

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: February 8, 2022

To: Napoleon Haney, Village Manager

From: Bob Grabowski, Fire Chief

Topic: Plan Review Services

PURPOSE

For many years, the Village of Homewood has outsourced much of the commercial and some of the residential plan reviews that we receive for construction. For the past 10-15 years, Homewood has contracted with Keslin Engineering Inc. of Naperville, IL for these reviews. Keslin Engineering closed on December 31, 2021 due to the owner's retirement. A request for proposal (RFP) was issued to select two new companies to perform our external plan review services. The contracts to use the services of the recommended companies require Board approval.

PROCESS

In October 2021 the Building Division issued a request for proposal to several reputable companies that offer plan review and inspection services. The deadline to return the proposals was November 18, 2021. The Building Division received six (6) proposals from the following companies:

1. Don Morris Architects - Willowbrook, IL
2. Carlisle Group - Manteno, IL
3. B & F Construction Code Services - Elgin, IL
4. Safe/Built Illinois LLC - Grayslake, IL
5. HR Green Inc. – New Lenox, IL
6. TPI Building Code Consultants, Inc. – Elgin, IL

OUTCOME

Staff vetted and formally reviewed all proposals that were received and determined that the two proposals that best suited our needs were from HR Green Inc. and TPI Building Code Consultants, Inc. After completing our initial review, we interviewed both companies and their representatives. Additionally, reference checks were completed for HR Green and TPI. The final recommendation from the respected references was to hire/contract with both companies.

VILLAGE OF HOMEWOOD



FINANCIAL IMPACT

The cost for plan review services is passed on to the permit holder.

- **Funding Source:** General Fund
- **Budgeted Amount:** \$20,000
- **Cost:** N/A

LEGAL REVIEW

Completed

RECOMMENDED BOARD ACTION

Authorize the Village President to enter into an agreement with HR Green Inc. of New Lenox, IL; and TPI Building Code Consultants Inc. of South Elgin, IL for plan review services beginning March 1, 2022 through February 28, 2023.

ATTACHMENT(S)

- HR Green Contract
- TPI Contract