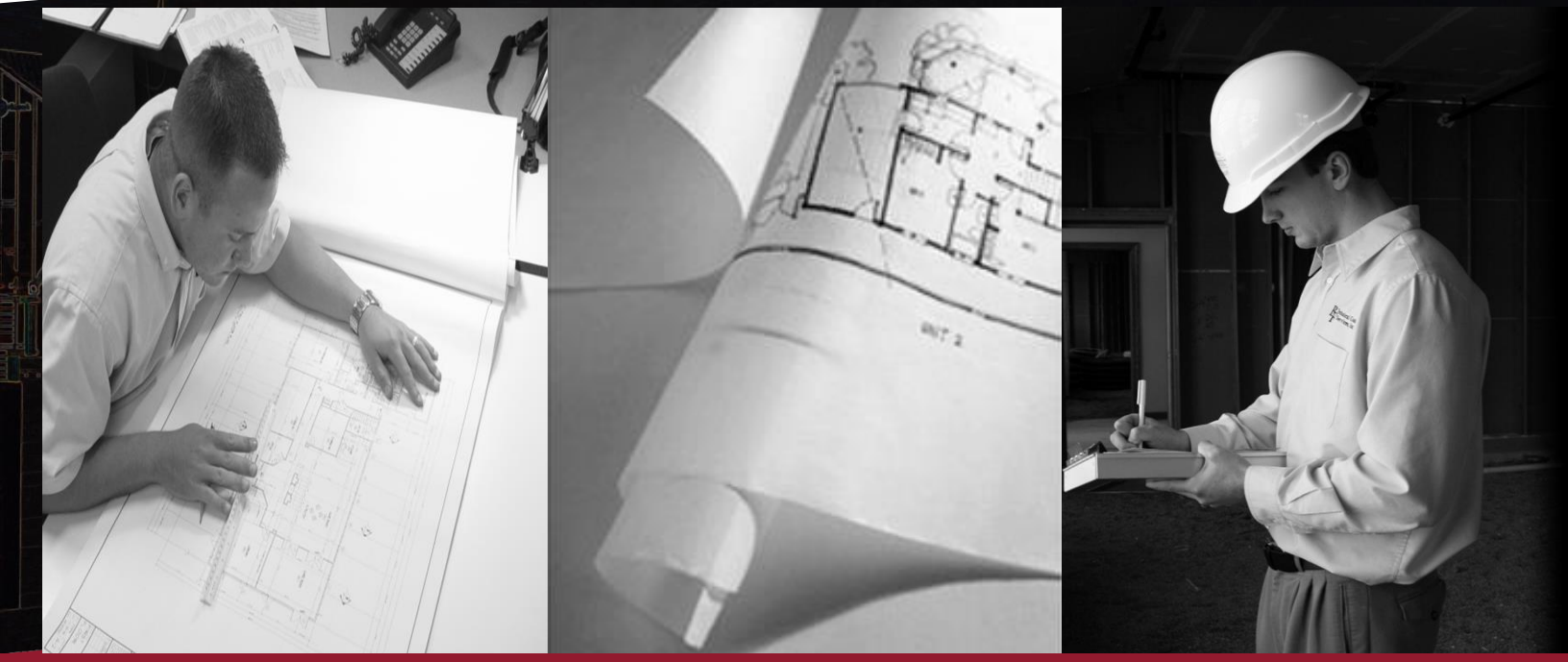
CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING



December 8, 2021

Karri Anderberg
Village Clerk
Village of Poplar Grove
200 N. Hill Street
Poplar Grove, Illinois 61065

Thank you for the opportunity to present a proposal to provide Zoning Administrator Duties for the Village of Poplar Grove. With over 30 years of experience, we are pleased to provide this proposal.

If you have any questions please give Kenneth Garrett a call at 847-428-7010 or email kgarrett@bfccs.org

Sincerely,

Kenneth Garrett, MCP
Vice President

B & F CONSTRUCTION CODE SERVICES, INC.
2420 Vantage Road • Elgin, IL 60124
Telephone: (847) 428-7010 • Fax: (847) 428-3151

PROFESSIONAL SERVICE AGREEMENT

Zoning Administrator Duties

Statement of Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, inspections and training services. The company also provides to its clients Zoning Administrative functions as requested.

Services to be provided:

B & F Construction Code Services, Inc. shall:

1. Provide Zoning Interpretations to residents, business owners/operators and potential developers.
2. Issue zoning classifications as requested.
3. Meet with owners, contractors, developers, etc., to discuss compliance with the Village of Poplar Grove Zoning Code.
4. Determine whether an inquiry requires a public hearing via a Special Use, Planned Community Development or zoning variance.
5. If a Special Use, Planned Community Development or Zoning Variance is required provide the appropriate application to the applicant.
6. Review said application is complete and supporting documents have been submitted.
7. Develop a staff report to establish the request of the applicant, the relief sought and recommendations to the Planning and Zoning Commission.
8. Confirm and assist, if necessary, the applicant has complied with all notice requirements per the village zoning code.
9. Attend Planning and Zoning Commission Meetings.
10. Attend Village Board or Committee of the Whole meetings as requested or as necessary.
11. Work with village staff, other consultants, planning and zoning commission members and village board members as necessary.
12. Recommend Text Amendment changes to the zoning code as necessary.
13. Provide other duties not mentioned above that are necessary to conduct the responsibilities of the Zoning Administrator.

COSTS FOR SERVICES

The fee for the above services is One Hundred Dollars ($100.00) per hour. An itemized accounting shall be provided each month to identify the services provided. This invoicing and itemization shall be separated from the standard Building Code Enforcement that is currently taking place.

All of the 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 Village of Poplar Grove 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.

As requested, all invoices will be directed to the following:

Karri Anderberg
Village Clerk
Village of Poplar Grove
200 N. Hill Street
Poplar Grove, Illinois 60165
clerk@villageofpoplargrove.com
815-765-3201

Accepted By _____

Please Print Name _____

Title _____

Date _____

B & F Construction Code Services, Inc.

Accepted By _____

Please Print Name _____

Title _____

Date _____