CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review

Training • Inspections • Code Consulting

VILLAGE OF POPLAR GROVE, IL

REQUEST FOR PROPOSALS

FOR

PLAN REVIEW AND INSPECTION SERVICES

October 11, 2017

SUBMITTED TO:

Diana Dykstra
Administrator
Village of Poplar Grove
200 Hill Street
Poplar Grove, IL 61065

Village of Poplar Grove
Plan Review and Inspection Services
October 11, 2017

A. Introduction

B & F Construction Code Services Inc., is submitting a bid to provide consulting services to the Village of Poplar Grove. These consulting services consist of building plan review, inspections, property maintenance inspections, department administration, assistance with zoning and planning, ordinance development and redevelopment planning. The type of projects includes: residential, mixed use and commercial projects.

B. Qualifications

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

This range of complete building department operation is currently being performed for the Villages of Winfield, Burlington, Barrington Hills, Hampshire, and Lake Barrington. We have assisted with complete building department operations in the Village of Gilberts and the City of Genoa. We currently provide complete inspection and plan review service to West Chicago, Long Grove, Mettawa, Manhattan, Elwood and Deer Park.

Plan review services and inspections are also performed for the DuPage County Airport and for the commercial and industrial projects in the Village of Burr Ridge. These same services are performed for specific projects in the Brookfield, Elmwood Park, and River Forest.

There are other municipalities where fill-in inspections are performed when municipalities are in need of inspectors because of large short-term workload or because they are down staff members. These municipalities would be the City of Wheaton and the Village of Romeoville.

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

A list of the partial contacts for these municipalities is provided at the end of this proposal.

All B & F Construction Code Services Inc. staff members are certified or licensed to perform plan review and inspections. A list of the senior and management staff members is provided at the end of this proposal.

Schedule

All first reviews are performed in nine (9) business days from date they are received in our office and second and all subsequent reviews are performed in five (5) business days. There is no additional fee for any re-reviews.

All inspections are performed with less than twenty-four (24) hours notice. All inspections received by 4:00 PM will be performed the next business.

There is no limit to the number of reviews or inspections which can be performed. B & F Construction Code Services, Inc., has forty (40) full time Construction staff with an administrative staff of ten (10). These numbers do not include HR, upper level administrative staff or the staff members used in the Building and Fire Code Academy. The Academy is a subsidiary of B & F Construction Code Services, Inc., and performs the training which is offered to the industry.

D. Administrative time

A B & F Construction Code Services, Inc. staff member will spend a minimum of one hour a week in the municipal office performing administrative tasks and misc. plan reviews as needed. This time will be invoiced at $80.00 per hour. If there is a need for additional time for large projects or to attend meetings it will be invoiced at this rate.

Single Family

PLAN REVIEW

Single Family Homes first reviews will be performed within nine (9) business days and second reviews within five (5) business days.

E**. PLAN REVIEW FEES**

Single Family Homes up to 3,200 square feet:
Five Hundred Sixty Dollars ($635.00) per dwelling unit
(includes building, plumbing, mechanical, energy and electrical).

Single Family Homes over 3,200 square feet:
$0.198 per square foot (actual square footage)
(includes building, plumbing, mechanical, energy and electrical)

Single Family Home Additions
$0.198 per square foot (actual square footage)
(includes building, plumbing, mechanical, energy and electrical) with a minimum fee of ($200.00) Two Hundred Dollars.

Zoning - $ 75.00 per lot

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INSPECTIONS - SINGLE FAMILY HOMES

1. FOOTING FORMS
   When the forms are set and before the concrete is poured.

2. FOUNDATION FORMS
   When the forms are set and before the concrete is poured.

3. BACKFILL
   When the concrete is poured, waterproofed, drain tile is in place and covered with gravel but before the foundation is backfilled.

4. PLUMBING UNDERGROUND
   When piping is located between the floors or underground but before the covering is in place. Flushing of the underground shall be witnessed.

5. FRAMING OR STRUCTURAL
   Before any drywall, plaster or interior finish is applied. Rough-in of the electrical, plumbing, ductwork must be in place before the inspection. An inspection per floor is required.

6. HVAC ROUGH
   When piping and ductwork is installed.

7. ELECTRICAL ROUGH IN
   When rough-in work is complete and before drywall, concrete or backfill is in place.

8. AIR LEAKAGE
   When all roughs are complete and exterior finish is complete.

9. PLUMBING ROUGH IN
   When rough-in work is complete.

10. INSULATION
    When insulation is installed prior to drywall.

11. CONCRETE FLOOR BASEMENT
    When base reinforcing is prepared and in place, and before the concrete is poured.
    All utilities and service equipment in the concrete must be in place before the inspection.

12. CONCRETE FLOOR GARAGE
    When base reinforcing is prepared and in place, and before the concrete is poured.
    All utilities and service equipment in the concrete must be in place before the inspection.

13. ELECTRIC SERVICE
    When meter socket and main panel are installed.

B & F CONSTRUCTION CODE SERVICES, INC.
2420 Vantage Drive • Elgin, IL 60124
Phone (847) 49028-7010 • Fax (847) 428-3151

14. FINAL PLUMBING
When final work is complete and before the system is operational.

15. FINAL HVAC
When all HVAC components are complete.

16. FINAL ELECTRIC
When all electrical components are complete.

17. FINAL BUILDING
When all Building components are complete.

Additional inspections for driveways, sidewalks, service walks, patios or decks can be performed for an additional fee.

INSPECTIONS FEES

Single Family Homes up to 3,200 square feet:
Five Hundred Sixty Dollars ($635.00) per dwelling unit without a deck (includes building, plumbing, mechanical, energy and electrical).

Single Family Homes over 3,200 square feet:
$0.198 per square foot without a deck (actual square footage)
(includes building, plumbing, mechanical, energy and electrical)

Single Family Home Additions/Alterations
$0.198 per square foot without deck (actual square footage)
(includes building, plumbing, mechanical, energy and electrical) with a minimum fee of Two Hundred Dollars ($200.00).

Re-inspection fees are invoiced at the rate of Fifty-Five Dollars ($55.00) per inspection (each discipline is considered a separate inspection).

Zoning - $75.00 per lot

F. Commercial, Industrial, Multi-Family

Plan Review

Plan review fees invoiced as shown in our current fee schedule include: Building, Mechanical, Plumbing, Electric plus any additional reviews such as Energy. This does not include engineering, storm water or special use.

The above fees include unlimited reviews, and there is no charge for re-reviews.

Specialized Commercial and Industrial or processes: One Hundred and Fifty Dollars ($150.00) per hour

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INSPECTIONS COMMERCIAL & INDUSTRIAL (*New Construction, Additions, Existing)*

1. FOOTING FORMS
   When the forms are set and before the concrete is poured.

2. FOUNDATION FORMS
   When the forms are set and before the concrete is poured.

3. FOUNDATION BACKFILL
   When the concrete is poured, waterproofed, drain tile is in place and covered with gravel but before the foundation is backfilled.

4. FRAMING OR STRUCTURAL
   Before any drywall, plaster or interior finish is applied. Rough in of electrical, plumbing, ductwork must be in place before the inspection. An inspection per floor is required for all uses.

5. HVAC ROUGH
   When piping and ductwork is installed.

6. ELECTRICAL ROUGH IN
   When rough in work is complete and before the drywall, concrete or backfill is in place.

7. PLUMBING ROUGH IN
   When rough work is complete.

8. ENERGY CONSERVATION
   Inspect for energy conservation as each area is completed.

9. ELECTRIC SERVICE
   When meter socket and main panel are installed.

10. DRYWALL
    When drywall is installed prior to the taping.

11. CONCRETE FLOORS
    When base reinforcing is prepared and in place, and before the concrete is poured.
    All utilities and service equipment in the concrete must be in place before the inspection.

12. FINAL PLUMBING
    When final work is complete and before the system is operational.

13. FINAL HVAC
    When all HVAC components are complete.

14. FINAL ELECTRIC
    When all electrical components are complete.

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15. STRUCTURAL FINAL
When all the work is completed.

16. OCCUPANCY
When all the work is complete and before occupancy.

17. Fire protection system reviews and inspections can be provided if requested.

INSPECTION FEES

Building	.14 per square foot
Plumbing	.04 per square foot
Mechanical	.04 per square foot
Electrical	.04 per square foot
Energy	.02 per square foot

G. Other Services

Miscellaneous Plan Reviews: Twenty-Five Dollars ($25.00) per Trade *(Miscellaneous Plan Review shall include sheds, decks, fences, pools, re-roofing, satellite dishes, appliance and minor plumbing installations.)(performed on site while performing inspections)*

Miscellaneous Inspections: Thirty-Five Dollars ($35.00) Per Inspection (per Trade) *(Miscellaneous inspections shall include sheds, decks, fences, pools, re-roofing, satellite dishes, appliance and minor plumbing installations.)*

Property Maintenance Inspections

These inspections can be performed as a separate project, respond to complaints or along with the normal inspections. The fee for property maintenance inspections are Sixty five Dollars ($65.00) per hour. This fee does not include any court time. These would be conducted after the weekly administrative time.

Cross Connection Program

Annual Cross Connection Surveys and Cross Connection Device testing 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, zoning, fees, property maintenance or any area where a building, zoning or planning department is involved.

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Any ordinance related to fees or services in our contract would be prepared at no charge. This would include agreements for building inspections, property maintenance inspections, zoning and planning and ordinances for building safety, zoning and fees.

Other ordinances at the rate of One Hundred Fifty Dollars ($150.00) per hour.

The current Ordinance on the Building related codes would be reviewed and updated for no charge.

H. References – Upon Request

I. Zoning and Planning

A staff member experienced in zoning and planning can be provided to assist with the zoning, planning and downtown redevelopment. This service can be customized to fit the needs of the municipality. It can be zoning and planning reviews for new or potential projects or assistance with long range planning.

Fees

Single Family Seventy-Five Dollars ($75.00) per lot

Commercial One Hundred Twenty Dollars ($120.00) per 10,000 square feet of site and building floor area per review

This does not include engineering, storm water or special use.

Transmittal Method

All plan reviews will be faxed or e-mailed to the municipal office. A copy of the plan review will also be forwarded to one project contact from the developer or architect.

J. Start Date – Full services including all plan reviews and inspections can start immediately.

K. Point of Contact – Kenneth Garrett, Vice-President
Telephone: (847) 428-7010 E-Mail: kgarrett@bfccs.org

L. Additional information

When performing a comparison between different organizations, it is important to compare the products or services which are provided. If there are different services which are provided there has to be some way to create a fair comparison. If one organization provides a more complete service, this should be used as the standard unless the more complete service is not requested.

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I would like to take the level of service which is provided by B & F Construction Code Services, Inc., and compare it to each of the other services. We provide the most complete service to the industry, and our one fee approach with fast turnaround time along with other services gives the municipality the best value.

All of the B & F Construction Code Service, Inc., inspectors and plan reviewers are licensed or certified in their areas. This provides tremendous advantage to the municipality in quality of the reviews and for their ISO evaluations.

The ability to provide inspection services with certified inspectors or in-house plan reviewers when the municipality is in need of these services is an asset to our clients.

When a municipality is using B & F Construction Code Services, Inc., for their plan review services, we offer a reduced rate assistance with general code consulting and ordinance preparation.

All reviews are complete with no extra fees for accessibility, and application of local amendments.

There is no cost to the municipality to send the plans to our office. The shipping and packaging of the plans is paid for by B & F Construction Code Services, Inc. This includes the initial plan submittal, re-submittals and returning the plans to the municipality when the project is complete.

All first reviews are finished in nine (9) business with re-reviews completed in five (5) business days.

All of the employees of B & F Construction Code Services, Inc., are covered by workman's compensation insurance in compliance with the state law, general liability, automobile insurance and professional liability insurance. This provides added protection because the municipality can be named as an additional insured at no additional charge.

All reviews with the exception of elevators are performed by employees of B & F Construction Codes Services, Inc. The plans are not forwarded to another agency for review or re-reviews. This makes the reviews timely, and there is one source if there are questions on the review.

When the reviews or other work is performed without proper insurance such as workman's compensation liability can extend to the municipality, if a sub-contractor does not have the proper insurance coverage.

The overall cost of a plan review has to be considered and not just the first review. The fee which is charged by B & F Construction Code Services, Inc., is the full plan review fee and there is no additional charge for re-reviews. All other agencies charge at sometime in their process for re-reviews. Most projects have a minimum of three reviews, and at times there are more reviews. Please consider this when comparing proposals.

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Additional Notes

1. All Building, Plumbing, Mechanical, Energy and Electrical Plan Review Services are performed in-house. All inspections contracted for shall be performed by employees of B & F Construction Code Services, Inc.

2. All B & F Construction Code Services, Inc., employees are covered by Workers Compensation Insurance.

3. B & F Construction Code Services, Inc., carries general liability insurance underwritten by Selective Insurance Company. The Village of Poplar Grove may request to be named as additional insured.

4. B & F Construction Code Services, Inc., has in force professional liability insurance underwritten by First Insurance Funding Corporation. The Village of Poplar Grove may request to be named as additional insured.

5. A certificate of insurance for each policy will be provided upon acceptance of this proposal and annually when the policy is renewed.

The Village of Poplar Grove agrees not to hire an employee of B & F Construction Code Services, Inc., for a period of one (1) year after the employee is no longer employed by B & F Construction Code Services, Inc.

Upon acceptance, signatures of acceptance are required by at least two (2) authorized Village of Poplar Grove, IL officials.

Accepted By _____ **Accepted By** _____

Please Print _____ **Please Print** _____

Title _____ **Title** _____

Date _____ **Date** _____

B & F Construction Code Services, Inc.:

Accepted By _____ **Please Print** _____

Title _____ **Date** _____