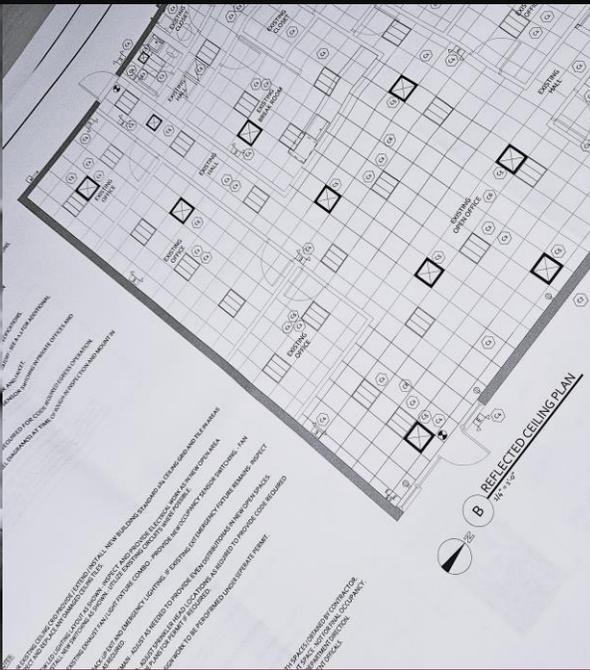


B & F CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING



February 4, 2026

Kristi Richardson
Village President
Village of Poplar Grove
200 N. Hill Street
Poplar Grove, IL 61065

Thank you for the opportunity to present a proposal to the Village of Poplar Grove for inspections, plan reviews, and property maintenance.

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

Sincerely,

Kenneth Garrett

Kenneth Garrett
Building and Zoning Official
Master Code Professional

PROFESSIONAL SERVICE AGREEMENT

Statement of Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, and inspections. All technical personnel are certified and/or licensed to provide the services as described and requested.

Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, inspections and training services for municipal building departments. All inspection and plan review personnel are certified and/or licensed to provide the services as described.

We currently provide inspections and plan review for the Villages of Brookfield, Oak Lawn, Markham, Riverdale, Broadview, Forest Park, Matteson and the City of Harvey. We provide or have provided inspections and plan review for the Village of Hazel Crest, Richton Park, and University Park. We currently perform complete building department operations for the Villages of Winfield and Barrington Hills. We have assisted with complete building department operations in the Villages of Kingston and Hampshire. We also currently provide complete inspection and plan review services to West Chicago, Kingston, Kirkland, Shabbona, Hinckley, Waterman, Mettawa, Manhattan, Inverness, Elwood, Timberlane, and Poplar Grove.

In West Chicago, we provide full code enforcement services and administration including inspections, notices of violation, tickets, adjudication, correspondence, testimony, etc.

There are other municipalities where we provide fill-in inspections when municipalities are in need of inspectors because of a large short-term workload or because they are down staff members due to vacations or extended leaves of absence. These municipalities include the City of Wheaton and Villages of Wheeling and Romeoville.

B & F Construction Code Services, Inc. performs plan review services for numerous other communities in Illinois and other states such as Michigan, New Jersey and Pennsylvania.

We have completed plan review and inspection services for large projects such as the new 3.8 Million Square Foot Amazon facility in Matteson as well as numerous Casino projects, including Four Winds Casinos in Michigan and Indiana, Bally (formerly Jumers) Casino in Rock Island, and Rivers Casino in Des Plaines.

Firm Information and Additional Qualifications

Its founder Richard A. Piccolo who has more than forty years in the building code profession leads B & F Construction Code Services, Inc. For many years, we have been providing Plan Reviews, Inspections, Building Department Administration, Code Consulting, and Training Services for Municipal Building Departments, Architectural Firms, Developers and Construction Workers. Our expertise is in all the Major Model Codes including the ICC (International Code Council) series, Illinois Plumbing Code, BOCA, NFPA, Accessibility and accepted industry standards and practices. We have performed over 110,000 plan reviews, conducted more than 600,000 construction inspections and over 220,000 code enforcement inspections. We have trained thousands of industry professionals nationwide. Our services have become the most sought after in the industry because of our continual focus on the three elements we have consistently delivered since inception...Quality, Value and Service.

Educational

We have over 50 technical employees, which include a full-time staff of qualified, licensed (where applicable), and certified staff of Plans Examiners, Building Inspectors, Property Maintenance Inspectors, and support personnel. Our affiliate company, the Building and Fire Code Academy (BFCA) provides training nationwide to industry professionals and has received approval by the State of Illinois as a Licensed Vocational School, approval by the International Association of Continuing Education & Training (IACET) and the approval of the American Institute of Architects (AIA).

The Building & Fire Code Academy works in conjunction with the State of Illinois and the Illinois Department of Employment Security to provide free training to help unemployed Municipal Building Department employees maintain their certification. BFCA is a State of Illinois Certified Workforce Provider. Individuals participating in a certificate program or our flagship Code Enforcement Career Development Program receive first hiring preference over other applicants. Additionally, the Building & Fire Code Academy maintains a job placement service for our students.

What is unique about B & F Construction Code Services, Inc. is the combination of conducting inspections and training code officials across the country. Many of our competitors attend our training classes at our office and we appreciate their trust and confidence in our excellence in training.

This separates B & F Construction Code Services, Inc. from its competition and not to mention that all of our staff are company employees and we do not employ contract employees. We provide hours of training to make sure our staff is prepared prior to being assigned to a client.

B & F Construction Code Services, Inc. has developed a system to manage the varying needs of our clients. This includes a proprietary database, which tracks the adopted codes and their local amendments. It also tracks each project, which includes what was submitted, when the project is due, and the status of each project including first and all subsequent reviews.

All of our clients use our plan submittal form with each set of plans submitted. This form gives us the specific type of reviews and any special instructions for each project.

We are a professional staff with company uniforms, vehicles (identified by company name information on the vehicles), equipment, cell phones and the necessary materials to provide a high quality service for your needs.

Services to be Provided – Plan Review & Building Inspections

B & F Construction Code Services, Inc. shall:

Conduct complete plan reviews for commercial and residential projects for building, fire code, fire sprinkler, fire alarm, fire protection, plumbing, electrical, mechanical, energy, hood & duct, solar systems, pool, decks and accessory structures and any other plans requested to review in accordance with the codes and amendments adopted by the client. We can also provide high hazard use, NFPA 101, and virtually any other type of specialty reviews.

Conduct commercial and residential building, fire code, fire protection, plumbing, electrical, mechanical, energy, hood & duct, solar systems, commercial roofing, right-of-way, utility and property maintenance (rental, sale, transfer, and code enforcement) inspections. We are also able to perform annual fire inspections, life safety inspections, high hazard inspections, spray booth installations, and any other code related inspections.

Staff can attend pre-construction meetings and construction status meetings whenever requested. Upon availability, staff may be able to work at the client directly. The schedule shall be mutually agreed on.

Code consulting services shall be provided via phone, email, field, and individual/group meetings. Video conferencing will be utilized as necessary or as requested.

Digital Plan Review

B&F Construction Code Services, Inc. now primarily accepts electronic plan review submittals, physical submittals are continued to be accepted. To date approximately 80% of submittals are currently via electronic means.

Plan Review Process

Plan reviews submitted to our office are processed typically within two (2) business days. Upon processing, the client will receive a receipt indicating the scope of the review and the completion date (based on date received). Once reviews are completed, plan review letters are sent to the client via email and can be sent directly to the applicant if requested. If the applicant has questions regarding a review comment, our letters contain contact information for each plan reviewer.

Schedule to Perform Plan Reviews – All Disciplines

All first reviews are performed typically within nine (9) business days from date they are received in our office and the second and all subsequent reviews are performed typically within five (5) business days. Typically, there are no additional fees for any re-reviews up to three submittals; any subsequent submittals may be subject to an additional fee.

If a quicker turnaround time is desired, we offer Express Reviews. These Express Reviews are completed in four (4) business days and all second and subsequent reviews are completed within four (4) business days.

Miscellaneous and simple projects can be reviewed in two (2) to three (3) business days. These reviews are subject to fee for re-reviews.

Schedule to Perform Inspections

Inspections require notice the day prior by 3:00 p.m. Inspections can be conducted between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday, excluding holidays. Inspection requests shall be emailed, called, or submitted online. Additionally the client can approve B & F Construction Code Services, Inc. to schedule their inspections directly at no additional cost. Inspections can be made outside of these times on an as requested basis for an additional cost. Both parties will determine days of the week and times during the day for inspections mutually.

The inspections are conducted as progress of the project takes place. All inspections are conducted and are documented with an inspection report indicating the results of the inspection. Inspector shall utilize company issued technology (tablets) to input inspection results real-time.

Inspectors shall contact customers, upon request, with estimated arrival times. We commit to adhere to inspection arrival times.

B & F Construction Code Services, Inc. maintains that it is the responsibility of the contractor or permit holder to ensure all required inspections are performed. B & F Construction Code Services,

Inc. can provide evaluation services of inspection history, third party reports, and special inspections.

Costs for Services

Plan Review

See attached 2023 fee schedule for new construction and alteration plan review pricing.

Per Project Inspection Costs

See attached 2023 fee schedule for new construction and alteration inspection pricing.

Specialized Inspection Costs

Property maintenance (including site visits, stop work, zoning violations, etc.) shall be billed at the rate of \$42.50 per site visit based on a time frame not to exceed 30 minutes. Should the inspection exceed a 30 minute time frame, a rate of \$85 per hour.

Annual Business Inspections shall be billed at the rate of \$85.00 per hour plus one-way travel time.

Senior Project and or Zoning Consulting

Staff Consultations for new projects, code analysis, zoning issues, and other complex development issues shall be billed at \$130 per hour.

General Staff Project Consulting

Day to day Staff Consulting for new projects, code analysis, zoning issues, legal matters, administrative work and other complex development issues shall be billed at \$95 per hour.

General Conditions

Hourly Services shall be billed in fifteen (15) minute increments.

The cost of plan reviews and inspections shall be increased to the latest fee schedule every twenty-four months.

No fee increases will be made in the year 2027.

This contract shall be subject to annual price increases for all hourly services that shall not exceed the Consumer Price Index for All Urban Consumers (CPI-U) for the Chicago-Gary-Kenosha, IL, IN, WI Area issued by the United States Department of Labor between January 15 of the preceding calendar year and January 15 of the current calendar year or 3%, whichever is less.

Hourly services that are provided off site from the B & F Construction Code Services, Inc. office are subject to travel costs of one way per inspector per day.

Emergency Inspection

An inspector can be made available for emergency inspections outside normal business hours (7:30am – 4:30pm). The cost of the services shall be at our general consulting rate per hour. The time shall include travel both ways as well as any inspection and report writing time with a minimum of four hours (4 hrs.). For the purposes of this contract emergency inspections shall include, but not limited to, post fire inspections, inspections of structures after vehicle vs building incidents, determination of habitability or safety of structure, unsafe structures, building collapse, inspections required to restore utilities, large scale incidents that may require input from building department personnel.

B & F CONSTRUCTION CODE SERVICES, INC.

2420 Vantage Road • Elgin, IL 60124
Telephone: (847) 428-7010 • Fax: (847) 428-3151

After Hours Inspection

An inspector may be available for after-hours inspections outside normal business hours (7:30am – 4:30pm). The cost of the services shall be at hour general consulting rate per hour or double the fixed rate inspection for fire protection systems (fire alarm, fire sprinkler, special suppression, hood suppression, etc.) but no less than the hourly minimum. The time shall include travel both ways as well as any inspection and report writing time with a minimum of four hours (4 hrs.).

Other Services

Cross Connection Program

Annual Cross Connection Surveys and Cross Connection Device testing for plumbing devices can be provided.

Ordinance Development

Assistance with the rewriting of existing ordinances or the development of new ordinances can be provided. This can include building codes, zoning, fees, property maintenance or any area where a building, zoning or planning department is involved. This can include agreements for building inspections, property maintenance inspections, zoning and planning and ordinances for building safety, zoning and fees. Building code updates will be priced based on complexity. Costs for these services are based per project.

Preliminary Reviews

Provide plan review, code consulting services for large and complex projects during initial stages (25%, 50%, etc. stage drawings), and address both high-level design issues and specific questions the design professional may have. The service helps reduce final permitting and reduce the complexity of any code issues identified at that time.

The Village of Poplar Grove has the responsibility to provide notification of ordinances, planned unit developments, and all agreements relevant to the services we offer.

Invoicing

Invoices are issued monthly, net 30 days.

Point of Contact for Contract

Kenneth Garrett, Building and Zoning Official, MCP

Transmittal Method

As normal course of business, all correspondence from our main office shall be done electronically.

Start Date

All full services, including plan reviews and inspections, will commence on the agreed-upon date.

Fuel Surcharge

Fuel surcharge – In the event fuel cost increase to a national average of Five Dollars (\$5.00) or more per gallon there will be eight percent (8%) added to the inspection (first and re-inspections) fee.

The following cover all B & F Construction Code Services, Inc. employees:

- A. Workers Compensation Insurance;
- B. General Liability Insurance; and
- C. Professional Liability Insurance.

A Certificate of Insurance can be provided by request.

The client 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 B & F Construction Code Services, Inc. no longer employs the individual.

Client

Accepted By _____

Please Print _____

Title _____

Date _____

B & F Construction Code Services

Accepted By *Kenneth Garrett*

Please Print Kenneth Garrett

Title Building and Zoning Official

Date January 21, 2026