

**RESOLUTION 2021 - 29**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA, AUTHORIZING THE VILLAGE TO APPROVE AND ACCEPT THE CAP GOVERNMENT PROPOSAL FOR ADDITIONAL PROFESSIONAL SERVICES INCLUDING PUBLIC WORKS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Village of El Portal is currently contracted with CAP government, and has been for over fifteen (15) years, to provide professional services to the Building Department at the Village of El Portal's City hall; and

**WHEREAS**, the Village of El Portal has been offered and would like to accept CAP government's proposal for additional professional services to be provided for the Village's Building Department and Public Works Department, attached hereto as exhibit "A1" and "A2"; and

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA, THAT:**

**Section 1.** The foregoing Recitals are true and correct and are incorporated herein by this reference.

**Section 2.** The Village Council hereby authorizes the Village Manager to accept the CAP government's proposal for additional professional services for the Village's Building Department and Public Works Department, attached hereto as exhibit "A1" and "A2."

**Section 3.** This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the Village Council of the Village of El Portal Florida, this 16 day of November, 2021.



November 10, 2021

Ms. Christia E. Alou, Esq.  
Village Manager  
Village of El Portal  
500 NE 87<sup>th</sup> Street  
El Portal, Florida 33138

**Re: Proposal for Public Works Department Services for the Village of El Portal, Florida.**

Dear Ms. Alou:

C.A.P. Government, Inc. (CAP) is proud to have been providing professional Building Plan Review and Inspection services to the Village of El Portal (VOEP) for over fifteen (15) years. We appreciate the opportunity to submit this proposal to the Village for additional services to include the Public Works Department.

We propose to provide the Village with Public Works Department Services as described in "Exhibit A" herein. Public Works Department functions be compensated on a fixed monthly fee basis. We estimate that we would need One Hundred Twenty-Six (\$126,000) Dollars per year (\$10,500 per month) to support the Public Works Department Services.

We estimate that the Public Works Department services can be accomplished by a Part Time Public Works Officer (Engineer), available on an as needed basis along with a Full Time Maintenance Technician.

If you find this proposal acceptable and wish to direct us to proceed with this work, please execute it in the space provided and return it to me. If you wish to discuss this proposal further, please contact Mr. Carlos A. del Pino, PE at 954.931.2601 or me at 305.458.6000 at your convenience.

Very truly yours,  
C.A.P. Government, Inc.

A handwritten signature in blue ink, appearing to read "Carlos A. Penin".

Carlos A. Penin, PE  
President

Accepted by:

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Ms. Christia E. Alou, Esq.  
Village of El Portal

\_\_\_\_\_  
Date



November 10, 2021

Ms. Christia E. Alou, Esq.  
Village Manager  
Village of El Portal  
500 NE 87<sup>th</sup> Street  
El Portal, Florida 33138

**Re: Proposal for Building Department Services for the Village of El Portal, Florida.**

Dear Ms. Alou:

C.A.P. Government, Inc. (CAP) is proud to have been providing professional Building Plan Review and Inspection services to the Village of El Portal (VOEP) for over fifteen (15) years. We appreciate the opportunity to submit this proposal to the Village for additional services to include the Public Works Department.

We propose to continue providing Building Department Services as described in our current Contract dated March 27, 2019, and in addition provide to the Village with a Permit Technician and scanning services in support of providing Electronic Plans Review services. We propose that the Building Department Services be compensated at One Hundred (100%) Percent of Gross Building Permit Revenues to make up for the additional services.

By capturing 100% of the Building Department generated revenues we can provide additional services including scanning of all paper documents including the latest technology, Computer, Mobile devices (tablets) and software technology to optimize Building Plans Review and Inspections. This includes technical support and cloud-based documents storage for easy access to the Village's records.

We have anticipated a fee for the scanning of record paper documents that is separate from this proposal, however, we allocated \$12,000 per year, within the Building Department Permit fee.

If you find this proposal acceptable and wish to direct us to proceed with this work, please execute it in the space provided and return it to me. If you wish to discuss this proposal further, please contact Mr. Carlos A. del Pino, PE at 954.931.2601 or me at 305.458.6000 at your convenience.

Very truly yours,  
C.A.P. Government, Inc.

A handwritten signature in blue ink, appearing to read "Carlos A. Penin".

Carlos A. Penin, PE  
President

Accepted by:

\_\_\_\_\_  
Ms. Christia E. Alou, Esq.  
Village of El Portal

\_\_\_\_\_  
Date



## **Maintenance Technician**

- A. Operates a variety of hand and power tools.
- B. Performs other functions such as, setting up meeting rooms for public meetings, events, etc., as requested, update Village marquee signs (One at Village Hall, with marquee windows flanking the entry way, and two at both entrances of the Village of El Portal Nature Trail) with Village information, ensuring the daily, weekly, monthly, and annually tasks are completed and assist in moving furniture and fixtures as requested.
- C. Actively employs safety processes and procedures while performing job functions.
- D. Responsible for maintaining Village Public Works vehicle and Code Enforcement vehicle, keeping them up to date with maintenance, fuel, and interior and exteriors cleaning.
- E. Coordinate and provide a high level of organization of all VOEP equipment, tools and supplies in Public Works workroom, shared workspace, and off-site storage units.