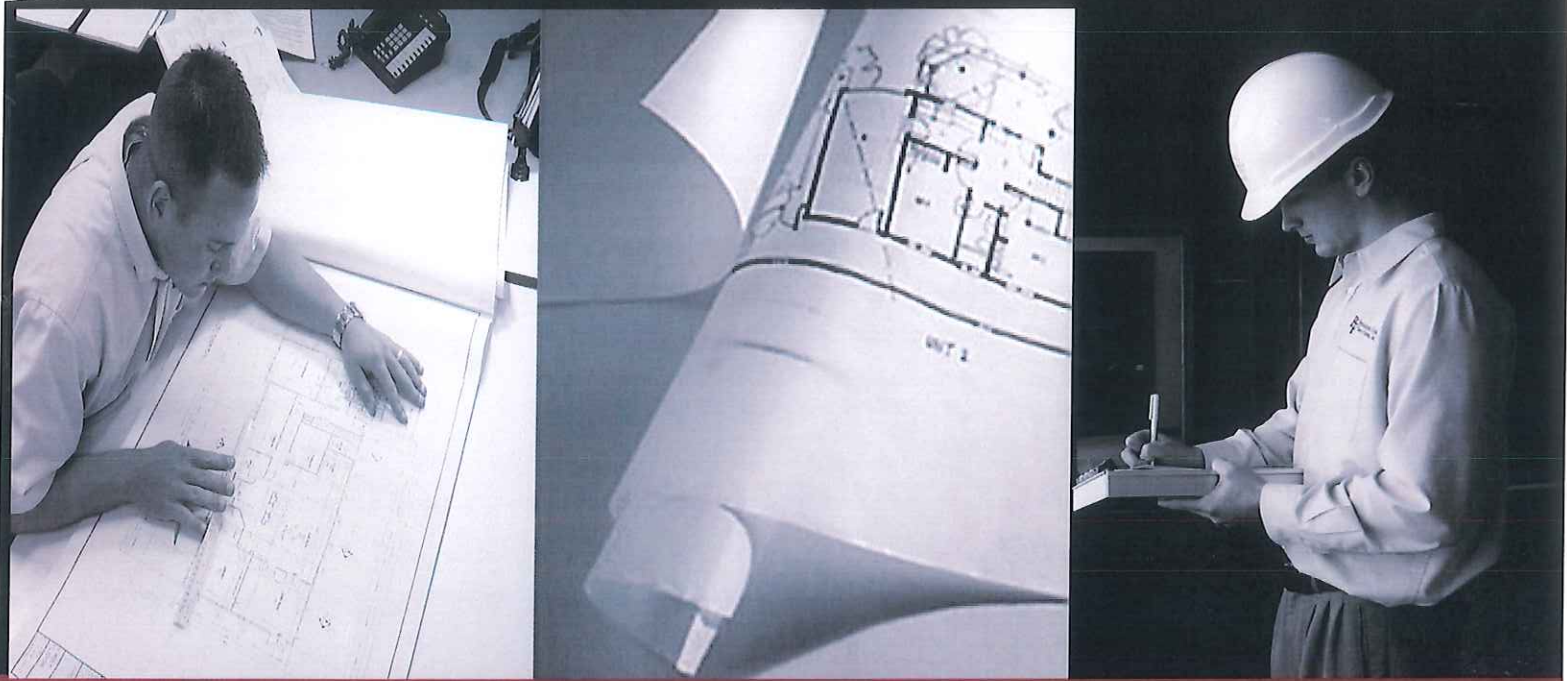


B & F CONSTRUCTION CODE SERVICES, INC.
B & F BUILDING & FIRE PROTECTION PLAN REVIEW
® TRAINING • INSPECTIONS • CODE CONSULTING



December 6, 2023

Brandy Williams PE, PLS
Engineer and Zoning Administrator
Town of Cortland
59 S. Somonauk Road
Cortland, IL 60112

Thank you for the opportunity to present an updated proposal for the Town of Cortland. With over 30 years of experience, we are pleased to continue providing a proposal for Plan Review & Building Inspection Services. We look forward to serving the Town of Cortland.

If you have any questions please give Ron Yarbrough a call at 847-428-7010 or email ryarbrough@bfccs.org.

Sincerely,

Ron Yarbrough
Ron Yarbrough

PROFESSIONAL SERVICE AGREEMENT

Statement of Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, inspections and training services. All technical personnel are certified and/or licensed to provide the services as described and requested.

Services to be Provided – Plan Review & Building Inspections

B & F Construction Code Services, Inc. will provide one ICC Certified Inspector to perform residential, commercial/industrial building, mechanical and electrical inspections within the limits of the Town of Cortland in the afternoons on Monday, Wednesday and Friday.

The inspector shall have proper inspection equipment to conduct inspections as required. Equipment shall include a clipboard, flashlight, electrical tester, tape measure and other equipment as determined to provide a quality inspection.

The inspector shall utilize forms acceptable to the Town of Cortland. These forms are three-part carbonless forms. A copy of the inspection report shall be left at the job site with a copy sent to the Municipality and a copy for ourselves.

The inspector shall utilize a B & F Construction Code Services, Inc. company vehicle to conduct inspections.

Inspection hours shall be conducted for fill-ins because of extended absences, heavy workloads, or due to town staff not being qualified.

The inspector will be available during the hours designated above to perform inspections as assigned. The Inspector will not perform fire alarm, fire protection, engineering, or other types of inspections or services outside his/her area of qualification.

Digital Plan Review

We have the capability to perform digital plan review allowing applicants as well as the Village to send and receive plans quicker and more efficiently. If paper plan review is preferred, we can perform that as well. We provide pre-paid shipping via FedEx or pickup and delivery by our staff for paper plans.

Plan Review Process

Plan reviews submitted to our office are processed within two (2) business days. Upon processing, the Town of Cortland will receive a receipt indicating the scope of the review and the completion date (based on date received). Once reviews are completed, plan review letters are sent to the Village via email and can also be sent directly to the applicant if requested. If the applicant has questions regarding a review comment, our letters contain contact information for each plan reviewer.

Schedule to Perform Plan Reviews – All Disciplines

All first reviews are performed in nine (9) business days from date they are received in our office and the second and all subsequent reviews are performed within five (5) business days.

If a quicker turnaround time is desired, we offer Priority Express Reviews. These Priority Express or Expedited Reviews are completed in three (3) business days and all second and subsequent reviews are also completed within three (3) business days.

Miscellaneous and simple projects can be reviewed in two (2) to three (3) business days. These reviews are subject to fee for re-reviews.

We have a Director of Technical Services to oversee the entire process and actively manage it to ensure deadlines are met.

Schedule to Perform Inspections

Inspections require notice the day prior by 3:00 p.m. Inspections can be conducted between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday, excluding holidays. Inspection requests shall be emailed to inspectionrequests@bfccs.org. Inspections can be made outside of these timeframes on an as requested basis.

The inspections are conducted as progress of the project takes place. All inspections are conducted and are documented with an inspection report indicating the results of the inspection.

Inspectors shall contact customers, upon request, with estimated arrival times. We commit to adhere to inspection arrival times.

Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, inspections and training services for municipal building departments. All inspection and plan review personnel are certified and/or licensed to provide the services as described.

We currently provide inspections and plan review for the City of Harvey, Villages of Broadview, Matteson, Markham, Riverdale, Brookfield, Forest Park, and Oak Lawn. We provide or have provided inspections and plan review for the Village of Hazel Crest, Richton Park, and University Park. We currently perform complete building department operations for the Villages of Winfield, Burlington, Barrington Hills, and Lake Barrington. We have assisted with complete building department operations in the Villages of Gilberts, Kingston and Hampshire. We also currently provide complete inspection and plan review services to West Chicago, Kingston, Kirkland, Shabbona, Hinckley, Waterman, Mettawa, Manhattan, Inverness, Elwood, Deer Park, Timberlane, and Poplar Grove.

In West Chicago, we provide full code enforcement services and administration including; inspections, notices of violation, tickets, adjudication, correspondence, testimony, etc.

There are other municipalities where we provide fill-in inspections when municipalities are in need of inspectors because of a large short-term workload or because they are down staff members due to vacations or extended leaves of absence. These municipalities include the City of Wheaton and Villages of Wheeling and Romeoville.

B & F Construction Code Services, Inc. performs plan review services for numerous other communities in Illinois and other states such as Michigan, New Jersey and Pennsylvania.

We have completed plan review and inspection services for large projects such as the new 3.8 Million Square Foot Amazon facility in Matteson as well as numerous Casino projects, including Four Winds Casinos in Michigan and Indiana, Bally (formerly Jumers) Casino in Rock Island, and Rivers Casino in Des Plaines.

Firm Information and Additional Qualifications

B & F CONSTRUCTION CODE SERVICES, INC. is led by its founder Richard A. Piccolo who has more than forty years in the code enforcement arena. For many years, we have been providing Plan Reviews, Inspections, Building Department Administration, Code Consulting, and Training Services for Municipal Building Departments, Architectural Firms, Developers and Construction Workers. Our expertise is in all the Major Model Codes including the ICC (International Code Council) series, Illinois Plumbing Code, BOCA, NFPA, Accessibility and accepted industry standards and practices. We have performed over 110,000 plan reviews, conducted more than 600,000 construction inspections and over 220,000 code enforcement inspections. We have trained thousands of industry professionals nationwide. Our services have become the most sought after in the industry because of our continual focus on the three elements we have consistently delivered since inception...Quality, Value and Service.

We have over 50 technical employees which include a full-time staff of qualified, licensed (where applicable) and certified staff of Plans Examiners, Building Inspectors, Property Maintenance Inspectors, and support personnel. Our affiliate company, the Building and

Fire Code Academy (BFCA) provides training nationwide to industry professionals and has received approval by the State of Illinois as a Licensed Vocational School, approval by the International Association of Continuing Education & Training (IACET) and the approval of the American Institute of Architects (AIA).

Some B & F Construction Code Services, Inc. staff are also instructors with the Building & Fire Code Academy. The Building & Fire Code Academy works in conjunction with the State of Illinois and the Illinois Department of Employment Security to provide free training to help unemployed Municipal Building Department employees maintain their certification. BFCA is a State of Illinois Certified Workforce Provider. Individuals participating in a certificate program, or our flagship Code Enforcement Career Development Program receive first hiring preference over other applicants. Additionally, the Building & Fire Code Academy maintains a job placement service for our students.

What is unique about B & F Construction Code Services, Inc. is the combination of conducting inspections and training code officials across the country. Many of our competitors attend our training classes at our office and we appreciate their trust and confidence in our excellence in training.

This separates B & F Construction Code Services, Inc. from its competition and not to mention that all of our staff are company employees and we do not employ contract employees. We provide hours of training to make sure our staff is prepared prior to being assigned to a client.

B & F Construction Code Services, Inc. has developed a system to manage the varying needs of our clients. This includes a proprietary database, which tracks the adopted codes and their local amendments. It also tracks each project, which includes what was submitted, when the project is due, and the status of each project including first and all subsequent reviews.

All of our clients use our plan submittal form with each set of plans submitted. This form gives us the specific type of reviews and any special instructions for each project. A copy of the plan submittal form is attached at the end of this proposal.

We are a professional staff with company uniforms, vehicles (marked with company information on the vehicles), equipment, cell phones and the necessary materials to provide a high quality service for the municipality. We are available to serve the Village of Carol Stream in the best way possible.

Many of our staff members were previous building officials that led municipal building departments and supervised staff, worked on budgets and understand the inner workings of a municipality. Our experience is second to none!

Quality Control & Staff Development

B & F Construction Code Services, Inc. Plans Examiners, Field Inspectors and Technical Staff undergo rigorous training and are required to attend our weekly technical meeting.

They also attend continuing education course training and certification training provided by the Building & Fire Code Academy and outside sources.

Our staff must be able to meet applicable Insurance Services Organization (ISO) standards and pass written and field examinations. Sean Fallows, Director of Technical Services works with inspectors and plans examiners regularly to continually develop areas of expertise and provide guidance for future growth. Part of this process includes random selection of completed projects for review and/or inspection, meeting with clients and field personnel to ensure our employees are providing the quality of work, care and service we require. Quality control and staff development also extends to support staff.

Costs for Services

Inspections shall be billed at an hourly rate of ninety-five (\$95.00) dollars per hour per inspector plus one-way travel time. There is a minimum of 20 minutes per discipline.

Plan review fees are outlined in the attached fee schedule.

Other services offered are outlined in attached fee schedule.

This contract shall be subject to annual price increases that shall not exceed the Consumer Price Index for All Urban Consumers (CPI-U) for the Chicago-Gary-Kenosha, IL, IN, WI Area issued by the United States Department of Labor between January 15 of the preceding calendar year and January 15 of the current calendar year or 3%, whichever is less. Notification shall be made 60 days prior to anniversary date.

Other Services

Cross Connection Program: Annual Cross Connection Surveys and Cross Connection Device testing can be provided.

Ordinance development: Assistance with the rewriting of existing ordinances or the development of new ordinances can be provided. This can include building codes, zoning, fees, property maintenance or any area where a building, zoning or planning department is involved. This can include agreements for building inspections, property maintenance inspections, zoning and planning and ordinances for building safety, zoning and fees. Building code updates will be priced based on complexity. Costs for these services are based per project.

Point of Contact for Contract

Ron Yarbrough, Operations Supervisor

Telephone: (847) 428-7010

E-Mail: ryarbrough@bfccs.org Web: www.constructioncodes.com

Transmittal Method

As normal course of business, all correspondence from our main office shall be done electronically. All completed plan reviews will be emailed to the municipal office's designated recipient(s). Permit and inspection history will be kept and can be provided to the Village at any time requested. Typically, inspections result forms will be dropped off after they are performed that day. We are in the process of going to digital forms which then would be electronically delivered.

All B & F Construction Code Services, Inc. employees are covered by the following:

- A. Workers Compensation Insurance;
- B. General Liability Insurance; and
- C. Professional Liability Insurance.

A Certificate of Insurance can be provided by request.

The Town of Cortland shall agree not to attempt to hire any of B & F Construction Code Services, Inc. officers, employees, agents, or consultants for a period of one (1) year after the individual is no longer employed by B & F Construction Code Services, Inc.

Town of Cortland

Accepted by _____

Please Print _____

Title _____

Date _____

B & F Construction Code Services

Accepted by *Ron Yarbrough*

Please Print Ron Yarbrough

Title Operations Supervisor

Date December 6, 2023

B&F CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review

Training · Inspections · Code Consulting

Plan Review

Inspections

Code Consulting

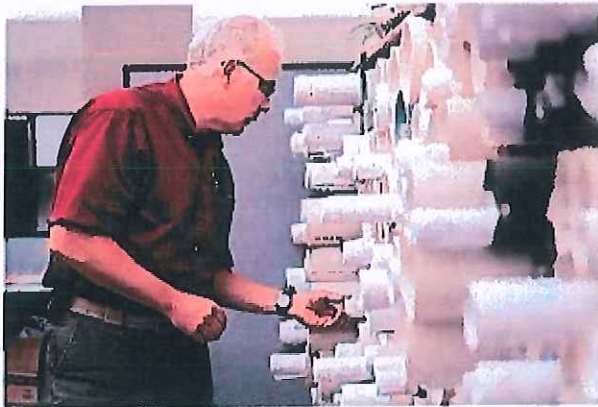
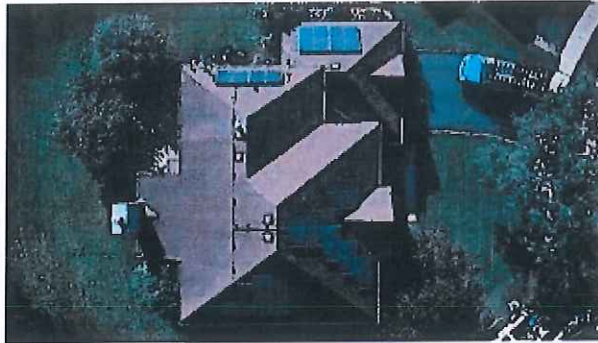
System Testing

Fire Protection

Code Adoption

System Analysis

Accessibility



B & F Construction Code Services, Inc.

B & F Construction Code Services, Inc. provides complete Plan Review Services for Municipal building departments nationwide. Plan reviews are based on model building codes including the International Code Series, BOCA, UBC, SBCCI, CABO, NEC, NFPA, Life Safety, your local amendments, energy, and accessibility requirements.

For Building, Plumbing, Mechanical, Electrical, Energy Conservation, and Fire Suppression and Detection systems, you can count on professional, accurate, and time-saving service by a staff committed to excellence.



Plan reviews identify areas of noncompliance (arranged numerically) including the code and section referenced, and inform your office of compliance or noncompliance with applicable codes and standards.

Initial plan reviews are completed within 9 business days of receipt; additional reviews completed within 5 business days of receipt. Free telephone consultation for all projects, all disciplines, and all parties involved is included. Priority Express plan review service is available for time-sensitive projects.

Additional Benefits

One Fee Per Project Discipline. Each project is invoiced for the first review only. Subsequent reviews for the same project discipline are performed at no additional charge. This means from beginning to end, you know what the total cost will be. No surprises. No "extras."

We now offer fully Digital Plan Review. Allowing for faster and more efficient plan review and communication. If plans are paper, free FedEx Shipping of your plans and specifications to our office is provided for all municipal building departments. Nationwide, your documents reach us next day – at no cost to you.

Fast Turnaround Service of your plan review. First reviews are completed and in your office within 9 business days of receipt. Additional reviews are completed within 5 business days.

Priority Express Review Service is available for projects requiring an expedited review and is completed within 3 business days (additional fee required).

Why More Municipalities Choose B & F Construction Code Services, Inc....

- ◊ Nationwide
- ◊ We know the codes
- ◊ We include your local ordinances
- ◊ We're here when you need us
- ◊ Fast, accurate, reliable service
- ◊ No hidden costs, No extras
- ◊ We answer your questions
- ◊ No project too big or complex
- ◊ We are fully insured
- ◊ Proven knowledge & experience
- ◊ We provide the services you want & need
- ◊ Our reputation
- ◊ We're Always Here to Help

Codes and Standards that are utilized

- | | | |
|-----------------------------------|----------------------------|--------------------------|
| ◊ International Code Series (ICC) | ◊ National Fire Code | ◊ State Codes/Amendments |
| ◊ Legacy Codes | ◊ NFPA Standards | ◊ Local Ordinances |
| • BOCA | ◊ National Electrical Code | |
| • Uniform | ◊ Reference Standards | |
| • CABO / etc. | ◊ Accessibility Codes | |

B & F Construction Code Services, Inc.
2420 Vantage Drive • Elgin, IL 60124

P.O. Box 5178 • Elgin, IL 60121

Phone: 847-428-7010 • Fax: 847-428-3151 • Toll Free 800-232-5523

www.constructioncodes.com • bfcsc@bfcsc.org

Plan Review Fee Schedule

COMMERCIAL

Building Size	Building Review	25% of Building Fee	50 % of Building Fee
Up to 60,000 Cubic Ft.	\$375.00	\$110.00*	\$187.50
60,001 to 80,000 Cubic Ft.	\$460.00	\$115.00	\$230.00
80,000 to 100,000 Cubic Ft.	\$590.00	\$147.50	\$295.00
100,001 to 150,000 Cubic Ft.	\$680.00	\$170.00	\$340.00
150,001 to 200,000 Cubic Ft.	\$770.00	\$192.50	\$385.00
Over 200,000 Cubic Ft.	\$900.00 + \$8.50 (per 10,000 Cu. Ft.)	\$225.00 + \$2.13 (per 10,000 Cu. Ft.)	\$450.00 + \$4.25 (per 10,000 Cu. Ft.)

Footing and Foundation	25% of Building Review (Min. \$310.00)
NFPA 101 Plan Review	25% of Building Review (Min. \$310.00)
Mechanical Review	25% of Building Review*
Plumbing Review	25% of Building Review*
Electrical Review	50% of Building Review*
Med Gas	50% of Building Review*
Fire Code	50% of Building Review (Min. \$210.00)
Energy Code	50% of Building Review (Min. \$210.00)
Commercial/Industrial Zoning	\$140.00 per 20,000 square feet of site area
Hood & Duct Plan Review (Type 1 w/o suppression)	\$260.00 per System
Hood & Duct Plan Review (Type 1 w/suppression (15 flow points or less)	\$365.00 per System
Hood & Duct Plan Review (Type 1 w/suppression (16-29 flow points)	\$400.00 per System
Hood & Duct Plan Review (Type 1 w/suppression (30 or more flow points)	\$425.00 per System
Hood & Duct Plan Review (Type 2)	\$215.00 per System
Spray Booth Plan Review	\$400.00 per Booth
Specialty Plan Review	\$160.00 per Hour
Technical Submittal Review	\$125.00
In-Ground Pool Plan Review	\$470.00 per Pool
Express Plan Review	x 2.5 of Base Plan Review
HPM, High Hazard, Processing Piping	x 1.5 of Base Plan Review
Medical Case Facilities (Institutional Use Groups)	x 1.5 of Base Plan Review

*\$110 minimum for each discipline when multiple disciplines are submitted at the same time

RESIDENTIAL

One and Two Single Family Dwellings	
Up to 3,200 square feet (including basement)	\$685.00 per Dwelling Unit
Up to 3,200 square feet (including basement and zoning)	\$750.00 per Dwelling Unit
Over 3,200 square feet (including basement)	\$0.22 per Square Foot
Over 3,200 square feet (including basement and zoning)	\$0.24 per Square Foot
Miscellaneous Plan Review	Per Discipline**
In-Ground Pool Plan Review	\$464.00 per Pool
Priority Express Plan Review	x 2.5 of Base Plan Review
Solar (Photovoltaic) Systems	\$250.00

Subdivisions call for pricing.

** Misc. Reviews that comply on the first review are at a rate of \$30.00 per discipline and reviews that do not comply on the first review face a rate of \$50.00 per discipline. This higher charge is to capture the additional time and expense of re-reviews.

Plan Review Fee Schedule

FIRE PROTECTION

Fire Suppression Systems (Includes fire pump, hose stations and standpipes)	
1 to 100 sprinkler heads	\$450.00
101 to 200 sprinkler heads	\$575.00
201 to 300 sprinkler heads	\$700.00
301 to 500 sprinkler heads	\$800.00
Over 500 sprinkler heads	\$900.00 + \$1.00 each up to 20k, then \$0.75
Modifications (40 or fewer sprinkler heads without calculations)	\$185.00
Residential systems (NFPA 13D)	\$240.00
Fire Alarm Systems	\$0.017 per sq.ft. (\$215 min)
Fire Alarm system Modification (existing system alterations 5,000 sq.ft. or less)	\$190.00
Hood Suppression Only with 15 or less points	\$215 per System
Hood Suppression Only with 16-29 flow points	\$270.00 per System
Hood Suppression Only with 30 flow points or more	\$320.00 per System
Chemical Suppression systems (excluding hood suppression)	\$350 plus alarm fees
Carbon Dioxide / Clean Agents	\$175 for up to 105 pounds of agent, \$1 each pound over
Dedicated Fire Hydrant or Standpipe System	\$25 per valve (\$300 min)

CONSULTING

Code Consulting	
Senior Staff	\$195.00 per hour
Supervisor Staff	\$175.00 per hour
Staff	\$155.00 per hour
Village Management/Administration	
Senior Staff	\$135.00 per hour
Supervisor Staff	\$120.00 per hour
Staff	\$90.00 per hour

OTHER SERVICES

Code Writing and Adoption Assistance
Water Flow/Backflow/Hydrant Flushing Device Testing
Special Safety Training and Disaster Planning
Building Department Analysis
Fire Protection System Analysis
Existing Building Evaluation

Inspection Fee Schedule

COMMERCIAL

New and Existing, based on square footage

Building	\$0.15 per square foot
Mechanical	\$0.05 per square foot
Electrical	\$0.05 per square foot
Plumbing	\$0.05 per square foot
Energy	\$0.03 per square foot

Minimum fees applies

Special systems are an additional charge.

RESIDENTIAL

New Construction, Remodels and Additions One and Two Single Family Dwellings

Up to 3,200 square feet (including basement)	\$685.00 per Dwelling Unit*
Over 3,200 square feet	\$0.22*

* Minimum rates for remodels and additions plan reviews apply

Hourly and per Inspection rates available.

FIRE PROTECTION

Sprinkler

Underground Rough (Piping)	\$250.00
Underground Hydrostatic	\$250.00
Underground Flush	\$250.00
Any two underground inspections at the same time	\$400.00
All three underground inspections at the same time	\$500.00
Sprinkler Modification Rough (20 or fewer heads)	\$200.00
Hydrostatic Test per riser per floor	\$300.00
Fire Pump Test	\$200.00
Final Sprinkler Inspection/Test	\$250.00
Single Family (Includes rough & final)	\$250.00
Single Family Re-Inspection	\$125.00

Unless otherwise noted, failed re-inspections are at the same rates noted above.

Fire Alarm

Rough	\$200.00
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The following fees are based on the number of initiating devices. Initiating devices include smoke and heat detectors, pull stations, duct detectors, monitoring devices, flow switch, tamper switches and special detection devices.

Fire alarm Test (Final Inspection)

1 - 20 devices	\$200.00
21 - 49	\$425.00
50 - 99	\$625.00
100 and over	\$625.00 + \$4 per device over 99

Re-Inspections/Tests are based on the number of devices to be tested.

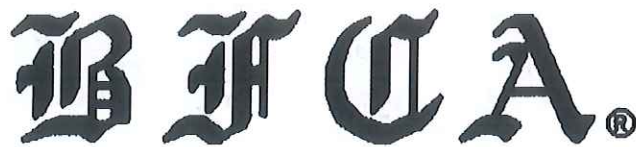
Special Suppression (Dry Chemical, Clean Agent, etc.)

Rough**	\$200.00
Final**	\$250.00
Hood Suppression Systems	\$150.00

**Additional Fire Alarm fees maybe applicable

OTHER

When the cost of fuel (gasoline) increases above \$5.00 per gallon for any period within the month there shall be a fuel surcharge of \$8 per inspector per day. The rate shall be set by the U.S. Energy Information Administration for the Midwest Region for Regular Reformulated.



Building & Fire Code Academy

Welcome to new educational opportunities offered by the Building & Fire Code Academy. The Building & Fire Code Academy (BFCA), provides comprehensive and practical education in the application, implementation and enforcement of building and fire codes for construction industry professionals nationwide. Our programs benefit thousands of building and fire officials, inspectors, design professionals, contractors and developers across the country. The Building & Fire Code Academy has established the first of its kind facility dedicated to providing continuing educational opportunities to construction industry professionals. The Building & Fire Code Academy instructors conduct on-site, open registration and private continuing education training. On-site and open registration courses are scheduled throughout the year and announced by direct mail, trade associations, fax, and our Web site. Registrations are completed directly with our office.

Providing comprehensive and practical education in the application, implementation, and enforcement of building and fire codes for construction industry professionals nationwide.

Call us to schedule your on-site training class. Choose from our standard course offerings or request topics customized to suit the specific educational needs of your organization. We can show you how even small groups can benefit, or tell us you want to be on our mailing list.



The Building & Fire Code Academy is approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102. In

obtaining this approval, the Building & Fire Code Academy has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally.

As a result of their Authorized Provider membership status, the BFCA is authorized to offer IACET Continuing Education Units (CEUs) for its programs that qualify under the ANSI/IACET Standards.

The BFCA is additionally an Illinois Workforce Development System approved training provider and an American Institute of Architects/ Continuing Education System (AIA/CES) Registered Provider.

Architects completing Academy classes earn Learning Units (LUs). HSW (Health, Safety, and Welfare) credit may also be available. Other measures of accomplishment include contact, clock, or class hours.



Building & Fire Code Academy

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Phone: 847-428-2951 • Fax: 847-428-2911 • Toll Free: 800-488-7057

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