



**BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
SPECIAL MEETING
WEDNESDAY, SEPTEMBER 3, 2025
Immediately following the Budget Public Hearing
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPEARANCES AND PRESENTATIONS

E. OLD BUSINESS

F. NEW BUSINESS

1. Building Department Services

G. MISCELLANEOUS

H. ADJOURNMENT

Pursuant to Florida Statutes § 286.0105, if any person or entity decides to appeal any decision made on any matter considered at any meeting or hearing of any Redington Shores Board or Commission, he, she or it will need a record of the proceedings and, for such purpose, he, she or it may need to ensure that a verbatim record of the proceedings is made, which record includes the legal arguments, testimony, and evidence upon which the appeal is to be based.

ITEM F.1.



RESPONSE TO REQUEST FOR PROPOSALS FOR **TOWN OF REDINGTON SHORES** RFP #25-01, BUILDING OFFICIAL, INSPECTOR, PLAN REVIEW, BUILDING CODES, PERMITTING AND FLOODPLAIN MANAGEMENT SERVICES

Presented to

Town of Redington Shores
Town Clerk/Acting Town Administrator Margaret Carey
Re: Request for Proposal for Building Department Services
17425 Gulf Blvd.
Redington Shores, FL 33708

Contact Regarding this Proposal

Carlos A. Penin, PE
C.A.P. Government, Inc., a Bureau Veritas Company
343 Almeria Avenue
Coral Gables, FL 33134
P: 305.448.1711
E: carlos.a.penin@bureauveritas.com

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COVER LETTER

July 22, 2025

Ms. Margaret Carey
Town of Redington Shores
17425 Gulf Blvd.
Redington Shores, FL 33708

RE: RFP#25-01 – Building Official, Inspector, Plan Review , Building Codes, Permitting and Floodplain Management Services

Dear Ms. Carey:

C.A.P. Government, Inc. (CAP) a Bureau Veritas Company hereby submits our proposal to the Town of Redington Shores (Town) for the above referenced services. **CAP thoroughly understands the scope of services and has submitted one (1) unbound original, five (5) copies and one (1) USB electronic copy of our response to RFP#25-01.** Our company has the ability, expertise, and commitment to perform the work in a timely and professional manner.

CAP has been providing outsourced Building Department services to governmental agencies in Florida for over thirty-six (36+) years. Our corporate philosophy is to deliver these services by creating positive customer experience while maintaining the highest standards of accuracy, efficiency, and transparency. We believe this aligns perfectly with the Town's vision and for its Building Department customers.

On September 1, 2022, C.A.P. Government, Inc. (CAP) entered into a strategic alliance with Bureau Veritas North America, Inc. (BV). CAP is proud to be a part of the Bureau Veritas family bringing together global capabilities with trusted local expertise. This collaboration merges Bureau Veritas's industry-leading resources and technology with CAP's longstanding experience in plan review and inspection services, offering exceptional value to our clients.

This proposal is submitted under Bureau Veritas North America, Inc., reflecting the strength, reliability, and compliance of a globally respected organization, while preserving the responsiveness and service quality that clients have consistently received from C.A.P. Government, Inc.

If given the opportunity, we will provide and improve the high-level Building Department Services that is expected and require by the Town of Redington Shores and its residents.

SECTION 1: MINIMUM QUALIFICATIONS



SECTION 1:

MINIMUM QUALIFICATIONS

- a. C.A.P. Government, Inc. (CAP) a Bureau Veritas Company was founded Thirty-Six (36) years ago in 1989 and is the pioneer of outsourcing Building Department services to municipalities throughout the State of Florida. CAP is qualified and licensed under the laws, rules, and regulations of the State of Florida to perform the work required in this RFP#25-01.
We have enclosed the required documentation on the following pages.
- b. CAP hereby commits to the ability to provide full insurance coverage and meet performance requirements specified in this RFP, upon award.
- c. We hereby certify that we maintain a drug-free workplace program in compliance with the requirements set forth in the Florida Statutes § 440.102. **We have enclosed the required documentation on the following pages.**

State of Florida

Department of State

I certify from the records of this office that C.A.P. GOVERNMENT, INC. is a corporation organized under the laws of the State of Florida, filed on April 10, 1989.


The document number of this corporation is K80212.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 15, 2025, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-third day of January,
2025*




Secretary of State

Tracking Number: 5179193074CU

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

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

Drug – Free Workplace Form

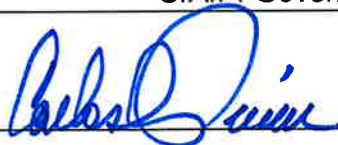
Proposer certifies that it maintains a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102 As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

- 1) This firm publishes 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) This firm informs 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) This firm gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, 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) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by

C.A.P. Government, Inc. a Bureau Veritas Company

Firm Name



Signature

07/22/2025

Date

Carlos A. Penin, President

Printed Name and Title

SECTION 2:

EXECUTIVE SUMMARY



SECTION 2:

EXECUTIVE SUMMARY

C.A.P. Government, Inc. (CAP) a Bureau Veritas Company is pleased to submit our qualifications to the **Town of Redington Shores (Town) RFP#25-01 for Building Official, Inspector, Plan Review, Building Codes, Permitting and Floodplain Management Services. We have a clear understanding of the Scope of Services and responsibilities and are confident that we can meet or exceed the level of services required by the Town.** With decades of experience outsourcing municipalities throughout Florida, our firm is uniquely positioned to provide qualified staff and the professional expertise required to serve the Town's Building Department.

C.A.P. Government, Inc. (CAP) was founded on April 10, 1989, by Mr. Carlos A. Penin, PE. In 1992 CAP entered into an agreement with the newly incorporated Village of Key Biscayne to offer the Building Department Outsourcing Services and has been doing so continuously since then. Today CAP is recognized as the industry leader in providing Building Department services to over **eight-five (85) municipalities and ten (10) educational** clients across Florida. Our customer centered approach to these services is one of the reasons for our success.

CAP has over 300+ Professional Engineers, Architects, Building Officials, Plans Examiners, Inspectors and Permit Technicians. Our qualified personnel perform professional Building Code Services per Chapter 553 and 468, Part XII of the Florida Statutes, the Florida Building Code (FBC) and all relevant laws and codes. Our staff is certified by the State of Florida Department of Business and Professional Regulation within the discipline areas listed in Florida Statutes, Building Code Administrators and Inspectors Board and the State of Florida Board of Professional Engineers. Our legacy of hard work and dedication has established us as a leader in our industry.

On September 1, 2022, Bureau Veritas North America, Inc. (BV) proudly announced the integration of C.A.P. Government, Inc. (CAP) into their organization through the acquisition of a majority stake in the firm. This partnership represents more than an acquisition it is the alignment of two industry leaders with a shared vision: To deliver exceptional code compliance services that safeguard communities, streamline processes, and support sustainable growth.

Bureau Veritas is a global leader in testing, inspection, and certification services, BV offers unparalleled technical expertise and a proven track record in delivering innovative solutions that meet the highest standards of safety and performance. Our strategic roadmap emphasizes strengthening local expertise while leveraging global resources a commitment brought to life through this integration. Together, Bureau Veritas and CAP provide the following:

Comprehensive Expertise at Scale: Access to a combined team of certified plan examiners, engineers, architects, and inspectors, equipped to handle complex projects of any size while ensuring adherence to Florida Building Code, NFPA standards, and local ordinances.

Advanced Technology & Efficiency: Bureau Veritas digital platforms and process innovations paired with CAP's local knowledge help accelerate plan review timelines and improve communication between stakeholders.

Unwavering Commitment to Public Safety & Quality: By blending global best practices with local jurisdictional expertise, we ensure every project meets or exceeds code requirements, supporting resilient and sustainable communities.

SECTION 2:

EXECUTIVE SUMMARY

Our approach is to provide the Town with Professionals that are State of Florida licensed in the following categories: **Building Official, Building, Structural, Mechanical, Electrical, Plumbing, and Floodplain**. Our proposed staff has the expertise and knowledge of residential and commercial construction.

We are equipped to ensure that all inspected construction meets full compliance with relevant regulations. We apply modern principles of civil engineering to the inspection of buildings, drawing on a strong foundation of local and State laws governing building, electrical, mechanical, plumbing, and fire codes. Our extensive understanding of the operations of building department combined with expertise in legal frameworks, technology, and public interaction positions us to manage inspection services with accuracy, professionalism, and efficiency.

Our professional staff is well versed in interpreting architectural and engineering plans, specifications, and blueprints with speed and precision, allowing for real time comparison with work in progress to verify compliance. We prepare comprehensive inspection reports, maintain accurate records, and lead inspection programs that cover permitting, construction progress, and final approvals.

CAP's staff will coordinate closely with other departments, including Fire and Public Works, to ensure compliance, particularly in life safety inspections and floodplain management. CAP will conduct detailed inspections of elevation certificates to verify conformity with FEMA and Town flood regulations and administer and enforce ADA compliance requirements. Maintaining effective and professional working relationships with staff, administration, contractors, and the public is a central priority, especially regarding regulatory matters and code interpretation.

We currently operate out of four (4) corporate offices in Florida:

| | |
|-------------------|--|
| Miami-Dade | 343 Almeria Avenue Coral Gables, FL 33134 |
| Broward | 100 S.E. 12 Street Ft. Lauderdale, FL 33316 |
| Palm Beach | 1910 N. Florida Mango Rd. W. Palm Beach, FL 33409 |
| St. Cloud | 1422 Narcoosee Road St. Cloud, FL 34771 |

The following information outlines the requested information for the Statement of Organization:

- Legal Names, including DBA (if any), for the contract:
C.A.P. Government, Inc., a Bureau Veritas Company
- State of organization of incorporation:
Florida

SECTION 2:

EXECUTIVE SUMMARY

The following information outlines the requested information for the Statement of Organization:

- Ownership structure of the proposer:
Bureau Veritas Holdings, Inc. (80%)
Mr. Carlos A. Penin, PE (20%)
- Contact information for corporate headquarter to include address, phone number and email
Address:
Mr. Carlos A. Penin, PE
343 Almeria Avenue
Coral Gables, FL 33134
(305) 448-1711
carlos.a.penin@bureauveritas.com
- Contact information for local office to include address, phone number and email address:
343 Almeria Avenue
Coral Gables, FL 33134
(305) 448-1711
carlos.a.penin@bureauveritas.com
- Years in business:
Thirty-Six (36) Years (Incorporated on April 10, 1989)
- List of officers, owners, and/or partners to include name, address, and phone number:

As for C.A.P. Government, Inc.:

Mr. Carlos A. Penin, PE – President
343 Almeria Avenue
Coral Gables, FL 33134
(305) 458-6000

Ms. Heather Bush Secretary, Director
16800 Greenspoint Park Drive, Suite 300S
Houston TX, 77060

As for Bureau Veritas Holdings, Inc.

Gus Guerrero, Vice President & COO, Code Compliance
16800 Greenspoint Park Drive, Suite 300S
Houston TX, 77060
(818) 406-1495

Ms. Heather Bush Secretary, Vice President & Secretary
16800 Greenspoint Park Drive, Suite 300S
Houston TX, 77060
(954) 233-0257

SECTION 3:

BUSINESS ETHICS



SECTION 3:

BUSINESS ETHICS

C.A.P. Government, Inc. a Bureau Veritas Company hereby certifies the following:

- Neither the firm nor any of its officers, partners, major shareholders (holding more than five percent (5%) interest), or any other related parties are currently under investigation by any governmental, administrative, or law enforcement entity or agency.
- There have been no adverse decisions against the firm or any such related parties within the past five (5) years, including but not limited to judgments entered by any state or federal court, or settlements with any legal or administrative body.
- Neither the firm nor any related parties have any business interests or relationships that would cause or appear to cause a conflict of interest in the firm's business dealings with the Town. If selected, the firm will continue to monitor and disclose any potential conflicts should they arise in the future.
- The firm has never been convicted of a public entity crime in its history.

We affirm that the above statements are true and accurate to the best of our knowledge.

SECTION 4:

EXPERIENCE AND PAST PERFORMANCE



SECTION 4:

EXPERIENCE AND PAST PERFORMANCE

The following represents a partial list to highlight CAP's experience with similar contracts. They demonstrate the depth of our past performance and validate our successful history of providing professional Building Code and Plan Review and Inspection Services:

Name of Government entity/large scale client: City of Aventura

Address: 19200 W. Country Club Dr., Aventura, FL 33180

Dates of Project: 1955 – Ongoing

Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians

Project Value: FY24-\$5M

Contact information including email address and phone number: Mr. Bryan Pegues,
bpegues@cityofaventura.com, (305) 466-8910

Name of Government entity/large scale client: City of Weston

Address: 17200 Royal Palm Blvd. Weston, FL 33326

Dates of Project: 2005 – Ongoing

Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians

Project Value: FY24-\$2.8M

Contact information including email address and phone number: Mr. Donald P. Decker,
ddecker@westonfla.org, (954) 385-2000

Name of Government entity/large scale client: Town of Southwest Ranches

Address: 335 SW 2nd Avenue, Southwest Ranches, FL 33330

Dates of Project: 2006 -Ongoing

Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians

Project Value: FY24-\$1.6M

Contact information including email address and phone number: Mr. Russell Muñiz,
rmuniz@southwestranches.org, (954) 434-0008

Name of Government entity/large scale client: North Bay Village

Address: 1666 Kennedy Causeway, North Bay Village, FL 33141

Dates of Project: 2012 – Ongoing

Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians

Project Value: FY24-\$9K

Contact information including email address and phone number: Mr. Frank Rollason,
villagemanager@nbvillage.com, (305) 756-7171 ext. 24

SECTION 4:

EXPERIENCE AND PAST PERFORMANCE

Name of Government entity/large scale client: Town of Briny Breezes

Address: 4802 North Ocean Blvd. Briny Breezes, FL 33435

Dates of Project: 2016 – Ongoing

Services provided: Full Service, Building Official, Plan Review, Inspections and Permit Technicians

Project Value: FY24-\$26K

Contact information including email address and phone number: Mr. William Thrasher,
bbmanager1963@yahoo.com, (561) 272-5495

SECTION 5:

REFERENCES



SECTION 5

REFERENCES

1. [City of Cape Coral](#)

Name and Title: Mr. Shane Kittendorf, Building Official

Address: 1015 Cultural Park Boulevard Cape Coral, Florida 33990

Telephone Number: 4598 (574-0598)

E-mail Address: skittendorf@capecoral.gov

2. [City of South Bay](#)

Name and Title: Mr. Leondrae Camel, City Manager

Address: 335 SW 2nd Ave., South Bay, FL 33493

Telephone Number: (561) 996-6751, Ext. 130

E-mail Address: camell@southbaycity.com

3. [Town of Highland Beach](#)

Name and Title: Mr. Jeff Remas, Building Code Official

Address: 3616 S. Ocean Boulevard, Highland Beach, FL 33487

Telephone Number: (561) 278-4540

E-mail Address: bco@highlandbeach.us

SECTION 6:

KEY PERSONNEL AND PRIMARY CONTACT



SECTION 6:

KEY PERSONNEL AND PRIMARY CONTACT

| KEY PERSONNEL | | | | |
|---------------------|----------------------------|------------------------|-------------------|---------------------|
| Name | Role | State License(s) | City of Residence | Years of Experience |
| Carlos A. Penin, PE | Principal-in-Charge | PE33216 | Coral Gables | 40 |
| Kathy Croteau | Building Official | BU1529, PX2485, BN5254 | Sarasota | 30 |
| Carlos Del Pino | QA /QC | PE59888 | Miami | 25 |
| Building | | | | |
| Angela Posani | Plan Examiner & Inspector | PX4670, BN8516 | Bradenton | 11 |
| Mark Shelton | | PX4720, BN8186 | St. Petersburg | 15 |
| Mechanical | | | | |
| Miles Seekford | Plans Examiner | PX4452 | Cartersville | 15 |
| Richard Kracaw | Plans Examiner & Inspector | PX3924, BN7512 | Sun City Center | 35 |
| Electrical | | | | |
| Miles Seekford | Plans Examiner | PX4452 | Cartersville | 15 |
| Mark Deegan | Inspector | BN4932 | High Springs | 28 |
| Plumbing | | | | |
| John Clements | Plans Examiner & Inspector | BU1660, PX2349, BN4674 | Naples | 26 |
| Richard Kracaw | | PX3924, BN7512 | Sun City Center | 35 |
| Fire | | | | |
| Michael Hudkins | Fire | | Lutz | 15 |
| Thomas Miller | Fire | | Lutz | 33 |
| Floodplain | | | | |
| Cheryl Bagby | Floodplain Manager | | Bradenton | 10 |
| Amy Cook | Floodplain Manager | | Parrish | 24 |

Corporate office - Telephone Number: (305) 448-1711

**Electronic Plan Review (EPR) offers real time services to the
Town of Redington Shores from any location.**

SECTION 6:

KEY PERSONNEL AND PRIMARY CONTACT

Ms. Kathleen Croteau, BU, PX, BN will serve as the primary contact.

E-Mail: kathleen.croteau@bureauveritas.com

Telephone: (786) 402-4315

Ms. Croteau oversees our Gulf Coast clients. She is responsible for planning and coordinating the completion of projects. She is past President of the Building Official Association of Florida (BOAF) and Recipient of the BOAF 2019 Meritorious Service and 2020 Building Official of the Year awards. Ms. Croteau is highly recognized for her coordination with State and Federal agencies and other volunteer organizations to provide direction and support during disaster recovery efforts.

Mr. Carlos A. Del Pino, PE will serve as an alternate contact person.

E-Mail: carlos.del-pino@bureauveritas.com

Telephone: (954) 931-2601

Mr. Del Pino has over thirty (30) years of experience overseeing significant projects and ensuring they are managed effectively.

SECTION 7:

REQUIRED FORMS



SECTION 7:

PROPOSED PRICING FOR SERVICES

C.A.P. Government, Inc. (CAP) a Bureau Veritas Company addresses the outsourcing of Building Department Services through a compensation model based on a "Percent of Revenue Share." This approach is both innovative and efficient, as it shifts the responsibility and risk associated with providing these services to the Consultant (CAP). Under this model, CAP is required to meet the prescribed "level of services" by adjusting the number of personnel assigned to the Town's Building Department, based on the volume of work and revenue generated.

| Percent of Revenue | Town | CAP |
|--|--------------|--------------|
| CAP shall be compensated at a rate equal to Seventy (70%) Percent and the Town shall receive Thirty (30%) Percent of the gross Building Permit Fee amounts collected by the Town. | 30.0% | 70.0% |

The proposed hourly rates shown below are provided to satisfy the following scenarios:

- 1. The Town elects to use hourly services instead of percentage of revenue share**
- 2. The Town elects using percentage of revenue share, but may also request "additional services"**

With either of the two (2) scenarios, all work is included in the overall fees proposed.

| POSITION | HOURLY RATES |
|------------------------------|-----------------|
| Building Official | \$125.00 |
| Plans Examiner | \$100.00 |
| Inspectors | \$90.00 |
| Floodplain Management | \$100.00 |
| Permit Technician | \$55.00 |

Public Entity Crimes Form**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Acknowledged by

C.A.P. Government, Inc. a Bureau Veritas Company

Firm Name

Signature

07/22/2025

Date

Carlos A. Penin, PE, President

Printed Name and Title

Town of Redington Shores

RFP#25-01

Building Official, Inspector, Plan Review, Building Codes and Permitting



www.bvna.com