ORLAND PARK

Request for Proposal

Professional Plan Review, Inspection and Support Services on an As-Needed Basis

ELECTRONIC

Orland Park, IL

April 23, 2021 | 11:00 AM

Steve Nero
Senior Director of Business Development
312.339.0436
snero@safebuilt.com

Keith Rooney
Regional Operations Officer
224.477.6954
krooney@safebuilt.com

SAFEbuilt Illinois, LLC

SAFEbuilt®

April 23, 2021

SAFEbuilt®

Village of Orland Park
14700 S. Ravinia Ave., 2nd Floor
Orland Park, IL 60462
Attn.: Procurement Dept.

Dear Selection Committee,

SAFEbuilt Illinois, LLC (SAFEbuilt) is pleased to present our proposal in response to the Village of Orland Park (the Village) Request for Proposals for "Professional Plan Review, Inspection and Support Services on an As-Needed Basis". Accurate and timely building department services are critical to helping support the Village's development. SAFEbuilt provides efficient and effective solutions. Our proven methods deliver high customer satisfaction at a reasonable cost.

Since 1992, SAFEbuilt began providing exceptional Community Development services to local governments. We are currently the national leader performing value-added professional, technical, and consulting services in 30 states for the efficient delivery of third-party solutions.

We strongly believe that to provide the Village with quality services, it is essential to choose a partner with demonstrated abilities. SAFEbuilt is a local partner with the capacity to customize services to meet your needs. Your service will derive from our local office in Grayslake, IL. Currently, SAFEbuilt has more than **50 full-time employees** and have partnered with **59 communities in the State of Illinois**. We also have over 100 full-time employees in surrounding states to assist with time-sensitive or short-notice requests should the Village's needs ever increase or for peak-season.

Our previous body of work showcases our technical expertise to perform these services in a timely, well-qualified and resourceful manner. We have attached examples of our work, each similar to the size, scope and complexity of this contract. We will implement your program seamlessly, delivering the solutions your community needs in a manner that elected officials, Village staff, stakeholders and citizens desire and most importantly, deserve. We recognize that different communities have different needs and objectives. Our efforts will address these specific goals and challenges to help you sustain a thriving community.

We are excited for the opportunity to partner with the Village. Thank you for taking the time to assess our proposal. If you have any question, please feel free to contact Steve Nero, our Senior Director for Business Development at 312.339.0436 or alternatively at snero@safebuilt.com who will be your main point of contact for this project.

Best Regards,

Tom Wilkas
Chief Financial Officer
SAFEbuilt Illinois, LLC

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Tab A

Firm's Qualifications

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Tab A — Firm's Qualifications

SAFEbuilt was founded in 1992 for the sole purpose of providing exceptional Building Department Services to local governments. Today, we are one of the leading providers of Community Development Services in the country, partnering with nearly 1,500 communities including over 50 neighboring municipalities for the efficient delivery of privatized solutions.

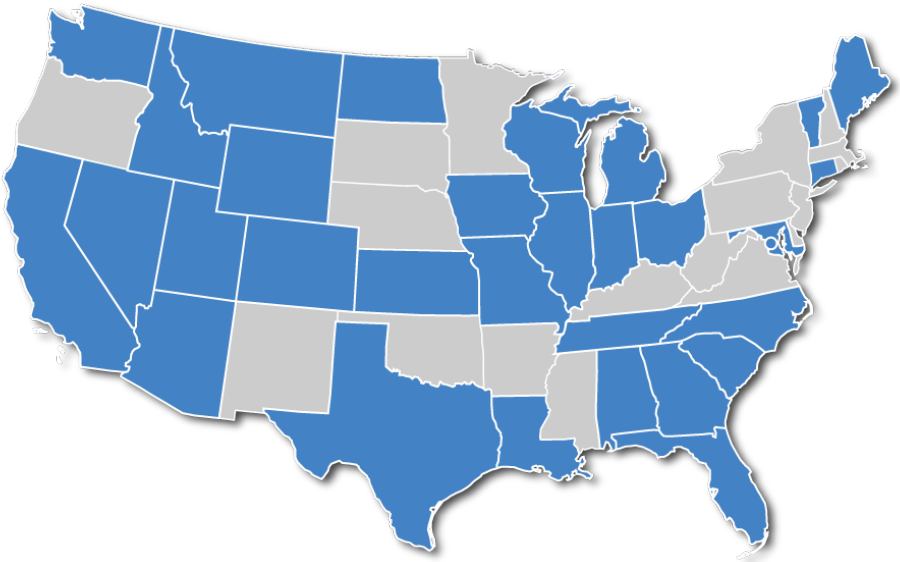
Our areas of service have expanded over the past 29 years to include:

- Arborist and Landscape Design
- Automation Software
- Building, Mechanical, Electrical and Plumbing Inspections
- Certified Building Official Services
- Code Enforcement
- Electronic Plan Review
- Fire Inspections and Plan Review
- Full Service and Supplemental Building Department Operations
- Housing Authority Inspections
- Permit Technician Services
- Planning and Zoning Services
- Property Maintenance Inspections
- Rental Housing Inspections
- Residential, Commercial and Industrial Plan Review
- Roof Inspections

30 STATES & THE DISTRICT OF COLUMBIA

NEARLY 2,000 EMPLOYEES NATIONWIDE

APPROXIMATELY 1,500 CLIENTS NATIONWIDE



SAFEbuilt States

We are the first choice of municipalities nationwide to provide customized solutions that serve their communities. Our approach to each contract is treated as a partnership that fosters open communication between SAFEbuilt and the municipalities that we serve. Our Team is 100% committed to maintaining regular contact with the Village staff via phone, virtually, or in-person to address questions that may arise during the Inspection and Plan Review Services.

The SAFEbuilt Advantage

Our solid reputation as an industry leader demonstrates our knowledge, flexibility and cost efficiencies, giving us the reliability your company needs in a team. Our people love what they do and eagerly contribute solutions and recommendations that are proven, time-tested and specific to your needs, providing the following fundamental elements:

- **Focus on Cost-Saving Approaches and Methods** - Because we serve many municipalities and agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services and keep our clients' budgets on track.
- **Tailored, Responsive Services** - Our team is skilled at assessing time commitments, developing an accurate work plan and applying dedicated, professional personnel. We quickly fine-tune staffing levels to match changes in activity – always maintaining the highest level of customer service.
- **Swift Turnarounds and Expedited Services** - With extensive experience in community development and improvement services, our staff excels at providing prompt turnarounds. We match or beat required turnaround deadlines.
- **Effective Coordination with other Agencies and Departments** - Collaboration and cooperation with other departments and agencies are key elements of how we approach our projects. Effective communication solutions are made available to the needs of each community we serve.
- **A Wealth of Code Knowledge and Building Industry Experience** - We maintain staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's cutting edge, many serve as popular educational instructors and lecturers, as well as sit on leading boards and committees for organizations developing and implementing important code regulations.
- **Leading-Edge Technology with Cost-Saving Solutions** - SAFEbuilt's permitting software, CommunityCore Solutions, delivers a suite of digital options for jurisdictions – prompt digital plan reviews, including electronic versions of plan comments, and easy-to-use online web application/portal for submittal, tracking and approval of digital plans. Our team is fully versed in using MUNIS and other major applications and can easily transition.
- **Environmentally Friendly Practices** – Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint, and promotes environmental stewardship through environmentally preferable purchasing and other sustainability actions. Our digital plan review system encourages the bypass of paper use, and all possible documents at SAFEbuilt are printed double-sided on recycled, post-consumer content paper.

Our Core Values

Our team brings virtually all skills and experiences needed to meet our clients' development management needs. As your partner, we dedicate ourselves to help your community maintain safety and livability. We commit to remaining dedicated to a client-centered philosophy that is based on our core values, as seen below.

SERVICE
We always provide unequaled service levels to our customers, external and internal.

IMPROVEMENT
We strive to continuously improve and understand how we can do better tomorrow.

RESPECT
We are respectful in the way we interact with everyone.

INTEGRITY
We choose to do the right thing every time.

TEAMWORK
We have an environment where everyone is able to contribute ideas. We encourage and reward creativity and initiative.

Organizational Chart

ORLAND PARK

Steve Nero
Senior Director, Business Development

Keith Rooney
Project Manager & Regional Operations Manager

Plan Reviewers

Gerald Keys, MCP
Sally Guregian, AIA
Salvatore Gaeta, AIA, RA, ALA
Otto Letzelter, PE, SI, BCA, LEED AP

Building Inspectors

David DeLeon
Valerie A. Grango
Ray Witkowski
Mark Opels
Dan Witkowski
Jurtin Vide

Tab B

Services

SAFEbuilt®

Tab B — Services

SAFEbuilt will be able to provide services for the following disciplines:

We have developed a national network of talented professionals who are certified and licensed to attend all the requirements of your Rental Unit Inspections program and beyond. Our staff consists of a team of tried-and-true industry professionals who provide your community with consistent and responsive customer service every day.

Our experienced teams are leaders not only in our partner communities' efforts to promote safe, prosperous and inclusive neighborhoods but they are also recognized as thought leaders throughout the industry, including Building Department Management, Code Enforcement & Development, Planning & Zoning, Software Automation and Training.

Our proposed staff are qualified and familiar with IPMC (International Property Management Code) and local ordinances.

SAFEbuilt invest heavily in the training, certification and licensure of our personnel. Our leadership has put a program in place whereby employees have access to comprehensive training, continuing education and coaching. We do that by supporting our staff with paid training. Each SAFEbuilt inspector has gone through the applicable ICC training and certification. All our inspectors attend the CICC Educational Institute annually in March.

Our commitment to our employees wellbeing, continuing education and competitive compensation enables us to keep our staff retention levels at optimum levels.

Educational Approach To High Customer Service

GUARANTEED RESULTS

- Close projects on time/ahead of schedule
- Increase customer satisfaction
- Realize operations revenues faster

We understand that building department processes and procedures can be confusing, as well as frustrating to property owners, developers, contractors, and others—no matter if it is their first or 100th time building in your community. For this reason, our staff takes a proactive and personalized approach in our service delivery, whereby we educate each client that engages with your building department. Meaning each client receives a step-by-step explanation of the process, transparent communication, identification of timelines and costs, checklists of requirements needed for approvals, and advice and consultation to streamline approvals.

Technology

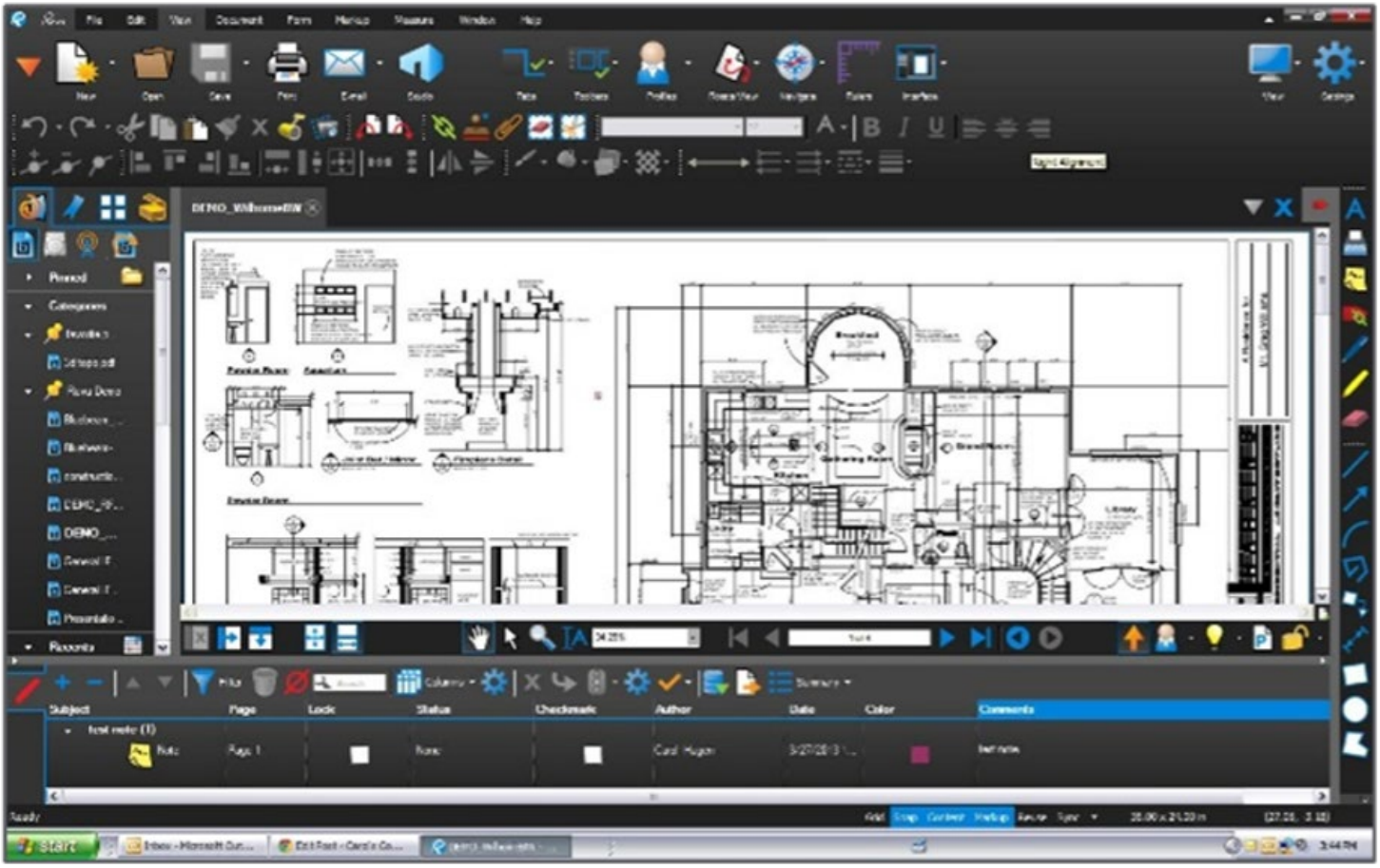
SAFEbuilt uses technology to improve customer service, increase efficiency, provide consistency, and offer a better user experience. Our teams are also familiar with and use review tools such as e-PlanSoft, Adobe, PlanGrid and others.

All our inspectors are fully proficient in using Smartgov and have used in many municipalities throughout the United States. Nevertheless, we can also offer to the Village of Orland Park, our own SAFEbuilt's proprietary online community development software tool, which manages permitting, plan reviews and approvals, and inspection services. The system, which integrates with other government software systems, is designed to streamline and automate inspection processes, ensure compliance, manage workflows, generate activity reporting and provide transparency to the Village staff.

We offer CommunityCore software as an option to the Village, as stated before, we are fully trained and prepared to use your existing system.

Our CommunityCore software transforms the way your Village conducts rental inspections. Applicants can submit electronically and track the progress of each step, in real time, from applicant submittal through certificate of compliance. This offers the Village and its residents clear insight as well as detailed information on the status of each permit creating a sense of engagement and partnership between the local authority and its community.

Our team also uses Bluebeam Revu to review plans electronically, and all our Plan Reviewers are proficient with its use. Bluebeam Revu is used by 94% of top U.S. contractors, which helps us partner with the Village of Orland Park and still 'speak the same language' as the design firm. We can initiate a "Studio" session from anywhere in the world to join us and the Village to see what we are seeing and have a live discussion about the submitted plans.



Ensuring Continuity Of Service

SAFEbuilt repurposed one of our proven options to respond to the service obstacles created by the COVID-19 global pandemic. At SAFEbuilt, we will always do our utmost best to ensure that nothing stop us from providing the Village of Orland Park with exceptional service.

A Proactive Approach to Work During COVID-19

As the world continues to combat the coronavirus (COVID-19) outbreak, the way we do business is changing and adapting. In response, SAFEbuilt leadership continues to work hard to keep our employees, customers, and the communities we serve safe while ensuring business continuity. To slow the spread and impact of COVID-19, SAFEbuilt implemented several safety protocols for personal interface, and we have identified many alternative approaches to deliver services remotely.

SAFEbuilt customers can take advantage of our remote capabilities during this unprecedented time to help minimize service disruptions as we possibly enter the second wave of this pandemic.

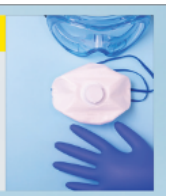
SAFEbuilt

SAFEbuilt is committed to:

- Ongoing planning, re-examination, and re-evaluation of our processes to maintain alignment with the latest CDC guidelines
- Maximizing digital collaboration tools
- Staying engaged and connected with our customers virtually
- Keeping up-to-date with the latest changes in local and national policies and protocols

— ENHANCED SAFETY PROTOCOLS —

- Pre-screening customers during scheduling
- Limiting the number of people on-site during an inspection
- Encouraging the use of video calls
- Purchasing additional PPE for employee use



— INCREASED HEALTH MEASURES —

- Maintaining proper social distancing
- Wearing facemasks to prevent communal spread
- Cleaning and disinfecting high-touch surfaces, as recommended by the CDC
- Frequent handwashing and sanitizing

— ENCOURAGE REMOTE INSPECTIONS —

- Uses video technology to transmit live video feed of inspection area
- During virtual inspection the inspector directs the customer to walk through the inspection process to verify code compliance
- Video footage and photos are retained with the inspection documentation
- SAFEbuilt has conducted more than 200 remote inspections through the country

— RECOMMEND REMOTE PLAN REVIEWS —

- Customers can conveniently submit their plans and monitor status remotely
- Customer can access the portal anytime and anywhere without office hour restrictions or personal interface
- Offers faster turnaround time through national access to qualified plan review staff

SAFEbuilt will not allow a global pandemic to disrupt the continuity of operations for our customers. To ensure that we can continue to provide services to the Village during these uncertain times, SAFEbuilt offers a remote plan review as an alternative to in-person services.

Tab C

Experience and References

SAFEbuilt®

Tab C — Experience and References

Throughout the State of Illinois, we serve many communities like yours, providing services ranging from residential and commercial plan review to building inspections and Building Official duties. We look forward to working together with the Village to improve customer services and operational efficiencies.

Currently SAFEbuilt has **more than 50 full-time employees in the State of Illinois and over 100 full-time employees** in surrounding States to assist with time-sensitive or short-notice requests.

Due to our far reach across many states, we can utilize staff when and where needed, adjusting our service levels based on need. Hiring and retaining qualified staff is the foundation for any successful technical and customer-centric operation. Through our work with similar communities in Washington and our valued staff longevity, you can be assured our team will provide the necessary resources, expertise, and customer-focused attitude throughout the contract.

Our staff will be available by phone and email, and we commit to being available for required in-person meetings the County deems necessary.

Please find herewith our references as well as a list of all our active clients.

VILLAGE OF MORTON GROVE
Full Building Services
Current On-Going
Ralph E. Czerwinski, Village Administrator
6101 Capulina Avenue, Morton Grove, IL 60053
847.470.5220 | rczerwinski@mortongroveil.org

Description

For the Village of Morton Grove, we manage all building department services, providing project management, residential and commercial plan review for a wide variety of projects, and code enforcement, as well as building inspection for all trades in accordance with all appropriate standards, including accessibility and energy, under local, State, and Federal law.

DUPAGE COUNTY
Plan Review Services | Building Inspection Services
Current On-Going
Jim Stran, Building and Zoning Department Manager
421 N County Farm Road, Wheaton, IL 60187-3978
630.407.6700 | BuildingandZoning@dupageco.org

Description

DuPage County, one of the collar counties of the Chicago metropolitan area, is Illinois' second most populated county. SAFEbuilt provides Residential, Commercial and Industrial Plan Review and as-needed Inspection Services for the County.

VILLAGE OF BARRINGTON

Plan Review Services | Building Inspection Services

Current On-Going

Marie Hanson, Director of Development Services

200 S. Hough Street, Barrington, IL 60010

847.304.3460 | mhansen@barrington-il.gov

Description

We provide both Plan Review and Inspection services for the Village of Barrington assisting with all the Village's needs and requirements to maintain a healthy range of Building services.

VILLAGE OF WINNETKA

Full Building Services

Current On-Going

Brian Norkus, Assistant Director

510 Green Bay Road, Winnetka, IL 60093

847.716.3522 | bnorkus@winnetka.org

Description

In the Village of Winnetka, we provide full building department services, including residential and commercial plan review for a wide variety of projects throughout the Village and many other services, administration services, i.e., Building Official, in accordance with all appropriate standards, including accessibility, under local, State, and Federal law. Two SAFEbuilt employees provide services.

CITY OF EVANSTON

Plan Review Services | Building Inspection Services

Current On-Going

Gary Gerdes, Building & Inspection Services Division Manager

2100 Ridge Avenue, Evanston, IL 60201

847.448.8030 | ggerdes@cityofevanston.org

Description

In Evanston, we perform residential and commercial plan review for a wide variety of projects throughout the City, as well as building inspection for all trades in accordance with all appropriate standards, including accessibility and energy, under local, State, and Federal law.

VILLAGE OF HANOVER PARK

Plan Review Services | Building Inspection Services

Current On-Going

Eric Fors, Fire Department, Assistant Chief

2121 West Lake Street, Hanover Park, IL 60133

630.823.5802 | efors@hpil.org

Description

For the Village of Hanover Park, we provide plan review for a wide variety of projects, a project coordinator and supplemental inspections.

VILLAGE OF ITASCA

Building Inspection Services

Current On-Going

Carrie Ann Ergo, Village Administrator

550 W. Irving Park Road, Itasca, IL 60143

630.773.0835 | cergo@itasca.com

Description

The village engaged our services to perform Professional Plan Review and Inspection Services.

CITY OF WOOD DALE

Full Building Services

Current On-Going

Janet Matz, Building Administrator

404 North Wood Dale Road Wood Dale, IL 60191

630.787.3737 | jmatz@wooddale.com

Description

For the City of Wood Dale, SAFEbuilt provides plan reviewer services; building, electrical, plumbing and mechanical inspectors; permit technician services and code enforcement services. Our staff perform inspections to determine the construction complies with the approved plans. Plan review services are provided both electronically and in the traditional paper format.

Technical Requirement – Litigation

Please find herewith list of any lawsuit and litigation as required in the Village of Orland Park Request for Proposal. We have no current nor pending lawsuits or litigation issues in the State of Illinois.

OPEN CASES		
Case Name	**Date**	**Status**
Georgia		
Jeffrey and Ashley Leeper Residence	6/8/2016	Open
Florida		
Abrahami v. MTCI	2/27/2019	Open
Deza v. Lanzo		Open
Rodriguez v. Archer (CGA) & Montoya v. Archer	6/5/2019	Open
A&A Housing	12/19/2020	Open
Vernon Neeley	3/30/2010	Open
Longo v. Pompano Beach	6/20/2020	Open
Montclair v. CGA	1/16/2020	Open
Hope v. Brickell	7/20/2020	Open
Keisha Loughton-Young - No Complaint		Open
Sage Beach Condo Asss'n v. CGA	10/20/2020	Open
Thomas v. Pembroke Pines, CGA, et al.	10/20/2020	Open
Michigan		
Michigan Home Buildders v. Troy	n/a	Open
Ohio		
Cincinnati Ins. V. MBIS		
CLOSED CASES		
Independent Inspections LTD-1		
Miller, et al. v. City of Monona, et al. - Claim No. 230115	11/12/2015	Closed
Colorado		
Legislative Change - State Electrical License	4/1/2017	Closed
Sharp Matter - Mead CO	7/30/2018	Closed
Denver. Errors in performing structural engineering review of project plans. No complaint.	5/21/2018	Closed
Hendrickson matter	7/16/2018	Closed
214 5th St, Dacono, CO	n/a	Closed
Ohio		
Edwards Financial Group, LLC	10/27/2016	Closed
Lewis matter (letter from attorney received, no complaint served)	1/17/2018	Closed
Fleming matter (demand letter)	7/30/2018	Closed
Kane matter (letter advising of loss received, no complaint served	3/7/2018	Closed
California - EsGil		
Scott vs. Pollie A Gautsch and Darrl Matsui	5/16/2017	Closed
Florida - MT Causley		

Merrick View Office Condo Assoc. v. Interstate Signcrafters		
Pam Olsen	9/29/2017	Closed
MTCI Guzman vs. Whole Foods	5/9/2017	Closed
North King Apartments v. CGA	4/17/2018	Closed
Fleming matter (demand letter)	7/30/2018	Closed
Senzig v. SAFEbuilt	6/13/2018	Closed
Fernandez v. MTCI	1/24/2019	Closed
California - EsGil - Continued		
Manson v. Associates of West Florida, CGA	10/15/2018	Closed
McNeice v. Yankeetown		Closed
Tuscany Property Owners v. CGA	2/27/2019	Closed
Gonzalez v. MT Causley	1/29/2018	Closed
Peljovich v. Tower Hill Insurance/Tower Hill v. CGA	10/16/2018	Closed
City of Anna Maria	2/28/2019	Closed
Starbrite v. Berg		Closed
Michigan		
26552 Barrington, Madison Heights	6/26/2018	Closed
South Carolina		
Six Fifty Six Owners Association v. Winsor South LLC	6/27/2017	Closed
Ohio		
Mesko	1/23/2019	
Wisconsin		
O'Connell v. Hoelzel	8/31/2017	Closed

REFERENCES

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

Bidder's Name: SAFEbuilt Illinois, LLC
(Enter Name of Business Organization)

1. ORGANIZATION Du Page County - Plan Review and Building Inspection Services
   ADDRESS 421 N. County Farm Road, Wheaton, IL 60187
   PHONE NUMBER 630.407.6700
   CONTACT PERSON Jim Stran - Building and Zoning Department Manager
   YEAR OF PROJECT On-Going

2. ORGANIZATION Village of Summit, IL
   ADDRESS 7321 West 29th Street, Summit, IL 60501
   PHONE NUMBER 708.563.4809
   CONTACT PERSON Bill Mundy - Building Director
   YEAR OF PROJECT On-Going

3. ORGANIZATION Village of Downers Grove
   ADDRESS 801 Burlington Avenue, Downers Grove, IL 60515
   PHONE NUMBER 630.434.6893
   CONTACT PERSON Stanley Popovich - Director of Community Development
   YEAR OF PROJECT On-Going

Tab D

Team Qualifications

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Tab D — Team Qualifications

We have selected a team for the Village of Orland Park tailored to your needs. Our employees hold licensures and certifications in many industry disciplines. Additionally, they are members of industry organizations and sought-after speakers and serve on committees to help define industry best practices.

Our team has decades of experience and consists of industry professional who provide communities with consistent, accurate and responsive customer service on a daily basis. We approach our work with pride and professionalism, getting the job done the right way, day in and day out.

SAFEbuilt has more than 250 ICC / State Certified Plan Examiners with licenses and certification in the following areas:

- Master Code Professional
- Residential Plan RevAiew
- Commercial Plan Review
- Mechanical Plan Review
- Plumbing Plan Review
- Electrical Plan Review
- Energy Plan Review
- Accessibility Plan Review
- Green Building Plan Review
- Civil Engineer
- Structural Engineer

	Total Years of Industry Experience	Plan Review Experience (in Yrs.)	Building Inspection Experience (in Yrs.)	Bldg. Dept. Supervision Experience (in Yrs.)	Illinois Licensed Architect (LA)	Professional Engineer (PE)	ICC Certified Building Plan Examiner	ICC Certified Residential Building Inspector	ICC Certified Mechanical Inspector	ICC Certified Electrical Inspector	ICC Certified Comm. Building Inspector	ICC Certified Comm. Mechanical Inspector	ICC Certified Comm. Electrical Inspector	State of Illinois Licensed Plumber
Project Lead														
Keith Rooney, MCP	18+	2+	3+	15+			✓	✓	✓	✓	✓	✓	✓	
Plan Reviewers														
Gerald Keys, MCP	15+	6+	15+				✓	✓	✓	✓	✓	✓	✓	
Sally Guregian, AIA	41+	32+			✓									
Salvatore Gaeta, AIA, R.A., ALA	33+	33+			✓		✓							
Otto Letzelter, PE, SI, BCA, LEED AP	30+	10+	10+	10+		✓	✓	✓	✓		✓		✓	
Inspectors														
David DeLeon	12+		12+					✓	✓	✓				
Valerie A. Grango	9		3+											
Ray Witkowski	18+		18+											✓
Mark Opels	28+		20+					✓	✓	✓	✓	✓		
Dan Witkowski	24+		24+											✓
Jurtin Vide	5+		5+					✓	✓	✓	✓	✓		

SAFEbuilt Plan Review Contracts	
Jurisdiction	**Services Provided**
City of Middleton, ID	Building Inspection Services; Plan Review
City of Mountain Home, ID	Plan Review
Village of Arlington Heights, IL	Building Department Management
Village of Barrington, IL	Building Inspection Services; Plan Review
Village of Beecher, IL	Building Inspection Services; Plan Review
Village of Bradley, IL	Building Inspection Services
Village of Bull Valley, IL	Building Inspection Services; Code Enforcement; Plan Review
Town of Cicero, IL	Building Inspection Services; Plan Review
City of Country Club Hills, IL	Plan Review
Village of Downers Grove, IL	Plan Review
County of DuPage, IL	Building Inspection Services; Plan Review
Village of Elwood, IL	Planning & Zoning
Village of Golf, IL	Building Inspection Services; Plan Review
Village of Grayslake, IL	Building Department Management
Village of Hampshire, IL	Building Inspection Services; Planning & Zoning; Plan Review; Software
Village of Itasca, IL	Building Inspection Services; Code Enforcement; Plan Review
County of LaSalle, IL	Building Department Management; Building Inspection Services; Plan Review
Village of Libertyville, IL	Building Inspection Services
City of Marseilles, IL	Building Inspection Services; Plan Review
Village of Monee, IL	Building Inspection Services; Code Enforcement; Plan Review
Village of Palatine, IL	Building Inspection Services
City of Pekin, IL	Building Department Management; Code Enforcement; Plan Review
Village of Peotone, IL	Building Department Management
City of Prospect Heights, IL	Building Inspection Services; Plan Review
Village of Sauk, IL	Building Inspection Services; Plan Review
Village of Timberlane, IL	Building Inspection Services; Plan Review
Village of Volo, IL	Building Department Management
Village of Wadsworth, IL	Plan Review
Village of Westmont, IL	Plan Review
Village of Wonder Lake, IL	Building Inspection Services; Plan Review
City of Hammond, IN	Plan Review
Indianapolis Housing Agency, IN	Building Inspection Services
City of Indianapolis, IN	Plan Review
City of Topeka, KS	Plan Review
Buzick Construction, Inc., KY	Building Inspection Services; Plan Review
County of Prince George's, MD	Plan Review
Village of Athens, MI, Calhoun County	Building Inspection Services; Plan Review
City of Bloomfield Hills, MI	Building Inspection Services; Plan Review

SAFEbuilt Plan Review Contracts (continued)	
Jurisdiction	**Services Provided**
Village of Burr Oak, MI, St Joseph County	Building Department Management; Building Inspection Services; Plan Review
Township of Chikaming, MI, Berrien County	Building Inspection Services; Planning & Zoning; Plan Review
Township of Clarendon, MI	Building Department Management; Building Inspection Srvcs; Code Enforcement; Plan Review
Village of Climax, MI, Kalamazoo County	Building Department Management; Building Inspection Services; Plan Review
City of Coldwater, MI, Branch County	Building Inspection Services; Plan Review
Township of Coldwater, MI, Branch County	Planning & Zoning
Township of Covert, MI, Van Buren County	Building Department Management; Building Inspection Services; Plan Review
Township of Covert, MI, Van Buren County	Building Inspection Services; Code Enforcement
Township of Covert, MI, Van Buren County	Building Department Management
Village of Decatur, MI, Van Buren County	Building Department Management
City of Farmington Hills, MI	Building Inspection Services; Plan Review
City of Ferndale, MI	Building Department Management; Building Inspection Services; Code Enforcement; Planning & Zoning; Plan Review
City of, Grand Blanc, MI, Genesee	Planning & Zoning
City of Harper Woods, MI	Building Department Management; Building Inspection Services; Code Enforcement; Plan Review
City of Highland Park, MI	Building Department Management
City of Kalamazoo, MI, Kalamazoo County	Plan Review
Township of Lawrence, MI, Van Buren County	Building Department Management; Building Inspection Services; Planning & Zoning; Plan Review
Village of Lawrence, MI, Van Buren County	Building Department Management; Building Inspection Services; Plan Review
Village of Lawrence, MI, Van Buren County	Planning & Zoning
City of Madison Heights, MI	Building Department Management; Building Inspection Services; Code Enforcement; Plan Review
City of Manistee, MI, Manistee County	Building Inspection Services; Plan Review
City of Manistee, MI, Manistee County	Building Inspection Services
Village of Milford, MI, Oakland	Building Inspection Services
City of New Buffalo, MI, Berrien County	Building Inspection Services

SAFEbuilt Plan Review Contracts	
Jurisdiction	**Services Provided**
City of New Buffalo, MI, Berrien County	Building Department Management
City of Oak Park, MI	Building Inspection Services; Plan Review
Owosso, MI, City of	Building Inspection Services
Township of Paw Paw, MI, Van Buren County	Building Inspection Services; Code Enforcement; Plan Review
Village of Paw Paw, MI, Van Buren County	Building Department Management; Building Inspection Services; Plan Review
City of Portage, MI	Building Inspection Services; Plan Review
City of Romulus, MI	Planning & Zoning
City of Bozeman, MT	Building Inspection Services; Plan Review
Township of Rose, MI	Planning & Zoning
City of South Lyon, MI, Oakland	Building Department Management; Building Inspection Services; Plan Review
Township of Tekonsha, MI	Building Inspection Services; Plan Review
Village of Tekonsha, MI	Building Inspection Services; Code Enforcement; Plan Review
City of Zeeland, MI, Ottawa County	Building Department Management; Building Inspection Services; Code Enforcement; Plan Review
Aspen Exteriors, MN	Building Inspection Services
City of Rochester, MN	Plan Review
ARCO National Construciton, LLC, MO	Building Inspection Services; Plan Review; Private Provider
Scannell Properties, MO	Building Inspection Services; Plan Review
City of Bozeman, MT	Plan Review
State of North Dakota	Plan Review
County of Ashtabula, OH	Building Inspection Services; Plan Review
City of Bedford Heights, OH	Building Inspection Services; Plan Review
City of Bedford Heights, OH	Building Department Management
City of Bedford Heights, OH	Building Department Management
City of Berea, OH	Building Department Management
City of Canton, OH	Building Inspection Services
Cincinnati Metropolitan Housing Authority	Building Inspection Services
County of Clark, OH	Building Inspection Services
City of Cleveland Heights, OH	Building Inspection Services
Clinton Township, Franklin County, OH	Building Inspection Services; Plan Review
City of Elyria, OH	Building Inspection Services; Plan Review
City of Euclid, OH	Building Department Management; Building Inspection Services; Plan Review
City of Fairborn, OH	Building Inspection Services; Plan Review
Village of Georgetown, OH	Building Inspection Services

SAFEbuilt Plan Review Contracts (continued)	
Jurisdiction	**Services Provided**
Village of Grafton, OH	Building Inspection Services; Code Enforcement; Plan Review; Software
Township of Jefferson, OH	Building Inspection Services; Plan Review
County of Lorain, OH	Building Department Management
City of Maple Heights, OH	Building Department Management; Building Inspection Services; Planning & Zoning; Software
City of North Ridgeville, OH	Building Inspection Services; Code Enforcement; Plan Review
City of North Royalton, OH	Building Inspection Services
NVR Inc./Ryan Homes, OH	Building Inspection Services; Private Provider
City of Oberlin, OH	Building Inspection Services; Code Enforcement
OHM Advisors, OH	Building Inspection Services; Private Provider
Red Architecture + Planning, LLC, OH	Building Inspection Services; Plan Review
County of Sandusky, OH	Building Inspection Services; Plan Review; Software
County of Sandusky, OH	Building Department Management
City of Seven Hills, OH	Building Inspection Services; Plan Review
City of Shaker Heights, OH	Building Inspection Services; Plan Review
City of Solon, OH	Building Inspection Services; Plan Review
Village of South Amherst, OH	Building Inspection Services; Plan Review
County of Summit, OH	Plan Review
City of Toledo, OH	Building Inspection Services; Plan Review
City of Whitehall, OH	Building Inspection Services; Plan Review
City of Worthington, OH	Building Inspection Services
Chickasaw Nation	Plan Review
City of Salt Lake, UT	Plan Review
County of Adams, WA	Building Inspection Services; Plan Review
Affinity at CopperLeaf, LLC, WA	Building Inspection Services; Private Provider
City of DuPont, WA	Building Department Management
City of Ellensburg, WA	Building Inspection Services; Plan Review
City of Issaquah, WA	Building Inspection Services; Plan Review
City of Medina, WA	Building Inspection Services
Pillar Properties LLC	Building Inspection Services
City of Port Townsend, WA	Building Inspection Services; Plan Review
City of Spokane, WA	Building Department Management; Building Inspection Services; Fire Services; Plan Review
Town of Blooming Grove, WI	Building Inspection Services; Plan Review
City of Brodhead, WI	Building Inspection Services; Plan Review
Town of Brooklyn, WI	Building Inspection Services
Village of Brownsville, WI	Building Inspection Services; Plan Review
Town of Burke, WI	Building Inspection Services; Plan Review
Village of Butler, WI	Building Inspection Services; Plan Review

SAFEbuilt Plan Review Contracts (continued)	
Jurisdiction	**Services Provided**
Village of Caledonia, WI	Plan Review
Town of Cedarburg, WI	Building Inspection Services; Plan Review
City of Columbus, WI	Building Inspection Services; Plan Review; Software
Town of Dane, WI	Building Inspection Services; Plan Review
Village of Deerfield, WI	Building Inspection Services; Plan Review
Town of Delafield, WI	Building Inspection Services
Town of Delafield, WI	Building Inspection Services; Plan Review
Town of Eagle, WI	Building Inspection Services
Village of Elm Grove, WI	Building Inspection Services; Plan Review; Software
Village of Fox Point, WI	Building Inspection Services
Village of Germantown, WI	Building Department Management; Building Inspection Services; Plan Review; Software
City of Greenfield, WI	Building Inspection Services
Town of Herman, WI	Building Inspection Services
Kenosha County Housing Authority	Building Inspection Services
City of Milwaukee, WI	Plan Review
Town of Mitchell, WI	Building Inspection Services; Plan Review
Village of Mount Pleasant, WI	Building Inspection Services; Code Enforcement
Town of Oregon, WI	Building Inspection Services; Plan Review
City of Portage, WI	Building Inspection Services; Plan Review
Town of Sheboygan, WI	Building Inspection Services; Plan Review; Software
Town of Springfield, WI	Building Inspection Services; Plan Review
State of Wisconsin	Building Inspection Services
Village of Sturtevant, WI	Building Inspection Services; Plan Review
Village of Sturtevant, WI	Building Inspection Services
Village of Theresa, WI	Building Inspection Services; Plan Review
Village of Thiensville, WI	Building Inspection Services; Plan Review
Town of Waterloo, WI	Building Inspection Services; Plan Review
City of Wauwatosa, WI	Building Inspection Services

KEITH ROONEY

Client Manager

Backup Fire Inspector

CERTIFICATIONS

Master Code Professional
Plumbing Plans Examiner
Electrical Plans Examiner
Residential Building Inspector
Building Plans Examiner
Commercial Building Inspector
Residential Electrical Inspector
Mechanical Inspector
Mechanical Plans Examiner
Electrical Code Official
Building Code Official
Residential Mechanical Inspector
Electrical Inspector
Residential Energy Inspector/Plans Examiner
Building Inspector
Residential Plumbing Inspector
Master Code Professional
Accessibility Inspector/Plans Examiner
Commercial Plumbing Inspector
Commercial Electrical Inspector
Mechanical Code Official)
Commercial Mechanical Inspector
Plumbing Inspector
Building Code Specialist
Plumbing Code Specialist
Mechanical Code Specialist
Electrical Code Specialist)
Residential Combination Inspector
Combination Inspector
Combination Plans Examiner
Commercial Combination Inspector
City of Chicago licensed electrician

WORK EXPERIENCE

- **Client Manager/Backup Fire Inspector**, SAFEbuilt, LLC | 2018 to Present
  - Inspect businesses for compliance with the International Fire Code as adopted and amended for enforcement by local Municipality/County.
  - Investigate complaints of alleged violations of fire regulations.
  - Inspect new construction projects and existing buildings, as required.
  - Identify and report violations and infractions of laws, ordinances and safety standards.
  - Use construction blueprints to inspect for compliance with codes and safety standards.
  - Prepare detailed records and reports of inspection activities.
  - May develop and/or present fire prevention education programs.
  - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
  - Attend required technical training each year to maintain level of continual education units required to maintain certifications.
  - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites.
- **Building Official,** City of Lockport, IL | 5/2011 to 2018
  - Supervision of department staff
  - Plan review, permit issuance and inspections
  - Code adoption and revisions.
- **Chief Building Official**, Village of Huntley, IL | 5/2005 to 5/2011
  - Supervision of inspection/code enforcement staff
  - Plan review, permit issuance and inspections
- **Building/Electrical Inspector**, Village of Round Lake, IL | 4/2002 to 5/2005
  - Residential and commercial electrical inspections
  - Mechanical, building inspections
  - Plan review, building permit issuance

GERALD A. KEYS, MCP

Plans Examiner

EDUCATION

Bachelor of Science – Fire Science, University of Maryland University College

EXPERIENCE

- **Plans Examiner**, SAFEbuilt, LLC | 2/2016 to Present
  - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical, if qualified). Identify and address areas of plan non-compliance.
  - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
  - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
  - Establish and implement building department and company policies and procedures in conjunction with Building Official.
  - Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
  - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
  - Assumes the duties and responsibilities of the Building Official when required.
  - Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
  - Enter inspection and plan reviews results in appropriate software.
  - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
  - Recommend code modifications and/or additions to customers as necessary to keep codes current.
- **Combination Plan Review/Inspector**, City of Manassas, VA | 6/2014 to 2/2016
- **Code Compliance Manager**, Engineering Consulting Services | 9/2011 to 5/2014
- **Code Development Specialist**, Department of Consumer and Regulatory Affairs D.C. | 10/2007 to 9/2011
- **Chief Building Inspector**, City of DeKalb, IL | 2/2005 to 10/2007
- **Residential Wood Framing Contractor**, Stawicki Construction Co., Richton Park, IL | 9/1987 to 12/2005

PROFESSIONAL CERTIFICATIONS

ICC COMMERCIAL CONSTRUCTION

Accessibility Inspector/Plans Examiner
Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official (CBO)

SAFEbuilt

ICC COMMERCIAL CONSTRUCTION (CON'T)

Certified Electrical Code Official
Certified Mechanical Code Official
Certified Plumbing Code Official
Combination Plans Examiner
Combination Inspector
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Electrical Inspector
Electrical Plans Examiner
Fuel Gas Inspector
Master Code Professional (MCP)
Mechanical Inspector
Mechanical Plans Examiner
Permit Technician
Plumbing Inspector
Plumbing Plans Examiner

ICC ENERGY AND GREEN CONSTRUCTION

Commercial Energy Inspector
Commercial Energy Plans Examiner
Energy Code Specialist
Green Building Residential Examiner
IgCC Commercial Inspector
IgCC Commercial Inspector w/ ASHRAE 189
IgCC Plans Examiner
IgCC Plans Examiner w/ ASHRAE 189

ICC RESIDENTIAL CONSTRUCTION

Residential Building Inspector
Residential Combination Inspector
Residential Electrical Inspector
Residential Energy Inspector/Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector

ICC SPECIAL INSPECTIONS

Soils Special Inspector
Spray-applied Fireproofing Special Inspector
Structural Steel and Bolting Special Inspector

ICC HOUSING AND CODE ENFORCEMENT

Certified Housing Code Official
Property Maintenance & Housing Inspector
Zoning Inspector

ICC FIRE AND DISASTER RESPONSE

Certified Fire Code Official
Disaster Response Inspector
Fire Inspector I
Fire Inspector II
Fire Plans Examiner

SALLY GUREGIAN, AIA

Architectural Review Design Consultant

EDUCATION

The University of Michigan
Bachelor of Science, 1977
Master of Architecture, 1980
- Concentration in Historic Preservation and Conservation

REGISTRATION

Licensed Architect, Illinois
1994 to Present

MEMBERSHIP

American Institute of Architects

The National Trust for Historic Preservation

Landmarks Illinois

Founding Member and current Chairman, Covenants, Building, and Zoning Compliance Committee of the Glenbrook Countryside Property Owners Association - 2003 to present

WORK EXPERIENCE

- **Plans Examiner,** SAFEbuilt | May 2018 to Present
  - Community Development Department, Village of Gurnee, Illinois. Responsibilities include architectural and mechanical plan review for all commercial and residential construction, consultation with developers regarding potential construction projects, and assisting owners, contractors, and the general public.
- **Self-Employed,** August 2016 to May 2018
  - Worked on a contract basis with other architects. Projects included roofing replacement at the Rocky Ledge Condominium and replacement of wood-framed rear porches at the Four Corners II Condominium, both in Chicago.
- **Senior Associate,** Studio AH dba HPZS / Hasbrouck Peterson Zimoch Sirirattumrong / Hasbrouck Peterson Associates | August 1988 to August 2016
  - Responsibilities included interior and exterior building inspections and code reviews; in-house quality control reviews; coordination with electrical, mechanical, plumbing, and civil engineering consultants; supervision of construction drawing preparation; preparation of specifications; field supervision of intern architects; and construction administration. Representative commercial, institutional, and public and private multi-family residential clients
- **Project Architect,** Raymond J. Green and Associates, Inc. - Evanston, IL | March 1984 to August 1988
  - Responsibilities included life safety inspections and preparation of associated reports, as well as preparation of construction documents for sound abatement, life safety implementation, handicapped accessibility, and playground and parking improvement projects for elementary, secondary, and unit school districts located in the north and northwest suburbs of Chicago.
- **Project Assistant,** The University of Michigan Hospitals - Ann Arbor, MI | March 1982 to August 1983
  - Designed and assembled full-scale mockups of proposed prototypical outpatient examination rooms, conducted hands-on evaluation of the mockups by medical personnel, and co-authored the project report.
- **Research Associate and Editor,** The University of Michigan Hospitals - Ann Arbor, MI, 1979 to 1982
  - Evaluated and documented the functional adequacy and condition of probate, district, and circuit court facilities throughout Michigan; developed guidelines for court construction in the State of Michigan which were adopted by the State Supreme Court in the spring of 1983; and provided consulting services to court facilities administrators. As Editor of The Michigan Courthouse Study, a seven-volume publication prepared for Michigan's State Supreme Court Administrative Office, rresponsible for preparation of all written content for author review, as well as editorial review of the assembled documents.

SALVATORE GAETA, AIA, R.A. ALA

Lead Architectural Review Design Consultant

REGISTRATION

Licensed Illinois #001.012525

PROFESSIONAL AFFILIATIONS

Illinois Association of Licensed Architects (ALA) - 2002

ICC Member #8412387

President/Trustee of the Glenbrook Sanitary District

Architectural Liaison for the Glenbrook Countryside Homeowners' Association – Covenants, Building & Zoning Committee, since 2005

CERTIFICATION

ICC Certified Residential Plans Examiner

LICENSES

Licensed Architect in Illinois, since 1988

EDUCATION

- **Illinois Institute of Technology -** Bachelor of Architecture – High Honors, AIA Medal of Academic Excellence with a Minor in Construction Management, 1985

WORK EXPERIENCE

- **Municipal Manager / Plans Examiner**, SAFEbuilt, 04/2015 to Present
  - Operations Manager for Building Department personnel in various jurisdictions in the northern suburbs of Chicago. Administrative duties include servicing, coordinating, maintaining, and retaining positions including Permit Technicians, Plan Reviewers, Code Enforcement Officers, Building and Plumbing Inspectors.
  - Code Transition consultation and updating of adopted ICC model codes through revisions made to local amending ordinances for numerous jurisdictions.
  - Plan examination of residential and commercial projects, electronically and on paper. Reviews include standard disciplines; building, structural, accessibility, energy, mechanical, electrical, plumbing and coordination with zoning, plan commission and engineering.
- **Principal,** Architekton Limited, Northbrook, IL, 06/1999 to 04/2016
  - Established and incorporated in 1999, for the expressed purpose of rendering quality design services to a varied clientele. The practice developed and evolved a design philosophy that transcended architectural labels through a careful study of aesthetics and proportions present in all vernacular styles. The extensive design experience ranged from multi-family residential to light industrial and commercial/retail business.
- **Vice President & Project Architect**, Roy H. Kruse & Associates, Chicago, IL, 02/1987 to 06/1999
  - Responsible for and oversaw the planning, design, cost estimating, specifications, and construction documents of large scale projects ranging from, residential, commercial, industrial, office and public schools.
    - > HUD Scattered Site Housing Program, Chicago, IL: Developed and supervised the construction of over 150 subsidized housing units in five distinct unit prototypes in 30 neighborhoods around the city. Program numbers include 122/127/132/140 & 153, from 1991 to 1993
    - > Chicago Public Schools, Chicago, IL: Renovation and rehabilitation of windows and roofs for various schools across the City of Chicago under multiple contracts, from 1992 to 1994.
    - > East Park Apartments – 3300 W. Maypole Ave., Chicago, IL: Designed the first new five story, 152 unit Single Room Occupancy building on the near west side. Includes ancillary office, classroom, recreation and laundry/storage spaces. Developed for The Habitat Company in 1995.

OTTO LETZELTER, PE,SI,BCA, LEED AP

Building Official, Professional Engineer

YEARS OF EXPERIENCE

30

YEARS WITH THE FIRM

17

EDUCATION

Georgia Institute of Technology
Bachelor of Civil Engineering
1991

FIU Masters of Construction Management Program,
2014 -Present

CERTIFICATIONS & LICENSES

PE FL #54716; PE GA #45027; PE SC #37203; PE NC #049332; PE TX #135820; PE Washington D.C. #DC922074; PE MD #55133; PE MA #55443; PE OH #850222; PE LA # 44160; PE VT #0134571; PE ME #16303; PE CO #56625; PE MI #6201069343; PE TN #123366 SFirePE 42240393; FL Threshold Special Inspector, SI 54716; FL Building Code Administrator, BU1294; FL Plans Examiner, Building, Mechanical, Plumbing PX3895; FL Building, Mechanical, Plumbing Inspector BN2952; FL Roofing Inspector SRI034; State Certified General Contractor, FL CGC057667
State Certified Roofing Contractor, FL CCC057326; FL Modular Inspector SMI 109; FL Fire Safety Inspector 112031, SFM 633; FL Special Fire Safety Inspector 111910, SFM 633; Pro Board Fire Inspector II, NFPA 1031
Pro Board Fire Plan Examiner I

WORK EXPERIENCE

- **Chief Building Official**, Florida Department of Management Services | 2016 to Present
  - 4th District Court of Appeals a new construction of a 4-level 334 space parking garage - West Palm Beach, FL
  - State Capital Complex Improvements - Tallahassee, FL
  - Historic and Tower Capital elevator modernization
  - Historic Capital Boiler replacement
  - Senate Office renovations, 20th Floor Capital Tower
  - House and Senate Garage Structural rehabilitation and waterproofing
  - Senate and House Roof Replacements
  - Governor's Mansion Restroom renovations
- **Chief Building Official**, Broward College, Fort Lauderdale, FL | 2002 to Present
  - Worked college-wide for over 3200 permitted projects including:
    - South Science building with chiller plant - $25m, 51,000 sf, 2-story (Aug'14-Aug'15)
    - Southwest Center - $20m, 90,000 sf, 4-story (Jul'12-Aug'14); Health Sciences Simulation Center - $13m, 66,000 sf, 3-storyV(Feb'12-Sep'14)
    - New 5-level Parking Garage structure - $20m, 1535 spaces (Oct'08-Aug'10)
    - Institute of Public Safety - $12m (Feb '05-Apr'06), B72 Library, 2-Story, 46k sf (2010)
    - New 5-Level $5m 112,565 sf 2100 space Parking Garage extension (2011)
    - B7 Science $7.4m, Junior Achievement Complex, B4 Art renovation, Thermal Storage Tanks-780,000 gal ea.,
    - Downtown Mechanical Cooling Tower-Twin 900M chillers, (2002)
    - Student Services Center B19 (2002)
  - BC Bldg 33 Hi-Rise Smoke control recommissioning
- **Chief Building Official**, Florida Department of Juvenile Justice, Tallahassee, FL | 2005 - Present
  - Over 250 State permitted projects for South Region Miami-Dade, Broward, Monroe, Palm Beach, Collier and Lee Counties.
  - Projects included:
    - Manatee Life Safety Replacements
    - Duval Domestic Renovations
    - EIHH Admin Renovations
    - EYDC Reroofs
    - Probation Office Miami
    - Everglades Youth Riot Repairs
    - Francis Walker Halfway House Titusvill new modular
    - Wings for Life Renovations Miami
    - RDJC Renovations Palm Beach
    - New Classrooms Duval RJDC
    - Fort Lauderdale Detention Center Mechancial Upgrades
    - Bay Point RJDC New Classrooms Miami
    - Palm Beach Juvenile Correctional Center Renovations
    - Broward Halfway House Upgrades
    - Okeechobee Renovations

CERTIFICATIONS & LICENSES CONTINUED

NFPA Fire Inspector I & II; NFPA Fire Plans Examiner; Certified Medical Gas Inspector ASEE
6020; Certified Plumbing Engineer, CIPE, ASPE;
LEED Accredited Professional, GBCI;
ICC Special Inspector, Concrete, Steel Bolting & Welding
ICC Building Code Specialist
ICC Building Code Official
ICC Building Official
ICC Building Plans Examiner
ICC Building Inspector
ICC Commercial Combination Inspector
ICC Structural Welding Inspector
ICC Structural Steel and Bolting Inspector
ICC Structural Masonry Special Inspector
ICC Soils Special Inspector
ICC Coastal Construction
ICC Mechanical Code Specialist
ICC Mechanical Code Official
ICC Mechanical Plans Examiner
ICC Mechanical Inspector
ICC Plumbing Code Official
ICC Plumbing Code Specialist
ICC Plumbing Plans Examiner
ICC Plumbing Inspector
ICC Commercial Electrical Inspector
ACI Concrete Construction Special Inspector
PTI Post Tensioning Inspector Level II 922352
AWS Certified Welding Inspector, CWI 16083211
EPA Lead Based Paint RRP Renovation License
SREF Florida Department of Education Inspector

WORK EXPERIENCE

- » Avon Park Correctional Repairs
- » Fort Meyers Structural Repairs
- » Britt Halfway House Reroof
- » Peace River Admin
- » Desoto Upgrades

- **Building Department Support**, Building Inspector / Plan Examiner, Florida Atlantic University, Boca Raton, FL, 2002 - Present
  - – Worked on all campuses on numerous permitted projects including:
    - » Max Planck FL Institute - $60m, 100,000sf, 3-level (Oct'10-May'12)
    - » Boca Football Stadium - $70m, 30,000 seat (Sept'10-Oct'11)
    - » Innovation Village Apartments - $111m (Feb'10-May'11)
    - » College of Engineering & Computer Science - $31m, 92,000 sf (Apr '09-Mar '11)
    - » Joint Use Facility - $27m, 78,000 sf (Jul'09-Mar'11)
    - » Arts and Letters - $19.3m, 65,000 sf (Jul '09-Nov '10)
    - » New 4-Level, 306,960 sf , 943 space Parking Garage (Mar '13-Jan '14)
    - » New 5-Level Parking Garage (Apr '02-Sept '02).
- **Building Department Full-Service Support**, Florida International University, Miami, FL, 2012
  - – Plan Reviews and Inspections for all campuses on numerous permitted projects including:
    - » Biscayne Bay Housing - $50m, 9-story, 618-unit waterfront dorm (Apr'15-Sept '16)
    - » RCCL - $32m, 130,000sf, 3-story (Feb'14-Apr'15)
    - » Academic Health Center - $32m, 120,000 sf (Sep '12-Jul '14)
    - » Mango Mixed Use - $26.8m, 106,611 sf. 7-story (Aug'12-Jan'15)
    - » Ambulatory Care Center/Miami Children's Hospital - $10m, 36,000 sf, 2-story (Dec'13-Jun'15)
    - » Stocker Astrophysics Center - $2m, 3-story (Jun'12-Dec'13)
- **Assistant Building Official**, Structural Plan Reviewer and Inspector Part-Time, Town of Pembroke Park, Pembroke Park, FL, 2017 to 2018
- **Building Construction Expert Witness**, FDOT General Counsels' Office, Tallahassee, FL, 2003 to 2012
  - – Building projects vertical construction (Oct '07 - Apr '12)
  - – District-6 Construction office - Assistance in preparation of a design build construction package including scope of services and technical specifications related to proposed miscellaneous repair and remodeling projects for the District-6 Construction office (Apr '03 - Mar '05)
- **Senior Building Inspector**, PE, BN, PEICO, Sunrise, FL, 2000 to 2002

DAVID DELEON

Building Inspector / Plans Examiner

EDUCATION

High School, Aurora Central Catholic High School, Aurora, IL, May 2005

Nutrition and Dietetics, Northern Illinois University, DeKalb, IL

CERTIFICATIONS

- ICC Certified
  - Residential Building Inspector
  - Electrical Inspector
  - Mechanical Inspector
  - Property Maintenance Inspector
- ICC Certified Residential Plans Examiner

WORK EXPERIENCE

- **Building Inspector/Plan Reviewer,** SAFEbuilt | May 2013 to Present
  - Perform residential and commercial building, electrical, and mechanical inspections for various Chicagoland municipalities.
  - Collaborate with contractors, homeowners, and architects to complete building projects per municipal code.
  - Perform residential and commercial plan review services for various municipalities throughout the Chicagoland area.
  - Provide code enforcement services for various municipalities.
  - Proficiently use various municipal software to submit inspection results.
- **Quality of Life Inspector (Temporary)**, City of Aurora, IL | Oc
  - Responsible for enforcing City ordinances regulating trash, junk, and abandoned vehicles in the public right-of-way.
  - Issue citation and/or clean up orders when compliance cannot be achieved through proper legal notice.
  - Investigate and resolve complaints from the City's customer service call center.
- **Weed Inspector (Seasonal)**, City of Aurora, IL | May 2008 to October 2011
  - Enforce the City of Aurora ordinance regulating tall grass and weeds.
  - Research vacant properties to ensure proper notice of violation.
  - Issue citations when compliance cannot be achieved.
  - Conflict resolution and follow-up of complaints received from the City's customer service call center.

VALERIE GRANGO

Permit Technician

CERTIFICATIONS

ICC Certied Permit Technician

WORK EXPERIENCE

- **Permit Technician**, SAFEbuilt, LLC | 2021 to Present
  - Interfacing with all customers to service their building department related needs.
  - Issuing and/or tracking permits through the permitting process, beginning with application acceptance, plan review, inspections and permit closure.
  - Establishing and maintaining systems to ensure that all files, letters, reference manuals, field inspection reports, permit files, blueprints, drawings, and other data or material is maintained in an organized fashion.
  - Working with plans examiners and inspectors throughout the company to develop and ensure consistent processes.
- **Permit Coordinator**, Wood Dale City Hall- Wood Dale, IL | 9/2018 to 2021
  - Coordinate, direct, and manage the permit issuance process
  - Review and process permit submittals for accuracy and completeness of information
  - Review, process, and issue Contractor Registration applications and licenses
  - Schedule and process inspection requests for building permits and rental properties
  - Screen phone calls and visitors. respond to inquiries and complaints, handle routine matters and direct unusual matters to the appropriate authority
  - Route out construction plans, engineering drawings, and reports to the appropriate review team
  - Schedule meetings with staff members, contractors, residents, and other stakeholders
  - Maintain and update public records, active permits, closed permits, and expired permits
  - Manage the Rental Housing database of about 400 properties
  - Process payments for Building Permits, Rental Housing, and Contractor Registrations
- **Administrative Assistant**, Service King Collision Repair- Rolling Meadows, IL | 9/2012 to 8/2018
  - Provide administrative support to staff members by managing the receptionist desk, coordinating
  - schedules, meetings, supplying key card and greeting visitors
  - Respond to telephone inquiries by listening attentively to ensure a positive customer experience and
  - provide quality service to customers inquiring to schedule care repair appointments
  - Excel within a service-oriented company by demonstrating a taken for communicating with customers
  - and effectively resolve problems on the first call in order to avoid escalation of issues
  - Manage a high-volume workload with a deadline driven environment while consistently meeting performance benchmarks and enhancing customer satisfaction by intense customer focus)

RAY WITKOWSKI

Plumbing/Combination Inspector

EDUCATION & CERTIFICATIONS

Plumber's License / Certified Plumbing Inspector
2009 - current. State of Illinois. Illinois Plumber & Certified Plumbing Inspector ID: 058-194002

Cross-Connection Control Device Inspector
2016 - current - Illinois EPA, Division of Public Water Cross-Connection Control Device Inspector

Bachelor of Arts & Science,
2010 - 2014. Northeastern Illinois University, Chicago, IL. Major: Political Science, Interdisciplinary Studies, Philosophy. Cum Laude, GPA: 3.55

WORK EXPERIENCE

- **Plumbing/Combination Inspector**, SAFEbuilt | 10/2017 to Present
  - Perform Inspector duties in various villages and towns within the State of Illinois on residential and commercial buildings to ensure conformance with municipal codes and regulations.
  - Review plans and construction documents submitted with permit applications, record findings and recommend changes needed to comply with plumbing and building code provisions.
  - Conduct field inspections on new construction, renovations, additions, repairs and installation of plumbing systems, including inspections of water and sewer services, backfill, and verification of absence of cross connections as well as concrete prepours, foundations, insulation, fire blocking,
  - HVAC, and Demolition/New Construction site inspections.
  - Explain and interpret municipal code requirements, identify materials and installation methods that are not in compliance with local code, explain the code violations to contractors and building owners and recommend changes needed for compliance with code.
  - Ensure projects inspected are performed in compliance with permits and work is completed by a properly licensed contractor.
  - Complete inspection reports, investigate and document complaints, prepare notices, orders and correspondence in order to convey inspection results, decisions and actions.
  - Maintain an electronic record of inspections, findings and detailed notes utilizing computerized database.
  - Safely operate and conduct routine maitnance of vehicles and equipment.
- **Licensed Plumber/Corporate Officer (September 2009 to Present); Apprentice Plumber (February 2002 to September 2009),** Elite Plumbing, Inc., Chicago, IL
  - Plan, design, repair and install, alter or extend plumbing systems and conduct the inspection thereof in accordance with the provisions of the plumbing code on residential, commercial and industrial properties.
  - Identify materials and conduct installations, repair and servicing of plumbing systems in compliance with architectural drawings, building permits and municipal codes and standards.
  - Test and inspect workmanship and plumbing systems' installations, including water services and sewers, to ensure compliance with plumbing code provisions and public health and safety requirements.
  - Conduct tests on plumbing systems such as drainage and vent water test, water supply system test, gravity sewer test, forced sewer test, storm drain system test and inspect for cross connections.
  - Perform installation and annual testing of back flow prevention devices.
  - Order and coordinate deliveries of approved materials from suppliers and manufacturers in adherence to local codes, employee needs, construction specifications and project requirements.
  - Read and interpret contracts, engineering notes and architectural drawings to ensure adherence to plumbing code as well as explain to contractors and property owners the provisions of the plumbing code.

- Collaborate with local officials to plan, coordinate and clarify project development in order to comply with municipal building code and pass field inspections.
- Conduct walkthroughs and meetings on various projects with multiple trades, architects, property owners and local officials throughout project's lifespan in order to comply with approved permit plans and construction specifications.
- Develop solutions to challenging scenarios in unison with other trades, or alone, for the compliance of the Illinois plumbing code.
- Inspect and resolve existing code or safety violations of properties and potential projects.
- Issue apprenticeships and mentor new employees on standardized work practices, material handling, and installation of typical work conforming with state codes. Establish and enforce work and safety procedures.
- File correct paperwork with the city, state, local authorities and contractors in order to obtain building permits.
- Maintain records and prepare a variety of documents including agendas, reports, evaluations and general correspondence.
- Create schedules to meet the needs of various projects in multiple locations.
- Procure and use heavy machinery.
- Attend yearly continuing education classes, seminars and trade conferences in order to stay up to date with industry trends, rules and regulations.

MARK OPELS

Manager/Plumbing Inspector

Mark has over 20 years of experience providing code compliant plumbing inspections for Illinois municipalities. Mark carries the necessary Illinois State plumbing licenses and International Code Council certifications.

ICC CERTIFICATIONS: # 8073139

Commercial Plumbing Inspector
Residential Plumbing Inspector
Residential Mechanical Inspector
Commercial Mechanical Inspector

PROFESSIONAL AFFILIATIONS

Illinois Plumbing Inspectors Association-Chapter
International Association Plumbing & Mechanical Officials

WORK EXPERIENCE

- **Manager/Plumbing Inspector**, SAFEbuilt | 2013 to Present
  - Perform assigned field inspections in accordance with adopted codes.
  - Collaborate with other inspectors to discuss code information and code interpretations to help ensure
  - consistency of inspections.
  - Interpret and enforce the adopted building codes in a consistent manner for each jurisdiction assigned.
  - Document inspection results so that the information is clear, concise, complete, and understandable.
  - Perform inspections for existing client jurisdictions while identifying areas for improvement in customer service levels and implement changes with the approval of the Building Official.
  - Suggest/recommend procedures to improve operations.
  - Answer code related questions from builders and the general public.
  - Schedule/assign inspections, complete/result inspection tickets, generate and print out inspection tickets in jurisdiction relevant software package.
  - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
  - Compensation for attending board and planning meetings after normal work hours is addressed under SAFEbuilt Ambassador Program.
  - Attend scheduled training.
  - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites. Keep safety equipment in proper working condition and notify supervisor of any malfunctioning or missing safety equipment.
- **Plumbing Inspector**, Carpentersville, IL | 2009 to 2013
- **Owner/Operator**, Pipeworks | 1997 to 2013
- **Contract Plumbing Inspector**, Prospect Heights, IL | 1992 to 2013

DAN WITKOWSKI

Plumbing Inspector
Combination Inspector

EDUCATION

Technical Secondary School of Building Engineering, Plumbing Trade Diploma

CERTIFICATIONS

Certified Illinois Plumbing Inspector
Plumber's License, State of Illinois
Cross-Connection Control Device Inspector

WORK EXPERIENCE

- **Plumbing Inspector/Combination Inspector, Plans Examiner**, SAFEbuilt, LLC | 10/2019 to Present
  - Perform Inspector duties in various villages and towns within the State of Illinois on residential and commercial buildings to ensure conformance with municipal codes and regulations.
  - Review plans and construction documents submitted with permit applications, record findings and recommend changes needed to comply with plumbing and building code provisions.
  - Conduct field inspections on new construction, renovations, additions, repairs and installation of plumbing systems, including inspections of water and sewer services, backfill, and verification of absence of cross connections as well as concrete prepours, foundations, insulation, fire blocking,
  - HVAC, and Demolition/New Construction site inspections.
  - Explain and interpret municipal code requirements, identify materials and installation methods that are not in compliance with local code, explain the code violations to contractors and building owners and recommend changes needed for compliance with code.
  - Ensure projects inspected are performed in compliance with permits and work is completed by a properly licensed contractor.
  - Complete inspection reports, investigate and document complaints, prepare notices, orders and correspondence in order to convey inspection results, decisions and actions.
  - Maintain an electronic record of inspections, findings and detailed notes utilizing computerized database.
  - Safely operate and conduct routine maitnance of vehicles and equipment.
- **Plumbing Inspector**, Licensed Plumber/Proprietor, Elite Plumbing, Inc. - Chicago, IL | 1996 to 10/2019
  - Possesses extensive experience in installation, repair, planning, inspecting and servicing of plumbing systems in commercial, residential and mixed-use buildings in various stages of constructions.
  - Conduct plan reviews, draft changes and communicate findings to appropriate parties.
  - Report non-compliant plumbing systems to contractors and building owners.
  - Understand prints and manufacturer specifications of materials and apparatus.
  - Oversight of operations and personnel, including job scheduling and fleet management.
  - Conduct onsite meetings at various projects with trades, architects and homeowners.
  - File paperwork with city, state, and local municipalities in order to obtain building permits.
  - Interpret Plumbing Code to adhere to municipal amendments and provide solutions and guidance to meet code compliance.
  - Read and interpret contracts, engineering notes and architectural drawings.
  - Prepare bids, estimates, handle accounts receivable and payable.
  - Attend education classes, seminars and trade conferences in order to maintain licenses and stay up to date with industry trends and regulations.

JURTIN VIDE

Inspector

EDUCATION

Harper College
Completed Building Codes and Enforcement Program
Palatine, IL
10/2014 to 3/2017

CLEC Enterprises, Inc.
Additional Coursework in Building, Electrical and Plumbing Codes
Rolling Meadows, IL

CERTIFICATIONS

ICC Certified Residential Plumbing Inspector
ICC Certified Residential Mechanical Inspector
ICC Certified Commercial Building Inspector
ICC Certified Commercial Mechanical Inspector

WORK EXPERIENCE

- **Building Inspector/Code Enforcement Officer,** SAFEbuilt, 5/2017 to Present
  - Perform daily field inspections of residential, commercial and public facility construction projects.
  - Interact with the public and explain technical information to both technically and non-technically trained individuals.
  - Review residential and commercial plans to insure compliance with applicable codes.
  - Provide recommendations regarding interpretations of City, State, Federal, ICC Codes and Construction standards, as well as local ordinances.
  - Maintain accurate records to document inspections, test results, and additional details pertaining to inspections.
  - Maintain computer logs of inspection reports, enter inspection results into permitting software.
  - Respond to and investigate allegations of violations of Municipal, Land Development and Property Maintenance Codes to determine validity of complaints and the appropriate course of action to mitigate issues.
  - Notification of issues given in writing, by phone, in person and electronically.
  - Schedule and perform systematic property maintenance inspections to maintain or achieve minimum property standards.
  - Prepare records and reports pertaining to abatements, court actions, daily activities, enforcement actions and inspections.
  - Compile documentation for and issue summons.
  - Perform other duties as required or assigned.
- **Permit Clerk/Temporary,** Village of Schaumburg, Schaumburg, IL, 10/2016 to 12/2016
  - Performed general office work involving a variety of clerical procedures.
  - Assisted permit and license applicants and verified that all pertinent information is submitted.
  - Contacted applicants if necessary to request additional information.
  - Answered telephone, greeted visitors, directed telephone and personal callers to proper department office.
  - Scheduled various inspections for the building department on an as needed basis.
  - Served as go-between for contractors and inspectors.
  - Verified pertinent information relating to contractor licensing.
  - Established new filing units and systems and maintained control of items out of file.
  - Input customer service requests.

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Tab E

Project Plan Approach

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Tab E — Project Plan Approach

With our range of Community Development Services, SAFEbuilt empowers communities to envision, plan and execute innovative solutions for nearly all municipal operational services. Our teams bring the skills and experience necessary to meet the Village of Orland Park needs of Inspection and Plan Review Services.

KEY BENEFITS

- STREAMLINED PLAN REVIEWS
- PERFORMANCE GOALS
- ROCK-SOLID COMMUNICATION
- FLEXIBLE STAFFING

Inspection Services

Our inspection staff recognizes that an educational, informative approach is the most effective way to improve the building community's experience.

Building, Mechanical, Electrical and Plumbing Inspections

SAFEbuilt operations conducts building, mechanical, electrical, and plumbing inspections for building-related permits both on a full-time and a supplemental basis. Our inspections are based on your adopted codes, adopted amendments, as well as specific additional requirements from each municipality, throughout the various stages of construction. If selected, SAFEbuilt can provide a standard code transition to bring a municipality's codes current.

TIMEFRAME FOR INSPECTIONS AND MANAGEMENT OF INSPECTOR SCHEDULES

- Customized to City Needs
- Next Day Inspections
- Weekend and After Hours
- No Charge for Emergencies
- Computer Mapping and GPS
- Two Hour Scheduling Window for Homeowners

CAPABILITIES OF INSPECTION TYPE

- Building
- Mechanical
- Electrical
- Plumbing
- Rental Housing
- Code Enforcement

DETAILS ON INSPECTION REQUEST PROCESS

- Traditional Methods of Phone, Email, or Fax
- Web Enabling Permit System for Ease of Online Access to Review Status and Request Inspection
- Next business Day if Requested by 4:30pm
- Special Instructions

DETAILS ON INSPECTION REQUEST PROCESS

- In Writing at Time of Inspection
- Automatic Email Notifications

TRACKING AND REPORTING DETAILS

- Tracked by Permit Number, Type and Trade
- Software Systems that Provide Detailed Information
- Monthly Reports

ASSURANCE OF TIMEFRAME QUALITY METRICS AND CONSISTENCY

- Routing Software to Ensure Efficiency

Plan Review Services

Our plan review professionals use the best practices to meet each municipality's service requirements, managing projects effectively and efficiently, completing all deliverables on-time and within budget. After plans are logged, the lead planner assigns plans to the appropriate examiner, he/she completes the review, and the completed review is returned to the municipality as outlined below:

- **Tracking** – Plans are logged into our database and tracked through our review process. Once entered, the plans are sent to the appropriate plans examiner.
- **Verification** – All information on each submittal is checked against the permit application for accuracy.
- **Corrections** – Plans are reviewed for compliance with all applicable federal, state and local regulations. Corrections are noted directly on the plans. Preliminary consultation with applicants is also available.
- **Communications** – Results are communicated to the applicant the same day. Any needed corrections are explained to the applicant in detail.

Examples of previous projects include high-rise buildings, casinos, regional shopping centers, hotels, resorts, hospitals, sports arenas, detention facilities, police stations, fire stations, city halls, libraries, schools, industrial facilities, hazardous occupancies, trash recycling, essential facilities, unreinforced masonry seismic upgrades, residential projects, tenant improvements, and remodels.

Same-Day Reviews

We easily handle same-day plan reviews for small construction projects such as driveways, patios, fences, sheds, additions and remodels, and detached garages.

Commercial, Multi-Family, Single-Family and MEP Plan Review

SAFEbuilt ensures submittals are properly coordinated and tracked by following an established internal plan check process in which each plan is entered into our database, processed and returned to the client on time. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal, verifying information shown on each permit application.

- Screening and logging each application to ensure timely routing to all plan reviewers.
- Reviewing submittals for compliance with all relevant Federal, State, and local requirements.
- Performing plan reviews in compliance with local, State, and Federal regulations and all codes and ordinances in effect.
- Providing a thorough review of design drawings and details for compliance.
- Assuring corrections are handled within established timeframes and as succinctly and clearly as possible.
- We will assist each applicant through the plan review process. All corrections are identified based on compliance with specified codes and regulations.
- Correction sheets for specific projects shall be forwarded to the Village along with a cover memo containing the following (at a minimum):
  - The date(s) plans were received and reviewed by SAFEbuilt.
  - The date(s) the applicant was notified of completed plan reviews.
  - The name and telephone number of the applicant.

We can receive plans from the Village or directly from the applicant by mail, FedEx, or electronic transmission. Our process is convenient for our client municipalities and for the designers and permit applicants we serve. All plans submitted to the Village will be analyzed for compliance according to an agreed timetable.

Fire Plan Review

SAFEbuilt offers specialized fire plan review. Staff review plans for a variety of structures, including new, existing, and altered buildings.

Our experts also provide an additional level of oversight for projects involving occupancies or uses that traditionally pose a high risk for occupants. Our team can cover occupancies such as:

- Assembly
- Educational
- Hazardous occupancies
- High-rise Buildings
- Institutional occupancies
- Storage occupancies

These types of reviews include compliance checks for fire safety systems, such as automatic sprinkler systems, fire alarm systems, and fire extinguishing systems for restaurant kitchens. Fire site plans, however, review compliance for fire site access and fire department operation/suppression needs.

Capabilities to Receive and Process Electronic Plans Submittals

SAFEbuilt strongly recommends using remote (electronic) plan review for its better time efficiency, its environmental impact benefits (e.g., paper, fuel, and carbon emissions), and its benefits to health by preventing person-to-person interaction during the pandemic. Furthermore, our capabilities to support multiple plan reviews simultaneously is unlimited. Our Team is proficient with using all of the industry standard electronic plan review systems currently available. The benefits of remote plan review include:

- Access to multi-disciplined plan reviewers
- Expedited plan review. No more complaints about turnaround times.
- Remote access & increased transparency.
- Remote and concurrent reviews

Plan Review Timeframe

The following table outlines SAFEbuilt's proposed plan review turnaround times for the Village:

Type of Project	Initial Check
Small Residential	**7 business days**
Large Residential	**10 business days**
Small Commercial	**7 business days**
Large Commercial	**15 business days**
Fire Related Review	**7 business days**

Tab F

Exceptions

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Tab F — Exceptions

Acceptance of the Village Contract and Agreement Terms

The SAFEbuilt Contract and Legal team have carefully reviewed the contract terms presented in the Sample Contract in the RFP. We respectfully request the following modifications to the agreement terms.

Item 4.A – please add as indicated:

Time if of the essence in this Contract - The Services to be performed by the Consultant under the Contract Documents shall commence no later than _____ (hereinafter the "Commencement Date"), and shall be completed no later than _____ (hereinafter the "Completion Date"), barring only Acts of God and events out of Consultant's control, due to which the Completion Date may be modified in writing with the prior approval of the Village. If the Consultant fails to complete the Services by the Completion Date, the Village shall thereafter have the right to have the Services completed by another independent contractor, and in such event, the Village shall have the right to deduct the cost of such completion so incurred by the Village from payments otherwise due to the Consultant for the Services and/or the right to recover any excess cost of completion from the Consultant to the extent that the total cost incurred by the Village for the completion of the Work which is the subject of the Contract Documents exceeds the Contract Price.

Item 6 – please revise as indicated:

Nonassignability: The Consultant shall not assign this Contract, or any part thereof, to any other person, firm, or corporation without the prior written consent of the Village, ~~and~~ which such consent shall not be unreasonably withheld. In no case shall such consent relieve the Consultant or its surety from the obligations herein entered into by the same or change the terms of this Contract.

Item 12.A – please revise as indicated:

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~~ and any third party claims ("Claims"), 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~~ to the extent is caused by or arising out of the performance of the Work by the Consultant, its employees, or subconsultants, or which may in anyway result therefrom, except that arising out of the sole legal cause 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.

Item 24 – please add as indicated:

Termination; Remedies: Notwithstanding any other provision hereof, the Village may terminate the Agreement in the event of a default by the Consultant or without cause at any time upon 15 days prior written notice to the Consultant. In the event that the Agreement is so terminated and the Consultant is not in default or breach of this Agreement, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed which shall be determined on the basis of the rates set forth in the Consultant's Proposal notwithstanding the proceeding, Consultant may terminate this Agreement, or any part of this Agreement upon ninety (90) days written notice, with or without cause and with no penalty or additional cost beyond the rates stated in this Agreement.

Tab G

Cost Proposal

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Tab G — Cost Proposal

SAFEbuilt will work with the Village of Orland Park for a pricing tailored to its needs. We work with our community partners to establish quality rates for the services we provide. All overhead, materials and equipment—such as iPads, code books, mobile phones, ladders, and professional attire—are included in the proposed fee.

Hourly Fee Schedule

Regular Assigned Staff	
Commercial/Residential Inspections	**$81/Hour**
Property Maintenance Inspections/ Office Assistance	**$65/Hour**
Residential Plan Review	**$85/Hour**
Commercial Plan Review	**$90/Hour**
Minor Plan Review*	**$85/Hour**

** Minor Plan Review constitutes any review or situation where a home or business is performing a small remodel less than 100 square feet and may require a small plan review. Schedule and timeline for such reviews will be agreed upon with the Village.*

Optional Services	
(Staff Qualifications & Resumes Available Upon Request)	
Health Inspections	**$100/Hour as-needed**
Permit Technicians	**$55/Hour as-needed**
Stormwater Reviews	**$125/Hour as-needed**
Zoning Reviews	**$110/Hour as-needed**

Alternatively, we would also like to present the Village with a flat fee schedule. We will work with the Village staff to establish what would best suit its requirements and budget.

Flat Fee	
Residential Zoning Review	**$139.00**
Residential New Construction (up to 1,500 SF)	**$370.00**
Residential New Construction (1,501 SF - 2,000 SF)	**$462.00**
Residential New Construction (2,002 SF -3,500 SF)	**$646.00**
Residential New Construction (3,500 + SF)	**$785.00**
Residential New Construction (Porches and Decks)	**$139.00**
Residential Existing Structures (up to 1,500 SF)	**$369.00**
Residential Existing Structures (1,501 -2,000 SF)	**$554.00**
Residential Existing Structures (2,001 - 3,500 SF SF)	**$6,000.00**
Residential Existing Structures (3,500 + SF)	**$693.00**
Commercial Zoning Review	**$185.00**

Flat Fee	
Buildings (up to 2,500 SF)	**$600.00**
Buildings (2,501 - 7,500 SF)	**$1,108.00**
Buildings (7,501 -10,000 SF)	**$1,384.00**
Buildings (10,001 - 25,000 SF)	**$3,232.00**
Buildings (25,001 - 50,000 SF)	**$4,155.00**
Buildings (50,001 - 100,000 SF)	**$4,617.00**
Buildings (100,001 - 200,000 SF)	**$11,543.00**
Buildings (100,001 - 200,000 SF)	**$13,851.00**
Buildings (Each Additional 25,000 SF)	**$1,293.00**
Fire Protection Only Review	**$185.00**
Sprinkler Heads (up to 100 Heads)	**$462.00**
Sprinkler Heads (101 - 200 Heads)	**$646.00**
Sprinkler Heads (201 - 300 Heads)	**$785.00**
Sprinkler Heads (301 - 500 Heads)	**$1,108.00**
501 + Sprinkler Heads	**$1108 + $26 /50**
Carbon Dioxide Clean Agent system	**$231.00**
Fire Detection and Alarm Systems (up to 2,500 SF)	**$462.00**
Fire Detection and Alarm Systems (2,501 - 7,500 SF)	**$646.00**
Fire Detection and Alarm Systems (7,501 - 10,000 SF)	**$785.00**
Fire Detection and Alarm Systems (10, 001 - 25,000 SF)	**$1,108.00**
Fire Detection and Alarm Systems (25,001 - 50,000 SF)	**$1,293.00**
Fire Detection and Alarm Systems (50,001 - 100,000 SF)	**$1,477.00**
Fire Detection and Alarm Systems (100,001 - 200,000 SF)	**$1,662.00**
Fire Detection and Alarm Systems (200,001 - 400,000 SF)	**$1,970.00**
# SF over 400,001 SF	**.10 SF**
Dry Chemical	**$416.00**
Hood System Review	**$416.00**
Ansul System Review	**$416.00**
Residential and Commercial Inspections	**$67.00**
Expedited Review Services and Off Hour Inspections	
Residential and Commercial Plan Review	**Fee + 25%**
Residential and Commercial Inspections (All Trades and fire)	**$134.00**

Tab H

Required Documents

SAFEbuilt®

PROPOSAL SUMMARY SHEET

RFP 21-021

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

Business Name: SAFEbuilt Illinois, LLC

Street Address: 3755 Precision Dr., Ste. 140

City, State, Zip: Loveland, CO 80538

Contact Name: Steve Nero

Title: Senior Director, Business Development

Phone: 312.339.0436 Fax: 877.203.2704

E-Mail address: snero@safebuilt.com

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Tom Wilkas

Signature of Authorized Signee:

Title: Chief Financial Officer Date: 4/15/2021

ORLAND PARK

CERTIFICATE OF COMPLIANCE

The undersigned Tom Wilkas, as Chief Financial Officer
(Enter Name of Person Making Certification) *(Enter Title of Person Making Certification)*

and on behalf of SAFEbuilt Illinois, LLC, 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.#: 46-2340439
(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
_X_ LLC
___ Corporation _____ _____
(State of Incorporation) *(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:

Signature of Authorized Officer

Tom Wilkas
Name of Authorized Officer

Chief Financial Officer
Title

4/15/2021
Date

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 15 DAY OF April, 20 21

_____
Signature

Authorized to execute agreements for:

Tom Wilkas, Chief Financial Officer
Printed Name & Title

SAFEbuilt Illinois, LLC
Name of Company

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/2/2020

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
RBN Insurance Services
303 E Wacker Dr Ste 650
Chicago IL 60601

CONTACT NAME:
PHONE (A/C, No, Ext): 312-856-9400 **FAX (A/C, No):** 312-856-9425
E-MAIL ADDRESS: rdelich@rbninsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Fire Insurance Co.	19682
INSURER B : Hartford Casualty Insurance Co	29424
INSURER C : Navigators Insurance Company	42307
INSURER D : Twin City Fire Insurance Co.	29459
INSURER E : Great American E&S Ins. Co.	37532
INSURER F :	

INSURED SAFELLC-01
SAFEbuilt Holding Company
SAFEbuilt, LLC (See Attached)
3755 Precision Drive, Ste 140
Loveland CO 80538

COVERAGES **CERTIFICATE NUMBER:** 775553796 **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**			83UENZV3951	10/3/2020	10/3/2021	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	**AUTOMOBILE LIABILITY**			83UENPY9100	10/3/2020	10/3/2021	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	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)	$
								$
C	**UMBRELLA LIAB** X OCCUR			CH20EXC885600IV	10/3/2020	10/3/2021	EACH OCCURRENCE	$ 10,000,000
	X **EXCESS LIAB** CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED X RETENTION $ 0							$
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N	N / A		83WECE0623	5/12/2020	5/12/2021	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
E	Professional Liability			TER285-99-95	10/3/2020	10/3/2021	Each Claim/Aggregate	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
[redacted] is an Additional Insured as respects General Liability as required by a written contract.

CERTIFICATE HOLDER

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

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