

Exhibit A

RFP Number: 23-012



# Third-Party Building Inspection Services

**ORIGINAL**



**Keller, TX**

March 20, 2023 | 2:00 pm CST

**Craig Rush, PMP**

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**Kevin Taylor, MCP**

Operations Manager  
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**SAFEbuilt Texas, LLC**  
832 Sandy Lane, Fort Worth, TX 76120

**SAFEbuilt**®

Thursday, March 16, 2023

City of Keller  
Purchasing Department  
P.O. Box 770  
Keller, Texas 76244



**RE: RFP No. 23-012 for Third-Party Building Inspection Services**

Dear Justin Wilkins and Esteemed Members of the Evaluation Committee:

SAFEbuilt Texas, LLC (SAFEbuilt) is pleased to present our proposal in response to the Request for Proposal (RFP) No. 23-012 for Third-Party Building Inspection Services for the City of Keller, Texas. Accurate and timely Building Department services are critical to helping support the City of Keller. SAFEbuilt provides efficient and effective solutions with proven methods that deliver high customer satisfaction at a reasonable cost.

SAFEbuilt has proudly supported the City with professional inspection services as "Countrywide Inspection Services" since 2018. We look forward to an opportunity to continue our partnership with the next contract cycle.

In order to provide your community with quality services, choosing a company with demonstrated abilities capable of fully managing building services is essential. Our long-term experience with many Texas communities provides SAFEbuilt a thorough working knowledge of the requirements and expectations of the City. Our previous work highlights our technical expertise to perform these services in a timely, well-qualified, and resourceful manner.

SAFEbuilt is your local partner with the capacity to customize services to meet your needs. If selected to support the City for the next contract, we will continue to ensure seamless program operation and deliver the solutions your community needs in a manner that elected officials, City staff, stakeholders, and citizens desire and deserve.

We take this opportunity to reassure you that the team we present in this proposal will be fully available to the City of Keller for this contract's duration. We also commit to fulfilling the time frames and turnaround times that we present in this proposal. Further, we attest to the truth and accuracy of the content presented in this proposal. The services of this contract will derive from our regional office, located in Fort Worth, Texas.

Our proposal details our services, qualifications, and fees for delivering outstanding third-party building inspection services to the City of Keller. We enthusiastically present this proposal for your review and evaluation. Thank you for taking the time to assess our proposal. Mr. Craig Rush, Account Manager, will be your main point of contact for any questions or clarifications. He can be reached at 469.836.7587 or [crush@safebuilt.com](mailto:crush@safebuilt.com).

Best Regards,

A handwritten signature in blue ink, appearing to read "Chris Giordano".

**Chris Giordano**  
Chief Executive Officer  
SAFEbuilt Texas, LLC





## CONTENTS

Firm Overview	5
Qualifications & Résumés	9
Project Experience & References	20
Performing Commercial Plan Review & Inspection Services	29
Cost of Services & Fee Schedule	38
Turnaround Time for Standard Inspections	41
Additional Information	43
Required Forms	53
Acceptance of Terms	62

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**NOTE:** SAFEbuilt's proposal response shall remain valid for one hundred eighty (180) calendar days after the opening date and shall constitute an irrevocable offer to the City of Keller for the 180 calendar day period. In addition, we commit to no fee increases to the City of Keller for the first 24 months of our services.

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**Tab 1**  
**Firm Overview**

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## FIRM OVERVIEW

In 1992, SAFEbuilt began providing exceptional Community Development services to local governments. Today, we are a national leader performing value-added professional, technical, and consulting services in 30 states and the District of Columbia for the efficient delivery of third-party solutions.

While we started by simply providing construction inspections and plan reviews for several communities in Northern Colorado, our areas of service have expanded over the past 30+ years to include:



Full Service and Supplemental Building Department Operations



Residential, Commercial, and Industrial Plan Review



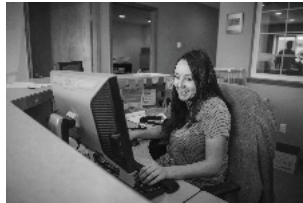
Building, Mechanical, Electrical, and Plumbing Inspection



Fire Plan and Life Safety Review and Inspection



Code Enforcement



Permit Technician



Certified Building Official



Community Development Automation Software



Landscape Architecture and Engineering for Special Projects



Housing Authority Inspections



Planning and Zoning Services



Disaster Recovery

Over the decades, our capacity has grown to 1,700+ employees who provide flexibility and economy of scale to 1,900+ communities like the City of Keller.

We deliver solid teams of skilled industry professionals to meet the goals and objectives of each community we serve, providing experienced staff with the necessary licenses and certifications to achieve successful outcomes. SAFEbuilt has completed thousands of community development projects, and we have the staff to accommodate all the requirements needed for your growth, delivering consistent and responsive customer service every day, just as we have done in the City of Keller over the past four years of our partnership.



## ORGANIZATIONAL STRUCTURE

The Riverside Company of Cleveland, Ohio fully owns SAFEbuilt, LLC, and its family of companies. SAFEbuilt, LLC is headquartered in Loveland, Colorado.



### SAFEbuilt's CLIENT STATE COMPANIES:

- ✓ SAFEbuilt Arizona, LLC
- ✓ SAFEbuilt Carolinas, LLC
- ✓ SAFEbuilt Colorado, LLC
- ✓ SAFEbuilt Florida, LLC
- ✓ SAFEbuilt Georgia, LLC
- ✓ SAFEbuilt Illinois, LLC
- ✓ SAFEbuilt Louisiana, LLC
- ✓ SAFEbuilt Michigan, LLC
- ✓ SAFEbuilt New Mexico, LLC
- ✓ SAFEbuilt Ohio, LLC
- ✓ SAFEbuilt Oregon, LLC
- ✓ **SAFEbuilt Texas, LLC**

- ✓ SAFEbuilt Washington, LLC
- ✓ SAFEbuilt Wisconsin, LLC

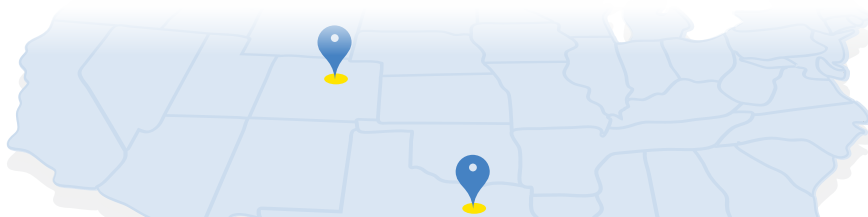
### SAFEbuilt's SERVICES COMPANIES:

- ✓ LSL Planning, LLC
- ✓ Meritage Systems, Inc.

## OWNERSHIP

The Riverside Company has 100% ownership of SAFEbuilt, LLC and its subsidiary SAFEbuilt Texas, LLC.

## LOCATIONS AND ADDRESSES



**SAFEbuilt.**  
in  
**TEXAS**

### CORPORATE HEADQUARTERS

444 N. Cleveland Avenue  
Loveland, CO 80537

### LOCAL SERVICE OFFICE

832 Sandy Lane  
Fort Worth, TX 76120



## CAPABILITIES

Each year, the SAFEbuilt Team completes thousands of inspections and plan reviews of new, unoccupied, and occupied renovations and expansion projects ranging from single-family homes, airports, healthcare facilities, high-rises, industrial, warehouses, and large commercial retail centers, including but not limited to:

- Residential Developments (Single-Family, Townhouses, and Condos)
- Multi-Family Dwellings
- Leed Buildings
- Hospitals and Medical Facilities
- High-Rise Buildings (Commercial and Residential)
- Large Commercial Retail Developments
- Parking Garages (above and below grade)
- Cement Plants
- Industrial Buildings
- Housing Authorities
- Single-Family Homes
- Retirement Communities
- Historical Buildings
- Medical Examiner's Office
- Refrigerated Buildings
- Threshold Buildings
- Silos
- Marinas
- Waterfront Properties
- Restaurants
- Parks
- Courthouses
- Government Buildings
- Airport Hangars
- Tunnels
- Bridges
- Low-Income Housing
- Gymnasiums
- Hotels
- Pools (Commercial and Residential)
- Recreational Centers
- Cruise Terminals
- Theme Parks
- Fire Stations
- Shopping Malls
- Construction Trailers
- Electric Cooperative
- Aqueducts
- Shipyards
- Gymnasiums
- Sport Fields
- Arenas
- Apartment Complexes
- Libraries
- Museums
- Banks
- Grocery Stores
- Pharmacies
- Elementary, Middle, and High Schools
- Colleges and Universities (State and Privately Owned)
- Solar Panel Systems
- Preschools and Daycares
- Prefabricated and Modular Bathrooms For Hospitals
- Churches
- Automated Parking Systems and Mechanical Car Stacker
- Dentist Offices
- Ambulatory Centers
- Production Studios
- Loading Docks
- Liquid Natural Gas Plants
- Casinos
- Self-Storage Facilities
- Chillers
- Sorority/Fraternity Houses
- Warehouses
- Seawalls
- Bulkheads
- Beach Re-Nourishments
- Coastal High Hazard Zones
- Breakaway Walls
- Marine Research Facilities
- Fire Pump Houses
- Fuels Processing Plant
- Train Station Facility
- Cement Silos
- Assisted Living Facilities
- Toll Plazas
- Fire Repair
- Student Housing
- City Halls
- Tissue Banks
- Dialysis Centers
- Movie Theaters/Cinemas
- Mixed-Use Buildings
- Cabanas and Gazebos
- Spas
- Gatehouses
- Modular Baths
- Drainage System





**Tab 2**  
Qualifications & Résumés

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## QUALIFICATIONS & RÉSUMÉS

As a company that provides third-party service personnel to clients, SAFEbuilt thoroughly screens prospective personnel for the right experience and qualifications to perform their assigned duties. With 30+ years of industry experience, we know each position's requirements within the different building services disciplines. We look for candidates with a well-rounded background in the building services and construction industries, a passion for the work, and a drive to get the job done correctly and on schedule. We actively pursue self-motivated, personable candidates who can easily integrate into any team setting.

We will utilize the same trusted team supporting this work for the City for the next contract cycle (shown in Figure 1). Per the minimum requirements to provide either a licensed professional engineer, architect, or Master Code Professional (MCP), we designate Mr. Darren Williams, MCP as the responsible person in charge.

Our proposed team collectively boasts over 72 years of experience in building department services. The team members grouped as "Direct" are currently supporting the City with these services and will do so for the next contract cycle. The "Account & Operations" team members will provide administrative support and leadership. Mr. Wade Cain, CBO, is listed as an "Optional" Plans Examiner should the City need assistance with overflow plan reviews.

The following summarizes the experience and qualifications of each proposed team member. Their full résumés for the "Direct" and "Optional" team members are presented in this proposal, beginning on page 15.



THE PROPOSED TEAM FOR THE CITY OF KELLER	
ACCOUNT & OPERATIONS	<p><b>Craig Rush, PMP</b> Account Manager</p> <p><b>Sasha Landrigen</b> Sales Development Representative</p> <p><b>Kevin Taylor, MCP, CBO</b> Director of Operations</p> <p><b>Tracy Rodriguez, CBO</b> Inspections Coordinator</p>
	<p><b>Darren Williams, MCP</b> Building Official &amp; Combination Inspector</p> <p><b>John Davis, CBO</b> Inspector</p> <p><b>Stephanie Flores</b> Inspector</p>
	<p><b>Wade Cain, CBO</b> Plans Examiner (if Needed)</p>

Figure 1. Proposed Team for the City of Keller

### THE DIRECT TEAM



**Mr. Darren Williams, MCP | Building Official & Combination Inspector**

**Mr. Darren Williams, MCP**, joined SAFEbuilt in 2019. He will serve as **Building Official** (when needed) and **Combination Inspector** for the next contract with the City of Keller. We also designate Mr. Williams as the person in charge of your SAFEbuilt-provided team of inspectors.

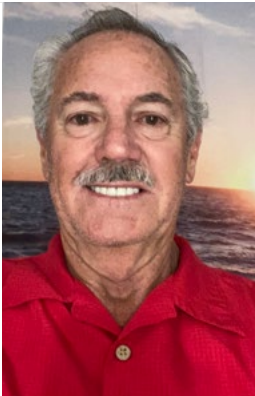
He brings more than 36 years of experience to the role. Prior to joining SAFEbuilt, he was a Commercial Inspector for the City of North Richland Hills. His 22 ICC certifications are shown in the matrix on page 13, including his ICC Master Code Professional certification. He is also a State of Texas licensed Plumbing Inspector (#2150).





The **Master Code Professional (MCP)** is the highest level designation offered by the International Code Council. The Code Council has certified thousands of individuals, but only a small select number have attained this high level of achievement: just over 800 individuals. **Mr. Darren Williams** and **Mr. Kevin Taylor** (our Director of Operations) have earned this high-level distinction.

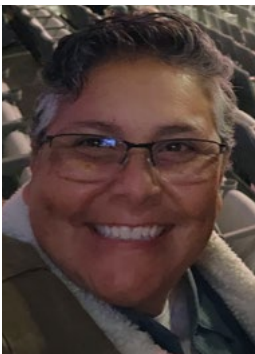
**Mr. John Davis, CBO | Inspector**



**Mr. John Davis, CBO**, will continue to support the City as an **Inspector**. Mr. Davis joined SAFEbuilt in December 2021 and brings 21 years of experience as an Inspector and Building Official in Texas. He is an ICC-Certified Building Official and a Texas Floodplain Management Association Certified Floodplain Manager (see the matrix on page 13).

Prior to joining SAFEbuilt, Mr. Davis was most recently the Inspection Department Supervisor for Grand Cayman, Cayman Brac, and Little Cayman Islands. His previous work includes serving as a Building Official for the City of Ingleside, TX, and Building Official, Code Enforcement Officer, and Emergency Manager for the City of Cleveland, TX.

**Ms. Stephanie Flores | Inspector**



**Ms. Stephanie Flores** joined SAFEbuilt in January 2020 and brings 15 years of building department services experience to her continuing role as **Inspector** for the City. Ms. Flores has earned five ICC certifications and is a State of Texas-licensed plumbing inspector (see the matrix on page 13).

Before SAFEbuilt, her most recent experience was as a Building Inspector for the City of Southlake, TX, for one and a half years. Her other relevant experience includes serving as a Senior Code Officer for the City of Watauga for six years and Code Inspector II for the City of Dallas for four years.

### THE OPTIONAL TEAM

**Mr. Wade Cain, CBO | Plans Examiner for Overflow Work**



SAFEbuilt is pleased to offer **Mr. Wade Cain, CBO**, to support the City with overflow plan review support whenever needed. Mr. Cain began working with SAFEbuilt in August 2020 and brings 18 years of industry experience as a **Plans Examiner** to the City of Keller.

Mr. Cain's previous experience includes working as a Plans Examiner for the City of Allen, TX. He has also worked as an Occupancy Structural Inspector for the City of Houston. Mr. Cain has 23 ICC certifications (see the matrix on page 13) and has a Bachelor's of Business degree from Indiana Tech University.

### SUBCONTRACTOR SUPPORT

Third-party inspections are part of our core competencies; thus, we will not require subcontractor support.



## ACCOUNT MANAGEMENT & OPERATIONS BACK OFFICE SUPPORT

In addition to our "Direct" and "Optional" teams, we offer the support provided by the members of our "Account and Operations" teams. This team will perform the "behind the scenes" work, including inspector scheduling, monitoring work quality, invoicing and billing, reporting, and sourcing additional services support. This team of support professionals includes the assigned **Account Manager, Mr. Craig Rush, PMP**, and the **Regional Operations Director, Mr. Kevin Taylor, MCP**. Together, they will manage the operation and administration of the contract. They will be responsible for managing team performance, ensuring that all contract goals are accomplished, and performing problem-solving support for issues at the contract level.

ACCOUNT MANAGEMENT



**Mr. Craig Rush, PMP**  
Account Manager  
469.836.7587  
crush@safebuilt.com



**Ms. Sasha Landrigan**  
Sales Development Representative  
970.237.2238  
slandrigan@safebuilt.com

OPERATIONS



**Mr. Kevin Taylor, MCP, CBO**  
Regional Operations Director  
972.746.6671  
ktaylor@bbgcode.com



**Ms. Tracy Rodriguez, CBO**  
Inspections Coordinator  
936.647.6773  
trodriguez@bbgcode.com

SAFEbuilt believes that maintaining frequent and consistent check-ins between the Account Management and Operations teams and our clients is key to identifying performance risks sooner and contributes to contract success. As the Account Manager, Mr. Craig Rush, PMP, will reach out to the City to discuss the best method and frequency for these check-in meetings. These meetings will provide both parties the opportunity to manage the resources tactfully and develop the best contractor-client relationship possible. Further, we can also estimate and evaluate possible outcomes during this process and make the necessary changes.



As previously mentioned, the City's **Account Manager** for this engagement is **Mr. Craig Rush, PMP**. Mr. Rush will act as an intermediary between SAFEbuilt and the City to meet the City's needs for information, support, and assistance. In turn, he helps SAFEbuilt to better understand the City's needs, expectations, and difficulties. Further, Mr. Rush will be available to discuss solutions for any potential add-on work the City might need.

Mr. Rush began working for SAFEbuilt in January 2021 and has held several increasingly responsible management and leadership positions during his 35-year career. Mr. Rush is a Project Management Professional (PMP), certified through the Project Management Institute (PMI).

Mr. Rush and the City will receive backup support from **Ms. Sasha Landrigan**, Mr. Rush's **Sales Development Representative**. Ms. Landrigan will be available to speak with the City if Mr. Rush is traveling or on vacation. She will be the City's second line of account support if Mr. Rush is not immediately available.

**Mr. Kevin Taylor, MCP, CBO**, will lead our operations efforts for the next contract with the City. Mr. Taylor was the Owner of and now is the President of TX BBG Consulting, Inc., which SAFEbuilt acquired in 2022. He is also our **Regional Operations Director** for building services in Texas. He will be responsible for ensuring increasing client and employee satisfaction levels while improving the workforce's efficiency, service, and technology throughout the contract.

Mr. Taylor is an ICC-certified Master Code Professional (MCP) and a Certified Building Official (CBO). He often backs up the Building Officials, Plans Examiners, and Combination Inspectors who report to him. His inspection experience includes quality control for all commercial and residential construction phases, infrastructure, environmental construction, and projects for both public and private-sector clients. Specific quality control experience includes oversight of site preparation, reinforcement, concrete placement, framing, and plumbing for all project types.

**Ms. Tracy Rodriguez, CBO**, is a Building Official and Combination Inspector. She oversees our team of Inspectors in Texas and will support the City as an **Inspections Coordinator** for the next contract with the City. As part of her duties, she will monitor the inspection activities of the assigned inspectors. She will also coordinate schedules for each inspector, ensuring that support is always available without interruption.

Ms. Rodriguez has earned and maintains twelve ICC certifications and a Texas Plumbing Inspector license. She has over 30 years of experience in construction, purchasing, and inspection services.

**"I have found SAFEbuilt to be very knowledgeable regarding codes and interpretations as well as providing excellent communication with co-workers and trades. SAFEbuilt is an asset and a key member of our team. I would highly recommend them to any prospective clients and opportunities"**

– Darrell G. Newsom, Former City Manager, City of Wolfforth, TX



## TEAM CERTIFICATIONS MATRIX

SAFEbuilt is pleased to present the impressive credentials of our talented team in the following matrix.

	DARREN WILLIAMS	JOHN DAVIS	STEPHANIE FLORES	WADE CAIN
<b>INTERNATIONAL CODE COUNCIL (ICC)</b>				
Master Code Professional	✓			
Accessibility Inspector/Plans Examiner	✓			✓
Building Code Specialist	✓			✓
Building Codes and Standards Module				✓
Building Inspector	✓			
Building Plans Examiner	✓			✓
Certified Building Official	✓	✓		✓
Combination Inspector	✓			
Commercial Building Inspector				✓
Commercial Combination Inspector	✓			
Commercial Energy Inspector	✓			✓
Commercial Energy Plans Examiner				✓
Commercial Mechanical Inspector	✓			✓
Commercial Plumbing Inspector			✓	✓
Electrical Inspector	✓			
Fire Plans Examiner	✓			✓
Fuel Gas Inspector				✓
Legal Module				✓
Management Module				✓
Mechanical Code Specialist				✓
Mechanical Inspector	✓			
Mechanical Plans Examiner				✓
Plumbing Code Specialist	✓			✓
Plumbing Inspector	✓		✓	✓
Plumbing Plans Examiner	✓			✓
Property Maintenance and Housing Inspector	✓			
Residential Building Inspector		✓	✓	✓



	DARREN WILLIAMS	JOHN DAVIS	STEPHANIE FLORES	WADE CAIN
Residential Combination Inspector	✓			
Residential Energy Inspector/Plans Examiner	✓			✓
Residential Mechanical Inspector	✓		✓	✓
Residential Plans Examiner	✓			
Residential Plumbing Inspector			✓	✓
<b>STATE OF TEXAS</b>				
Certified Floodplain Manager		✓		
Licensed Plumbing Inspector	✓	✓	✓	
TCEQ OSSF Designated Representative	✓			

“Throughout our relationship, the City has been very pleased with the service and value that SAFEbuilt provides to the City. Plan reviews and inspections are completed in a timely manner and your staff members make themselves readily available to both the City and members of the development community.

On a scale of 1 to 5, with 5 being the best, the City rates its satisfaction in working with SAFEbuilt as a 5 and highly recommends the services they provide. The City’s relationship with SAFEbuilt is ongoing but would also rate a 5 on the likeliness of working with the firm again.”

– Tom Muir, City Manager, City of Azle, TX



# DARREN WILLIAMS, MCP, CBO

**Lead Combination  
Inspector & Building  
Official**

## LICENSES & CERTIFICATIONS

**International Code Council**  
#5022901

**Master Code Professional**  
Accessibility Inspector/Plans  
Examiner

Building Code Specialist

Building Inspector

Building Plans Examiner

Certified Building Official

Combination Inspector

Commercial Combination

Inspector

Commercial Energy Inspector

Commercial Mechanical Inspector

Electrical Inspector

Fire Plans Examiner

Mechanical Inspector

Plumbing Code Specialist

Plumbing Inspector

Plumbing Plans Examiner

Property Maintenance and

Housing Inspector

Residential Combination Inspector

Residential Energy Inspector/  
Plans Examiner

Residential Mechanical Inspector

Residential Plans Examiner

## State of Texas

Plumbing Inspector #2150

TCEQ OSSF Designated

Representative #OS0037873

## EXPERIENCE

- **Building Official/Combination Inspector** SAFEbuilt Texas, LLC | 2019 – Present
  - Master Code Professional and Team leader of North Texas area third party inspectors.
  - Performs and monitors all municipal and private inspections and inspectors.
  - Answers code-related questions from builders and the general public.
  - Works with plans examiners and inspectors in other SAFEbuilt offices to develop customer handouts and checklists across all offices.
  - Identifies projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manages the process of utilizing these services.
  - Identifies areas of weakness in an employee’s skills and work to improve those skills through coaching, training, or certification.
  - Ensures that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
  - Identifies areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
  - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
  - Works with plans examiners and inspectors in other SAFEbuilt offices to identify and implement the necessary processes, training programs, and documentation to ensure consistency in plan reviews and inspections across offices.
  - Assists in the overall administration and daily operations of the building department.
  - Attends quarterly discussion meetings with other SAFEbuilt plans examiners to discuss is-sues and concerns about plan reviews and plan review processes.
  - Assumes the duties and responsibilities of the Building Official when required.
  - Performs periodic in-field reviews to verify that field inspections are complete, consistent, and accurate, and that code compliance issues are identified and addressed.
  - Generates and interprets reports from software that have a direct impact on company billing revenue, permits issued, inspections/stops being performed, plan review turnaround times, and other key office performance/productivity indicators.
- **Building Inspector** Countywide Inspections | 2013 – 2019
- **Superintendent** Zais Construction | 2003 – 2013
  - Project superintendent for multi-family home construction.
- **Building Inspector** City of North Richland Hills, TX | 1987 – 2003
  - Performed municipal building inspections.

# JOHN DAVIS, CBO, CFM

Inspector

## EDUCATION

Reinhardt College  
AS in Business

## LICENSES & CERTIFICATIONS

International Code Council  
Certified Building Official  
Residential Building Inspector

### State of Texas

Licensed Plumbing Inspector  
#2890

Certified Floodplain Manager  
#1073-06N

TCEQ Backflow Prevention  
Assembly Tester #BP0010507  
(Expired)

## TRAINING

### FEMA National Incident Management Systems (NIMS)

IS-100.a, IS-139, IS-200, IS-212, IS-  
230.b, IS-235.a, IS-235.b, IS-  
240.a, G-300, MGT-317, IS-393.a,  
G-400, IS-630, IS-700, IS-700.a,  
IS-701.a, IS-702.a, IS-703.a, I  
S-704, IS-706, IS-775, IS-800.a,  
IS-800.b

## EXPERIENCE

- **Residential Building Inspector** SAFEbuilt, LLC | 12/2021 – Present
  - Performs assigned field inspections in accordance with adopted codes.
  - Collaborates with other inspectors to discuss code information and code interpretations to help ensure consistency of inspections.
  - Interprets and enforces the adopted building codes in a consistent manner for each jurisdiction assigned.
  - Performs inspections for existing client jurisdictions while identifying areas for improvement in customer service levels and implement changes with the approval of the Building Official.
  - Suggests/recommends procedures to improve operations.
  - Answers code-related questions from builders and the general public.
- **Inspection Department Supervisor** Grand Cayman, Cayman Brac, and Little Cayman Islands | 02/2017 – 05/2020
  - Planned, managed, monitored, evaluated, and reported on the use of human resources, materials, and equipment by ensuring that inspectors responded to inspection requests and conducted inspections in a timely and professional manner.
  - Produced output reports as necessary (weekly/biweekly/quarterly) for management purposes.
  - Reviewed existing systems, training provisions, and processes continually in order to recommend changes that will continually improve the day-to-day operations of inspectors.
  - Verified and signed approximately 500 Certificates of Occupancy (COS) annually.
- **Certified Building Official** City of Ingleside, TX | 09/2013 – 01/2017
  - Enforced city codes and ordinances related to new construction, housing, home improvements, and all construction and property use.
  - Interpreted and enforced the municipal building code to dilapidated buildings, vacant lots, and abandoned vehicles.
  - Issued building, electric, HVAC, and plumbing permits and reviewed plans submitted with the applications.
  - Performed field inspections to determine substandard conditions and investigated complaints related to applicable ordinances.
- **Chief Building Official/State of Texas Code Enforcement Officer/Emergency Manager** City of Cleveland, TX | 07/2002 – 09/2013
  - Enforced city codes and ordinances related to new construction, housing, home improvements, and all construction and property use.
  - Interpreted and enforced the municipal building code to dilapidated buildings, vacant lots, and abandoned vehicles.
  - Issued building, electric, HVAC, and plumbing permits and reviewed plans submitted with the applications.
- **Administrative Manager/Directory** Manley Center Christian Life Center | 01/1995 – 07/2002
  - Initiated, implemented, and directed the Manley Center, a non-profit home for troubled boys and men.



# STEPHANIE FLORES

Inspector

## LICENSES & CERTIFICATIONS

### International Code Council (ICC)

Commercial Plumbing Inspector

Plumbing Inspector

Residential Building Inspector

Residential Mechanical Inspector

Residential Plumbing Inspector

### State of Texas

Licensed Plumbing Inspector

#3516

## EXPERIENCE

- **Building Inspector** SAFEbuilt, LLC | 01/2020 – Present
  - Remains available, responsive, knowledgeable, and cordial to customer and client requests for information.
  - Answers code related questions from builders and the general public.
  - Works with plans examiners and inspectors in other SAFEbuilt offices to develop customer handouts and checklists across all offices.
  - Identifies projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manages the process of utilizing these services.
  - Identifies areas of weakness in an employee’s skills and work to improve those skills through coaching, training, or certification.
  - Ensures that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
  - Identifies areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
  - Performs periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
  - Assists in the overall administration and daily operations of the building department.
- **Building Inspector** City of Southlake, TX | 09/2018 – 01/2020
  - Inspected residences and buildings and enforces code standards, regulations and ordinances to ensure the quality and integrity of residential and commercial buildings.
  - Conducted on-site inspections to ensure new and remodeled residential, commercial and industrial construction is in compliance with existing building codes including electrical, plumbing, gas, HVAC, and structural.
  - Checked for possession of license, registration and permits from contractors, sub-contractors and the general public pertaining to construction, alteration and repairs of buildings or their related systems.
  - Examined plans and determines if building plans are in accordance with current codes and ordinances by reviewing building plans, comparing plans to codes and guidelines for construction and completing appropriate paperwork to document decisions.
- **Senior Code Officer** City of Watauga, TX | 11/2012 – 09/2018
  - Responsible for investigation and enforcement of city codes. Inspects a broad range of more complex projects.
  - Worked independently in the field and is responsible for making decisions requiring technical discretion, sound judgment, and familiarity with a broad variety of problems.
- **Code Inspector II** City of Dallas, TX | 04/2008 – 11/2012
  - Responsible for investigation and enforcement of city codes.
  - Inspected a broad range of more complex projects.

# WADE CAIN, CBO

Plans Examiner

## EDUCATION

Indiana Tech University

Bachelor in Business

## ICC CERTIFICATIONS

Accessibility Inspector/Plans

Examiner

Building Code Specialist

Building Codes and Standards

Module

Building Inspector

Building Plans Examiner

Certified Building Official

Commercial Building Inspector

Commercial Energy Inspector

Commercial Energy Plans

Examiner

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Fire Plans Examiner

Fuel Gas Inspector

Legal Module

Management Module

Mechanical Code Specialist

Mechanical Inspector

Mechanical Plans Examiner

Plumbing Code Specialist

Plumbing Inspector

Plumbing Plans Examiner

Residential Building Inspector

Residential Energy Inspector/  
Plans Examiner

Residential Mechanical Inspector

Residential Plumbing Inspector

## EXPERIENCE

- **Plans Examiner** SAFEbuilt, LLC | 8/2020 to Present
  - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical, if qualified). Identify and address areas of plan non-compliance.
  - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
  - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
  - Establish and implement building department and company policies and procedures in conjunction with Building Official.
  - Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
  - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
  - Assumes the duties and responsibilities of the Building Official when required.
  - Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
  - Enter inspection and plan reviews results in appropriate software.
  - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
  - Recommend code modifications and/or additions to customers as necessary to keep codes current.
- **Plans Examiner** City of Allen, TX | 7/2019 to 8/2020
  - Reviewed plans, verifying compliance with codes, zoning codes, and issuing building permits.
  - Conducted field inspections by observing and inspecting construction projects.
  - Provided departmental support by supervising the activities of City personnel.
- **Construction Electrician** Marshall Electric | 11/2018 to 7/2019
  - Installed electrical wiring per code in both residential and commercial construction.
  - Efficiently worked with general contractors, home owners, and inspectors.
- **Occupancy Structural Inspector** City of Houston, TX | 6/2016 to 11/2018
- **Senior Plan Analyst** City of Houston, TX | 9/2013 to 6/2016
- **Drain Inspector** Boone County Surveyor's Office | 5/2005 to 9/2013



**Tab 3**  
Project Experience  
& References

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## PROJECT EXPERIENCE & REFERENCES

SAFEbuilt began providing services in Texas in 2008 on a contract for plan review and inspections for the City of Fort Worth. Currently, the SAFEbuilt family of companies supports 128 municipalities, three state agencies, one school district, and one university. We present a summary of our current municipal clients in the following table.

CLIENT	SERVICES PROVIDED	CLIENT SINCE
City of Alvin	Building Inspection	2021
City of Alvord	Building Inspection	2012
City of Amarillo	Plan Review	2020
City of Aransas Pass	Building Inspection & Plan Review	2022
Town of Argyle	Building Inspection & Plan Review	2019
City of Arlington	Building Inspection & Plan Review	2019
City of Austin	Plan Review	2021
City of Azle	Building Inspection & Plan Review	2015
City of Baytown	Building Inspection	2021
City of Bedford	Building Inspection & Plan Review	2022
City of Benbrook	Permitting Software	2014
Town of Boyd	Building Inspection, Plan Review, Fire Services, Permitting Software	2022
City of Bridgeport	Building Inspection & Plan Review	2012
City of Brownsville	Plan Review	2021
City of Bunker Hill Village	Building Inspection, Plan Review, Planning & Zoning	2022
City of Callisburg	Building Inspection & Plan Review	2018
City of Cedar Hill	Building Inspection & Plan Review	2023
City of Celina	Building Inspection	2019
City of Chico	Building Inspection, Code Enforcement, Plan Review	2022
City of Clear Lake Shores	Building Inspection & Plan Review	2022
City of Cleburne	Building Inspection & Plan Review	2020
City of Cleveland	Building Inspection & Plan Review	2021
City of Colleyville	Building Inspection & Plan Review	2016
City of Collinsville	Building Inspection & Plan Review	2011
City of Coppell	Plan Review	2019
Town of Cross Roads	Building Inspection & Plan Review	2021
Town of Cross Timber	Building Inspection, Plan Review, Permitting Software	2020
City of Crowley	Building Inspection & Plan Review	2018
City of Dallas	Plan Review	2021

CLIENT	SERVICES PROVIDED	CLIENT SINCE
Dallas County	Engineering, Surveying & Mapping	2022
City of Dalworthington Gardens	Building Inspection, Building Official, Plan Review, Fire Services	2020
City of Danbury	Building Inspection & Plan Review	2021
City of Decatur	Building Inspection & Plan Review	2020
City of Del Rio	Plan Review	2021
City of DeSoto	Building Inspection	2020
City of Dickinson	Building Inspection & Plan Review	2022
Town of Dish	Building Inspection & Plan Review	2015
City of El Lago	Building Inspection & Plan Review	2022
City of Fairfield	Building Inspection & Plan Review	2020
City of Ferris	Building Inspection, Plan Review, Permitting Software	2014
City of Fort Worth	Building Inspection & Plan Review	2008
City of Fulshear	Building Inspection & Plan Review	2020
City of Gainesville	Building Inspection & Plan Review	2013
City of Gonzales	Building Inspection & Plan Review	2022
City of Granger	Building Inspection, Plan Review, Fire Services	2022
City of Grapevine	Building Inspection & Plan Review	2022
City of Hedwig Village	Building Inspection & Plan Review	2021
City of Henderson	Plan Review	2023
City of Hillshire Village	Building Inspection & Plan Review	2022
City of Hunters Creek Village	Building Inspection & Plan Review	2022
City of Hurst	Building Inspection & Plan Review	2019
City of Ingleside	Building Inspection & Plan Review	2021
City of Iowa Colony	Building Inspection & Plan Review	2021
City of Jarrell	Building Inspection & Plan Review	2020
City of Jersey Village	Building Inspection, Plan Review, Code Enforcement	2021
City of Justin	Building Inspection & Plan Review	2017
City of Katy	Building Inspection & Plan Review	2020
City of Keller	Building Inspection, Plan Review, Fire Plan Review	2018
City of Kemah	Building Inspection & Plan Review	2021
City of Kennedale	Building Inspection, Plan Review, Planning & Zoning	2015
City of Krugerville	Building Inspection & Plan Review	2014
City of Krum	Building Inspection & Plan Review	2015
City of Kyle	Building Inspection & Plan Review	2021

CLIENT	SERVICES PROVIDED	CLIENT SINCE
City of La Marque	Building Inspection & Plan Review	2021
City of La Porte	Building Inspection & Plan Review	2022
City of Lake Jackson	Building Inspection	2021
Town of Lakeside	Building Inspection & Plan Review	2013
City of Lamesa	Plan Review	2021
City of Levelland	Building Inspection & Plan Review	2019
City of Liberty	Building Inspection & Plan Review	2021
City of Lindsay	Building Inspection & Plan Review	2018
Town of Little Elm	Building Inspection & Plan Review	2020
City of Manvel	Building Inspection & Plan Review	2020
City of Meadows Place	Building Inspection & Plan Review	2022
City of Mineral Wells	Building Inspection, Plan Review, Fire Plan Review	2022
City of Muenster	Building Inspection & Plan Review	2014
City of Murphy	Building Inspection	2020
City of Navasota	Building Inspection & Plan Review	2021
City of Needville	Building Inspection, Plan Review, Planning & Zoning	2020
City of Nevada	Building Inspection, Plan Review, Code Enforcement	2021
City of New Deal	Building Inspection	2022
City of New Fairview	Building Inspection & Plan Review	2020
City of Newark	Building Inspection	2022
Town of Northlake	Building Inspection & Plan Review	2011
City of Oak Point	Building Inspection & Plan Review	2011
City of Paradise	Building Inspection & Plan Review	2022
City of Paris	Building Inspection & Plan Review	2021
City of Payne Springs	Building Inspection & Plan Review	2021
City of Pilot Point	Building Inspection & Plan Review	2022
City of Plainview	Building Inspection & Plan Review	2020
Town of Ponder	Building Inspection & Plan Review	2011
City of Quitman	Building Inspection & Plan Review	2022
City of Red Oak	Permitting Software	2014
City of Rice	Building Inspection & Plan Review	2020
City of Richmond	Building Inspection & Plan Review	2020
City of Richwood	Building Inspection & Plan Review	2021
Town of Road Runner	Building Inspection, Plan Review, Code Enforcement	2021

CLIENT	SERVICES PROVIDED	CLIENT SINCE
City of Robinson	Building Inspection & Plan Review	2022
City of Rosenberg	Building Inspection, Plan Review, Fire Services	2022
City of Runaway Bay	Building Inspection & Plan Review	2017
City of Rusk	Building Inspection & Plan Review	2022
City of Saint Jo	Building Inspection & Plan Review	2011
City of Sanger	Permitting Software	2016
City of Santa Fe	Building Inspection & Plan Review	2020
Town of Shady Shores	Building Inspection & Plan Review	2019
City of Somerville	Building Inspection & Plan Review	2022
City of South Padre Island	Plan Review	2019
City of Southlake	Building Inspection	2018
City of Spring Valley Village	Building Inspection, Plan Review, Planning & Zoning	2020
City of Sugar Land	Building Inspection, Plan Review, Planning Review Services	2022
City of Sweeny	Building Inspection & Plan Review	2021
City of Terrell	Building Inspection & Plan Review	2022
City of Texas City	Building Inspection & Plan Review	2021
Village of Tiki Island	Building Inspection & Plan Review	2022
Town of Tioga	Building Inspection & Plan Review	2013
City of Todd Mission	Building Inspection & Plan Review	2022
City of Tomball	Building Inspection & Plan Review	2022
Town of Trophy Club	Building Inspection & Plan Review	2017
City of Valley View	Building Inspection & Plan Review	2014
City of Venus	Building Inspection, Plan Review, Fire Services	2021
City of West Lake Hills	Building Inspection & Plan Review	2021
City of West University Place	Building Inspection, Plan Review, Planning & Zoning	2021
City of Weston	Code Enforcement	2019
City of Westworth Village	Building Inspection & Plan Review	2021
City of Wharton	Building Inspection & Plan Review	2018
City of Wichita Falls	Building Inspection & Plan Review	2021
City of Wilmer	Building Inspection & Plan Review	2022
City of Wolfforth	Building Inspection & Plan Review	2018

## PROJECT EXAMPLES

The following project summaries showcase just a few of the many projects the proposed team has supported for our clients in Texas.



### CENTER STAGE DEVELOPMENT; KELLER, TX

2021 – Ongoing

Center Stage is a 38-acre mixed-use project planned to stretch along Hwy. 377 near Marshall Ridge. The project includes 60,000 SF of commercial retail and restaurants. The project also includes a community lawn with a stage for live music performances and local events. Residential development includes 475 loft-style apartments and 57 single-family homes, as well as hike and bike trails.

SAFEbuilt provides plan review and inspection services for this project.



### LOEWS ARLINGTON HOTEL & NEW ARLINGTON CONVENTION CENTER; ARLINGTON, TX

2021 – Ongoing

The \$550 million Loews Arlington Hotel will be located across from Live! by Loews – Arlington, TX, on the current Texas Rangers' Lot J parking lot. Loews Arlington will feature 888 guestrooms, 216,000 square feet of indoor and outdoor function space, a 1,500-space parking garage, two restaurants with outdoor terraces, two bars, a grab-and-go coffee shop, 8,000 SF pool with 18 cabanas, Loews Loves Families Kids Club, fitness center and a spa with six treatment rooms.

Adjacent to the Loews Arlington Hotel will be a new Arlington Convention Center. This venue will allow Loews to feature 150,000 square feet of interior meeting space, with an additional 66,000 square feet of exterior space for outdoor events and functions. The new Arlington Convention Center and Live! by Loews - Arlington, connected via a sky bridge, will offer a combined 1,188 guestrooms and 251,000 square feet of indoor and outdoor meeting and event space. SAFEbuilt is currently providing the inspections for this project.





## TxDOT STASSNEY CAMPUS; AUSTIN, TX

2020 – 2022

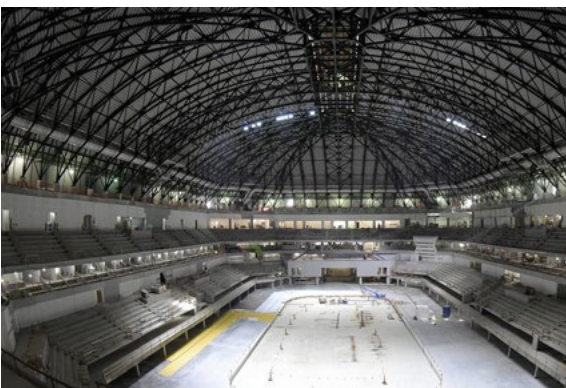


The TxDOT Stassney Office Building and Campus consolidates 36 divisions of Headquarters Administration into a single location from multiple locations across the Austin metropolitan area. The new campus includes a five-story, 425,000 SF administration building, a six-level, 548,000 SF cast-in-place parking garage for 1,586 vehicles, a two-story, 13,000 SF central utility plant, a one-story, 145,000 SF warehouse building housing TxDOT's road sign print shop which has special structural and exhaust requirements, and a one-story, 74,000 SF, laboratory building where TxDOT tests everything from concrete and asphalt to paints and coatings used for marking lanes.

SAFEbuilt provided building inspections and plan review services for this project.

## FORT WORTH MULTIPURPOSE ARENA & PARKING GARAGE; FORT WORTH, TX

2017 – 2019



Sited on the Will Roger's Memorial Center campus in Fort Worth's Cultural District, the new arena, now known as the Dickies Arena, hosts the annual Fort Worth Stock Show and Rodeo, providing additional seating and premium amenities compared to the existing facility. The 560,000 SF Dickies Arena is complemented by a 156,000 SF livestock support building that adjoins the event level. A 215,000 SF landscaped plaza sits above the event level and livestock facilities, with excellent views of the Will Roger's campus and downtown Fort Worth.

Dickies Arena is designed to host hockey, family shows, NCAA regulation basketball tournaments, and concerts. Its flexible, three-level seating bowl provides 9,000 seats for the rodeo, with capacity increasing to 14,000 for center-stage concerts. The Dickies Arena includes two premium entertainment clubs near the north and south entrances, two party suites, 36 suites, 32 loge boxes, arena rigging to accommodate modern entertainment shows, 75 concession points of sale, and the latest in fan entertainment and communication technology.

The new Dickies Arena is supported by a 2,200-car parking garage and an 85,000 SF underground, multi-purpose event and equine warm-up building, all organized on a three-acre outdoor green space plaza.

SAFEbuilt performed the BMEP plan reviews and inspections for this City of Fort Worth project. We also performed the site utility inspections and plan reviews.

## REFERENCES

SAFEbuilt is pleased to present references for the clients listed below on the "References - Attachment 1" form on the following page.



### THE TOWN OF ARGYLE, TX | CLIENT SINCE 2019

Commercial & Multi-Family Construction Plan Review & Inspections · One and Two Family Residential Construction Plan Review & Inspection · Structural Engineering Plan Review · After-Hours/Emergency Inspection Services



### THE CITY OF OAK POINT, TX | CLIENT SINCE 2011

Building Official · Commercial & Multi-Family Construction Plan Review & Inspections · One and Two Family Residential Construction Plan Review & Inspection · After-Hours/Emergency Inspection Services



### THE CITY OF PILOT POINT, TX | CLIENT SINCE 2018

Building Official · Commercial & Multi-Family Construction Plan Review & Inspections · One and Two Family Residential Construction Plan Review & Inspection · Roofing Inspections



**REFERENCES  
ATTACHMENT I**

1. Company The Town of Argyle, TX  
Address 308 Denton Street East, Argyle, TX 76226  
Phone 940.464.7273 Email nnur@argyletx.com  
Contact Ms. Nabila Nur, Director of Community Development
  
2. Company City of Oak Point, TX  
Address 100 Naylor Road, Oak Point, TX 75068  
Phone 972.294.2312 Email sashley@oakpointtexas.com  
Contact Mr. Stephen Ashley, City Manager
  
3. Company City of Pilot Point, TX  
Address 102 East Main Street, Pilot Point, TX 76258  
Phone 940.324.5026 Email jtaylor@cityofpilotpoint.org  
Contact Mr. John Taylor, Director of Development Services

**\*\*THIS PAGE MUST ACCOMPANY THE BID OR BID MAY BE REJECTED\*\***

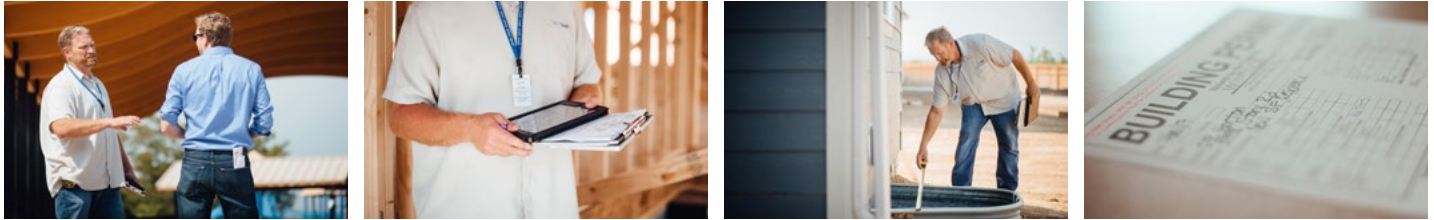


**Tab 4**  
Performing Commercial  
Plan Review &  
Inspection Services

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## PERFORMING COMMERCIAL PLAN REVIEW & INSPECTION SERVICES

SAFEbuilt understands that the City of Keller needs a third-party firm to furnish two qualified inspectors to provide commercial and residential construction inspections on a regular, full-time basis. The City also requests inspection personnel to support as-needed emergency inspections at no additional cost. We propose to provide the City with three inspectors to assist the City. Given the recent and anticipated workload, we are confident our proposed team is more than sufficient.



### WHAT THE CITY CAN EXPECT FROM THEIR SAFEbUILT TEAM

SAFEbuilt aims to provide efficient, state-of-the-art, customer-friendly services that allow our staff to deliver a code-compliant completed project to residents, businesses, and the City. To ensure contract success, we promote communication at every level of our organization. Using current technology, we can communicate more efficiently with our clients, residents, contractors, co-workers, and support staff. Communication throughout the organization is stressed to ensure our clients are up-to-date on all larger-scale permits in the City. This communication makes the team more efficient in their daily scope of services.

SAFEbuilt staff is professional in every way, and our goals are to support the City in its efforts to maintain an efficient and effective building department. All staff will accept directions and instructions while performing their responsibilities independently and professionally with minimal supervision required.

#### ALL SAFEbUILT TEAM MEMBERS WILL:

- Wear/display proper identification.
- Possess/maintain required certifications and are experienced in performing compliant inspections.
- Be knowledgeable of design principles, local zoning, and topographical site plans.
- Respond to calls and emails as quickly as possible.
- Remain proficient and knowledgeable of federal, state, and local laws, rules, regulations, directives, codes, and ordinances applicable to their work.
- Offer exemplary customer service while performing their duties.
- Attend meetings as required by the City.
- Always exhibit professional and courteous conduct and an appropriate appearance during interactions both on and off the job site.
- Meet all job safety requirements and OSHA safety standards.
- Participate in public educational activities as requested.
- Be available to support the City every Monday through Friday during regular business hours, except for City-recognized holidays.
- SAFEbuilt will designate team members to respond to same-day emergencies as needed.

## APPROACH TO INSPECTION SERVICES

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

Your SAFEbuilt-provided Inspectors will conduct technical field inspections of residential and commercial structures and equipment installations during the various phase of construction, installation, and operation, assuring work conforms to all applicable building codes and approved plans and specifications. The Inspectors will issue written comments if the work does not follow the approved plans or applicable codes. The Inspectors will maintain formal inspection records and process inspection comments and results immediately upon completion—and always within the same business day.

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

### *The Proposed Inspector for the City will:*

- Review all plans submitted before each inspection.
- Adhere to scheduled inspection times.
- Verify that approved plans are on site and that construction has not deviated from approved plans.
- Verify on-site condition is consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable.
- Perform field inspections following the City's adopted ordinances, codes, and standards.
- Use inspection checklists and codebooks during inspections.
- Provide all required inspections and record the results for those inspections.
- Identify code violations per national and state building codes, local ordinances, and amendments.
- Work with contractors to facilitate appropriate remedies for code violations.
- Result inspections and reviewing the reports and comments with the construction contractor on site whenever possible.
- Provide the written inspection results to the City and the client after the inspection.

## INSPECTION TECHNOLOGY

SAFEbuilt uses routing software to ensure inspections are conducted efficiently and within the scheduled time. Inspection checklists and building guides are accessible from Inspectors' tablets to assist customers in the field, and electronic versions of the codebooks are also available on the tablet.

## INSPECTION TRACKING AND REPORTING

Inspectors track inspections by permit number, type, and trade. SAFEbuilt verifies that all inspection records, including daily inspection records, are entered into the City's eTRAKiT system. Inspection reports indicate whether they failed, passed, or need re-inspection. Our team works hard to minimize delays to builders and



provide helpful advice and counsel to builders, owners, engineers, and architects to enhance the construction process's orderly flow while maintaining an effective level of enforcement. Inspectors ensure construction changes are documented and approved by appropriate City staff.

## INSPECTION SERVICES BY TYPE

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

- Accessibility Inspections
- Accessory Building
- Certificate of Occupancy
- Commercial & Residential Inspections
- Construction Engineering Inspection
- Construction Load Draw Inspections
- Electrical
- Fence
- Fire Inspections
- HUD Inspections
- Irrigation
- Land Use Inspections
- Mechanical
- MEP Inspections
- Mobile Home
- New Construction
- On-Site Sewage Facilities
- Plumbing
- Post-Disaster Inspections
- Property Maintenance Inspections
- Radon Gas Testing
- Remote Virtual Inspections
- Rental Housing Inspections
- Roof Inspections
- Sediment and Erosion Control
- Sign
- Site/Civil Inspections
- Structural Inspections
- Substandard Structure
- Swimming Pool



## APPROACH TO PLAN REVIEW SERVICES

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

SAFEbuilt Plans Examiners will review permit applications, plans, and other required documents, including shop drawings and product approvals. Plans Examiners create detailed comments regarding conflicts between the plans with applicable codes.

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

The Plans Examiners will provide plan reviews for clients with schedule constraints or an aggressive schedule at the discretion of the Building Official. All trades or disciplines included in the proposed services will be reviewed to ensure compliance with adopted building, electrical, mechanical, plumbing, accessibility, fire, energy codes, and other City ordinances and state statutes. When the review is complete, all plan reviews will be documented in the City's eTRAKiT system.

The Proposed Plans Examiner for the City will:

- Examine, review, and analyze construction drawings, plans and specifications to ensure compliance with adopted local, state and federal codes, ordinances, policies and regulations.
- Receive and record incoming plans submitted, providing the customer with the ability to track progress.
- Attend pre-submittal and pre-construction meetings as requested.
- Process plan review comments and plan review actions via Bluebeam or the City's preferred method for electronic plan review.
- Return all emails/voicemails within 24 hours.
- Determine the scope of the project before plan review.
- Conduct pre-plan review meetings as necessary.
- Review all construction documents and plan sets for all trades within proposed time frames.
- Use compliance checklists during plan reviews.
- Provide (at a minimum) the following in the plan review letter:
  - Cite the applicable construction drawing sheet number(s).
  - Note code section(s) and provide the code language.
  - Provide a brief but concise comment explaining the identified issues.



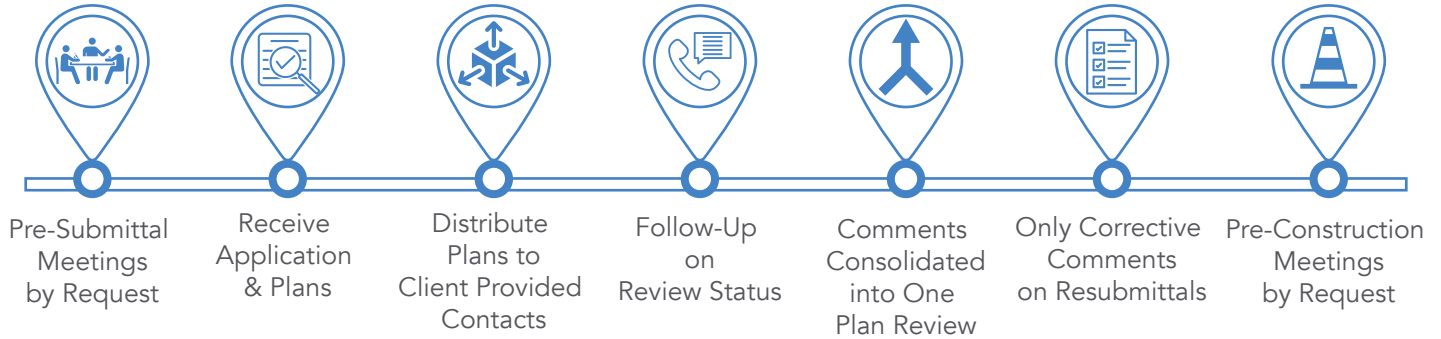
**Figure 4.** SAFEbuilt delivers comprehensive plan review services with precision and care.





- Return approved plans/associated documentation to the applicant in a timely and professional manner.
- Provide design advice only in the context of achieving code compliance (written and verbal communication).
- Perform plan reviews within specified time frames.
- Determine and communicate valuation/fee updates to the City.

We present our plan review process in Figure 2 below.



**Figure 2. SAFEbuilt's Plan Review Process**

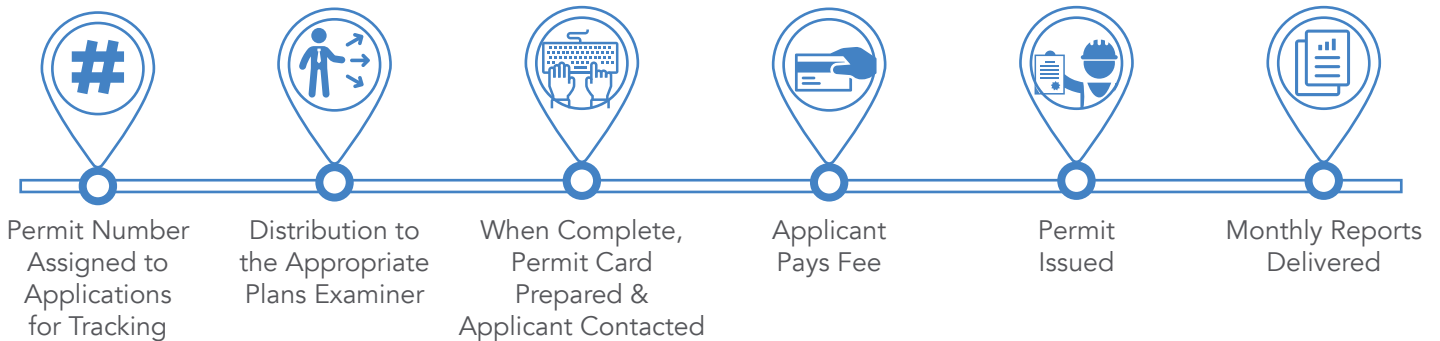
SAFEbuilt will follow up on the status of reviews and will incorporate comments into one plan review in order to minimize correspondence. A full review of the plans will be completed so that only the comments sent out for correction need to be reviewed upon resubmittal. All reviews will be sent to the applicant electronically.

A pre-submittal meeting will convene when requested by the applicant, or if our Plans Examiner feel it will result in a more seamless plan review process. SAFEbuilt will coordinate meetings to streamline the process.

A pre-construction meeting will convene when the contractor or building department staff feel it will contribute to a smooth start and ongoing building project. The process includes reviewing inspection requirements, testing, and special reporting requirements. SAFEbuilt will provide main points of contact for building department staff and contractor staff contact lists.

**PLAN REVIEW TRACKING, WORKFLOW, AND REPORTING DETAILS**

Tracking, workflow, and reporting details will be based on the City's software capabilities. We will create an Excel spreadsheet to track plan reviews by permit number and status. Outlook will be used to set reminders for deadlines for reviews. We present our plan review tracking process in Figure 3.



**Figure 3. Plan Review Tracking, Workflow, and Reporting Details Process**

When the Plans Examiner has validated that the requirements have been met, they will then prepare the permit card. Once a plan review has been completed, the Plans Examiner will contact the listed applicant to advise them on the status. Copies of the corrections are then sent to the applicant and jurisdiction via email, fax, or mail. Resubmitted plans will be submitted directly to the City or shipped or delivered directly to our office.



Following these steps, the applicant pays the appropriate fee to the City, and the permit is issued. By assigning a number at the time of intake, the permit can be tracked by number throughout the life of the project. SAFEbuilt will provide a monthly report that includes the number of permits, plan reviews, inspections by type, certificates of occupancy, and project valuation.

Our Plans Examiner can conference with clients and project teams in-person, by phone, or via teleconference or web conference. SAFEbuilt can receive plans from the City or directly from the applicant by mail, courier, via electronic transmission, or on physical media such as a compact disc, which decreases the time delays and costs associated with shipping plans. Our process has been designed to be not only convenient for our client jurisdictions but also highly convenient for the designers and permit applicants being served.

### BLUEBEAM REVU

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

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



### PLAN REVIEW TURNAROUND TIME

SAFEbuilt proposes the following plan review turnaround times for a contract with the City.

Table 1. Plan Review Turnaround Times		
TYPE OF PROJECT	INITIAL CHECK	RECHECK
Residential	5 working days or less	5 working days or less
Multi-Family	10 working days or less	5 working days or less
New Commercial	10 working days or less	5 working days or less
Commercial Alteration	10 working days or less	5 working days or less
All Other Reviews	Same Day to 5 Days	Same Day to 5 Days



## STAFF TRAINING

SAFEbuilt recognizes that our quality personnel are our greatest asset and distinguishes us from other building department services companies. Along with recognizing service excellence with monetary compensation and other rewards, we invest heavily in our personnel’s training, certification, and licensure, which increases employee satisfaction and tenure with our company. SAFEbuilt’s leadership philosophy includes believing that a properly structured recruitment and training program makes good employees even better and provides the momentum to drive them to excel.

SAFEbuilt’s leadership has established a program whereby employees can access comprehensive training, continuing education, and coaching. Continuing education ensures staff remain current with local, state, and federal codes, regulations, amendments, and the latest best practices, so that staff spends less time referring to code books while in the field.

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

## SAFEBUILT ACADEMY

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

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

- Commercial Building Inspector
- Commercial Mechanical Inspector
- Commercial Plumbing Inspector
- 2017 Commercial Electrical Inspector – Part 1
- 2017 Commercial Electrical Inspector – Part 2
- Accessibility Plans Examiner & Inspector
- Residential Building Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector
- Residential Electrical Inspector
- Permit Technician
- Legal Aspects of Code Administration
- Fire Inspector I
- Fire Inspector II
- Fire Plans Examiner
- Hazardous Materials
- Solar PV Installations
- Solar PV Plan Review (2014 NEC)
- Residential Solar PV Plan Review (2017 NEC)
- 2018 Existing Building Code Review
- 2018 IRC Update
- 2018 IBC Update
- 2018 IMC, IPC, & IFGC Updates

### RECENTLY ADDED COURSES

- ADUs and Accessory Structures
- Energy Storage Systems
- 2021 IBC Update
- 2021 Commercial Plumbing Inspector/Plans Examiner
- 2021 Commercial Mechanical Inspector/Plans Examiner
- Solar PV Inspections (2020/2017 NEC)



## EMERGENCY RESPONSE

SAFEbuilt is ready to provide disaster recovery support to help the City recover from any event. We have first-hand experience establishing a post-disaster building department and will be on the ground with a dedicated team for the City to facilitate a sustained recovery. The building department services we offer include reviewing applicable standards, permit review, building inspection services for compliance, plan check and review services, and on-site plan inspection services. We have successfully delivered these services to many post-disaster clients when needed.

On March 26, 2021, a category EF-4 storm devastated parts of Coweta County, Georgia. More than 1,700 homes were impacted, with approximately 120 sustaining major damage, and 70 were destroyed. Coweta County partnered with SAFEbuilt to survey homes and buildings throughout the County to determine unsafe living conditions. SAFEbuilt completed assessments of ~150+ structures, and we have issued close to 300 permits, related to these structures. We also completed over 800 inspections, helping the community rebuild quickly in a safe and code compliant manner.

Our disaster recovery rebuild experience includes expedited plan reviews for two of California's biggest fires—the 2003 Cedar and 2007 Witch Creek wildfires in the San Diego area. We also set up mobile and temporary workstations to immediately issue building permits after a tornado hit Windsor, Colorado, and emergency inspection and permitting for the flood-impacted cities of Boulder, Colorado, and Powder Springs, Georgia.

## A WELL-APPOINTED TEAM

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

- Vehicles (including maintenance and fuel) we maintain a fleet of over 150 late-model vehicles.
- Magnetic vehicle signage-customizable per client specifications.
- Laptops with mobile hot spots.
- Standard business software and specialized software.
- Personal protective equipment and sanitizing products.
- Tablets and mobile phones (loaded with electronic versions of essential codebooks).
- SAFEbuilt-branded professional clothing and lanyards with clear, plastic pouch for carrying the City-issued ID.
- Insurance: Liability, Workers Compensation and Health, Dental, Vision, and Life.

## CASE STUDIES



SCAN/CLICK





**Tab 5**  
Cost of Services  
& Fee Schedule

---

## COST OF SERVICES & FEE SCHEDULE

SAFEbuilt tailors its pricing to each contract. We work with our community partners to establish quality rates for our services. Prices are all-inclusive, and all overhead materials and equipment are included in the proposed fee. We present the Cost Proposal form from the RFP on the following page.

### ADDITIONAL SERVICES FEE SCHEDULE BEYOND THE RFP SCOPE

If desired, Plan Review shall be performed within five (5) days of notification by the City. All reasonable effort shall be made by the Consultant to perform plan reviews when, at the request of the City, there is a need for immediate services.

RESIDENTIAL PROJECTS	
Residential Single-Family Home (New or Addition)	\$ 175.00 per plan review
OSSF (On-Site Sewer Facilities)	\$ 275.00 per plan review
Residential Miscellaneous (Remodels or other plan reviews)	\$ 125.00 per plan review
COMMERCIAL PROJECTS	
Commercial Projects < \$200k project value	\$ 225.00 per plan review
Commercial Projects > \$200k project value	30% of Municipal Permit Fee

### HOURLY RATES FOR SERVICES BEYOND PLAN REVIEW AND INSPECTION

- The Consultant may provide City with a qualified Building Official, City Planner, Code Enforcement Officer, Fire Plan Review and Inspector, or Engineer to perform duties as needed.
- Assist the Building Department in implementing procedures to make the building department more effective, advise and assist with engineering reviews, zoning ordinance review and edits, project management, code adoption, or other services as requested. Consultant staff shall make a diligent effort to recommend and implement agreed-upon improvements.
- City occasionally may request building code interpretation or explanation from the Consultant based on their expertise in this field. Even when the Consultant is performing Building Official responsibilities for the City, the final interpretive authority rests with the City.
- Consultant provides Code Enforcement Inspection Services on an as-reported basis. Typical Code Enforcement Inspection Services include investigations into a reported issue, attendance at council meetings for specific discussion, attendance at meetings to discuss known issues coming before the City, attendance for representation of issues going before the municipal court, and assistance in code writing for issue prevention or enforcement process. For this service, all time worked is hourly per the fee schedule below.
- These services detailed shall be performed at an hourly rate for a fee as detailed below.

HOURLY RATE SCHEDULE	
Code Enforcement Officer	\$85.00 per hour
Building Official / City Planner	\$105.00 per hour
Fire Plan Review and Inspector	\$125.00 per hour
Civil Engineer	\$250.00 per hour



**COST PROPOSAL**

The City shall only compensate for inspection services rendered after services have been performed. Additionally, the City will compensate for those services via one of two methods, either on a flat-rate or price per inspection basis, with both options being billed monthly.

**Proposed pricing should consider the quantity and type of inspections to be completed. Please reference the RFP Introduction for more details.**

**Complete One.**

1. Flat Rate Proposal (monthly, billed monthly)

Price per Month	\$12,500.00	(dollars)
Total Annual Dollar Amount	\$150,00.00	(dollars)
Consultation Hours (20 Hours)	Included with Contract	(dollars)/hour

2. Per Inspection Proposal (billed monthly):

Single Inspection	—	(dollars)
Consultation Hours (20 Hours)	—	(dollars)/hour

**\*\*\* THIS PAGE MUST BE COMPLETED OR THE RFP WILL BE REJECTED \*\*\***



**Tab 6**  
Turnaround Time for  
Standard Inspections



## TURNAROUND TIME FOR STANDARD INSPECTIONS

SAFEbuilt will work with the City to provide inspection staff in a timely manner. **SAFEbuilt offers next-day inspections for any request received by 4:00 PM on the previous business day.** Most inspections take between 15 minutes and 2 hours to complete, depending on the type of inspection. We offer weekend and after-hours inspections on a scheduled basis for an additional fee. We will, of course, make ourselves available to respond to inspections related to emergencies at no additional charge.





**Tab 7**  
Additional Information

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## ADDITIONAL INFORMATION

We take this opportunity to showcase a few of the services and capabilities that SAFEbuilt offers which may be of interest and benefit to the City.

### REMOTE VIRTUAL INSPECTIONS

SAFEbuilt can provide remote virtual inspections (RVI) for the convenience and safety of your community. Completing inspections remotely saves time and money. Rather than waiting for an inspector to arrive from another job, they can be there in moments to efficiently walk residents and contractors through the inspection. RVIs also help reduce the number of people on a job site, supporting social distancing and public health.



SAFEbuilt has used RVI technology for several years, and it has become a mainstay of our inspection toolbox. We use this already-proven technology to help our team accomplish roofing inspections more safely and efficiently. For buildings and homes with especially steep roofs, we can open a remote inspection session with the contractor and walk them through the inspection process.

Approved inspections are determined by the local municipality, but can include:

- Porches
- Small Projects (fence, exterior remodels)
- Rooftop
- Rooftop Solar (photovoltaic)
- Electrical Service Upgrades
- Electrical Reconnects
- Water Heaters
- Gas Line Installations
- Parking Shade Structures
- Detached Storage Sheds
- Residential Addition/Alternation Inspections
- Follow-Up Inspections (must verify with inspector)

Remote video inspections can not be used for assessment of damage from fires and vehicles, or restorations of utilities and critical facilities. These will be performed as typical field inspections as required by the Building Official.

In partnership with our Information Technology team, our operations team selected Blitz Remote Visual Assistance Software as our virtual tool to complete these inspections. The software allows us to easily connect with residents and contractors without downloading an app or logging in. Inspectors can control recording and taking photos to complete inspections.

We recommend RVIs to our on-call clients to help them maximize their SAFEbuilt-provided inspection team, as they typically take less time than on-site inspections, and there is no travel time between jobs involved. We welcome an opportunity to discuss implementing this capability for the City.



**Figure 4.** Climbing up on a roof for an inspection is a risky and time-consuming job. RVIs are ideal for performing roofing inspections safely.

## REMOTE PLAN REVIEW FOR OVERFLOW WORK

We take this opportunity to acquaint the City with the services of our National Plan Review (NPR) program and to offer it as a backup to the plans examiner assigned to support the City. SAFEbuilt began offering remote plan review services in 2012. At the onset of the COVID-19 pandemic, we established a the NPR program, encouraging our clients to use our remote services to eliminate person-to-person contact, and to keep their plan review workload on track. This approach allowed us to provide uninterrupted services to many clients during the height of the pandemic.

Since its inception in 2020, the NPR Program team has grown to include 48 multi-certified plan reviewers with an array of specialties, including educational facilities, fire, post-disaster, site/civil, seismic, and structural for any projects with specialized plan review needs. As the program grows, our vision for the program continues to expand. We now offer remote plan review services from this program to provide communities with surge support for spikes in workload and to help eliminate plan review backlogs. We have also leveraged the NPR program to make our services available to prospective clients who are not yet in the footprint of the SAFEbuilt family of companies.

Our NPR plan reviewers have multiple ICC certifications, including ten team members with the ICC Master Code Professional (MCP) certification. The team includes licensed professional engineers, architects, and trade- and state-licensed personnel. The types of reviews our NPR team can perform include:

- Building
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire
- Fire Alarm and Sprinkler
- Residential, Commercial, Industrial, and Emergency
- Landscape
- Traffic
- Site Plan Review
- Accessibility
- Energy
- Health
- Green Building

The benefits of our NPR Program include:

- ✓ **Access to multi-disciplined plan reviewers.** Credentialed staff are hard to find—staffing all positions necessary is financially challenging. Remote plan review provides the City with access to credentialed multi-discipline plan reviewers across the country.
- ✓ **Remote and concurrent reviews.** Access to a national network of plan review staff allows for concurrent plan review across multiple time zones, speeding up review turnaround times. The outcome—clients do not complain about turnaround time delays, which essentially equal delays in development and mean delays in completing revenue-producing projects.
- ✓ **Expedited plan review.** National access to reviewers gives the City the ability to expedite plans (for an additional fee) throughout the process. This access is especially helpful for clients that have short deadlines or have fallen behind schedule.
- ✓ **No more complaints about turnaround times.** Remote reviews have a strict workflow process that increases efficiencies with the ability to view outstanding permits and each project's status.
- ✓ **Remote access and increased transparency.** Clients can conveniently submit their plans and monitor their status remotely, reducing the need to sit and wait in a building department office or by the phone. Clients can access the portal anytime, anywhere, without restrictions to office hours.



## FIRE SERVICES

SAFEbuilt can provide certified professionals who will provide quality residential and commercial fire services at every phase of the project—before construction, during construction, and ongoing fire deterrence and compliance. We offer a complete range of services that can be customized to your needs, including

- Life Safety and Plan Review
- Fire Site Plans
- Fire Alarm Plans
- Fire Sprinkler Plans
- Sprinkler and Fire Extinguishing System Inspections
- Fire Alarm System Inspections
- Fire Main and Pump Inspections
- Storage Tank Inspections
- Annual Inspections of Schools and Commercial Properties
- Fire Education Programs
- Property Loss Mitigation, Consultation and Inspection
- Fire Investigation

SAFEbuilt offers specialized fire plan review and inspection services. Our team brings a wealth of knowledge and experience with fire and life safety inspections and plan reviews. All fire plan review and inspection work is performed by qualified and credentialed personnel.

### FIRE PLAN REVIEW

Our expert Plans Examiners provide an additional level of oversight for projects involving occupancies or uses that traditionally pose a high risk for occupants, including:

- Assembly occupancies where large numbers of occupants gather.
- Educational occupancies where children receive instruction or care.
- Hazardous occupancies which involve a manufacturing or research process working with either toxic, flammable, combustible or explosive chemicals.
- High-rise buildings which pose a risk to both the occupants and first responders due to height above the level of egress.
- Institutional occupancies which may include those facilities where the occupant may not be capable of self-preservation. These occupancies may include jails, prisons, and medical facilities.
- Storage occupancies with high pile storage which may cause a problem with the fire protection systems for the building.

These types of permit applications include compliance checks for fire safety systems, such as automatic sprinkler systems, fire alarm systems, fire mains for private fire hydrants or water supplies for sprinkler systems, and fire extinguishing systems for restaurant kitchens, as well as fire site plans to review compliance for fire site access and fire operation and suppression needs.



Our staff is experienced in fire protection plan review for all occupancy classifications and a variety of plan review types, including the following:

- Site access and water supply evaluation
- Architectural reviews, including fire-resistive construction requirements and means of egress systems
- Fire alarm systems
- Fire suppression systems, water-based and clean agent systems
- Underground piping for fire protection systems
- Chemical classification and approval of plans defining volume, quantities, and specific storage and use requirements
- Spray booth and special hazards evaluation
- High piled storage
- Commercial cooking fire protection

### FIRE INSPECTIONS

Our fire inspectors perform initial, annual, and required follow-up technical fire and life safety field inspections for the structures, including:

- Places of assembly
- Single-family homes
- Multiple-family housing
- Commercial
- Industrial
- Institutional
- Local government occupancies
- Temporary Structures

Inspections occur during the various phases of construction, installation, and operation, assuring work conforms to all applicable building codes and follows approved plans and specifications, as required by the authority having jurisdiction (AHJ). Before an inspection, our inspector reads and interprets applicable documents for existing and new occupancies and facilities, then compares and evaluates compliance with applicable codes, ordinances, and regulations during the on-site inspection. Fire inspection services include inspection of fire protection equipment and systems, including kitchen suppression systems, sprinkler systems, engineered systems, and fire alarms. All inspections are performed in accordance with federal, state, county, and local requirements.

### PLANNING & ZONING SERVICES

SAFEbuilt has experience with communities ranging from 500 residents to 1,000,000+ and unique insight into what drives effective community development and government performance. We are fully prepared to meet your community's needs with staff focused on the development and permit review, zoning ordinances, data analysis, and various planning and zoning topics.



**Figure 5.** *Our comprehensive fire safety inspections ensure that fire safety systems and equipment are up to code.*

SAFEbuilt focuses on implementing planning strategies that put plans into action. We provide the tools, techniques, action plans, processes, and expertise to make your plans work. We actively engage with a series of communities nationwide to ensure the efficient administration of their land development codes—balancing the need for responsiveness to applicants with the requirements of each community's codes.

SAFEbuilt specializes in remote digital planning and zoning services. By utilizing innovative technology and robust project management solutions, our team can streamline your community development and plan review processes while maintaining the highest levels of customer service. We have assisted numerous communities in transitioning to digital permitting and plan review platforms that help expedite the review pipeline, saving municipalities time and money.

SAFEbuilt's Planning & Zoning Services include:

- Development Review and Entitlements
- Zoning Administration and Process Enhancements
- Ordinance Amendments and Code Updates
- Special Planning Projects (Research, Policy and Data Analysis, GIS)
- Ongoing Municipal Planning Support
- Implementation and Technology Integration
- Community Engagement and Public Outreach

## LANDSCAPE ARCHITECTURE SERVICES

SAFEbuilt offers a unique blend of qualified professionals who provide a variety of interests and personal expertise as an underlay to our landscape architectural services. Our landscape architects are educators, community leaders, activists, volunteers, artists, designers, and LEED-Accredited Professionals. With our mix of talent, we provide our clients with comprehensive design solutions built for longevity, experience, value, and unique identities essential to establishing community branding. Our qualified and award-winning staff includes professional landscape architects with more than 60 years of collective professional experience and a strong team of supporting experts.

SAFEbuilt has the talent and resources to provide all services needed during any landscape architectural project. Our landscape architects can complete less traditional tasks, including applying for and obtaining grants to fund landscaping projects, such as beautification grants for roadside landscaping. Customer satisfaction is always our primary goal, whether a project involves development or redevelopment, inspection, reporting or design, private client or a public entity. Our broad range of project experience includes:

- Comprehensive Plans
- Grant Application Preparation and Processing
- Historic Preservation
- Hardscape Design
- Graphic Design and Presentation
- Trail and Open Space Design
- Feasibility Studies
- Habitat Restoration
- Vegetative Delineations and Assessments
- Arborist and Tree Mitigation Services
- Invasive Exotic Vegetation Monitoring
- Development of Mitigation Options with an Opinion of Probable Cost
- Wetland Mitigation Monitoring
- Master Planning
- Landscape and Site Planning
- Urban Revitalization



- Greenway and Streetscape Design
- Recreational Facilities Design
- Environmental Impact Studies
- Site Due Diligence
- Environmental Permitting and Coordination
- Natural Resource
- Wetland Delineations and Wetland Functionality Assessments
- Wetland Mitigation Plans for Land Development Projects

While landscape design is a stronghold of our services, we also provide an array of project experiences. A few of these include hardscape, greenway, and streetscape design; recreational and park facilities design; municipal landscape code review and inspection services; redevelopment master planning; arborist and vegetation services; and, of course, design and development of planting plans for various conditions, including parks and open space, roadway and roundabout beautification, environmental mitigation, buffer creations, and site planting design.

### BUILDING OFFICIAL SERVICES

SAFEbuilt's ICC-Certified Building Officials are intimately familiar with maintaining the procedures and processes which ensure a building department runs smoothly. They work effectively with all staff and departments. At the City's request, SAFEbuilt can provide a qualified building official on a temporary, part-time, full-time, or as-needed basis. The Building Official's areas of responsibility may include:

- Building Department Administration
- Quality Control Review of Plan Checks and Inspections
- Building Code Updates for Municipal Code Adoption
- Resident Inquiries and Complaints
- Configuration, Implementation, and Ongoing Support of an Automated Permitting System
- Review of Discretionary Applications for Preliminary Compliance with Construction Codes
- Coordination of a Proactive Abatement Program
- Authoring and Updating a Building & Safety Procedures Manual
- Monthly/Annual Reporting of Building Safety Activities
- Attending Commission and City Council meetings (as needed)





## CODE ENFORCEMENT SERVICES

Code enforcement violations add up quickly and become very costly if not corrected promptly. Violations can come in many forms, including substandard housing conditions, unsafe buildings, zoning/illegal land use, etc. We are specialists at identifying and correcting code violations to the exact specifications issued by local, state, and federal authorities with authorization to impose a notice of violation. SAFEbuilt has experience working with citizens and businesses to address and resolve code enforcement-related issues successfully.

Typical services include preparing abatement cases, testifying in public hearings and court proceedings on behalf of the City, serving as a resource, and providing information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. Our code enforcement officers can perform a variety of technical duties in support of the City's code enforcement programs—monitoring and enforcing a variety of codes and ordinances, including:

- Zoning Codes
- Building Codes
- Public Nuisances
- Municipal Codes
- State Health and Safety Codes
- Housing

## SUBSTANDARD STRUCTURE INSPECTION SERVICES

SAFEbuilt can perform substandard structure inspections of any building that does not meet the standards or specifications established in the building, plumbing, electrical and mechanical codes and endangers the public's life, health, and safety. A substandard structure inspection records any existing damage and the state of any particular aspects of the property that are likely to pose a hazard to the community, citizens, and property values. SAFEbuilt inspectors can conduct substandard structure inspections on homes and retail, commercial, and industrial properties. They can also be conducted on roads, bridges, railways, airports, pavements, and essentially any manufactured structure.

When a property owner fails to maintain a building, the City can send an inspector to meet with the property owner to investigate the condition of the property, list all violations, and make rehabilitation/condemnation recommendations. The inspection report will serve as an accurate baseline of the condition of the property. In the event of a rehabilitation decision, a second substandard building inspection can be conducted so that the "before" and "after" property conditions can be accurately compared based on independent expert assessments.


SAFEbuilt proposes a two-phase approach to achieve the objective. The analysis phase begins with developing a tactical game plan consisting of meetings with City officials to establish expectations, review/ revise/adopt an ordinance in line with the desire of citizens/mayor/council/staff. This is followed by a preliminary survey of the inventory of potentially hazardous buildings to determine the priorities and logistics of the implementation phase. The analysis phase will be performed by a qualified SAFEbuilt Building Official and can take up to 1-month.

The implementation phase consists of a detailed analysis of each structure and includes but is not limited to do:

- Determining the ownership of the property and investigating structural and code violations
- Posting violation notices and providing initial citizen notifications and follow-up inspections for those properties deemed habitable
  - Pursue/initiate/implement demolition procedures for condemned properties
- Providing written reports that include digital photos of violations and actions taken

- Preparing cases for court appearances, providing presentations, and attending meetings as needed
- Participating in educational activities and customer service surveys related to code enforcement
- Providing statistical, narrative information and detailed reports within agreed-upon frequencies

The implementation phase will be performed by SAFEbuilt inspectors and overseen by the Building Official who performed the analysis phase. The expected duration is determined in phase one.



**“We have been completely satisfied with the services they provide, and they are very punctual with their inspections.**

— Monica Laux, City Secretary, City of Lindsay, TX

## COMMUNITYCORE SOLUTIONS: COMMUNITY DEVELOPMENT SOFTWARE

**CommunityCore Solutions** is SAFEbuilt's proprietary, online community development software tool for managing permitting, plan reviews and approvals, and code enforcement and inspection activities. CommunityCore integrates with other government software systems. It is designed to streamline and automate many Building Department processes, helping to ensure compliance, manage workflows, generate activity reporting, and provide transparency to all stakeholders.

CommunityCore is divided into three interface modules, depending on the user.



### CommunityCore for Building Departments

Users of CommunityCore can:

- Manage permit applications and permits throughout their life cycle.
- Assess fees and collect payment.
- Manage contractor and business licenses.
- Create and track projects.
- Manage how the system works for you by customizing workflows, defining customer permit fields, and managing users.
- Generate reports.



### CommunityConnect for Contractors & Communities

Users of CommunityConnect can:

- Apply for permits.
- Track existing permits.
- Upload plans.
- Request inspections.
- Access permit documents, including permit certificates and plan reviews.
- View inspection results.
- Pay fees.



### InspectorConnect for Code Enforcement

Inspectors and Code Compliance Officers can use InspectorConnect to:

- Easily view their assigned work.
- Organize stops for improved efficiency.
- Automatically send inspection results to the contractor or permit applicant.
- Access key documents, such as plans and certificates.
- Schedule, reschedule, or assign inspections in the field.
- Look up permit information from the field.

## WHY COMMUNITYCORE SOLUTIONS?

Created by people who have worked in building departments like yours, CommunityCore Solutions are simple yet flexible enough to handle the work you and your team do every day. We offer a genuinely unique combination—large company strength and stability together with small company personalized and responsive support.

**SAFEbuilt always welcomes the opportunity to present a demonstration.**

We will include a full assessment and complete implementation and project management services—as well as estimates for migrating data from your existing system or spreadsheets.

In the meantime, we invite you to watch a recent webinar,

“Understanding Electronic Permitting Systems,” for a quick overview:

[https://content.safebuilt.com/communitycore\\_demo](https://content.safebuilt.com/communitycore_demo) or follow the link in this QR code!





**Tab 8**  
**Required Forms**

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## REQUIRED FORMS

SAFEbuilt is pleased to present the forms required for this solicitation on the following pages.

- RFP Invitation, page 54
- RFP Form Return Checklist, page 55
- Cooperative Purchasing, page 56
- Certificate of Interested Parties (Form 1295), page 57
- Acknowledgment of Insurance Requirements, page 58
- House Bill 89 - Does Not Boycott Israel, page 59
- Conflict of Interest Questionnaire, page 60





**RFP INVITATION**

The City of Keller, Texas (the City) is soliciting sealed RFPs for professional services for commercial and residential construction inspections. The successful Contractor shall agree to provide the City with the specific services as outlined in the RFP Specifications.

**RFP Due Date/Time: 2:00 p.m., Monday, March 20, 2023**

Designate on the front, lower left-hand corner of your response, the following:

**RFP Number: 23-012**  
**Subject: Third-Party Building Inspection Services**  
**Do Not Open-RFP Documents**

RFP Mailing: City of Keller	RFP Courier: City of Keller
Address: Purchasing Dept.	Delivery address: Purchasing Dept.
P.O. Box 770	1100 Bear Creek Pkwy.
Keller, Texas 76244	Keller, Texas 76248

For convenience at RFP opening, enter quote on this cover page and include in the sealed response envelope. **DO NOT** place quoted prices on the outside of the sealed response envelope.

Complete the applicable proposal and consultation amount.

Flat Rate Amount \$ 150,000.00 (dollars) per year.

Single Inspection Amount \$ — (dollars) per inspection.

Consultation Amount \$ Included with contract (dollars) per hour.

**CONTRACTOR INFORMATION:**

SAFEbuilt Texas, LLC  
Company name

Christopher B Giordano  
Company representative signature  
Digitally signed by Christopher B Giordano  
Date: 2023.03.09 18:43:01 -05'00'

444 N. Cleveland Street  
Address

Chris Giordano  
Company representative printed name

Loveland, CO 80538  
City, State & Zip

Chief Executive Officer  
Title

954.266.6475  
Area code & telephone number

March 6, 2023  
Date

**\*\*\* THIS PAGE MUST BE COMPLETED OR THE RFP WILL BE REJECTED\*\***

**RFP FORM RETURN CHECKLIST**

	<b>REQUIRED</b>	<b>SUBMITTED</b>
1. Acknowledgement of Insurance Requirements	<u>    X    </u>	<u>    ✓    </u>
2. References	<u>    X    </u>	<u>    ✓    </u>
3. Signature Page	<u>    X    </u>	<u>    ✓    </u>
4. Conflict of Interest Questionnaire	<u>    X    </u>	<u>    ✓    </u>
5. RFP Bond	<u>    X    </u>	<u>    ✓    </u>

38. COOPERATIVE PURCHASING

Proposers/Contractors agree to extend prices, terms and conditions to any and all governmental entities that have entered into or will enter into a joint purchasing inter-local cooperation agreement with the City of Keller. As such, the City of Keller has executed an inter-local agreement with certain other governmental entities authorizing participation in a cooperative purchasing program. The Proposer/Contractor may be asked, and is encouraged, to provide services, based upon the RFP price, to any other governmental entity. Proposer/Contractor acknowledges that other governmental entities are eligible, but not obligated, to purchase services under this contract. Any and all purchases by governmental entities other than the City of Keller will be billed directly, and shall not be considered in any way an obligation of the City of Keller. As such, other governmental agencies will order their own services from the successful Contractor as needed.

Should other governmental entities decide to participate in this contract, please indicate whether you, as Proposer/Contractor, agree that all terms, conditions, specifications, and pricing would apply.

Yes

No

CG Initial

**\*\*It is highly desirable for the winning Contractor to participate in Cooperative Purchasing; however, it is not required and a non-response to the Cooperative Purchasing Section will indicate the Proposer does not wish to participate with other governmental entities.**



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
SAFEbuilt Texas, LLC  
Loveland, CO United States

Certificate Number:  
2023-990841

Date Filed:  
03/06/2023

Date Acknowledged:

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
City of Keller

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
23-012  
Third Party Building Inspection

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	SAFEbuilt Texas, LLC	Fort Worth, Texas, Tarrant	X	

**5 Check only if there is NO Interested Party.**

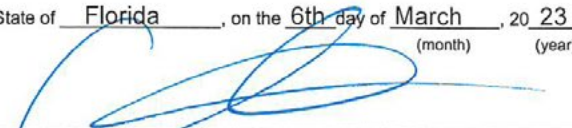
### 6 UNSWORN DECLARATION

My name is Chris Giordano, and my date of birth is N/A.

My address is 1800 Eller Drive, Suite 600, Fort Lauderdale, FL, 33316, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Broward County, State of Florida, on the 6th day of March, 20 23.  
(month) (year)

  
\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

**CITY OF KELLER  
ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS**

I acknowledge that by submitting a bid for this project, I am aware of the insurance requirements outlined in these specifications (Number 43-47). If I am awarded the bid, I will comply with all insurance requirements within 10 working days of the bid award, including providing proof that I have insurance which may include, but not be limited to, true and accurate copies of the policies. If I fail to forward all insurance requirements within the 10 working days of the award of the bid, I understand my bid bond will be forfeited.



Signature

Chris Giordano

Printed name

Name of Company: SAFEbuilt Texas, LLC  
Address of Company: 444 N. Cleveland Avenue  
City, State & Zip: Loveland, CO 80538  
Telephone Number: (954) 266.6475 Date: March 6, 2023

**\*\*THIS PAGE MUST BE COMPLETED OR BID MAY BE REJECTED\*\***

**House Bill 89 VERIFICATION**

I, Chris Giordano (Name), the undersigned representative of SAFEbuilt Texas, LLC (Company or Business name), hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the Company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of Keller, Texas.

*Pursuant to Section 2270.001, Texas Government Code:*

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

March 6, 2023

Date

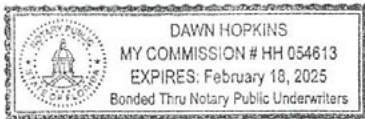
  
Signature of Company Representative

On this 6<sup>TH</sup> day of March, 2023, personally appeared Chris Giordano

, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

  
NOTARY SIGNATURE



**\*\*THIS PAGE MUST BE COMPLETED OR BID MAY BE REJECTED\*\***

**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of person who has a business relationship with local governmental entity.

Not Applicable

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Not Applicable

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

03/06/2023

Date

Adopted 06/29/2007

**\*\*THIS PAGE MUST BE COMPLETED OR BID MAY BE REJECTED\*\***



Tab 9  
Acceptance of Terms

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## ACCEPTANCE OF TERMS

The SAFEbuilt contract and legal teams have carefully reviewed the solicitation. We respectfully request minor modifications to the City of Keller’s RFP terms and conditions as shown below.

**REFER TO:**

Page 10, “14. Assignment of Contract”

**MODIFICATION REQUEST:**

The Contractor’s rights and duties awarded by the agreement may not be assigned to another without written consent of the City, and signed by the City Manager, or his authorized designee. Such consent shall not relieve the assigner of the liability in the event of default by the assignee. **City written consent shall not be unreasonably withheld.**

Page 18, “48. Indemnification”

For consideration included in the RFP price, contractor and his subcontractors shall pay, indemnify, and hold harmless, the City, its agents, guests, consultants, invites, and employees, from all **third-party** suits, actions, claims, demands, losses, expenses, including attorney’s fees, costs and judgments of every kind and description to which the City, its agents, guests, consultants, invites, or employees may be subjected to by reason of injury to persons or death or property damage, resulting from or growing out **of any act of commission, omission, negligence, or fault to the extent arising out of any actual or alleged negligent or intentionally wrongful(willful misconduct) act or omission** of the contractor and his subcontractors, their agents or employees, committed in connection with this contract, contractor’s performance hereof, or of any work performed hereunder.

The Contractor agrees to and shall indemnify and hold harmless the City against any and all liens and encumbrances for all labor, goods and services which may be provided under the City’s request, by seller or seller’s vendor(s), and if the City requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.

Contractor and his subcontractors shall indemnify and hold harmless the City, its agents, or employees and consultants from and against all claims, demands, actions, suits, damages, losses, expenses, costs including attorney’s fees, and judgments of every kind and description arising from, based upon, or growing out of the violation of any **applicable** Federal, state, county, or city law, bylaw, ordinance, or regulation by the contractor, its agents, trainees, invites, servants, and employees.

