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September 17, 2020

Charles Dodge, City Manager
City of Pembroke Pines
601 City Center Way
Pembroke Pines, FL 33026

RE: Building Department Services Contract Renewal

Mr. Dodge:

Calvin, Giordano & Associates, Inc. (CGA) is pleased to partner with the City of Pembroke Pines to continue providing complete building code services in a partnership with the City. In light of recent global events and in an effort to continue our long-standing partnership with the City, CGA would like to offer a contract renewal proposal with the following reductions and modifications to the contract.

- City would retain 11.5% of all building permit revenue, beginning from the first dollar received in building permit fees. No sales tax would be charged on the City's retention of building permit fees.
- City would continue to charge CGA both the contractual Administrative Fee and Rental Fee per the existing contract. Including applicable sales tax for the rental fee.
- City will be responsible for their check and credit card processing fees associated with the intake of the permit fees, planning and zoning fees, engineering fees, fire fees, CO fees and impact fees.
- The contract renewal shall be for an initial five (5) year period with one (1) year renewals similar to the existing contract.
- All remaining terms of the contract would remain in-tact.

These adjustments result in an annual savings to the City of approximately \$270,000. The annual savings will vary depending on annual permit fee activity by the permit fee retention amount, but the City will retain the administration and rental fees each year even when the permit activity may decrease.

We thank you for the opportunity to continue service the City of Pembroke Pines and its constituents.

Sincerely,
CALVIN, GIORDANO & ASSOCIATES, INC.

Chris Giordano
Vice President