

**RESOLUTION No. 23-144**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE BUILDING DEPARTMENT'S PURSUIT OF THE ACCREDITATION BY THE INTERNATIONAL CODE COUNCIL-INTERNATIONAL ACCREDITATION SERVICE IN AN AMOUNT NOT TO EXCEED \$16,500.00; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT, AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Doral ("City") recognizes the importance of setting a high standard and being an example for other public agencies, the City's residents, and businesses by implementing established standards and best practices; and

**WHEREAS**, the City's Building Department (the "Department") wishes to pursue a voluntary process of obtaining accreditation offered by the International Code Council – International Accreditation Service ("ICC-IAS") by completing all phases of the assessment using IAS Accreditation Criteria ("AC251") including the review of the Department's service goals, emergency response plans, quality control systems, document control, budgeting, plans review, and inspections; and

**WHEREAS**, the Department is a member of the International Code Council ("ICC") whom has provided the Department resources to improve the Department's policies, procedures, and practices; and

**WHEREAS**, staff recommends that the City Council approve the Department's pursuit of accreditation offered by the International Code Council – International Accreditation Service, and authorize the expenditure of \$16,500 to accomplish the same.

**NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are confirmed adopted and incorporated herein and made part hereof by this reference.

**Section 2. Approval.** The City's Building Department's pursuit of accreditation offered by the International Code Council – International Accreditation Service, in an amount not to exceed \$16,500.00 is hereby approved.

**Section 3. Authorization.** The City Manager is hereby authorized to accept International Code Council – International Accreditation Service's quote, attached hereto as Exhibit "A", and if necessary, enter into an agreement with said organization, provided the same is first approved as to form and legal sufficiency by the City Attorney. The City Manager is further authorized to expend funds an amount not to exceed \$16,500.

**Section 4. Implementation.** The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

**Section 5. Effective Date.** This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Vice Mayor Pineyro who moved its adoption. The motion was seconded by Councilmember Puig-Corve and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Rafael Pineyro	Yes
Councilwoman Digna Cabral	Yes
Councilwoman Maureen Porras	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 13 day of September, 2023.



CHRISTI FRAGA, MAYOR

ATTEST:



CONNIE DIAZ, MMC  
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



VALERIE VICENTE, ESQ. for  
NABORS, GIBLIN & NICKERSON, P.A.  
CITY ATTORNEY

# EXHIBIT “A”



August 17, 2023

**Via IAS Portal**

Ms. Jane Decker, Assistant Building Department Director  
City of Doral FL Building Department  
8401 NW 53<sup>rd</sup> Terr  
Doral, FL 33166

Dear Ms. Decker:

Thank you for your interest in IAS Building Department Accreditation (BDA). To get you started, here is some information about the BDA program and how our process works, along with the fees for IAS Building Department Accreditation.

**Program Information**

The Building Department Accreditation (BDA) program is:

- An ongoing process for improving building department policies and procedures
- Verification from a leading, independent, accreditation authority that the department uses best practices and operates at a high technical and professional level
- An independent assessment of a building department's construction codes administration, enforcement, and quality management system

Some of the reasons that building departments pursue accreditation include:

- Benchmark services to other jurisdictions
- Enhance public confidence in the department
- Obtain independent confirmation of the quality of services provided
- Identify areas for improvement
- Generate data that can be leveraged to request additional resources
- Raise the profile of code professionals, the department, and the organization.

The criteria for accrediting building departments is the *Accreditation Criteria for Building Departments, Code Enforcement Departments and Third Parties Providing Building And/Or Property Maintenance Code Enforcement Services (AC251) Effective September 1, 2021*.

You can find AC251 at <https://www.iasonline.org/wp-content/uploads/2020/11/AC251-20201029.pdf>.

### **Accreditation Process**

Here is an overview of the steps from application submittal to accreditation:

<b>STEP</b>	<b>RESPONSIBILITY</b>
1. Applicant submits application and first year fee payment	<b>Jurisdiction</b>
2. IAS provides applicant a list of required Pre-Assessment Documentation	IAS
3. Applicant uploads required Pre-Assessment Documentation	<b>Jurisdiction</b>
4. IAS conducts Pre-Assessment Documentation Review	IAS
5. A full assessment is scheduled and conducted	<b>IAS &amp; Jurisdiction</b>
6. The applicant files responses to resolve assessment findings	<b>Jurisdiction</b>
7. IAS senior management assessment review and approval of accreditation	IAS
9. Upon IAS senior management approval of accreditation, a Certificate of Accreditation is issued.	IAS

### **Requested Scope of Accreditation**

Your Quotation Request indicates that you would like the following services to be included in your Scope of Accreditation:

Permitting  
Plan Review  
Inspections

### **Accreditation Fee**

The annual fee for IAS Building Department Accreditation is based upon the population of the jurisdiction served. Based upon the current 75,966 population of Doral, you fall within the IAS Annual Fee Schedule 0-249,999 population range. Accordingly, the total fee for Building Department Accreditation for the 3-year accreditation period is \$16,500 which is due and payable as follows:

At Time of Application Submittal—Year 1 Fee of the 3 Year Accreditation Period	\$ 5,500
Year 2 Fee of the 3-Year Accreditation Period (Billed to the Jurisdiction in Year 2 of Accreditation)	\$ 5,500
Year 3 Fee of the 3-Year Accreditation Period (Billed to the Jurisdiction in Year 3 of Accreditation)	<u>\$ 5,500</u>
Total Fees for 3-Year Accreditation Period	\$16,500

**Notes:**

1. Your application must be submitted through the IAS web portal.
2. This quotation is good for 90 days from the date of this letter.
3. Payment can be made by credit card or wire transfer.
4. The customer is responsible for paying all bank transfer fees.
5. Initial Accreditation is granted for a period of 3 years. After the initial assessment, a full reassessment is required every three years.

**Next Steps**

Please make application for your Building Department Accreditation by clicking on the link in the e-mail you received from the IAS Portal in conjunction with your Quotation request. Please find the instructions for submitting your application and first year fee payment through the IAS Portal attached to this Quotation letter. Should you encounter any difficulties with submitting your application or fee payment, please contact IAS Accounting Specialist Jamie Lee Karim at [jlkarim@isaonline.org](mailto:jlkarim@isaonline.org) or call (888) 422-7233 Ext. 3315.

**Building Department Accreditation Presentation**

After submittal of your application and fee payment, it is highly recommended that you and your managers/supervisors receive our free, online, 2-hour, Building Department Accreditation presentation. The presentation will include a detailed discussion of the Accreditation process, a review of the AC251 Accreditation requirements, and a review of the documentation required to be submitted to IAS to reflect conformance with the AC251 Accreditation requirements. Accredited jurisdictions that have received this presentation prior to the commencement of the accreditation assessment process have stated they found the presentation to be very helpful. Should you be interested in receiving the presentation, please contact me at [mike.bouse@iasonline.org](mailto:mike.bouse@iasonline.org) or at (702) 334-4142.

Please do not hesitate to contact me directly should you have any questions or desire any additional information regarding IAS Building Department Accreditation.

Sincerely,



Michael Bouse, Program Manager  
Building Department Accreditation (BDA)

## Applying For Accreditation Against The Quotation

1. Once the quotation request is reviewed by the IAS staff, both in the case of registered user and new user, the user will receive an email. The email is regarding the quote amount set by the staff. The user can view the detail in the email itself or can login to customer portal to check the quotation set by IAS.

### VIEWING THE QUOTE

1. Login to your customer portal using your username and password.

The Dashboard window as shown in Fig1 opens. Click on 'Quotations' on the top-left corner to view your quotation. It will be visible by the number as mentioned in the email sent by IAS. Fig 2

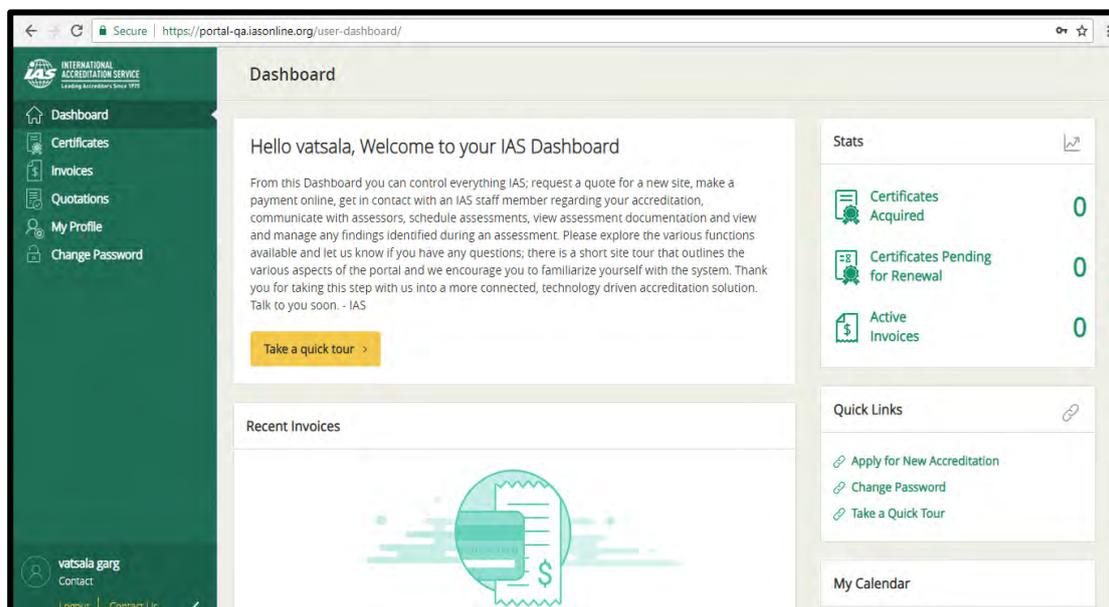


Fig 1

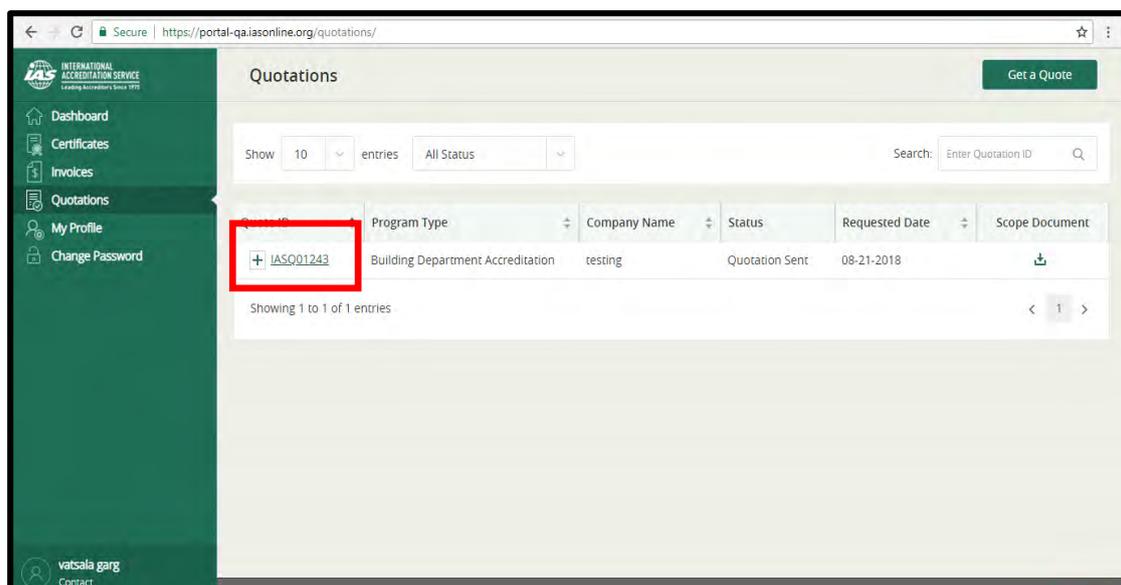


Fig 2

2. Click on the highlighted link to 'View' the quotation submitted. Fig 3

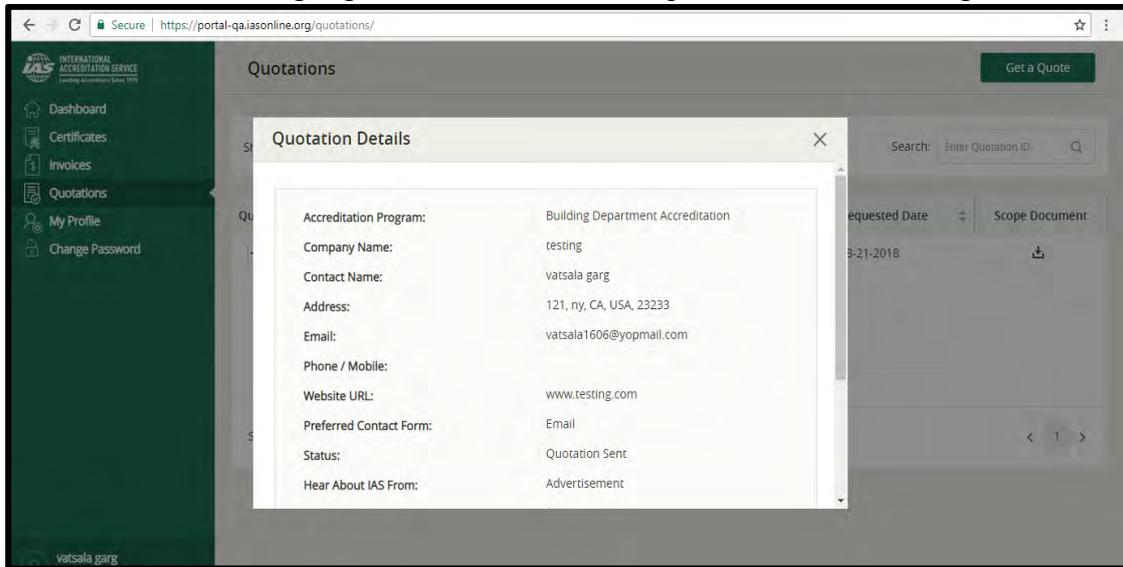


Fig 3

3. Alternatively, you can also view the quotation by clicking 'View' as highlighted in Fig 4.

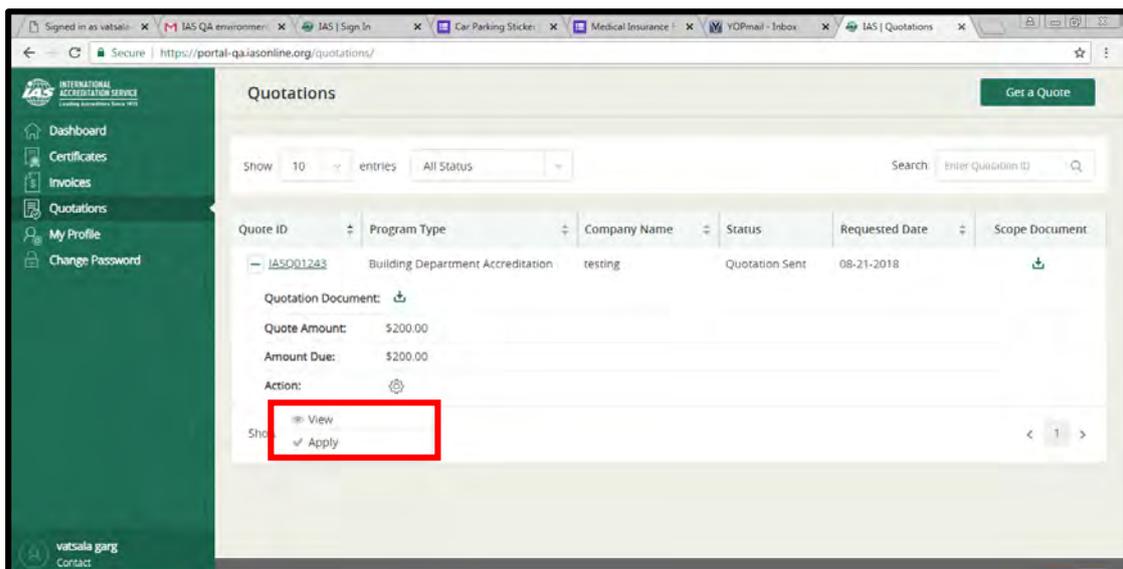


Fig 4

4. Click on the 'Apply' button, to apply for the quotation and pay the relevant amount to IAS. Alternatively, the customer can also 'Apply' from the pop-up window that opens when he clicks the Quotation ID. Fig 5

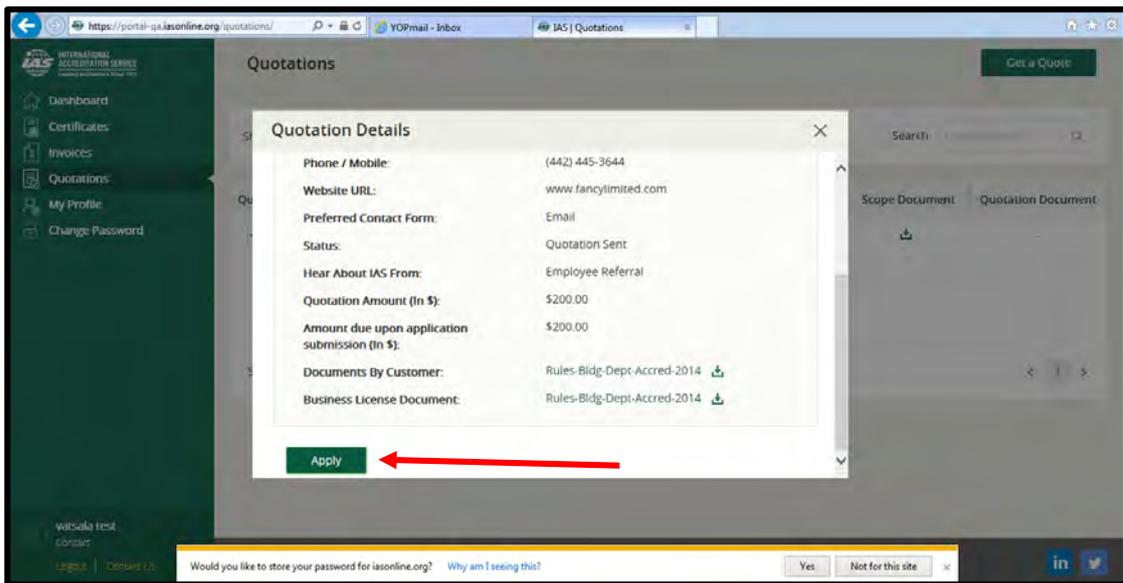


Fig 5

1. An email regarding the New Application submitted mentioning the date on which the application is created and informing customer that the IAS authorities will get back in case they have any questions.
2. An email mentioning payment details to customer for his reference both for online payment and for offline payment.
3. Once staff has started reviewing the application and has generated an application number, the customer will receive an email of the Accreditation number assigned. The email also informs customer that IAS will schedule assessment and will inform customer in case of any questions.

# IAS BUILDING DEPARTMENT ACCREDITATION APPLICATION FILING AND PAYMENT INSTRUCTIONS

## APPLICATION FILLING AND PAYMENT

On clicking, 'Apply', Application for Accreditation opens as shown in Fig 1. Although, all the applications are similar, they might differ depending on the program selected, ie. Different for different accreditation that the client has applied for.

### How to fill the Application:

#### GENERAL:

In the 'General' tab, start by filling each field. Please observe that the field marked with a red asterisk mark is mandatory. Fill in the relevant information as shown in Fig

1. Click 'Save and Next' to reach the next page.

The screenshot displays the 'Application for Calibration Lab' form. The top navigation bar includes the IAS logo, 'INTERNATIONAL ACCREDITATION SERVICE', and 'Leading Accreditors Since 1975'. The breadcrumb trail shows 'Application for Calibration Lab' with a 'Quotation ID: IASQ01251' and a 'Download Documents' link. The form is divided into five tabs: '1 General', '2 Assign Contact', '3 Additional', '4 Documents', and '5 Payment'. The 'General' tab is active, showing the following fields:

- Application Name: Not Available
- Name of Applicant (Company Name) \* (Dropdown menu with 'fancylimited' selected)
- Facility Address:
  - Street \* (Text input: 'diy')
  - Country \* (Dropdown menu: 'France')
  - State \* (Dropdown menu: 'FL')
  - City \* (Text input: 'du')
  - Zip/Pin Code \* (Text input: '77575')
- Mailing Address:
  - Is Mailing Address the same as the Facility Address? (Checked checkbox)
  - Street \* (Text input: 'diy')
  - Country \* (Dropdown menu: 'France')
  - State \* (Dropdown menu: 'FL')
  - City \* (Text input: 'du')
  - Zip/Pin Code \* (Text input: '77575')

A 'Save & Next' button is located at the bottom right of the form. The browser address bar shows 'https://portal-qaiasonline.org/ias-application-form' and the system tray at the bottom indicates the time is 4:02 PM on 8/30/2018.

Fig 1

- **Facility Address:** The portal automatically takes the facility address that you have filled at the time of filling the quotation form, however the user can edit the details. Fig 2

The screenshot shows a web browser window with the URL <https://portal-qa.iasonline.org/ias-application-form/?id=ODE2NA==>. The page title is "Application for Building Department Accreditation" and the Quotation ID is "IASQ01243". A "Download Documents" button is visible in the top right. On the left is a green sidebar with navigation links: Dashboard, Certificates, Invoices, Quotations, My Profile, and Change Password. At the bottom of the sidebar, the user's name "vatsala garg" and "Contact" are displayed, along with "Logout" and "Contact Us" links. The main content area is titled "Facility Address" (highlighted with a red box) and contains the following fields:

- Street \*: 121
- Country \*: USA (dropdown)
- State \*: CA (dropdown)
- City \*: ny
- Zip/Pin Code \*: 23233 (with a "Zip/Pin Code" button)

Below this is the "Mailing Address" section, which includes a checkbox "Is Mailing Address the same as the Facility Address?" (unchecked), and empty fields for Street, Country (dropdown with "Select"), and State (dropdown with "Select").

Fig 2

- **Mailing Address:** In the mailing address, if your facility address is same as your mailing address, click on the small square as shown in the highlighted part in Fig 3. However, in case the mailing address is different from the facility address, fill all the relevant details.

Application for Building Department Accreditation

Quotation ID: IASQ01243

Download Documents

**Mailing Address**

Is Mailing Address the same as the Facility Address?

Street \*

Country \* State \*

City \* Zip/Pin Code \*

Save & Next

vatsala garg  
Contact

After filling all the required details, make sure you check the entire details once again. Click ‘Save and Next’ to reach the next page of the Application form.

Fig 3

### Assign Contact:

The next step is to fill the ‘Assign Contact’. The form asks for three contacts, ‘Technical’, ‘Billing’ and ‘Legal’.

**Technical Contact:** While filling the field for Technical contact, either select the name from the list of available contacts as shown in Fig 4 or ‘Add New’. When you click on the ‘List of available contacts’ a window as shown in Fig 5 opens.

Application for Building Department Accreditation

Quotation ID: IASQ01243

Download Documents

1 General 2 Assign Contact 3 Additional 4 Documents 5 Payment

**Technical Contact \***

Select

+ Add New

vatsala garg

List all available contacts

Email \* Phone Number

**Billing Contact \***

vatsala garg  
Contact

Fig 4

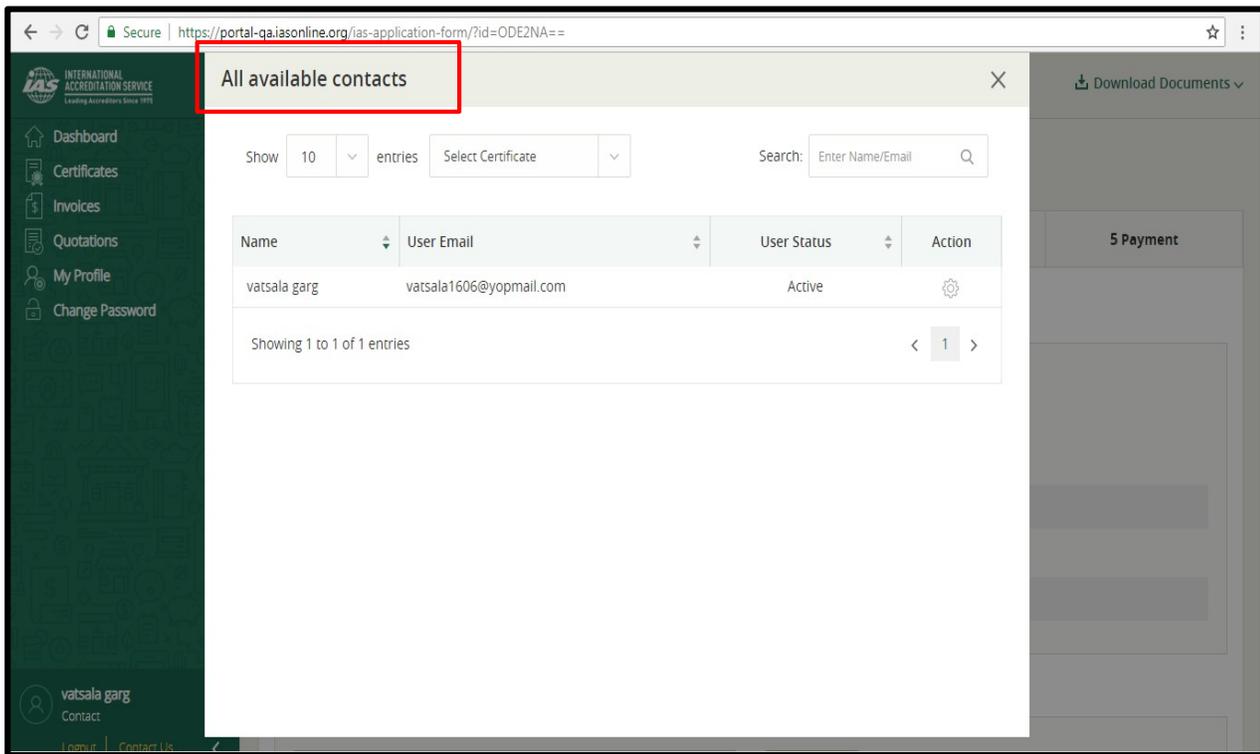


Fig 5

When you click 'Add New', a window as shown in Fig 6 opens. Fill in all the required details and click 'Submit'. After submitting, the name that you have added through the 'Add New' button shall be reflected in the Technical Contact field. Fig 7

When you click 'Add New', a window as shown in Fig 6 opens. Fill in all the required details and click 'Submit'. After submitting, the name that you have added through the 'Add New' button shall be reflected in the Technical Contact field. Fig 7

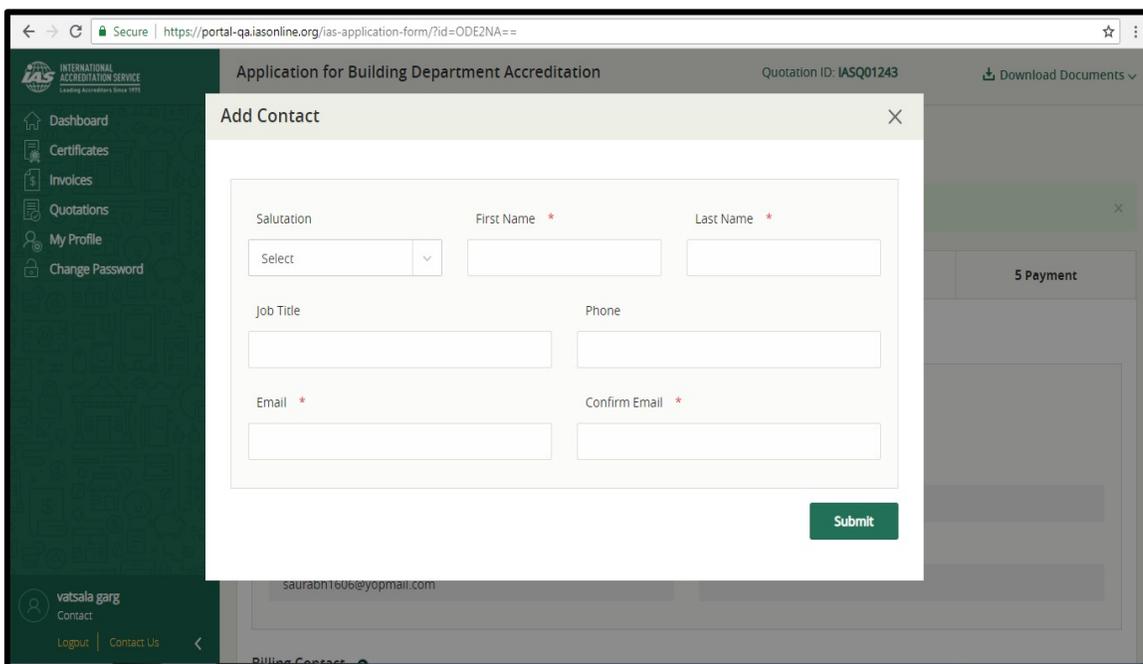


Fig 6

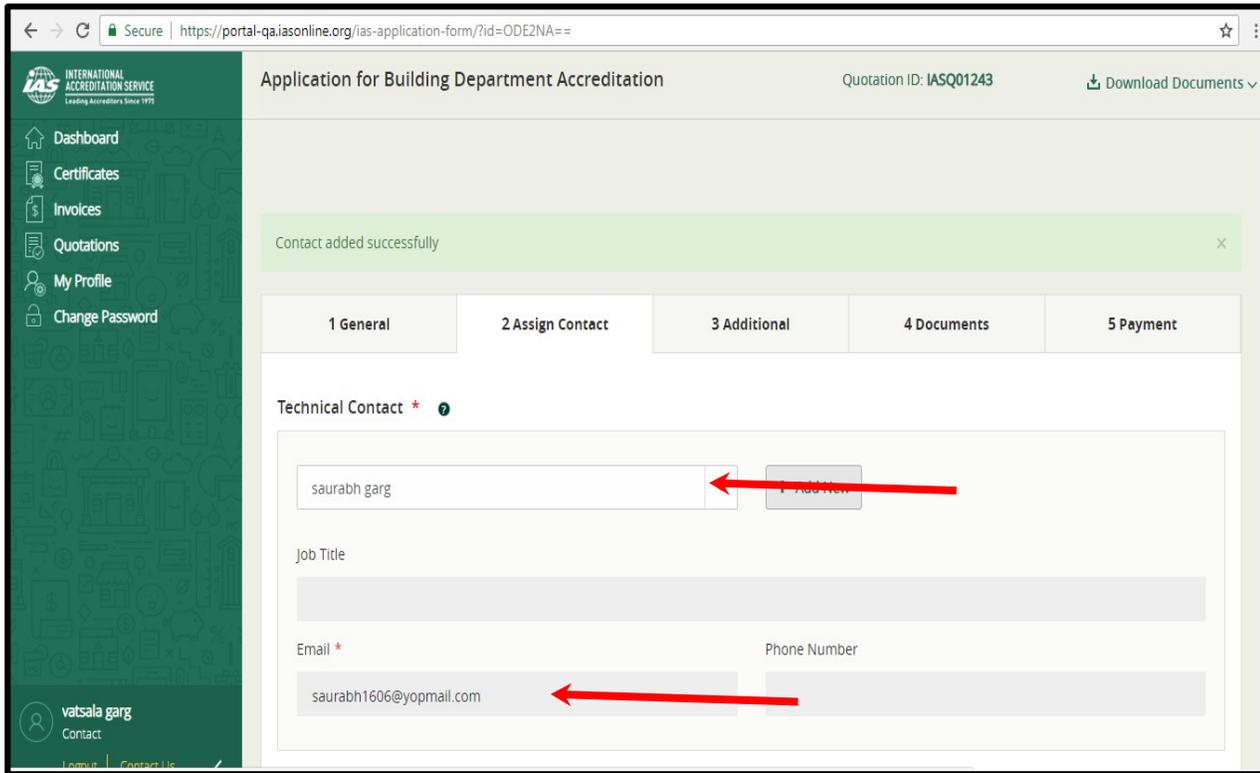


Fig 7

The new contact will receive two emails, an email that he has been added as a Technical contact in the customer portal of IAS when the customer submits the accreditation application and other email with a link through which the user can set password to login into the customer portal.

\*\*The same steps has to performed for adding 'Billing' and 'Legal' contact in the portal. The respective person will get an email of the same. Once all the new contacts has been added, click 'Save and Next' to reach the next page of the form.

\*\* When the user is the first-time user, it is suggested to add himself as a contact, in case, he does not select himself as any of the three contacts, his account will be deactivated, however the three contacts will continue to login to their accounts and can complete the process.

\*\*In case of registered user, if he already have some certificates assigned to him and in the new accreditation application, he does not select himself as any of the three contacts, his account will not be deactivated but he will not get access to view the current certificate.

### **Additional:**

In the 'Additional' Tab, read the instruction given and accordingly choose 'Yes' or 'No' Fig 8

In case, you choose, 'Yes' or 'No', please fill in the relevant information or upload any relevant document to support your answer. Refer Fig 8. Click 'save and Next' to reach the next page.

Secure | https://portal-qa.iasonline.org/ias-application-form/?id=ODE2NA==

INTERNATIONAL ACCREDITATION SERVICE  
Leading Accreditors Since 1975

Application for Building Department Accreditation Quotation ID: IASQ01243 Download Documents

1 General 2 Assign Contact 3 Additional 4 Documents 5 Payment

Within the past five years have any of your accreditations been revoked, withdrawn, placed on suspension, and/or removed from listing? If "yes" please explain on a separate page.

Yes  No

Upload Additional Documents: \*  **Add Files...** Additional Content

Previous **Save & Next**

vatsala garg  
Contact  
Logout | Contact Us

Fig 8

## Payments:

The portal will automatically show the default payment to be made by the customer in the customer portal. Check highlighted part in Fig 11.

The screenshot shows a web browser window with the URL <https://portal-qa.iasonline.org/ias-application-form/?id=ODE2NA==>. The page title is "Application for Building Department Accreditation" and the Quotation ID is "IASQ01243". The navigation menu includes Dashboard, Certificates, Invoices, Quotations, My Profile, and Change Password. The user is logged in as "vatsala garg" (Contact).

The main content area has five tabs: 1 General, 2 Assign Contact, 3 Additional, 4 Documents, and 5 Payment. The "5 Payment" tab is active, showing "Payment Details".

**Payment Details:**

- Total Payment Due: \$200.00 (highlighted with a red box)
- Payment Option:  Pay By Credit Card,  Pay Offline (indicated by red arrows)

**Billing Address \***

Street \*, City \*, State \*, Zip/Pin Code \*, Country \*, Phone

Buttons: Previous, Pay

Fig 11

## How to make payment:

There are two payment options, Pay by credit card and Pay Offline. Select the payment option you want to choose.

## When you choose ‘Pay by credit card’:

- A window as shown in Fig 12 opens, read the Terms and Conditions’ and click on ‘I agree to terms and conditions’. Click ‘submit’, you can also take a printout for future reference.
- When you click ‘Submit’, you will be redirected to a payment page Refer Fig 16. It has the ‘purchase Detail’ in the Left hand corner. On the right hand corner, fill the credit card details and click ‘Submit’.

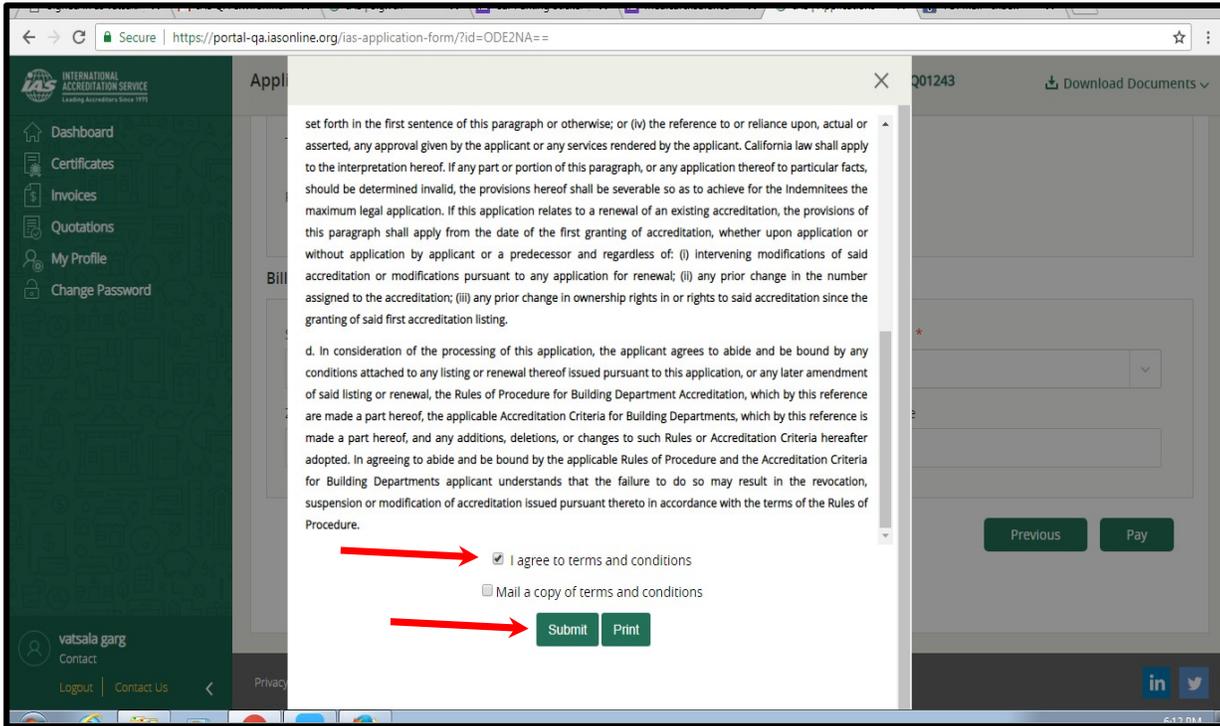


Fig 12

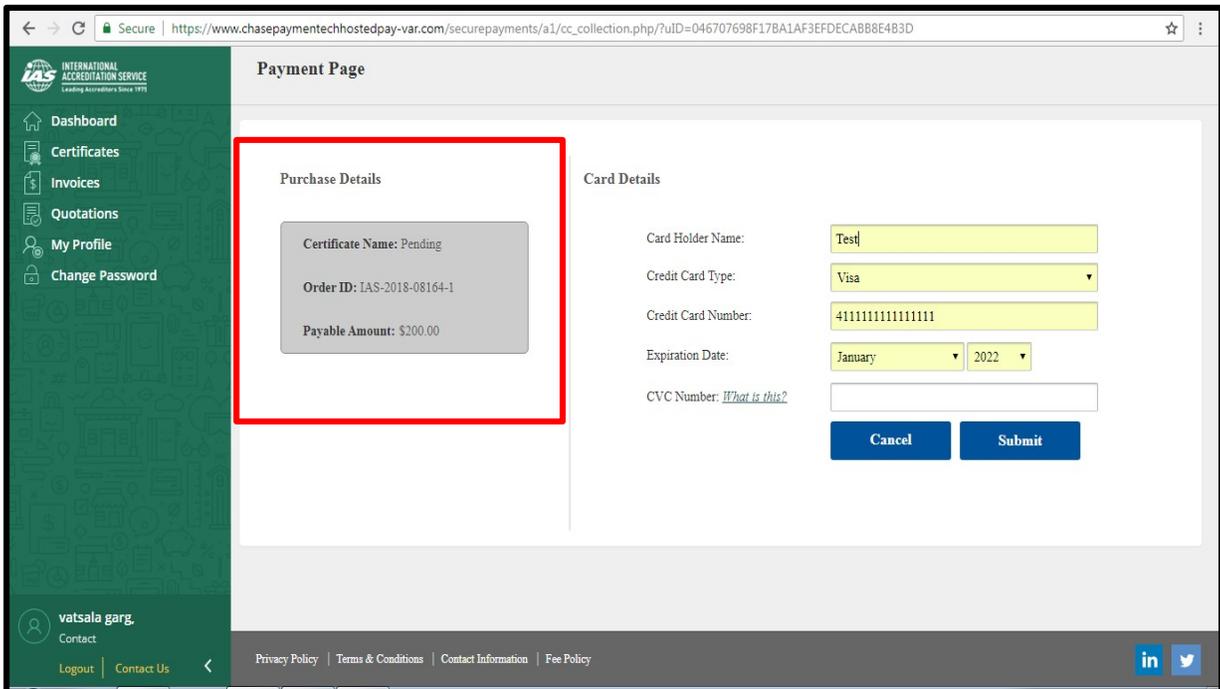


Fig 13

When you hit the ‘submit’ button, you will be redirected to ‘Certificates’ page, where you can check your application. Fig 17

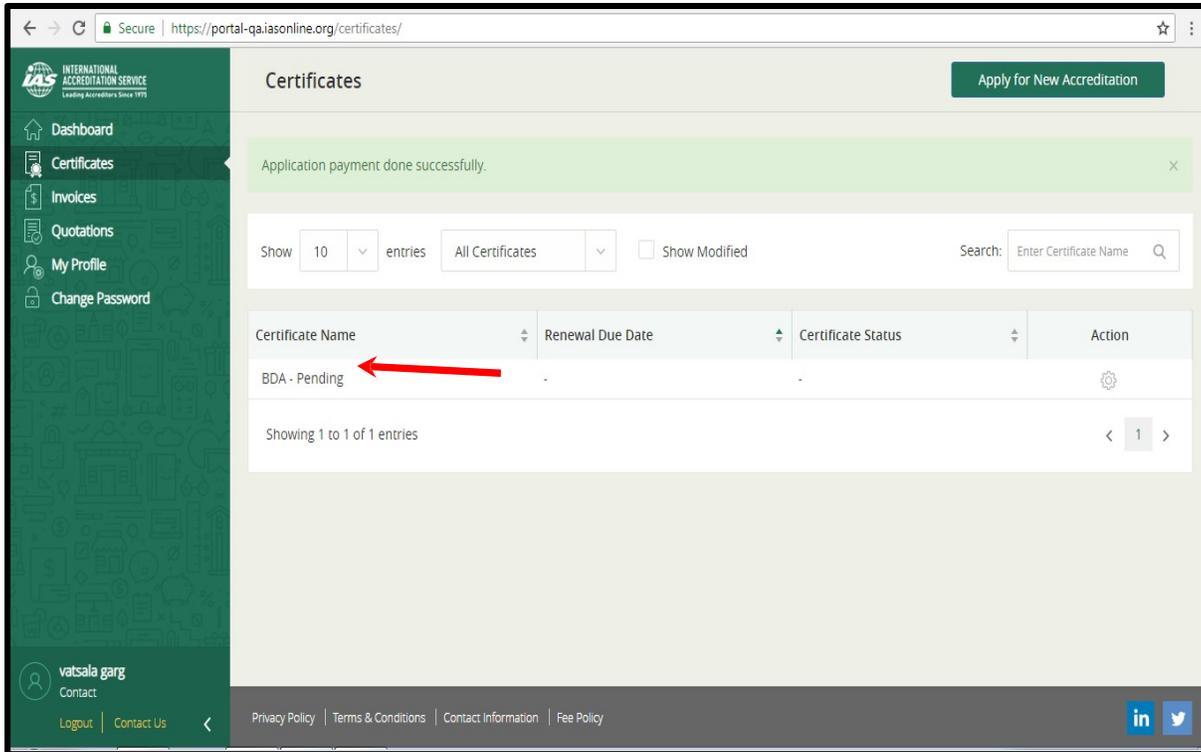


Fig 14

### When you choose ‘Pay Offline’: Fig 15 (Pay Offline Tab)

Select the ‘Pay Offline’ option, which has further two more options:

- Pay by check
- Pay by Wire Transfer

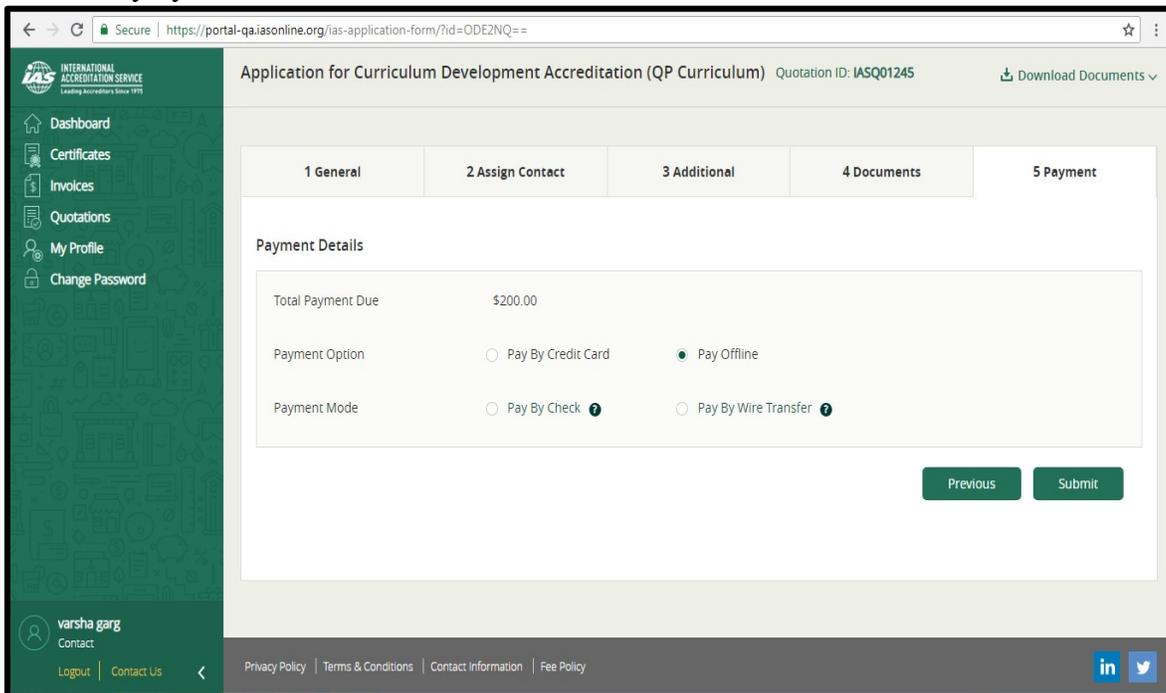


Fig 15

### When you ‘Pay by Check’:

When the user selects ‘Pay by Check’ or ‘Pay by Wire Transfer’ option, a window as shown in Fig 16 Pay By Check or Wire Transfer Tab opens. Read all the details mentioned on-screen and click ‘I agree to terms and conditions’ and click ‘Submit’.

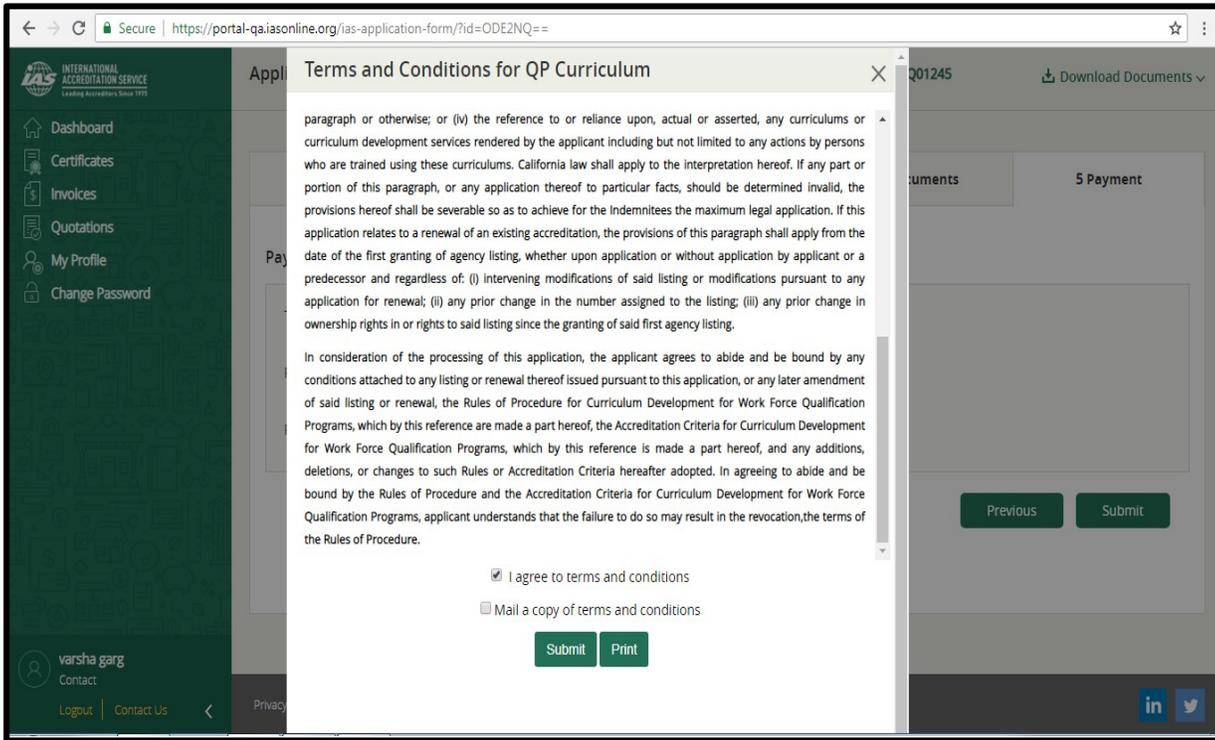


Fig 16

When you hit the ‘submit’ button, you will be redirected to ‘Certificates’ page, where you can check your application. The user can also see a confirmation message that the application payment done successfully. Fig 17

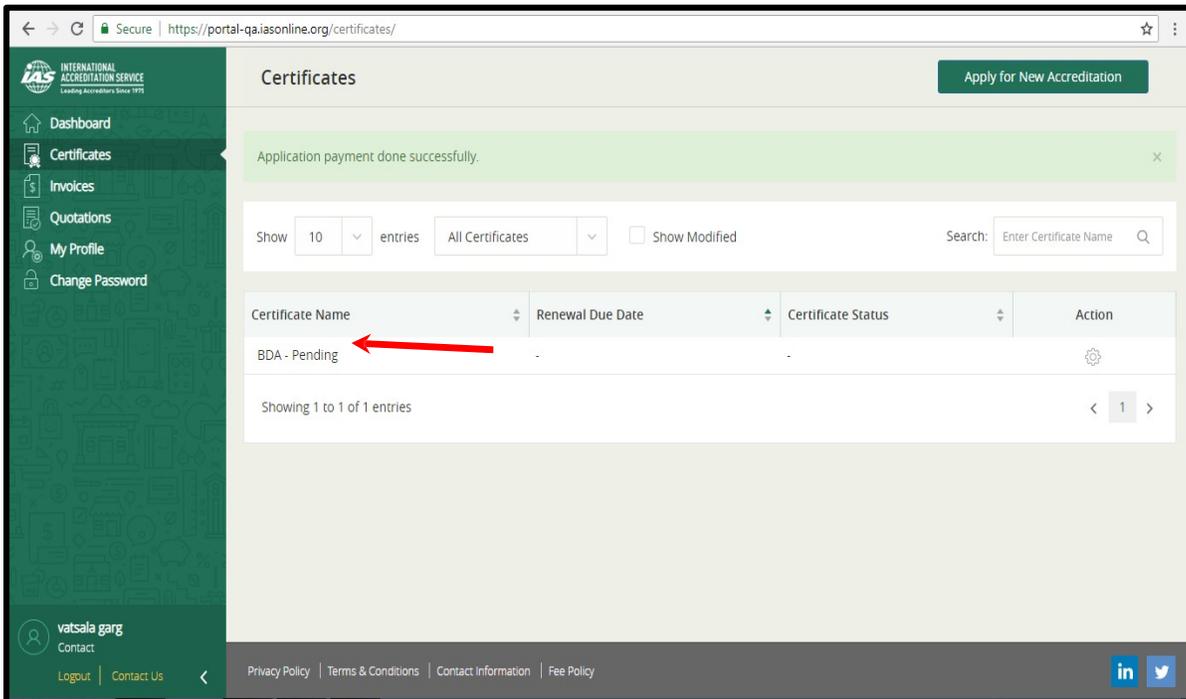


Fig 17

**The customer will receive three emails:**

- An email regarding the New Application submitted mentioning the date on which the application is created and informing customer that the IAS authorities will get back in case they have any questions.
- An email mentioning payment details to customer for his reference both for online payment and for offline payment.
- Once staff has started reviewing the application and has generated an application number, the customer will receive an email of the Accreditation number assigned. The email also informs customer that IAS will schedule assessment and will inform customer in case of any questions.