



Building Plan Review and Inspection Services **ELECTRONIC**

Crest Hill, IL

March 10, 2023 | 3:00pm



Steve Nero

Vice President of Sales
312.339.0436
snero@safebuilt.com

Keith Rooney, MCP

State Operations Manager
224.477.6954
krooney@safebuilt.com

Friday, March 10, 2023

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

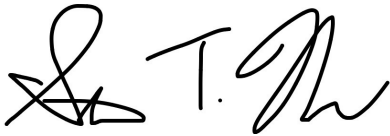
Dear Mr. Seeman:

SAFEbuilt Illinois, LLC (SAFEbuilt) is pleased to present this Proposal to the City of Crest Hill (City). Our Proposal provides an overview of the manner, extent, and quality of services we can provide to the City to meet its Plan Review needs. Accurate and timely building department services are critical to helping support City development. SAFEbuilt provides efficient and effective solutions, using proven methods to deliver high customer satisfaction at a reasonable cost.

SAFEbuilt has served clients in Illinois since 2002, and we currently support 75 municipal clients in the State. SAFEbuilt wants to be your local partner with the capacity to customize services to meet your needs. We ensure your program will be implemented seamlessly, delivering the solutions your community needs in a manner that elected officials, City staff, stakeholders, and citizens desire and deserve.

Our proposal details our services, qualifications, and fees (including equipment) for delivering outstanding building department support services to the City of Crest Hill. We enthusiastically present this Proposal for your review and evaluation and thank you in advance for your careful assessment. I am the main point of contact for any questions or clarifications and can be reached at 312.339.0436 or at snero@safebuilt.com. We look forward to hearing from you.

Best Regards,



Steve Nero

Vice President of Sales
SAFEbuilt Illinois, LLC



PROJECT OFFICE

8770 W. Bryn Mawr Suite, Ste 1300
Chicago, IL 60631

OWNERSHIP

SAFEbuilt Illinois, LLC, is a wholly owned subsidiary of SAFEbuilt, LLC.

FAST FACTS

75 Municipal Clients in Illinois
46 Employees in Illinois

PRIMARY POINT OF CONTACT

Steve Nero
Senior Director, Business Development
312.339.0436
snero@safebuilt.com





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Tab 1

Firm Experience and Qualifications

FIRM EXPERIENCE AND QUALIFICATIONS

In 1992, SAFEbuilt began providing exceptional Community Development services to local governments. Today, we are a national leader performing value-added professional, technical, and consulting services in 31 states and the District of Columbia for the efficient delivery of third-party solutions.

While we started by simply providing construction inspections and plan reviews for several communities in Northern Colorado, our areas of service have expanded over the past 30 years to include:



Full Service and Supplemental Building Department Operations



Residential, Commercial, and Industrial Plan Review



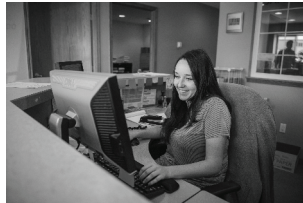
Building, Mechanical, Electrical, and Plumbing Inspection



Fire Plan and Life Safety Review and Inspection



Code Enforcement



Permit Technician



Certified Building Official



Community Development Automation Software



Expedited Plan Review, Inspections, and Engineering for Special Projects



Housing Authority Inspections



Planning and Zoning Services

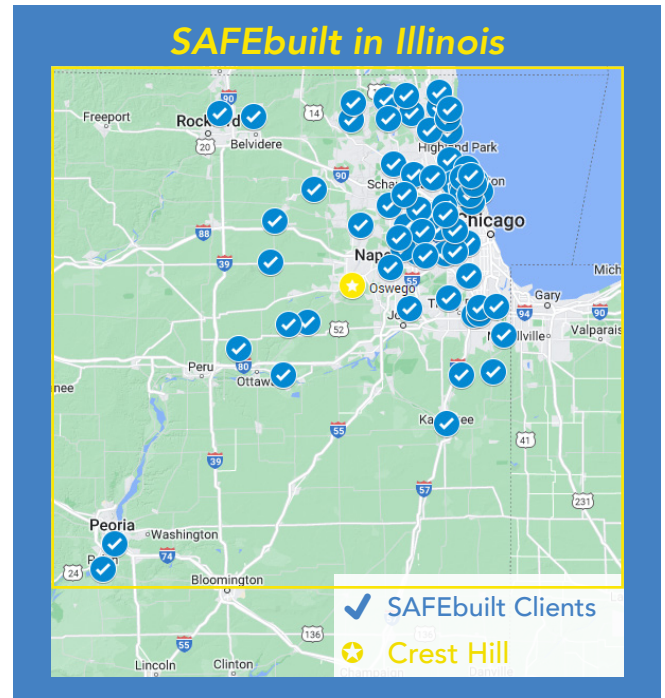


Disaster Recovery

Over the decades, our capacity has grown to 1,700+ employees who provide flexibility and economy of scale to 1,000+ communities like the City of Crest Hill. We deliver solid teams of skilled industry professionals to meet the goals and objectives of each community we serve, providing experienced staff with the necessary licenses and certifications to achieve successful outcomes. SAFEbuilt has completed thousands of community development projects, and we have the staff to accommodate all the requirements needed for your growth, delivering consistent and responsive customer service every day.

FIRM EXPERIENCE IN ILLINOIS

Due to our strong presence in Illinois, we can quickly and easily deploy qualified staff to support our on-demand contracts. SAFEbuilt understands that hiring and retaining qualified staff is the foundation for any successful technical and customer-centric operation. The candidates that SAFEbuilt aggressively recruits have a demonstrated passion for their work by pursuing ICC and State certifications and registrations. Throughout their careers with SAFEbuilt, we continue to reward and encourage their career certification pursuits, allowing us to offer our customers some of the most qualified staff in the industry. Through our work in similar communities across Illinois and our valued staff longevity, we assure our team will provide the City with the necessary resources, expertise, and customer-focused attitude through the contract. The map figure here shows our presence and indicates our availability throughout Illinois.



Once assigned to a project, our team members remain dedicated to that project until completion. If any personnel changes occur during the life of the contract, SAFEbuilt will immediately notify the City of the situation and will tap resources from nearby projects to provide temporary support until a replacement is sourced, approved by the City, and onboarded.

Currently, we have a workforce of nearly 50 personnel in the state, and we offer a significant number of dedicated resources for our clients. Our work model provides flexibility when managing workloads. We only work with contractual clients during peak times. As a result, we have always met our scheduled plan review turnaround and inspection times. We can call upon plan reviewers and inspectors from our other projects in Illinois to meet the City's short-term needs.

SAFEbuilt's first contract in Illinois was in 2002 with the Village of Volo, and today we serve 75 municipal clients with the services shown in the following table.

MUNICIPALITY	SERVICES PROVIDED
Village of Barrington	Building Inspection, Plan Review, Fire Inspections
Village of Beecher	Building Inspection, Plan Review
Village of Bull Valley	Building Inspection, Plan Review
Village of Burlington	Building Inspection, Plan Review
Town of Cicero	Building Inspection, Plan Review, Fire Plan Review and Inspections
City of Country Club Hills	Plan Review
Village of Downers Grove	Plan Review, Building Inspection
County of DuPage	Building Inspection, Plan Review, Fire Plan Review
City of East Peoria	Plan Review
City of Evanston	Building Inspection, Plan Review

MUNICIPALITY	SERVICES PROVIDED
Village of Franklin Park	Building Department Management
Village of Gilberts	Building Inspection, Code Enforcement, Plan Review
Village of Glenview	Building Inspection, Plan Review
Village of Golf	Building Inspection, Plan Review
Village of Hampshire	Building Inspection, Planning & Zoning, Plan Review, Software
Village of Hanover Park	Building Inspection, Plan Review
Village of Hazel Crest	Building Inspection, Plan Review
Village of Itasca	Building Inspection, Code Enforcement, Plan Review
Village of Kenilworth	Building Inspection, Plan Review
Village of La Grange Park	Code Enforcement
Village of La Grange	Building Official, Building Inspection, Plan Review
Village of Lakewood	Building Inspection, Fire Services, Plan Review, Software
County of LaSalle	Building Department Management, Building Inspection, Plan Review
Village of Lincolnwood	Building Department Management, Building Inspection, Plan Review
City of Lockport	Plan Review
Village of Lyons	Building Inspection
Village of Machesney Park	Plan Review
City of Markham	Building Inspection, Plan Review
Village of Morton Grove	Building Inspection, Code Enforcement, Plan Review
Village of Newark	Building Inspection
Village of Northfield	Building Inspection, Code Enforcement, Plan Review
City of Northlake	Building Inspection, Code Enforcement, Plan Review
Village of Orland Park	Building Department Management, Building Inspection, Plan Review, Fire Plan Review
Village of Palatine	Building Inspection
City of Pekin	Building Department Management, Code Enforcement, Plan Review
Village of Peotone	Building Department Management, Fire Plan Review
Village of Pingree Grove	Building Department Management, Building Inspection, Plan Review, Code Enforcement, Software
City of Prospect Heights	Building Inspection, Plan Review
Village of River Forest	Building Inspection, Plan Review
Village of Sauk	Building Inspection, Plan Review
Village of Schaumburg	Building Inspection, Code Enforcement
Village of Schiller Park	Building Inspection, Code Enforcement, Plan Review
Village of Sheridan	Building Inspection, Plan Review



MUNICIPALITY	SERVICES PROVIDED
Village of Skokie	Building Inspection, Plan Review
Village of South Holland	Building Inspection, Code Enforcement, Plan Review
City of Streator	Plan Review, Software
Village of Volo	Building Department Management
Village of Wadsworth	Plan Review & Building Inspection
City of Warrenville	Building Inspection, Code Enforcement, Plan Review
City of Waukegan	Building Inspection, Plan Review
Village of Westmont	Plan Review, Fire Plan Review
City of Wheaton	Building Inspection, Plan Review
Village of Willowbrook	Building Department Management, Building Inspection, Plan Review, Software
Village of Winnetka	Building Inspection, Code Enforcement, Plan Review
Village of Wonder Lake	Building Inspection, Plan Review
City of Wood Dale	Building Inspection, Code Enforcement, Plan Review

VISIT OUR NEWSROOM

SAFEbuilt invites you to view the following articles in our newsroom to learn more about how we have helped other communities in Illinois.

- ✓ [SAFEbuilt Elevates Service on Commercial Plan Reviews While Lowering Costs in DuPage County, IL](#)
- ✓ [SAFEbuilt Helps Village of Hampshire Offer a Superior Experience](#)



<https://safebuilt.com/about/newsroom>



PRIMARY TEAM CONTACTS

An integral part of SAFEbuilt's commitment to the communities that it serves is expedient, clear, and direct communication. We want the City of Crest Hill to know exactly who to contact and how to contact them, not only throughout the service process delivery, but whenever any other needs, questions, or concerns arise.

SAFEbuilt will dedicate staff from its National Plan Review team and Illinois office to meet the needs of the City of Crest Hill. This team will include the three following staff members as Primary Contacts:

STEVE NERO

Vice President of Sales
SAFEbuilt, LLC
312.339.0436
snero@safebuilt.com

CLAY FRYE

Project Manager - Plan Review
SAFEbuilt, LLC
786.650.4467
cfrye@safebuilt.com

KEITH ROONEY

State Operations Manager
SAFEbuilt, LLC
224.477.6954
krooney@safebuilt.com



SAFEBUILT ILLINOIS, LLC

8770 W. Bryn Mawr Suite
1300
Chicago, IL 60631





Tab 2

Project Understanding and Approach

PROJECT UNDERSTANDING AND APPROACH

PLAN REVIEW

Plan reviewers must have a painstaking attention for detail and accuracy, as well as possess clear written ability for notations and documentation. They must also be good verbal communicators who are at ease with meetings with municipal officials, residents, engineers, architects, and design professionals. They must also be able to easily move from one review to another while managing their time with competing project schedules.

The following highlights some of the duties and expectations for SAFEbuilt plan reviewers in Crest Hill:

- Receiving and recording incoming plans submitted by electronic copy, providing the customer with the ability to track progress.
- Determining the scope of the project before plan review.
- Conducting and/or attending pre-submittal and pre-construction meetings as requested.
- Transmitting plans with Bluebeam or the City's preferred method for electronic plan review.
- Returning all emails/voicemails within 24 hours.
- Reviewing all construction documents and plan sets for all trades within proposed timeframes.
- Using compliance checklists during plan reviews.
- Providing (at a minimum) the following in the plan review letter:
 - Citing the applicable construction drawing sheet number(s).
 - Noting code section(s) and providing the code language.
 - Providing a brief but concise comment explaining the identified issues.
- Returning approved plans/associated documentation to the applicant in a timely and professional manner.
- Providing design advice only in the context of achieving code compliance (written and verbal communication).
- Performing plan reviews within specified timeframes.
- Communicating valuation/fee updates to the City.
- Performing work at a level of competency following industry standards. All plan reviews will be performed by ICC-certified personnel.

The Benefits to Using Our National Plan Review Program

Access to multi-disciplined plan reviewers. Credentialed staff are hard to find—staffing all positions necessary is financially difficult. Remote plan review provides our clients with access to credentialed multi-discipline Plans Examiners across the country.

Remote and concurrent reviews. Access to a national network of plan review staff allows for concurrent plan review across multiple time zones, speeding up review turnaround times and fewer delays in completing revenue-producing projects.

Expedited plan review. National access to reviewers gives our clients the ability to expedite plans (for an additional fee) through the process for clients that have short deadlines or have fallen behind schedule.

Remote access and increased transparency. Clients can conveniently submit their plans and monitor their status remotely, reducing the need to sit and wait in a building department office or wait by the phone. Clients can access the portal anytime, anywhere without restrictions to office hours.

STATEMENT OF AVAILABILITY

Plan Review Services

Due to our far reach across many states, we can utilize staff when and where needed, adjusting our service levels based on need. SAFEbuilt will have staff available from its National Plan Review program, as well as staff from our Illinois office location to fulfill the plan review needs of the City of Crest Hill. All our staff will be available by phone and email, and we commit to being available for required in-person meetings the City deems necessary. In addition to the team of national and local plan reviewers we've proposed for this project, SAFEbuilt has 48 additional plan reviewers across the nation to help cover any spikes in permit applications, if needed. Our team is available anytime during the City of Crest Hill's normal business hours of operation. We also offer an expedited plan review as requested, as well as handling emergency circumstances.

COMMITMENT OF STAFF

We are skilled at assessing time commitments, developing an accurate work plan and applying dedicated, professional personnel. We quickly fine-tune staffing levels always maintaining the highest level of customer service. SAFEbuilt hand-picks staff uniquely qualified and experienced to deliver the exact services requested. Team members are dedicated to assigned project until completion and will be available for all service and communication needs.

Hiring and retaining qualified staff is the foundation for any successful technical and customer-centric operation. To ensure we fully meet the needs of the City of Crest Hill, SAFEbuilt will hire additional full-time staff for building inspections and plan reviews.

EXCEEDING EXPECTATIONS

Plan Review Turnaround Times

SAFEbuilt proposes the following plan review turnaround times for this project with the City.

TYPE OF PROJECT	INITIAL CHECK	RECHECK
Single Family Dwelling	5 working days or less	5 working days or less
Tenant Improvements	5 working days or less	5 working days or less
Apartments	10 working days or less	5 working days or less
Commercial/Industrial	10 working days or less	7 working days or less
Fire Code Review	10 working days or less	5 working days or less
Large Commercial – over \$15M	15 working days or less	7 working days or less
<i>*Expedited plan review service is available for an additional fee on all project types..</i>		





Tab 3

Past Performance

REFERENCE PROJECT HIGHLIGHTS

SAFEbuilt is pleased to present the City of Crest Hill with the following list of references who can attest to the quality and integrity of our services.

Town of Cicero, IL

Plan Review | Building Inspections

Fire Plan Review | Fire Inspections

Cost: \$300,000

Tom Tomschin

Executive Director of Housing Department

708.656.3600

ttomschin@thetownofcicero.com



City of Northlake, IL

Building Official | Plan Review

Inspections | Zoning Services

Cost: \$100,000

Carol Lampard

Finance Director

708.343.8700

clampard@northlakecity.com



Village of Schiller Park, IL

Plan Review | Inspections

Code Enforcement

Cost: \$235,000

Mitch Anderson

Building Official

847.671.8586

manderson@schillerparkil.us



Village of Willowbrook, IL

Plan Review | Inspections

Planning | Permit Technician

Cost: \$332,000

Brian Pabst

Village Manager

630.323.8215

bpabst@willowbrook.il.us



City of Wood Dale, IL

Plan Review | Inspections

Code Enforcement | Permit Technician

Cost: \$267,000

Staci Springer

Building Administrator

630.766-4900

sspringer@wooddale.com



Village of Downers Grove, IL

Plan Review | Inspections

Cost: \$47,000

David Fieldman

Village Manager

630.434.5500

dfieldman@downers.us



Village of Lincolnwood, IL

Plan Review | Inspections | Permit Technician

Health Inspections & Plan Review

Cost: \$158,000

Doug Hammel

Community Development Director

847.745.4796

dhammel@lwd.org





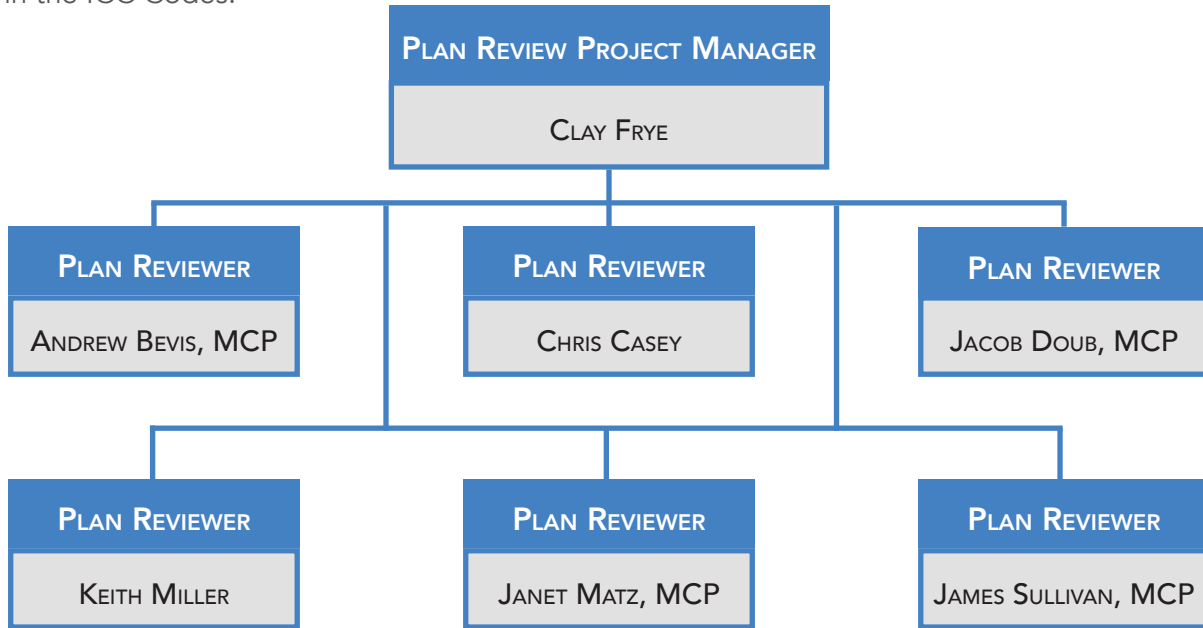
Tab 4

Résumés

Résumés

Plan Review

SAFEbuilt's Plan Review team serving Illinois is comprised of seven highly qualified individuals, including four Master Code Professionals and two former Building Officials from Illinois municipalities, with team members certified in the ICC Codes.



TEAM QUALIFICATIONS

Plan Review

<div> <div>Knowledge</div> <div>Skills</div> <div>Experience</div> </div> <div>QUALIFICATION</div>	Andrew Bevis	Chris Casey	Jacob Doub	Janet Matz	James Sullivan	Keith Miller
International Code Council (ICC) Certifications						
Master Code Professional (MCP)	✓		✓	✓	✓	
Accessibility Inspector/Plans Examiner	✓		✓	✓		
Building Code Official			✓	✓		
Building Code Specialist	✓		✓			
Building Inspector	✓		✓	✓		✓
Building Plans Examiner	✓	✓	✓	✓		✓
Certified Building Official	✓		✓	✓		
Combination Inspector	✓		✓	✓	✓	
Combination Plans Examiner			✓		✓	
Commercial Building Inspector	✓		✓	✓	✓	✓
Commercial Combination Inspector	✓		✓	✓	✓	
Commercial Electrical Inspector	✓		✓	✓	✓	
Commercial Energy Inspector			✓	✓	✓	
Commercial Energy Plans Examiner			✓	✓	✓	
Commercial Fire Sprinkler Inspector	✓					
Commercial Fire Sprinkler Plans Examiner	✓					
Commercial Mechanical Inspector	✓		✓	✓	✓	
Commercial Plumbing Inspector	✓		✓		✓	
Electrical Code Official			✓			
Electrical Code Specialist			✓		✓	
Electrical Inspector	✓		✓	✓		
Electrical Plans Examiner			✓		✓	
Fire Inspector I	✓		✓		✓	
Fire Inspector II			✓		✓	
Fire Plans Examiner	✓		✓			
Housing Code Official						
ICC /AACE Property Maintenance and Housing Inspector	✓		✓	✓	✓	

Mechanical Code Official						
Mechanical Code Specialist	✓		✓		✓	
Mechanical Inspector	✓		✓		✓	
Mechanical Plans Examiner	✓		✓			
Permit Technician						
Plumbing Code Official						
Plumbing Code Specialist	✓		✓		✓	
Plumbing Inspector	✓		✓		✓	
Plumbing Plans Examiner	✓		✓		✓	
Residential Building Inspector	✓	✓	✓	✓		✓
Residential Combination Inspector	✓		✓	✓	✓	✓
Residential Electrical Inspector	✓		✓		✓	✓
Residential Energy Inspector/Plans Examiner	✓	✓	✓	✓	✓	
Residential Fire Sprinkler Inspector/Plans Examiner	✓		✓			
Residential Mechanical Inspector	✓		✓	✓	✓	✓
Residential Plans Examiner	✓			✓		
Residential Plumbing Inspector	✓		✓	✓	✓	✓

STAFF HIGHLIGHT

Mr. ANDREW BEVIS, MCP, Plan Reviewer, joined SAFEbuilt in 2016. He has eleven years of relevant industry experience, including three years as a Building Inspector for the City of Mount Vernon, IL, and five years of experience with plan review supporting SAFEbuilt clients.

Mr. Bevis will be responsible for performing commercial, multi-family, single-family, MEP, fire, life safety, energy conservation, accessibility, and structural plan reviews.



In addition to his Master Code Professional designation, Mr. Bevis has 30 ICC certifications shown above. He has also received a Bachelor of Science degree in Architectural Studies from Southern Illinois University



KEITH ROONEY, MCP

Project Manager/ Building Inspector

ICC CERTIFICATIONS

Master Code Professional

Accessibility Inspector/Plans Examiner
Building Code Official
Building Code Specialist
Building Inspector
Building Plans Examiner
Certified Building Official
Combination Inspector
Combination Plans Examiner
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Electrical Code Official
Electrical Code Specialist
Electrical Inspector
Electrical Plans Examiner
Mechanical Code Official
Mechanical Code Specialist
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Code Specialist
Plumbing Inspector
Plumbing Plans Examiner
Residential Building Inspector
Residential Combination Inspector
Residential Electrical Inspector
Residential Energy Inspector/Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector

EXPERIENCE

- **Project Manager/Building Inspector** SAFEbuilt, LLC | 2018 – Present
 - Develop strategies, programs and implementations in alignment with company objectives.
 - Develop and manage financial, and other operational, targets.
 - Develop and maintain strong relationships with key municipal contacts.
 - Collect and report relevant “visit” data and “competitive” data to sales and operations.
 - Act as liaison for strategic partners for items including current staff, process, research on items, and new business development.
 - Direct new office development and implementation.
 - Reviews all plans and specifications for commercial, industrial, and residential projects to ensure compliance with city, state, and federal laws and regulations.
 - Inspect businesses for compliance with the International Fire Code as adopted and amended for enforcement by local Municipality/County.
 - Investigate complaints of alleged violations of fire regulations.
 - Inspect new construction projects and existing buildings, as required.
 - Identify and report violations and infractions of laws, ordinances and safety standards.
 - Use construction blueprints to inspect for compliance with codes and safety standards.
 - Prepare detailed records and reports of inspection activities.
 - May develop and/or present fire prevention education programs.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Attend required technical training each year to maintain level of continual education units required to maintain certifications.
 - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites.
- **Building Official** City of Lockport, IL | 05/2011 – 2018
 - Supervision of department staff
 - Plan review, permit issuance and inspections
 - Code adoption and revisions.
- **Chief Building Official** Village of Huntley, IL | 05/2005 – 05/2011
 - Supervision of inspection/code enforcement staff
 - Plan review, permit issuance and inspections
- **Building/Electrical Inspector** Village of Round Lake, IL | 04/2002 – 5/2005
 - Residential and commercial electrical inspections
 - Mechanical, building inspections
 - Plan review, building permit issuance

CLAY FRYE

Project Manager

EDUCATION

University of Florida
Studies in Landscape Architecture

Clay has over sixteen years of experience in the customer service industry and is able to establish an effective working environment with the general public. He has extensive experience in construction permit and plans expediting, as well as plan coordination and inspection scheduling. He demonstrates a consistent track record of successfully employing best business practices while improving efficiency and productivity.

- **Plan Review Director** MTCI, a SAFEbuilt Company; Coral Gables, FL | 2016 – Present

Started with MTCI performing plan intake. Assigned to increasingly responsible roles, including Plan Review Manager, and then Plan Review Director.

- Established a process for monitoring and tracking more than 400 plan reviews per month
- Created and monitored Plan Review KPI's which results in decreased turnaround times for commercial plan reviews
- Responsible for coordination of plans, inspections, phone calls, complaints, and contractor license verification
- Communicate both verbally and in written format with the public, contractors, and municipal staff
- Assists the public at the service counter, providing technical office support duties related to the processing and issuance of building permits
- Processing and issuing of building, electrical, plumbing, mechanical, grading, and other related permits. Calculating fees based on established fee schedules, and monitor approval of plans by other regulatory agencies

- **Owner** Frye Farms | 2006 – 2016

Frye Farms grew and sold plants native to Florida to new construction homes.

ANDREW BEVIS, MCP

Plan Reviewer

EDUCATION

Southern Illinois University

Bachelor of Science in
Architectural Studies

ICC CERTIFICATIONS

Master Code Professional

Accessibility Inspector/Plans
Examiner

Building Code Specialist

Building Inspector

Building Plans Examiner

Certified Building Official

Combination Inspector

Commercial Building Inspector

Commercial Combination Inspector

Commercial Electrical Inspector

Commercial Fire Sprinkler
Inspector

Commercial Fire Sprinkler Plans
Examiner

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Electrical Inspector

Fire Inspector I

Fire Plans Examiner

ICC/AACE Property Maintenance
and Housing Inspector

Mechanical Code Specialist

Mechanical Inspector

Mechanical Plans Examiner

Plumbing Code Specialist

Plumbing Inspector

Plumbing Plans Examiner

Residential Building Inspector

Residential Combination Inspector

Residential Electrical Inspector

Residential Energy Inspector/Plans
Examiner

Residential Fire Sprinkler
Inspector/Plans Examiner

Residential Mechanical Inspector

Residential Plans Examiner

Residential Plumbing Inspector

EXPERIENCE

- **Plans Reviewer** SAFEbuilt, LLC | 2016 – Present
 - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical). Identify and address areas of plan non-compliance.
 - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
 - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
 - Establish and implement building department and company policies and procedures in conjunction with Building Official.
 - Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
 - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
 - Assumes the duties and responsibilities of the Building Official when required.
 - Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
 - Enter inspection and plan reviews results in appropriate software.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Recommend code modifications and/or additions to customers as necessary to keep codes current.
- **Building Inspector** City of Mt. Vernon; Mt. Vernon, IL | 2013 – 2016
 - Inspected non-owner occupied dwellings to determine compliance with the City's non-owner occupied housing code.
 - Maintained records related to the City's non-owner occupied housing code including scheduling of inspections and tracking corrective action orders and occupancy certificates.
 - Inspected building under construction, alteration or repair for compliance with the building, heating, plumbing, electrical and zoning codes requirements; coordinates inspection activities with appropriate City departments.
 - Reviewed and approves plans for commercial, industrial, and residential building and remodeling projects; issues proper permits and zoning approval once code requirements have been satisfied.
- **Inspector** FEMA, USA per diem; New York, NY | 2012 – 2013
- **Drafter** Contempri Homes; Pickneyville, IL | 2010 – 2011

CHRIS CASEY

Building Plans
Examiner

LICENSES & CERTIFICATIONS

International Code Council
Building Plans Examiner
Residential Building Inspector
Residential Energy Inspector/
Plans Examiner

EXPERIENCE

- **Residential Plans Examiner** SAFEbuilt, LLC | 04/2022 – Present
 - Reviews all plans and specifications for residential projects to ensure compliance with city, state, and federal laws and regulations.
 - Initiates pre-construction conferences with contractors and/or developers and associated staff members.
 - Provides technical direction and assistance to inspection personnel relating to field problems.
 - Assesses and resolves complaints received from clients, applicants, public, designers, and contractors.
 - Regularly interacts directly with municipal clients and their staff.
 - Attends meetings, educational seminars, and functions relating to building codes.
- **Senior Plans Examiner** City of Allen, TX | 11/2020 – 04/2022
 - Served as a lead to lower level Plans Examiners by providing training for personnel regarding interpreting and applying code and ordinance requirements.
 - Reviewed commercial plans electronically, monitoring appropriate departments for additional review comments, ensuring code compliance in architectural, structural, plumbing, HVAC, electrical, coordinating activities with architects and engineers to verify compliance with codes, verifying zoning codes and issuing building permits.
- **Plan Analyst Supervisor** City of Houston, TX | 02/2018 – 10/2020
 - Ensured that construction meets local and national building codes, ordinances and technical specifications.
 - Reviewed plans to ensure they comply with building codes and local ordinances.
 - Approved plans that satisfactorily meet code requirements under supervision of senior technical staff.
 - Wrote requirements for plans that fail to satisfactorily meet code requirements under supervision of senior technical staff.
- **Senior Plan Analyst** City of Houston, TX | 08/2013 – 02/2019
 - Similar duties to Plan Analyst Supervisor position above.
- **HERS Energy Field Rater Plans Examiner** TopBuild; Houston, TX | 05/2004 – 08/2013
 - Inspected single-family homes for compliance with (IECC) Energy Code, Energy Star, GBT, and other above code programs at various stages including Poly, Pre-drywall & Final.
 - Performed all required testing needed for all energy programs at time of inspection (duct blaster, blower door, etc.).
 - Completed all electronic and hard copy inspection forms on site.
- **Submariner/Storekeeper, Officer Rank E-3** U.S. Navy | 10/2000 – 05/2003
 - Decorations/Medals: Navy Unit Commendation; Navy Battle "E" Ribbon; National Defense Service Medal; Armed Forces Expeditionary Medal; Sea Service Deployment Ribbon; LOC; Enlisted Submarine Warfare Insignia.

JACOB DOUB, MCP

Combination Plans Examiner

ICC CERTIFICATIONS Master Code Professional

Accessibility Inspector/Plans Examiner
Building Code Specialist
Building Inspector
Building Plans Examiner
Certified Building Official
Certified Fire Marshal
Coastal and Floodplain Construction
Inspector
Combination Inspector
Combination Plans Examiner
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Energy Inspector
Commercial Energy Plans Examiner
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Electrical Code Specialist
Electrical Inspector
Electrical Plans Examiner
Fire Code Specialist
Fire Inspector I
Fire Inspector II
Fire Plans Examiner
Fuel Gas Inspector
ICC / AACE Property Maintenance
and Housing Inspector
Mechanical Code Specialist
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Code Specialist
Plumbing Inspector
Plumbing Plans Examiner
Residential Building Inspector
Residential Combination Inspector
Residential Electrical Inspector
Residential Energy Inspector/Plans
Examiner
Residential Fire Sprinkler Inspector/
Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector

EDUCATION

Academy of Art University
Bachelor of Architecture

EXPERIENCE

- **Plans Examiner** SAFEbuilt | 2015 – Present
 - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical, if qualified). Identify and address areas of plan non-compliance.
 - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
 - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
 - Establish and implement building department and company policies and procedures in conjunction with Building Official.
 - Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
 - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
 - Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Recommend code modifications and/or additions to customers as necessary to keep codes current.
- **Building Official/Floodplain Manager/Harbour Master** Town of Ocean City, MD | 6/2019 – Present
 - Perform administrative, supervisory, code enforcement, and building inspection duties necessary to manage the building, housing, plumbing, electrical, mechanical, and waterway activity plan review, permit and inspection functions for the Building Inspection Division.
 - Supervise 6 to 8 technical and administrative staff as required to enforce the Town of Ocean City Codes including application, plan review and approval activities, permitting, field inspection activities, and code enforcement.
- **Owner/Designer, Southern Pine Design** Salisbury, MD | 2015 – Present
- **Deputy Building Official/Fire Official/Floodplain Manager** Town of Kiawah Island, SC | 4/2015 – 6/2019
- **Building Official** Limerick Township, PA | 2014 – 2015
- **Building Official/Plan Review Department Supervisor** Middle Department Inspection Agency, Inc.; Wexford, PA | 2014 – 2015

JANET DEE MATZ

Plan Reviewer

EDUCATION

University of Wisconsin

Bachelor of Science, Architectural
Design

College of Du Page

Associate in Applied Science,
Architectural Technology

LICENSES & CERTIFICATIONS

International Code Council (ICC)

Master Code Professional

Certified Building Official

Building Code Official

Residential Plans Examiner

Residential Energy Plan Examiner

Building Plans Examiner

Accessibility Inspector/Plan
Examiner

Commercial Energy Plans
Examiner

ICC Building Inspector

ICC Electrical Inspector

ICC Mechanical Inspector

Combination Inspector

Residential Building Inspector

Residential Electrical Inspector

Residential Mechanical Inspector

Residential Plumbing Inspector

Commercial Building Inspector

Commercial Electrical Inspector

Commercial Mechanical Inspector

Commercial Energy Inspector

Commercial Combination

Inspector

Residential Combination Inspector

Property Maintenance Inspector

Ms. Matz is an experienced Master Code Professional with strong technical background in construction and design. She has the ability to analyze and interpret building codes and ensure their proper execution in the office as well as plan reviews and in the field. Her strong customer service skills include the ability to communicate effectively with customers that have various technical backgrounds.

EXPERIENCE

• Project Management

- Perform multi-discipline plan review and inspections
- Coordinate and oversee meeting with customers
- Work with inspectors and owners to resolve code violations
- Coordinate work with various departments and outside contractors
- Monitor permit progress and expiration dates of large projects
- Assist customers with questions and permit submittals

• Administrative

- Supervise daily operations of department
- Supervise staff and contract consultants
- Staff liaison for the Building Board of Appeals
- Create and update department forms, handouts and procedures
- Serve as department emergency management team member
- Approve payouts and monitor department budget

JAMES SULLIVAN, MCP

Plan Reviewer

EDUCATION

Eastern Kentucky University

MS in Safety, Security and
Emergency Management

Eastern Kentucky University

Graduate Certificate in Fire and
Emergency Services

Widener University

BS in Business Administration

ICC CERTIFICATIONS

Master Code Professional

Combination Inspector

Combination Plans Examiner

Commercial Building Inspector

Commercial Combination

Inspector

Commercial Electrical Inspector

Commercial Energy Inspector/

Plans Examiner with ASHRAE 90.1

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Electrical Code Specialist

Electrical Inspector

Electrical Plans Examiner

Fire Inspector I

Fire Inspector II

ICC / AACE Property Maintenance
and Housing Inspector

Mechanical Code Specialist

Mechanical Inspector

Mechanical Plans Examiner

Plumbing Code Specialist

Plumbing Inspector

Plumbing Plans Examiner

Residential Building Inspector

Residential Combination Inspector

Residential Electrical Inspector

EXPERIENCE

• Plan Reviewer, SAFEbuilt | 2021 to Present

- Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical, if qualified). Identify and address areas of plan non-compliance.
- Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
- Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
- Establish and implement building department and company policies and procedures in conjunction with Building Official.
- Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
- Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
- Assumes the duties and responsibilities of the Building Official when required.
- Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
- Enter inspection and plan reviews results in appropriate software.
- Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
- Recommend code modifications and/or additions to customers as necessary to keep codes current.

• Chief Building Official City of Johnson City, TN | 2016 – 2021

• Deputy Fire Marshal III Alexandria Fire Department | 2006 – 2016

• Building Inspector/ Plan Review Consultant Bello, Bello and Associates | 2009 – 2010

• New Construction Inspector/ Supervisor Alexandria Fire Department | 2002 – 2006

• Construction Project Manager Stat Construction/Kerr Mast Construction | 1996 – 2002

• Insulation Project Manager Dominion Insulation Company | 1993 – 1996

• Insurance Sales and Underwriting Allstate Insurance Company | 1990 – 1993

• Military Officer U.S. Army | 1985 – 1993

ICC CERTIFICATIONS (CONT.)

Residential Energy Inspector/Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

Building Inspector General
Building Inspector One & Two Family Dwellings
Building Maintenance Inspector
Building Official
Commercial Building Plans Examiner
Electrical Inspector General
Electrical Inspector One & Two Family Dwellings
Electrical Plans Examiner
Fire Prevention Inspector
Fire Protection Inspector General
May 1, 2009 Continuing Education Requirement
May 1, 2011 Continuing Education Requirement
May 1, 2013 Continuing Education Requirement
May 1, 2015 Continuing Education Requirement
Mechanical Inspector General
Mechanical Inspector One and Two Family Dwellings
Mechanical Plans Examiner
Plumbing Inspector General
Plumbing Inspector One & Two Family Dwellings
Plumbing Plans Examiner

OTHER LICENSES & CERTIFICATIONS

IDPR Licensed Environmental Health Practitioner #183.000183
National Environmental Health Association Registered Trainer
National Restaurant Association ServSafe Instructor #306226
National Registry of Food Safety Professionals Test Administrator #1147
State of Illinois Certified Secondary Education Teacher #1969917

KEITH MILLER

**Building Plans
Examiner**

EDUCATION

NECA/IBEW Local 34, Peoria, IL
5 Year Electrician
Apprenticeship Program

LICENSES & CERTIFICATIONS

State of Illinois
Licensed Home Inspector #
450012614

ICC Certifications
Building Inspector
Building Plans Examiner
Commercial Building Inspector
Residential Combination Inspector
Residential Building Inspector
Residential Electrical Inspector
Residential Mechanical Inspector
Residential Plumbing Inspector

Other Certifications
Dale Carnegie Certificate
9 Week Course

EXPERIENCE

- **Building Official / Plans Examiner** SAFEbuilt, LLC | 2020 – Present
- **Inspections Coordinator** Peoria County Planning & Zoning Department | 2016 – 2020
 - Supervise inspectors, yearly reviews, participate in hiring and training.
 - Paper and digital plan review of commercial and residential plans.
 - Assist developing procedures, projects, create reports & forms.
 - Manage inspector's code violation investigations, record keeping, and Hearing Officer meetings.
 - Hold meetings with contractors, design professionals, and home owners.
 - Speak to members of the home builders association.
 - Respond to natural disasters.
- **Building Inspector** Peoria County Planning & Zoning Department | 2007 – 2016
 - Performed building and code violation inspections, develop reports.
 - Managed schedule and daily interaction with contractors and owners.
 - Enforced building codes and ordinances.
 - Assumed Inspection Coordinator's responsibilities during vacancy 2015 to 2016.
- **General Contractor** Miller Construction Services | 2002 – 2020
 - Supervised workers and sub-contractors.
 - Built and designed homes, remodels, repairs, and insurance work.
 - Managed budget, schedules, materials, record keeping, and taxes.
 - Commercial and residential work.
- **Journeyman Electrician & Apprentice** Kaiser Electrical Contractors | 1994 – 2001
 - Supervised jobs, trained electricians, managed materials.
 - Commercial and residential work.
- **Central Supply** OSF Hospital | 1986 – 1994
 - Materials management, stocked departments and delivered crash carts in emergencies.



Tab 5 Fee Schedule

PROPOSED FEE

SAFEbuilt's pricing is tailored to each contract. We work with our community partners to establish quality rates for the services we provide. Prices are all-inclusive. All overhead materials and equipment—such as tablets, codebooks, mobile phones, mileage, and professional attire—are included in the proposed fee. We present the proposed fees in the following table.

SERVICE	PROPOSED FEE
Plan Review (all trades, including Fire)	\$105.00 / hour

