



Building Envelope  
Consultants & Structural Engineers

RJH & Associates, Inc.  
12590 Emerald Coast Pkwy., Unit B  
Miramar Beach, FL 32550  
Tel: (850) 608-6221

February 12<sup>th</sup>, 2026

Tanya Russell, CAM  
FirstService Residential

**Reference: State Mandated Balcony & Rail Inspection  
Grand Panama Beach Resort Condominium Association, Inc.  
11800 Front Beach Rd, Panama City Beach, FL 32407**

**Community Description:** This community is comprised of (1) twenty-two story building and (1) twenty-story building located at 11800 Front Beach Rd, Panama City Beach, FL 32407. There are 299 total units.

Dear Board of Directors,

**RJH & Associates, Inc. (RJH)** is pleased to submit this Proposal to provide a **Balcony and Rail Review** for the above referenced project. We understand that you want RJH to perform a site visit to evaluate the balconies and railings through-out the property. RJH proposes to perform the following services in a Professional manner and in accordance with standard principles and practices.

#### **SCOPE OF WORK**

##### **Balcony and Rail Inspection**

Based on the information provided, it is understood that you would like RJH to accomplish a balcony and rail review in order to provide the State of FL required certification. This will require access to as many of the units as possible and a full time escort with keys and access to all units and access to all locations on the building that have existing rails. Our scope includes multiple site visit during consecutive days and periods and does not include returning multiple times to access units that were not available during the schedule site visit days. If RJH is unable to access certain units while we are on site, we will exclude those from the review. RJH will provide a list of any items that need to be corrected prior to issuance of the certification. If RJH is required to return and review additional work after repair, that time will be billed on an hourly basis. For this project, RJH will review as many of the units we are able to access during our site visit, all floors of walkways, rails in the stair towers, and any common area rails.

**PROPOSED FEE**

Please check the boxes next to the services selected below:

Engineering Consulting		
<input checked="" type="checkbox"/>	<b>State Mandated Balcony and Rail Inspection</b>	<b>\$10,695</b>
Additional Services		
<input type="checkbox"/>	<b>Add- Wind Mitigation Reports</b>	<b>\$2,495/building</b>

The pricing provided above is valid for 60 days.

Lump sum due within 10 days of report delivery. Additional services can be selected with the discounted pricing found above and do not represent standalone fees.

This does not include the cost for a follow-up site visit to review repaired deficiencies, which will be charged under our normal hourly rates, plus reimbursable expenses.

2026 RJH Standard Hourly Rate Sheet	
Title	Hourly Rate
Principal Partner	\$360
Senior Associates	\$300
Senior Project Manager/Project Engineer	\$230
Project Manager	\$210
Project Coordinator	\$180
Field Technician	\$160
Drafting Services	\$120
Administrative Services	\$90
Expenses (food, lodging, etc.) at cost plus a 10% admin fee	

We plan to provide our services in accordance with the proposed Standard Terms & Conditions of the Contract.

**STANDARD TERMS AND CONDITIONS**


1. RJH is being engaged by the CLIENT to render professional services involving aspects of design, construction observation and consulting.
2. RJH will perform its services in accordance with the standard of care normally practiced by recognized professional firms in performing services of similar nature. CLIENT expressly acknowledges that RJH makes no other warranties or guarantees, expressed or implied, regarding the services set forth herein.
3. RJH will provide the CLIENT with a Project Manual and Scope of Work in connection with the services performed. The report will present such findings and conclusions as RJH may reasonably make with the information gathered while performing its services. In preparing the work product, RJH may review and interpret certain information provided by the CLIENT or by third parties.
4. RJH's drawings, plans, specification and other project related documents and deliverables are instruments of professional service ("instruments") developed by RJH in contemplation of a wide array of project-specific variable, including how the documents will be used and by whom. The CLIENT and RJH shall together identify those who, in addition to CLIENT, may use the various instruments and for what purposes. RJH shall copyright the instruments to make illegal any unauthorized duplication, other reproduction or copying, quotation or excerption.
5. The total liability in the aggregate arising out of or in any way related to Consultant's services, the project, or this Agreement shall not exceed the total compensation received by Consultant under this Agreement. The Agreement cost is predicated on this limitation of liability.
6. No claim may be brought against RJH in contract or tort more than two (2) years after the services were completed or terminated under this engagement.
7. A fully executed copy of this proposal along with receipt of the retainer will be required prior to scheduling services. A signature block has been provided. All invoices are due upon receipt. Invoices are sent monthly for services rendered throughout the process and payment is not to be held during work progress or until the end of the phase. All invoices that are unpaid after 30 days are subject to interest charges of 1.5% per month and related collection expenses and attorney fees related to collections.
8. Travel is to and from the TX, NC, FL or ON office. Expenses will be charged as reimbursable with a 10% administration fee and mileage at the rate of \$0.78 per mile.
9. For projects that span over a calendar year, RJH reserves the right to update and/or revise our fees/rates, regardless of when the proposal is executed.

**AUTHORIZATION/SCHEDULE**

RJH will begin working on the project immediately upon receipt of your written authorization. We trust this Proposal is satisfactory, and we look forward to assisting you. We understand that the site visit will be coordinated via RJH and the CLIENT.

We appreciate the opportunity to work with you. Should you have any questions regarding our proposal, please do not hesitate to contact us.

Sincerely,



**RJH & Associates, Inc.**

Robért Hinojosa, PE, RRC, RWC, REWC, RBEC, MBA  
Chief Executive Officer

**Accepted By,**



(Signature)

**BRAD COLEMAN**

(Typed or Printed Name)

**President G.P. Board 4/16/2026**

(Title/Company)

(Date)