

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3512

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Building Contact Person: Ashley Kelly
 Telephone: (904) 530-6263 Email: akelly@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: M.T. Causley, LLC
 Address: 10720 Caribbean Blvd, Suite 650
 City: Cutler Bay State: FL Zip Code: 33189
 Vendor's Administrator Name: Suhail Andarcio Title: Database Administrator Operations
 Telephone: (305) 218-3356 Email: suhail@mtcinspectors.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Matthew K. Causley
 Authorized Signatory Email: matt@mtcinspectors.com
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION
 Contract Name: Contract for Professional Services
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: Plan Review Services
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source
 Single Source Other
 Total Amount of Contract: \$45,000.00 (Estimate if necessary)
 Account Number: 45246515-531000
 Source of Funds: County State Federal Other:
 County Authorized Signatory: BOCC Chairman County Manager
 (IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE
 Insurance Category: Category L Category M Category H Other: w/ Professional
 Risk Manager Initials: AM 12/28/2023

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: _____ Amendment No: _____
 Type of Amendment: Renewal Time Only Extension Additional Scope Other: _____
 Increased Amount to Existing Contract: _____ (if any) Total with Amended Amount: _____
 Account Code Change From: _____ To: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | | |
|---|--|-------------------------|
| 1. <u>Keith Ellis</u> 12/27/2023
Department Head/Contract Manager Date <i>JP</i> | 3. <u>Janice Belmont</u> 12/28/2023
Procurement Date
<i>(Signature required only if procurement related)</i> | <i>AS</i>
12/28/2023 |
| 2. <u>Chris Lacambra</u> 12/27/2023
Office of Mgmt. & Budget Date | 4. <u>Denise C. May</u> 12/28/2023
County Attorney Date | 12/28/2023 |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Popey AICP 1/2/2024
County Manager Date

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT is entered into by and between the **Board of County Commissioners of Nassau County**, a political subdivision of the State of Florida, hereinafter referred to as the “County”, and **M.T. Causley, LLC**, located at 10720 Caribbean Blvd. Suite 650, Cutler Bay, FL 33189, hereinafter referred to as the “Consultant”.

WHEREAS, the County desires to obtain professional services for Plan Review and, thus, issued a Request for Proposal (“RFP”) numbered NC22-046-RFP on or about November 4, 2022, a copy of which is attached hereto and incorporated herein as Exhibit “A”; and

WHEREAS, Consultant submitted a Proposal in response to the County’s RFP, a copy of which is attached hereto as Exhibit “B” and made a part hereof; and

WHEREAS, the Consultant desires to render certain professional services as described in Exhibits “A” and “B”, and has the qualifications, experience, staff and resources to perform those professional services; and

WHEREAS, all terms and conditions of the County’s RFP and the Consultant’s Proposal are incorporated herein and made a part of this Contract by this reference; and

WHEREAS, the County in accordance with the requirements of law and County policy, and based upon the Consultant’s assurance that it has the qualifications, experience, staff and resources, the County has determined that it would be in the best interest of Nassau County to award a contract to the Consultant for the rendering of those services described in Exhibits “A” and “B” and pursuant to the Negotiated Fee Schedule as contained in Exhibit “C” attached hereto and incorporated by this reference.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

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SECTION 1. Recitals.

1.1 The above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

SECTION 2. Exhibits.

2.1 The Exhibits listed below are the exhibits incorporated into and made part of this Contract:

Exhibit A COUNTY’S REQUEST FOR PROPOSAL NC22-046-RFP (“RFP”), AS MODIFIED BY ADDENDA;

Exhibit B CONSULTANT'S PROPOSAL BUT ONLY TO THE EXTENT RESPONSIVE TO THE COUNTY’S REQUEST FOR PROPOSAL NC22-046-RFP; AND

Exhibit C NEGOTIATED FEE SCHEDULE.

SECTION 3. Employment of the Consultant.

3.1 The County hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the professional services set forth in Exhibits “A” and “B”.

SECTION 4. Scope of Services.

4.1 The Consultant shall provide professional services in accordance with Exhibits “A” and “B”.

4.2 Services requested by the County or the County’s representative that are not set forth in Exhibits “A” and “B” shall be considered additional services. Any request for additional services and additional fees shall be mutually agreed upon by the parties in writing.

SECTION 5. The County’s Responsibility.

5.1 The County shall provide the Consultant with all required data, information, and services regarding the requirements and objectives for the services under this Contract. The Consultant shall rely upon the accuracy and completeness of any information, reports, data supplied by the

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County or the County’s representative.

5.2 The County hereby designates the *Building Official* or designee, to act on the County’s behalf under this Contract. The *Building Official*, or designee, under the supervision of the County Manager, shall have complete authority to transmit instructions, receive information, interpret and define the County’s policies and decisions with respect to materials, elements and systems pertinent to the provision of the Consultant’s services.

SECTION 6. Term of Contract and Option to Extend or Renew.

6.1 The term of this Contract shall begin upon the execution of this Contract by all parties and shall *terminate one (1) year from date of execution*. The term of this Contract may be extended in one (1) year increments *for an additional four (4) years*, upon mutual written agreement between the Consultant and the County. The hourly rates listed in Exhibit “C” for all services provided under this Contract shall remain firm for the first year. Hourly rates for subsequent years and any annual extension term may be subject to an annual adjustment based on the latest yearly percentage increase of the Consumer Price Index for All Urban Consumer (CPI-U) (All Items) for the South Region, as published by the Bureau of Labor Statistics, U.S. Department of Labor for the January publication for the then current year upon mutual written agreement of the parties. The County Manager is hereby authorized to execute any Contract renewal, amendment and/or modification upon approval by the County Attorney’s Office. Any extension or amendment to this Contract shall be subject to availability of funds of the County as set forth in Section 11 hereinbelow.

6.2. In the event that this Contract is continued beyond the term provided above by mutual consent of the parties and not reduced to writing, this Contract shall be carried out on a month-to-month basis and shall not constitute an implied renewal of the Contract. Said month- to-month extension shall be upon the same terms of the Contract and at the compensation and payment provided herein.

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SECTION 7. Compensation.

7.1 The Consultant shall be compensated at an hourly rate, in an amount not to exceed Forty-Five Thousand Dollars and 00/100 (\$45,000.00), in accordance with Exhibit "C". The Consultant shall not begin any work under this Contract and no payment shall be made without a proper County Notice to Proceed.

7.2 The Consultant shall prepare and submit to the *Building Official* for approval, an invoice for the services rendered, with a copy provided to invoices@nassaucountyfl.com. Invoices for services shall be paid in accordance with the Florida Prompt Payment Act found at Sections 218.70-218.80, Florida Statutes. All invoices shall be accompanied by a report or statement identifying the nature of the work performed, the hours required and compensation for the work performed. The report or statement shall show a summary of fees. The County reserves the right to withhold payment to the Consultant for failure to perform the work in accordance with the provisions of this Contract, and the County shall promptly notify the Consultant in writing if any invoice or report is found to be unacceptable and will specify the reasons therefor. The Consultant shall have thirty (30) days to cure any failure upon written notice. Consultant shall honor all purchase orders or work authorizations issued prior to the expiration of the term of this Contract. If payment is not received within ninety (90) days of invoice date, Services will be discontinued until all invoices and interest are paid in full.

7.3 All representation, indemnifications, warranties and guaranties made in, required by or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, will survive final payment and termination or completion of this Contract.

7.4 Final Invoice: Consultant shall submit to County Consultant's project specific final/last billing clearly marked as "Final Invoice." Submittal of the Final Invoice by Consultant to County shall indicate that all services have been performed by Consultant and that all charges and

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costs have been invoiced by the Consultant to County and that there is no further work to be performed and no further invoices to be submitted under this Contract.

SECTION 8. Standard of Care.

8.1 The Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a professional under similar circumstances, at the same time, and in the same locality. In the County’s sole discretion, upon request by the County, the Consultant shall, at no additional cost to the County, re-perform services which in the sole discretion of the County do not meet the foregoing standard of care.

SECTION 9. Equal Opportunity Employment.

9.1 In connection with the work to be performed under this Contract, the Consultant agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

SECTION 10. Access to Premises.

10.1 The County shall be responsible for providing access to all project sites (if required), and for providing project site specific information.

SECTION 11. Funding.

11.1 The County’s performance and obligation under this Contract is contingent upon an annual appropriation by the Board of County Commissioners for subsequent fiscal years and is subject to termination based on lack of funding.

SECTION 12. Expenses.

12.1 The Consultant shall be responsible for all expenses incurred while performing the services under this Contract including, but not limited to, license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all

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salary, expenses and other compensation paid to the Consultant’s agents, if any, hired by the Consultant to complete the work under this Contract.

SECTION 13. Taxes, Liens, Licenses and Permits.

13.1 The Consultant recognizes that the County, by virtue of its sovereignty, is not required to pay any taxes on the services or goods purchased under the terms of this Contract. As such, the Consultant shall refrain from including taxes in any billing. The Consultant is placed on notice that this exemption generally does not apply to nongovernmental entities, contractors, or subcontractors. Any questions regarding this tax exemption shall be addressed to the County Manager.

13.2 The Consultant shall secure and maintain all licenses and permits required to perform the services under this Contract and to pay any and all applicable sales or use tax, or any other tax or assessment which shall be imposed or assessed by any and all governmental authorities, required under this Contract, and to meet all federal, state, county and municipal laws, ordinances, policies and rules.

13.3 The Consultant acknowledges that property being improved that is titled to the County, shall not be subject to a lien of any kind for any reason. The Consultant shall include notice of such exemptions in any subcontracts and purchase orders issued under this Contract.

SECTION 14. Governing Law, Venue and Compliance with Laws.

14.1 This Contract shall be deemed to have been executed and entered into within the State of Florida and any dispute arising hereunder, shall be governed, interpreted and construed according to the laws of the State of Florida, the Ordinances of Nassau County, and any applicable federal statutes, rules and regulations. Any and all litigation arising under this Contract shall be brought in Nassau County, Florida, and any trial shall be non-jury. Any mediation, pursuant to

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litigation, shall occur in Nassau County, Florida.

14.2 The Consultant shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, codes, orders, criteria and standards.

SECTION 15. Modifications.

15.1 The terms of this Contract may be modified only upon the written and mutual consent of both parties, and approval by appropriate legal authority in the County.

SECTION 16. Assignment and Subcontracting.

16.1 The Consultant shall not assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the County.

16.2 In order to assign this Contract, or to subcontract any of the work requirements to be performed, the Consultant shall ensure and provide assurances to the County, that any subcontractor selected for work under this Contract has the necessary qualifications and abilities to perform in accordance with the terms and conditions of this Contract. The Consultant shall provide the County with the names of any subcontractor considered for work under this Contract; the County reserves the right to reject any subcontractor whose qualifications or performance, in the County’s sole discretion, are insufficient. The Consultant shall be responsible for all work performed and all expenses incurred with the project. Any subcontract arrangements shall be evidenced by a written document available to the County upon request. The Consultant further agrees that the County shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract. The Consultant, at its expense, shall defend the County against such claims.

16.3 The Consultant shall make payments to any of its subcontractors within seven (7) working days after receipt of full or partial payments from the County in accordance with Section

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287.0585, Florida Statutes, unless otherwise stated in the contracts between the Consultant and subcontractors. If the Consultant without reasonable cause fails to make payments required by Section 287.055, Florida Statutes, to subcontractor(s) within seven (7) working days after the receipt by the Consultant of full or partial payment, the Consultant shall pay to subcontractor a penalty in the amount of one-half of one percent (0.50%) of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to the actual payments owed and shall not exceed fifteen percent (15%) of the outstanding balance due.

SECTION 17. Severability.

17.1 If any section, subsection, sentence, clause, phrase, or portion of this Contract is, for any reason, held invalid, unconstitutional, or unenforceable by any Court of Competent Jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 18. Termination for Default.

18.1 If the Consultant fails to perform any of its obligations under this Contract, and if such default remains uncured for a period of more than fifteen (15) days after notice thereof was given in writing by the County to the Consultant, then the County may, without prejudice to any right or remedy the County may have, terminate this Contract.

18.2 Upon termination of this Contract, the Consultant shall immediately (1) stop work on the date specified; (2) terminate and settle all orders and subcontracts relating to the performance of the terminated work; (3) transfer all work in process, completed work, and other materials related to the terminated work to the County; (4) render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

18.3 If the County fails to make payments to the Consultant in accordance with this Contract, such failure shall be considered substantial nonperformance and cause for termination

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or, at the Consultant's option, cause for suspension of performance of services under this Contract. If the Consultant elects to suspend services, the Consultant shall give seven (7) days' written notice to the County before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the County for delay or damage caused the County because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

SECTION 19. Termination for Convenience.

19.1 The County reserves the right to terminate this Contract in whole or part by giving the Consultant written notice at least thirty (30) days prior to the effective date of the termination. Upon receipt of written notice of termination from the County, the Consultant shall only provide those services and/or materials specifically approved or directed by the County. All other rights and duties of the parties under the Contract shall continue during such notice period, and the County shall continue to be responsible to the Consultant for the payment of any obligations to the extent such responsibility has not been excused by breach or default of the Consultant. The Consultant shall promptly contact the County to make arrangements to render to the County all property belonging to the County, including but not limited to, equipment, books, and records. Consultant shall not be responsible or liable in any manner for County's or any third party's use of unfinished work product or documents.

19.2 Consultant may terminate this Agreement upon ninety (90) days written notice to the County, without cause. In case of such termination, Consultant shall receive payment for work completed up to and including the date of termination and payment shall be made in accordance with the Florida Prompt Payment Act, Sections 218.70- 218.80, Florida Statutes.

19.3 Upon receipt of notice of termination hereunder, Consultant shall discontinue all services

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and work in connection with the performance of this Contract and shall deliver to County, in electronic and/or other formats all finished and unfinished documents and work product prepared by Consultant under this Contract.

SECTION 20. Nondisclosure of Proprietary Information.

20.1 The Consultant shall consider all information provided by the County and all reports, studies, calculations, and other documentation resulting from the Consultant's performance of the services to be proprietary unless such information is available from public sources. The Consultant shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of the County or in response to legal process.

SECTION 21. Contingent Fees.

21.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Contract.

SECTION 22. Ownership of Documents.

22.1 The Consultant shall be required to work in harmony with other County consultants relative to providing information requested in a timely manner and in the specified form. All documents, records, disks, original drawings, or other information shall become the property of the County upon completion for its use and distribution as may be deemed appropriate by the County.

SECTION 23. Force Majeure.

23.1 Neither party of this Contract shall be liable to the other for any cost or damages if

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the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the parties. Such causes may include, but are not restricted to, acts of nature, fires, quarantine restrictions, strikes and freight embargoes. In all cases, the failure to perform shall be totally beyond the control and without any fault or negligence of the party.

In the event of delay from the foregoing causes, the party shall take all reasonable measures to mitigate any and all resulting delay or disruption in the party's performance obligation under this Contract. If the delay is excusable under this section, the delay shall not result in any additional charge or cost under the Contract to either party. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this section, after the causes have ceased to exist, the party whose performance was delayed shall perform at no increased cost,

SECTION 24. Access And Audits of Records.

24.1 The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in providing the services and materials for at least three (3) years after completion of work contemplated under this Contract. The County and the County Clerk of Court shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours upon five (5) days' written notice to the Consultant.

SECTION 25. Independent Consultant Status.

25.1 The Consultant shall perform the services under this Contract as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall be interpreted or construed to constitute the Consultant or any of its agents or employees to be an agent, employee or representative of the County.

25.2 The Consultant and the County agree that during the term of this Contract: (a) the

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Consultant has the right to perform services for others; (b) the Consultant has the right to perform the services required by this Contract; and (c) the Consultant has the right to hire assistants as subcontractors, or to use employees to provide the services required by this Contract.

SECTION 26. Indemnification.

26.1 The Consultant shall indemnify and hold harmless the County and its agents and employees from all third-party claims, liabilities, damages, losses, expenses and costs, including attorney's fees, to the extent arising out of or associated with or caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant or any persons employed or utilized by the Consultant, in the performance of this Contract. The Consultant shall, at its own expense, defend any and all such actions, suits, or proceedings which may be brought against the County in connection with the Consultant's performance under this Contract to the extent arising out of the negligent, recklessness, or intentionally wrongful conduct of the Consultant.

SECTION 27. Insurance.

27.1 The Consultant shall provide and maintain at all times during the term of this Contract, without cost or expense to the County, such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance policies as detailed in Exhibit "A". The policy limits required are to be considered minimum amounts.

27.2 The Consultant shall provide to the County a Certificate of Insurance for all policies of insurance and renewals thereof in a form acceptable to the County. Said certificates shall provide that the Nassau County Board of County Commissioners is an additional insured, with the exception of coverage under Workers Compensation and Professional Liability policies, and that the County shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action with the exception of

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ten (10) days for non-payment. All insurance policies shall be issued by responsible companies who are acceptable to the County and licensed and authorized under the laws of the State of Florida.

SECTION 28. Dispute Resolution Process.

28.1 In the event of a dispute regarding the interpretation of the terms of this Contract, the County, in its sole discretion, may elect to use the dispute resolution process as set forth in this section.

28.2 In the event the County elects to use the dispute resolution process under this section, the County shall send a written communication to the Consultant pursuant to Section 35 hereinbelow. The written notification shall set forth the County's interpretation of the terms of this Contract.

28.3 The County shall then set a date and time for the parties to meet with the County Manager or designee. This meeting shall be set no more than twenty (20) days from the date that the written communication was sent to the Consultant. The Consultant may submit a written response to the County's written communication no less than five (5) days prior to the meeting with the County Manager or designee.

If no satisfactory resolution as to the interpretation of the Contract terms reached at the meeting with the County Manager or designee, then the parties may elect to submit the dispute to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Consultant. The Consultant shall not stop work during the pendency of the dispute resolution or mediation process as set forth in this section.

SECTION 29. E-Verify.

29.1 The Consultant shall comply with Section 448.095, Florida Statutes, and use the
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United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by the Consultant during the term of this Contract to work in Florida. Additionally, if the Consultant uses subcontractors to perform any portion of the work (under this Contract), the Consultant shall include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: www.uscis.gov/e-verify.

29.2 The Consultant shall maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized entity consistent with the terms of the Consultant's enrollment in the program. This includes maintaining a copy of proof of the Consultant's and subcontractors' enrollment in the E-Verify program. If the Consultant enters into a contract with a subcontractor, the subcontractor shall provide the Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract.

29.3 Compliance with the terms of the E-Verify program provision is made an express condition of this Contract and the County may treat a failure to comply as a material breach of the Contract. If the County terminates the Contract pursuant to Section 448.095(2)(c), Florida Statutes, the Consultant may not be awarded a public contract for at least one (1) year after the date on which the contract was terminated and the Consultant is liable for any additional costs incurred by the County as a result of the termination of this Contract.

SECTION 30. Public Records.

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30.1 The County is a public agency subject to Chapter 119, Florida Statutes. **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6090, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, SUITE 6, YULEE, FLORIDA 32097.** Under this Contract, to the extent that the Consultant is providing services to the County, and pursuant to Section 119.0701, Florida Statutes, the Consultant shall:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County 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 this chapter or as otherwise provided by law.
- c. 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 Contract term and following completion of the Contract if the Consultant does not transfer the records to the County.
- d. Upon completion of the Contract, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of the Contract, the Consultant shall destroy any duplicate public

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records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically shall be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

30.2 A request to inspect or copy public records relating to the County's contract for materials shall be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Consultant of the request, and the Consultant shall provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

30.3 If the Consultant does not comply with the County's request for records, the County shall enforce the Contract provisions in accordance with the Contract.

30.4 If the Consultant fails to provide the public records to the County within a reasonable time, the Consultant may be subject to penalties under Section 119.10, Florida Statutes.

30.5 If a civil action is filed against the Consultant to compel production of public records relating to the Contract, the Court shall assess and award against the Consultant the reasonable costs of enforcement, including reasonable attorney fees if:

- a. The Court determines that the Consultant unlawfully refused to comply with the public records request within a reasonable time; and
- b. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Consultant has not complied with the request, to the County and to the Consultant.

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30.6 A notice complies with Section 30.5 b. hereinabove, if it is sent to the County's custodian of public records and to the Consultant at the Consultant's address listed on its Contract with the County or to the Consultant's registered agent. Such notices shall be sent pursuant to Section 35 hereinbelow.

30.7 If the Consultant complies with a public records request within eight (8) business days after the notice is sent, the Consultant is not liable for the reasonable costs of enforcement.

SECTION 31. Disclosure Of Litigation, Investigations, Arbitration or Administrative Decisions.

31.1 During the term of this Contract, or any extension thereto, the Consultant shall have the continued duty to disclose to the County Attorney, in writing, upon occurrence, all civil or criminal litigation, arbitration, mediation, or administrative proceeding involving the Consultant. If the existence of the proceeding causes the County concerns that the Consultant's ability or willingness to perform this contract is jeopardized, the Consultant may be required to provide the County with reasonable written assurance to demonstrate the Consultant can perform the terms and conditions of the Contract.

SECTION 32. Public Entity Crimes.

32.1 In accordance with Section 287.133, Florida Statutes, the Consultant certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date of this Contract.

SECTION 33. Anti-Discrimination.

33.1 The Consultant agrees that it will not discriminate in employment, employee development, or employee advancement because of religious or political opinions or affiliations, race, color, national origin, sex, age, physical handicap, or other factors, except where such

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factor is a bonified occupational qualification or is required by State and/or Federal Law.

SECTION 34. Advertising.

34.1 The Consultant shall not publicly disseminate any information concerning this Contract without prior written approval from the County, including but not limited to, mentioning the Contract in a press release or other promotional material, identifying the County as a reference, or otherwise linking the Consultant’s name and either description of this Contract or the name of the County in any material published, either in print or electronically, to any entity that is not a party this Contract, except potential or actual authorized distributors, dealers, resellers, or service representative.

SECTION 35. Notices.

35.1 All notices, demands, requests for approvals or other communications given by the parties to another in connection with this Contract shall be in writing, and shall be sent by registered or certified mail, postage prepaid, return receipt requested, or overnight delivery service (such as federal express), or courier service or by hand delivery to the office of each party indicated below:

County: Nassau County
Attn: Keith Ellis, Building Official
96161 Nassau Place
Yulee, FL 32097

Vendor: M.T. Causley, LLC
Attn: Matthew K. Causley, President
10720 Caribbean Blvd. Suite 650
Cutler Bay, FL 33189

SECTION 36. Attorney’s Fees.

36.1 Notwithstanding the provisions of Section 30 hereinabove, in the event of any legal

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action to enforce the terms of this Contract each party shall bear its own attorney's fees and costs.

SECTION 37. Authority to Bind.

37.1 The Consultant represents and warrants that the Consultant's undersigned representative if executing this Contract of behalf of a partnership, corporation or agency has the authority to bind the Company to the terms of this Contract.

SECTION 38. Conflicting Terms, Representations and No Waiver of Covenants or Conditions.

38.1 In the event of any conflict between the terms of this Contract and the terms of any exhibits, the terms of this Contract shall prevail.

38.2 All representations, indemnifications, warranties and guaranties made by the Consultant in this Contract, as well as all continuing obligations indicated in this Contract, shall survive final payment and termination or completion of this Contract.

38.3 The failure of either party to insist on strict performance of any covenant or condition herein, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance.

SECTION 39. Construction of Contract.

39.1 The parties hereby acknowledge that they have fully reviewed this Contract and any exhibits and have had the opportunity to consult with legal counsel of their choice, and that this Contract shall not be construed against any party as if they were the drafter of this Contract.

SECTION 40. Headings.

40.1 The section headings and captions of this Contract are for convenience and reference of the parties and in no way define, limit or describe the scope or intent of this Contract or any part thereof.

SECTION 41. Entire Agreement and Execution.

Initials M&C

19

Initials TP

41.1 This Contract, together with any exhibits, constitutes the entire Contract between the County and the Consultant and supersedes all prior written or oral understandings.

41.2 This Contract may be executed in any number of counterparts; each executed counterpart hereof shall be deemed an original; and all such counterparts, when taken together, shall be deemed to constitute one and the same instrument.

SECTION 42. Change of Laws.

42.1 If there is a change in any state or federal law, regulation or rule or interpretation thereof, which affects this Contract or the activities of either party under this Contract, and either party reasonably believes in good faith that the change will have a substantial adverse effect on that party's rights or obligations under this Contract, then that party may, upon written notice, require the other party to enter into good faith negotiations to renegotiate the terms of this Contract. If the parties are unable to reach an agreement concerning the modification of this Contract within fifteen (15) days after the date of the notice seeking renegotiation, then either party may terminate this Contract by written notice to the other party. In such event, Consultant shall be paid its compensation for services performed prior to the termination date.

[The remainder of this page left intentionally blank.]

Initials MkC

Initials TP

IN WITNESS WHEREOF, the parties have executed this Contract which shall be deemed an original on the day and year last written below.

NASSAU COUNTY, FLORIDA

Taco E. Pope, AICP

Taco E. Pope, AICP
County Manager

Date: 1/2/2024

Approved as to form and legality by the
Nassau County Attorney

Denise C. May

DENISE C. MAY

M.T. CAUSLEY, LLC

Matthew K. Causley

By: Matthew K. Causley

Its: President

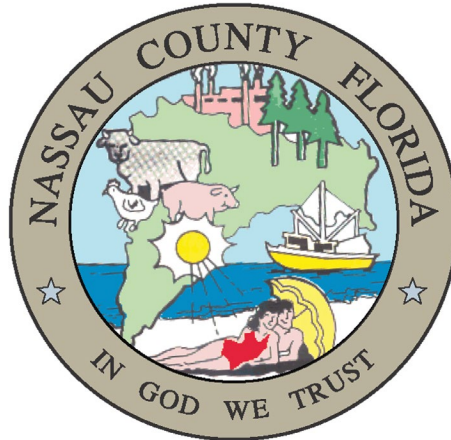
Date: 12/28/2023

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EXHIBIT "A"
COUNTY'S REQUEST FOR
PROPOSAL
CM3512

**NASSAU COUNTY
FLORIDA**



NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

REQUEST FOR PROPOSALS (RFP)

PLAN REVIEW SERVICES

RFP NO. NC22-046-RFP

PROPOSALS ARE DUE NO LATER THAN

December 7, 2022 @ 10:00 A.M.

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SECTION 1: PROJECT INFORMATION

1.1 PURPOSE:

The Board of County Commissioners is seeking written proposals from qualified firms to perform Plan Review services. The Plan Reviewer shall review all permit documents which consist of plans, specifications for commercial building, commercial electrical, commercial mechanical, commercial plumbing, Etc., and residential building plans, to determine whether the plans comply with Florida Building codes, local ordinances, and the National Electrical code.

1.2 BACKGROUND:

County

Nassau County has 90,000+ residents and local population growth is predicted to outpace that of rest of the Jacksonville Metropolitan Statistical Area over the next 15 years. There are three incorporated municipalities in the county, two of which are small rural communities: the Town of Callahan, in the inland southwest, has fewer than 2,000 residents, while the Town of Hilliard's population, in the inland northwest, is estimated to be near 3,500. More than 12,000 residents are located within the City of Fernandina Beach's limits on the north end of Amelia Island. The island has a large seasonal-resident population and attracts more than 500,000 tourists a year with its beach resorts, municipal airport, recreational facilities, historic national sites, and aquatic preserve.

Nassau County spans a total 726 square miles, only 652 of which are land. Nassau's border with Georgia in the north and northwest is formed by the St. Mary's River. The Nassau River and Thomas Creek separate Nassau and Duval counties to the south. The county's location in the northeast corner of Florida, climate, natural features, and built environment make the jurisdiction susceptible to natural and man-made hazards including severe thunderstorms, tropical cyclones, tornadoes, wildfires, and infectious disease. Its low elevation and myriad of creeks contribute to countywide riverine flood risk and the concave Atlantic coastline increase the threat of storm-tide flooding. From mid-2015 to mid-2020 Nassau County experienced impacts from nine named tropical systems, eight other significant flood events, three tornadoes, 171 wildfires of various magnitude, and three public health emergencies.

SECTION 2: SCOPE OF SERVICES

2.1 SCOPE OF WORK:

The Board of County Commissioners is seeking written proposals from plan reviewer to perform the following scope of work related to plan review. The plan reviewer shall issue a formal written document, detailing all code deficient items

for each set of plans reviewed and submit plan review comments to Nassau County. Nassau County will forward to the contractor of record for correction. Upon plan approval, the Plan Reviewer shall approve and stamp plans "Reviewed for Code Compliance" and submit to Nassau County.

The scope of services for the plan review service is as follows:

- The County will determine which plans are to be reviewed and will send them either electronically or in the traditional paper format.
- The County will intake, track and process the permit applications and all revisions per current building and permit administration processes. The Plan Reviewer will complete the review within the time frames listed below:
 - 10 business days for the Initial review
 - 5 business days for subsequent reviews
- Plan Reviewer will review any revisions or additional information within 5 business days and utilize the same approval process as stated above.
 - Provide hourly rate for commercial plan review services.
 - Provide lump sum rate for residential dwelling plan review services.

NOTE: Nassau County reserves the right, on large commercial project plans, to negotiate a not to exceed price, using the established hourly rate.

2.2 TERM OF AGREEMENT/CONTRACT:

The Term of this Agreement/Contract is expected to be for an initial period of one (1) year from the date of execution by both the County and the successful Respondent.

Upon mutual agreement of the parties, the performance period may be extended in one (1) year increments as long as the total length of the performance does not exceed five (5) years.

SECTION 3: QUALIFICATIONS AND EXPERIENCE

The County is looking for a firm with sufficient experience and qualifications working with other government agencies on similar projects, knowledge and expertise in industry standard procedures, and references, especially those in Florida. See Tab 3 for minimum experience requirements.

SECTION 4: INSTRUCTIONS AND INFORMATION TO RESPONDENTS

4.1 TENTATIVE SCHEDULE OF SELECTION PROCESS/KEY DATES:

The County's intended schedule for the project (tentative + subject to change): All times shown are Eastern Standard Time (EST).

Event	Date	Time
RFP Available on PlanetBids	November 4, 2022	
Deadline for Questions	November 23, 2022	by 4:00 p.m.
County Responses to Questions Posted to PlanetBids	November 30, 2022	
RFP Responses Due Date/Time and RFP Opening Date/Time	December 7, 2022	by 10:00 a.m.
Evaluation Committee (Evaluate/Rank Firms)	TBD	TBD
Interviews of Shortlisted Firms	TBD	TBD
BOCC Award/Approval	TBD	

4.2 SUBMISSION OF REQUEST FOR PROPOSALS (RFP):

Proposals must be submitted to the County's eProcurement system, [PlanetBids Vendor Portal](#). The County will not accept proposals by facsimile, paper (hand-carry), email, or any other method. **Proposals must be received no later the date and time specified in Section 4.1.** Any proposals received after this date and time will be rejected and considered non-responsive. Proposals will be publicly read and recorded at the office of the Ex-Officio Clerk, Nassau County on the date and time specified in Section 4.1.

4.3 PRE-SUBMITTAL MEETING AND QUESTIONS:

Pre-submittal meeting is not applicable. **Respondents are directed not to contact evaluating committee members, County Commissioners, County departments or divisions until award has been made by the Board of County Commissioners. ALL QUESTIONS FROM RESPONDENTS MUST BE ADDRESSED IN WRITING AND SUBMITTED TO THE NASSAU COUNTY'S ePROCUREMENT SYSTEM, [PLANETBIDS VENDOR PORTAL](#)**

4.4 ADDITIONAL INFORMATION/ADDENDA:

Any ambiguity, conflict, discrepancy, omissions or other error discovered in this solicitation must be reported immediately and a request made for modifications or clarification. Request for additional information or clarifications must be made in writing and submitted to NASSAU COUNTY'S ePROCUREMENT SYSTEM, [PLANETBIDS VENDOR PORTAL](#) by the question deadline identified in Section

4.1.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the RFP opening date. Respondents should not rely on any representations, statements or explanations other than those made in this solicitation or in any addendum to this solicitation. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

It is the Respondent's responsibility to be sure all addenda were received. The Respondent should verify with the designated contact person prior to submitting a proposal that all addenda have been received. Respondents are required to acknowledge the number of addenda received as part of their submission of the proposal. Respondents shall submit the Addendum Acknowledgment form attached hereto as Attachment "A".

4.5 RESPONSE FORMAT:

To facilitate and expedite review, the County asks that all Respondents follow the response format outlined below. Failure to submit your response in the format requested may result in the reduction of your overall evaluation score. To assist you in preparing your response, the County's selection criteria are also described herein. Please abide by all requirements set forth to avoid any risk of disqualification.

The maximum length of the response is 50 pages, not including front cover, table of contents, dividers, the contents of "Tab 6" or back cover.

TAB 1 – Cover Letter

Provide a signed cover letter no longer than two (2) pages in length. Provide a positive commitment to perform the required work. The cover letter should provide the primary contact person for this engagement including his/her title, phone number, and email address. Signature should be by an authorized person that can legally bind the company in this engagement.

TAB 2 – Table of Contents

Include a clear identification of the material included in the proposal by page number.

TAB 3 – Experience and Qualifications

Describe previous related work experience and qualifications in the subject area. Respondent should have a minimum of three (3) years' experience working for a governmental entity with similar responsibilities. Demonstrate a clear understanding of the Scope of Work and other technical and legal issues.

If applicable, the Respondent shall provide information as to the qualifications and experience of all other personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. In addition to above, firms should include:

- Respondent must have and maintain the following Florida License:
 - Plans Examiners (Building, Electrical, Mechanical, and Plumbing) - License from the State of Florida Department of Business and Professional Regulation as regulated by Florida Statute 468, Part XII for all disciplines the plans examiners review.
 - Plans Examiner (Residential) - License from the State of Florida Department of Business and Professional Regulation as regulated by Florida Statute 468, Part XII or all disciplines.
- Team organizational chart showing all names of specific staff proposed for the project with their titles.
- Specific responsibilities should be listed for all team members assigned to the project. The description of responsibilities shall include the areas of responsibility for each individual team member.
- Provide an overall approach and methodology to meeting the goals and responsibilities of the Scope of Work.

TAB 4 – References

Firm References: Provide a minimum of three (3) examples of similar projects with applicable reference information. References should include the following information:

- Client name, address **AND** phone numbers and e-mail addresses
- Description of all services provided
- Performance period
- Total contract value

The list of references for which similar work has been performed and the list shall include all similar contracts performed by the Respondent in the past five years. The evaluators will randomly select at least three of these references, but the evaluators reserve the right to contact all the references listed if information from the three references contacted warrant further inquiry. The failure to list all similar contracts in the specified period may result in the rejection of the Respondent's proposal. The evaluators may check all public sources to determine whether Respondent has listed all contracts for similar work within the designated period. If the evaluators determine that references for other public contracts for similar contracts were not listed, the evaluators may contact the public entities to make inquiry into Respondent's performance of those contracts and the information obtained may be considered in evaluating Respondent's proposal.

TAB 5 – Cost

Proposed lump sum cost for the Scope of Work specified in Section 2 of this RFP. Nassau County may negotiate compensation with the successful Respondent.

TAB 6 – ATTACHMENTS/ADMINISTRATIVE INFORMATION

Include the following required attachments:

- Proper and Valid Licensing to conduct business in the State of Florida.
- Current Applicable Florida DBPR Licenses.
- Addendum Acknowledgement (Attachment “A”)
- Public Entities Crimes Statement (Attachment “B”).
- Experience of Responder (Attachment “C”)
- Drug Free Workplace Certificate (Attachments “D”)
- E-Verify Affidavit (Attachment “F”)
- Certificate of Insurance (proof of current coverage, naming Nassau County as an additional insured and matching Insurance requirements found in Attachment “G”).

All Attachment/Forms required by the RFP shall be fully completed and executed an authorized representative that can legally bind the person(s) or firm. Respondent shall submit all information in the above order. Failure to do so may diminish your score.

- 4.6** It is the intent of Nassau County to issue a Standard Contract for Professional Service. Any contract renewal will be upon mutual agreement by all parties and based upon the availability of funds and the need for services. Any contract(s) negotiated with any firm(s) responding to this Request for Qualifications will be non-exclusive. Any additional service options would require submission of a proposal and related fees for approval by Nassau County prior to any Work Authorization being implemented. These additional services will be added to the Standard Contract by Contract Amendment/Change Order.
- 4.7** It is expressly understood that the Board’s preference/selection of any proposal does not constitute an award of a Contract with the County. It is further expressly understood that no Contractual relationship exists with the County until a Contract has been formally executed by both the County, and the selected firm. It is further understood, no firm may seek or claim any award and/or reimbursement from the County for any expenses, costs, and/or fees (including attorneys’ fees) borne by any Proposer, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys’ fees) are the sole responsibility of the firm.
- 4.8** Public Entities Crimes. A person or affiliate who has been placed on the convicted Vendors list following a conviction for public entity crime may not submit a proposal

on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or respondent under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted Vendor list. By signature on this solicitation and confirmation on the attached form, proposer certifies that they are qualified to do business with Nassau County in accordance with Florida Statutes.

- 4.9** The Respondent, by submission of their proposal, warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the breach or violation of this provision, the County shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.
- 4.10** Scrutinized Company List SCRUTINIZED COMPANY LIST – STATE OF FLORIDA REQUIREMENT: Sections 287.135 and 215.473, Florida Statutes, prohibit Florida municipalities from contracting with companies, for goods or services over \$1,000,000 that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or to engage in any Business operations with Cuba or Syria. Sections 287.135 and 215.4725 also prohibit Florida municipalities from contracting with companies, for goods or services in any amount that are on the list of Scrutinized Companies that Boycott Israel.

The list of “Scrutinized Companies” is created pursuant to Section 215.473, Florida Statutes. A

copy of the current list of “Scrutinized Companies” can be found at the following link:

https://www.sbafla.com/fsb/Portals/FSB/Content/Performance/Quarterly/2019_01_29_Web_Update_PFIA_Prohibited_List.pdf?ver=2019-01-29-130702-420

The company representative authorized to sign on behalf of the bidder, hereby CERTIFIES that the company identified as the Respondent is not listed on either the Scrutinized Companies with Activities in Sudan List; or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not participating in a boycott of Israel; and does not have any business operations with

Cuba or Syria. Authorized representative understands that pursuant to Sections 287.135 and 215.473, Florida Statutes, the submission of a false certification may subject the Respondent Company to civil penalties, attorney's fees, and/or costs.

SECTION 5. EVALUATION/SELECTION

5.1 EVALUATION /SELECTION COMMITTEE:

A Selection/Evaluation Committee will be appointed to select the most qualified person(s) or firm. The evaluation/selection committee will be responsible for evaluating and ranking each firm based upon the criteria listed below. The Committee may select a short-list of up to five (5) top-ranked firms. 100-point formula scoring system will be utilized.

5.2 CRITERIA:

<u>Category</u>	<u>Point Range</u>
Experience and Expertise Provide a synopsis of the Firm's history; identify the Project Manager. Demonstrate technical ability and experience to meet all identified tasks in the Scope of Work. Include a chart identifying the key personnel assigned to this project, including the name of the individual authorized to negotiate the contract on behalf of the consulting firm.	0-40
References The Respondent shall provide references for similar projects within the last five (5) years. Include the name of the Agency, name of the contact person and their current address, telephone number and email address. Other relevant references may be included in the appendix of the proposal.	0-10
Resources and Methodology Overall approach and detailed plan for providing the services. Consideration of services provided and approach to meeting goals and approach to meeting service objectives.	0-20
Fees/Cost	0-30
Total	0-100

5.3 The County reserves the right to make selections based on the submittals only or to request oral presentations or questions/answer sessions with the top ranked firms before determining the final ranking.

5.4 If the County request oral presentations from the top ranked firms, a separate evaluation process will be conducted. Any scores from the initial evaluation process for short-ranking purposes will not be used or added to the oral presentation scoring. The evaluation criteria and scoring that will be used for the

ranking of the oral presentations will be provided prior to the presentation date.

SECTION 6. CONTRACT PROCEDURES

PRESENTATION TO THE BOARD:

County staff shall submit an agenda item for presentation to the Nassau County Board of County Commissioners requesting consideration and approval to award based on the recommendation of the evaluation committee according to the overall ranking.

SECTION 7. STANDARD CONTRACT TERMS FOR PROFESSIONAL SERVICES

7.1 COMPENSATION

Invoices for services shall be paid in accordance with the Florida Prompt Payment Act. All invoices shall be accompanied by a report or statement identifying the nature of the work performed, the hours required and compensation for the work performed. The report or statement shall show a summary of fees. County reserves the right to withhold payment to Consultant for failure to perform the work in accordance with the provisions of this Contract, and County shall promptly notify Consultant in writing if any invoice or report is found to be unacceptable and will specify the reasons therefor. Consultant will have thirty (30) days to cure any failure upon written notice.

All representation, indemnifications, warranties, and guaranties made in, required by or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, will survive final payment and termination or completion of this Contract.

Final Invoice: In order for both parties herein to close their books and records, Consultant will clearly state "Final Invoice" on Consultant's final/last billing to County. This indicates that all services have been performed and all charges and costs have been invoiced to County and that there is no further work to be performed on the specific project.

7.2 EXPENSES

Consultant shall be responsible for all expenses incurred while performing the services, unless otherwise detailed in Exhibit "A". This includes, without limitation, license fees, memberships, and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to Consultant's agents, if any, hired by Consultant to complete the work under this Contract.

7.3 STANDARD OF CARE

Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a professional under similar circumstances, at the same time, and in the same locality. At County's sole discretion, Consultant shall, at no additional cost to County, re-perform services which fail to satisfy the foregoing standard of care.

7.4 EQUAL OPPORTUNITY EMPLOYMENT

In connection with the work to be performed under this Contract, Consultant agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

7.5 TRUTH-IN-NEGOTIATION/PUBLIC ENTITY CRIMES AFFIDAVIT

Consultant certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which County determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual costs. Consultant represents that it has furnished a Public Entity Crimes Affidavit pursuant to Section 287.133, Florida Statutes.

7.6 INDEMNIFICATION

Consultant shall indemnify and hold harmless County and its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant and other persons employed or utilized by the Consultant, in the performance of the Contract.

7.7 INDEPENDENT CONSULTANT

Consultant undertakes performance of the services as an independent consultant under this Contract and shall be wholly responsible for the methods of performance. County shall have no right to supervise the methods used, but County shall have the right to observe such performance. Consultant shall work closely with County in performing services under this Contract.

This Contract shall not render Consultant or any of Consultant's agents an employee, partner, agent of, or joint venturer with County for any purpose. Consultant is and will remain an independent consultant in its relationship to County and Consultant's agents are not and will not become Company's employees. County shall not be responsible for withholding taxes with respect to Consultant's compensation hereunder. County shall report all payments made to Consultant on a calendar year basis using IRS Form 1099, if required by law.

Consultant agrees to report all such payments to the appropriate federal, state and local taxing authorities. County shall not and shall have no obligation to: (a)(i) withhold FICA (Social Security and Medicare taxes) from Consultant's payments or make FICA payments on Consultant's or Consultant's agent's behalf, (ii) make state or federal unemployment compensation contributions or payments on Consultant's or Consultant's agent's behalf, or (iii) withhold state or federal income tax from Consultant's payments; or (b) obtain workers' compensation insurance or any other insurance coverage of any kind on behalf of Consultant or Consultant's agents. If Consultant hires employees to perform any work under this Contract, Consultant shall cover them with worker's compensation insurance and provide County with a certificate of workers' compensation insurance before the employees begin the work. Neither Consultant no Consultant's agents are eligible to participate in any employee health, vacation pay, sick pay, or other fringe benefit plan of County. If any government agency or court determines that Consultant should be reclassified as an employee, Consultant hereby waives any right to County benefits and acknowledges and understands that such reclassification shall not entitle Consultant to any benefits offered to County's employees. Consultant and County agree that:

- Consultant has the right to perform services for others during the term of this Contract;
- Consultant has the sole right to control a direct the means, manner, and method by which the services required by this Contract will be performed;
- Consultant has the right to perform the services required by this Contract at any location or time;
- Consultant has the right to hire assistants as subcontractors, or to use employees to provide the services required by this Contract.

7.8 EXTENT OF CONTRACT

This Contract represents the entire and integrated agreement between County and Consultant and supersedes all prior negotiations, representations, or agreement, either written or oral.

This Contract may only be amended, supplemented, modified, changed, or canceled by a duly executed written instrument.

7.9 COMPLIANCE WITH LAWS

In performance of the services, Consultant will comply with applicable regulatory requirements including federal, state, and local laws, rules regulations, orders, codes, criteria, and standards.

7.10 INSURANCE

Consultant shall maintain such commercial or comprehensive general liability, workers compensation, professional liability, and other insurance as is detailed in Exhibit "B" and as is appropriate for the services being performed hereunder by Consultant, its employees, or agents.

7.11 ACCESS TO PREMISES

County shall be responsible for providing access to all project sites (if required), and for providing project-specific information.

7.12 TERMINATION OF CONTRACT

Termination for Convenience: This Contract may be terminated by County for convenience, upon thirty (30) days of written notice to Consultant. In such event, Consultant shall be paid its compensation for services performed prior to the termination date. In the event that Consultant abandons this Contract or causes it to be terminated, Consultant is liable to County for all loss pertaining to this termination.

Default by Consultant: In addition to all other remedies available to County, County may terminate this Contract for cause should Consultant neglect, fail to perform, or observe any of the terms, provisions, conditions, or requirements herein contained. Prior to termination, County shall provide written notice of the specific conditions warranting default, and County shall allow thirty (30) days for Consultant to cure.

7.13 NONDISCLOSURE OF PROPRIETARY INFORMATION

Consultant shall consider all information provided by County and all reports, studies, calculations, and other documentation resulting from Consultant's performance of the services to be proprietary unless such information is available from public sources. Consultant shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of County or in response to legal process.

7.14 UNCONTROLLABLE FORCES

Neither County nor Consultant shall be considered to be in default of this Contract if delays in or failure of performance shall be due to uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Contract and which is beyond the reasonable control of the nonperforming party.

It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Contract.

7.15 GOVERNING LAW AND VENUE

This Contract shall be governed by the laws of the State of Florida. All legal action necessary to enforce the Contract will be held in Nassau County, Florida.

7.16 MISCELLANEOUS

A waiver by either County or Consultant of any breach of this Contract shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

Severability: Any provision in this Contract that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provisions in any other jurisdiction. The non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Contract.

Public Records: County is a public agency subject to Chapter 119, Florida Statutes. IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6010, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, YULEE, FLORIDA 32097. Under this Contract, to the extent that Consultant is providing services to County, and pursuant to section 119.0701, Florida Statutes, Consultant shall:

Keep and maintain public records required by the public agency to perform the service.

Upon request from the public agency's custodian of public records, provide the public agency 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 this chapter or as otherwise provided by law.

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 agreement term and following completion of the Contract if Consultant does not transfer the records to the public agency.

Upon completion of the Contract, transfer, at no cost, to the public agency all public records in possession of Consultant or keep and maintain public records required by the public agency to perform the service. If Consultant transfers all public records to the public agency upon completion of the contract, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of the Contract, Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

A request to inspect or copy public records relating to a Nassau County contract for services must be made directly to the Nassau County Custodian of Public Records. If Nassau County does not possess the requested records due to Consultant maintaining the public records, then Nassau County shall immediately notify Consultant of the request for records. Consultant must provide the records to Nassau County or allow the records to be inspected or copied within a reasonable time. If Consultant does not comply with Nassau County's request for records, Nassau County shall be entitled to enforce the contract provisions herein for failure to comply with the terms of the contract. Any Consultant which fails to provide public records to Nassau County within a reasonable time may also be subject to penalties as provided under Section 119.10, Florida Statutes, including punishment by fine or may be guilty of committing a misdemeanor of the first degree for any willful and knowing violation.

The provisions of this section shall not prevent the entire Contract from being void should a provision, which is of the essence of the Contract, be determined to be void.

7.17 EMPLOYMENT ELIGIBILITY

Consultant must comply with F.S. 448.095 and use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by Consultant during the term of this Contract to work in Florida. Additionally, if Consultant uses subcontractors to perform any portion of

the work (under this Contract), Consultant must include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Consultant must include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: www.uscis.gov/e-verify.

7.18 SUCCESSORS AND ASSIGNS

County and Consultant each binds itself and its director, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Contract and to the partners, successors, executors, administrators, assigns, and legal representatives.

7.19 CONTINGENT FEES

Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

7.20 OWNERSHIP OF DOCUMENTS

Consultant shall be required to work in harmony with other consultants relative to providing information requested in a timely manner and in the specified form. All documents, records, disks, original drawings, or other information shall become the property of the County upon completion for its use and distribution as may be deemed appropriate by County.

7.21 FUNDING

This Contract shall remain in full force and effect only as long as the expenditures provided for in the Contract have been appropriated by the Nassau County Board of County Commissioners in the annual budget for each fiscal year of this Contract and is subject to termination based on lack of funding.

7.22 DISPUTE RESOLUTION

County may utilize this section, at their discretion, as to disputes regarding contract interpretation. County may send a written communication to Consultant by email, overnight mail, UPS, FedEx, or certified mail. The written notification shall set forth County's interpretation of the Contract. A response shall be provided in the same

manner prior to the initial meeting with the County Manager. This initial meeting shall take place no more than twenty (20) days from the written notification of the dispute addressed to Consultant. Consultant should have a representative, at the meeting that can render a decision on behalf of Consultant.

If there is no satisfactory resolution as to the interpretation of the Contract, the dispute may be submitted to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by County and the cost of mediation shall be borne by Consultant. Consultant shall not stop work during the pendency of mediation or dispute resolution.

7.23 CONFLICT OF INTEREST

Consultant shall have no known, undisclosed conflicts of interest.

****The Remainder of this Page Intentionally Left Blank****

ATTACHMENT "A"
ADDENDA ACKNOWLEDGMENT

<p>Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.</p> <p>SOLICITATION NUMBER: NC22-046-RFP</p>	<p>Addendum # _____ through # _____</p> <p>Date:</p>
<p>Signature of Person Completing:</p>	
<p>Printed Name:</p>	<p>Title:</p>

>>>Failure to submit this form may disqualify your response<<<

ATTACHMENT "B"
SWORN STATEMENT
UNDER FLORIDA STATUTE 287.133(3)(a) ON PUBLIC ENTITY CRIMES

TO BE RETURNED WITH BID

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.
2. This sworn statement is submitted by _____ (entity submitting sworn statement), whose business address is _____ and its Federal Employee Identification Number (FEIN) is _____. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is _____ (please print name of individual signing), and my relationship to the entity named above is _____.
4. 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 with the United States, including, but not limited to, any bid or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, 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.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or 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, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An 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 in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be 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 Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. 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 binding contract and which bids or applies to bid on contracts 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 management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please 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 management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, and (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Signature

Date

State of: _____

County of: _____

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization, this _____ day of _____, 20___ by _____ who is ___ personally known to me or ___ produced _____ as identification.

Notary Public

My commission expires: _____

ATTACHMENT "C"
EXPERIENCE OF RESPONDENT

The following questionnaire shall be answered by the Respondent for use in evaluating the submittal to determine the most qualified Respondent, meeting the required specifications.

1. **FIRM NAME:** _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Name of primary contact responsible for work performance: _____

Phone: _____ Cell Phone: _____

Email: _____

2. **INSURANCE:**

Surety Company: _____

Agent Company: _____

Agent Contact: _____

Total Bonding Capacity: \$ _____ Value of Work Presently Bonded: \$ _____

3. **EXPERIENCE:**

Years in business: _____

Years in business under this name: _____

Years performing this type of work: _____

Value of work now under contract: _____

Value of work in place last year: _____

Percentage (%) of work usually self-performed: _____

Name of subvendors you may use: _____

Has your firm: Failed to complete a contract: ___ Yes ___ No

Been involved in bankruptcy or reorganization: ___ Yes ___ No

Pending judgment claims or suits against firm: ___ Yes ___ No

4. **PERSONNEL**

How many employees does your company employ:

Management	_____ Full time	_____ Part time
Site/Crew Supervisors	_____ Full time	_____ Part time
Workers/Laborers	_____ Full time	_____ Part time
Clerical	_____ Full time	_____ Part time
Other	_____ Full time	_____ Part time

5. WORK EXPERIENCE:

List your three (3) most significant commercial accounts where the contract was similar in scope and size to this bid.

Reference #1:

Company/Agency Name: _____

Address: _____

Contract Person: _____

Phone: _____ Email: _____

Project Description: _____

Contract \$ Amount: _____

Date Completed: _____

Reference #2:

Company/Agency Name: _____

Address: _____

Contract Person: _____

Phone: _____ Email: _____

Project Description: _____

Contract \$ Amount: _____

Date Completed: _____

Reference #3:

Company/Agency Name: _____

Address: _____

Contract Person: _____

Phone: _____ Email: _____

Project Description: _____

Contract \$ Amount: _____

Date Completed: _____

REMINDER:

THIS FORM IS TO BE INCLUDED WITH SUBMISSION. FAILURE TO SUBMIT ALONG WITH SUBMISSION MAY BE CAUSE FOR DISQUALIFICATION.

ATTACHMENT "D"
DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____
_____ (print or type name of firm)

1. Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
3. Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
4. Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
5. Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Makes a good faith effort to continue to maintain a drug free workplace through the implementation of a drug free workplace program.

[Remainder of the page intentionally blank.]

“As a person authorized to sign a statement, I certify that the above-named business, firm, or corporation complies fully with the requirements set forth herein.”

Authorized Signature

Date Signed

State of: _____

County of: _____

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization, this _____ day of _____, 20___ by _____ who is ___ personally known to me or ___ produced _____ as identification.

Notary Public

My commission expires: _____

**ATTACHMENT “E”
FEDERAL PROVISIONS**

In performing under this Agreement, contractor shall comply with the following federal requirements, as applicable:

1. **Drug Free Workplace Requirements:** All contractors entering into Federal funded contracts over the simplified acquisition threshold (as defined at 41 U.S.C. § 134) must comply with the Drug Free Workplace Act of 1988 (41 U.S.C. 8102), which requires the contractor to take certain actions to provide a drug-free workplace.
2. **Davis-Bacon Act:** If applicable, the contractor agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. §§ 3141-3144 and 3136-3148), and to require all of its contractors performing work under this Agreement to adhere to same. The CONSULTANT are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, the CONSULTANT are required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the contractor shall place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation documents. The decision to award a contract shall be conditioned upon the acceptance of the wage determination. The CONSULTANT must report all suspected or reported violations of the Davis-Bacon Act to the County.
3. **Copeland Anti Kick Back Act:** CONSULTANT shall comply with all the requirements of the Copeland Anti-Kickback Act (18 U.S.C. § 874 and 40 U.S.C. § 3145, as supplemented by Department of Labor regulations at 29 CFR Part 3), which are incorporated by reference to this Agreement. CONSULTANT are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.
4. **Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701–3708):** Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. § 3702 of the Act, each CONSULTANT is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
5. **Debarment and Suspension (Executive Orders 12549 and 12689):** A contract award (see 2 CFR 180.220) must not be made under this Agreement to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR part 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The CONSULTANT shall certify compliance. The CONSULTANT further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts, which

shall read as follows:

Applicants or bidders for a lower tier covered transaction (except procurement contracts for goods and services under \$25,000 not requiring the consent of the County and/or the applicable state or federal entity) are subject to 2 C.F.R. Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)." In addition, applicants or bidders for a lower tier covered transaction for a subaward, contract, or subcontract greater than \$100,000 of Federal funds at any tier are subject to relevant statutes, including among others, the provisions of 31 U.S.C. 1352, as well as the common rule, "New Restrictions on Lobbying," published at 55 FR 6736 (February 26, 1990), including definitions, and the Office of Management and Budget "Governmentwide Guidance for New Restrictions on Lobbying," and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).

6. **Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352):** CONSULTANTS that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The CONSULTANT shall certify compliance.
7. **501(c)(4) Entities:** The Lobbying Disclosure Act of 1995, as amended (2 U.S.C. §1601 et seq.), prohibits any organization described in Section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities, from receiving federal funds, including through an award, grant, and/or subgrant. CONSULTANT shall ensure that its CONSULTANTS and sub-awardees comply with this requirement.
8. **Federal Changes:** CONSULTANT shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.
9. **Safeguarding Personal Identifiable Information:** CONSULTANT and sub awardees will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.
10. **Energy Policy and Conservation Act (43 U.S.C. §6201):** Contracts shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].
11. **Right to Inventions Under Federal Grants:** If applicable, CONSULTANT shall comply with the requirements of 37 C.F.R. part 401, "Rights to Inventions Made by Nonprofit Organizations and

Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

12. **E-Verify:** Enrollment and verification requirements:

- a. If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall:
 - i. Enroll. Enroll as a Federal Contractor in the E-Verify Program within thirty (30) calendar days of contract award;
 - ii. Verify all new employees. Within ninety (90) calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); and,
 - iii. Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within ninety (90) calendar days after date of enrollment or within thirty (30) calendar days of the employee’s assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.).
- b. If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of:
 - i. All new employees:
 1. Enrolled ninety (90) calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or
 - ii. Enrolled less than ninety (90) calendar days. Within ninety (90) calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or
 - iii. Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within ninety (90) calendar days after date of contract award or within thirty (30) days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.).
- c. If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State of local government or the government of a Federally recognized Indian tribe, or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements of (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to

the contract.

- d. Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), within one hundred eighty (180) calendar days of:
 - i. Enrollment in the E-Verify program; or
 - ii. Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contract information provided in the E-Verify program Memorandum of Understanding (MOU).
- e. The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU:
 - i. The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor, will be referred to a suspension or debarment official.
 - ii. During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.
 - iii. Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.
 - iv. Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee:
 1. Whose employment eligibility was previously verified by the Contractor through the E-Verify program;
 2. Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or
 3. Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12. Policy for a Common Identification Standard for Federal Employees and Contractors.

13. **Subcontracts:** The Contractor shall include the requirements of this clause, including this

paragraph, appropriately modified for identification of the parties in each subcontract that:

- a. Is for:
 - i. Commercial and noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or
 - ii. Construction;
- b. Has a value of more than \$3,500; and
- c. Includes work performed in the United States.

FEDERAL NON-DISCRIMINATION PROVISIONS

In performing under this Agreement, CONSULTANT shall comply with the following federally mandated non-discrimination requirements, as applicable:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.)
2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.)
3. Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12101 et seq.)
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794)
5. Revised ADA Standards for Accessible Design for Construction Awards
 - a. Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285)
 - b. Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286)
6. Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.)
7. Parts II and III of EO 11246, "Equal Employment Opportunity," (30 FR 12319, 1965), as amended by EO 11375 (32 FR 14303, 1967)
8. EO 12086 "Consolidation of contract compliance functions for equal employment opportunity" (43 FR 46501, 1978), requiring federally assisted construction contracts to include the non-discrimination provisions of §§ 202 and 203 of EO 11246 "Equal Employment Opportunity" (41 C.F.R. § 60-1.4(b), 1991)
9. EO 13166 (August 11, 2000), "Improving Access to Services for Persons With Limited English Proficiency"
10. Pilot Program for Enhancement of Employee Whistleblower Protections. The National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. No. 112-239, enacted January 2,

2013 and codified at 41 U.S.C. § 4712)

ENVIRONMENTAL COMPLIANCE

In performing under this Agreement, CONSULTANT shall comply with all of the federal environmental statutes, regulations, and executive orders listed below, as applicable:

1. The National Environmental Policy Act (42 U.S.C. § 4321 et. seq.)
2. The Endangered Species Act (16 U.S.C. § 1531 et seq.)
3. Magnuson-Stevens Fishery Conservation and Management Act (16 U.S.C. § 1801 et seq.)
4. Clean Water Act Section 404 (33 U.S.C. § 1344 et seq.)
5. The Migratory Bird Treaty Act (16 U.S.C. §§ 703-712); Bald and Golden Eagle Protection Act (16 U.S.C. § 668 et seq.), and Executive Order No. 13186, Responsibilities of Federal Agencies to Protect Migratory Birds
6. National Historic Preservation Act (54 U.S.C. § 300101 et seq.) and the Advisory Council on Historic Preservation Guidelines (36 CFR part 800)
7. Clean Air Act (42 U.S.C. § 7401 et seq.), Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) (Clean Water Act), and Executive Order 11738 (“Providing for administration of the Clean Air Act and the Federal Water Pollution Control Act with respect to Federal contracts, grants or loans”). Violations must be reported to the County and the Regional Office of the Environmental Protection Agency (EPA) immediately upon discovery.
8. The Flood Disaster Protection Act (42 U.S.C. § 4002 et seq.)
9. Executive Order 11988 (“Floodplain Management”) and Executive Order 11990 (“Protection of Wetlands”)
10. Executive Order 13112 (“Invasive Species”)
11. The Coastal Zone Management Act (16 U.S.C. § 1451 et seq.)
12. The Coastal Barriers Resources Act (16 U.S.C. § 3501 et seq.)
13. The Wild and Scenic Rivers Act (16 U.S.C. § 1271 et seq.)
14. The Safe Drinking Water Act (42 U.S.C. § 300 et seq.)
15. The Resource Conservation and Recovery Act (42 U.S.C. § 6901 et seq.)
16. The Comprehensive Environmental Response, Compensation, and Liability Act (Superfund) (42 U.S.C. § 9601 et seq.)
17. Executive Order 12898 (“Environmental Justice in Minority Populations and Low-Income Populations”)

18. Rivers and Harbors Act (33 U.S.C. § 407)
19. Marine Protection, Research and Sanctuaries Act (Pub. L. 92-532, as amended), National Marine Sanctuaries Act (16 U.S.C. § 1431 et seq.), and Executive Order 13089 (“Coral Reef Protection”)
20. Farmland Protection Policy Act (7 U.S.C. 4201 et seq.)
21. Fish and Wildlife Coordination Act (16 U.S.C. 661 et seq.)
22. Pursuant to 2 CFR §200.322, CONSULTANT must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[Remainder of the page intentionally blank.]



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place, Suite 6
Yulee, Florida 32097

John Martin
Aaron C. Bell
Jeff Gray
Thomas R. Ford
Klynt Farmer

Dist. No. 1 Fernandina Beach
Dist. No. 2 Amelia Island
Dist. No. 3 Yulee
Dist. No. 4 Bryceville/Hilliard
Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD
Ex-Officio Clerk

DENISE MAY
County Attorney

TACO E. POPE, AICP
County Manager

ATTACHMENT "F" E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Project Name: _____

Bid No./Contract No.: _____

DEFINITIONS:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

“E-Verify System” means an internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

Effective January 1, 2021, Contractors, shall register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with Nassau County. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with Nassau County; and

(904) 530-6100

An Affirmative Action / Equal Opportunity Employer

- c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility", as amended from time to time. This includes, but is not limited to, registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. The Contractor shall also execute the attached affidavit (Exhibit "A") attesting that the Contractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract; and
- d) Contractor shall also require all subcontractors to execute the attached affidavit (Exhibit "B") attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

CONTRACT TERMINATION:

- a) If Nassau County has a good faith belief that a person or entity with which it is contracting has knowingly violated §448.09(1), Florida Statutes, the contract shall be terminated.
- b) If Nassau County has a good faith belief that a subcontractor knowingly violated §448.095(2), but the Contractor otherwise complied with §448.095(2), Florida Statutes, shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
- c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.
- d) Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination.
- e) If the contract is terminated for a violation of the Statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

EXHIBIT "A"

CONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that _____(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 _____ (Contractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Print Name:_____

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 _____ as identification.

Notary Public

Printed Name

My Commission Expires: _____

EXHIBIT "B"

SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that _____ (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 _____ (Subcontractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Print Name: _____

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 _____ as identification.

Notary Public

Printed Name

My Commission Expires: _____

ATTACHMENT "G"
GENERAL INFORMATION AND MINIMUM INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Commercial General Liability insurance coverage (ISO or comparable Occurrence Form) for the life of this Contract. Modified Occurrence or Claims Made forms are not acceptable.

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Products & Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit (other than Products & Completed Operations) Applies Per Project	\$2,000,000

General liability coverage shall continue to apply to "bodily injury" and to "property damage" occurring after all work on the Site of the covered operations to be performed by or on behalf of the additional insureds has been completed and shall continue after that portion of "your work" out of which the injury or damage arises has been put to its intended use.

PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Professional Liability insurance coverage for the life of this Contract.

If the contract includes a requirement for Professional Liability or Errors and Omissions insurance, the minimum amount of such insurance shall be as follows:

Each Occurrence/Annual Aggregate	\$1,000,000
----------------------------------	-------------

Contractor/Vendor shall require each of his Sub-Contractor/Vendors to likewise purchase and maintain at their expense Commercial General Liability insurance, Workers' Compensation and Employer's Liability coverage, Automobile Liability insurance and Professional Liability (as applicable) insurance coverage meeting the same limit and requirements as the Contractor/Vendors insurance.

Certificates of Insurance and the insurance policies required for this Agreement shall contain –

- **Endorsement that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to Nassau County Board of County Commissioners.**
- **Nassau County Board of County Commissioners must be named as an Additional Insured and endorsed onto the Commercial General Liability (CGL), Auto Liability policy (ies).**
 - **CGL policy Additional Insured Endorsement must include Ongoing and Completed**
- **Provision under General Liability, Auto Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.**
- **Provision that policies, except Workers' Compensation, are primary and noncontributory.**

All Insurers must be authorized to transact insurance business in the State of Florida as provided by Florida Statute 624.09(1) and the most recent Rating Classification/Financial Category of the insurer as published in the latest edition of "Best's Key Rating Guide" (Property-Casualty) must be at least A- or above.

All of the above referenced Insurance coverage is required to remain in force for the duration of this Agreement and for the duration of the warranty period. Accordingly, at the time of submission of final application for payment, Contractor/Vendor shall submit an additional Certificate of Insurance evidencing continuation of such coverage.

If the Contractor/Vendor fails to procure, maintain or pay for the required insurance, Nassau County Board of County Commissioners shall have the right (but not the obligation) to secure same in the name of and for the

account of Contractor/Vendor, in which event, Contractor/Vendor shall pay the cost thereof and shall furnish upon demand, all information that may be required to procure such insurance. Nassau County Board of County Commissioners shall have the right to back-charge Contractor/Vendor for the cost of procuring such insurance. The failure of Nassau County Board of County Commissioners to demand certificates of insurance and endorsements evidencing the required insurance or to identify any deficiency in Contractor/Vendors coverage based on the evidence of insurance provided by the Contractor/Vendor shall not be construed as a waiver by Nassau County Board of County Commissioners of Contractor/Vendor's obligation to procure, maintain and pay for required insurance.

The insurance requirements set forth herein shall in no way limit Contractor/Vendors liability arising out of the work performed under the Agreement or related activities. The inclusions, coverage and limits set forth herein are minimum inclusion, coverage and limits. The required minimum policy limits set forth shall not be construed as a limitation of Contractor/Vendor's right under any policy with higher limits, and no policy maintained by the Contractor/Vendor shall be construed as limiting the type, quality or quantity of insurance coverage that Contractor/Vendor should maintain. Contractor/Vendor shall be responsible for determining appropriate inclusions, coverage and limits, which may be in excess of the minimum requirements set forth herein.

If the insurance of any Contractor/Vendor or any Sub-Contractor/Vendor contains deductible(s), penalty(ies) or self-insured retention(s), the Contractor/Vendor or Sub-Contractor/Vendor whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(ies) or self-insured retention(s).

The failure of Contractor/Vendor to fully and strictly comply at all times with the insurance requirements set forth herein shall be deemed a material breach of the Agreement.



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Procurement Department
96135 Nassau Place, Suite 2
Yulee, Florida 32097
Ph: 904-530-6040

REMINDER: This addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your submittal.

TO: All Proposers
FROM: Thomas O'Brien, Procurement Specialist
SUBJECT: Addendum #1
RFP Number NC22-046
Plan Review Services
DATE: 11/28/22

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to, and shall take precedence over, the original documents.

Questions:

1. Attachment C, 2. Insurance has line items regarding Bonding. Is a bond needed for professional services or can those lines be left blank?

Answer: A bond is not needed for this particular solicitation.

The Bid due date and opening time remain: December 7, 2022 at 10:00 AM EST

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF THIS ADDENDUM

Vendor/Company Name _____

Vendor Signature: _____ **Date:** _____

End of Addendum #1

EXHIBIT "B"
CONSULTANT'S PROPOSAL
CM3512
RFP No. NC22-046-RFP

Plan Review Services

ELECTRONIC COPY

Nassau County, FL

December 7, 2022 | 10:00 am

TJ Walsh

Business Development Representative

863.308.4263

ttjwalsh@safebuilt.com

Clay Frye

Director of Plan Review Services

786.650.4467

clay@mtcinspectors.com

M.T. Causley, LLC





Tab 1

Cover Letter



Wednesday, December 7, 2022

Nassua County Building Department
96135 Nassau Place
Suite 2
Yulee, FL 32097

RE: Request for Proposal (RFP) NC22-046-RFP Plan Review Services

Dear Selection Committee:

M.T. Causley, LLC, a SAFEbuilt Company (M.T. Causley), is pleased to present our proposal in response to RFP NC22-046-RFP for Plan Review Services for Nassau County. Our team has reviewed the bid documents, and, owing to our experience with the County, we fully understand the County's needs and requirements.

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

For the past twenty-six years, we have successfully supported more than 80 municipalities in various capacities—helping them be safer, develop responsibly, and improve service to local citizens. Our success is reflected through our understanding of the unique needs of each municipality, tailoring our services based on those needs, and then providing a solid team of well-qualified and experienced professionals to meet the goals and objectives of their community.

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

Our team consists of multi-licensed Plan Examiners licensed in all trades and by the Department of Business and Professional Regulations. Your M.T. Causley Team will be supervised by Mr. Clay Frye in the Project Manager role. Mr. Frye has 10+ years of experience in the customer service industry. He has served as SAFEbuilt's Director of National Plan Review since October 2021. He has extensive experience in construction permit and plans expediting, as well as plan coordination and inspection scheduling. He allocates staff based on the needs of each jurisdiction and works diligently with decision makers ensuring they have the required services to keep their communities safe.





Throughout our response, we aim to differentiate ourselves as the only company that can provide the highest quality services and most enhanced value to the County—not only through our experience but also through dedication to customer service and flexibility to adapt to fluctuating workloads. Our proposal details our services, qualifications, and fees for delivering outstanding Plan Review Services to support your communities. We enthusiastically present this proposal for your review and evaluation. Thank you for taking the time to assess our proposal. Mr. TJ Walsh, Business Development Representative, is your main point of contact for any questions or clarifications. He can be reached at 863.308.4263 or via email at tjwalsh@safebuilt.com.

Best Regards,

A handwritten signature in blue ink, appearing to read "Matthew K. Causley".

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





Tab 2

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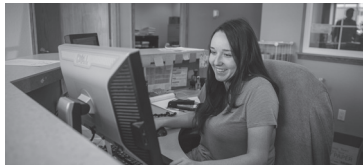
Tab 3

Experience & Qualifications

EXPERIENCE & QUALIFICATIONS

M.T. Causley was established in 1996 in Florida. In 2016, we joined the SAFEbuilt family, providing our clients with the stability and the depth of resources of a national company with service delivery at a local level. M.T. Causley, Inc. provides a comprehensive range of building department services to municipalities throughout SE Florida. We leverage our extensive local knowledge, alongside the broader capabilities of our parent company, SAFEbuilt, to deliver the highest levels of service, expertise, and resources to each of our clients.

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



Establishment & Provisioning Building Department Services

Supplemental Building Department Services

Plan Review Services



Inspection Services

Emergency Services

Disaster Assessment Services



Code Compliance & Enforcement

Public Works Inspections

Construction Management

Mr. Matthew K. Causley is the President of M.T. Causley. He manages approximately 100 professional staff members throughout Miami-Dade, Broward, and Palm Beach Counties and more than 30 additional support staff.

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



The SAFEbuilt team currently manages municipality contracts with more than 500 full-time employees. SAFEbuilt is an established, professional firm with highly skilled staff and several levels of management oversight to maintain an exceptional degree of service delivery. We aim to help municipalities develop building ordinances, fee schedules, permit issuances/forms, inspections, and tracking/reporting processes. Our personalized approach provides efficient practices, personnel expertise, innovative technology, and constantly improving service levels.

We understand that every community has a unique culture and specific requirements for their community improvement services. We work exclusively with public agencies to avoid any potential conflict of interest. The quality and training of our staff, combined with our robust business systems and core commitment to the County's satisfaction, ensure that the County continues to receive the highest levels of service, professionalism, and responsiveness in the industry.

EVIDENCE OF EXPERIENCE

Our professional team's experience and background is unparalleled. In addition to having contractor licenses in their respective trades, our team has worked with various educational facilities prior to joining the M.T. Causley family. M.T. Causley's professional staff is licensed by the State of Florida Department of Business and Professional Regulations. Staff has undergone rigorous examinations and training giving them a profound knowledge of the Florida Building Code, including:

- Energy Conservation Volume and references to IECC (International Energy Conservation Code)
 - Our mechanical engineers and plan examiners have extensive experience with the FECC (Florida Energy Efficiency Code) due to their former experience working with the largest county in Florida (Miami-Dade).
- FBC, Building Sections 453 & 468, Schools, Colleges and Universities
- Life Safety Requirements in the Florida Building Code as referenced by NFPA 101
- State Requirements for Educational Facilities (SREF)
- Uniform Building Code
- High Velocity Hurricane Zone



PROJECTS & BUILDING TYPES SUPPORTED

The team has completed over 300,000 inspections and plan review of new, unoccupied and occupied renovations, and expansion projects ranging from single-family homes, airports, healthcare facilities, high-rises, industrial, warehouses and large commercial retail centers, including but not limited to:

- Residential developments (SFH, townhomes, & condos)
- Multi-family dwellings
- LEED Buildings
- Hospitals and medical facilities
- High-rise buildings (commercial & residential)
- Large commercial retail developments
- Parking garages - above and below grade
- Cement plants
- Industrial buildings
- Housing Authorities
- Single-family homes
- Retirement communities
- Historical buildings
- Medical Examiner's offices
- Refrigerated buildings
- Threshold buildings
- Silos
- Marinas
- Waterfront properties
- Restaurants
- Parks
- Courthouses
- Government buildings
- Airport hangars
- Tunnels
- Bridges
- Low-income housing
- Gymnasiums
- Hotels
- Pools (commercial and residential)
- Recreational centers
- Cruise terminals
- Theme parks
- Fire stations
- Shopping malls
- Construction trailers
- Electric Cooperatives
- Aqueducts
- Shipyards
- Sport fields
- Arenas
- Apartment complexes
- Libraries
- Museums
- Signs
- Banks
- Grocery stores
- Pharmacies
- Elementary, Middle and High Schools
- Colleges and Universities
- Solar panel systems
- Pre-schools & daycares
- Prefabricated and Modular bathrooms for hospitals
- Churches
- Automated parking systems & mechanical car stacker
- Dentist offices
- Ambulatory centers
- Production studios
- Loading docks
- Liquid natural gas plant
- Elevators
- Casinos
- Self-storage facilities
- Chillers
- Sorority/Fraternity houses
- Warehouses
- Seawalls
- Bulkheads
- Beach Re-nourishments
- Coastal High Hazard zones
- Breakaway walls
- Marine research facilities
- Helix ramps
- Fire pump houses
- Fuel processing plants
- FPL substations
- Train station facilities
- Cement silos
- Assisted living facilities
- 500,000-gallon aquariums with a 31-foot oculus lens
- Toll plazas
- Fire repairs
- Student housing
- City Halls
- Tissue banks
- Dialysis centers
- Theaters and cinemas
- Mixed-use buildings
- Cabanas & Gazebos
- Spas
- Gate houses
- Modular baths
- Drainage systems

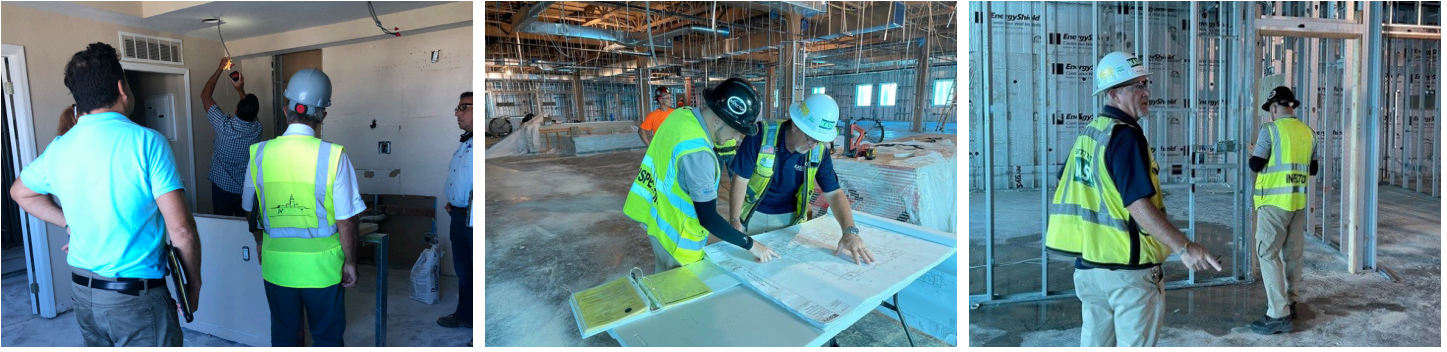
M.T. Causley's customer service approach to residents, staff, and contractors is patient, compassionate, creative, and always professional. [They are] very responsive to periods of peak development activity by providing additional personnel as necessary.

– Gregory Rice, Director of Community Development, City of Inverness, FL



M.T. Causley's professional staff possess a wide range of certifications including, but not limited to:

- Building Officials
- Architects
- Plans Examiners & Inspectors:
 - Building
 - 1&2 Family
 - Roofing
 - Coastal Construction
 - Mechanical
 - HVAC
 - Electrical
 - Plumbing
 - Fire
 - Threshold
- Engineers
 - Structural
 - Mechanical
 - Electrical
 - Plumbing
 - Civil
- Fire Contractors I & II
- Code Enforcement Officer
- Medical Gas
- Flood Plain Manager
- Contractor Licenses:
 - Roofing
 - Building/General
 - Mechanical
 - HVAC
 - Electrical
 - Plumbing
- LEED Accredited Professionals
- Pollution Storage Contractor
- Housing Quality Standard Inspectors



LIST OF CURRENT MUNICIPAL CLIENTS IN FLORIDA

Currently, M.T. Causley has 55 municipal clients in Florida. We present a list of these clients and the services we provide in the table below.

MUNICIPALITY	CLIENT SINCE	SERVICES PROVIDED
Town of Astatula	2020	Building Official, Plan Review, Building Inspections, and Permitting Software
City of Belleview	2004	Building Inspections, Plan Review, Code Enforcement, Planning & Zoning
City of Bradenton	2018	Building Inspection and Plan Review
City of Bradenton Beach	2015	Building Official, Plan Review, Building Inspections, Permit Technician, Code Enforcement, Planning & Zoning, and Permitting Software
Town of Bronson	2017	Building Official, Building Inspections, Plan Review, and Code Enforcement
City of Casselberry	2020	Building Official, Plan Review, and Building Inspections
City of Chiefland	2013	Building Inspections & Plan Review
City of Clermont	2015	Building Inspections & Plan Review
City of Coral Gables	2013	Building Inspections & Plan Review
City of Coral Springs	2017	Building Inspections & Plan Review
City of Delray Beach	2015	Building Inspections & Plan Review
City of Dunedin	2017	Plan Review and Building Inspections
City of Dunnellon	2016	Building Official, Building Inspections, Plan Review, Code Enforcement, and Floodplain Management
City of Eustis	2017	Building Official, Plan Review, and Building Inspections
City of Florida City	1992	Building Official, Building Inspections, and Plan Review
City of Gulfport	2018	Building Inspections & Plan Review
City of Haines	2020	Building Official, Building Inspections, Plan Review, and Permit Technician
City of Hallandale Beach	2019	Building Inspections & Plan Review

MUNICIPALITY	CLIENT SINCE	SERVICES PROVIDED
Hernando County	2021	Building Inspections & Plan Review
City of Hialeah	2017	Full Building Department Services
City of Homestead	2010	Building Inspections, Plan Review, and Permit Technician
Indian River County	2020	Building Inspections & Plan Review
Town of Indian Shores	2019	Building Official, Building Inspections, Plan Review, Code Enforcement, Floodplain Management, and Permit Technician
City of Inverness	2016	Building Official, Building Inspections, Plan Review, Code Enforcement, and Floodplain Management
Village of Islamorada	2018	Building Inspections & Plan Review
Village of Key Biscayne	2019	Building Official, Plan Review, Building Inspections, Code Enforcement, Fire Plan Review and Inspections, and Permit Technician
Town of Lady Lake	2016	Building Official, Building Inspections, and Plan Review
City of Lakeland	2014	Building Inspections & Plan Review
City of Longwood	2020	Building Inspections & Plan Review
City of Maitland	2021	Permit Technician
City of Marathon	2017	Building Official, Building Inspections, and Plan Review
Town of Medley	2013	Building Inspections & Plan Review
Town of Melbourne Beach	2016	Building Official, Building Inspections, and Plan Review
City of Miami Gardens	2015	Building Inspections, Plan Review, Floodplain Management, and Permit Technician
City of Miami	2019	Building Inspections
County of Monroe	2014	Building Inspections, Plan Review and Planning & Zoning
City of Mount Dora	2021	Building Official, Building Inspections, Plan Review, and Permitting Software
City of New Port Richey	2020	Building Official, Plan Review, and Building Inspections
Town of North Redington Beach	2015	Building Official, Building Inspections, Plan Review, Permit Technician, and Floodplain Management
City of Ocala	2016	Building Official, Building Inspections, Plan Review, Code Enforcement, and Floodplain Management
Town of Orchid	2019	Building Official, Building Inspections, and Plan Review
City of Palmetto	2018	Building Official, Plan Review, and Building Inspections
County of Palm Beach	2017	Building Inspections & Plan Review
Town of Palm Beach	2019	Building Inspections & Plan Review

MUNICIPALITY	CLIENT SINCE	SERVICES PROVIDED
Village of Palmetto Bay	2016	Building Inspections & Plan Review
County of Polk	2015	Building Inspections
City of Port Richey	2021	Building Official, Building Inspections, Plan Review, and Planning & Zoning
Town of Redington Beach	2015	Building Official, Building Inspections, Plan Review, Permit Technician, and Floodplain Management
Town of Redington Shores	2019	Building Inspections & Plan Review
City of Sanford	2020	Building Inspections & Plan Review
City of Sanibel	2022	Building Inspections
City of Sebastian	2019	Building Inspections & Plan Review
City of Seminole	2021	Building Inspections, Plan Review, and Building Official
County of St. Lucie	2021	Building Inspections & Plan Review
City of St. Pete Beach	2018	Building Official, Plan Review, Building Inspections, and Floodplain Management
County of Sumter	2019	Building Inspections & Plan Review
City of Tallahassee	2016	Building Inspections & Plan Review
City of Tarpon Springs	2015	Building Official, Plan Review, and Building Inspections
City of Temple Terrace	2022	Building Official and Building Inspections
City of Treasure Island	2015	Building Official, Plan Review, Building Inspections, Floodplain Management, Code Enforcement, Permit Technician, and Planning
City of West Palm Beach	2013	Building Inspections & Plan Review

“Their [M.T. Causley’s] staff is well trained, experienced, and professional, and provide customized services to suit our administrative, building, and code enforcement needs. Whether we have needed assistance for one day or on a continuous basis, they have always been able to fulfill our requests.”

– Lonnie Smith, Community Development Manager; City of Dunnellon, FL

STAFF QUALIFICATIONS & EXPERIENCE

M.T. Causley has successfully assisted many municipalities with Building Inspections and Plan Review services through all aspects of growth: establishment, expansion, and stabilization. Throughout our twenty-six-year history of providing services similar to those required by this bid, we have been called upon to scale our staff and deliverables quickly. Should the County's needs grow or evolve to include additional services, we can quickly adapt to expanding needs.

As with any company that provides third-party service personnel to their clients, M.T. Causley thoroughly screens prospective personnel for the right experience and qualifications to perform their assigned duties. With twenty-six years of industry experience, we are very familiar with each position's requirements within the different building services disciplines. We look for candidates with a well-rounded background in the building services and construction industries and exhibit a passion for the work and a drive to get the job done correctly and on schedule. We actively pursue self-motivated candidates who are personable and who can easily integrate into any team setting.

M.T. Causley is pleased to present our team of qualified inspectors and plans examiners in Figure 1 below.

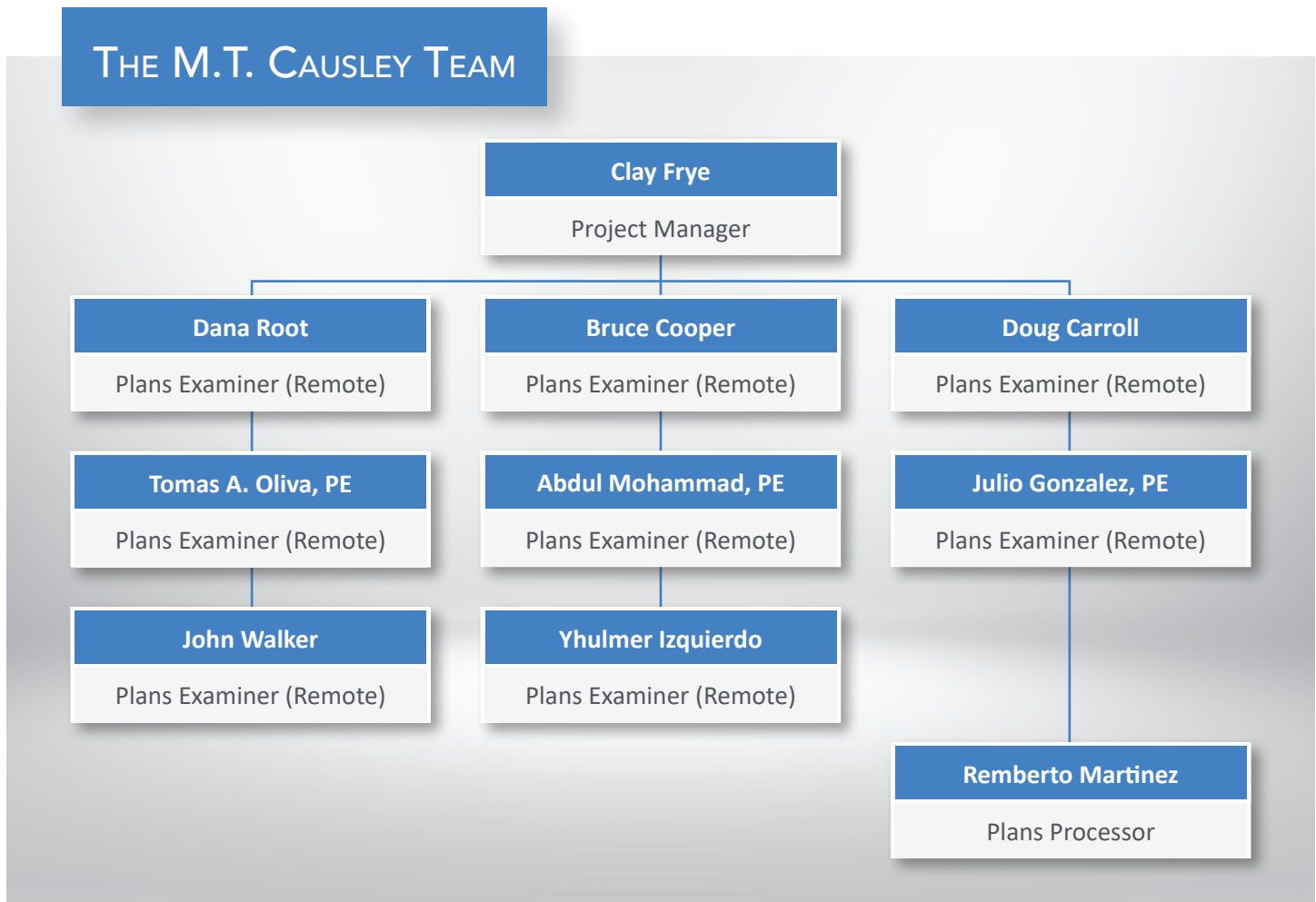


Figure 1. M.T. Causley offers an experienced team of versatile inspectors and plans examiners to support Nassau County.

TEAM QUALIFICATIONS TABLE

To facilitate the County's review of this proposal, we summarize the qualifications of each team member and present a brief description of the services they will provide for this contract. We present their full résumés, in Appendix A.

TEAM MEMBER	QUALIFICATIONS
<p>Dana Root, ICC <i>Plans Examiner</i></p>	<ul style="list-style-type: none"> ★ 35+ Years of Experience STATE OF FLORIDA LICENSES/CERTIFICATIONS ✓ Standard Plans Examiner #PX3174 <ul style="list-style-type: none"> – Building ✓ Standard Inspector #BN6197 <ul style="list-style-type: none"> – Coastal Construction – Building – Residential ✓ Building Code Administrator #BU1797 <ul style="list-style-type: none"> – Standard ✓ 1 & 2 Family Dwelling Plans Examiner #PX238 ✓ Certified Floodplain Manager
<p>Bruce Cooper <i>Plans Examiner</i></p>	<ul style="list-style-type: none"> ★ 48 Years of Experience ★ U.S. Air Force Veteran, Honorable Discharge, Good Conduct Medal, National Defense Medal and numerous Letters of Appreciation STATE OF FLORIDA LICENSES/CERTIFICATIONS ✓ Standard Plans Examiner #PX809 <ul style="list-style-type: none"> – Building – Mechanical – Electrical – Plumbing ✓ Building Code Administrator #BU338 <ul style="list-style-type: none"> – Standard ✓ Standard Inspector #BN931 <ul style="list-style-type: none"> – Building – Plumbing ✓ Qualified Stormwater Management Inspector #31117 ✓ Building Officials Association of Florida <ul style="list-style-type: none"> – Assistant Chief Inspector #978 – Certified Chief Inspector #1030 – Certified Building Inspector #029 – Building Official Director #1070



TEAM MEMBER	QUALIFICATIONS
Douglas Carroll <i>Building Plans Examiner</i>	★ 20+ Years of Experience STATE OF FLORIDA LICENSES/CERTIFICATIONS ✓ Standard Inspector #BN6988 – Plumbing ✓ Building Code Administrator #BU2142 ✓ Standard Plans Examiner #PX3914 – Plumbing
Tomas A. Oliva, PE <i>Enigneering Plans Examiner</i>	★ 25+ Years of Experience STATE OF FLORIDA LICENSES/CERTIFICATIONS ✓ Professional Engineer 72695
Abdul Mohammad, PE <i>Enigneering Plans Examiner</i>	★ 48 Years of Experience STATE OF FLORIDA LICENSES/CERTIFICATIONS – Professional Engineer 79669
Julio Gonzalez, PE <i>Enigneering Plans Examiner</i>	★ 20+ Years of Experience STATE OF FLORIDA LICENSES/CERTIFICATIONS – Professional Engineer 37275
John T. Walker <i>Plans Examiner</i>	★ 20+ Years of Experience STATE OF FLORIDA LICENSES/CERTIFICATIONS ✓ Standard Inspector #BN4124 – Building – Mechanical – Plumbing ✓ Standard Plans Examiner #PX4124 – Building – Mechanical – Plumbing ✓ Building Code Administrator #BU1619 ✓ Fire Inspector I ✓ Florida Association of Code Enforcement Levels I, II, and III
Yhulmer Izquierdo <i>Plans Examiner</i>	★ 14 Years of Experience STATE OF FLORIDA LICENSES/CERTIFICATIONS ✓ Standard Inspector #BN6683 – Electrical ✓ Standard Plans Examiner #PX3714 – Electrical
Remberto Martinez <i>Plans Processor/Permit Clerk</i>	★ 22 Years of Experience



DANA C. ROOT, ICC

**Assistant Building
Official**

EDUCATION

**Utica College of Syracuse
University**
Bachelor of Science in
Construction Management

LICENSES & CERTIFICATIONS

Building Code Administrator
BU1797
Building Inspector
BN6197
Coastal Construction Inspector
BN6197
Building Plans Examiner
PX3174
1 & 2 Family Dwelling Inspector
BN6197
1 & 2 Family Plans Examiner
PX238
Certified Floodplain Manager

MEMBERSHIPS AND AFFILIATIONS

Building Officials Association of
Florida
Association of State Floodplain
Managers
Florida Floodplain Managers
Association
Suncoast Chapter of the BOAF
International Code Council

Dana is an Assistant Building Official with 35 years of experience in the field. She is ICC-Certified and holds many other impressive licenses.

EXPERIENCE

- **Assistant Building Official** City of Clearwater FL | October 2016 – Present
 - Supervise a team of building, housing and contract inspectors.
 - Monitor compliance with FEMA's National Flood Insurance Program.
 - Present cases to the Building/Flood Board of Adjustments and Appeals.
- **Plans Examiner** City of Clearwater FL | December 2013 – October 2016
 - Ensured compliance with the Florida Building Code, Pinellas County local technical amendments and City of Clearwater's community development code.
 - Provided code interpretations to engineers, architects, inspectors, contractors and building owners.
 - Reviewed plans to ensure compliance with FEMA's National Flood Insurance Program.
 - Participated in pre-construction meetings with design professionals and contractors.
- **Building Inspector** City of Clearwater FL | November 2009 – December 2013
 - Completed inspections on commercial and residential buildings in the process of construction, alteration or demolition.
 - Coordinated a daily inspection schedule with contractors, homeowners and other inspectors.
 - Performed commercial building and 1 & 2 family plan review.
 - Distributed inspection tickets to inspectors.
 - Educated engineers, architects, contractors and property owners on the Florida Building Code and City of Clearwater's community development code.
- **Weights and Measures Inspector** Town of Barnstable MA | December 2008 – November 2009
 - Inspected and enforced compliance with Massachusetts General Laws regarding weighing and measuring devices, price verification and item pricing.
 - Inspections were conducted on small and large capacity scales, fuel meters, vehicle tank meters, packed on premise items, and taxi meters for accuracy.
 - Investigated citizen complaints of inaccurate devices and pricing accuracy. The Town of Barnstable is contracted to complete all device inspections for nine municipalities.
- **Building Inspector** City of Clearwater FL | October 2007 – December 2008
 - Inspected existing buildings and structures for compliance with the

Standard Housing Code and Unsafe Building Abatement Code.

- Documented all contact with property owners until owner compliance or city ordered demolition.
- Worked with code enforcement inspectors to obtain owner compliance in the most expeditious way possible.
- Completed inspections on commercial and residential buildings in the process of construction, alteration or demolition.
- **Superintendent/Carpenter** Tom Ward Builders Storrs CT | September 1994 – October 2007
 - Performed construction and renovation of residential and commercial properties.
 - Supervised employees and subcontractors.
 - Worked closely with building inspectors and owners until completion of work.
- **Project Manager/Technician** Environmental Products and Services Syracuse NY | March 1994 – September 1994
 - Performed hazardous waste remediation and industrial cleaning.
 - Remediation of hazardous waste spills in local waterways.
- **Unit Manager September** Tanknology Austin TX | September 1992 – March 1994
 - Tested underground storage tanks and supply lines.
 - Managed a mobile test vehicle.
 - Created reports on tank tightness and compliance.
- **Carpenter** Tom Ward Builders Storrs, CT | June 1987 – September 1992
 - Construction and renovation of residential and commercial properties.
 - Worked during summer and winter breaks from Utica College.
 - Full time until September 1992.

ICC CERTIFICATIONS

Certified Building Official
 Commercial Building Inspector
 Residential Electrical Inspector
 Residential Plumbing Inspector
 Fire Plans Examiner
 Building Code Specialist
 Commercial Building Plans Examiner
 Residential Building Inspector
 Residential Mechanical Inspector
 Coastal and Floodplain Construction Inspector
 Residential Combination Inspector

BRUCE COOPER

Remote Plans Examiner

LICENSES & CERTIFICATIONS

State of Florida

Standard Plans Examiner #PX809
with Building, Mechanical,
Electrical, & Plumbing
Building Code Administrator
#BU338 (Standard)

Standard Inspector #BN931 with
Building & Plumbing
Qualified Stormwater
Management Inspector #31117

Building Officials Association of Florida

Assistant Chief Inspector #978
Certified Chief Inspector #1030
Certified Building Inspector #029
Building Official Director #1070

Association of State Floodplain Managers

Certified Floodplain Manager

Southern Building Code Congress International

Building Inspector #1549
Plumbing Inspector #606

PROJECT EXPERIENCE

- **Plans Examiner/Inspector** Pinellas County, FL | 2016 – 2021
SAFEbuilt conducts inspection services for residential, site, building systems, building exteriors, and common areas in accordance with all appropriate standards, including accessibility, under local, State, and Federal law.
- **Plans Examiner/Inspector** City of Treasure Island, FL | 2012 – 2017
SAFEbuilt provides qualified staff fulfilling the duties of Building Official, plans review, inspection services and floodplain services.
- **Plans Examiner/Inspector** City of North Redington Beach, FL | 2018 – 2020
SAFEbuilt performs plans review and next-day inspections, and provides a Certified Building Official, counter services, permitting, and floodplain and CRS services.
- **Plans Examiner/Inspector** City of St. Petersburg, FL | 2017 – 2019
SAFEbuilt performs plans review and inspections for the City, including preliminary plan review consultations, and next-day inspections.

WORK EXPERIENCE

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

AWARDS

- State of Florida, Department of Community Affairs Best Overall Comprehensive Plan for Community under 50,000 population – Director of Community Development, 1991
- Building Official of the Year, 1994
- City Manager's Employee of the Year, City of Satellite Beach, 2003

DOUGLAS CARROLL

PPI Plumbing Inspector
25 Years of Experience

EDUCATION

Florida International University
Bachelor's Degree in Business/
Real Estate
Dade College
Associate of Business in Business

Douglas is a PPL Plumbing Inspector with extensive experience in remodeling, fabrication, blueprint reading, product demos, and carpentry.

EXPERIENCE

- **PPL Plumbing Inspector** Universal Engineering Sciences, Jacksonville, FL | 04/2021 - Present
 - Private provider plumbing inspections for UES clientele ranging from single family/ multi family residential to commercial, industrial, and government projects throughout Duval and surrounding counties as needed.
- **Plumbing Inspector** City of Jacksonville, FL | 08/2020 - 04/2021
 - In this position, Douglas performed municipal plumbing inspections on permitted work in a safety sensitive environment.
 - Typical days involved driving over 100 miles throughout Duval county, visiting commercial and residential job sites, and interactions with contractors, home owners, and the general public.
 - An accomplishment so far has been learning a new large city in a short time frame.
- **Plumbing Inspector/ Licensed Plan Reviewer** SAFEbuilt, LLC, Coral Gables, FL | 02/ 2017 - 08/2020
 - Staffed multiple municipalities including City of West Palm Beach, City of Delray Beach, Village of North Palm Beach, City of Miami Gardens, City of Coral Gables, and Key West.
 - Private provider inspections and plan reviews for multiple high rise and commercial projects ranging from Ft. Lauderdale down to the City of Miami.
- **Facilities/ Licensed Plumber** University of Miami, Coral Gables, FL | 01/2012 - 2017
 - Responded to a wide variety of plumbing related issues campus-wide, from solving day to day issues to assisting contractors' projects and management with future upgrades to plumbing systems.
 - Assisted with on-call related emergencies.
 - Worked as a team with colleagues to further the best interests of the University and maintained a standard of excellence in customer service and quality of workmanship.
- **State Licensed Plumbing Contractor** R.B. Carroll Inc, Miami, FL | 2001 - 2012
 - General knowledge in electrical, mechanical, framing, shell, and



interior /finish.

- Administrative capabilities included providing permits for jobs, dealing one-on-one with building officials to ensure all inspections are passed, and office duties such as collecting payments, faxing information, soliciting business, and maintaining relationships with business allies.
- Using calibrated test gauges for testing and certifying backflow prevention devices, including sending reports to water purveyors, county authorities, and customers.
- **Helper / Mechanic** Bluewater Plumbing, Miami, FL | 2000 - 2001
- **Helper/ Mechanic** Mokher Plumbing, Coral Gables, FL | 1999 - 2000
 - Residential bathroom demolitions.
 - Concrete cutting.
 - Shop inventory.
- **Helper** R.B. Carroll Inc, Miami, FL | 1997 - 1999
 - Hanging 10" cast iron pipe through the Dade County Schools supply warehouse.
 - Plumbing service and remodeling (residential, commercial, Industrial).

TOMAS ALEXANDER OLIVA

**Project Estimator/
Project Engineer/
Assistant Project
Manager**
19 Years of Experience

EDUCATION

Florida International University
Bachelor of Science in Civil
Engineering

STATE OF FLORIDA LICENSES

Florida Certified General
Contractor license
(CGC#1518948)
Standard Inspector (BN#8533)

PROFESSIONAL AFFILIATIONS

Active member of the American
Society of Civil Engineers (ASCE)

Tomas is a Project Estimator/Project Engineer/Assistant Project Manager with extensive experience in Millenium, RISA-3D and Epanet and is fluent in English, Spanish and German.

EXPERIENCE

- **Project Estimator/Project Engineer/Assistant Project Manager** GT McDonald Enterprises, Plantation, FL | 12/2004 – 02/2021
 - Was responsible for construction cost estimates and procurement of subcontracts for new multi-story residential/luxury hotel buildings, renovation of historic buildings, commercial buildings and schools.
 - Worked on renovation/addition projects ranging from \$10 to \$60 Million per project.
 - Assisted clients with reports and presentations of estimate proposals and schedules.
- **Graduate Structural Engineer** Beicker Martinez Engineering, San Antonio, TX | 12/2003- 12/2004
 - Designed building structures ranging from 1-story residential homes up to 3-story commercial/office buildings.
 - Designed building structures according to geotechnical recommendations including deep and shallow foundations.
 - Supervised, designed and drew up construction documents including but not limited to: building floor plans, typical structural sections and structural specifications.

ABDUL R. MOHAMMAD, PE, SI

Structural Engineer

YEARS OF EXPERIENCE

17+

EDUCATION

Master of Science in Civil Engineering, Florida International University, Miami, FL

Bachelor of Engineering, Civil Engineering, Osmania University, Hyderabad, India

CERTIFICATIONS

Professional Engineer : FL and MI
Special Inspector: FL
NCEES Record

HONORS & AWARDS

2015 NCSEA Excellence in Structural Engineering Award "Grove at Grand Bay" (over \$100 Million Category) National Council of Structural Engineering Associations

2016 Engineering Excellence Award "Grove at Grand Bay" American Council of Engineering Companies of New York Platinum Award (Category C: Structural Systems)

2017 Global & Regional Best Project "1000 Museum" Engineering News Record

2019 Council on Tall Buildings and Urban Habitat (CTBUH) - "1000 Museum"

Award of Excellence, Best Tall Building, 200-299 Meters and Structural Engineering

Abdul Mohammad has over 17 years of experience in structural engineering, with over 10 years of experience in project management. Abdul is a licensed Professional Engineer in the State of Florida and Michigan. His expertise ranges from over 15 million square feet of residential, office, commercial, mixed-use, hospitality projects and parking structures. His experience also consists of Design-Bid-Build and Design-Build projects, threshold inspections, analysis and design of mid and high-rise buildings, design of hurricane resistance structure, internal and external peer review. He is well versed in AutoCAD, Revit, ETABS, SAP, RAM, and etc.

PROJECT EXPERIENCE

Miami-Dade County Court House, Miami, FL: Associate/Senior Project Manager. Miami-Dade County Courthouse is 25 stories, 440 ft. tall tower located across the historic courthouse building. The tower going to be tallest courthouse structure in US. The upper half of the building will house total 47 courthouse. Each courthouse floor will be 21'-6" tall. The super structure consists of post tension beams/one-way slabs, concrete columns and shear walls. The entire tower is supported on one big 9ft deep mat foundation which in turn supported on auger cast. The lateral and cladding systems were designed using wind tunnel test.

Virgin Hotel & Residences, Miami, FL: Associate/Senior Project Manager. 48-story, 589ft tall mixed-used tower contains a Four-Star boutique hotel, luxury residences and garage. The hotel will include 200 keys and suites, Ballroom, meeting space, pool, spa and lounges and several food & beverages outlets operated by hotel. The residential component will include approximately 320,000 sf. of rentable space, car elevator, roof top pool and fitness. There is also going to be a sky terrace which includes Rooftop Sports Bar/Restaurant. The structural system consists of post tension slabs, concrete columns, shear wall and concrete mat foundations.

1000 Museum, Miami, FL: Senior Project Manager. Ultra-luxury condominium in a hurricane prone region, 62 stories, 709 ft. tall with 8 levels of podium for a total area of 950,000 sf. is located in Miami downtown. The tower is designed by Pritzker Architecture Award winner Zaha Hadid. It is Zaha Hadid first high rise building in Western Hemisphere. The project won several awards at National and international stage. The structural system consists of post tension concrete flat slabs, sloping composite columns and shear walls. The



building is supported on Florida's deepest (at time of construction) auger cast piles (162 ft. deep). A hybrid system of exterior sloping columns and shear walls were used to withstand the high velocity hurricane winds. The lateral and cladding systems were designed using wind tunnel test.

Grove at Grand Bay, Miami, FL: Project Manager. "Grove at Grand Bay" is a multiple awards winner luxury condominium. It is a Florida's first LEED Gold certified tower. The project contains 2 twisting towers, 22 stories each, 320 ft. tall with 2 levels of underground basement parking for a total area of 900,000 sf. The project is unique, its lower 16 stories of both towers are rotating and all the columns at lower levels are sloping to maintain the same floor layout. The structural system consists of post tension concrete slabs, post tension hydrostatic slabs, sloping columns, composite shear walls, post tensioned roof girders and concrete mat foundations.

Mr. C. Residences, Miami, FL: Associate/Senior Project Manager. Mr. C residences is a twin condominium towers located in a hurricane prone region. Both towers are 23 stories high, 320 ft. tall with 1 story underground basement. The towers are connected via 8 levels of parking garage. The structural systems consist of post tension slabs, post tension transfer girders, concrete columns, shear walls and concrete mat foundations. The lateral and cladding systems were designed using wind tunnel test.

One Ashley, Tampa, FL: Associate/Senior Project Manager. One Ashley is a 38-story mixed-use tower. The tower contains approximately 1,800,000 sqft of area. The Mixed-use project will have four-star hotel, luxury condominiums and retail areas with associated support spaces, parking and amenities. The super structure consists of post tension flat slabs, concrete columns and shear walls. Due to the local soil conditions the project will be supported on the deepest drill shaft piles (280 feet).

River Walk Tower, Tampa, FL: Senior Project Manager. The Riverwalk tower is located at Tampa, Florida. The 52 story tower is going to Tampa's tallest structure, approximately 618 feet tall with a gross area of 1.1million sqft. The structural system consists of post tension slabs, concrete columns, shear wall and concrete mat foundations.

2000 S. Ocean Drive, Hallandale, FL: Senior Project Manager. 2000 S Ocean is 40 stories high, 480 ft. tall with 2 levels of podium condominiums for a total area of 400,000 sf. The project is designed by Ten Arquitectos. The structural system consists of post tension slabs, concrete columns, shear wall and concrete mat foundations.

2000 Biscayne, Miami, FL: Project Manager. 2000 Biscayne is 55 stories high, 649 ft. tall with 8 levels of Robotic parking garage housing luxury condominiums for a total area of 950,000 sf. The project is designed by Pritzker Architecture award winner Zaha Hadid. The project is currently under design and the structural system consists of post tension slabs, concrete columns, shear wall and concrete mat foundations.

Varadero-I, Sunny Isles Beach, FL: Project Manager. Varadero is a mixed-use tower in hurricane prone region. The first phase of the project contains 59 stories high, 649 ft. Tall tower with lower 3 floors of parking for a total area of 1,550,000 sf. The project is designed by UN Studio Architect. The structural system consists of post tension slabs, concrete columns, shear walls, link beams and concrete mat foundations.



JULIO E. GONZALEZ, P.E.

Professional Engineer

Years Experience
35 +

EDUCATION

Bachelor Degree in
Mechanical Engineering

STATE OF FLORIDA LICENSES

Professional Engineer, PE37275

AFFILIATIONS

American Society of Heating,
Refrigeration and Air Conditioning
Engineers (ASHRAE)

SUMMARY OF QUALIFICATIONS

Working in the construction industry for more than twenty years, Mr. Gonzalez has a strong background and experience with the Florida Building, NFPA and Mechanical Codes. Mr. Gonzalez has extensive knowledge and experience in design and management of mechanical systems including HVAC, plumbing and fire protection for residential and commercial projects. Furthermore, Mr. Gonzalez has experience with mechanical centrifugal chillers, screw machines, reciprocating chillers, cooling towers, chilled water systems, DX systems as well as hydronic systems.

Due to his extensive knowledge and experience, Mr. Gonzalez has worked as a forensic engineer leading field investigations, evaluating causes and losses by natural disasters, accidents, malfunction and vandalism related to mechanical systems. For the past several years, Mr. Gonzalez has dedicated his professional career to performing technical inspections of mechanical systems as well as reviewing specifications to ensure compliance with State and local codes.

EXPERIENCE

- **Cassa Brickell**, Miami, FL – Mechanical Engineer
- **Silverspot Cinema**, Miami, FL – Mechanical Engineer
- **Miami City Self Storage**, Miami, FL – Mechanical Engineer
- **Atton Brickell Hotel**, Miami, FL – Mechanical Engineer
- **Homewood Suites**, Miami, FL – Mechanical Engineer
- **Seventh Avenue Transit Village**, Miami, FL – Mechanical Engineer
- **Leon Medical Centers**, Miami, FL – Mechanical Engineer
- **Stardust East and West**, Miami, FL – Mechanical Engineer
- **The Plaza at Lyric**, Miami, FL – Mechanical Engineer
- **Miami International Medical Center**, Miami, FL – Mechanical Engineer
- **Met 3 Residential Tower**, Miami, FL – Mechanical Engineer
- **2020 Salzedo**, Miami, FL – Mechanical Engineer
- **Melia East and West**, Miami, FL – Mechanical Engineer

JOHN WALKER

Plans Examiner

35 Years of Experience

EDUCATION

Carpenters Apprentice School

Graduated as Journeyman

Carpenter

Brevard Community College

Associate of Science in Business

Management

LICENSES & CERTIFICATIONS

Building Code Administrator

Fire Inspector I

Building Inspector

Mechanical Inspector

Plumbing Inspector

Florida Association of Code

Enforcement Level 1, Level 2,

Level 3

John is a Plans Examiner with 35 years of experience in the construction industry. He also holds many licenses and certifications pertaining to his career field.

EXPERIENCE

- **Plans Examiner** City of Melbourne, FL | 2000 – Present
 - Review building permits submitted for compliance with the building, plumbing and mechanical code.
 - Draft letter of deficiencies to contractors and architects, including electrical and life safety comments which are done by separate plan reviewers.
 - Interact with the public, architects, engineers and contractors concerning code inquires and interpretations.
- **Carpenter Foreman** Acousti Engineering Company; Rockledge, FL | 1993 – 2000
 - Job Foreman for all phases of interior construction including: framing, hanging and finishing drywall, floor finishes, acoustical ceilings, demountable partitions, doors, and acoustical wall treatment.
- **Carpenter Foreman** Brant Brothers, Inc.; Orlando, FL | 1987 – 1993
 - John began as an apprentice carpenter in 1981 in Houston, Texas and became job foreman beginning in 1987 when he moved back to Florida.



YHULMER IZQUIERDO

**Electrical Plans
Examiner**

EDUCATION

Florida National University
Network System Administration
Computer Operations

LICENSES & CERTIFICATIONS

International Code Council
Electrical Plans Examiner

State of Florida
Certified Electrical Contractor
#EC13006434

Standard Plans Examiner #PX3714

Standard Inspector #BN6683

CompTIA
A+ Certified

EXPERIENCE

- **Electrical Plans Examiner** SAFEbuilt, LLC | August 2022 – Present
 - Member of SAFEbuilt's National Plan Review team.
 - Conducts reviews of construction plans for new/existing buildings, renovations, and remodeling work; reviews building permit applications and signs permit applications. T
 - Attends pre-construction meetings with contractors and/or developers as requested.
 - Provides technical direction and assistance to inspection personnel relating to field problems.
 - Assesses and resolves complaints received from clients, applicants, public, designers, and contractors.
 - Regularly interacts directly with municipal clients and their staff.
 - Attends meetings, educational seminars, and functions relating to building codes.
- **Senior Plans Examiner/Inspections Officer** Manatee County, FL | 06/2017 – 06/2022
 - Examined and interpreted plans and specifications submitted for electrical permits to evaluate compliance with applicable code requirements and State regulations.
 - Inspected building construction to ensure compliance with codes and approved building permits
 - Rendered final approval of appropriate permits upon completion of construction.
- **Electrical Inspector** Pinellas County, FL | 11/2014 – 06/2017
 - Made technical inspections of the installation of new electrical systems or modification of old electrical wiring systems, motors, equipment and related electrically operated apparatus.
 - Checked each project for defects, omissions, violations.
 - Reviewed plans in the field to ensure that installation complies with approved plans.
 - Issued notice of non-compliance for work not installed per approved plans and State and local codes.
 - Explained code violations and plan deficiency to contractor, homeowners.
- **Electrician** City of Hialeah, FL | 07/2006 – 11/2014
 - Installed, repaired, and maintained electrical equipment and systems for all city property including the Police Department, Fire Department, 911 Buildings, Library branches, and City Hall.
 - Maintenance of motors, control panels, and major mechanical and electrical systems, switchgear, circuit breakers, generators, transformers, timers, feeders, coils, and relays.
 - Responsible for accurate repair and material cost estimates.



REMBERTO MARTINEZ

Permit Clerk

EDUCATION

America High School Academy
High School Diploma – GPA:3.90

HIGHLIGHTED SKILLS

Cerner and Kronos systems
EnerGov, Laserfiche, and Pennits
Type 40+ WPM
Customer service specialist
Leadership / Supervisor
Interpersonal communication
Bilingual, fluent in both English
and Spanish
Easily adaptive to ever changing
situations
Unsurpassed work ethic
Conflict Resolution

Remberto is a dynamic hard worker who utilizes time management, organizational skills, and dedication to accomplish goals in a timely and efficient manner. He has 22 years of customer service experience and seven years of office experience.

EXPERIENCE

- **Permit Clerk** City of Miami Beach, City Hall; Miami Beach, FL | July 2019 – Present
- **Lead Transporter/Supervisor** Miami Cancer Institute; Kendall, FL | Nov 2017 – Aug 2019
- **Transporter/Dispatcher** Baptist Health S.F. Hospital; Kendall, FL | Oct 2016 – Oct 2017
- **Transporter/Dispatcher** Tenet, Hialeah Hospital; Hialeah, FL | Oct 2015 – Oct 2016
- **Transporter** Aramark, Baylor Medical Center; Carrollton, TX | Jan 2015 – Aug 2015
- **Transporter** Tenet, Hialeah Hospital; Hialeah, FL | Dec 2010 – Nov 2014

JOB DUTIES

- Assist with plans records request by attending to phone line, emails, and in-person customers.
- Transfer data and file records of construction Pennits and plans.
- Answers phones/ email of any kind of questions regarding Building Pennits, Violations, and online assistance.
- Uses the program EnerGov to open Pennits and process multiple requests by costumers.
- Create spreadsheets and reports of completed tasks, movements of patients, and if any incidents.
- Supervise and assign jobs to 15 employees.
- Interview potential employees and engage in new hire process.
- Assist with employee payroll and time sheets.
- Decision making with other Supervisors regarding safety regulations, policy, etc.

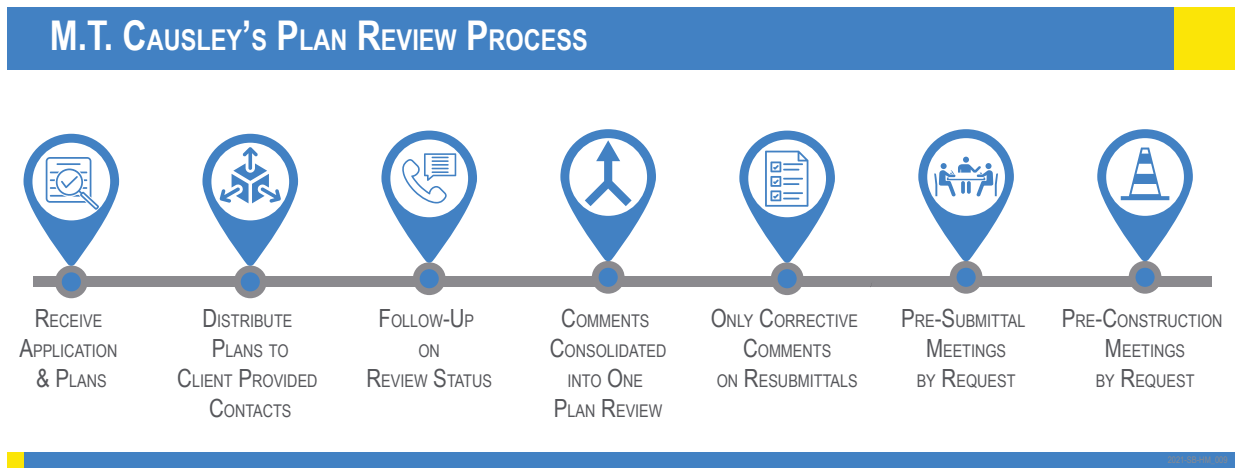


SERVICE APPROACH

M.T. Causley has obtained the history and lessons learned to achieve a winning solution and offer the highest level of service. First, we must understand the County'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. M.T. Causley 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 County with its efforts to maintain an efficient and effective Building Department. M.T. Causley conducts training and mentoring throughout the year.

To demonstrate our understanding of the services requested, we present the following discussion of our approach to services and outline the expectations for each role.

APPROACH TO PLAN REVIEW SERVICES



Our diverse staff provides flexibility when managing workloads. In addition to the Plans Examiners that we proposed to support this project, M.T. Causley 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.

M.T. Causley 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. M.T. Causley 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. M.T. Causley will provide main points of contact for building department staff and contractor staff contact lists.

Your M.T. Causley Plans Examiners will:

- Receive and record incoming plans submitted by hard copy and electronic copy, providing the customer with the ability to track progress.
- Attend pre-submittal and pre-construction meetings as requested.
- Transmit plans with Bluebeam or the County's preferred method for electronic plan review.
- Return all emails/voicemails within 24 hours.

- Determine the scope of the project before plan review.
- Conduct pre-plan review meetings as necessary.
- Review all construction documents and plan sets for all trades within proposed timeframes.
- Use compliance checklists during plan reviews.
- Provide (at a minimum) the following in the plan review letter:
 - Cite the applicable construction drawing sheet number(s).
 - Note code section(s) and provide the code language.
 - Provide a brief but concise comment explaining the identified issues.
- Return approved plans/associated documentation to the applicant in a timely and professional manner.
- Provide design advice only in the context of achieving code compliance (written and verbal communication).
- Perform plan reviews within specified timeframes.
- Communicate valuation/fee updates to the County.
- Perform work at a level of competency following industry standards. All plan reviews will be performed by ICC-certified personnel.

M.T. Causley ensures submittals 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 26 years in business, we have always met our agreed-upon review times. Table 1 below outlines M.T. Causley's proposed plan review turnaround times for the County:

Table 1. 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.

TRACKING AND REPORTING DETAILS

When plans are received at M.T. Causley, 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 County'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. M.T. Causley 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. M.T. Causley 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 County 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 County 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 M.T. Causley, 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.



A WELL-EQUIPPED TEAM

Employees are supplied with late-model vehicles with removable signage, as well as ladders, electrical test equipment, photography equipment, and additional field-related equipment necessary to perform their duties. Furthermore, the staff is supplied with safety devices and clothing required to meet OSHA requirements. In addition to a library of current codebooks, laptops are also provided, allowing easy access to the most current Florida Building Code.

Staff is also provided with:

- ✓ Fuel and Vehicle Maintenance
- ✓ Insurance: Liability, Workers Compensation, and Health, Dental, Vision, and Life
- ✓ Uniforms
- ✓ Continuing Education Courses
- ✓ Cell Phones
- ✓ Tablets/Laptops
- ✓ OSHA-Required Safety Equipment
- ✓ Codebooks, Reference Books, and Building Guides





Tab 4

References

REFERENCES

M.T. Causley is pleased to present Nassau County with the following list of references who can attest to the quality and integrity of our services.

As-Needed Building Services for Osceola County, FL

M.T. Causley Client Since 2017 | Contract Value - \$250,000.00

Residential & Commercial Building Inspections | Residential & Commercial Plan Reviews

Steve Whitmore, Building Director

1 Courthouse Square, Suite 2300, Kissimmee, FL 34741

407.742.0900 | steven.whitmore@osceola.org

Positions Provided: (2) Inspectors & (1) Plans Examiner/Inspector

Supplemental Building Services for Volusia County, FL

M.T. Causley Client Since 2018 | Contract Value - \$250,000.00

Plan Reviews (all trades) | Building Inspections (all trades)

Kerry Leuzinger, Director and Chief Building Official

123 W. Indiana Ave, DeLand, FL 32720

386.626.6591 | kleuzinger@volusia.org

Positions Provided: (2) Inspector and (3) Plans Examiners/Inspectors

Supplemental Building Services for Polk County, FL

M.T. Causley Client Since 2018 | Contract Value - \$250,000.00

Plan Reviews (all trades) | Building Inspections (all trades)

Ryan Wiggins, Building Official

330 West Church Street, Bartow, Florida 33830

863.534.6528 | ryanwiggins@polk-county.net

Positions Provided: (2) Inspector and (3) Plans Examiners/Inspectors

Full Building Department Services for Okeechobee County, FL

M.T. Causley Client Since 2013 | Contract Value - \$360,000.00

Building Official | Plan Reviews (all trades) | Building Inspections | Mechanical Inspections | Electrical Inspections | Plumbing Inspections

Deborah Manzo, County Administrator

304 NW 2nd Street, Room 123, Okeechobee, Florida 34972

863.763.6441, ext. 1 | dmanzo@co.okeechobee.fl.us

Positions Provided: (2) Inspectors and (3) Plans Examiners/Inspectors

As-Needed Building Services for Indian River County, FL

M.T. Causley Client Since 2014 | Contract Value - \$360,000.00

Building Official | Plan Reviews (all trades) | Building Inspections (all trades)

Scott P. McAdam, CBO, MCP, Building Official

1801 27th Street A, Vero Beach, FL 32960

772.226.1268 | smcadam@ircgov.com

Positions Provided: (2) Inspectors & (1) Plans Examiner/Inspector

5. WORK EXPERIENCE:

List your three (3) most significant commercial accounts where the contract was similar in scope and size to this bid.

Reference #1:

Company/Agency Name: Osceola County, FL
 Address: 1 Courthouse Square, Suite 2300, Kissimmee, FL 34741
 Contract Person: Steve Whitmore, Building Director
 Phone: 407.742.0900 Email: steven.whitmore@osceola.org
 Project Description: Residential & Commercial Building Inspections | Residential & Commercial Plan Reviews
 Contract \$ Amount: \$250,000.00
 Date Completed: 2017-Ongoing

Reference #2:

Company/Agency Name: Volusia County, FL
 Address: 123 W. Indiana Ave, DeLand, FL 32720
 Contract Person: Kerry Leuzinger, Director and Chief Building Official
 Phone: 386.626.6591 Email: kleuzinger@volusia.org
 Project Description: Plan Reviews (all trades) | Building Inspections (all trades)
 Contract \$ Amount: \$250,000
 Date Completed: 2018-Ongoing

Reference #3:

Company/Agency Name: Polk County, FL
 Address: 330 West Church Street, Bartow, Florida 33830
 Contract Person: Ryan Wiggins, Building Official
 Phone: 863.534.6528 Email: ryanwiggins@polk-county.net
 Project Description: Plan Reviews (all trades) | Building Inspections (all trades)
 Contract \$ Amount: \$250,000
 Date Completed: 2018-Ongoing

REMINDER:

THIS FORM IS TO BE INCLUDED WITH SUBMISSION. FAILURE TO SUBMIT ALONG WITH SUBMISSION MAY BE CAUSE FOR DISQUALIFICATION.



Tab 5 Cost

COST

ITEM	COST	
PLANS EXAMINATION (REMOTE)	HOURLY:	\$105.00
*1-Hour Minimum	DAILY:	\$ 840.00
	WEEKLY:	\$4,200.00





Tab 6
Attachments/
Administrative Information

ATTACHMENTS/ADMINISTRATIVE INFORMATION

We present the forms listed below on the following pages:

- ✓ Proper and Valid Licensing to conduct business in the State of Florida.
- ✓ Current Applicable Florida DBPR Licenses.
- ✓ Addendum Acknowledgement (Attachment "A")
- ✓ Public Entities Crimes Statement (Attachment "B").
- ✓ Experience of Responder (Attachment "C")
- ✓ Drug Free Workplace Certificate (Attachments "D")
- ✓ E-Verify Affidavit (Attachment "F")
- ✓ Certificate of Insurance (Attachment "G").



2022 FLORIDA LIMITED LIABILITY COMPANY AMENDED ANNUAL REPORT

DOCUMENT# L16000085702

Entity Name: M. T. CAUSLEY, LLC

Current Principal Place of Business:

444 N CLEVELAND AVE.
LOVELAND, CO 80537

FILED
Jul 26, 2022
Secretary of State
5981268760CC

Current Mailing Address:

1800 ELLER DRIVE
SUITE 600
FORT LAUDERDALE, FL 33316 US

FEI Number: 65-0782808

Certificate of Status Desired: Yes

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

Authorized Person(s) Detail :

Title CEO
Name GIORDANO, CHRIS
Address 1800 ELLER DRIVE
 SUITE 600 STE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title VP, SECRETARY
Name BURKE, ELIZABETH
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title VP
Name SCHLACHET, LOREN
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title SECRETARY
Name HOPKINS, DAWN
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title PRESIDENT
Name CAUSLEY, MATTHEW
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title VP, TREASURER
Name HAYNES, DANIEL
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL

Title VP
Name HOFFMAN, JORDAN
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title CFO
Name JOHNSON, JEFF
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

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 a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: CHRIS GIORDANO

CEO

07/26/2022



ONLINE SERVICES

LICENSEE SEARCH OPTIONS

2:45:20 PM 12/2/2022

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Data Contained In Search Results Is Current As Of 12/02/2022 02:27 PM.

Search Results - 6 Records

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

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Plans Examiner	ROOT, DANA CHAPIN	Primary	PX3174 Plans Examiner	Current, Active 11/30/2023
Main Address*: Private				
Residential Plans Examiner	ROOT, DANA CHAPIN	Primary	RPX238 Residential	Current, Active 11/30/2023
License Location Address*: Private Main Address*: Private				
Building Code Administrator	ROOT, DANA CHAPIN	Primary	BU1797 Building Code A	Current, Active 11/30/2023
License Location Address*: Private Main Address*: Private				
Standard Inspector	ROOT, DANA CHAPIN	Primary	BN6197 Inspector	Current, Active 11/30/2023
License Location Address*: Private Main Address*: Private				



ONLINE SERVICES

LICENSEE SEARCH OPTIONS

2:50:31 PM 12/2/2022

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Search Results - 11 Records

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

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Building Code Administrator	COOPER, BRUCE	Primary	BU338 Building Code A	Current, Active 11/30/2023
License Location Address*: 155 COREY AVENUE ST.PETE BEACH, FL 33706 Main Address*: Private				
Standard Inspector	COOPER, BRUCE	Primary	BN931 Inspector	Current, Active 11/30/2023
License Location Address*: Private Main Address*: Private				
Standard Plans Examiner	COOPER, BRUCE	Primary	PX809 Plans Examiner	Current, Active 11/30/2023
License Location Address*: 155 COREY AVENUE ST.PETE BEACH, FL 33706 Main Address*: Private				

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LICENSEE SEARCH OPTIONS

2:52:41 PM 12/2/2022

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Search Results - 5 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results.

For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/Rank	Status/Expires
Certified Plumbing Contractor	CARROLL, DOUGLAS B	Primary	CFC1427790 Cert Plumbing	Current, Inactive 08/31/2024
Main Address*: Private				
Standard Inspector	CARROLL, DOUGLAS B	Primary	BN6988 Inspector	Current, Active 11/30/2023
Main Address*: Private				
Building Code Administrator	CARROLL, DOUGLAS B	Primary	BU2142 Building Code A	Current, Active 11/30/2023
Main Address*: Private				
Standard Plans Examiner	CARROLL, DOUGLAS B	Primary	PX3914 Plans Examiner	Current, Active 11/30/2023
Main Address*: Private				

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LICENSEE DETAILS

2:56:51 PM 12/2/2022

Licensee Information

Name:	GONZALEZ, JULIO E. (Primary Name)
Main Address:	3630 COCO LAKES DRIVE 3630 COCO LAKES DRIVE COCONUT CREEK Florida 33073
County:	BROWARD

License Information

License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	37275
Status:	Current,Active
Licensure Date:	08/01/1986
Expires:	02/28/2023

Special Qualifications **Qualification Effective**

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Alternate Names



ONLINE SERVICES

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9:59:07 AM 12/5/2022

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Data Contained In Search Results Is Current As Of 12/05/2022 09:57 AM.

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
Professional Engineer	OLIVA, TOMAS A.	Primary	72695 Prof Engineer	Current, Active 02/28/2023
Main Address*: 2052 CYPRESS BAY BLVD KISSIMMEE, FL 34743				
Engineering Intern	OLIVA, TOMAS A.	Primary	1100008692 Eng Intern	Current
Main Address*: 2052 CYPRESS BAY BLVD KISSIMMEE, FL 34743				



ONLINE SERVICES

LICENSEE SEARCH OPTIONS

12:46:01 PM 12/5/2022

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- [Unlicensed Activity Search](#)
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Data Contained In Search Results Is Current As Of 12/05/2022 12:45 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	WALKER, JOHN THOR	Primary	BN4124 Inspector	Current, Active 11/30/2023
License Location Address*: Private				
Main Address*: Private				
Mailing Address*: Private				
Standard Plans Examiner	WALKER, JOHN THOR	Primary	PX1963 Plans Examiner	Current, Active 11/30/2023
License Location Address*: 2318 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 11/30/2023
Main Address*: Private				

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



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LICENSEE SEARCH OPTIONS

10:03:37 AM 12/5/2022

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Search Results - 1 Records

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

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Professional Engineer	MOHAMMAD, ABDUL RAHEEM	Primary	79669 Prof Engineer	Current, Active 02/28/2023
License Location Address*: 7601 ALHAMBRA BLVD MIRAMAR, FL 33023-5917 Main Address*: 7601 ALHAMBRA BLVD MIRAMAR, FL 33023				



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LICENSEE SEARCH OPTIONS

10:06:10 AM 12/5/2022

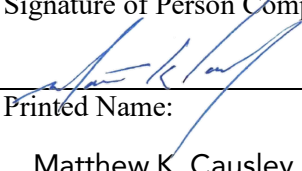
Data Contained In Search Results Is Current As Of 12/05/2022 10:05 AM.

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
Certified Electrical Contractor	IZQUIERDO, YHULMER M	Primary	EC13006434 Cert Electrical	Current, Inactive 08/31/2024
Main Address*: Private				
Standard Plans Examiner	IZQUIERDO, YHULMER M	Primary	PX3714 Plans Examiner	Current, Active 11/30/2023
Main Address*: Private				
Standard Inspector	IZQUIERDO, YHULMER M	Primary	BN6683 Inspector	Current, Active 11/30/2023
Main Address*: Private				

ATTACHMENT "A"
ADDENDA ACKNOWLEDGMENT

<p>Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.</p> <p>SOLICITATION NUMBER: NC22-046-RFP</p>	<p>Addendum # <u> 1 </u> through # <u> </u></p> <p>Date: December 6, 2022</p>
<p>Signature of Person Completing:</p> 	
<p>Printed Name:</p> <p>Matthew K. Causley</p>	<p>Title:</p> <p>President</p>

>>>Failure to submit this form may disqualify your response<<<

ATTACHMENT "B"
SWORN STATEMENT
UNDER FLORIDA STATUTE 287.133(3)(a) ON PUBLIC ENTITY CRIMES

TO BE RETURNED WITH BID

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Bid, Proposal or Contract for Nassau County, FL
2. This sworn statement is submitted by M.T. Causley, LLC (entity submitting sworn statement), whose business address is 10720 Caribbean Blvd, Suite 650 Cutler Bay, FL 33189 and its Federal Employee Identification Number (FEIN) is 65-0782808. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is Matthew K. Causley (please print name of individual signing), and my relationship to the entity named above is President.
4. 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 with the United States, including, but not limited to, any bid or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, 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.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or 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, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An 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 in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be 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 Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. 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 binding contract and which bids or applies to bid on contracts 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 management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please 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 management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, and (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

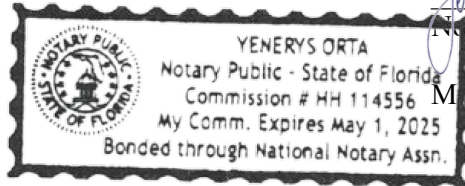
_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Matthew K. Causley
Signature
December 6, 2022
Date

State of: Florida
County of: Miami-Dade

Sworn to (or affirmed) and subscribed before me by means of physical presence or X online notarization, this 6th day of December, 20 22 by Matthew K. Causley who is X personally known to me or produced as identification.

Yenerys Orta
Notary Public
 My commission expires: 05/01/2025

ATTACHMENT "C"
EXPERIENCE OF RESPONDENT

The following questionnaire shall be answered by the Respondent for use in evaluating the submittal to determine the most qualified Respondent, meeting the required specifications.

1. **FIRM NAME:** M.T. Causley, LLC
 Address: 10720 Caribbean Blvd, Suite 650
 City/State/Zip: Cutler Bay, FL 33189
 Phone: 305.262.0629 Email: info@mtcinspectors.com
 Name of primary contact responsible for work performance: _____
 Phone: Clay Frye Cell Phone: 786.650.4467
 Email: clay@mtcinspectors.com

2. **INSURANCE:**
 Surety Company: RBN Insurance Services
 Agent Company: RBN Insurance Services
 Agent Contact: Bruce Scodro Cell: (312) 543-1364 / bscodro@rbninsurance.com
 Total Bonding Capacity: \$ N/A Value of Work Presently Bonded: \$ N/A

3. **EXPERIENCE:**
 Years in business: 26
 Years in business under this name: 26
 Years performing this type of work: 26
 Value of work now under contract: over \$30,000,000.00
 Value of work in place last year: over \$23,000,000.00
 Percentage (%) of work usually self-performed: 95%
 Name of subvendors you may use: None based on scope of services in RFP.
 Has your firm: Failed to complete a contract: ___ Yes X No
 Been involved in bankruptcy or reorganization: ___ Yes X No
 Pending judgment claims or suits against firm: X Yes ___ No

4. **PERSONNEL**
 How many employees does your company employ:

Management	<u>13</u> Full time	<u>___</u> Part time
Site/Crew Supervisors	<u>8</u> Full time	<u>___</u> Part time
Workers/Laborers	<u>105</u> Full time	<u>___</u> Part time
Clerical	<u>22</u> Full time	<u>___</u> Part time
Other	<u>6</u> Full time	<u>___</u> Part time

5. WORK EXPERIENCE:

List your three (3) most significant commercial accounts where the contract was similar in scope and size to this bid.

Reference #1:

Company/Agency Name: Osceola County, FL
Address: 1 Courthouse Square, Suite 2300, Kissimmee, FL 34741
Contract Person: Steve Whitmore, Building Director
Phone: 407.742.0900 Email: steven.whitmore@osceola.org
Project Description: Residential & Commercial Building Inspections | Residential & Commercial Plan Reviews
Contract \$ Amount: \$250,000.00
Date Completed: 2017-Ongoing

Reference #2:

Company/Agency Name: Volusia County, FL
Address: 123 W. Indiana Ave, DeLand, FL 32720
Contract Person: Kerry Leuzinger, Director and Chief Building Official
Phone: 386.626.6591 Email: kleuzinger@volusia.org
Project Description: Plan Reviews (all trades) | Building Inspections (all trades)
Contract \$ Amount: \$250,000
Date Completed: 2018-Ongoing

Reference #3:

Company/Agency Name: Polk County, FL
Address: 330 West Church Street, Bartow, Florida 33830
Contract Person: Ryan Wiggins, Building Official
Phone: 863.534.6528 Email: ryanwiggins@polk-county.net
Project Description: Plan Reviews (all trades) | Building Inspections (all trades)
Contract \$ Amount: \$250,000
Date Completed: 2018-Ongoing

REMINDER:

THIS FORM IS TO BE INCLUDED WITH SUBMISSION. FAILURE TO SUBMIT ALONG WITH SUBMISSION MAY BE CAUSE FOR DISQUALIFICATION.

ATTACHMENT "D"
DRUG FREE WORKPLACE CERTIFICATE


I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____

M.T. Causley, LLC (print or type name of firm)

1. Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
3. Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
4. Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
5. Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Makes a good faith effort to continue to maintain a drug free workplace through the implementation of a drug free workplace program.

[Remainder of the page intentionally blank.]

“As a person authorized to sign a statement, I certify that the above-named business, firm, or corporation complies fully with the requirements set forth herein.”

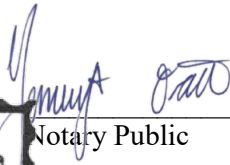
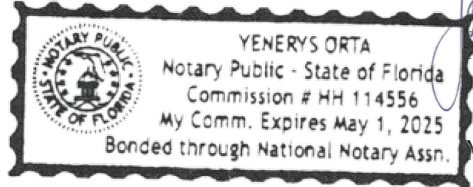

Authorized Signature

December 6, 2022
Date Signed

State of: Florida

County of: Miami-Dade

Sworn to (or affirmed) and subscribed before me by means of physical presence or X online notarization, this 6th day of December, 20 22 by Matthew K. Causley who is X personally known to me or produced as identification.


Notary Public
 My commission expires: 05/01/2025



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place, Suite 6
Yulee, Florida 32097

John Martin
Aaron C. Bell
Jeff Gray
Thomas R. Ford
Klynt Farmer

Dist. No. 1 Fernandina Beach
Dist. No. 2 Amelia Island
Dist. No. 3 Yulee
Dist. No. 4 Bryceville/Hilliard
Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD
Ex-Officio Clerk

DENISE MAY
County Attorney

TACO E. POPE, AICP
County Manager

ATTACHMENT "F" E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Project Name: Plan Review Services

Bid No./Contract No.: RFP No. NC22-046-RFP

DEFINITIONS:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

“E-Verify System” means an internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

Effective January 1, 2021, Contractors, shall register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with Nassau County. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with Nassau County; and

(904) 530-6100

An Affirmative Action / Equal Opportunity Employer

- c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility", as amended from time to time. This includes, but is not limited to, registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. The Contractor shall also execute the attached affidavit (Exhibit "A") attesting that the Contractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract; and
- d) Contractor shall also require all subcontractors to execute the attached affidavit (Exhibit "B") attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

CONTRACT TERMINATION:

- a) If Nassau County has a good faith belief that a person or entity with which it is contracting has knowingly violated §448.09(1), Florida Statutes, the contract shall be terminated.
- b) If Nassau County has a good faith belief that a subcontractor knowingly violated §448.095(2), but the Contractor otherwise complied with §448.095(2), Florida Statutes, shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
- c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.
- d) Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination.
- e) If the contract is terminated for a violation of the Statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

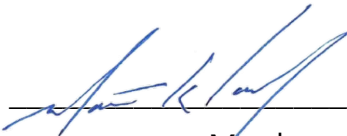
EXHIBIT "A"

CONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that M.T. Causley, LLC (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 M.T. Causley, LLC (Contractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.



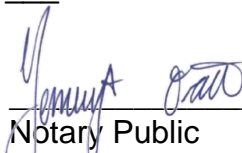
Print Name: Matthew K. Causley

Date: December 6, 2022

STATE OF FLORIDA

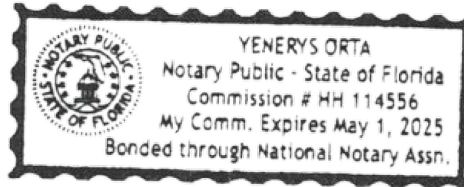
COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 12/6/22 (Date) by Matthew K. Causley (Name of Officer or Agent, Title of Officer or Agent) of M.T. Causley (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 _____ as identification.



Notary Public

Yenerys Orta
Printed Name



My Commission Expires: 05/01/2025

NOT APPLICABLE

EXHIBIT "B"

SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that _____ (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 _____ (Subcontractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Print Name: _____

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 _____ as identification.

Notary Public

Printed Name

My Commission Expires: _____



Company ID Number: 1394267

may subject the Web Services Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Web Services Employer.

Approved by:

Web Services Employer	
SAFEbuilt, LLC	
Name (Please Type or Print)	Title
Gary A Amato	
Signature	Date
Electronically Signed	03/22/2019
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
USCIS Verification Division	
Signature	Date
Electronically Signed	03/22/2019



Company ID Number: 1394267

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	SAFEbuilt, LLC
Company Facility Address	3755 Precision Drive Suite 140 Loveland, CO 80538
Company Alternate Address	
County or Parish	LARIMER
Employer Identification Number	205281305
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	1,000 to 2,499
Number of Sites Verified for	29



Company ID Number: 1394267

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

CALIFORNIA	3 site(s)
COLORADO	1 site(s)
FLORIDA	3 site(s)
GEORGIA	1 site(s)
ILLINOIS	3 site(s)
MICHIGAN	3 site(s)
MINNESOTA	2 site(s)
NORTH CAROLINA	1 site(s)
OHIO	3 site(s)
SOUTH CAROLINA	1 site(s)
TENNESSEE	1 site(s)
VIRGINIA	1 site(s)
WASHINGTON	3 site(s)
WISCONSIN	3 site(s)



Company ID Number: 1394267

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Chelsey Welker
Phone Number (224) 806 - 1095
Fax Number
Email Address cwelker@safebuilt.com

Name Tanya Gomes
Phone Number (954) 766 - 2726
Fax Number
Email Address tgomes@safebuilt.com

Name Adam A Morgan
Phone Number (970) 286 - 1473
Fax Number
Email Address amorgan@safebuilt.com

Name Dahiana De La Vega
Phone Number (954) 498 - 9688
Fax Number
Email Address ddelavega@safebuilt.com

Name Arelis Valero
Phone Number (954) 266 - 6464
Fax Number
Email Address avalero@safebuilt.com

Name Gary A Amato
Phone Number (970) 292 - 2227
Fax Number
Email Address gamato@safebuilt.com



Tab 5 Cost

COST

ITEM	COST	
PLANS EXAMINATION (REMOTE)	HOURLY:	\$105.00
*1-Hour Minimum	DAILY:	\$ 840.00
	WEEKLY:	\$4,200.00





Tab 6
Attachments/
Administrative Information

ATTACHMENTS/ADMINISTRATIVE INFORMATION

We present the forms listed below on the following pages:

- ✓ Proper and Valid Licensing to conduct business in the State of Florida.
- ✓ Current Applicable Florida DBPR Licenses.
- ✓ Addendum Acknowledgement (Attachment "A")
- ✓ Public Entities Crimes Statement (Attachment "B").
- ✓ Experience of Responder (Attachment "C")
- ✓ Drug Free Workplace Certificate (Attachments "D")
- ✓ E-Verify Affidavit (Attachment "F")
- ✓ Certificate of Insurance (Attachment "G").



2022 FLORIDA LIMITED LIABILITY COMPANY AMENDED ANNUAL REPORT

DOCUMENT# L16000085702

Entity Name: M. T. CAUSLEY, LLC

Current Principal Place of Business:

444 N CLEVELAND AVE.
LOVELAND, CO 80537

FILED
Jul 26, 2022
Secretary of State
5981268760CC

Current Mailing Address:

1800 ELLER DRIVE
SUITE 600
FORT LAUDERDALE, FL 33316 US

FEI Number: 65-0782808

Certificate of Status Desired: Yes

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

Authorized Person(s) Detail :

Title CEO
Name GIORDANO, CHRIS
Address 1800 ELLER DRIVE
 SUITE 600 STE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title VP, SECRETARY
Name BURKE, ELIZABETH
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title VP
Name SCHLACHET, LOREN
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title SECRETARY
Name HOPKINS, DAWN
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title PRESIDENT
Name CAUSLEY, MATTHEW
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title VP, TREASURER
Name HAYNES, DANIEL
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL

Title VP
Name HOFFMAN, JORDAN
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

Title CFO
Name JOHNSON, JEFF
Address 1800 ELLER DRIVE
 SUITE 600
City-State-Zip: FT LAUDERDALE FL 33316

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 a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: CHRIS GIORDANO

CEO

07/26/2022

ONLINE SERVICES

LICENSEE SEARCH OPTIONS

2:45:20 PM 12/2/2022

- [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](#)

Data Contained In Search Results Is Current As Of 12/02/2022 02:27 PM.

Search Results - 6 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results.

For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Standard Plans Examiner	ROOT, DANA CHAPIN	Primary	PX3174 Plans Examiner	Current, Active 11/30/2023
Main Address*: Private				
Residential Plans Examiner	ROOT, DANA CHAPIN	Primary	RPX238 Residential	Current, Active 11/30/2023
License Location Address*: Private Main Address*: Private				
Building Code Administrator	ROOT, DANA CHAPIN	Primary	BU1797 Building Code A	Current, Active 11/30/2023
License Location Address*: Private Main Address*: Private				
Standard Inspector	ROOT, DANA CHAPIN	Primary	BN6197 Inspector	Current, Active 11/30/2023
License Location Address*: Private Main Address*: Private				

ONLINE SERVICES

LICENSEE SEARCH OPTIONS

2:50:31 PM 12/2/2022

- [Apply for a License](#)
- [Verify a Licensee](#)
- [View Food & Lodging Inspections](#)
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- [View Application Status](#)
- [Find Exam Information](#)
- [Unlicensed Activity Search](#)
- [AB&T Delinquent Invoice & Activity List Search](#)

Data Contained In Search Results Is Current As Of 12/02/2022 02:27 PM.

Search Results - 11 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results.

For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Building Code Administrator	COOPER, BRUCE	Primary	BU338 Building Code A	Current, Active 11/30/2023
License Location Address*: 155 COREY AVENUE ST.PETE BEACH, FL 33706 Main Address*: Private				
Standard Inspector	COOPER, BRUCE	Primary	BN931 Inspector	Current, Active 11/30/2023
License Location Address*: Private Main Address*: Private				
Standard Plans Examiner	COOPER, BRUCE	Primary	PX809 Plans Examiner	Current, Active 11/30/2023
License Location Address*: 155 COREY AVENUE ST.PETE BEACH, FL 33706 Main Address*: Private				

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LICENSEE SEARCH OPTIONS

2:52:41 PM 12/2/2022

Data Contained In Search Results Is Current As Of 12/02/2022 02:51 PM.

Search Results - 5 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results.

For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/Rank	Status/Expires
Certified Plumbing Contractor	CARROLL, DOUGLAS B	Primary	CFC1427790 Cert Plumbing	Current, Inactive 08/31/2024
Main Address*: Private				
Standard Inspector	CARROLL, DOUGLAS B	Primary	BN6988 Inspector	Current, Active 11/30/2023
Main Address*: Private				
Building Code Administrator	CARROLL, DOUGLAS B	Primary	BU2142 Building Code A	Current, Active 11/30/2023
Main Address*: Private				
Standard Plans Examiner	CARROLL, DOUGLAS B	Primary	PX3914 Plans Examiner	Current, Active 11/30/2023
Main Address*: Private				

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LICENSEE DETAILS

2:56:51 PM 12/2/2022

Licensee Information

Name:	GONZALEZ, JULIO E. (Primary Name)
Main Address:	3630 COCO LAKES DRIVE 3630 COCO LAKES DRIVE COCONUT CREEK Florida 33073
County:	BROWARD

License Information

License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	37275
Status:	Current,Active
Licensure Date:	08/01/1986
Expires:	02/28/2023

Special Qualifications Qualification Effective

--	--

Alternate Names


[HOME](#) [CONTACT US](#) [MY ACCOUNT](#)

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- [Apply for a License](#)
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LICENSEE SEARCH OPTIONS

9:59:07 AM 12/5/2022

Data Contained In Search Results Is Current As Of 12/05/2022 09:57 AM.

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
Professional Engineer	OLIVA, TOMAS A.	Primary	72695 Prof Engineer	Current, Active 02/28/2023
Main Address*: 2052 CYPRESS BAY BLVD KISSIMMEE, FL 34743				
Engineering Intern	OLIVA, TOMAS A.	Primary	1100008692 Eng Intern	Current
Main Address*: 2052 CYPRESS BAY BLVD KISSIMMEE, FL 34743				


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ONLINE SERVICES

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- [File a Complaint](#)
- [Continuing Education Course Search](#)
- [View Application Status](#)
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LICENSEE SEARCH OPTIONS

12:46:01 PM 12/5/2022

Data Contained In Search Results Is Current As Of 12/05/2022 12:45 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	WALKER, JOHN THOR	Primary	BN4124 Inspector	Current, Active 11/30/2023
License Location Address*: Private Main Address*: Private Mailing Address*: Private				
Standard Plans Examiner	WALKER, JOHN THOR	Primary	PX1963 Plans Examiner	Current, Active 11/30/2023
License Location Address*: 2318 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 11/30/2023
Main Address*: Private				

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



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ONLINE SERVICES

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- [View Application Status](#)
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- [Unlicensed Activity Search](#)

LICENSEE SEARCH OPTIONS

10:03:37 AM 12/5/2022

Data Contained In Search Results Is Current As Of 12/05/2022 10:01 AM.

Search Results - 1 Records

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

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Professional Engineer	MOHAMMAD, ABDUL RAHEEM	Primary	79669 Prof Engineer	Current, Active 02/28/2023
<p>License Location Address*: 7601 ALHAMBRA BLVD MIRAMAR, FL 33023-5917 Main Address*: 7601 ALHAMBRA BLVD MIRAMAR, FL 33023</p>				



[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

10:06:10 AM 12/5/2022

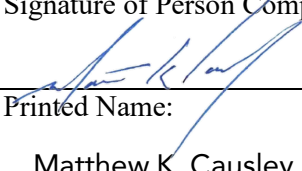
Data Contained In Search Results Is Current As Of 12/05/2022 10:05 AM.

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
Certified Electrical Contractor	IZQUIERDO, YHULMER M	Primary	EC13006434 Cert Electrical	Current, Inactive 08/31/2024
<p>Main Address*: Private</p>				
Standard Plans Examiner	IZQUIERDO, YHULMER M	Primary	PX3714 Plans Examiner	Current, Active 11/30/2023
<p>Main Address*: Private</p>				
Standard Inspector	IZQUIERDO, YHULMER M	Primary	BN6683 Inspector	Current, Active 11/30/2023
<p>Main Address*: Private</p>				

ATTACHMENT "A"
ADDENDA ACKNOWLEDGMENT

<p>Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.</p> <p>SOLICITATION NUMBER: NC22-046-RFP</p>	<p>Addendum # <u> 1 </u> through # <u> </u></p> <p>Date: December 6, 2022</p>
<p>Signature of Person Completing:</p> 	
<p>Printed Name:</p> <p>Matthew K. Causley</p>	<p>Title:</p> <p>President</p>

>>>Failure to submit this form may disqualify your response<<<

ATTACHMENT "B"
SWORN STATEMENT
UNDER FLORIDA STATUTE 287.133(3)(a) ON PUBLIC ENTITY CRIMES

TO BE RETURNED WITH BID

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Bid, Proposal or Contract for Nassau County, FL
2. This sworn statement is submitted by M.T. Causley, LLC (entity submitting sworn statement), whose business address is 10720 Caribbean Blvd, Suite 650 Cutler Bay, FL 33189 and its Federal Employee Identification Number (FEIN) is 65-0782808. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is Matthew K. Causley (please print name of individual signing), and my relationship to the entity named above is President.
4. 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 with the United States, including, but not limited to, any bid or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, 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.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or 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, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An 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 in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be 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 Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. 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 binding contract and which bids or applies to bid on contracts 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 management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please 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 management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, and (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

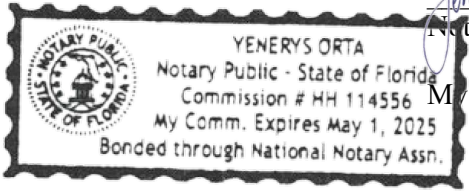
_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Matthew K. Causley
Signature
December 6, 2022
Date

State of: Florida
County of: Miami-Dade

Sworn to (or affirmed) and subscribed before me by means of physical presence or X online notarization, this 6th day of December, 20 22 by Matthew K. Causley who is X personally known to me or produced as identification.

Yenerys Orta
Notary Public
 My commission expires: 05/01/2025

ATTACHMENT "C"
EXPERIENCE OF RESPONDENT

The following questionnaire shall be answered by the Respondent for use in evaluating the submittal to determine the most qualified Respondent, meeting the required specifications.

1. **FIRM NAME:** M.T. Causley, LLC
 Address: 10720 Caribbean Blvd, Suite 650
 City/State/Zip: Cutler Bay, FL 33189
 Phone: 305.262.0629 Email: info@mtcinspectors.com
 Name of primary contact responsible for work performance: _____
 Phone: Clay Frye Cell Phone: 786.650.4467
 Email: clay@mtcinspectors.com

2. **INSURANCE:**
 Surety Company: RBN Insurance Services
 Agent Company: RBN Insurance Services
 Agent Contact: Bruce Scodro Cell: (312) 543-1364 / bscodro@rbninsurance.com
 Total Bonding Capacity: \$ N/A Value of Work Presently Bonded: \$ N/A

3. **EXPERIENCE:**
 Years in business: 26
 Years in business under this name: 26
 Years performing this type of work: 26
 Value of work now under contract: over \$30,000,000.00
 Value of work in place last year: over \$23,000,000.00
 Percentage (%) of work usually self-performed: 95%
 Name of subvendors you may use: None based on scope of services in RFP.
 Has your firm: Failed to complete a contract: Yes No
 Been involved in bankruptcy or reorganization: Yes No
 Pending judgment claims or suits against firm: Yes No

4. **PERSONNEL**
 How many employees does your company employ:

Management	<u>13</u> Full time	<input type="checkbox"/> Part time
Site/Crew Supervisors	<u>8</u> Full time	<input type="checkbox"/> Part time
Workers/Laborers	<u>105</u> Full time	<input type="checkbox"/> Part time
Clerical	<u>22</u> Full time	<input type="checkbox"/> Part time
Other	<u>6</u> Full time	<input type="checkbox"/> Part time

5. WORK EXPERIENCE:

List your three (3) most significant commercial accounts where the contract was similar in scope and size to this bid.

Reference #1:

Company/Agency Name: Osceola County, FL
Address: 1 Courthouse Square, Suite 2300, Kissimmee, FL 34741
Contract Person: Steve Whitmore, Building Director
Phone: 407.742.0900 Email: steven.whitmore@osceola.org
Project Description: Residential & Commercial Building Inspections | Residential & Commercial Plan Reviews
Contract \$ Amount: \$250,000.00
Date Completed: 2017-Ongoing

Reference #2:

Company/Agency Name: Volusia County, FL
Address: 123 W. Indiana Ave, DeLand, FL 32720
Contract Person: Kerry Leuzinger, Director and Chief Building Official
Phone: 386.626.6591 Email: kleuzinger@volusia.org
Project Description: Plan Reviews (all trades) | Building Inspections (all trades)
Contract \$ Amount: \$250,000
Date Completed: 2018-Ongoing

Reference #3:

Company/Agency Name: Polk County, FL
Address: 330 West Church Street, Bartow, Florida 33830
Contract Person: Ryan Wiggins, Building Official
Phone: 863.534.6528 Email: ryanwiggins@polk-county.net
Project Description: Plan Reviews (all trades) | Building Inspections (all trades)
Contract \$ Amount: \$250,000
Date Completed: 2018-Ongoing

REMINDER:

THIS FORM IS TO BE INCLUDED WITH SUBMISSION. FAILURE TO SUBMIT ALONG WITH SUBMISSION MAY BE CAUSE FOR DISQUALIFICATION.


ATTACHMENT "D"
DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____
M.T. Causley, LLC (print or type name of firm)

1. Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
3. Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
4. Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
5. Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Makes a good faith effort to continue to maintain a drug free workplace through the implementation of a drug free workplace program.

[Remainder of the page intentionally blank.]

“As a person authorized to sign a statement, I certify that the above-named business, firm, or corporation complies fully with the requirements set forth herein.”

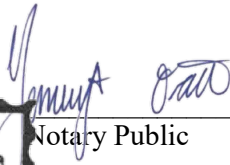
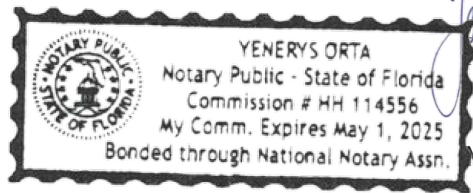

Authorized Signature

December 6, 2022
Date Signed

State of: Florida

County of: Miami-Dade

Sworn to (or affirmed) and subscribed before me by means of physical presence or X online notarization, this 6th day of December, 20 22 by Matthew K. Causley who is X personally known to me or produced as identification.


Notary Public
 My commission expires: 05/01/2025



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place, Suite 6
Yulee, Florida 32097

John Martin
Aaron C. Bell
Jeff Gray
Thomas R. Ford
Klynt Farmer

Dist. No. 1 Fernandina Beach
Dist. No. 2 Amelia Island
Dist. No. 3 Yulee
Dist. No. 4 Bryceville/Hilliard
Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD
Ex-Officio Clerk

DENISE MAY
County Attorney

TACO E. POPE, AICP
County Manager

ATTACHMENT "F" E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Project Name: Plan Review Services

Bid No./Contract No.: RFP No. NC22-046-RFP

DEFINITIONS:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

“E-Verify System” means an internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

Effective January 1, 2021, Contractors, shall register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with Nassau County. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with Nassau County; and

(904) 530-6100

An Affirmative Action / Equal Opportunity Employer

- c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility", as amended from time to time. This includes, but is not limited to, registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. The Contractor shall also execute the attached affidavit (Exhibit "A") attesting that the Contractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract; and
- d) Contractor shall also require all subcontractors to execute the attached affidavit (Exhibit "B") attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

CONTRACT TERMINATION:

- a) If Nassau County has a good faith belief that a person or entity with which it is contracting has knowingly violated §448.09(1), Florida Statutes, the contract shall be terminated.
- b) If Nassau County has a good faith belief that a subcontractor knowingly violated §448.095(2), but the Contractor otherwise complied with §448.095(2), Florida Statutes, shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
- c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.
- d) Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination.
- e) If the contract is terminated for a violation of the Statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

EXHIBIT "A"

CONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that M.T. Causley, LLC (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 M.T. Causley, LLC (Contractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

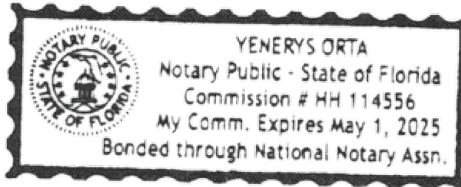
Matthew K. Causley
Print Name: Matthew K. Causley
Date: December 6, 2022

STATE OF FLORIDA

COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 12/6/22 (Date) by Matthew K. Causley (Name of Officer or Agent, Title of Officer or Agent) of M.T. Causley (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 as identification.

Yenerys Orta
Notary Public
Yenerys Orta
Printed Name



My Commission Expires: 05/01/2025

NOT APPLICABLE

EXHIBIT "B"

SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that _____ (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 _____ (Subcontractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Print Name: _____

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 _____ as identification.

Notary Public

Printed Name

My Commission Expires: _____



Company ID Number: 1394267

may subject the Web Services Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Web Services Employer.

Approved by:

Web Services Employer	
SAFEbuilt, LLC	
Name (Please Type or Print)	Title
Gary A Amato	
Signature	Date
Electronically Signed	03/22/2019
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
USCIS Verification Division	
Signature	Date
Electronically Signed	03/22/2019



Company ID Number: 1394267

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	SAFEbuilt, LLC
Company Facility Address	3755 Precision Drive Suite 140 Loveland, CO 80538
Company Alternate Address	
County or Parish	LARIMER
Employer Identification Number	205281305
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	1,000 to 2,499
Number of Sites Verified for	29



Company ID Number: 1394267

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

CALIFORNIA	3 site(s)
COLORADO	1 site(s)
FLORIDA	3 site(s)
GEORGIA	1 site(s)
ILLINOIS	3 site(s)
MICHIGAN	3 site(s)
MINNESOTA	2 site(s)
NORTH CAROLINA	1 site(s)
OHIO	3 site(s)
SOUTH CAROLINA	1 site(s)
TENNESSEE	1 site(s)
VIRGINIA	1 site(s)
WASHINGTON	3 site(s)
WISCONSIN	3 site(s)



Company ID Number: 1394267

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Chelsey Welker
Phone Number (224) 806 - 1095
Fax Number
Email Address cwelker@safebuilt.com

Name Tanya Gomes
Phone Number (954) 766 - 2726
Fax Number
Email Address tgomes@safebuilt.com

Name Adam A Morgan
Phone Number (970) 286 - 1473
Fax Number
Email Address amorgan@safebuilt.com

Name Dahiana De La Vega
Phone Number (954) 498 - 9688
Fax Number
Email Address ddelavega@safebuilt.com

Name Arelis Valero
Phone Number (954) 266 - 6464
Fax Number
Email Address avalero@safebuilt.com

Name Gary A Amato
Phone Number (970) 292 - 2227
Fax Number
Email Address gamato@safebuilt.com

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

10/4/2022

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 RBN Insurance Services 303 E Wacker Dr Ste 650 Chicago IL 60601	CONTACT NAME: Symone White PHONE (A/C No. Ext): 312-856-9400 E-MAIL ADDRESS: swhite@rbninsurance.com		FAX (A/C, No): 312-856-9425
	INSURER(S) AFFORDING COVERAGE		
INSURED M.T. Causley, LLC 10720 Caribbean Blvd, Suite 650 Cutler Bay FL 33189	SAFELLC-01		INSURER A : Hartford Fire Insurance Co.
			INSURER B : Hartford Casualty Insurance Co
			INSURER C : Great American E&S Ins. Co.
			INSURER D : Bridgeway Insurance Company
			INSURER E : Twin City Fire Insurance Co.
			INSURER F : Lexington Insurance Company

COVERAGES**CERTIFICATE NUMBER: 982759784****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			83UENZV3951	10/3/2022	10/3/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			83UENPY9100	10/3/2022	10/3/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Excess Auto Liab.* \$ 1,000,000
D	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			8E-A7-XL-0002079-01	10/3/2022	10/3/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			83WECE0623	5/12/2022	5/12/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C F	Professional Liability Excess Liab (2nd) Layer			TER 2861558 011170891	10/3/2022 10/3/2022	10/3/2023 10/3/2023	Each Claim/Aggregate 10,000,000 Each Occ/Aggregate 5,000,000

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

*Excess Auto Liability Buffer Policy:
Endurance American Specialty
EXT30025875000
10/3/2022-2023

CERTIFICATE HOLDER**CANCELLATION**

For Information Only

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

AUTHORIZED REPRESENTATIVE

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Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <u>M.T. Causley, LLC</u></p> <p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>C</u></p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. <u>3755 Precision Drive, Suite 140</u></p> <p>6 City, state, and ZIP code <u>Loveland, CO 80538</u></p>	<p>7 List account number(s) here (optional)</p>
	<p>Requester's name and address (optional)</p>	

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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
6	5	-	0	7	8	2	8	0	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ </p>	<p>Date ▶ January 7, 2021</p>
------------------	------------------------------------	--------------------------------------

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

EXHIBIT "C" NEGOTIATED FEE SCHEDULE CM3512



Tab 5 Cost

COST

Rates for [M.T. Causley](#) for [Commercial and Residential Plan Review](#) shall be in accordance with the contract rates to be established under Nassau County's Request for Qualifications numbered [NC22-046-RFP](#).

ITEM	COST
PLANS EXAMINATION (REMOTE)	
Commercial Reviews (excluding fire plan review)	\$105 hour - (1) hour minimum
Residential Dwelling Reviews at a lump sum	\$500 each (includes first three (3) rounds of review comments)
Revisions Rates:	
Commercial Reviews (excluding fire plan review)	\$105 hour - (1) hour minimum
Residential Dwelling Reviews at a lump sum	\$250 each

Large commercial projects to be negotiated with a not to exceed price, using the established hourly rate above.



Certificate Of Completion

Envelope Id: BDD336DBFAD841CA800CD847CFE5D73F	Status: Completed
Subject: Contract # CM3512 \$45,000.00 Description: Plan Review Services	
Source Envelope:	
Document Pages: 151	Signatures: 12
Certificate Pages: 6	Initials: 46
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Ashley Kelly
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	akelly@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Ashley Kelly	Location: DocuSign
12/20/2023 11:48:47 AM	akelly@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
Keith Ellis kellis@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 12/20/2023 12:19:54 PM Viewed: 12/20/2023 12:42:07 PM Signed: 12/27/2023 8:20:47 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


Electronic Record and Signature Disclosure:
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Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 12/27/2023 8:20:52 AM Viewed: 12/27/2023 8:24:21 AM Signed: 12/27/2023 8:24:33 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


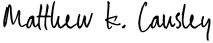

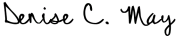

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 12/27/2023 8:24:38 AM Viewed: 12/27/2023 8:15:37 PM Signed: 12/27/2023 8:20:50 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Ashley Metz ametz@nassaucountyfl.com Human Resources Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 12/27/2023 8:20:55 PM Viewed: 12/28/2023 10:12:09 AM Signed: 12/28/2023 10:13:19 AM
	Signature Adoption: Pre-selected Style Using IP Address: 107.122.105.108 Signed using mobile	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 12/28/2023 10:13:25 AM Viewed: 12/28/2023 12:54:00 PM Signed: 12/28/2023 12:54:13 PM</p>
<p>Matthew K. Causley matt@mtcinspectors.com President Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 12/28/2023 1:44:05 PM ID: 12da895a-348f-43af-882f-c34a3b7a26cf</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 68.47.159.216</p>	<p>Sent: 12/28/2023 12:54:19 PM Viewed: 12/28/2023 1:44:05 PM Signed: 12/28/2023 4:46:37 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 12/28/2023 4:46:44 PM Viewed: 12/28/2023 6:06:38 PM Signed: 12/28/2023 6:06:43 PM</p>
<p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 174.239.89.160 Signed using mobile</p>	<p>Sent: 12/28/2023 6:06:48 PM Viewed: 12/28/2023 6:57:03 PM Signed: 12/28/2023 6:57:14 PM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 174.203.250.148 Signed using mobile</p>	<p>Sent: 12/28/2023 6:57:19 PM Viewed: 1/2/2024 1:32:47 PM Signed: 1/2/2024 1:33:22 PM</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/2/2024 1:33:29 PM Viewed: 1/2/2024 1:34:39 PM
BOCC Procurement bocccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/2/2024 1:33:30 PM
Ringo McCollum rmccollum@safebuilt.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/2/2024 1:33:31 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	12/20/2023 12:58:33 PM
Certified Delivered	Security Checked	1/2/2024 1:32:47 PM
Signing Complete	Security Checked	1/2/2024 1:33:22 PM
Completed	Security Checked	1/2/2024 1:33:31 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.