



## City Council Work Session

Crest Hill, IL

August 14, 2023

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

### Agenda

- [1.](#) U.S. Route 30 from Leness Lane to Theodore; Theodore from U.S. Route 30 to Broadway and Broadway Street from Theodore to Chaney Water Main Lining project-Design Engineering Services
- [2.](#) U.S Route 30 Water Main Lining Project-Change Order No. 1.
- [3.](#) Digital Sign Easement-Menards Follow up
- [4.](#) Crest Hill Municipal Plaza
- [5.](#) Building Services RFP results
- [6.](#) Quotes for iPads for Building Inspectors
7. Public Comments
8. Mayor's Updates
9. Committee/Liaison Updates
10. City Administrator Updates
11. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (Executive Session)
12. 5ILCS 120/2 (c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probate or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. (Executive Session)

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	August 14, 2023
<b>Submitter:</b>	Ronald J Wiedeman
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	U.S. Route 30 from Leness Lane to Theodore; Theodore from U.S. Route 30 to Broadway and Broadway Street from Theodore to Chaney Water Main Lining project-Design Engineering Services

**Summary:** Per the City's Capital Roadway and Water Main Plan the existing water mains along U.S. Route 30, Theodore and Broadway will need rehabilitation. This year budget included the preparation of the design plans to line the existing water mains along the following sections of roadways:

- U.S Route 30 from Leness Lane to Theodore;
- Theodore from U.S. Route 30 to Broadway
- Broadway from Theodore to Chaney

The age of these water mains varies in range see below:

- U.S Route 30-Installed 1972
- Theodore-Installed 1950-1965
- Broadway-Installed 1950

The locations above are good candidates where lining can be used to increase the service life of these old mains for at least another 50 years. This method of construction will also save the city money by not having to remove large amount of State-owned pavement and have it replaced to install new water by traditional means.

Staff would like to get the consultant moving on the design and preparation of the bid and contract documents. Attached is an agreement from Strand & Associates to provide professional design services.

These services will include the following:

- Attend project coordination meeting.
- Gather and process a topographic survey of each location.

- Perform a Geotechnical Investigation by collecting 20 boring for IEPA clean construction and demolition debris certification.
- Perform project utility coordination.
- Preparation of Plans and Specifications and Construction Estimates
- Prepare and coordinate IDOT and IEPA Water Main Permit Construction Permitting
- Preparation of Storm Water Pollution Prevention Plan
- Quality Assurance/Quality Control
- Project Administration and Management
- Provide support during the bidding process.

Construction Engineering has not been negotiated at this time, but will be once the project is ready for bid. Once the construction engineering scope and fee are determined an agreement will be presented to the City Council for review and approval.

The project schedule is to have the design completed by November 2024.

Due to the overall cost of the project this lining work will be broken up into several contracts with the first bid package ready for bidding by November 2024 with construction starting in the Summer 2025 and completed in the fall of 2025. The other contract will follow based on funding.

**Recommended Council Action:** Execution of a professional services agreement with Strand and Associates to perform design engineering services and bid document preparation for Contract 1 for the U.S. Route 30 from Leness Lane to Theodore and Theodore from U.S. Route 30 to Broadway and Broadway Street from Theodore to Chaney Water Main Lining project for a not to exceed amount of \$396,100.00.

**Financial Impact:**

**Funding Source:** Water Fund

**Budgeted Amount:** \$250,000.00 (2024) Balance to be included in 2025

**Cost:** \$396,100.00

**Attachments:**

3894.045.NFS to Owner.pdf

August 8, 2023

City of Crest Hill  
1610 Plainfield Road  
Crest Hill, IL 60403

Attention: Honorable Raymond Soliman, Mayor

Re: Agreement for General Services  
CIPP Water Main Rehabilitation

This is an Agreement between the City of Crest Hill, Illinois, hereinafter referred to as OWNER, and Strand Associates, Inc.®, hereinafter referred to as ENGINEER, to provide engineering services (Services) for the Cured-In-Place Pipe (CIPP) Water Main Rehabilitation project. This Agreement shall be in accordance with the following elements.

### **Scope of Services**

ENGINEER will provide the following Services to OWNER.

#### **Design Services**

1. Attend a kickoff meeting with OWNER to gather existing data including utility maps and available drawings of the project corridor.
2. Conduct a topographic survey of US Route 30 from Leness Lane to Theodore Street, Theodore Street from US Route 30 to Broadway Street, and Broadway Street from Theodore Street to Chaney Avenue. The survey will be from the pavement centerline to the right-of-way (ROW) boundary on the side of the roadway where the existing water main is located for approximately 2.9 miles. Correspond with utility marking company to locate underground utilities prior to topographic survey.
3. Establish project elevation benchmarks and survey controls based on NAVD 88.
4. Gather information pertaining to up to five parcels along the corridors using publicly available geographic information system data and prepare aerial exhibits to assist OWNER in communicating with property owners to prepare and negotiate easements.
5. Review topographic survey data with the water main lining location to evaluate potential easement locations.
6. Conduct a site visit to observe potential water main lining access locations.
7. Communicate with utility companies, including J.U.L.I.E., to identify public utilities and potential utility conflicts. Utility companies shall resolve potential conflicts or provide information for



City of Crest Hill  
Page 2  
August 8, 2023

design changes to ENGINEER. One iteration of utility changes will be addressed; additional iterations will be considered additional services.

8. Provide geotechnical services for up to 20 soil borings to a depth of approximately ten feet. Include Illinois Environmental Protection Agency (IEPA) clean construction and demolition debris certification.
9. Prepare 50 percent drawings for water main lining, including existing conditions and preliminary locations of access.
10. Prepare 75 percent drawings for water main lining, including locations of access, ancillary components of the CIPP method, and applicable maintenance of traffic drawings in accordance with Illinois Department of Transportation (IDOT) standards. Provide to OWNER for review.
11. Meet with OWNER to discuss the 75 percent drawings and incorporate OWNER's comments, as appropriate, into the drawings. Prepare and distribute meeting minutes.
12. Meet with Lockport Township Fire Protection District to discuss the 75 percent drawings. Prepare and distribute meeting minutes.
13. Prepare up to four separate sets of 90 percent Bidding Documents using Engineering Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, OWNER-provided City Standard General Requirements and Covenants and OWNER-provided construction contract, technical specifications, opinion of probable construction costs (OPCC) and IEPA Certificate of Plans/Specifications Compliance with Public Water Supply Loan Program (PWSLP) Rules in accordance with comments from OWNER on construction phasing and project staging.

#### Final Design Services

Each of the following Final Design Services will be performed up to four times under each separate Construction Contract described in the **Schedule**.

1. Prepare applications for construction permits for execution by OWNER and submittal to the IEPA and IDOT. An IEPA construction permit application fee allowance of \$2,000 is included in the **Compensation** for Contract 1 only.
2. Meet with OWNER to discuss comments provided by permitting agencies.
3. Prepare final drawings, technical specifications, and an OPCC addressing IEPA and IDOT comments, as appropriate.
4. Submit Bidding Documents to OWNER in portable document format file.

#### Bidding-Related Services

Each of the following Bidding-Related Services will be performed up to four times under each separate Construction Contract described in the **Schedule**.

City of Crest Hill  
Page 3  
August 8, 2023

1. Distribute Bidding Documents electronically through QuestCDN, available at [www.strand.com](http://www.strand.com) and [www.questcdn.com](http://www.questcdn.com). Submit Advertisement to Bid to OWNER for publishing.
2. Respond to bidder questions and prepare addenda, as necessary, during bidding.
3. Attend bid opening, tabulate and analyze bid results, and assist OWNER in award of the construction contract.
4. Assist OWNER in award of the construction Contract in compliance with the IEPA PWSLP Bidding Review Certification and Checklist for Construction Contracts.
5. Prepare two sets of Contract Documents for execution.

#### If-Authorized Services

Each of the following If-Authorized Services will be performed up to four times under each separate Construction Contract described in the **Schedule**.

If the OWNER's IEPA PWSLP loan application is not approved, revise final Bidding Documents to remove IEPA loan requirements and to incorporate local funding requirements.

#### **Service Elements Not Included**

The following services are not included in this Agreement. If such services are required, they will be provided as noted.

1. Additional Site Visits and/or Meetings: Additional OWNER-required site visits or meetings will be provided through an amendment to this Agreement or through a separate agreement with OWNER.
2. Archaeological or Botanical Investigations: ENGINEER will assist OWNER in engaging the services of an archaeologist or botanist, if required, to perform the field investigations necessary for agency review through a separate agreement with OWNER.
3. Construction-Related Services: Construction-related services for the project will require a separate agreement with OWNER.
4. Flood Studies: Any services involved in performing flood and floodway studies, if required, will be provided through an amendment to this Agreement or through a separate agreement with OWNER.
5. Land and Easement Surveys/Procurement: Any services of this type including, but not limited to, a record search, field work, preparation of legal descriptions, or assistance to OWNER for securing land rights necessary for siting sanitary sewer, tanks, and appurtenances will be provided through a separate agreement with OWNER.
6. Preparation for and/or Appearance in Litigation on Behalf of OWNER: This type of service by ENGINEER will be provided through a separate agreement with OWNER.
7. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change

City of Crest Hill  
Page 4  
August 8, 2023

in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed, will be provided through an amendment to this Agreement.

8. Services Furnished During Readvertisement for Bids, if Ordered by OWNER: If a Contract is not awarded pursuant to the original bids, any services of this type will be provided through an amendment to this Agreement.
9. Services Related to Buried Wastes and Contamination: Should buried solid, liquid, or potentially hazardous wastes or subsurface or soil contamination be uncovered at the site, follow-up investigations may be required to identify the nature and extent of such wastes or subsurface soil or groundwater contamination and to determine appropriate methods for managing of such wastes or contamination and for follow-up monitoring. Investigation, design, or construction-related services related to buried solid, liquid, or potentially hazardous wastes or soil or groundwater contamination will be provided through a separate agreement with OWNER.

### Compensation

OWNER shall compensate ENGINEER for Design, Final Design, and Bidding-Related Services under this Agreement on an hourly rate basis plus expenses an estimated fee of \$381,000.

OWNER shall compensate ENGINEER for If-Authorized Services under this Agreement on an hourly rate basis plus expenses an estimated fee of \$15,100.

Expenses incurred such as those for travel, meals, printing, postage, copies, computer, electronic communication, and long distance telephone calls will be billed at actual cost plus ten percent.

Only sales taxes or other taxes on Services that are in effect at the time this Agreement is executed are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Agreement, this Agreement will be adjusted to reflect the net change.

The estimated fee for the Services is based on wage scale/hourly billing rates, adjusted annually on July 1, that anticipates the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the estimated fee that reflects any wage scale adjustments made.

The estimated fee will not be exceeded without prior notice to and agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustments will be negotiated based on ENGINEER's increase or decrease in costs caused by delays, extensions, amendments, or changes.

### Schedule

Services will begin upon execution of this Agreement, which is anticipated the week of August 14, 2023. Design Services are anticipated to be completed on the following schedule:

50 Percent Submittal	April 26, 2024
75 Percent Submittal	June 14, 2024
90 Percent Submittal	August 16, 2024

City of Crest Hill  
Page 5  
August 8, 2023

Final Design Services and Bidding-Related Services are anticipated to be completed each year for each Contract for up to four years following the Design Services. The Contracts are anticipated to have the following schedule:

- |            |  |
|------------|--|
| Contract 1 | Final Design and Bidding-Related Services are anticipated to begin in August 2024 and scheduled for completion on February 28, 2025  |
| Contract 2 | Final Design and Bidding-Related Services are anticipated to begin in August 2025 and scheduled for completion on February 27, 2026  |
| Contract 3 | Final Design and Bidding-Related Services are anticipated to begin in August 2026 and scheduled for completion on February 26, 2027  |
| Contract 4 | Final Design and Bidding-Related Services are anticipated to begin in August 2027 and scheduled for completion on February 29, 2028. |

### **Standard of Care**

The Standard of Care for all Services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's Services.

### **OWNER's Responsibilities**

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by OWNER relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Agreement.
3. Provide access to the site as required for ENGINEER to perform Services under this Agreement.
4. Guarantee access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Services under this Agreement.
5. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.
6. Provide all legal services as may be required for the development of this project.
7. Pay all permit and plan review fees payable to regulatory agencies, except for the IEPA construction permit application fee.

City of Crest Hill  
Page 6  
August 8, 2023

### **Opinion of Probable Cost**

Any opinions of probable cost prepared by ENGINEER are supplied for general guidance of OWNER only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER.

### **Changes**

1. OWNER may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Agreement, an equitable adjustment will be made and this Agreement will be modified in writing accordingly.
2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.
3. If there is a modification of IEPA or IDOT requirements relating to the Services to be performed under this Agreement subsequent to the date of execution of this Agreement, the increased or decreased cost of performance of the Services provided for in this Agreement will be reflected in an appropriate modification of this Agreement.

### **Extension of Services**

This Agreement may be extended for additional Services upon OWNER's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

### **Payment**

OWNER shall make monthly payments to ENGINEER for Services performed in the preceding month based upon monthly invoices. Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to OWNER. ENGINEER will have no liability to OWNER, and OWNER agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by OWNER. Upon receipt of payment in full of all outstanding sums due from OWNER, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

### **Data Provided by Others**

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through OWNER, contractor, or others to ENGINEER and where ENGINEER's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical

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City of Crest Hill  
Page 7  
August 8, 2023

testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

### Termination

This Agreement may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

### Third-Party Beneficiaries

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's Services under this Agreement are being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this project to carry out the intent of this provision.

### Dispute Resolution

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between OWNER and ENGINEER arising out of or relating to this Agreement or the breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Illinois.

### Terms and Conditions

The terms and conditions of this Agreement will apply to the Services defined in the **Scope of Services**. OWNER-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to these Services.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement.

ENGINEER:

STRAND ASSOCIATES, INC.<sup>®</sup>

OWNER:

CITY OF CREST HILL

\_\_\_\_\_  
Joseph M. Bunker  
Corporate Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raymond R. Soliman  
Mayor

\_\_\_\_\_  
Date



## Agenda Memo

Crest Hill, IL

**Meeting Date:** August 14, 2023

**Submitter:** Ronald J Wiedeman

**Department:** Engineering

**Agenda Item:** U.S Route 30 Water Main Lining Project-Change Order No. 1.

**Summary:** As discussed at the project award, since this project came in over budget staff would work with the contractor to reduce the project cost while still maintaining the quality of work the city expects on a project of this scope.

The items discussed where saving have been found are listed in Sheridan's letter dated June 6, 2023. Below is a summary of these project reduction:

- The location and number of pits required for this project were reviewed and revised to eliminate the number of access pits required. With this change the number of roadway plates required for this project where reduced This change reduced the contract by \$13,000.
- Eliminate Video Recording of 10" Main Prior to Cleaning. This change reduced the contract by \$17,687.00.
- Place temporary water service above ground instead of below ground as proposed in the contract. This change reduced the contract by \$78,750.00.
- Place temporary water service above ground instead of below ground as proposed in the contract. This change reduced the contract by \$6,075.00.
- Revise the restoration from sodding to seeding. This change reduced the contract by \$85,725.00.
- Revise the restoration from sodding to seeding. This change reduced the contract by \$40,725.00.
- This work is required to repair private water spigots to back feed water through these spigots so the private business or residents can still be supplied water during the lining of the existing water service. This change will reduce the number of service pits and having to restore them after the lining work is completed. The reduction of digging these pits and restoring them will be seen at a later date when the final quantities are determined since

some location will need to have a service pit dug up and restored. This change increased the contract by \$15,681.92.

**Recommended Council Action:** To approve Change Order No 1 for the Chaney and Center Water Main and Roadway Rehabilitation Project which will reduce the contract amount by \$226,280.08.

**Financial Impact:**

**Funding Source:** Water

**Budgeted Amount:** n/a

**Cost Approved to Date:**

Award Construction Amount \$2,831,319.50

Plus Change Order No.1 \$226,280.08 (reduction)

New Cost Approved to Date \$2,605,039.42

**Attachments:**

Change Order Document 20230530.pdf



**John J. Beissel, PE**  
Direct Line: (815) 464-2242  
Email: [jbeissel@reltd.com](mailto:jbeissel@reltd.com)

August 3, 2023

REL Project 22-R0541.01

City of Crest Hill  
2090 Oakland Avenue  
Crest Hill, IL 60403

Attn: Mr. Ronald J. Wiedeman, P.E., City Engineer, City of Crest Hill  
RE: U.S. 30 (Plainfield Road) 10-Inch Water Main Lining - Maintenance Project  
Sheridan Plumbing & Sewer. Value Engineering, City of Crest Hill Contract Cost Savings (Contract Change Order 1)

Dear Mr. Wiedeman:

Robinson Engineering (Robinson) had multiple discussions with Sheridan Plumbing (Sheridan) regarding the subject project. During a meeting on April 27, 2023, various contract requirements and constructability related items were discussed which would assist Sheridan in expediting the contract timeframe and elimination or change in items which Sheridan suggested would assist in lowering contract costs for the City. Sheridan summarized the discussion points and fiscal impacts in a letter dated June 6, 2023 to the City, copy attached.

Based on the nine (9) items identified in Sheridan's letter, a total net savings of \$241,962.00 could be realized during the course of construction of the subject project. After our review and investigation, Robinson recommends that the City accepts this proposed net savings of \$241,962.00 as a credit toward construction costs which could be eliminated during a future invoice request from Sheridan.

The City approved Sheridan to complete the following work utilizing Time & Material basis (T&M) due to existing conditions found which required resolution. Robinson Engineering reviewed and recommend payment for the following two (2) submitted T&M invoices (copies attached):

1. Existing 10" Water Main Repair (Invoice dated July 5, 2023), \$8,205.44
2. Misc. plumbing repairs to existing hose bibs and valves to allow connections to the temporary by-pass water system (Invoice dated July 14, 2023), \$7,476.48

If you have any questions, please feel free to call me directly.

Sincerely,  
**ROBINSON ENGINEERING, LTD.**



John J. Beissel, P.E.  
Senior Project Engineer

Cc: Dana West, Robinson Engineering (Via Email)  
John Hannigan, Robinson Engineering (Via Email)  
David Barnas, P.E., Robinson Engineering (Via Email)

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6754 W. 74<sup>th</sup> Street  
 Bedford Park, IL 60638  
 (708)475-7100 (708)475-7138 fax  
 IL Plumbing License No. 055-027841  
 WBE Certified

June 6, 2023

Mr. Ron Wiedeman  
 City of Crest Hill  
 1610 Plainfield Road  
 Crest Hill, IL 60403

**PROJECT: City of Crest Hill US 30 (Plainfield Rd.) 10-Inch Water Main Lining Maintenance**

This letter is in response to Robinson Engineering, Ltd. ("Robinson") email, dated April 25, 2023, and a subsequent meeting on April 27, 2023 to discuss potential savings to Sheridan Plumbing & Sewer, Inc.'s ("Sheridan") proposal submitted to the City of Crest Hill ("City") on March 16, 2023 on the above referenced project.

We will address each value engineering item provided by Robinson and the City, and the potential cost savings and benefits.

Item	Description
1	Road Plates - eliminate limit to number of pits open at one time

Based on the number of access pits limited to four (4) in the specification, Sheridan would incur an additional mobilization for the CIPP water main lining activities. By allowing Sheridan and its subcontractors the ability to excavate, plate and access all necessary access pits, we could provide a **\$13,000.00 deduction** to Bid Item No. 62 – TRAFFIC CONTROL AND PROTECTION (SPECIAL). There would be an increase in road plates, but this allows Sheridan the flexibility to manage the project more efficiently and potentially shorten the length of the project, which benefits all parties.

Item	Description
2	Pressure Test Temporary Water System (TWS) Eliminated

The temporary by-pass system includes chlorination testing (with successful results), prior to transferring residential services onto the by-pass system. There is no pressure testing required or included in our cost for temporary by-pass. Therefore, we cannot provide any cost savings for this item.

Item	Description
3	Lining through Tees, cut open after curing

All fittings are required to be removed at some stage of the lining process. There is no cost benefit to lining through Tees. Therefore, we cannot provide any cost savings for this item.

Item	Description
4	Eliminate Video Recording of 10" Main Prior to Cleaning

This item is incidental to Bid Item No. 49 – CURED-IN-PLACE PIPE LINER, 10". There would be \$4.60 per LF x 3,845 LF = **\$17,687.00 deduction** by eliminating the pre-CCTV. Please keep in mind that the video recording will still be performed after the cleaning operations, but prior to CIPP installations.

Item	Description
5	Temporary Water Service Lines to be Above Ground rather than below

There would be an adjusted unit price (AUP) to Bid Item No. 39 – TEMPORARY WATER SERVICE MAIN CONNECTION, 2 IN OR LESS for changing the temporary connection from below ground to above ground. We would credit the full amount (45 EA x \$2,500.00 = \$112,500.00) of Bid Item No. 39, but we would need to add a cost of (45 EA x \$750.00 = \$33,750.00) to remove the water meter and connect the temporary service outside the home. **Therefore, the cost savings would be \$78,750.00.**

Avoiding 45 excavations limits the amount of restoration and resident complaints. We approximate there would be a 3.33 SY (6'L x 5'W) "foot print" per each underground temporary service connection for a total of approximately 150 SY of lawn restoration. There would be a deduction to Bid Item No. 2 – TOPSOIL FURNISH AND PLACE, 6" – \$10.50 per SY x 150 SY = \$1,575.00 and Bid Item No. 51 – SODDING, SALT TOLERANT (SPECIAL) - \$30.00 per SY X 150 SY = \$4,500.00, for a **cost savings of \$6,075.00.**

The majority of watermain CIPP lining projects use above ground temporary water main bypass connections. This avoids leaving 45 open excavations until the majority of the work is completed and alleviates resident safety concerns, complaints, disruptions, and liabilities.

Item	Description
6	TWS - Roadway Crossings to be above ground within shallow roadway cut rather than under pavement

Depth adjustment is negligible. Therefore, we cannot quantify or provide any cost savings for this item.

Item	Description
7	TWS - Eliminate Lockable Water Service Valves

Lockable water service valves are not included in the project specifications and not necessary for this project. Therefore, we cannot provide any cost savings for this item.

Item	Description
Meeting 1	Restoration of seed in lieu of sod.

The difference in cost between Bid Item No. 50 – SEEDING, CL 1A SPECIAL and Bid Item No. 51 – SODDING, SALT TOLERANT (SPECIAL) is as follows: There are 4,840 SY in an acre. There is 0.6136 acres or 2,970 SY of sod on the bid tab. \$30.00 per SY x 2,970 SY = \$89,100.00 minus 0.6136 acres x \$5,500 per acre = \$3,375.00, for a net **cost savings of \$85,725.00.** Please note,

there is high probability that the project schedule (June 15 – September 15) would fall under IDOT's moratorium for sod restoration on US 30 and seeding would be required.

Item	Description
Meeting 2	Removal of 12" Water Main Quality Storm Sewer

In the event that the City wishes to remove Base Bid No. 64 – REMOVE AND REPLACE 12" STORM SEWER WITH WATER MAIN QUALITY PIPE, (125 LF x \$225.00 per LF = \$28,125.00), there would also be quantity reduction to Base Bid No. 11 – CLASS D PATCHES, TYPE IV, 12 INCH. The quantity would be reduced from 510 SY to 426 SY, which is a reduction of 84 SY x \$150.00 per SY = \$12,600.00. **A net savings of \$40,725.00.**

In summary, we propose the following cost deductions and benefits to the initial scope of work. In good faith to get this project awarded, Sheridan is willing to waive the fixed overhead costs associated with the reduction in scope of work. Below is a summary of the above discussions.

Item	Description
1	Road Plates - eliminate limit to number of pits open at one time (\$13,000.00)
2	Pressure Test Temporary Water System (TWS) Eliminated (No Savings)
3	Lining through Tees, cut open after curing (No Savings)
4	Eliminate Video Recording of 10" Main Prior to Cleaning (\$17,687.00)
5	Temporary Water Service Lines to be Above Ground rather than below (\$84,825.00)
6	TWS - Roadway Crossings to be above ground within shallow roadway cut rather than under pavement (No Savings)
7	TWS - Eliminate Lockable Water Service Valves (No Savings)
MEETING 1	Restoration of seed in lieu of sod (\$85,725.00)
MEETING 2	Removal of 12" Water Main Quality Storm Sewer (\$40,725.00)
	<b>Total Net Savings: \$241,962.00</b>

We look forward to working with you and feel free to call me at (847) 875-0549 with any questions.

Sincerely,

**SHERIDAN PLUMBING & SEWER, INC.**

*Anthony Johansen*

Anthony Johansen, Vice President

CC: Ms. Dana West, PE, CFM, CPESC, Robinson Engineering, Ltd.  
Mr. John Beissel, PE, Robinson Engineering, Ltd.  
Mr. David Barnas, PE, Robinson Engineering, Ltd.



6754 W. 74th Street  
Bedford Park, IL 60638

**Invoice** Item 2.

Date	Invoice #
7/21/2023	9810

Bill To
City of Crest Hill 1610 Plainfield Road Crest Hill, Illinois 60403

Terms
Net 30

Item	Description	Qty	Unit	Rate	Amount
	CITY OF CREST HILL - U.S.30 (PLAINFIELD ROAD) 10-INCH WATER MAIN LINING MAINTENANCE: SHERIDAN JOB NO. S23-105.				
Excavation ✓	T&M Billing - 6/27/23 - Rt. 30 existing 10" water main repair. Summary of attached force account billing.	1	LS	8,205.44	8,205.44
Plumbing ✓	T&M billing - Rt. 30 existing 10" water main repair. Summary of attached plumber billings.	1	LS	7,476.48	7,476.48

The attached T&M invoices were reviewed and approved by John Hannigan/Robinson Engineering. Work was found necessary and was previously approved by Ron Wiedeman/City of Crest Hill.



6754 W. 74<sup>th</sup> Street  
 Bedford Park, IL 60638  
 (708)475-7100 (708)475-7138 fax  
 IL Plumbing License No. 055-027841

July 5, 2023

City of Crest Hill  
 2090 Oakland Ave.  
 Crest Hill, IL 60403  
 Attn: Ronald J. Wiedeman, City Engineer

PROJECT: City of Crest Hill, Rt. 30 existing 10" Water Main Repair

Summary of attached force account billings

Labor:		\$4,952.58	✓
Equipment:		\$3,163.58	✓
Material:		\$0.00	
Rented Equipment:		\$0.00	
Subcontractor			
	Total:	\$8,116.16	
Bond:	1.0%	\$81.16	
Bond MU	10%	\$8.12	
	Total Bill:	\$8,205.44	✓

**Note: Please see attached IDOT force account worksheet for equipment, labor and material detailed costing.**

**PROJECT COST:** The Scope of Work was completed on a T & M basis for **\$8,205.44**. This cost includes weekday work, environmental monitoring, personal protective equipment up to Chemical Protection Level D, travel time, standard insurance and any other items stated in above Scope of Work.

**The attached T&M invoice dated July 5, 2023 was reviewed and approved by John Hannigan/Robinson Engineering. Work was found necessary and was previously approved by Ron Wiedeman/City of Crest Hill.**

Route \_\_\_\_\_ Mile Post \_\_\_\_\_ County \_\_\_\_\_ Will \_\_\_\_\_ Auth. No. \_\_\_\_\_  
 Force Account bill for Village of Crest Hill Contract No. \_\_\_\_\_

### Summary of attached force account billings

Labor:		\$4,952.58
Equipment:		\$3,163.58
Material:		\$0.00
Rented Equipment:		\$0.00
Subcontractor		

	Total:	\$8,116.16
Bond:	1.0%	\$81.16
Bond MU	10%	\$8.12
	Total Bill:	\$8,205.44

Resident

Job No.: S23-205  
 Description: Crest Hill, US 30 (Plainfield Rd.) 10" Water Main Lining  
 Location: Crest Hill, IL  
 Desc. Of Work S23-205  
 June-2023  
 NOTES:



Job No. : S23-205

Description: Crest Hill, US 30 (Plainfield Rd.) 10" Water Main Lining

Location: Crest Hill, IL

Desc. Of Work: S23-205

Item 2.

Name	Position	June-2023								Total Hours			Insurance Amount	Payroll Amount	Earnings to Date	Unemployment F.U.T.
		27 ST	27 OT	27 DT	27					ST	OT	DT				
George Gentry	Oper. 150 Foreman jc 35*	7			7.0					7.0			\$55.300	\$387.10	\$387.10	\$ 8,218.90
Pedro Diaz	Laborer, Semi-Skilled jc 12	7			7.0					7.0			\$48.400	\$338.80	\$338.80	\$ -
Joe Briseno	Laborer, Semi-Skilled jc 12	7			7.0					7.0			\$48.400	\$338.80	\$338.80	\$ 5,944.60
Sean Sweeney	Oper. 150 Class 1 jc 31*	7			7.0					7.0			\$50.300	\$352.10	\$352.10	\$ -
Shawn Radloff	Laborer, Semi-Skilled jc 12	7			7.0					7.0			\$48.400	\$338.80	\$338.80	\$ 387.20
																\$338.80

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June-2023

Unit

27					
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Total Unit Price Amount

MATERIAL USED

Total Material

Subtotal  
Plus 15%

Job No.:

S23-205

Description:

Crest Hill, US 30 (Plainfield Rd.) 10" Water Main Lining

Location:

Crest Hill, IL

Desc. of Work:

S23-205

AFFIDAVIT

This is to certify that any material entered on this force account bill which was taken from stock is shown at our cost

Sheridan Plumbing & Sewer

By

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Notary Public

Job No. : S23-205  
 Description: Crest Hill, US 30 (Plainfield Rd.) 10" Water Main Lining  
 Location: Crest Hill, IL  
 Desc. Of Work: S23-205

Item 2.

ID	Subcategory	Manufacturer	Model	Year	Config
	Mini Excavator	John Deere	JD35		
ST08	Service Truck	Ford	F350	2014	Vacall unit mounted on Freightliner 114SD chassis, 6x4, Auto Trans, 410HP
	Tracked Excavator	John Deere	JD 135G	2016	Vactor unit mounted on Kenworth T800 chasis, 6x4, Manual Trans, 450HP
	Excavator Bucket	John Deere	.875 Cu Yd	2019	Cummins 11.9 ISX 75017352
VA 20	Vactor	Kenworth	T800	2019	
	Tracked Skid Steer Loader	John Deere	11,500# Track Loader	2014	
DT04	Six Wheel Dump Truck	Kenworth	T-800	2006	11,500# Track Loader
	Wheel Loader	John Deere	JD344L	2007	CAT C11
	Tow Behind Trailer	Eager Beaver	20XPT	2020	20,000#
	Confined space entry Equipment			2015	21' flat deck, 20 ton non-tilt trailer
	4 gas monitor			2022	
				2022	

Date(s): June-2023						total hours	amount
Rate	27						
\$ 18.90	7					7.00	\$ 132.30
\$ 15.34	7					7.00	\$ 107.38
\$ 77.81	7					7.00	\$ 544.67
\$ 5.89	7					7.00	\$ 41.23
\$ 334.00	7					7.00	\$ 2,338.00
\$ 41.33							
\$ 93.51							
\$ 54.40							
\$ 6.70							
\$ 12.50							
\$ 4.16							

TOTAL EQUIPMENT \$3,163.58 ✓

Route \_\_\_\_\_ Mile Post \_\_\_\_\_ County \_\_\_\_\_ Will \_\_\_\_\_ Auth. No. \_\_\_\_\_  
 Force Account bill for Village of Crest Hill Contract No. \_\_\_\_\_

### Summary of attached force account billings

Labor:	\$4,952.58
Equipment:	\$3,163.58
Material:	\$0.00
Rented Equipment:	\$0.00
Subcontractor	

	Total:	\$8,116.16
Bond:	1.0%	\$81.16
Bond MU	10%	\$8.12
	Total Bill:	\$8,205.44

Resident

Job No.: S23-205  
 Description: Crest Hill, US 30 (Plainfield Rd.) 10" Water Main Lining  
 Location: Crest Hill, IL  
 Desc. Of Work S23-205  
 June-2023  
 NOTES:



6754 W. 74<sup>th</sup> Street  
 Bedford Park, IL 60638  
 (708)475-7100 (708)475-7138 fax  
 IL Plumbing License No. 055-027841

July 14, 2023

City of Crest Hill  
 2090 Oakland Ave.  
 Crest Hill, IL 60403  
 Attn: Ronald J. Wiedeman, City Engineer

PROJECT: City of Crest Hill, Rt. 30 existing 10" Water Main Repair

Summary of attached plumber billings

Labor & Equipment (7/10/2023):	\$1,677.00	✓
Materials (Auburn Supply, S282489)	\$421.26	✓
Materials (Auburn Supply S282842)	\$63.51	✓
Labor & Equipment (7/11/2023):	\$1,677.00	✓
Labor & Equipment (7/12/2023):	\$1,677.00	✓
Labor & Equipment (7/13/2023):	\$1,677.00	✓
Materials (Auburn Supply, S283429):	\$247.12	✓
	<hr/>	
	Total:	\$7,439.89
Material Mark Up:	5.0%	\$36.59
	Total	
	Bill:	\$7,476.48 ✓

**Note: Please see attached Auburn Supply Co. Invoices for itemized costs.**

**PROJECT COST:** The Scope of Work was completed on a T & M basis for **\$7,476.48**. This cost includes weekday work, environmental monitoring, personal protective equipment up to Chemical Protection Level D, travel time, standard insurance and any other items stated in above Scope of Work.

**The attached T&M invoice dated July 14, 2023 was reviewed and approved by John Hannigan/Robinson Engineering. Work was found necessary and was previously approved by Ron Wiedeman/City of Crest Hill.**



**AUBURN  
SUPPLY CO.**

SERVICE WE'RE PROUD OF... SINCE 1947

REMIT TO: 19081 Old LaGrange Road Mokena, IL 60448  
(708) 596-9800 FAX (708) 596-0981  
www.auburnsupply.com

**Sales Order Recap**

Item 2.

07:42 07/10/23 JRH

Page 1/2



BR/WHSE USER  
01/01 JRH

S	SHERIDAN PLUMBING & SEWER, INC	S	ABBVIE R-12
O T	6754 W 74TH ST	H T	1401 N SHERIDAN RD
L O	BEDFORD PARK IL 60638-6029	I O	NORTH CHICAGO IL 60064
D		P	

Buyer: TIM GATES

Tel 708-475-7100 Fax 708-475-7138

ORDER DATE	CUSTOMER NUMBER	CUSTOMER P/O NUMBER	TERMS CODE	TAX CODE	SHIP VIA	SALES PERSON	JOB ID/NAME
07/07/23	0015593	CRESTHILL HOSE BIBB	2% 10th Prox Net	30t 002/7.500%	Tk 319/009	HOUSE	

LN#	Q-ORD	Q-SHP	Q-PCK	Q-B/O	DESCRIPTION	UOM	UNIT-PRICE	DISC%	EXTENSION
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\*\*\*\*\* Special Instructions \*\*\*\*\*  
\* BEFORE 7 DROP @ TRAILER \*  
\* SCOTT 312-315-3352 \*  
\*\*\*\*\*

1)	2	0	2	0 LN 1/2x10 FT TYPE L HARD COPPER TUBING 25 LN/BDLP	LN	23.2167		\$46.43
2)	6	0	6	0 78047 1/2" PROPRESS COUPLING C x C W/STOP 10/100	EA	1.9174		\$11.50
3)	3	0	3	0 17CP-12-MH-BP 12" FREEZELESS WALL FAUCET (BULKPACK) WOODFORD	EA	47.3631		\$142.09
4)	3	0	3	0 17CP-10-MH-BP 10" FREEZELESS WALL FAUCET (BULKPACK) WOODFORD	EA	45.1258		\$135.38
5)	3	0	3	0 4712-NL 1/2" FIP FULL FLANGED SILLCOCK W/ HOSE END EVERFLOW	EA	7.781		\$23.34
6)	6	0	6	0 79300 1/2" PROPRESS FEMALE ADAPTER C x F 10/170 no lead	EA	3.0652		\$18.39
7)	6	0	6	0 79215 1/2" PROPRESS MALE ADAPTER C x M 10/200	EA	2.4565		\$14.74

Sub-Total .....	391.87
Freight .....	0.00
Misc Charge ...	0.00
Tax .....	29.39
<b>Order Total ...</b>	<b>421.26</b>

Continue...





**AUBURN  
SUPPLY CO.**

SERVICE WE'RE PROUD OF... SINCE 1947

REMIT TO: 19081 Old LaGrange Road Mokena, IL 60448  
(708)596-9800 FAX (708)596-0981  
www.auburnsupply.com

**Sales Order Recap** Item 2.

07:42 07/10/23 JRH



Order # B/O Rel  
**S282489 00 00**

Page 2/2

BR/WHSE USER  
01/01 JRH

S SHERIDAN PLUMBING & SEWER, INC  
O T 6754 W 74TH ST  
L O BEDFORD PARK IL 60638-6029  
D

S ABBVIE R-12  
H T 1401 N SHERIDAN RD  
I O NORTH CHICAGO IL 60064  
P

Buyer: TIM GATES

Tel 708-475-7100 Fax 708-475-7138

ORDER DATE	CUSTOMER NUMBER	CUSTOMER P/O NUMBER	TERMS CODE	TAX CODE	SHIP VIA	SALES PERSON	JOB ID/NAME
07/07/23	0015593	CRESTHILL HOSE BIBB 2%	10th Prox Net 30t	002/7.500%	Tk 319/009	HOUSE	

LN# Q-ORD Q-SHP Q-PCK Q-B/O DESCRIPTION UOM UNIT-PRICE DISC% EXTENSION

Paid ..... 0.00

Balance ..... 421.26

\* \* W E I G H T S U M M A R Y \* \*

PIPECOP.....	6
VIEGA PROPRESS FITTINGS.....	2
WOODFORD.....	10

TOT: 29 0 29 0

Received in Good Condition:

X: \_\_\_\_\_

Ship Date 07/10/23	Loc
Volume _____	Scanned by JCH
Weight _____	
Pieces 2	Packed by _____
Pallet _____	
Pkgs _____	Checked by _____
Ctns _____	
Lnth _____	Loaded by _____



**AUBURN  
SUPPLY CO.**

SERVICE WE'RE PROUD OF... SINCE 1947

REMIT TO: 19081 Old LaGrange Road Mokena, IL 60448  
(708) 596-9800 FAX (708) 596-0981  
www.auburnsupply.com

**Sales Order Recap** Item 2.



14:29 07/13/23 JRH

Page 1/2

BR/WHSE USER  
01/01 JRH

S	SHERIDAN PLUMBING & SEWER, INC	S	CREST HILL HOSE BIBB
O T	6754 W 74TH ST	H T	2020 PLAINFIELD RD
L O	BEDFORD PARK IL 60638-6029	I O	CREST HILL IL 60403
D		P	

Buyer: SCOTT TATE

Tel 708-475-7100 Fax 708-475-7138

ORDER DATE	CUSTOMER NUMBER	CUSTOMER P/O NUMBER	TERMS CODE	TAX CODE	SHIP VIA	SALES PERSON	JOB ID/NAME
07/12/23	0015593	CREST HILL	2% 10th Prox Net 30t	002/7.500%	Tk 416/004	HOUSE	

LN#	Q-ORD	Q-SHP	Q-PCK	Q-B/O	DESCRIPTION	UOM	UNIT-PRICE	DISC%	EXTENSION
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\*\*\*\*\* Special Instructions \*\*\*\*\*  
 \* 6-8 NO DROP \*  
 \* CRAIG 815-790-9619 \*  
 \*\*\*\*\*

1)	10	0	10	0	77317 1/2" PROPRESS ELBOW 90 CxC 10/100	EA	2.1261		\$21.26
2)	10	0	10	0	78047 1/2" PROPRESS COUPLING C x C W/STOP 10/100	EA	1.9174		\$19.17
3)	4	0	4	0	17CP-12-MH-BP 12" FREEZELESS WALL FAUCET (BULKPACK) WOODFORD	EA	47.3631		\$189.45

=====	
Sub-Total .....	229.88
Freight .....	0.00
Misc Charge ...	0.00
Tax .....	17.24
<b>Order Total ...</b>	<b>247.12</b>
Paid .....	0.00
 Balance .....	 247.12

\* \* W E I G H T S U M M A R Y \* \*

VIEGA PROPRESS FITTINGS.....	2
WOODFORD.....	7

Continue...





**AUBURN  
SUPPLY CO.**

SERVICE WE'RE PROUD OF... SINCE 1947

REMIT TO: 19081 Old LaGrange Road Mokena, IL 60448  
(708) 596-9800 FAX (708) 596-0981  
www.auburnsupply.com

*Sales Order Recap*

Item 2.



Order # **S283429** B/O Rel **00 00**

14:29 07/13/23 JRH

Page 2/2

BR/WHSE USER  
01/01 JRH

S	SHERIDAN PLUMBING & SEWER, INC	S	CREST HILL HOSE BIBB
O T	6754 W 74TH ST	H T	2020 PLAINFIELD RD
L O	BEDFORD PARK IL 60638-6029	I O	CREST HILL IL 60403
D		P	

Buyer: SCOTT TATE

Tel 708-475-7100 Fax 708-475-7138

ORDER DATE	CUSTOMER NUMBER	CUSTOMER P/O NUMBER	TERMS CODE	TAX CODE	SHIP VIA	SALES PERSON	JOB ID/NAME
07/12/23	0015593	CREST HILL	2% 10th Prox Net 30t	002/7.500%	Tk 416/004	HOUSE	

LN#	Q-ORD	Q-SHP	Q-PCK	Q-B/O	DESCRIPTION	UOM	UNIT-PRICE	DISC%	EXTENSION
-----	-------	-------	-------	-------	-------------	-----	------------	-------	-----------

TOT: 24 0 24 0

Signature Proof of Delivery:

*Craig*

Craig 07/13/23 10:07

Ship Date 07/13/23	Loc
Volume _____	Scanned by GAV
Weight _____	
Pieces _____	Packed by _____
Pallet _____	
Pkgs _____	Checked by _____
Ctns _____	
Lnth _____	Loaded by _____



**AUBURN  
SUPPLY CO.**

SERVICE WE'RE PROUD OF... SINCE 1947

REMIT TO: 19081 Old LaGrange Road Mokena, IL 60448  
(708) 596-9800 FAX (708) 596-0981  
www.auburnsupply.com

*Sales Order Recap* Item 2.



Order # **S282842** B/O Rel **00 00**

14:04 07/10/23 JRH

Page 1/1

BR/WHSE USER  
01/01 JRH

S	SHERIDAN PLUMBING & SEWER, INC	S	CREST HILL HOSE BIBB
O T	6754 W 74TH ST	H T	2020 PLAINFIELD RD
L O	BEDFORD PARK IL 60638-6029	I O	CREST HILL IL 60403
D		P	

Buyer: SCOTT TATE

Tel 708-475-7100 Fax 708-475-7138

ORDER DATE	CUSTOMER NUMBER	CUSTOMER P/O NUMBER	TERMS CODE	TAX CODE	SHIP VIA	SALES PERSON	JOB ID/NAME
07/10/23	0015593		CREST HILL HOSE BIB 2% 10th Prox Net 30t	002/7.500%	OUR TRUCK NEXT DAY	HOUSE	

LN# Q-ORD Q-SHP Q-PCK Q-B/O DESCRIPTION UOM UNIT-PRICE DISC% EXTENSION

\*\*\*\*\* Special Instructions \*\*\*\*\*  
\* 6-8 NO DROP \*  
\* CRAIG 815-790-9619 \*  
\*\*\*\*\*

1)	1	0	1	0 1" LEAD FREE PRESS FULL PORT BALL VALVE 88005495 WATTS	EA	24.2833	\$24.28
2)	2	0	2	0 78057 1" PROPRESS COUPLING C x C W/STOP 1 5/50	EA	5.8174	\$11.63
3)	2	0	2	0 1/2" LEAD FREE PRESS FULL PORT BALL VALVE 88005493 WATTS	EA	11.5833	\$23.17

=====

Sub-Total .....	59.08
Freight .....	0.00
Misc Charge ...	0.00
Tax .....	4.43
<b>Order Total ...</b>	<b>63.51</b>
Paid .....	0.00
 Balance .....	 63.51

\* \* W E I G H T S U M M A R Y \* \*

BALL VALVES, MISC.....	2
VIEGA PROPRESS FITTINGS.....	0

TOT: 5 0 5 0

Received in Good Condition:

X: \_\_\_\_\_

Ship Date 07/11/23	Loc
Volume _____	Picked by _____
Weight _____	
Pieces _____	Packed by _____
Pallet _____	
Pkgs _____	Checked by _____
Ctns _____	
Lnth _____	Loaded by _____



6754 W. 74<sup>th</sup> Street  
 Bedford Park, IL 60638  
 (708)475-7100 (708)475-7138 fax  
 IL Plumbing License No. 055-027841

July 5, 2023

City of Crest Hill  
 2090 Oakland Ave.  
 Crest Hill, IL 60403  
 Attn: Ronald J. Wiedeman, City Engineer

PROJECT: City of Crest Hill, Plumber and Equipment rates.

**Licensed Plumber w/ Equipment Van (5 hour min.): \$1,677.00 per day**

Note: Pricing does not include any materials. Materials needed shall be billed according to an itemized list per week.

**PROJECT COST:** The Scope of Work will be completed on a T & M basis. This cost includes weekday work, personal protective equipment, standard insurance and any other items stated in above Scope of Work.





### Daily Time Sheet

[illegible]

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SHERIDAN**  
**PLUMBING & SEWER**

Supervisor's Signature:

7/11/23

[illegible]

Date:

35



### Daily Time Sheet

[illegible]

Supervisor's Signature:

Date: 7/13/23





## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	August 14, 2023
<b>Submitter:</b>	Ronald J Wiedeman
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	Digital Sign Easement-Menards Follow up

**Summary:** As a follow-up to the July 10, 2023 workshop presentation of a sign easement agreement with Menards at the southeast corner of Weber Rd at City Center Blvd staff is bringing you this update.

At the July 10th meeting Council directed staff to work with Menards to get the wording in the agreement presented which references a condition that would not allow any advertising of products directly competitive with a product sold by Menards modified to allow advertising by local business with like products to be able to advertise on our digital signs.

Staff did reach out to Menards and below is the response received:

“[Menards] Management was unwilling to change our standard billboard restriction language. Allowing competitors to advertise their products or contractors who advertised product lines we did sell (like windows, paint, etc.) on signs on our property was a non-starter for them.”

Due to this response, staff began looking for alternate locations that would both satisfy the digital advertising company and the City. Below are two locations that we investigated that have very good site lines and are outside property owned by Menards. The locations are as follows and are shown on the attached exhibit.

1. Southeast corner of Weber Rd and City Center Blvd between Will County R/W and property owned by Menards. This property is owned by Kinder Morgan Pipeline.
2. Northeast corner of Weber Rd and Caton Farm Rd also in property owned by Kinder Morgan pipeline.

In our initial contact with Kinder Morgan, we received a promising initial response that location 2 might be a location that is open due to the pipeline crossing Weber Rd to the north of this location. Kinder Morgan’s land department now needs to follow up with the operations group to confirm that this location would be feasible.

Staff also recommends this location because it is a better location than the Menards location because it will place the sign in front of existing obstacles (i.e. power and traffic signal poles) and does not create any sight distance issues compared to the original Menards location and location 1 discussed above.

We also reached out to BRT Outdoor, LLC and they grade this location very highly. They consider this better than the Menards location and would be interested in moving the sign currently proposed at Menards to this location.

**Recommended Council Action:** Looking for direction from Council for staff to proceed and continue working with Kinder Morgan on getting an agreement in place for the placement of digital sign at the Northeast corner of Weber Rd and Caton Farm Rd. Based on our attorneys' past dealings with Kinder Morgan, this process will take some time and will most likely result in a license agreement or permit versus a permanent easement.

**Financial Impact:**

**Funding Source:** n/a

**Budgeted Amount:** n/a

**Cost Approved to Date:** n/a

**Attachments:**

Location Exhibit.pdf

Lot 1 Weber Rd Easement Exhibit-03.21.2023-With sign Foot Print Location1 rev.pdf

Northeast Corner of Weber and Caton Farm Rd-Location 2.pdf







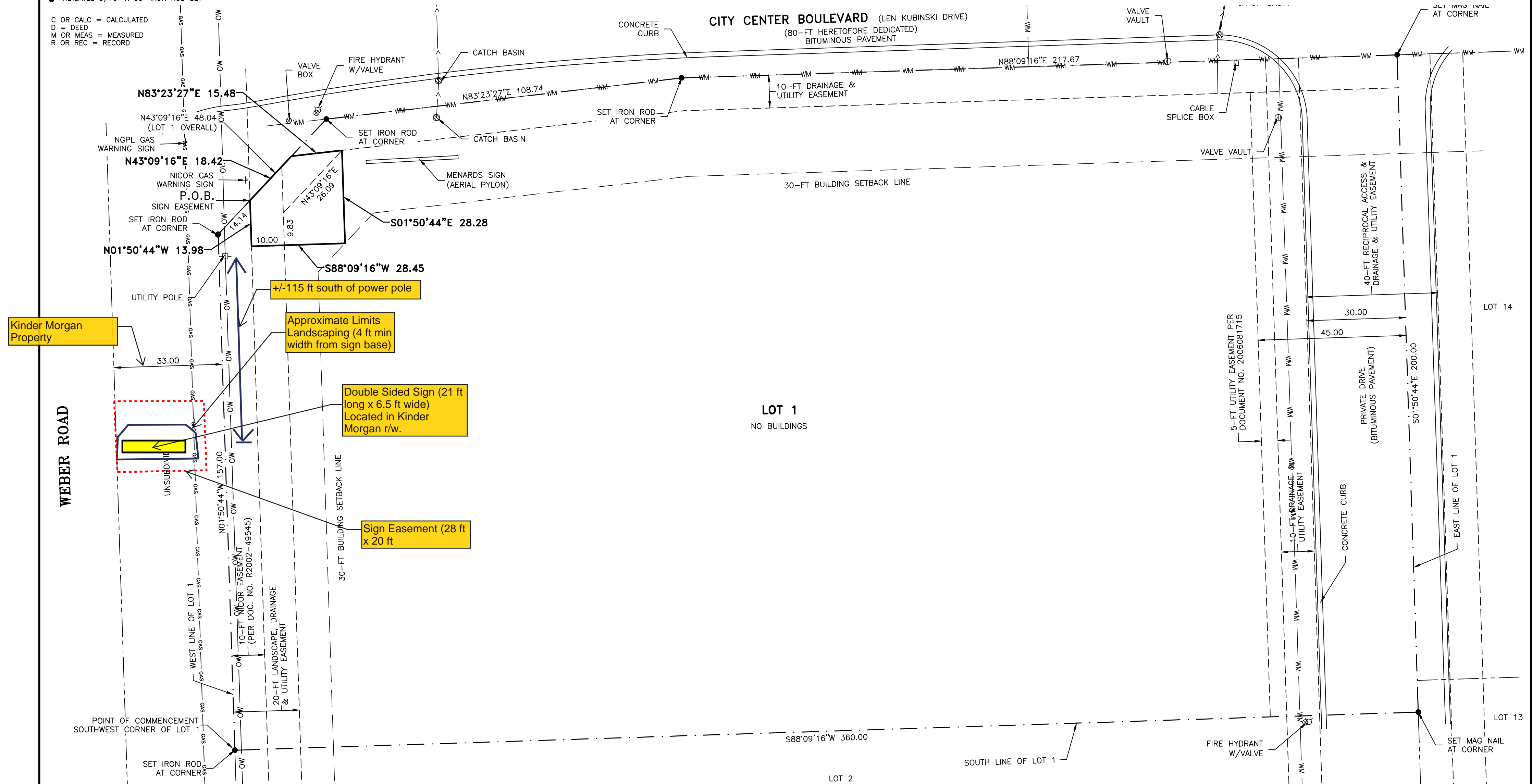
## EASEMENT EXHIBIT

P.I.N. 04-29-303-001  
17311 S. WEBER ROAD  
CREST HILL, IL

CITY OF CREST HILL WELCOME SIGN EASEMENT  
THAT PART OF LOT 1 IN WEBER FARM CROSSINGS OF CREST HILL, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 29, IN TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 27, 2005 AS DOCUMENT NO. R2005-166985, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 01 DEGREES 50 MINUTES 44 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 157.00 FEET; THENCE NORTH 43 DEGREES 09 MINUTES 16 SECONDS EAST ALONG THE NORTHWESTERLY LINE OF SAID LOT 1, A DISTANCE OF 14.14 FEET TO A POINT ON THE EAST LINE OF THE WEST 10.00 FEET OF SAID LOT 1, SAID POINT BEING THE POINT OF BEGINNING; THENCE CONTINUING NORTH 43 DEGREES 09 MINUTES 16 SECONDS EAST ALONG SAID NORTHWESTERLY LINE, 18.42 FEET TO A POINT ON THE SOUTH LINE OF THE NORTH 10.00 FEET OF SAID LOT 1; THENCE NORTH 83 DEGREES 23 MINUTES 27 SECONDS EAST ALONG SAID SOUTH LINE, 15.48 FEET; THENCE SOUTH 01 DEGREES 50 MINUTES 44 SECONDS EAST 28.28 FEET; THENCE SOUTH 88 DEGREES 09 MINUTES 16 SECONDS WEST 28.45 FEET TO A POINT ON THE EAST LINE OF THE WEST 10.00 FEET OF AFORESAID LOT 1; THENCE NORTH 01 DEGREES 50 MINUTES 44 SECONDS WEST ALONG SAID EAST LINE, 13.98 FEET TO THE POINT OF BEGINNING; IN WILL COUNTY, ILLINOIS. Containing 693 square feet more or less.

LEGAL DESCRIPTION OVERALL PARCEL  
LOT 1 IN WEBER FARM CROSSINGS OF CREST HILL, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 29, IN TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 27, 2005 AS DOCUMENT NO. R2005-166985, IN WILL COUNTY, ILLINOIS.

SCALE 1" = 20'

\*O\* INDICATES SURVEY MONUMENT FOUND  
● INDICATES 9/16" X 30" IRON ROD SETC OR CALC = CALCULATED  
D = DEED  
M OR MEAS = MEASURED  
R OR REC = RECORD

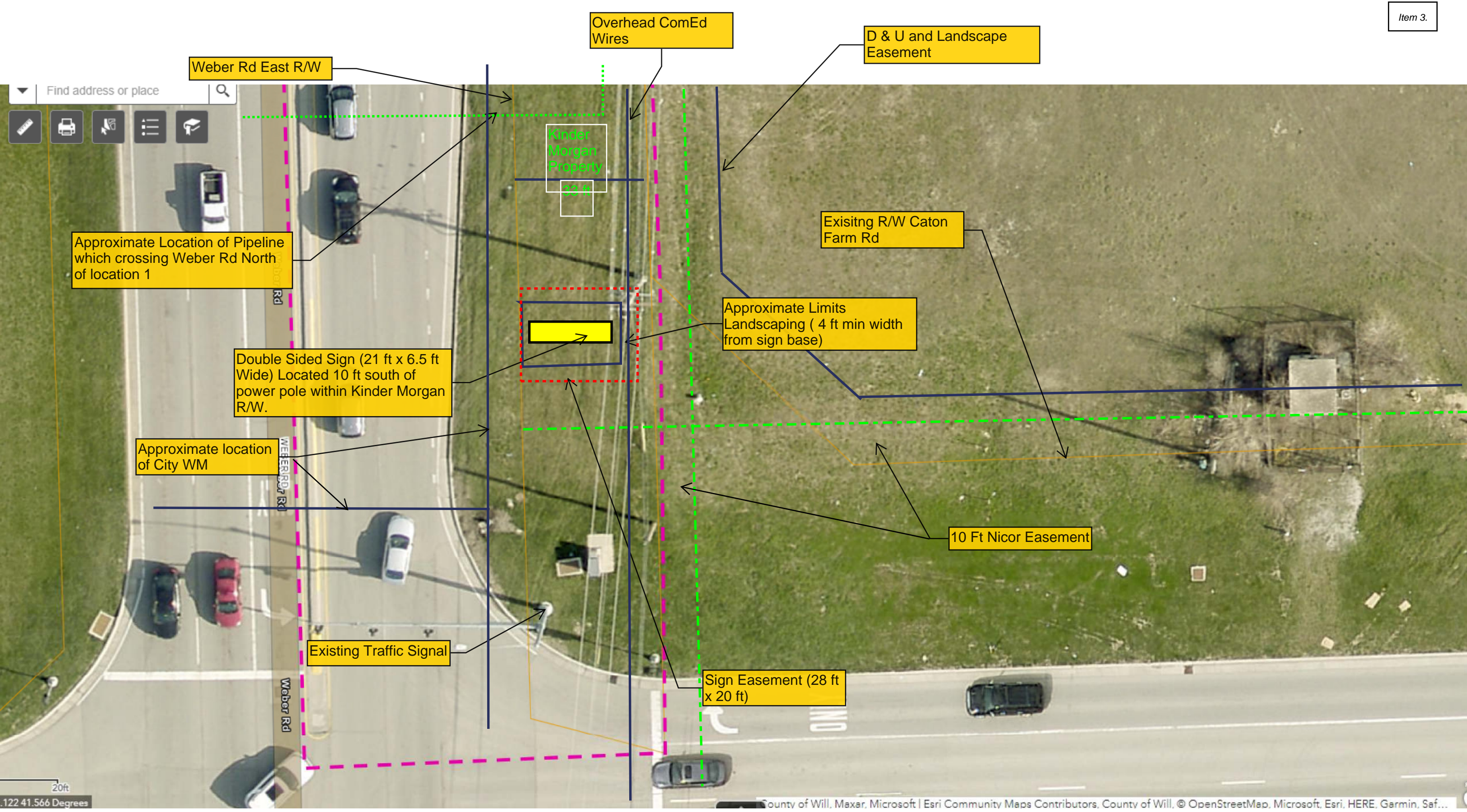
## NOTES:

1. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.
2. GEOTECH INCORPORATED IS PROFESSIONAL DESIGN FIRM NUMBER 184-000165.
3. FOR A SURVEY TO BE CONSIDERED TO BE AN ORIGINAL IT MUST BE SIGNED AND HAVE EITHER AN EMBOSSED SEAL OR A RUBBER STAMP SEAL IN THE COLOR RED OF AN ILLINOIS PROFESSIONAL LAND SURVEYOR.
4. UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF.
5. UNLESS OTHERWISE NOTED ON THE DRAWING, ALL PROPERTY CORNERS SET ARE 9/16-IN X 30-IN GALVANIZED IRON STEEL RODS.
6. THIS PLAT AND SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. THE LEGAL DESCRIPTION IS BASED ON THE WARRANTY DEED RECORDED AS DOCUMENT NUMBER R2005184960.
7. THE BASIS OF BEARING FOR THE PLAT AND SURVEY, SHOWN HEREON, IS THE RECORD SUBDIVISION PLAT FOR WEBER FARM CROSSINGS OF CREST HILL, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 27, 2005, AS DOCUMENT NUMBER R2005-166985.
8. THE AREA OF THE SURVEYED PARCEL IS 1.621 ACRE.
9. FIELD WORK COMPLETED ON OCTOBER 26, 2022.

PREPARED BY:  
CHRISTOPHER M. PAPESH, I.P.L.S. NO. 3369  
EXPIRATION DATE 11/30/2024DATE: **March 21, 2023**

<b>GEOTECH INC.</b> CONSULTING ENGINEERS - LAND SURVEYORS			
1207 CEDARWOOD DRIVE CREST HILL, ILLINOIS 60403 815/730-1010			
PROJECT: CITY OF CREST HILL		FIELD BOOK #: V 36-10 PG 74	
DRAWN BY: MC	DATE: 01.16.23	SCALE: 1"=20'	JOB NO. 21373
COMPARE THIS PLAT WITH YOUR RECORDS AND IMMEDIATELY REPORT ANY DISCREPANCIES			









## Agenda Memo

Crest Hill, IL

**Meeting Date:** August 14, 2023

**Submitter:** Ronald J Wiedeman

**Department:** Engineering

**Agenda Item:** Crest Hill Municipal Plaza

**Summary:** Staff is looking for direction on how to proceed with the proposed Crest Hill Municipal Plaza. Currently plans and construction documents have been completed to a 50% level. Based on the current level of plan completion, cost estimates are very preliminary, but early estimates are in the range of 1.8 to 2.5 million dollars for a complete build-out of the park.

With this initial high price tag, staff are suggesting moving forward work on the portion of the park from City Center Blvd to the gates of the police's secured parking lot.

By completing work within this area, it will put the park in a condition where the park can be used for future city events (movies in the park; farmers' markets, national night out, etc.).

To use the park for these types of events a turf surface will need to be established. Seeding is the most likely method to provide this surface because it would be significantly cheaper than sod. The only downside is that it will take 2-3 years to grow a turf so that it is in a condition to host events like those suggested above.

To get started with establishing this surface staff would like to recommend the following items be completed so that any future work in the park will minimize the impact on the established turf surface. The items along with estimated costs are provide below:

1. Finalize the civil plans for the entire Municipal Plaza which will include the following:
  - a. Final grading plan
  - b. Water and sanitary service stubs
  - c. Final lighting system
  - d. Finalize ComEd requirements and work with them to determine service requirements.
  - e. The work under a-d is estimated to be between \$30,000- \$40,000 and could be funded in the current 2023 budget.
2. Design an irrigation system that will work for the entire Municipal Plaza.
3. Finalize agreement with Lockport Park District for the installation and maintenance of the playground.
  - a. Agreement needs to determine/finalize for ownership or equipment and property where playground is planned for constructed.
  - b. Cost responsibility for initial construction of playground and future maintenance.
4. Once items 1 and 2 are completed above construct a portion of the irrigation system designed in item 2 from City Center Blvd to the police parking lot gate. The construction cost to install this system is

between \$20,000 to \$30,000. Staff is still working with our current irrigation contractor on getting a better understanding of the work that needs to be done to install an irrigation system for this park. This will require a design to be completed. The cost of the design is included in the estimated design fee of \$30,000-\$40,000 discussed under 1e.

5. Collect bids from landscaping contractors to install topsoil and seeding to establish a turf field to be completed in the spring of 2024. Based on the bid received will determine if this work can be completed within the 2023 budget or will need to be included in the 2024 budget.
6. Construct a portion of the sidewalk system along the south end of the plaza to get the playground constructed. This might require partial construction of a parking lot to serve the playground. This will be determined at a later date. Anticipate this work to be completed in the summer of 2024 if funding is available. Staff will review available grants so as not to up the property for future development.

**Recommended Council Action:** Provide direction to staff on whether to proceed with the work outlined above or as modified during these discussions.

**Financial Impact:**

**Funding Source:** General Fund

**Budgeted Amount:** n/a

**Cost:** TBD

**Attachments:**



## Agenda Memo

Crest Hill, IL

**Meeting Date:** 08/14/23  
**Submitter:** Don Seeman  
**Department:** Building Department  
**Agenda Item:** Building Services RFP results

**Summary:** Attached are three proposals received in response to the RFP for building services to replace the existing company contracted for building review and inspections. I have also attached the narrative from an email from one company whose original proposal did not include inspections but after interviewing wanted to include pricing for that service. Two were interviewed by myself, Zoe Gates, Ray Soliman, and Maura Rigoni. One was interviewed by myself and Zoe Gates.

Based on the pricing as well as discussions with the representatives we recommend contracting with Donald E. Morris Architects. Their inspection fees are the lower of the two proposed, and their review fees are comparable or less than our current company. Review fees are recouped from the permit applicant as part of the permit fee.

The company will be needed for plumbing inspections regularly, and other services as needed due to inspectors being off work or reviews backing up.

**Recommended Council Action:** We recommend council approve Donald E. Morris Architects as our new review and inspection company and we will create a contract with them.

### Financial Impact:

**Funding Source:** Contractual Services

**Budgeted Amount:**

**Cost:** dependent on number and type of inspections and reviews requested. Cost with current company this year as of 07/31/23 is \$24,897.00 for review and \$2,384.00 for inspections.

**Attachments:** Original RFP, three proposals, one email.



# T.P.I. Building Code Consultants, Inc.

## City of Crest Hill

### RFP Building Plan Review and Inspection Services

#### *Mission Statement*

*The mission of T.P.I. Building Code Consultants, Inc. is to protect the health and safety of the public by helping to build America with code-compliant structures. We at T.P.I. blend that small firm spirit and economics with big firm savvy and skill.*



321-325 Spruce Street  
South Elgin, Illinois 60177  
Phone (630) 443-1567 Fax:443-2495  
Email: [tpi1@tpibcc.com](mailto:tpi1@tpibcc.com)  
Website: [tpi@tpibcc.com](http://tpi@tpibcc.com)

**T.P.I.** Building Code Consultants, Inc.  
Professional Residential & Commercial Plan Review and Inspection Services

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**RFP Building Plan Review and Inspection Services**

**City of Crest Hill**

**A. Firm Introduction**

It is our pleasure to submit this proposal to provide the City of Crest Hill with **Building Plan Review Services**. The professional and consistent service that T.P.I. has provided since 1997 in the Chicagoland area is perhaps the best introduction we could give. Our goal for this contract is simple. T.P.I. will work in a fair and professional manner to ensure safe code compliant buildings in a fiscally responsible and efficient way.

Within our response, we will distinguish ourselves as the only firm that can deliver the uppermost quality of skills and bring the greatest value to the City of Crest Hill. Through our commitment to outstanding customer service, our highly qualified staff, and our vast experience, we excel at cultivating lasting partnerships with our clients.

**Contact(s) for this proposal:** Carrie Ortiz, Executive Vice President &  
Heather Tisinai, Secretary  
321-325 Spruce Street  
South Elgin, Illinois 60177  
Phone: (630) 443-1567  
Email: [tpi1@tpibcc.com](mailto:tpi1@tpibcc.com) Tax ID: 36-4368813  
Website: [tpibcc.com](http://tpibcc.com)



T.P.I. can fulfill the needs of your department with experienced professionals, who are qualified, and certified in their specific discipline for municipal building department services without disruption of daily services. We will work hard to provide excellent customer service to project the values and standards that the City of Crest Hill has worked long and hard to uphold.

**T.P.I. Building Code Consultants, Inc.**  
**Professional Residential & Commercial Plan Review and Inspection Services**

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T.P.I. Building Code Consultants, Inc. is a locally owned and operated full-service code consultant company originally founded to assist municipalities with short-term plumbing inspection services. Since 1997, T.P.I. has grown to be one of the leading, full-service, code consultant companies in the Chicagoland area. From day one, we have provided courteous, professional, and timely code consultation, inspections, and plan reviews with pride and integrity.

We are honored to say that we have long standing, local municipalities that have been with T.P.I. for over 25 years. T.P.I. works with communities of all sizes with different needs and budgets, even at a moment's notice to maintain "business as usual." T.P.I. remains dedicated to maintaining economic reasonableness and excellent service while continuing to better our staff each year through education and training.

T.P.I. has provided municipalities in the Chicagoland area, parts of Indiana, and most recently Arizona with all aspects of building department services. T.P.I. can supply the appropriate staff to cover all the building department needs. Since conception, our commercial plan reviews are completed only by Master Code Professionals. Our Master Code Professionals are all well versed in the codes and with field experience which allows them to answer questions and assist contractors/homeowners to maintain a "builder friendly" atmosphere.

### **Our Services**

- Plan Review for building, fire protection, accessibility, electrical, energy, mechanical, health, zoning, engineering, and plumbing systems. (*Electronic or hard copy plan reviews accepted.*)
- Inspection services for building, fire protection, accessibility, electrical, mechanical, plumbing, health, and school inspections.
- Code consultation and updating.
- Zoning compliance program and RPZ tracking.
- On-call emergency inspections.
- Permit Tech & Building Department Office Staff.
- Code Enforcement & Adjudication.
- On-site training for building department office staff.
- Continuing Education Provider.
- Special projects.
- All commercial plan reviews performed by Master Code Professionals!

### **T.P.I.'s Executive's**

- JoAnne Tisinai- CEO
- Steve J. Tisinai- President, Certified Illinois Plumbing Inspector, City of Chicago Licensed Plumber, Continuing Education Plumbing Instructor.
- Steve V. Tisinai- Executive Vice President, Master Code Professional, Certified Illinois Plumbing Inspector, Continuing Education Instructor for all disciplines.
- Joe Tisinai- Executive Vice President, Master Code Professional, Certified Illinois Plumbing Inspector, Continuing Education Instructor for all disciplines.
- Dale Engbretson- Vice President, Master Code Professional, President SBOC, ICC Region IV Vice President, ICC Administration Committee, ICC Pool Safety Committee.

**T.P.I. Building Code Consultants, Inc.**  
Professional Residential & Commercial Plan Review and Inspection Services

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**Our Values**

- **Customer Service:** Consistently striving for *total* customer satisfaction.
- **Excellence:** Superior performance and outstanding quality of services.
- **Ethical Behavior:** Maintaining honesty and fairness in all that we do.
- **Economic Reasonableness:** Provide services in an economically efficient manner.

**T.P.I. Hours of Operation:** 8:00 am to 5:00 pm, Monday through Friday  
24 Hour Emergency and On-Call Hours available.

**Sub-Contractors:** T.P.I. Building Code Consultants, Inc. does not subcontract work. All staff are employed directly by T.P.I. Building Code Consultants, Inc.

**Contractor Responsibility:** T.P.I. Building Code Consultants, Inc. will maintain the required licenses, certifications as well as comply with all statutes, regulations, ordinances, etc., which govern the Contractor's performance.

**Insurance Requirements:** T.P.I. will comply with all insurance requirements.

**Equal Employment Opportunity:** T.P.I. certifies that it complies with the Equal Employment Opportunity.

**Compliance with Safety Standards:** T.P.I. certifies that it complies with the Compliance with Safety Standards.

**Sexual Harassment Policy:** T.P.I. certifies that it has a Sexual Harassment Policy in place in full compliance with 775 ILCS 5/2-105(A)(4).

**Statement of Availability**

T.P.I. Building Code Consultants, Inc. is fully available to undertake this project and to start work within the City of Crest Hill at any time without disruption. It is our goal to help maintain a "business as usual" environment. To assist with the transition, a supervisor will be assisting with the transition and initial contact with municipal staff.

**Conflict of Interest:** T.P.I. Building Code Consultants, Inc. has no conflict of interest with the City of Crest Hill. T.P.I. has no other financial interest or work within the City of Crest Hill.

**T.P.I.** Building Code Consultants, Inc.  
Professional Residential & Commercial Plan Review and Inspection Services

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## B. Qualifications and Experience

T.P.I. has a staff that includes **Master Code Professionals**, Certified Illinois Plumbing Inspectors, Illinois Licensed Plumbers, CBO's, Certified Residential and Commercial Building Inspectors/Plan Examiners, Civil Engineer, Certified Planner, Plan Examiner/Inspector for the State of Illinois Public Schools, continuing education instructors for the State of Illinois Plumbing and provide continuing education to maintain ICC certifications. T.P.I. inspectors are multi-disciplined, qualified to provide inspections for both residential and commercial properties (including plumbing when available).

T.P.I. **currently** utilizes two Master Code Professions who are also Illinois Licensed Plumbers, Certified Illinois Plumbing Inspectors, continuing education providers, and Executive Vice Presidents for most projects that include both plumbing and building disciplines. Additionally, we employ a Master Code Professional/Certified Fire Marshal to perform projects requiring fire and building disciplines. For field inspections, we employ:

### Affiliations/Accreditations

SBOC Membership	PAMCANI
ICC Membership	IFIA
I.D.P.H.	

- T.P.I. is a licensed plumbing contractor in the State of Illinois which fulfills the requirement for providing plumbing inspections as a 3<sup>rd</sup> party.
- T.P.I. is a corporation in good financial and legal standing with the State of Illinois.  
(See documentation provided)
- T.P.I. is legally able to conduct business in the State of Illinois.
- T.P.I. complies with all OSHA and other federal, state, and city safety standards.
- T.P.I. is an approved provider for the State of Illinois Continuing Education for Licensed Plumbers.
- T.P.I. holds inspectors and plan examiners to the highest standards for certifications, knowledge of the code, and continuing education. We provide ICC classes for all our inspectors to help maintain their certifications and remain current on code interpretation and application. T.P.I. offers these classes to current customers. Additionally, our Master Code Professionals provide training meetings for our inspectors and plan examiners to promote continuity of services.

**T.P.I.** Building Code Consultants, Inc.  
Professional Residential & Commercial Plan Review and Inspection Services

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**Proposed Team**

T.P.I.'s established business model has provided municipalities with excellent customer service and guarantee of quality plan review and inspection services in an economically efficient manner. It is our practice to assign a primary team member and a minimum of 2 back-up team members for each position allowing for increased quality and consistency of services provided. Additional/other backup plan examiners may be assigned based on availability at the time of contract.

**Proposed Team**

JoAnne Tisinai, CEO  
&  
Steve J. Tisinai, President

**Account Lead**  
Steve V. Tisinai  
Executive Vice President

**Primary Plan Examiners**

Steve V. Tisinai, MCP, Illinois Licensed Plumber  
Joe Tisinai, MCP, Illinois Licensed Plumber

**Backup Plan Examiners**

Chuck Riforgiate, MCP, Fire Marshal  
Dale Engebretson, MCP



**T.P.I.** Building Code Consultants, Inc.  
Professional Residential & Commercial Plan Review and Inspection Services

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**Steve V. Tisinai, Master Code Professional, Certified Illinois Plumbing Inspector**

Continuing education instructor

T.P.I. Plans Examiner/Inspector since 2005

**Education:**

1992-1996    University of Illinois – Urbana / Champaign  
Bachelor of Science in Mechanical Engineering  
Microsoft Certified Systems Engineer

**Certifications/Licenses:**

- Illinois Licensed Plumber
- Certified Illinois Plumbing Inspector
- ICC Master Code Professional
- ICC Certified Building Official
- ICC Building Code Specialist
- ICC Electrical Code Specialist
- ICC Mechanical Code Specialist
- ICC Plumbing Code Specialist
- ICC Combination Inspector
- ICC Residential Building Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Electrical Inspector
- ICC Residential Plumbing Inspector
- ICC Commercial Building Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Electrical Inspector
- ICC Commercial Plumbing Inspector
- ICC Combination Plans Examiner
- ICC Residential Combination Inspector
- ICC Building Combination Inspector
- ICC Building Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Electrical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Building Inspector
- ICC Electrical Inspector
- ICC Mechanical Inspector
- ICC Plumbing Inspector
- ICC Accessibility Inspector/Plans Examiner
- ICC Residential Energy Inspector/Plans Examiner

**T.P.I.** Building Code Consultants, Inc.  
Professional Residential & Commercial Plan Review and Inspection Services

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**Joseph Tisinai, Master Code Professional, Certified Illinois Plumbing Inspector**

Continuing Education Instructor

T.P.I. Plans Examiner/Inspector since 2000

**Certifications/Licenses:**

- ICC Master Code Professional
- ICC Certified Building Official
- State of Illinois Plumbing License
- City of Chicago Plumbing License
- Certified Illinois Plumbing Inspector
- ICC Building Code Specialist
- ICC Plumbing Code Specialist
- ICC Electrical Code Specialist
- ICC Mechanical Code Specialist
- ICC Residential Plumbing Inspector
- ICC Residential Building Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Electrical Inspector
- ICC Residential Combination Inspector
- ICC Commercial Combination Inspector
- ICC Combination Inspector
- ICC Combination Plans Examiner
- ICC Commercial Building Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Plumbing Inspector
- ICC Commercial Electrical Inspector
- ICC Building Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Electrical Plans Examiner
- ICC Plumbing Inspector
- ICC Mechanical Inspector
- ICC Electrical Inspector
- ICC Building Inspector
- ICC Accessibility Inspector / Plans Examiner
- ICC Residential Energy Inspector / Plans Examiner
- Fire Fighter II
- Hazardous Material Awareness



**T.P.I.** Building Code Consultants, Inc.  
Professional Residential & Commercial Plan Review and Inspection Services

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**Charles Riforgiate, Master Code Professional, Fire Marshal**

**T.P.I. Experience: April 2017 to present.**

**Experience:** Includes Municipality and 3<sup>rd</sup> Party Services

2003- Present

Inspection and Plan Examiner, Fire Scene Investigation, Department Supervision, Budget Development and Control, Staff Development and Training, and Extensive Construction Background

**ICC Certifications:**

- |  |   |
|--|---|
| ➤ Certified Fire Marshal                           | ➤ Residential Building Inspector                    |
| ➤ Certified Fire Plans Examiner                    | ➤ Residential Mechanical Inspector                  |
| ➤ Certified Fire Inspector I & II                  | ➤ Residential Electrical Inspector                  |
| ➤ Certified Master Code Professional               | ➤ Residential Plumbing Inspector                    |
| ➤ Certified Building Official                      | ➤ Residential Combination Inspector                 |
| ➤ Certified Commercial Energy Inspector            | ➤ Commercial Building Inspector                     |
| ➤ Certified Commercial Energy Plans Examiner       | ➤ Commercial Mechanical Inspector                   |
| ➤ Certified Residential Energy Inspector           | ➤ Commercial Electrical Inspector                   |
| ➤ Certified Residential Energy Plans Examiner      | ➤ Commercial Plumbing Inspector                     |
| ➤ Certified Accessibility Inspector/Plans Examiner | ➤ Building Plans Examiner                           |
| ➤ Certified 1 & 2 Family Dwelling Inspector        | ➤ Mechanical Plans Examiner                         |
|  | ➤ Combination Inspector                             |
|  | ➤ Commercial Combination Inspector                  |
|  | ➤ ICC/AACE Property Maintenance & Housing Inspector |
|  | ➤ Mechanical Inspector                              |
|  | ➤ Fire Code Specialist                              |

**Education and Additional Certifications/Licenses:**

- A.A.S. Fire Science
- Licensed EMT-B, Illinois Department of Public Health
- National Fire Protection Association, Certified Fire Plans Examiner
- National Fire Academy, Fire Protection Structures and Systems
- National Fire Academy, Demonstrate your Fire Prevention Program's Worth
- Certified Fire Investigator, Office of the Illinois State Fire Marshal
- Certified Public-School Inspector and Plans Examiner, Illinois State Board of Education
- ICS-100, 200, 300, & 400 Certified, National Fire Academy
- Fire Service Vehicle Operator, Office of the Illinois State Fire Marshal
- State of Illinois Licensed Home Inspector

**T.P.I.** Building Code Consultants, Inc.  
Professional Residential & Commercial Plan Review and Inspection Services

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**Dale Engebretson, Master Code Professional**

**T.P.I. Experience: February 2021 to present.**

**Experience:** Municipal experience May 2000 to February 2021

**Education:**

**A.A.S. Degree in Business Management**

College of DuPage Glen Ellyn, IL

**College Certificate, Building Code Enforcement**

Harper College, Palatine IL

**Electrical Degrees:** Technical Publishing Company

International Correspondence School

**ICC Certifications:**

- |  |   |
|--|---|
| ➤ ICC Master Code Official                     | ➤ ICC Residential Mechanical Inspector              |
| ➤ ICC Building Code Official                   | ➤ ICC Residential Plumbing Inspector                |
| ➤ ICC Housing Code Official                    | ➤ ICC/AACE Property Maintenance & Housing Inspector |
| ➤ ICC Plumbing Code Official                   | ➤ ICC Commercial Combination Inspector              |
| ➤ ICC Residential Combination Inspector        | ➤ ICC Combination Inspector                         |
| ➤ ICC Accessibility Inspector / Plans Examiner | ➤ ICC Building Code Specialist                      |
| ➤ ICC Commercial Building Inspector            | ➤ ICC Plumbing Code Specialist                      |
| ➤ ICC Commercial Electrical Inspector          | ➤ ICC Plumbing Inspector                            |
| ➤ ICC Commercial Mechanical Inspector          | ➤ ICC Building Inspector                            |
| ➤ ICC Commercial Plumbing Inspector            | ➤ ICC Electrical Inspector                          |
| ➤ ICC Building Plans Examiner                  | ➤ ICC Mechanical Inspector                          |
| ➤ ICC Accessibility Inspector/Plans Examiner   | ➤ ICC Commercial Energy Inspector                   |
| ➤ ICC Plumbing Plan Examiner                   | ➤ ICC Residential Energy Inspector/Plans Examiner   |
| ➤ ICC Residential Building Inspector           | ➤ Commercial Energy Plans Examiner                  |
| ➤ ICC Residential Electrical Inspector         |   |

**Certifications/Licenses:**

- Electrical License City of Naperville: Residential, Industrial /Commercial
- State of Illinois Certified Fire Fighter II
- NIMS 100, 200, 300, 700 & 800 Certification

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**Professional Residential & Commercial Plan Review and Inspection Services**

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**Current/Recent Experience** *(but not limited to)*

- Village of Arlington Heights: As needed permit tech, building/plumbing inspections, previously onsite data entry.
- Village of Bartlett: As needed inspections and plan review services.
- Village of Bellwood: In-house building commissioner, small permit plan reviews, onsite special project assignments, residential/commercial plan reviews, building/plumbing inspections, and pre-sale/rental inspections.
- Village of Bloomingdale: Commercial/residential plumbing plan reviews/inspections, coverage for building inspections, and as needed full commercial plan reviews.
- Village of Bolingbrook: Plan review and inspection services.
- Village of Chicago Ridge: Plan review services as needed.
- City of Countryside: as needed inspections; previously all building department services.
- County of DuPage: As needed plan review services.
- County of McHenry: As needed expedited commercial plan review services.
- County of Will: Plan review services.
- Village of Downers Grove: Residential and small plan reviews.
- Village of Elburn: Commercial plan reviews as needed.
- Village of Elk Grove: As needed inspection coverage.
- Village of Elmhurst: Plan review services.
- Village of Glen Ellyn: Plan review and inspection services, as needed permit tech.
- Village of Grayslake: Process/create all permits, assign permit fees, schedule inspections, plan review and inspection services.
- Village of Highland Park: As needed plan review services.
- Village of Hinsdale: Plumbing inspections, and as-needed commercial/residential plan reviews, building inspections, in-house plan examiner.
- Village of Homewood: Plan review services.
- Village of Lemont: Plan review and building inspections, as needed plumbing inspections and permit tech coverage.
- Village of Maywood: Plan review and inspection services.
- Village of Monee: Plan review services.
- Village of Midlothian: Plan review services, special inspection per requested.
- Village of Mundelein/Hawthorne Woods: As needed plumbing inspector coverage and large plan review projects.
- Village of Oak Brook: Commercial plan review services and as needed plumbing inspection coverage.
- City of Park Ridge: As needed inspection services and permit tech coverage.
- Village of River Grove: Large project plan review and fire plan review as needed.
- Village of Schaumburg: Commercial/Residential building inspections, electrical inspections, plumbing inspections, code enforcement, building commissioner assistant, provide permit tech training, and as needed plan review services including fire.
- Village of South Elgin: Commercial plan reviews/inspections all disciplines, all plumbing plan reviews, and inspections, previously RPZ tracking.
- City of St. Charles: As needed inspection and plan review services.
- Village of Thornton: Commercial plan reviews as needed.
- Village of Wayne: Plumbing plan review/inspection services, as needed building inspections.
- Village of Woodridge: Plumbing inspections and plan reviews, as needed building inspections.

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### **D. Approach to Project**

We pride ourselves in providing personalized services that are molded to the specific needs of each municipality. T.P.I.'s established business model has provided municipalities with excellent customer service and guarantee of quality plan review and inspection services in an economically efficient manner.

#### **Plan Review** (Includes, but not limited to)

Our long-standing experience providing plan review services has proven that an accurate plan review decreases problems in the field during inspections. Thus, saving time and money for contractors making field changes that are avoidable with a quality plan review. It is our philosophy that the plan review is the first step in the inspection process.

- T.P.I. accepts electronic plans or hard copies.
- Notification of plan reviews may be done via email or phone.
- T.P.I. will provide FedEx labels for hard copy submissions. (FedEx fees added to invoice)
- All Commercial plan reviews will be completed in  $\leq 10$  business days; Re-reviews completed in 5 business days or less.
- Residential plan reviews will be completed in 8 business days or less; Re-reviews completed in  $\leq 5$  business days.
- Residential Small Permit Program reviews completed in  $\leq 5$  business days.
- If plan review submissions are received after 12:00 pm, the plan review will be considered submitted the following business day.
- Plan review responses will be submitted to the municipality electronically.
- Plan review comments will detail a line-by-line explanation for each discipline including the code to allow contractors/architects to easily address any code issues on the next review.
- Plan examiners will state any fire plan review submissions needed for project.
- Plan examiner/MCP will be available by phone for questions during normal business hours at no additional fee for flat rate program.
- All Commercial and most Residential plan reviews performed by Master Code Professionals.
- All plan reviews will be completed according to the adopted codes.
- Plan examiners/MCP are available for meetings virtually or on-site.
- Plan examiners will work as an extension of the building department team and welcome an open-door communication policy.
- Plan examiners are experienced with online software plan review submissions with various programs, including several Tyler Technology software platforms. (*OpenGov, EnerGov, and Munis*)
- Plan examiners and T.P.I. staff have good interpersonal skills to communicate effectively verbally and in writing.
- Plan examiners will act with integrity and maintain confidentiality.
- Plan examiners are ethical and honest.
- All plumbing plan examiners are Illinois Licensed Plumbers/Certified Plumbing Inspectors and ICC Certified.

**T.P.I. Building Code Consultants, Inc.**  
**Professional Residential & Commercial Plan Review and Inspection Services**

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T.P.I. Building Code Consultants, Inc. has been called upon as specialists in the industry to provide services for complex situations including towns that were utilizing other third-party companies already because of our expertise, professionalism, and consistency. Local examples include Cantigny in Wheaton and the Carolshire Apartments in Carol Stream. We are proud of the reputation and quality of services we provide to the Chicagoland area.

## References

<b>Village of Bloomingdale</b> Mr. Mike Gricus Building Commissioner 201 S. Bloomingdale Rd. Bloomingdale, IL 60108 (630) 671-5661 <a href="mailto:gricusm@vil.bloomington.il.us">gricusm@vil.bloomington.il.us</a>	<b>Village of Schaumburg</b> Mr. Robert Kryder Building Official 101 Schaumburg Ct. Schaumburg, IL 60193 (847) 923-3700 <a href="mailto:rkryder@schaumburg.com">rkryder@schaumburg.com</a>
<b>Village of South Elgin</b> Mr. Paul Kruse Building and Code Enforcement Manager 10 N. Water St. South Elgin, IL 60177 (847) 741-3894 <a href="mailto:pkruise@southelgin.com">pkruise@southelgin.com</a>	<b>Village of Hinsdale</b> Mr. Robb McGinnis Director of Community Development 19 E. Chicago Ave. Hinsdale, IL 60521 (630) 789-7037 <a href="mailto:rmcginnis@villageofhinsdale.org">rmcginnis@villageofhinsdale.org</a>
<b>City of Countryside</b> Ms. Sharon Petersen Assistant City Administrator/Deputy City Clerk 803 Joliet Rd. Countryside, IL 60525 (708) 354-7270 <a href="mailto:spetersen@countryside-il.org">spetersen@countryside-il.org</a>	<b>Village of Maywood</b> Mr. Walter Duncan Director of Building & Code 40 Madison St. Bellwood, IL 60153 (708) 450-4429
<b>Village of Midlothian</b> Mr. Steve Witt Building Department Superintendent 14802 S. Pulaski Rd. Midlothian, IL 60445 (708) 385-8642	<b>Village of Bellwood</b> Mayor Andre F. Harvey 3200 Washington Blvd. Bellwood, IL 60104 (708) 354-7270

**T.P.I.** Building Code Consultants, Inc.  
Professional Residential & Commercial Plan Review and Inspection Services

### Plan Reviews

T.P.I. performs plan reviews using a flat rate fee schedule. With over 24 years of experience in plan review services, we have found that the benefits of a flat rate outweigh the hourly rate schedule. Each plan examiner works at a different pace, and it is not fair that one project may take a plan examiner an hour and half whereas another plan examiner may need 3 hours.

The flat rate plan review fee schedule offers consistent and fair pricing which increases customer satisfaction. This allows municipalities and applicants to know their fees upfront. We expect all plan examiners to perform each plan review to the best of their abilities and not to worry about the amount of time it takes to complete. Flat rates allow plan examiners to focus on the quality of the review rather than the time it takes to complete.

Additionally, we have implemented a small permit program for increased customer satisfaction allowing residents to begin small permit projects sooner.

### Flat Rate Review Details- (Recommended)

- Re-submittals for building disciplines are 50% of the original review.
- Expedited Reviews available for an additional 50% fee. (Residential ≤5 days)

<b>Table A</b> <b>Initial Review Fee</b> <i>(Excludes plumbing)</i>	<b>Residential Small Permit Plan Review Program</b>
\$80.00 each	Furnace/AC, generator, residential driveway, sewer repair, roof, water service
\$100.00 each	Residential electric service upgrade, fence, fireplace, patio
\$125.00 each	Pergola, residential pavilion
\$150.00 each	Deck, shed, pool, front porch
\$200.00 each	Electric car charging station, outdoor kitchen, screen porch
\$225.00 each	PV system
\$275.00 each	Sunroom, kitchen remodel, screen porch w/deck, bath remodel, basement remodel
\$325.00 each	Detached garage

<b>Table B</b> <b>Type - Residential</b> (excludes plumbing/zoning/fire)	<b>Initial Review Fee</b>	<b>Re-Submittal Review Fee</b>	<b>Expedited Initial Review Fee</b>	<b>Expedited Resubmittal Reviews</b>
New Single-Family Residence	<b>\$425.00 each</b>	<b>\$212.50</b>	<b>\$637.50</b>	<b>\$318.75</b>

<b>Table C</b> <b>Plumbing Plan Review</b> Initial Review and Resubmittals Expedited Review Fee additional 50%	<b>Base Price</b>	<b>Each Additional Fixture or Waste Opening</b>
<b>Single Family</b>	\$70.00	\$2.00
<b>Commercial &amp; Multi-Family</b>	\$100.00	\$4.00

**T.P.I.** Building Code Consultants, Inc.  
Professional Residential & Commercial Plan Review and Inspection Services

### Industrial, Commercial, and Multi-Family Structures

- Specific areas of plan examination include the disciplines of building, mechanical, electrical, energy, and accessibility standards.
- All re-reviews are done at 50% of the original fee.
- 5 business day expedited plan reviews are offered as our resources permit and are performed for an additional fee of 50% of the original review.

<b>Table D</b> <b>Gross Floor Area</b>	<b>Base Building</b>	<b>Base Building and up to two other disciplines</b>	<b>Base Building and up to three other disciplines</b>
<b>UP TO 2,500 SF</b>	\$412.00	\$497.50	\$681.50
<b>2,501 TO 4,000 SF</b>	\$460.00	\$622.00	\$832.75
<b>4,001 TO 5,000 SF</b>	\$573.25	\$746.25	\$973.25
<b>5,001 TO 7,500 SF</b>	\$649.00	\$908.50	\$1,125.00
<b>7,501 TO 10,000 SF</b>	\$714.00	\$946.50	\$1,271.00
<b>OVER 10,000 SF</b>	\$784.00+ \$15.00 PER 1,000 SF OVER 10,000 SF	BLDG FEE x 1.5	BLDG FEE x 2.0

### Industrial, Commercial & Multi-Family Plumbing Plan Reviews

- Initial and re-reviews will be charged per the fee schedule below.

<b>Table E</b> <b>Type of Building</b> Expedited Review Fee additional 50%	<b>Base Price</b>	<b>Each Additional Fixture or Waste Opening</b>
<b>Industrial, Commercial &amp; Multi-Family</b>	\$110.00	\$4.00

<b>Table F</b> <b>Additional Reviews</b>	<b>Fee</b>
<b>Commercial Kitchen &amp; Food Processing areas</b>	\$425.00 per 1000 SF of such areas
<b>Hazardous Areas</b>	\$425.00 per 1000 SF of such areas
<b>Restaurant Mechanical Hood &amp; Duct System</b>	\$285.00 for 1 <sup>st</sup> hood, each additional hood reviewed at same time and within same building/unit, add \$115.00

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Professional Residential & Commercial Plan Review and Inspection Services

## Fire Plan Reviews

### Sprinkler Systems

- Completion time of 10 business days or less.
- All re-reviews are done at 50% of the original fee.
- Additional fees may apply for dry-pipe and pre-actions systems.

Fee is based on the total number of sprinklers.

<b>Table G</b>	<b>Number of Sprinklers</b>	<b>Plan Review Fee NFPA 13 &amp; 13R</b>
	<b>1 to 20</b> <i>(Minimum fee)</i>	\$200.00
	<b>21 to 100</b>	\$405.00
	<b>101 to 200</b>	\$575.00
	<b>201 to 300</b>	\$650.00
	<b>301 to 500</b>	\$975.00
	<b>Over 500</b>	\$975.00 plus \$0.95 per sprinkler over 500

<b>Table H</b>	<b>Number of Sprinklers</b>	<b>Plan Review Fee NFPA 13D</b>
	<b>1 to 25</b> <i>(Minimum fee)</i>	\$175.00
	<b>26 to 50</b>	\$205.00
	<b>51-100</b>	\$225.00
	<b>over 100</b>	\$225.00 plus \$1.05 per sprinkler over 100

### Fire Detection and Alarm Systems

- \$0.05 per square foot of total building area.
- Minimum review fee of \$200.00.

### Standpipe Systems

- \$200.00 per Standpipe.
- No charge for standpipes that are part of a total building sprinkler system.

### Clean Agent Suppression Systems

- The fee is based on cubic feet in this instance as the number of nozzles and the size of the tank to be used are determined by cubic feet.
- All re-reviews are done at 50% of the original fee.

<b>Table I</b>	<b>Cubic Footage of Protection Area</b>	<b>Fee</b>
	<b>0 to 5,000</b>	\$445.00
	<b>5,001 to 10,000</b>	\$575.00
	<b>Over 10,000</b>	\$575.00 plus \$.05 per cubic foot over 10,000



**T.P.I.** Building Code Consultants, Inc.  
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### Restaurant Wet Chemical Systems

<b>Table J</b>	
<b>Number of Nozzles</b>	<b>Fee</b>
<b>1 to 15</b>	\$275.00
<b>16 to 30</b>	\$375.00
<b>31 to 50</b>	\$485.00
<b>over 50</b>	\$485.00 plus \$8.00 per nozzle over 50
<b>Each additional hood system reviewed at the same time within the same building and unit</b>	Add \$115.00

### Life Safety Plan Reviews

- Minimum fee of \$300.00.
- Fire code no Special Hazards – 50% of building review fee, refer to Table D
- Fire code including Special Hazards – 1.5 x building review fee, refer to Table D
- NFPA 101- 25% of building review fee, refer to Table D
- All re-reviews are done at 50% of the original fee.

CITY OF CREST HILL  
REQUEST FOR PROPOSALS  
BUILDING PLAN REVIEW AND INSPECTION SERVICES

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The City of Crest Hill is looking to receive Proposals from qualified firms which specialize in all aspects of building plan reviews and/or building inspection services.

All firms responding to this RFP can provide a Statement of Qualifications and a Proposal for any of the following combination of scope of services:

- Both Building Plan Reviews and Building Inspection Services
- Only Building Plan Review Services
- Only Building Inspection Services

Proposals are due no later 3:00 PM, on March 10, 2023, submitted electronically to the Building Commissioner. Proposals will be opened and evaluated in private and proposal information will be kept confidential until award is made. The City will need up to 60 days to review and award to the most qualified firm.

Any questions shall be sent via email to Don Seeman, Building Commissioner at [dseeman@cityofcresthill.com](mailto:dseeman@cityofcresthill.com). Questions can be submitted up to March 2, 2023, until 4:30 PM.

No submittal shall be withdrawn after the opening of the proposal without the consent of the City for a period of one hundred twenty (120) days after the scheduled submittal deadline.

The Mayor and City Council reserve the right to reject any or all proposals or parts thereof and to waive any informalities, technicalities and irregularities in proposing and to disregard all non-conforming, conditional or counter proposals.

#### **STATEMENT OF QUALIFICATIONS**

The SOQ submitted electronically must be a single PDF file and should address the following:

1. Firm Experience and Qualifications: Include general background of firm, experience and expertise. Also include the identification, experience and qualifications of subconsultants who will work as part of these requested services.
2. Project Understanding and Approach: Demonstrate a clear understanding of the scope of services. Provide a description of the firm's familiarity with type of work. Describe any key elements expected to play a meaningful role in order to perform these services.
3. Past Performance: Provide a description of similar services completed by the firm or work similar to the scope of work described below as to why you feel your firm is qualified to

perform the work requested in the RFP, including a minimum of five (5) client references who can attest to the firm's performance.

4. Resumes: Attached resumes of key personnel who will work on the project.

### **CERTIFICATIONS**

Provide a statement that certifies the following:

- That no City of Crest Hill elected official, officer, or employee who participates in the procurement, management or administration of services contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed service contracts or subcontracts.
- The firm has no suspension and debarment actions as specified in State of Illinois regulation 2 CFR Part 1200 and 2 CFR Part 180.

### **SCOPE OF WORK PROPOSAL**

Submit a proposal describing how your firm would fulfill the scope of work for each task as follows:

**Building Plan Review** The qualified firm must be able to perform comprehensive building plan review services which include the following:

- Once plans are received, provide a schedule when a complete code/plan review can be performed for plans on smaller projects and for large scale commercial projects.
- Perform architectural, structural, electric, mechanical, plumbing, fire and International Building Code review, The reviews shall be performed by State licensed architects, professional structural engineers and other specialists as necessary.
- Assist city staff with coordinating life-safety plan and code reviews with the local fire protection district.
- Become familiar with city ordinances and zoning ordinances.
- Attend meetings with city staff, developers or property owners when requested by the city.
- Field questions from property owners, developers, contractors, consultants, engineers or architecture firms about plan review comments and technical questions.

**Inspection Services** The qualified firm must be able to perform on-site inspection services as needed by the city which shall include the following:

- Provide inspection services for commercial and residential locations including building, electrical, mechanical, plumbing and fire.
- Perform emergency call out inspections when requested by the city during business hours and non-business hours due to accidents, fires or other emergency situations.
- Conduct inspections to verify that the work is being completed according to the approved permit and plans and according to all applicable codes and city ordinances.
- Provide clear and straight forward inspections reports that are code based.

- Provide on-site inspections with a minimum of 24-hour notice.
- Inspection reports shall be provided within 24 hours of the actual inspection to both the owner and city.

The list of tasks above are not meant to be a full description of the work, but a summary of major items. Each firm providing a response can provide additional items they deem important to performing the work outlined above.

#### I. DELIVERABLES

##### a. Building Review Documents

- Electronic building plan review comments.
- Spreadsheet or other method used to track plan review comments and responses to comments.
- Final building plan approval sign off form.
- Maintain and provide electronic copy of plan review comments and responses and sign offs from initial submittal to final approval.

##### b. Inspection Services

- Provide inspection reports with approvals, comments and non-approvals for each inspection performed.

#### **FEE SCHEDULE**

- Provide an hourly and flat rate fee schedule for each scope of work that your firm is proposing.

#### **EVALUATION CRITERIA**

1. Firm Experience	25%
2. Key Personnel Expertise/Experience including Sub-consultants.	25%
3. Technical Approach to Scope of Work.	30%
4. Fee Schedule	20%

Each proposal will be scored independently and the firms with the highest score will be eligible for selection by the city.

#### **PROPOSAL CONTACT**

Don Seeman  
 Building Commissioner  
 1610 Plainfield Rd Crest Hill, Illinois 60403  
 Office No. 815-741-5106  
 Email: dseeman@cityofcresthill.com

Mr. Don Seeman, Building Commissioner  
City of Crest Hill  
1610 Plainfield Rd.  
Crest Hill, IL 60403

Re: Proposal for Residential & Commercial Plan Reviews and Inspectional Services

Dear Mr. Seeman,

We provide residential and commercial plan reviews and inspectional services for multiple Chicago area municipalities and architectural firms. Our area of expertise is with the following codes: Chicago Building Code, Chicago Electrical Code, BOCA, International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, International Fire Code, International Energy Conservation Code, NFPA 101 Life Safety Code, National Electric Code, Illinois Accessibility Code, Illinois Plumbing Code, International Solar Energy Provisions, Interstate Renewable Energy Council, North American Board of Certified Energy Practitioners, International Property Maintenance Code, International Swimming Pool and Spa Code and Underwriters Laboratories Inc. We also perform preliminary reviews upon request and electronic plan submittals.

Enclosed please find the following for your review:

1. Fee Schedule
2. References
3. Qualifications of Key Personnel

Based on the scale of the review our turnaround time is typically three to five business days. Reviews can be performed via electronically or paper plans (plans will be picked up and dropped off daily).

Inspections are performed Monday-Friday by all inspectors. Inspectors can complete inspections via electronic programs (i.e. EnerGov, Munis, etc.) or paper reports. Reports will be dropped off daily to the municipality and any issues will be reported to the staff.

Our staff is always available via e-mail or phone and will respond to any communication within one business day.

If you should have any questions, please do not hesitate to contact us at  
[Don Morris Architects](http://DonMorrisArchitects)  
(630) 920-8175  
[donmorrisarchitects@hotmail.com](mailto:donmorrisarchitects@hotmail.com)

Sincerely,



Michael Tarnowski

## 1. **FEE SCHEDULE:** Review

The cost of review includes the expense for the manpower, travel, tools, tests, and report preparations necessary to conduct adequate investigations of proposed work.  
Our review for proposed plans include but are not limited to Building, Mechanical, Electrical, Plumbing, Life Safety and Handicap Accessibility.

### **RESIDENTIAL:**

<u>Single Family Residence:</u>	\$500.00
<u>Residential Addition:</u>	\$250.00
<u>Detached Garages:</u>	\$125.00
<u>PV Systems:</u>	\$125.00
<u>Interior Remodeling:</u>	\$125.00
<u>Decks, Sheds, Pools &amp; small-scale reviews:</u>	\$65.00
<u>Zoning:</u>	\$100.00
<u>Fences:</u>	\$25.00
<u>Resubmittals:</u>	\$65.00
<u>Preliminary Reviews:</u>	\$250.00
<u>Expedited Reviews (1-2 days):</u>	All expedited reviews are assessed at double the cost.

### **COMMERCIAL:**

Construction Cost\* x .003 = Plan Exam Fee

\*Construction value established per current Means Building Construction Cost Data, or the amount indicated on the permit application, whichever is greater.

#### Example:

<u>Construction Value</u>			<u>Plan Exam Fee</u>
(Parking Lot Lights)	\$25,000	x .003	\$75.00**
(Office Remodel)	\$500,000	x .003	\$1,500.00
(New Car Wash)	\$1,500,000	x .003	\$4,500.00

<u>**Minimum Fee:</u>	\$100.00
<u>Zoning:</u>	\$1,000.00
<u>Resubmittals:</u>	\$65.00

Expedited Reviews: All expedited reviews are assessed at double the cost.

**FEE SCHEDULE: Fire Review**

The cost of review includes the expense for the manpower, travel, tools, tests, and report preparations necessary to conduct adequate investigations of proposed work.

NFPA 101, Life Safety Review Fee:

\$250.00 minimum or .002 of Construction Cost, (whichever is greater).

Example #1 (Office Building):

Construction Cost = \$1,000,000.00 x .002 = \$2,000.00

Example #2 (New Tenant - Dentist Office):

Construction Cost \$100,000.00 x .002 = \$200.00, however since the total is less than \$250.00, the fee would be \$250.00.

Fire Alarm Reviews: .0008 x Construction Cost or \$250.00, whichever is greater.

Sprinkler Reviews: .0008 x Construction Cost or \$250.00, whichever is greater.

Miscellaneous: \$250.00 (i.e. Ansel system, etc.).

Example #1 (Fire Alarm - Retail Store):

Construction Cost = \$500,000.00 x .0008 = \$400.00

Example #2 (Sprinkler - Office Building):

Construction Cost \$3,000,000.00 x .0008 = \$2,400.00

Resubmittals: \$65.00 each

Expedited Reviews: All expedited reviews are assessed at double the cost.



**FEE SCHEDULE: Inspections**

The cost of inspections includes the expense for the manpower, travel, tools, tests, and report preparations necessary to conduct adequate investigations of construction that is in progress or presumably completed.

Inspections shall be performed Monday-Friday between the hours of 1pm-4pm. To ensure inspections are completed in time, we ask the municipality to email the inspection schedule the day prior by 4pm.

**RESIDENTIAL:**

Plumbing: \$50.00 each

Electric: \$50.00 each

Mechanical: \$50.00 each

Structural: \$50.00 each

Concrete/Flatwork: \$50.00 each

Fences: \$25.00 each

Re-Inspections: \$50.00 each

Example: Bathroom Remodel

A. Rough Plumbing	\$50.00	D. Plumbing Final	\$50.00
B. Rough Electric	\$50.00	E. Electric Final	\$50.00
C. Rough HVAC	\$50.00	F. Building Final	\$50.00
D. Rough Frame	\$50.00	G. HVAC Final	\$50.00

Total Fee: \$400.00

**COMMERCIAL:**

Plumbing: \$100.00 each

Electric: \$100.00 each

Mechanical: \$100.00 each

Structural: \$100.00 each

Concrete/Flatwork: \$100.00 each

Re-Inspections: \$100.00 each

Example: Bathroom Remodel

A. Rough Plumbing	\$100.00	E. Plumbing Final	\$100.00
B. Rough Electric	\$100.00	F. Electric Final	\$100.00
C. Rough Frame	\$100.00	G. Building Final	\$100.00
D. Rough HVAC	\$100.00	H. HVAC Final	\$100.00

Total Fee: \$800.00



## 2. REFERENCES

Mr. Jonathan Mendel  
Community Development Director  
Village of Clarendon Hills  
1 N. Prospect Ave., Clarendon Hills, IL 60514  
(630) 323-3500  
[jmendel@clarendonhills.us](mailto:jmendel@clarendonhills.us)

Mr. Anthony Budzikowski  
Community Development Director  
Village of Western Springs  
740 Hillgrove Ave., Western Springs, IL 60558  
(708) 246-1800 x 175  
[tbudzikowski@wsprings.com](mailto:tbudzikowski@wsprings.com)

Mr. Dan Gombac  
Director of Community Development  
City of Darien  
1702 Plainfield Rd., Darien, IL 60561  
(630) 852-5000  
[dgombac@darienil.gov](mailto:dgombac@darienil.gov)

Mr. Dean Maggos  
Director of Fire & Building  
Village of La Grange Park  
447 N. Catherine Ave., La Grange Park, IL 60526  
(708) 354-0225  
[dmaggos@lagrangepark.org](mailto:dmaggos@lagrangepark.org)

Mrs. Charity Jones  
Community Development Director  
Village of La Grange  
53 S. La Grange Rd., La Grange, IL 60525  
(708) 579-2320  
[cjones@villageoflagrange.com](mailto:cjones@villageoflagrange.com)

Mr. Jason Vitell  
Building Commissioner  
Village of Westmont  
31 W. Quincy St., Westmont, IL 60559  
(630) 981-6255  
[jvitell@westmont.il.gov](mailto:jvitell@westmont.il.gov)

Ms. Janine Farrell  
Community Development Director  
Village of Burr Ridge  
7660 County Line Rd., Burr Ridge, IL 60521  
(630) 654-8181  
[jfarrell@burr-ridge.gov](mailto:jfarrell@burr-ridge.gov)

Ms. Gayle Robitz  
Zoning Secretary  
City of Burbank  
6530 W. 79<sup>th</sup> St., Burbank, IL 60459  
(708) 599-5500 x248  
[grobitz@burbankil.gov](mailto:grobitz@burbankil.gov)

Mr. Adam Nielsen  
Economic Dev and Building Manager  
Village of Frankfort  
432 W. Nebraska, Frankfort, IL 60423  
(815) 412-2446  
[anielsen@vofil.com](mailto:anielsen@vofil.com)

Mr. John Durocher  
Village Administrator  
Village of Indian Head Park  
201 Acacia Drive, Indian Head Park, IL 60525  
(708) 246-3080 x 104  
[jdurocher@indianheadpark-il.gov](mailto:jdurocher@indianheadpark-il.gov)

Ms. Melissa Headly  
Director of Community and Economic  
Development  
City of Oakbrook Terrace  
17 W 275 Butterfield Road  
Oakbrook Terrace, IL 60181  
[mheadley@oakbrookterrace.net](mailto:mheadley@oakbrookterrace.net)

Ms. Sherry Jasinski  
Community Development Director  
Village of Sauk Village  
21801 Torrence Ave.  
Sauk Village, IL 60411  
[jasinski4648@yahoo.com](mailto:jasinski4648@yahoo.com)

Mr. Edward Shilka  
Building Commissioner  
Village of Justice  
8748 W 82<sup>nd</sup> Place, Justice, IL 60458  
(708) 458-2130  
[eshilka@villageofjustice.org](mailto:eshilka@villageofjustice.org)

Ms. Marilyn Gabrysiak  
Deputy Bldg. Comm.  
City of Hickory Hills  
8652 W. 95<sup>th</sup> Street Hickory Hills, IL 60457  
(708) 237-4140  
[hhbld1@hickoryhillsil.org](mailto:hhbld1@hickoryhillsil.org)

### 3. KEY PERSONNEL AND STATEMENT OF QUALIFICATIONS

Name: **DONALD E. MORRIS** (Principal/President)

License: Architectural - Illinois (1990)  
Architectural - Wisconsin (1991)

Name: **CYNTHIA HAWK** (Office Manager)

Education: Downers Grove South High School, Downers Grove, IL.  
University of Illinois - Chicago, IL.

Name: **MICHAEL S. TARNOWSKI** (Senior Plan Examiner and Building Inspector)

Education: Bachelor of Science (1999) Campbell University

Certifications: BOCA Certified  
Accessibility Inspector/Plans Examiner, International Code Council  
Building Plans Examiner, International Code Council  
Commercial Building Inspector, International Code Council  
Commercial Energy Plans Examiner, International Code Council  
Commercial Mechanical Inspector, International Code Council  
Commercial Plumbing Inspector, International Code Council  
International Code Council/AACE Prop. Maint. & Housing Inspector  
International Code Council/AACE Zoning Inspector  
Mechanical Plans Examiner, International Code Council  
Residential Building Inspector, International Code Council  
Residential Energy Inspector/Plans Examiner, Int. Code Council  
Residential Mechanical Inspector, International Code Council  
Residential Plans Examiner, International Code Council

Name: **JASON R. NOE** (Senior Plan Examiner and Building Inspector)

Certifications: Residential Building Inspector, International Code Council  
Residential Plans Examiner, International Code Council  
Residential Energy Inspector, International Code Council  
Residential Energy Reviewer, International Code Council  
Commercial Energy Plans Examiner  
Interstate Renewable Energy Council (PV System)

Name: **KIRK WEISBRODT** (Plan Examiner and Building Inspector)

Certifications: Residential Building Inspector, International Code Council  
Residential Property Maintenance Inspector, International Code Council

Name: **GERALD BECKER** (Plumbing Plan Examiner and Inspector)

License: Illinois Plumbing License #058-174442

Name: **DANIEL LOBELLO** (Electrical Plan Examiner)

License: ICC Electrical Inspector Certified  
International Electric Inspector's Association Certified  
Journeyman Electrician with IBEW  
Interstate Renewable Energy Council (PV System)  
North American Board of Certified Energy Practitioners (PV System)

Name: **LARRY KAUFMAN** (Fire Alarm and Sprinkler System Examiner)

Certification/Licensing: Fire Officer II  
Fire Officer I  
Illinois Certified FF II and FF III  
International Code Council Certified:  
- Fire Inspector I  
- Fire Inspector II  
- Fire and Life Safety Plan Reviewer  
- Building Technology Module  
Fire and Building Certification:  
- Kitchen and Vent Systems  
- Fire Stopping Materials  
- Water Mist Fire Systems  
- Fire Protection System Plan Review  
Certified Fire Marshall  
Residential Fire Sprinkler Inspector/Plans Examiner

Name: **MIKE CHADA** (Plumbing Inspector)

License: Illinois Plumbing License #858-179108

Name: **STEVE BIERWALTES** (Plan Examiner)

Certifications: International Code Council Certified



**Statement:**

Donald E. Morris Architects P.C., employees, and subcontractors have no direct or indirect connections with the City of Crest Hill elected official, officer, or employee who participates in the procurement, management or administration of service contract or subcontracts, financial or other interest in connection with the proposed services.

Donald E. Morris Architects P.C. has no suspensions or debarment actions as specified in State of Illinois regulation 2 CFR Part 1200 and 2 CFR Part 180.

The purpose of our proposal is to solely provide ICC Certified Code specialists in commercial & residential services to the City of Crest Hill.

We thank you for your time and consideration.

Hi Zoe & Don-

Thanks again for your time last week. We enjoyed our conversation and appreciated the opportunity to partner with the community. As promised, attached are a few plan review examples. Also, here's the additional inspection and planning rates:

**Inspections**

Building, Mechanical & Electrical Inspections - \$95/Hour

Plumbing Inspections - \$105

Emergency / After Hour Inspections – 1.5X the standard rate

**Planning Services**

Community Development Director - \$215/ Hour

Planning Manager - \$190

Principal Planner - \$175

Senior Planner - \$160

Associate Planner - \$130

Assistant Planner - \$105

Planning Technician - \$85

**Grant Writing**

Grant Manager - \$160

Grant Writer - \$150

Lastly, if you'd like to coordinate a demo on our CommunityCore software, let us know a date/time that works, and we can set it up via Zoom or in person.

We look forward to hearing from you soon,

Steve T. Nero  
Vice President of Sales  
SAFEbuilt  
312.339.0436  
[snero@safebuilt.com](mailto:snero@safebuilt.com)



# Building Plan Review and Inspection Services ELECTRONIC

Crest Hill, IL

March 10, 2023 | 3:00pm



**Steve Nero**

Vice President of Sales  
312.339.0436  
snero@safebuilt.com

**Keith Rooney, MCP**

State Operations Manager  
224.477.6954  
krooney@safebuilt.com

Friday, March 10, 2023

City of Crest Hill  
Don Seeman, Building Commissioner  
1610 Plainfield Rd  
Crest Hill, IL 60403

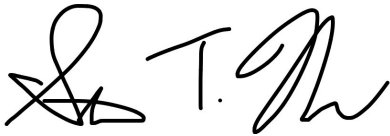
Dear Mr. Seeman:

SAFEbuilt Illinois, LLC (SAFEbuilt) is pleased to present this Proposal to the City of Crest Hill (City). Our Proposal provides an overview of the manner, extent, and quality of services we can provide to the City to meet its Plan Review needs. Accurate and timely building department services are critical to helping support City development. SAFEbuilt provides efficient and effective solutions, using proven methods to deliver high customer satisfaction at a reasonable cost.

SAFEbuilt has served clients in Illinois since 2002, and we currently support 75 municipal clients in the State. SAFEbuilt wants to be your local partner with the capacity to customize services to meet your needs. We ensure your program will be implemented seamlessly, delivering the solutions your community needs in a manner that elected officials, City staff, stakeholders, and citizens desire and deserve.

Our proposal details our services, qualifications, and fees (including equipment) for delivering outstanding building department support services to the City of Crest Hill. We enthusiastically present this Proposal for your review and evaluation and thank you in advance for your careful assessment. I am the main point of contact for any questions or clarifications and can be reached at 312.339.0436 or at [snero@safebuilt.com](mailto:snero@safebuilt.com). We look forward to hearing from you.

Best Regards,



**Steve Nero**

Vice President of Sales  
SAFEbuilt Illinois, LLC



## PROJECT OFFICE

8770 W. Bryn Mawr Suite, Ste 1300  
Chicago, IL 60631

## OWNERSHIP

SAFEbuilt Illinois, LLC, is a wholly owned subsidiary of SAFEbuilt, LLC.

## FAST FACTS

75 Municipal Clients in Illinois  
46 Employees in Illinois

## PRIMARY POINT OF CONTACT

Steve Nero  
Senior Director, Business Development  
312.339.0436  
[snero@safebuilt.com](mailto:snero@safebuilt.com)



## CONTENTS

Firm Experience and Qualifications	4
Project Understanding and Approach	10
Past Performance	13
Résumés	16
Fee Schedule	29







## Tab 1

### Firm Experience and Qualifications

FIRM EXPERIENCE AND QUALIFICATIONS

In 1992, SAFEbuilt began providing exceptional Community Development services to local governments. Today, we are a national leader performing value-added professional, technical, and consulting services in 31 states and the District of Columbia for the efficient delivery of third-party solutions.

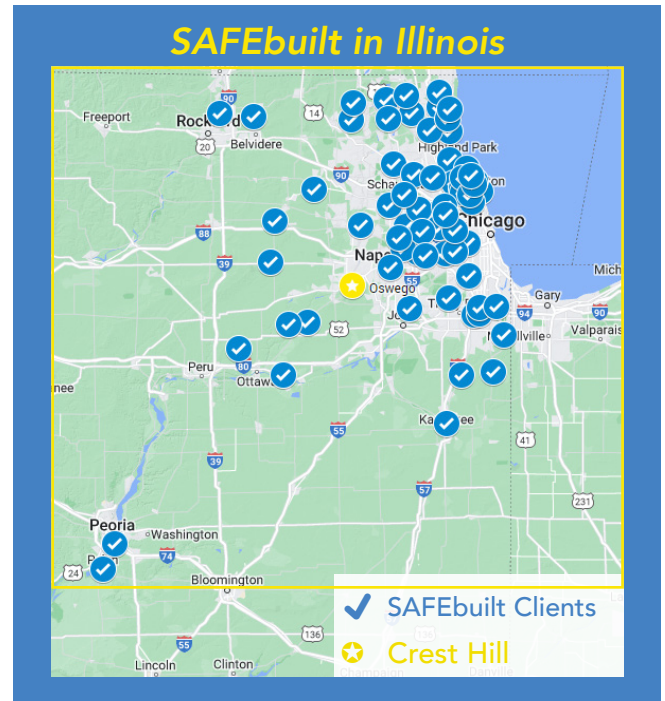
While we started by simply providing construction inspections and plan reviews for several communities in Northern Colorado, our areas of service have expanded over the past 30 years to include:

 <div>Full Service and Supplemental Building Department Operations</div>	 <div>Residential, Commercial, and Industrial Plan Review</div>	 <div>Building, Mechanical, Electrical, and Plumbing Inspection</div>	 <div>Fire Plan and Life Safety Review and Inspection</div>
 <div>Code Enforcement</div>	 <div>Permit Technician</div>	 <div>Certified Building Official</div>	 <div>Community Development Automation Software</div>
 <div>Expedited Plan Review, Inspections, and Engineering for Special Projects</div>	 <div>Housing Authority Inspections</div>	 <div>Planning and Zoning Services</div>	 <div>Disaster Recovery</div>

Over the decades, our capacity has grown to 1,700+ employees who provide flexibility and economy of scale to 1,000+ communities like the City of Crest Hill. We deliver solid teams of skilled industry professionals to meet the goals and objectives of each community we serve, providing experienced staff with the necessary licenses and certifications to achieve successful outcomes. SAFEbuilt has completed thousands of community development projects, and we have the staff to accommodate all the requirements needed for your growth, delivering consistent and responsive customer service every day.

## FIRM EXPERIENCE IN ILLINOIS

Due to our strong presence in Illinois, we can quickly and easily deploy qualified staff to support our on-demand contracts. SAFEbuilt understands that hiring and retaining qualified staff is the foundation for any successful technical and customer-centric operation. The candidates that SAFEbuilt aggressively recruits have a demonstrated passion for their work by pursuing ICC and State certifications and registrations. Throughout their careers with SAFEbuilt, we continue to reward and encourage their career certification pursuits, allowing us to offer our customers some of the most qualified staff in the industry. Through our work in similar communities across Illinois and our valued staff longevity, we assure our team will provide the City with the necessary resources, expertise, and customer-focused attitude through the contract. The map figure here shows our presence and indicates our availability throughout Illinois.



Once assigned to a project, our team members remain dedicated to that project until completion. If any personnel changes occur during the life of the contract, SAFEbuilt will immediately notify the City of the situation and will tap resources from nearby projects to provide temporary support until a replacement is sourced, approved by the City, and onboarded.

Currently, we have a workforce of nearly 50 personnel in the state, and we offer a significant number of dedicated resources for our clients. Our work model provides flexibility when managing workloads. We only work with contractual clients during peak times. As a result, we have always met our scheduled plan review turnaround and inspection times. We can call upon plan reviewers and inspectors from our other projects in Illinois to meet the City's short-term needs.

SAFEbuilt's first contract in Illinois was in 2002 with the Village of Volo, and today we serve 75 municipal clients with the services shown in the following table.

MUNICIPALITY	SERVICES PROVIDED
Village of Barrington	Building Inspection, Plan Review, Fire Inspections
Village of Beecher	Building Inspection, Plan Review
Village of Bull Valley	Building Inspection, Plan Review
Village of Burlington	Building Inspection, Plan Review
Town of Cicero	Building Inspection, Plan Review, Fire Plan Review and Inspections
City of Country Club Hills	Plan Review
Village of Downers Grove	Plan Review, Building Inspection
County of DuPage	Building Inspection, Plan Review, Fire Plan Review
City of East Peoria	Plan Review
City of Evanston	Building Inspection, Plan Review

MUNICIPALITY	SERVICES PROVIDED
Village of Franklin Park	Building Department Management
Village of Gilberts	Building Inspection, Code Enforcement, Plan Review
Village of Glenview	Building Inspection, Plan Review
Village of Golf	Building Inspection, Plan Review
Village of Hampshire	Building Inspection, Planning & Zoning, Plan Review, Software
Village of Hanover Park	Building Inspection, Plan Review
Village of Hazel Crest	Building Inspection, Plan Review
Village of Itasca	Building Inspection, Code Enforcement, Plan Review
Village of Kenilworth	Building Inspection, Plan Review
Village of La Grange Park	Code Enforcement
Village of La Grange	Building Official, Building Inspection, Plan Review
Village of Lakewood	Building Inspection, Fire Services, Plan Review, Software
County of LaSalle	Building Department Management, Building Inspection, Plan Review
Village of Lincolnwood	Building Department Management, Building Inspection, Plan Review
City of Lockport	Plan Review
Village of Lyons	Building Inspection
Village of Machesney Park	Plan Review
City of Markham	Building Inspection, Plan Review
Village of Morton Grove	Building Inspection, Code Enforcement, Plan Review
Village of Newark	Building Inspection
Village of Northfield	Building Inspection, Code Enforcement, Plan Review
City of Northlake	Building Inspection, Code Enforcement, Plan Review
Village of Orland Park	Building Department Management, Building Inspection, Plan Review, Fire Plan Review
Village of Palatine	Building Inspection
City of Pekin	Building Department Management, Code Enforcement, Plan Review
Village of Peotone	Building Department Management, Fire Plan Review
Village of Pingree Grove	Building Department Management, Building Inspection, Plan Review, Code Enforcement, Software
City of Prospect Heights	Building Inspection, Plan Review
Village of River Forest	Building Inspection, Plan Review
Village of Sauk	Building Inspection, Plan Review
Village of Schaumburg	Building Inspection, Code Enforcement
Village of Schiller Park	Building Inspection, Code Enforcement, Plan Review
Village of Sheridan	Building Inspection, Plan Review



MUNICIPALITY	SERVICES PROVIDED
Village of Skokie	Building Inspection, Plan Review
Village of South Holland	Building Inspection, Code Enforcement, Plan Review
City of Streator	Plan Review, Software
Village of Volo	Building Department Management
Village of Wadsworth	Plan Review & Building Inspection
City of Warrenville	Building Inspection, Code Enforcement, Plan Review
City of Waukegan	Building Inspection, Plan Review
Village of Westmont	Plan Review, Fire Plan Review
City of Wheaton	Building Inspection, Plan Review
Village of Willowbrook	Building Department Management, Building Inspection, Plan Review, Software
Village of Winnetka	Building Inspection, Code Enforcement, Plan Review
Village of Wonder Lake	Building Inspection, Plan Review
City of Wood Dale	Building Inspection, Code Enforcement, Plan Review

### VISIT OUR NEWSROOM

SAFEbuilt invites you to view the following articles in our newsroom to learn more about how we have helped other communities in Illinois.

- ✓ [SAFEbuilt Elevates Service on Commercial Plan Reviews While Lowering Costs in DuPage County, IL](#)
- ✓ [SAFEbuilt Helps Village of Hampshire Offer a Superior Experience](#)



<https://safebuilt.com/about/newsroom>

## PRIMARY TEAM CONTACTS

An integral part of SAFEbuilt's commitment to the communities that it serves is expedient, clear, and direct communication. We want the City of Crest Hill to know exactly who to contact and how to contact them, not only throughout the service process delivery, but whenever any other needs, questions, or concerns arise.

SAFEbuilt will dedicate staff from its National Plan Review team and Illinois office to meet the needs of the City of Crest Hill. This team will include the three following staff members as Primary Contacts:

### STEVE NERO

Vice President of Sales  
SAFEbuilt, LLC  
312.339.0436  
snero@safebuilt.com

### CLAY FRYE

Project Manager - Plan Review  
SAFEbuilt, LLC  
786.650.4467  
cfrye@safebuilt.com

### KEITH ROONEY

State Operations Manager  
SAFEbuilt, LLC  
224.477.6954  
krooney@safebuilt.com



### SAFEBUILT ILLINOIS, LLC

8770 W. Bryn Mawr Suite  
1300  
Chicago, IL 60631





## Tab 2

### Project Understanding and Approach

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## PROJECT UNDERSTANDING AND APPROACH

### PLAN REVIEW

Plan reviewers must have a painstaking attention for detail and accuracy, as well as possess clear written ability for notations and documentation. They must also be good verbal communicators who are at ease with meetings with municipal officials, residents, engineers, architects, and design professionals. They must also be able to easily move from one review to another while managing their time with competing project schedules.

The following highlights some of the duties and expectations for SAFEbuilt plan reviewers in Crest Hill:

- Receiving and recording incoming plans submitted by electronic copy, providing the customer with the ability to track progress.
- Determining the scope of the project before plan review.
- Conducting and/or attending pre-submittal and pre-construction meetings as requested.
- Transmitting plans with Bluebeam or the City's preferred method for electronic plan review.
- Returning all emails/voicemails within 24 hours.
- Reviewing all construction documents and plan sets for all trades within proposed timeframes.
- Using compliance checklists during plan reviews.
- Providing (at a minimum) the following in the plan review letter:
  - Citing the applicable construction drawing sheet number(s).
  - Noting code section(s) and providing the code language.
  - Providing a brief but concise comment explaining the identified issues.
- Returning approved plans/associated documentation to the applicant in a timely and professional manner.
- Providing design advice only in the context of achieving code compliance (written and verbal communication).
- Performing plan reviews within specified timeframes.
- Communicating valuation/fee updates to the City.
- Performing work at a level of competency following industry standards. All plan reviews will be performed by ICC-certified personnel.

### The Benefits to Using Our National Plan Review Program

**Access to multi-disciplined plan reviewers.** Credentialed staff are hard to find—staffing all positions necessary is financially difficult. Remote plan review provides our clients with access to credentialed multi-discipline Plans Examiners across the country.

**Remote and concurrent reviews.** Access to a national network of plan review staff allows for concurrent plan review across multiple time zones, speeding up review turnaround times and fewer delays in completing revenue-producing projects.

**Expedited plan review.** National access to reviewers gives our clients the ability to expedite plans (for an additional fee) through the process for clients that have short deadlines or have fallen behind schedule.

**Remote access and increased transparency.** Clients can conveniently submit their plans and monitor their status remotely, reducing the need to sit and wait in a building department office or wait by the phone. Clients can access the portal anytime, anywhere without restrictions to office hours.



## STATEMENT OF AVAILABILITY

### Plan Review Services

Due to our far reach across many states, we can utilize staff when and where needed, adjusting our service levels based on need. SAFEbuilt will have staff available from its National Plan Review program, as well as staff from our Illinois office location to fulfill the plan review needs of the City of Crest Hill. All our staff will be available by phone and email, and we commit to being available for required in-person meetings the City deems necessary. In addition to the team of national and local plan reviewers we've proposed for this project, SAFEbuilt has 48 additional plan reviewers across the nation to help cover any spikes in permit applications, if needed. Our team is available anytime during the City of Crest Hill's normal business hours of operation. We also offer an expedited plan review as requested, as well as handling emergency circumstances.

## COMMITMENT OF STAFF

We are skilled at assessing time commitments, developing an accurate work plan and applying dedicated, professional personnel. We quickly fine-tune staffing levels always maintaining the highest level of customer service. SAFEbuilt hand-picks staff uniquely qualified and experienced to deliver the exact services requested. Team members are dedicated to assigned project until completion and will be available for all service and communication needs.

Hiring and retaining qualified staff is the foundation for any successful technical and customer-centric operation. To ensure we fully meet the needs of the City of Crest Hill, SAFEbuilt will hire additional full-time staff for building inspections and plan reviews.

## EXCEEDING EXPECTATIONS

### Plan Review Turnaround Times

SAFEbuilt proposes the following plan review turnaround times for this project with the City.

TYPE OF PROJECT	INITIAL CHECK	RECHECK
Single Family Dwelling	5 working days or less	5 working days or less
Tenant Improvements	5 working days or less	5 working days or less
Apartments	10 working days or less	5 working days or less
Commercial/Industrial	10 working days or less	7 working days or less
Fire Code Review	10 working days or less	5 working days or less
Large Commercial – over \$15M	15 working days or less	7 working days or less
*Expedited plan review service is available for an additional fee on all project types..		





## Tab 3

### Past Performance

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## REFERENCE PROJECT HIGHLIGHTS

SAFEbuilt is pleased to present the City of Crest Hill with the following list of references who can attest to the quality and integrity of our services.

### Town of Cicero, IL

Plan Review | Building Inspections

Fire Plan Review | Fire Inspections

Cost: \$300,000

Tom Tomschin

Executive Director of Housing Department

708.656.3600

[ttomschin@thetownofcicero.com](mailto:ttomschin@thetownofcicero.com)



### City of Northlake, IL

Building Official | Plan Review

Inspections | Zoning Services

Cost: \$100,000

Carol Lampard

Finance Director

708.343.8700

[clampard@northlakecity.com](mailto:clampard@northlakecity.com)



### Village of Schiller Park, IL

Plan Review | Inspections

Code Enforcement

Cost: \$235,000

Mitch Anderson

Building Official

847.671.8586

[manderson@schillerparkil.us](mailto:manderson@schillerparkil.us)





**Village of Willowbrook, IL**

Plan Review | Inspections

Planning | Permit Technician

Cost: \$332,000

Brian Pabst

Village Manager

630.323.8215

[bpabst@willowbrook.il.us](mailto:bpabst@willowbrook.il.us)**City of Wood Dale, IL**

Plan Review | Inspections

Code Enforcement | Permit Technician

Cost: \$267,000

Staci Springer

Building Administrator

630.766-4900

[sspringer@wooddale.com](mailto:sspringer@wooddale.com)**Village of Downers Grove, IL**

Plan Review | Inspections

Cost: \$47,000

David Fieldman

Village Manager

630.434.5500

[dfieldman@downers.us](mailto:dfieldman@downers.us)**Village of Lincolnwood, IL**

Plan Review | Inspections | Permit Technician

Health Inspections &amp; Plan Review

Cost: \$158,000

Doug Hammel

Community Development Director

847.745.4796

[dhammel@lwd.org](mailto:dhammel@lwd.org)



## Tab 4

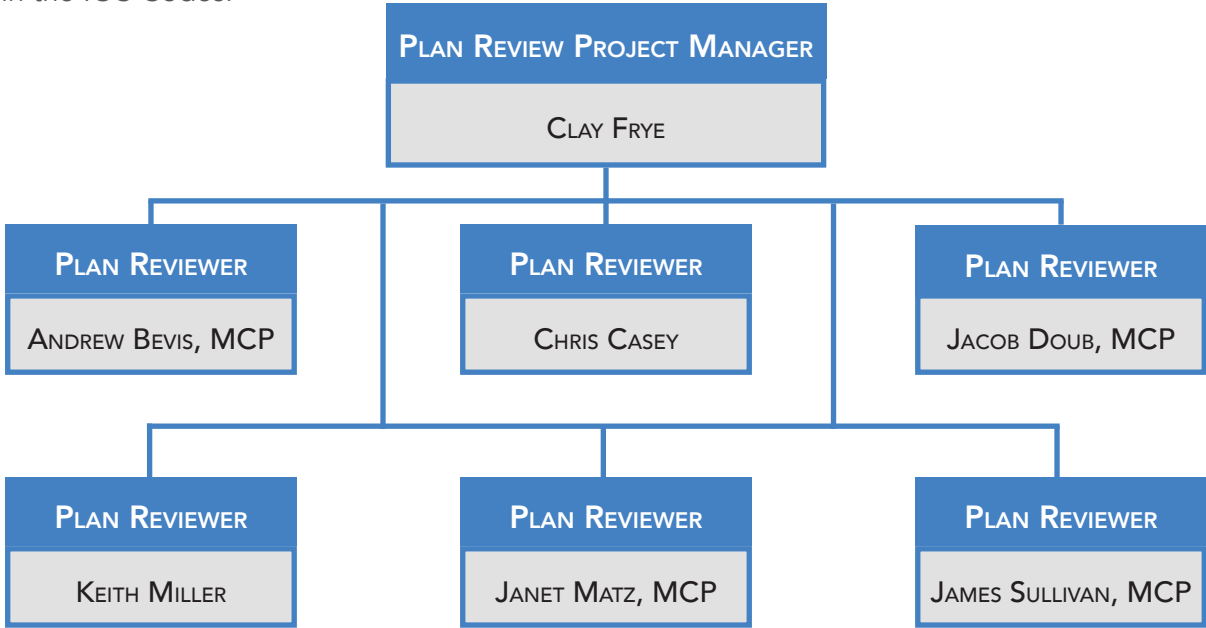
### Résumés

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# Résumés

## Plan Review

SAFEbuilt’s Plan Review team serving Illinois is comprised of seven highly qualified individuals, including four Master Code Professionals and two former Building Officials from Illinois municipalities, with team members certified in the ICC Codes.



## TEAM QUALIFICATIONS

### Plan Review

<div> <div>Knowledge</div> <div>Skills</div> <div>Experience</div> <div>QUALIFICATION</div> </div>	Andrew Bevis	Chris Casey	Jacob Doub	Janet Matz	James Sullivan	Keith Miller
International Code Council (ICC) Certifications						
Master Code Professional (MCP)	✓		✓	✓	✓	
Accessibility Inspector/Plans Examiner	✓		✓	✓		
Building Code Official			✓	✓		
Building Code Specialist	✓		✓			
Building Inspector	✓		✓	✓		✓
Building Plans Examiner	✓	✓	✓	✓		✓
Certified Building Official	✓		✓	✓		
Combination Inspector	✓		✓	✓	✓	
Combination Plans Examiner			✓		✓	
Commercial Building Inspector	✓		✓	✓	✓	✓
Commercial Combination Inspector	✓		✓	✓	✓	
Commercial Electrical Inspector	✓		✓	✓	✓	
Commercial Energy Inspector			✓	✓	✓	
Commercial Energy Plans Examiner			✓	✓	✓	
Commercial Fire Sprinkler Inspector	✓					
Commercial Fire Sprinkler Plans Examiner	✓					
Commercial Mechanical Inspector	✓		✓	✓	✓	
Commercial Plumbing Inspector	✓		✓		✓	
Electrical Code Official			✓			
Electrical Code Specialist			✓		✓	
Electrical Inspector	✓		✓	✓		
Electrical Plans Examiner			✓		✓	
Fire Inspector I	✓		✓		✓	
Fire Inspector II			✓		✓	
Fire Plans Examiner	✓		✓			
Housing Code Official						
ICC /AACE Property Maintenance and Housing Inspector	✓		✓	✓	✓	



Mechanical Code Official						
Mechanical Code Specialist	✓		✓		✓	
Mechanical Inspector	✓		✓		✓	
Mechanical Plans Examiner	✓		✓			
Permit Technician						
Plumbing Code Official						
Plumbing Code Specialist	✓		✓		✓	
Plumbing Inspector	✓		✓		✓	
Plumbing Plans Examiner	✓		✓		✓	
Residential Building Inspector	✓	✓	✓	✓		✓
Residential Combination Inspector	✓		✓	✓	✓	✓
Residential Electrical Inspector	✓		✓		✓	✓
Residential Energy Inspector/Plans Examiner	✓	✓	✓	✓	✓	
Residential Fire Sprinkler Inspector/Plans Examiner	✓		✓			
Residential Mechanical Inspector	✓		✓	✓	✓	✓
Residential Plans Examiner	✓			✓		
Residential Plumbing Inspector	✓		✓	✓	✓	✓

### STAFF HIGHLIGHT

**Mr. ANDREW BEVIS, MCP**, Plan Reviewer, joined SAFEbuilt in 2016. He has eleven years of relevant industry experience, including three years as a Building Inspector for the City of Mount Vernon, IL, and five years of experience with plan review supporting SAFEbuilt clients.

Mr. Bevis will be responsible for performing commercial, multi-family, single-family, MEP, fire, life safety, energy conservation, accessibility, and structural plan reviews.



In addition to his Master Code Professional designation, Mr. Bevis has 30 ICC certifications shown above. He has also received a Bachelor of Science degree in Architectural Studies from Southern Illinois University



# KEITH ROONEY, MCP

## Project Manager/ Building Inspector

### ICC CERTIFICATIONS

#### Master Code Professional

Accessibility Inspector/Plans Examiner  
 Building Code Official  
 Building Code Specialist  
 Building Inspector  
 Building Plans Examiner  
 Certified Building Official  
 Combination Inspector  
 Combination Plans Examiner  
 Commercial Building Inspector  
 Commercial Combination Inspector  
 Commercial Electrical Inspector  
 Commercial Mechanical Inspector  
 Commercial Plumbing Inspector  
 Electrical Code Official  
 Electrical Code Specialist  
 Electrical Inspector  
 Electrical Plans Examiner  
 Mechanical Code Official  
 Mechanical Code Specialist  
 Mechanical Inspector  
 Mechanical Plans Examiner  
 Plumbing Code Specialist  
 Plumbing Inspector  
 Plumbing Plans Examiner  
 Residential Building Inspector  
 Residential Combination Inspector  
 Residential Electrical Inspector  
 Residential Energy Inspector/Plans Examiner  
 Residential Mechanical Inspector  
 Residential Plumbing Inspector

### EXPERIENCE

- **Project Manager/Building Inspector** SAFEbuilt, LLC | 2018 – Present
  - Develop strategies, programs and implementations in alignment with company objectives.
  - Develop and manage financial, and other operational, targets.
  - Develop and maintain strong relationships with key municipal contacts.
  - Collect and report relevant “visit” data and “competitive” data to sales and operations.
  - Act as liaison for strategic partners for items including current staff, process, research on items, and new business development.
  - Direct new office development and implementation.
  - Reviews all plans and specifications for commercial, industrial, and residential projects to ensure compliance with city, state, and federal laws and regulations.
  - Inspect businesses for compliance with the International Fire Code as adopted and amended for enforcement by local Municipality/County.
  - Investigate complaints of alleged violations of fire regulations.
  - Inspect new construction projects and existing buildings, as required.
  - Identify and report violations and infractions of laws, ordinances and safety standards.
  - Use construction blueprints to inspect for compliance with codes and safety standards.
  - Prepare detailed records and reports of inspection activities.
  - May develop and/or present fire prevention education programs.
  - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
  - Attend required technical training each year to maintain level of continual education units required to maintain certifications.
  - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites.
- **Building Official** City of Lockport, IL | 05/2011 – 2018
  - Supervision of department staff
  - Plan review, permit issuance and inspections
  - Code adoption and revisions.
- **Chief Building Official** Village of Huntley, IL | 05/2005 – 05/2011
  - Supervision of inspection/code enforcement staff
  - Plan review, permit issuance and inspections
- **Building/Electrical Inspector** Village of Round Lake, IL | 04/2002 – 5/2005
  - Residential and commercial electrical inspections
  - Mechanical, building inspections
  - Plan review, building permit issuance

# CLAY FRYE

## Project Manager

### EDUCATION

University of Florida  
Studies in Landscape Architecture

Clay has over sixteen years of experience in the customer service industry and is able to establish an effective working environment with the general public. He has extensive experience in construction permit and plans expediting, as well as plan coordination and inspection scheduling. He demonstrates a consistent track record of successfully employing best business practices while improving efficiency and productivity.

- **Plan Review Director** MTCI, a SAFEbuilt Company; Coral Gables, FL | 2016 – Present  
Started with MTCI performing plan intake. Assigned to increasingly responsible roles, including Plan Review Manager, and then Plan Review Director.
  - Established a process for monitoring and tracking more than 400 plan reviews per month
  - Created and monitored Plan Review KPI's which results in decreased turnaround times for commercial plan reviews
  - Responsible for coordination of plans, inspections, phone calls, complaints, and contractor license verification
  - Communicate both verbally and in written format with the public, contractors, and municipal staff
  - Assists the public at the service counter, providing technical office support duties related to the processing and issuance of building permits
  - Processing and issuing of building, electrical, plumbing, mechanical, grading, and other related permits. Calculating fees based on established fee schedules, and monitor approval of plans by other regulatory agencies
- **Owner** Frye Farms | 2006 – 2016  
Frye Farms grew and sold plants native to Florida to new construction homes.

# ANDREW BEVIS, MCP

## Plan Reviewer

### EDUCATION

#### Southern Illinois University

Bachelor of Science in  
Architectural Studies

### ICC CERTIFICATIONS

#### Master Code Professional

Accessibility Inspector/Plans  
Examiner

Building Code Specialist

Building Inspector

Building Plans Examiner

Certified Building Official

Combination Inspector

Commercial Building Inspector

Commercial Combination Inspector

Commercial Electrical Inspector

Commercial Fire Sprinkler

Inspector

Commercial Fire Sprinkler Plans

Examiner

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Electrical Inspector

Fire Inspector I

Fire Plans Examiner

ICC/AACE Property Maintenance

and Housing Inspector

Mechanical Code Specialist

Mechanical Inspector

Mechanical Plans Examiner

Plumbing Code Specialist

Plumbing Inspector

Plumbing Plans Examiner

Residential Building Inspector

Residential Combination Inspector

Residential Electrical Inspector

Residential Energy Inspector/Plans

Examiner

Residential Fire Sprinkler

Inspector/Plans Examiner

Residential Mechanical Inspector

Residential Plans Examiner

Residential Plumbing Inspector

### EXPERIENCE

- **Plans Reviewer** SAFEbuilt, LLC | 2016 – Present
  - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical). Identify and address areas of plan non-compliance.
  - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
  - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
  - Establish and implement building department and company policies and procedures in conjunction with Building Official.
  - Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
  - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
  - Assumes the duties and responsibilities of the Building Official when required.
  - Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
  - Enter inspection and plan reviews results in appropriate software.
  - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
  - Recommend code modifications and/or additions to customers as necessary to keep codes current.
- **Building Inspector** City of Mt. Vernon; Mt. Vernon, IL | 2013 – 2016
  - Inspected non-owner occupied dwellings to determine compliance with the City's non-owner occupied housing code.
  - Maintained records related to the City's non-owner occupied housing code including scheduling of inspections and tracking corrective action orders and occupancy certificates.
  - Inspected building under construction, alteration or repair for compliance with the building, heating, plumbing, electrical and zoning codes requirements; coordinates inspection activities with appropriate City departments.
  - Reviewed and approves plans for commercial, industrial, and residential building and remodeling projects; issues proper permits and zoning approval once code requirements have been satisfied.
- **Inspector** FEMA, USA per diem; New York, NY | 2012 – 2013
- **Drafter** Contempri Homes; Pickneyville, IL | 2010 – 2011

# CHRIS CASEY

**Building Plans  
Examiner**

## LICENSES & CERTIFICATIONS

**International Code Council**  
Building Plans Examiner  
Residential Building Inspector  
Residential Energy Inspector/  
Plans Examiner

## EXPERIENCE

- **Residential Plans Examiner** SAFEbuilt, LLC | 04/2022 – Present
  - Reviews all plans and specifications for residential projects to ensure compliance with city, state, and federal laws and regulations.
  - Initiates pre-construction conferences with contractors and/or developers and associated staff members.
  - Provides technical direction and assistance to inspection personnel relating to field problems.
  - Assesses and resolves complaints received from clients, applicants, public, designers, and contractors.
  - Regularly interacts directly with municipal clients and their staff.
  - Attends meetings, educational seminars, and functions relating to building codes.
- **Senior Plans Examiner** City of Allen, TX | 11/2020 – 04/2022
  - Served as a lead to lower level Plans Examiners by providing training for personnel regarding interpreting and applying code and ordinance requirements.
  - Reviewed commercial plans electronically, monitoring appropriate departments for additional review comments, ensuring code compliance in architectural, structural, plumbing, HVAC, electrical, coordinating activities with architects and engineers to verify compliance with codes, verifying zoning codes and issuing building permits.
- **Plan Analyst Supervisor** City of Houston, TX | 02/2018 – 10/2020
  - Ensured that construction meets local and national building codes, ordinances and technical specifications.
  - Reviewed plans to ensure they comply with building codes and local ordinances.
  - Approved plans that satisfactorily meet code requirements under supervision of senior technical staff.
  - Wrote requirements for plans that fail to satisfactorily meet code requirements under supervision of senior technical staff.
- **Senior Plan Analyst** City of Houston, TX | 08/2013 – 02/2019
  - Similar duties to Plan Analyst Supervisor position above.
- **HERS Energy Field Rater Plans Examiner** TopBuild; Houston, TX | 05/2004 – 08/2013
  - Inspected single-family homes for compliance with (IECC) Energy Code, Energy Star, GBT, and other above code programs at various stages including Poly, Pre-drywall & Final.
  - Performed all required testing needed for all energy programs at time of inspection (duct blaster, blower door, etc.).
  - Completed all electronic and hard copy inspection forms on site.
- **Submariner/Storekeeper, Officer Rank E-3** U.S. Navy | 10/2000 – 05/2003
  - Decorations/Medals: Navy Unit Commendation; Navy Battle "E" Ribbon; National Defense Service Medal; Armed Forces Expeditionary Medal; Sea Service Deployment Ribbon; LOC; Enlisted Submarine Warfare Insignia.

# JACOB DOUB, MCP

## Combination Plans Examiner

### ICC CERTIFICATIONS

#### Master Code Professional

Accessibility Inspector/Plans Examiner  
 Building Code Specialist  
 Building Inspector  
 Building Plans Examiner  
 Certified Building Official  
 Certified Fire Marshal  
 Coastal and Floodplain Construction  
 Inspector  
 Combination Inspector  
 Combination Plans Examiner  
 Commercial Building Inspector  
 Commercial Combination Inspector  
 Commercial Electrical Inspector  
 Commercial Energy Inspector  
 Commercial Energy Plans Examiner  
 Commercial Mechanical Inspector  
 Commercial Plumbing Inspector  
 Electrical Code Specialist  
 Electrical Inspector  
 Electrical Plans Examiner  
 Fire Code Specialist  
 Fire Inspector I  
 Fire Inspector II  
 Fire Plans Examiner  
 Fuel Gas Inspector  
 ICC / AACE Property Maintenance  
 and Housing Inspector  
 Mechanical Code Specialist  
 Mechanical Inspector  
 Mechanical Plans Examiner  
 Plumbing Code Specialist  
 Plumbing Inspector  
 Plumbing Plans Examiner  
 Residential Building Inspector  
 Residential Combination Inspector  
 Residential Electrical Inspector  
 Residential Energy Inspector/Plans  
 Examiner  
 Residential Fire Sprinkler Inspector/  
 Plans Examiner  
 Residential Mechanical Inspector  
 Residential Plumbing Inspector

### EDUCATION

#### Academy of Art University

Bachelor of Architecture

### EXPERIENCE

- **Plans Examiner** SAFEbuilt | 2015 – Present
  - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical, if qualified). Identify and address areas of plan non-compliance.
  - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
  - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
  - Establish and implement building department and company policies and procedures in conjunction with Building Official.
  - Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
  - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
  - Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
  - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
  - Recommend code modifications and/or additions to customers as necessary to keep codes current.
- **Building Official/Floodplain Manager/Harbour Master** Town of Ocean City, MD | 6/2019 – Present
  - Perform administrative, supervisory, code enforcement, and building inspection duties necessary to manage the building, housing, plumbing, electrical, mechanical, and waterway activity plan review, permit and inspection functions for the Building Inspection Division.
  - Supervise 6 to 8 technical and administrative staff as required to enforce the Town of Ocean City Codes including application, plan review and approval activities, permitting, field inspection activities, and code enforcement.
- **Owner/Designer, Southern Pine Design** Salisbury, MD | 2015 – Present
- **Deputy Building Official/Fire Official/Floodplain Manager** Town of Kiawah Island, SC | 4/2015 – 6/2019
- **Building Official** Limerick Township, PA | 2014 – 2015
- **Building Official/Plan Review Department Supervisor** Middle Department Inspection Agency, Inc.; Wexford, PA | 2014 – 2015



# JANET DEE MATZ

## Plan Reviewer

### EDUCATION

#### University of Wisconsin

Bachelor of Science, Architectural  
Design

#### College of Du Page

Associate in Applied Science,  
Architectural Technology

### LICENSES & CERTIFICATIONS

#### International Code Council (ICC)

Master Code Professional

Certified Building Official

Building Code Official

Residential Plans Examiner

Residential Energy Plan Examiner

Building Plans Examiner

Accessibility Inspector/Plan

Examiner

Commercial Energy Plans

Examiner

ICC Building Inspector

ICC Electrical Inspector

ICC Mechanical Inspector

Combination Inspector

Residential Building Inspector

Residential Electrical Inspector

Residential Mechanical Inspector

Residential Plumbing Inspector

Commercial Building Inspector

Commercial Electrical Inspector

Commercial Mechanical Inspector

Commercial Energy Inspector

Commercial Combination

Inspector

Residential Combination Inspector

Property Maintenance Inspector

Ms. Matz is an experienced Master Code Professional with strong technical background in construction and design. She has the ability to analyze and interpret building codes and ensure their proper execution in the office as well as plan reviews and in the field. Her strong customer service skills include the ability to communicate effectively with customers that have various technical backgrounds.

### EXPERIENCE

#### • Project Management

- Perform multi-discipline plan review and inspections
- Coordinate and oversee meeting with customers
- Work with inspectors and owners to resolve code violations
- Coordinate work with various departments and outside contractors
- Monitor permit progress and expiration dates of large projects
- Assist customers with questions and permit submittals

#### • Administrative

- Supervise daily operations of department
- Supervise staff and contract consultants
- Staff liaison for the Building Board of Appeals
- Create and update department forms, handouts and procedures
- Serve as department emergency management team member
- Approve payouts and monitor department budget

# JAMES SULLIVAN, MCP

## Plan Reviewer

### EDUCATION

#### Eastern Kentucky University

MS in Safety, Security and  
Emergency Management

#### Eastern Kentucky University

Graduate Certificate in Fire and  
Emergency Services

#### Widener University

BS in Business Administration

### ICC CERTIFICATIONS

#### Master Code Professional

Combination Inspector

Combination Plans Examiner

Commercial Building Inspector

Commercial Combination

Inspector

Commercial Electrical Inspector

Commercial Energy Inspector/

Plans Examiner with ASHRAE 90.1

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Electrical Code Specialist

Electrical Inspector

Electrical Plans Examiner

Fire Inspector I

Fire Inspector II

ICC / AACE Property Maintenance  
and Housing Inspector

Mechanical Code Specialist

Mechanical Inspector

Mechanical Plans Examiner

Plumbing Code Specialist

Plumbing Inspector

Plumbing Plans Examiner

Residential Building Inspector

Residential Combination Inspector

Residential Electrical Inspector

### EXPERIENCE

#### • Plan Reviewer, SAFEbuilt | 2021 to Present

- Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical, if qualified). Identify and address areas of plan non-compliance.
- Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
- Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
- Establish and implement building department and company policies and procedures in conjunction with Building Official.
- Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
- Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
- Assumes the duties and responsibilities of the Building Official when required.
- Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
- Enter inspection and plan reviews results in appropriate software.
- Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
- Recommend code modifications and/or additions to customers as necessary to keep codes current.

#### • Chief Building Official City of Johnson City, TN | 2016 – 2021

#### • Deputy Fire Marshal III Alexandria Fire Department | 2006 – 2016

#### • Building Inspector/ Plan Review Consultant Bello, Bello and Associates | 2009 – 2010

#### • New Construction Inspector/ Supervisor Alexandria Fire Department | 2002 – 2006

#### • Construction Project Manager Stat Construction/Kerr Mast Construction | 1996 – 2002

#### • Insulation Project Manager Dominion Insulation Company | 1993 – 1996

#### • Insurance Sales and Underwriting Allstate Insurance Company | 1990 – 1993

#### • Military Officer U.S. Army | 1985 – 1993

**ICC CERTIFICATIONS (CONT.)**

Residential Energy Inspector/Plans Examiner  
Residential Mechanical Inspector  
Residential Plumbing Inspector

**VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)**

Building Inspector General  
Building Inspector One & Two Family Dwellings  
Building Maintenance Inspector  
Building Official  
Commercial Building Plans Examiner  
Electrical Inspector General  
Electrical Inspector One & Two Family Dwellings  
Electrical Plans Examiner  
Fire Prevention Inspector  
Fire Protection Inspector General  
May 1, 2009 Continuing Education Requirement  
May 1, 2011 Continuing Education Requirement  
May 1, 2013 Continuing Education Requirement  
May 1, 2015 Continuing Education Requirement  
Mechanical Inspector General  
Mechanical Inspector One and Two Family Dwellings  
Mechanical Plans Examiner  
Plumbing Inspector General  
Plumbing Inspector One & Two Family Dwellings  
Plumbing Plans Examiner

**OTHER LICENSES & CERTIFICATIONS**

IDPR Licensed Environmental Health Practitioner #183.000183  
National Environmental Health Association Registered Trainer  
National Restaurant Association ServSafe Instructor #306226  
National Registry of Food Safety Professionals Test Administrator #1147  
State of Illinois Certified Secondary Education Teacher #1969917

# KEITH MILLER

**Building Plans  
Examiner**

## EDUCATION

**NECA/IBEW Local 34, Peoria, IL**  
5 Year Electrician  
Apprenticeship Program

## LICENSES & CERTIFICATIONS

**State of Illinois**  
Licensed Home Inspector #  
450012614

**ICC Certifications**  
Building Inspector  
Building Plans Examiner  
Commercial Building Inspector  
Residential Combination Inspector  
Residential Building Inspector  
Residential Electrical Inspector  
Residential Mechanical Inspector  
Residential Plumbing Inspector

**Other Certifications**  
Dale Carnegie Certificate  
9 Week Course

## EXPERIENCE

- **Building Official / Plans Examiner** SAFEbuilt, LLC | 2020 – Present
- **Inspections Coordinator** Peoria County Planning & Zoning Department | 2016 – 2020
  - Supervise inspectors, yearly reviews, participate in hiring and training.
  - Paper and digital plan review of commercial and residential plans.
  - Assist developing procedures, projects, create reports & forms.
  - Manage inspector's code violation investigations, record keeping, and Hearing Officer meetings.
  - Hold meetings with contractors, design professionals, and home owners.
  - Speak to members of the home builders association.
  - Respond to natural disasters.
- **Building Inspector** Peoria County Planning & Zoning Department | 2007 – 2016
  - Performed building and code violation inspections, develop reports.
  - Managed schedule and daily interaction with contractors and owners.
  - Enforced building codes and ordinances.
  - Assumed Inspection Coordinator's responsibilities during vacancy 2015 to 2016.
- **General Contractor** Miller Construction Services | 2002 – 2020
  - Supervised workers and sub-contractors.
  - Built and designed homes, remodels, repairs, and insurance work.
  - Managed budget, schedules, materials, record keeping, and taxes.
  - Commercial and residential work.
- **Journeyman Electrician & Apprentice** Kaiser Electrical Contractors | 1994 – 2001
  - Supervised jobs, trained electricians, managed materials.
  - Commercial and residential work.
- **Central Supply** OSF Hospital | 1986 – 1994
  - Materials management, stocked departments and delivered crash carts in emergencies.



## Tab 5

### Fee Schedule



## PROPOSED FEE

SAFEbuilt's pricing is tailored to each contract. We work with our community partners to establish quality rates for the services we provide. Prices are all-inclusive. All overhead materials and equipment—such as tablets, codebooks, mobile phones, mileage, and professional attire—are included in the proposed fee. We present the proposed fees in the following table.

SERVICE	PROPOSED FEE
Plan Review (all trades, including Fire)	\$105.00 / hour



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**Agenda Memo****Crest Hill, IL**

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**Meeting Date:** 08/14/23  
**Submitter:** Don Seeman  
**Department:** Building Department  
**Agenda Item:** Quotes for iPads for Building Inspectors

**Summary:** I am seeking approval of purchase of three iPads for myself and the two Building Inspectors from Verizon. This purchase has already been budgeted for and we have received the quotes.

iPads will enable us to access Building Department records from the field instead of calling in to the office to check on permits, inspections, and code violations. It will also enable us to utilize software with the option to access and complete inspections in the system while live on site instead of turning in paperwork in the office at the end of the day.

**Recommended Council Action:** Approve the quote received from Verizon to be voted on at a Council meeting.

**Financial Impact:**

**Funding Source:** Technology

**Budgeted Amount:**

**Cost:** \$2,789.94

**Attachments:** Quotes from Verizon and AIS



# Quote

Quote Number: 30218

Internal PO: AIS-30218

 Payment Terms:  
 Expiration Date: 08/10/2023

## Quote Prepared For

**Marybel Deharo**  
**City of Crest Hill**  
 20600 City Center Blvd  
 1610 Plainfield RD  
 Crest Hill, IL 60403  
 United States  
 Phone:(815) 741-5100  
 mdeharo@cityofcresthill.com

## Quote Prepared By

**Eric Montgomery**  
**All Information Services, Inc**  
 1815 S Meyers Road, Suite 820  
 Oakbrook Terrace, IL 60181  
 United States  
 Phone:630-626-8616  
 Fax:708-469-2559  
[emontgomery@aislabs.com](mailto:emontgomery@aislabs.com)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	3	iPad Air -10.9" -Cellular -256 gb	\$899.00	\$899.00	\$2,697.00
2)	3	Apple Pencil	\$129.00	\$129.00	\$387.00
<b>One-Time Total</b>					<b>\$3,084.00</b>
<b>Subtotal</b>					<b>\$3,084.00</b>
<b>Total Taxes</b>					<b>\$0.00</b>
<b>Total</b>					<b>\$3,084.00</b>

To approve this quote/proposal and the scope of work, please sign, date and return with the required down-payment noted above (if required). Payments should note your CLIENT PO or Internal PO. Please contact [billing@aislabs.com](mailto:billing@aislabs.com) for alternate forms of payment.

**TERMS & CONDITIONS:** All quotes are subject to availability. All timelines are estimates to the best of our judgement until the approval method requirements are met from above. Any additional labor or materials which is out of scope and not listed in this scope will be executed, procured and billed, in addition, to the quote as separate items based upon the client's approval. Equipment is warranted by their respective manufacturers.

**BILLING:** Down-payment amounts are determined by the equipment and/or labor needs, the client's history of Days Sales Outstanding (DSO) and/or past history with AIS, Inc. of any kind. After the initial down-payment (if required), you will be billed upon any completion of agreed milestones or when the scope of work is completed. These bill(s) will be 'DUE UPON RECEIPT.' Any labor that is marked as an 'ESTIMATE,' will be billed in actual time at milestones noted in the proposal, or when work is complete. Overdue invoices shall be subject to a monthly interest charge. In addition, the customer shall reimburse all costs and expenses for attorney fees incurred in the collecting of any amounts past due.

Quote#: 30218:City of Crest Hill:EQUIPMENT: iPads for Building Department-T20230710.0310:07/10/2023



## Quote

Quote Number: **30218**

Internal PO: **AIS-30218**

Payment Terms:  
Expiration Date: 08/10/2023

FINANCING: AIS does provide Fair-Market-Value and \$1 buy out financing. Please reach out to your AIS representative if you wish to explore these options.

Authorizing Name: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client PO (Optional): \_\_\_\_\_

Required Down-Payment:

Quote#: 30218:City of Crest Hill:EQUIPMENT: iPads for Building Department-T20230710.0310:07/10/2023

# Your quote is ready.

[Complete Order](#)**Date Shared**

07/05/2023

**Quote ID**

25292982

**Transaction type**

Add A Line

**Representative details****Service Address**1610 PLAINFIELD RD,  
CREST HILL, IL 60403**Quote Details**

Your sales representative has shared the cart with you. To take advantage of your best online offers, complete your order today



# Verizon Wireless for Business

Billed Monthly

Due today

Number of lines - 3 [View all lines](#)

## Devices

Apple iPad Air 2022 256GB in Space Gray	0.00	799.99
Apple iPad Air 2022 256GB in Space Gray		799.99
Apple iPad Air 2022 256GB in Space Gray		799.99

## Accessories

Apple Pencil (2nd Generation)	
Apple Pencil (2nd Generation)	
Apple Pencil (2nd Generation)	
	129.99
	129.99
	129.99

## Plans

MOBILE BROADBAND UNLIMITED	37.99	0.00
MOBILE BROADBAND UNLIMITED	37.99	0.00
MOBILE BROADBAND UNLIMITED	37.99	0.00

## Device Protection

Decline Device Protection	0.00
Decline Device Protection	0.00
Decline Device Protection	0.00

## Subtotal