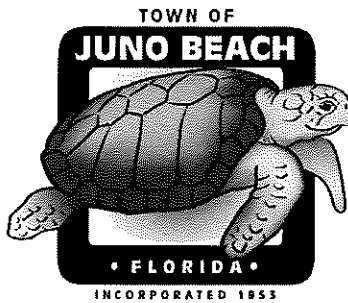




**EVALUATION COMMITTEE MEETING MINUTES
REQUEST FOR PROPOSALS:
BUILDING OFFICIAL, PLAN REVIEW, & INSPECTION SERVICES**

June 10, 2026 at 3:00 PM

Council Chambers – 340 Ocean Drive

PRESENT: FRANK DAVILA, DIRECTOR OF PLANNING & ZONING (*Via Zoom*)
ANDREA DOBBINS, PROJECT/RISK MANAGER
EMILY ALVES, FINANCE/HR DIRECTOR

ALSO PRESENT: CAITLIN E. COPELAND-RODRIGUEZ, TOWN CLERK

AUDIENCE: 0

CALL TO ORDER – 3:00PM

Town Clerk Copeland-Rodriguez called the meeting to order at 3:00pm, conducted a roll of the Committee Members and confirmed the presence of a quorum. She announced that Director of Planning & Zoning Davila was participating virtually and will preside over the remainder of the meeting.

Director of Planning & Zoning Davila stated the public is allowed to attend the meeting, but participation is limited to the Evaluation Committee members only. He also stated that the purpose of the Committee meeting is to review, rank and vet out the companies which submitted proposals to the Town's Request for Proposals (RFP) for Building Official, Plan Review, & Inspection Services for the Town of Juno Beach.

REVIEW OF PROPOSALS

Director of Planning & Zoning Davila stated that they received a total of five (5) responses to the RFP and explained the process for ranking the firm and giving a recommendation to Council.

The Committee reviewed and discussed the following proposals in alphabetical order:

(See attached evaluation sheets.)

C.A.P. GOVERNMENT, INC.

Director of Planning & Zoning Davila stated that he gave this company a total of 93 out of 100.

Project/Risk Manager Dobbins stated that she gave this company a total of 75 out of 100.

Finance/HR Director Alves stated that she gave this company a total of 82 out of 100.

DIVERSIFIED BUILDING DEPARTMENT MANAGEMENT (DBM)

Director of Planning & Zoning Davila stated that he gave this company a total of 90 out of 100.

Project/Risk Manager Dobbins stated that she gave this company a total of 100 out of 100.

Finance/HR Director Alves stated that she gave this company a total of 88 out of 100.

JPI

Director of Planning & Zoning Davila stated that he gave this company a total of 65 out of 100.

Project/Risk Manager Dobbins stated that she gave this company a total of 65 out of 100.

Finance/HR Director Alves stated that she gave this company a total of 74 out of 100.

TEW & TAYLOR

Director of Planning & Zoning Davila stated that he gave this company a total of 35 out of 100.

Project/Risk Manager Dobbins stated that she gave this company a total of 15 out of 100.

Finance/HR Director Alves stated that she gave this company a total of 30 out of 100.

WILLDAN ENGINEERING

Director of Planning & Zoning Davila stated that he gave this company a total of 70 out of 100.

Project/Risk Manager Dobbins stated that she gave this company a total of 65 out of 100.

Finance/HR Director Alves stated that she gave this company a total of 80 out of 100.

FINAL RANKINGS AND RECOMMENDATION TO THE TOWN COUNCIL

The Committee discussed and performed a final ranking on their evaluation sheets (*see attached*).

The Committee gave unanimous consensus to recommend approval of Diversified Building Dep Management (DBM) to the Town Council.

ADJOURNMENT

The meeting was adjourned at 3:30pm.

ATTEST:



Caitlin E. Copeland-Rodriguez, MMC, Town Clerk



Town of Juno Beach
EVALUATION COMMITTEE SUMMARY TABULATION
June 10, 2026

Request for Proposal: Building Official, Plan Review, & Inspection Services

C.A.P. GOVERNMENT, INC.

Evaluation Committee Member	Scoring Criteria Tabulation				TOTAL
	#1	#2	#3	#4	
Frank Davila, CFM <i>Director of Planning & Zoning</i>	40 /40	8 /10	15 /15	30 /35	93 /100
Andrea Dobbins <i>Project/Risk Manager</i>	40 /40	5 /10	15 /15	15 /35	75 /100
Emily Alves, CPA, CGFO <i>Finance/HR Director</i>	40 /40	8 /10	10 /15	24 /35	82 /100
TOTAL					250 /300

DIVERSIFIED BUILDING DEPT MANAGEMENT (DBM)

Evaluation Committee Member	Scoring Criteria Tabulation				TOTAL
	#1	#2	#3	#4	
Frank Davila, CFM <i>Director of Planning & Zoning</i>	35 /40	10 /10	15 /15	30 /35	90 /100
Andrea Dobbins <i>Project/Risk Manager</i>	40 /40	10 /10	15 /15	35 /35	100 /100
Emily Alves, CPA, CGFO <i>Finance/HR Director</i>	35 /40	10 /10	15 /15	28 /35	88 /100
TOTAL					278 /300

JPI

Evaluation Committee Member	Scoring Criteria Tabulation				TOTAL
	#1	#2	#3	#4	
Frank Davila, CFM <i>Director of Planning & Zoning</i>	25 /40	10 /10	5 /15	25 /35	65 /100
Andrea Dobbins <i>Project/Risk Manager</i>	40 /40	10 /10	5 /15	10 /35	65 /100
Emily Alves, CPA, CGFO <i>Finance/HR Director</i>	40 /40	9 /10	7 /15	18 /35	74 /100
TOTAL					204 /300

TEW & TAYLOR

Evaluation Committee Member	Scoring Criteria Tabulation				TOTAL
	#1	#2	#3	#4	
Frank Davila, CFM <i>Director of Planning & Zoning</i>	0 /40	0 /10	0 /15	35 /35	35 /100
Andrea Dobbins <i>Project/Risk Manager</i>	0 /40	0 /10	0 /15	15 /35	15 /100
Emily Alves, CPA, CGFO <i>Finance/HR Director</i>	0 /40	0 /10	5 /15	25 /35	30 /100
TOTAL					80 /300

WILLDAN ENGINEERING

Evaluation Committee Member	Scoring Criteria Tabulation				TOTAL
	#1	#2	#3	#4	
Frank Davila, CFM <i>Director of Planning & Zoning</i>	30 /40	10 /10	5 /15	25 /35	70 /100
Andrea Dobbins <i>Project/Risk Manager</i>	30 /40	10 /10	5 /15	20 /35	65 /100
Emily Alves, CPA, CGFO <i>Finance/HR Director</i>	40 /40	10 /10	7 /15	23 /35	80 /100
TOTAL					220 /300

Completed By *Town Clerk Copeland-Rodriguez:*



Date: 6/10/2026

	Max. Points	Category
#1	40	<i>Qualifications and Experience:</i> - Firm qualifications and experience with similar projects. - Firm experience working with Government Agencies (minimum of 5 yrs. Experience). - List of qualified personnel (building official, plan reviewer, and inspector) who will be assigned to the Town, whose combined certification covers all trades necessary. List shall incorporate name, proposed role, years of experience, licenses/certifications. - Certifications/Licenses
#2	10	<i>References (provided a minimum of 5):</i> - Provide at least five (5) government references from the past three (3) years. - Demonstrated environment for good communication.
#3	15	<i>Location considerations and how it impacts on maintaining effective communication between the Town & Consultant</i> - Location of the consultant and proximity of qualified personnel. - Knowledge of Town's Mypermitnow.org Software for permitting, and/or experience with permitting software and data input general procedures.
#4	35	<i>Contract Price</i>



**Town of Juno Beach
EVALUATION COMMITTEE TABULATION
June 10, 2026**

Request for Qualifications: Building Official, Plan Review, & Inspection Services

Firm (in alphabetical order)	#1	#2	#3	#4	Total
C.A.P Government, Inc	40 /40	8 /10	15 /15	30 /35	93 /100
Diversified Building Management (DBM)	35 /40	10 /10	15 /15	30 /35	90 /100
JPI	25 /40	10 /10	5 /15	25 /35	65 /100
Tew & Taylor	0 /40	0 /10	0 /15	35 /35	35 /100
Willdan Engineering	30 /40	10 /10	5 /15	25 /35	70 /100

- Max. Points**
- Category**
- #1 40 ***Qualifications and Experience:***
- Firm qualifications and experience with similar projects.
 - Firm experience working with Government Agencies (minimum of 5 yrs. Experience).
 - List of qualified personnel (building official, plan reviewer, and inspector) who will be assigned to the Town, whose combined certification covers all trades necessary. List shall incorporate name, proposed role, years of experience, licenses/certifications.
 - Certifications/Licenses
- #2 10 ***References (provided a minimum of 5):***
- Provide at least five (5) government references from the past three (3) years.
 - Demonstrated environment for good communication.
- #3 15 ***Location considerations and how it impacts on maintaining effective communication between the Town & Consultant***
- Location of the consultant and proximity of qualified personnel.
 - Knowledge of Town's Mypermitnow.org Software for permitting, and/or experience with permitting software and data input general procedures.
- #4 35 ***Contract Price***

Completed By: _____

Signature

Date: _____

6/5/2026

Print Name

DBM

Great references.

Local

Local knowledge

20 hrs a week??

Fee Based (B.O) #2

Hourly #4

Lump Sum #1 (11)

EM. #4

WILLDAN

1. vvvv

All qualified
no Nation at 20 hrs.

2. South of S. Full Bldg.
Services.

3. Far. St. Lucie
is closest clients.

Fee (B.O) #2

Hourly #5

Lump #2 (14)

E.S. #5

TEW + TAYLOR

Fee #1

Hourly #2

Lump #3

EM. #3 (9)

SP1

1. Currently 1 person to do all
work, no nation of
being in the office 20 hours.

2. No stated location &
proximity

- Nation of knowledge of
similar programs but not MGO.

4. Lump too high.

Fee #4

Hourly #3 (14)

Lump #5

EM. #2

CAP - 4 out of 5 references?

- Local WPB office.

Inspiration @ other location
lake park, WPB, WPB vvv

Fee/r #5

Hourly (B.O) #1 (11)

Lump #4

EM. #1

DBM

Great references.

Local

Local knowledge

20 hrs a week??

Fee Based (B.O) #2

Hourly #4

Lump Sum #1 (11)

EM. #4

WILLIAN

1. vvvv

All qualified
no mention of 20 hrs.

2. Good at S. Full Bldg.
Services.

3. Far. St. Lucie
is closest clients.

Fee (B.O) #2

Hourly #5

Lump #2 (14)

E.S. #5

FEW + TAYLOR

Fee #1

Hourly #2

Lump #3

EM. #3 (9)

SP1

1. Currently 1 person to do all
work, no mention of
being in the office 20 hours.

2. No statement on location &
proximity

- Mention of knowledge of
similar programs but not MGO.

4. Lump too high.

Fee #4

Hourly #3 (14)

Lump #5

EM. #2

CAP - 4 out of 5 references?

- Local WPB office,
Inspectors @ other location
take part, WPB, APB vvv

Fee/r #5

Hourly (B.O) #1 (11)

Lump #4

EM. #1

T+T SPIAS CAP Will DB.

Fee Based	52%	62%	75%	60%	60%
	2,900	2,960	2,900	3,100	3,000
BO	145	148	125	155	150
Hourly PE	115	105	100	115	120
BI	120	110	90	110	95

Lump Sum \$900,000 2,424,000 950,000 840 295
 972,000 2,524,000 983,000 840 310

EMERGE	DO	175	170	160	233	180
	PE	150	125	130	173	140
	BI	135	125	117	165	120



Town of Juno Beach
EVALUATION COMMITTEE TABULATION
June 10, 2026

Request for Qualifications: Building Official, Plan Review, & Inspection Services

Firm (in alphabetical order)	#1	#2	#3	#4	Total	
C.A.P Government, Inc	40/40	5/10	15/15	15/35	75/100	250
Diversified Building Management (DBM)	40/40	10/10	15/15	35/35	100/100	278
JPI	40/40	10/10	5/15	10/35	65/100	204
Tew & Taylor	0/40	0/10	0/15	15/35	15/100	80
Willdan Engineering	30/40	10/10	5/15	20/35	65/100	220

	Max. Points	Category
#1	40	<i>Qualifications and Experience:</i> - Firm qualifications and experience with similar projects. - Firm experience working with Government Agencies (minimum of 5 yrs. Experience). - List of qualified personnel (building official, plan reviewer, and inspector) who will be assigned to the Town, whose combined certification covers all trades necessary. List shall incorporate name, proposed role, years of experience, licenses/certifications. - Certifications/Licenses
#2	10	<i>References (provided a minimum of 5):</i> - Provide at least five (5) government references from the past three (3) years. - Demonstrated environment for good communication.
#3	15	<i>Location considerations and how it impacts on maintaining effective communication between the Town & Consultant</i> - Location of the consultant and proximity of qualified personnel. - Knowledge of Town's Mypermitnow.org Software for permitting, and/or experience with permitting software and data input general procedures.
#4	35	<i>Contract Price</i>

Completed By: Andrea L. Dabbins Date: 6-10-26
 Signature
Andrea L. Dabbins
 Print Name

satellite office in WPB ✓

\$95K
75%

CAD - ✓ 37 yrs Exp, located in Coral Gables
✓ Judson Dulaney assigned to town for contract details. 250+ Staff in the company
✓ PBC BTR + State Lic. ✓ COI
only provided 4 of the 5 requested References
mypermitnow.org ✓

\$295K
60%

DBM - 14 yrs in Business ✓, Buck Evans is
primary contact ✓, mypermitnow.org ✓
Licenses ✓ + State DBPR COI ✓
References 5 of 5 Req. ✓
Business address is in J.B. ✓

\$2.4M
62%

JPI - ✓ Joe Payne is primary contact ; ✓ 16 yrs exp.
in business ; ✓ 9 References out of 5 Req. for
B.D. services. located in Melbourne FL
State DBPR ✓, Brevard County BTR - No PBC
COI (almost expired)
mypermitnow.org - they do not specifically state they
have this exp + said they Req. minimal training
use programs similar to MGO

\$900K
50%

Tew ✓ No documentation except for pricing

\$840K
60%

Willdan ✓ 19 yrs in FL, Central FL? Orlando, Al Brady POC ✓
✓ State DBPR, COI ✓ No PBC BTR
MGO? 5 of 5 Ref. ✓

✓ 89W in office in WPR

✓ CAD - 13 yrs in local

✓ Jackson County assigned to town for contract

✓ details 250 + 250 in the company

✓ 1980 BTR + 250 in COI

✓ only provided H of the 2 requested references

✓ information

1984
1985

✓ DBM - 14 yrs in business

✓ primary contact information

✓ licenses + 250 BTR COI

✓ references 2 of 2 ref.

✓ business address in W.D.

1984
1985

✓ 1984 - 10 yrs in business

✓ primary contact information

✓ references 2 of 2 ref.

✓ business address in W.D.

1984
1985

✓ 1984 - 10 yrs in business

✓ primary contact information

✓ references 2 of 2 ref.

✓ business address in W.D.

1984
1985

✓ 1984 - 10 yrs in business

✓ primary contact information

✓ references 2 of 2 ref.

1984
1985



Town of Juno Beach
EVALUATION COMMITTEE TABULATION
June 10, 2026

Request for Qualifications: Building Official, Plan Review, & Inspection Services

Firm (in alphabetical order)	#1	#2	#3	#4	Total
C.A.P Government, Inc	40/40	8 /10	10 /15	24 /35	82 /100
Diversified Building Management (DBM)	35 /40	10 /10	15 /15	28 /35	88 /100
JPI	40 /40	9 /10	7 /15	18 /35	74 /100
Tew & Taylor	0 /40	0 /10	5 /15	25 /35	30 /100
Willdan Engineering	40 /40	10 /10	7 /15	23 /35	80 /100

- | | | |
|----------------|---|---|
| Max.
Points | Category | |
| #1 40 | <i>Qualifications and Experience:</i> | <ul style="list-style-type: none"> Firm qualifications and experience with similar projects. Firm experience working with Government Agencies (minimum of 5 yrs. Experience). List of qualified personnel (building official, plan reviewer, and inspector) who will be assigned to the Town, whose combined certification covers all trades necessary. List shall incorporate name, proposed role, years of experience, licenses/certifications. Certifications/Licenses |
| #2 10 | <i>References (provided a minimum of 5):</i> | <ul style="list-style-type: none"> Provide at least five (5) government references from the past three (3) years. Demonstrated environment for good communication. |
| #3 15 | <i>Location considerations and how it impacts on maintaining effective communication between the Town & Consultant</i> | <ul style="list-style-type: none"> Location of the consultant and proximity of qualified personnel: Knowledge of Town's Mypermitnow.org Software for permitting, and/or experience with permitting software and data input general procedures. |
| #4 35 | <i>Contract Price</i> | |

Completed By: Emily Alves
 Signature

Date: 6/10/2026

Emily Alves
 Print Name

Evaluation Committee Notes – Emily Alves

- CAP Government, Inc
 - Qualifications and Experience – established in 1989, over 37 years of experience, long list of staff assigned to the engagement with backups and information about their years of experience and licenses, appreciated they acknowledged the requirement to be on site for 4 hours a day as well as the response requirements
 - References – only provided 4 so I reduced points, all responses were positive
 - Location considerations and how it impacts on maintaining effective communication between the Town & Consultant – location in West Palm Beach, does not have experience with mypermitnow.org
- Diversified Building Management (DBM)
 - Qualifications and Experience – founded in 2012, team seems smaller than the other firms, no detailed resumes
 - References – full points, detailed letters provided as well as positive responses were received
 - Location considerations and how it impacts on maintaining effective communication between the Town & Consultant – closest firm with their office in Juno Beach, extremely experienced with software and includes a reference from the provider
- JPI
 - Qualifications and Experience – statewide firm, currently holds contracts with about 50 state agencies, inspectors have done 2,500,000 field inspections and 750,000 plan reviews, always holds public interest and welfare first, referenced the possible upcoming concerns with legislative changes
 - References – removed a point because emails were included, but I appreciated the detailed information about what work was performed for each client, positive responses
 - Location considerations and how it impacts on maintaining effective communication between the Town & Consultant – office in Melbourne, FL, no MGO experience but lots of other software including Tyler, maker of our accounting system
- Tew & Taylor
 - Qualifications and Experience – no information provided
 - References – non provided

- Location considerations and how it impacts on maintaining effective communication between the Town & Consultant – office in West Palm Beach, no information on their software experience with MGO
- Wildan Engineering
 - Qualifications and Experience – established in 1964, 60+ years of local government support and a dedicated Florida based team, 1,800 professionals across 50+ offices, 19 years of Florida experience, since 2007 completed over 200 contracts with Florida local governments, only serve local governments so no conflicts
 - References – positive responses received
 - Location considerations and how it impacts on maintaining effective communication between the Town & Consultant – no MGO experience, office in Orlando

Building Official Fee Comparison

Firm	Option A - 11 points	Option B - 11 points	Option C - 13	Total Points
C.A.P. Government, Inc	5	11	8	24
Diversified Building Management (DBM)	8	7	13	28
JPI	7	8	3	18
Tew & Taylor	11	5	9	25
Willdan Engineering	8	5	10	23

Option A

Firm	Fee Based Compensation %	Projection Based on 4 Year Average
C.A.P. Government, Inc	79%	1,750,892
Diversified Building Management (DBM)	60%	1,424,709
JPI	62%	1,472,199
Tew & Taylor	52%	1,164,645
Willdan Engineering	60%	1,424,709

Option B

Firm	Hourly Rates			Average Rate
	Building Official	Plans Examiner	Building Inspector	
C.A.P. Government, Inc	120 \$	100 \$	95 \$	105 \$
Diversified Building Management (DBM)	150 \$	150 \$	95 \$	122 \$
JPI	148 \$	105 \$	110 \$	121 \$
Tew & Taylor	145 \$	115 \$	130 \$	127 \$
Willdan Engineering	155 \$	115 \$	110 \$	127 \$

Option C

Firm	Lump Sum or Firm	Projected Avg Hours Per Year	Projected Avg Hours per Week	Projected Avg Hours	Projected Avg Hours per Week
C.A.P. Government, Inc	26-27	950,000	174 \$	9,362	180
Diversified Building Management (DBM)	296,000	2,420	47 \$	2,849	49
JPI	2,654,000	20,033	395 \$	23,859	461
Tew & Taylor	900,000	7,105	137 \$	7,674	148
Willdan Engineering	840,000	6,632	128 \$	6,632	128

Natural Disaster Hourly Rates

Firm	Building Official	Plans Examiner	Building Inspector
C.A.P. Government, Inc	160 \$	130 \$	117 \$
Diversified Building Management (DBM)	180 \$	140 \$	120
JPI	170 \$	150 \$	125
Tew & Taylor	175 \$	150 \$	135
Willdan Engineering	220 \$	270 \$	265

Projection based on Fee Based if using Avg Fees

Firm	Projection based on Fee %	Lump Sum Cost	Comparison to Lump Sum
C.A.P. Government, Inc	2,700,886	950,000 \$	(830,886)
Diversified Building Management (DBM)	1,424,709	200,000 \$	(1,120,709)
JPI	1,472,199	2,678,000	951,801
Tew & Taylor	1,164,645	900,000 \$	(334,748)
Willdan Engineering	1,424,709	840,000 \$	(584,709)

Town Stats Provided

Fiscal Year	Total Permits Received	Total Inspections Received	Total Permit Valuation	Total Building Permit Fees Collected
21-22	795	3518	44,386,104 \$	1,135,396
22-23	717	2969	115,861,638 \$	3,203,239
23-24	962	3556	183,137,160 \$	1,644,501
24-25	737	3022	40,298,179 \$	3,514,922
Average	803	3266	95,920,770 \$	2,374,515

Building Official Historical Costs

FY 2026 YTD	
FY 2025	918,089
FY 2024	815,527
FY 2023	1,072,243
FY 2022	406,296
4 year average	803,039