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Nationwide, from
coast to coast*



Project Proposal

building enclosure
consulting services

{SALESFORCE.OPPORTUNITY.006RB000000BFCRIA

Project Address

11807 Front Beach Rd,
Panama City Beach, FL 32407

Date Submitted:

July 25, 2025

Proposed by:

Max Saeman

MEET THE TEAM

Prepared for:
Grand Panama Beach Resort Owners Association
via
FirstService Residential

Brad Coleman - President, Grand Panama Board of Directors
gpboard@grandpanamacoa.com -

Hello Brad:

Please accept this as **BECI's** proposal, and response to your request for Building Enclosure Consulting Services. We have put together this proposal understanding your current challenges. Thank you for the opportunity to provide a proposal for your project.

BECI is looking forward to becoming your Building Enclosure Service provider for this project and we are prepared to schedule our services after receiving an executed Agreement or Notice to Proceed. To expedite this process, we have provided our standard General Terms and Conditions as an attachment to your proposal package, along with other key information about **BECI**. Should you prefer to utilize a different agreement form, please email it over so we can start our review.

We truly appreciate this opportunity. Should you have any questions concerning the information contained within this proposal package, please contact me anytime at (201) 913-6505 or msaeman@be-ci.com.

Respectfully Submitted,

{salesforce.opportunity.006rb00000obfcraij.location_llcs__c}

Max Saeman
Business Development Consultant



Max Saeman, MBA
*Business Development
Consultant*



**Chase McInnis, RRO,
REWO**
Branch Manager



**Gordon Porter, REWO, FAA
sUAS**
Senior Project Manager I

WHAT TO EXPECT

A SENSIBLE APPROACH

BECI offers building enclosure consulting services that ensure that all six sides of your building are protected from water intrusion. We leverage our extensive experience to assist our clients in achieving their objectives. Everything we do is guided by our four Core Values (People, Knowledge, Service, Balance). This lets us build lasting relationships with our clients and employees.

01 CONNECT

Connect with someone from our talented sales team. At BECI, we put people first to give you a thoughtful and detailed explanation of what we offer to add value to your project.

02 PLAN

BECI will collaborate with you to find the best solutions for your building enclosure challenges, ensuring our services align with your project and budget. We're excited to partner with you for efficient resource use.

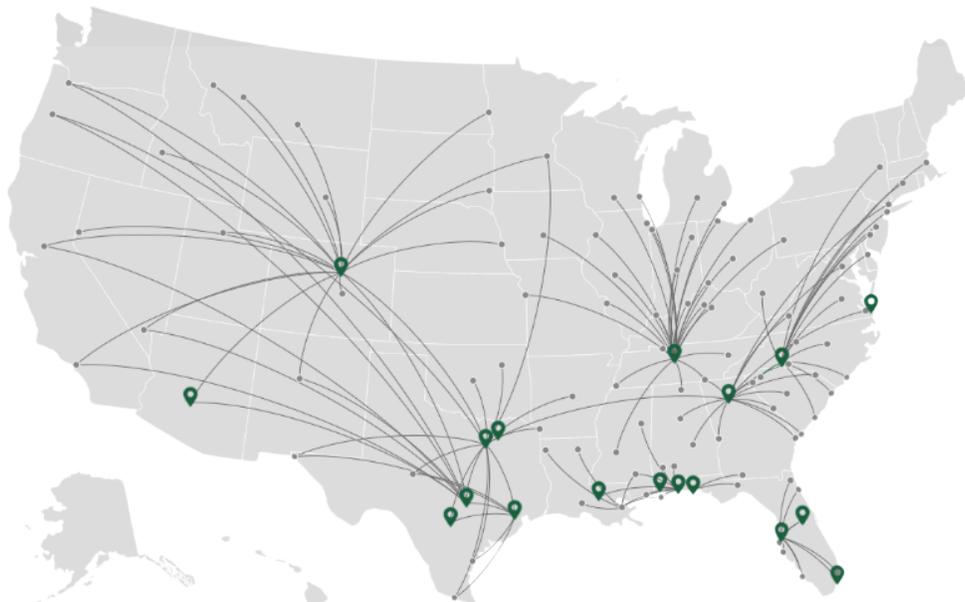
03 EXECUTE

Once the plan is set, we pride ourselves on execution. Our team provides world-class work ethic, knowledge, and experience to guarantee our unmatched responsiveness.

SUMMARY OF SERVICES

Here is the list of services we intend to use to solve your challenges:

- Restoration Document Development
- Pre-Construction Services
- Construction Inspection
- Contract Administration
- Post Construction Services



DOCUMENT DEVELOPMENT

1. Prior to preparing the bidding documents, BECI will review any available construction drawings and meet with the Client to discuss the history of the property, their goals and budget expectations. Based upon the Client's goals, BECI will develop Bidding Documents for the following anticipated scope items:
 - A. **Column Restoration**
 1. **Removal of the stucco cladding at the columns on the South Elevation of the North and South Towers down to the existing framing**
 2. **Removal and replacement of deteriorated light gauge metal framing, as necessary**
 3. **Installation of new glass faced exterior grade gypsum sheathing at the column conditions**
 4. **Installation of a new drainable stucco system at the column conditions**
 - B. **Skybridge Restoration**
 1. **Rust removal and preparation of all corroded steel framing members, columns, decking, and steel brackets**
 2. **Application of new high performance marine grade coating to all steel components**
 3. **Concrete and waterproofing repairs at the wall and parking garage adjacent the skybridge**
 4. **Removal of the existing head wall flashings**
 5. **Integration of the roofing underlayment to the waterproofing at the vertical walls**
 6. **Installation of new head flashings**
2. The Bidding Documents will include all Bidding Requirements, Scope of Work, Construction Drawings and Details, as required, and an Administrative Section that will cover the General Contract, General Conditions, and special condition sections for all the Client's requirements. Above enumerated components shall be considered the Project Manual for the restoration.
3. BECI will recommend inviting at least three (3) licensed **Florida** General Contractors, who have previously completed similar projects (subject to the Client's approval). All contractors invited to bid the project will be required to submit an AIA A-305 Contractor's Qualification Form, prior to attending the Pre-Bid Meeting.
4. Once the Bid Documents are approximately 90% complete, BECI will submit the documents to the Client for review and final approval of the specified scope of work. Once the bid documents are approved by the Client, in writing, BECI will coordinate and conduct a Pre-Bid Conference on-site and with the Client's Representative(s) and bidding Contractors (subject to the Client's approval). Minutes of this meeting will be taken, documented, and become part of the Contract Documents. BECI will answer questions from the contractors (RFI's), tabulate all bids and prepare a spreadsheet showing the base bid(s), alternates, and unit costs in a comparative format. We will also provide the Client our estimate of unit cost usage and contingency costs that should be included in the final budget. We will also consult with the Client and incorporate in the bid documents all time limits for construction activity, agreed upon changes in scope, finalized alternates, as well as a proposed penalty clause, if applicable, to be part of the contract

CONTRACT ADMINISTRATION:

1. Pre- Construction Services:

- A. BECI will prepare an AIA Contract Agreement between the Client and approved Contractor, incorporating all the Construction Documents prepared by BECI. We recommend an attorney review all contracts, prior to executing.
- B. BECI will review Contractor's Commencement Data, as it relates to Schedules, Submittals, Shop Drawings, and Insurance Certificates. Once all these documents have been submitted and reviewed, BECI will schedule a Pre-Construction Conference with the approved Contractor and Client.
- C. BECI will conduct a Pre-Construction Conference with the approved Contractor, Sub-Contractors, Material Manufacturer Representatives, and Client. Minutes of this meeting will be recorded, transmitted, and become part of the Contract Documents. Topics to be discussed during, the course of this meeting shall include, but are not limited to the following:
 - 1. Review of executed Contracts, Bonds, Schedule of Values and Scope of Work.
 - 2. Establish proper chain of command protocols, work hours, staging areas, and inspection procedures.
 - 3. Establish time for progress meetings and location.
 - 4. Safety issues.

2. Contract Administration:

- A. BECI will conduct bi-weekly Job Progress Meetings with the approved Contractor, Sub-Contractors, Material Manufacturer Representatives, and Board Representative(s). Topics to be discussed during, the course of this meeting shall include, but are not limited to the following:
 - 1. Safety
 - 2. Review of executed work and 2-week look ahead.
 - 3. Review of Contractor's Schedules and additional Submittals and/or Shop Drawings.
 - 4. Review Consultant's previous Quality Assurance site observations.
 - 5. Review Construction Directives, Pay Applications, and any proposed Change Orders.
 - 6. Q & A.
 - 7. Minutes of this meeting will be recorded, transmitted, and become part of the Contract Documents. All submittals will be reviewed for compliance with Industry Standards and the Contract Documents.
- B. BECI will conduct periodic observations on a weekly basis of the work in progress, to determine if the work observed is in, compliance with the Contract Documents. Observation reports will be developed and shall include, but not be limited to the following information:
 - 1. Date of the inspection.
 - 2. Areas of work performed in compliance and items of work performed not in compliance with the Contract Documents.
 - 3. Weather conditions and 24-Hour forecast.
 - 4. Notification of individuals' onsite, such as material representatives or building inspector.
 - 5. Problems and Resolution section for future matters.
 - 6. Photograph documentation of typical areas observed.

C. BECI will review each of the Contractors Application and Certificate for Payment (Payment Applications), lien releases, as well as any accompanying change order documents. Each application will be reviewed for accuracy and compliance with the terms of the Contract and then provide these documents to the Owner with a recommended course of action.

3. Post-Construction Services:

- A. BECI, along with Owner's Representative, will perform one (1) contract compliance punch list at the substantial completion period inclusive of Field Report.
- B. BECI will issue an AIA G704-Certificate of Substantial Completion, along with other associated AIA Close-Out Documents upon completion of the project.
- C. BECI will review of all written warranties and collect all project closeout documents from the Contractor, prior to final payment.
- D. Upon completion of the project, BECI shall provide the Client with an electronic set of As Built Restoration Documents.

YOUR INVESTMENT

Description	Price	Qty	Subtotal
Document Development ** As outlined in Document Development scope			\$24,500
Contract Administration ** As outlined in Contract Administration scope and includes services listed below:			
Pre-Construction As outlined in Pre-Construction scope.			\$7,500
Contract Administration As outlined in Contract Administration scope. Note: Contract Administration Services are billed at a Weekly Rate for an estimated 16-Week Project Duration. Project duration may differ upon receipt of bids from Contractors. If additional site visits are required, BECI shall request written approval from the client prior to exceeding enumerated site visits at the weekly rate provided herein.	\$2,025	16	\$32,400
Post Construction As outlined in Post Construction scope.			\$8,000
Contract Administration Subtotal			\$47,900
* - Plus Expenses ** - Expenses Included			
Total			\$72,400

Please Note:

We understand that the Total Lump Sum Contract Fee is for budgetary purposes only and the fee for actual services provided may vary due to an increase or decrease in the quantity of services requested.



CLIENT INFORMATION

Invoicing will be submitted on a monthly basis and payable within thirty (30) days of the invoice date. Overdue invoices are subject to 1.5% interest per month, plus any customary and reasonable Attorney's Fees and Collection Costs. Payments shall be delivered to:

Dept # 6547
BECI-Corporate, Inc.
P.O. Box 11407
Birmingham, AL 35246-6547

Invoice Delivery Method (Select ONE Method)

Email Address:

USPS Address:

INVOICING TO BE DIRECTED TO:

Company Name:

Attention:

NEXT STEPS

1. Please review this proposal in detail as well as our [TERMS AND CONDITIONS](#) prior to accepting. We want to ensure you are 100% comfortable with everything presented.
2. If you have any questions at all, please contact me at (201) 913-6505 or msaeman@be-ci.com for clarification or further discussion.
3. Once you are ready to proceed, please click '**Accept Proposal**' and sign below. Once accepted, you will receive an email with the completed proposal for your records.



July 25, 2025

| Michael Fell, *Chief Financial Officer*



2025-08-12 15:15:09 (ADT)

August 12, 2025

FirstService Residential | Brad Coleman, *President, Grand Panama Board of Directors*

THANK YOU

Hello Brad,

When **BECI** began in the mid 90's it was started with a passion for solving problems. Our founder Jim Fell Sr. infused our core values of People, Knowledge, Servant, and Balance into everything he did as he grew from a one man operation to a full blown engineering corporation. Mr. Fell's passion is still alive today in everything we do at **BECI** and you will soon experience what consulting should be. At **BECI**, YOU are our mission. Our sole focus is providing you with the best service possible while providing sound advice as you navigate the waters of the most critical elements of your building so that we can continue to serve you year after year; project after project. Our team utilizes our "Sensible Approach to Building Enclosure Solutions" to ensure that when we solve problems, it's the most effective solution, not the most costly.

Welcome to the **BECI** family!

We know you have many choices in consultants and are humbled you chose us, THANK YOU! I know you will not be disappointed.

Regards,



Joseph Ferrell, PE

CEO

BECI LEADERSHIP TEAM



Joseph Ferrell, PE, RRC
Chief Executive Officer



Michael Fell, RWC, RS
Chief Financial Officer



Jimmy Fell, CSI, CDT
Chief Experience Officer



Josh Tatum, PE, RRC, RRO
Chief Operations Officer