



RFP NO. 2024000645

Inspection and Plan
Review Services Library -
Annual Contract
ELECTRONIC SUBMITTAL

Charlotte County, FL

March 4, 2025 | 3:00 pm

Jeannie Walsh-Fabian

Account Manager

786.481.8366

jeannie@mtcinspectors.com

M.T. Causley, LLC, a SAFEbuilt Company

10720 Caribbean Blvd., Suite 650, Cutler Bay, FL 33189 | 305.246.0696





**PARENT COMPANY
HEADQUARTERS**

SAFEbuilt, LLC
444 N. Cleveland Avenue
Loveland, CO 80537
866.977.4111
www.safebuilt.com

BUILDING CODE SERVICES

Building Official
Plan Review
Inspection
Code Enforcement
Permit Technician
Permitting Software

PROFESSIONAL SERVICES

Engineering
Planning & Zoning
Landscape Architecture
Surveying
Construction Engineering
Inspections
IT Data and Technology Services

POINT OF CONTACT

Jeannie Walsh-Fabian
Account Manager
786.481.8366
jeannie@mtcinspectors.com

PROJECT OFFICE

10720 Caribbean Blvd.,
Suite 650
Cutler Bay, FL 33189
P: 305.246.0696
F: 305.242.3716

March 3, 2025

Alisa L. True, CPPB
Senior Contract Specialist
Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, FL 33948-1094

RE: Request for Proposals (RFP) No. 2024000645 for Inspection and Plan Review Services Library – Annual Contract

Dear Alisa L. True and Evaluation Committee Members:

M.T. Causley, LLC, a SAFEbuilt Company (M.T. Causley), is pleased to present our proposal in response to RFP No. 2024000645: Inspection and Plan Review Services Library – Annual Contract for Charlotte County (the County). We are excited about having the opportunity to assist the County with the above-mentioned services. Our team has carefully reviewed the RFP and fully understands the County's requirements. We are prepared to provide a qualified team that exceeds all service, performance, and customer satisfaction goals.

M.T. Causley was established in Homestead, FL, in 1997, with the mission of providing reliable building department services across Florida. In 2016, we merged with SAFEbuilt, LLC, and in 2018, SAFEbuilt acquired another highly respected multi-service firm, Calvin, Giordano & Associates, Inc. (CGA). This combined expertise allows us to offer a broader range of services nationwide, including comprehensive, timely, and cost-effective building services. Over the past 28 years, we have supported more than 90 municipalities, helping them enhance safety, promote responsible development, and improve services for their citizens.

Our success stems from our deep understanding of the unique needs of Florida municipalities, enabling us to tailor our services accordingly and provide a team of highly qualified professionals. Our proposed team includes Florida-certified Plan Reviewers and Building Inspectors, as well as a Permit Technician and our Director of Code Services.

The team will be led by our Project Manager, Mr. Paul Featherston, who has extensive experience in running successful building departments. He knows how to lead a team of skilled professionals to provide reliable and accurate building inspections, plan reviews, and permitting services. He allocates staff based on the needs of each project and collaborates with decision-makers to ensure they have the necessary services to keep their communities safe.

In our response, we highlight what sets us apart: our extensive experience throughout Florida, our commitment to outstanding customer service, and our ability to adapt to changing workloads as needed.



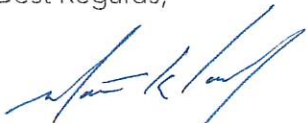
Along those lines, we want to highlight M.T. Causley's flexibility. We are ready, willing, and able to serve the County in any capacity deemed appropriate. We would, of course, like to provide the County with services year-round on an ongoing basis (which numerous nearby communities have hired us to do), but we understand the County may only require our services on as-needed basis. More specifically, we are completely onboard with only serving the County during emergencies or natural disasters, and we have a significant amount of experience supporting communities recovering from substantial, repeated damage from these occurrences. We are acutely aware of the specific needs recovering communities face, and we will be entirely sensitive to your unique needs as you rebuild.

In summary, our solution for the County includes:

- A highly qualified team of plan reviewers and building inspectors, all with the appropriate Florida Department of Business and Professional Regulation (DBPR) licenses.
- Access to resources, such as dedicated full-time staff, advanced technologies, and a wide range of expertise in all aspects of building department services.
- Extensive knowledge and experience built on years of implementing best practices in plan reviews and building inspections, ensuring services are both time-efficient and cost-effective.
- Consistent, clear communication and information sharing throughout the entire process.

Thank you for taking the time to review our proposal. Ms. Jeannie Walsh-Fabian is your main point of contact for any questions or clarifications. She can be reached at 786.481.8366 or via email at jeannie@mtcinspectors.com.

Best Regards,



Matthew K. Causley, President

M.T. Causley, LLC, a SAFEbuilt Company





CONTENTS

Tab A	Team Organization, Management and General Qualifications	5
Tab B	Work Plan	13
Tab C	Individual Qualifications	29
Tab D	Experience and References	52
	Hourly Rates	58
	Required Forms	61





Tab A

Team Organization, Management and General Qualifications

FIRM QUALIFICATIONS AND EXPERIENCE

OVERVIEW OF FIRM

M.T. Causley, LLC, a SAFEbuilt Company (M.T. Causley), has been partnering with municipal building departments in Florida since 1997 with the purpose of building better, safer communities. Since its establishment 28 years ago, M.T. Causley has dedicated its resources to exceeding our clients' expectations. We are committed to providing exceptional customer service while supplying critical building department services to local governments, educational institutions and school districts, sovereign nations, and state agencies. As an industry pioneer, M.T. Causley has demonstrated its expertise by successfully supporting over 90 cities, counties, and municipal agencies in Florida with a comprehensive range of services since its inception.

With almost three decades years of experience, M.T. Causley maintains a wide range of qualifications ranging from building officials, plan reviewers, inspectors, and engineers to general contractors, subcontractors, and floodplain managers. Our service offerings include:

- Full Service and Supplemental Building Department Services
- Building Official Services
- Plan Review Services
- Inspection Services
- Code Enforcement Services
- Permit Technician Services
- Disaster Assessment Services
- Surveying
- Engineering
- Landscape Architecture
- Planning
- Construction Engineering Inspection (CEI) Services
- IT, Data, and Technology Services

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

FIRM PROFILE

OFFEROR

M.T. Causley, LLC
(Corporation)

A Florida Company
Established August 29, 1997
in Homestead, FL

594 Employees in Florida
Supporting 90+ Municipalities

BUSINESS LICENSE

FL: L16000085702

FEIN

65-0782808

PARENT

SAFEbuilt, LLC

Established in 1992 and
Incorporated in Colorado
on April 19, 1999

Formerly Colorado Inspection
Agency from 1992 to 2006

CORPORATE HEADQUARTERS

10720 Caribbean Boulevard
Suite 650

Cutler Bay, FL 33189

P: 305.246.0696

F: 305.242.3716

PROJECT OFFICE

9990 Cocunut Road, Suite 34C
Bonita Springs, 34135

ACCOUNT MANAGER

Jeannie Walsh-Fabian

786.481.8366

jfabian@safebuilt.com

Address and Fax are the same
as Corporate HQ above.

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

Mr. Matthew K. Causley is the President of M.T. Causley, managing professionals across Florida, and the Chief Operations Officer (COO) of SAFEbuilt, LLC, where he oversees nationwide operations. With over 30 years of industry experience, he has brought valuable expertise to the role, implementing policies that have streamlined operations and improved the customer experience. He collaborates closely with management at both national and local levels, overseeing staff from both firms.

We understand that every community has a unique culture and specific requirements for their community improvement services. The quality and training of our staff, combined with our robust business systems and core commitment to exceeding the County's expectations, ensures that the County continues to receive the highest levels of service, professionalism, and responsiveness in the industry.

STAFF QUALIFICATIONS

M.T. Causley has successfully assisted many municipalities with plan review, building inspection, and permit clerk services through all growth aspects, including establishment, expansion, and stabilization. Throughout our 28-year history of providing services similar to those required by this solicitation, we have been called upon to scale our staff and deliverables quickly. Should the County's needs grow or evolve to include additional services or personnel, we have equally credentialed staff (e.g., BORA, DBPR, ICC, etc.) we can assign to support the County.

M.T. Causley thoroughly screens prospective personnel for the right experience and qualifications, and 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 who exhibit a passion for the work and a drive to get the job done correctly and on schedule. Unlike many firms in our industry, our personnel are permanent employees of M.T. Causley—not contract or temporary employees, which fosters a higher level of commitment and dedication from our team, ensuring a steadfast focus on the success of your projects.

PROJECT LEADERSHIP

Mr. Tom Walsh is sVice President of Operations for M.T. Causley and will serve as *Director of Operations* for this contract. He is the principal within M.T. Causley who will be responsible for this project and will be the primary contact for contract operations oversight. He will be responsible for ensuring increasing client and employee satisfaction levels while improving the workforce's efficiency, service, and technology throughout the contract. Mr. Walsh joined M.T. Causley in 2015 and brings decades of industry knowledge to the M.T. Causley team, having significant experience across multiple fields in the building department industry.

Mr. Paul Featherston is a Regional Operations Manager for M.T. Causley and will serve as *Project Manager* for an engagement with the County. He will be responsible for contract oversight, ensuring the project operates in accordance with contract terms. He will perform periodic check-ins with the County to ensure staffing levels are sufficient for the current workload. Mr. Featherston is a licensed Building Code Administrator, Standard Plans Examiner, and Standard Inspector in the State of Florida. He is also a Regional Operations Manager for M.T. Causley's parent company, SAFEbuilt. You will find a snippet of these licenses in Tab C.



The proposed Project Manager position is a value-added role we provide at no cost to the County. This role offers additional oversight for the team and plays a crucial role in coordinating scheduling, ensuring timely project completion. The Project Manager will monitor the review process closely, address any issues promptly, and coordinate between various departments to streamline communications and workflows, ultimately contributing to higher-quality project outcomes for the County.

Your *Account Manager*, **Ms. Jeannie Walsh-Fabian**, will be the County's main point of contact and will be responsible for scheduling periodic check-in meetings with the County. These meetings allow both parties to manage the resources tactfully and develop the best Contractor-Client relationship. Knowledge gained from these meetings will help to estimate and evaluate possible outcomes during this process and make the necessary changes. The County's primary points of contact for contract oversight are:

LEADERSHIP



Tom Walsh
Director of Operations
407.615.1964
twalsh@safebuilt.com



Jeannie Walsh-Fabian
Account Manager
786.481.8366
jfabian@safebuilt.com



Paul Featherston
Project Manager
248.798.9186
pfeatherston@safebuilt.com

Ms. Walsh-Fabian will act as an intermediary between M.T. Causley and the County to meet the County's needs for information, support, and assistance. In turn, she helps M.T. Causley to better understand the County's needs, expectations, and difficulties. Further, Ms. Walsh-Fabian will be available to discuss solutions for any potential add-on work the County may need.

As staffing needs vary from project to project throughout the contract, our project leadership chose the proposed team carefully with these details in mind. Our commitment to service delivery to the County is number one. With 594 employees in Florida alone, M.T. Causley maintains the bench strength to stand by our commitment to providing available, qualified, and experienced staff to support the County.

The persons listed above will not be substituted without the express permission of the County.

SUBCONTRACTORS

The services outlined in the RFP's "Scope of Services" are core competencies of M.T. Causley; therefore, we will not require subcontractor support to fulfill the contract with the County.



ORGANIZATIONAL CHART

M.T. Causley is pleased to offer a team of qualified and experienced building department services professionals to Charlotte County. Collectively, M.T. Causley's proposed team possesses 422 years of related experience, and the team members have been with our company for an average of 6.14 years.



THE M.T. CAUSLEY TEAM

FOR CHARLOTTE COUNTY

DIRECTOR OF OPERATIONS

Tom Walsh

PROJECT MANAGER

Paul Featherston

ACCOUNT MANAGER

Jeannie Walsh-Fabian

PLANS EXAMINER/CERTIFIED BUILDING OFFICIAL/ MASTER CODE PROFESSIONAL

Bill Hudson, CBO, MCP

BUILDING PLANS EXAMINERS

Noe Martinez
Derick Wiechmann

MECHANICAL PLANS EXAMINERS

John Graves
Jorge Valido

ELECTRICAL PLANS EXAMINER

Yhulmer Izquierdo

PLUMBING PLANS EXAMINERS

Douglas Carroll
Perry Hendershott

BUILDING INSPECTORS/PLANS EXAMINERS

Christopher Winn
Frank DeSantis

BUILDING INSPECTOR

Cary Ramsay

PERMIT TECHNICIAN

Victoria Christopher

DIRECTOR OF CODE ENFORCEMENT

Bernard Pita

DIRECTOR OF REMOTE PLAN REVIEW

Clay Frye

EXPERIENCE IN PREVIOUS SIMILAR PROJECTS

To prove and specify our experience in previous similar projects, M.T. Causley presents **a full list of our current clients** in Tab D. In order to further demonstrate our general qualifications as a firm, we provide our Sunbiz License, Certificate of Insurance (COI), and W-9 on the following pages.

LICENSE TO CONDUCT BUSINESS IN FLORIDA

State of Florida


Department of State

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

The document number of this limited liability company is L16000085702.

I further certify that said limited liability company has paid all fees due this office through December 31, 2024, that its most recent annual report was filed on January 31, 2024, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirty-first day of January,
2024*


Secretary of State

Tracking Number: 2809418886CU

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/2/2024

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

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

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

COVERAGES

CERTIFICATE NUMBER: 1312126560

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 10,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	CF3GL00415241	10/3/2024	10/3/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 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
F	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	Y	Y	CF3CA00337241	10/3/2024	10/3/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			8EA7XL000207903 011170903	10/3/2024 10/3/2024	10/3/2025 10/3/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	SAWC561586	5/12/2024	5/12/2025	<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
B	Professional Liability			TER5325879	10/3/2024	10/3/2025	Each Claim/Aggregate \$10,000,000

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

CERTIFICATE HOLDER For Informational Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

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

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. M.T. Causley, LLC	
2 Business name/disregarded entity name, if different from above	
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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► S 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. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 10720 Caribbean Blvd, Suite 650	Requester's name and address (optional)
6 City, state, and ZIP code Cutler Bay, FL 33189	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. 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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

**Sign
Here**

Signature of
U.S. person ►

Date ► **January 24, 2023**

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.



Tab B

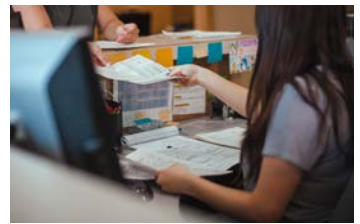
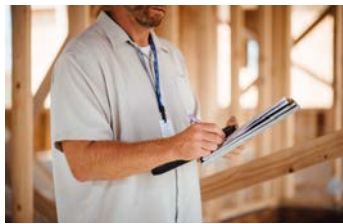
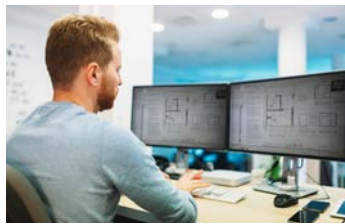
Work Plan

≡ UNDERSTANDING THE SCOPE ≡

The plan view and inspections performed will be on residential and commercial/multi-family structures and may include new construction and renovations. The successful firm would be responsible for performing reviews, determining needed inspections, and communicating with the Design Professionals or Contractors submitting the permit. The successful firm will be required to review new permits and any subsequent corrections resubmitted by the applicant.

The County will require a turnaround time of ten (10) business days for plan reviews of new permits and five (5) business days for corrections to comments. Assigned inspections will be provided to the firm at 7:00 a.m. EST and are due to be completed that day by 3:30 p.m. EST. Firms are to provide their cost for an Hourly Rate for Plans Examiners and an Hourly Rate for Inspectors.

The successful firm will not be permitted to review permits where they, or the company they work for, had been involved in any aspect of the design or are hired by the contractor for private provider services.



APPROACH

M.T. Causley's Building Division is committed to providing efficient, customer-friendly services that result in code-compliant completed projects for residents, businesses, and the County. Our expert team of permitting, plan review, and building inspection professionals excels in meeting service requirements through efficient project management and adherence to industry best practices. With extensive qualifications and decades of experience, we are well-equipped to serve as a third-party provider for permitting, building inspections, and plan review, supporting the County's Community Development department.

We offer comprehensive plan review and inspection services for building-related permits, covering various specialties, including building, plumbing, mechanical, energy, electrical, fire-resistive-rated construction, fuel gas, accessibility, and framing. Our team conducts both routine and complex inspections on a full-time or supplemental basis, always in compliance with the County's adopted codes and local amendments.

To ensure contract success, we prioritize communication at every level of our organization, utilizing current technology to efficiently interact with clients, residents, contractors, co-workers, and support staff. This commitment to efficiency and communication will enhance our team's effectiveness in daily operations and contributes to our track record of customer confidence, timely service delivery, and consistent budget adherence in the County.

M.T. Causley's staff is professional in every way, and our goal is to support the County in its efforts to maintain an efficient and effective building department. All staff accept directions and instructions while performing their responsibilities independently and professionally with minimal supervision required.

OUR COMMITMENT TO CHARLOTTE COUNTY

The M.T. Causley team is dedicated to delivering top-quality permitting, plan review, and inspection services that fully comply with city ordinances, adopted codes, and all relevant county, state, and federal regulations. Our mission is to not only meet but consistently exceed the County's expectations, ensuring the smooth and efficient progression of every project.

WHAT TO EXPECT FROM M.T. CAUSLEY STAFF

A partnership with M.T. Causley provides the County with a dedicated team of professionals committed to excellence. Our pledge extends beyond fundamental services, ensuring that every facet of our work exceeds expectations. M.T. Causley ensures that all of its employees will consistently:

- Wear/display proper identification.
- Possess/maintain required certifications and are experienced in performing compliant inspections.
- Respond to calls and emails within 24 hours of receipt or before the end of the next business day.
- Be knowledgeable of design principles, local zoning, and topographical site plans.
- Remain proficient and knowledgeable of federal, state, and local laws, rules, regulations, directives, codes, and ordinances applicable to their work.
- Offer exemplary customer service while performing their duties.
- Attend meetings as required by the County.
- Always exhibit professional and courteous conduct and an appropriate appearance during interactions both on and off the job site.
- Meet all job safety requirements and OSHA safety standards.
- Render information and interpretation concerning applicable codes and regulations.
- Be available to support the County during its regular business hours and workdays, except for County-recognized holidays. We will delegate members of the M.T. Causley team to respond to emergencies.
- Evaluate alternate methods, procedures, materials, and products for compliance with the Florida Building Code depending on the date of the application or construction as well as any related local, county, and state ordinances.
- Make decisions as to the feasibility of deviations from applicable codes and regulations under various conditions.

EMERGENCY RESPONSE

M.T. Causley Inspectors are available to respond in the case of an emergency. For minor emergencies, such as a plumbing issue, we can respond within four hours. If a more serious emergency arises, M.T. Causley can be on the ground within two hours—sometimes faster—to assess damages and designate both safe and unsafe structures. We provide immediate response to localized emergencies, such as floods, fire, and building collapse. In the case of large-scale emergencies, our Emergency Response Program Manager works directly with your Emergency Management personnel to determine an appropriate response and mobilization plan as needed.

To learn more about our involvement in past emergency response situations and disaster recovery efforts, we encourage you to read through our “Emergency Response” case studies on our website found at <https://safebuilt.com/solutions/government/recovering-community>.

M.T. Causley’s Emergency Response Program is unparalleled in our approach. Our team members are ready to respond to any disaster within the County. Our policy for disasters is to support the community first, providing trained staff for disaster mitigation efforts. We track all time and materials and provide all necessary documents for the County to secure federal reimbursement funding.

M.T. Causley does not ask for payment on emergency services until after the community receives its federal funding, nor do we ask for more than the federal money provided.

PLAN REVIEW SERVICES

Plan Reviewers must maintain meticulous attention to detail and accuracy and possess clear written ability for notations and documentation. They must also be good verbal and written communicators and at ease with meeting with municipal officials, residents, engineers, architects, and design professionals. They must also quickly move from one review to another while managing their time with competing project schedules.

The staff proposed will review permit applications, plans, and other required documents, including shop drawings and product approvals. Plan Reviewers create detailed comments regarding conflicts between the plans with applicable codes.



Our proposed Plan Reviewers will review plans during the County's normal business hours and after hours and weekends if needed to keep up with increased workflow. The Plan Reviewers will approve applications when the file complies with all applicable laws, codes, and ordinances. The review of plans will result in the recommendation of approval, approval with modification, or denial of the plans. If the permit file is deficient, the Plan Reviewers will provide concise comments identifying the deficiencies and citing the applicable code section. Our staff will provide the customer with a clear path to approval. The Plan Reviewers will also meet with and assist design professionals, contractors, and homeowners to answer questions about the code and its intent.

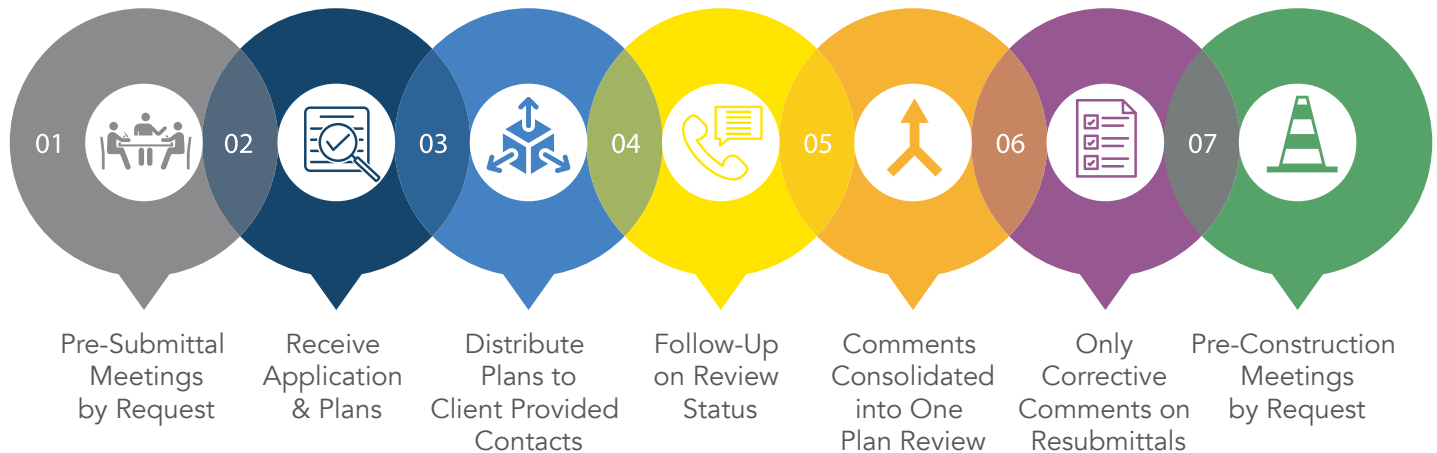
The Plan Reviewers will provide plan reviews for clients with schedule constraints or an aggressive schedule at the discretion of the Building Official or Development Services Director. All trades or disciplines included in the proposed services will be reviewed to ensure compliance with adopted building, residential and commercial, plumbing, electrical, mechanical, fuel gas, and energy conservation codes, and other County ordinances and state statutes. When the review is complete, all plan reviews will be documented in the County's system of record.

The Proposed Plan Reviewers for the County will:

- Examine, review, and analyze construction drawings, plans, and specifications to ensure compliance with adopted local, state, and federal codes, ordinances, policies, and regulations.
- Receive and record incoming plans submitted, providing the customer with the ability to track progress.
- Attend pre-submittal and pre-construction meetings as requested and be available for consultations as needed.
- Process plan review comments and plan review actions via 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 time frames.
- 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 time frames.
- Determine and communicate valuation/fee updates to the County.

We present our plan review process in image 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 Plan Reviewers feel it will result in a more seamless plan review 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 the main points of contact for building department staff and contractor staff contact lists.

Copies of corrections will be entered into the County's system of record. Resubmitted plans shall be submitted directly to the County or shipped or delivered directly to our office.

Following these steps, the applicant pays the appropriate fee to the County, and the permit is issued. By assigning a number at the time of intake, the permit can be tracked by number throughout the life of the project via the jurisdiction's system of record.

Our Plan Reviewers can conference with clients and project teams in person, by phone, or via teleconference or web conference. All transfers of files should be handled directly from the jurisdiction to M.T. Causley. Our process has been designed to be not only convenient for our client jurisdictions but also highly convenient for the designers and permit applicants being served.

BLUEBEAM REVU

Our team typically uses Bluebeam Revu to review plans electronically and in hard copy when customers are unable to use electronic platforms. This system gives all stakeholders the ability to access and manage a master set of digital documents, perform concurrent reviews, and collaborate on the same PDF together in real-time, and includes the following features:

- Industry-standard markups, including text, pen marks, highlights, clouds, CAD symbols, measurements, and text stamps. These tools replicate pen and paper, allowing reviewers to add comments to electronic plans and request revisions efficiently.
- The Tool Chest, where each reviewer can create and save custom tool sets for specific needs.
- A “Compare Documents” feature instantly clouds the differences between drawing revisions.
- An integrated “Markups” list allows technicians to view and track comments during the permitting process and summarize them into a PDF report.



PLAN REVIEW TURNAROUND TIME

M.T. Causley proposes the following plan review turnaround times for a contract with the County.

DELIVERABLES			
Pre-submittal Meetings	Provide pre-submittal meetings to applicants by appointment.		
Plan Review Turnaround Times	Provide comments within the following time frames: Day 1 = first full business day after receipt of plans and all supporting documents.		
	PROJECT TYPE	FIRST COMMENTS	SECOND COMMENTS
	Residential	5 working days	3 working days or less
	Tenant improvements	5 working days	3 working days or less
	Multi-family within	10 working days	5 working days or less
	New commercial within	10 working days	5 working days or less
	Commercial alteration (including standalone commercial retail building)	10 working days	5 working days or less
	Standalone permits (plumbing, mechanical)	5 working days	3 working days or less

Technology Proficiencies

Our team is proficient with many of the major permitting systems available. Examples of the systems we have used for current and previous clients include, but are not limited to:

- ▶ SAFEbuilt's CommunityCore Solutions
- ▶ BS&A
- ▶ EnerGov
- ▶ SAFEbuilt's Gov-Easy
- ▶ Citizenserve
- ▶ MyGov
- ▶ Accela
- ▶ iWorq
- ▶ eTRAKiT

Additionally, all members of our team are proficient in standard office applications, including the Microsoft Office Suite and Adobe Acrobat.

ESTIMATE OF THE VOLUME OF PERMITS THAT COULD BE REVIEWED

The volume of permits that could be reviewed depends on several variables. If we were to utilize all ten of our proposed plans examiners and our proposed permit technician for 8 hours a day and 40 hours a week, we should be able to complete 20 to 30 permits per day, depending on the complexity of the plan.



INSPECTION SERVICES

Inspectors for all trades and disciplines work with other County staff, contractors, builders, owners, and the general public. As such, they must be helpful, patient, and, above all, very knowledgeable of the relevant codes and ordinances. Our Inspectors are trained to take an educational approach when working with our clients and their customers. Before contract start, all team members will refresh their knowledge of codes and ordinances unique to the County. We know that technical competence, while expected, is not enough. Experience and careful consideration of issues and impacts are also critical.

M.T. Causley Inspectors will conduct technical field inspections of residential and commercial structures and equipment installations during the various phases of construction, installation, and operation, assuring work conforms to all applicable building codes and approved plans and specifications. The Inspectors will issue written comments if the work is not in accordance with the approved plans or applicable codes. The Inspectors will maintain formal inspection records and process inspection comments and results immediately upon completion—and always within the same business day.

The Inspectors will advise and confer with architects, engineers, County personnel, homeowners, contractors, and developers. Questions, concerns, and inquiries will be received and responded to within one business day. The M.T. Causley team will be available to the County throughout all construction phases.

The Proposed Inspectors for the County will:

- Review all plans submitted before each inspection.
- Adhere to scheduled inspection times.
- Conduct all inspections within 24 hours of request received by the County's Building Official and Development Services Director.
- Verify approved plans are on site and verify construction has not deviated from approved plans.
- Verify on-site condition is consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable.
- Use inspection checklists and codebooks during inspections.
- Perform field inspections in accordance with the County's adopted ordinances, codes, and standards.
- Inspect industrial, commercial, residential, and multi-family buildings during various stages of construction and remodeling for compliance with all adopted codes and ordinances of the County.
- Analyze sites and buildings undergoing change of use or occupancy, buildings being moved or demolished, and damaged or dilapidated buildings.
- Make decisions regarding compliance with sound engineering practices, codes, and ordinances of the County, State, and Federal agencies and construction methods under the supervision of the County Building Official.

- Work with contractors to facilitate appropriate remedies for code violations.
- Issue stop-work notices as needed.
- Enter inspection results into the County's permitting application.
 - Maintain records of inspections and citations and report them weekly.
 - Maintain adequate records for each permit, inspection, and inspector.
- Result inspections and review reports and comments with the construction contractor on site whenever possible.
- Provide the written inspection results to the County and the client at the conclusion of the inspection.

M.T. Causley uses GPS routing software to ensure inspections are conducted efficiently and within the allotted time scheduled. Inspection checklists and building guides are accessible from the Inspector's tablets to assist customers in the field. Electronic versions of the codebooks are available on the tablet as well.

All inspections will be tailored to the County's guidelines and facilitated via their system of record. M.T. Causley verifies that all inspection records, including daily records of what was inspected, are entered into the County's system of record. Inspection reports provide information about whether they failed, passed, or need re-inspection. Our team works hard to minimize delays to builders and provide helpful advice and counsel to builders, owners, engineers, and architects to enhance the construction process's orderly flow while maintaining an effective level of enforcement. Inspectors ensure construction changes are documented and approved by appropriate County staff.

Inspection Turnaround Time

M.T. Causley's staff will monitor the County system of record for next-day inspections. Most inspections take between 15 minutes and 2 hours to complete, depending on the type of inspection. We offer weekend and after-hours inspections on a scheduled basis for an additional fee. We will, of course, make ourselves available to respond to inspections related to emergencies.

Inspection Services by Type

The individual types of inspections we perform include, but are not limited to:

- | | | |
|---------------------------------------|-----------------------------|--|
| • Accessibility | • Mobile Home | • Swimming Pool |
| • Accessory Building | • New Construction | • 40 & 50 Year Recertification Inspections |
| • Certificate of Occupancy | • On-Site Sewage Facilities | |
| • Commercial & Residential | • Plumbing | |
| • Construction Engineering Inspection | • Post-Disaster | |
| • Construction Load Draw | • Property Maintenance | |
| • Electrical | • Virtual Inspections | |
| • Fence | • Roof | |
| • Irrigation | • Sign | |
| • Land Use | • Site/Civil | |
| • Mechanical | • Structural | |
| | • Substandard Structure | |

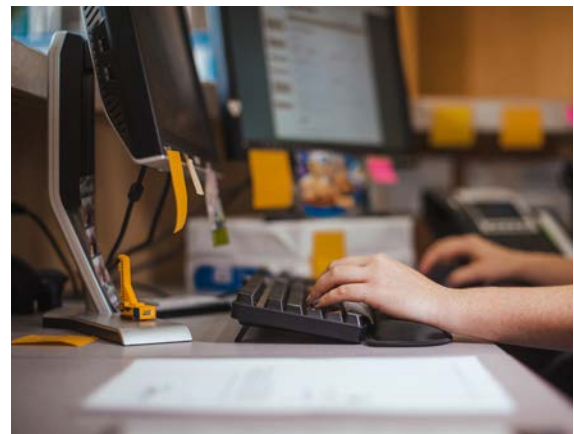


PERMIT TECHNICIAN SERVICES

The Permit Technician is likely the first person the County's customers encounter when seeking assistance at County offices. This person represents the County and must be friendly, thoroughly knowledgeable of the permitting process, and always ready to help citizens and contractors navigate it. The Permit Technician works collaboratively with applicants and has a "can-do" attitude to help resolve issues and minimize applicant anxiety.

The following highlights some of the duties and expectations of the Permit Technician:

- Facilitating the permitting process from initial permit intake to final permit issuance.
- Providing customer support and assistance at the permit counter and over the phone.
- Assisting the public in completing permit applications and other necessary forms.
- Helping customers with scheduling inspections and inspection status.
- Determining permit, plan, and process requirements for permit applicants and notifying the applicant when construction documents or permits are ready for pick up or issuance.
- Answering the public's questions quickly and correctly via phone and email and answering and routing phone calls and emails.
- Receiving, processing, and issuing building permits and coordinating the plan review and inspection process, including tracking, routing, and storage of plans.
- Reviewing permit applications and other pertinent information to verify the accuracy and completeness of information.
- Maintaining a variety of public records and filing systems necessary for tracking in-progress applications, permits issued, plan checks in progress, approved plans, and other counter-related items.
- Verifying projects have obtained all necessary approvals before issuing permits and that the following have been filed with the County, e.g., valid contractor's license, workers' compensation, and valid business license information.
- Using the County's permitting system to input and process permit applications.
- Providing administrative support, including typing, filing, scheduling inspections, and maintaining accurate records.



CODE COMPLIANCE & ENFORCEMENT

Code compliance and enforcement services are critical to maintaining property values and for attracting new business and residents to the area. However, the building departments in many communities often use unqualified personnel to perform code enforcement. Although well-intentioned, these employees may not be fluent with the latest state, county, and local laws, ordinances, and amendments. Often, citations are issued that end up in a dispute between the recipient and counter staff. Further, the revenue generated from code enforcement does not cover the cost of the code enforcement officer's salary. The local government must fund code enforcement as an investment in the community.

All M.T. Causley Code Compliance Officers possess the appropriate certifications and registrations and have the required experience to perform code enforcement duties. We keep our personnel up-to-date on the latest laws and regulations that govern code enforcement. With their thorough knowledge and training in handling disputes respectfully, they will be available to work with your citizens to provide further details about citations or other related issues that surface.

Our employees understand the importance of coordination with your residents, staff, and other departments. As a result, we exercise an appropriate level of professional judgment in resolving issues. We take an educational, proactive, and non-confrontational approach.

An effective Code Enforcement Program improves property values and enhances the presentation to visitors and business prospects. M.T. Causley's Code Compliance Officers approach compliance issues proactively and rely on education, two-way dialogue, and collaboration to achieve a higher percentage of code compliance than that of a heavy-handed approach. Our Code Enforcement Program is customizable, so our Code Compliance Officers will follow the Board of County Commissioners and staff's direction on how you would like the program to look.

We understand that codes and ordinances can be confusing as well as frustrating. For this reason, our Code Compliance Officers take an educational and personalized approach to service delivery. We will work with residents and business owners to achieve code compliance and reserve the issuance of code violations as a last resort. We treat everyone with respect, whether it is County staff or community members. It is one of M.T. Causley's core values.

The following are some of the deliverables the County can expect from their M.T. Causley Code Compliance Officer:

- Actively patrol within the incorporated boundaries of the County.
- Actively enforce Code Enforcement Codes.
- Act as an educator of ordinances and regulations.
- Attend and make presentations to the Mayor and Council when requested by the County Administrator.
- Prepare and maintain all reports, citations, and other documents for action.
- Prepare and maintain all materials for any Court Action to the Magistrate Court.
- Meet with the County Code Enforcement personnel to prepare for court cases and attend court sessions.
- Patrol assigned area to identify violations of Ordinances.
- Responds to and investigates code violation complaints.
- Contacts, informs, and warns residents of identified violations and compliance deadlines.
- Issues Notice of Violations and follow-up letters on violation of Ordinances.



EXCEEDING SLA EXPECTATIONS

M.T. Causley's dedication to excellence is reflected in its ability to consistently meet and surpass the County's service level agreement (SLA) expectations. With prompt turnaround times for plan reviews and next-day (and even same-day) inspections, M.T. Causley will ensure that Evanston receives the timely support to uphold safety standards and foster development.

After contract award, but before operations begin, we will meet with the County to define and establish Service Level Agreements (SLAs). These agreements will cover aspects such as inspection timelines, review turnaround times, and staffing levels. Every employee involved in supporting a contract with the County will be thoroughly briefed on the performance metrics specified in the contract's service level agreement (SLA), as well as the turnaround times delineated within the SLA. Additionally, we are prepared to swiftly adjust SLAs as needed throughout the contract duration to accommodate changes in activity levels, ensuring a consistent commitment to providing top-tier customer service and responsiveness.

Quarterly Business Reviews (QBR) are part of SAFEbuilt's contract process and procedures. The QBR aims to ensure alignment between SAFEbuilt and client expectations, review the status of SLAs and Key Performance Indicators (KPIs), and identify ongoing initiatives to ensure performance risks and contract success. These meetings provide both the County and SAFEbuilt the opportunity to communicate successes and challenges and adjust performance metrics as necessary.

A typical QBR follows the process below:

1. Review existing Service Line Agreements
2. Review previous QBR and action items
 - Actions identified
 - Completed Actions
 - Outstanding Actions
3. Review Successes and Challenges over the last Quarter
4. Review KPIs
5. Alignment:
 - Do the KPIs align with the County's goals and expectations?
 - Is software meeting your needs?
 - What can we start doing that would be of value?
 - What should we stop doing that is not adding value or creating a distraction for you or your team?
 - What would you like for me/us to continue doing
6. Future planning: Identify projects, events, or happenings for the next quarter.
7. Create Action items for the next quarter and assign tasks, due dates, and communication methods.

Reporting can be provided with the County's desired frequency, summarizing activity levels, adherence to contract, staffing and performance metrics, and other items of special interest. These reports are intended to supplement, not replace, any current processes used by the County for monitoring department activities and performance.

"The firm [M.T. Causley] is responsive and provides courteous support. All staff assigned to the City of Casselberry provide excellent support to the City."

— Elsie Burgess, Procurement Specialist, City of Casselberry, FL

M.T. Causley is especially proud of our service in Cape Coral. While we partnered with this nearby community, we are able to work in different city systems and become their partner on an as-needed-basis. In fact, we exceeded all of our SLAs in Cape Coral while providing numerous disciplines, including remote plan reviews and floodplain.

STAFF TRAINING

M.T. Causley's and SAFEbuilt's leadership have implemented a program that allows employees to access comprehensive training, continuing education, and coaching. The focus on continuing education ensures that staff stays up to date with local, state, and federal codes, regulations, amendments, and the latest best practices, reducing the need for constant reference to code books in the field.

All building services staff receive a minimum of 32 hours of training per calendar year—48 hours per calendar year for every new code adoption year. Our commitment to our employees' well-being, continuing education, and competitive compensation enable us to keep our staff retention at optimum levels.

In addition, M.T. Causley places a large emphasis on ethics in the workplace, including training in sexual harassment, appropriate communication, and professionalism. To achieve these goals, Project Manager Paul Featherston will perform quarterly assessments of all inspectors assigned to serve the County.

SAFEbuilt ACADEMY

The SAFEbuilt family of companies is committed to ensuring our people remain at the forefront of occupational skills. We offer a program called SAFEbuilt Academy, which provides online technical training to work with our building services staff's schedules. Our company strongly supports maintaining training certifications and encourages employees to work with their managers to identify and attend the best training opportunities for them.

All courses offered by SAFEbuilt Academy are approved by ICC, and most can provide dual credit through AIA. The courses that SAFEbuilt Academy currently offers include:

- Commercial Building Inspector
- Commercial Mechanical Inspector
- Commercial Plumbing Inspector
- Commercial Electrical Inspector – Part 1 & 2
- Accessibility Plan Reviewer & Inspector
- Residential Building Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector
- Residential Electrical Inspector
- Permit Technician
- Legal Aspects of Code Administration
- Fire Inspector I
- Fire Inspector II
- Fire Plan Reviewer
- Hazardous Materials
- Solar PV Installations
- Solar PV Plan Review
- Residential Solar PV Plan Review
- 2018 Existing Building Code Review
- 2018 IRC Update
- 2018 IBC Update
- 2018 IMC, IPC, & IFGC Updates
- ADUs and Accessory Structures
- Energy Storage Systems
- 2021 IBC Update
- 2021 Commercial Plumbing Inspector/Plan Reviewer
- 2021 Commercial Mechanical Inspector/Plan Reviewer
- Solar PV Inspections (2020/2017 NEC)
- 2021 Residential Building Inspector (English & Spanish)
- 2021 Residential Mechanical Inspector
- 2021 Residential Plumbing Inspector
- 2021 Commercial Building Inspector & Plan Reviewer
- 2021 Permit Technician
- 2021 IMC, IPC & IFGC Update
- Residential Plans Examiner



COMING SOON!
2024 ICC Courses
Currently in Development



MANAGEMENT & COORDINATION

Close coordination and frequent communication are critical to successfully managing fluctuating workloads. M.T. Causley's long-standing practice of partnering with client staff to handle day-to-day issues is a priority for our team. Through consistent efforts, we can safeguard against miscommunications and minor mishaps.

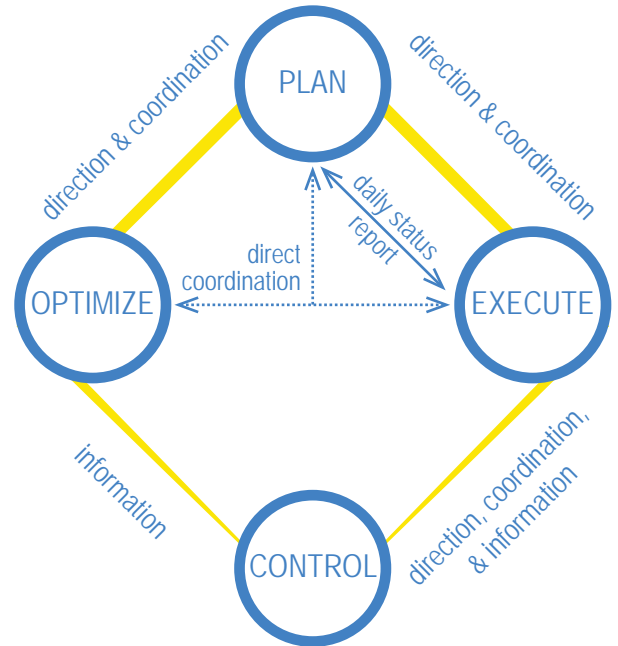
Our project management approach begins with applying our philosophy of Plan, Execute, Control, Optimize (PECO). The PECO framework (see image to the right) is based on our team's experience and industry best practices endorsed by the Project Management Institute. We identify, prioritize, allocate, manage, and control the work requirements through this singular, integrated method.

Using the PECO framework, the M.T. Causley team delivers a contract management approach that combines the right people, processes, and tools to perform the scope of work. Our support of the County requires a methodology to operate and maintain all service areas efficiently. The M.T. Causley team's methodology is structured to streamline our resources and provide responsive services. Successful execution of services begins with a responsive team structure that can anticipate and address resource needs.

Our team efficiently handles multiple tasks at once, supported by an organizational structure that ensures smooth oversight of all processes. The Project Manager will oversee overall project performance and manage the day-to-day operations to ensure the timely completion of each work order.

Each month, the Project Manager will prepare a schedule and budget, followed by a report that tracks our progress against these benchmarks. This report will include detailed insights into the percentage of the budget spent and where those funds are allocated. By comparing completed work with the scheduled activities and budget, we ensure that our team remains on track and continues to move forward with the assigned workload. These reports are provided on a monthly basis to keep you informed.

M.T. Causley is committed to participating in all required coordination meetings. Upon request by the County, our team will also organize meetings when County staff believe it will enhance communication and streamline workflows. These meetings may include all project stakeholders to discuss and develop effective plans for project execution.



VERIFICATION OF WORK ACTIVITY AND WORK HOURS

Staff members are required to clock in upon arrival at the County and clock out upon completion of assigned tasks or scheduled shifts. Inspectors and Plan Reviewers must submit daily activity sheets to the Building Official, detailing their completed work for each day.

M.T. Causley utilizes a suite of proprietary and commercial-off-the-shelf (COTS) systems to efficiently manage staff schedules, workloads, and monitor service delivery. These systems track work in real-time and maintain historical records of inspections and plan reviews. This integrated suite of tools ensures efficient operations, accurate reporting, and optimal resource allocation across all aspects of our service delivery. Our integrated management suite includes:

- **InspectorConnect:** A mobile application within our in-house developed CommunityCore Solutions suite. This tool facilitates on-site scheduling, input of findings, time tracking, and completion of inspections.
- **Geotab (COTS):** A fleet management software that tracks and controls vehicle costs. It optimizes inspection routing and provides insights into vehicle activity, enhancing cost efficiencies.
- **SAFEreview:** A portal for assigning and sharing building plans across locations, leveraging SAFEbuilt's national workforce. It features a marketplace for flexible plan availability, accommodating a variable workforce.
- **SAFETIME:** A mobile application designed for streamlined time entry, improving customer billing accuracy and optimizing field worker utilization.
- **SAFEbill:** Our comprehensive billing system interfaces seamlessly with front- and back-office applications, automating the generation of customer invoices.

TRACKING AND REPORTING

M.T. Causley works with each client to create a custom reporting schedule and format tailored to their specific needs. Reports may be provided monthly, quarterly, or annually, summarizing activity levels, adherence to performance metrics, and other relevant information. Timely reporting is a key indicator of our commitment to staying on the agreed schedule, ensuring transparency and accountability.

All M.T. Causley inspections are meticulously tracked by permit number, type, and trade. Inspectors enter the results directly into our reporting software during each inspection and attach any relevant external reports, photos, or documents. The inspection reports clearly indicate whether the inspection passed, failed, or requires re-inspection. Both residential and commercial inspections are compiled into detailed weekly and monthly reports for comprehensive tracking and review.

As previously mentioned, each inspector's vehicle is equipped with Geotab GPS tracking, allowing for efficient route planning and oversight of inspection schedules. This system, accessible online, provides real-time location updates for each inspector. It also records the time of arrival and departure at each inspection site and includes a historical feature that shows the vehicle's location at any specific time.

Plans Examiners will submit daily activity sheets to the Building Official, outlining the completed plan reviews for each day. Reports can be generated using our permitting software. Additionally, we will provide weekly and monthly reports that summarize the number of permits issued, plan reviews conducted, inspections by type, certificates of occupancy granted, and project valuations.

FEE STRUCTURE, COMPENSATION, AND BILLING

A crucial objective of project control is generating timely invoices tailored to each municipality's needs. We closely track all operations at each location, monitoring project timesheets and invoices; we also provide project (inspections and plans) tracking via a customized database with routine oversight by the assigned manager. This critical information keeps us within budget, provides knowledge of when to staff up or down, and ensures all projects are reviewed and returned in a timely manner. The County currently receives invoices biweekly, but we are open to adjusting to the County's preferred invoicing schedule. We provide detailed invoices identifying which team member conducted the work, their billing rate, a description of the work activity performed, and how much time was spent on each activity.

M.T. Causley customizes its pricing for each contract, offering all-inclusive fees that cover overhead costs such as tablets, codebooks, mobile phones, mileage, and professional attire (details discussed below). We operate on a monthly billing cycle, with compensation based on the number of permit applications processed and hourly services provided during that month. All invoices are issued with net 30 payment terms.

Legal Exceptions

If M.T. Causley is offered a contract for this bid, we look forward to negotiating the terms and conditions of the agreement with the County.

EQUIPPING THE TEAM FOR SUCCESS

M.T. Causley provides our employees with the materials, tools, and equipment necessary to perform all work required by the County. We provide our Inspectors with late-model vehicles with removable signage and field-related equipment necessary to perform their duties. We supply our team with safety devices and clothing required to meet OSHA requirements.

We provide our staff with:

- Vehicles (including maintenance and fuel)
SAFEbuilt maintains a fleet of over 700 vehicles, with over 180 of them being 2023 or newer
- Magnetic vehicle signage-customizable per client specifications
- Laptops with mobile hot spots
- Standard business software and specialized software
- Personal protective equipment
- Tablets and mobile phones (loaded with electronic versions of essential codebooks)
- M.T. Causley-branded professional clothing and lanyards with a clear, plastic pouch for carrying the County-issued ID
- Insurance: Liability, Workers Compensation and Health, Dental, Vision, and Life



QUALITY CONTROL AND QUALITY ASSURANCE

M.T. Causley understands that our continued success relies upon delivering high-quality services to our clients with attention to detail. Quality Control (QC) is not just a review of the final work product before its delivery to a client. Instead, true quality control is a commitment to an ongoing process of “critical eye” review and oversight throughout the project. Our approach is proactive—we prevent quality issues to the greatest extent possible and prepare for other situations in advance by mitigating risk. Further, our approach is grounded in Total Quality Management principles, with a detailed QC plan tailored to each project. This plan outlines responsibilities, procedures, and standards to facilitate independent checks, reviews, and verification of all data, ensuring compliance with standards and proper coordination of production documents under the contract.

At a minimum, M.T. Causley’s QC plan includes the following elements to uphold accuracy and timeliness:

- Clear understanding of the project scope.
- Verification of data accuracy and adherence to field procedures.
- Implementation of checks and balances throughout the process.
- Guidance for staff to ensure compliance with QC procedures.
- Confirmation of updated standards and methodologies.
- Integrated reviews at all levels of work.
- Field observations, documentation, guidelines, plans, and goals through internal monitoring and production audits.

To ensure we consistently deliver and maintain exceptional services for our customers, our Project Manager performs random quality evaluations of our staff throughout the year. These activities include:

- Standardized processes for intake, completion of returned work, email correspondence, review comment letters, inspection reports, and other items to ensure consistency and client satisfaction (e.g., logging review data into each municipality’s system).
- Our Project Manager conducts periodic reviews to ensure completeness, accuracy, and consistency of work performed.
- Periodic peer review of others’ plan reviews and ride-alongs with inspectors.
- Staff feedback as necessary for any discrepancies or improvements needed.
- Staff is paid to attend both internal and external training to grow professionally and improve skill sets.
- M.T. Causley’s Account Manager conducts periodic check-ins with clients for feedback on satisfaction with work performed and services provided.
- M.T. Causley’s Account Manager sends periodic customer satisfaction surveys for feedback on work performed and services provided.
 - M.T. Causley uses both check-ins and surveys to find possible opportunities to improve client satisfaction, work performed, and services provided, as necessary.

In addition to the routing and tracking systems used for plan review and inspections, staff receive regular training to stay up-to-date on current codes, ordinances, amendments, and regulations. We also mitigate risks through our ability to direct additional resources from our corporate operations or regional operations for immediate staffing needs.



Tab C

Individual Qualifications



PAUL FEATHERSTON

Project Manager / Regional Operations Manager



40 YEARS OF EXPERIENCE

12 YEARS WITH THE FIRM

U.S. AIR FORCE VETERAN

EDUCATION

William D. Ford Vocational School - Technical Center

Building Trades I and II

John Glenn High School

High School Diploma

LICENSES & CERTIFICATIONS

Florida Department of Business & Professional Regulation

Building Code Administrator #BU2226

Standard Inspector Residential #BN8817

Plans Examiner #PX4973

Michigan Department of Licensing and Regulatory Affairs

Certified Building Official #4212

Certified Plans Examiner #4212

Certified Building inspector #4212

Certified Instructor #1217

Builder's License #2101112616

WORK HISTORY

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



WILLIAM "BILL" HUDSON, CBO, MCP

Plans Examiner / Certified Building Official / Master Code Professional



45 YEARS OF EXPERIENCE

6 YEARS WITH THE FIRM

EDUCATION

Graduate Coursework in Counseling & Psychology

Trinity International University
Deerfield, IL

BA, Biblical Studies

Ashbury College
Wilmore, KY

LICENSES & CERTIFICATIONS

International Code Council (ICC)

#5238409

Master Code Professional

Accessibility Inspector/Plans Examiner
Building Code Specialist
Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official
Certified Housing Code Official
Certified Mechanical Code Official
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Energy Inspector
Commercial Energy Plans Examiner
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Electrical Inspector
Fire Inspector I
Fire Inspector II
Mechanical Code Specialist
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Plans Examiner
Property Maintenance and Housing Inspector
Residential Building Inspector
Residential Electrical Inspector
Residential Energy Inspector/Plans Examiner
Residential Mechanical Inspector

State of Florida

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

WORK HISTORY

Project Manager & Building Official

M.T. Causley, LLC, a SAFEbuilt Company
2019 – Present

Building Official

Village of Oak Brook, IL
2008 – 2019

Building Official

City of Countryside, IL
2006 – 2008

Chief Property Inspector

Village of Oak Park, IL
2002 – 2006

Housing Rehabilitation Specialist

City of Evanston, IL
1998 – 2002

FEMA Habitability Inspector/Field Supervisor

Federal Emergency Management Agency
1995 – 1998

President

W.H. Hudson & Associates, Inc.
Oak Park, IL
1986 – 1998

Business/Facilities Manager

W.H. Hudson & Associates, Inc.
Oak Park, IL
1985 – 1986

Director of Physical Plant

Palm Beach Atlantic College
West Palm Beach, FL
1983 – 1984

Director of Physical Plant

Trinity College
Deerfield, IL
1980 – 1983

PROJECT EXPERIENCE

Building Official

M.T. Causley, a SAFEbuilt Company Contract
with the City of Bushnell, FL

Building Official

M.T. Causley, a SAFEbuilt Company Contract
with the City of Minneola, FL

Building Official

SAFEbuilt Contract with the Town of
Yankeetown, FL

Building Official

M.T. Causley, a SAFEbuilt Company Contract
with the Town of Lantana, FL

Building Official

M.T. Causley, a SAFEbuilt Company Contract
with the Town of Redington Shores, FL

MEMBERSHIPS & AFFILIATIONS

Member

International Code Council



NOE MARTINEZ

Building Plans Examiner

33 YEARS OF EXPERIENCE

12 YEARS WITH THE FIRM



LICENSES & CERTIFICATIONS

State of Florida

Building Code Administrator No. BU560, Standard, CE Exemption
Standard Inspector No. BN1015, Building, CE Exemption
Standard Plans Examiner No. PX442, Building, CE Exemption

Miami-Dade Board of Rules and Appeals (BORA)

No. 1319
Roofing Inspector - Residential
Building Plans Examiner
Chief Building Inspector
Building Inspector - General
Building Official
Roofing Inspector - Commercial

WORK HISTORY

- **Building Official**
SAFEbuilt LLC
2013 – Present
- **Owner**
Nomar Construction Company
2008 – 2013
- **Building Department Liaison**
Boca Developers
2004 – 2008
- **Building Official**
City of Aventura, FL
1996 – 2004
- **Building Inspector**
City of Homestead, FL
1992 – 1996

PROJECT EXPERIENCE

- **Plans Examiner**
SAFEbuilt LLC contract with the City of Cape Coral, FL
- **Plans Examiner**
SAFEbuilt LLC contract with the City of Florida City, FL
- **Plans Examiner**
SAFEbuilt LLC contract with the Town of North Redington Beach, FL
- **Plans Examiner**
SAFEbuilt LLC contract with the County of Okeechobee, FL
- **Plans Examiner**
SAFEbuilt LLC contract with the Village of Palmetto Bay, FL
- **Plans Examiner**
SAFEbuilt LLC contract with the Town of Redington Shores, FL



DEREK WIECHMANN, PG, CBO

Building Plans Examiner



32 YEARS OF EXPERIENCE

2 YEARS WITH THE FIRM

LICENSES & CERTIFICATIONS

International Code Council (ICC)

Building Plans Examiner
Certified Building Official
Combination Plans Examiner
Commercial Plumbing Inspector
Electrical Plans Examiner
Mechanical Plans Examiner
Plumbing Code Specialist
Plumbing Inspector
Plumbing Plans Examiner
Residential Combination Inspector

State of Florida

Building Code Administrator, Building Code A #BU1532
Standard Plans Examiner with Building, Electrical, Mechanical & Plumbing #PX2699
Standard Inspector with Residential & Plumbing #BN4448

State of Tennessee

Licensed Professional Geologist #5358

WORK HISTORY

- **Plans Examiner**
SAFEbuilt, LLC
2023 – Present
- **President/Building Official/All Trades Plans Examiner/Professional Geologist**
Building Division Services, LLC
Palm Beach, FL
2016 – 2023
- **Engineering Coordinator/Water Plant Operations/Water & Sewer Utility Inspections/Permitting**
Tellico Area Services Systems
2010 – 2015
- **Building Official/Professional Geologist/Vice President**
M.T. Causley & M.T.C.I. Private Provider
2005 – 2017
- **Plans Examiner/Building Official/Professional Geologist**
Palm Beach County Board of County Commissioners
2001 – 2005
- **Staff Engineer/Geotechnical & Survey Crew Supervisor/General Contractor/Inspector**
Cover Engineering, Inc.
1993 – 2001

PROJECT EXPERIENCE

- **Plans Examiner**
SAFEbuilt Contract with the City of Orlando, FL
- **Plans Examiner**
MTCI Private Provider, a SAFEbuilt Company Contract with various commercial clients in Florida



JOHN GRAVES

Mechanical Plans Examiner



61 YEARS OF EXPERIENCE

8 YEARS WITH THE FIRM

U.S. NAVY VETERAN

EDUCATION

BS, Business

Florida Southern College

LICENSES & CERTIFICATIONS

State of Florida

Standard Inspector No. BN7107, Mechanical

Standard Plans Examiner No. PX4344, Mechanical

Certified Mechanical Contractor No. CMC056692, Construction Business

Miami-Dade Board of Rules and Appeals (BORA)

Certified Mechanical Inspector/Mechanical Plans Examiner No. 2275

WORK HISTORY

Building Inspector/Plans Examiner

SAFEbuilt, LLC

2017 – Present

President

John Graves & Associates, Inc.

1989 – 2008

President

Grove Air Conditioning, Inc.

1994 – 2005

Executive

United Refrigeration

1986 – 1989

President

Graves Refrigeration, Inc.

1963 – 1986

PROJECT EXPERIENCE

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the Town of Medley, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the City of Coral Gables, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the Village of North Palm Beach, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the City of Delray Beach, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the City of Hialeah, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the Village of Royal Palm Beach, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the City of West Palm Beach, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the City of Marathon, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the Village of Biscayne Park, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the City of Doral, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the Town of Cutler Bay, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the City of Florida City, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the City of Homestead, FL

Mechanical Inspector/Plans Examiner

SAFEbuilt contract with the Village of North Redington Beach, FL

Mechanical Inspector/Plans Examiner

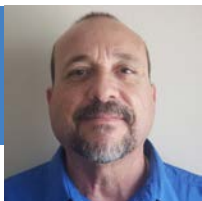
SAFEbuilt contract with the City of Orlando, FL

MILITARY SERVICE

US Merchant Marine Master, Retired

FCC Extra Class Radio Operator No. NW4JG

US Navy Honorable Discharge



JORGE VALIDO

Mechanical Plans Examiner



45 YEARS OF EXPERIENCE

3 YEARS WITH THE FIRM

ENGLISH-SPANISH BILINGUAL

U.S. ARMY VETERAN

EDUCATION

Air Conditioning Apprenticeship

United Association Air Conditioning & Refrigeration Pipefitters Local 725

LICENSES & CERTIFICATIONS

International Code Council (ICC)

Commercial Electrical Inspector

Mechanical Plans Examiner

State of Florida

Standard Plans Examiner with Mechanical #PX1860

Standard Inspector with Electrical & Mechanical #BN1215

Miami-Dade & Broward Counties

Journeymen Mechanical General

General Mechanical Master

WORK HISTORY

- **Mechanical Plans Examiner**
SAFEbuilt, LLC
2023 – Present
- **Mechanical/Commercial Electrical Inspector**
NOVA Engineering Environmental
2020 – 2023
- **Mechanical/Electrical Inspector**
Absolute Civil Engineering Solutions, LLC
2019 – 2020
- **Mechanical Inspector/Plan Reviewer**
M.T. Causley, LLC, a SAFEbuilt Company
2015 – 2019
- **Account Manager**
Hill York Air Conditioning Services & Energy Solutions
2014 – 2015
- **Chief Operating Engineer**
CB Richard Ellis
2012 – 2013
- **Lead Service Engineer**
CB Richard Ellis
2010 – 2012
- **Qualifier/Owner**
Jorge Valido Air Conditioning & Refrigeration, Inc.
2002 – 2012
- **Facilities Chief Engineer**
Jones Lang LaSalle Americas
2008 – 2010

- **Chief Mechanical Inspector and Plans Examiner**

Luis Aguirre Consulting Engineer P.A.
2008

- **Mechanical Inspector/Plans Processor**

Miami Dade County: Building Department
1993 – 2002

- **Combat Medical Specialist, Rank E-3**

U.S. Army
1980 – 1983

PROJECT EXPERIENCE

- **Plans Examiner**
SAFEbuilt Contract with the City of Decatur, GA
- **Plans Examiner**
SAFEbuilt Contract with the City of Lavonia, GA
- **Plans Examiner**
SAFEbuilt Contract with the City of Tucson, AZ
- **Plans Examiner**
SAFEbuilt Contract with the City of New Orleans, LA
- **Plans Examiner**
M.T. Causley, a SAFEbuilt Company Contract with the City of Minneola, FL
- **Plans Examiner**
Calvin, Giordano & Associates, a SAFEbuilt Company Contract with Osceola County, FL
- **Plans Examiner**
SAFEbuilt Contract with the City of Avondale Estates, GA
- **Plans Examiner**
SAFEbuilt Contract with the City of East Point, GA
- **Plans Examiner**
SAFEbuilt Contract with Stephens County, GA
- **Plans Examiner**
SAFEbuilt Contract with the City of Dillard, GA
- **Plans Examiner**
SAFEbuilt Contract with the City of Lilburn, GA

YI

YHULMER IZQUIERDO

Electrical Plans Examiner



19 YEARS OF EXPERIENCE

3 YEARS WITH THE FIRM

EDUCATION

Coursework in Computer Operations & Networking

Florida National University

LICENSES & CERTIFICATIONS

International Code Council (ICC)

Electrical Plans Examiner

State of Florida

Standard Plans Examiner with Electrical #PX3714

Standard Inspector with Electrical #BN6683

WORK HISTORY

- **Plans Examiner**
SAFEbuilt, LLC
2022 – Present
- **Sr. Plans Examiner/Inspections Officer**
Manatee County
Bradenton, FL
2017 – 2022
- **Electrical Inspector**
Pinellas County
Clearwater FL
2014 – 2017
- **Electrician**
City of Hialeah, FL
2006 – 2014

PROJECT EXPERIENCE

- **Plans Examiner**
Calvin, Giordano & Associates, a SAFEbuilt Company Contract with the City of Cape Coral, FL
- **Building Official & Plans Examiner**
MTCI Private Provider, LLC, a SAFEbuilt Company Contract with the City of Maitland, FL
- **Plans Examiner**
SAFEbuilt Contract with the City of Indianapolis, IN
- **Plans Examiner**
SAFEbuilt Contract with the City of Jacksonville, GA
- **Plans Examiner**
Calvin, Giordano & Associates, a SAFEbuilt Company Contract with the City of Lynn, MA
- **Plans Examiner**
SAFEbuilt Contract with the City of Okeechobee, FL
- **Plans Examiner**
SAFEbuilt Contract with the City of Tucson, AZ
- **Plans Examiner**
SAFEbuilt Contract with the City of Wheeling, WV



EDUCATION

BS, Business/Real Estate

Florida International University, Miami, FL

AS, Business

Dade College, Miami, FL

LICENSES & CERTIFICATIONS

International Code Council (ICC)

Commercial Building Inspector

State of Florida

Building Code Administrator No. BU2142

Plans Examiner No. PX3914

Plumbing Standard Inspector No. BN6988

Building and Plumbing Certified Plumbing contractor No. CFC1427790,
Construction Business

WORK HISTORY

- **Building and Plumbing Inspector/Plans Examiner**

SAFEbuilt, LLC

04/2023 – Present

- **PPL Plumbing Inspector**

Universal Engineering Sciences

Jacksonville, FL

2021 – 2023

- **Plumbing Inspector**

City of Jacksonville, FL

2020 – 2021

- **Plumbing Inspector/Licensed Plan Reviewer**

SAFEbuilt, LLC

Coral Gables, FL

2017 – 2020

- **Facilities/Licensed Plumber**

University of Miami

Coral Gables, FL

2012 – 2017

- **State Licensed Plumbing contractor**

R.B. Carroll Inc

Miami, FL

2001 – 2012

- **Helper/Mechanic**

Bluewater Plumbing

Miami, FL

2000 – 2001

- **Helper/Mechanic**

Mokher Plumbing

Coral Gables, FL

1999 – 2000

- **Helper**

R.B. Carroll Inc

Miami, FL

1997 – 1999

PROJECT EXPERIENCE

- **Plans Examiner**

SAFEbuilt contract with the City of Lake Mary, FL

- **Plans Examiner**

SAFEbuilt contract with Okeechobee County, FL

- **Plans Examiner**

SAFEbuilt contract with the City of Jacksonville, FL

- **Plans Examiner**

SAFEbuilt contract with the City of Sanford, FL

- **Plans Examiner**

SAFEbuilt contract with the City of St. Petersburg, FL

- **Plans Examiner**

SAFEbuilt contract with the City of Tallahassee, FL

- **Plans Examiner**

SAFEbuilt contract with Pasco County, FL

- **Plans Examiner**

SAFEbuilt contract with the City of Tarpon Springs, FL

- **Plans Examiner**

SAFEbuilt contract with Orange County, FL



PERRY HENDERSHOTT

Plumbing Plans Examiner



29 YEARS OF EXPERIENCE

4 YEARS WITH THE FIRM

EDUCATION

Federal Emergency Management Agency (FEMA)

FEMA IS 100 Introduction to the Incident Command System

FEMA IS 200 Basic Incident Command System for Initial Response

FEMA IS 300 Introduction to Continuity of Operations

FEMA IS 700 Introduction to National Mitigation Framework

FEMA IS 800 Introduction to a National Response Framework

FEMA IS 2200 Basic Emergency Operations Center Functions

Occupational Health & Safety Administration (OSHA)

OSHA 40-Hours

LICENSES & CERTIFICATIONS

International Code Council (ICC)

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Mechanical Plans Examiner

Plumbing Plans Examiner

State of Florida

Standard Plans Examiner with Mechanical & Plumbing #PX2757

Standard Inspector with Mechanical & Plumbing #BN5232

WORK HISTORY

- **Plans Examiner**
SAFEbuilt, LLC
2021 – Present
- **Plan Reviewer**
Chief Plumbing & Gas Inspection Division
Pinellas County, FL
2019 – 2021
- **Plumbing Inspector/Assistant Chief/Plan Reviewer**
Pinellas County, FL
2018 – 2019
- **Plumbing Inspector/Plan Reviewer**
Pinellas County, FL
2011 – 2018
- **Service Technician**
R. Carr Inc. Plumbing
Safety Harbor, FL
2009 – 2011
- **Plumbing Inspector II**
Pinellas County, FL
2005 – 2009
- **Plumbing Foreman**
R. Carr Inc. Plumbing
Safety Harbor, FL
1999 – 2005

- **Plumber**
Scotto's Plumbing
Largo, FL
1996 – 1999

PROJECT EXPERIENCE

- **Plans Examiner**
SAFEbuilt Contract with the City of Tucson, AZ
- **Plans Examiner**
SAFEbuilt Contract with Yuma County, AZ
- **Plans Examiner**
SAFEbuilt Contract with the City of Nashville, TN
- **Plans Examiner**
SAFEbuilt Contract with the State of Arizona
- **Plans Examiner**
SAFEbuilt Contract with the City of Dallas, TX
- **Plans Examiner**
SAFEbuilt Contract with the City of Richmond, VA
- **Plans Examiner**
SAFEbuilt Contract with the Village of Algonquin, IL
- **Plans Examiner**
SAFEbuilt Contract with the City of Nixa, MO
- **Plans Examiner**
SAFEbuilt Contract with Rockland County, NY



CHRISTOPHER WINN

Building Inspector / Plans Examiner

17 YEARS OF EXPERIENCE

1 YEARS WITH THE FIRM



LICENSES & CERTIFICATIONS

State of Florida

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

WORK HISTORY

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

PROJECT EXPERIENCE

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



FRANK DeSANTIS, CBO

Building Inspector / Plans Examiner



25 YEARS OF EXPERIENCE

1 YEARS WITH THE FIRM

LICENSES & CERTIFICATIONS

International Code Council (ICC)

No. 5241104

Certified Building Official

Commercial Mechanical Inspector

State of Florida

Stormwater Management Inspector No. 33348

Building Code Administrator No. BU-1738

Provisional Building Code Administrator No. PBC-133

Standard Inspector No. BN-5652

WORK HISTORY

- **Certified Building Official**
SAFEbuilt, LLC
2025 – Present
- **Building Official**
City of Madeira Beach, FL
2014 – 2025
- **Building Code Administrator**
State College of Florida
2009 – 2013
- **Maintenance Supervisor & Site Utilities**
Manatee Community College
2002 – 2009
- **Facilities Manager / Erie Region**
Northwest Savings Bank, Erie, PA
2000 – 2002

NOTABLE ACCOMPLISHMENTS

- **As Building Official for City of Madeira Beach**
Oversaw the build-out of the ground floor of City Hall (5,000 SF) for the new Building and Planning Departments.
Supervised the build-out of an additional 1,500 SF of the ground floor of City Hall for a satellite of the Pinellas County Sheriff's Office.
- **As Facilities Supervisor for State College of Florida (formerly Manatee Community College)**
Oversaw build-outs for three different campuses (Bradenton, Lakewood Ranch, and Venice).
These build-outs required State Requirements of Educational Facilities (SREF) experience throughout and involved both above- and below-grade projects.
One of these build-outs was a \$5 million new building for the Lakewood Ranch campus, which was completed on time and under budget.



CARY RAMSAY

Building Inspector

18 YEARS OF EXPERIENCE

8 YEARS WITH THE FIRM



EDUCATION

Nursing Studies

Schoolcraft College

Nursing and Liberal Arts Studies

Rochester College

LICENSES & CERTIFICATIONS

State of Florida

Standard Inspector #BN7298

Building Qualified Stormwater Management Inspector #38422

WORK HISTORY

- **Building Inspector**
SAFEbuilt
2017 – Present
- **Sales Associate**
DSW Shoe Warehouse; Brandon
2016 – 2017
- **Facilities Assistant**
Novi Public Library
2015 – 2016
- **Customer Service Advisor**
Walgreens Pharmacy
2013 – 2015
- **Freight Associate**
Sam Brown Sales Company
2011 – 2012
- **General Contractor**
Rock Solid Contracting
2010 – 2011
- **General Contractor**
Ironwood Contracting
2006 – 2011

VC

VICTORIA CHRISTOPHER

Permit Technician



7 YEARS OF EXPERIENCE

1 YEARS WITH THE FIRM

WORK HISTORY

- **Permit Technician**
SAFEbuilt, LLC
2024 – Present
- **Permit Technician**
Rollshield, LLC
2024
- **Permit Technician/Office Assistant**
Reece Builders
2018 – 2024

PROJECT EXPERIENCE

- **Permit Technician**
SAFEbuilt contract with the Town of North Redington Beach, FL



BERNARD PITA

Director of Code Services

23 YEARS OF EXPERIENCE

13 YEARS WITH THE FIRM



LICENSES & CERTIFICATIONS

Florida Association of Code Enforcement (F.A.C.E.)

Level I - Fundamental of Code Enforcement Certification #2864

Level II - Aspects of Code Enforcement Certification #1754

Level III - Legal Issues in Code Enforcement Certification #849

Level IV - Officer Safety and Field Applications Certification #0234

WORK HISTORY

- **Director of Code Compliance**

Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
2015 – Present

- **Senior Code Compliance Supervisor**

Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
2012 – 2015

- **Code Enforcement Supervisor**

City of Coral Springs, FL
2007 – 2012

- **Code Enforcement Investigator/Supervisor**

Polk County Board of Commissioners
Bartow, FL
2002 – 2007

PROJECT EXPERIENCE

- **Code Enforcement Officer/Consultant**

Calvin, Giordano & Associates, Inc., a SAFEbuilt Company Contract with the City of Deerfield Beach, FL

- **Code Enforcement Officer/Consultant**

Calvin, Giordano & Associates, Inc., a SAFEbuilt Company Contract with the Village of Sea Ranch Lakes, FL

- **Code Enforcement Officer/Consultant**

Calvin, Giordano & Associates, Inc., a SAFEbuilt Company Contract with the Town of Hillsboro Beach, FL

- **Code Enforcement Officer/Consultant**

Calvin, Giordano & Associates, Inc., a SAFEbuilt Company Contract with the Village of Estero, FL

- **Code Enforcement Officer/Consultant**

Calvin, Giordano & Associates, Inc., a SAFEbuilt Company Contract with the Town of Lauderdale by the Sea, FL



CLAY FRYE

Director of National Plan Review



10 YEARS OF EXPERIENCE

10 YEARS WITH THE FIRM

WORK HISTORY

- **Director of National Plan Review**
SAFEbuilt
2021 – Present
- **Director of Plan Review Services**
MTCI, A SAFEbuilt Company
2015 – 2021

MEMBERSHIPS & AFFILIATIONS

Member

International Code Council

Member

Ohio Building Officials Association

Member

Five County Building Officials Association

Instructor

Associated Builders and Contractors
Apprenticeship Program

LICENSES

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



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

ONLINE SERVICES

[Apply for a License](#)

[Verify a Licensee](#)

[View Food & Lodging Inspections](#)

[File a Complaint](#)

[Continuing Education Course Search](#)

[View Application Status](#)

[Find Exam Information](#)

[Unlicensed Activity Search](#)

[AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE SEARCH OPTIONS

5:19:52 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 05:17 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
Building Code Administrator	FEATHERSTON, PAUL NICHOLAS	Primary	BU2226 Building Code A	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	FEATHERSTON, PAUL NICHOLAS	Primary	PX4973 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	FEATHERSTON, PAUL NICHOLAS	Primary	BN8817 Inspector	Current, Active 11/30/2025

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



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

ONLINE SERVICES

LICENSEE SEARCH OPTIONS

9:48:01 PM

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





About ICC ▾ Membership ▾ Professional Development ▾

Certified Person

William Hudson

Certificates

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

FLORIDA DEPARTMENT OF EDUCATION

Office of Educational Facilities
 Declares that

WILLIAM HUDSON

FLORIDA LICENSED BUILDING INSPECTOR: BN7873
 FLORIDA LICENSED BUILDING CODE ADMINISTRATOR: BU2074
 FLORIDA LICENSED PLANS EXAMINER: PX4373

Has Successfully Completed the Course

2020 23-HOUR ADVANCED STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES

for Public Educational Facilities Construction in the State of Florida as Prescribed in Chapter 1013, Florida Statutes, Sections 453 and 468 of the Florida Building Code and the rules of the State Board of Education
 Provider Approval: #0001023

Continuing Education Hours are approved by:
 The Board of Architecture & Interior Design (ABP262) (23 hours including 2-ADV), Course #9877562
 The Florida Building Code Administrators and Inspectors Board (PVD217) (5 GEN hours), Course #0007156
 The Construction Industry Licensing Board (PVD494) (23 hours including 1-ADV, 1-WC, 1-WPS, 1-BSP and 1-L&R), Course #0009513
 The Florida State Fire College Course (11544) (23 hours) Course #RN13356, Instructor #126393

Issued this 25th day of March 2021

David Thayer, EdD, AICP, LEED GA
 Director
 Office of Educational Facilities

Don S. Whitehead, AIA, LEED AP
 Safe and Efficient Facilities Design Manager
 Office of Educational Facilities



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



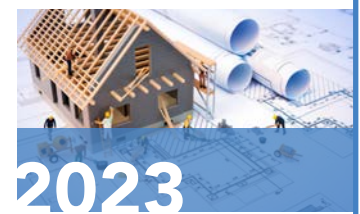
M.T. Causley celebrates 10 years of providing services to municipal clients in Florida



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



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



M.T. Causley currently provides building department services to 58 municipalities in Florida

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


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

ONLINE SERVICES

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

LICENSEE SEARCH OPTIONS

5:36:52 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 05:35 PM.

Search Results - 16 Records

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

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

License Type	Name	Name Type	License Number/Rank	Status/Expires
Certified Building Contractor	WIECHMANN, DEREK	Primary	CBC060504 Cert Building	Current, Active 08/31/2026
License Location Address*: 15868 71ST DR N PALM BEACH GARDENS, FL 33418 Main Address*: Private				
Standard Inspector	WIECHMANN, DEREK	Primary	BN4448 Inspector	Current, Active 11/30/2025
Main Address*: Private Mailing Address*: 340 OCEAN DR JUNO BEACH, FL 34408				
Standard Plans Examiner	WIECHMANN, DEREK	Primary	PX2699 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private Mailing Address*: 8525 SW 136TH LOOP OCALA, FL 34473				
Building Code Administrator	WIECHMANN, DEREK	Primary	BU1532 Building Code A	Current, Active 11/30/2025
Main Address*: Private Mailing Address*: 8525 SW 136TH LOOP OCALA, FL 34473				

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


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

ONLINE SERVICES

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

LICENSEE SEARCH OPTIONS

5:38:57 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 05:37 PM.

Search Results - 4 Records

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

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

License Type	Name	Name Type	License Number/Rank	Status/Expires
Certified Mechanical Contractor	GRAVES, JOHN CALVIN II	Primary	CMC056692 Cert Mechanical	Current, Inactive 08/31/2026
Main Address*: 3074 OHIO STREET MIAMI, FL 33133				
Standard Plans Examiner	GRAVES, JOHN CALVIN II	Primary	PX4344 Plans Examiner	Current, Active 11/30/2025
Main Address*: 3074 OHIO STREET MIAMI, FL 33133				
Standard Inspector	GRAVES, JOHN CALVIN II	Primary	BN7107 Inspector	Current, Active 11/30/2025
Main Address*: 3074 OHIO STREET MIAMI, FL 33133				

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


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

ONLINE SERVICES

[Apply for a License](#)

[Verify a Licensee](#)

[View Food & Lodging Inspections](#)

[File a Complaint](#)

[Continuing Education Course Search](#)

[View Application Status](#)

[Find Exam Information](#)

[Unlicensed Activity Search](#)

[AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE SEARCH OPTIONS

5:40:59 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 05:40 PM.

Search Results - 4 Records

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

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

License Type	Name	Name Type	License Number/Rank	Status/Expires
Standard Plans Examiner	VALIDO, JORGE DOMINGO	Primary	PX1860 Plans Examiner	Current, Active 11/30/2025
License Location Address*: Private Main Address*: Private				
Standard Inspector	VALIDO, JORGE DOMINGO	Primary	BN1215 Inspector	Current, Active 11/30/2025
Main Address*: Private				

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


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

ONLINE SERVICES

[Apply for a License](#)

[Verify a Licensee](#)

[View Food & Lodging Inspections](#)

[File a Complaint](#)

[Continuing Education Course Search](#)

[View Application Status](#)

[Find Exam Information](#)

[Unlicensed Activity Search](#)

[AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE SEARCH OPTIONS

5:42:52 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 05:41 PM.

Search Results - 4 Records

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

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

License Type	Name	Name Type	License Number/Rank	Status/Expires
Certified Electrical Contractor	IZQUIERDO, YHULMER M	Primary	EC13006434 Cert Electrical	Current, Inactive 08/31/2026
Main Address*: Private				
Standard Inspector	IZQUIERDO, YHULMER M	Primary	BN6683 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	IZQUIERDO, YHULMER M	Primary	PX3714 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				

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


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

ONLINE SERVICES

[Apply for a License](#)

[Verify a Licensee](#)

[View Food & Lodging Inspections](#)

[File a Complaint](#)

[Continuing Education Course Search](#)

[View Application Status](#)

[Find Exam Information](#)

[Unlicensed Activity Search](#)

[AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE SEARCH OPTIONS

7:34:04 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 07:33 PM.

Search Results - 8 Records

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

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

License Type	Name	Name Type	License Number/Rank	Status/Expires
Standard Inspector	HENDERSHOTT, PERRY LUCAS	Primary	BN5232 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	HENDERSHOTT, PERRY LUCAS	Primary	PX2757 Plans Examiner	Current, Active 11/30/2025
Main Address*: Private				

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

Florida
Department of Business
& Professional Regulation[HOME](#) [CONTACT US](#) [MY ACCOUNT](#)

ONLINE SERVICES

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

LICENSEE SEARCH OPTIONS

5:44:27 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 05:43 PM.

Search Results - 7 Records

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

License Type	Name	Name Type	License Number/Rank	Status/Expires
Exemption	CARROLL, DOUGLAS BRIAN	Primary	805843 Exemption	Current, 11/30/2026
License Location Address*: 943 W OVERLAND RD SUITE 141 MERIDIAN, ID 83642 Main Address*: 3388 WALL RD GREEN COVE SPRINGS, FL 32043				
Certified Plumbing Contractor	CARROLL, DOUGLAS BRIAN	Primary	CFC1427790 Cert Plumbing	Current, Active 08/31/2026
License Location Address*: 943 W OVERLAND RD, SUITE 141 MERIDIAN, ID 83642 Main Address*: 3388 WALL ROAD GREEN COVE SPRINGS, FL 32043				
Standard Plans Examiner	CARROLL, DOUGLAS BRIAN	Primary	PX3914 Plans Examiner	Current, Active 11/30/2025
Main Address*: 3388 WALL ROAD GREEN COVE SPRINGS, FL 32043				
Building Code Administrator	CARROLL, DOUGLAS BRIAN	Primary	BU2142 Building Code A	Current, Active 11/30/2025
Main Address*: 3388 WALL ROAD GREEN COVE SPRINGS, FL 32043				
Standard Inspector	CARROLL, DOUGLAS BRIAN	Primary	BN6988 Inspector	Current, Active 11/30/2025
Main Address*: 3388 WALL ROAD GREEN COVE SPRINGS, FL 32043				

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

Florida
Department of Business
& Professional Regulation[HOME](#) [CONTACT US](#) [MY ACCOUNT](#)

ONLINE SERVICES

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

LICENSEE SEARCH OPTIONS

7:36:21 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 07:35 PM.

Search Results - 7 Records

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

License Type	Name	Name Type	License Number/Rank	Status/Expires
Real Estate Broker or Sales	WINN, CHRISTOPHER DAVID PLLC	Primary	SL3271088 Sales Associate	Current, Active 09/30/2026
Main Address*: 908 EMPRESS LANE ORLANDO, FL 32825				
Provisional Residential Inspector	WINN, CHRISTOPHER GEORGE	Primary	PRI1308 Prov Residentl	Null and Void, 04/23/2026
Main Address*: Private				
Residential Plans Examiner	WINN, CHRISTOPHER GEORGE	Primary	RPX483 Residential	Current, Active 11/30/2025
Main Address*: Private				
Standard Inspector	WINN, CHRISTOPHER GEORGE	Primary	BN8129 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	WINN, CHRISTOPHER GEORGE	Primary	PX4734 Plans Examiner	Current, Active 11/30/2025

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


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

ONLINE SERVICES

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

LICENSEE SEARCH OPTIONS

4:14:14 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 04:14 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
Building Code Administrator	DESANTIS, FRANK A	Primary	BU1738 Building Code A	Current, Active 11/30/2025
License Location Address*: Private Main Address*: Private				
Standard Inspector	DESANTIS, FRANK A	Primary	BN5652 Inspector	Current, Active 11/30/2025
License Location Address*: Private Main Address*: Private				

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


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

ONLINE SERVICES

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

LICENSEE SEARCH OPTIONS

7:40:21 PM 2/18/2025

Data Contained In Search Results Is Current As Of 02/18/2025 07:39 PM.

Search Results - 2 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	RAMSAY, CARY JONATHAN	Primary	BN7298 Inspector	Current, Active 11/30/2025
Main Address*: Private				
Standard Plans Examiner	RAMSAY, CARY JONATHAN	Primary	Plans Examiner	Eligible for Exam
Main Address*: Private				

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


[HOME](#) [CONTACT US](#)
Standard Plans
Examiner[MARTINEZ, NOE](#)

Primary

PX442
Plans ExaminerCurrent, Active
11/30/2025
 License Location Address*: Private
 Main Address*:

9150 FOUNTAINBLUE BLVD MIAMI, FL 33172

Standard Inspector

[MARTINEZ, NOE](#)

Primary

BN1015
InspectorCurrent, Active
11/30/2025
 License Location Address*: Private
 Main Address*:

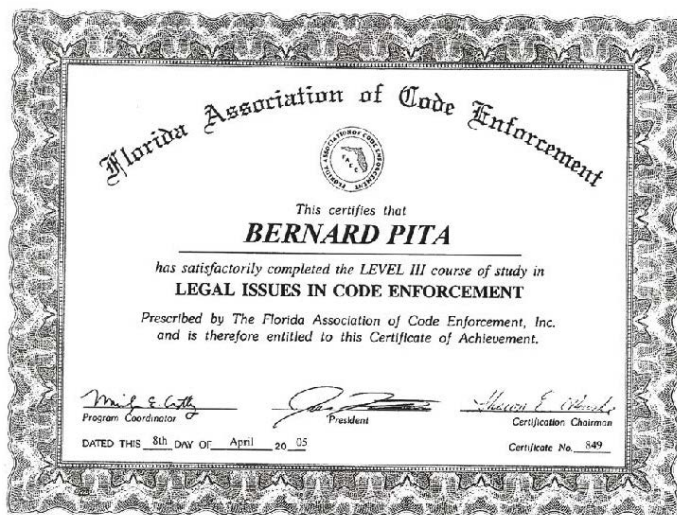
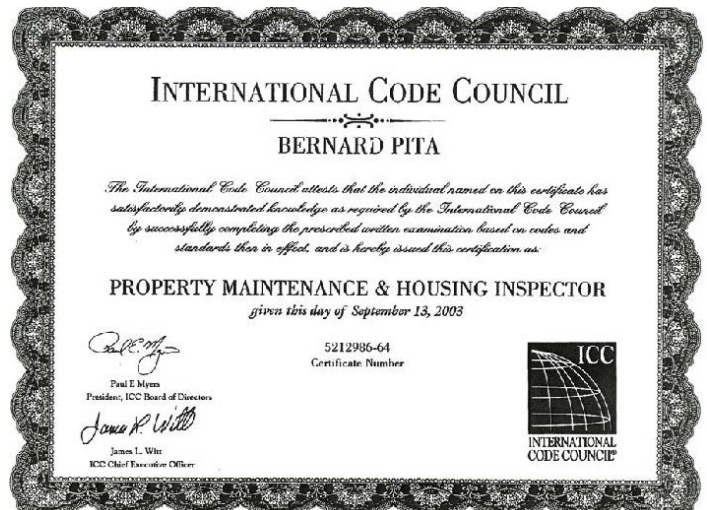
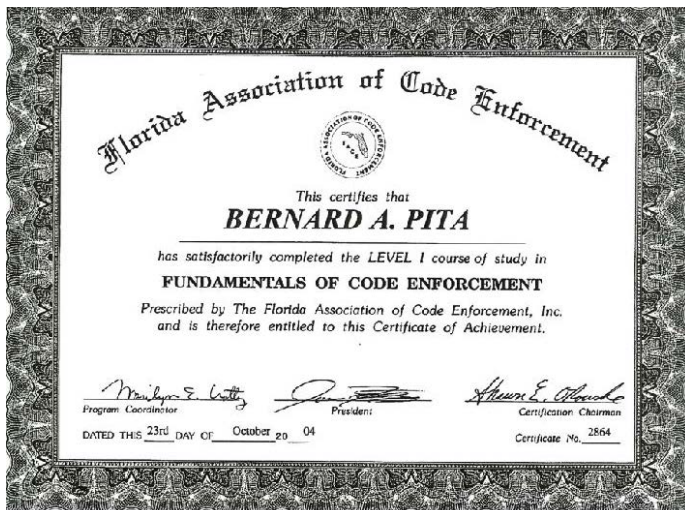
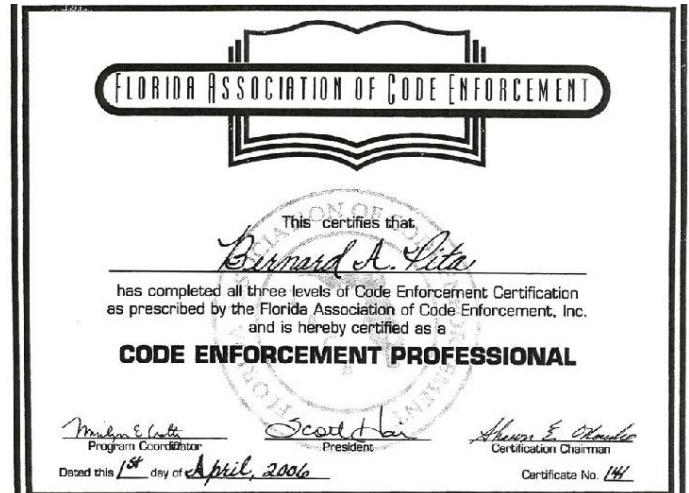
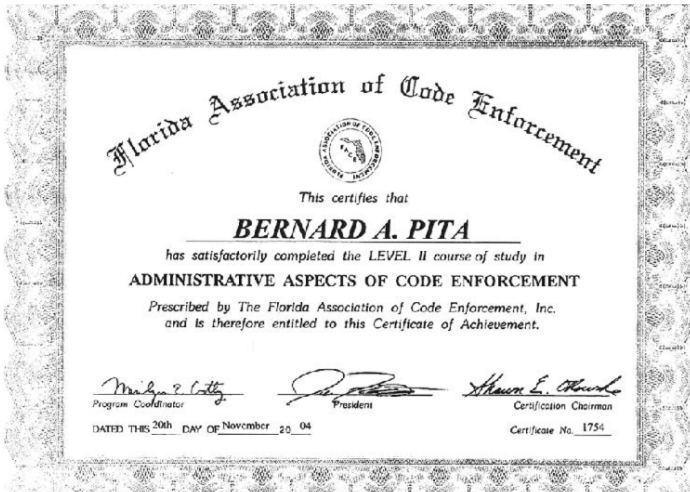
9150 FOUNTAINBLUE BLVD MIAMI, FL 33172

Building Code
Administrator[MARTINEZ, NOE](#)

Primary

BU560
Building Code ACurrent, Active
11/30/2025
 License Location Address*: Private
 Main Address*:

9150 FOUNTAINBLUE BLVD MIAMI, FL 33172





Tab D

Experience and References

EXPERIENCE AND REFERENCES

M.T. Causley has extensive experience and success with delivering the same services required by this RFP to our many clients in Florida. We currently support 55 municipal clients in the state. Additionally, we provide some or all of these services to 6 public school systems and 3 higher education institutions in Florida.

Throughout our 28 years in business, we have supported municipalities, state agencies, and public and private education clients with full and supplemental services at the various stages of their own development. The full breadth of our experience with providing custom building department and community development solutions for Florida clients includes, but is not limited to:

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

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

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

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

“The Town of North Redington Beach has contracted with M.T. Causley for full-time building services since April 2015. We have been very pleased with the service we have received as well as the professionalism and knowledge of the staff. Management is always responsive on the rare occasions a situation arises.

We do not hesitate to recommend M.T. Causley to anyone looking for a reliable, high-quality company for their building services.”

–William Queen, Mayor, Town of North Redington Beach, FL

LIST OF CURRENT CLIENTS

M.T. Causley is pleased to present the following list of current clients, which fully demonstrates our experience working on previous, similar projects.

HIGHER EDUCATION INSTITUTIONS

CLIENT	SERVICES	CLIENT SINCE
Broward College	Building Official, Plan Review, Building Inspection, Code Enforcement, Permit Clerk, Fire Plan Review, Fire Inspection	2017
Miami Dade College	Plan Review, Building Inspection	2020
The College of the Florida Keys	Building Official, Plan Review, Building Inspection	2021

MUNICIPAL/COUNTY

CLIENT	SERVICES	CLIENT SINCE
Citrus County Growth Management Department	Building Official, Plan Review, Building Inspection	2023
City of Belleview	Building Inspection	2004
City of Bradenton Beach	Building Official, Plan Review, Building Inspection, Permit Clerk, Code Enforcement, Planning & Zoning, Permitting Software	2015
City of Bushnell	Building Official, Plan Review, Building Inspection	2022
City of Casselberry	Building Official, Plan Review, Building Inspection	2020
City of Chiefland	Building Inspection	2013
City of Clermont	Plan Review, Building Inspection	2015
City of Coral Gables	Plan Review, Building Inspection	2014
City of Doral	Building Official, Plan Review, Building Inspection, Permit Clerk	2017
City of Florida City	Building Official, Plan Review, Building Inspection	2015
City of Gulfport	Plan Review, Building Inspection, Permit Clerk	2015
City of Haines City	Building Official, Plan Review, Building Inspection, Permit Clerk	2020
City of Hialeah	Building Official, Plan Review, Building Inspection, Permit Clerk	2017
City of Homestead	Plan Review, Building Inspection, Permit Technician	2010
City of Inverness	Building Official, Plan Review, Building Inspection, Code Enforcement, Floodplain Management	2016
City of Maitland	Plan Review, Building Inspection	2021
City of Marathon	Building Official, Plan Review, Building Inspection, Permit Clerk	2019
City of Miami Gardens	Plan Review, Building Inspection, Permit Clerk, Floodplain Management	2015
City of New Port Richey	Building Official, Plan Review, Building Inspection	2020
City of North Miami	Building Official, Plan Review, Building Inspection, Permit Clerk	2019
City of Ocala	Building Official, Plan Review, Building Inspection, Code Enforcement, Floodplain Management	2021
City of Sunny Isles Beach	Building Official, Plan Review, Building Inspection, Permit Clerk	2017
City of Sweetwater	Building Official, Plan Review, Building Inspection, Permit Clerk	2024
City of Tallahassee	Plan Review, Building Inspection	2016

CLIENT	SERVICES	CLIENT SINCE
City of Treasure Island	Building Official, Plan Review, Building Inspection, Permit Clerk, Code Enforcement, Planning & Zoning, Floodplain Management	2015
City of West Palm Beach	Plan Review, Building Inspection	2013
Indian River County	Plan Review, Building Inspection, Permit Clerk	2017
Islamorada, Village of Islands	Plan Review, Building Inspection	2016
Monroe County	Plan Review, Building Inspection, Permit Clerk, Planning & Zoning	2014
Polk County	Plan Review, Building Inspection	2015
St. Lucie County	Building Inspection, Plan Review, Fire Plan Review, Building Official, Landscape Plan Reviewer, Permit Clerk	2018
Town of Astatula	Building Official, Plan Review, Building Inspection, Permitting Software	2020
Town of Belleair	Building Official, Plan Review, Building Inspection	2014
Town of Bronson	Building Official, Plan Review, Building Inspection, Code Enforcement	2017
Town of Golden Beach	Building Official, Plan Review, Building Inspection	2023
Town of North Redington Beach	Building Official, Plan Review, Building Inspection, Permit Clerk, Floodplain Management	2015
Town of Pembroke Park	Building Official, Plan Review, Building Inspection	2018
Village of Key Biscayne	Building Official, Plan Review, Building Inspection, Code Enforcement, Fire Plan Review, Fire Inspections	2016
Village of Miami Shores	Building Inspection	2022

PUBLIC SCHOOL DISTRICTS

CLIENT	SERVICES	CLIENT SINCE
Charlotte County Public Schools	Building Official, Fire Official, Permit Clerk, Plan Review, Building Inspection	2023
Citrus County School Board	Building Official, Plan Review, Building Inspection, Permit Clerk, Floodplain Management, Code Enforcement	2022
Monroe County School District	Plan Review, Building Inspection	2019
Orange County Public Schools	Plan Review, Building Inspection	2017
School District of Hernando County	Building Official, Plan Review, Building Inspection	2021
Sumter County School District	Building Official, Plan Review, Building Inspection, Permit Clerk, Code Enforcement	2020

COMPANY REFERENCES

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



City of Coral Gables

Plan Review | Building Inspection Services

Doug Ramirez, Deputy Director for Development Services
405 Biltmore Way, 3rd Floor, Coral Gables, FL 33134
305.476.7239 | dramirez@coralgables.com
Dates of Service: 2014 to Ongoing



Village of Estero

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

Mary Gibbs, AICP, Director of Community Development
9401 Corkscrew Palms Circle, Second Floor, Estero, FL 33928
239.221.5036 | gibbs@estero-fl.gov
Dates of Service: 2015 to Ongoing



Town of Redington Shores

Plan Review | Building Inspection Services | Planning & Zoning

Lisa Hendrickson, Mayor
17425 Gulf Blvd, Redington Shores, FL 33708
727.397.5538 | mayor@redshoresfl.com
Dates of Service: 2019 to Ongoing



Okeechobee County

Plan Review | Building Inspection Services | Building Department Management

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



Indian River County

Plan Review | Building Inspection Services

Scott McAdam, Building Official
1801 27th Street, Bldg. A, 2nd Floor, Vero Beach, FL 32960
772.226.1268 | smcadam@ircgov.com
Dates of Service: 2017 to Ongoing

TEAM MEMBER REFERENCES

M.T. Causley is pleased to present the County with the following references for the proposed project manager, plans reviewers, and inspectors.

Reference for Paul Featherston, Christopher Winn, and Cary Ramsay

Lisa Hendrickson, Mayor

Town of Redington Shores, FL

Project: Building Code Administrator Services

(Featherston), Plan Reviews (Martinez),
and Inspections (Winn and Ramsay)

727.397.5538 | mayor@redshoresfl.com

Reference for Bill Hudson

Mark Johnson, City Manager

City of Minneola, FL

Project: Building Official Services

352.394.3598 | mjohnson@minneola.us

Reference for Noe Martinez, Derek Wiechmann, and John Graves

Roy Eden, Building Official

City of Orlando, FL

Project: Plan Reviews

407.246.3551 | roy.eden@orlando.gov

Reference for Yhulmer Izquierdo

Nathaniel Woodhull, Chief Plans Examiner

Cape Coral, FL

Project: Plan Reviews

239.574.0600 | nwoodhull@capecoral.gov

Reference for Frank DeSantis

Robin Gomez, City Manager

Madeira Beach, FL

Project: Building Official Services

727.580.8014 | rgomez@madeirabachfl.gov

Reference for Douglas Carroll

Joshua Gideon, CBO, Chief of

Building Inspection Division

Jacksonville, FL

Project: Plan Reviews

904.255.8521 | JGideon@coj.net

Reference for Jorge Valido and Perry Hendershott

Bill Herbert, Director of Code Administration

Nashville, TN

Project: Plan Reviews

615.862.5000 | b.bill.herbert@nashville.gov

"My experience has been beyond pleasant and great relationships have been built. I highly recommend M.T. Causley for your plan review and inspection service needs."

– Shawna Chancey, MPA, Development Services Director
City of Belleview, FL





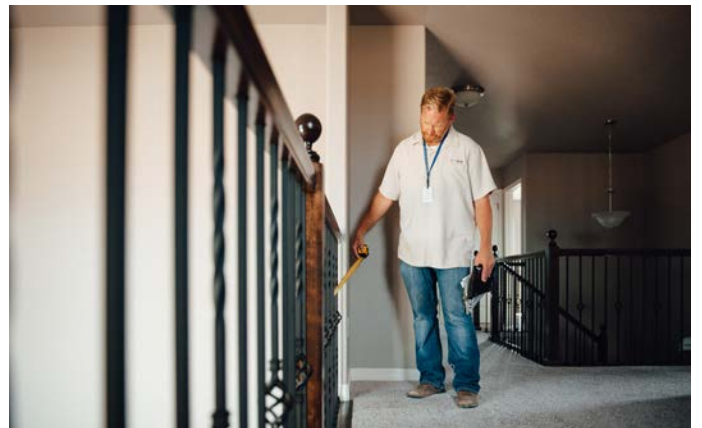
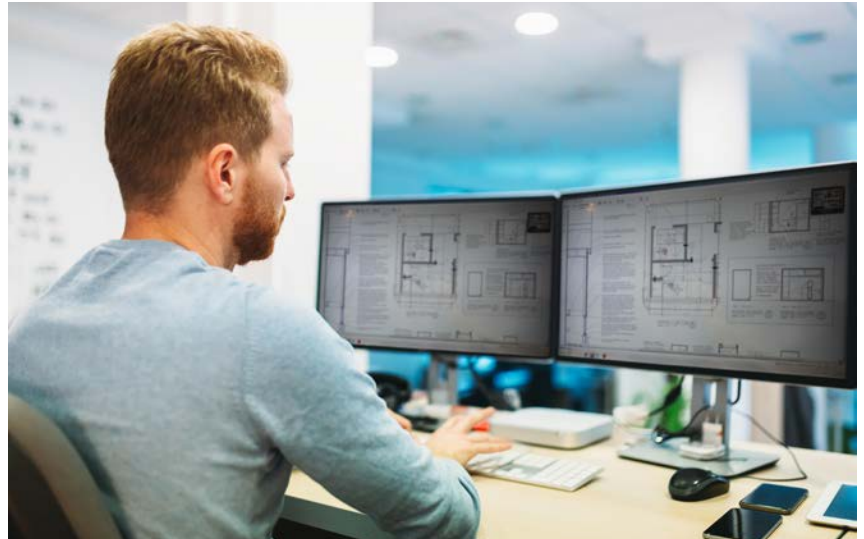
Hourly Rates

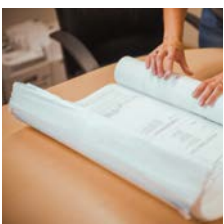
HOURLY RATES

M.T. Causley works with our community partners to establish fair and competitive pricing for our services. Prices are all-inclusive, and all overhead materials and equipment are included in the proposed fees. Given that, we propose the price breakdown below, which specifies our proposed fees for the building services outlined in the County's RFP.

We also want to make sure the County is aware of the other services M.T. Causley has to offer and their corresponding proposed prices, so we have included our full 2025 rate sheet on the following page.

SERVICE	HOURLY RATE
Plan Review Services	\$128.00
Building Inspections	\$122.00
Permit Processor	\$75.00
Remote Video Inspection (per inspection)	\$90.00 (per inspection)





PROFESSIONAL FEE SCHEDULE - 2025 RATES

Principal	\$270
Contract Administrator	\$250
Project Coordinator	\$126
Executive Assistant / Clerical	\$93

ENGINEERING

Director, Engineering	\$242
Sr. Project Manager	\$211
Project Manager	\$192
Sr. Engineer	\$194
Project Engineer	\$169
Engineer	\$144
Jr. Engineer	\$126
Senior CADD Tech	\$146
CADD Technician	\$124
Permit Administrator	\$118
Engineering Plan Review	\$192
Certified Floodplain Manager	\$169

LANDSCAPE ARCHITECT

Director, Landscape Architect	\$242
Senior LA/Urbanist	\$194
Environmental Administrator	\$161
Environmental Specialist	\$134
Environmental Assistant	\$124
Landscape Architect/Urbanist	\$178
Senior CADD Tech	\$146
CADD Technician	\$124
Landscape Inspector/Arborist	\$134
Landscape Plan Reviewer	\$183
Jr. Landscape Architect/Urbanist	\$161
Landscape Designer	\$134
Jr. Landscape Designer	\$119
Landscape Analyst	\$87

SURVEYING

Director, Surveying	\$242
Senior Registered Surveyor	\$191
Survey Crew	\$177
Registered Surveyor	\$171
Survey Coordinator	\$137
CADD Technician	\$124
3D Laser Scanner	\$484
G.P.S. Survey Crew	\$213

EXPERT WITNESS

Principal	\$427
Registered Engineer/Surveyor	\$362
Project Engineer	\$296

INDOOR AIR QUALITY SERVICES

Sr. Environmental Scientist	\$161
Environmental Scientist	\$134

CONSTRUCTION

Director, Construction	\$242
Sr. Project Engineer (CEI)	\$217
Project Administrator (CEI)	\$163
Construction Management Director	\$180
Construction Manager	\$163
Senior Inspector	\$134
ITS Inspector	\$134
Inspector	\$122
Inspector Aide	\$117
Construction Coordinator	\$126
Resident Compliance Specialist	\$122

GOVERNMENT SERVICES

Director, Governmental Services	\$242
Director, Code Enforcement	\$189
Director, Building Code	\$189
Project Manager	\$192
Code Enforcement Field Supervisor	\$144
Code Enforcement Field Inspector	\$122
Special Magistrate Clerk	\$93
Building Official	\$149
Building Plans Reviewer	\$128
Building Inspector	\$122
Permit Processor	\$93
Engineering Plan Review	\$192
Certified Floodplain Manager	\$169

PLANNING

Director, Planning	\$242
Planning Administrator	\$197
Principal Planner	\$191
Planning Manager	\$191
Senior Planner	\$163
Planner	\$137
Assistant Planner	\$120
Planning Technician	\$93
Grants Administrator	\$197
Grants Coordinator	\$137

DATA TECH DEVELOPMENT

Director, Data Tech Dev.	\$242
GIS Coordinator	\$191
GIS Specialist	\$163
Multi-Media 3D Developer	\$146
GIS Technician	\$126
Sr. Applications Developer	\$242
Applications Developer	\$180
Network Administrator	\$201
System Support Specialist	\$146
IT Support Specialist	\$110

In addition to the hourly rates listed above, charges will include direct out-of-pocket expenses such as reproduction, overnight mail, and other reimbursables billed at a multiplier of 1.25.



Required Forms

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that M.T. Causley, Inc.
does: (name of business)

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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Proposer's Signature

February 28, 2025

Date

(This form must be completed & returned)

**HUMAN TRAFFICKING AFFIDAVIT
for Nongovernmental Entities Pursuant To FS. §787.06**

Charlotte County Contract #2024000645

The undersigned on behalf of the entity listed below, (the “Nongovernmental Entity”), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I am an officer or representative of the Nongovernmental Entity and authorized to provide this affidavit on the Company's behalf.
3. Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.


Signature

Matthew K. Causley
Printed Name

President
Title

M.T. Causley, Inc.
Nongovernmental Entity

February 28, 2025
Date