

DONALD E. MORRIS ARCHITECTS P.C.  
614 EXECUTIVE DR. WILLOWBROOK, IL 60527  
(630) 920-8175  
[DONMORRISARCHITECTS.COM](http://DONMORRISARCHITECTS.COM)

Mr. Don Seeman, Building Commissioner  
City of Crest Hill  
1610 Plainfield Rd.  
Crest Hill, IL 60403

Re: Proposal for Residential & Commercial Plan Reviews and Inspectional Services

Dear Mr. Seeman,

We provide residential and commercial plan reviews and inspectional services for multiple Chicago area municipalities and architectural firms. Our area of expertise is with the following codes: Chicago Building Code, Chicago Electrical Code, BOCA, International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, International Fire Code, International Energy Conservation Code, NFPA 101 Life Safety Code, National Electric Code, Illinois Accessibility Code, Illinois Plumbing Code, International Solar Energy Provisions, Interstate Renewable Energy Council, North American Board of Certified Energy Practitioners, International Property Maintenance Code, International Swimming Pool and Spa Code and Underwriters Laboratories Inc. We also perform preliminary reviews upon request and electronic plan submittals.

Enclosed please find the following for your review:

1. Fee Schedule
2. References
3. Qualifications of Key Personnel

Based on the scale of the review our turnaround time is typically three to five business days. Reviews can be performed via electronically or paper plans (plans will be picked up and dropped off daily).

Inspections are performed Monday-Friday by all inspectors. Inspectors can complete inspections via electronic programs (i.e. EnerGov, Munis, etc.) or paper reports. Reports will be dropped off daily to the municipality and any issues will be reported to the staff.

Our staff is always available via e-mail or phone and will respond to any communication within one business day.

If you should have any questions, please do not hesitate to contact us at  
[Don Morris Architects](http://DonMorrisArchitects)  
(630) 920-8175  
[donmorrisarchitects@hotmail.com](mailto:donmorrisarchitects@hotmail.com)

Sincerely,



Michael Tarnowski

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**1. FEE SCHEDULE: Review**

The cost of review includes the expense for the manpower, travel, tools, tests, and report preparations necessary to conduct adequate investigations of proposed work.  
Our review for proposed plans include but are not limited to Building, Mechanical, Electrical, Plumbing, Life Safety and Handicap Accessibility.

**RESIDENTIAL:**

<u>Single Family Residence:</u>	\$500.00
<u>Residential Addition:</u>	\$250.00
<u>Detached Garages:</u>	\$125.00
<u>PV Systems:</u>	\$125.00
<u>Interior Remodeling:</u>	\$125.00
<u>Decks, Sheds, Pools &amp; small-scale reviews:</u>	\$65.00
<u>Zoning:</u>	\$100.00
<u>Fences:</u>	\$25.00
<u>Resubmittals:</u>	\$65.00
<u>Preliminary Reviews:</u>	\$250.00
<u>Expedited Reviews (1-2 days):</u>	All expedited reviews are assessed at double the cost.

**COMMERCIAL:**

Construction Cost\* x .003 = Plan Exam Fee

\*Construction value established per current Means Building Construction Cost Data, or the amount indicated on the permit application, whichever is greater.

Example:

<u>Construction Value</u>			<u>Plan Exam Fee</u>
(Parking Lot Lights)	\$25,000	x .003	\$75.00**
(Office Remodel)	\$500,000	x .003	\$1,500.00
(New Car Wash)	\$1,500,000	x .003	\$4,500.00

\*\*Minimum Fee: \$100.00

Zoning: \$1,000.00

Resubmittals: \$65.00

Expedited Reviews: All expedited reviews are assessed at double the cost.

**FEE SCHEDULE: Fire Review**

The cost of review includes the expense for the manpower, travel, tools, tests, and report preparations necessary to conduct adequate investigations of proposed work.

NFPA 101, Life Safety Review Fee:

\$250.00 minimum or .002 of Construction Cost, (whichever is greater).

Example #1 (Office Building):

Construction Cost = \$1,000,000.00 x .002 = \$2,000.00

Example #2 (New Tenant - Dentist Office):

Construction Cost \$100,000.00 x .002 = \$200.00, however since the total is less than \$250.00, the fee would be \$250.00.

Fire Alarm Reviews: .0008 x Construction Cost or \$250.00, whichever is greater.

Sprinkler Reviews: .0008 x Construction Cost or \$250.00, whichever is greater.

Miscellaneous: \$250.00 (i.e. Ansel system, etc.).

Example #1 (Fire Alarm - Retail Store):

Construction Cost = \$500,000.00 x .0008 = \$400.00

Example #2 (Sprinkler - Office Building):

Construction Cost \$3,000,000.00 x .0008 = \$2,400.00

Resubmittals: \$65.00 each

Expedited Reviews: All expedited reviews are assessed at double the cost.

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**FEE SCHEDULE: Inspections**

The cost of inspections includes the expense for the manpower, travel, tools, tests, and report preparations necessary to conduct adequate investigations of construction that is in progress or presumably completed.

Inspections shall be performed Monday-Friday between the hours of 1pm-4pm. To ensure inspections are completed in time, we ask the municipality to email the inspection schedule the day prior by 4pm.

**RESIDENTIAL:**

Plumbing: \$50.00 each

Electric: \$50.00 each

Mechanical: \$50.00 each

Structural: \$50.00 each

Concrete/Flatwork: \$50.00 each

Fences: \$25.00 each

Re-Inspections: \$50.00 each

Example: Bathroom Remodel

A. Rough Plumbing	\$50.00	D. Plumbing Final	\$50.00
B. Rough Electric	\$50.00	E. Electric Final	\$50.00
C. Rough HVAC	\$50.00	F. Building Final	\$50.00
D. Rough Frame	\$50.00	G. HVAC Final	\$50.00

Total Fee: \$400.00

**COMMERCIAL:**

Plumbing: \$100.00 each

Electric: \$100.00 each

Mechanical: \$100.00 each

Structural: \$100.00 each

Concrete/Flatwork: \$100.00 each

Re-Inspections: \$100.00 each

Example: Bathroom Remodel

A. Rough Plumbing	\$100.00	E. Plumbing Final	\$100.00
B. Rough Electric	\$100.00	F. Electric Final	\$100.00
C. Rough Frame	\$100.00	G. Building Final	\$100.00
D. Rough HVAC	\$100.00	H. HVAC Final	\$100.00

Total Fee: \$800.00



## 2. REFERENCES

Mr. Jonathan Mendel  
Community Development Director  
Village of Clarendon Hills  
1 N. Prospect Ave., Clarendon Hills, IL 60514  
(630) 323-3500  
[jmendel@clarendonhills.us](mailto:jmendel@clarendonhills.us)

Mr. Anthony Budzikowski  
Community Development Director  
Village of Western Springs  
740 Hillgrove Ave., Western Springs, IL 60558  
(708) 246-1800 x 175  
[tbudzikowski@wsprings.com](mailto:tbudzikowski@wsprings.com)

Mr. Dan Gombac  
Director of Community Development  
City of Darien  
1702 Plainfield Rd., Darien, IL 60561  
(630) 852-5000  
[dgombac@darienil.gov](mailto:dgombac@darienil.gov)

Mr. Dean Maggos  
Director of Fire & Building  
Village of La Grange Park  
447 N. Catherine Ave., La Grange Park, IL 60526  
(708) 354-0225  
[dmaggos@lagrangepark.org](mailto:dmaggos@lagrangepark.org)

Mrs. Charity Jones  
Community Development Director  
Village of La Grange  
53 S. La Grange Rd., La Grange, IL 60525  
(708) 579-2320  
[cjones@villageoflagrange.com](mailto:cjones@villageoflagrange.com)

Mr. Jason Vitell  
Building Commissioner  
Village of Westmont  
31 W. Quincy St., Westmont, IL 60559  
(630) 981-6255  
[jvitell@westmont.il.gov](mailto:jvitell@westmont.il.gov)

Ms. Janine Farrell  
Community Development Director  
Village of Burr Ridge  
7660 County Line Rd., Burr Ridge, IL 60521  
(630) 654-8181  
[jfarrell@burr-ridge.gov](mailto:jfarrell@burr-ridge.gov)

Ms. Gayle Robitz  
Zoning Secretary  
City of Burbank  
6530 W. 79<sup>th</sup> St., Burbank, IL 60459  
(708) 599-5500 x248  
[grobitz@burbankil.gov](mailto:grobitz@burbankil.gov)

Mr. Adam Nielsen  
Economic Dev and Building Manager  
Village of Frankfort  
432 W. Nebraska, Frankfort, IL 60423  
(815) 412-2446  
[anielsen@vofil.com](mailto:anielsen@vofil.com)

Mr. John Durocher  
Village Administrator  
Village of Indian Head Park  
201 Acacia Drive, Indian Head Park, IL 60525  
(708) 246-3080 x 104  
[jdurocher@indianheadpark-il.gov](mailto:jdurocher@indianheadpark-il.gov)

Ms. Melissa Headly  
Director of Community and Economic  
Development  
City of Oakbrook Terrace  
17 W 275 Butterfield Road  
Oakbrook Terrace, IL 60181  
[mheadley@oakbrookterrace.net](mailto:mheadley@oakbrookterrace.net)

Ms. Sherry Jasinski  
Community Development Director  
Village of Sauk Village  
21801 Torrence Ave.  
Sauk Village, IL 60411  
[jasinski4648@yahoo.com](mailto:jasinski4648@yahoo.com)

Mr. Edward Shilka  
Building Commissioner  
Village of Justice  
8748 W 82<sup>nd</sup> Place, Justice, IL 60458  
(708) 458-2130  
[eshilka@villageofjustice.org](mailto:eshilka@villageofjustice.org)

Ms. Marilyn Gabrysiak  
Deputy Bldg. Comm.  
City of Hickory Hills  
8652 W. 95<sup>th</sup> Street Hickory Hills, IL 60457  
(708) 237-4140  
[hhbld1@hickoryhillsil.org](mailto:hhbld1@hickoryhillsil.org)

### 3. KEY PERSONNEL AND STATEMENT OF QUALIFICATIONS

Name: **DONALD E. MORRIS** (Principal/President)

License: Architectural - Illinois (1990)  
Architectural - Wisconsin (1991)

Name: **CYNTHIA HAWK** (Office Manager)

Education: Downers Grove South High School, Downers Grove, IL.  
University of Illinois - Chicago, IL.

Name: **MICHAEL S. TARNOWSKI** (Senior Plan Examiner and Building Inspector)

Education: Bachelor of Science (1999) Campbell University

Certifications: BOCA Certified  
Accessibility Inspector/Plans Examiner, International Code Council  
Building Plans Examiner, International Code Council  
Commercial Building Inspector, International Code Council  
Commercial Energy Plans Examiner, International Code Council  
Commercial Mechanical Inspector, International Code Council  
Commercial Plumbing Inspector, International Code Council  
International Code Council/AACE Prop. Maint. & Housing Inspector  
International Code Council/AACE Zoning Inspector  
Mechanical Plans Examiner, International Code Council  
Residential Building Inspector, International Code Council  
Residential Energy Inspector/Plans Examiner, Int. Code Council  
Residential Mechanical Inspector, International Code Council  
Residential Plans Examiner, International Code Council

Name: **JASON R. NOE** (Senior Plan Examiner and Building Inspector)

Certifications: Residential Building Inspector, International Code Council  
Residential Plans Examiner, International Code Council  
Residential Energy Inspector, International Code Council  
Residential Energy Reviewer, International Code Council  
Commercial Energy Plans Examiner  
Interstate Renewable Energy Council (PV System)

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Name: **KIRK WEISBRODT** (Plan Examiner and Building Inspector)

Certifications: Residential Building Inspector, International Code Council  
Residential Property Maintenance Inspector, International Code Council

Name: **GERALD BECKER** (Plumbing Plan Examiner and Inspector)

License: Illinois Plumbing License #058-174442

Name: **DANIEL LOBELLO** (Electrical Plan Examiner)

License: ICC Electrical Inspector Certified  
International Electric Inspector's Association Certified  
Journeyman Electrician with IBEW  
Interstate Renewable Energy Council (PV System)  
North American Board of Certified Energy Practitioners (PV System)

Name: **LARRY KAUFMAN** (Fire Alarm and Sprinkler System Examiner)

Certification/Licensing: Fire Officer II  
Fire Officer I  
Illinois Certified FF II and FF III  
International Code Council Certified:  
- Fire Inspector I  
- Fire Inspector II  
- Fire and Life Safety Plan Reviewer  
- Building Technology Module  
Fire and Building Certification:  
- Kitchen and Vent Systems  
- Fire Stopping Materials  
- Water Mist Fire Systems  
- Fire Protection System Plan Review  
Certified Fire Marshall  
Residential Fire Sprinkler Inspector/Plans Examiner

Name: **MIKE CHADA** (Plumbing Inspector)

License: Illinois Plumbing License #858-179108

Name: **STEVE BIERWALTES** (Plan Examiner)

Certifications: International Code Council Certified



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**Statement:**

Donald E. Morris Architects P.C., employees, and subcontractors have no direct or indirect connections with the City of Crest Hill elected official, officer, or employee who participates in the procurement, management or administration of service contract or subcontracts, financial or other interest in connection with the proposed services.

Donald E. Morris Architects P.C. has no suspensions or debarment actions as specified in State of Illinois regulation 2 CFR Part 1200 and 2 CFR Part 180.

The purpose of our proposal is to solely provide ICC Certified Code specialists in commercial & residential services to the City of Crest Hill.

We thank you for your time and consideration.