



MEMORANDUM

Date: August 6, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Rod Delostrinos
Assistant City Manager

From: Brandy Lewis
Development Review Manager

Subject: **File ID: 26-5596- Approving an Amendment to the Agreement with All Aspects Inspection Services, Inc. designating the firm as the Primary Provider for Chief Building Official and Inspection Services; authorizing a funding allocation in an amount not to exceed \$175,000 to provide sufficient funding through the remainder of Fiscal Year 2026 and ensure uninterrupted building official and inspection services for the City of Key West Building Department.**

Introduction

City staff respectfully requests that the Mayor and City Commissioners, in the absence of a permanent Chief Building Official, approve the resolution authorizing an amendment to the agreement with All Aspects Inspection Services, Inc. designating the firm as the Primary provider for Chief Building Official and Inspection Services and authorizing an additional funding allocation in an amount not to exceed \$175,000 to provide sufficient funding through the remainder of Fiscal Year 2026, ensuring uninterrupted building official and inspection services for the City of Key West Building Department.

Background

Pursuant to Florida Statute 468.604, each governmental jurisdiction is required to employ a Building Code Administrator or Chief Building Official to administer, supervise, direct, enforce, or perform the permitting and inspection of construction, alteration, repair, remodeling, or

demolition of structures, and the installation of building systems, when permitting is required. These duties ensure compliance with the Florida Building Code and any applicable local technical amendments. Except for the two exemptions identified in Section 14-37(a) of the City Code, the City of Key West requires that a building permit be obtained from the Chief Building Official (CBO) before any permanent or temporary construction work is performed.

To avoid disruptions in the daily operations of the Building Department, the City entered into an agreement with All Aspects Inspection Services, Inc. to provide the temporary services of a licensed Building Code Administrator to oversee the building permit and inspection process, ensuring regulatory compliance and the safety of the built environment. The agreement was executed for a one-year term beginning in April 2025, in an amount not to exceed \$200,000.

On February 11, 2026, following significant staffing changes within the Building Department, the City approved an increase in the agreement's funding allocation to ensure continuity of services before the existing funds were exhausted.

On April 1, 2026, the City Commission approved the award of Request for Qualifications (RFQ) No. 26-001 to JPI to provide Chief Building Official and Inspection Services through individual Task Orders. A contract was subsequently negotiated and executed, pending JPI's mobilization. On April 17, 2026, following the award of the RFQ to JPI, the City executed an addendum to its agreement with All Aspects Inspection Services, Inc. extending the agreement for an additional one-year term. Under the addendum, All Aspects was designated as a secondary, supplemental, and contingency resource to provide coverage during the transition to JPI, as well as support for workload surges, staffing shortages, employee leave, emergencies, performance concerns, or other operational circumstances as determined by the City.

By June 1, 2026, JPI informed the City that it was unable to identify a qualified Chief Building Official to fulfill the services required under the executed contract. As a result, on June 18, 2026, City staff requested that a termination letter be prepared for JPI.

Because JPI is unable to perform the contracted services, the City must continue to ensure uninterrupted Building Department operations and maintain compliance with Florida Statute 468.604. Accordingly, the City is requesting approval of an amendment to its agreement with All Aspects Inspection Services, Inc. to designate the firm as the primary provider of Chief Building Official and Inspection Services. The amendment also includes an increase in the agreement's funding to provide sufficient resources throughout the remainder of Fiscal Year 2026.

Procurement

Building Permit fees collected are to be used to fund the enforcement of the Florida Building Code. The approval of an additional funding allocation for the procurement of Building Inspection, Plans Review, and Chief Building Official Services will be fulfilled with the funds collected.

Recommendation

Staff respectfully requests that the Mayor and City Commissioners, in the absence of a permanent City Chief Building Official, approve the resolution approving an amendment to the agreement with All Aspects Inspection Services, Inc. and authorization for a funding allocation in an amount not to exceed \$175,000 for Building Inspection, Plans Review, and Chief Building Official Services.