



May 25, 2023

Mr. Mark Antonio
17011 NE 19th Avenue 4th Floor
North Miami Beach, FL 33162

Re: Proposal for Business Licensing Division Services

Dear Mr. Antonio

We appreciate the opportunity extended to C.A.P. Government, Inc. (CAP) by requesting the submittal of this proposal for Business Licensing Division services for the City of North Miami Beach (City).

Scope of Services:

We propose to provide field inspections and project management services related to business licensing in the City. CAP will inspect an estimated 3,000 business licenses located at business Zoned properties to verify documentation of compliance with the City's Business Tax Receipt (BTR) requirements as well as other site information as required by the City. The results of the inspections will be documented with a spreadsheet database and provided to the City.

This project will be implemented in Two (2) Phases.

- Phase I, Unlicensed and New Businesses: Our initial services will focus on locating and documenting businesses that are not included in the City's "Active Business License" data base. It is anticipated that this phase will be completed prior to August 4th.
- Phase II, Active Business Licenses: These services involve field inspections to verify documentation of compliance with the City's BTR requirements for the businesses included in the "Active Business License" data base, as well any related follow-up assignments requested by the City.

Inspection services related to Building and Fire regulations as required by City Code Section 12-1.14, can be performed upon mutual agreement between the City and CAP.

Hourly Rates for Services:

The listed Hourly Rates for these services are summarized in the table below. These rates are based on our contract rates provided to the City of Miami Beach*, which is the Agreement that is "piggybacked" by the City to provided our services for the City of North Miami Beach.

Discipline	Hourly Rate*
Building Plans Examiner	\$94.30
Zoning Reviewer	\$78.20
Zoning Inspector	\$55.20

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Invoicing:

These services will be provided on a Time and Materials basis with an estimated budget of \$48,800. Invoices for the services performed will be submitted monthly to the City in accordance with the hourly rates described in the table above. Please note that our proposed Project Manager will be invoicing at the "Building Plans Examiner" hourly rate.

It is our pleasure to support the efforts of the City of North Miami Beach. Should you find this proposal acceptable and wish us to proceed with the work, please execute this proposal in the space provided below and return it to me. This approval will serve as our Notice to Proceed, and upon receipt, we will begin providing the services.

If you wish to further discuss this proposal, please contact me at 954 931.2601 or Mr. Marc LaFerrier at 954 649.1905 at your earliest convenience.

Very Truly Yours
C.A.P. Government, Inc.

A handwritten signature in blue ink that reads "Carlos A. del Pino".
Carlos A. del Pino, PE
Senior Operations Director

Accepted by:

DocuSigned by:
A handwritten signature in blue ink that reads "Edward Ng".
5/30/2023
870DBEB007AC4D8...
Edward Ng
Interim Community Development Director

DocuSigned by:
A handwritten signature in blue ink that reads "Mark Antonio".
5/30/2023
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Mark Antonio
City Manager

CC: Carlos A. Penn, PE - President, CAP Government Inc.