

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA HEREBY AWARDED REQUEST FOR QUALIFICATIONS (RFQ) #26-001 TO JOE PAYNE, INC. (JPI) TO PROVIDE CHIEF BUILDING OFFICIAL AND INSPECTION SERVICES; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO NEGOTIATE AND EXECUTE AN AGREEMENT AND OTHER NECESSARY RELATED DOCUMENTS AND ASSOCIATED BUDGET TRANSFERS/ADJUSTMENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN RFQ #26-001 AND IN COMPLIANCE WITH ALL APPLICABLE REGULATIONS AND CITY STANDARDS, UPON THE ADVICE AND CONSENT OF THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on February 25, 2026 the City of Key West publicly advertised Request for Qualifications (RFQ) No. 26-001 in The Key West Citizen and on DemandStar, in accordance with the City's procurement requirements. This RFQ sought proposals from persons demonstrating the qualifications, experience and approach necessary to successfully 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; and

WHEREAS, on March 12, 2025, in response to the solicitation, only one (1) sealed proposal was received and subsequently opened in the Office of the City Clerk, in accordance with established public procurement procedures. The following firm submitted a proposal; and

- JPI (Joe Payne, Inc.)

WHEREAS, the City published notice of the City's Evaluation Committee Meeting scheduled for March 17, 2025 at 1:00 P.M. in the Key West Citizen and the Evaluation Committee convened as scheduled to review and evaluate the one (1) proposal received, in accordance with the established evaluation criteria and scoring matrix; and

WHEREAS, following the Committee's administrative and technical comprehensive review and discussion regarding the one (1) proposal received from JPI (Joe Payne, Inc.), the committee determined JPI is a responsive and responsible firm with the demonstrated experience and capacity to perform the required services.; and

WHEREAS, accordingly, staff recommends the City Commission award RFQ No. 26-001 to Joe Payne, Inc. (JPI) to 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 allowing staff to issue task orders or assignments, as applicable, to address ongoing and future operational demands in an efficient and compliant manner; and

WHEREAS, 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; and

WHEREAS, 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; and

WHEREAS, staff recommends the City Commission authorize the City Manager, or designee, to negotiate and execute a contract in accordance with the terms and conditions of RFQ #26-001 and in compliance with all applicable regulations and City standards, and upon the advice and consent of the City Attorney; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA AS FOLLOWS:

Section 1: The City Commission hereby approves the award of RFQ #26-001 to Joe Payne, Inc. (JPI) to provide Chief Building Official and Inspection Services in accordance with the criteria established in RFQ #26-001 and subject to the applicable approval authority of the City Manager and/or City Commission with work authorized under the contract limited to available and budgeted funding..

Section 2. The City Commission hereby authorizes the City Manager, or designee, to negotiate and execute a contract in accordance with the terms and conditions of RFQ #26-001 and in compliance with all applicable regulations and City standards, and upon the advice and consent of the City Attorney.

Section 3: That this resolution shall go into effect immediately upon its passage and adoption and the authentication by the signature of the Presiding Officer and the Clerk of the Commission.

\* REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK \*

Passed and adopted by the City Commission at a meeting held  
this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Authenticated by the Presiding Officer and Clerk of the  
Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Filed with the Clerk on \_\_\_\_\_, 2026.

Mayor Danise Henriquez	_____
Vice Mayor Donald "Donie" Lee	_____
Commissioner Lissette Carey	_____
Commissioner Aaron Castillo	_____
Commissioner Monica Haskell	_____
Commissioner Sam Kaufman	_____
Commissioner Greg Veliz	_____

\_\_\_\_\_  
DANISE HENRIQUEZ, MAYOR

ATTEST:

\_\_\_\_\_  
KERI O'BRIEN, CLERK