



MEMORANDUM

Date: April 1, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID: 26-5240 Approving the award of Request for Qualifications (RFQ) No. 26-001 to JPI. for Chief Building Official and Inspection Services to be performed under individual Task Orders; and authorizing the City Manager, or designee, to negotiate and execute a contract in accordance with RFQ No. 26-001, and to execute any necessary related documents and associated budget transfers or adjustments, subject to review and approval by the City Attorney.**

Introduction

Staff recommends that the Mayor and City Commission approve a resolution authorizing the City Manager, or designee, to negotiate and execute an agreement with JPI (Joe Payne, Inc.) for the provision of Chief Building Official and Inspection Services pursuant to Request for Qualifications (RFQ) 26-001.

Following the completion of the City's competitive solicitation process, staff evaluated all proposals received in accordance with the criteria established in the RFQ and determined that JPI (Joe Payne, Inc.) is the highest-ranked, responsive and responsible Proposer, demonstrating the qualifications, experience, and approach necessary to successfully perform the required services in alignment with the City's operational needs and regulatory requirements.

The resulting contract will provide the City with comprehensive Chief Building Official and Inspection Services to support permitting, plan review, inspections, and code enforcement functions, ensuring compliance with the Florida Building Code, applicable federal and state regulations, and City ordinances. Additionally, this authorization will allow staff to issue task orders or assignments, as applicable, to address ongoing and future operational demands in an efficient and compliant manner.

Background

On February 25, 2026, at 8:00 a.m. (Eastern Standard Time), Request for Qualifications (RFQ) 26-001 was formally advertised in *The Key West Citizen* and concurrently posted on DemandStar to ensure broad public notice and vendor participation in accordance with City procurement requirements. The solicitation sought qualified firms to provide Chief Building Official and Inspection Services for the City of Key West.

In response to the solicitation, one (1) sealed proposal was received and subsequently opened on March 12, 2026, in the Office of the City Clerk, in accordance with established public procurement procedures. The following firm submitted a proposal:

- JPI (Joe Payne, Inc.)

Following the proposal opening, staff conducted an initial administrative review to confirm responsiveness and compliance with the RFQ requirements, including verification of required documentation, qualifications, and submittal completeness.

On March 17, 2026, at 1:00 p.m. (Eastern Daylight Time), the City convened a duly noticed evaluation committee meeting to review, score, and rank the proposal received in response to RFQ 26-001. The evaluation was conducted in accordance with the criteria outlined in the solicitation documents, which included, but were not limited to, qualifications and experience, past performance, and the proposer's ability to meet the City's operational needs.

Based on the evaluation process, the committee determined that JPI (Joe Payne, Inc.) is a responsive and responsible firm with the demonstrated expertise and capacity to perform the required services. Accordingly, staff recommends proceeding with negotiations with the top-ranked proposer.

Procurement

There are no immediate financial impacts associated with this resolution. Any future Task Orders will be issued by staff and will remain subject to the applicable approval authority of the City Manager and/or the City Commission. All work authorized under this contract will be limited to available and budgeted funding.

All work will be issued as individual work orders by the City's authorized personnel. For each proposed project, the Contractor will be required to submit a detailed Work Order Proposal, including scope, schedule, and cost, based on project requirements and estimates established by City staff. Each work order will be subject to review and approval prior to commencement of services.

Recommendation

Staff recommend that the Mayor and City Commission approve a resolution authorizing the City Manager, or designee, to negotiate and execute an agreement with JPI (Joe Payne, Inc.) for the provision of Chief Building Official and Inspection Services pursuant to Request for Qualifications (RFQ) 26-001.