

**Florida Building Commission**  
**Product Approval/Prototype Buildings/Manufactured Buildings**  
**Oversight Committee**

**Minutes**

Sirata Hotel, St. Petersburg, Florida

May 13, 2002

**Attendees**

Frank Quintana, Chairman  
Ed Carson

Craig Parrino  
Paul Kidwell

**Objectives**

- To Review and Discuss Program Overviews for the Product Approval Program
- To Review and Discuss the Draft RFP for the Prototype Buildings Program
- To Review and Discuss the Manufactured Buildings Rule Update
- To Discuss Agenda Items Next Meeting

**Overview**

The meeting was declared open at 1:15 p.m by Mr. Quintana. The meeting began without a quorum, however a quorum was attained early in the meeting. The agenda was reviewed and approved.

The committee first reviewed and discussed issues related to product approval. There were lengthy discussions of the requirements for documents to be signed and sealed for approval. Staff was asked to send a letter to the Florida Board of Professional Engineers regarding these issues. There were also discussions of quality assurance requirements for the approval doors. Staff reported that they are currently working with industry representatives on this issue. The committee also discussed lawn storage buildings and agreed that lawn storage building kits, of the type assembled on site, should be accepted for approval under the Prototype Buildings Program.

The committee reviewed the draft Request For Proposal for hiring an administrator for the Prototype Buildings Program. Changes to the RFP were recommended including limitations to building size; an 18 month term of the first contract; review previous minutes and capture all committee recommendations in RFP; monitoring by quarterly audit funded by the administrator; specify a “standard” license for plans reviewers; change location of office from Tallahassee to Orlando; alternative methods and materials to be documented in writing; recalculate scoring points; reference “services” instead of “project”; and clarify time period for the budget.

Mr. Larry Jordan gave an update of the Manufactured Buildings Program and reported that Rule 9B-1 was working well.

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**Committee Actions**

**Motion:** Move to have DCA staff request from the Florida Board of Professional Engineers, clarification on questions and issues related to signed and sealed documents for product approval. Parrino/Carson

**Vote:** .Unanimous in favor, the motion passed.

Items for the May agenda are to include program updates as applicable from staff and review of the revisions to the draft RFP for the Prototype Buildings Program.

**Conclusion**

The meeting was adjourned at 3:15 p.m.