



## ORLAND PARK

RFP 21-021

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

### BACKGROUND

The Village of Orland Park Development Services Department is responsible for the review, permitting and inspection of all building and development projects in the Village to ensure compliance with minimum housing, building and safety laws. The Development Services Department serves as the lead department for project reviews and coordinates with other applicable Village departments and agencies.

The Development Services Department completes approximately 4,000 permits with 3,000 building plan reviews and nearly 12,000 building inspections annually for residential, multi-family residential, commercial and industrial projects. Current plan review turn-around timeframes are two (2) weeks for minor projects and three (3) weeks for major projects from date of submittal (calendar days), with plan to improve response times by one week in each respective category. Village staff provides general front counter customer service answering customer inquiries, code questions, and general project submittals and building inspection requests.

Current plan reviews and building inspections are completed per the 2018 IBC, 2018 IRC, 2012 IFC, 2018 IMC, 2018 IPMC, NEC 2017, and the Illinois Plumbing Code Illinois Accessibility Code; all with local amendments. Building Inspectors currently assist Code Compliance Officers with code compliance cases related to hazardous, substandard and unpermitted building projects.

Periodically, the Village experiences increased project submittals and building inspection requests. An important goal of the department is to provide timely, efficient and effective service so the village has recognized a need for third-party assistance in plan review and building inspection services during these times.

In addition, the Building Department may have a need for additional Plans Examiners, Building Inspectors, a Building Official or Permit Technicians to assist at the Village Hall due to special circumstances.

The Village is seeking proposals from professional firms interested in providing plan review and building inspections services on an as-needed basis, and providing onsite staffing at the Village Hall should the need arise.

### SCOPE OF SERVICES

#### Plan Review

Contractor will perform multi-disciplinary plan review services including, but not limited to, the following:

- a. Conduct initial plan review and all subsequent reviews for design integrity and code compliance with the adopted edition of the applicable Building Codes, Housing Laws, local amendments, ordinances and appendices as adopted by the Village within timeframes specified by the Village.
- b. Review plans for all types of fire protection systems, fire and life safety, and compliance with state and local hazardous materials regulations.
- c. Review structural calculations, soils reports, geotechnical, grading, onsite improvements, energy calculations/reports, disabled accessibility requirements, green building standards, Village adopted ordinances and policies, and other project related information provided by



the applicant or the Village.

- d. Identify items needing clarification or correction to achieve compliance with applicable regulations, codes and standards, and provide a written report of these items, including referenced code sections. The reports completed shall be clear, concise and not contain a multitude of general notes that do not reflect conditions specific to the project.
- e. Coordinate the resolution of identified deficiencies with the applicant and Village. Upon request by the Village, shall attend any required meetings connected with the plan review or field inspection of the projects.
- f. The standard turnaround time for assigned plan reviews shall be ten (10) business days for initial review, and five (5) business days for re-checks. Expedited plan review for initial review and re-checks may be requested with a turnaround time of not more than (5) business days. Contractors shall pick up and deliver plans to the department unless alternate arrangements are approved by the Director of the Development Services or designee.
- g. The Contractor shall utilize employees to perform the plan reviews who are certified as Plans Examiners through the International Code Council and who are provided with a reasonable degree of annual training. An Illinois Registered Engineer or Licensed Architect employed by the Contractor shall review the portion of plans that involve engineering design and calculations. Plans Examiners shall have a minimum of three (3) years of plan review experience with a municipality or a private Contractor.
- h. Projects shall be assigned at the sole discretion of the Development Services Director or designee. The Village may use its own employees and/or other independent Contractors to perform plan reviews in addition to any such work assigned to a Contractor. The volume of plan review is dependent upon economic conditions that are outside the control of the Village. Consequently, there is no guarantee provided as to the minimum or maximum volume of work that may be assigned to the Contractor within any given time period.
- i. In the course of the plan review process, the Contractor shall avoid situations involving an actual or potential conflict of interest, shall act as an agent and a deputy of the Building Division Director, and shall act in the interests of the Village and the citizens of Orland Park. Contractors shall provide no services for any private client within the incorporated boundaries of the Village during the contract period.
- j. Contractor shall have an appropriately trained staff member who shall review any assigned projects that have aspects related to disabled accessibility requirements.
- k. The Development Services Director shall have the right of refusal of any staff member assigned by the Contractor. All staff members must have a commitment to efficiency and high standards of customer service.
- l. The Contractor shall have the ability to complete plan review digitally using Adobe PDF and shall have staff with previous experience completing reviews digitally. The Contractor shall have the ability to securely transfer digital files, without the use of email, to the Village.
- m. It is highly desirable that Plans Examiners have experience reviewing storm water erosion control, drainage and best management practices for large and small grading projects.
- n. It is highly desirable to have additional plan review engineering staff with Illinois Registration as a:
  - Illinois Civil Engineer
  - Illinois Structural Engineer
  - Illinois Licensed Land Surveyor
  - Illinois Electrical Engineer
  - Illinois Architect



- Illinois Mechanical Engineer
- o. It is highly desirable to have additional plan review staff with the following professional certifications:
  - Fire Plans Examiner
  - Structural Plans Examiner
  - Residential Plans Examiner
  - Commercial Fire Sprinkler Plans Examiner
  - Residential Fire Sprinkler Plans Examiner
  - Commercial Fire Alarm Plans Examiner
  - LEED
  - Electrical Plans Examiner
  - Plumbing Plans Examiner
  - Mechanical Plans Examiner
  - Green Building Plans Examiner
  - Certified Building Official
  - Master Code Professional
  - Illinois Certified Plumbing Inspector

## Building Inspections

Contractors shall provide experienced and trained staff to supplement the Village's existing staff on an on-call, as-needed basis. The Contractor's building inspection staff shall be certified by the International Code Council or other appropriate recognized organization and possess a minimum of three (3) years of building code enforcement experience with a municipality or a private municipal Contractor.

- a. Contractor shall have a staff member with a minimum of three (3) years of disability/accessibility inspection experience. This staff member shall complete inspections for any assigned projects that have aspects related to Americans with Disability Act and/or the Illinois Accessibility Code. This staff member shall complete inspection services when requested by the Village.
- b. The Development Services Director shall have the right of refusal of any staff member assigned by the Contractor. All building inspection staff members must have a commitment to efficiency and high standards of customer service.
- c. The Contractor inspection staff shall provide inspection services and assure that the construction meets the approved project plans and is in compliance with the latest adopted codes, policies and procedures. The Contractor shall be available to provide inspection services upon 24 hours' notice. The Contractor shall be available during an emergency or natural disaster to assist the Village with inspection services.
- d. It is highly desirable that Building Inspection staff has experience inspecting storm water erosion control measures, drainage and best management practices for large and small grading projects.
- e. It is highly desirable to have building inspection staff with the following professional certifications:
  - Commercial Building Inspector
  - Residential Building Inspector
  - Commercial/Residential Mechanical Inspector
  - Commercial/Residential Plumbing Inspector
  - Commercial/Residential Electrical Inspector
  - Fire Marshal



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

- Fire Inspector
  - Energy Conservation Codes
  - Green Building/LEED Inspector
  - Permit Technician
  - Illinois Accessibility Code
  - Certified Building Official
  - Master Code Professional
  - Illinois Certified Plumbing Inspector
- f. Field Inspections (Residential). Below is a list of specific inspections that will need to be conducted by the selected firm in a residential and multiple family dwelling as needed:
- Footing pre-pour: after footing forms are set and ready to pour concrete
  - Foundation pre-pour: after foundation forms and reinforcement bars are set and ready to pour concrete
  - Foundation backfill: foundation forms stripped, damp proofing applied, rigid insulation in place, and footing drain tile in place
  - Concrete slab per-pour: after reinforcing and any underground services are installed
  - Electrical service: after service box, service entrance conductors and ground rod are installed
  - Rough electric: after electrical conduit, boxes, and wiring is installed
  - Rough mechanical: after all ducts, vents and flues are installed
  - Rough plumbing: after all piping is installed and required tests are ready
  - Rough building framing: after rough electrical, mechanical, and plumbing and framing is complete
  - Insulation: after insulation and vapor barrier are in place
  - Pre-taping: after drywall is installed and before taping starts in rated assemblies
  - Final electric: all electrical installations and fixtures installed and system is fully grounded
  - Final mechanical: all mechanical installations and fixtures installed and units are zoned and balanced
  - Final plumbing: after all plumbing installations and fixtures are installed
  - Final building inspection: When all building work and systems are complete
- g. Field Inspections (Commercial and Industrial). Below is a list of specific inspections that will need to be conducted by the selected firm in a commercial or industrial application as needed:
- Footing pre-pour: after footing forms are set and ready to pour concrete
  - Foundation pre-pour: after foundation forms and reinforcement bars are set and ready to pour concrete
  - Foundation backfill: foundation forms stripped, damp proofing applied, rigid insulation in place, and footing drain tile in place
  - Concrete slab per-pour: after reinforcing and any underground services are installed
  - Electrical service: after service box, service entrance conductors and ground rod are installed
  - Rough electric: after electrical conduit, boxes, and wiring is installed
  - Rough mechanical: after all ducts, vents and flues are installed
  - Rough plumbing: after all piping is installed and required tests are ready



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

- Rough building framing: after rough electrical, mechanical, and plumbing and framing is complete
- Insulation: after insulation and vapor barrier are in place
- Pre-taping: after drywall is installed and before taping starts in rated assemblies
- Open ceiling inspection: rough inspections for electrical and plumbing systems in a future concealed space or dropped ceiling area
- Final electric: all electrical installations and fixtures installed and system is fully grounded
- Final mechanical: all mechanical installations and fixtures installed and units are zoned and balanced
- Final plumbing: after all plumbing installations and fixtures are installed
- Final building inspection: When all building work and systems are complete.
- Fire Alarm
- Fire Sprinkler

### Building Official

Contractor shall have a Certified Building Official or Master Code Professional on staff that has a minimum of five (5) years of building department administration, budgeting and personnel experience working with a municipality or a private municipal contractor. The scope of services for this person shall be similar to the job description for a Building Division Manager employed with the Village.

### Permit Technician

Contractor shall have a certified Permit Technician on staff that has a minimum of two (2) years of building department permit processing and basic administration experience working with a municipality or a private municipal contractor. The scope of services for this person shall be similar to the job description for a Permit Processing Technician employed with the Village.

### Health Inspector

Contractor shall have a licensed Illinois Environmental Health Practitioner on staff that has a minimum of five (5) years of experience working with a municipality, county, or a private municipal contractor. The scope of services for this person shall be similar to the job description for Health Inspector employed with the Village.

## **MINIMUM LEVEL OF SERVICE PERFORMANCE**

The Village requires that the following minimum levels of service be met for all plan reviews and inspections, whether residential or commercial.

- Initial plan reviews shall be completed and comments returned to the Village within 10 working days of transmittal. Please acknowledge whether plans can be transmitted electronically for review, or if they must be hard copies.
- Follow up reviews shall be completed and comments returned to the Village within 5 working days of transmittal
- All inspections shall be performed within the 4-hour window of the time the inspection is requested. Morning inspections shall take place between 8 am and 12:00 pm. Afternoon inspections shall take place between 12:00 pm and 4:00 pm. The inspection schedule will be forwarded to consultant by 3:30 pm the day prior to inspections taking place.



## ORLAND PARK

RFP 21-021

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

- The Village requires that the selected firm will pick up plans to be reviewed at the Village Hall. No postal or shipping fees will be reimbursed. The 10-day review deadline starts on the day the consultant is notified of the plans being ready for pickup.
- The Village currently utilizes the Harris Innoprise CommDev computer program to complete and track both plan reviews and inspections, but is in the process of beginning a transition to MUNIS EnerGov. Plan reviews can be completed remotely via a VPN connection to the Village server, but inspections must be entered on site at Village Hall before the end of each day. The Village will provide training as required to utilize our MUNIS system, but familiarity with similar systems is encouraged.
- Inspectors shall check in daily with the Development Services Staff, pick up a Village ID, and pull the necessary permit files prior to entering the field for any inspections. No inspections shall take place prior to an inspector checking in at Village Hall first.

### MINIMUM QUALIFICATIONS AND CREDENTIALS

The successful respondent shall have experience with municipal plan reviews and inspections and possess licensing and certifications appropriate for the work to be performed. Persons performing plan reviews and inspections must possess the following credentials:

Residential Plan Reviewer: Illinois Licensed Architect (LA)  
Professional Engineer (PE)  
ICC Certified Plan Examiner

Residential Field Inspector	Structural	ICC Certified Residential Building, PE, or LA
	Concrete	ICC Certified Residential Building, PE, or LA
	Mechanical	ICC Certified Residential Mechanical, PE, or LA
	Electrical	ICC Certified Residential Electrical or Licensed Electrician
	Plumbing	State of Illinois Licensed Plumber

Commercial or Industrial  
Plan Reviewer: Illinois Licensed Architect (LA)  
Professional Engineer (PE)  
ICC Certified Plan Examiner

Commercial or Industrial Field Inspectors:	Structural	ICC Certified Commercial Building or PE
	Concrete	ICC Certified Commercial Building, PE, or LA
	Mechanical	ICC Certified Commercial Mechanical Inspector
	Electrical	ICC Certified Commercial Electrical Inspector
	Plumbing	State of Illinois Licensed Plumber

Health Inspectors Illinois Environmental Health Practitioner, Licensed  
State of Illinois Food Service Sanitation Manager Certificate

### SPECIAL PROVISIONS

- Proposer shall assure that the designated staff, including sub-consultants (if any), are used



## ORLAND PARK

RFP 21-021

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

for this project. Departure or reassignment of, or substitution for, any member of the designated staff or sub-consultant(s) shall not be made without the prior written approval of the Village.

- Inspectors shall carry cell phones and communicate directly with Village staff concerning code violations and re-inspections.
- The selected firm will provide all equipment such as vehicles, electrical testing equipment, flash lights, code books, cellular devices, personal protection equipment, and any other items required to complete each inspection or review.
- Inspectors shall utilize consultant company-owned or private vehicles and equipment with full insurance coverage. The Village will not provide vehicles to consultants.
- Inspectors shall carry Village identification cards, which will be picked up daily at Village Hall.
- Inspectors shall present a professional appearance at all times with tucked in collared shirts and belted pants with no holes or stress marks.
- Inspectors shall have the necessary personal protection equipment including, but not limited to hard hats, proper footwear, eye and ear protection, high visibility vests, etc.
- Electronic Inspection forms shall be filled out neatly and legibly by the inspector. The inspector's full name shall be written on the inspection form. If multiple inspections are completed in the same visit, a separate electronic inspection form will be fully filled out for each inspection. Multiple inspections on one inspection form will not be accepted.
- The bidder shall not include a non-compete clause or prohibition on hiring of staff, whether directly or indirectly assigned to provide services to the Village

### TENTATIVE SCHEDULE

The following represents the tentative schedule for this RFP. Any change in the scheduled dates for the Deadline for Final Questions or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for other milestone dates may be adjusted without notice.

RFP Release – April 9, 2021

Deadline for Final Questions – April 19, 2021

Proposal Submission Deadline – April 23, 2021

Contract approval by Village Board – May 3, 2021

### PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Additional information may be provided, but should be succinct and relevant to the goals of this RFP.

Proposers may submit three (3) complete, sealed and signed hardcopies. One (1) hardcopy shall be an original unbound version, marked "Original" and must contain original signatures. Two (2) hardcopies shall be complete, identical, bound copies of the proposal.

Or

Proposers may choose to submit one (1) copy electronically through BidNet Direct.





## ORLAND PARK

RFP 21-021

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

### Cover Letter with the following information:

- Title of this RFP
- Name and mailing address of firm (include physical location if mailing address is a PO Box)
- Contact person, Email address, telephone number, and fax number.
- The Village will use email to notify your firm of critical developments such as, notification of selection/non-selection, etc.

### Signature Requirements

The Cover Letter must be signed by an officer empowered by the Consultant to sign such material and thereby commit the Consultant to the obligations contained in the RFP response. Further, the signing and submission of a response shall indicate the intention of the proposer to adhere to the provisions described in this RFP and a commitment to enter a binding contract.

- Proposals submitted on behalf of a Partnership shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the proposal a Power-Of-Attorney evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm.
- Proposals which are submitted on behalf of a Corporation shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer.
- Proposals which are submitted by an Individual doing business under a firm name ("dba") shall be signed in the name of the individual doing business under the proper firm name and style.

### TAB A: Firm's Qualifications

Describe the firm and provide a statement of the firm's qualifications for performing requested consulting services. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you propose to utilize to supplement your firm's staff. Include the Firm's Organization Chart, including its constituent parts, and size variation of staffing levels in the past five years.

### TAB B: Services

- a. Itemize the complete list of services to be provided.
- b. Note instances where services exceed the scope or detail offered in this proposal.
- c. Note instances where services do not meet the scope offered in this proposal.
- d. Describe how continual staff development and training is provided.
- e. Address instances where possible cost efficiencies may be gained, quality may be improved or Village may otherwise benefit from adopting your proposal over the generally listed terms of this RFP.

### TAB C: Experience and References

- a. Provide examples and references that substantiate your (organization's) experience in providing the types of service requested in this proposal. Provide at least three (3) references, preferably of Illinois Building Departments and/or Community Development Agencies for which you have provided the services requested in this RFP. Include the name, email, and telephone number of contact persons.





## ORLAND PARK

RFP 21-021

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

- b. Please describe any current, pending or past litigation (within the last 5 years) that the organization has been, is, or is expected to be a party to.

### TAB D: Qualifications of Team

- a. Provide names, resumes, qualifications and certifications of key employees to be assigned to this work.
- b. Provide a staffing plan for meeting the requirements.
- c. Provide other relevant information that can aid Village in its selection process.
- d. Provide an itemized list of all municipalities, agencies and businesses you are currently contracted with for building plan review, inspection and administration services.

### TAB E: Project Plan

Provide a detailed discussion of your firm's approach to the successful implementation of this project. Include thorough discussions of methodologies you believe are essential to accomplishing this project. Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff who would be assigned to each task, including sub consultants.

### TAB F: Exceptions

Describe any and all proposed exceptions, alterations or amendments to the Scope of Work or other requirements of this RFP, including the Draft Agreement (Attachment A).

### TAB G: Cost Proposal

- Submit a cost proposal which includes the cost charged per plan review and the cost for building inspection services on a per inspection basis. Also include an option for expedited plan reviews, including fees and timelines.
- Residential plan reviews as set forth above shall be priced as a lump sum package price per home. Secondary reviews shall be included in the base lump sum price. Field inspections shall be based on a per inspection flat fee basis.
- Non-residential plan review fees should be based on a formula predicated on the cost of construction or the area of the building. Only the square footage (area) of construction shall be considered in pricing. The volume of a building shall not be factored into variable pricing. Secondary reviews shall be included in the base lump sum price. Non-residential inspections should be priced on a per inspection flat fee basis. See the attached current Village plan review and inspection fee schedules for reference.
- There may be situations where a home or business is only performing a small remodel, less than 100 square feet, that may require a minimal plan review. Include a separate price for these minor plan reviews, along with a timeline for review.
- Costs for mileage, reproduction, transmittal, and other miscellaneous costs are to be included in the base lump sum price. Once this lump sum is paid by the permit applicant, there will be no additional charges assessed, except for additional re-inspection fees.



## ORLAND PARK

RFP 21-021

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

### EVALUATION CRITERIA

Upon review of the written proposals, the Village will use the following evaluation criteria and rating points to determine the most highly qualified firm(s).

<b>Evaluation Criteria – Written Proposals</b>		<b>Maximum Points Possible</b>
A. Experience and qualifications of firm		25
B. Experience and qualifications of proposed staff		30
C. Understanding of the project – Proposed Project Plan		25
D. Proposed Cost		20
<b>Total Possible Points</b>		<b>100</b>