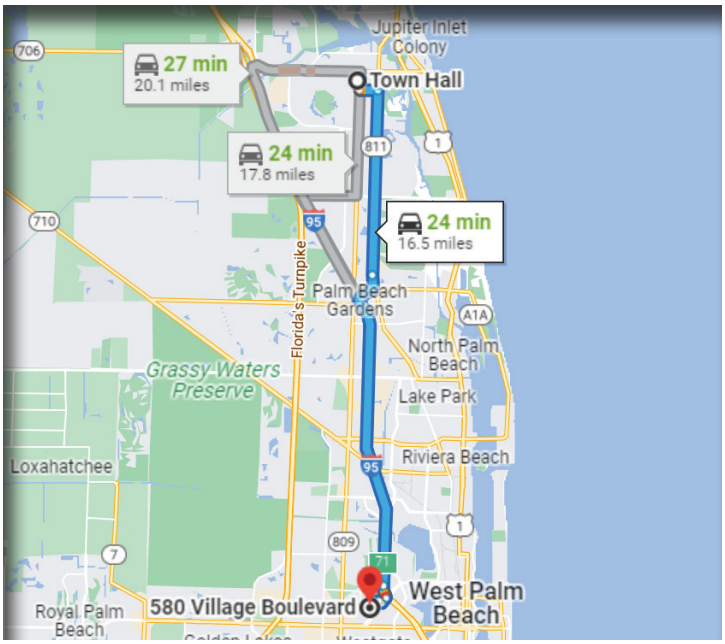
- Working on-site at the Town's Building Division counter during the business hours required in the RFP.
- Facilitating the permitting process from initial permit intake to final permit issuance.
- Providing customer support and assistance at the permit counter, over the phone, and via email.
- Assisting the public in completing permit applications and other necessary forms.
- Helping customers with scheduling inspections and inspection status.
- Determining permit, plan, and process requirements for permit applicants. Software notifies the applicant when construction documents or permits are ready for issuance.
- Answering the public’s questions quickly and correctly via phone and email and answering and routing phone calls and emails.
- Receiving, processing, and issuing building permits and coordinating the plan review and inspection process, including tracking, routing, and storage of plans.
- Reviewing applications and other pertinent information to verify the accuracy and completeness of information, and ensuring they meet submittal requirements, including verifying contractor licensing, insurance, and approvals from other relevant agencies.
- Reviewing and maintaining all records required by FEMA for processing building permits, ensuring they are formatted according to FEMA's specifications.
- Maintaining a variety of public records and filing systems necessary for tracking in-progress applications, permits issued, plan checks in progress, approved plans, and other counter-related items.
- Maintaining all records and documents in compliance with the Florida Public Records Act (Chapter 119, Florida Statutes) and the General Records Schedule GS1-SL for State and Local Government Agencies, including GS6 for Building Departments.
- Verifying projects have obtained all necessary approvals before issuing permits and that the following have been filed with the Town, e.g., valid contractor’s license, workers’ compensation, and valid business license information.

Location of Local Office

Our personnel will be based out of our local West Palm Beach office, located at 580 Village Boulevard, Suite 325, West Palm Beach, FL 33409.

As shown in, CGA's West Palm Beach office is only a 24 minute drive to Jupiter's Town Hall. Our proximity to the location of service delivery accomplishes a number of critical goals to the success of the contract, and the Town, including:

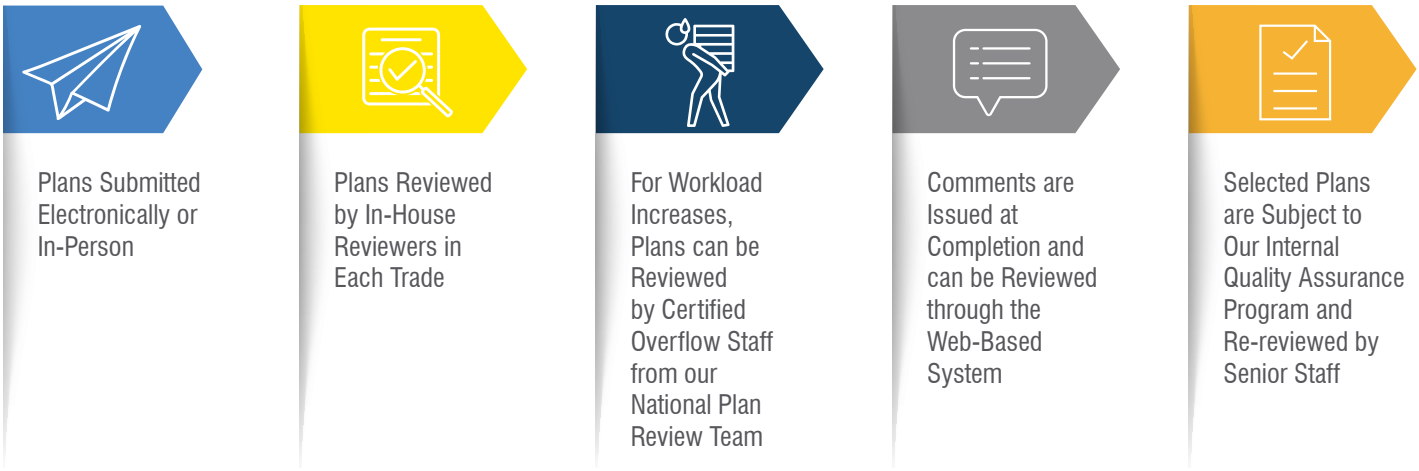
- ✓ Knowledge of local needs
- ✓ Responsive and expedited services
- ✓ Efficient service delivery
- ✓ Close working relationships with contractors and companies



National Plan Review Program

In addition to the Plans Examiners dedicated to the Town, we offer backup support from our 48 multi-disciplinary Plans Examiners through our National Plan Review (NPR) program. This service is ideal for managing workload efficiently.

CGA has provided remote plan review services since 2012. During the COVID-19 pandemic, we launched the NPR program to ensure uninterrupted service, and it has grown to include experts in areas such as education, fire, post-disaster, site/civil, seismic, and structural projects. This streamlined process, shown in Figure 2, enhances efficiency and reduces costs.



Plan Review Process with Our National Plan Review Team

Our NPR Plans Examiners hold multiple ICC certifications, with ten members achieving ICC Master Code Professional (MCP) status. The team also includes licensed engineers, architects, and trade specialists. Our NPR team can perform the following types of reviews:

- ✓ Building
- ✓ Residential, Commercial, Industrial, and Emergency
- ✓ Accessibility
- ✓ Structural/Civil Engineering
- ✓ Mechanical
- ✓ Plumbing
- ✓ Electrical
- ✓ Fire
- ✓ Health
- ✓ Fire Alarm and Sprinkler
- ✓ Landscape
- ✓ Traffic
- ✓ Site Plan Review
- ✓ Energy
- ✓ Green Building

The benefits of this approach include:

- **Access to Multi-Discipline Experts:** Remote plan review gives the Town access to highly credentialed Plans Examiners nationwide, providing expertise that would be costly to staff locally.
- **Concurrent Reviews:** National network access allows for concurrent reviews across time zones, speeding up turnaround times and preventing development delays.
- **Expedited Plan Reviews:** The Town can expedite reviews for clients with tight deadlines or behind-schedule projects.
- **Eliminating Turnaround Complaints:** A strict workflow increases efficiency, reducing delays and ensuring timely reviews.
- **Remote Access and Transparency:** Clients can submit and track their plans online, 24/7, without being restricted by office hours or waiting for updates.

Remote Video Inspections (RVI)

SAFEbuilt is proud to maintain a best-in-class, in-house software development team that keeps us at the forefront of technological innovation. Our team has expanded our platform to include safe and reliable Remote Video Inspections (RVI). With the Town of Jupiter's approval, we are eager to offer this service to enhance inspection processes within the community.

Our software and operations teams ensured RVI meets all regulations and only allows approved inspection types. If an unapproved inspection is attempted, the system immediately alerts both applicant and inspector, requiring the inspection to be done in person. This ensures RVI remains reliable and fully compliant.

RVI was refined during the pandemic to support inspections despite physical distancing. Today, it connects inspectors, residents, and contractors through a simple web link—no app downloads or logins required—making the process smooth and user-friendly.

RVI offers significant benefits to partnering communities by improving ease, safety, and efficiency in the inspection process. It eliminates the traditional 4- or 8-hour waiting windows by allowing applicants to schedule specific time slots for inspections and re-inspections. Additionally, RVI reduces vehicle use by inspectors, which helps decrease traffic congestion and lowers greenhouse gas emissions—contributing to more sustainable community practices.

RVIs are currently approved for use with the following scenarios:

- Attachment of mullion bars in window and door installations for like-in-kind replacement.
- Tunnel replacement of building drains and water lines.
- Water heater replacement that does not require an electric upgrade or new gas service.

Our proprietary RVI system is entirely web-based, eliminating the need for third-party application downloads. Applicants or contractors receive a text message with a link that opens directly to their scheduled RVI session at the designated date and time. Built-in safety protocols use GPS coordinates to verify that inspections are conducted at the correct location. During the session, SAFEbuilt inspectors record photos, markups, and notes within the system and instantly finalize results.

This innovative technology significantly enhances the applicant experience by removing the need to remain at home waiting for an inspector's arrival. Instead, applicants can return to their daily activities quickly and efficiently after their scheduled inspection time.

How it Works

01

Client schedules appointment

→

02

Inspector sends SMS link at time of Appointment

→

03

Client opens link and inspection begins

The inspector can zoom in and out, use markup tools, make notes, capture high-quality images and videos, and more!

→

04

Inspector ends call

Digital records of inspections are stored and easy to retrieve

Equipment and Resources

CGA provides our employees with the materials, tools, and equipment necessary to perform all work required by the Town. We provide our Inspectors with late model vehicles with removable signage, and field-related equipment necessary to perform their duties. We supply our team with safety devices and clothing required to meet OSHA requirements. We provide our staff with:

- ✓ We maintain a fleet of late-model, energy efficient and hybrid vehicles with maintenance and fuel provided.
- ✓ Magnetic vehicle signage-customizable per client specifications.
- ✓ Laptops or tablets and cellular phones with mobile WiFi hot spots.
- ✓ Standard business software and specialized software.
- ✓ Personal protective equipment and sanitizing products.
- ✓ Company-branded professional clothing and lanyards with clear, plastic pouch for carrying Town-issued ID.

This approach reflects CGA's broader commitment to operational readiness and accountability. By requiring its staff to maintain all necessary equipment independently, CGA minimizes delays, reduces reliance on Town resources, and ensures consistent, uninterrupted service delivery. The result is a team that arrives prepared, operates safely, and maintains the level of professionalism and reliability the Town expects.

Allocation of Workload

Traditionally, the allocation of workload to each building department service provider has been based on the level of effort required to successfully complete each project. Large, complex and multi-disciplinary projects require a greater involvement from the team than small, simple projects. Because of the variation in needs present across different project types, the ranges provided only serve to indicate the average number of projects each staff member is generally assigned to. Our internal work assignation determinations are ultimately based on an evaluation of the overall workload availability of the project manager compared to the specific needs and anticipated demands of each unique project.

As a threshold, our internal best practices always seek to ensure that staff carry a workload that doesn't exceed a workload demand of 80%, always allowing for a 20% availability to address unexpected, unforeseen situations that may arise on any project at any time. This guarantees our ability to remain flexible, responsive and available to our clients.

Agile Staffing Model

Many of our client contracts operate on an on-call or as-needed basis, which can make workload forecasting complex. However, our agile staffing model is designed to meet this challenge head-on. With a highly adaptable team and the ability to seamlessly shift resources across projects, we ensure reliable, responsive service for every client—no matter the timing or scope. CGA is confident in its ability to deliver reliable, timely, and high-quality building safety services to the County. Our scalable approach, experienced personnel, and commitment to excellence position us as a trusted partner in supporting the County's development goals and public safety standards.

We maintain a dashboard of all active reviews and inspections, updated daily. Weekly internal audits ensure compliance with review timelines. Metrics specific to the Town-specific are tracked separately to ensure priority handling. During seasonal peaks (e.g., spring/summer), we:

- ✓ Activate additional reviewers from our on-call pool.
- ✓ Extend review hours and offer weekend slots.
- ✓ Use automated tracking to flag delays and reallocate resources dynamically

Individual Team Member Availability

All of our proposed team members are based in Palm Beach County. All of these team members would continue to have 100% availability to the Town.

Software Applications Utilized

CGA leverages a blend of in-house-developed software and customized commercial off-the-shelf (COTS) applications to enhance customer service, boost efficiency, and streamline operations. This combination allows us to maintain high service standards and adapt to the unique requirements of each project. Although most of them are "behind the scenes," these systems play a critical role in ensuring continuity in billing, timekeeping, and service delivery.

Below is an overview of the technologies that may be used to support the Town.

SAFEsuite is a comprehensive suite of in-house-developed applications designed to seamlessly manage both administrative functions and service technologies. This integrated system streamlines operations, enhances efficiency, and ensures cohesive management across various processes. The SAFEsuite toolkit currently includes:

- **SAFEbill** – A billing software that seamlessly integrates with both front- and back-office applications, automating customer invoice generation. Invoices are generated monthly, providing detailed information on which team member performed the work, their billing rate, a description of the work activity, and the time spent on each activity. This software helps in closely monitoring all operations at each location, including project time sheets, invoices, and project plans, through a customized database with regular oversight by the assigned manager.
- **SAFEtime** – A time-tracking system tailored specifically for Operations employees. It facilitates the accurate tracking of various work activities, including building inspections, plan reviews, permit technician services, and more. SAFEtime distinguishes between billable and non-billable activities, such as travel time, emergency inspections, field consultations, and training. By integrating seamlessly with systems like UltiPro and SAFEbill, it ensures more accurate time tracking and billing while providing valuable insights into resource allocation and management, supporting more informed decision-making across operations.
- **SAFEreview** – An internal website designed for Plans Examiners to access and share plans across the organization. It features a dashboard that displays all assigned plans and their details, allowing users to edit plan details and notes, and provides easy access to approval letters. SAFEreview integrates with SAFEtime, enhancing the efficiency of plan review processes.

  The platform was developed with insights gathered from a pilot group to ensure it is user-friendly for all Plans Examiners. Additionally, SAFEreview serves as the foundation for future development of new features, including Capacity Management.

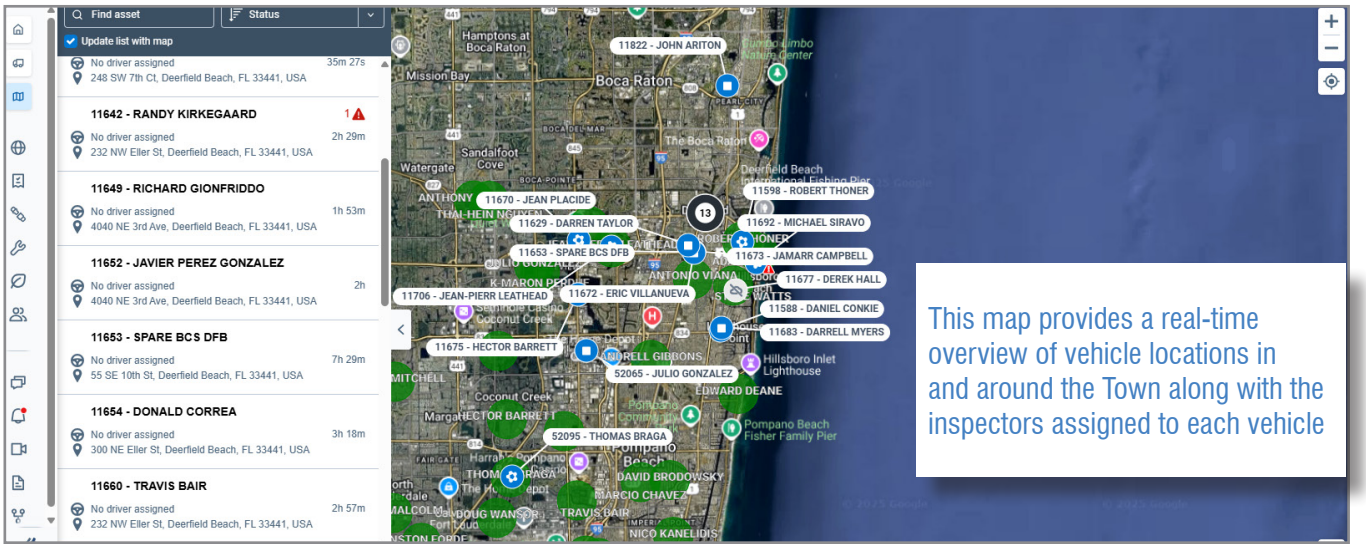
UKG – CGA leverages UKG (formerly UltiPro) as a primary platform for human resources (HR) and payroll management. By integrating UKG with our SAFEsuite tools, we enable seamless sharing of employee data and timekeeping information between systems. This integration reduces manual workloads, minimizes errors, and enhances efficiency across HR and administrative operations.

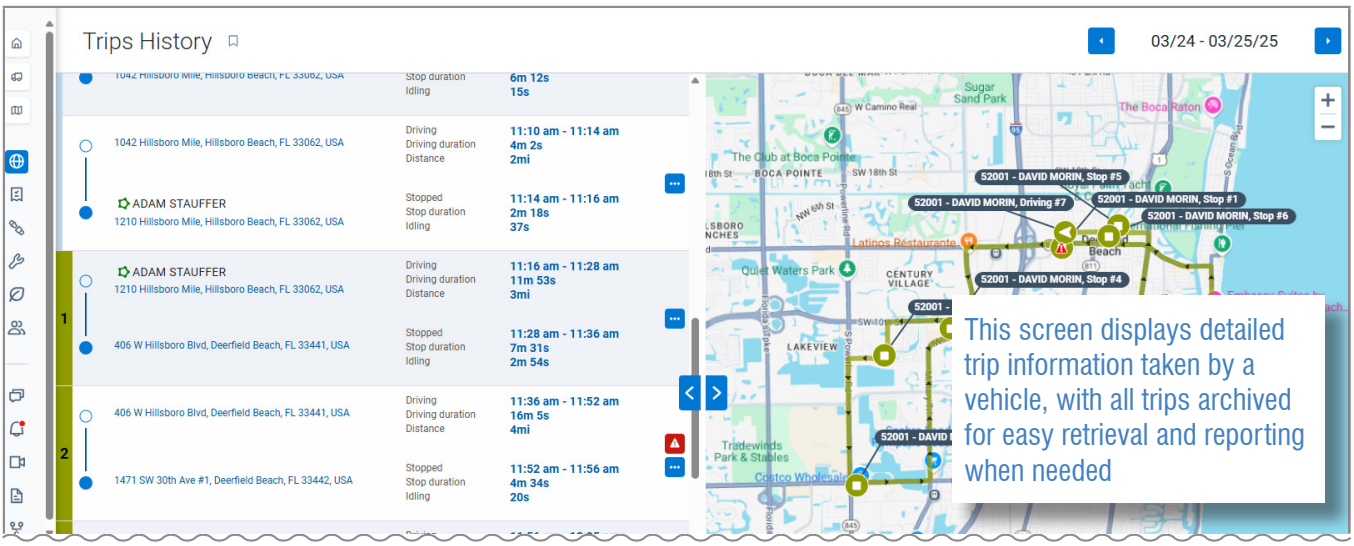
Salesforce – CGA uses this system to manage various aspects of their business, including client relationships and contracts.

Sage Intacct – CGA uses Sage Inacct for various financial and accounting purposes, like financial management, budgeting and forecasting, and reporting and analytics.

Microsoft Power BI – CGA extensively uses Microsoft Power BI to manage and visualize data across departments and projects. This powerful tool integrates data from multiple sources to deliver real-time analytics, enabling teams to track performance, monitor progress, and make informed decisions.

Geotab – CGA uses Geotab to effectively manage its fleet and monitor driver behaviors. This system tracks vehicle locations and health, ensuring efficient operations and maintenance. For instance, Geotab records detailed trip data for each vehicle, which can be archived and retrieved for reporting purposes when needed. Additionally, Geotab provides real-time insights into driver behaviors, such as speeding or improper seat belt usage. These behaviors are monitored and compiled into monthly reports shared with building officials, supervisors, managers, regional leaders, directors, the Executive Leadership Team, and the Safety Director. The primary objective is to provide timely feedback on risky driving habits, enhance safe driving skills, improve hazard recognition, and support drivers in strengthening their safety records.





Blitzz – CGA uses Blitzz Remote Visual Assistance software to conduct certain inspections remotely, offering a seamless connection for residents and contractors without requiring app downloads or login credentials (see "Remote Video Inspections (RVI)" on page 70). Inspectors maintain control of the session, with features to mask sensitive items for privacy, and no recordings are saved after the session concludes to further protect user confidentiality.

Staff Training

CGA's leadership have implemented a program that allows employees to access comprehensive training, continuing education, and coaching. The focus on continuing education ensures that staff stays up to date with local, state, and federal codes, regulations, amendments, and the latest best practices, reducing the need for constant reference to code books in the field.

All building services staff receive a minimum of 40 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 enable us to keep our staff retention at optimum levels.

The CGA family of companies 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 38 courses that SAFEbuilt Academy currently offers include Commercial and Residential Building, Mechanical, Electrical, Plumbing, Fire, Solar Inspector and Plan Review and Permit Technician certification courses, and more.

SAFEbuilt Academy

ICC Preferred Provider

SAFEbuilt is recognized as an ICC Preferred Provider (#1104), offering approved continuing education and training related to International Codes. As a part of the International Code Council's (ICC) Preferred Provider Program, SAFEbuilt provides access to high-quality educational opportunities focused on building codes, standards, construction methods, and code enforcement practices. Through this program, SAFEbuilt ensures professionals stay updated with the latest industry requirements and advancements.

ICC INTERNATIONAL CODE COUNCIL® PREFERRED PROVIDER

Quality Control and Quality Assurance

CGA understands that our continued success relies upon delivering high-quality services to our clients with attention to detail. Quality Control (QC) is not just a review of the final work product before its delivery to a client. Instead, true quality control is a commitment to an ongoing process of "critical eye" review and oversight throughout the project, keeping life safety and protection of property above all other matters. Our approach is proactive—we prevent quality issues to the greatest extent possible and prepare for other situations in advance by mitigating risk. Further, our approach is grounded in Total Quality Management principles, with a detailed QC plan. This plan outlines responsibilities, procedures, and standards to facilitate independent checks, reviews, and verification of all data, ensuring compliance with standards and proper coordination of all disciplines.

To ensure we consistently deliver and maintain exceptional services for our customers, our Project Manager performs random quality evaluations of our staff throughout the year. These activities include:

- Standardized processes for intake, completion of returned work, email correspondence, review comment letters, inspection reports, and other items to ensure consistency and client satisfaction, with checks and balances throughout the process.
- Plan review and inspections are conducted using customized electronic checklists for each activity.
- Our Project Manager conducts periodic reviews and audits to ensure completeness, accuracy, and consistency of work performed.
- Periodic peer review of others' plan reviews
- One ½ day ride-along with each inspector each quarter; can perform ride-along checklist at the same time.
- Staff feedback as necessary for any discrepancies or improvements needed.
- For Inspectors: Monthly meeting with training/discussion around inspection.
- For Plan Reviewers: Monthly meeting with discussion of specific occupancy type, trade discipline, or code interpretation.
- Staff is paid to attend both internal and external training to grow professionally and improve skill sets
- CGA's Account Manager conducts periodic check-ins with clients for feedback on satisfaction with work performed and services provided.
- CGA's Account Manager sends periodic customer satisfaction surveys for feedback on work performed and services provided.
- CGA uses both check-ins and surveys to find possible opportunities to improve client satisfaction, work performed, and services provided, as necessary.

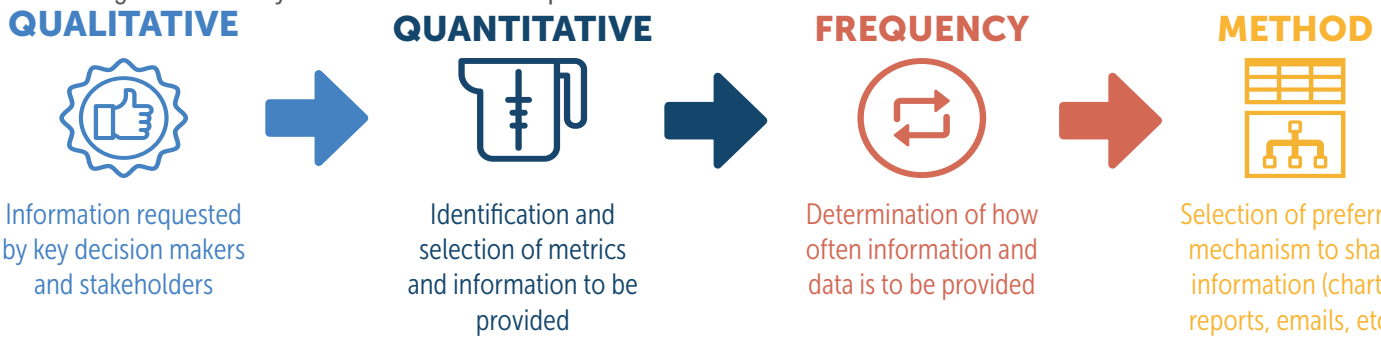
In addition to the routing and tracking systems used for plan review and inspections, staff receive regular training to stay up-to-date on current codes, ordinances, amendments, and regulations. We also mitigate risks through our ability to direct additional resources from our corporate operations or regional operations for immediate staffing needs.

Approach to Communication and Coordination

Clear and effective communication is essential for the efficient and successful flow of information. Everyone involved must stay informed about changes, progress, and challenges. We are committed to working with you to determine the most effective ways to deliver the right information to the right people at the right time. Our priority is to ensure a seamless experience when working with our team while minimizing any impact on the Town and its citizens.

Meetings play a critical role in this process, involving all relevant staff from both the Town and CGA. Keeping all stakeholders informed about project progress and anticipated changes is key. We will prepare communications for Town staff outlining what to expect during the contract transition and beyond. Additionally, we will collaborate with you to develop a reporting schedule and format that aligns with your needs. Reports may be provided on a monthly, quarterly, or annual basis, summarizing activity levels, adherence to performance metrics, and other key areas of interest to the Town. Throughout the contract's duration, we will consistently communicate our progress, making adjustments as necessary to meet evolving needs.

The following is a summary of our communication plan:



Throughout our proposal, we highlight our extensive experience with similar situations and offer solutions to help the Town achieve the goals outlined in the RFQ. Our management approach is built on the following core principles:

- ✓ A thorough understanding of project goals and technical requirements
- ✓ Clear and efficient communication
- ✓ Expedited execution of concurrent activities
- ✓ Flexibility to adapt as needed
- ✓ A team of experienced professionals providing innovative solutions to unique challenges
- ✓ Availability to meet with Town staff upon request
- ✓ Familiarity with and integration of state-of-the-art technology

Regular and effective communication between CGA and the Town's designated representative is paramount to the success of projects under this contract. We achieve this through open communication within the CGA team, supplemented by regular internal meetings and client progress meetings. Additionally, we provide the Town's Project Manager with monthly status reports to ensure project milestones are met as planned. This also helps Town staff stay prepared to respond to inquiries from commissions, residents, and business owners.

Frequent communication between the Town and the project manager allows CGA to closely monitor project progress, budgets, and schedules. Our organizational management approach is rooted in proactive leadership focused on customer satisfaction, achievement, and success. We believe maintaining direct lines of communication is essential to facilitating the exchange of ideas, expertise, and technology while ensuring the highest quality of services for the Town.

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

SCHEDULE OF FEES / COST PROPOSAL

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
1.	Per Person: 8 Hours Per Day, 37.5- 40 Hours Per Week. **Perform inspection services** excluding natural disaster events. FULL TIME INSPECTOR	BLDG $ 125.00 PER HOUR M, E, or P $ 125.00 PER HOUR 1+2 FAMILY $ 125.00 PER HOUR MULTI $ 125.00 PER HOUR
2.	Per Person: **Perform inspection services** during natural disaster events. FULL TIME INSPECTOR	BLDG $ 175.00 PER HOUR M, E, or P $ 175.00 PER HOUR 1+2 FAMILY $ 175.00 PER HOUR MULTI $175.00 PER HOUR
3.	Per Person: **Perform inspection services** excluding natural disaster events in excess of 40 Hr. per week. FULL TIME INSPECTOR	BLDG $ 187.50 PER HOUR M, E, or P $ 187.50 PER HOUR 1+2 FAMILY $ 187.50 PER HOUR MULTI $187.50 PER HOUR
4.	Per Person: **Perform inspection services** excluding natural disaster events. AS NEEDED BASIS	BLDG $130.00 PER HOUR M, E, or P $ 130.00 PER HOUR 1+2 FAMILY $ 130.00 PER HOUR MULTI $130.00 PER HOUR

Proposer: Calvin, Giordano & Associates, Inc Date: May 5, 2026

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

ITEM NO.	DESCRIPTION OF SERVICES	BID PRICE
5.	Per Person: **Perform inspection services** during natural disaster events. AS NEEDED BASIS	BLDG $185.00 PER HOUR M, E, or P $185.00 PER HOUR 1+2 FAMILY $ 185.00 PER HOUR MULTI $185.00 PER HOUR
6.	Per Person: **Review and process construction plans** for obtaining building permits excluding natural disaster events. AS NEEDED BASIS	BLDG $ 130.00 PER HOUR M, E, or P $ 130.00 PER HOUR 1+2 FAMILY $ 130.00 PER HOUR MULTI $ 130.00 PER HOUR
7.	Per Person: **Review and process construction plans** for obtaining building permits during natural disaster events. AS NEEDED BASIS	BLDG $ 195.00 PER HOUR M, E, or P $195.00 PER HOUR 1+2 FAMILY $195.00 PER HOUR MULTI $ 195.00 PER HOUR
8.	Per Person: **Review and process construction plans by the next working day** (expedited review) for obtaining building permits. (Includes pick up and drop off)	BLDG $225.00 PER HOUR M, E, or P $ 225.00 PER HOUR 1+2 FAMILY $ 225.00 PER HOUR MULTI $ 225.00 PER HOUR

Proposer: Calvin, Giordano & Associates, Inc. Date: May 5, 2026

Conflict of Interest: Notarized Statement

Calvin, Giordano & Associates, Inc. (CGA) declares the following:

- We do not have any potential conflict of interest due to any other clients, contracts or property interests for this project only.
- We shall not employ TOWN employees or former TOWN employees to work on TOWN projects.
- No member of our firm ownership, management or staff has a vested interest in any aspect of or Department of the TOWN.

STATE OF Florida

COUNTY OF Palm Beach

Signature: _____

Chris Giordano, President

Calvin, Giordano & Associates, Inc.

Subscribed and sworn to (or affirmed) before me this 5th day of May

20 26, by Chris Giordano, who is personally known to me OR has produced

_____ as identification.

Notary Signature: _____

Notary Name: Jessica V. Koehler

Notary Public (State): Florida

My Commission No: HH 442188

Expires on: September 11, 2027

SEAL

JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

DRUG-FREE WORK PLACE CERTIFICATION

The undersigned Contractor, in accordance with Florida Statute 287.087 hereby certifies that

Calvin, Giordano & Associates, Inc does:
Name of Business

1. Publish 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. Inform 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, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee 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 Florida Statute 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. Impose a sanction on, or require 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. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Chris Giordano
Proposer's Printed Name and Title

May 5, 2026
Date

NOT APPLICABLE

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that [insert subcontractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with, section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of [insert subcontractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

_____
Signature

_____
Print Name/Title

_____
Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of / physical presence or / online notarization, this_____(date) by (name of officer or agent, title of officer or agent) of_____ (name of contractor company acknowledging), a_____ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced_____ (type of identification) as identification.

Notary Seal

_____
Notary Public

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

ATTACHMENT A

PROPOSAL RESPONSE FORMS

PROPOSER INFORMATION	
PROJECT ORGANIZATION (PROPOSER)	
Name of Business:	Calvin, Giordano & Associates, Inc. (CGA),
Principal Contact Person:	Maria Pineda
Address 1:	580 Village Blvd, Suite 325
Address 2:	West Palm Beach, FL 33409
Address 3:	
Telephone:	561.684.6161
FAX:	954.921.8807
E-mail:	
Name of Individual Project Manager:	William Hudson
Telephone:	727.285.0933
E-mail:	whudson@safebuilt.com
Location of Project Office:	580 Village Blvd, Suite 325, West Palm Beach, FL 33409

PROPOSER REFERENCES
Please submit a minimum of five references in detail; give client references who have been clients (of the Proposer) for at least one year (preferably municipal governments or other governmental agencies of similar size in Florida where your company has provided same and similar services). The Town may contact some of the Proposer's current and former clients, both supplied by the Proposer and independently derived, to request that they validate the qualifications of the Proposer and the accuracy of the claims made by the Proposer in its Proposal, and that they assess the Proposal's ability to perform the types, level and quality of services that the Town desires. All references contacted will be asked to rate those aspects of the Proposal's performance on a scale from 0 – 5: zero (0) being poor and (5) being excellent. Excellent: Frequently exceeds client reference's specifications/requirements Good: Meets client reference's specification/requirements. Poor: Frequently does not meet client reference's specifications / requirements

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

1. CUSTOMER NAME:	City of Lauderdale Lakes
CUSTOMER LOCATION:	4300 NW 36th Street, Lauderdale Lakes
POPULATION, if Government:	36,769 population
CUSTOMER CONTACT PERSON:	Tanja McCoy
CUSTOMER PHONE NUMBER:	954-535-2480
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	Tanjam@lauderdalelakes.org
PROJECT DESCRIPTION:	Supplemental Building Department Services
2. CUSTOMER NAME:	City of Lighthouse Point
CUSTOMER LOCATION:	2200 NE 38th Street, Lighthouse Point, Florida 33064
POPULATION, if Government:	11,250 population
CUSTOMER CONTACT PERSON:	Ross Licata
CUSTOMER PHONE NUMBER:	954-943-6500
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	rlicata@lighthousepoint.com
PROJECT DESCRIPTION:	Building Department Services
3. CUSTOMER NAME:	Town of Lantana
CUSTOMER LOCATION:	500 Greynolds Circle, Lantana, Florida 33462
POPULATION, if Government:	12,556 population
CUSTOMER CONTACT PERSON:	Nicole Dritz
CUSTOMER PHONE NUMBER:	561-540-5032
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	ndritz@lantan.org
PROJECT DESCRIPTION:	Supplemental Building Department Services
4. CUSTOMER NAME:	City of Coral Springs
CUSTOMER LOCATION:	9500 West Sample Road, Coral Springs, Florida 33065
POPULATION, if Government:	133,519 population
CUSTOMER CONTACT PERSON:	Alex Hernandez
CUSTOMER PHONE NUMBER:	954-344-1025
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	ahernandez@coralsprings.gov
PROJECT DESCRIPTION:	Supplemental Building Department Services

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

5. CUSTOMER NAME:	Town of Hillsboro Beach
CUSTOMER LOCATION:	1210 Hillsboro Mile, Hillsboro Beach, Florida 33062
POPULATION, if Government:	2,003
CUSTOMER CONTACT PERSON:	Mac Serda
CUSTOMER PHONE NUMBER:	954-427-4011
CUSTOMER CONTACT FAX:	N/A
CUSTOMER CONTACT E-MAIL:	mserda@townofhillsborobeach.com
PROJECT DESCRIPTION:	Building Department Services

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

NON-COLLUSIVE AFFIDAVIT FORM

STATE OF Florida

COUNTY OF Palm Beach

Chris Giordano, being first duly sworn deposes and says that:

1. He is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting the Proposal.
2. The Proposal is genuine and is not a collusive or sham Proposal.
3. Neither the Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, have in any way, colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contact for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix the price in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer; or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage in the proposed Contract.
4. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Date: 05 / 05 / 2026

By _____

I HEREBY CERTIFY that on this day, before me personally appeared, by means of ☑ physical presence or ☐ online notarization, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared Chris Giordano, an authorized representative of Calvin, Giordano & Associates, Inc., well known to me and known to me to be the person(s) described in and who executed the foregoing instrument and have acknowledged before me that they executed the same. WITNESS my hand and official seal in the County and State last aforesaid this 5th day of May, 2026.

JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

Notary Seal

_____
NOTARY PUBLIC

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PROPOSER'S CERTIFICATION FORM

The below signed Proposer certifies that he/she has read, carefully examined, and thoroughly understands the terms, conditions, and specifications contained in the RFP and any other documents accompanying or made a part of this RFP. I hereby propose to furnish the services specified in the RFP. Furthermore, I agree to abide by all conditions of this RFP. I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Proposal on behalf of the firm or entity who is the Proposer, as its act and deed and that the Proposer is ready, willing and able to perform if awarded the contract.

I further certify that this Proposal is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a Proposal for the same service; no officer, employee or agent of the Town of Jupiter or of any other Proposer interested in the Proposal; and that the undersigned executed this Proposal's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Calvin, Giordano & Associates, Inc.
NAME OF BUSINESS

BY: _____
SIGNATURE

Chris Giordano
PRINTED NAME AND TITLE

580 Village Blvd, Suite 325
MAILING ADDRESS

West Palm Beach, FL 33409
CITY, STATE, ZIP CODE

561.684.6161
TELEPHONE NUMBER

marekting@cgasolutions.com
E-MAIL ADDRESS

Subscribed and sworn to before me, by means of ☑ physical presence or ☐ online notarization this 5th day of May, 2026, by Chris Giordano of Calvin Giordano & Associates, Inc., who [ ] is personally known to me or [ ] has produced as identification and who did (did not) take an oath.

Notary Seal

JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

_____
NOTARY PUBLIC

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PROPOSER'S QUALIFICATION STATEMENT FORM

The undersigned Proposer certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: Town of Jupiter

ADDRESS: 210 Military Trail
Jupiter, FL

SUBMITTED BY Calvin, Giordano & Associates, Inc.

CIRCLE ONE: CORPORATION / PARTNERSHIP / INDIVIDUAL / OTHER

NAME Calvin, Giordano & Associates, Inc.

ADDRESS: 580 Village Blvd, Suite 325, West Palm Beach, FL 33409

TELEPHONE NO. 561.684.6161

FAX NO. 954.921.8807

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is:
Calvin, Giordano & Associates, Inc.
The address of the principal place of business is:
1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316

2. If Proposer is a corporation, answer the following:
   a. A. Date of Incorporation: June 27, 1985
   b. State of Incorporation: Florida
   c. President's name: Chris Giordano
   d. Vice President's name: Matthew Causley, David Stambaugh, Jenna Martinetti, Gianno Feoli
   e. Secretary's name: Dawn Hopkins, Matthew Causley
   f. Treasurer's name: Chris Giordano
   g. Name and address of Resident Agent:
   C T Corporation System, 1200 South Pine Island Road, Plantation, FL 33324
3. If Proposer is an individual or a partnership, answer the following:
   a. Date of organization: NOT APPLICABLE
   b. State whether general or limited partnership:
   c. Name, address and ownership units of all partners:

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

   NOT APPLICABLE

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

   NOT APPLICABLE

6. How many years has your organization been in business under its present business name?
   a. Under what other former names has your organization operated?

   M.E. Berry & Associates, 1937
   Berry & Calvin, Inc., 1985

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Proposal. Please attach certificate of competency and/or state registration. Secretary of State Charter No. M17373
   Engineering License No. 514
   Land Surveyor License No. LB6791
   Landscape Architecture License No. LC0000339
8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

   No.

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

   Please see Tab 5 - General Information

10. State the name of the individual who will have personal supervision of the work:
    Tom Walsh
    Vice President of Operations
    407.615.1964
    twalsh@safebuilt.com
11. Disclose any suits or administrative actions ever taken against your firm by the Department of Insurance within the last two (2) years.

    None within the last two (2) years.

THE PROPOSER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY THE TOWN IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY PROPOSER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSAL'S QUALIFICATIONS TO

PERFORM UNDER THE CONTRACT SHALL CAUSE THE TOWN TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

Signature

Chris Giordano

Printed Name

State of Florida
County of Palm Beach

The foregoing instrument was acknowledged before me, by means of ☑ physical presence or ☐ online notarization this 5th day of May, 2026 by Chris Giordano of Calvin Giordano & Associates Inc. who [ ] is personally known to me or [ ] has produced as identification and who did (did not) take an oath.

NOTAR`

Notary Seal

JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

2026 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# M17373

Entity Name: CALVIN, GIORDANO & ASSOCIATES, INC.

Current Principal Place of Business:

1800 ELLER DRIVE
STE 600
FORT LAUDERDALE, FL 33316

Current Mailing Address:

1800 ELLER DRIVE
STE 600
FORT LAUDERDALE, FL 33316 US

FEI Number: 65-0013869

FILED
Feb 28, 2026
Secretary of State
0904789915CC

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	DIRECTOR	Title	VP
Name	BURKE, ELIZABETH	Name	BURKE, ELIZABETH
Address	1800 ELLER DRIVE STE 600	Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316	City-State-Zip:	FORT LAUDERDALE FL 33316
Title	DIRECTOR	Title	DIRECTOR
Name	GIORDANO, CHRIS	Name	MCCURDIE, MICHAEL
Address	1800 ELLER DRIVE STE 600	Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316	City-State-Zip:	FORT LAUDERDALE FL 33316
Title	DIRECTOR	Title	PRESIDENT
Name	SCHLACHET, LOREN	Name	GIORDANO, CHRIS
Address	1800 ELLER DRIVE STE 600	Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316	City-State-Zip:	FORT LAUDERDALE FL 33316
Title	VP	Title	VICE PRESIDENT OF OPERATIONS
Name	SCHLACHET, LOREN	Name	MARTINETTI, JENNA
Address	1800 ELLER DRIVE STE 600	Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316	City-State-Zip:	FORT LAUDERDALE FL 33316

Continues on page 2

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: ELIZABETH BURKE SECRETARY 02/28/2026

Electronic Signature of Signing Officer/Director Detail — Date

Officer/Director Detail Continued :

Title	VICE PRESIDENT OF OPERATIONS
Name	WATTS, STEVE
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	VICE PRESIDENT OF OPERATIONS
Name	CAUSLEY, MATTHEW
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	ASSISTANT SECRETARY
Name	HOPKINS, DAWN
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	CHAIRMAN OF THE BOARD
Name	EBLIN, MICHAEL
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	DIRECTOR
Name	CAUSLEY, MICHAEL
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	SECRETARY
Name	BURKE, ELIZABETH
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	TREASURER
Name	HAYNES, DANIEL
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	VP
Name	HAYNES, DANIEL
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	ASSISTANT SECRETARY
Name	AIKEN, MICHELLE
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	VICE PRESIDENT OF OPERATIONS
Name	FEOLI, GIANNO
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	CFO
Name	BELL, DAVE
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	VP
Name	STAMBAUGH, DAVID
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	CEO
Name	GIORDANO, CHRIS
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

Title	ASSISTANT SECRETARY
Name	CAUSLEY, MATTHEW
Address	1800 ELLER DRIVE STE 600
City-State-Zip:	FORT LAUDERDALE FL 33316

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PUBLIC ENTITY CRIMES FORM

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to **Town of Jupiter**
(Print name of the public entity)

By Chris Giordano
(Print individual's name and title)

for Calvin, Giordano & Associates, Inc.
(Print name of entity submitting sworn statement)

Whose business address is

580 Village Boulevard, Suite 325
West Palm Beach, FL 33409

and (if applicable) its Federal Employer Identification Number (FEIN) is 65-0013869
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, no jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   4-1. A predecessor or successor of a person convicted of a public entity crime: or

   4-2. Any entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in the State of Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposal applies to Proposals on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (indicate which statement applies)

__X__ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1(ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Subscribed and sworn to before me, by means of ☑ physical presence or ☐ online notarization this 5th day of May, 2026 by Chris Giordano of Calvin Giordano & Associates Inc. who [✓] is personally known to me or [ ] has produced as identification and who did (did not) take an oath.

Notary Seal

JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

NOTARY PUBLIC

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

PROPOSER'S ACKNOWLEDGMENT

I hereby certify that this Proposer's Acknowledgment is made without prior understanding, agreement or connection with any corporation, firm, or other person submitting a Proposal for the same commodities and/or services, and is in all respects, fair and without collusion or fraud. I agree to abide by all the conditions of this Request for Quotations, and certify that I am authorized to sign the Proposal for the Proposer. By signing this Form, the Proposer acknowledges and accepts without limitation the terms and conditions as set forth within the Request for Proposal, as well as any applicable supplemental RFP documents, such as any Special Conditions, Instructions, Specifications, and all required Forms.

CORRECT LEGAL NAME OF PROPOSER: Calvin, Giordano & Associates, Inc.

NAME OF REGISTERED AGENT & ADDRESS OF CORPORATE PROPOSERS See attached

PHYSICAL ADDRESS OF PROPOSER (NO P.O. BOXES ALLOWED 580 Village Blvd, Suite 325
West Palm Beach, FL 33409

TELEPHONE NUMBER OF PROPOSER 561.684.6161

EMERGENCY CONTACT NUMBER FOR PROPOSER: 561.696.3496

FAX NUMBER OF PROPOSER 954.921.8807

FEDERAL ID NO. OR SOCIAL SECURITY NO. OF PROPOSER 65-0013869

IF PROPOSER IS CORPORATION OR OTHER LEGAL ENTITY, STATE OF INCORORATION OR REGISTRATION Florida

**FOREIGN CORPORATIONS MUST SUBMIT FOREIGN CORPORATION RESOLUTION.

SIGNATURE OF PROPOSER OR AUTHORIZED AGENT: _____
**PROPOSALS SUBMITTED BY AGENTS MUST HAVE RESOLUTION OF AGENT AUTHORITY.

PRINTED NAME OF PROPOSER OR AUTHORIZED AGENT: Chris Giordano

DATE: May 5, 2026 . TITLE/POSITION OF SIGNATORY: President

TOWN OF JUPITER
RFP NO. BD2026-002
PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHNICIANS

CONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that Calvin, Giordano & Associates, Inc. [insert contractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of Calvin, Giordano & Associates, Inc. [insert contractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

Signature

Chris Giordano
Print Name/Title

May 5, 2026
Date

STATE OF FLORIDA

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of / physical presence or / online notarization, this May 5, 2026 (date) by Chris Giordano (name of officer or agent, title of officer or agent) of Calvin, Giordano & Associates Inc (name of contractor company acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

Notary Public

Notary Seal
JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

TOWN OF JUPITER, FL
ADDENDUM ACKNOWLEDGEMENT FORM

PLAN REVIEW, INSPECTION SERVICES AND PERMIT TECHS
RFP NO. BD2026-002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in proposal disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

[✓]	Addendum No. 1	[ ]	Addendum No. 4
[✓]	Addendum No. 2	[ ]	Addendum No. 5
[✓]	Addendum No. 3 Acknowledgment Form	[ ]	Addendum No. 6

I understand that failure to confirm the receipt of addenda may be cause for rejection of this proposal. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Calvin, Giordano & Associates, Inc.
Company Name

Authorized Signature

President
Title

Chris Giordano
Print Name

5/5/2026
Date

NOTE: This addendum acknowledgement should be submitted with the proposal to expedite document processing.

Town of Jupiter RFP BLD2026-002
Selection Committee Tally and Overall Rankings
Wednesday, May 15, 2026; 10:30am

Committee Member	UES	JPI	CGA	CAP
Jim B	96.00	79.00	84.00	94.00
Brett W.	84.00	72.00	77.00	79.00
Ellis B.	95.00	70.00	80.00	85.00
Point Total	275	221	241	258
Average Score	91.66666667	73.66666667	80.33333333	86
RANKING (1-4)	1	4	3	2

MEMORANDUM FROM THE FINANCE DEPARTMENT

Date: June 5, 2026

To: Honorable Mayor and Member of Town Council

Thru: Frank Kitzerow, Town Manager

From: Scott Reynolds, Chief Financial Officer

Re: Procurement Review – Resolution 72-26: for the award of Contract Plan Review, Inspection Services and Permit Technicians to Universal Engineering Sciences (BD2026-002A), CAP Government, Inc. (BD2026-002B) and Calvin, Giordano & Associates, Inc. (BD2026- 002C)

After reviewing of Resolution No. 72-26 to award multiple-award agreements for

Plan Review, Inspection Services and Permit Technicians. To the following:

- Universal Engineering Sciences (UES) (BD2026-002A)
- CAP Government, Inc. (BD2026-002B)
- Calvin, Giordano & Associates, Inc. (BD2026-002C)

The procurement was competitively solicited as a Request for Proposals and the recommendation to award is being made to the responsive bidders.

Resolution No. 72-26 complies with all Town of Jupiter Procurement Policies, Palm Beach County and Florida State Statutes.

TOWN OF JUPITER
Interlocal Agreement with School District of Palm Beach County for Mutual Use of Town and Jupiter Community High School Facilities

DATE	July 7, 2026
TO	Honorable Mayor and Members of Town Council
THRU	Frank Kitzerow, Town Manager
FROM	Mike Hoffmann, Senior Director, Community Services
SUBJECT	**Resolution 90-26**, Approving an Interlocal Agreement between the Town of Jupiter and the School District of Palm Beach County for mutual use of recreational facilities.

EXECUTIVE SUMMARY

Resolution 90-26 proposes the approval of an Interlocal Agreement between the Town of Jupiter and the School District of Palm Beach County (SDPBC), which establishes a formal partnership for the shared use of recreational and athletic facilities located at Jupiter Community High School and Town-owned recreational facilities. Approval of this Agreement will accomplish the following:

- Formalize procedures and priorities for the mutual use of facilities between the Town and the School District;
- Provide Town residents with access to recreational amenities located at Jupiter Community High School;
- Allow Jupiter Community High School access to Town recreational facilities for school-related athletic and community activities;
- Maximize the efficient use of existing public facilities while minimizing duplication of recreational infrastructure and associated costs;
- Promote continued collaboration between the Town and School District in support of recreational programming, youth athletics, and community events benefiting Jupiter residents and students.

Approval of this item will allow the Mayor to execute the Agreement between the Town and the School District of Palm Beach County.

The Town Attorney has reviewed the attached agreement and finds it to be in acceptable form.

ANALYSIS

The Town of Jupiter and the School District of Palm Beach County (SDPBC) have a long-standing partnership focused on providing recreational and athletic opportunities for the community through the shared use of facilities at Jupiter Community High School and various Town-owned parks and recreational amenities. A prior Agreement governing these shared uses was developed in 2014 when the Town made a significant financial contribution towards the construction of the Jupiter Community High School Stadium. This Agreement expired in May 2024.

Under the proposed Agreement, the School District will continue to make designated facilities at Jupiter Community High School available for community and Town programming purposes, including athletic fields, gymnasiums, classrooms, the running track, and parking areas, subject to established scheduling priorities and operational requirements. In turn, the Town will continue to provide the School District with access to designated Town recreational facilities for School District activities and programs.

The Agreement provides for an initial one-year term with automatic annual renewals for up to four additional one-year terms unless terminated by either party in accordance with the Agreement provisions.

STRATEGIC PRIORITY

● Unique, Small Town Feel

ATTACHMENTS

1. Resolution 90-26
2. Proposed Interlocal Agreement
3. Previous Interlocal Agreement
4. Procurement Review Memo

FUNDING SOURCE

Funding is not necessary for this request.

For more information or copies of the attachments, please contact Kristin George at kristing@jupiter.fl.us or 561-741-2328.

RESOLUTION NO. 90-26

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA, APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE TOWN OF JUPITER AND THE SCHOOL DISTRICT OF PALM BEACH COUNTY FOR MUTUAL USE OF RECREATIONAL FACILITIES

WHEREAS, the Town of Jupiter ("Town") and the School District of Palm Beach County ("School District") desire to continue a cooperative partnership for the shared use of recreational and athletic facilities for the benefit of the community; and

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act of 1969," authorizes public agencies to enter into interlocal agreements for the mutual exercise of powers and responsibilities; and

WHEREAS, the proposed Interlocal Agreement establishes procedures, operational responsibilities, scheduling priorities, and conditions governing the mutual use of recreational and athletic facilities owned and operated by the Town and the School District; and

WHEREAS, approval of the Agreement will expand recreational opportunities for Town residents and students, maximize the efficient use of existing public facilities, reduce duplication of recreational infrastructure, and continue the longstanding collaborative relationship between the Town and the School District; and

WHEREAS, the Town Council finds that approval of the Interlocal Agreement is in the best interest of the health, safety, and welfare of the residents of the Town of Jupiter.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby incorporated herein by reference.

Section 2. The Town Council hereby approves the Interlocal Agreement between the Town of Jupiter and the School District of Palm Beach County for the mutual use of recreational facilities, attached hereto as Exhibit "A."

Section 3. The Mayor is hereby authorized to execute the Interlocal Agreement on behalf of the Town.

Section 4. This Resolution shall take effect immediately upon its execution.

INTERLOCAL AGREEMENT BETWEEN THE TOWN OF JUPITER AND THE SCHOOL DISTRICT OF PALM BEACH COUNTY FOR MUTUAL USE OF JUPITER COMMUNITY HIGH SCHOOL AND RECREATIONAL FACILITIES

This Interlocal Agreement (Agreement)is made this 7th day of July, 2026, between the Town of Jupiter, a municipal corporation of the State of Florida ("Town") and the School District of Palm Beach County, Florida, a corporate body politic pursuant to the Constitution of the State of Florida ("District"), each one constituting a public agency as defined in Part I of Chapter 163, Florida Statutes (individually "Party" or collectively the "Parties").

WITNESSETH

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act of 1969" authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, Part I of Chapter 163, Florida Statutes, permits public agencies, as defined therein, to enter into interlocal agreements with each other to jointly exercise any power, privilege, or authority that such agencies share in common and which each might exercise separately; and

WHEREAS, the Town and District recognize the benefits to be derived by utilizing each other's facilities thereby minimizing the duplication of facilities; and

WHEREAS, the Town and District have agreed to the use of certain recreational facilities of each other in accordance with the terms outlined herein.

NOW THEREFORE, in consideration of the mutual representations, terms, and covenants hereinafter set forth, the parties hereby agree as follows:

1. Recitals.

The foregoing recitals are true and correct and are hereby incorporated herein by reference.

2. Purpose.

The purpose of this Agreement is to enable the District and Town to utilize each other's recreational facilities and provide a procedure for authorizing the use of the District's recreational facilities by the Town's Parks and Recreation Department.

3. Definitions.

A. "District Facilities" and "District Facility" mean facilities owned or operated by the District that are made available for public use by the District and are used primarily

for recreational activities, at Jupiter Community High School (JCHS) excluding facilities that are leased, licensed or under the contractual control of others. The terms “District Facilities” and “District Facility” shall include gymnasiums, playgrounds, tennis, racquetball and basketball courts, athletic fields and tracks, and parking lots at JCHS. In addition, classrooms and exterior meeting facilities at Jupiter Community High School may be considered “District Facilities,” for limited usage when District staff is available to staff the facility and subject to any additional labor fees being paid for as provided in this Agreement.

B. “Town Facilities” and “Town Facility” mean facilities owned or operated by the Town that are made available for public use by the Town and are used primarily for recreational activities, excluding facilities that are leased, licensed or under the contractual control of others. The terms “Town Facilities” and “Town Facility” shall include, its parks, gymnasiums, pavilions, community centers, playgrounds, tennis, racquetball and basketball courts, athletic fields, and parking lots. Except as specifically provided in paragraph 4(O) below for one non-recurring event, the terms “Town Facilities” and “Town Facility” shall not mean Town facility or Town controlled facilities to be used by the District for non-recreational activities.

C. “Town Manager or Designee“ means the Town Manager of the Town of Jupiter, Florida or an individual designated by the Town Manager.

D. “Facilities” means the District Facilities and Town Facilities.

E. “Priority of Use” means the priority of uses when there are conflicting requests for the use of a Facility.

For District Facilities, the Priority of Use at Jupiter Community High School shall be as follows:

1. District activities and programs or District Facility use lease agreements.

2. Town of Jupiter Parks and Recreation Department activities;

3. County activities and programs pursuant to the Mutual Use Interlocal Agreement entered into by the District and Palm Beach County dated February 3, 2026, as extended, amended, restated or replaced from time to time.

For Town Facilities, the Priority of Use shall be as follows:

1. Town activities and programs or Town facility rental agreements or Town Athletic Facility Usage Policy reservations; and

2. JCHS Board activities and programs pursuant to this Agreement.

4. Use of Facilities by the Parties.

A. The District agrees to make the District Facilities available for use by the Town according to the Priority of Use at no cost or expense to the Town. The Town’s use of the District Facilities shall be subject to and in accordance with: (i) the terms and

conditions of this Agreement, including but not limited to Exhibit “B” which may be amended or supplemented from time to time upon the mutual written agreement of the District’s Chief Operating Officer and the Town Manager or designee without formal amendment hereto; (ii) the District’s rules, regulations and policies governing the use of the District Facilities; (iii) any grant or bond obligations pertaining to the use of any of the District Facilities; and (iv) all applicable local, state and federal laws inclusive of executive orders, new legislation, or other lawful directives and other District guidance reasonably necessary to ensure a safe environment for all participants.

B. The Town agrees to make available the Town Facilities for use by the District according to the Priority of Use at no cost or expense to the District, except as otherwise provided for in this Agreement. The Town is eligible to request use of the District Facilities at the following public schools pursuant to this Agreement and the following public schools are eligible to request use of Town Facilities pursuant to this Agreement:

- **Jupiter Community High School**

C. The District’s use of the Town Facilities shall be subject to and in accordance with: (i) the terms and conditions of this Agreement, including but not limited to Exhibit “C” which may be amended or supplemented from time to time upon the mutual written agreement of the district’s Chief Operating Officer and the Town Manager or designee without formal amendment hereto; (ii) the Town’s rules, regulations and policies governing the use of the Town’s Facilities; (iii) any grant or bond obligations pertaining to the use of any of the Town Facilities; and (iv) all applicable local, state and federal laws inclusive of executive orders, new legislation, or other lawful directives and other Town guidance reasonably necessary to ensure a safe environment for all participants.

D. The Town shall submit all requests for use of the District Facilities in writing on the form attached hereto as Exhibit “A” to the Principal responsible for the management of the District Facility or designee no less than 30 days and no more than 180 days prior to the date that the Town desires to use the District Facility. The District shall be responsible for ensuring that a written response to the request is provided to the Town within (15 days of the date of the request. In the event a request is denied, the reason for denial shall be stated in the written response. The District reserves the right to deny use of the District Facility if that particular District Facility is unavailable, has been selected to remain closed during the summer, spring break or for other valid reasons in the sole discretion of the District.

E. The Town and District shall each be responsible for paying the actual charges incurred by each of them for necessary Facility staff and utilities if all or a portion of the Facility is scheduled to be closed or not normally staffed during the proposed use.

F. The District shall submit all requests for use of the Town Facilities in writing on the form attached hereto as Exhibit “A” to the Director of Parks and Recreation or designee, no less than 30 and no more than 180 days prior to the date that the District desires to use the Town Facility. The Town shall be responsible for ensuring that a written

response to the request is provided to the District within 15 days of the date of the request. In the event a request is denied, the reason for denial shall be stated in the written response. The Town reserves the right to deny use of the Town Facility if that particular Town Facility is unavailable, has been selected to close for renovations or maintenance, or for other valid reasons in the sole discretion of the Town.

G\. Notwithstanding the requirements set forth in Paragraphs 4.D. and 4.F. above, in the event that a need to use a Facility arises less than 30 days prior to the date the Town or District Facility is needed, the Town or District, as applicable, will use reasonable efforts to expedite the review of and accommodate such request to the extent practicable under the circumstances.

H . The District and Town acknowledge the waiver of sovereign immunity for liability in tort contained in Florida Statutes Section 768.28, the State of Florida's partial waiver of sovereign immunity, and acknowledge that such statute permits actions at law to recover damages in tort for money damages up to the limits set forth in such statute for death, personal injury or damage to property caused by the negligent or wrongful acts or omissions of an employee acting within the scope of the employee's office or employment. The District and Town agree to be responsible only for such claims and damages that arise from their respective negligence, and then only to the extent and limits provided in Florida Statutes Section 768.28, arising from the actions of their respective employees. The Parties acknowledge that the foregoing shall not constitute an agreement by either Party to indemnify the other, nor a waiver of sovereign immunity, nor a waiver of any defense the Parties may have under such statute, nor as consent to be sued by third parties.

I . Without waiving the right to sovereign immunity, the Parties acknowledge that they are insured for commercial general liability and automobile liability in the amounts specified in Florida Statutes Section 768.28, as may be amended from time to time. In the event either Party maintains third-party commercial general liability or business automobile liability insurance in lieu of exclusive reliance on self-insurance, the Party maintaining the third-party insurance shall maintain limits of not less than $1,000,000) combined single limit for bodily injury or property damage The parties agree to maintain or to be self-insured for worker’s compensation and employer’s liability insurance in accordance with Chapter 440, Florida Statutes, as may be amended from time to time. Each Party agrees to provide the other Party with an affidavit or certificate of insurance evidencing insurance, self-insurance and/or sovereign immunity status, which the Parties agree to recognize as acceptable for the above-referenced coverages. Compliance with the requirements of this paragraph shall not relieve the parties of their liability and obligations under this Agreement.

J . Each Party agrees to provide adequate supervision of its own activities to prevent bodily harm to the users and damage to the Facilities, taking into consideration the types of activities planned, when using the other’s Facilities.

K . In the event the Facilities are damaged, the Party using the Facilities of the other Party shall promptly notify the other party in writing of the damage and shall

reimburse the other Party for the ~~actual~~ reasonable costs to repair the damage. Reimbursement shall be made within 60 days of a written request for reimbursement of costs which shall include associated repair estimate(s) and invoices.

L . The Facilities shall be surrendered by the Party using the Facilities of the other Party in the same condition as they were accepted and shall cause to be removed from the Facilities all waste, garbage, and rubbish resulting from such Party's use of the Facilities.

M. The Board acknowledges and agrees that the Town may charge a fee for: (1) The costs of using Town staff when Town Facilities are closed; (2) Town staff are necessary for the use of the Town Facility (3) Provide Town staff for any necessary preparation of the athletic Facilities for District use, including but not limited to field preparation as requested by the District or if deemed necessary by the Town; and (4) Provide staff and utilities for the Facilities in accordance with Paragraph 4.E. of this Agreement.

N The Town acknowledges and agrees that the District may charge a fee for: (1) District staff when District Facilities are closed, including Friday's during the summer and spring break; (2) Town staff are necessary for the use of the Town Facility; (3) District staff for preparation of athletic Facilities for Town use, if field preparation is requested by the Town, or if deemed necessary by the District; and (4) Provide staff and utilities for the Facilities in accordance with Paragraphs 4.E. of this Agreement.

O . The Town may use a District Facility or other facilities owned or legally controlled by the District for a one-time Town meeting or annual Town-sponsored community event with the prior written authorization from the District's Area Superintendent and the District's Chief Operating Officer, or designee, provided that the event benefits the community or student population. Such events shall have the same priority as the Town's other uses of the District Facilities set forth in this Agreement.

P. The District may use a Town Facility or other Town-owned and controlled facility for a one-time District meeting or annual District-sponsored community event with at least 30 days' prior written authorization from the Town's Town Manager or designee, provided that the event directly benefits the community or student population and does not exceed one calendar day. Such an event shall have the same priority as the District's other uses of the Town Facilities set forth in this Agreement. This Agreement and the foregoing provision shall not apply to District employee or contractor training at a Town Facility or other facility legally controlled by the Town. Requests to use any Town facility for District employee or contractor training shall be by separate written request to the Town Manager or designee, who may grant the request in whole or in part in his or her sole discretion. Such requests must be made in writing to the Town Manager at least30 days prior to the start of the training (with 60 days prior notice if multiple rooms are needed) and such requests shall not exceed10 requested dates for use per year. Requests made less than the time frames provided or for longer than one calendar day will be treated outside this Agreement and be subject to the Town's standard process and fees for use of Town facilities.

5. Maintenance/Repair of Facilities.

The Parties acknowledge and agree that either Party may deny a request for use of a Facility to perform maintenance or repairs to the Facility. The Parties agree to use best efforts to provide each other a list of planned closures for maintenance and/or repairs of their respective Facilities on a semi-annual basis with three months' notice wherever possible.

6. Notification of Responsibilities under Agreement.

The District agrees to notify the District's Principals of the terms and conditions of this Agreement and the District's commitment to make the District Facilities available to the Town of Jupiter Parks and Recreation Department in accordance with the Priority of Use.

8. Dispute Resolution.

In the event an issue arises, the dispute shall be referred to the District's Chief Operating Officer and the Town Manager who shall both make a good faith effort to resolve the dispute. If the dispute cannot be settled through negotiation, the Parties agree to try in good faith to settle the dispute by mediation before resorting to litigation.

9. Acceptance of Facilities.

Neither Party shall be required to make any improvements or repairs to the Facilities as a condition of use of the Facilities by the other Party. The Parties shall accept the Facilities in their "As Is", "Where Is" condition. The Parties acknowledge and agree that neither Party has made any warranties or representations to the other Party regarding the Facilities, including, but not limited to, any representations or warranties regarding the suitability of the Facilities for use by the other Party.

10. License.

Notwithstanding any provision of this Agreement to the contrary, the use the Facilities by either of the Parties shall only amount to a license to use the Facilities on a non-exclusive basis, which license shall be revocable by the party licensing the use for any reason whatsoever. The Parties agree that nothing in this Agreement shall be construed as granting either Party any title, interest or estate in the Facilities.

11. Default.

The Parties agree that, in the event either party is in default of its obligations under this Agreement, the non-defaulting Party shall provide to the defaulting Party 30 days written notice to cure the default. In the event the defaulting party fails to cure the default within the30 day cure period, the non-defaulting Party shall be entitled to seek any remedy available to it at law or equity, including, but not limited to, the right to terminate this Agreement and seek damages, if any.

12. Termination.

Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated by either Party: (i) without cause upon 30 days prior written notice to the other party or (ii) with cause upon the expiration of the 30-day cure period provided for in Paragraph 11 above.

13. Annual Appropriation.

Each Party's performance and obligations under this Agreement shall be contingent upon an annual budgetary appropriation by its respective governing body for subsequent fiscal years.

14. Notice.

All notices required to be given under this Agreement shall be deemed sufficient to each Party when delivered by United States Mail to the following:

IF TO TOWN:
Town of Jupiter
ATTN: Town Manager
210 Military Trail
Jupiter, Florida 33458

IF TO DISTRICT:
Director of Planning and Intergovernmental Relations
3661 Interstate Park Road North, Suite 200
Riviera Beach, FL 33404

15. Governing Law and Venue.

This Agreement shall be construed by and governed by the laws of the state of Florida. The Parties agree that any controversies or legal disputes arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the state courts of the Fifteenth Judicial Circuit of Palm Beach County, Florida. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, each Party shall be responsible for their own attorney's fees and costs incurred.

16. Subordination to Bond and Grant Obligations.

The Parties acknowledge that certain Facilities may be subject to bond covenants and restrictions or grant obligations and agree that this Agreement shall be subject and subordinate to any such covenants, restrictions and obligations. Notwithstanding any provision of this Agreement to the contrary, the Parties shall not be obligated to make any Facility available for use by the other Party in a manner which either Party has determined, in its sole discretion, would be contrary to any of its bond or grant obligations, including, but not limited to, making any of the Facilities available at no cost when such an action would be contrary to either Party's bond or grant obligations.

17. Equal Opportunity Provision.

The Parties agree that no person shall, on the grounds of race, color, sex, age, national origin, disability, religion, ancestry, marital status, familial status, sexual orientation, gender, gender identity or expression be excluded from the benefits of, or be subjected to any form of discrimination under any activity carried out by the performance of this Agreement.

18. Captions.

The captions and section designations set forth herein are for convenience only and shall have no substantive meaning.

19. Severability.

In the event that any section, paragraph, sentence, clause, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.

20. Entirety of Agreement.

This Agreement represents the entire understanding between the Parties, and supersedes all other negotiations, representations, or agreement, either written or oral, relating to this Agreement.

21. Incorporation by Reference.

Exhibits attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

22. Amendment.

Except as otherwise provided for in this Agreement, this Agreement may be modified and amended only by written instrument executed by the parties hereto.

23. Waiver.

No waiver of any provision of this Agreement shall be effective against any party hereto unless it is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

24. Construction.

Neither Party shall be considered the author of this Agreement since the parties have participated in extensive negotiations and drafting and redrafting of this document to arrive at a final Agreement. Thus, the terms of this Agreement shall not be strictly construed against one Party as opposed to the other Party based upon who drafted it.

25. Filing.

A copy of this Agreement shall be filed with the Clerk of the Circuit Court in and for Palm Beach County pursuant to Section 163.01(11), Florida Statutes.

26. Effective Date/Term.

This Agreement shall become effective when signed by both Parties and filed with the Clerk of the Circuit Court in and for Palm Beach County. The term of this Agreement shall be for a period of one (1) year and shall be automatically renewed up to four (4) additional consecutive one (1) year terms, unless either Party provides a written notice of intent to terminate the Agreement to the other Party pursuant to Paragraph 12.

27. Prohibition Against Alcohol, Tobacco and Drones.

The manufacture, distribution, dispensation, possession, consumption or use of alcohol, tobacco products of any kind, e-cigarettes or controlled substances on properties owned by the Town or the District is strictly prohibited and violation of this provision shall be a material breach of this Agreement. No unmanned aerial vehicles of any kind, also known as drones, shall be permitted on or about any properties of the Town or District.

28. Inspector General.

The Town agrees and understands that, except as otherwise required by law, it will provide the School Board's Office of Inspector General ("School Board's Inspector General") access to records related to this Agreement as required by School Board Policy 1.092(5)(f) and Policy 6.14(12).

Similarly, in accordance with Article XII, Section 2-423 of the Palm Beach County Code, the Board acknowledges that this Agreement may be subject to investigation and/or audit by the Palm Beach County Inspector General. The Board has reviewed Article XII, Section 2-423 of the Palm Beach County Code and is aware of its rights and/or obligations under such ordinance.

29. No Third-Party Beneficiaries.

No provision of this Agreement is intended to, or shall be construed to, create any third-party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the Town and/or District.

30. Liens.

Each Party's respective interest in the Facilities shall not be subject to liens arising from the others use of the Facilities, or exercise of the rights granted hereunder. Each Party shall promptly cause any lien imposed against the Facility of the other Party relating to the use of Facilities under this Agreement to be discharged or transferred to bond.

31. No Agency Relationship.

Neither Party is an agent or servant of the other. No person employed by either party to this Agreement, shall in connection with the performance of this Agreement or any services or functions contemplated hereunder, at any time, be considered the employee of the other party, nor shall an employee claim any right in or entitlement to any pension, worker's compensation benefit, unemployment compensation, civil service, or

other employee rights or privileges granted by operation of law or otherwise, except through and against the Party by whom they are employed.

32. Records.

Each Party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each Party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law.

33. Jessica Lunsford.

While the Board is not responsible for the Town's compliance with the Jessica Lunsford Act as the Town is not an employee, contractual personnel, contractor, or vendor as outlined under Florida law, when applicable, employees, agents and contractors of the Town who have direct contact with students must undergo Level 2 screening. Level 2 screening consists of fingerprinting and a background check, as set forth in Section 1012.32, Florida Statutes. The Town shall ensure that all required individuals submit to a level 2 background check. The Town agrees that no person who meets the above conditions and who has been convicted or who is currently under investigation for a crime delineated in Section 435.04, Florida Statutes, will be permitted access to the School Board's facilities when students are present.

34. E-Verify.

Each Party to this Agreement shall register with and use the E-Verify system to verify the work authorization status of all new employees

35. Security for Gates and Access Points.

Fla. Stat. 1006.07(6)(f) requires that all gates and access points that restrict ingress or egress to a school campus remain closed and locked while students are on campus. Town acknowledges that this Agreement may qualify for an exception as Shared Use under Fla. Stat. 1013.101. Town understands that should its use of District Facilities not qualify as Shared Use as outlined in Fla. Stat. 1013.101, that, when applicable, it will be required to comply with all safety requirements outlined in Fla. Stat. 1006.07(6)(f) at its sole cost and expense

36. Survival.

Provisions contained in this Agreement that, by their sense and context, are intended to survive the suspension or termination of this Agreement, shall so survive.

37. Waiver of Jury Trial.

EACH OF THE PARTIES HERETO HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES THE RIGHT EITHER OF THEM MAY HAVE TO A

TRIAL BY JURY IN RESPECT OF ANY LITIGATION BASED HEREON, OR ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT.

38. Authority to Execute.

Each person signing this Agreement on behalf of either Party warrants that he or she has full legal power to execute this Agreement on behalf of the Party for whom he or she is signing, and to bind and obligate such Party with respect to all provisions contained in this Agreement.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the Parties hereto have affixed their signatures on the day and year first above written.

TOWN OF JUPITER, FLORIDA

By: _____
Jim Kuretski, Mayor

ATTEST:

_____
Merriane Lahmeur, Town Clerk

Date: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

_____
Thomas J. Baird, Town Attorney

_____
Town Council Meeting Date

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

By: _____
Karen M. Brill, District Chair

ATTEST:

_____
Michael J. Burke, Superintendent

Date: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

_____
School District Attorney

_____
School Board Meeting Date

EXHIBIT "A"

THE TOWN OF JUPITER AND THE SCHOOL DISTRICT OF PALM BEACH COUNTY

INTER-LOCAL RECREATIONAL FACILITY REQUEST FORM

_____	_____	_____
Date	Contact Person	School Name (if applicable)
_____	_____	_____
Phone Number	Fax Number	Other Contact Number

_____

Address Town State/ZIP

FACILITY REQUEST:

_____	_____
Choice #1	**Choice #2**
_____	_____
Activity	Age Group

Estimated Attendance:
Participants: _____ Spectators: _____ Total: _____

Mark appropriate day(s) facility will be needed:

□ **Monday** □**Tuesday** □**Wednesday** □**Thursday** □ **Friday** □**Saturday** □**Sunday**

Date(s):_____

Time(s): From: _____am/pm To: _____am/pm

□New Request
□Repeat Request:
Date and location of previous use: _____

Other pertinent information (as necessary): _____

_____

_____ _____
□ **Requesting Principal** **Date**
□ **Director of Parks and Recreation or Designee**

……

□ Approve □Disapprove
Reason if disapproved: _____

_____ _____
□ **Principal** **Date**
□ **Director of Parks and Recreation or Designee**

EXHIBIT "B"

School District of Palm Beach County Standard Facility Operating Hours

The Board agrees to make the District Facilities available for use by the Town according to the Priority of Use, at no cost to the Town and in accordance with the following maximum operational hours for indoor and outdoor District Facilities.

When School is in session:

Weekdays (Monday through Friday):	From the close of the school day until 9:30 pm
Saturdays:	From 8:00 am to 9:30 pm
Sundays:	From 8:00 am to 1:00 pm
Jupiter Community High School Open Track	Mon-Fri, 5:30 am to 7:00 am

When School is out of session (Summer Break and Spring Break):

Weekdays (Monday through Thursday):	From 8:00 am until 9:30 pm
Fridays*	From 8:00am until 6:30 pm
Saturdays, Sundays:	Closed
Jupiter Community High School Open Track	Mon-Thurs, 6:00 am - 8:00 am

School Holidays and Winter Break:

The District's Facilities will be closed the day of the school holiday plus any immediately preceding or following weekend days (i.e. the weekend preceding a Monday National Holiday or following Thanksgiving. The District Facilities will also be closed for the entire Winter Break (traditionally beginning on the Saturday prior to Christmas and extending through the Sunday following New Year's).

The maximum operational hours may be amended from time to time upon the mutual agreement of the District's Chief Operating Officer and Town Manager or designee.

Friday Use During Summer and Spring Break:

The District Facilities are closed when school is out of session during the Summer Break and Spring Break. However, the District Facilities may be made available during these times upon a request from the Town for a maximum of four Fridays. The District reserves the right to deny any such request based on staffing availability.

EXHIBIT "C"

Town of Jupiter Standard Recreational Facility Operating Hours

Town agrees to make the Town Facilities available for use by the District according to the Priority of Use, at no cost to the District and in accordance with the following maximum operational hours for indoor and outdoor facilities.

When School is in session:

Jupiter Community Center

Monday through Friday:	From 8:00 am - 8:30pm
Saturdays:	From 8:00am - 4:00pm
Sundays:	Closed

Athletic Fields

Monday-Saturday:	From 8:00am - 9:30pm
Sundays:	From 9:00am - 8:30pm

When School is out of session:

Jupiter Community Center

Monday through Friday:	From 8:00 am - 8:30pm
Saturdays:	Closed
Sundays:	Closed

Athletic Fields

Monday-Saturday	From 8:00am - 9:30pm
Sundays:	From 9:00am - 8:30pm

Town Holidays:

The Town Facilities will be closed or operating on adjusted holiday hours the day of the Town holiday plus any immediately preceding or following weekend days (i.e. the weekend preceding a Monday national holiday or following Thanksgiving Day. The Town Facilities will also be subject to shortened hours for Winter Break (traditionally the beginning on the Saturday prior to Christmas and extending through the Sunday following New Year's)).

The operational hours may be amended from time to time upon the mutual agreement of the District's Chief Operating Officer and Town Manager or his or her designee.

SPECIAL USE INTERLOCAL AGREEMENT BETWEEN THE TOWN OF JUPITER AND THE SCHOOL BOARD OF PALM BEACH COUNTY FOR THE MUTUAL USE OF FACILITIES AND JUPITER STADIUM FIELD IMPROVEMENT PROJECT

Filed with the Palm Beach County Clerk's Office
MAY 12 REC'D
By:

This SPECIAL USE INTERLOCAL AGREEMENT ("Agreement") is made this ____ day of April, 2014, between the Town of Jupiter, a municipal corporation of the State of Florida, ("Town") and the School Board of Palm Beach County, Florida, a corporate body politic pursuant to the Constitution of the State of Florida ("Board"), each one constituting a public agency as defined in Part I of Chapter 163, Florida Statutes.

WITNESSETH

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act of 1969" authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, Part I of Chapter 163, Florida Statutes, permits public agencies, as defined therein, to enter into interlocal agreements with each other to jointly exercise any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

WHEREAS, the Town and Board recognize the benefits to be derived by utilizing each other's facilities thereby minimizing the duplication of facilities; and

WHEREAS, the parties recognize that Jupiter Community High School ("JCHS") specially benefits from the longstanding positive relationship with the Town and the ability to use Town facilities for JCHS activities and programs; and

WHEREAS, the Town's government complex, including its Community Center, is located adjacent to the Board's JCHS; and

WHEREAS, the parties recognize that the Town specially benefits from the longstanding positive relationship with JCHS and the ability to use JCHS facilities for Town activities and programs; and

WHEREAS, the Town and Board desire the ability to use the facilities of the other; and

WHEREAS, JCHS has certain athletic facilities ("JCHS Athletic Facilities") and non-athletic facilities ("JCHS Facilities"); and

WHEREAS, Town would like to use the JCHS Athletic Facilities and JCHS Facilities for Town or Town Recognized Recreation Provider activities and programs when not in use by JCHS; and

WHEREAS, Board agrees the Town may use the JCHS Athletic Facilities and JCHS Facilities, as provided under the terms of this Agreement, provided the Board retains its priority for Board activities and programs; and

WHEREAS, Town's Community Center contains certain athletic facilities and the Town also owns and operates Jupiter Community Park, Lighthouse Park and Jupiter Community Park South ("Town Athletic Facilities"). The Town's Community Center also contains non-athletic facilities ("Town Facilities"); and

WHEREAS, Board would like to use the Town Athletic Facilities and Town Facilities for Board activities and programs when not in use by Town; and

WHEREAS, Town is receptive to Board's request to use the Town Athletic Facilities and Town Facilities, as provided under the terms of this Agreement, provided the Town retains its priority for Town activities and programs; and

WHEREAS, Town agrees to JCHS's desire to improve the JCHS Athletic Facilities with expanded use by Town and Town Recognized Recreation Providers; and

WHEREAS, the parties agree to cooperate to improve the JCHS Stadium Field with the addition of synthetic turf, which will allow for expanded use by the Board, JCHS, Town and Town Recognized Recreation Providers, including capital and renewal/replacement funding, in accordance with this Agreement ("the Project").

WHEREAS, in accordance with Florida law, Board is the owner and operator of public schools in Palm Beach County, including JCHS, and any obligation by JCHS or

the JCHS Athletic Boosters as set forth in this Agreement are derived from the Board pursuant to authority delegated by the Board to the JCHS Principal; and

NOW THEREFORE, in consideration of the mutual representations, terms, and covenants hereinafter set forth, the parties hereby agree as follows:

1. Recitals.

The foregoing recitals are true and correct and are hereby incorporated herein by reference.

2. Purpose.

The purpose of this Agreement is to enable the Board and Town to utilize each other's facilities located on real property owned by the respective parties and provide a procedure for authorizing; the use of JCHS Facilities and the JCHS Athletic Facilities by the Town and Town Recognized Recreation Providers; the use of Town Facilities and Town Athletic Facilities by Board and JCHS; and to provide for the Project.

3. Definitions.

A. "Director of Recreation Services" means the Director of the Recreation Services Division of the County's Parks and Recreation Department or his or her designee.

B. Facilities" means the JCHS Facilities, JCHS Athletic Facilities, Town Facilities and Town Athletic Facilities.

C. "County" means Palm Beach County, a political subdivision of the State of Florida.

D. "JCHS Athletic Boosters" shall mean the support organization at JCHS for the athletic programs.

E. "JCHS Athletic Facilities" means athletic fields (JCHS Stadium Field, Main Practice Field, Small Practice Field, Baseball Field and Softball Field), outdoor basketball courts, tennis courts, track and gymnasium.

F. "JCHS Facilities" means classrooms, the auditorium and parking areas at Jupiter High School, but not including JCHS Athletic Facilities.

G. "JCHS Stadium Field" means the athletic field inside the track at JCHS, which is used for football, soccer, lacrosse, flag football, band, cheerleading and other JCHS activities.

H. "Jupiter Stadium Field Improvement Project" or "the Project" means the addition of a synthetic turf field, which will allow for expanded use by JCHS, Town and Town Recognized Recreation Providers, including capital and renewal/replacement funding, in accordance with this Agreement

I. "Priority of Use" means the resolution of the priority of uses when there are conflicting requests for the use of a Facility.

J. "Town Recognized Recreation Provider" means an organized recreation group or organization affiliated with the Town, such as Jupiter Tequesta Athletic Association, and identified in the attached Exhibit "A", which may be amended or supplemented from time to time upon the mutual agreement of the Board's Chief of Support Operations ("Board's CSO") and the Town Manager, without formal amendment hereto.

K. "Town Facilities" means facilities owned or operated by the Town that are made available for public use by the Town and are not used primarily for recreational activities, excluding facilities that are leased, licensed or under the contractual control of others. The terms "Town Facilities" and "Town Facility" includes: community centers; parking lots and other facilities that are not Town Athletic Facilities.

L. "Town Athletic Facilities" means facilities owned or operated by the Town that are made available for public use by the Town and are used primarily for recreational activities, excluding facilities that are leased, licensed or under the contractual control of others. The terms "Town Athletic Facilities" includes: parks; gymnasiums; tennis, racquetball and basketball courts; playgrounds and athletic fields.

M. "Town Manager" means the Town Manager of the Town of Jupiter, Florida or his or her designee.

4. Priority of Use

For JCHS Facilities, the Priority of Use shall be as follows:

1. Board activities and programs or Board Facility lease agreements; and
2. County or County User Group activities and programs pursuant to the Interlocal Agreement entered into by the Board and County, as that Interlocal Agreement may be replaced, amended, extended or renewed; and
3. Town activities and programs pursuant to this Agreement, which generally include meetings, seminars, banquets or educational activities; and
4. Town Recognized Recreation Providers pursuant to this Agreement, which generally include meetings,

For JCHS Athletic Facilities, the Priority of Use shall be as follows:

1. Board activities and programs, Board Facility lease agreements or other use agreements for the JCHS Stadium Field pursuant to this Agreement; and
2. Town activities and programs on the JCHS Stadium Field pursuant to this Agreement, as the JCHS Stadium Field will be improved by funds exceeding $100,000 contributed by the Town. Should such a requested use in this category result in displacing a County activity or program, such displacement shall be resolved by the Board's CSO on behalf of the Board, and the Director of Recreation Services on behalf of the County. The Board shall use its best efforts to find an alternate appropriate Board Facility for the affected County activity or program; and
3. Town Recognized Recreation Providers activities and programs on the JCHS Stadium Field pursuant to this Agreement, as the JCHS

Stadium Field will be improved by funds exceeding $100,000 contributed by the Town. Should such a requested use in this category result in displacing a County activity or program, such displacement shall be resolved by the Board's CSO on behalf of the Board, and the Director of Recreation Services on behalf of the County. The Board shall use its best efforts to find an alternate appropriate Board Facility for the affected County activity or program; and

4. County or County User Group activities and programs pursuant to the Interlocal Agreement entered into by the Board and Palm Beach County, as that Interlocal Agreement may be replaced, amended, extended or renewed; and
5. Town activities and programs on JCHS Athletic Facilities other than the JCHS Stadium Field pursuant to this Agreement, which generally will include athletics and other recreational activities; and
6. Town Recognized Recreation Provider activities and programs on JCHS Athletic Facilities other than the JCHS Stadium Field pursuant to this Agreement, which generally will include athletics and other recreational activities

For Town Facilities, the Priority of Use shall be as follows:

1. Town activities and programs or Town facility rental agreements; and
2. Town Recognized Recreation Provider activities and programs; and
3. Board activities and programs pursuant to this Agreement, which generally include meetings, seminars, banquets or educational activities.

For Town Athletic Facilities, the Priority of Use shall be as follows:

1. Town activities and programs or Town facility rental agreements; and
2. Town Recognized Recreation Provider activities and programs; and
3. Board activities and programs pursuant to this Agreement, which generally include athletics and other recreational activities.

5. Use of Facilities.

A. The Board agrees to make the JCHS Athletic Facilities available for use by the Town according to the Priority of Use at no cost or expense to the Town, except as otherwise provided for in this Agreement. To the extent there is an additional cost for air conditioning of the JCHS gymnasium on Fridays during the summer months, the JCHS Athletic Boosters shall be responsible for such additional cost, based upon the Board's standard rates and percentages for the use of such facilities, and the JCHS Principal shall transfer the funds directly from the JCHS Athletic Boosters school account for this purpose. The Town's use of the JCHS Athletic Facilities shall be subject to and in accordance with: (i) the terms and conditions of this Agreement including but not limited to the Facility operating hours of Exhibit "C"; (ii) the Board's rules, regulations and policies governing the use of the Board Facilities (available on Board's official website and promptly updated as changes are made); (iii) any grant or bond obligations pertaining to the use of any of the Board Facilities; and (iv) all applicable local, state and federal laws. In the event that any JCHS Athletic Facilities are unavailable for use by the Town as a result of the need for unscheduled maintenance, emergency repairs or the occurrence of any force majeure event, including weather and the resulting condition of facilities, or safety considerations, there shall be no liability for any proximate, direct or indirect loss, damage, cost or injury suffered by the Town, other than to refund of funds, if any, paid in advance for the use of the JCHS Athletic Facility.

B. The JCHS Athletic Facilities shall be available according to the Priority of Use, in accordance with the regular operating hours on Exhibit "C," or with respect to any expanded hours for the JCHS Stadium Field, as may be mutually agreed to between the Town Manager, the JCHS Principal and the Board's CSO.

C. The Board agrees to make the JCHS Facilities available for use by the Town according to the Priority of Use at no cost or expense to the Town, except as otherwise provided for in this Agreement. To the extent there is an additional cost for air conditioning of the JCHS Facilities on Fridays during the summer months, JCHS shall be responsible for such additional cost, based upon the Board's standard rates and percentages for the use of such facilities, and the JCHS Principal shall transfer the funds directly from the appropriate school account for this purpose. The Town's use of the JCHS Facilities shall be subject to and in accordance with: (i) the terms and conditions of this Agreement including but not limited to the Facility operating hours of Exhibit "C"; (ii) the Board's rules, regulations and policies governing the use of the Board Facilities (available on Board's official website and promptly updated as changes are made); (iii) any grant or bond obligations pertaining to the use of any of the Board Facilities; and (iv) all applicable local, state and federal laws. In the event that any JCHS Facilities are unavailable for use by the Town as a result of the need for unscheduled maintenance, emergency repairs or the occurrence of any force majeure event, including weather and the resulting condition of facilities, or safety considerations, there shall be no liability for any proximate, direct or indirect loss, damage, cost or injury suffered by the Town, other than to refund of funds, if any, paid in advance for the use of the JCHS Facility. The JCHS Facilities shall be available according to the Priority of Use, in accordance with the regular operating hours on Exhibit "C."

D. The Town agrees to make available the Town Facilities and Town Athletic Facilities for use by JCHS according to the Priority of Use at no cost or expense to JCHS or the Board, except as otherwise provided for in this Agreement. To the extent

there is an additional cost for air conditioning of the Town Facilities for days that the Town Facilities are closed, JCHS shall be responsible for such additional cost, based upon the Town's standard rates and percentages for the use of such facilities. Use of the Town Facilities or Town Athletic Facilities by JCHS or the Board shall be subject to and in accordance with: (i) the terms and conditions of this Agreement; (ii) the Town's rules, regulations and policies governing the use of the Town's Facilities (available on Town's official website and promptly updated as changes are made); (iii) any grant or bond obligations pertaining to the use of any of the Town Facilities; and (iv) all applicable local, state and federal laws. In the event that any Town Facilities or Town Athletic Facilities are unavailable for use by JCHS or the Board as a result of the Town's need for unscheduled maintenance, emergency repairs or the occurrence of any force majeure event, including weather and the resulting condition of facilities, or safety considerations, there shall be no liability for any proximate, direct or indirect loss, damage, cost or injury suffered by JCHS or the Board, other than to refund of funds, if any, paid in advance for the use of the Town Facility or Town Athletic Facility. The Town Facilities or Town Athletic Facilities shall be available according to the Priority of Use, in accordance with the Town's regular operating hours on Exhibit C, or as mutually agreed to between the Town Manager and the JCHS Principal.

E. Prior to July 15 of each year, the parties shall establish a Master Calendar for the use of each other's Facilities, including the JCHS Athletic Facilities and Town Athletic Facilities, which shall be subject to the approval of the JCHS Principal or his or her designee and the Town Manager or his or her designee. The parties shall work together to update the Master Calendar during the year and to accommodate each other's requests as may be reasonably possible. Any requests for use of JCHS Athletic Facilities by Town Recognized Recreation Providers shall be coordinated by the Town.

F. For requests other than those included on the Master Calendar, the Town shall submit a written request for use of the JCHS Facilities or JCHS Athletic Facilities on the form attached hereto as Exhibit "B" to the JCHS Principal no less than 30 days

prior to the date that the Town desires to use the JCHS Facilities or JCHS Athletic Facilities. The Board shall be responsible for ensuring that a written response to the request is provided to the Town within 15 days of the date of the request. In the event a request is denied, the reason for denial shall be stated in the written response. The Board reserves the right to deny use of the particular JCHS Facility or JCHS Athletic Facility if that particular JCHS Facility or JCHS Athletic Facility has been selected to remain closed during the summer or any particular time period.

G. For requests other than those included on the Master Calendar, JCHS or the Board shall submit requests for use of the Town Facilities or Town Athletic Facilities in writing on the form attached hereto as Exhibit "B" to the Town Manager, no less than 30 days prior to the date that JCHS or the Board desires to use the Town Facility or Town Athletic Facility. The Town shall be responsible for ensuring that a written response to the request is provided to JCHS or the Board within 15 days of the date of the request. In the event a request is denied, the reason for denial shall be stated in the written response. The Town reserves the right to deny use of the particular Town Facility or Town Athletic Facility if the Town Manager determines that a particular Town Facility or Town Athletic Facility is to be closed during the summer or any particular time period.

H. The Board and Town acknowledge the waiver of sovereign immunity for liability in tort contained in Florida Statutes Section 768.28, the State of Florida's partial waiver of sovereign immunity, and acknowledge that such statute permits actions at law to recover damages in tort for money damages up to the limits set forth in such statute for death, personal injury or damage to property caused by the negligent or wrongful acts or omissions of an employee acting within the scope of the employee's office or employment. The Board and Town agree to be responsible for all such claims and damages, to the extent and limits provided in Florida Statutes Section 768.28, arising from the actions of their respective employees. The parties acknowledge that the foregoing shall not constitute an agreement by either party to indemnify the other, nor a

waiver of sovereign immunity, nor a waiver of any defense the parties may have under such statute, nor as consent to be sued by third parties.

I. Without waiving the right to sovereign immunity, the parties acknowledge that the Board is self-insured for commercial general liability and automobile liability in the amounts specified in Florida Statutes Section 768.28, as may be amended from time to time. In the event either party maintains third-party commercial general liability or business automobile liability insurance in lieu of exclusive reliance on self-insurance, the party maintaining the third-party insurance shall maintain limits of not less than One Million Dollars ($1,000,000) combined single limit for bodily injury or property damage and each party shall add the other party as an additional insured to the commercial general liability policy, but only with respect to negligence arising out of this Agreement that is not a result of the other party's negligence. The additional insured endorsement for the Town shall read "Town Commission of the Town of Jupiter, Florida, its Elected and Appointed Officials and its Employees and Agents". The additional insured endorsement for the Board shall read "The School Board of Palm Beach County, Florida, its Elected and Appointed Officials and its Employees and Agents". The parties agree additional insured endorsements shall provide coverage on a primary basis. Claims-bill tailored coverage shall not be considered third-party liability coverage for purposes of this Agreement. The parties acknowledge and agree that the Board is self-insured for worker's compensation and employer's liability insurance in accordance with Chapter 440, Florida Statutes, as may be amended from time to time. Each party agrees to provide the other party with an affidavit or certificate of insurance evidencing their respective insurance, self-insurance and/or sovereign immunity status, which the parties agree to recognize as acceptable for compliance with the above-referenced coverages. Compliance with the requirements of this paragraph shall not relieve the parties of their liability and obligations under this Agreement.

J. Each party agrees to provide adequate supervision of its own activities to prevent bodily harm to the users and damage to the Facilities, including police or other

security as that party deems appropriate, taking into consideration the types of activities planned, when using the other's Facilities, and the party using a Facility shall be responsible for making sure all doors and gates are locked after its use. Due to the particular safety and security concerns of the public school system, the JCHS Supervising Police Officer shall review proposed uses of JCHS Facilities and JCHS Athletic Facilities by the Town to determine whether police are necessary and the appropriate staffing levels if it determines that police are necessary. In accordance with Board requirements, Board police shall be given the first option to provide such services in accordance with the established rate structure, with payment to be made by the Town. Similarly, the Town Manager shall review proposed uses of Town Facilities or Town Athletic Facilities, in conjunction with the JCHS Supervising Police Officer, to determine whether police are necessary and the appropriate staffing levels if police are necessary. Under these circumstances, Town police shall be given an option to assist with providing such services in accordance with Board requirements and the established Town rate structure, with payment to be made by JCHS. Any disagreement shall be resolved in accordance with Paragraph 10 below.

K. In the event the Facilities are damaged, the party using the Facilities shall promptly notify the other party in writing of the damage and shall following written notice reimburse the other party for the actual costs to repair the damage. Reimbursement shall be made within 60 days of a party's receipt of the written request for reimbursement of costs.

L. The parties shall work together to establish a "check-in" and "check-out" procedure for the use of each other's facilities.

M. The Facilities shall be surrendered by the party using the Facilities of the other party in the same condition as they were accepted and shall cause to be deposited in provided containers or removed from the Facilities all waste, garbage and rubbish resulting from such party's use of the Facilities.

N. Notwithstanding any provision of this Agreement to the contrary, neither party shall be obligated to make their Facilities available for use by the other for tournaments, camps or any events where admission fees, fundraising, vendor fees or other charges will be collected or imposed, although such use is not prohibited. Any such use is subject to mutual agreement and Board Policy 7.18.

O. To the extent that the use of any Facilities takes place during a time when the party owning the Facilities does not have staff present or if the use requires additional staff, then the party using the Facilities shall secure an agreement for sufficient staff to be present and shall be responsible for reimbursing the party owning the facilities at the party's standard rates. The parties shall work together during the development of the Master Calendar, or thereafter, to address such circumstances. Any disagreement will be resolved in accordance with Paragraph 10 below.

6. Use of JCHS Athletic Facilities by Town Recognized Recreation Providers.

A. The Board agrees to make the JCHS Athletic Facilities available for use by the Town Recognized Recreation Providers at no cost or expense to the Town Recognized Recreation Providers according to the Priority of Use, except as otherwise provided for in this Agreement. Use of the JCHS Athletic Facilities by the Town Recognized Recreation Providers shall depend on availability and shall be subject to and in accordance with: (i) the terms and conditions of this Agreement; (ii) the Board's rules, regulations and policies governing the use of Board Facilities (available on Board's official website and promptly updated as changes are made); (iii) any bond or grant obligations pertaining to the use of the Board Facilities; and (iv) all applicable local, state and federal laws. In the event that any JCHS Athletic Facilities are unavailable for use by the Town Recognized Recreation Providers as a result of the need for unscheduled maintenance, emergency repairs or the occurrence of any force majeure event, including weather and the resulting condition of facilities, or safety considerations, there shall be no liability for any proximate, direct or indirect loss, damage, cost or injury suffered by the Town, other than to refund of funds, if any, paid

in advance for the use of the JCHS Athletic Facility. The JCHS Athletic Facilities shall be available according to the Priority of Use, in accordance with the regular operating hours on Exhibit "C" or with respect to the JCHS Stadium Field any expanded hours as specifically agreed to between the Town Manager, the JCHS Principal and the Board's CSO.

B. Prior to being granted access to any of the JCHS Athletic Facilities, each Town Recognized Recreation Provider shall obtain a Facility Use Permit from the Town. The Facility Use Permit shall, at a minimum, require the Town Recognized Recreation Provider to:

1. Provide proof of insurance in the amounts listed below as required by the Board's Director of Employee Benefits and Risk Management:

Commercial General Liability Insurance - The Town Recognized Recreation Provider shall have and maintain commercial general liability (CGL) insurance including contractual liability and products and completed operations insurance and shall be written on the most recent form of CG 00 01. The Board shall be named as an additional insured under the CGL using ISO Additional Insured Endorsement CG 20 10 and CG 20 37 or their equivalent, providing additional insured coverage for both premises/operations and completed operations. This insurance including insurance provided under a commercial umbrella, if any, shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to or maintained by the School Board. Coverage shall be for bodily and personal injury and property damages. Limits of liability shall be set at $1,000,000.00 per occurrence/$3,000,000.00 aggregate. CGL must include Medical Expense, unless participant coverage is required).

Workers' Compensation - insurance coverage in accordance with and in compliance with Chapter 440, Florida Statutes.

Employers' Liability – insurance coverage with limits as follows:

a) $ 500,000 Bodily Injury by Accident for each accident

b) $ 500,000 Bodily Injury by Disease, policy limit

c) $ 500,000 Bodily Injury by Disease, each employee

Each Town Recognized Recreation Provider waives all rights against the School Board and its agents, officers, directors and employees for recovery of claims for bodily injury to the extent these injuries are covered by the workers' compensation and Employers' Liability Insurance.

Business Automobile Liability shall be required with limits of at least; One Million Dollars ($1,000,000.00) per occurrence for both bodily injury and property damage Combined Single Limit for owned, hired and non-owned automobiles, with the Board as the additional insured on the policy. Business auto coverage shall be written on the most recent form of ISO form CA 00 01 or a substitute providing equivalent liability coverage. In the event the Town Recognized Recreation Provider does not own any vehicles, the Board will accept hired and non-owned coverage in the amounts listed above. In addition, the Board will require an affidavit signed by the Town Recognized Recreation Provider indicating the following:

> "The Town Recognized Recreation Provider does not own any vehicles. In the event, the Town Recognized Recreation Provider acquires any vehicles through the term of this Agreement, the Town Recognized Recreation Providers agrees to purchase "Any Auto" coverage as of the date of acquisition."

Each Town Recognized Recreation Provider waives all rights against Board and its elected and appointed officials, agents and employees for recovery of damages to the extent these damages are covered by the business auto insurance maintained.

Participant Accident Coverage $ 25,000

(Required if Town Recognized Recreation Provider utilizes Board facilities for athletic activities, events or team sports; including; games, camps or practice.)

In the event of loss, damage or injury to the Town Recognized Recreation Provider's property, the Town Recognized Recreation Provider shall look solely to any insurance in its favor without making any claim against the Board. Each Town Recognized Recreation Provider hereby waives any right of subrogation against the Board, for loss, damage or injury within the scope of the Town Recognized Recreation Provider's insurance, and on behalf of itself and its insurer, waives all such claims against the Board.

2. Protect, defend, reimburse, indemnify and hold the Board, its agents, employees and elected officers harmless from and against all claims, liability, expenses, costs, damages and causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising from or in any way connected to the Town Recognized Recreation Provider's use of the JCHS Athletic Facilities; and

3. Provide adequate supervision of its own activities to prevent bodily harm to the users or damage to the facilities, including police or other security as appropriate, taking into consideration the types of activities planned, and shall be responsible for making sure all doors and gates are locked after use (due to the particular safety and security concerns of the public school system, the JCHS Supervising Police Officer shall review proposed uses of JCHS Athletic Facilities by the Town Recognized Recreation Providers to determine whether police are necessary and the appropriate staffing levels if police are necessary. In accordance with Board requirements, Board police shall be given the first option to provide such services in accordance with the established rate structure, with payment to be made by the Town

Recognized Recreation Providers. Any disagreement will be resolved in accordance with Paragraph 10 below; and

4. Return the JCHS Athletic Facilities in the same condition as they were accepted and to deposit in provided containers or remove all waste, garbage and rubbish resulting from the Town Recognized Recreation Provider's use of the JCHS Athletic Facilities, in accordance with the "check-in" and "check-out" procedure between the JCHS Principal and the Town; and

5. Notify the JCHS Principal of any damage to the JCHS Athletic Facilities resulting from the Town Recognized Recreation Provider's use of the JCHS Athletic Facilities and reimburse the Board for the actual costs to repair the damage; and

C. The Facility Use Permit issued by the Town shall also indicate that the Facility Use Permit may be revoked or suspended by the Town and that JCHS or the Board may deny access to the JCHS Athletic Facilities for failure to comply with the terms and conditions of the Facility Use Permit.

D. For requests other than those included on the Master Calendar pursuant to Paragraph 4.C. above, the Town Recognized Recreation Providers shall submit all requests for use of the JCHS Athletic Facilities in writing in the form attached hereto as Exhibit "B" to the Town Manager no less than 45 days prior to the date the Town Recognized Recreation Provider desires to use the JCHS Athletic Facility. The Town Manager shall coordinate scheduling of the use of the JCHS Athletic Facility with the JCHS Principal or designee responsible for the management of the JCHS Athletic Facility. The Board shall be responsible for ensuring that a written response to the request is provided to the Town Manager within 15 days of the date of the request. In the event a request is denied, the reason for denial shall be stated in the written response.

E. Notwithstanding any provision of this Agreement to the contrary, neither party shall be obligated to make their Facilities available for use by the other for

tournaments, camps or any events where admission, fundraising or vendor fees or charges will be collected or imposed, although such use is not prohibited. Any such use is subject to mutual agreement and Board Policy 7.18.

F. To the extent that the use by a Town Recognized Recreation Provider of any JCHS Facilities takes place during a time when JCHS does not have staff present or if the use requires additional staff, then the Town Recognized Recreation Provider, working through the Town, shall secure an agreement with JCHS for sufficient staff to be present and shall be responsible for reimbursing JCHS for such staff costs at the standard rates. The parties shall work together during scheduling to address any such circumstance. Any disagreement will be resolved in accordance with Paragraph 10 below.

7. Concession Facilities.

A. Any use of concession facilities shall comply with the Palm Beach County Health Department's requirements and must be specifically designated in the approval for the use of a particular facility, including provisions for supervision, clean up, repairs and maintenance. The party owning the concession facilities shall be responsible for the use and operation of any concession facilities, as that party holds the health department license and owns the equipment, and shall also be entitled to the proceeds from its operation (with the option to share proceeds in its sole discretion). The party owning the concession facilities shall also control the brand of products to be served, in accordance with any vendor or sponsorship agreements for that party's respective facilities.

8. Maintenance/Repair of Facilities.

A. The parties acknowledge and agree that either party may deny a request for use of a Facility to perform maintenance or repairs to the Facility.

B. The parties shall be responsible for the maintenance of their respective facilities, however, to the extent there will be significant use of a particular Facility by the

other party, a plan for additional maintenance and repairs shall be developed, subject to mutual agreement.

C. Neither party shall do any repair, maintenance or modification to the other party's facilities, including on field maintenance, absent the prior written approval of the other party. If there is a maintenance or repair issue, it should be brought to the other party's attention for correction.

9. Jupiter Stadium Field Improvement Project.

A. The Project is the addition of synthetic turf on the JCHS Stadium Field, as depicted on Exhibit "D," which will allow for expanded use by JCHS, Town and Town Recognized Recreation Providers, including capital and renewal/replacement funding, in accordance with this Agreement.

B. The components of the Project include: design and engineering; modification to the South Florida Water Management District Environmental Resource Permit for Storm Water Management; permitting by Board Building Department Staff; removal of existing grass and irrigation system; re-grading soils to new base elevation; electrical work including scoreboard connections; potable water for sidelines; new base rock and above and/or underground drainage system; rock and sand to specifications; base pad below synthetic turf for additional safety and longer wear or other approach with similar performance; synthetic turf including lines for sports (football, soccer, boys lacrosse, girls lacrosse), JCHS and Town logos; infill material; sweeper equipment for maintenance, shelter as needed for sweeper equipment, fencing and landscaping as may be needed or desired.

C. The Parties estimate a Project budget of $800,000 as set forth in the attached Exhibit "E." The final budget is subject to adjustment, following the Board's bid process and the final approval by the Board and the Town.

D. Subject to the terms of this Agreement, including meeting of all of the Project conditions, as set forth below, the Town agrees to fund 50% of the final costs and JCHS shall fund the other 50%, up to the Project budget of $800,000.

E. JCHS Athletic Boosters shall be responsible for raising the JCHS 50% of the final Project costs. All funds shall be kept in a segregated account at JCHS.

F. The JCHS Principal shall coordinate all permitting through the Board and any other governmental agencies, and shall keep the Town informed of the status of the permitting process.

G. The following conditions shall be satisfied for the Project to proceed ("Project Conditions"):

1. Issuance of permits by Board's Building Department; and

2. Issuance of SFWMD ERP modification (this Project Condition has already been satisfied); and

3. Inclusion of Town's 50% cost share in the 2014 Budget (This Project Condition has already been satisfied); and

4. Raising of JCHS 50% cost share; and

5. Board bidding process for construction; and

6. Selection of contractor and final budget; and

7. Town approval of its 50% share of the final budget; and

8. Board approval of final budget, contractor and construction contract.

H. The proposed schedule for the Project is attached as Exhibit "F." The construction commencement date is targeted for approximately June 23, 2014.

I. Prior to commencement of construction, JCHS shall prepare a renewal/replacement budget to set aside funds each year for the replacement of the playing surface at the end of its anticipated life of 12-15 years. These funds shall be kept in a segregated account at JCHS. Renewal/replacement payments received by JCHS from outside organizations for use of the JCHS Stadium Field shall be deposited in a JCHS internal Renewal/Replacement Account for the JCHS Stadium Field (JCHS R&R Account) and used for the maintenance, renewal and replacement of the playing surface.

J. Recognizing the significant capital expenditure for the Project and the need to fund the JCHS R&R Account, the Board has authorized JCHS the option to enter into agreements with outside agencies or organizations for use of the JCHS Stadium Field after it is improved with the synthetic field surface, for a term of no more than five years, with provisions for up front capital and R&R payments appropriate to the usage and term of the agreement, in addition to the Board's standard rate structure for usage, personnel and Board reimbursements (the aggregate total of such payments shall be greater than the Board's standard rate schedule), and confirming that scheduling will not conflict with JCHS or Town activities on the JCHS Stadium Field. As modified by this Section 9.J., these contractual agreements shall comply with Board Policy 7.18, as amended from time to time. To the extent that any such contractual agreement may exceed one year in duration or span more than one Board fiscal year, subject to the approval of both the JCHS Principal and the Board's Superintendent.

10. Dispute Resolution.

In the event an issue arises which cannot be resolved between the JCHS Principal and the Town Manager regarding the use or availability of a Facility, the dispute shall be referred to the Board's CSO and the Town Manager who shall both make a good faith effort to resolve the dispute.

11. Acceptance of Facilities.

Neither party shall be required to make any improvements or repairs to the Facilities as a condition of use of the Facilities by the other party or Town Recognized Recreation Providers. The parties hereby agree to accept the Facilities in their "As is", "Where is" condition. The parties acknowledge and agree that neither party has made any warranties or representations to the other party regarding the Facilities, including, but not limited to, any representations or warranties regarding the suitability of the Facilities for use by the other party or Town Recognized Recreation Providers.

12. License.

Notwithstanding any provision of this Agreement to the contrary, the use the Facilities by either of the parties or the Town Recognized Recreation Providers shall only amount to a license to use the Facilities on a non-exclusive basis, which license shall be revocable by the party licensing the use only in accordance with this Agreement. The parties agree that nothing in this Agreement shall be construed as granting either party or any third parties any title, interest or estate in the Facilities.

13. Default/Cure.

The parties agree that, in the event either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party 30 days written notice to cure the default. In the event the defaulting party fails to cure the default within the 30 day cure period, the non-defaulting party shall be entitled to seek any remedy available to it at law or equity, including, but not limited to, the right to terminate this Agreement.

14. Termination.

This Agreement may only be terminated with cause upon the expiration of the 30-day cure period provided for in Section 13 above, with the understanding that both parties will have made a substantial investment in the JCHS Stadium Field Improvement Project.

15. Annual Appropriation.

To the extent there are any annual expenses relating to the Facilities, each party's performance and obligations under this Agreement shall be contingent upon an annual budgetary appropriation by its respective governing body for subsequent fiscal years. As to the Project, the Town's only funding obligation shall be payment of 50% of the final Project costs.

16. Notice.

All notices required to be given under this Agreement shall be deemed sufficient to each party when delivered by United States Mail to the following:

IF TO TOWN:
Town Manager, Town of Jupiter
210 Military Trail
Jupiter, FL 33458

IF TO BOARD:
School Board of Palm Beach County
Director of Planning and Real Estate
3300 Forest Hill Boulevard, Suite C-110
West Palm Beach, Florida 33406

With copies to:
School Board General Counsel
P.O. Box 19239
West Palm Beach, Florida 33416

And

Jupiter High School Principal
500 North Military Trail
Jupiter, FL 33458

17. Governing Law and Venue.

This Agreement shall be construed by and governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Palm Beach County.

18. Subordination to Bond and Grant Obligations.

The parties acknowledge that certain Facilities may be subject to bond covenants and restrictions or grant obligations and agree that this Agreement shall be subject and subordinate to any such covenants, restrictions and obligations. Notwithstanding any provision of this Agreement to the contrary, the parties shall not be obligated to make any Facility available for use by the other party or Town Recognized Recreation Providers in a manner which either party has determined, in its sole discretion, would be contrary to any of its bond or grant obligations, including, but not limited to, making any

of the Facilities available at no cost when such an action would be contrary to either party's bond or grant obligations.

19. Equal Opportunity Provision.

The parties agree that no person shall, on the grounds of race, color, sex, national origin, disability, religion, ancestry, marital status, familial status, sexual orientation or gender identity or expression, be excluded from the benefits of, or be subjected to any form of discrimination under any activity carried out by the performance of this Agreement.

20. Captions.

The captions and section designations set forth herein are for convenience only and shall have no substantive meaning.

21. Severability.

In the event that any section, paragraph, sentence, clause, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.

22. Entirety of Agreement.

This Agreement represents the entire understanding between the parties, and supersedes all other negotiations, representations, or agreement, either written or oral, relating to this Agreement.

23. Incorporation by Reference.

The Exhibits attached hereto and referenced herein shall be deemed to be incorporated into this Agreement.

24. Amendment.

Except as otherwise provided for in this Agreement, this Agreement may be modified and amended only by written instrument executed by the parties hereto.

25. Waiver.

No waiver of any provision of this Agreement shall be effective against any party hereto unless it is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

26. Construction.

Neither party shall be considered the author of this Agreement since the parties have participated in extensive negotiations and drafting and redrafting of this document to arrive at a final Agreement. Thus, the terms of this Agreement shall not be strictly construed against one party as opposed to the other party based upon who drafted it.

27. Filing.

A copy of this Agreement shall be filed with the Clerk of the Circuit Court in and for Palm Beach County pursuant to Section 163.01(11), Florida Statutes.

28. Effective Date.

This Agreement shall become effective when signed by both of the parties, and filed with the Clerk of the Circuit Court in and for Palm Beach County.

29. Term.

The term of this Agreement shall be for a period of one (1) year and shall be automatically renewed up to nine (9) additional consecutive one (1) year terms, unless either party provides a written notice of intent to terminate the agreement to the other party 90 days in advance.

30. Inspector General.

A. The Town agrees and understands that the School Board's Office of Inspector General ("School Board's Inspector General") shall have access consistent with Chapter 119, Florida Statutes (Florida's Public Records Act) to all papers, books, records, documents, information, personnel, processes (including meetings), data, computer hard drives, emails, instant messages, facilities or other assets owned, borrowed or used by the Town with regard to this Agreement. Town employees,

vendors, officers and agents shall furnish the School Board's Inspector General with requested information and records within their custody for the purposes of conducting an investigation or audit, as well as provide reasonable assistance to the School Board's Inspector General in locating assets and obtaining records and documents as needed for investigation or audit relating to this Agreement. Furthermore, the Town understands, acknowledges and agrees to abide by School Board Policy 1.092(4)(d).

B. The Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Contract and in furtherance thereof may demand and obtain records and testimony from the Contractor and its subcontractors and lower tier subcontractors. The Contractor understands and agrees that in addition to other remedies and consequences provided by law, the failure of the Contractor or its subcontractors or lower tier subcontractors to fully cooperate with the Office of Inspector General of Palm Beach County when requested may be deemed by the municipality to be material breach of this contract justifying its termination. The Office of Inspector General in Palm Beach County is established by Palm Beach County Code Section 2-421-2-440. Failure to cooperate with the Inspector General of Palm Beach County shall be in violation of Palm Beach Code, Section 2-421-2-440, and be punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

31. No Third Party Beneficiaries.

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the Town and/or Board.

32. Liens.

Each party's respective interest in the Facilities shall not be subject to liens arising from the other's or the Town Recognized Recreation Provider's use of the Facilities, or exercise of the rights granted hereunder. Each party shall promptly cause

any lien imposed against the Facility of the other party relating to the use of Facilities under this Agreement to be discharged or transferred to bond.

33. No Agency Relationship.

Neither party is an agent or servant of the other. No person employed by either party to this Agreement, shall in connection with the performance of this Agreement or any services or functions contemplated hereunder, at any time, be considered the employee of the other party, nor shall an employee claim any right in or entitlement to any pension, worker's compensation benefit, unemployment compensation, civil service, or other employee rights or privileges granted by operation of law or otherwise, except through and against the party by whom they are employed.

34. Records.

Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law.

35. Survival.

Provisions contained in this Agreement that, by their sense and context, are intended to survive the suspension or termination of this Agreement, shall so survive.

36. Waiver of Jury Trial.

EACH OF THE PARTIES HERETO HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES THE RIGHT EITHER OF THEM MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION BASED HEREON, OR ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT.

37. Alcohol and Tobacco Prohibited

The manufacture, distribution, dispensation, possession, consumption or use of alcohol, tobacco products of any kind or controlled substances (including any type of electronic cigarette) on Board-owned property is strictly prohibited and violation of this

provision shall subject the user group to being banned from future use of the JCHS Facilities and JCHS Athletic Facilities.

38. Jessica Lunsford

All Town officers, employees and agents who are permitted access to any portion of the JCHS campus when students are present, who have direct contact with students or who have access to or control of school funds must undergo level 2 screening ("JLA Persons"). Level 2 screening consists of fingerprinting and a background check, as set forth in Section 1012.32, Florida Statutes. The Town shall insure that all of Town's officers, employees and agents who are JLA Persons submit to a background check, including fingerprinting by the School Board's Police Department, at the sole cost of the Town or the employee or agent. No JLA Person shall be permitted access to the JCHS campus when students are present, to have direct contact with students or to have access to or control of school funds until he or she receives notice of clearance by the School Board. Neither the School Board, nor its members, officers, employees, nor agents, shall be liable under any legal theory for any claim whatsoever for the rejection of any Town officer, employee or agent (or discontinuation of the officer, employee or agent's services) on the basis of these compliance obligations. The Town agrees that no JLA Person who has been convicted or who is currently under investigation for a crime delineated in Section 435.04, Florida Statutes, will be permitted access to the JCHS campus when students are present, who have direct contact with students or who have access to or control of school funds

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on the day and year first above written.

TOWN OF JUPITER

By:_____
Karen J. Golonka, Mayor

SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

By:_____
Chuck Shaw, Chairman

ATTEST:

Sally Boylan, Town Clerk

Date: _____

ATTEST:

E. Wayne Gent, Superintendent of Schools

Date: 5/5/14

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Thomas J. Baird, Town Attorney

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

3/20/14

Blair LittleJohn, Board Attorney

EXHIBIT "A"

Town Recognized Recreation Providers

Jupiter Tequesta Athletic Association

EXHIBIT "B"
THE TOWN OF JUPITER AND THE SCHOOL BOARD OF PALM BEACH COUNTY
INTER-LOCAL FACILITY REQUEST FORM
(IF NOT INCLUDED ON MASTER CALENDAR)

_____ _____ _____
Date Contact Person School Name (if applicable)

_____ _____ _____
Phone Number Fax Number Other Contact Number

_____
Address Town State/ZIP

FACILITY REQUEST:

_____ _____
Choice #1 **Choice #2**

_____ _____
Activity Age Group

Estimated Attendance: Participants: _____ Spectators: _____ Total: _____

Mark appropriate day(s) facility will be needed:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date(s):_____

Time(s): From: _____**am/pm to** _____**am/pm**

New Request
Repeat Request: Date and location of previous use: _____

Other pertinent information (as necessary): _____

_____

_____ _____
Requesting Principal **Date**
Director of Recreation Services

.....

Approve Disapprove Reason if disapproved:_____

_____ _____
Principal **Date**
Director of Recreation Services

Exhibit "C"

School Board of Palm Beach County Standard Facility Operating Hours

The Board agrees to make the JCHS Facilities available for use by the Town in accordance with this Agreement during the following operational hours for indoor and outdoor Board Facilities:

When School is in session:

Weekdays (Monday through Friday):	From the close of the school day until 9:30 pm
Saturdays:	From 8:00 am to 9:30 pm
Sundays:	From 8:00 am to 1:00 pm

When School is not in session:

Spring and Summer Break):

Weekdays (Monday through Thursday):	From 8:00 am until 9:30 pm
Fridays, Saturdays, Sundays:	Closed

School Holidays and Winter Break:

The Board Facilities will be closed the day of the school holiday plus any immediately preceding or following weekend days (i.e. the weekend preceding a Monday National Holiday or following Thanksgiving. The Board Facilities will also be closed for the entire Winter Break (traditionally beginning on the Saturday prior to Christmas and extending through the Sunday following New Year's). As to the JCHS Stadium Field, use during weekends, Spring and Summer Break, School Holidays and Winter Break shall be by mutual agreement between the Town, the JCHS and the Board's CSO, during the hours of 7:00am to 10:00pm.

The identified maximum operational hours may be amended from time to time upon the mutual agreement of the Board's CSO and the Town Manager, or his or her designee.

Exhibit "C"
Town of Jupiter Standard Facility Operating Hours

The Town of Jupiter agrees to make its Facilities available for use by JCHS according to the Priority of Use, in accordance with the following maximum operational hours for indoor and outdoor Facilities:

Jupiter Community Center-

September-May:

- Monday-Friday, 8:30AM-9:30PM
- Saturday, 8:30AM-4:30PM
- Sunday- Closed

June-August:

- Monday-Friday, 6:00PM-9:30PM
- Saturday, 8:30AM-4:30PM
- Sunday- Closed

The Community Center will not be available for use during the Palm Beach County School Board Winter Break.

Lighted Outdoor Recreation Facilities-
Monday- Saturday, 8:30AM-9:30PM Sunday, 9:30AM-8:30PM

Unlit Outdoor Recreation Facilities-
Monday- Saturday, 8:30AM-Dusk Sunday, 9:30AM-Dusk

Civic Center-
Monday-Sunday, 9:00AM-12:00 midnight

Old Town Hall-
Monday-Sunday, 9:00AM-9:00PM

Town of Jupiter Facilities will be closed on all Town observed holidays. Town of Jupiter Facilities are subject to availability based upon scheduled Town sponsored activities, as well as Recreation Facility down-time for repairs and maintenance. All facility usage requests must be submitted via the formal Town of Jupiter Recreation Facility permitting process. The identified maximum operational hours may be amended from time to time upon the mutual agreement of the Town Manager and the Board's CSO.

EXHIBIT "D"

JUPITER STADIUM FIELD IMPROVEMENT PROJECT

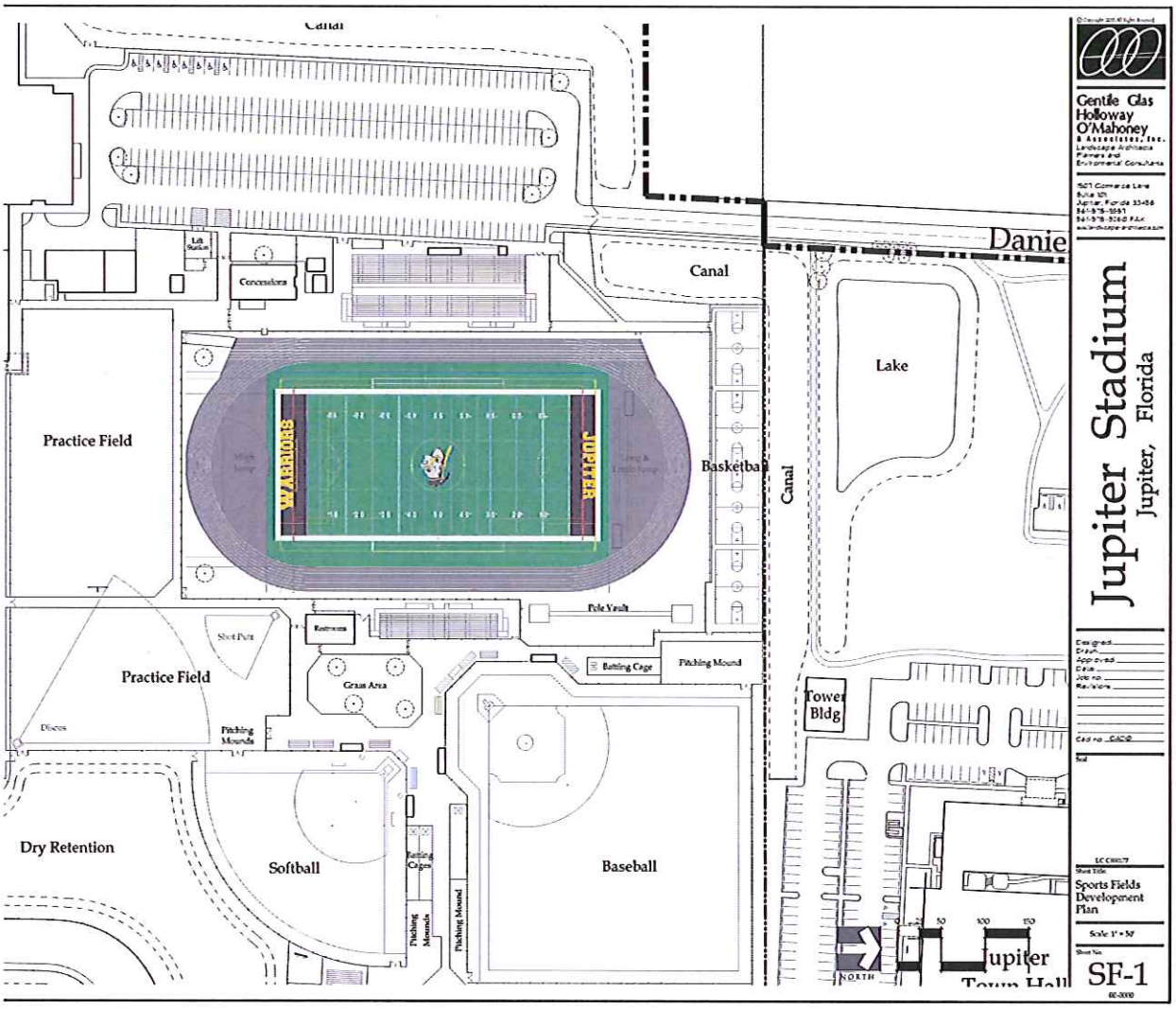


EXHIBIT "E"

PROJECT
BUDGET FOR 78,000 SQUARE FEET OF ARTIFICIAL TURF SURFACE

Description	Budget
Design and Engineering	In Kind – $20,000
Permitting Coordination	In Kind – $25,000
Base Work Includes mobilization, protection of track surface during construction, excavation of soils and removal as needed, rolling of substrate to achieve compaction required for field, geotextile fabric, concrete curb around perimeter of field, nailer board system on inside of new concrete curb, underground drainage exfiltration and pipe system to tie into existing catch basins, 4" to 5" of ¾" clean stone installed and rolled, 1" to 2" of ¼" clean stone installed and rolled, laser grading of field base surface.	$300,000
Rubber Pad between base surface and synthetic turf field (or other approach with similar performance)	$ 80,000
Synthetic Turf Field Includes synthetic turf surface, secured seams, lines for sports (football, soccer, boys lacrosse, girls lacrosse, marks for flag football) and infill material.	$330,000
Reconfiguring "D" Areas Inside Track at Ends of Field Includes relocating Discuss and Shot Put areas to practice fields, relocating long jump and triple jump into north D area, bringing both D areas up to grade of track, rubberized surface, removable net fencing for lacrosse.	$ 15,000
Electrical and Potable Water to Sidelines	$ 15,000
Sweeper Equipment, Fencing and Landscaping	$ 15,000
Sponsor and Donor Recognition	$ 5,000
Contingency (5% as major categories above include contingency)	$ 40,000
Total Budget	**$800,000**

PROPOSED PROJECT SCHEDULE
Revised 3/10/14

March 2014	Permitting with School Board and SFWMD
	Consideration of Special Use Agreement by Town (March 18)
	Capital Campaign (Campaign Meeting March 13)
April 2014	Capital Campaign (Funds By April 16)
	Prepare Bid Package with Final Design and Specifications
	Consideration of Special Use Agreement by School Board (April 16)
	Bid Package to Be Issued
	Capital Campaign for extras
May 2014	Bidding Process with School District
	Preparation for Construction
June 2014	Bids Received and Contractor Selected
	School Board to Approve Construction Contract, JCHS 50% payment
	Town Council to Approve Town 50% payment
	Field Construction to Commence @ June 23 (8 weeks for construction)
August 2014	Field Completion @ August 15
	Track to be resurfaced and extras installed
	Landscaping Installation outside of track
	Jupiter Stadium ready for play (Kickoff Classic August 22)
September 2014	Official Dedication and Community Celebrations (Friday and Saturday)

MEMORANDUM FROM THE FINANCE DEPARTMENT

Date: July 7, 2026

To: Honorable Mayor and Member of Town Council

Thru: Frank Kitzerow, Town Manager

From: Scott Reynolds, Chief Financial Officer

Re: Procurement Review – Resolution 90-26 Interlocal Agreement (ILA) between the Town of Jupiter and the School District of Palm Beach County for mutual use of recreational facilities.

After reviewing the documents associated with the request to execute an interlocal agreement (ILA) between the Town and the School District of Palm Beach County for mutual use of recreational facilities, I have found that the request meets all procurement requirements of Section 163.01, F.S. for Florida Interlocal Agreements.

This ILA procurement complies with all Town of Jupiter Procurement Policies, Palm Beach County Ordinances and Florida State Statutes.