

EXHIBIT "A"

SCOPE OF WORK

Generally:

The Building Official and Building Plan Review professional services shall occupy the Town's Building Division office five (5) days per week, at a minimum of four (4) hours per day between the approximate hours of 10:00 a.m. and 2:00 p.m. for a twenty-four (24) month period. Absent exigent circumstances, responses to public inquiries shall be made within four (4) hours of receipt by any of the consultant's staff. Plan reviews shall be performed within ten (10) business days of receipt/notification by the Town's Zoning Division. Contractor will be responsible for the majority of building services including, but not limited to permit reviews and working with the Town's established permitting software, plans examining, emergency/disaster response services, Building Official duties in accordance with state statutory provisions, and communications and meetings required by the Town involving these Building Division responsibilities. More than one person may perform the function of Building Official but to maintain continuity it is preferred that a single individual be designated as the Building Official with additional employees serving as back-up.

The Building Inspection Services shall be performed as needed for Building Division activities of the Town. Contractor shall provide professional Building Inspection Services as required under the Florida Building Code. Inspections shall be performed within one (1) business day of noticed scheduling by the Town's Permit Technician. Inspections shall be provided during morning and afternoon time periods. Work hours are Monday through Friday during regular business hours of 8:00 a.m. to 5:00 p.m. The selected contractor shall provide daily inspection results to the Town via email or other website or electronic media. The selected contractor shall provide vehicles, phones, and other necessary equipment for its employees. The Town shall not provide any such equipment. The persons performing the inspections shall hold State of Florida licenses and/or certifications in those disciplines for which he/she is performing inspections.

Building Official

Contractor shall be responsible for providing a qualified Building Official, with a minimum of 10 (ten) years' experience in the construction industry, who is responsible for ensuring compliance with State plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility and building codes; federal, state, and local ordinances; and statutes regarding health, safety, and welfare; and Federal Emergency Management Agency requirements. The Building Official provides direct regulatory responsibilities for plan review, inspections and enforcement; and shall work under the direction of the Town's Director of Planning & Zoning and Town Manager. Other specific duties include but are not limited to:

- Responsible for assisting in the permitting process established by the Town with regulatory administration of plan review, enforcement, inspection of building construction, and alteration projects that require compliance with state and local codes;
- Coordinating with the Department's Permit Technician, inspections and serving as technical

advisor for the building division; as well as coordinating data entry into the Town's permitting software for building division items; generating building reports; issuing all types of construction permits as appropriate, preparing certified letters, documents, in-house memos and form updates associated with building division activities/actions.

- Liaison to the construction industry, State, contractors and the general public, and providing direct customer service in person or by telephone/e-mail;
- Provides administrative guidance to technical and clerical staff engaged in construction, permitting, inspection and recording of data;
- Reviews State Statutes affecting construction and determines the impact on the Town and Department; and
- Reviews, researches, and makes recommendations for approval of adoption of departmental policies regarding issuing of permits, licensing of contractors and inspection procedures; and serves as an expert witness as the Town's Building Official, when needed by the Town.

Plans Examiner

Contractor shall be responsible for providing a qualified plans examiner, with a minimum 5 (five) years' experience in the construction industry, who will enforce the current Florida Building Code and Town of Juno Beach Code of Ordinances. This position reviews all construction trade plans for new single and multiple-family dwellings, all new non-residential development and all residential and non-residential additions/re-models for compliance with codes. Other duties include determining building permit valuations for inspected construction projects, impact fee calculations and providing the Town with recommended code revisions that are either desirable or required.

Building Inspector

Contractor shall be responsible for providing qualified inspector(s), with a minimum 5 (five) years' experience in the construction industry, who shall have knowledge of, and comply with, the laws and regulations relating to the enforcement of the current Florida Building Code and the Ordinances of the Town. Contractor must provide both residential and commercial licensed inspector/s whose combined certifications include all trades (commercial building, electrical, plumbing, mechanical, and one, two, and multi-family dwellings). Inspections shall include new building construction, repair, addition, remodeling, demolition or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by State law or Town codes. Change of occupancy inspections for businesses shall also be included. Other duties include complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

Personnel and Equipment:

Contract employees shall be neat and clean in appearance and shall display their identification to the public and keep such identification on their person at all times. All employees assigned to this contract shall be physically able to perform all job requirements and conduct themselves in a courteous, positive and professional manner. Professional and personal behavior of contract staff shall be in

keeping with the Town's expected conduct guidelines and personnel policies. Any staff member that does not perform in accordance with the Town's standards shall be counseled by the Planning & Zoning Director and/or Town Manager, and the Contractor may be removed at the request of the Town. The Inspector(s) and Plans Examiner shall only perform building code inspections and plan reviews that are within the disciplines covered by such individual's license or certification pursuant to Florida Statutes (Chapters 468, 471 or 481).

Contractor shall provide its general employee background check policy, the background services company name, pre-employment testing procedures, current employee screening methods, and a list of any offenses that would exclude someone from employment with Contractor. All field personnel are required to pass a Level Two (2) background check pursuant to Chapter 435, Florida Statutes. Verification of background check and current list of employees that will be used on this contract shall be provided upon award. The employee list will need to be updated anytime there is a change in/addition to staff.

Emergency Situation Responsibilities:

During a declared emergency, Contractor shall be responsible for staffing the EOC (Emergency Operations Center) when operational and assisting with damage assessment and safety inspections. Contractor shall work with the Town during post disaster (natural or man-made) times in restoring Plan Review and Inspection Services pursuant to the Florida Building Code and executive orders of the Governor. Contractor shall provide personnel to assist with damage assessment teams, as needed. Contractor shall serve as a resource and consultant in the relevant discipline areas, assisting the operational decision-making process and performing other duties as deemed necessary to restore overall safety and services.

Performance Standards:

This subsection provides a summary of the minimum performance standards for Contractor:

1. Absent exigent circumstances, responses to public inquiries shall be made within four (4) hours of receipt by any of the consultant's staff. Plan reviews shall be performed within ten (10) business days of receipt/notification by the Town's Zoning Division. Inspections shall be performed within one (1) business day of noticed scheduling by the Town's Permit Technician.
2. Under normal circumstances, all inspections shall be conducted within the normal business hours of 8:00am to 5:00pm, Monday through Friday and inspection results shall be made available by 5:00pm the following business day.
3. Workloads for the Inspector(s) and Plans Examiner will vary based on need; and inspections performed should also take place during inclement weather, unless natural disaster or unsafe conditions require suspension of such activities by the Town.
4. Efficient and courteous customer service standards are an integral part of public interaction. Requests for information and service shall receive a timely reply in accordance with item #1 above. Customer appointments shall be promptly attended as per pre-scheduled times.
5. All personnel performing services shall be fluent in English.

6. Contractor shall work with the Town to continuously upgrade a program of disseminating information to keep contractors and members of the public aware of all code changes, and the logic underlying the changes.
7. Contractor's employees, including but not limited to Inspector, Plans Examiner and Building Official, shall maintain all necessary licensure and certifications required to perform under this contract. Proof of such licensure/certifications and subsequent renewals shall be submitted to the Town of Juno Beach.
8. All sketches, tracings, drawing, computation details, designs, calculations, records from inspections, work papers and other documents and plans (etc.) that result from Contractor providing services shall be the property of the Town. All records and information will require input in the Town's record-keeping system(s).
9. Contractor shall coordinate activities with the Florida Building Commission as needed.
10. Contractor shall coordinate activities with the Town's Planning & Zoning Department Staff and County Fire Department Staff.
11. Contractor shall review and maintain all records required by the Federal Emergency Management Agency (FEMA) in association with the processing of building permits in the format required by FEMA.
12. Contractor shall maintain the necessary education/certification and data to ensure an acceptable ISO (Insurance Service Office) rating as related to the National Flood Insurance Program (NFIP).
13. Contractor and the Town shall review contract performance and scope adherence on a quarterly basis to take any necessary corrective actions. Contractor shall be given thirty (30) days to cure any deficiencies.
14. When requested by the Town, Contractor shall provide proof of compliance with employment laws such as minimum wage requirements, federal tax withholding, etc.