



## **PROFESSIONAL SERVICES AGREEMENT**

**For**

**Village of Homewood  
Building Plan Review and Inspection Services  
May 1, 2024, to April 30, 2025**

Mr. Robert Grabowski – Fire Chief  
Director of Homewood Fire Department  
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Frank Urbina, NCARB, AIA  
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HR Green Project No.: 2302833

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THIS **AGREEMENT** is between the Village of Homewood (hereafter "CLIENT") and HR Green, Inc. (hereafter "COMPANY").

## **1.0 Project Understanding**

### **1.1 General Understanding**

Upon contract approval and notice-to-proceed, COMPANY will provide CLIENT with COMPANY staff to perform Building Plan Review and Inspection Services. COMPANY staff will perform Building Plan Review Services remote from COMPANY office(s) and will report directly to the CLIENT as needed and determined by CLIENT.

#### **Basic Services:**

Building Plan Reviews and Building Inspections (Residential and Commercial) with COMPANY staff as needed. COMPANY staff will be ICC Certified, IDPH Certified, and State Licensed Professionals. The CLIENT will continue utilizing their in-house Permit Coordinator(s) / Administrative staff.

Building Plan submittals are to be sent to COMPANY electronically as PDFs via email as required and determined by CLIENT. COMPANY will return a final complete set of plans to the client stamped "approved" or "approved as noted" or plans may be stamped by the CLIENT as requested and determined by the CLIENT. COMPANY will provide plan review letters to CLIENT via email in Word and as PDFs for their review and use.

COMPANY staff will take direction from the CLIENT Fire Chief, Building Official or Village Staff and will adhere to the CLIENT'S scheduling, reporting, software usage, equipment standards, personnel assignments, training, and policy compliance.

COMPANY staff will be International Code Council (ICC) certified and/or State Licensed Professionals and will be experienced and knowledgeable in their specific field of service. COMPANY staff will work in compliance with the CLIENT policies and adopted building codes, ordinances, and amendments.

COMPANY will work and coordinate plan reviews and inspections with the CLIENT's software system, as needed. COMPANY will attend training on Village policies including, but not limited to software, procedures, and Village Codes, Ordinances and Amendments as needed or requested.

## **2.0 Scope of Services**

The CLIENT agrees to employ COMPANY to perform the following services:

CLIENT agrees to employ COMPANY to perform Building Plan Reviews and Inspections for building projects within the CLIENTs jurisdiction as directed by CLIENT for building projects including but not limited to, Residential, Remodeling, Additions, Multi-family, Commercial, Industrial and Mixed Use.

- A. COMPANY will utilize a multi-disciplined team member(s) assigned to CLIENT as required to perform complete technical Building Plan Reviews and Building Inspections, as requested by CLIENT, to include:
- Building
  - Structural
  - Mechanical
  - Electrical
  - Plumbing
  - Energy
  - Accessibility/ADA
  - Fire Alarm
  - Fire Sprinkler
  - Life Safety
- B. COMPANY staff will verify that construction documents (plans and specifications) and building inspections comply with adopted Building Codes, Local Municipal Codes and Ordinances and Amendments, and will review third party reports such as, but not limited to, Health Department Requirements, Soils and Geological Reports, Civil Engineering Grading Drawings and Surveys, Roof and Floor Engineered Truss Design Plans and Structural Design Plans.
- C. As directed by CLIENT, COMPANY staff will track plan review comments and inspections to verify that the applicants have addressed plan review and inspection comments to achieve Code and Ordinance compliance.
- D. COMPANY will provide a consistent roster of International Code Council (ICC) Certified Inspectors and State Licensed Professionals to perform plan reviews and building inspections as required by CLIENT. COMPANY plan reviewers and building inspectors will conduct plan reviews and inspections of all building disciplines to verify that plans and construction complies with approved plans, specifications, and all applicable codes and ordinances and amendments. As directed by CLIENT, COMPANY staff will provide on-site and off-site (via telephone and email) consultation to assist residents, business owners, developers, contractors, and design professionals as required.
- E. COMPANY staff will provide plan reviews and inspection services during the CLIENT's normal business hours or as directed by CLIENT and will include:
- Excellent customer service to the public as an extension of CLIENT staff.
  - On-site and off-site problem solving and working closely with property owners through occupancy as directed by CLIENT.
  - Proficiently communicate with permit applicants to provide clear and concise direction as determined by CLIENT.
  - Participate in reviews with fire, health, and other government agencies as required and directed by CLIENT.
  - Incorporate, track and update plan reviews and inspection reports utilizing the CLIENT's computer software system.

### **3.0 Deliverables and Schedules Included in this Agreement**

The Contract Agreement shall be for a One (1) year term beginning May 1, 2024, to April 30, 2025. The CLIENT shall have the option to renew the contract for two (2) additional one (1) year terms with all terms and conditions, other than price, remaining the same.

COMPANY shall begin performing the services on or about May 1, 2024, after notice to proceed from CLIENT. The actual start date can be reviewed and amended to meet the needs of the CLIENT.

This schedule was prepared to include reasonable allowances for review and approval times required by the CLIENT and public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.

### **4.0 Items not included in Agreement/Supplemental Services**

The following items are not included as part of this AGREEMENT, but can be added at any time per task order or escrow account setup:

- Civil Engineering – HR Green staff
- Landscape Architect / Arborist – HR Green staff
- Surveying – HR Green staff
- External Agency Reports Analysis – HR Green staff
- Environmental – HR Green staff
- Building Code Updates – HR Green staff
- Building Permit Fees Analysis – HR Green staff
- Building Permit Processing Analysis - HR Green staff

Supplemental services not included in the AGREEMENT can be provided by COMPANY under separate agreement, if desired.

### **5.0 Services by Others**

Fire Chief / Building Official – Village Staff

Permit Coordinator / Administrative Assistant – Village Staff

**Note:** COMPANY will utilize COMPANY Permit Technician/Administrative staff for remote plan review and inspection coordination, processing, and scheduling.

### **6.0 Client Responsibilities**

CLIENT is to provide COMPANY 48-hour notice for requested inspections with inspection schedule sent via email no later than 3p.m. CT for inspections required within 48 hours.

CLIENT is to provide COMPANY appointed staff with a copy of all Local Municipal Codes and Ordinances with Amendments including Historical District and Subdivision and Sign

requirements, standard permit applications, plan review and inspection forms and any other applicable forms or documents.

Project Type	Plan Review Lead Time
<b>Small Residential</b>	
Alteration / Remodel	5 business days or less
Garage / Accessory Structure	3 business days or less
Decks / Porch	3 business days or less
Expedited Review	3 business days or less
<b>Large Residential – One- and Two-Family Dwellings</b> (All Disciplines: Building Structural, Mechanical, Electrical, Plumbing, Accessibility, Energy)	
New Construction	5 business days or less
Addition	4 business days or less
Alteration / Remodel	4 business days or less
Expedited Review	3 business days or less
<b>Small Commercial – Up to 4,000 SF</b> (All Disciplines: Building Structural, Mechanical, Electrical, Plumbing, Accessibility, Energy)	
New Construction	5 business days or less
Addition	5 business days or less
Alteration / Remodel	5 business days or less
Expedited Review	3 business days or less

Project Type	Plan ReviewLead Time
<b>Large Commercial – over 4,000 SF</b> (All Disciplines: Building Structural, Mechanical, Electrical, Plumbing, Accessibility, Energy)	
4,001 SF – 7,500 SF	6 business days or less
7,501 SF – 10,000 SF	7 business days or less
10,001 SF – 20,000 SF	10 business days or less
20,001 SF – 40,000 SF	12 business days or less
<b>Fire Sprinkler Systems - Based on the number of sprinkler heads</b>	
1-200	3 business days or less
200-500	5 business days or less
501-700	6 business days or less
<b>Fire Alarm / Detection Systems New Systems</b>	
Up to 4,000 SF	4 business days or less
4,001 SF – 7,500 SF	5 business days or less
7,501 SF – 10,000 SF	6 business days or less
10,001 SF – 20,000 SF	7 business days or less
20,001 – 40,000 SF	10 business days or less
Over 40,000 SF	Determined by specific project size and complexity.

Project Type	Plan ReviewLead Time
Fire Sprinkler and Fire Alarm System Alterations	
Up to 4,000 SF	3 business days or less
4,001 SF – 7,500 SF	4 business days or less
7,501 SF – 10,000 SF	5 business days or less
10,001 SF – 20,000 SF	6 business days or less
20,001 – 40,000 SF	8 business days or less
Over 40,000 SF	Determined by specific project size and complexity.

**Note: Expedited Reviews as requested by the CLIENT will be performed and completed as soon as possible at the same hourly bill rates per the Bill Rate Fee Schedule noted below.**



**BILL RATE FEE SCHEDULE – 2024 - 2025 (As Applicable)**

Task	Personnel	Bill Rate
Civil / Structural Engineering Reviews	Professional Engineer I / II	\$144 - \$260 per hour
Building Plan Reviews Residential and Commercial	ICC Certified Chief Building Official / Master Code Professional / Senior Building Plan Reviewer	\$162 - \$168 per hour
Licensed Architect Reviews	State Licensed Architect	\$280 per hour
Building, Mechanical and Electrical Inspections	Senior ICC Certified Building Inspector	\$125 per hour
Plumbing Inspections	IDPH Licensed & Certified Plumbing Inspector	\$124 per hour
Permit / Administrative	Permit Coordinator / Admin. Assistant	\$105 per hour
<b>NOTE: HR Green will only bill for actual time spent</b>		

**7.0 Professional Services Fee**

**7.1 Fees**

The fee for services will be **Time and Material Not-To-Exceed \$80,000.00** based on COMPANY standard hourly rates current at the time the AGREEMENT is signed. COMPANY will provide notice to CLIENT when approximately 80% of the Not-To-Exceed contract amount has been expended. When the Contract value is exceeded, COMPANY will bill applicable rates for services delivered and the CLIENT agrees to remit all applicable labor effort and expenses retroactive to the date when the contract value was exhausted.

Company standard hourly rates are subject to change upon 30 days' written notice. Non-salary expenses directly attributable to the project such as: (1) living and traveling expenses of employees when away from the home office on business connected with the project; (2) identifiable communication expenses; (3) identifiable reproduction costs applicable to the work; and (4) outside services will be charged in accordance with the rates current at the time the service is done.

**7.2 Invoices**

Invoices for COMPANY's services shall be submitted, monthly. Invoices shall be due and payable upon receipt. The CLIENT agrees to pay in a timely manner following the terms of the "Illinois Local Government Prompt Payment Act, 50 ILCS 505".

**7.3 Extra Services**

Any service required but not included as part of this AGREEMENT shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT.

7.4 Exclusion

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.

7.5 Payment

The CLIENT agrees to pay COMPANY according to the Basic Services as selected by the CLIENT.

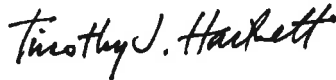
**8.0 Terms and Conditions**

This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. Services will not begin until COMPANY receives a signed agreement. COMPANY's services shall be limited to those expressly set forth in this AGREEMENT and COMPANY shall have no other obligations or responsibilities for the Project except as agreed to in writing. The effective date of the AGREEMENT shall be the last date entered below.

Sincerely,

**HR GREEN, INC.**

Approved by:



Printed/Typed Name:

Timothy J. Hartnett

Title:

Vice President/Principal

Governmental Services Central Region

Date: 05-21-2024

**VILLAGE OF HOMEWOOD**

Accepted by:

Printed/Typed Name:

Title:

Date: