Proposal to the Village of Orland Park

PROFESSIONAL PLAN REVIEW, INSPECTION AND SUPPORT SERVICES ON AN AS NEEDED BASIS

RFP 21-021

POINT OF CONTACT

Frank Urbina, AIA, NCARB, ALA, APA
Licensed Architect / Project Manager

323 Alana Drive | New Lenox, IL 60451-1766
Office 815.462.9324 + **Cell** 815.321.1542 + furbina@hrgreen.com

HRGreen®

▷323 Alana Drive I New Lenox, IL 60451-1766
Main 815.462.9324

▷HRGREEN.COM

April 23, 2021

Office of the Village Clerk
Village of Orland Park
2nd Floor
14700 S. Ravinia Avenue
Orland Park, IL 60462

RE: RFP 21-021 - Professional Plan Review, Inspection and Support Services on an As Needed Basis

Dear Selection Committee Members:

The Village of Orland Park's focus on fostering economic development, streamlining services and service delivery approaches, and incorporating innovative technologies is intertwined into the fabric of this procurement. Having been a partner in developing a staffing and service delivery assessment of the Village's departments, **HR Green, Inc. (HR Green)** is very familiar with your operations and goals. Moreover, various HR Green plan reviewers and inspectors have worked with your staff at other jurisdictions, giving you a benchmark understanding of our responsiveness, professionalism, and capabilities.

OUR DIFFERENTIATORS

- **Unparalleled Building & Code Operations: HR Green** has 60+ development services professionals (architects, engineers, Master Code Professionals, certified personnel) who provide a full range of department augmentation. We will provide the flexibility, stability, and consistency to successfully deliver quality and responsive services; enhance training/community engagement; shepherd key initiatives; and utilize alternative service delivery models, MUNIS EnerGov deployment, and other paperless processes to serve as an extension of your development services staff.
- **Forward-Looking Approach: HR Green** will implement a "**forward looking**" approach and proven **best practices** to take Orland Park to the next level. This includes opportunities to maximize your technology, automated operational protocols, stakeholder relationships to implement smart development control and optimize a service delivery model that provides the most responsive, service-orientated, and cost-effective provision of quality services.
- **Continuity:** Wherever we serve Community Development and Building Departments, the continuity of **HR Green** staff is important. Our team serves as if they were members of your staff, becoming part of the fabric of the of the agency's department. Our staffing plan approach is to assign the same multi-disciplined core staff to agencies for the long-term which allows for ongoing efficiencies and consistency. Our back-up staff is also available on-demand when permit activity is high.

- **References:** Our reputation within the governmental sector and with developers active in the region for delivering high quality and customer-oriented services is well recognized and expressed through the client commendations included in our proposal. We are proud of the positive comments received from municipalities and applicants and the successful track record exceeding performance metrics. We are committed to continuously meeting or exceeding your plan review turnaround deadlines and efficiently performing building inspections through project completion/final occupancy by serving as your trusted advisor.

While HR Green provides demonstrated best in class Building and Code services, we believe we also offer something more, a unique understanding of local government service. With much of our team having worked directly for local government agencies, we have “walked in your shoes” and appreciate the incredible responsibility and requirements of serving a municipality. This translates to a thoughtful approach that is sensitive to assuring successful project outcomes that the community can be proud of while meeting or exceeding the Village’s expectations.

We acknowledge receipt of Addendum 1, dated April 12, 2021.

HR Green is pleased to offer our qualifications for Professional Plan Review, Inspection and Support Services to the Village of Orland Park and we are very excited about the prospect of serving the Village.

Sincerely,

HR Green, Inc.

Frank Urbina, AIA, NCARB, ALA, APA
Licensed Architect / Group Leader

Timothy J. Hartnett
Principal, Governmental Services

TAB A: Firm's Qualifications

HRGreen®

Building Communities.
Improving Lives.

A. Firm's Qualifications

BUILDING COMMUNITIES. IMPROVING LIVES.

Unparalleled Building & Code Knowledge + Stewardship + Stakeholder Consensus

OUR COMMITMENT: **Comply with all code requirements, offer scalable solutions, deliver quality, maintain continuity, future proof your community development operations**

We Live Our Values

LEADERSHIP

"We encourage, equip, challenge and cultivate our employees to be leaders in our company and their communities."

PERFORMANCE

"We never forget our basic responsibility to deliver the right, sensible results for our clients."

OPERATIONAL EXCELLENCE

"We seek to understand each situation's context, enabling innovation and entrepreneurial solutions."

COLLABORATION

*"Our team work exemplifies the qualities of honesty, responsiveness, **integrity**, and understanding."*

COMMUNITY

"We utilize our personal and professional talents to be good stewards of our community resources."

Founded in 1913, HR Green, Inc. is a full-service municipal consulting firm, ranking among *ENR's* Top 500 Design Firms and Top 100 Construction Management Firms in the United States. The firm is an employee-owned Iowa corporation with a national footprint, including **three offices in Illinois** (150+ in-state staff), and **500+ employees** throughout the United States. Given that most of our services involve staff augmentation and/or on-call consulting our staff augmentation services mirror the hours of our municipal clients. We are also available for emergency needs on a 24/7 basis.

Recognized as a Great Place to Work®-certified company

HR Green has garnered numerous awards throughout the U.S. For example, the firm has been recognized with the ***Premier Award for Client Satisfaction*** from PSMJ Resources, Inc.

Our multi-faceted plan review, inspection and development services code staff support agencies around the suburban Chicagoland area and U.S. We leverage proven best practices and electronic / digital platforms for paperless reviews and inspections on both small property / tenant improvements and complex residential, mixed-use, commercial, and high-rise developments. For this contract, ALL services will be provided by HR Green staff. Therefore, given our depth and breadth of local, in-house staff, no subconsultants are required to supplement our staff, giving you a single-source of staff resources which will enhance responsiveness and access to the right staff with the right qualifications at the right time.

Our Comprehensive Development Services

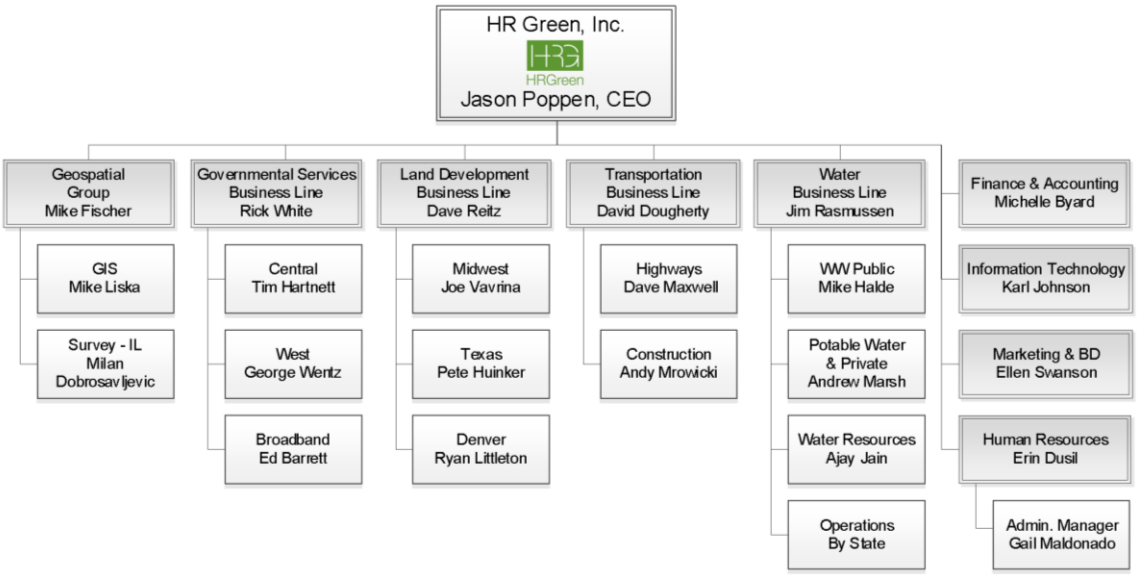
HR Green Services / Project Types		
Digital / Electronic Plan Review	Staff Augmentation	Inspections (Building/Health)
Chief Building Official	Building Department Administration	Virtual City / Contactless
Code Compliance	Code Interpretation	Community Engagement
Permit Processing	Training	Workshops
High Rises / Mixed-Use	Commercial/Industrial/Residential	Subdivisions
Government Facilities	Tenant Improvements	Accessibility
Fire Alarm and Sprinkler	Mechanical, Electrical, Plumbing	Energy / Solar
Small Cell / 5G	Medical / Health Facilities	Green

Financial Stability

Since being founded 100+ years ago, HR Green has long maintained a strong and vibrant financial condition. Our firm continues to have a strong balance sheet, is well-capitalized, and is very well positioned to fulfill all of its obligations. Due to our aggressive financial discipline, our balance sheet remains strong and healthy. We have no bankruptcies, planned office closures, or impending mergers that may impede our ability to complete the services listed in this proposal. Even during the COVID-19 pandemic we have not leveraged any line of credit while maintaining staffing levels.

Corporate Organization Chart

HR Green is proud of our long-term stability and has steadily increased our staffing levels across our core services associated with Governmental Services, Transportation, Water, and Land Development. Over the past five (5) years our staffing levels have ranged from 448 to 570.



TAB B: Services

HRGreen®

Building Communities.
Improving Lives.

B. Services

A. Itemized List of Services to be Provided

All services requested in Orland Park's Scope of Work can be efficiently handled by HR Green staff.

Complete List of Services to be Provided by HR Green Staff		
Digital / Electronic Plan Review	Multi-Disciplinary Plan Review	Building Inspection
Permit Processing	Residential Field Inspections	Health Inspection
Code Compliance	Commercial/Industrial Inspections	Code Interpretation
Training	Building Department Administration	MUNIS EnerGov Interface
Fire & Life Safety	On-Site Staff	Chief Building Official

B. Instances Where Services Exceed Your Scope

As stated earlier, HR Green can handle all your scope of services. We are recognized for an array of successful best practices to exceed agency expectations. Some of the tools we have implemented, and the proof of our accomplishments include:

ELECTRONIC PLAN CHECK

Served as technical advisors to software providers to enhance their solutions

Beta tested, customized, and implemented automated permitting / review systems to enhance operational efficiencies

Proven ability to expedite turnaround review schedules, save costs, reduce storage needs, and enhance collaboration

CONTACTLESS SERVICES

Mastery using a variety of permitting, plan check, and inspection computer programs

Proficiency leveraging **MUNIS EnerGov software** for our plan review and inspection at **Roselle and DeKalb**

Digital reporting for paperless, real-time interface with agency computer programs

Remote virtual inspections for Illinois jurisdictions

TRAINING

Nationally-recognized Master Code Professionals/Architects to facilitate code interpretation training

Key proposed staff sit on State and National Code Committees

Regularly offer code training to agency staff (plan review, inspection, code enforcement) and developers/engineers/architects

Successful, capacity **code training** workshop provided in 2019 by HR Green's Master Code Professional, Don Plass, at Oak Park

> "**Mr. Plass' code seminar at Oak Park was outstanding.** He obviously knows his stuff, and even better, knows how to talk to an audience about his stuff. I learned more about codes in those four hours than I have in the past year."
>
> - **Lee Gaul, MBA, AIA, LEED AP**
> *Senior Architect*

Value-Add Services

HR Green staff can also assist with:

Specialized Inspections	**Fee Study Analysis**
Solar Energy Reviews	**ISO Audits**
Code Review Adoption	**Emergency Response**
Code Enforcement	**Small Cell / 5G Review**

C. Instances Where Services Do Not Meet Your Scope

HR Green can handle all your scope of services with the representative experience and registered/licensed/certified in-house personnel you desire. Consequently, we do not anticipate any concerns where our services do not meet your scope.

D. How is Continual Staff Development & Training Provided

Since 1913, HR Green has consistently nurtured and lived its values where our staff are our greatest asset. Our **Mission** is Building Communities. Improving Lives. For 108 years, our **Values** have centered on Solutions that inspire our employees, exceed our clients' expectations, and create a lasting legacy in our communities. HR Green has done exactly that, serving as a trusted partner to our colleagues, our clients, and our communities. Today we serve hundreds of public clients, with 500+ dedicated and skilled resources throughout our footprint. Each day, we work to find solutions that inspire our employees and fit our clients' needs to build trust to exceed our clients' expectations. With this trust, we create lasting legacies in our communities. These commitments are the pillars of our Mission, Vision and Values.

Staff training is a key aspect of keeping our employees current with the latest codes and standards, best practices, and state-of-the-art technologies. Our staff are supported financially and given flexible work hours to receive applicable training and garner certifications and registrations. This training is both **external** and **internal.** Applicable HR Green staff, led by our Building Official, will not only provide input to update and implement applicable codes and ordinances, but also maintain and update your municipal codes, ordinances, and amendments.

External Training

- Professional association educational seminars (ICC, SBOC, NWBOCA, AIA, IACE, APA, ALA, etc.)
- Financial and time availability support to participate in professional organizations

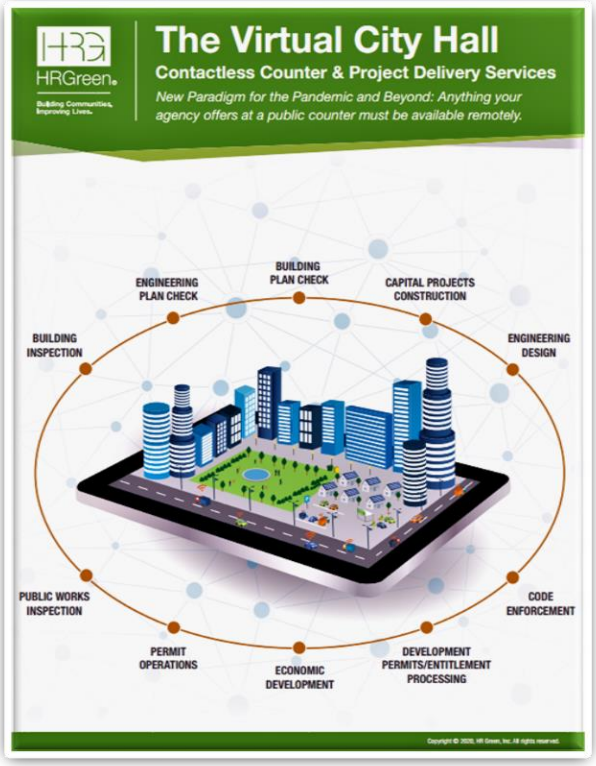
Internal Training

- Receipt and orientation to Orland Park's municipal codes, ordinances, and amendments before assignment
- Rotational training across different service areas to cross-train our employees and create multi-faceted capabilities
- Mentorship partners
- Green Academy (on-line webinars/training)
- In-house code-related workshops (in person and on-line) led by our nationally-recognized training facilitators who also provide training to the Building & Code community (agency staff, developers, engineers, architects)
- Innovation Lab (introduce and implement new best practices that improve efficiencies and effectiveness across business lines and geographies)

E. Possible Cost Efficiencies & Improved Quality

In 2018, HR Green led by **Russ Loebe, ICMA-CM** in partnership with The Matrix Group was retained by Orland Park to conduct an operational staffing and service delivery assessment. This assessment was prompted by the need of the organization to evaluate current service delivery, staffing levels and organizational structure, in light of constrained fiscal resources and the potential for significant impacts from early retirement programs offered to employees in an attempt to reduce personnel expenses. Our staff did a thorough investigation of Development Services assessing alternative service delivery solutions, costs, and staffing levels to achieve your customer service priorities and other aspects of the Village Manager's focus areas.

▶ Efficient Transition to MUNIS EnerGov



The COVID-19 pandemic has necessitated that public agencies develop alternative methods to safely deliver public services to their residents, contractors and development communities.

As we have done for other municipalities, **HR Green** can help transition Orland Park to the MUNIS EnerGov computer program as well as implement innovative approaches to touchless permit and project service delivery with an eye toward how these techniques will benefit the community after COVID-19 safety restrictions are lifted. **We have direct experience utilizing MUNIS EnerGov for plan review and inspection for Illinois communities (recent examples include Roselle and DeKalb) and are very proficient transitioning agencies to various software platforms.**

Recently, we helped Oak Park transition to CityView and have been at the forefront of transitioning agency staff to other software platforms, including Accela and TRAKiT. Our staff have been instrumental in nurturing a culture of change management to implement these digital solutions to enhance service delivery and back-office efficiencies. By following best practices, including incorporating a well implemented permit tracking software system, an agency can gain greater efficiency for staff, greater flexibility for applicants trying to access services and overall greater transparency of operations. While these outcomes are critical during a pandemic or public emergency, agency leaders should anticipate that virtual municipal services, available 24 hours a day seven days a week, will likely be the constituents' expectations post-pandemic.

Electronic Plan Check/ Digital Commenting

For nearly 20 years HR Green staff members have provided electronic plan check services on a local, state, and federal level across various digital platforms. Moreover, our staff have served as technical advisors to software providers to enhance their latest plan review solutions. This practical, hands-on experience has allowed us to accelerate turnaround schedules, save costs, enhance collaboration with applicants and their designers, and achieve approval within the fewest reviews possible.

> "**HR Green** provides **thorough** and **accurate review comments** to our development engineers and responds quickly to **expedited review** requests. Their **proficiency to collaborate** using digital commenting of plans (electronic plan check) has **saved us time and money**."
>
> - **Project Manager**
> **Pulte Homes Corporation**

Team Staff Mix

A key opportunity to create efficiency is assessing your anticipated permit activity and aligning the staffing mix and nimble response to meet your workload. We pride ourselves on deploying a staffing plan comprised of multi-disciplined staff who can effectively handle various tasks and project types, while providing a customer-centric approach to interactions with Village staff and applicants. This allows for greater efficiency and continuity while allowing our staff to become a seamless extension of your staff and engrained into Orland Park's culture.

Training / Workshops

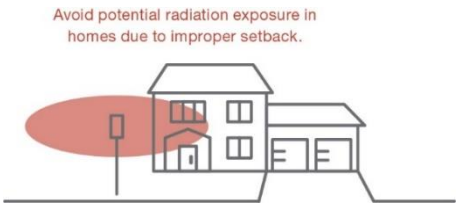
Wherever we have initiated plan review, inspection, and support services, HR Green has proactively initiated a series of community engagement efforts to set expectations, clarify procedures, and explain the latest codes to streamline the review and approval process. These workshops are led by well-regarded architects and Master Code Professionals and have been well received by both agency staff and the development community. We can also update checklists and developer/applicant educational materials. Moreover, before project reviews are initiated we discuss the project with the applicant's designer/architect, explain the Village's expectations, and provide a checklist of information that is needed for a complete submittal to initiate the review process and minimize the number of reviews.

Remote Virtual Inspections / Self-Certification

Apart from our recent protocols implemented during the onset of the COVID-19 pandemic, we can explore opportunities and technological interfaces to provide a safe, responsive, and compliant inspection experience for inspectors and applicants. Other technology that leverages staff resources include applications that allow for "**self-certification**" and **"virtual" inspection.** These could be used for inspection of building components that only require a visual analysis, such as a water heater or other minor inspections where prudent. Use of this technology can reduce the need for inspectors to drive to the job site.

Small Cell / 5G

The September 26, 2018 FCC Small Cell Preemption Order is meant to accelerate small cell and 5G deployment nationally. However, the Order shortens the time agencies must process applications for small cells, limits permit and recurring fees for small cell deployments, prohibits agencies from assessing fees that include anything other than a "reasonable approximation" of "reasonable costs", and limits aesthetic review and requirements of facilities.



However, **HR Green** has helped cities maintain a significant amount of authority and flexibility by still negotiating win-win outcomes that benefit carriers while addressing key community concerns, such as aesthetics, availability of high-speed telecommunications, and public safety. This has included, but is not limited to, public policy development, design standards development, plan review, permit processing, colocation agreements, and construction inspection.

Whether it is crafting public policies, facilitating public-private partnerships, managing your program, reviewing WCF applications, or providing ongoing staff augmentation support, **HR Green** can provide the stewardship to achieve smart, timely, and successful deployment of small cell, CMRS, and 5G facilities and services.

One of our staff members sit on the APWA Utilities and Public Rights-of-Way (UPROW) Committee which is one of APWA's most active Technical Committees. The UPROW Committee is actively identifying new resources, state-of-the art technology, and innovative approaches to assist public works officials, managers, users, consultants, contractors, and elected officials. Additionally, two **HR Green** engineers sit on APWA International Public Affairs Committee. We are regular speakers at national symposiums, author articles/whitepapers, and provide ongoing education to public agency officials on small cell, fiber, broadband, and smart city topics.

TAB C: Experience and References

HRGreen®

Building Communities.
Improving Lives.

C. Experience and References

VILLAGE OF OAK PARK

Steve Cutaia, MPA/BA, MCP, CBO I Chief Building Official/ADA Coordinator
123 Madison Street I Oak Park, IL 60302
708.358.5420 I scutaia@oak-park.us

A transition to nearly 100% electronic plan review submittals has enabled the Village to eliminate its work backlog, significantly reduce turnaround times, and greatly improve relationships with residents, business owners and developers.

CHALLENGES: Faced with a mounting backlog of work, the Village of Oak Park issued an RFP in 2015 seeking a consultant to provide both inspection services and permit plan review services for the Village's Development Customer Services Department's Permit Processing Division. At that time, the Village performed all building inspection services in-house with the limited resources of Village-employed inspectors and used a combination of in-house Village-employed plan reviewers and a contractor to conduct permit plan reviews for time sensitive or large projects. With an annual workload of thousands of inspections and plan reviews, the backlog of projects became overwhelming. HR Green was selected to take on the challenging task of assisting in working with Village staff to provide process structure enhancements and improve customer service levels.

SOLUTIONS: Since 2015, HR Green has leveraged a multi-faceted staff to complete technical plan reviews and inspections on high-rise, large scale and mid-rise commercial and residential projects, including zoning, civil, structural, architectural, mechanical, electrical, plumbing, health, energy, and accessibility/ADA.

HR Green has verified that drawings and specifications comply with adopted building codes, local municipal codes and ordinances, Historical District requirements (such as the nationally known Frank Lloyd Wright Registered District), and all third-party reports. These may include Health Department requirements, soils and geological reports, civil engineering grading drawings and surveys, roof and floor engineered truss design plans and calculations, and structural design plans and calculations.

In addition to performing daily plan reviews and inspections at the Village, HR Green is also under contract to perform large-scale plan reviews for various high-rise and multistory projects. **These large-scale plan review projects requiring special professional reviews are performed by our ICC certified staff and our licensed professional staff, including Structural Engineers; Architects, and Mechanical, Electrical and IDPH Plumbing Professionals.**

> "I have always been **very, very impressed** with your work as third-party reviewers in the **Village of Oak Park**. I also have had the opportunity to attend your **seminar on the code changes and their implications – very enlightening**. You are always **very cooperative** in your reviews and your **quick turn arounds**."
>
> - **Barkat Virani**
> *Design Consultant*

An effective way of reducing the turnaround review time and number of reviews has been a focus on holding pre-development meetings to establish the permit approval process as well as training and community outreach. Our architects and Master Code Professionals have facilitated training and workshops for Village staff and architects/designers/ developers on the latest codes and their intent.

ELK GROVE VILLAGE

Matthew J. Roan | Deputy Village Manager
901 Wellington Ave. | Elk Grove Village, IL 60007
847.357.4004 | mroan@elkgrove.org

Richard Mikel | Fire Chief
847.734.8000 | rmikel@elkgrove.org

HR Green has partnered with Elk Grove Village as consulting engineers, building plan reviewers, and inspectors, and have also acted as Owners Representative on the 2025 CIP Program. Our staff have assisted through the entitlement process, as well as the review of preliminary and final plats, legal descriptions, hydrology and hydraulics, utilities conflict avoidance, grading, drainage, and street improvement plans and coordination with MWRD and Cook County Transportation and IDOT.

We have trained Fire Department staff in fire life safety code intent / interpretation, and handle day to day plan review and inspection of new construction and property improvements/additions.

VILLAGE OF PALOS PARK

Richard Boehm, ICMA-CM I Village Manager
8999 West 123rd Street I Palos Park, IL 60464
708.671.3702 I rboehm@palospark.org

CHALLENGES: The Village of Palos Park had been experiencing plan review inconsistencies, communication issues, invoicing errors, and general inconsistencies in response levels. With a growing volume of mechanical, electrical, and plumbing plan review and inspection applications, the Village made the decision to seek a new service provider.

SOLUTION: **HR Green** was selected for the contract to provide both traditional and electronic plan review and inspection services associated with residential, commercial, building and construction. HR Green has assigned a team of building plans examiners and inspectors, responsible for enforcing Village-adopted building codes on residential, commercial, and industrial projects. **HR Green** also provides ICC Building Inspectors and IDPH Plumbing Inspectors on demand, as needed.

Lauren Pruss, AICP, Community Development Director, recently provided appreciation for our assistance with the Village's most significant commercial improvement project that had specific deadlines and was their highest priority. Lauren stated, *"the effort put forth on this project **solidified** and **underscored** the fact that while a subcontractor for the Village**, HR Green truly functions as an integral part of the Village of Palos Park team**. Thank you and your team for your contributions as representatives of the Village."*

VILLAGE OF JOHNSBURG

Claudett Sofiakis I Village Administrator
1515 Channel Beach Avenue I Village of Johnsburg, IL 60051
815.385.6023 I csofiakis@johnsburg.org

For more than 35 years **HR Green** has served as the Village Engineer, Village Planner, **Building Official**, Surveyor, and Wetland Specialist, providing ongoing building and code, engineering and program/project management that includes building and civil plan review and inspection services for development projects.

HR Green provides all plan reviews and inspections for the Village's Building Department Services facility. HR Green is responsible for the overall management of the subdivision and site improvement review and approval process from concept plan through final plat in accordance with municipal codes, engineering standards and applicable development agreements and annexation agreements. Our team works with the McHenry Township Fire Protection District as needed.

"We **value the partnership we have with HR Green** and their many representatives that work with us daily to help to accomplish our goals. Over the years, we have completed many **successful projects** together that have truly benefited our community. We credit those successes to a **shared vision and mutual desire** to do the best for Johnsburg. HR Green is more than a contracted service. Their representatives work hard to serve our community and in doing so, have **become part of the Johnsburg family**."

- **Claudett Sofiakis**
  Village Administrator
  Village of Johnsburg

VILLAGE OF GLENCOE

David Mau I Director, Department of Public Works
675 Village Court I Glencoe, IL 60022
847.461.1116 I dmau@villageofglencoe.org

The Village of Glencoe has strict zoning and code requirements that have to be met. HR Green excels at this type of customized approach to service.

CHALLENGES: After 38 years of service, the Village's Building & Zoning Administrator retired, leaving a gap in plan review and inspection capabilities for the Village. In reviewing service delivery alternatives that would meet the needs of the Village, yet retain flexibility required by residents, business owners and developers, the Village determined that the variable workload of plan review and inspections would be best met by an outside agency. In particular, they wanted an agency that had the ability to adjust staffing levels on-demand. The Village constituents expected a high level of service experience, with anticipated requests for expedited plan reviews. The Village also wanted to formalize the inspection and reporting process and improve the timing and efficiency of routine fire and life safety inspections while remaining cost conscious of appropriate resources.

SOLUTION: Since 2017, HR Green has provided comprehensive plan review and inspection services for single-family, multi-family and commercial projects. HR Green also assists the Village Fire Department with all Fire Plan Reviews and Fire/Life Safety Inspections.

Specific needs to be addressed included Village ordinances, which have strict sightline, zoning and floor area ratio requirements. This presents a unique challenge since much of the residential development involves new high-end structures being built on modest-sized Village lots. The Village also has a stringent tree preservation code that developers must comply with, and they have initiated "green" building codes and other best practices, all of which our team includes in their reviews.

VILLAGE OF NEW LENOX

Robin Ellis I Assistant Village Administrator / Community Development Director
1 Veterans Parkway I New Lenox, IL 60451
815.462.6490 I rellis@newlenox.net

New Lenox is known as "The Home of Proud Americans" which exemplifies the quality of life in the community.

CHALLENGES: Governments at every level are challenged to find cost effective and efficient methods to deliver services to their constituents. The Village of New Lenox desired to reassess internal operations and search for ways to improve operational efficiencies while considering alternative methods of service delivery. New Lenox expected a high level of service with the ability to adjust staffing levels on-demand. **HR Green** was selected to provide professional building plan review and inspection services that would meet the needs of the Village by delivering a high-quality service at the least cost with optimal efficiency and flexibility of staff.

SOLUTION: Since 2015, **HR Green** has provided the Village of New Lenox with comprehensive plan review and inspection services for residential and commercial projects. Project momentum must be balanced with plans that comply with the applicable codes, requirements, and design standards. Inspections monitor compliance with the applicable codes and design standards. HR Green's multi-faceted plan review and inspection staff assigned to the Village possess vast experience, technical knowledge, and superior interpersonal customer service skills. This allows them to be flexible to changes that need immediate response and resolution.

HR Green is responsive to the needs of the Village by providing a "one stop/single source" solution to process, review, inspect, and approve new construction and improvements. By mobilizing the same key ICC-certified plan reviewers and inspectors to provide additional flexibility, deliver professional services, maintain accountability, and enhance financial sustainability, we maximize the continuity and service reliability that the Village of New Lenox has come to expect.

B. Current, Pending or Past Litigation Past Five (5) Years

Mark Tassler v. City of Sioux Falls, SD and HR Green, Inc.
CIV 16-157 - Circuit Court/Second Judicial Circuit
State of South Dakota- County of Minnehaha
Complaint for damages and permanent injunction-property flooding.
HR Green admits no liability final order and dismissal entered March 2021.

Morrow v. Optimum Services et al
2018L005252: Cook County (IL) Circuit Court
Complaint for wrongful death
HR Green admits no liability; suit initially filed against the employer's safety consultant and HR Green later joined. Decedent was employee of construction contractor on a project HR Green was engaged to perform limited on-site inspections for the Village of Streamwood IL. Parties have mediated a global settlement; order has been entered dismissing all claims with prejudice.

Village of Marengo, Illinois (Project Owner) (2019)
19LA000208- 22nd Judicial Circuit (Illinois)
HR Green admits no liability; Village and HR Green are arbitrating an alleged error in the necessity of specific equipment incorporated in upgrades to a wastewater treatment facility.
By agreement, case open in McHenry County for purposes of enforcing third party discovery, if needed.

Patty Youll v. HR Green, Inc. and Estherville, IA Assisted Living Facility, LLC d/b/a Windsor Manor; Estherville Staffing, LLC; Foster Development, Inc. d/b/a Foster Senior Living; Susan Foster; and Lynne Popp | Emmet County, Iowa
Alleged age discrimination suit involving former employee of senior living facility. HR Green Inc designed the physical facility. HR Green admits no liability; plaintiff's counsel agreed to dismissal as unrelated party and parties removed to arbitration.

Eric Szymczak v. HR Green, Inc. HR Green Dev, LLC, Herlihy Mid-Continent Co, Union Pacific Railroad
Case 16L313 - Circuit Court of Sixteenth Judicial Circuit, Kane County, Illinois
Complaint for alleged site safety and site responsibility for injuries sustained by Contractor's employee on project HR Green provided construction observation services.
Case dismissed with prejudice - HR Green had no responsibility for contractor's safety programs nor contractual duty to supervise the contractor's operations.

Childs View Daycare LLC v. HR Green, Inc., City of Ankeny, Hawkeye Paving Corporation
Case LACL149681 – 5th Judicial District Court, Polk County, IA
Complaint for damages caused by water intrusion events into their facility.
HR Green admits no liability; answer to initial petition denying allegations filed March 2021.

TAB D: Qualifications of Team

HRGreen®

Building Communities.
Improving Lives.

D. Qualifications of Team

Staffing Plan

Your requirements perfectly match HR Green team's capabilities, staff resources, and performance philosophy. Our plan review and inspection staff are capable of wearing many hats and professionally interacting with constituents and stakeholders, which **maximizes your flexibility** and **accelerates project delivery**. They fit your culture, meet your performance expectations, and are team players.

Our primary goal is to implement a staffing/resource plan, administrative services, best practices, and a service delivery model that not only aligns to the Village's mission and expectations, but also provides the best value, quality, and operational efficiency by working with Village staff and applicants in a spirit of constructive dialogue and harmony.

Our staffing plan and transition will be extremely smooth given our extensive consulting efforts with the Village and nearby municipalities and will start upon contract award. Our team will meet with the Village to:

1. confirm our understanding of your needs, expectations, and performance benchmarks
2. assess **alternative service delivery options** and **cost-benefit analyses** for any desired process improvements ***(adjustments to current staff composition, commitment, and levels? Incorporate new best practice tools, such as electronic plan review, more robust reporting, new reports/ metrics? Targeted workshops? Change management to transition to MUNIS EnerGov? Customer service input enhancements? Training?)***
3. maximize **staff continuity**
4. mobilize applicable staff on-site at Village Hall/offices, if desired (*Note:* Support staff will work from HR Green offices)
5. meet with the community in a workshop setting to introduce our team and set goals and expectations moving forward
6. collect, transfer, review, and manage all project data to assess status at transition date, determine remaining work to be completed, and optimal way to complete this work in a seamless manner

We will deliver services that are responsive to your needs, remain dynamic to changing conditions, and match the right mix of staff to the clearly defined assignments.

Village of Orland Park

Client Service Manager

Russ Loebe, ICMA-CM

PROJECT MANAGER

Frank Urbina, NCARB, AIA, ALA, APA ■

PRINCIPAL-IN-CHARGE

Tim Hartnett ■

PERMIT TECHNICIAN

Tina Williams, ICC-Certified ■

BUILDING OFFICIAL

Don Plass, CFCO, MCP, CBO, LEED AP, BPI ■

PLAN REVIEW

Don Plass CFCO, MCP, CBO, LEED AP, BPI ■
Ken Welch CFPE, MCP, CFM CBO
Frank Urbina, NCARB, AIA, ALA, APA ■
Steve Schwarz, PE, SE ■
Jim Errico Fire & Life Safety Specialist
Glenn Tredinnick, PE, PLS
Doug Sullivan, PE (Mechanical)
Andy Venzke, PE, LEED AP(Electrical)
Charles Pedersen, PE (Mechanical & Plumbing)

10+ Additional Staff Available

BUILDING INSPECTION

Brian Brace, Licensed Electrician
Joe Griessler, ICC IRC, IBC ■
Ray Graefen, ICC IRC, IBC
Marco Lemoncello, IDPH
Dennis McMahon, IDPH

10+ Additional Staff Available

HEALTH INSPECTION

Laura Dee, MM LEHP ■

Our Master Code Professionals are also experienced in performing health plan reviews

LEGEND

Key Personnel ■

PROPOSED STAFF	Years of Experience	PLAN REVIEW															INSPECTION														BUILDING ADMINISTRATION							
		Electronic Review / Digital Commenting	Building	Mechanical	Electrical	Plumbing	Fire Sprinkler	Fire Alarm	Structural	Disabled Accessibility	Green Building	Energy	Soils / Geotechnical	Grading	Drainage / Storm Water Erosion Control	Onsite Improvements	Building	Mechanical	Electrical	Plumbing	Fire Sprinkler	Fire Alarm	Structural	Disabled Accessibility	Green Building	Health	Digital Reporting	Residential	Commercial / Industrial	Building Official	Department Administration	Budgeting	Staff Management	Permitting	Training	Code Intent / Interpretation	Community Workshops
Frank Urbina, NCARB, AIA, ALA, APA	32	●	●	●	●	●			●	●	●	●	●				●	●	●				●	●	●		●	●	●	●	●	●	●	●	●	●	●
Tim Hartnett	35	●											●	●	●	●												●	●		●	●	●	●	●	●		●
Don Plass, CFCO, MCP, CBO, LEED AP, BPI	42	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●
Ken Welch, CFPE, MCP, CFM, CPO	37	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●
Steve Schwartz, PE, SE	37	●							●				●										●															
Tina Williams, ICC-Certified	27	●																																●	●			●
Jim Errico, Fire & Life Safety Specialist	17	●					●	●									●				●	●												●		●		
Glenn Tredinnick, PE, PLS	37	●											●	●	●	●																		●				
Doug Sullivan, PE (Mechanical)	24	●		●																																		
Andy Venzke, PE LEED AP (Electrical)	19	●			●																																	
Charles Pedersen, PE (Mechanical & Plumbing)	45	●		●	●																																	
Brian Brace, Licensed Electrician	22	●	●	●	●												●	●	●																	●		
Joe Griessler, ICC IRC, IBC	16	●		●	●												●	●	●	●	●	●	●	●	●		●	●	●							●		
Ray Graefen, ICC IRC, IBC	21	●		●	●												●	●	●	●	●	●	●	●	●		●	●	●							●		
Marco Lemoncello, IDPH	43	●		●		●														●							●	●	●							●		
Dennis McMahon, IDPH	42	●				●														●							●	●	●							●		
Laura Dee, MM LEPH	33																									●			●							●		

Key Personnel

Years of Experience: 30+

Education: MA, Architecture

Credentials: Registered Architect, IL 001-017121 I NIMS Certifications

FRANK URBINA, NCARB, AIA, ALA, APA
Project Manager

Frank has 30+ years of experience as a Licensed Architect, Project Manager, Building Inspector and Building Commissioner in the private and public sectors of Architecture Construction and Municipal Government. He is currently the Chief Building Official to HR Green's Building and Code Governmental Services Business Line – Midwest and has managed 30+ Plan Review and Inspection contracts throughout the Chicagoland area. Frank also has administered Village Building, Zoning and Code Enforcement Departments from permitting and code compliance through issuing certificates of occupancy. He has a proven track record of evaluating a Building Department, improving its performance processes and implementing a proactive educational approach to code enforcement.

Plan Review & Inspections | 20+ Municipalities Frank has been the Project Manager for plan reviews and inspections and has helped streamline workloads and eliminate the backlogs of projects that overwhelm staff. He is instrumental in including staff on decisions to make processes more efficient. His team has helped to improve relationships with constituents, developers and business owners.

Years of Experience: 35+

Education: BS, Engineering Design

TIM HARNETT
Principal-in-Charge

With over 35 years of experience, Tim currently serves as Vice President/Practice Leader – Governmental Services at HR Green, overseeing all Midwest offices. He serves as Principal-in-Charge for 20+ other Building & Code contracts in the Chicagoland area. Tim has provided ongoing municipal engineering services to several municipalities in northern Illinois over the last 30 years. These services have involved Tim's dedication to the overall management of operations within the municipality including subdivision and site improvement review and approval process from concept plan through the final plat in accordance with the municipality's municipal code, engineering standards, applicable development agreement and annexation agreements. He has secured grants and funding procurement for roadway, parks and facility improvements, construction observation, meeting attendance, general engineering advisory services, water and wastewater master planning, capital involvement planning and implementation, MFT Road programs and staff augmentation and support.

DON PLASS, CFCO, MCP, CBO, LEED AP, BPI
Building Official I Plan Reviewer I Training Facilitator

Years of Experience: 40+

Education: BS, Business Administration

Credentials: Residential Building Inspector I Residential Combination Inspector I Commercial Building Inspector I Certified Building Official (CBO) I Building Code Official (BCO) I Certified Fire Code Official (CFCO) / Master Code Professional (MCP) I Fire Plans Examiner I Certified LEED AP & BPI Energy Analyst I ISBE Qualified Plans Inspector - Building/Electrical/ Mechanical/ Energy I ISBE Qualified Plans Examiner - Building/Electrical/ Mechanical I NIMS Certifications I Solar certified NABCEP PV Inspector

Don has been an instructor of building and fire codes and has extensive residential and commercial construction management experience. In addition, he holds over 45 International Code Council (ICC) certifications in multiple disciplines such as a Master Code Professional (MCP), Certified Building Official (CBO), Certified Fire Code Official (CFCO), Plumbing Code Official (PCO), Residential Building Inspector, Commercial Building Inspector, Electrical Code Official (ECO) and many others. For various municipalities, he has provided plan review and code interpretation advice as well as regular code intent training/ workshops to Village staff and the development community. These sessions have been very well-received. Don is very involved in energy and sustainability compliance, is a certified LEED AP and Building Performance Institute (BPI) Building Energy Analyst and has received international awards for energy and sustainability in Illinois and nationwide. He was recently appointed to the Elevator Safety Review Board. He is a Councilmember representing Illinois Code Officials on the Illinois Energy Conservation Code Advisory Committee. Don has been the recipient of various awards (International Code Council Sustainability Award [2013], Harper College Distinguished Alumni Award [2012], and International Code Council Community Service Award [2007]).

TINA WILLIAMS , ICC-CERTIFIED
Certified Permit Technician

Years of Experience: 25+

Education: Associate of Arts

Credentials: NIMS National Incident Management Certifications I ICC Certified Permit Technician

Tina brings over 25 years of experience in both public and private sectors of the building and safety industry including, permit processing, building inspection tracking and coordination, building and zoning department administration, code enforcement administration, adjudication administration and police and public safety administration. She has served as a Permit Technician providing permitting services at various Village front counters and also routing and tracking permit applications, plan reviews, and inspections. Tina has a complete understanding of municipal government operations and has worked cooperatively with elected officials, building commissioners, treasurers, police chiefs, code enforcement officers, building inspectors, developers, engineers, architects and business owners and residents.

STEVE SCHWARZ, PE, SE
Structural Plan Reviewer

Years of Experience: 30

Education: BS, Civil Engineering

Credentials: Professional Engineer, IL 062-048842, IN 10505029, IA 21746 I Structural Engineer, IL 081-006011

Steve brings 30 years of experience, including 12 years in prestressed concrete design, roadway, grading, and drainage design and construction experience to the HR Green Team. He is familiar with the design, production, and transportation of prestressed concrete bridge beams, sound walls, and precast building components. Steve's extensive background in construction, civil engineering, and structural engineering is being leveraged on building and transportation projects within HR Green's Structural Engineering Department.

Structural Plan Reviewer | Villages of Batavia, Peru, Elk Grove, Glencoe, Oak Park, New Lenox, Palos Park, Johnsburg, Ringwood, Roselle, Shorewood, Sugar Grove, and Wood Dale - Steve reviews the structural portions of building plans for these communities, involving primarily commercial and industrial projects.

JOE GRIESSLER, ICC IRC/IBC
Inspector

Years of Experience: 15+

Education: BS, Construction Management

Credentials: IRC and IBC Certified

Joe brings 15+ years of experience in building plan review and inspection for new residential and commercial construction, and all phases of commercial and industrial general contracting and construction. His experience includes serving as Building Code Inspector for the City of Naperville, contract Building Engineer for the City of Warrenville and Project Manager for a construction firm. While with HR Green he has provided plan check and multi-faceted building inspection services to the municipalities of Batavia, Bolingbrook, Glencoe, Lockport, New Lenox, Oak Park, and Roselle.

LAURA DEE, MM, LEHP
Health Inspector

Years of Experience: 30+

Education: MS, Management I BS, Food and Nutrition

Credentials: Licensed Environmental Health Practitioner State of Illinois I Illinois Association of Code Enforcement member I Illinois Environmental Health Association member

Laura has 33 years of health inspection experience for Chicagoland municipalities. Her experience includes planning, coordinating and implementing inspections for commercial food services establishments (e.g., restaurants, day cares, nursing homes); providing consultations and interpret federal/state/local codes; reviewing business projects and approving blueprints for commercial projects working closely with business owners; enforcing local property maintenance codes for compliance; responding and investigating residential complaints for vermin and pests; planning, coordinating, and implementing programs and inspections for public swimming pools and body care establishments (e.g., salons, spas, etc.); conducting the annual business survey and licensing; representing the health department in court; and preparing public notices. She has served as a Heath Inspector to the Cities of Evanston and Park Ridge.

Current Building & Code Clients in IL

Agency	Related Services	Types of Projects
Village of Oak Park	Building Plan Review / Building Inspection / Code Compliance Interpretation / Code Intent Training / Workshops	Residential / Mixed-Use / Commercial / High Rises
Elk Grove Village	Building and Civil Plan Review / Building Inspection / Code Compliance Interpretation / Code Intent Training and Workshops / Small Cell/5G Consulting / Owners Representative	Residential / Mixed-Use / Commercial / Municipal Facilities
Village of Roselle	Chief Building Official / Building and Civil Plan Review / Building Inspection	Residential / Mixed-Use / Commercial / Parking Garage
Village of Glencoe	Building Plan Review / Building Inspection	Residential / Mixed-Use / Commercial
Village of Palos Park	Building Plan Review / Building Inspection	Residential / Mixed-Use / Commercial
Village of New Lenox	Building Plan Review / Building Inspection	Residential / Mixed-Use / Commercial
Village of Johnsburg	Chief Building Official / Building and Civil Plan Review / Building Inspection	Residential / Mixed-Use / Commercial
City of Batavia	Building Plan Review / Building Inspection	Residential / Mixed-Use / Commercial
Village of Bolingbrook	Building Plan Review / Building Inspection	Residential / Mixed-Use / Commercial
City of DeKalb	Building Plan Review / Building Inspection	Residential / Mixed-Use / Commercial
Village of Lakewood	Building Plan Review / Building Inspection / Code Enforcement	Residential / Mixed-Use / Commercial
City of Peru	Building Plan Review / Building Inspection	Residential / Mixed-Use / Commercial
Village of Ringwood	Building Department Management / Building Plan Review / Building Inspection / Code Enforcement	Residential / Mixed-Use / Commercial

TAB E: Project Plan

HRGreen®

Building Communities.
Improving Lives.

E. Project Plan

Understanding

HR Green brings extensive knowledge of Orland Park; established working relationships reviewing and inspecting projects by the region's key developers and on similar planned projects; depth of Building & Code technical knowledge; and successful track record with nearby jurisdictions. We have helped agencies transition to a paperless environment and have been at the forefront of creating a "customer-friendly" work environment.

Having served as Orland Park's organizational review consultant in 2018 to assess your operations, costs, and alternative service delivery models, including for Development Services, HR Green considered personnel reductions, customer service priorities and other aspects of the Village Manager's Areas of Focus.

KEY ORLAND PARK PRIORITIES

- streamlined services and diverse service delivery approaches
- process improvements
- automation and/or technology enhanced opportunities
- internal communication plan for staffing and service delivery considerations, studies or changes
- strategies to flatten the Village's operational cost curve
- position the Village to effectively capitalize on practical innovation and emerging trends
- effective and proactive workforce planning and management
- organizational risk management to address staffing and technology needs
- "smart-city" opportunities to increase internal and external technology use in the community
- establishment of a comprehensive staff training and development program

As we have done for other jurisdictions, we are prepared to be **flexible** by helping Orland Park enhance current processes, but also maximizing a paperless/virtual approach that seamlessly transitions from your Harris Innoprise CommDev computer program to MUNIS EnerGov in order to enhance back-office efficiencies and nurture a positive collaborative environment between the Village and developers/architects/engineers.

Given our proficiency leveraging MUNIS EnerGov for Chicagoland Building/Community Development Departments (plan review and inspection) and successful track record incorporating technical subject matter acumen and change order management best practices, HR Green can help Orland Park maximize a **digital-centric platform** combined with a robust **community engagement / training** program of HR Green-led code training workshops (attended by Village staff and applicants) and pre-submittal meetings. Moreover, creating a paperless review and inspection environment will help the Village reduce your permit approval time (at 9.4 weeks as of FY20 for commercial projects from submittal to permit issuance).

HR Green understands mixed-use land development and master planned areas. Often these projects require an additional degree of oversight and monitoring to meet compliance needs of various controlling agreements. Of course, the Village's Municipal Code as well as State and other regulatory agencies requirements apply to any development, often these master planned developments have additional or amended standards to follow. These requirements are often layered on top of existing regulations. Projects, such as the Village's Downtown Main Street Triangle Mixed-Use Development, may require these additional performance and regulatory oversites. Our HR Green team understands that control in these types of developments may exceed those of conventional developments, thus requiring further control and monitoring for compliance. Our proving tracking system includes customization features that important development milestones are met and that dates are regularly monitored and reported.

We look forward to becoming an integral part of the Village team in helping you accomplish your strategic goals.

WE ARE PRIMED TO MEET YOUR OBJECTIVES

- Partner with Orland Park to continue an efficient "business friendly" code review and inspection process
- Deliver high quality, customer-centric services that are financially sound
- Nurture a safe and well-built community
- Establish consistent building code enforcement
- Maintain scalable staffing and solutions to handle workload peaks and valleys
- Become a major business and corporate hub
- Improve the lives of Village residents
- Reduce the Village's liability and risk
- Create and promote vibrant economic development and sustainability

We are PASSIONATE about serving Orland Park and making your community an operational model for others to follow.

The goals of HR Green support are to:

- Verify compliance with **all Orland Park-adopted codes and regulations** to provide appropriate safety in the as built environment;
- Provide **quick and accurate responses** to requests for plan review and inspection submittals;
- **Resolve all observations** concerning building code, health, and safety issues in a **timely and professional manner**; and
- Maintain **current and accurate records** for use by the public, other departments, and other agencies as directed by the Village of Orland Park.

Fairness, equality, and the highest standard of professional ethics are our goal in providing our services to the community. To **maximize continuity** and **service reliability**, we shall assign the same key staff members throughout contract duration to the maximum extent practicable.

We will review and adopt new codes and standards as they are published. Also, we will assist the Village formally adopt Village ordinances and include any necessary local amendments. As new codes and standards are adopted, our Marketing Department is available to assist in developing new Village handouts, guidelines, checklists and FAQ documentation that can be made available to your constituents.

COVID-19 RESPONSE CASE STUDY

HR Green has taken a very **proactive role** both internally and with our municipal clients throughout the country. Since the federal government has identified our services as essential to the health and welfare of communities we serve, we have implemented a comprehensive emergency response plan across our organization (per CDC guidelines, such as PPE, social distancing, etc.) to protect the safety of our employees and the needs of our clients. Our **clients have NOT experienced any loss of service or diminished service**.

Plan Review

We will provide helpful code insight, responsiveness, and collaboration early and often to applicants while leveraging a proven **development review process** and **electronic plan review/digital commenting** to maximize efficiencies, promote project transparency, and save time and money.

HR Green has implemented the most appropriate proven best practice tools and technologies to reduce paper, save time and money, enhance collaboration, and streamline communication and service delivery.

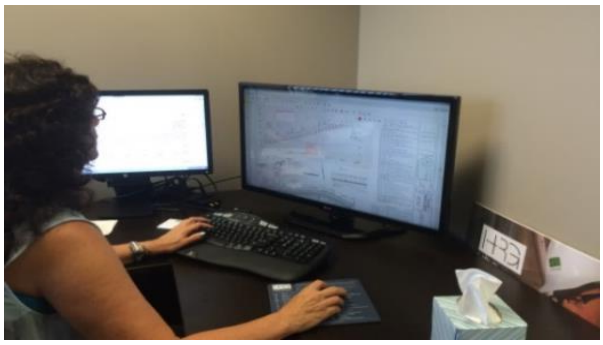
We are proficient using various permit programs and have been asked by some software providers to provide technical input on enhancing their software applications.

> **HR Green** is a **leader in leveraging the power of technology** to streamline government transactional business and empower Village management and Village Council to make sound decisions and priorities. Our firm is proficient in using various electronic plan review systems.

HR Green will assign registered engineers/architects, Master Code Professionals, and ICC-certified plan reviewers to review plans for compliance with applicable codes and requirements (accessibility, building, structural, non-structural, mechanical, electrical, plumbing, solar, fire and life safety, grading, etc.). Major plan review will be handled through a paperless electronic plan review/digital commenting process.

DIFFERENTIATORS
Plan Reviewers

- Commitment of same core staff who have capably served Chicagoland municipalities
- Registered architects and engineers I Master Code Professionals I ICC-certified plan reviewers
- Electronic plan review expertise
- Proficiency with numerous permit software platforms
- Industry-leader in electronic plan review and automated permitting proficiency I Technical consultant for latest software solutions (multiple platforms)
- Proven track record processing a wide variety of projects (construction type and size)
- Established relationship reviewing plans of leading developers and architects
- Ability to accommodate special plan review needs (expedited/ fast-track, multi-phased, specialty)
- IT department staff support / technical expertise

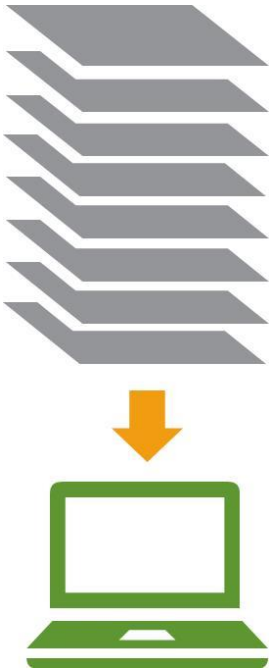


Plan Review Turnaround Times

HR Green has helped Chicagoland villages/cities achieve a 98% turnaround plan review success rate by utilizing a combination of the same staff (on- and off-site), electronic plan review, digital commenting, continuous code training/workshops, pre-development meetings, over-the-counter reviews/support, and ongoing collaboration with architects/developers/designers throughout the review process. Providing building plan reviews, inspections and enforcing code requirements are essential for life safety and welfare of the public. We have no limits or restrictions of how many plan reviews and building inspections our staff can handle at one time. With three offices in the Chicagoland area (New Lenox, McHenry, and Aurora) we have a deep bench of plan reviewers and inspectors available on an as-needed basis.

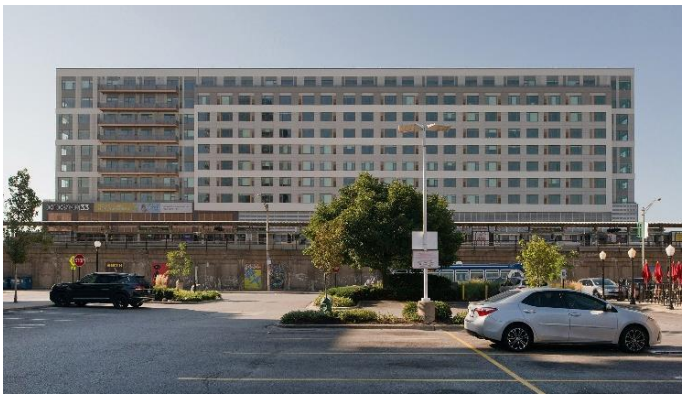
We Will Meet or Beat Your Turnaround Review Schedule Requirements

Building Type	Size (Sq. Ft.)	Turnaround Time	
		First Plan Review	Second Plan Review
Single Family Residential			
New Construction	1,800 to 5,000	7 Business days or less	5 Business days or less
Addition / Remodel	100 to 1,800	5 Business days or less	3 Business days or less
Expedited Review	*	3 Business days or less	2 Business days or less
Commercial / Retail / Restaurants			
New Construction	1,800 to 5,000	7 Business days or less	5 Business days or less
Addition / Remodel	100 to 1,800	5 Business days or less	3 Business days or less
Expedited Review	*	3 Business days or less	2 Business days or less
Mixed-Use / Multi-Family Residential (less than 5-stories)			
New Construction	5,000 to 20,000	8 Business days or less	5 Business days or less
Addition / Remodel	500 to 5,000	5 Business days or less	3 Business days or less
Expedited Review	*	3 Business days or less	2 Business days or less
Mixed -Use Commercial (Less than 10 stories)			
New Construction	20,000 to 60,000	8 Business days or less	5 Business days or less
Addition / Remodel	500 to 5,000	5 Business days or less	3 Business days or less
Expedited Review	*	5 Business days or less	3 Business days or less
Industrial			
New Construction	10,000 to 100,000	7 Business days or less	5 Business days or less
Addition / Remodel	1,000 to 10,000	5 Business days or less	3 Business days or less
Expedited Review	*	5 Business days or less	3 Business days or less
High-Rise Buildings (Less than 21 stories)			
New Construction	60,000 to 300,000	10 Business days or less	7 Business days or less



Electronic Plan Review: Our goal is to maximize efficiencies, time and cost savings, enhance collaboration, and reduce waste by continuing to aspire to the implementation of a 100% paperless platform. **All of our plan review staff are proficient in digital commenting as well as expedited plan review.**

HR Green has technical expertise in providing professional plan review and inspection services for code compliance for all types of building projects. Below are a few samples of the diversity of large-scale / mixed-use / high rise projects (up to 21-stories), where HR Green performed complete plan reviews and all building inspections (all building disciplines from foundation through final occupancy).



Building Inspection

HR Green will provide **experienced inspectors at all times** from 8:30 am to 5:00 pm, Monday through Friday or such hours that the Village may establish, including emergency response.

Our field staff will provide building code inspections for accessibility, building electrical, mechanical, plumbing, and structural, non-structural, solar, fire and life safety, grading, etc.

Our services will include, but not be limited to:

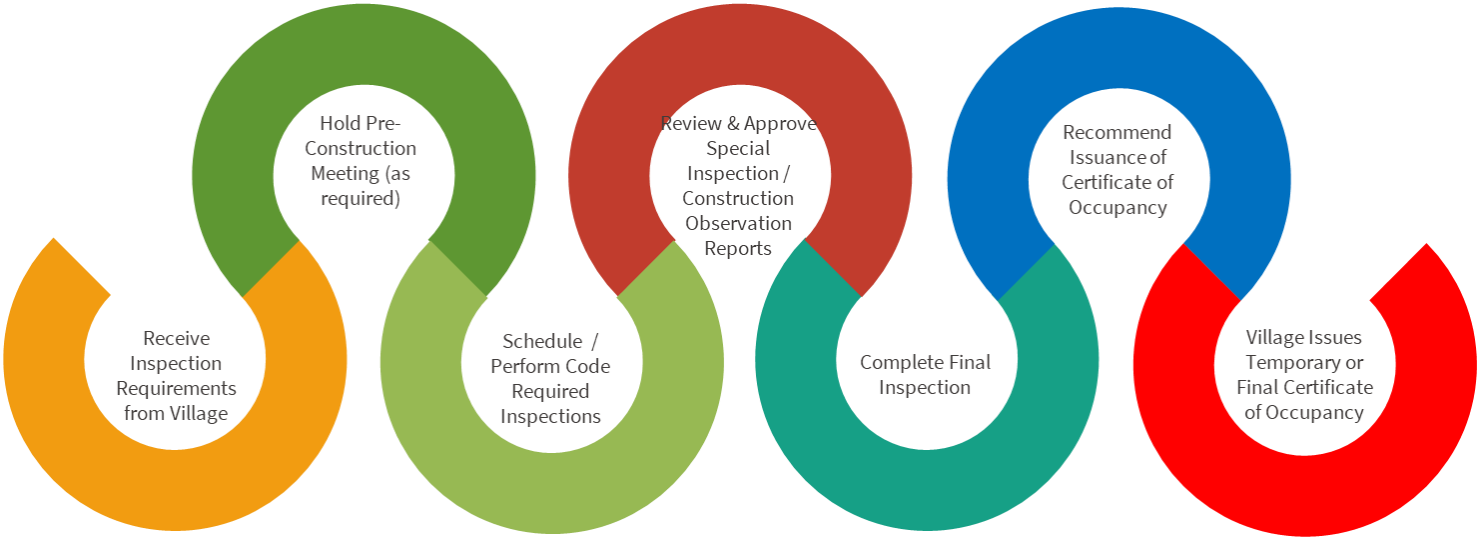
- reading and studying project specifications and plans.
- performing and documenting inspections on construction projects.
- providing excellent customer service to the public as an extension of Village staff.
- identifying and documenting deviations between approved plans and actual field installations.
- writing detailed correction field reports and/or stop work notices, as applicable.
- proficiently communicating with contractors, architects, engineers, and building owners to provide code compliance solutions.
- participating in reviews with fire, health, and other government agency inspectors, as well as owners.

Our building inspection activities can be adjusted on fast-track projects to provide a high level of coordination specifically suited to the design build concept. We recognize that there are alternate materials and methods of construction that can be used to satisfy and comply with the provisions of the code. Our experience with the use of alternate materials, alternate design and methods of construction enhances our ability to solve specific issues that arise in design and construction.

DIFFERENTIATORS
Building Inspectors

- All staff have on-site and field experience delivering same services to other Chicagoland municipalities (25+ year average experience)
- ICC-certified building inspectors
- Multi-faceted experience to handle inspection, plan review, and counter support for all building disciplines
- Extensive experience working on a diversity of project occupancies and types of construction
- Excellent interpersonal skills
- Thorough documentation (daily logs, photo documentation, reports)
- Field inspection apps usage seamlessly interfacing with automated programs

Building Inspection Flow Chart



FINAL APPROVAL / CERTIFICATE OF OCCUPANCY

Upon satisfactory completion and code compliance of all required inspections, receipt of approval from all required third parties and payment of all required fees, HR Green shall make a recommendation to the Village to provide final approval, permit closeout and/or issuance of a temporary or permanent certificate of occupancy.

Our inspectors are not only trained and certified in applicable building codes, but they are also looking to create a win-win relationship with applicants by providing thorough explanations, detailed documentation, and also determining code intent.

"**Brian Brace has been amazing to work with.** One of the reasons I transitioned parts of my business from the City to the Village of Oak Park is because of **Oak Park's superior levels of customer service**. Everyone has been so nice to work with and they've all been very personable and easy to talk to. However, **Brian [Brace] exudes a whole other level of patience and kindness.** He has gone above and beyond in helping me to understand electrical components."

- **Amy Mahjoory**
  Real Estate Investor/Educator/HGTV Personality/Author

Building Administrative Support

HR Green will assign a very experienced Project Manager, **Frank Urbina, AIA, NCARB, ALA, APA**, and Building Official, **Don Plass, CFCO, MCP, CBO, LEED AP, BPI**, to oversee the building department administration, budgeting, and staff management experience. They have served in these same roles for Chicagoland jurisdictions, and have been instrumental in providing code insight; supporting municipalities with community outreach, developer/architect workshops, project kick-off meetings, project progress status/reports, code interpretation assistance to permit applicants at the counter or virtually (phone, email, Zoom conferencing), construction-phase support, coordinating the timely and professional review of plans and inspections, and facilitating a seamless upload of data into automated permitting programs.

An ICC-certified Chief Building Official and Master Code Professional, Don brings 40+ years of comprehensive building and technical code interpretation experience, along with hands-on training facilitation, and plan review and inspection involvement. He is noted for his ability to create customer-oriented, highly efficient, effective, and responsive operations. A recipient of various awards, Don has a well-rounded background with all types of buildings through the entire project lifecycle and is recognized throughout the Chicagoland area for his highly informative and thorough code training sessions/workshops. Possessing expertise in code development, he is noted for nurturing positive working relationships with agency staff and the development community

Supporting Don is **Frank Urbina, AIA, NCARB, APA, ALA, APA**, our Project Manager, and varous Master Code Professionals, including **Ken Welch, CFPE, MCP, CFM CBO**. Frank and Don have led seminar training on code updates and other code-related topics for agecy staff, permit applicants, local architects, developers, and engineers. Ken is one of our key “go to” plan reviewers for complex building projects.

DIFFERENTIATORS

Project Manager:
Frank Urbina, AIA, NCARB

- 30+ years of building and safety administration experience
- Building Official / Building & Code Administration, 25+ jurisdictions
- Hands-on plan review, code interpretation consulting, and inspection
- Electronic plan review proficiency, including with MUNIS EnerGov
- Industry-recognized building code Subject Matter Expert
- Extensive code training of agency and HR Green staff
- General contractor / developer experience

Building Official:
Don Plass, CFCO, MCP, CBO, LEED AP, BPI

- 40+ years of building and safety administration experience
- Competence with MUNIS EnerGov Software Program
- Industry-recognized subject matter expert / international award recipient
- Hands-on plan review, code interpretation consulting, and inspection
- Electronic plan review proficiency
- Extensive code training of agency staff and private sector development consultants

Looking Forward

Enhanced Transparency: While HR Green has continuously incorporated best practices to share information with constituents, there are opportunities to improve information transparency. Some items with which our staff can assist include:

- Update permit counter handouts can be updated with FAQs in an easy-to-understand format to simplify the transactional experience.
- Provide permit activity and other helpful data and metrics for posting on the Village's website.
- Given the extensive ongoing construction village-wide, desire to inform constituents and mitigate construction impacts to the public, and promote future economic development, report major capital and land development projects onto a GIS-based map for posting on the Village's website.

Appropriate Technology Tools: HR Green is familiar with the MUNIS EnerGov platform and the other latest technologies, including CityView 360, BS&A, and Accela. Should the Village so desire, we can help you transition to MUNIS EnerGov and incorporate enhancements, such as:

- Providing all forms in electronic form, available on-line.
- Locating a touchless kiosk near the counter for access to these forms as well as for customer surveys.
- Providing electronic queuing systems and construction-related, DIY-type programs on TV monitors to provide education and entertainment to the customers so wait times are more engaging.
- Utilizing digital codes to assist applicants more clearly understand how the building code impacts their project prior to plan review. Supplying actual code sections to inquiries will assist applicants in understanding code specific items, thereby eliminating potential conflicts.
- Investigating opportunities to "up level" the Village's development review process and your Permit Program. HR Green has consulted to software providers to improve their product functionality, enhance customer service interface, and streamline the permitting process. One such tool is a Permit Guide to help home and business owners simplify the acquisition of a building permit.

CityView360°
Information with a new perspective!

We can also assess ways to enhance a more integrated solution that provides for detailed KPI and dashboard reporting that is highly configurable and customizable to your specific needs. Currently, we are working with **Agiline Software**, a leading software development, solutions and consulting firm, and their CityView360°module to seamlessly upload, track and review plans. Additional reporting uses are also available should the City so desire. CityView360° is a comprehensive tool to collect, validate, transform, organize, present and act on information received from several data sources. CityView360° makes it easy to connect and visualize your information without code using aiWorks© rapid application development. Agiline has seamlessly integrated with **MUNIS EnerGov software** and creates very informative reports and KPI reporting.

Permit Processing

This is where most of Orland Park's citizens and customers get their first experience with the Village and determine their evaluation of the community and its level of customer service. For this reason, HR Green has utilized various certified professionals at the front counter to answer questions. **Tina Williams**, our highly skilled ICC-certified customer service technician, will lead our team in the dissemination of general and technical information to property owners, developers, business owners, residents, the general public, and other agencies concerning property development and the permit process.

To many of Orland Park's customers and citizens the **Permit Counter Operations team ARE the Village to them**. They know them and have built relationships with them. The HR Green staff knows how to provide the highest levels of customer services demanded by the Village and its customers. This is not a simple task and takes getting the "right" people, keeping these same individuals assigned and committed for the long-term and training them to provide the service levels the Village expects. HR Green has and continues to provide this leadership and management to provide a positive experience for all customers.

Our services will include, but not be limited to:

- explaining the process for each customer and personally helping them to a successful conclusion.
- simplifying the process, as much as possible, while ensuring compliance to Village adopted codes and standards.
- providing excellent customer service to both internal and external customers.
- serving as a liaison between inspectors, plan reviewers, architects, engineers, planners, contractors, developers, owners and other Department/Division staff to explain applicable code interpretations and plan review comments to the public.
- calculating and collecting deposits for various Village programs prior to the issuance of permits.

DIFFERENTIATORS
Permit Technicians

- All staff have on-site experience delivering same services to cities
- Exceptional customer service skills/ "Can do" attitude
- Proficiency working with MUNIS EnerGov Program
- Building application and permit processing proficiency
- Computer proficiency

"**Tina Williams** talked to me today regarding the process for obtaining my permits for our house which was recently in a house fire. Tina conveyed this process to me so I could understand the procedures which will save me time and most of all aggravation. Tina put it all in perspective for me. I want to **thank her and HR Green** for understanding and dealing with our situation."

- **James Donelli**
  Ringwood, IL Resident

Health Inspection

In order to protect residents and guests by providing a safe place in which to live, work and play, our certified health inspectors conduct routine unannounced inspections of all establishments holding a food license to prevent foodborne disease. The U.S. Food and Drug Administration (FDA) Food Code provides a scientifically sound technical and legal basis for regulating the food service segment of the industry (restaurants, grocery stores and institutions (i.e. nursing homes, day cares and schools). Our inspector(s) will:

- plan, coordinate, and implement inspections for commercial food services establishments (e.g., restaurants, day cares, nursing homes etc.)
- provide consultations and interpret federal/state/local codes
- review business projects and approve blueprints for commercial projects working closely with business owners
- enforce local property maintenance codes for compliance
- respond and investigate residential complaints for vermin and pests
- plan, coordinate, and implement programs and inspections for public swimming pools and body care establishments (e.g., salons, spas, etc.)
- conduct the annual business survey and licensing
- represent the health department in court
- prepare public notices

DIFFERENTIATORS
Health Inspector:
Laura Dee, MM, LEHP

- 33 years of health inspection experience
- Heath Inspector, Cities of Evanston and Park Ridge
- Licensed Environmental Health Practitioner State of Illinois
- Illinois Association of Code Enforcement member
- Illinois Environmental Health Association member

TAB F: Exceptions

HRGreen®

Building Communities.
Improving Lives.

F. Exceptions

HR Green has maintained contracts with Orland Park and is confident we can enter into a contract with similar terms and conditions. The sample contract provided seems more appropriate for a general contracting agreement and contains language that should be modified or clarified to be more specific to the services being delivered. We would recommend and prefer that we enter into a professional services agreement that we have done in the past with the Village of Orland Park.

Our professional liability amounts far exceed those identified in your draft agreement. Our insurance specimen is included at the end of the Village forms.

Based on our review, we believe revisions will provide greater clarity as to contractual obligations as well as compliance with state law requirements, which will benefit both parties. For example, the standard of care, insurance and indemnification language would be uninsurable/unavailable as written, which would frustrate the Village's desired outcome to involve those resources if needed. If selected, HR Green would like the opportunity to work with the Village to develop the proposed agreement and address very specific issues. We would be prepared to discuss these matters immediately upon selection to assure that no time is lost and that the proposed work can be carried out in a timely manner.

Below please find our comments on some of the more substantive issues we have identified in the Orland Park's Draft Agreement included with this RFP.

Pages 2-3 of RFP

Indemnification

The successful Proposer shall indemnify, ~~defend~~ and hold harmless the Village, its ~~trustees,~~ officers, directors, officials, ~~agents,~~ employees, representatives ~~and assigns~~, from ~~lawsuits, actions~~, costs (including reasonable attorney's fees), ~~claims~~ damages or liability of any character, incurred ~~due to the alleged~~ to the extent caused by the negligence of the Proposer, brought because of any injuries or damages received or sustained by any person, persons or property on account of any negligent act or omission, neglect or willful misconduct of said Proposer, its officers, agents and/or employees arising out of, or in performance of any of the Contract provisions, including ~~and claims or amounts recovered~~ liability for any Proposer infringements of patent, trademark or copyright; or from ~~any claims or amounts~~ liability arising or recovered under the "Worker's Compensation Act: or any other applicable law, ordinance, order or decree. ~~In connection with any such claims, lawsuits, actions or liabilities, the Village, its trustees, officers, directors, officials, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice~~. The Proposer shall be ~~solely~~ liable for all costs of such defense and for all ~~expenses, fees~~, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities. to the extent caused by the negligent act, error, or omission of said Engineer and based on the percentage of fault as determined by a court of competent jurisdiction.

~~The Proposer shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then~~ the Proposer shall promptly reimburse the Village or other indemnified party, ~~upon written demand~~, for any ~~expenses,~~ costs, including but not limited to court costs, reasonable attorneys' ~~and witnesses' fees and other expenses of litigation~~ incurred by the Village or other indemnified party in connection therewith. to the extent caused by the negligent act, error, or omission of said Engineer and based on the percentage of fault as determined by a court of competent jurisdiction.

Page 3 of RFP

Suggest removal of "certify" and replace with "represent."

Page 6 of RFP

Errors or Omissions

D. ~~Withholding Payment~~: Notwithstanding anything to the contrary herein contained, no compensation will be paid to or claimed by the Consultant for services required to correct deficiencies attributable to errors or omissions of the Consultant, and all such errors or omissions must be corrected by the Consultant at their sole cost and expense. ~~Notwithstanding anything to the contrary herein contained, the Village has the right to withhold from payment due the Consultant such sums as are reasonably necessary to protect the Village against any loss or damage which may result from: (i) the negligence of or unsatisfactory Services of the Consultant; (ii) the failure by the Consultant to perform the Consultant's obligations hereunder; or (iii) claims filed against the Village relating to the Services. Any sums withheld from the Consultant as provided in this section, and subsequently determined to be due and owing to the Consultant, will be paid to the Consultant.~~

Pages 6-7 of RFP

Under **Section 4A**, suggest removal of "**Time is of the Essence**" as we have included our turnaround times and schedules in our approach.

Suggest **Section 9. Control and Inspection of Work** read as "*All Services performed by the Consultant shall be done in conformance with this Agreement as determined solely by the Village and this Agreement shall control.*" The paragraph as originally written is drafted for a general contractor.

Pages 7-8 of RFP

Suggest removal of **Section 10.E. Timely Written Response and Written Report(s) of Resolution Relative to Certain Incident(s), Claim(s) and/or Complaint(s)** as paragraph is drafted for a general contractor.

Pages 9-13 of RFP

Under **Section 11. Insurance** suggest removal of "agents" and "volunteers."

Under **Section 11** suggest removal of subsection B.(i).(d).

Under **Section 11** suggest the following edits to subsection B.(ii):

(ii) ISO Business Auto Liability coverage form number CA 00 01, Symbol 01 "Any Auto": $1,000,000 combined single limit ~~per occurrence for bodily injury, and property damage and $1,000,000 per occurrence for personal injury~~.

(iii) Workers' Compensation Insurance:

RFP 21-021 9

Page 11 of RFP

Suggest removal of **Section 11.H**

Page 12 of RFP

Suggest following edits to **Section 12. Indemnity**

12. Indemnity:

A. To the fullest extent permitted by law, the Consultant hereby agrees to ~~defend,~~ indemnify and hold harmless the Village, its elected and appointed officials, employees ~~and agents~~ against all injuries, deaths, ~~loss,~~ damages, ~~claims, patent claims, suits,~~ liabilities, judgments, costs ~~and expenses~~ (including reasonable attorney's fees and court costs), which may in anyway accrue against the Village, its elected and appointed officials, employees, ~~and agents arising in whole or in part or in consequence of the performance of the~~ to the extent caused by the negligent performance of Work by the Consultant, its employees, or subconsultants~~, or which may in anyway result therefrom~~, except that arising out of the ~~sole legal cause~~ negligence of the Village, its elected and appointed officials, employees or agents~~, the Consultant shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its elected and appointed officials, employees or agents, in any such action, the Consultant shall, at its own expense, satisfy and discharge the same~~.

B. Consultant expressly understands and agrees that any ~~performance bond or~~ insurance policies required by this Contract, or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, ~~keep and save~~ hold harmless ~~and defend~~ the Village, its elected and appointed officials, employees ~~or agents~~ as herein provided.

~~C. Consultant further agrees that to the extent that money is due the Consultant by virtue of this Contract as shall be considered necessary in the judgment of the Village, such funds may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village~~.

Under **Section 13. Village Confidential Informatio**n suggest replacing “warrants” with”represents”

Under **Section 14, Professional Standard** suggest removal of “warrants” and “certifies” and replace with “represents”

TAB G: Cost Proposal

HRGreen®

Building Communities.
Improving Lives.

G. Cost Proposal

Plan Reviews (includes 1st and 2nd plan submittal review)

Building Type	Size (Sq. Ft.)	Lump Sum Amount
Single Family Residential		
New Construction	1,800 to 5,000	$1,200.00
Addition / Remodel	100 to 1,800	$960.00
Expedited Review	*	$0 additional
Commercial / Retail / Restaurants		
New Construction	1,800 to 5,000	$2,400.00
Addition / Remodel	100 to 1,800	$1,920.00
Expedited Review	*	$0 additional
Mixed-Use / Multi-Family Residential (less than 5 stories)		
New Construction	5,000 to 20,000	$4,800.00
Addition / Remodel	500 to 5,000	$2,880.00
Expedited Review	*	$0 additional
Mixed -Use Commercial (Less than 10 stories)		
New Construction	20,000 to 60,000	$9,600.00
Addition / Remodel	500 to 5,000	$4,800.00
Expedited Review	*	$0 additional
Industrial		
New Construction	10,000 to 300,000	$4,800.00
Addition / Remodel	1000 to 10,000	$3,840.00
Expedited Review	*	$0 additional
High-Rise Buildings (Less than 21 stories)		
New Construction	60,000 to 300,000	$14,400.00

*** Expedited reviews will be completed at our standard lump sum amounts at no additional costs.**
Plan Review cost amounts include ALL Building Disciplines

Inspections:

Building Type	Estimated Number of Inspections	Lump Sum Amount
Single Family Residential		
New Construction	13	$ 1,040.00
Addition / Remodel	11	$ 880.00
Commercial / Retail / Restaurants		
New Construction	18	$1,548.00
Addition / Remodel	11	$946.00
Mixed-Use Multi-Family Residential (less than 5 stories)		
New Construction	34	$3,060.00
Addition / Remodel	18	$1,620.00
Mixed-Use Commercial (Less than 10 stories, as applicable)		
New Construction	72	$8,640.00
Addition / Remodel	24	$2,880.00
Industrial		
New Construction	14	$1,680.00
Addition / Remodel	8	$960.00
High-Rise Buildings (Less than 21 stories, as applicable)		
New Construction	132	$15,840.00

ALL inspections will be performed by HR Green's In-House Certified or State Licensed Staff for ALL Building Disciplines.

TAB H: Required Village Forms

HRGreen®

Building Communities.
Improving Lives.

H. Required Village Forms

PROPOSAL SUMMARY SHEET
RFP 21-021
PROFESSIONAL PLAN REVIEW, INSPECTION AND SUPPORT SERVICES ON AN AS NEEDED BASIS

Business Name: HR Green, Inc.

Street Address: 323 Alana Drive

City, State, Zip: New Lenox, IL 60451-1766

Contact Name: Frank Urbina

Title: Group Leader, Building & Code Governmental Services

Phone: Direct: 815.759.8389 | Cell 815.321.1542 Fax:

E-Mail address: furbina@hrgreen.com

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Tim Hartnett

Signature of Authorized Signee: Timothy J. Hartnett

Title: Vice-President Date: April 23, 2021

RFP 21-021 1

ORLAND PARK

CERTIFICATE OF COMPLIANCE

The undersigned Tim Hartnett, as Vice-President
(Enter Name of Person Making Certification) *(Enter Title of Person Making Certification)*

and on behalf of HR Green. Inc., certifies that:
(Enter Name of Business Organization)

1) **BUSINESS ORGANIZATION:**

The Proposer is authorized to do business in Illinois: Yes [X] No [ ]

Federal Employer I.D.#: 42-0927178
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (*check one*):

___ Sole Proprietor
___ Independent Contractor *(Individual)*
___ Partnership
___ LLC
_X_ Corporation Iowa (*State of Incorporation*) 1913 (*Date of Incorporation*)

2) **ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes [X] No [ ]**

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.

3) **SEXUAL HARRASSMENT POLICY: Yes [X] No [ ]**

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

4) <u>EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE</u>: Yes [X] No [ ]

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

5) TAX CERTIFICATION: Yes [X] No [ ]

Contractor is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

6) AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Contractor set forth on the Proposal, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Certificate are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

ACKNOWLEDGED AND AGREED TO:

Timothy J. Hartnett
Signature of Authorized Officer

Tim Hartnett
Name of Authorized Officer

Vice-President
Title

April 23, 2021
Date

REFERENCES

Provide three (3) references for which your organization has performed similar work.

Bidder's Name: HR Green, Inc.
(Enter Name of Business Organization)

1. ORGANIZATION Village of Oak Park
   ADDRESS 123 Madison Street, Oak Park, IL 60302
   PHONE NUMBER 708.358.5420
   CONTACT PERSON Steve Cutaia, MPA/BA, MCP, CBO, Chief Building Official/ADA Coordinator
   YEAR OF PROJECT 2015 - ongoing

2. ORGANIZATION Elk Grove Village
   ADDRESS 901 Wellington Avenue, Elk Grove Village, IL 60007
   PHONE NUMBER 847.357.4004
   CONTACT PERSON Matthew J. Roan, Deputy Village Manager
   YEAR OF PROJECT 2018- ongoing

3. ORGANIZATION Village of Palos Park
   ADDRESS 8999 West 123rd Street, Palos Park, IL 60464
   PHONE NUMBER 708.671.3702
   CONTACT PERSON Richard Boehm, ICMA-CM, Village Manager
   YEAR OF PROJECT 2019 - ongoing

ORLAND PARK

INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's

WORKERS COMPENSATION & EMPLOYER LIABILITY
Workers' Compensation – Statutory Limits
Employers' Liability
$1,000,000 – Each Accident $1,000,000 – Policy Limit
$1,000,000 – Each Employee
Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY
$1,000,000 – Combined Single Limit

GENERAL LIABILITY (Occurrence basis)
$1,000,000 – Each Occurrence $2,000,000 – General Aggregate Limit
$1,000,000 – Personal & Advertising Injury
$2,000,000 – Products/Completed Operations Aggregate
Primary Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

PROFESSIONAL LIABILITY
$1,000,000 Limit - Claims Made Form, Indicate Retroactive Date & Deductible

EXCESS PROFESSIONAL LIABILITY (Umbrella-Follow Form Policy)
$1,000,000 – Each Occurrence
$1,000,000 – Aggregate
EXCESS MUST COVER: Professional liability

Any insurance policies providing the coverages required of the Consultant, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, officials, employees, agents, representatives and assigns as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverages. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement, however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

Proposer agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Nicole Merced, Purchasing Coordinator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the contractor.

ACCEPTED & AGREED THIS 23rd DAY OF April, 2021

Timothy J. Hartnett
Signature

Authorized to execute agreements for:

Tim Hartnett, Vice-President
Printed Name & Title

HR Green, Inc.
Name of Company

RFP 21-021

6

Please reference our Insurance Specimen on the following page which will include applicable coverage and endorsements which meets or exceeds your requirements.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1-800-300-0325
Holmes Murphy & Assoc - CR
201 First Street SE, Suite 700
Cedar Rapids, IA 52401

CONTACT NAME: Misty Sunnes
PHONE (A/C, No, Ext): 319-896-7670 FAX (A/C, No):
E-MAIL ADDRESS: msunnes@holmesmurphy.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Zurich American Insurance Company	16535
INSURER B : Travelers Property Casualty Company of	25674
INSURER C : XL SPECIALTY INS CO	37885
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
HR Green, Inc.
8710 Earhart Lane SW
Cedar Rapids, IA 52404

COVERAGES **CERTIFICATE NUMBER:** 60943547 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			GLO373096711	01/01/21	01/01/22	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			BAP373096811	01/01/21	01/01/22	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			ZUP14N8656621	01/01/21	01/01/22	EACH OCCURRENCE	$ 10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED X RETENTION $ 10,000							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC373096611	01/01/21	01/01/22	X PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Professional Liability (Claims Made Coverage)			DPR9970726	01/01/21	01/01/22	Per Claim	5,000,000
							Aggregate	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

To Whom it May Concern

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD
mgruiscr
60943547

APPENDIX – Sample Work

HRGreen®

Building Communities.
Improving Lives.

Appendix - Sample Work

On the following pages, please find a few examples of our written correspondence, including plan review letters with comments referencing building code sections as applicable. We have also included a few field inspection reports and other corresponding forms. Please note that these examples are only a few of over thousands of plan reviews and inspections that we perform on a yearly basis.

Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302-4272

708.358.5430
708.358.5112 Fax
permits@oak-park.us

NOT APPROVED

March 26, 2021

Mr. Armand Meachum
Charles Vincent George Architects, Inc.
1245 E. Diehl Road Suite 101
Naperville, Illinois, 60302
ameachum@cvgarchitects.com

RE: **COMMERCIAL ALTERATIONS – PRCNA202100819 – 1st Submittal**
Derick Dermatology
1133 South Boulevard Suite 1 Oak Park, Illinois 60302

Referenced Codes and Acts: 2018 International Building Code (IBC) w/amendments
2018 International Existing Building Code (IEBC) w/amendments
2018 International Mechanical Code (IMC) w/amendments
2018 International Fire Code (IFC) w/amendments
2018 International Fuel Gas Code (IFGC) w/amendments
2017 National Electrical Code (NEC) w/amendments
2018 International Energy Conservation Code (IECC) w/amendments
2014 Illinois State Plumbing Code (IPC)
2018 Illinois Accessibility Code (IAC)

Drawings Reviewed: (Pages - 9) Sheets: G1.1, G1.2, A2.1, A2.2, P1.0, P2.0, E0.0, E0.1, and E1.0. Drawings are dated March 22, 2021 and plans were prepared by Charles Vincent George Architects.

Dear **Mr. Meachum,**

We have completed our review of the drawings submitted for the above-referenced project. The drawings are NOT APPROVED at this time. The following comments shall be fully addressed and incorporated into the drawings prior to their approval. Please address all comments graphically and with the use of code compliance notes on all sheets across all disciplines as applicable. Please, cloud and date all changes. **SUBMIT ALL RESPONSES, DOCUMENTS, CUT SHEETS AND REVISIONS ELECTRONICALLY THROUGH THE VILLAGE WEB PAGE PORTAL.**

BUILDING – 2018 International Building Code (IBC) with amendments

1. The plan submittal is very confusing. You're requesting a permit for a concrete slab and infrastructure work but have added much more information than is required. In fact, if all the other non-job specific information remains the plans will be returned again for correct responses. If you are not requesting a full construction permit then all unnecessary drawings, notes, details and references shall be removed. Fire protection notes, accessibility requirements, fire alarm details, security system, energy conservation information, etc. have nothing to do with the slab or infrastructure work. There should be an existing conditions drawing in your submittal. The plan reviewer is unable to tell if this is a "vanilla box" or an

Page **1** of **3**

existing business being converted for your client's use. A "Scope" paragraph would help clarify the situation.

2. The architect is to provide their signature, date document was signed, and date when their license expires as well as their official stamp on the Index/Title Page and stamp each page thereafter. If no index then each page shall be signed, dated, license expiration date and stamp for each page. (Section 107.2.1 and the Illinois Architectural Practice Act) Please make sure to address all items in the review letter, date and bubble each correction in order to expedite your review. NOTE: Due to the current dating format and possibility of dating irregularities the use of a two-digit year is not acceptable. Please provide a four-digit year to eliminate any irregularities or confusion. Do not provide 11/30/21. The only acceptable date style is 11/30/2021.
3. The Village of Oak Park has adopted the 2018 International Existing Building Code (IEBC) please update the plans by listing the 2018 International Existing Building Code and verifying the plans comply with all requirements. (Section 107.2.1) Indicate the alteration level along with the square footages to verify correct alteration level.
4. Please make sure all codes have the correct adopted version date listed. Plans will be returned if current edition, most recent edition or no version date is provided. (Section 107.2.1) i.e., 2018 International Building Code and not International Building Code – Current Edition. This shall be completed for all adopted codes.
5. Where the plans indicate "they will comply with applicable codes", a statement shall be added directing the reader to the location of the list of governing codes within the plans, (i.e., see Title Page for list of adopted codes) or list the appropriate adopted code at each location. (Section 107.2.1) Do not provide generic code compliance statements in any construction discipline.
6. Please note for all electronic plan submittals please provide a bar scale, on each page with drawings, with increments of 1', 2', 3', 5', and 10'. (Section 107.2.1) This is required for all electronic plan submittals and for all construction disciplines.
7. Provide a "shaded" area where the concrete will be sectioned out for any proposed under slab work. (Section 107.2.1)
8. A plan tag at the interior stairway shaft indicates one side of the foundation is concrete and the other side is paving. Please clarify. (Section 107.2.1)
9. The plans contain a host of additional/extraneous notes that shall be removed. If a designer's note has nothing to do with the proposed project, then all the unrelated notes shall be removed. (Section 107.2.1)
10. Please indicate the Use Group of the previous tenant. (Sections 107.2.1 and 302.1)
11. Table 403.2.4 requires a minimum bond strength of 430 psf for sprayed fire-resistant materials installed throughout the building, i.e., floor, roof, wall assemblies, fluted decks, structural members, etc. Revise accordingly. (Sections 403.2.4, Table 403.2.4) During proposed construction should any fire-resistant materials be removed, intentionally or not, shall be replaced & inspected prior to the final inspection on this permit.

STRUCTURAL – 2018 International Building Code (IBC) with amendments

1. Based upon the submitted information, no structural code deficiencies were noted at this time.

STRUCTURAL TESTS & SPECIAL INSPECTIONS – 2018 International Building Code (IBC) w/amendments

1. No structural tests and/or special inspections were indicated within the submitted documentation. (Section 107.2.1) Fire-resistant materials are required to be inspected. During construction these materials are inadvertently knocked or scraped off and shall be replaced and inspected prior to a final inspection on this permit request unless, an agreement has been made with village staff ahead of time.

EXISTING BUILDING – 2018 International Existing Building Code (IEBC) with amendments

1. The designer shall comply with all the 2018 International Existing Building Code requirements including a complete classification of all work involved including complete square footage calculations of the existing building as well as classification of each work area, square footage of proposed work, and whether compliance with the Existing Building Code will be prescriptive or with the alternatives provided in Section 101.5. Please include the alteration level and add the 2018 International Existing Building Code to the list of applicable codes.

ELECTRICAL – 2017 National Electrical Code (NEC) with amendments

1. Electrical plans were submitted (stub-up plan) without any discerning information regarding any underground electrical conduits or piping. (IBC Section 107.2.1) Floor junction boxes are indicated but no indication of conduit, conduit size (plans due indicate minimum size 1", is that what is being proposed?), running location, etc. There is no indication where the feed is coming from.
2. Complete electrical information was not provided so a partial electrical code review was performed. Please understand additional comments may result from the lack of electrical information from this current submission. (IBC Section 107.2.1)
3. Indicate the location of the power panel(s) affecting this building permit request. Provide complete details. (IBC Section 107.2.1)

MECHANICAL – 2018 International Mechanical Code (IMC) with amendments

1. No mechanical code deficiencies were noted at this time.

FUEL GAS – 2018 International Fuel Gas Code (IFGC) with amendments

1. No fuel gas code deficiencies were noted at this time.

ENERGY CONSERVATION – 2018 International Energy Conservation Code (IECC) with amendments

1. No energy conservation code deficiencies were noted at this time based upon the submitted construction documents.

PLUMBING – 2014 Illinois Plumbing Code (IPC)

1. Please provide a complete and accurate index/legend of symbols and abbreviations. (IBC Section 107.2.1) Missing symbols.

ACCESSIBILITY – 2018 Illinois Accessibility Code (IAC)

1. No accessibility code deficiencies were noted at this time based upon the submitted construction documents.

SUBMIT ALL RESPONSES, DOCUMENTS, CUT SHEETS AND REVISIONS ELECTRONICALLY THROUGH THE VILLAGE WEB PAGE PORTAL. This plan review was performed by HR Green, Inc. on behalf of the Village of Oak Park. Every effort has been made to identify all code deficiencies; however, failure to identify a code deficiency during plan review does not alleviate any obligation to comply with all applicable code provisions. If you have any questions concerning items in this review, please contact me.

Although the Village strives for a quick turn-around on reviewing revised drawings, in fairness to other applicant's awaiting review, projects that are not found to be in full compliance at the end of the third review, are sent back into the review queue and are then handled on a first-come, first-served basis.

Sincerely,

Ken Welch, CFM, CBO, MCP
Combination Plan Reviewer/Inspector
HR Green, Inc.
kwelch@hrgreen.com
815.759.8300

Steve L. Cutaia
Chief Building Official
Development Customer Services Department
scutaia@oak-park.us
708.358.5432

HRGreen
420 North Front Street | Suite 100 | McHenry, IL 60050
Main 815.385.1778 + Fax 815.385.1781

Residential Water Supply and Meter Size Requirements
(Per Tables M & N, Appendix A of 2014 Illinois Plumbing Code

Water Supply Fixture Unit Calculation			
Fixture	**Quantity**	**Fixture Units**	**Total**
Water Closet	3	3	9
Lavatory	4	1	4
Bathtub	1	2	2
Shower Stall	3	2	6
Kitchen Sink	2	2	4
Dishwasher	1	1	1
Laundry Machine	1	2	2
Laundry Tray	1	3	3
Other			
		*** WSFU TOTAL**	31

* THE WATER PIPING SYSTEM FOR THE HOUSE SHALL BE SIZED ACCORDING TO THE WATER SUPPLY FIXTURE UNIT CALCULATION.

General Notes: All rough-in plumbing must be included. Do not count hose bibs.

TOTAL	DOMESTIC SERVICE LINE SIZE	METER SIZE (MINIMUM)	
20 - 29	☐ 1" service line	¾" meter	(12-inch spread required for the water meter)
30 - 34	☒ 1" service line	1" meter	(17-inch spread required for the water meter)
35 - 59	☐ 1 ¼" service line	1" meter	(17-inch spread required for the water meter)
60 - 99	☐ 1 ½" service line	1 ½" meter	(14-inch spread required for the water meter)

WSFU Calculation By:

MP-HRG	Plan Reviewer	03/29/21
Print Name	Title	Date
9110 Hillcrest Ln		
Project Address	Subdivision	Lot#

Cc: Public Works Department

HRGreen
420 North Front Street | Suite 100 | McHenry, IL 60050
Main 815.385.1778 + Fax 815.385.1781

Building Permit Zoning Review	Address: **9110 Hillcrest Lane**	
Review Date: **3/29/21**	Project Type: **Residential alteration**	
Reviewed By: **MP-HRG**		Interior Lot: **YES**
Zoning District: **R1A**		Corner Lot: **NO**
Area Required for Subdivision: **43,560 except for developed lots**	Area Provided: **44,518sqft**	Through-Lot: **NO**
Width Required for Subdivision: **150' except for land platted prior to 7/10/52**	Width Provided: **187.24'**	Depth Provided: **368.02'**

	Palos Park Ordinance	Actual	Comment
Parking Required:	2	2+	No change
Main Building Height:	25'	Not provided	No change
Accessory Building Height:	25'	n/a	n/a
Front Yard Setback Required:	50'	Not provided	No change
Corner street-side, side yard required:	50'	n/a	n/a
Side Yard Required:	Greater of 15% or 15'	Not provided	No change
Total Side Yard:	30'	Not provided	No change
Main Building Rear Yard Required:	50'	Not provided	No change
Accessory Building Side Setback:	Min.15'/1' per 40sqft	n/a	n/a
Accessory Building Rear Setback:	Min.15'/1' per 40sqft	n/a	n/a
Accessory Building Coverage Permitted:	Lesser of 2.5% of lot or primary structure footprint (2/3 of single story)	n/a	n/a
Lot / Building Coverage:	20%	Not provided	No change
F.A.R. maximum:	23% (.5), 22% (.5-2), 21.5%(2+)	Not provided	No change
Floor Area:	2,200 square feet	4,131	No change
Side Load Garage Setback	30'	n/a	n/a
Retaining Wall	3' between, 8 feet from side lot lines/comply with grading ordinance	n/a	n/a
Fence	See 1464.01(b)(1)	n/a	n/a
Sprinkler System (sf of 1st and 2nd floors):	5,000 s.f.	n/a	n/a
A/C units not in setbacks / mechanical exhaust 10 ft. from lot line?	☒ YES	☐ NO	
Does the site plan match the 1st and 2nd floor plan for protrusions?	☒ YES	☐ NO	
NOTES:			
All items conform: ☐ YES ☐ NO	Checked By:		

HRGreen
420 North Front Street | Suite 100 | McHenry, IL 60050
Main 815.385.1778 + Fax 815.385.1781
HRGREEN.COM

VILLAGE OF PALOS PARK
8999 W. 123rd Street | Palos Park, IL 60464
Main 708.671.3700 + Fax 708.448.9542
website: www.palospark.org

March 29, 2021

Keith Baar
9110 Hillcrest Lane
Palos Park, Illinois, 60464

RE: **Residential addition & alteration**
9110 Hillcrest Lane

Referenced Codes and Acts:

- 2018 Illinois Energy Conservation Code
- 2012 International Building Code
- 2012 International Residential Code
- 2011 National Electrical Code
- 2012 International Mechanical Code
- 2014 Illinois Plumbing Code
- 2006 NFPA #1 Uniform Fire Code
- 2006 NFPA #101 Life Safety Code with Amendment Chapter 24, Sec. 24.3.5.1
- Village of Palos Park Codified Ordinance

Drawings Reviewed: **Pages (11). Sheets: CS-1, D-1, A-0, A-1, A-2, A-3, A-4, A-5, A-6, A-7 & MPE-1. Drawings are dated March 19, 2021 and are prepared by James W. Sotirose, Architect.**

Dear Mr. Baar,

Our office has completed the building review of the drawings submitted for the above-referenced project. The drawings are **approved as noted**. Please see the approved plans and paperwork before beginning your project. Any plan changes during the course of this project shall be reviewed and approved by the Village of Palos Park before construction may continue. The approved plans and paperwork shall be on site and available for inspection, at all times, during the course of the project. Failure to have these plans available at inspection may result in inspections not being approved.

ZONING VILLAGE OF PALOS PARK CODIFIED ORDINANCE

1. No comments at this time.

BUILDING (2012) INTERNATIONAL RESIDENTIAL CODE (IRC) with AMENDMENTS

1. A demolition permit will be required from Cook County for wrecking, removing or disturbing of any load bearing structural members of an existing building.
2. Signed and sealed certification of truss modification from an Illinois registered structural engineer will be required to be submitted to the building inspector by rough framing inspection for the proposed modification of trusses above the great room.

3. The door between the residence and garage shall be a 20-minute fire rated door with a self-closing device. (R302.5.1)

MECHANICAL (2012) INTERNATIONAL MECHANICAL CODE (IMC)

1. No comments at this time.

ELECTRICAL (2011) NATIONAL ELECTRIC CODE (NEC) with AMENDMENTS

1. Please note that arc-fault protection is required for all new circuits supplying family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways or similar rooms. (210.12(A))
2. All recessed lighting shall be listed for insulation contact. (Village amendment to 410.116(A)(1))

PLUMBING (2014) ILLINOIS PLUMBING CODE (IPC)

1. No comments at this time.

ENERGY CONSERVATION (2018) ILLINOIS ENERGY CONSERVATION CODE (IECC)

1. Please note, the current applicable energy code is the 2018 Illinois Energy Conservation Code.

NFPA #1 (2006) Uniform Fire Code

1. No comments at this time.

NFPA #101 (2006) Life Safety Code with Amendment Chapter 24, Sec. 24.3.5.1

1. No comments at this time.

FUEL GAS (2012) INTERNATIONAL FUEL GAS CODE (IFGC)

1. Verify proper combustion air is provided for all gas burning appliances.

ACCESSIBILITY (1997) ILLINOIS ACCESSIBILITY CODE (IAC)

1. No comments at this time.

REQUIRED INSPECTIONS:

1. Site Protection Inspection
2. Footing Excavation / Soil Erosion Control
3. Slab
4. Electric Service
5. Ice & Water Shield Inspection (roofing underlayment)
6. Rough Plumbing
7. Rough Electric
8. Rough HVAC
9. Rough Framing / Firestopping
10. Insulation and House wrap
11. Plumbing Final
12. Electric Final
13. HVAC Final
14. Building Final

This plan review was performed by HR Green, Inc. on behalf of the Village of Palos Park. Every effort has been made to identify all code deficiencies however; failure to identify a code deficiency during plan review does not alleviate any obligation to comply with all applicable code provisions. This review shall not constitute authority for, nor approval or waiver of, any violation of the provisions of the Zoning Ordinance, Building Codes, and regulations of the Village of Palos Park. If you have any questions concerning items in this review, please contact me.

Sincerely,

Michael Puplava
Plan Reviewer/Inspector
HR Green, Inc.

A complete set of Village approved plans shall remain on site at all times.

_____
Signature

_____
Printed Name

VILLAGE OF GLENCOE
BUILDING & ZONING
675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | publicworks@villageofglencoe.org | Follow Us: @VGlencoe
www.villageofglencoe.org

August 12, 2020

Midwest Arbor
1700 Holian Drive
Spring Grove, IL 60081

RE: Tram System
451 Lakeside Terrace
Glencoe, Illinois 60022

Dear Applicant,

We have completed our review of the drawings submitted for the above-referenced project. The drawings are not approved at this time. Please address all the following comments noted below. Please cloud and date all changes on the plans.

BUILDING 2015 International Building Code (IBC) w/ Amendments

1. Plans must contain the Registered Design Firm number of the Structural Engineer per Structural Engineers Act of 1989. (IRC 106.1.1)
2. Certification of the tram equipment must be by a nationally recognized testing laboratory. (IRC 106.1.1)
3. Letter by Midwest Standard Engineering and Testing, Inc. Dated July 15, 2020 recommends the use of drilled concrete pier foundations bearing 4 to 6 feet below grade. Plan shows Driven Pin Pile Support Posts. Please revise. (IRC 106.1.1)
4. Letter by Midwest Standard Engineering and Testing, Inc. Dated July 15, 2020 recommends using 3000 psf bearing for the sizing of concrete piers, but calculations on sheet L-6 use 4000 psf and 5000 psf. Please revise. (IRC 106.1.1)

MECHANICAL 2015 INTERNATIONAL MECHANICAL CODE (IMC) w/ Amendments

1. No Comments

ELECTRICAL 2014 NATIONAL ELECTRIC CODE (NEC) w/ Amendments

1. No Comments

PLUMBING 2014 STATE OF ILLINOIS PLUMBING CODE

1. No Comments

FUEL GAS 2015 INTERNATIONAL FUEL GAS CODE (IFGC) w/ Amendments

1. No Comments

FIRE 2015 INTERNATIONAL FIRE CODE (IFC) w/ Amendments

1. No Comments

ENERGY 2015 STATE OF ILLINOIS ENERGY CODE w/ Amendments

1. No Comments

LIFE SAFETY 2015 NFPA 101 LIFE SAFETY CODE

1. No Comments

ACCESSIBILITY 1997 ILLINOIS (IAC)

1. No Comments

This plan review was performed by HR Green, Inc. on behalf of the Village of Glencoe, IL. Every effort has been made to identify all code deficiencies, however, failure to identify a code deficiency during plan review does not alleviate any obligation to comply with all applicable code provisions. If you have any questions concerning items in this review, please contact me.

Sincerely,

Steven Schwarz, SE, PE
Lead Structural Engineer
HR Green, Inc.
sschwarz@hrgreen.com
815-759-8392

Referenced Codes and Acts:

2015 International Building Code (IBC) w/ Amendments
2015 International Mechanical Code (IMC) w/Amendments
2014 National Electrical Code (NEC) w/Amendments
2014 Illinois State Plumbing Code
2015 International Fuel Gas Code (IFGC) w/ Amendments
2015 International Fire Code (IFC) w/Amendments
2015 International Energy Conservation Code (IECC) w/ Amendments
2015 NFPA 101 Life Safety Code
1997 Illinois Accessibility Code (IAC)

Sheets Reviewed:

451 Lakeside Tram Plan Set L-6-13 – PDF (HE Stamp)
Tse - 451 Lakeside Terrace Permit Means and Methods Tram Project
Tse – 451 Lakeside Terrace Tram Reference Photos
Hillside Tram Engineering Testing Reference – Brook Stevens, Inc.
SMC Geotechnical report december24267
Geotechnical Recommendation Letter for Foundations
TSE Cover Ltr 07 15 20
TSE Purch Agrmt
Certif of Liability and Bond HT of WISC
TSE Project Layout
Tram Drawings
Tram Engineering Reports
TSE Thompson Elv Form

HRGreen

Village of Johnsburg
1515 Channel Beach Avenue
Johnsburg, IL 60051
815-385-6023

November 25, 2019

Patrick Kelderhouse
Hooker/De John
Architects & Engineers
316 Morris Avenue
Studio Suite 410
Muskegon, MI 49440
231.722.3407
Patrickk@hdjinc.com

RE: Berkshire Johnsonburg
Senior Living Facility
2117 W. Church Street, Johnsburg, Illinois 60051

Referenced Codes and Acts:
2015 International Building Code (IBC) w/Amendments
2015 International Mechanical Code (IMC) w/Amendments
2015 International Fuel Gas Code (IFGC)
2015 International Fire Code (IFC) w/Amendments
2014 National Electrical Code (NEC) w/Amendments
2018 Illinois Energy Conservation Code (IECC)
2014 Illinois Plumbing Code (IPC)
2018 Illinois Accessibility Code (IAC)
Johnsburg Code of Ordinances

Drawings Reviewed: 193 sheets Containing Building, Demolition, Fire Suppression, Mechanical, Plumbing and Electrical.

Dear Mr. Kelderhouse,

We have completed our first review of the drawings submitted for the above-referenced project. The drawings are NOT APPROVED at this time. The following comments shall be fully addressed and incorporated into the final "FOR CONSTRUCTION" set, for review and approval. Please cloud and date all revisions.

GENERAL

1. This proposed Senior Living Facility was reviewed under the above Referenced Codes and acts. Please revise Sheet AC0.0 to reflect the above referenced Codes. The 2018 Illinois Energy Conservation Code (IECC) is the State of Illinois law for Energy and is the code which this project is reviewed by.

HRGreen.com
Phone 815.385.1778 Fax 815.385.1781 Toll Free 800.728.7805
420 North Front Street, Suite 100, McHenry, Illinois 60050

2. This proposed plan was reviewed under Construction Type 5A, which requires all supporting members of the structure to be 1 – Hour Fire-Resistant, and shall be continuous from the top of the foundation, to the underside of the floor above, and to be continuous through concealed spaces. Please revise to maintain a 1 hour system.
3. This proposed plan was reviewed for a USE and OCCUPANCY CLASSIFICATION as Residential Group R-2 occupancies containing sleeping units where the occupants are primarily permanent in nature.
4. The Final Construction Set of Plans shall be Sealed and Signed by the Design Professional in Charge, along with Structural, and Mechanical Engineers. All Design Professionals shall be currently licensed in the State of Illinois and also shall be licensed as an Illinois Professional Design Firm.

BUILDING (2015) INTERNATIONAL BUILDING CODE (IBC) with AMENDMENTS

1. Sheet A3.3 Wall Types, indicates several different wall types, with Gypsum Association (GA) and UnderWriters Laboratory (UL) Listed Assemblies. The cross reference to the Structural Framing Plans does not follow Sheet A3.3 Wall Types. On the Framing Plan Sheets, Walls labeled G4, G7 and G8. Please revise to be consistent.
2. Please provide a Sheet containing the GA and UL listings from their websites.
3. Please also provide details of any Firestopping through rated assemblies, including product and part number.
4. All Interior Exit stairways shall be constructed as 1 – Hour "Fire Barriers" in accordance with Section 707, this includes exterior walls.
5. Sheet A9.3 indicates the Landing Ledger is fastened directly to the Fire Barrier. The Fire Barrier is to be continuous without interruption of the gypsum board. Ledgers, and furring may be placed after the Fire Barrier is completed. Please revise.
6. The Elevators will be reviewed as a separate Permit. Section 3002.4 requires the elevator car to accommodate an ambulance stretcher 24 inches by 84 inches.
7. Sheet AC0.0 indicates Section 707.14.1 as Elevator Lobby not required with sprinkler system. Section 707 Fire Barriers only goes to 707.10. Where did this Section come from?
8. Please provide details of Firestopping and Draftstopping at each floor and attic/roof
9. Indicate Ice and Water Shield to be applied from the roof edge to a point 24 inches from the inside surface of the exterior wall.
10. Please provide a more clear detail of Wall Sections 3 and 4 on Sheet A3.7, including how the 1 – hour fire rating will be continuous at all exterior walls.
11. Section 1 on Sheet A3.7 indicates masonry bond beams to provide anchorage for the anchor bolt. Will this be installed at the entire Exterior wall bottom? The insulation detail is very well done.
12. Prior to any Demolition taking place a report of Remediation, from a licensed professional, shall be submitted indicating any materials (Lead, Asbestos and any refrigerants) have been removed and/or abated.

STRUCTURAL (2015) INTERNATIONAL BUILDING CODE (IRC) with AMENDMENTS)

1. Calculations: None were submitted for review, please submit.
2. Geotechnical Report: None was submitted for review, please subit.
3. Sheet S0.1, Structural Steel, Note 12: Please revise Professional Engineer to Licensed Structural Engineer in the State of Illinois

HRGreen.com

4. Sheet S0.1, Delegated Design: Please revise Professional Engineer to Licensed Structural Engineer in the State of Illinois
5. Sheet S0.1: Notes and Plans refer to snow loading plan, but none was found. Please revise.

MECHANICAL (2015) INTERNATIONAL MECHANICAL CODE (IMC)

1. Submitted Sheets indicate "Not for Construction".

FUEL GAS (2015) INTERNATIONAL FUEL GAS CODE (IFGC)

1. Submitted Sheets indicate "Not for Construction".

FIRE (2015) INTERNATIONAL FIRE CODE (IFC)

1. Sheet AC0.0 indicates the Automatic Sprinkler System to be in compliance with Section 903.3.1.2 which is NFPA 13R. In the Project Description it is noted that NFPA 13 will be installed at the first floor and then NFPA 13R at Garden, 2nd and 3rd floors. Please confirm and submit full drawings for a complete review. Please also submit fire alarm plans for review and approval. NOTE: Fire sprinkler system and fire alarm system plans may be a deferred submittal.

ELECTRICAL (2014) NATIONAL ELECTRICAL CODE (NEC) with AMENDMENTS

1. Submitted Sheets indicate "Not for Construction". Submit a full set without the "Not for Construction" stamp.
2. Provide COMCheck Interior Lighting Compliance Certificate.

ENERGY CONSERVATION (2018) ILLINOIS ENERGY CONSERVATION CODE (IECC)

1. Provide COMCheck Mechanical Compliance Certificate.

PLUMBING (2014) ILLINOIS PLUMBING CODE (IPC) with no Amendments

1. Submitted Sheets indicate "Not for Construction". Submit a full set without the "Not for Construction" stamp.

ACCESSIBILITY (2018) ILLINOIS ACCESSIBIITY CODE (IAC)

1. No comment at this time

HRGreen.com

This plan review was performed by HR Green, Inc. on behalf of the Village of Johnsburg. Every effort has been made to identify all code deficiencies, however; failure to identify a code deficiency during plan review does not alleviate any obligation to comply with all applicable code provisions. There may be additional comments when the Final Construction Set is submitted. If you have any questions concerning items in this review, please contact me. We are looking forward to the Final Construction Set to be submitted.

Sincerely,

Don Plass, CFCO, MCP, LEED AP, BPI
Master Coode Professional
HR Green, Inc. 815-345-9922 CELL
dplass@hrgreen.com

HRGreen.com

HRGreen

420 North Front Street | Suite 100 | McHenry, IL 60050
Main 815.385.1778 + Fax 815.385.1781

HRGREEN.COM

Village of Johnsburg
1515 Channel Beach Avenue
Johnsburg, IL 60051
815-385-6023

February 15, 2021

Chris Budde (Permit Applicant)
Sun Run Installation Services
2309 S Mount Prospect Road
Des Plaines, IL 60018
(773) 766-0762
ll.permitting@sunrun.com

Timothy Steward (Homeowner)
3605 W Fairview Ave
Johnsburg, IL 60051
(815) 403-8870
tim@coachpapa.com

RE: New Rooftop Photovoltaic System Installation (9.61 kW DC) Permit Number: F21-0021

Referenced Codes and Acts:
2015 International Residential Code (IRC)
2014 National Electric Code (NEC, NFPA 70)
2015 International Fire Code (IFC)
Village of Johnsburg Zoning Ordinance
Village of Johnsburg Codes and Ordinances

Drawings Reviewed: PV-1.0, PV-2.0, PV-3.0, PV-3.1, PV-4.0, PV-4.1, PV-5.0

Drawings Sealed By: Paul K. Zacher, (PE) (SE) Structural Engineer Letter dated February 1, 2021.

Dear Permit Applicant,

We have completed our review of the drawings submitted for the above-referenced project. The drawings are **APPROVED AS NOTED** at this time. Please review all comment and notes below. Please always keep the approved plans onsite. **Please have the approved plans available at times of required inspections.**

GENERAL

1. This Permit is for a Rooftop Solar Photovoltaic system to be installed at 3605 Fairview Ave. The proposed system is 9.61 kW with 31 Longi LR6-60HPB-310M panels.

HRGreen

BUILDING (2015) INTERNATIONAL Residential CODE (IRC)

1. Prior to Interconnection: Provide ComEd approved Interconnection Agreement for the above listed address. The ComEd agreement provided with this submittal is for 122 Fifth Street, Aurora, IL
2. Note: All setbacks, pathways and access shall be in compliance with *section 324* of the 2015 International Residential Code.

ELECTRICAL (2014) NATIONAL ELECTRICAL CODE (NEC)

1. Any code violations to the EXISTING Electrical System, i.e., Grounding, Bonding, etc. shall be brought into compliance **prior to** Solar System installation. NOTE: a separate Permit is required for this upgrade work.
2. Note: All grounding, photovoltaic components and wiring shall be in compliance with *section* 690 of the 2014 National electric Code.

FIRE (2015) INTERNATIONAL FIRE CODE (IFC)

1. Note: Rooftop Photovoltaic systems shall be in compliance with S*ection 609* of the 2015 International Fire Code.

VILLAGE OF JOHNSBURG **ZONING ORDINANACE**

1. Rooftop photovoltaic system shall be installed in compliance with the Village of Johnsburg' s Adopted Codes and Ordinances

This plan review was performed by HR Green, Inc. on behalf of the Village of Johnsburg. Every effort has been made to identify all code deficiencies, however; failure to identify a code deficiency during plan review does not alleviate any obligation to comply with all applicable code provisions. If you have any questions concerning items in this review, please contact me at 815-345-9922 (Cell)

Sincerely

Don Plass, CFCO, MCP, LEED AP, BPI

Master Code Professional

NABCEP PV Inspector

HR Green Inc.

(815) 345-9922 (Cell)

dplass@hrgreen.com

Village of Johnsburg
1515 Channel Beach Avenue
Johnsburg, IL. 60051
Village Hall: 815-385-6023
Fax: 815-385-6054
villagehall@johnsburg.org

REQUIRED INSPECTIONS (80 estimated *)

Address: 2117 W. Church St. – Berkshire Senior Living Facility **Permit #:**

The Village of Johnsburg requires the following inspections to pass prior to construction continuance.

NOTE: Additional inspections required by other agencies, such as Fire, Health, Engineering, or Stormwater Management are not included in this list. It is the contractor's and/or owner's responsibility to assure they have obtained all the necessary inspections required by each department in proper sequence as related to the inspections listed below.

1) ☒ **Pre-Demolition: (1 inspections estimated)**
A pre-demolition inspection of the primary structure after all required fencing, barricades, etc. are installed.

2) ☒ **Demolition: (6 inspections estimated)**
Demolition inspections during the demolition process and construction duration to check on separation of materials and their removal off site and the control of debris and dust as well as maintaining roads clean and the protection of the R.O.W. and maintaining silt fencing and all required perimeter safety fencing, pedestrian safety signage and barricades, etc.

3) ☒ **Footing Pre-pour: (2 inspections estimated)**
Inspected after a footing is formed out, including all steel bars, before concrete is placed.

4) ☒ **Foundation Pre-pour: (3 inspections estimated)**
Inspected after a foundation is formed out, including all steel bars, before concrete is placed.

5) ☒ **Foundation Backfill: (1 inspection estimated)**
Inspected after foundation waterproofing, exterior drain tile, exterior insulation, and anchoring or bracing have been installed, before it is covered.

6) ☒ **Below Grade Plumbing/Sewer: (2 inspections estimated)**
Inspected after plumbing/sewer work below grade is complete; before it is covered.

7) ☒ **Below Grade Electric: (Site Electrical 3 inspections estimated)**
Inspected after electrical work below grade is complete; before it is covered.

8) ☐ **Below Grade HVAC:**
Inspected after gas lines or ducts are installed below grade; before it is covered.

9) ☒ **Slab Pre-pour/Base inspection: (4 inspections estimated)**
Inspected after forms, sub-grade, reinforcement, interior drain tile, vapor barrier are installed, and other required below grade inspections have passed, before concrete is placed or pavers are installed.

10) ☒ **Plumbing Rough: (4 inspections estimated)**
Inspected after plumbing work in concealed spaces is completed; before it is covered.

Village of Johnsburg
1515 Channel Beach Avenue
Johnsburg, IL. 60051
Village Hall: 815-385-6023
Fax: 815-385-6054
villagehall@johnsburg.org

11) ☒ **Electric Rough: (4 inspections estimated)**
Inspected after electric work in concealed spaces including wire-pull is completed, before being covered. Splices May be done, but it is not required. Low Voltage and Comm. Cables must also be installed and inspected.

12) ☒ **Above Ceiling Rough: (4 inspections estimated)**
Inspected after all rough mechanical, electrical, plumbing, fire sprinkler and fire alarm is installed and prior to drop ceilings are installed.

13) ☒ **HVAC Rough: (4 inspections estimated)**
Inspected after ducts, vents, and/or gas lines, are installed in concealed spaces, before it is covered.

14) ☒ **Framing: (4 inspections estimated)**
Inspected after other required Rough inspection have passed, after all framing is completed, before walls and ceilings are insulated. **NOTE** – A rough for fire sprinklers or other systems may be required by other Village Departments or agencies.

15) ☒ **Fire Sprinkler Rough: (4 inspections estimated)**
Inspected after all pipe, fittings and valves are installed and prior to testing.

16) ☒ **Fire Alarm Rough: (2 inspections estimated)**
Inspected after all rough locations of units and devices / boxes and conduits are installed prior to running wire

17) ☒ **Elevator Rough Framing: (1 inspection estimated)**
Inspected after all shaft framing is installed. Contractor to coordinate for OSFM for official approval.

18) ☒ **Insulation: (3 inspections estimated)**
Inspected after the framing inspection has passed, after insulation is installed, before being covered.

19) ☒ **Drywall: (3 inspections estimated for elevator shafts and Trash Chutes)**
(Required only for fire-rated construction) Inspected after each layer of drywall is installed and taped, before additional layers of drywall, wallpaper, ceiling tiles, paint, or similar is installed.

20) ☒ **Electric Service: (2 inspections estimated including Temporary Service)**
Inspected after the electric service is installed. **NOTE**- The Electrical Inspector notifies Com Ed after a service is passed.

21) ☒ **Plumbing Service: (2 inspections estimated)**
Inspected after the plumbing service is installed before it is covered.

22) ☒ **Plumbing Final: (4 inspections estimated)**
Inspected after all plumbing work is complete. (Any service work will be listed as a service inspection)

23) ☒ **Electrical Final: (4 inspections estimated)**
Inspected after all electric work is complete. (Any service work will be listed as a service inspection.

Village of Johnsburg
1515 Channel Beach Avenue
Johnsburg, IL. 60051
Village Hall: 815-385-6023
Fax: 815-385-6054
villagehall@johnsburg.org

24) ☒ **HVAC Final: (4 inspections estimated)**
Inspected after all HVAC equipment is installed and operating.

25) ☒ **Fire Sprinkler Final and Testing: (2 inspections estimated)**
Inspected after all pipe, valves, fittings, sprinkler heads are installed and under pressure as determined by the Fire Dept. Contractor to coordinate with MTFPD.

26) ☒ **Fire Alarm Final: (2 inspections estimated)**
Inspected after all units and devices are activated and operational. Contractor to coordinate with MTFPD.

27) ☒ **Elevator Final: (1 inspection estimated)**
Inspected after all equipment regulated by the Elevator Safety Regulation Act is installed and operating.

28) ☒ **Building Final: (4 inspections estimated)**
Inspected after all other phases of work, including any other Village Departments or Agencies final inspections are approved, after all work is complete.

NOTE: Additional special inspections or structural tests may also be required as per Chapter 17 of the International Building Code or the State of Illinois adopted Energy Code. Third party testing agencies may be required to be hired and paid for by the contractor/owner for such testing as, but not necessarily limited to, soil or concrete testing, welding, spray-applied fire resistant materials, HVAC pressure balance and testing and air infiltration blower door testing.

Inspections must be called for a minimum of 24 business hours in advance, although it is not guaranteed that an inspection time will be available in 24 hours. For an increased likelihood in getting an inspection on the day and time you want, call 3 business days before you want the inspection. Please have your permit number(s) when phoning in for an inspection.

***Inspections may be requested to be combined together at the discretion of the General Contractor for efficiency**. Therefore, the noted number of inspections may vary.

ELK GROVE VILLAGE
FIRE DEPARTMENT

901 WELLINGTON AVENUE
ELK GROVE VILLAGE, IL. 60007-3499

NOT APPROVED

April 20th, 2021

Steve Kotur
Kotur Mechanical Group
1381 E. Oakton, #3
Des Plaines, Il. 60018
Kotur30@yahoo.com

RE: **FIRE SPRINKLER SYSTEM MODIFICATION**
700 Morse Ave.
Elk Grove Village, Il. 60007

Referenced Codes/Standards:
2018 International Building Code (IBC) w/amendments
2018 International Fire Code (IFC) w/amendments
2020 National Electrical Code (NEC) w/amendments
2016 National Fire Protection Association (NFPA-13)
Elk Grove Village Fire Code & Ordinances
Illinois Accessibility Code

Drawings Reviewed: Dated 4.9.2021, FP-1 of 1 Sprinkler Plan, Mechanical Specifications (29pgs), Hydraulic Calculations (7pgs)

Dear Steve Kotur ,

We have completed our review of the drawings submitted for the above-referenced project. The drawings are **NOT APPROVED** at this time. Please review all notes and comments found below. Please submit all revisions to the Elk Grove Village Community Development Department.

Elk Grove Village is now accepting electronic plan review submittals via the village website. If you opt against using the electronic review process, please provide (1) set of hard copies or (1) thumb drive. Hard copies and thumb drives are still accepted but electronic submittals are preferred. This is a Note only, no response required.

The village has transitioned to a new fire plan review system, which provides a more detailed code compliant fire review and may require additional documentation per the minimum requirements as specified in the adopted codes for fire plan review submittals. This process was developed to ensure safety is the top priority for all business owners, contractors, and residents in Elk Grove Village. If you should have any questions, please contact the fire plan reviewer at the number below.

PROPOSED SUBMITTAL SCOPE					
System reviewed:	Fire Sprinkler				
Specific type:	Wet System				
Sprinkler Quantity:	Type:	Model:	K-Factor	Size:	Temp.
16	Pendant	VK302	5.6	1/2"	155
As-built submittal provided:	TBD				

PROPOSED SUBMITTAL INFORMATION	
The reviewed building/space is:	IA Construction
The use group is:	F-2
Square footage of area reviewed:	40,000
Number of floors:	1
Classified as a high rise:	No
Number and type of systems:	(1) Wet system
Hydraulic calculations required:	Yes, provided
Standpipe /Hose connections required:	Yes
Fire pump provided:	N/A
Sprinkler system provided:	Existing Wet System
Kitchen hood suppression provided:	N/A
Other type of suppression:	N/A

BUILDING (2018) INTERNATIONAL BUILDING CODE (IBC) with Amendments

1. **General note:** Elk Grove Village has recently adopted updated building & fire codes that may affect this project. Please note the following new code adoptions and update all the referenced standards and code citations on all submitted drawings. Please update all general and specific notes relating to those new codes as well. The newly adopted codes are as follows:
    a. 2018 International Building Code
    b. 2018 International Fire Code with amendments (pending)
    c. 2020 National Electrical Code

FIRE (2018) INTERNATIONAL FIRE CODE (IFC) with Amendments

1. All resubmittals shall be complete; this includes providing all previously submitted materials as well as any new documentation to address all plan review comments. Only complete submittals will be approved. (Section 105.4.2).
2. Please include a response letter as this helps alleviate any comments not addressed and assists the plan reviewer to locate all corrections and understand the designer's response if a correction was not made. If a resubmittal does not include a response letter there may be additional comments added or clarifications required to approve the plan review. (Section 105.4.2)
3. If and when "as built drawings" are developed during this project a copy of such shall also be submitted to Elk Grove Village for the permanent building permit file. Please add Elk Grove Village to the distribution list and include a note on the plans. (Section 105.4.2).

ELECTRICAL (2020) NATIONAL ELECTRICAL CODE (NEC) with Amendments

1. There are no comments at this time relating to the fire sprinkler submittal.

2018 Illinois Accessibility Code (IAC)

1. There are no comments at this time relating to the fire sprinkler submittal.

Elk Grove Village Fire Code and Ordinances

1. **The location of the fire department connection shall be on the street side of the building or in a method approved by the Fire Code Official. The fire department connection shall consist of one five-inch Storz coupling on a 30-degree elbow mounted between 36 inches and 48 inches above the finished floor. The FDC shall not be located within a delayed access location. Fences, gates, trees, shrubs or other landscaping materials shall not be installed to prohibit access to the FDC.
2. **Class I standpipe systems shall be installed in all buildings where any portion of the building's interior area is more than 150 feet of travel, vertically, and horizontally, from the main entrance of the building of fire department vehicle access. Where the most remote portion of a floor or story is more than 150 feet from a hose connection, the Fire Code Official may require that additional hose connections be provided in approved locations. Building Area 905.3.1.1. The Elk Grove Village Fire Prevention Bureau Requires that all new fire sprinkler systems or fire sprinkler systems that are modified, shall require the installation of fire hose valves at approved locations.

NFPA-13 (2016) NATIONAL FIRE PROTECTION ASSOCIATION (NFPA-72)

1. There are no comments at this time relating to the fire sprinkler system submittal.

TESTING & INSPECTION COMMENT(S):

Final approval is subject to on-site field inspections and testing by the Building Code / Fire Code Official. We recommend that contractors notify the Building Code / Fire Code Official a minimum of 72 hours in advance to witness the tests listed below. Contact the Inspectional Services Division at (847) 734-8020 to schedule fire inspections.

T1. NFPA 13, 25.2.1.4, 25.2.1.4
When minor modifications are made to an existing sprinkler system (such as relocated drops) and the new work effects no more than twenty sprinklers or cannot be isolated from the existing system, then the new work can be tested at the system working pressure. If it is determined based on actual field conditions that modifications to the system effect more than 20 sprinklers or can be isolated from the existing system, the new work shall be tested with water at no less than 200 psi or 50 psi over system working pressure, whichever is greater.

T2. IFC 903.4.2
An approved audible device shall be provided in an approved location on the exterior of the building to activate on water flow.

T3. IBC 110, IFC 901.5, NFPA 13, 25.2.3.4
When the sprinkler work has been completed, conduct main drain test(s). The drain(s) shall be piped to the outside or to an approved floor drain that is capable of accepting the full flow of the system. Complete a main drain test form and provide a copy to the Code/Fire Official.

T4. NFPA 13, 8.16.2.5.2
Auxiliary drains shall be on all trapped piping sections of the sprinkler system for proper drainage.

Wet pipe systems not subject to freezing.

a. If the capacity of trapped sections of pipe is less than 5 gallons, the auxiliary drain shall consist of a nipple and a cap or plug not less than ½" in size.

b. If the capacity of trapped sections of pipe is greater than 5 gallons and less than 50 gallons, the auxiliary drain shall consist of a ¾" valve or larger and a plug or a nipple and cap.
c. If the capacity of trapped sections of pipe is 50 gallons or more, the auxiliary drain shall consist of a valve not smaller than 1" piped to an acceptable drain location.

T5. NFPA 13, 25.5
Provide a permanently mounted hydraulic nameplate on the system riser. The sign shall include the following information:

a. Location of the design area(s)

b. Discharge densities over the design area(s)

c. Required flow and pressure demand at the base of the riser

d. Occupancy / commodity classification and maximum permitted storage height and configuration

e. Hose stream allowance

f. The installing contractor's contact information

T6. NFPA 13, 6.7.4
All control, drain, and test connection valves shall be provided with a permanent weatherproof sign secured with a corrosion resistant wire; control valves shall identify the portion of building it serves.

T7. NFPA 13, 6.7.4.3.1
Systems that have more than one control valve that must be closed to work on a system shall have a sign detailing the location of other valves.

T8. NFPA 13, 8.6.4
All sprinklers shall have their deflectors installed below roof and/or ceiling assemblies between 1" minimum and 22" maximum depending on the type of roof and/or ceiling construction classification and/or the sprinkler's listing.

a. 1" to 12" for smooth ceiling and beam and bar joist construction.

b. 1" to 6" below obstructed construction but not greater than 22".

c. 1" to 12" in bays of obstructed construction.

T9. NFPA 13, 8.5.6
The distance between the sprinkler deflector and the top of storage shall be kept at a minimum 18".

T10. NFPA 13, 8.15.1.2
No combustible construction is allowed above the ceilings, below floors, or in any concealed spaces unless protected by sprinklers. Verify upon inspection that all areas not protected by sprinklers are wholly enclosed with noncombustible construction or completely filled with noncombustible insulation.

T11. NFPA 13, 8.5.5
The sprinkler contractor is responsible for maintaining proper sprinkler to obstruction clearances per NFPA 13 requirements. Clearances will be checked in the field by the Code/Fire Official. An average of 12" must be maintained from all obstructions.

T12. NFPA 13, 8.15.23
A noncombustible space above a noncombustible or limited combustible drop ceiling that is open to an adjacent space shall be protected by sprinklers. Sprinkler protection shall extend a minimum of 24' into the space above the ceiling in all directions.

T13. NFPA 13, 8.5.5.3.1
Sprinkler protection shall be provided under all fixed, permanent obstructions greater than 4' wide, such as ducts, equipment, conveyors, open grate flooring and overhead doors. Sprinklers installed under obstruction shall be the same type installed at the ceiling except for spray sprinklers installed underneath overhead doors. Sprinklers shall not be required under noncombustible obstructions greater than 4' wide where the bottom of the obstruction is 24" or less above the floor or deck.

T14. NFPA 13, 8.15.24
Sprinkler protection shall be provided underneath all cloud ceilings unless the requirements of NFPA 13, 8.15.24.1 are met.

T15. NFPA 13, 8.5.5.3.6
Sprinkler protection located below obstructions shall be within 3" from the outside edge of the obstruction. Sprinklers installed adjacent to the obstructions and underneath round ducts shall be of the intermediate level / rack storage type or be shielded from the discharge of overhead sprinklers. The sprinkler deflector for protection below obstructions shall be installed no more than 12" below the bottom of the obstruction.

T16. NFPA 13, 9.1.1.7
Sprinkler piping or hangers shall not be used to support non-system components.

T17. NFPA 13, Table 9.2.2.1
Verify hanger details and locations.

a. The unsupported length between the end sprinkler and the last hanger on the line shall not be greater than 36" for 1" pipe, 48" for 1¼" pipe, and 60" for 1½" or larger pipe.

b. Distance between hangers shall not exceed 15' for steel pipe.
Distance between hangers shall not exceed 12' for 1¼" and smaller steel pipe and all light wall steel pipe.

c. A second hanger or approved method shall be provided to reduce the lateral loading for branch lines with a pipe pitch of 6 in 12 or greater.

T18. NFPA 13, 7.1.5; 8.16.6
Provide one air vent for each wet pipe sprinkler system. The air vent shall be located near a high point on the system and be either a manual 1/2" valve, automatic air vent or other approved method.

T19. NFPA 13, 7.1.2
A ½" relief valve, set to operate at 175 psi or 10 psi over system pressure, whichever is greater, shall be installed after the control valve of each wet pipe sprinkler system.

T20. NFPA 13, 6.1.3; 8.16.1.2
All system components shall be rated for the maximum pressure to which they are exposed. Where all components are not listed for pressure greater than 175 psi and the potential exists for normal water pressure in excess of 175 psi, a listed pressure-reducing valve shall be installed and set for an outlet pressure of 165 psi.

T21. NFPA 13, 6.2.2
Sprinkler types and models will be checked in the field to verify the models shown on the plans are installed. If sprinkler changes are necessary, a new submittal shall be provided before an inspection is scheduled.

T22. NFPA 13, 6.2.6.4.4
Sprinklers that have been painted or coated by other than the manufacturer shall be replaced. Cleaning of sprinklers shall not be allowed.

T23. NFPA 13, 6.2.1.1
When a sprinkler is removed from a fitting or welded outlet, it shall not be reinstalled except as permitted by 6.2.1.1.1 for dry sprinklers installed in accordance with the manufacturer's installation and maintenance guidelines.

T24. NFPA 13, 6.2.9
Verify a stock of spare sprinklers. At least 2 of each sprinkler type, temperature rating and corresponding wrenches shall be provided in the spare sprinkler cabinet.

a. For 1 to 300 sprinklers, provide a minimum 6 spare sprinklers.

T25. NFPA 13, 6.2.9.7; 6.2.9.7.1
A list of the sprinklers installed in the property shall be posted in the sprinkler cabinet. The list shall contain the sprinkler identification number (SIN) or the make, model, orifice size, deflector type, thermal sensitivity and pressure rating, a general description and the quantity of each type contained in the sprinkler cabinet. The list shall include an issue and/or revision date.

T26. NFPA 13, 25.6
Provide a permanently marked weatherproof metal or rigid plastic general information sign secured with corrosion resistant wire or chain. The sign shall include all information as detailed in section 25.6.2. Signs shall be provided at each system control riser, antifreeze loop and auxiliary system control valve.

T27. IBC 901.6; 903.4.1
Verify tamper switches on all system control valves. Advise the owner that the tamper and water-flow switches shall be connected to an approved supervising station.

T28. NFPA 13, 13.2.1
This sprinkler system was hydraulically calculated to a density of 225 square feet for (office area) light hazard. Revised calculations shall be required if the storage arrangement is found to exceed the following limitations:

a. Palletized, bin box and shelf storage of Class I – IV commodity to a maximum height of 12'.

b. Rack storage of Class I – III commodity to a maximum height of 12'.

c. Rack storage of Class IV commodity to a maximum height of 10'.

d. Storage of Group A plastics (any arrangement) to a maximum height of 5'.

T29. NFPA 13, 25.1 / NFPA 13R, 10.1
The sprinkler contractor shall provide a contractor's material and test certificate prior to approval of the system.

T30. NFPA 13, 6.3.8.1
All pipes shall be marked along its length by the manufacturer to properly identify the type of pipe. The marking shall be visible on every piece of pipe over 2' in length and include the manufacturer, model and schedule. This information must be made visible until approval by the AHJ.

This plan review was performed by HR Green, Inc. on behalf of Elk Grove Village Fire Department. Every effort has been made to identify all code deficiencies, however; failure to identify a code deficiency during plan review does not alleviate any obligation to comply with all applicable code provisions. If you have any questions regarding items in this review, please feel free to contact me.

Sincerely,

Jim Errico
Plan Reviewer / Inspector
HR Green, Inc.
Jerrico@hrgreen.com
815.759.8362

Jason Staidl
Fire Marshal
Elk Grove Village Fire Department
jstaidl@elkgrove.org
847.734.8014

ELK GROVE VILLAGE
FIRE DEPARTMENT

901 WELLINGTON AVENUE
ELK GROVE VILLAGE, IL. 60007-3499

APPROVED AS NOTED

April 20th, 2021

Jane Martens (Permit Applicant)
United States Alliance Fire Protection
28427 N. Ballard, Unit H
Lake Forest, Il. 60045
Jane.martens@usafp.us

RE: **FIRE ALARM SYSTEM INSTALLATION**
Clear Height Properties
420 & 470 Bonnie Lane
Elk Grove Village, Il. 60007

Referenced Codes/Standards:
2018 International Building Code (IBC) w/amendments
2018 International Fire Code (IFC) w/amendments
2020 National Electrical Code (NEC) w/amendments
2016 National Fire Protection Association (NFPA-72)
Elk Grove Village Fire Code & Ordinances
Illinois Accessibility Code

Drawings Reviewed: Dated 3-31-2021, Cover Sheet, AL0.01 Fire Alarm Notes/Symbols, AL0.00 Fire Alarm 1st Floor Plan, AL2.00 Line Riser, Material Specifications (32pgs), Application

Dear Jane Martens,

We have completed our review of the drawings submitted for the above-referenced project. The drawings are **APPROVED AS NOTED** at this time. Please review all notes and comments found below. The approved plans shall remain onsite at all times and shall be available for all fire alarm system inspections.

Elk Grove Village is now accepting electronic plan review submittals via the village website. If you opt against using the electronic review process, please provide (1) set of hard copies or (1) thumb drive. Hard copies and thumb drives are still accepted but electronic submittals are preferred. This is a Note only, no response required.

The village has transitioned to a new fire plan review system, which provides a more detailed code compliant fire review and may require additional documentation per the minimum requirements as specified in the adopted codes for fire plan review submittals. This process was developed to ensure safety is the top priority for all business owners, contractors, and residents in Elk Grove Village. If you should have any questions, please contact the fire plan reviewer at the number below.

PROPOSED SUBMITTAL SCOPE	
System reviewed:	Fire Alarm System
Specific type:	Addressable
Number of alarm devices:	(10) Initiating, (14) Notifying
As-built submittal provided:	TBD

PROPOSED SUBMITTAL INFORMATION	
The reviewed building/space is:	Commercial, Non-combustible
The use group is:	General Office (B1) Storage (S-2)
Square footage of area reviewed:	Approximately 3000 square feet, per unit
Number of floors:	1
Classified as a high rise:	No
Fire pump provided:	No
Sprinkler system provided:	Yes, Existing
Kitchen hood suppression provided:	No
Other type of suppression:	N/A

FIRE ALARM INITIATING DEVICES		
	TYPE	QUANTITY
Manual fire alarm boxes:	PAD100-PSDA	4
Smoke detectors:	PAD100-PD	4
Duct smoke detectors:	N/A	0
Waterflow devices:	PAD100-SM	1
Valve tamper switches:	PAD100-SM	2

FIRE ALARM NOTIFICATION APPLIANCES - TEMPORAL		
	TYPE	QUANTITY
Horn/strobe appliances:	PC2RL	6
Strobe only appliances:	SCRL	5
Exterior Appliances:	P2RK & SRK	3

FIRE ALARM SYSTEM CONTROL PANEL, FAAP, POWER SUPPLY		
	TYPE	QUANTITY
Fire Alarm Control Panel:	IPA-100	1
Fire Alarm Annunciator:	RA-6075R	1
Remote Power Supply:	PSN-100	1

BUILDING (2018) INTERNATIONAL BUILDING CODE (IBC) with Amendments

1. **General note:** Elk Grove Village has recently adopted updated building & fire codes that may affect this project. Please note the following new code adoptions and update all the referenced standards and code citations on all submitted drawings. Please update all general and specific notes relating to those new codes as well. The newly adopted codes are as follows:
    1. 2018 International Building Code
    2. 2018 International Fire Code with amendments (pending)
    3. **2020 National Electrical Code**
    4. 2016 NFPA-72

FIRE (2018) INTERNATIONAL FIRE CODE (IFC) with Amendments

1. **General note:** If and when "as built drawings" are developed during this project a copy of such shall also be submitted to Elk Grove Village for the permanent building permit file. Please add Elk Grove Village to the distribution list and include a note on the plans. Section (105.4.2).
2. **General note:** At this time Elk Grove Village is now accepting electronic versions of fire plan review submittals via (2) thumb drives submitted along with a transmittal letter. Please provide (2) thumb drives for all resubmittals as well. Eventually, the review process will include a specific email address for submittals and be paper free. Hard copies are still accepted but electronic versions are preferred.

ELECTRICAL (2020) NATIONAL ELECTRICAL CODE (NEC) with Amendments

1. **General note:** The fire alarm system circuit shall be designated for the fire alarm system and shall be easily identifiable.

NFPA-72 (2016) NATIONAL FIRE PROTECTION ASSOCIATION (NFPA-72)

1. **General note:** All notification appliances shall be in compliance with chapter 18 table 18.5.5.4.1(a)(b). If conditions in the work or storage areas create a visual notification obstruction due to storage heights or any unforeseen issues, additional appliances will be required and shown on submitted as-built drawings.
2. **General note:** Deviation from approved plans shall require permission from the Elk Grove Village Fire Department. Please indicate this notation on the submitted construction documents in order for the plans to be approved.
3. **General note:** A fire alarm system initiating appliance shall be installed in the immediate area of the fire alarm system control panel and the fire alarm system wireless communication radio hardware.

Elk Grove Village Fire Code and Ordinances 2019

1. **General note:** All fire alarm systems shall be an addressable type; and the fire alarm control panel or fully functional annunciator panel with no pass codes shall be installed within 10' of the main entrance or in a location approved by the fire department. Multi-tenant buildings will be "ring by tenant" and shall include a weatherproof clear outside strobe over the entrance to each tenant space as directed by the Fire Code Official. All outside strobes shall be 75 candela minimum. Where automatic sprinkler protection installed in accordance with Section 903.3.1.1 or 903.3.1.2 is provided and connected to the building fire alarm system, automatic heat detection required by this section shall not be required. All fire alarm wiring for the systems shall be encased in RED electrical metallic tubing (conduit). (Section 907.2)
2. **General note:** All existing commercial and multi-tenant occupancy structures within the Village of Elk Grove Village shall have an approved working fire alarm system which is monitored, in a method approved by the Fire Code Official in accordance with NFPA 72. The master fire alarm panel in facilities/buildings that are rented or leased are the responsibility of the building owner to maintain and service. Any building that is modified, vacant more than 30 days, or were change of use and/or occupancy occurs shall comply with this requirement before any use of occupancy will be granted. All requirements shall comply with section 907.2 The submitted drawings shall show all areas of the building and shall show all existing fire alarm system components. The Elk Grove Village adopted fire code states, any fire alarm system that is modified, shall comply with the most recent codes and standards.
3. **General note:** Approved combined **audible/visual** devices shall be connected to every fire protection, fire alarm system and fire suppression system. Such alarm devices shall be activated by the systems operation. Devices shall be located: (Section 903.4.2.1) Please show exterior notification appliance location type and candela. Please revise the submitted drawings to show exterior notification appliances are A/V.
    a. <u>On the outside wall above each Fire Department Connection (Blue Lens)</u>
    b. <u>On the outside wall above each main/unit entrance/Knox Box (Clear Lens)</u>
    c. Throughout all areas, and floors inside the building.
4. **General note:** A record of completion in accordance with NFPA 72 verifying that the system has been installed with the approved plans and specifications shall be provided. A schematic minimum of and 8.5 by 11 inch or, in a method approved by the Fire Code Official shall be provided showing all devices and components of the alarm system. Section (907.8.6)
5. **General note:** All new and existing fire alarm control panels shall be provided with written operating instructions to perform the necessary features of the fire alarm panel. The operating instructions, a complete fire alarm zone map, and other applicable information shall be framed and mounted within one foot (1') of the fire alarm control panels. Building contact phone numbers shall be provided inside the alarm panel. Section (907.6.5.3).

2018 Illinois Accessibility Code (IAC)

1. **General note:** Section 215.3 Employee Work Areas. Where employee work areas have audible alarm coverage, visible alarms complying with 702 shall be provided. Offices shown on drawing FA-01 shall have visual notification in compliance with this section.
2. **General note:** Section 702.1 General. Fire alarm systems shall have permanently installed audible and visible alarms complying with NFPA 72 (2013 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1). **All occupiable building areas shall have direct visual notification signaling in compliance with 2018 IAC.**

TESTING & INSPECTION COMMENTS:

Final approval is subject to on-site field inspections and testing by the Fire Code Official. We recommend that contractors notify the Fire Code Official a minimum of 72 hours in advance to witness the tests listed below. Contact the Inspectional Services Division at (847) 734-8020 to schedule fire inspections.

Prior to requesting an inspection of the fire alarm system installation, the installing contractor shall comply with NFPA 72, 10.18.1.3 by providing a letter stating that the system has been installed and tested in accordance with all locally adopted codes and standards.

T1. Municipal Requirement
A separate open wall and ceiling rough inspection to verify fire alarm system conduit and wiring is to be conducted and approved by FSCI prior to the final inspection.

T2. NFPA 72, 10.18.1
The entire fire alarm system must be pre-tested in accordance with the manufacturer's specifications and NFPA 72 prior to requesting acceptance testing.

T3. IBC 104; 110; 901.5 / IFC 901.5; 904.4.2; 907.8
Subject to final on-site field inspection and full alarm system test witnessed by the Code/Fire Official. The contractor shall provide a minimum of two alarm system personnel, a pair of two-way radios, and all necessary equipment to provide complete testing of each alarm system device.

a. All smoke detectors shall be tested with can smoke. Magnet testing will not be acceptable.

T4. NFPA 72, 14.2.6.1
Testing personnel are to be qualified and experienced in the arrangement and operation of fire safety functions and interface equipment.

T5. NFPA 72, 7.7.2
Verify a documentation box to house all record documentation is located on the protected premises. If not installed adjacent to the fire alarm control unit verify this location with the authority having jurisdiction. This shall be prominently labeled "SYSTEM RECORD DOCUMENTS" and be accessible by authorized personnel only.

T6. NFPA 72, 10.5.5.1; 10.5.5.2
Verify the fire alarm equipment primary power is provided by a dedicated branch circuit.

a. The circuit breaker shall be provided with a breaker lock and labeled "Fire Alarm Circuit". The breaker shall have red markings.

b. The location of the primary power circuit shall be labeled in the fire alarm control unit and show both the panel name and circuit number.

c. The circuit breaker shall be accessible to authorized personal only. Provide a breaker lock in the circuit breaker(s) that supply power to the fire alarm system.

T7. NFPA 72, 10.17.3.1
All primary and secondary power supplies shall be monitored for the presence of voltage at the point of connection to the system. Failure of either shall result in a trouble signal. Where a DACT is powered from a fire alarm system control unit, power failure indication is required.

T8. NFPA 72, 10.5.8.2; 10.5.9.2.5
The location of remote power supplies, including remotely located battery boxes, shall be identified at the fire alarm control unit.

T9. NFPA 72, 10.16.4
Visual annunciation displays shall indicate if additional devices or zones are also in alarm.

T10. NFPA 72, 10.5.9.1
Batteries used for secondary power shall be marked with a month / year date code from the manufacturer.

T11. NFPA 72, 10.12.1
Trouble signals and restoration to normal shall be indicated within 200 seconds at the following locations:

a. Fire alarm control unit

b. Central, remote, or proprietary supervising station

T12. NFPA 72, 10.9.2
The maximum allowable response delay from activation of an initiating device to receipt and display by the FACU shall not exceed 10 seconds.

T13. NFPA 72, 21.2.4
Listed relays or other listed appliances connected to the fire alarm that are used to control fire safety functions shall be within 3 feet of the controlled circuit or appliance.

T14. NFPA 72, 21.2.8
Installation wiring from the FACU and the relay or appliance shall be monitored for integrity. Relays or appliances that operate on loss of power shall be considered self-monitoring for integrity.

T15. IBC 907.4.2.1 / IFC 907.5.2 / NFPA 72, 17.14.6
Manual fire alarm boxes shall be located not more than 5' from each required exit.

T16. NFPA 72, 17.14.8
Additional fire alarm boxes shall be provided so that the travel distance to the nearest fire alarm box does not exceed 200' measured horizontally on the same floor.

T17. IBC 907.4.2.2 / IFC 907.5.2.2 / NFPA 72, 17.14.4
The activating handle of manual fire alarm boxes shall be located a maximum of 48" and a minimum of 42" above floor level.

T18. NFPA 72, 17.14.1.3
Manual fire alarm boxes shall be mounted on a background of contrasting color.

T19. IBC 903.4 / IFC 903.4 / NFPA 72, 17.16.1
Verify that tamper devices are installed on all control valves.

T20. IBC 903.4 / IFC 903.4 / NFPA 72, 17.12
Verify that waterflow devices are installed on all sprinkler risers.

T21. IBC 907.1.1 / IFC 907.1.2 / NFPA 72, 17.7.6.3.2
(If Applicable) Field verify that the smoke detectors are spaced in accordance with code and manufacturer requirements.

a. Detectors shall not be located directly in the airstream of supply registers. Detectors are recommended to be a minimum of 3' from all HVAC supply registers and ceiling fans.

T22. IBC 907.3.1 / IFC 907.4.3.1 / IMC 606 / NFPA 72, 17.4.8, 17.4.9; 17.7.5.4.2 / Municipal Requirement
Duct detectors shall shut down the HVAC unit it is connected to immediately or as required by manufacturer and shall produce an alarm signal at a constantly attended location or supervising station.

a. Verify if duct detectors are shipped and installed with the HVAC unit that its listing will allow for an outdoor installation.

b. If the duct detectors are concealed from clear view or located more than 10' above the floor, a remote indicator/test switch shall be provided.

T23. IBC 907.5.1 / IFC 907.5.1 / NFPA 72, 10.9.2; 23.8.1.2; 23.8.1.3
The activation of alarm notification appliances shall occur within 10 seconds after the activation of any initiating device.

Exceptions:

a. Pre-signal systems allowed by the Authority Having Jurisdiction.

b. Alarm verification features permitted by 23.8.1.3.

T24. IBC 907.5.2.1 / IFC 907.5.2.1 / NFPA 72, 18.4.2.1 / ADA Requirement
When the intent of the notification system is to evacuate the building, the audible warning shall consist of the standard evacuation signal sound pattern.

T25. IBC 907.5.2.1.2 / IFC 907.5.2.1.2 / NFPA 72, 18.4.1.2 / ADA Requirement
The total sound pressure level produced by combining the ambient sound pressure level with all audible notification appliances operating shall not exceed 110 dba at the minimum hearing distance.

T26. IBC 907.5.2.1.1 / IFC 907.5.2.1.1 / NFPA 72, 18.4.3.1
Audible signals shall provide 15 dba above ambient sound levels or 5 dba above the maximum sound level having a duration of at least 60 seconds, whichever is greater, in every occupiable space within the building.

T27. NFPA 72, 18.5.5.1
Wall mounted visual notification appliances shall be mounted so that the bottom of the lens is a minimum of 80" above the floor and the top of the lens is a maximum of 96" above the floor.

T28. NFPA 72, 18.5.5.4.2
When more than 2 visual notification appliances can be seen in the same field of view or within a room or adjoining area, they shall flash in synchronization.

T29. NFPA 72, 18.4.1.1
In areas where the average ambient sound level is greater than 105 dba, visual notification appliances shall be provided in accordance with NFPA 72 Section 18.5.

T30. NFPA 72, 10.10
Both audible and visible notification appliances shall be simultaneously deactivated when signal deactivation is initiated. The means to deactivate the appliances shall be key operated or within a locked cabinet. Subsequent activation of initiating devices shall cause the notification appliances to reactivate.

T31. NFPA 72, 14.6.1.2.1
For software-based systems, a copy of the site specific software is to be provided to the owner or owner's designated representative and is to be stored on site. The copy of the software shall be stored on a non-erasable, non-rewritable and non-volatile memory format.

This plan review was performed by HR Green, Inc. on behalf of Elk Grove Village Fire Department. Every effort has been made to identify all code deficiencies, however; failure to identify a code deficiency during plan review does not alleviate any obligation to comply with all applicable code provisions. If you have any questions regarding items in this review, please feel free to contact me.

Sincerely,

Jim Errico
Plan Reviewer / Inspector
HR Green, Inc.
Jerrico@hrgreen.com
815.759.8362

Jason Staidl
Fire Marshal
Elk Grove Village Fire Department
jstaidl@elkgrove.org
847.734.8014

HRGreen®

TRANSPORTATION
+
WATER
+
GOVERNMENTAL SERVICES
+
LAND DEVELOPMENT
+
ENVIRONMENTAL
+
CONSTRUCTION

▷ HRGREEN.COM