Docusign Envelope ID: 7B7A25E2-D5F7-4CC3-A264-F509586D4036

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Building Permit and Plan Review Services

Requested Action and Justification:

Request approval to enter a contract with the top-ranked firm, C.A.P Government, Inc. dba Bureau Veritas North America, Inc. for the Building and Plan Review Services in the amount of $180,000.00 (1500 hours @$120.00 per hour). Period of service will be from executed contract through September 30, 2026, with two (2), one (1) year renewal options.

Contract will be executed through the Office of General Counsel.

Supplier:	C.A.P. Gov't dba Bureau Veritas NA	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	1/16/2026

POA #:	TBD	**PO #:**	TBD	**Change Order #:**	NA
Solicitation #:	RFP-NONCON 17936 26	**Contract #:**	TBD	**Contract ADM #:**	NA
Term:	1 year	**Options:**	2, 1 year	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	Yes	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	15104	**Center:**	142001	**Acct:**	531090	**Proj:**	0000000	**Activity:**	00000000	$ 180,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 180,000.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	PWBZ:BUILDING INSPECTION		
Concurrence:	Signed by: Gibson, Charles 2F714C2B0DA5457...	**Title:**	CHIEF OF BUILDING INSPECTION 3/3/2026
Concurrence:	Signed by: 1EFA223D5D23487...	**Title:**	DIRECTOR OF PUBLIC WORKS 3/4/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Initial DT
Initial DT

Procurement Analyst/Buyer:	Signed by: Pierce, Melissa 6FF43510484748A...	**Chief of Procurement:**	Signed by: Robert Waremburg, for Dustin Freeman 3/10/2026 4812CA1D431247A...
Name:	Pierce, Melissa	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

Docusign Envelope ID: 7B7A25E2-D5F7-4CC3-A264-F509586D4036

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: 7B7A25E2-D5F7-4CC3-A264-F5095B024036

Award Solicitation: Building Permit & Plan Services

Solicitation: **8658 - Non-Construction**	Response Received: **3**	Invited Suppliers: **179**
Procurement BU: **CO2 BU**	Active Responses: **3**	Will Participate: **3**
Close Date: **1/30/2026 16:35**	Shortlisted Responses: **3**	Responded: **3**
Solicitation Currency: **USD**		

Line Summary

Line	Item	Item Revision	Supplier	Business Relationship	UOM	Estimated Quantity	Estimated Total Amount	Award	Agreement Quantity	Rank	Response Price	Score	Response Minimum Release Amount	Supplier Site	Response	Target Minimum Release Amount	Category Name	Line Type
1 Please Insert $1 (use proposal form to			A.F. Government, Inc.	Prospective				Yes		1	120.00	100.00	1.00		458821		962 58 Professional Servi	Dollars
1 Please Insert $1 (use proposal form to			SAFEbuilt	Prospective				Yes		2	1.00	100.00	1.00		458826		962 58 Professional Servi	Dollars
1 Please Insert $1 (use proposal form to			Shums Coda Associates	Prospective				Yes		3	1.00	100.00			457864		962 58 Professional Servi	Dollars

Last Downloaded: **2/18/2026 9:01**

Award Solicitation: Building Permit & Plan Services

Solicitation **RFP - Non-Construction 1738** Procurement BU **COJ BU** Close Date **1/20/2026 16:35** Solicitation Currency **USD**	Responses Received **3** Active Responses **3** Shortlisted Responses **3**	Invited Suppliers **178** Will Participate **3** Responded **3**

Overview

	C.A.P. Government, Inc. Response: 456821	SAFEbuilt Response: 456806	Shums Coda Associates Response: 457864
Business Relationship	Prospective	Prospective	Prospective
Supplier Site			
Supplier Contact	De Castro, Monica	Johnson, Tom S.	Godinez, Christine
Response Status	Active	Active	Active
Shortlist Status	Included	Included	Included
Response Amount	120.00	1.00	1.00
Overall Rank	3	1	2
Total Award Amount			
Time of Response	1/20/2026 10:19	1/16/2026 19:11	1/20/2026 15:46
Response Valid Until			
Reference Number			
Note to Buyer			
Attachments	No	No	No

Requirements (View Scoring Criteria)

Requirement	Target Value	C.A.P. Government, Inc. Response: 456821	SAFEbuilt Response: 456806	Shums Coda Associates Response: 457864
Total Score		**91.33**	**82.33**	**77.67**
1. Affirmation				
1. Type name, title, and e-mail of person submitting bid in the comments box.		a. Acknowledge	a. Acknowledge	a. Acknowledge
Comments		Monica De Castro, Marketing Manager, monica.de-castro@bureauveritas.com	Steve Nero Vice President of Sales snero@safebuilt.com	Christine Godinez, COO/Corporate Secretary christine.godinez@shumscoda.com
2. Type name of company in the comments box.		a. Acknowledge	a. Acknowledge	a. Acknowledge
Comments		Bureau Veritas North America, Inc.	SAFEbuilt Florida, LLC	Shums Coda Associates, Inc.
3. No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in rejection of the bid.		a. Acknowledge	a. Acknowledge	a. Acknowledge
4. Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. Acknowledge	a. Acknowledge	a. Acknowledge
5. Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. Acknowledge	a. Acknowledge	a. Acknowledge
Comments			SAFEbuilt Florida maintains a current and valid Sunbiz License. You will find snippets of our Sunbiz License, our Sunbiz Annual Report, our Certificate of Insurance, and our W-9 Form in the Main Proposal attachment. SAFEbuilt has provided Plan Review Services to clients throughout Florida for over 10 years. We currently provide Plan Review Services to over 50 government entities in Florida. A full list of our current clients is featured in the Main Proposal.	
6. Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Suppliers company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractors company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractors company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractors company.
7. Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of		a. Acknowledge	a. Acknowledge	a. Acknowledge
8. Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge	a. Acknowledge	a. Acknowledge
2. Submittal Statement				
1. Submittal Statement Bidder certifies that this proposal is made in good faith, without collusion or connection withany other entity bidding on this work. Bidder has examined and read all Drawings, Specifications, General and Special Conditions,and other Contract Documents, and all Addenda thereto; and is acquainted with and fullyunderstands the extent and character of the work covered by this Proposal and the specifiedrequirements, for the proposed work. Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.Bidder states that this Proposal is made in conformity with the Contract Documents and agreesthat in case of any discrepancy or differences between its Proposal and the Contract Documents,the provisions of the latter shall prevail. Bidder certifies that it has carefully examined the foregoing Proposal after the same wascompleted and has verified every item placed thereon, and agrees to indemnify, defend and savehamless the CITY against any cost, damage or expense which may be incurred or caused by anyerror in the Bidder's preparation of same. Bidder states that all applicable taxes are included in the unit prices or Lump Sum Bid andacknowledges this project is not exempt from the State or Local Sales or Use taxes, and paymentof such taxes is the responsibility of the Bidder. The undersigned Bidder agrees to keep its bid in effect for 120 calendar days after theBid Opening date to allow the CITY time to award the bid, should it be awarded, and timeto prepare and execute the contract (or issue the purchase order). This time period begins atthe time bids are opened and ends upon the issuance of Notice to Proceed (NTP) by the CITY.The bid prices shall remain in effect throughout the life of the Contract. Failure of the CITY toissue NTP within the specified time period shall allow Bidder to withdraw its Bid andterminate its contract without penalty or forfeiture of Bid Bond. Failure of the CITY to issueNTP within the specified time period shall not entitle Bidder to an adjustment of its Bid prices,unless mutually agreeable by the CITY. Bidder certifies, under penalty of perjury and contract rescission, that it has all required licenses toperform the work required to fulfill the terms of the contract resulting from a successful bid.Furthermore, the Bidder affirms that all subcontractors requiring to be licensed are listed in itsresponse and are properly licensed to perform work on their respective portions of this project.		a. Acknowledge	a. Acknowledge	a. Acknowledge
3. General Requirements				
1. Scope of Services: The Public Works Department-Building Inspection Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) or service(s) as outlined in the bid documents provided. The purpose of this request for proposal (RFP) and accompanying specifications is to provide qualified technical and professional services consultant/firm qualified to review Building Permit Documents for Residential and Non-Residential construction projects for compliance with current adopted editions of the Florida Building Code and National Electric Code.		a. Acknowledge	a. Acknowledge	a. Acknowledge
2. Specifications: <u>**Provide all items or services as identified on each line or identified below**</u> in accordance with all other Terms and Conditions specified herein. The contract will expire on September 30, 2026, with an option for 2 (two) one year renewals at the City's (Building Inspection Division's) discretion. Specific Requirements -- Please indicate whether the business or any proposed reviewers have been disciplined, fined, or had licensure suspended in the past 10 years. If yes, explain. -- Please state whether the business is currently involved in any litigation related to professional performance. If yes, provide details. -- Written quality-control procedures for internal review and sign-off must be provided. -- A copy of the business conflict of interest policy must be provided. -- Permits and plans must be reviewed by licensed examiners with at least 5 years of experience in plan review. -- The business agrees to maintain the confidentiality of all documents and applicant information. -- A sample plan review report must be provided. -- Consultant /Firm must demonstrate a proven familiarity with the Florida Building Code. Description of Services and Deliverables -- The selected professional services consultant/firm shall function as an extension of the City's resources by providing qualified technical and professional-level review of submitted Building Permit Documents for New Structures and Improvements to Existing Structures for completeness and accuracy. -- Reviewing Building Permit Documents for compliance with the Florida Building Code, including coordinating appropriate correction forms as needed with City staff. -- Participate with the team (City staff and selected professional services vendor) for any visits or conference calls with the Plan Review Section. -- Provide project management support for activities performed under this agreement, including those general functions required to maintain the project on schedule, within budget, and ensure that the quality of work products defined within this scope is consistent with City Standards and department expectations. -- Proven familiarity with the Florida Building Code. -- Submit invoices for payment within 5 (five) days following the end of each month. -- Any late permit reviews resulting in a fee reduction, as per Florida Statute, will be passed along to the contractor. -- The Building Inspection Division reserves the right to perform a quality control re-check of any plan review work the contractor performed, and the contractor would be penalized 10% of their billable fee for each code violation they failed to identify during their		a. Acknowledge	a. Acknowledge	a. Acknowledge
3. Contractors must satisfy the following mandatory minimum requirements to have their responses evaluated. By submitting a response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the response not being evaluated and being rejected as non-responsive. -- The Consultant/Firm shall provide current proof of all business licenses required by local, state, and federal law as applicable. -- The business must have been in operation for at least 10 years. -- List three recent plan review projects similar to the requested work. -- A resume must be provided for each reviewer assigned to this contract.		a. Acknowledge	a. Acknowledge	a. Acknowledge
4. <u>**Response Format**</u> To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the sections would be helpful. The formal response to the RFP. Each proposer will clearly indicate within the Cover Letter that your response is for the RFP. The RFP shall contain no more than thirty (30) single-sided, 1.5-spaced, 8½" by 11" pages, excluding appendices. The font style shall be Arial with a minimum font size of 11 points. The title page and a single-page cover letter will not be counted as part of the 30-page limit. A cover letter in excess of one page and any other information submitted beyond that noted in the requirements will be counted as part of the 30-page limit. Any RFP exceeding these format guidelines will be rejected without being considered by the City. Provide proof of insurance, bonding capacity, and licensing. Copies of these documents may be included as appendices and will not be counted against the 30-page limit. **1) Title Page:** Include <u>only</u> RFP Title, RFP Number, Contractor's full name, address, phone number. **2) Cover Letter:** Include <u>only</u> the following: RFP Title and Number Contractor's full name, address and phone number Names of the person(s) who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers. Contractor's Federal Employer ID Number. Written acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments. Signature of Authorized Representative. **3) Required Forms.** Attach all forms identified in RFP, each signed by an authorized representative. Examples of the forms that may be required and placed in Section 3 include: Local Business Tax Certificate (if applicable) Business References (include bank reference letters, financial reports/audits, insurance certificates, etc.). If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, <u>the file name must include the word "Confidential"</u>. For Example: <u>"XYZ Engineering – Confidential Financial Info.pdf"</u>. Certificate of Insurance Resumes of Proposed Project Team **4) Proof of Minimum Requirements.** Responses will ONLY be accepted from companies meeting the minimum requirements of this solicitation. Contractor <u>must address and provide clear documentation that they meet all minimum requirements.</u> **5) Statement of Qualifications.** This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in Section 6 – Evaluation Criteria. <u>Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive.</u> Please divide this portion of the Response into ten subsections (one subsection for each of the listed criteria).		a. Acknowledge	a. Acknowledge	a. Acknowledge
5. Federal Funding does not apply to this bid.		a. Acknowledge	a. Acknowledge	a. Acknowledge
4. RFP Requirements				
1. **1. Introduction** The City of Jacksonville ("Buyer") intends to hire an individual or firm ("Contractor") to provide the services described in this Request for Proposal ("RFP"). Persons interested in submitting a response to this RFP (a "Response") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. **2. Questions and Requests for Amendment to RFP.** If a Contractor (i) has questions about the RFP, (ii) finds discrepancies, omissions or ambiguities in the RFP, or (iii) believes any term or condition of the RFP is unreasonable, Contractor should request an amendment to the RFP. The request should reference the RFP section at issue and include any specific language that Contractor recommends using. All requests for amendment must be submitted in writing (via the 1Cloud Procurement System) and, unless otherwise specified in the RFP, be received by the Purchasing Analyst (Analyst) at least ten (10) calendar days before the Response Due Date. Questions and requests for amendments directed to the Analyst or to any other Buyer personnel shall not constitute a formal protest of the RFP. Failure to request an interpretation or change will be considered evidence that Contractor understands and agrees to the provisions of the RFP. The posting of a written amendment is the only official method by which interpretations, clarifications, changes or additional information will be given by Buyer prior to the opening of Responses. Any other interpretation, clarification, change or information will have no legal effect. Buyer reserves the right to amend, cancel or reissue the RFP at its discretion. Buyer reserves the right to request or obtain additional information about any and all Statement of Qualifications submitted in response to RFP. They may also issue addenda to this RFP which will be sent to each Supplier who received this RFP. This includes the right to change the Response Due Date and the Contract award date. Notice of all amendments and cancellations will be posted on Buyer's website (please contact the Analyst if you are uncertain of the website address or if you experience problems accessing it). Contractor is responsible for monitoring this website for new or changing information. **3. Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract. If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law. **4. Public Meetings and Special Accommodations.** Any meetings of the RFP evaluation committee (i.e., the Jacksonville Procurement Awards Committee or Technical Review Committee) shall be noticed on Buyer's website and shall comply with Florida's Open Meetings Laws. Please contact the Analyst if you are uncertain of Buyer's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Analystidentified in the Overview Section at least forty-eight (48) hours prior to the meeting. **5. Cost of Developing RFP Response.** All costs related to the preparation of RFP Responses and any related activities are the sole responsibility of Contractor. Buyer assumes no liability for any costs incurred by Contractors throughout the entire selection process. **6. Response Ownership.** All Responses, including attachments, supplementary materials, addenda, etc., shall become property of Buyer and shall not be returned to Contractor. Buyer will have the right to use any and all ideas or adaptation of ideas presented in any Response. Acceptance or rejection of a Response shall not affect this right. **7. Public Records Law; Process For Protecting Trade Secrets and Other Information.** Article 1, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public records. As such, all responses to the RFP are public records unless exempt by law. If Contractor considers any portion of its Response to be exempt from disclosure under Florida law, Contractor must provide Buyer with a separate redacted copy of the Response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation. Contractor shall be responsible for defending its determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. Further, Contractor shall protect, defend, and indemnify Buyer for any and all claims arising from or relating to Contractor's determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. If Contractor fails to submit a Redacted Copy with its Response, Buyer is authorized to produce the entire Response in answer to a public records request. In accordance with Section 119.0701, Florida Statutes, the Contractor shall: (a) Keep and maintain public records required by Buyer to perform the services; and (b) Upon request from Buyer's custodian of public records, provide Buyer with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Contractor does not transfer the records to Buyer; and (d) Upon completion of this Contract, transfer to Buyer at no cost all public records in possession of Contractor or keep and maintain public records required by Buyer to perform the service. If Contractor transfers all public records to Buyer upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Buyer upon request from Buyer's custodian of public records in a format that is compatible with Buyer's information technology systems. The above requirements apply to a "Contractor" as defined in Section, 119.0701, Florida Statutes. IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE BUYER'S CUSTODIAN OF PUBLIC RECORDS AT (904) 255-7674; REQUEST@COJ.NET; BUYER OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202. **8. Multiple Responses from Same Contractor; No Collusion.** More than one Response from an individual firm, partnership, corporation or association under the same or different names is not permitted. Reasonable grounds for believing that a Contractor is involved in more		a. Acknowledge	a. Acknowledge	a. Acknowledge

Docusign Envelope ID: 7B7A25E2-D5F7-4CC3-A264-F5095B6D4036

5.	**Insurance**				
1.	Please review.		a. Acknowledge	a. Acknowledge	a. Acknowledge
6.	**Sample Services Contract**				
1.	Please review and acknowledge the attached sample Professional Services Contract.		a. Acknowledge	a. Acknowledge	a. Acknowledge
7.	**Evaluation Criteria**				
	Score		**91.33**	**82.33**	**77.67**
1.	**COMPETENCE.** Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP, which have been satisfactorily completed. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project. (10 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		9.67	9.00	8.00
2.	**CURRENT WORKLOAD**. Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. **(10 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.67	8.67	7.67
3.	**FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. **(10 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		9.33	7.67	8.67
4.	**ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Contractor and assigned personnel in observing and monitoring instruction or direction to similarly related tasks. **(10 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		9.33	8.00	8.33
5.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Describe any outstanding accomplishments that relate to specific services being sought including awards and recognition.		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.67	8.00	7.33
6.	**PROXIMITY TO THE PROJECT.** Document the location of Contractor's corporate headquarters, which if located in Jacksonville, Florida, no further information is required for this criterion, and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are in and/or that are closest to Jacksonville, Florida, the number of employees assigned thereto and the period of continuous existence thereof. Additionally, Contractors are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded. **(10 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		9.67	8.67	7.00
7.	**THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES SHALL BE CONSIDERED A MINUS FACTOR**. Provide a list of all local government projects including the fees awarded for each on which Contractor has been awarded during the past five (5) years. Include only those projects on which Contractor was the Prime Contractor (do not delete fees paid to subcontractors or others). Such list shall include all work for the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and independent agency required by law or voluntarily requesting to utilize the services of the [Procurement] Division"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. If the Contractor has not performed work for any of these agencies during the past five (5) years, the response should so clearly state. The minus factor methodology for this criterion will be based on the fees awarded. The higher the volume of fees the lower the score, less volume of fees the higher the score. **(10 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.67	8.00	7.00
8.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Describe any outstanding accomplishments that relate to specific services being sought including awards and recognition. **(10 points maximum score)**		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		9.00	8.00	7.67
9.	**ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Describe the Contractor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations.		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		9.67	8.33	8.00
10.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Describe any outstanding accomplishments that relate to specific services being sought including awards and		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.67	8.00	8.00
8.	**Response Attachments**				
1.	**Attach Overall Proposal Document Here, Use the following naming convention: Supplier_Name Overall Proposal Document. Include all response pages in a single ".PDF" format file.** If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf".		a. Acknowledge	a. Acknowledge	a. Acknowledge
	Attachments		Yes	Yes	Yes

Docusign Envelope ID: 7B7A25E2-D5F7-4CC3-A264-F509586D4036

Award Solicitation: Building Permit & Plan Services

Solicitation **RFP - Non-Construction 1739**	Responses Received **3**	Invited Suppliers **178**
Procurement BU **COJ BU**	Active Responses **3**	Will Participate **3**
Close Date **1/20/2026 16:35**	Shortlisted Responses **3**	Responded **3**
Solicitation Currency **USD**		

Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**

Total Award Amount

1 Please Insert $1 (use proposal form to submit pricing

Line Type **Dollars**
Category Name **962.58 Professional Services (Not Otherwis**

Start Price
Current Price
Estimated Total Amount

Award Amount
Savings
Savings

	Target Value	C.A.P. Government, Inc. Response: 456821	SAFEbuilt Response: 456806	Shums Coda Associates Response: 457864
Business Relationship		Prospective	Prospective	Prospective
Supplier Site				
Response Status		Active	Active	Active
Shortlist Status		Included	Included	Included
Rank		3	1	2
Line Pricing				
Response Price		120.00	1.00	1.00
Unit Price Savings				
Unit Price Savings Percent				
Award Decision				
Award		No	No	No
Award Amount				
Note to Buyer				
Attachments		No	No	No

Last Downloaded **2/18/2026 9:01**

Docusign Envelope ID: 7B7A25E2-D5F7-4CC3-A264-F509586D4036

Award Solicitation: Building Permit & Plan Services

Solicitation **RFP - Non-Construction 17**	Responses Received **3**	Invited Suppliers **178**
Procurement BU **COJ BU**	Active Responses **3**	Will Participate **3**
Close Date **1/20/2026 16:35**	Shortlisted Responses **3**	Responded **3**
Solicitation Currency **USD**		

Requirements Scoring

Requirements

Requirement		Acceptable Values	Score	Maximum Score
7.	**Evaluation Criteria**			**100**
1.	**COMPETENCE.**Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP, which have been satisfactorily completed. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project. (10 points maximum score)	a. Acknowledge		10
2.	**CURRENT WORKLOAD**. Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. **(10 points maximum score)**	a. Acknowledge		10
3.	**FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. **(10 points maximum score)**	a. Acknowledge		10
4.	**ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Contractor and assigned personnel in observing and monitoring instruction or direction to similarly related tasks. **(10 points maximum score)**	a. Acknowledge		10
5.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Describe any outstanding accomplishments that relate to specific services being sought including awards and recognition. **(10 points maximum score)**	a. Acknowledge		10
6.	**PROXIMITY TO THE PROJECT.** Document the location of Contractor's corporate headquarters, which if located in Jacksonville, Florida, no further information is required for this criterion, and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are in and/or that are closest to Jacksonville, Florida, the number of employees assigned thereto and the period of continuous existence thereof. Additionally, Contractors are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded. **(10 points maximum score)**	a. Acknowledge		10
7.	**THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES SHALL BE CONSIDERED A MINUS FACTOR**. Provide a list of all local government projects including the fees awarded for each on which Contractor has been awarded during the past five (5) years. Include only those projects on which Contractor was the Prime Contractor (do not delete fees paid to subcontractors or others). Such list shall include all work for the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and independent agency required by law or voluntarily requesting to utilize the services of the [Procurement] Division"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. If the Contractor has not performed work for any of these agencies during the past five (5) years, the response should so clearly state. The minus factor methodology for this criterion will be based on the fees awarded. The higher the volume of fees the lower the score, less volume of fees the higher the score. **(10 points maximum score)**	a. Acknowledge		10
8.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Describe any outstanding accomplishments that relate to specific services being sought including awards and recognition. **(10 points maximum score)**	a. Acknowledge		10
9.	**ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Describe the Contractor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. (**10 points maximum score**)	a. Acknowledge		10
10.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Describe any outstanding accomplishments that relate to specific services being sought including awards and recognition **(10 points maximum score)**	a. Acknowledge		10

Last Downloaded **2/18/2026 9:01**

Docusign Envelope ID: 7B7A25E2-D5F7-4CC3-A264-F509586D4036

Minimum Requirements Review

Bid #/Title: 17396-26 Building Permit and Plan Services

Analyst: Melissa Pierce

	Minimum Requirements	C.A.P. Government
1	The Consultant/Firm shall provide current proof of all business licenses required by local, state, and federal law as applicable.	Y
2	The business must have been in operation for at least 10 years.	Y
3	List three recent plan review projects similar to the requested work.	Y
4	A resume must be provided for each reviewer assigned to this contract.	Y
	Hourly Rate	$120.00
Responsive		
Non-Responsive		

Comments: C.A.P. Government submitted bid as C.A.P. Government, however they attached E has exceptions to the terms - see Page 31 and 32.

Docusign Envelope ID: 7B7A25E2-D5F7-4CC3-A264-F509586D4036

SAFEbuilt	Shums Coda Associates
Y	Y
Y	Y
Y	Y
Y	Y
$120.00	See fee schedule in proposal

Bureau Veritas information - Safebuilt